



MEMORANDUM
Office of Educational Policy
Dallas County Community College District

DATE: August 14, 2017

TO: [NAME]
Chair/Co-Chair(s), ALL [Liberal Arts/Academic] Discipline Committee

FROM: Meredith Greer *mg*
District Director, Curriculum Management
Educational Policy/Curriculum Management

SUBJECT: Liberal Arts/Academic Curriculum Charges for 2017-2018

Welcome to a new year! Each year at this time, we charge the nearly 100 DCCCD discipline/curriculum committees with what is expected of them for the academic year. In order to keep our curriculum current, it is necessary that we depend upon content experts such as you to serve on discipline committees to make appropriate decisions. As we continue with the new curriculum process which was implemented last year, we must ensure all committees take into consideration any legislative mandates and/or other changes that may affect community colleges and other higher educational institutions across the state. Your discipline committee may be required to take on additional tasks to ensure your curriculum is in compliance. The liaison dean for your discipline committee will assist and serve as a resource to the committee on instructional and curriculum matters.

All assigned discipline chairs, co-chairs, chair-elects, new faculty, deans, liaison deans, administrators and staff members who may be involved with the curriculum process are asked to review the (1) Liberal Arts/Academic Charges (General and Specific Charges) to the committees; (2) Liberal Arts/Academic Informative Updates; (3) Liberal Arts/Academic Timeline for 2017-2018; (4) Texas Higher Education Coordinating Board's *Lower Division Academic Course Guide Manual (LDACGM)*; (5) Texas Common Course Numbering System (*TCCNS*); (6) Curriculum Process Guide for 2017-2018 and critical information that may impact curriculum.

As in the past, the following curriculum process guidelines continue to apply. It is absolutely essential that all liberal arts/academic recommendations, revisions and documentation be completed and received in the Office of Curriculum Management no later than the published deadlines. This will allow our office time to communicate these changes to the Career and Technical Curriculum Committees and provide them with ample time to incorporate the changes into their curriculum and/or program revision(s). Any revisions submitted after the published deadline date will be processed at a later date and may not appear in the new catalog when it is initially released online. The DCCCD online catalog, which includes the degree plans and course descriptions which are currently offered the the colleges of DCCCD may be viewed at <https://www1.dcccd.edu/catalog/cattoc.cfm?loc=DCCCD&show=9>. All curricula changes must be voted upon by the discipline committee and signed by the Academic Vice President of the committee chair for submission and consideration in accordance with the curriculum process. If a revision or change impacts more than one college, then each College Curriculum Committee affected must review the proposed revision and provide feedback of acceptance and/or recommended changes.

Liberal Arts/Academic Curriculum Charges for 2017-2018

Page 2

The Office of Curriculum Management will place the Curriculum Process Guide on their website in an effort to better serve and assist you in this process. We invite you to visit the Curriculum Management website, <https://www.dcccd.edu/emp/ep/Curriculum%20Management/Pages/default.aspx> at a later date.

Please use the attached ***Liberal Arts/Academic Discipline Curriculum Revision Transmittal Memorandum*** (*memorandum must accompany recommendations and any curriculum revisions or changes*) and ***DCCCD Liberal Arts/Academic Discipline Committee Recommendation Form*** as your liberal arts/academic discipline committee considers any proposed additions, deletions and/or changes in your discipline area. This information will be included in the Academic Summary of Changes for review and/or approval by the College Curriculum Committee and Vice Presidents Council. The liberal arts/academic discipline committee chair is responsible for submitting all forms and supporting documentation regarding the recommendation by the assigned deadline.

If there are questions about any of the above, I urge you to contact Treschell Seymore via telephone at 214-378-1808 or email at tseymore@dcccd.edu. The Office of Educational Policy is here to assist your committee as it works through the various issues. Please find attached the following: (1) General Charges to all liberal arts/academic discipline committees, (2) Specific Charges to liberal arts/academic discipline committees (*if applicable*), (3) Informative Updates and (4) Liberal Arts/Academic Timeline for 2017-2018.

cc: Academic Vice Presidents

Attachments:

- (1) Liberal Arts/Academic - General Charges (*applicable for all disciplines*)
Liberal Arts/Academic - Specific Charges (*applicable for specific disciplines*)
Liberal Arts/Academic - Informative Updates (*applicable for all disciplines*)
Liberal Arts/Academic Discipline Committee – Chair/Co-Chair – Elect Form (*applicable for all disciplines*)
- (2) Liberal Arts/Academic Timeline for 2017-2018 (*applicable for all disciplines*) [PowerPoint file]
- (3) Curriculum Process (Effective Fall 2016)

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES (General)

To: Chair, ALL [Liberal Arts/Academic] Discipline Committees

General Charge I: Review *Lower Division Academic Course Guide Manual (Spring 2017 Edition) and Discipline Specific Courses*

As your liberal arts/academic discipline committee considers any proposed additions, deletions and/or changes in your discipline area, please review the Lower Division Academic Course Guide Manual (LDACGM or ACGM) for courses available in your discipline area to ensure the curriculum is in compliance with the manual. Specifically, there are many allowable lecture/lab combinations for liberal arts/academic courses. However, not all possible combinations will be acceptable for each course. Courses that are not in compliance must be revised in accordance with options available and/or allowable in manual. You are asked to review all of the courses in your discipline to ensure courses follow the parameters given in **Table 1. Lecture-Lab Credit/Contact Hour Combination for Academic Courses** on page 264 of the manual (*refer to attached documents and revise courses as needed to meet requirements*). The Texas Higher Education Coordinating Board (THECB) has begun gradually adding student learning outcomes to courses in the manual; and therefore you will see learning outcomes in all forthcoming editions of the ACGM until all learning outcomes have been added for all courses. **Please be advised, a newly revised edition of the manual was released and posted effective Spring 2017. Mandated changes included in the new edition, may require committee action beyond those established dates captured in the curriculum timeline.** You may access the current version (*Spring 2017 Edition*) of the manual if you click on this link, <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>.

The ACGM serves as the generic academic course inventory for all community and technical colleges in Texas. Courses listed in this manual may be offered and reported for funding without requesting approval from the Coordinating Board. If a college wishes to offer a course not listed in the manual or offer an ACGM course for more credit or contact hours than listed, it must request approval for such a course on a “unique need” basis. There are no provisions in the ACGM for special topics courses. The state will not fund academic courses that are not listed in the ACGM or approved and listed on the college’s Academic Unique Need Inventory. **Note:** Reporting of courses that differ significantly in content from the reported course numbers may result in an audit finding. An audit finding can cause an institution to lose some or all of its state reimbursement for any or all courses reported inaccurately to the THECB. If your discipline committee would like to add any new courses that may not be included in the manual, you must follow those guidelines to seek unique need course approval and meet the criteria at the Texas Higher Education Coordinating Board (THECB). It has become increasingly more difficult to secure unique need course approvals and the guidelines or requirements have changed significantly for any future submissions. Unique need courses of this nature may not be an option in the future.

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES (SPECIFIC)

TO: Rebekah Rios-Harris, Co-Chair
Developmental Reading/Developmental Writing Discipline Committee
Cedar Valley College

Ivan Dole, Co-Chair
Developmental Reading/Developmental Writing Discipline Committee
North Lake College

Members, Developmental Reading/Developmental Writing Discipline Committee
Nelda Contreras (BHC) Heather Jensen (MVC), [DREA/DIRW]
Patrice Johnson (EFC) Mae Spicer (RLC), [DREA]
Monica Stansberry (ECC) Amy Boltrushak (RLC), [DWRI]
Julie Sepulveda (MVC) Deborah Davis (RLC), [DWRI]
Markay Rister (MVC)
Solomon Cross (CVC), *Liaison Dean for Discipline Committee* (2017-2018)

FROM: Academic Vice Presidents

DATE: August 14, 2017

Specific Charge I: COMPLIANCE WITH HOUSE BILL 2223 (HB 2223)

The Texas Higher Education Coordinating Board (THECB) under the directive of the 85th Legislature, House Bill 2223 (HB 2223) mandates *each institution of higher education shall develop and implement for developmental coursework (other than adult basic education or basic academic skills education), developmental education using a corequisite model under which a student concurrently enrolls in a developmental education course and a freshman-level course in the same subject area for each subject area for which the student is referred to developmental coursework.*

Based on recent legislation, it is anticipated the Texas Higher Education Coordinating Board will soon issue a rule change to implement HB 2223. The discipline committee is charged with the following action:

- 1) Establish criteria and recommend a model; and
- 2) Develop a plan of action to launch a corequisite model for developmental education in your discipline area.

In accordance with the implementation timeline stated in the statute, each institution of higher education would be required to ensure that a certain percentage of the institution's students who were enrolled in developmental coursework were in compliance with the bill's requirements as follows:

- Requires corequisite enrollment for all DE students
 - 25% by 2018-2019 Academic Year
 - 50% by 2019-2020 Academic Year
 - 75% by 2020-2021 Academic Year and forward
- **Applies only to students testing into DE Diagnostic or ABE Diagnostic at levels 5/6**
- Exempts BASE and AE

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES
(SPECIFIC)

TO: Russell Simmons, Chair
Mathematics/Developmental Mathematics Discipline Committee

Members, Mathematics/Developmental Mathematics Discipline Committee

Jason Cates (BHC)
Sharon Jackson (BHC)
Shannon Kratzmeyer CVC)
Leticia Escobar (EFC)
Alla Kelman (EFC)
Veronica Villa (ECC)
Tamar Slider (MVC)
Marie Kohrmann (NLC)
Katherine Villarreal (NLC)
Praveena Dhayanithy (RLC)
Jerry Matlock (RLC)
Stephen Jones (MVC), *Liaison Dean for Discipline Committee* (2017-2018)

FROM: Academic Vice Presidents

DATE: August 14, 2017

Specific Charge I: MATH PATHWAYS AND COURSE ALIGNMENT FOR DCCCD COLLEGES

As the seven colleges of the Dallas County Community College District strategically align their efforts with the Texas Higher Education Coordinating Board's 60X30TX goals, Guided Pathways efforts and the DCCCD network model, there is a pressing need to ensure that our colleges' math pathways are equally aligned at all levels of our institutions. The Academic Vice President's Council charges the DCCCD mathematic discipline committee to develop a model during the 2017-18 academic year for implementation Fall 2018.

Recommend three (3) succinct developmental math to college-level math course sequence pathways to assist students with completing college math in their first year:

1. One (1) course sequence pathway with an algebraic option; and
2. Two (2) course sequence pathways with a non-algebraic options that are consistent across our seven colleges. This would include a common and consistent developmental math rubric nomenclature for the two (2) non-algebraic pathways at all seven colleges. These should be based on analysis of data, review of national standards, knowledge of our diverse student population, and in alignment with future guided pathway efforts.

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES
(SPECIFIC)

TO: Russell Simmons, Chair
Mathematics/Developmental Mathematics Discipline Committee

Members, Mathematics/Developmental Mathematics Discipline Committee

Jason Cates (BHC)	Tamar Slider (MVC)
Sharon Jackson (BHC)	Marie Kohrmann (NLC)
Shannon Kratzmeyer (CVC)	Katherine Villarreal (NLC)
Leticia Escobar (EFC)	Praveena Dhayanithy (RLC)
Alla Kelman (EFC)	Jerry Matlock (RLC)
Veronica Villa (ECC)	
Stephen Jones (MVC), <i>Liaison Dean for Discipline Committee</i> (2017-2018)	

FROM: Academic Vice Presidents

DATE: August 14, 2017

Specific Charge II: COMPLIANCE WITH HOUSE BILL 2223 (HB 2223)

The Texas Higher Education Coordinating Board (THECB) under the directive of the 85th Legislature, House Bill 2223 (HB 2223) mandates *each institution of higher education shall develop and implement for developmental coursework (other than adult basic education or basic academic skills education), developmental education using a corequisite model under which a student concurrently enrolls in a developmental education course and a freshman-level course in the same subject area for each subject area for which the student is referred to developmental coursework.*

Based on recent legislation, it is anticipated the Texas Higher Education Coordinating Board will soon issue a rule change to implement HB 2223. The discipline committee is charged with the following action:

- 1) Establish criteria and recommend a model; and
- 2) Develop a plan of action to launch a corequisite model for developmental education in your discipline area.

In accordance with the implementation timeline stated in the statute, each institution of higher education would be required to ensure that a certain percentage of the institution's students who were enrolled in developmental coursework were in compliance with the bill's requirements as follows:

- Requires corequisite enrollment for all DE students
 - 25% by 2018-2019 Academic Year
 - 50% by 2019-2020 Academic Year
 - 75% by 2020-2021 Academic Year and forward
- **Applies only to students testing into DE Diagnostic or ABE Diagnostic at levels 5/6**
- Exempts BASE and AE

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE
(Informative Update)

To: Chairs/Co-Chair(s), ALL [Liberal Arts/Academic] Discipline Committees

Informative Update I: MINUTES OF THE MEETING

The District Office of Educational Policy/Curriculum Management works diligently to process the curriculum changes that are submitted by the Liberal Arts/Academic Discipline Committees. Our goal is to work with all of the discipline committees to provide assistance and awareness of the DCCCD's curriculum process and the requirements we must meet as stipulated by the Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACSCOC). The district discipline committee chair/co-chair (or convener) is asked to establish a meeting schedule, and set the agenda for the first meeting. During the first meeting, the chair/co-chair(s) and members of the committee are asked to review the charges (if any), seek input from the committee concerning any revisions that may be needed to the curriculum and establish future meeting times to ensure adherence to the Liberal Arts/Academic Curriculum Revision Process Timeline. Members of the committee are expected to communicate information to faculty at their respective colleges related to the work of the district discipline committee. All discipline committee meetings are to be documented with minutes or notes that are distributed by the chair to appropriate staff as defined in the timeline. Please use this sample format as a guide for your discipline committee minutes and ensure that you include all of the information below in your minutes. Minutes of the meeting must be taken and should include all of the information below to reflect any changes to the curriculum; and posted on eCampus/Blackboard/portal.

To: Meredith Greer
District Director, Curriculum Management

From: [Name]
Chair/Co-Chair(s), [Liberal Arts/Academic] Discipline Committee

Date:

Subject: [Liberal Arts/Academic] Discipline Committee Minutes for 2017-2018

Members Present/Members Absent (*please include college location/representation and identify the recorder*):

Introductory paragraph:

The [Liberal Arts/Academic] Discipline Committee met on (input date) at (input time and location).

Review Charge(s):

The curriculum charges were reviewed and discussed during the meeting.

Discussion:

Action Items:

- 1.

Informative Update I: MINUTES OF THE MEETING

Page 2

Recommendation(s) for courses:

The following recommendations are effective Fall 2019 (*provide semester/term*):

1. Create a new course: ENGL 13XX, English Literature (3 Lec., 0 Lab., 48 contact hrs., 3 credit hours).
2. Expire course: ENGL 13XX, Introduction to English
3. Revise course description(s) for ENGL 13XX, ENGL 13XX
4. Create a new unique need course: ENGL 13XX
5. Revise prerequisite: The prerequisite has been revised to show the following: (provide the complete course description as it should be shown in the catalog).

Other:

Meeting adjourned at (input time).

Attachments: (if applicable, i.e. curriculum forms)

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE

Forward this information to Lee Bell in the Office of Curriculum Management via an email notification no later than Friday, March 2, 2018 by 5:00 p.m.

To: Chair, ALL [Liberal Arts/Academic] Discipline Committees

General Charge II: CHAIR (CO-CHAIRS) - ELECT

The Liberal Arts/Academic Discipline Committees are charged each year with the selection of a member and/or members who will serve as the *“chair or co-chairs”* of the discipline committee for the next curriculum cycle.

In accordance with the new curriculum process implemented last year, please submit the name(s) of the faculty person and/or discipline committee member(s), who will serve in this role as *chair* or *co-chairs* for the upcoming 2017-2018 academic year; and the next 2018-2019 academic year.

<b style="color: red;">FOR USE BY DISCIPLINE COMMITTEE (CHAIR/CO-CHAIRS) ONLY: COMPLETE THE CHART BELOW AND RETURN			
Liberal Arts/Academic Discipline (Curriculum Area)	Current Chair/Co-Chairs who <u>served</u> beginning August 2017-2018	Chair/Co-Chairs who <u>will serve</u> beginning August 2018-2019	Chair/Co-Chairs-Elect who <u>will serve</u> beginning August 2019-2020
DISCIPLINE AREA:			
COLLEGE LOCATION	NAME	TELEPHONE NUMBER	
BHC			
CVC			
EFC			
ECC			
MVC			
NLC			
RLC			