COLORADO
COMMUNITY COLLEGE SYSTEM

State Faculty Curriculum Committee (SFCC) Meeting Agenda
Friday, September 14, 2018
9:00 A.M., Lowry Campus, President's Conference Room, 2nd Floor

Attendance
Christine Gaudinski-Aims
Jim Crandall-Aims
Juliet Hubbel-ACC-absent
Doug Mugge-ACC
Chris Luchs-CC online
Amy Connerton-CMC (phone)
Meghan Davis-CNCC (phone) absent
Jennifer Harrell-CCA
Beth Lattone-CCA
Jeff Froyd-CCD
Lori Yost-CCD
Linda Van Doren-EGT (phone) absent
Laura Blom-EGT (phone) absent
Tim McMahon EGT
Matt Wilson-FRCC
Abel Combs-FRCC
Kathy Henderson-LCC (phone)
Becky Young-LCC

Carol Kuper-Morgan GT liaison
Jessica Edington-Morgan on phone
Clint Rothell-NJC
Mike Anderson-NJC
Kimi Kelley-OJC
Ronald Striegal-OJC (will attend by phone) absent
Kim Adibuah-Pickens absent
Sam Hoffmann-Pickens absent
Warren Munick-PPCC
Kris Gates-PPCC
Michael Payne-PCC (phone)
Tim Gama-PCC (will try to attend via phone, technical issues)
Lynette Hoerner-RRCC
Janiece Kneppe-RRCC
Melissa Kleinschmit-TSJC (phone) in Alamosa
Ryan Newport-TSJC in Trinidad absent
Ian Macgillivray-Associate Provost
Dana Anderson-CCCS (absent) absent
Denise Mosher-CCCS (remote)
Gilian McKnight Tutein-FRCC, VPI liaison
Bill Gilmore-Program director CTE STEM, Arts, & IT

Guest Landon Pirius

Time	Topic	Discussion & Documents	Action/Responsible Party
9:00 – 9:15AM	**Welcome and Overview of the Day** • Introduce new members and get contact information • Introduce Landon Pirius – VP for Organizational Effectiveness, Student Affairs, and Strategic Initiatives, and Interim VP for Academic Affairs	Mike Anderson, Beth Lattone	

| 9:15 – 10:00 AM | **Overview of the Sept. 21 Discipline Chair Training**
• process to Replace Discipline Chairs and Fill Vacancies
• review of the curriculum process. [*See attached document: Flowchart-New Revised Course Approval Process.docx*]
• Go over the DC training meeting agenda [*see attached document: DRAFT Discipline Chair Training agenda*] | All
Mike will be putting together the powerpoints for the training, including how to navigate the cccs website. Suggestion was made that new SFCC folks should also attend the DCT. Robin will send everyone a form to get numbers.
If there are questions, we can create a rolling list for Beth to answer. Taking them through the process with finding the CIP forms, VP, curriculum development. Morning is planned for that process and the afternoon devoted to 2:2 charge and expectations we have for that conference. Discipline chairs will be given an excel spreadsheet to list all classes offered in their disciplines and where they are status-wise (revised, archived, new, etc.) This would allow them to track the status of their classes. Same for contact list. (these will be electronically available but they can print them out) those updated forms need to be returned to Robin and/or Denise.
Resources can be emailed to DCs that cannot make the meeting. Goal is to make sure there is no confusion for the DCs for what they are doing at 2:2. Every discipline needs to go into their courses and decide what is required and what is recommended.
What do we look for in descriptions, CLOs, Topical outlines, so that we see consistency across the board.
The general charge will not be covering prerequisites at this particular 2:2, however, if all other work on courses has been done, then discussion can be started on contact hours and prerequisites. | **Goal:** Finalize the Discipline Chair Training and participants |

		All curriculum is required to be reviewed every 5 years. We still need to have a way to look at classes and see if they are duplicating what is already there. What determines whether an instructor can teach a class or not is not the acronym but what the CLOs are. We will teach 100% of the required CLOs, whether it is Gt or not. New courses must be over 20% different than a current class. The federal government does not demand that all of your prefixes are the same for your program. Transfer issues within our system is just as important as Gt 2-to-4. Ian has been in contact with disciplines that are behind deadlines for Gt classes; CDHE knows that we are working towards that and are giving us a little breathing room to get everything caught up. Mike suggests to make active the link to the old discipline chair manual as it is currently not active. Robin will take care of making sure that link will be available. Question was brought up about no feedback equals yes. Reviewed flowchart and suggested changes, Ian will send updated copy. The only way a course gets on the BB is that it was sent by the CAO or VPI. Who does the BB go to? Could we add the Discipline listserv to the distribution list? Should not be all faculty. Make cultural change at the Curriculum Committee level. Having a portion of the Curriculum Committee meeting looking at more than just the titles, but the actual classes themselves. Was suggested	

		that we can also point interested parties to the CCCS website. Whoever submits the course to be on the BB should be the one submitting any corrections or changes. Who is responsible for sending edits? VPI will send any corrections for a course.	
10:00-10:48 am	**2:2 Agenda and Website** • see draft agenda [*See attached: DRAFT agenda_2to2.docx*] • 2:2 website & registration (which is now closed) • Discipline Chairs distributing documents to faculty	Ian Suggested spreadsheet would have course number, title, credits, notes, decision, status, and who is responsible. Review draft agenda. Include agenda and check sheet for what is expected in the meetings: take roll, vote on state discipline chair, review courses. Additional notes can be taken as well and should be sent in. System is going to review SP 9-71 to look at schedule type, it's not in CCNS. President Garcia will announce at 2:2 to have everyone take a look at SP 9-71 to make recommendations in what direction we want to go for scheduling that is not simply tied to ACA. SFCC position: as long as colleges meet or exceed minimum number of contact hours, that is the focus. According to a scheduler, you can always schedule less hours in Banner but not more. Is it possible to create a range in Banner? Our form (CCNS template) shows the minimum contact hours. See attached agenda. 950 are registered for 2:2, we should be able to tell discipline on 9/21 what rooms they will be meeting in.	**Goal: Review updates**

		MAT and ENG will meet together after lunch (shows 2 hours on agenda but may not need that whole time) SCI discipline will meet in the Physics room at 3. All groups that teach Entrepreneurship should meet as well. (ABM, MAN, BUS, ENP, maybe MUS needs to be as well) should be in the afternoon after those individual programs meet. Suggestion is they could meet in the BUS room in the afternoon. Hope is the general meeting will be WebExed, NUR is meeting 9/21, another discipline will be at RRCC. Plan is to be paperless, if there are any documents that DCs want their people to have, they need to print out and bring with them. Hope is that the rooms will already have the computers logged in so that time is not spent trying to get on to the computer. Tamara at Pueblo is in charge of assigning rooms.	
10:48-11:02 AM	**Business Meeting** • August 17 minutes approval	Mike and Beth Minutes approved, including the electronic votes from last month. Master Bulletin Board as well as the monthly, the Master has all of the courses that were approved in Aug. https://internal.cccs.edu/academic-affairs/common-course-numbering-system/bulletin-board/ There is a program that wants to move prefixes from one discipline to another, what is	

		the process. Can be complicated by disciplines that lack a State DC. Can we impose the rule that if there is no State DC, we need to have another discipline take ownership of that course. Every course should have some ownership and responsible party. Suggestion is to archive the old prefixes and then submit the new forms for the new prefixes. Suggestion on the CCNS template, add a check box for third party accreditation as well as a place for special notes for this course. Please see if your school is offering NRE courses and would someone be willing to champion those courses.	
11:02 AM	**Quick Review and Make Assignments for October Bulletin Board** [*October BB is forthcoming*]	Mike Submitting school as well as another school ENG 226, 222 CCD?AIMS RTE CCD/CCA CIS RRCC and TSJ CSC FRCC and RRCC MUS FRCC/NJC/CCD (some will be Gt and some CTE) FVM CCA/AIMS FVB CCA/AIMS EDU 300 and 400 (courses that are already available) PCC/RRCC RCA PCC/CCD RRCC will be putting in a new BAS degree in secure software development (should see in November) ENG 131-after 2:2 needs submission form that has to be developed by SFCC PHI 220 CCD/OJC LIT 115 CCD/OJC	

		Denise is still working on getting them on the CCNS, will be at least Monday 9/17.	
11:14	**September Bulletin Board Review –** *[see attached: 2018-09 Bulletin Board.xlsx]*	All Starting with Gt See attached BB	
12:00-12:30 PM	**Lunch**	All	
Continued until done. 12:30-2:15	**Bulletin Board Review, continued**	All	
2:15-3:00 pm	**Discussion of GT format**		
3:01	**Adjourned**		

WebEx:
Join Webex meeting
Meeting number (access code): 492 688 302
Meeting password: vsyV2mqq

Join from a video system or application

Dial 492688302@cccs-meetings.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

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Can't join the meeting?