

# Syllabus and Curriculum Glossary

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*This glossary was created by the RRCC Curriculum Committee and the RRCC Academic Standards Committee to aid in effective communication related to syllabus and curriculum requirements.*

**AAC&U** – Association of American Colleges and Universities.

**Banner** – There are two very different places that are meant by this. One is Banner Self-Service (SSB) on the Rock. The other is [Internet Native Banner](#) or Ellucian Banner.

**Career and Technical Education (CTE)** – CTE courses are those that prepare students for a particular industry or career, usually by working toward a certificate or Associate of Applied Science (AAS) degree.

**CCNS** – The Common Course Numbering System is a database of course curriculum guides for all courses taught in the Colorado Community College System (CCCS). It can be accessed through Banner (SSB) on the Rock or at [CCCS Common Course Numbering System](#) [erpdnssb.cccs.edu/PRODCCCS/ccns\_pub\_controller.p\_command\_processor].

**Course Curriculum Guide** – The course curriculum guide is the document (found in the [CCNS Database](#) and also accessible through the Rock) that provides the [course description](#), [course learning outcomes](#), and [topical outline](#). The course curriculum guide is used by all colleges in the Colorado Community College System and all colleges are expected to teach 100% of the “required” material in the course curriculum guide.

**Course Curriculum Guide Template** – The template used for creating a new course to be added to the CCNS database. The [Curriculum Management website](#) has details about the process of proposing a new course, as well as links to all necessary documents [www.rrcc.edu/curriculum-management]. There are different forms of the template for Guaranteed Transfer (GT), general education, and CTE courses.

**Course Description** – The brief (less than 75 words) description of what the course covers or tries to accomplish. The description is found in the CCNS course curriculum guide is **required** to be included in all syllabi. The course description in the RRCC Catalog should match that in the CCNS.

**Course Learning Outcomes** – These are the specific, measurable goals that are course specific as listed in the CCNS Course Curriculum Guides. We used to call these “Standard Competencies,” but to reduce confusion with the [GT Competencies](#), they have been renamed. Course Learning Outcomes are **required** to be included in all syllabi and can be found in the CCNS Course Curriculum Guides for each course. They will only be named correctly in courses that have been revised to fit the new GT System (they will still be named “standard competencies” in courses that have not yet been revised). One hundred percent of the course learning outcomes listed in the “Required” category must be covered in every section of the course. Those listed as “Recommended” do not have to be taught in every section.

**Course Schedule** – This term is sometimes used to refer to the RRCC semester schedule, which lists courses, times, etc. for each semester. In the context of creating a syllabus, it is a plan of what will be covered in the class on certain days or weeks, due dates, and other important dates for the semester. Some instructors include this as part of their syllabus.

**General Education Courses (Gen Ed)** – Courses that may or may not be GT courses but that lay the foundation for an Associate of Arts (AA) or Associate of Science (AS) degree. These courses form the core, across all fields, of a well-balanced degree program.

**GT Categories** – A set of categories that Guarantee Transfer (GT) courses fit into. Examples include SC1 (science with lab), SC2 (science without a lab), AH1 (Arts and Expression), and HI1 (History). The required GT [competencies](#) and [content criteria](#) depend on which category a course is in. The Colorado Department of Higher Education has a complete list of GT categories on the [GT Pathways Curriculum webpage](#) [higher.ed.colorado.gov/academics/transfers/gtpathways/curriculum.html].

**GT Competencies** – Broad goals for all courses in a specific GT Category. They are based on the [LEAP Competencies](#) created by the Association of American Colleges and Universities (AAC&U) [[highered.colorado.gov/academics/transfers/gtPathways/Criteria/competency.html](http://highered.colorado.gov/academics/transfers/gtPathways/Criteria/competency.html)]. The LEAP Competencies fit into broad categories such as Critical Thinking or Information Literacy. Be sure to view the [GT Pathways Matrix](#) (the first document on the LEAP Competencies page) to determine which ones are required for your area. These are also **required** to be in the syllabus for all GT courses that have been through the New Guaranteed Transfer Pathways Review/Approval Process and should eventually be included in the CCNS Database. Please see the CCCS page for all of the [required GT text](#) that can be copied and pasted into your GT course syllabi [[www.cccs.edu/education-services/common-course-numbering-system/gt-pathways-required-course-syllabi-information/](http://www.cccs.edu/education-services/common-course-numbering-system/gt-pathways-required-course-syllabi-information/)].

**GT Content Criteria** – Required goals for each GT Category that are more closely related to the actual content of each category than the GT Competencies. The [GT Content Criteria](#) are fairly specific and measurable and **required** to be included in the syllabus for all GT courses that have been through the New Guaranteed Transfer Pathways Review/Approval Process [[highered.colorado.gov/academics/transfers/gtPathways/criteria/content.html](http://highered.colorado.gov/academics/transfers/gtPathways/criteria/content.html)]. Please see the CCCS page for all of the [required GT text](#) that can be copied and pasted into your GT course syllabi [[www.cccs.edu/education-services/common-course-numbering-system/gt-pathways-required-course-syllabi-information/](http://www.cccs.edu/education-services/common-course-numbering-system/gt-pathways-required-course-syllabi-information/)].

**GT Courses** – Colorado guaranteed transfer courses. These courses are generally intended for students planning to transfer to a 4-year institution and are a set of general education courses that [the state guarantees](#) to transfer [[highered.colorado.gov/Academics/Transfers/gtPathways/curriculum.html](http://highered.colorado.gov/Academics/Transfers/gtPathways/curriculum.html)]. Receiving institutions shall apply guaranteed general education courses to a student's general education or major requirements. [Approved courses in GT Pathways](#) are not based on course equivalencies but meet GT content and competency criteria [[highered.colorado.gov/academics/transfers/gtPathways/Curriculum/Courses.aspx](http://highered.colorado.gov/academics/transfers/gtPathways/Curriculum/Courses.aspx)].

**GT Pathways Statement (Guaranteed Transfer (GT) Pathways Course Statement)** - The [mandatory statement](#) which **must be included** in the syllabus of all GT Pathways courses for all GT courses that have been through the New Guaranteed Transfer Pathways Review/Approval Process and will also appear in each course curriculum guide on the CCNS website once the course has gone through the new GT process [[www.cccs.edu/education-services/common-course-numbering-system/gt-pathways-required-course-syllabi-information/](http://www.cccs.edu/education-services/common-course-numbering-system/gt-pathways-required-course-syllabi-information/)].

**LEAP** – Liberal Education and America's Promise.

**LEAP Competencies** – Created by the Association of American Colleges and Universities (AAC&U). Please see [GT Competencies](#) for more information.

**LEAP Essential Learning Outcomes** – A set of broad goals for American college students as defined by the Association of American Colleges and Universities (AAC&U). The GT Competencies are based on the LEAP Essential Learning Outcomes. The AAC&U has also published rubrics for assessing the LEAP Outcomes. These rubrics are similar to the GT rubrics. Check out the [LEAP Vision Summary](#) for an overview [[www.aacu.org/sites/default/files/files/publications/LEAP\\_Vision\\_Summary.pdf](http://www.aacu.org/sites/default/files/files/publications/LEAP_Vision_Summary.pdf)].

**RRCC Common Learning Outcomes (CLOs)** – CLOs are broad goals that every RRCC student should be able to reach upon completing a program of study. Not all of the [RRCC CLOs](#) are addressed in every class, but all of them should be addressed for every student before they graduate or transfer [[www.rrcc.edu/sites/default/files/Final%20RRCC%20Common%20Learning%20Outcomes.pdf](http://www.rrcc.edu/sites/default/files/Final%20RRCC%20Common%20Learning%20Outcomes.pdf)].

**Standard Competencies** – An out-of-use name for the [Course Learning Outcomes](#) in the [course curriculum guide](#). The term is still found in many course curriculum guides in CCNS, and it is being phased out as courses are re-worked.

**Student Learning Outcomes** – More specific and measurable goals listed as sub-goals of the GT Competencies. They are more specific and more measurable than the competencies. Each GT Category is required to cover some of the SLOs in each [competency](#) assigned to that category [[highered.colorado.gov/academics/transfers/gtPathways/Criteria/competency.html](http://highered.colorado.gov/academics/transfers/gtPathways/Criteria/competency.html)]. Be sure to read the [GT Pathways](#)

[Matrix document](#) to determine which competencies and SLOs are required for your area. These are also **required** to be in the syllabus and should eventually be included in the CCNS Database.

**Syllabus** – A document that an instructor is **required** to provide to their students on or before the first day of class. The syllabus contains course policies, grading policies, and various required elements as described in this glossary and in the Accessible Syllabus Template published by the RRCC Academic Standards Committee. It is an agreement between the teacher and the students and is necessary for providing students with clear expectations and resolving any conflicts that may arise.

**Topical Outline** – The section of the CCNS course curriculum guide that provides a suggested outline of the way the course topics should be covered. All topics in the outline are required to be covered unless they are listed as “recommended;” however, the instructor does not have to organize them as the outline suggests. The Topical Outline is **required** to be included in the syllabi for ALL courses in some variation either by copying the topical outline as written in CCNS, integrating the topics within the course or assignment schedule, or listing the topics to be covered.