

Curriculum & Scheduling 101

Professional Development Day

September 23, 2016

Different Types of Programs

Bachelor Programs

- Bachelor of Applied Science/Applied Technology
 - 42 Hour Core Curriculum
 - Lower Division Requirements
 - Major Coursework

= 120 SCH

Academic vs Workforce (aka Technical) Programs

- Associate of Arts
- Associate of Science
- Associate of Arts in Teaching
- Associate of Applied Science
- Certificates – Level 1, & 2
- Enhanced Skills Certificate (CT3)
- Advanced Technical Certificate (ATC)

Academic vs Technical Associate Degree Structure

Academic

- 18 Hours Field of Study
- 42 Hour Core Curriculum

= 60 SCH

Technical

- 30-45 Credits of Technical Coursework
- 15-30 Credits of General Education and Supporting Coursework

= 60 SCH

Technical Associate Degree Structure

- 30-45 Credits of Technical Coursework
- 15-30 Credits of General Education and Supporting Coursework
 - To meet SACS requirement, minimum of 15 SCH in General Education consisting of the following:
 - 1. Humanities/Fine Arts
 - 2. Social and Behavioral Science
 - 3. Natural Science/Math
 - 4. English 1301 (Institutional Requirement)
 - 5. Additional Academic Course

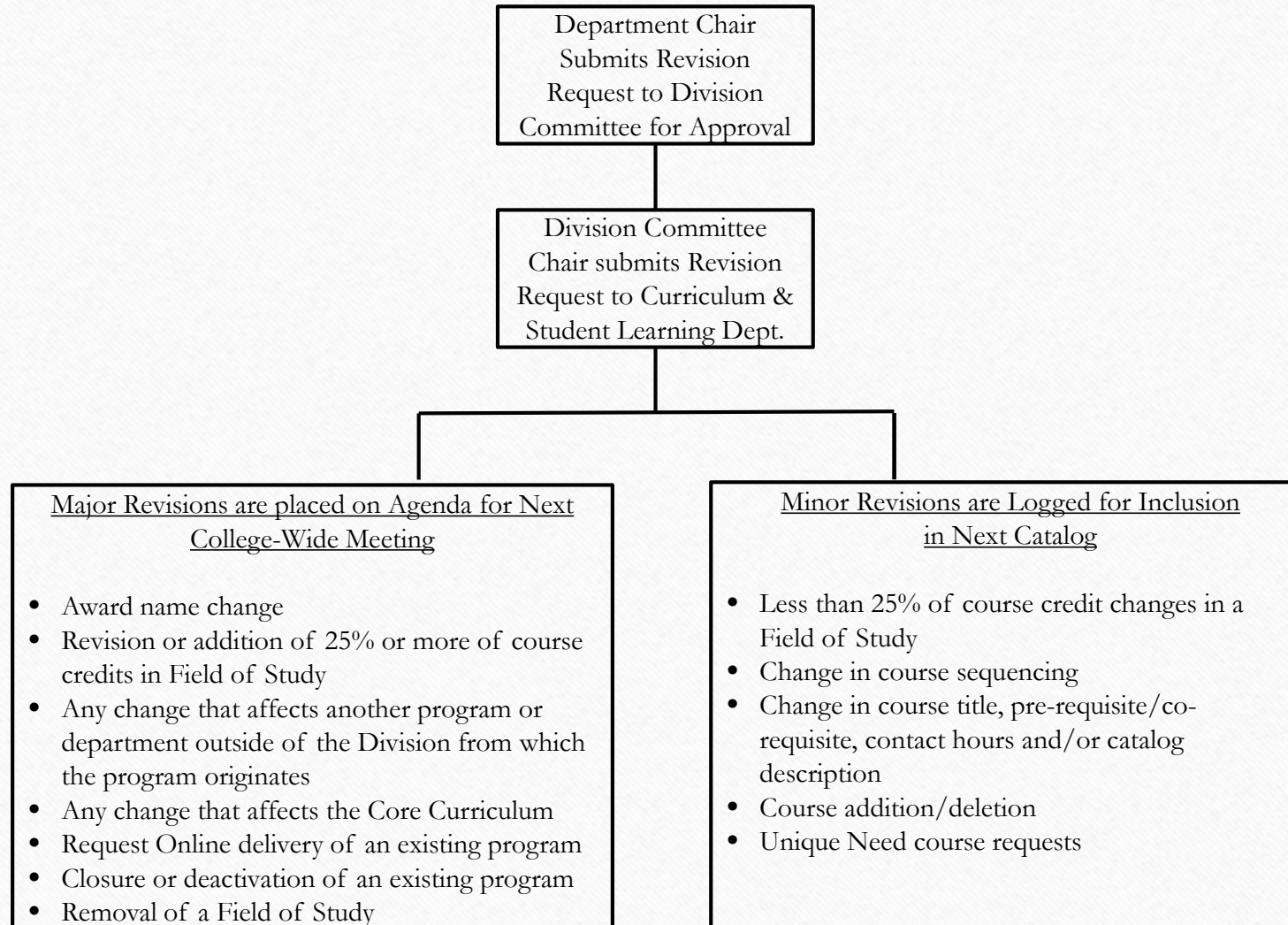
Technical Certificates Structure

(GIPWE 2015)

- Level 1 (CT1) 15-42 SCH TSI Exempt Completion \leq 1 academic yr.
Minimum 50% of course credits must be Technical Specialty and 1 Special Topics or Local Needs course allowed.
- Level 2 (CT2) 30-51 SCH TSI Liable
Minimum 50% of course credits must be Technical Specialty and 2 Special Topics and/or Local Need courses allowed.
- Level 3 (CT3) 6-12 SCH TSI Liable (a.k.a Enhanced Skills Certificate)
Extension of an AAS degree to provide advanced skills identified by business and industry which are not part of the degree. They can extend an AAS up to 72 SCH and are awarded concurrently with a degree. Should not be used to circumvent the 60 SCH limitation. 3 Special Topics and/or Local Need courses allowed.
- ATC 16-45 SCH TSI Liable
Prerequisite of an AAS or BAT/BAS degree. Must be clearly related to the prerequisite degree and meet industry or external agency requirements.

Curriculum Revision Process

Revision Process For Academic Fields of Study



Revision Process For Technical Programs

Department Chair presents Revision Request to Advisory Committee for Approval

Department Chair Submits Revision Request to Division Committee for Approval

Division Committee Chair submits Revision Request to Curriculum & Student Learning Dept.

- Major Revisions are placed on Agenda for Next College-Wide Meeting
- Award name change
 - Revision or addition of 25% or more of course credits in a program
 - Any change that affects another program or department outside of the Division from which the program originates
 - Any change that affects the Core Curriculum
 - Request Online delivery of an existing program
 - Closure or deactivation of an existing program
 - Removal of a Field of Study

- Minor Revisions are Logged for Inclusion in Next Catalog
- Less than 25% of course credit changes in a program
 - Change in course sequencing
 - Change in course title, pre-requisite/co-requisite, contact hours and/or catalog description
 - Course addition/deletion
 - Unique Need course requests

Curriculum Revision Notes

- Curriculum Revision Requests must be submitted to the Curriculum Department by November 15th to take effect the following year's academic catalog.

(Example: For the 2016-2017 academic catalog, revisions are due by November 15, 2015)

- Use the Revision Request Form (see next slide) and attach a copy of your revised curriculum along with your division committee meeting minutes approving the changes. For technical programs, you must submit a copy of the advisory committee meeting minutes as well.

REVISION REQUEST FORM

Department Name: _____

Department Chair: _____

Signature

Date

Division Dean: _____

Division Curr. Committee Chair: _____

Signature

Date

Signature

Date

- Associate of Applied Sciences
- Certificates
- Marketable Skills Achievement/Institutional Awards

Revision Request Due Date:

November 15th: Revision to be effective the following Fall semester.

January 1st: Information will be provided to the Office of Public Relations and Marketing for the college catalog.

Course Name and No: _____

Revision:

- Prerequisites
- Course Sequence
- Course Description, Name, Prefix
- Other
- Lecture, Lab, Contact or Credit Hours
- Course Addition/Deletion

Documentation:

For required documentation, see instructions on reverse side.

- Associate of Arts
- Associate of Sciences
- Bachelor of Applied Technology/Science
- Core Curriculum
- Developmental Studies

Revision Request Due Date:

November 15th: Revision to be effective the following Fall semester.

January 1st: Information will be provided to the Office of Public Relations and Marketing for the college catalog.

Course Name and No: _____

Revision:

- Prerequisites
- Course Sequence
- Course Description, Name, Prefix
- Other
- Lecture, Lab, Contact or Credit Hours
- Course Addition/Deletion

Documentation:

For required documentation, see instructions on reverse side.

Explanation or attach curriculum documentation - all curriculum changes must be highlighted or marked in red font

For Curriculum & Student Learning Office Use Only:

Reviewed by: _____

Associate Dean of Curriculum & Student Learning: _____

Division Committee Approval Date: _____

Curriculum & Program Rev. Committee Approval Required: **yes or no**

Date of Curriculum & Program Review Committee Approval: _____

REVISION REQUEST FORM

Required Documentation: Technical Programs	
Associate of Applied Science	Certificate - CT1
Enhanced Skills Certificate	Certificate - CT2
Institutional Awards/Marketable Skills Achievement Awards	
<input type="checkbox"/> WECM Reference Page for Technical Course <input type="checkbox"/> Advisory Committee Minutes <input type="checkbox"/> Division Curriculum Committee Minutes <input type="checkbox"/> Revised Curriculum Information in Catalog Format	
Reference Information & Links:	
Review the Workforce Education Course Manual (WECM) , regarding information concerning Max Credits per Course, Max Contact Hours, Course Numbers, Titles, Course Descriptions, etc.: www.theccb.state.tx.us/aar/undergraduateed/workforceed/wecm/	
Review the Guidelines for Instructional Programs in Workforce Education (GIPWE) , Chapter 3, for information regarding associate degree and certificate requirements.	
Notes:	
1. Maximum 60 Hours for an Associate degree 2. Technical Specialty Component should be 50-75% of course credits for an AAS. 3. General Ed requirements for an AAS equal 15 SCH and must consist of the following: 1.) Humanities/Fine Arts, 2.) Social/Behavioral Science, 3.) Natural Science/Math, 4.) ENGL 1301 and 5.) Additional Academic Course. 4. Certificate CT1 - TSI Exempt - 15-42 SCH 5. Certificate CT2 - TSI Liable - 30-51 SCH	

Required Documentation: Academic Programs	
Associate of Arts	Bachelor Programs
Associate of Science	Core Curriculum
Developmental Studies	
<input type="checkbox"/> ACGM Reference Page for Academic Course <input type="checkbox"/> Division Curriculum Committee Minutes <input type="checkbox"/> Revised Curriculum Information in Catalog Format	
Reference Information & Links:	
Review the Lower Division Academic Course Guide Manual , regarding information concerning Max Credits per Course, Max Contact Hours, Course Numbers, Titles, Course Descriptions, etc.: www.theccb.state.tx.us/ACGM	
Notes:	
1. Maximum 60 Hours for an Associate degree 2. Core Curriculum must be at 42 credit hours (refer to academic catalog for core requirements)	

Questions to Consider

- Is the program balanced so that all competencies required for advancement in this field are fully taught?
- Are the students able to successfully demonstrate the competencies required for advancement in this field?
- What are the licensing agency's required competencies for this field of study?
- What do other community colleges and/or universities require for this field of study?
- Have the Professional Organization Competencies and/or National Standards been reviewed in the decision-making process of this revision?
- Has the transferability of courses to a four-year university been considered?

Course Inventories

WECM vs ACGM

Workforce Education Course Manual

- For technical programs, the courses available can be found at the Workforce Education Course Manual (WECM) website.
- Each course has a designated Classification of Instructional Program (CIP) code. These codes are reported to the Texas Higher Education Coordinating Board for state funding.
- In the next slide, we will show you how to look up a course in WECM.

Workforce Education Course Manual

[CB Home](#) [CB Data](#) [WAAR](#) [Texas Workforce Education](#) [GIPWE](#) [Workshops Archive](#) [Training](#) [Leadership](#) [Comments](#)

**Texas Higher Education Coordinating Board
Workforce Education Course Manual**

Select Report
Search Courses ▼

Status	CIP	Rubric	Course #	Year	Type Instruction	Output Options
ALL ▼		DHYG		ALL ▼	Search All Courses ▼ <input type="checkbox"/> Special Topics <input type="checkbox"/> Clinical <input type="checkbox"/> Cooperative <input type="checkbox"/> Internship <input type="checkbox"/> Practicum	<input checked="" type="radio"/> HTML <input type="radio"/> PDF <input type="radio"/> Excel <input type="radio"/> Active HTML

Includes: All Any

Title:

Description:

Outcomes:

Course Type
 SCH
 CEU
 CEU Short Hour (7-40)
 Prof. Dev. (<7)

[Inventory Access and Update](#) [Document Submission Portal](#) [CIP/Rubric Index](#) [Texas Skill Standards](#)

To look up a course, enter the acronym for the designated program and click on “Search”.

We will use DHYG for Dental Hygiene as an example.

WECM - Regular Course Search Report

Records: 21

Rubric: DHYG

<u>Course</u>	<u>Status</u>	<u>CIP</u>	<u>Title</u>	<u>Year</u>	<u>Course # Count</u>
DHYG 1x01	Active	51.0602	Orofacial Anatomy, Histology & Embryology	2014	3
DHYG 1x02	Active	51.0602	Nitrous Oxide Sedation Monitoring	2014	1
DHYG 1x03	Active	51.0602	Preventive Dental Hygiene I	2014	2
DHYG 1x04	Active	51.0602	Dental Radiology	2014	2
DHYG 1x07	Active	51.0602	General and Dental Nutrition	2014	3
DHYG 1x11	Active	51.0602	Periodontology	2014	3
DHYG 1x15	Active	51.0602	Community Dentistry	2014	3
DHYG 1x19	Active	51.0602	Dental Materials	2014	4
DHYG 1x23	Archived	51.0602	Dental Hygiene Practice	2011	3
DHYG 1x27	Active	51.0602	Preventive Dental Hygiene Care	2014	2
DHYG 1x31	Active	51.0602	Preclinical Dental Hygiene	2014	2
DHYG 1x35	Active	51.0602	Pharmacology for the Dental Hygienist	2014	3

A list of courses available will appear. If you click on the link for each course, it will display additional information

Orofacial Anatomy, Histology & Embryology

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
51.0602	DHYG	1201	Orofacial Anatomy, Histology & Embryology	Active	2	48	80
51.0602	DHYG	1301	Orofacial Anatomy, Histology & Embryology	Active	3	64	96
51.0602	DHYG	1401	Orofacial Anatomy, Histology & Embryology	Archived #	4	80	128

Course Level: Introductory

Course Description: The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

End-of-Course Outcomes: Identify the histological and embryological development of the orofacial structures; label the major structures of the head and neck; and compare and contrast various teeth including the crown and root morphology.

Lab Recommended

CIP Code Description: 51.0602 (Dental Hygiene/Hygienist)

Effective Date: September 1, 2014

Each course will list the available credit options, course level, course description, end-of-course outcomes and the CIP code designated to the course.

Courses marked as **Archived #** or **Archive Pending** are scheduled for removal and therefore cannot be used in a program curriculum.

Note: For WECM courses, the course description must be used exactly as displayed on the STC course catalog.

Academic Course Guide Manual

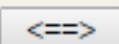
- For academic programs, the courses available can be found at the Academic Course Guide Manual (ACGM) website.
- The ACGM lists courses alphabetically by discipline.
- To look up a course, choose from the Rubric drop down menu, the Course # drop down menu and click on “Run”.
 - We will use **ARTS 1301** - Art Appreciation as an example.

Texas Higher Education Coordinating Board

Academic Course Guide Manual

CIP

Discipline Areas in ACGM



CIP Area

Updated Date Range

Begin



End



TCCNS Rubric and Course Number

Rubric

Course #

Run

Courses That Match Search Parameters

ARTS - (Studio Art & Art History)

ARTS 1301 Art Appreciation

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

Approval Number:	50.0703.51 26
maximum SCH per student	3
maximum SCH per course	3
maximum contact hours per Course	48

Beneath the course or list of courses, a brief description appears along with a line listing the 10-digit approval number for the course and information about maximum semester credit hours (SCH) per student, maximum SCH per course, and maximum contact hours per course.

Learning Outcomes

Upon successful completion of this course, students will:

Apply art terminology as it specifically relates to works of art.

Demonstrate knowledge of art elements and principles of design.

Differentiate between the processes and materials used in the production of various works of art.

Critically interpret and evaluate works of art.

Demonstrate an understanding of the impact of arts on culture.

If learning outcomes exist for a course, they appear below the course parameters.

Determining Lecture/Lab Contact Hours

Determining Lecture/Lab Hours

- When adding new courses or replacing current courses in your curriculum, it is important that you add the correct lecture/lab combination for each designated course.
- The formula for contact hours is:
 - $\text{Contact Hours} = (\text{LEC hours} + \text{LAB hours}) \times 16$
- The WECM/ACGM tables make it easier for you to determine total contact hours based on lecture/lab combinations.
- In the next few slides, we will show how to determine the correct lecture/lab combinations allowed for a specific course.

Determining Lecture/Lab Hours (cont.)

For practice, we will be adding Automotive Electronics Theory to the Automotive AAS curriculum. (refer to previous slides on how to look up a course)

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
47.0604	AUMT	1049	Automotive Electronics Theory	Active	0	32	96
47.0604	AUMT	1249	Automotive Electronics Theory	Active	2	32	64
47.0604	AUMT	1349	Automotive Electronics Theory	Active	3	48	96

In this example, you can see the allowable credit options are AUMT 1249 and AUMT 1349. (Note: AUMT 1049 does not have any SCH.) We will select AUMT 1349, a 3-credit course, to add to the curriculum.

AUMT 1349 has a range of minimum – maximum contact hours of 48-96. Make note of this range as you will use this to determine which lecture/lab combinations are allowed.

WECM

Determining the lecture/lab allowed:

1. Locate the credit hour of the course.
2. Locate the combinations based on the contact hour range for the course. Remember, for AUMT 1349 the range was 48-96.
3. One possible combination is 3 lecture and 0 lab hours for a total of 48 contact hours.
4. Notice that the combination of 1 lecture hour and 6 lab hours is not allowed because the total contact hours, 112, exceed the range 48-96.

Table 4-2. Lecture – Lab Credit/Contact Hour Combinations for SCH and Local Need Courses

SEMESTER CREDIT HOURS (SCH)	PREFERRED Contact Hour Range per Semester	PREFERRED COMBINATIONS*			OTHER ALLOWABLE Contact Hour Range per Semester	OTHER ALLOWABLE COMBINATIONS**		
		Lecture /wk	Lab /wk	Contact /sem		Lecture /wk	Lab /wk	Contact /sem
1	16-48	1 0 0	0 2 3	16 32 48	16-64	1 0	1 4	32 64
2	32-80	2 1 0 1 1	0 2 4 3 4	32 48 64 64 80	32-128	2 0 0 0 0	1 5 6 7 8	48 80 96 112 128
3	48-96	3 2 2 2	0 2 3 4	48 64 80 96	48-144	3 1 1 1	1 4 5 6 7 8	64 80 96 112 128 144
4	64-128	4 3 3 2 2 3	0 2 3 4 6 4	64 80 96 96 128 112	64-160	4 2 2 2 1	1 5 7 8 9	80 112 144 160 160
5	80-144	5 4 4 4 3	0 2 3 4 6	80 96 112 128 144	80-176	5 3 3 3 3 2	1 4 5 7 8 9	96 112 128 160 176 176

Notes: 1) *Preferred contact hours and combinations are those that typically represent best practices or the most common course patterns and 2) **Other allowable combinations are available for specific circumstances.

Determining Lecture/Lab Hours (cont.)

For practice, we will be adding PSYC 2316 - Psychology of Personality to the Psychology AA curriculum. (refer to previous slides on how to look up a course)

PSYC 2316 Psychology of Personality

Study of various approaches to determinants, development, and assessment of personality.

Approval Number:	42.0101.57 25
maximum SCH per student	3
maximum SCH per course	3
maximum contact hours per Course	48

In this example, PSYC 2316 is a 3-credit class with a maximum contact hours equal to 48.

ACGM

Determining the lecture/lab allowed:

1. Locate the credit hour of the course.
2. Locate the combinations based on the maximum contact hours for the course which was 48.
3. The only allowable combination is 3 lecture and 0 lab hours for a total of 48 contact hours.

Table 1. Lecture–Lab Credit/Contact Hour Combinations for Academic Courses

SEMESTER CREDIT HOURS	Contact Hour Range per Semester	COMBINATIONS		
		Lecture/ week	Lab/week	Contact/ semester
1 SCH	16-64	0	2	32
		0	3	48
		0	4	64
		1	0	16
		1	1	32
2 SCH	32-128	0	5	80
		0	6	96
		0	7	112
		0	8	128
		1	2	48
		1	3	64
		1	4	80
		2	0	32
		2	1	48
3 SCH	48-144	1	5	96
		1	6	112
		1	7	128
		1	8	144
		2	2	64
		2	3	80
		2	4	96
		3	0	48
		3	1	64
		4 SCH	64-160	1
2	5			112
2	6			128
2	7			144
2	8			160
3	2			80
3	3			96
3	4			112
4	0			64
4	1			80
5 SCH	80-176	2	9	176
		3	5	128
		3	6	144
		3	7	160
		3	8	176
		4	2	96
		4	3	112
		4	4	128
		5	0	80
		5	1	96

Tips and Suggestions

1. For technical programs: When presenting to your Advisory Committee, ensure that the minutes taken are detailed and discuss your overall revisions. There is a template for the advisory minutes located in Appendix O of your faculty handbook.
2. In order to communicate the exact changes to the Curriculum Department, attach a copy of your curriculum with the changes to the Revision Request Form and try to list the exact details of the changes.
3. If you are moving courses around within your curriculum, double check the pre-requisites of the courses and update if needed.
4. If the Division Committee approval was obtained via email vote, please include the emails for all voting members as part of the paperwork.
5. To ensure you are using the most updated Revision Request Form, please use the one located in our website:

<http://academicaffairs.southtexascollege.edu/curriculum/index.html>

6. If you receive a phone call or an email regarding curriculum revisions, please respond as soon as possible due to deadlines that have to be met.

Curriculum Resources

- Academic Course Guide Manual (ACGM)
 - <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>
- Workforce Education Course Manual (WECM)
 - <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>
- Guidelines for Instructional Programs in Workforce Education (GIPWE)
 - <http://www.thecb.state.tx.us/index.cfm?objectid=8C5EA43A-EECC-C9F8-C7250D5DD5C9DD27>

Scheduling 101



BANNER SCHEDULE CHANGE REQUEST

TERM 201710

Mini -Mester Term: _____

NEW X CHANGE INSTRUCTOR CANCEL RE -OPEN

CRN # Must be included for existing classes . (There is no CRN for "New" classes)

CRN #	COURSE and SECTION #	COURSE NAME	CLASS MAX	DAYS	Lec/ Lab	TIME	LOCATION & ROOM #	INSTRUCTOR * Incl. First & Last Name
	ENGL 1301 P70	Composition	24	MW	Lec	5:30 -6:50 pm	J1-414	Rebecca Millan

* Include the employee A # for NEW instructors only. All required information MUST be provided.

PLEASE PRINT OR TYPE

Other Instructions:

Requested by:

PROGRAM / DEPT. CHAIR SIGNATURE _____ (REQUIRED) Phone # _____ Date _____ DEAN SIGNATURE (Optional) _____ Date _____

UNIFORM CLASS TIME EXCEPTION

Vice President's Signature Required or Division Dean Signature Required _____ Date _____

Fax or return form to the Curriculum & Student Learning Office - D - 104 (872 -8318 or 872 -2221)

Fax 872 -3433

Guidelines for Assigning Section Numbers

Section Codes are 3 characters and consist of a combination of letters and numbers based upon the following guidelines for assigning codes.

Fall and Spring Schedules

1-69 Day Classes

70-80 Evening Classes (5:00 pm & After)

Weekend Schedule

Friday afternoon through Sunday

Two letters and a number _ _ _ ex: (PW3)

1st letter = Site Location

2nd letter will be W for weekend and a number

Summer Schedule

1-19 Summer I - Day Classes

20-29 Summer I - Evening Classes (5:00pm & after)

30-49 Summer II - Day Classes

50-59 Summer II - Evening Classes (5:00 pm & after)

60-79 Summer III - Day Classes

80-89 Summer III - Evening Classes (5:00 pm & after)

90-99 Summer III – Saturday Classes

Abbreviations for the days on which a course section meet

M = Monday not Monday and Friday

M-F = MTWRF, not Monday and Friday

T = Tuesday

TR = Tuesday and Thursday- do not show T or TH

W = Wednesday

R = Thursday

F = Friday

S = Saturday

Section Codes

- **A__** -Nursing/Allied Health Campus
- **C__** -Pharr College & Career T.C. & Ballew HS
- **_F_** -Flex Schedule
- **G__** -Starr County Campus
- **H__** -Honor Classes
- **_I_** -Independent Studies
- **J__** -La Joya Teaching Center
- **LC_** -Learning Communities
- **P__** -Pecan Campus
- **Q__** -Guided Self Studies
- **T__** -Technology Campus
- **T_F** -Technology Campus/Ford Motors
- **GM_** -Technology Campus/General Motors
- **W__** -Weslaco (Mid-Valley Campus)
- **V__** -eSTC Virtual Campus Courses formally Distance Education)
- **_W_** -Weekend College Courses (Friday Courses after 5:30, Saturday and Sunday courses)
- **_Y_** -Hybrid Class

Guidelines for Class Maximums Instructional Efficiency

Reviewed by Academic Council

CLASS MAXIMUMS:

- All classes requiring the use of a classroom will have class maximums set to the room capacity figures established by the Facilities Department; exceptions are noted below. Room capacity figures are established by the available furniture in the classroom and are aligned to municipal Fire Code restrictions.
- Class maximums will not be set higher than room capacity.
- Registration overrides to the class maximums are discouraged. If overrides are approved, it is the responsibility of the Chair and Dean to ensure that the overrides do not result in course attendance/enrollment that exceeds the capacity of the room or violation of fire codes.
- Class sizes for online courses will be set at a class size of 28. **No Exceptions on Hybrid max to room capacity.**
- Room with a capacity larger than 60 will be limited to 60 students, unless specifically set by the Chair of the department.
- Any other exceptions to these guidelines must have written approval of the appropriate Division Dean and the Vice President for Academic Affairs.
- Dual enrollment classes taught at the high schools by STC Faculty will be determined by the fire code limit of the classrooms at each high school, not to exceed 25 students per class. Classes with more than 25 students will result in additional compensation for the faculty based on the established formula.
- Allied Health class size maximums may be set a numbers lower than 25 or the classroom capacity when required by Professional Accreditation Standards.

Scheduling Resources

<http://academicaffairs.southtexascollege.edu/>

- Uniform Class Times
- Mini-mesters
- Hybrid courses

Department Contact Info

- Curriculum:

Kandee Wickboldt 956-872-3494 kwickbol@southtexascollege.edu

Seth Watkins 956-872-6759 sawatkin@southtexascollege.edu

- Scheduling:

Christy Cantu 956-872-2221 christyc@southtexascollege.edu

Sonia Cuellar 956-872-8318 scuell@southtexascollege.edu