

Statewide Faculty Curriculum Council  
Minutes from the August 15, 2014 Meeting  
Lowry, Building 959, President's Conference Room

I. In attendance: Introductions of all members

Fred Boettcher-OJC  
Peggy Burrus – RRCC  
Kent Clement - CMC  
Jim Crandall – Aims  
Don Crawshaw - PPCC  
Leigh Sinclair (on his behalf Jeff Froyd) -CCD  
Christine Gaudinski – Aims  
Stanton Gartin - NJC  
Ken Harrell - MCC  
Lynnette Hoerner—RRCC  
Martha Jackson Carter - CCA  
David Johnson – CNCC  
Michael Klouser – PTC  
Michelle Kock – CCCS  
Carol Kuper - MCC  
Beth Lattone – CCA  
Lyndsey Lewan  
Chris Luchs – CCCOnline  
Jerry Migler - CCCS  
Michael Payne – PCC  
Paula Provence – ACC  
Brenda Rhodes - NJC  
Boyd Rodman, Chair —PCC  
Claudia Romero—FRCC  
Shari Schroepfer - TSJC  
LaVonya Todd-Washington – EGTC  
Scott Thompson - NJC  
Matt Wilson - FRCC

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II. **Approval of Minutes and Revisions on Bulletin Board**

a. **Approval of May 2, 2014 minutes, first and second motion approved.**

## Approvals:

COURSES POSTED IN July 2014				Chair	SFCC	
Prefix & #	Course Title	Crdts	New/Delete/Revise	Approval	Approval	Notes
NUR 106	Medical-Surgical Nursing Concepts	7-9	Revised-credits	√	√	Variable credits approved for this program due to Nursing Accreditation requirements at this time. By 2016 variable credits won't be necessary.. They need to scale back to 72 credits. Not all Nursing programs in the state are going through re-accreditation at the same time. The variation is necessary at this time for all nursing programs to offer their courses at the appropriate number of credits until all programs have completed their renewal.
NUR 109	Fundamentals of Nursing	6-8	Revised-credits	√	√	
NUR 150	Maternal Child Nursing	6-7	Revised-credits	√	√	
NUR 169	Transition into Practical Nursing	4-5	Revised-credits	√	√	
NUR 189	Transition from LPN to AND	3-4	Revised-credits	√	√	
NUR 206	Adv Concepts of Medical-Surgical Nsg I	6.5-8	Revised-credits	√	√	
NUR 216	Adv Concepts of Medical-Surgical Nsg II	5-6	Revised-credits	√	√	
NUR 230	Transition to Professional Nsg Practice	4-5	Revised-credits	√	√	
COURSES POSTED IN June 2014				Chair	SFCC	
Prefix & #	Course Title	Crdts	New/Delete/Revise	Approval	Approval	Notes
AEC 103	Intro to Architectural Drawing	3	NEW	waiting		
AEC 108	Digital Architectural Graphics	4	NEW	waiting		
AEC 152	Construction Technologies 1	4	NEW	waiting		
AEC 161	Masterworks of Building Craft	3	NEW	waiting		
AEC 201	Architect Design Fundamentals	4	NEW	waiting		
AEC 252	Construction Technologies 2	4	NEW	waiting		
ART 257	Advanced Portraiture	3	NEW	√	√	
BIO 228	Field Biology	4	revised- title and description	waiting		
CIS 102	Computer Assistive Technology	3	revised- description, competencies, & outline	√	√	
CIS 104	Word Processing w/ Assistive Technology	3	revised- competencies, & outline	√	√	
CIS 202	Automated Project Mgmt: MS Project	3	revised- description, competencies, &	√	√	

			outline			
CNG 243	Cloud Security and Cyber Law	3	New	√	√	Missing a period at the end of #14. Don't capitalize all the concepts in the course description.
CRJ 125	Policing Systems	3	revised-description, competencies, & outline	√	√	Remove the colon after the word including in the course description. In the topical outline change the roman numerals – there are two II (twos).
CRJ 145	Correctional Process	3	revised-description, competencies, & outline	√	√	
DMS 244	General Ultrasound Scan Lab	3	revised-credits, ttl, dscrptn, cmptnacs, outln	√	√	Course description is the same as DMS 245 & DMS 246. No change.
DMS 245	Vascular Ultrasound Scan Lab	3	NEW	√	√	Course description is the same as DMS 245 and DMS 246. Add after the word history 'for vascular scans'
DMS 246	Adult Echo Scan Lab	3	NEW	√	√	Course description is the same as DMS 244 and DWM 245 add after the word history :for cardiac"
EIC 261	Project Management: Electrical	4	revised-credits, ttl, dscrptn, cmptnacs, outln	√	√	
ELT 106	Fundamentals of DC/AC	4	revised - credits, competencies & outline	√	√	
ELT 147	Digital Devices I	4	revised - credits, outline	√	√	
EMS 162	Wilderness EMS - Upgrade	3	revised - credits & description	√	Send back	Discussion related to EMS vs EMT. EMT is a level. Change Review to present in competencies. Clarify competencies. Correct Understand to another verb. Change numbering to appropriate standards 1,2, 3
FIW 261	Woodworking Intensive II	12	NEW	√	√	
HIS 251	The History of Christianity in the World	3	revised-ttl, dscrptn, cmptnacs, outln	√	√	
LEA 103	Basic Law Enforcement Academy III	0-12	revised- credits	√	Send back	Same as LEA 104, Can't be variable credit courses. Missing Competencies and Outline. Need more information. POST certification mentioned in the course

						description. Is this an accrediting agency? Please send a rep for opportunity to answer questions.
LEA 104	Basic Law Enforcement Academy IV	0-12	revised-credits	√	Send back	Same as LEA 103. Can't be a variable credit course. Missing Competencies and Outline. Need more information. POST certification mentioned in the course description. Is this an accrediting agency? Please send a rep for opportunity to answer questions.
NRE 200	Ecology Field Study	3	revised-ttl, dscrptn, cmptncs, outln	waitin g		
PHO 165	Outdoor Portrait Photography	2	NEW	waitin g		
PSG 110	Fundamentals of Sleep	3	revised-description, competencies, & outline	waitin g		
PSG 130	Sleep Patient Evaluation	3	revised-description, competencies, & outline	waitin g		
GUR	Gunsmith Repair		Prefix name change requested: <b>from</b> Gunsmith Repair <b>to</b> Gun Range	√	√	What does the prefix mean? The original discipline name was entered incorrectly and TSJC lived with it. Now they are actually using Gun Range and need it changed to reflect program needs.
<b>COURSES POSTED IN MAY 2014</b>				<b>Chair</b>	<b>SFCC</b>	
<b>Prefix &amp; #</b>	<b>Course Title</b>	<b>Crdts</b>	<b>New/Delete/Revise</b>	<b>Appro val</b>	<b>Appro val</b>	<b>Notes</b>
BTE 120	Introduction to Business Tech	3	revised-ttl,dscrptn,cmptncs, outln	√	Send back	Course description not written properly and doesn't match with the competencies. Competencies don't relate to technology. Rewrite course description and check with competencies. Not all statewide BTE faculty saw this course.
CSC 151	Advanced Visual Basic Program	3	DELETE	√	√	
EGT 103	Applied Dimension & Tolerance	3	revised-ttl,dscrptn,cmptncs, outln	waitin g		
EGT 230	Civil Drafting Applications I	6	NEW	waitin g		

EGT 231	Civil Drafting Applications II	6	NEW	waitin g		
END 115	Patient Care and Safety	1 to 3	revised credits	√	Send back	Variable credit - why
END 202	EEG Record Review Basics	3 to 4	NEW	√	Send back	Nothing in the course description, competencies and outline.
FER 101	Craft Beer Brewing	4	NEW	√	√	#6 should say Discuss the management... #5 – remove the word Discuss and keep describe.
GEY 228	Field Geology	4	NEW	√	Send back	Missing course content
HTM 151	Fundamentals of Colt Starting	4	NEW	waitin g		
MAN 210	Aligning Tech with Business Strategy	3	NEW (already another course in Proposed with same # - now 2 proposed courses in Banner)	waitin g		emailed DC
NUR 154	PN Licensing Exam Preparation	1.5	NEW	√	√	Remove “this course” in the course description
NUR 254	RN Licensing Exam Preparation	1.5	NEW	√	√	Remove “this course” in the course description
PHO 256	Black and White Landscape Photography	1	NEW	waitin g		
PHO 257	Nature Photography	1	NEW	waitin g		
<b>COURSES POSTED IN APRIL 2014</b>					<b>Chair</b>	<b>SFCC</b>
<b>Prefix &amp; #</b>	<b>Course Title</b>	<b>Crdts</b>	<b>New/Delete/Revise</b>	<b>Appro val</b>	<b>Appro val</b>	<b>Notes</b>
AVT 116	ATC Phraseology	2	NEW	√	HOLD	The exam needs to be stated. Hold until exam question is answered.
AVT 117	ATC Procedures	4	NEW	√	HOLD	Same as AVT 116
GUR 250	Instructional Leadership	1	NEW	√	√	should be Leadership not Internship
MGD 244	Documentary Production I	3	NEW	√	waitin g	Speak with FVM at 2:2
MGD 245	Documentary Production II	3	NEW	√	waitin g	Speak with FVM at 2:2
WEL 141	Intro Multi Process Welding	4	NEW	waitin g	waitin g	
WEL 142	Basic Multi-Process Welding	4	NEW	waitin g	waitin g	
WEL 143	Intermediate Multi-Process Wel	4	NEW	waitin g	waitin g	
WEL 144	Advanced Multi-Process Wel	4	NEW	waitin	waitin	

				g	g	
<b>COURSES POSTED IN MARCH 2014</b>				<b>Chair</b>	<b>SFCC</b>	
<b>Prefix &amp; #</b>	<b>Course Title</b>	<b>Crdts</b>	<b>New/Delete/Revise</b>	<b>Approval</b>	<b>Approval</b>	<b>Notes</b>
BTE 257	Managing Office Technology	3	revised-cmptncls,outln	waiting	waiting	
EMS 227	Paramedic Spec Considerations	3	revised-dscrptn,cmptncls,outln	√	√	
HEQ 200	<b>Heavy Equipment</b> Grading and Staking	2	NEW	√	√	Add Heavy Equipment in front of title
HEQ 210	<b>Heavy Equipment</b> Basic Pipelaying	3	NEW	√	√	Add Heavy Equipment in front of title
HUM 103	Introduction to Film Art	3	revised-cmptncls,outln	waiting	waiting	
<b>COURSES POSTED IN JANUARY 2014</b>				<b>Chair</b>	<b>SFCC</b>	
<b>Prefix &amp; #</b>	<b>Course Title</b>	<b>Crdts</b>	<b>New/Delete/Revise</b>	<b>Approval</b>	<b>Approval</b>	<b>Notes</b>
EGG 102	Engineering Methodologies	3	NEW	√	HOLD	Agenda item for 2:2 with EGT
FIW 260	Woodworking Intensive I	12	NEW	√	√	Name changed per SFCC suggestion
<b>COURSES POSTED IN DECEMBER 2013</b>				<b>Chair</b>	<b>SFCC</b>	
<b>Prefix &amp; #</b>	<b>Course Title</b>	<b>Crdts</b>	<b>New/Delete/Revise</b>	<b>Approval</b>	<b>Approval</b>	<b>Notes</b>
CUA 239	Production Apps-Internat'l	4	NEW	√	HOLD	Needs title chg - emailed Carol Hines per SFCC
FIW 251	CNC <b>Woodworking</b> Router I	3	NEW	√	√	title chg received.
POS 250	Colorado Legislature	3	NEW	√	HOLD	revisions needed

**CCCNS / CCHE Updates – Jerry Migler presented:**

- **Gt Pathways**
  - Process continues, will not be taking time off.
  - Need more reviewers.
  - Info from Jerry regarding gtPathways (documents also always located on the CCHE website). See website for dates. Handout was provided.
    - How do these deadlines impact institutions around the state?
      - A handful of institutions have Gt Pathways submissions
      - Many more come after the 2:2

- **Deadline for gt reviews by September 2, 2014 for consideration on September 12, 2014 SFCC meeting.**
    - **SFCC asks Jerry to have the VPI's share future dates and deadlines so all faculty have the information. In the past not all faculty know when these dates are.**
- **GE Council Statewide Transfer Articulation Agreement Protocol (located on CCHE website) Jerry Migler, Sandy Veltri, Scott Thompson and Wayne Hartis on this council.**
  - **4 phases agreements go through. Please let Jerry know if you need more support from him office.**
    - **Discussions may begin at 2:2 conference. Curriculum work really needs to be completed at this time. The process is sometimes lengthy, faculty wish this preliminary development would move quicker. Often 4 year universities hold up this development.**
    - **Once agreement has been reached by the discipline, this begins the Phase 1 process.**
    - **Currently Physics and English are out of Phase 4 and out for signature.**
    - **BIO, CHE, HLT at Phase 3.**
- **Degree with designation (DWD) is a state wide agreement.**
  - **CCHE and our board approves it.**
- **Bachelor Degree Update:**
  - **Bachelor of Applied Science - BAS (think of this as a CTE 4 year degree).**
  - **Colleges determine which degrees they are interested in offering,**
  - **Is there a need? Is there interest from students? It must go through a budget process. Consider all the needs when creating a new program... from the community college perspective.**
  - **What is our philosophy for upper level courses?**
  - **Some colleges already have a rubric they use for development of new programs/degrees.**
  - **Dental Hygiene and Water Quality programs already proposed. The schools offering these programs would be very specialized.**
    - **We may need another system for upper level courses. Possible sub-group?**
    - **What do other institutions have which makes it clear the difference between 100/200 – 300/400 level courses.**
  - **What would the level of education need to be of the faculty teaching in these areas? Will have to have at least a Bachelor's degree or equivalent of in that CTE area.**
- **CIP codes and High, Medium and Low cost fees:**
  - **System office has a list of the CIP codes. The system assigned the high, medium or low cost fees. Last updated in 2010.**
    - **Medium and High have a fee attached.**

- Can one appeal those levels? Yes, speak with Jerry.
- For example, the ART prefix has both low and high, dependent on studio vs lecture.
- Human Services (HSE) prefix has fees that can't spend. What are the parameters you can spend it on or how should one make the suggestion to change the fees.
  - Discuss with your colleagues at the 2:2. When the program is offered at other institutions, all need to agree on the change.
  - Colleges handle the fees differently on how the fees are dispersed.
- History of the fees:
  - State board had a meeting a one of the community colleges in the state and picked up a class schedule at that institution. As they read page after page, they noticed course fees for many courses and they varied. They decided to "pilot" a program to get away from charging each course different fees. High, medium and low were implemented during the pilot program which in the end eliminated the different fees.
- Handbook update (Matt Wilson):
  - SFCC should consider a sub-committee to work on this project with more than one person taking the lead. Too big of a project for one person.
  - FRCC is willing to share what we have for our curriculum committee, if necessary. CCA would also be willing to work closely on this project.
  - Goal is to create a handbook and begin adding our procedures in a formal document. Boyd, Matt and Martha will begin working on this together. Please send your current curriculum committee handbooks to them for possible use or reference. The Discipline Chair training guide should be added.
- 2:2 Faculty conference:
  - Meeting at Pueblo Community College
  - Angie is working on the agenda.
  - Casey Sacks wants to give an update on Dev Ed. Possible other key updates, but won't take a lot of time to provide.
  - Courses not taught in some time, consider more clean up and deletions:
    - Discuss what courses should be deleted in each area.
    - System has asked IT to provide numbers on those "live" courses in the past 5 years. In the last 2 years, we have used less than half of what exists in the system.
  - Science Discipline - CCCOnline prepared to come in and show disciplines a course of their choice. Contact Terry Reaves. CHE and PHY already in the works with a Science Steering Committee. Biology labs under review.
  - Affordable Care Act (ACA)policies impacting Part Time Instructors



- **Part Time instructors work hours per week are figured on mathematical calculations and not necessarily credit. This prevents our instructors from teaching a certain amount of credits and then they exceed the allowed amount.**
  - **Standards will be created in the state for prefixes.**
  - **This however will not change how colleges pay their part time instructors; it effects how they are eligible for benefits.**
  - **Definitely impacts our instructors who teach at multiple colleges. They will be limited.**
- **Some colleges pay per contact hours, some pay per actual hours and equations/formulas.**
- **ACA states contact hours.**
- **27 hours per week, standard. 21 credit hours is the issue.**
- **How does this all relate to the curriculum committee? Do we want to put on the agenda for 2:2 discussion how each course is decided to be offered, ie: contact hours related.**
  - **Should SFAC be the committee which takes this on and we, SFCC, continue to focus on curriculum?**
  - **Jerry stated we are now tracking how many hours instructors are working. All according to the calculations being used. The system uses the higher number.**
  - **If the benefits from us are cheaper, instructors may go with us, but we may see many already have benefits and may not use ours. It may not impact us as much as we thought.**
  - **The system is not proposing instructors to scale back, colleges are determining. Colleges have autonomy.**
  - **Question: do we all use the same contact hours? No we don't. Do we standardize all prefixes to have the same contact hours? Colleges have autonomy.**

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The Meeting was adjourned. Next meeting is on September 12, 2014.

Minutes Respectfully Submitted by  
Claudia Romero, FRCC  
SFCC Secretary