

**State Faculty Curriculum Committee**  
**COLORADO COMMUNITY COLLEGE SYSTEM**

December 9, 2016

**CCCS Lowry Conference Center 1061 Akron Way, Denver CO 80230 Room 200A (The Chapel)**

**Meeting Information:**

**SFCC December Meeting**

Friday, December 9, 2016

9:00 am | Mountain Standard Time (Denver, GMT-07:00) | 5 hrs

Meeting number (access code): 923 839 663

Meeting password: Achieve2016

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**Present:** Mike Anderson, NJC; Louis Beatty, CMC; Jeff Froyd, CCD; Kris Gates, PPCC; Christine Gaudinski, Aims; Jennie Gross, CCCS; Jennifer Harrell, CCA; Paula A. Herrmann, Pickens; Lynnette Hoerner, RRCC; Janiece Knieppe, RRCC; Carol Kuper, MCC; Beth Lattone, CCA; Lindsay Lewan, ACC; Chris Luchs, CCCOnline; Gillian McKnight-Tutein, FRCC; Doug Mugge, ACC; Warren Munich, PPCC; Michael Payne, PCC; Boyd Rodman, PCC; Casey Sacks, CCCS; Brenda Stevens, EGTC; William Tammone, Provost; Scott Thompson, NJC; Matthew Wilson, FRCC

Guests: Vicki Bond, PPCC; Kristen Johnson, PPCC; Andrea Ulrich, PPCC; Barbra Sobhani, RRCC

**Meeting Agenda**

**9:00 AM Approval of Prior Minutes, Boyd Rodman, PCC**

Minutes were approved unanimously with no further edits.

## **ABM re-write Michael Womochil, CCCS, Barb Frihauf, MCC**

The ABM courses currently on the bulletin board all belong to a specific program, started in 1983, in which students use real-time data from their own businesses as material for the coursework. Instruction is carried out with a 1:1 instructor: student ratio, frequently in the student's home or place of business. This rewrite is a result of an audit in 2004 of the FSA program. In order to comply with the recommendations from the audit, the existing 9 credit courses were broken into 3 credit courses, 3 courses per original course. Several concerns and questions were raised around this rewrite, including the lack of the word "agriculture" in key places in the titles, course descriptions and competencies. Emphasis could also be placed on the specialized delivery method of instruction for these classes, and competencies could include phrases such as "Select ... as best suited to the student's business" to clarify the unique nature of these classes. It was also recommended that ABM confer with ACC, BUS, MKT, SBM, and MAN to ensure no overlap or concerns from those prefixes. All ABM courses currently up for discussion were tabled pending edits.



Master packet for ABM 137-138  
Ag Packet Master 143-144  
Competency based ver

## **MOT Vicki Bond, PPCC**

MOT 130, 131, 208, 209, and 210 were requested to be removed from the bulletin board by Vicki Bond, due to more edits to these courses being forthcoming. MOT 125, 133, and 135 had the suggested edits from SFCC made to them and are presented for approval. The courses were approved.

## **ASI, Michael Martin, CMC**

The suggested changes from SFCC were made to the courses. MAN prefix was consulted and had no concerns about overlap. The concern was raised that OUT prefix should also be consulted, but it was stated that the people teaching ASI are also the instructors for OUT prefix. The presenters of the prefix also confirmed that "action sports" is a recognized industry term. The prefix ASI was passed. The courses ASI 111, ASI 112, ASI 114, and ASI 130 all passed.

## **SAO, Paul Rauschke, CMC; Roger Coit, CMC**

The phrase "Students will" should be removed from all course descriptions. Discussion followed on the amount of editing it is appropriate for the SFCC to perform and ways to maintain consistency in handling edits. On review of the course guide template and the instructions, some conventions (such as ensuring course descriptions describe only what the course will do and not what students do) are not stated. The instructions for filling out a course guide template need more detail. SAO did follow the suggestions from SFCC for edits from the previous month. For courses SAO 162 and SAO 164, "Students will" was changed to "Provides review" in the course description. "Students will" was changed to "Investigates" in SAO 163. "Students will" was changed to "Develops" and "Includes exposure" in SAO 164. "Students will" was changed to "Covers" in SAO 266. SAO 162, 163, 164, 165, 263, 264, 265, 266 were passed unanimously. SAO 279 passed with 2 opposed and 1 abstained.

## **HNR, Barbra Sobhani, RRCC**

This prefix is intended to contain courses that will foster interdisciplinary problem-solving, success in college, service learning, and critical thinking. Courses are not intended to be specific to a particular discipline. This prefix was developed after a survey of other honors programs and identifying best practices. The program will have a defined admission process and a dedicated advisor. Concerns

around financial aid considerations were raised, and the viability of HNR prefix courses for transfer to 4 year institutions. The topic of an HNR prefix has been discussed in years past, and the major concerns then were also around transferability and that HNR cannot be considered a topic in and of itself, although many 4 year institutions do possess their own honors programs. After lengthy discussion, the prefix was approved with four members of SFCC abstaining. Four HNR courses were then presented. HNR 100 had topic VII deleted as a method of delivery, not a topic. HNR 101 was changed to HNR 102, and HNR 201 was changed to HNR 202 to allow courses to be numbered below them. HNR 289 was changed to be variable credit from 0.5-4.0 credits. The courses passed with four members of SFCC abstaining.

### **DIT, Chris Heuston, FRCC; Kristen Johnson, PPCC**

DIT 121 was checked for overlap with CUA prefix, with no concerns arising from that discussion. The course was also checked against HWE 100, Human Nutrition, and found to be 66% different. DIT 123 was checked against CUA 101, and found to be 85% different. DIT also reviewed the 180, 181, and 182 courses and the usefulness of variable credit options. DIT 121, 123, 180, 181, and 182 were all approved. DIT 170 and 171 were archived.

### **Academic Affairs Presented by William Tammone, CCCS**

Gillian McKnight – Tutein was introduced and welcomed as the new representative from the VP council. Scott Thompson received deepest thanks for his dedicated years of service on the committee. Casey Sacks has accepted a position in West Virginia as a Vice Chancellor and will be leaving us.

Dr. Tammone wished to know how elections for state discipline chair are conducted at the 2:2. Consensus among members was that faculty present at the meeting vote for candidates with a majority ruling. Dr. Tammone also wished to know the process for voting for curriculum changes. Consensus among members was that each college casts one vote, majority ruling. This process is written down in the state discipline chair handbook.

The BAS in Emergency Services Administration is due to be reviewed by CCHE in February of 2017.

The issue of different prerequisite requirements will be discussed by the Presidents' Council next month. High schools and universities have raised issues around different community colleges requiring different prerequisite courses. Concerns were raised by the SFCC around the need to tailor admission requirements to serve the needs of students, challenges around admitting students to programs that may serve very different student populations, and faculty workload imposed by having common prerequisites. Updates to follow.

### **SP 9-71 edits and Course Guide Template Draft, by Casey Sacks**

SP 9-71 has been edited to reflect current practice. SFCC reviewed the document and recommended the removal of language that states colleges will notify the system to update when they begin offering courses. It was strongly recommended by SFCC that curriculum committees receive formal training, similar to the process for onboarding new discipline chairs. Suggestions followed on clarifying the language on the review cycle to show that courses will be reviewed within 5 years of the last date reviewed, not exactly on each five-year anniversary of the last review.

The objective of the new course template is transparency in recording the content of the course. The template was reviewed. The GT pathway requirements and the content criteria must be cut and pasted into the syllabus of every GT course. Student learning outcomes and course outcomes do not have to map to each other. CTE courses will leave the GT competencies and other GT related sections blank. Topics will be mandatory, but the order they are presented in the course and the time taken to present them will not be standardized. It was suggested that the categories be changed to “recommended” and “required” from “discretionary” and “mandatory”. Discussion followed on the mechanics and necessity of allowing the topical outline to have a section that cross-references another course (course A/course B). The template was approved with one abstention.

## **Bulletin Board Review, Boyd Rodman, PCC**



12.9.16 SFCC BB.xlsx

Of the courses not yet discussed:

AGR 214 was approved. COM prefix was consulted.

CUA 120 is still on hold.

DEH 455 was not approved. There are concerns that this course closely resembles a 100 level PBH (Public Health) course. PBH had no opportunity to review this course due to the timing of the creation of the prefix. DEH should rewrite the course, paying attention to the level of verb used in the competencies. The question was also raised of how many upper level credits should be contained in a BAS with no clear answer found.

DEH 489 was sent back for revisions. Competencies #2 and #4 need to be rewritten so they begin with a measurable and appropriate verb.

EGT 101 was approved with a minor revision to the course description to remove “Students will”.

EGT 102 was approved.

EGT 210 was approved.

A discussion began around when discipline chairs see proposed courses. Jennie sends an email to discipline chairs announcing the posting of the bulletin board and notes whether they have any courses awaiting their approval.

SFCC was reminded that if a course has a title or credit hour change, it will also need a new course number due to transcript and financial aid concerns.

EMS 121 was approved.

FER 102 was approved.

HLT 131 was archived.

HLT 132 was approved.

IND 206 is on hold.

RCA 105, 131, and 156 were all returned for revisions. The course description for RCA 105 needs edits for grammar and clarity. The topical outline for RCA 105 reads like competencies and should be edited into topics. RCA 131 should have “students will” removed from the course description. The same edits applied to RCA 105’s topical outline should be applied to RCA 131. The course description for RCA 156 should be edited to reflect that the depth of knowledge is appropriate to a respiratory care provider. General edits for grammar and clarity should also be made. The competencies should also reflect that these topics are being taught at a level appropriate to respiratory care providers or technicians. The same edits applied to RCA 105’s topical outline should be applied to RCA 156’s.

RCA 155 was archived.

SCI 171 and SCI 172 were held. Course was requested to be fixed at 3 credit despite holding a variable credit number. Request was denied by SFCC. Course needs to be renumbered. Use of “graduate school” to describe the research experiences is recommended to be removed. Mention of SCI 171 should be removed from the course description of SCI 172. In SCI 172, competency #4 should read “Organize and manage data...”. Competencies should be reviewed for both courses to ensure appropriate construction, with specific attention to verb choice and clarity of intent.

STE 100 is on hold.

SUS 101 and SUS 201 are on hold.

WQM 220 was approved.

The remaining upper division courses are on hold.

## **Farewell to Scott Thompson**

### **Adjournment**

Scott Thompson Adjourned the meeting at 1455.

Minutes submitted by: B. Lattone