I. In attendance:
Tara Bell - CCCS
Fred Boettcher-OJC
Peggy Burrus – RRCC
Jim Crandall - Aims
Don Crawshaw – PPCC
Tammy Dorenkamp - OJC
Jeff Froyd-CCD
Stanton Gartin - NJC
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
Michael Payne – PCC
Paula Provence – ACC
Brenda Rhodes-Martinez - NJC
Boyd Rodman—PCC
Claudia Romero—FRCC
LaVonya Todd-Washington – EGTC
Scott Thompson - NJC
Becky Young-LCC

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

Approvals:

<table>
<thead>
<tr>
<th>COURSES POSTED IN FEBRUARY 2014</th>
<th>Chair</th>
<th>SFCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix &amp; #</td>
<td>Course Title</td>
<td>Crdts</td>
</tr>
<tr>
<td>CAD 217</td>
<td>Rhino</td>
<td>3</td>
</tr>
<tr>
<td>EMS 225</td>
<td>Paramedic Practice</td>
<td>3</td>
</tr>
<tr>
<td>EMS 229</td>
<td>Paramedic Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 231</td>
<td>Paramedic Cardiology</td>
<td>5</td>
</tr>
<tr>
<td>Prefix &amp; #</td>
<td>Course Title</td>
<td>Crds</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>EMS 233</td>
<td>Paramedic Medical Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMS 235</td>
<td>Paramedic Trauma Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>ENY 161</td>
<td>Energy Industry Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>GEO 105</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 106</td>
<td>Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 111</td>
<td>Phys Geo:Lndfrms w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEO 160</td>
<td>Global Climate Change</td>
<td>3</td>
</tr>
<tr>
<td>MTE 135</td>
<td>Lean Six Sigma</td>
<td>4</td>
</tr>
</tbody>
</table>

**COURSES POSTED IN JANUARY 2014**

<table>
<thead>
<tr>
<th>Prefix &amp; #</th>
<th>Course Title</th>
<th>Crds</th>
<th>New/Delete/Revise</th>
<th>Approval</th>
<th>Approval</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGG 102</td>
<td>Engineering Methodologies</td>
<td>3</td>
<td>NEW</td>
<td>√</td>
<td>HOLD</td>
<td>share with EGT&amp;MTE Students taking engineering for transfer. UCCS Colorado Springs and Pikes Peak agreement, to transfer. Structure dictated by what needs. Using software in the course, Mat Lab software. Analysis software very specific to Engineering. Red Rocks is developing a course to transfer to Mines, FRCC developing a course to transfer to CSU. Would like to create a course which meets everyone’s needs. We don’t really have an engineering agreement, each school has their own. Probably a year away from reaching an agreement with the state schools in engineering, 30 credits proposed. Lynnette agreed to collect list of names of who is creating similar courses across the state. This course is intended as an intro course. The EGG discipline may need to create two</td>
</tr>
</tbody>
</table>
to three courses to suffice. DC Victor Anderson present to discuss this course with the group.

*Will hold off on approving this course, have the 2:2 be the meeting place for discussion of what courses are needed.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>New/Delete/Revise</th>
<th>Approval</th>
<th>Approval Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIW 250</td>
<td>Computer Aided Furn Design</td>
<td>3</td>
<td>NEW</td>
<td>NO</td>
<td>This is the CAD 217 course</td>
</tr>
<tr>
<td>FIW 260</td>
<td>Woodworking Intensive I</td>
<td>12</td>
<td>NEW</td>
<td>waiting</td>
<td></td>
</tr>
<tr>
<td>MAT 102</td>
<td>Skilled Trades/Industrial Math</td>
<td>2</td>
<td>NEW</td>
<td>waiting</td>
<td></td>
</tr>
<tr>
<td>PSP 117</td>
<td>Pattern Drafting I</td>
<td>3</td>
<td>revised-ttl,dscrtl,cmplncs,outlIn</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>PSP 118</td>
<td>Pattern Drafting Menswear</td>
<td>3</td>
<td>revised-ttl,dscrtl,cmplncs</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>PSP 134</td>
<td>Pattern Drafting II</td>
<td>3</td>
<td>revised-ttl,dscrtl,cmplncs,outlIn</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>PSP 135</td>
<td>Pattern Drafting III</td>
<td>3</td>
<td>revised-ttl,dscrtl,cmplncs,outlIn</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>PSP 136</td>
<td>Pattern Drafting IV</td>
<td>3</td>
<td>revised-ttl,dscrtl,cmplncs,outlIn</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>PSP 137</td>
<td>Pattern Drafting V</td>
<td>3</td>
<td>revised-ttl,dscrtl,cmplncs,outlIn</td>
<td>√</td>
<td>√</td>
</tr>
</tbody>
</table>

The entries in the table are:

**COURSES POSTED IN DECEMBER 2013**

<table>
<thead>
<tr>
<th>Prefix &amp; #</th>
<th>Course Title</th>
<th>Crds</th>
<th>New/Delete/Revise</th>
<th>Approval</th>
<th>Approval Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUA 239</td>
<td>Production Apps-Internat'l</td>
<td>4</td>
<td>NEW</td>
<td>√</td>
<td>HOLD</td>
</tr>
<tr>
<td>FIW 201</td>
<td>Furniture I-Table Making</td>
<td>4</td>
<td>revised-ttl,dscrtl,cmplncs,outlIn</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>FIW 202</td>
<td>Furniture II-Carcass Construct</td>
<td>4</td>
<td>revised-ttl,dscrtl,cmplncs,outlIn</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>HHP 163</td>
<td>Anatomy for Reflexology</td>
<td>1</td>
<td>NEW</td>
<td>√</td>
<td>√ hold revise ttl &amp; dscrpt</td>
</tr>
<tr>
<td>HIT 102</td>
<td>Medical Vocabulary</td>
<td>3</td>
<td>NEW</td>
<td>√</td>
<td>√</td>
</tr>
</tbody>
</table>

**COURSES POSTED IN APRIL 2013**

<table>
<thead>
<tr>
<th>Prefix &amp; #</th>
<th>Course Title</th>
<th>Crds</th>
<th>New/Delete/Revise</th>
<th>Approval</th>
<th>Approval Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC 145</td>
<td>Structural Detailing</td>
<td>3</td>
<td>NEW</td>
<td>waiting</td>
<td></td>
</tr>
<tr>
<td>JRD 104</td>
<td>Handcrafted Jewelry</td>
<td>1</td>
<td>NEW</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>JRD 105</td>
<td>Cold-Connections in Metal</td>
<td>1</td>
<td>NEW</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>JRD 120</td>
<td>Introduction to Jewelry Making</td>
<td>3</td>
<td>NEW</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>PHV 101</td>
<td>Tec Lab Skills &amp; Procedures</td>
<td>4</td>
<td>DELETE</td>
<td>HOLD</td>
<td>DROP HOLD for PHY</td>
</tr>
<tr>
<td>PHV 110</td>
<td>Fundamentals of Photonics</td>
<td>2</td>
<td>DELETE</td>
<td>HOLD</td>
<td>DROP HOLD for PHY</td>
</tr>
</tbody>
</table>
Follow-up Notes/Agenda

- **Pattern Drafting** guest: Eugene Rooks, EGTC.
  - Looking for progression through the courses with the Pattern Drafting I, II, III, etc. To streamline the process for the students, to keep in sync with the offerings.
  - Drafting is a term used in this industry.
  - Concern that THE 109 is the same as PSP 117

- **Should we be asking Discipline chairs to keep record of the votes and comments which have come through course review?** (in the event a course is marked as approved, but the discipline team voted closely).
  - Does the DC handbook state they have to get approval from the faculty? It’s possible a chair could approve without all faculty reviewing.
  - How do we know how close the vote are and whether sent to Lauren appropriately.
  - Email sent out from DC, some DC’s keep record and include in their email: Failure to respond is a yes vote.
  - Add to DC training the importance of keeping records.
  - Add to email back to Lauren, how the discipline team voted, record of numbers voted for and against.
Boyd will add some more language to the DC Handbook. Will also add the lack of response indicates approval. Add a voting button in the email out to the discipline which makes it easy to click. It is important when major changes occur and it might be wise of the DC to reach out and make sure everyone is on board.

- **Process for accepting new colleges into CCCNS**
  - Western Colorado Community College has brought this up. Already part of this state, don’t know that we have a policy. We have invited them in the past to be part of this group, wanted them here all along. They will need to change courses to align with CCCNS.
  - Dr. Migler asked Lauren to bring this discussion forward.
    - He should meet with their president or provost.
  - Add this topic to the next VPI meeting.
  - Do they want to move all of their courses over or pick and choose?
    - Would have a lot of process work to move their courses over.

- **What is the length of time a course number can’t be used after a course has been deleted?**
  - The number can be pulled up quickly after moving it to archived.
  - There is no policy or length of time. Course number can be used right after its deletion of the no longer needed course.

- **Potential overlap between engineering related:**
  - Narrow 6 courses down to 2. Prefer not to have a large number of classes with similar material.

- **When new courses are approved at the college level, how soon can the course be offered at the state level?** We’ve been under the assumption that the course is ok for the college who proposed it to offer it up to a full year without state approval, is this correct? How does this process work exactly?
  - Once the course hits the BB, Lauren enters it into Banner. It is a quick process.

- **What is the process for cross listing a course?**
  - Discipline would request it.
  - SFCC would ask them to have disciplines works closely together.
  - How do we know what is cross listed? Create a list?

- **Creation of a new prefix- How does SFCC want the submission “form” to look.**
  - We should create a form, need a formal procedure. Boyd will create the drafted form for our April meeting.
  - What’s the prefix, what’s the rationale, have you checked with Lauren if it’s available?
  - Should also start with system Program Director.
  - Can’t reuse a prefix if it’s been deleted unless used again for the same discipline.
    - Banner thing.
    - Lauren thinks it might be possible a prefix can be brought back.
    - Can rename a prefix in Banner.
With the new BS degrees will this create new prefixes?
  - Will need to create new 300/400 level courses
  - Culinary & Dental Hygiene proposed

SFCC approves the prefix at one meeting and then the new courses could be approved at the next meeting.

Create a list of what prefixes we have, what they are, what’s been used/deleted, active/non-active.

Recommend 2:2 discussion between disciplines where there is similarity.

- Follow-up notes:
  - Proposed website changes for easier use of the proposed database and bulletin board.
  - No changes are being accepted at this time because CCCS is launching a more modern and mobile friendly revamped version of the System’s website (www.cccs.edu).
  - 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.

---

CCCNS / CCHE Updates – None

---

The Meeting was adjourned. Next meeting is on April 11, 2014.

Minutes Respectfully Submitted by Claudia Romero, FRCC
SFCC Secretary