

COLORADO COMMUNITY COLLEGE SYSTEM
State Faculty Curriculum Committee (SFCC) Meeting Agenda
Friday, January 19, 2018
9:00 A.M., Lowry Campus, President's Conference Room

Webex connection information: Please click link AND dial in:

SFCC Monthly Meeting

Friday, January 19, 2018

9:00 am | Mountain Standard Time (Denver, GMT-07:00) | 6 hrs 30 mins

Dial **855-749-4750**

Meeting number (access code): **920 278 130**

Meeting password: **Students1st**

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Attending: Jim Crandall, AIMS; Christine Gaudinski, AIMS; Josie Mills, ACC; Doug Mugge, ACC; Dana Anderson, CCCS; Diane Hegeman, CCCS; Mike Macklin, CCCS; Christie Smith, CMC; Jennifer Harrell, CCA; Beth Lattone, CCA; Jeff Froyd, CCD; Lorraine Yost, CCD; Brenda Stevens, EGTC; Abel Coombs, FRCC; Gillian McKnight-Tutein, VP Council; Matthew Wilson, FRCC; Jessica Edington, MCC; Carol Kuper, MCC; Mike Anderson, NJC; Clint Rothell, NJC; Ronald Striegel, OJC; Kimi Kelley, OJC; Paula Herrmann, PITKENS; Warren Munick, PPCC; Lynnette Hoerner, RRCC; Janiece Knepe, RRCC.

Attending by phone: Michael Payne, PCC; David Johnson, CNCC; Becky Young, LCC, Melissa Kleinschmit, TSJC

Time	Topic	Discussion	Action/Responsible Party
			<p>Prior to subcommittee work:</p> <p>Introductions – Michael Macklin, Associate Provost for Workforce Partnerships/Development.</p> <p>Jennie Gross is taking FML. Her out of office email contains directions for submitting questions and requests to other parties. Michael Shulman will assist with background processes concerning curriculum. Sarah Heath will handle requests related to CTE and program approval. Robin Lewinson and Michael Macklin are also available for inquiries.</p>
9:00 AM	<p>Sub-Committee Breakout:</p> <ul style="list-style-type: none"> • SP 9-71 • GT Course Criteria • SFCC Handbook 	<p>Breakout Locations:</p> <ul style="list-style-type: none"> • President's Conference Room 	<p>Committees were given a general charge by Mike Anderson and separated into groups.</p>

	<ul style="list-style-type: none"> • Discipline Chair Handbook • College Curriculum Committee • Faculty Member Assistance 	<ul style="list-style-type: none"> • Linda's Office 720-858-2841 • Mike's Office 720-858-2855 • Diane's Office 720-858-2759 • Room 209 720-858-1609 • President's Conference Room 	
10:30 AM	Report out by committees	Committee representative	<p>SP 9-71 The subcommittee offered a draft with track changes. The major change is the addition of an appendix with descriptions of what must be present on syllabi and why. Appendices are easier to update than policies. The subcommittee requests that all of SFCC review the proposals before the next meeting.</p> <p>SFCC Handbook The subcommittee offered suggestions on the revision of the existing document.</p> <ul style="list-style-type: none"> • Page numbers should be added as well as clear section headings to organize information. • Pathways information will be needed from the GT subcommittee for inclusion. • A procedure is needed for adding special topics courses. <p>Discussion followed on the potential for overlap among committees, whether to include Advanced Credit Pathways, and the redesign of the CCCS website. The subcommittee will continue to make edits to the document</p> <p>Discipline Chair Handbook The subcommittee recommends that the following points be included or re-emphasized in the new handbook</p> <ul style="list-style-type: none"> • Role of the discipline chair, including process for acceptance, the responsibilities of the position, and the limits of the position's authority. • Delivery of training – it was suggested that training be mandatory and that a session be held twice a year. • Consistency among chairs – the possibility of all

			<p>discipline chairs attending a meeting was raised.</p> <ul style="list-style-type: none"> • The issue of recompense for the work was discussed. • Process for holding a discipline chair accountable. • Process for removing a discipline chair due to inability to complete the work. • Process for discipline-wide votes. The one college/one vote rule was discussed as being generally accepted but the SFCC is unsure where this is documented. • Templates of style for course submissions/review for approval by discipline chair. <p>Curriculum Committee Handbook</p> <p>The subcommittee charged with developing the new handbook proposed two major sections – one on the charge and composition of the college curriculum committee and one on SFCC expectations of the committee. Expectations could include</p> <ul style="list-style-type: none"> • Vetting basic mechanics, such as grammar and punctuation. • Reviewing for appropriate, assessment-friendly verbs in course learning outcomes. • Ensuring that content is appropriate by asking submitters to gain discipline chair approval prior to beginning the submission to the committee. • Considering the statewide implications of a new or revised course request or prefix request (such as overlap with existing curriculum). <p>The subcommittee will have a draft document to present in February.</p> <p>Faculty Handbook</p> <p>The subcommittee charged with developing a faculty handbook on curriculum development and submission proposed a fillable template with blanks connected to suggestions and instructions for submissions. There is a possibility of creating an email notification system that would track progress of submissions through the process. It was noted that this would involve IT and should not be moved on independently by the SFCC.</p> <p>GT Pathways</p> <p>The committee charged with examining the GT Pathways review process outlined several components for</p>
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			<p>consideration.</p> <ul style="list-style-type: none"> • Development of a philosophy of what constitutes a general education course and a GT course. Are there documents already in existence (such as SPs or CDHE documents) that offer some guidance? • What evidence should be accepted to show a course has wide transferability? • What process could be followed to include four-year stakeholders in deliberations? • Should the submission of syllabi as part of GT review continue, or should there be multiple methods allowed of showing that a specific course's learning outcomes meet criteria? <p>The committee requests that SFCC reps take the question on the requirement of the submission of syllabi for GT review back to their college committees for feedback.</p> <p>Discussion followed on Statewide Transfer Articulation Agreements (STAAs), the other processes that touch GT review (catalog timelines), and the request from faculty that an estimate be provided of when new GT submissions will be considered.</p> <p>The next meeting will involve some subcommittee work, but more time will be allotted to a SFCC-wide discussion of the GT Pathways review process.</p>
11:15 AM	<p>CCCS Updates:</p> <ul style="list-style-type: none"> • CDHE review of CO-1 • Web accessibility of site • 2:2 • SFCC representative on General Education committee 	Diane Hegeman	<p>CDHE will review CO-1 courses starting immediately. Syllabi will be reviewed for compliance with guidelines. All sections of a chosen course at a chosen college will be reviewed. The sampling is random. If syllabi are found not to be compliant, an opportunity to come into compliance will be offered.</p> <p>The project to ensure that the website is accessible is continuing.</p> <p>The 2:2 will be held in Pueblo at PCC on September 28th. The SFCC will have a greater role in planning this meeting. Further discussion will be held in March.</p> <p>Carol Kuper was elected as the representative from SFCC to the General Education committee unanimously. The meeting is held on the second Monday of every month from 1-4 PM.</p>

			<p>GE Council Update will be added to future agendas as a standing item.</p> <p>GE Council Updates: There will be a faculty to faculty conference on February 16th. This is a general, non-discipline-specific meeting that will concentrate on competency based education. Two more faculty meetings, topics TBA, will be held October 26th and November 2nd.</p> <p>A request was made for more reviewers for the military Joint Services Transcript PLA project.</p> <p>STAAs are being reviewed, beginning with the 6 most popular - BUS, PSY AA and AS, Elementary Education, ECE, and CRJ. All 2 and 4 year institutions must submit their degree plans for review and formation of a gap analysis. The possibility of re-negotiating STAAs exists.</p> <p>The next set of courses for GT review will be due soon – this includes ART, MUS, THE, DAN, PHI, and Religion. These reviews are due by May 15 2018.</p> <p>There is a proposal for a new STAA for computer science.</p> <p>Discussion followed around the review of STAAs. It is suggested that there is a mandatory waiting period between reviews. Otherwise, reviews and revisions might happen too frequently to allow students to complete.</p>
12:00 PM	Working Lunch		
12:45 PM	Approval of Prior meeting minutes	Mike Anderson	Minutes were approved unanimously.
1:00 PM	Bulletin Board Review	Mike Anderson	<p>LIT 205 – Approved. Discussion around CLO #3 – edited to be “Analyze selected works”. CLO #5 was discussed, but remains “Create and develop” as those two verbs describe one assessment.</p> <p>Research needs to be done on when LIT 115 was approved. It does not appear to be approved in the database.</p> <p>LIT 246 – Approved. Discussion on whether or not analyze and interpret is a single assessment or two assessments. CLO #1 was amended to “Interpret the analysis of literary texts in various genres”.</p> <p>DEH courses (111, 132, 126, 123) were held. They have no discipline chair approval, although there is some</p>

			<p>evidence they are approved by the discipline chair. The committee suggested review of CLOs 2,3,5,6,7, and 8 in DEH 111, and the CLOs in DEH 123. The courses were held pending discipline chair approval and the suggested revisions.</p> <p>MAC 243 was approved after the removal of a comma from CLO #6.</p> <p>MAC 201, 202, 203, 205, 206, 208 were held. MAC 206 and 208 have similar issues around “speed deed” as a possible typo, and that “G&M” codes should be written out (not abbreviated). Should MAC 203 be 6 credits? The submitters should ask their SFCC representatives for assistance in amending these courses.</p> <p>ZOO 245 – Approved. “Studies” was changed to “covers” in the course description. The course description was amended to be complete sentences after the first sentence.</p> <p>Zoo 255 – Approved. “Evaluate” was struck from CLO #3 as “research” implies evaluation.</p> <p>PHO courses (241 and 242) were held. The current discipline chair wishes to step down and has not provided approval for the courses.</p> <p>PRO courses (110, 125, and 131) were held. There is no discipline chair approval.</p> <p>CUA 246 was held. There is no discipline chair approval.</p> <p>RTE courses (121, 122, 131, 132, 221, 240, and 255) were held pending a spring discipline meeting.</p> <p>STE 105 and 110 were held pending updates.</p> <p>ANT 212 was removed from the bulletin board. SFCC has requested that ANT speak with CRJ which may not happen until after July 2018, when the course’s 1 year bulletin board limit will expire.</p> <p>FIW 212 is on hold pending a program redesign.</p> <p>ECO 201 – Approved. Course description edited to contain complete sentences after the first sentence. “GDP” added after mention of “Gross Domestic Product” for clarity. “The” was removed from phrase “long run growth</p>
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			<p>trends" in course description.</p> <p>ECO 202 – Approved. Cut and paste issue resolved.</p> <p>BIO 105 – Approved. Some CLOs contained two verbs but this was determined to be a single assessment and was allowed.</p> <p>BIO 111 – Approved. Minor edit to course description.</p> <p>BIO 112 – Approved.</p> <p>Motion to formally approve use of complete sentences after first sentence in course description was made and passed.</p> <p>Meeting was adjourned by Mike Anderson at 2:32PM.</p>
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