

Statewide Faculty Curriculum Council
 Minutes from the April 11, 2014 Meeting
 Lowry, Building 959, President's Conference Room

- I. In attendance:
- Fred Boettcher-OJC
 - Peggy Burrus – RRCC
 - Kent Clement - CMC
 - Don Crawshaw – PPCC
 - Tammy Dorenkamp - OJC
 - Jeff Froyd-CCD
 - Christine Gaudinski - Aims
 - Diane Hageman - ACC
 - Lynnette Hoerner—RRCC
 - Martha Jackson Carter - CCA
 - David Johnson – CNCC
 - Mike Klouser - PTC
 - Lauren Kordupleski—CCCS
 - Carol Kuper - MCC
 - Beth Lattone – CCA
 - Lindsay Lewan – ACC
 - Chris Luchs – CCCOnline
 - Warren Munick - PPCC
 - Michael Payne – PCC
 - Paula Provence – ACC
 - Brenda Rhodes-Martinez - NJC
 - Boyd Rodman—PCC
 - Claudia Romero—FRCC
 - Shari Schroepfer - TSJC
 - Angela Williams - CCCS
 - Matt Wilson - FRCC
 - Scott Thompson - NJC
 - Becky Young-LCC

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- II. **Approval of Minutes and Revisions on Bulletin Board**
 a. **Approval of March 14 minutes, first and second motion approved.**

Approvals:

COURSES POSTED IN MARCH 2014				Chair	SFCC	
Prefix & #	Course Title	Crdts	New/Delete/Revise	Approval	Approval	Notes
BTE 257	Managing Office Technology	3	revised-cmptncls,outln	waiting	waiting	
BUS 121	Basic Workplace Skills	1	NEW	√	Waiting	Abel C guest, discipline approved around the state.

				√	waiting	Contacted chairs and leads of each school using the distribution list. No response is considered a yes vote. ** It appears that the system distribution list was not used.
BUS 201	Bus Logistics Optimization	3	NEW			
BUS 202	Purchase and Supply Logistics	3	NEW	√	waiting	Spelling error #9 in topical outline – analyze needs fixed. Will re-route all 3 BUS classes so that everyone in the BUS prefix distribution list has had a chance to review.
CNG 142	Intro to Cloud Computing	3	NEW	√	√	
DEH 105	Introduction to Dental Hygiene	1	NEW	√	√	Course needed for accreditation.
EDU 131	Intro to Adult Ed	3	revised-dscrptn,cmptncs,outln	√	√	
EDU 132	Plan & Deliv Instr to Adults	3	revised-dscrptn,cmptncs,outln	√	√	
EDU 133	Teaching ABE & ASE	3	revised-dscrptn,cmptncs,outln	√	√	
EDU 134	Teaching ESL to Adults	3	revised-dscrptn,cmptncs,outln	√	√	
EIC 223	Advanced Industrial Controls	4	NEW	waiting	Waiting	
EIC 230	Instrument/Process Control II	4	revised-ttl	waiting	Waiting	
EMS 227	Paramedic Spec Considerations	3	revised-dscrptn,cmptncs,outln	waiting	waiting	
GUR 106	NRA Basic Pistol Shooting	1	revised-crtdts	√	√	Waiting on a Discipline Chair, need to go to TSJC for the individual; they have the only program in the state. Lynette Bates is the Dean who sent the courses forward. The courses which begin with Machine Shop should have Firearms in the title. *
GUR 107	NRA Basic Shotgun Shooting	1	revised -crtdts	√	√	
GUR 108	Muzzleloading Pistol Shooting	1	revised -crtdts	√	√	
GUR 109	Muzzleloading Rifle Shooting	1	revised-crtdts	√	√	
GUR 110	NRA Basic Rifle Shooting	1	revised-crtdts	√	√	
GUR 111	Muzzleload Shotgun Shooting	1	revised-crtdts	√	√	
GUR 120	NRA Safety Officer	1	revised-crtdts	√	√	Could be confused with Law officer. Add NRA to title
GUR 206	NRA Pistol Instructor	1	revised-crtdts	√	√	Add NRA to title
GUS 112	Firearms Machine Shop I	5	revised-crtdts,dscrptn,cmptncs,outln	√	√	Add Firearms to the title
GUS 119	Stockmaking I	6	revised-crtdts	√	√	
GUS 127	Firearms Machine Shop II	4	revised-#dscrptn,cmptncs,outln	√	√	Add Firearms to the title
GUS 139	Stock Duplication	1	revised-crtdts,dscrptn,cmptncs,outln	√	√	
GUS 205	Firearms Machine Shop III	4	revised-crtdts,ttl,cmptncs	√	√	Add Firearms to the title
GUS 208	Alternative Metal Finishes	1	revised-ttl,crtdts,dscrptn,cmptncs,outln	√	√	
HEQ 200	Grading and Staking	2	NEW		HOLD	TSJC – Lynette Bates Heavy Equipment = HEQ Does it make sense to have a Basic course under the 200 level? Some disciplines
HEQ 210	Basic Pipelaying	3	NEW		HOLD	

						reserve certain numbers for specific areas. The 210 course sounds like a plumbing course. Two full time faculty will be teaching these courses. Forward on to CON for review. Need a list of all institutions across the state which offer this prefix.
HPR 156	Intro to Hospice	0.5	revised-ttl	waiting		
HPR 240	Death and Bereavement	3	revised ttl	waiting	waiting	Possible duplication, suggest two disciplines PSY and HPR discuss similarities to prevent duplication. Some of the competencies need fixed.
HUM 103	Introduction to Film Art	3	revised-cmptncls,outln	waiting	waiting	
MGD 106	Creativity and Visual Thinking	3	revised-dscrptn,cmptncls,outln	√	√	
STE 102	Intro to Surgical Technology	4	NEW	√	√	Was no DC, Diana from Pueblo is now the DC. Diana contacted Aims to make sure there is no conflict.
STE 103	Intro to Surgical Tech Lab	3	NEW	√	√	
STE 106	Surgical Anesthesia & Pharm	2	NEW	√	√	
STE 111	Surgical Procedures & Case MGT	4	NEW	√	√	
STE 112	Surgical Proc & Case MGT Lab	3	NEW	√	√	
STE 130	Surgical Instruments I	2	NEW	√	√	
STE 131	Surgical Instruments II	2	NEW	√	√	
STE 140	Surgical Case Studies I	2	NEW	√	√	
STE 141	Surgical Case Studies II	2	NEW	√	√	
STE 279	CST Exam Review Course	0-12	NEW	√	√	
STE 281	ST Clinical Internship I	0-12	NEW	√	√	
STE 282	ST Clinical Internship II	0-12	NEW	√	√	
STE 283	ST Clinical Internship III	0-12	NEW	√	√	
STE 289	Surgical Technology Capstone	0-12	NEW	√	√	
COURSES POSTED IN FEBRUARY 2014				Chair	SFCC	
Prefix & #	Course Title	Crdts	New/Delete/Revise	Approval	Approval	Notes
MTE 135	Lean Six Sigma	4	NEW	waiting	waiting	
COURSES POSTED IN JANUARY 2014				Chair	SFCC	
Prefix & #	Course Title	Crdts	New/Delete/Revise	Approval	Approval	Notes
EGG 102	Engineering Methodologies	3	NEW	√	HOLD	There has not been a meeting to discuss. Transfer of these courses is specific to the institution it is

						transferring to. Create unique courses for those courses and a standard class for those which are common. Scott will take this to his group and discuss the opportunities. Hold off on until more progress has been made.
FIW 260	Woodworking Intensive I	12	NEW	waiting	waiting	
						Some concern this course is not a 100 level course. Suggestion to beef up the course with less developmental competencies. This course is geared for those programs preparing mechanics and technicians. NJC needs for Diesel and Wind Energy program certifications.
MAT 102	Skilled Trades/Industrial Math	2	NEW	√	√	
COURSES POSTED IN DECEMBER 2013				Chair	SFCC	
Prefix & #	Course Title	Crds	New/Delete/Revise	Approval	Approval	Notes
CIS 109	Introduction to the MAC	1	NEW	waiting		Think this course was disapproved by the discipline. Still waiting on response.
CUA 239	Production Apps-Internat'l	4	NEW	√	HOLD	
FIW 201	Furniture I-Table Making	4	revised-ttl,dscrptn,outln	√	HOLD	
FIW 202	Furniture II-Carcass Construct	4	revised-ttl,dscrptn,outln	√	HOLD	
FIW 203	Furniture III-Chair Making	4	revised-ttl,dscrptn,cmtncs,outln	√	HOLD	
FIW 251	CNC Router I	3	NEW	√	HOLD	
POS 250	Colorado Legislature	3	NEW	√	HOLD	revisions needed
COURSES POSTED IN APRIL 2013						
				Chair	SFCC	
Prefix & #	Course Title	Crds	New/Delete/Revise	Approval	Approval	Notes
AEC 145	Structural Detailing	3	NEW	waiting		Will be removed from the BB

*When creating titles, recommend each home curriculum committee needs to consider, if you knew nothing about the college, to name courses with titles that make sense and don't overlap other prefixes. Ie: GUR, GUS prefix machine shop and MAC machine shop can be very confusing.

**Make sure that all faculty are on the appropriate distribution lists per each institution. Talk to each VPI and make sure the appropriate faculty are on the correct list. Diane mentioned this was discussed at the last Ed Services list.

Agenda/Follow-up Notes

- GT Review is meeting the next few Fridays.
 - CCCS needs courses for Fall submitted no later than September to get them to CDHE in time.
 - GT Review November 7th, 2014.
- Syllabus requirements: Is there a standard?
 - Per each institution
 - Federal Law requires the Disability Statement
 - The syllabus is a contract, clause, Syllabus is subject to change...
- “Ghost” courses in the CWB prefix (Peggy)
 - Courses have been approved for deletion numerous times; however, they keep reappearing. ie: CWB131, 142, 163, 166, the labs were deleted too.
 - Lauren couldn’t find a record of this, but Candace does confirm the odd reappearances. Is this an IT question?
 - Boyd/Peggy motioned to request Jerry M requesting to help us figure out this problem. This holds the course numbers from being reused for future. Once we figure out how to fix it, ask the disciplines to review their courses to make sure this is cleared up prefix/system wide.
- SFCC procedure handbook (Claudia)
 - There is a flowchart available.
 - Tons of information located in the Discipline Chair handbook.
 - Questions regarding duties and responsibilities, ie: overlap between prefixes.
 - What does exist is on the CCHE website and this site is difficult to navigate.
 - Would be helpful to have on location to find information.
 - We have made a lot of policy/procedural changes; it would be helpful to document this somewhere. Our function is partially to provide specific training to individuals when they need it.
 - Boyd recommends a 25-50 page document to collect information, index it and place it online. Volunteers: Matt Wilson and Claudia Romero will work on this over the summer. Boyd and Scott will forward information forward. Please forward any information to Matt and Claudia.
- Lauren is leaving; her last day is May 2, 2014.
- Nursing Program Issues (Boyd)
 - Accreditation has forced BIO 201 to remove the BIO 111 prerequisite. In order to keep their certifications with them must comply.

- 2 year nursing programs must demonstrate completion of program in no more than 5 semesters. Can't go above 72 credits, this includes prerequisites.
- Agreed that this is a serious safety issue placing unprepared students in a micro-biology class. The last Biology course students would have taken could go back as far as 9th grade.
- This sets students up for failure.
- Proposed website changes for easier use of the proposed database and bulletin board.
 - The VPI's will be discussing the reasoning behind the password protected proposed database in the hope that the password can be removed all together- *They decided to have the IT department remove the password.*
 - Proposed vs Archived Database – still working with IT to remove the password requirement.
- Create submission for submitting a new prefix.
 - Boyd is working on this – will review in May.
- EGT 230 and EGT 231- proposed to bring them back from archive.
 - Listed them as changes, but will probably be listed as New

**CCCNS / CCHE Updates –
None**

The Meeting was adjourned. Next meeting is on May 2, 2014.

Minutes Respectfully Submitted by
Claudia Romero, FRCC
SFCC Secretary