

CURRICULUM COMMITTEE MINUTES

May 17, 2018, 2:00-3:30 pm, Council Conference Room

Members Present: Lynnette Hoerner (chair, FT faculty – AST), Katherine Sykes (secretary, Advising rep, nonvoting), Kristin Aslan (adjunct - BUS), Kelly Circle (dean, nonvoting), Janiece Knepe-Walter (FT faculty – ECE/EDU)

Members Absent: Ellie Camann (FT faculty – GEY), Jeremy Cox (CTE faculty –FIW), Michael Fulks (FT faculty – MGD), Kate Haddon (nonvoting), Erica Iverson (PA program)

Visitors: Dr. T. Seidel Moses (Dean of Enrollment Management and Student Success)

Administrative:

AAA 109

Seidel shared the syllabus and the intended book for the AAA 109 course that will be starting in Fall 2018. The book will be *Man's Search for Meaning* by Viktor Frankl.

Procedures for Course Proposals and Changes

Members present discussed procedures for new courses, changed courses, and cancelled courses. Kelly brought examples from ACC.

[Form A – New Course](#)

[Form B – Change, Cancel, or Delete Course](#)

[Form C – Program – New, Renew, Review, or Cancel](#)

We plan to tweak these procedure handouts to be appropriate for RRCC. Major tweaks include:

1. Removing wording about competency-based syllabi
2. Making sure any required signatures match RRCC-equivalent positions
 - a. Department dean
 - b. Kate Haddon
 - c. Curriculum Committee Chair
 - d. Linda Comeaux
3. “Delete” to “Archive”
4. “Cancel” to “Remove from Catalog”

We also plan to update our procedures on our website to make them more user friendly. Lynnette plans to work on this over the summer and have them ready for our first meeting in the fall. Once we have

this approved by this committee, we may talk with Marketing about turning these into a dropdown menu like Admissions has for entering students.

Kelly will work on updating the handouts from ACC to reflect RRCC needs and have these ready for committee approval at our first fall meeting.

Procedure for Learning Communities

Kelly shared a copy of the [procedure from Fall 2015](#).

ILT has the ultimate decision about this, but we have been asked to look these over to make sure these proposals make sense before they get to ILT.

Study trips should have a travel code. Does Academic Standards decide how the contact hours for trips are calculated?

Lynnette will look over the Learning Community handout and have her suggestions ready by our first fall meeting. She plans to complete a checklist for creating Learning Communities.

Procedures (Courses and Learning Communities)

Kristen has volunteered to help with converting these procedures into a FormStack (if we decide to go that route). Whatever procedures we finalize, the procedures on the website should agree with them. This may mean updating the website.

We also like the idea of using flowcharts with STOP and GO verbiage and adding “Start Here” wording to the Curriculum Management webpage.

Meetings for 2018-2019 School Year

These have been sent out as Outlook calendar invites. If you have not received yours, please contact Lynnette. The first meeting will be on September 13, 2018, 3:00 – 4:30 PM in the Council Conference Room. Above procedures will be finalized during this meeting.

MEETING ADJOURNED. (Meeting handouts are below.)

FORM A – NEW COURSE [\(back to minutes\)](#)

This form must be filled out electronically, printed and submitted for signatures.

Initiator's Name _____ Phone (_____) - _____ - _____ Submittal Date [Click here to enter a date.](#)

I. **Prefix/Number** _____ / _____ **Title** _____ **Credit Hours** _____

Course Category: Developmental Academic CTE

Course Description: _____

Prerequisites: _____

Corequisites: _____

II. **Ratio/Credit Hours/Contact hours Select all that apply:**

Lecture 1:1	Credit Hours	Contact Hours
-------------	--------------	---------------

Lab 2:1	Credit Hours	Contact Hours
---------	--------------	---------------

CTE 1.5/1	Credit Hours	Contact Hours
-----------	--------------	---------------

Total		Total
-------	--	-------

III. **Indicate the semester the course will be effective (if CCCNS approved):** _____

IV. **Indicate appropriate course request:**

Approved CCCNS course –to be added to the next catalog

CCCNS Description and **ACC Competency-based Syllabus** must be attached

NEW Proposed course – *Regular* – To be submitted for permanent SFCC approval

CCCNS Template and **ACC Competency-based Syllabus** must be attached

Proposed course – *Special Topics: Experimental* – will not be printed in the catalog and can only be offered for one year

ACC Competency-based Syllabus must be attached

Proposed course for GT Approval

V. **Justification - Attach:** Advisory Committee meeting recommendation, acceptance at a four year college or university, and/or program support:

VI. **Required Signatures: (as applicable)**

Department Chair		Date	
School Dean		Date	
CTE Coordinator		Date	
Registrar		Date	
Dir. Financial Aid		Date	
HLC Liaison		Date	
Cur. Com. Chair		Date	
VP of Instruction		Date	
Instr Project Mgr		Date	

FORM B – CHANGE, CANCEL OR DELETE A COURSE [\(back to minutes\)](#)

This form must be filled out electronically, printed and submitted for signatures.

Initiator's Name [] Phone ([])- [] - [] Submittal Date [Click here to enter a date.](#)

I. Existing Course to be:

- Changed** (CCCNS template required)
- Cancelled** (remove from ACC Catalog)
- Delete** (remove from CCCNS – CCCNS template required)

II. Existing Course Information Attach current CCCNS print out

Prefix/Number: [] / [] Credit Hours
 Course Title: []
 Course Description: []
 Prerequisites: []
 Corequisites: []

III. Proposed Course Changes:

Prefix/Number: [] / [] Credit Hours []
 Course Title []
 Course Description []

Course Competencies: Attach new CCCNS Template

Lecture 1:1	Credit Hours	Contact Hours
Lab 2:1	Credit Hours	Contact Hours
Vocational Lab 1.5/1	Credit Hours	Contact Hours
Total	Total	Total

Prerequisites: []
 Corequisites: []

IV. List degrees and/or certificates impacted by this change: FILL

V. Justification: []

VI. Required Signatures: (as applicable)

Department Chair		Date	
School Dean		Date	
CTE Coordinator		Date	
Registrar		Date	
Dir. Financial Aid		Date	
HLC Liaison		Date	
Cur. Com. Chair		Date	
VP of Instruction		Date	
Instr. Project Mgr.		Date	

FORM C – PROGRAM: NEW, RENEWAL, REVISED, CANCELLED [\(back to minutes\)](#)

This form must be filled out electronically, printed and submitted for signatures.

Initiator's Name [] Phone ([]) - [] - [] Submittal Date [Click here to enter a date.](#)

I. **Program Name:** _____ **CIP Code:** _____

II. **Indicate appropriate action:**

- New Program** – attach: Degree/Certificate Fiscal Request
Degree/Certificate Planning Worksheet
- Renewal** – attach: Plan of Study
5 year plan
Trend Data review w/explanation of deficiency (if applicable)
Advisory Committee minutes
Completion rates and explanation
Articulation Agreement(s)
- Revision** – attach: Current page of Catalog
Revised Catalog page (changes noted in RED)
Advisory Committee minutes
- Cancelled** – attach: Teach-out plan for student completion

III. **Program Changes to:**

- Certificate**
 Degree

IV. **Impact of Changes - attach:**

- Form A/B for any new courses
- Statement which describes impact. Including duplication of content with existing programs at ACC
- Anticipated enrollment reductions/increases in other departments
- Any other pertinent information as it applies to this request

V. **Required Signatures: (as applicable)**

Department Chair	_____	Date _____
School Dean	_____	Date _____
CTE Coordinator	_____	Date _____
Registrar	_____	Date _____
Dir. Financial Aid	_____	Date _____
HLC Liaison	_____	Date _____
Curr. Comm. Chair	_____	Date _____
V.P. of Instruction	_____	Date _____
Instr. Project Mgr.	_____	Date _____

Learning Community Proposal ([back to minutes](#))
Red Rocks Community College

Names of Faculty or Instructors: _____

Proposed courses in the learning community:

Theme of the learning community:

Rationale for pairing the courses:

Describe the integration of the courses. Is this a paired or blended learning community (see definitions below):

Describe the coordination of pedagogy (including how the course is designed to align with learning community best practices):

Detail the learning outcomes and/or objectives for this learning community (provide the course outcomes of individual courses and course outcomes unique to the learning community):

Examples of materials and texts:
Sampling of assignments:
Ideas for activities and projects:
Explain Course Grading (including whether students will receive one grade for the two courses or a separate grade for each course, whether assignments will be designed to meet the learning objectives of both courses or if there will be separate assignments for each course, and how faculty will collaborate when grading assignments):
Plans for Assessing the Effectiveness of the Learning Community:
The term you are anticipating teaching the learning community:
Explain the likelihood of sufficient enrollment (based on past enrollment in individual courses, target population, how the courses meet a degree/certificate requirement, and marketing plan):
Plans for Future Offerings (every semester, every Spring and Fall, once a year, etc.):

Definitions:

Paired- The times and assignments for each course are clearly delineated, although some assignments may be in common, and the faculty members generally sit in on each other's sections.

Blended- The two courses are essentially run as a single course, usually with one common syllabus, but there may be some variation. The faculty members are present during all of the course times and share responsibility for teaching throughout. [\(back to minutes\)](#)