

CURRICULUM COMMITTEE MINUTES

September 14, 2017, 3:00-3:45 pm, Council Conference Room

Members Present: Lynnette Hoerner (chair), Katherine Sykes, Michael Fulks, Ellie Camann, Kelly Circle, Jeremy Cox, Angie Simmons, Kelly Jo Eldridge (replacing DM Barnes), Janiece Kneppe-Walter

Members Absent: Erica Iverson

Visitors: n/a

Administrative: Voted on the new secretary: Katherine Sykes (none opposed).

Jeremy Cox had questions about getting classes through SFCC. Lynnette and Ellie gave feedback to him about their experience. SFCC has started to become more particular about what they're looking for. "Be aggressive" to keep it from getting lost in the shuffle.

SFCC new course guide template: There is the option to write that this topic will be covered in either course A or course B. Educational Services Committee is fighting that. We hope to find out about this after the 2-to-2. The 4-year colleges don't agree about this either. Avoid this if you are helping someone write a course.

Prerequisites are not coming up to the 2-to-2. Dr. Tammone quit, and the interim provost will not be addressing it this year.

Bylaws: Go to www.rrcc.edu, a-z index, Curriculum Management (<http://www.rrcc.edu/curriculum-management>). Curriculum Committee members, please look at the bylaws by the next meeting, so we can tweak them at the next meeting.

Vocabulary: Lynnette will attend the Academic Standards Committee meeting tomorrow. A glossary is in the works for our website. *Competencies* and *syllabus* need to be used correctly. We don't send *competencies* on our course guide templates; they are "course learning outcomes" (what the students specifically are trying to achieve). *Syllabus* is sometimes used to incorrectly refer to things in CCNS (Common Course Numbering System).

Linda Comeaux would like for us to chat about the procedure to creating a new certificate. Currently, the procedure is to write it up and take it to Linda. With the Higher Learning Commission (HLC) accreditation, she would like to have written procedures.

A department wanting to create a new certificate should do what first? (Discussion notes)

- Demonstrate an industry need. How many students would realistically complete this program in a 3-year period? What are the recommended learning outcomes?

- Courses in the certificate:
 - If courses are already in CCNS, great.
 - If new course creation is needed, Curriculum Proposals will be needed.
- Department dean approval
- Advisory board approval
- CTE approval process should be followed
 - See DM Barnes
 - Is it eligible for financial aid?
 - Google “CTE Colorado” for CTE Administrator’s handbook
- State program approval
- Check on: Is there a rule about gT vs CTE courses (either number or percentage) for a certificate?

Kate Haddon needs to be on this committee.

Waiting for presidents to change the wording of the revisions from every year to every 5 years. CTE may need more frequent revisions.

Can we have a form for editing purposes (adding comments, etc.) and then copy-paste after we approve? Maybe update our website with a note to ask folks to complete certain sections in a separate Word document.

CURRICULUM REVIEW

HHP115 Neurolinguistic Programming

- a) New 1-credit course that combines two ½-credit courses. Updated course description, made notes about changes needed in learning outcomes, Janiece volunteered to help instructor with edits before we revisit this one. This should go to the 2-to-2 to make sure this isn’t too close to COM 125.
- b) Sent back to faculty member. Invite her to the next review with our committee.

MEETING ADJOURNED.