

<p>In Attendance Jim Crandall, AIMS; Doug Mugge, ACC; Mike Macklin, CCCS; Christie Smith, CMC; Jennifer Harrell, CCA; Beth Lattone, CCA; Jeff Froyd, CCD; Mike Anderson, NJC; Warren Munick, PPCC; Lynnette Hoerner, RRCC Kris Gates, PPCC Robin Lewison Lori Yost; CCD Christine Gaudinski; AIMS Matthew Wilson, FRCC; Becky Young; Lamar Josie Mills; ACC Michael Shulman Janiece Knepe, RRC Abel Coombs, FRCC;-arrived 10:55 Jessica Eddington; MCC</p>	<p>On the phone Kimi Kelley, OJC; Melissa Kleinschmit; Trinidad Chris Luchs CCC online David Johnson; CNCC Carol Kuper, MCC; Clint Rothell, NJC; Michael Payne; PCC Amy CMC Tim PCC Paula Pickens</p>	<p>Visitors Linda Comeaux, VPI RRCC-in person Ray Dougherty-in person Brittani Lorton- MAT discipline chair- phone Hoppy Thomas on the phone</p>
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Time	Topic	Discussion	Action/Responsible Party
9:00 AM	Welcome and Overview of the Day	Mike Anderson	
9:05 AM	Contact Hour Presentation	Linda Comeaux, VPI RRCC	<p>CDHE document on SFTE guidelines and procedures. Linda started with LLB classes at Arapahoe CC. Had to be able to validate with outside accrediting body as well as with the school for in-class as well as online classes. SFTE was done Feb 2016, rules given to CDHE. CDHE has to worry about it because it has to do with funding. As public institutions, we are supported by the state. COF is a funding formula to speak to contact hours and the validation of how we offer classes. The faculty Base Contact Hour represents a standard measurement of consumption of faculty resources.</p> <p>One Base Contact Hour=a minimum of 750 minutes=1 credit.(Carnegie minutes refers to a 50 minute hour)</p> <p>Every institution has a credit hour policy. In Banner we call that schedule type.</p> <p>15 50 minute sessions=750 minutes=1 credit.</p> <p>They discern between an academic lab and a CTE lab. Academic labs are at a 1:2 ratio; CTE lab is 1:1.5 ratio. VPs will be talking about it today to create consistency across the system. Decisions are being held off right now waiting for the new system president and provost.</p> <p>Amy from CMC-minimum versus maximum credits affects financial aid. Linda's response is we have to follow the ratio and contact hour</p>

			<p>table based on the Carnegie minutes. If those contact hours don't meet the financial aid minimum, you cannot adjust the credit/contact ratio to just meet financial aid.</p> <p>A faculty member in the system would not see what the contact hours are in the system. As long as we meet or exceed the minimum contact hours, are we ok. What comes through SFCC should meet the minimum contact hours. Individual institutions could exceed but there should be the word minimum on the SFTE form. BIO and all of the science disciplines have been told to do the maximums, this has created confusion. Both messages are correct-we have conflated issues. The ACA has created the issue with the language of what the actual contact hours are. So the sciences used the maximum contact hours to be able to offer benefits to adjuncts. If the maximum number is on the HR side, ACA hours are separate in Banner. When we build a course in the catalog, there is a contact hour field and an other field. What HR uses for ACA hours is the "other" hours which is 0 to maximum to be able to be considered for ACA. When scheduling, they were upping the "other" hours. Is there confusion between contact hours and "other" hours? Please deconflate the ACA piece of it because the FTE contact/credit is curriculum only. Focus should be on the student, never create a class with the idea of providing benefits for the instructor. When Diane returns, Mike Macklin will see if we can put the word minimum on the template to be clear about what the contact hours/credit would be. Mike Anderson suggested that this is an administrative task.</p> <p>When new or revised courses come to SFCC, we need to use the CDHE document for the contact/credit hours ratio. "More" hours need to be a part of the scheduling process.</p> <p>What is the difference between LEL and LLB? Banner works with codes, this is where LLB and LEL come in. LLB and LEL are Banner codes. We are using LLB incorrectly in two different places to mean two different things. Using is as a schedule type as well as a contact hour type. Using LLB as a schedule type, first screen on Banner will have that code, second screen needs to delineate how much is LEC and how much is LLB. This will be work for the new incoming chief officers.</p> <p>LEL is supposed to be 1:2 but it is currently locked in a 1:1.5. Don't start dipping into the Banner coding, that will be at your institution.</p>
		Michael Shulman	<p>When a new course comes into Banner, there is about 15 places where it goes into Banner. When you copy and paste into Banner, it breaks the code, so Michael has to type all of the information into Banner directly. When a course</p>

			<p>is built in Banner, it is there forever. It is actually in our Legislation that we have to use Banner. In 1-2 years down the road, they are hoping to get an outside system that would allow for edits outside the system.</p> <p>There are some pieces of the revisions that have to be done by hand outside of the system. Mike and Michael are interviewing a former scheduler for part-time work. Jennie's position has closed and they are interviewing.</p> <p>Provost position interviews are on May 15th and they are hoping to have that solidified by early June. Joe Garcia will be coming in as system president. The idea is that Joe Garcia will want to be involved with the hiring of the new Provost.</p>			
		Clint Rothell	<p>Concern about templates are past-due, his understanding is that if there is progress going on, it is ok. Needs clarification of what the process is because we are still in the process of creating those templates and protocols. CDHE is doing review on programs that have already been submitted. Mike Macklin pointed out that the deadlines were not suggestions and he is trying to get everything back on track. Every discipline that is listed as past-due will receive emails from Mike Macklin until everything is caught up. https://www.cccs.edu/educator-resources/common-course-numbering-system/gt-pathways-required-course-syllabi-information/ Up-to-date as the last VPI meetings. MM cannot put something on the list as approved until they get the word back from CDHE. MM will ask Diane about the best way to update the past-due classes.</p>			
		Mike Anderson	<p>Status on the database work</p> <p>Status on the position vacancies and filling of them.</p> <p>Suggestion is that courses are not on the BB until they are actually in the database so that we can see them. Several classes listed on the BB are not yet found in the database.</p> <p>For calendar for next year, start on the third Friday of Aug and Jan, all the rest of the meetings would be on the second Friday of the month. Vote had one no, rest were yes.</p> <p>We have a proposal for a new prefix, unbeknownst to us, there is a list of all of the prefixes that have ever been loaded in Banner. We need to have the document available so that we can see what prefixes are already in Banner. Prefixes that have 4 letters are for continuing education and are not in the searchable database.</p> <p>Are going to go straight into the BB and push committees to the end.</p>			
10:45 AM	<p>Business Meeting</p> <ul style="list-style-type: none"> • Previous Minutes Approval Minutes approved with the change on 	Mike Anderson	<p>Starting with RTE courses</p> <table border="1" style="width: 100%;"> <tr> <td>RTE 281-Approved, Active</td> </tr> <tr> <td>RTE 282-Approved, Active</td> </tr> <tr> <td>RTE 121-Approved, Active</td> </tr> </table>	RTE 281-Approved, Active	RTE 282-Approved, Active	RTE 121-Approved, Active
RTE 281-Approved, Active						
RTE 282-Approved, Active						
RTE 121-Approved, Active						

	 <p>2018-03-09 SFCC Minutes.docx</p> <ul style="list-style-type: none"> Unavailable Prefix List  <p>Banner Subjects.xlsx</p>		RTE 122-Approved, Active RTE 131-Approved, Active RTE 132-Approved, Active RTE 221-Approved, Active RTE 240-Approved, Active RTE 255-Approved, Active
			AGE 102-On hold, returned to discipline to fix CLOs AGY 240-Approved, Active. Ian did not add a URL for a GTP syllabus. DAN 125-Approved, Active. Ian did not add a URL for a GTP syllabus. PHI 114-Returned to get the CLOs differentiated between 114, 115, and 116. LIT 201-Hold to have the time era added to the CLOs. LIT 202-Hold to have the time era added to the CLOs. PSY 101-Approved, Active. Ian did not add a URL for a GTP syllabus. PSY 102-Approved, Active. Ian did not add a URL for a GTP syllabus. PSY 205-Approved, Active. Ian did not add a URL for a GTP syllabus. PSY 227-Approved, Active. Ian did not add a URL for a GTP syllabus. PSY 235-Approved , Active. Ian did not add a URL for a GTP syllabus. PSY 238-Approved, Active. Ian did not add a URL for a GTP syllabus. PSY 249-Approved, Active. Ian did not add a URL for a GTP syllabus. PSY 265-Approved , Active. Ian did not add a URL for a GTP syllabus. SOC 101-Approved, Active. Ian did not add a URL for a GTP syllabus. SOC 102-Approved , Active. Ian did not add a URL for a GTP syllabus. SOC 205-Approved , Active. Ian did not add a URL for a GTP syllabus. SOC 207-Approved, Active. Ian did not add a URL for a GTP syllabus. SOC 215-Approved, Active. Ian did not add a URL for a GTP syllabus. SOC 216-Approved, Active. Ian did not add a URL for a GTP syllabus. SOC 218-Approved , Active. Ian did not add a URL for a GTP syllabus.

			<p>SOC 220-Approved, Active. Ian did not add a URL for a GTP syllabus.</p> <p>SOC 231-Approved, Active. Ian did not add a URL for a GTP syllabus.</p> <p>SOC 237-Approved, Active. Ian did not add a URL for a GTP syllabus.</p>													
			<p>SOC 203-Approved, Active (not GTP)</p> <p>SOC 208-Approved, Active (not GTP)</p> <p>SOC 265-Approved with status notes change about cross-listing with ANT 265 and PSY 265. Active (not GTP)</p>													
12:00 PM	<p>Bulletin Board Review</p> <ul style="list-style-type: none"> Procedures for the day Faculty present on behalf of a course(s) will participate on an as needed basis for question and answer 	Mike Anderson	<p>20 minute lunch break at 12.</p> <p>Guest Ray Dougherty to talk about the new TRE prefix. Tree care industry association. Was going to use the ARB prefix but that was already in use. FRCC wants to offer the apprenticeship program based on industry curricula. Tree Care will be the title of the program, prefix was approved by the committee.</p> <p>TRE 110-Arborist Skills I TRE 111-Arborist Equipment Fund. TRE 120-Tree & Shrub ID for Arborists TRE 130- Intro to Aerial Tree Work TRE 131-Applied Aerial Tree Work TRE 210-Arborist Skills II TRE 211-Arborist Skills III TRE 220-Tree Biology and ID TRE 222-PHC and Shrub Identification TRE 230-Rigging and Tree Removal Fund. TRE 232- Adv. Rigging & Tree Felling TRE 289-Capstone</p> <p>Move was made to accept the TRE courses with noted edits. All courses Approved</p> <table border="1"> <tr> <td>ABR Prefix Already in database so all of these were changed to TRE</td> </tr> <tr> <td>ARB 110, Schulman needs to make these Active</td> </tr> <tr> <td>ARB 111</td> </tr> <tr> <td>ARB 120</td> </tr> <tr> <td>ARB 130</td> </tr> <tr> <td>ARB 131</td> </tr> <tr> <td>ARB 210</td> </tr> <tr> <td>ARB 211</td> </tr> <tr> <td>ARB 220</td> </tr> <tr> <td>ARB 222</td> </tr> <tr> <td>ARB 230</td> </tr> <tr> <td>ARB 232</td> </tr> <tr> <td>ARB 289</td> </tr> </table>	ABR Prefix Already in database so all of these were changed to TRE	ARB 110, Schulman needs to make these Active	ARB 111	ARB 120	ARB 130	ARB 131	ARB 210	ARB 211	ARB 220	ARB 222	ARB 230	ARB 232	ARB 289
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ARB 232																
ARB 289																
			<p>STE 105-Approved, was already Active</p> <p>STE 110-Remove from BB board. Ian didn't do anything with this because</p>													

he doesn't know what this means and emailed Jennifer Harrell for clarification.

EGG 145-sent back for dissemination to the disciplines to get feedback, specifically with CIS/CSC.

BUS 226-Hold for discussion with MAT

COM 126-Hold for chair approval

DAN 111-Approved, Active

DAN 112-Approved with changes. Active

DAN 113- Approved with changes. Active

DAN 114- Approved with changes. Active.

DAN 221- Approved with changes. Active

DAN 222- Approved with changes. Active

MAN 212-Approved with minor changes. Active

MAN 230-Approved with minor changes. Active

MAN 240-sent back for CLO work

MAN 241-sent back for description rewrite.

MAN 243-Approved with noted changes. Active

Archival

MAT 070-removed from archive for NJC

MAT 071-removed from archive for NJC

MAT 072- removed from archive for NJC

MAT 073- removed from archive for NJC

MAT 074- removed from archive for NJC

MAT 077- removed from archive for NJC

MAT 078- removed from archive for NJC

MAT 079- removed from archive for NJC

MAT 080 removed from archive for NJC

MAT 081 removed from archive for NJC

			MAT 082 removed from archive for NJC
			MAT 083 removed from archive for NJC
			MAT 084 removed from archive for NJC
			MAT 085
			MAT 086 removed from archive for NJC
			MAT 087 removed from archive for NJC
			MAT 088 removed from archive for NJC
			MAT 089 removed from archive for NJC
			MAT 109-Archived, not being taught.
			MAT 179-Going to be replaced by MAT 136.
			GIS 105
			GIS 120
			GIS 130
			GIS 200
			GIS 207
			GIS 208
			GIS 209-Taught by AIMS, keeping
			GIS 215
			GIS 226
			HPR 146
			HPR 157
			HPR 253
			HPR 260
			HPR 263
			HPR 269
			HRP 245
			FRCC is looking to develop a Bachelors in GIS.
			MAT 136-Hold
			CWB 110-Approved
			MAC 256-Approved
			MAC 265-Send back for edit
			MAR 110-Send back to develop topical outline.
			PRO 110-Approved with minor changes.
			PRO 131-Approved
			FIW 212-Will fall off BB for complete revision by discipline.

			<p>Missing from the proposed database AGR 236-looked at the template Approved</p> <table border="1"> <tr><td>BUS 250-on database for Fall Approved</td></tr> <tr><td>CNG 265</td></tr> <tr><td>COM 280</td></tr> <tr><td>HHP 113</td></tr> <tr><td>HHP 115</td></tr> <tr><td>HHP 118</td></tr> <tr><td>MOT 121</td></tr> <tr><td>NUR 212</td></tr> <tr><td>CSC 129</td></tr> </table> <p>Ed services is being changed to Academic Affairs.</p>	BUS 250-on database for Fall Approved	CNG 265	COM 280	HHP 113	HHP 115	HHP 118	MOT 121	NUR 212	CSC 129
BUS 250-on database for Fall Approved												
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Did not get to

9:40 AM	<p>Sub-Committee Breakout:</p> <ul style="list-style-type: none"> • 2:2 • SFCC Handbook • Discipline Chair Handbook • College Curriculum Committee • Faculty Member Assistance • GT Pathways – Form Creation 	<p>Breakout Locations:</p> <ul style="list-style-type: none"> • President’s Conference Room • President’s Conference Room • Mike’s Office 720-858-2855 • Diane’s Office 720-858-2759 • President’s Conference Room • Office 125 (No Phone) 	<p>For May meeting:</p> <p>Input on 2:2-what is our vision for a learning session in the morning to provide consistent vision to the faculty. We would like to recognize Jennie and there will be the introduction of new President.</p> <p>VPs meeting, if we can get the handbook fleshed out and the suggestion is that we send it back to the VP that approved it in the first place instead of the curriculum committee or the faculty. Smaller groups than the auditorium for the teaching aspect. Maybe break them down into GT and CTE groups, groups of 30-50 instead of 500. Create a video for new hires to teach them about the processes, also this would enable us to broadcast to the western slope for the schools that can’t make it to 2:2. Why can’t the procedure be also to submit it to faculty reps before it gets to curriculum committees. Before we break into discipline groups, there</p>
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			<p>needs to be a clear charge, could be have a clearer check-list. Discipline chair should have a packet as soon as we set the agenda, maybe have a Webex meeting the week before with the discipline chairs? Emphasize the purpose of the 2:2 is curriculum not discipline issues, that is a different meeting. We need a place to keep the notes about “this discipline needs to talk to this discipline” etc.</p> <p>GT pathways committee, can you bring a form in May? Matthew requested administrative help with creating that form but they have a lot of the wording ready. For the other committees, talk/email each other this month and come prepared next month to align language. Suggestion was made that we do not look at new courses in May 2019 but finish up all of the administrative functions that this board is tasked with. Deadline would be March or the courses are not looked at until August. Courses going on the BB have to be submitted by X date to honor the 30 days.</p>
10:40 AM	Report out by committees	Committee representative	