

COLORADO COMMUNITY COLLEGE SYSTEM
State Faculty Curriculum Committee (SFCC) Meeting Minutes
Friday, May 11, 2018
9:00 A.M., Lowry Campus, President's Conference Room

Present: Jim Crandall, Josie Mills, Doug Mugge, Christopher Luchs, Robin Lewison, Mike Macklin, Ian Macgillivray, Jennifer Jasinowski, Christie Smith, David Young, Jennifer Harrell, Beth Lattone, Jeff Froyd, Lori Yost, Brenda Stevens, Matt Wilson, Abel Coombs, Gillian McKnight-Tutein, Becky Young, Carol Kuper, Jessica Edington, Clint Rothell, Mike Anderson, Ronald Striegel, Paula Herrmann, Warren Munick, Michael Payne, Lynette Hoerner, Janiece Knepe, Stephanie Farrier, Kathy Henderson, Elsa Dias

Introduction of Ian Macgillivray our new Associate Provost for Academic Innovation and Initiatives. Ian will now serve as a point of contact for SFCC business. There have been 3 interviews to fill Jennie Gross's position. Not all courses made it into the database. There is a part-time person to help load the courses and this will hopefully be completed over the summer. This means that there will be many courses to review at the August SFCC meeting. People reported that some courses haven't transitioned in the database. Items that were entered or being entered when Jennie left will need to be double checked and may need support being updated.

Updates on subcommittees: Many of the handbook updates are almost finished and it was determined that having a work meeting would allow for the subcommittees to finish up the handbooks. A work meeting was scheduled for June 8th. The goal of this meeting is to finish the documents. The Faculty handbook was given priority to be completed before the 2:2. Robin will set up the meeting. A request was made to have a larger room at the beginning and end of the work day to be able to ensure that documents have the same directions and flow charts for all commonalities between documents.

GT Pathways subcommittee's procedure was reviewed by the Ed. Services group and no major changes were reported back to SFCC. Matt started revising a submission form and Ian will update the form and send out to the group for review. This will document will also be sent to Ed. Services for a vote so we can start approving new GT courses again. Revisions discussed are to fix numbering, change the first 6 from should to could and to move the rationale for why this new GT course is a GE course to the top of the document.

2:2 Planning: Want to have a training session for at Discipline chairs between the September SFCC meeting and the 2:2 meeting. This meeting should be video recording and offered over webex to ensure that all discipline chairs have the opportunity to attend. A discussion to separate GE and CTE disciplines for training how to revise/write courses and how SFCC supports this process occurred. This discussion included a need to try and get faculty out to work groups by 10:30 and logistics strategies for how to have talks by our new system president and new provost to occur (have talks streamed, have president/provost give talks to each group, space for both groups were all brought up as possible solutions, but the actual plan will depend on schedules/rooms/needs of the new president and provost).

As training is planned a desire to set up the training so it is not a disappointment and so faculty will pay attention was brought up. Ideas to help avoid this were: case studies, creation of a friendly and supportive messaging, message should be that we are here to help, and a top 10 SFCC questions (with most asked question being repeated). A desire to send out the Faculty handbook to all faculty before the 2:2 was voiced. Mike Anderson shared a preliminary agenda and SFCC agreed with the agenda. A desire to send out a preliminary agenda to all faculty was shared. This is to help faculty understand the importance of the meeting and that we have listened to their need for more time to work within their disciplines.

For the training discipline chairs, Mike Anderson agreed to be lead for CTE faculty and Lynette and Ian will work together for the GE faculty. Ideas for training included showing websites (CCNS and GT website) and to explain rule changes. This led to a discussion of if we should discuss changes to SP971 when it hasn't been reviewed or based by the system board. Suggestions for revisions to SP971 were made 2 years ago and have yet to be reviewed. No decision will be made until a new provost is on board. Ian, Lynette and Mike will meet to further discuss SP971. The Training date was set for September 21st and Robin will set up the meeting.

Packets for the discipline chairs need to be made. Jennie used to do this and some discussion of what needs to be in the packet and where to find that information occurred. Robin will look into what Jennie and Angie Williams used previously and SFCC members that are also discipline chairs are encouraged to see if they have copies of previous years and to share them with Robin if found.

Ian will need some time at the 2:2 to discuss the portfolio and challenge exam process for GT credit. Should there be a system-wide process or an individual process.

Lynette brought up SCI155/156 as a topic that all science faculty need time to discuss. These are currently GT courses for Elem. Ed. Students and a discussion of whether these should be general GT or just Edu GT needs to occur. After some discussion it was determined that this topic should be covered in a separate meeting with Lynette, Ian and some GE council members.

A discussion occurred to create all digital documents for the 2:2 meeting and to have a website set up for discipline chairs to deposit materials. This website is slated to be up by the June 8th work meeting. In order to go paperless and a need for discipline groups to have access to the PCC computers and to be able to login to the computers was brought up.

The minutes from the April meeting were approved.

Bulletin Board Review occurred. This portion of the meeting occurred to try and cover as much as possible. All GT revisions were covered, resubmission were reviewed, archived courses and any pressing matters that were known to the committee.

A Guest was present for HLT 130, 132, 230 and 232. No changes were needed for HLT 130 and 132 (made Active). HLT 230 (made Active): course description, last sentence removed, remove the comma after features, the topical outline numbering needed adjustment. (X and XII were random). HLT 232 needed some changes to the course description which were made at the meeting. All course passed unanimously. (made Active)

JOU 105 passed unanimously with no changes. (made Active but no URL embedded for GTP syllabus.)

LIT 268 passed unanimously with the following changes: Course description: remove comma after drama, twenty-first, add GT pathway info; CLO 3 and 4 are one CLO; Topical Outline excess caps (made Active)

POS 125 passed unanimously with the following changes: CLOs stray periods (made Active)

POS 205 passed unanimously with the following changes: Course description, second sentence change to "This course attempts", Topical outline 6, don't capitalize peace (made Active)

POS 215 passed unanimously with no changes. (made Active)

POS 225 passed unanimously with no changes(made Active)

The POS state discipline chair was available to call in and this helped SFCC pass the above courses.

SPA 211 passed unanimously with the following changes: remove the note from the course description, after some discussion if the CLOS and TO should include Spanish instead of just Language, it was determined that we should administratively make this change to keep SFCC standards consistent. (made Active)

WST 240 passed unanimously with the following changes: typos changed during meeting, TO V. change to examples of theoretical....(made Active)

WST 249 passed unanimously with the following changes: CLO #1 change order of has the, CLO #6 remove written from formal written assessments(made Active)

WST has requested to change their discipline title to Women and Gender Studies. No one knew how to do this and so questions will be asked to determine how/if we can do this.

AGE 102 is still on hold

PHI 114, 115 and 116 came back with requested changes and passed unanimously. (made Active)

LIT 201 and 202 still need to be fixed. Warren will talk to Cathy to get the requested changes.

Mike Anderson had a question if we had reviewed BIO 204 and 208 and they have not come through SFCC yet.

A slate of COS, EST and NAT courses were brought to SFCC, all of these courses were written to comply with board standards. A guest was present to help us review these courses. A list of standard changes were determined and these include:

- Add "Colorado" in front of State Board
- Remove "specialized setting" and leave "salon" only.
- In course descriptions change "students will learn" to "course will cover"
- In course description change "topics include" to "This course covers"
- Remove "Student will be able to" and start each CLO with the verb following unless a specific change is listed below.
- In CLOs, remove the () and change to "specific to"

Course specific changes are listed below:

COS103: Standard changes(made Active)

COS 110: Standard changes, Course description sentence 2: This course covers(made Active)

COS 111: Standard changes, CLO #3 verb = maintain(made Active)

COS 120: Standard changes, CLO #3 verb = change understand to use(made Active)

COS 121: Standard changes(made Active)

COS 130: Standard changes(made Active)

COS 131: Standard changes(made Active)

COS 140: Standard changes(made Active)

COS 141: Standard changes, write out OSHA acronym (made Active)

COS 150: Standard changes(made Active)
COS 160: Standard changes(made Active)
COS 161: Standard changes(made Active)

These course were approved unanimously after discussion.

COS 203: Standard changes(made Active)
COS 210: Standard changes(made Active)
COS 211: Standard changes(made Active)
COS 220: Standard changes(made Active)
COS 221: Standard changes(made Active)
COS 230: Standard changes(made Active)
COS 231: Standard changes(made Active)
COS 240: Standard changes(made Active)
COS 241: Standard changes(made Active)
COS 250: Standard changes(made Active)
COS 260: Standard changes(made Active)
COS 261: Standard changes (made Active)

These course were approved unanimously after discussion.

EST 110 Standard changes(made Active)
EST 111 Standard changes(made Active)
EST 210 Standard changes(made Active)
EST 211 Standard changes(made Active)
EST 212 Standard change(made Active)

These courses were approved unanimously after discussion.

NAT 110 Standard changes(made Active)
NAT 111 Standard changes(made Active)
NAT 210 Standard changes(made Active)
NAT 211 Standard changes(made Active)

NUA 213 fell off the bulletin board and was unanimously approved. Not in Banner and can't find the course. Ian asked the disc chairs to send it to him. Valerie Carter at ACC believes this course was turned down.

PSY 249 also fell off the bulletin board but was returned with changes. It was unanimously approved. Active

MAR 110 came back with changes and was unanimously approved. Active.

MAN 240 and 241 came back with changes made. There are still random periods that can be fixed administratively. Both courses were unanimously approved. (made Active)

COM 126 unanimously approved without changes (made Active)

BUS 226 is still on hold

ENG 113 and ENG 115 (115 had fallen off the bulletin board for unknown reasons) Both were unanimously approved with no changes. (made Active)

MAT 136 passed unanimously (made Active).

MAT 025 passed unanimously with minor changes made at the meeting. (made Active)

MAT 093 passed unanimously with minor changes made at the meeting. (made Active)

A new prefix for HWY: Highway Maintenance Management was requested for a program being developed with CDOT to train employees for advancement was unanimously approved. Schulman added in Banner.

All archived courses passed. These include: CNG 103, 105, 123, 126, 130, 165, 210, 264, and 268; HPR 114, 115, 155, 156, and 205; MOT 110, 120, 138, 140, 150, and 183.

