SFCC Charter – v10.9.2020

Mission Statement: The purpose of this document is to support the efficient and timely approval of the curriculum by defining roles and expectations within the approval process. The State Faculty Curriculum Committee (SFCC) serves to improve curriculum through guiding principles of mutual respect, mindfulness, and courtesy, while maintaining a standard of quality and protecting the integrity of the common course numbering system (CCNS).

I. Philosophy Statement for the State Faculty Curriculum Committee (SFCC)
   A. Faculty responsibility for curriculum
      1. The faculty shall design and have oversight and responsibility for the curriculum. New curriculum or revisions to existing curriculum shall be initiated by faculty and with discipline chair approval for submission to the Vice President Academic Affairs (VPAA) council and System Provost by representatives of the faculty through the SFCC.
      2. In the event that there is no faculty, an institutionally designated non-faculty may temporarily fulfill the role.
   B. The guiding objectives of SFCC are to:
      1. Represent faculty and serve as the voice of the faculty in regard to the curriculum process.
      2. Support faculty in the curriculum process.
      3. Serve to improve curriculum and make every attempt to streamline curriculum processes.
      4. Protect the right of all faculty and others to have a voice concerning curriculum decisions.
      5. Maintain a transparent, fair, and consistent process for approving, revising, or archiving curriculum including timely communication to all interested parties.
      6. Maintain a standard of quality for all state-wide curriculum.
         i. All documents and public information represent the standards of higher education at all levels.
         ii. All documents and public information effectively communicate the curriculum to a wide variety of stakeholders.
         iii. All documents and public information represent the level of expectations that faculty require from students.
   C. SFCC members as faculty representatives shall have the authority to:
      1. Review and approve new courses and discipline prefixes.
      2. Review and approve revisions of existing courses.
      3. Determine whether proposed courses or prefixes are duplications of existing courses or prefixes within the discipline or across disciplines.
      4. Request that submitters use existing courses when appropriate, or ask for clarification of how the course outcomes are different per System Policy (SP) 9-71.
      5. Archive courses and discipline prefixes.
      6. Approve, revise, or archive Guaranteed Transfer (GT) pathways designation for courses.

7. Review and provide feedback regarding the degrees that are used state-wide and provide information on the process for creating new transfer degrees and Degrees with Designation (DWD.
8. Ensure alignment with statutory requirements and initiatives.
9. Define General Education and categories within general education.
10. Facilitate state-wide curriculum work through the 2:2 conference.
    i. Establish, in consultation with the Colorado Community College System (CCCS) staff, the agenda for the 2:2 conference and for discipline meetings requested by the SFCC outside of the 2:2, including but not limited to 2:4 Faculty to Faculty curriculum conferences.
    ii. Support discipline group decision making authority at Faculty to Faculty Curriculum Conferences.
    iii. Decisions are binding pending stated procedures for curriculum approval.
11. Elect a faculty representative to serve on the General Education (GE) Council for Colorado Department of Higher Education (CDHE) and the Colorado Commission of Higher Education (CCHE).
12. Advocate for intervention and/or change of discipline chair or discipline functions when the curriculum process is impeded or subverted. In the event that the discipline is not able to resolve internal issues, or there is an extended absence and/or extended period of no communication from the discipline chair, an interim discipline chair will be appointed.
13. Collaborate with the discipline to recommend the removal and the temporary replacement of a discipline chair based on the process described in the SFCC Processes and Procedures Handbook.
14. Forward requests to Program and Curriculum Director on curriculum matters to appropriate persons, institutions, organizations, or to any level of administration on behalf of faculty.

D. SFCC is charged with ensuring the consistency, integrity, and value of the Common Course Numbering System (CCNS) by:
1. Protecting DWDs, GT Pathways, Articulation Agreements, state-wide degrees (AA, AS, AGS), third party accreditation, and general transfer of all courses to appropriate institutions.
2. Ensuring that a course or curriculum added to CCNS becomes the property of all collaborating institutions for use and modifications.
3. Minimizing duplication of courses in CCNS to protect transfer, retention, and completion of students.
4. Reviewing and potentially revising the entire course in response to a request to revise any part of an existing course.
5. Ensuring that decisions made through 2:2 or curriculum conferences carry the authority of discipline approval but are still subject to the defined curriculum approval processes.
6. Developing and maintaining procedures and policy to move curriculum through the approval process in a timely manner.
7. Respecting faculty and discipline decisions concerning content.

II. Roles and expectations

A. Role and expectations of individual faculty
    1. Serve as the content expert in cooperation with the discipline.
    2. Teach all of the required learning outcomes and content of courses within CCNS
    3. Follow the procedures of the curriculum process including using the current SFCC style guide and appropriate templates, and submitting curriculum to the appropriate person/office.
    4. Search existing courses in CCNS for duplication throughout the creation of a new course.
    5. Attend and/or participate in the 2:2 and/or discipline meetings.
    6. Provide timely responses to discipline requests for votes and understand that a lack of response will be considered consent.
    7. Regularly review the Bulletin Board (BB) to maintain awareness of course submissions and updates in discipline areas.
B. Role and expectations of discipline groups
    1. Act as content experts for the discipline.
    2. Ensure that discipline curriculum serves the larger discipline and not single institutions or programs.
    3. Protect transfer of courses between institutions and with four-year institutions if appropriate.
    4. Meet as a discipline for the purpose of curriculum development or revision.
    5. Communicate with all faculty in the discipline and record discussions and decisions.
    6. Review curriculum outside the discipline that impacts or duplicates curriculum within the discipline.
C. Role and expectations of discipline chairs
    1. Support faculty in the discipline in curriculum development and revision.
    2. Plan for and run discipline meetings.
    3. Communicate discipline curriculum matters to all members of the discipline, other appropriate disciplines, and to the state office as required in a timely manner with established deadlines.
    4. Solicit and report discipline votes/decisions.
    5. Participate in SFCC discipline chair training.
D. Role and expectations of curriculum committees at the individual institutions
    1. Ensure appropriate review of curriculum prior to SFCC consideration. Curriculum in this sense shall consist of new and revised courses (including course descriptions, competencies, credit hours, and topical outlines) and recommendations for GT status.
        i. Follow the system-approved processes and procedures.
        ii. Use the SFCC style guide while developing and revising curriculum.
        iii. Follow the common forms and procedures to maximize efficiencies and minimize errors.
        iv. Review the Bulletin Board (BB) and CCNS for curriculum that impacts system institutions

     v. Avoid duplication of courses (course titles, description, learning outcomes, and topical outline)

     vi. Provide professional development by fostering in-house curriculum collaboration and mentorship (e.g. sharing of information, training, help in writing curriculum).

     vii. Require SFCC representatives chosen by the institution to serve as members and/or advisors on curriculum committees.

E. Role and expectations of the VPAA/CAO, or designee, and VPAA/CAO Council

  1. Support and provide leadership to faculty and the college curriculum committee in collaboration and counsel with CCCS by doing the following:

    i. Review curriculum for consistency with accreditation and state policy.

    ii. Forward curriculum to the state office once approved by the college curriculum committee.

    iii. Support the curriculum process at the institutional, SFCC, and state level.

    iv. Maintain an accurate catalog,

    v. Review curriculum once approved by SFCC for alignment with policy in the following areas:

      a. Schedule type
      b. Contact hours
      c. GT Pathways status
      d. Statute, compliance, agreements
      e. Impact on course management systems such as Banner and student records and services
      f. Impact on other institutions

    vi. Request faculty or discipline groups develop or revise courses, programs, and degrees.

    vii. Report changes in faculty for the purpose of keeping accurate distribution lists.

F. Role and expectations of CCCS Academic Programs and Curriculum Director

  1. Act as the liaison between the SFCC and CCCS and be a non-voting member of SFCC.

  2. Support SFCC, faculty, discipline groups, college curriculum committees, and VPAA/CAOs.

  3. Coordinate 2:2 and discipline meetings called by the state office.

  4. Ensure compliance and maintain oversight of the CCNS.

  5. Request from the VPAA/CAOs the list of new and retiring faculty changes for fall and spring terms to allow accurate updates of the statewide faculty distribution lists.

G. Role and expectations of CCCS Vice Chancellor for Academic and Student Affairs

  1. Act as final approval on all new, revised, and archived courses.

  2. Act as final approval on all GT Pathways designated courses.

  3. Ensure compliance with state statute, CDHE and CCHE policies, and System policies and procedures.

  4. Resolve conflicts or disputes regarding curriculum issues.

5. Represent CCCS at Academic Council, at CDHE and CCHE, and with other institutional and system provosts.

H. Role and expectations of CCCS Curriculum, Catalog, and Schedule personnel
1. Process received course submissions.
2. Coordinate and publish the monthly Bulletin Board.
3. Facilitate catalog and CCNS integrity and compliance.
4. Manage, maintain, and communicate workflow processes.
5. Work with SFCC Chair and Co-Chair to prepare and distribute the monthly SFCC meeting agendas.
6. Prepare monthly course lists for VPAA/CAO curriculum review after SFCC approval.
7. Prepare monthly course lists for System Provost after VPAA/CAO approval.
8. Facilitate SFCC election.

I. Role and expectations of SFCC Chairperson
1. Lead SFCC meetings and call for votes on courses and any other motions.
2. Ensure an open forum for all stakeholders.
3. Resolve SFCC related disputes equitably.
4. Collaborate on setting SFCC meetings agendas and the 2:2 conference.
5. Conduct or delegate discipline chair training.

J. Role and expectations of SFCC Co-Chairperson
1. In the absence of the Chairperson, the Co-Chairperson shall serve as the acting chair.
2. In the event the Chairperson is unable to fulfill the role and expectations, the Co-Chairperson will assume responsibility until an election can be held.
3. Facilitate the online delivery during SFCC meetings.

K. Role and expectations of SFCC Secretary
1. Record and maintain SFCC meeting minutes, including attendance.
2. Distribute and post SFCC meeting minutes.

L. Role and expectations of SFCC members
1. Each college will be represented at SFCC by one representative from the General Education faculty and one representative from the Career and Technical Education (CTE) faculty.
2. Selection of the committee members will be at the discretion of each college with selection procedures incorporating faculty input and collaboration with the Vice President of Academic Affair's representative.
3. All representatives, or an alternate, will attend each meeting.
4. All representatives shall serve on their local curriculum committee.
5. All representatives shall function as the liaison between SFCC and their local curriculum committee.
6. All representatives will follow procedures and expectations as outlined in the SFCC handbook.

III. Election of SFCC Officers
A. Elected officers

1. The Chair, Co-Chair, and Secretary shall be elected by the voting membership of SFCC.
2. Any voting SFCC member can nominate or be nominated for any officer position.
3. Nomination and election procedures are laid out in the SFCC Processes and Procedures handbook.

IV. Committee Decisions
   A. Although consensus is desirable, in its absence, a majority vote is sufficient to pass a motion.
   B. All issues brought before the SFCC will be resolved by a vote of the membership present at the time of the vote. Each college present will have two votes. If only one member is present, the member present will cast both votes. Members unable to attend may send a designee. Colleges not represented by a member will not have a vote and forfeit future grievances related to the vote. If an SFCC representative is not available when a course from their home institution is presented to the committee, SFCC may or may not consider the course. A majority of the votes cast will indicate approval.
   C. A quorum must exist for a vote to take place on any motion. Half of the voting members shall constitute a quorum. A quorum must be present throughout the meeting. If a quorum is not present, the motions shall be postponed until a quorum is present.

V. Appeal Process
   A. Curriculum approved by the SFCC shall be forwarded to the VPAA council for review. In the event the VPAA council does not approve a course or other curriculum matter that has been approved by the SFCC, the course or other curriculum matter shall be returned to the SFCC with explanation. The VPAA council may request information, clarification, or reconsideration of the course or other curriculum matter from SFCC.
   B. If the course or other curriculum matter is approved by the SFCC and returned to the VPAA council and is not approved by that council a second time, SFCC or the VPAA council may appeal to the Academic Programs and Curriculum Director for resolution. If no successful resolution occurs at this level SFCC, VPAA council, or the Academic Programs and Curriculum Director may appeal to the Vice Chancellor of Academic and Student Affairs for resolution. The Vice Chancellor for Academic and Student Affairs shall have the discretion to render final resolution of the issue or determine a procedure for further appeal.