

**Undergraduate Curriculum Committee  
Meeting Minutes  
April 13, 2017  
3:30 pm, UC 222**

**Members Present:** Diana Bailey, Lisa Driskell, Eric Elliott, Sean Flanigan, Keith Fritz, Geoffrey Gurka, Glenn Hoff, Eliot Jennings, Scott Kessler, Jennifer LaBombard-Daniels, Susan Longest, and Jill Van Brussel

**Members Absent:** Jennifer Hancock

**Ex-officio members present:** Kurt Haas (AVPAA), Rose Petralia, (Library), and Holly Teal (Registrar).

**Guests:** Maggie Bodyfelt (Registrar's Office); Daniel Ashton, Chris Murphy and Jenne Baldwin-Eaton (Western Colorado Community College); Tom Sylvester (Board Member of Professional Land Surveyors of Colorado).

**Recording Secretary:** Jessie Barnett

Chair Kessler called the meeting to order at 3:31.

**I. Announcements**

- A) Meeting minutes from 1/26/17 approved by Faculty Senate on 3/16/2017
- B) Meeting minutes from 2/23/17 approved by Faculty Senate on 4/6/17
- C) Meeting minutes from 3/9/17 on Faculty Senate's 4/6/17 Consent Agenda

**II. Curriculum Proposals**

Summary of committee actions on curriculum proposals begins on pg. 7. Further details on proposals begins on pg. 12.

**III. Proposed Changes to Combined Curriculum Policy and Procedures Manual**

The committee agreed to send proposed changes to three sections of the Curriculum Policy and Procedures Manual. See Attachment 1.

It was also noted that the course addition form currently specifies that the short course title is limited to 24 characters. Holly Teal clarified that Banner allows for 30 characters. The course addition form instructions for the abbreviated course title field will reflect this for the 2017-18 course addition proposal form. There is no related policy change required.

**IV. Important Dates and Deadlines for 2017-18**

**Motion: to approve the submission calendar (Bailey/Flanigan).** It was noted that the December 14<sup>th</sup> meeting is scheduled during Final Exam week. Moving the meeting a week earlier was discussed, but there would be a conflict with the Faculty Senate meeting. It was agreed to approve the submission calendar as-is. The notes at the bottom will be clarified to

match the titles of specific forms to use for proposals. Motion passed. See Attachment 2.

**V. Expected Membership for 2017-18**

Jennifer LaBombard-Daniels will not be returning to the committee. Diana Bailey will not be returning to the committee. There will be an additional member representing the Department of Physical and Environmental Sciences. Chair Kessler will remain on the committee as the representative for the new Department of Engineering.

**VI. Officer Elections for 2017-18**

Vice-Chair Driskell nominated Chair Kessler to continue to serve as the chair for 2017-18. There were no further nominations. **Kessler was unanimously re-elected as Chair.**

Gurka nominated Vice-Chair Driskell to continue to serve as vice-chair for 2017-18. There were no other nominations. **Driskell was unanimously re-elected as Vice-Chair.**

**VII. New Business**

With no additional business, the meeting adjourned at 4:35.

Respectfully submitted,

Jessie Barnett

Recording Secretary

**ATTACHMENT 1: PROPOSED CHANGES TO CURRICULUM POLICIES AND PROCEDURES MANUAL AS APPROVED AT THE UNDERGRADUATE CURRICULUM COMMITTEE MEETING ON 4/12/2017.**

**C. Deadlines for Submission of Proposals**

- "
1. → By Noon three weeks (~~4 weeks for the UCC~~) prior to the meeting, curriculum proposals and other agenda items must be received by
    - a. → the Office of Academic Affairs for proposals to be approved by the Undergraduate Curriculum Committee or by the Graduate Curriculum Committee.¶
    - b. → the Chair of the WCCC Curriculum Committee for proposals to be approved by the WCCC Curriculum Committee.¶
    - c. → the chair of the Graduate Curriculum Committee, for proposals to be approved by the Graduate Curriculum Committee.¶
  2. → Two weeks before submitting as explained in #1. above, proposals to add or modify courses that include requests to include the course in an Essential Learning category must be submitted to the UCC Chair who will forward the proposals to the Essential Learning Subcommittee, which will meet to discuss the proposal and will make its recommendation within a week to the UCC Chair for further consideration by UCC as explained in Section III.L.3.a. ¶

Explanation: Due to the increased volume of undergraduate curriculum proposals, three weeks is no longer sufficient lead time for proposals for a single agenda to be organized, reviewed by the executive subcommittee, revised through discussion with departments, and finalized/distributed to the full committee to review a full week prior to the undergraduate curriculum committee meeting.

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### III. Policies Pertaining to Course Additions, Deletions, and Modifications

#### A. Course Numbering

##### 1. Course Prefix

a. The course prefix is determined by the department and approved by the appropriate curriculum committee. A prefix should be four characters and should be as closely related to the department or subject matter as possible. More than one prefix may be associated with courses in a department.

b. Requests for new course prefixes (i.e., a new series of courses for which there is no existing prefix) should be submitted as a course addition using the “New” option in the drop-down menu. Prefixes that have been dropped may not be used again. If creating a new prefix, please contact the Academic Schedule Coordinator.

c. Changing a course from an old to a new prefix is handled by submitting a course [addition form for the new course prefix and a course deletion form for the old prefix](#) ~~modification form~~ to the respective curriculum committee in accordance with that committee's published due dates. The submitting department will also submit a program modification form and marked-up program sheets for every affected program under its control.

Explanation: Like requests for a new course number for an existing course, requests for a new course prefix for an existing course should be submitted as a course addition and a course deletion. Changing the policy language will allow the 2017-18 course modification form to be modified so that course prefixes are not included in course characteristics that may be modified.

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**ATTACHMENT 1: PROPOSED CHANGES TO CURRICULUM POLICIES AND PROCEDURES MANUAL AS APPROVED AT THE UNDERGRADUATE CURRICULUM COMMITTEE MEETING ON 4/12/2017.**

**Add language to outline meeting minutes for weekend classes.**

Addition to Table III-1-Minimum required minutes for 3-credit hour class in various delivery formats

Type of Term	Days of Week	Days for Term	Minutes Per Day	Academic Engagement		Student Preparation (time doubles for graduate courses)	
				Minutes per term	Contact Hrs/term	Minutes per term	Hours per term
Semester	M W F	45	50	2250	45	4500	90
Semester	T TH	30	75	2250	45	4500	90
Semester	One <i>weekday</i>	15	150	2250	45	4500	90
<i>Semester</i>	<i>Sat</i>	<i>12 Fall 13 Spring</i>	<i>190 Fall 175 Spring</i>	<i>2250</i>	<i>45</i>	<i>4500</i>	<i>90</i>
<i>Semester</i>	<i>Sat Sun</i>	<i>24 Fall 26 Spring</i>	<i>95 Fall 90 Spring</i>	<i>2250</i>	<i>45</i>	<i>4500</i>	<i>90</i>

Explanation:

The suggested changes in italics above are requested to accommodate weekend classes and the academic breaks. In the fall term, no classes will be scheduled the weekend of fall break and the two weekends of Thanksgiving break. In the Spring term, no classes will be scheduled the two weekends of spring break. Final exams will be officially scheduled on the last day of class in the weekend preceding finals week.

## Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2017-2018

		Submission Deadline					Committee Meeting						
Submit and discuss materials with Department Head and Department CC Rep and other affected departments.	Proposals to add or change Essential Learning courses, materials must be submitted to oroark@coloradomesa.edu.	Submit proposal to committee "buddy" to review. Proposals for new/changed course catalog descriptions must be submitted to Catalog Description Evaluator. Proposals for new programs or courses must be submitted to Library CC Rep. Proposals for new programs must be submitted to Director of Financial Aid and DASL.	Curriculum proposals and Essential Learning Committee minutes due by Noon (submitted by email to UCC_Chair@coloradomesa.edu)	Approx. date executive subcommittee meets to review proposals	Any initial issues and/or questions with proposals communicated to department	Departments address issues via email (send to UCC_Chair@coloradomesa.edu)	Agenda and proposals distributed to committee.	Curriculum committee meets to discuss and act on proposals.	Faculty Senate receives minutes. (Faculty Senate approval is two weeks later.)	VP of Academic Affairs Acts on All Proposals  President Acts on Substantive Changes  Board of Trustees Acts on Substantive Changes  Colorado Dept of Higher Education Acts on Substantive Changes.  Curricular Changes Appear in University Catalog.			
			Thursday	Thursday	Thursday	Wednesday	Friday	Monday	Thursday		Thursday	Thursday	
			No curriculum proposals are entertained at the August meeting.								8/17/2017	8/24/2017	9/7/2017
			8/17/2017	8/24/2017	8/31/2017	9/6/2017	9/7/2017	9/10/2017	9/21/2017		9/28/2017	10/12/2017	
			9/14/2017	9/21/2017	9/28/2017	10/4/2017	10/5/2017	10/8/2017	10/19/2017		10/26/2017	11/9/2017	
			9/28/2017	10/5/2017	10/12/2017	10/18/2017	10/19/2017	10/22/2017	11/2/2017		11/9/2017	11/23/2017	
			11/2/2017	11/9/2017	11/16/2017	11/22/2017	11/23/2017	11/26/2017	12/7/2017		12/14/2017	12/28/2017	
			12/14/2017	12/21/2017	12/28/2017	1/3/2018	1/4/2018	1/7/2018	1/18/2018		1/25/2018	2/8/2018	
			1/11/2018	1/18/2018	1/25/2018	1/31/2018	2/1/2018	2/4/2018	2/15/2018		2/22/2018	3/8/2018	
			1/25/2018	2/1/2018	2/8/2018	2/14/2018	2/15/2018	2/18/2018	3/1/2018		3/8/2018	3/22/2018	
No curriculum proposals are entertained at the April meeting.							4/5/2018	4/12/2018	4/26/2018				

- Deadline to submit course modifications, additions, or deletions that will appear in J-Term/spring course schedule. 8/31/2017
  - Deadline to submit program additions (and accompanying course additions) that will appear in the 2018-19 Catalog. 12/28/2017
  - Deadline to submit course modification, additions, or deletions that will appear in summer/fall course schedule. 1/25/2018
  - Deadline to submit program modifications and course additions that will appear in the 2018-2019 catalog. 1/25/2018
- In the event that not all proposals are reviewed during a scheduled meeting, the committee will meet the following Thursday.

As Adopted at 4/13/17 UCC Meeting

# Summary of UCC Actions on Curriculum Proposals

4/13/2017

Proposal	Committee Action	Members (motion/second)	Effective Date
2 Program Modification: BBA Business Administration- Business Economics: 3122  See discussion for agenda item 1.	Approved contingent upon corrections	Bailey, Jennings	Fall 2017
1 Program Modification: BBA Business Administration- Emerging Markets: 3172  Gurka explained that the "Concentration Electives" category is being deleted and those 15 hours are moving the "General Electives" category. The existing language "In consultation with a Business Advisor, choose 15 hours that complement the nucleus or choose the nucleus of a second concentration" in the "Concentration Electives" also was moved to the "General Electives" category. Concerns with this wording were raised and there was discussion. It was clarified that the language can be added as a note in DegreeWorks but cannot be enforced. After further discussion it was agreed to approve the modified BBA program sheets with that statement corrected to read "It is strongly recommended to meet with a Business Advisor to choose 15 hours that complement the nucleus or choose the nucleus of a second concentration."	Approved contingent upon corrections	Bailey, Jennings	Fall 2017
3 Program Modification: BBA Business Administration- Entrepreneurship: 3119  See discussion for agenda item 1.	Approved contingent upon corrections	Bailey, Jennings	Fall 2017
4 Program Modification: BBA Business Administration- Finance: 3125  See discussion for agenda item 1.	Approved contingent upon corrections	Bailey, Jennings	Fall 2017
5 Program Modification: BBA Business Administration- Human Resource Management: 3128  See discussion for agenda item 1.	Approved contingent upon corrections	Bailey, Jennings	Fall 2017
6 Program Modification: BBA Business Administration- Insurance: 3169  See discussion for agenda item 1.	Approved contingent upon corrections	Bailey, Jennings	Fall 2017
7 Program Modification: BBA Business Administration- Management: 3126  See discussion for agenda item 1.	Approved contingent upon corrections	Bailey, Jennings	Fall 2017
8 Program Modification: BBA Business Administration- Managerial Informatics: 3168  See discussion for agenda item 1.	Approved contingent upon corrections	Bailey, Jennings	Fall 2017

Proposal	Committee Action	Members (motion/second)	Effective Date
<p>9 Program Modification: BBA Business Administration-Marketing: 3127</p> <p>See discussion for agenda item 1.</p>	Approved contingent upon corrections	Bailey, Jennings	Fall 2017
<p>10 Course Modification: THEA 105 Introduction to Theatre Technology: Sound Technology</p> <p>No concerns. Course title missing first letter in proposal summary, but agenda is correct. Correction will be made in database if needed.</p>	Approved	LaBombard-Daniels, Elliott	Fall 2017
<p>11 Program Addition: Technical Cert Viticulture and Enology: Enology</p> <p>No concerns.</p>	Acknowledged	Hoff, Gurka	Fall 2017
<p>12 Program Addition: Technical Cert Viticulture and Enology: Viticulture</p> <p>No concerns.</p>	Acknowledged	Hoff, Gurka	Fall 2017
<p>13 Program Addition: Technical Cert Viticulture and Enology: Wine Professional</p> <p>It is recommended that the footer on program sheet be corrected to read "Wine Professional" instead of "Professional Wine".</p>	Acknowledged (corrections needed)	Hoff, Gurka	Fall 2017
<p>14 Course Addition: AGRS 104 Agriculture Chemistry</p> <p>No concerns.</p>	Approved	Elliott, Hoff	Fall 2017
<p>15 Course Addition: AGRS 270 Science of Winemaking</p> <p>No concerns.</p>	Approved	Elliott, Hoff	Fall 2017
<p>16 Course Addition: AGRS 275 Winemaking III</p> <p>No concerns.</p>	Approved	Elliott, Hoff	Fall 2017
<p>17 Program Modification: AAS Viticulture and Enology: 1309</p> <p>No concerns.</p>	Approved	Hoff, Gurka	Fall 2017
<p>18 Course Modification: AVTN 140 Aircraft Systems for Pilots-Airframe</p> <p>No concerns.</p>	Approved	Hoff, Elliott	Fall 2017
<p>19 Course Modification: AVTN 202 Commercial Pilot Flight I</p> <p>No concerns.</p>	Approved	Hoff, Elliott	Fall 2017



Proposal	Committee Action	Members (motion/second)	Effective Date
20 Course Modification: AVTN 203 Commerical Pilot Flight II  No concerns.	Approved	Hoff, Elliott	Fall 2017
21 Course Deletion: AVTN 104 Private Pilot Flight Helicopter  No concerns.	Approved	Hoff, Elliott	Fall 2017
22 Course Deletion: AVTN 108 GPS for Pilots  No concerns.	Approved	Hoff, Elliott	Fall 2017
23 Course Deletion: AVTN 114 Instrument Pilot Flight Helicopter  No concerns.	Approved	Hoff, Elliott	Fall 2017
24 Course Deletion: AVTN 115 ATC Phraseology  No concerns.	Approved	Hoff, Elliott	Fall 2017
25 Course Deletion: AVTN 141 Aircraft Systems for Pilot-Powerplant  No concerns.	Approved	Hoff, Elliott	Fall 2017
26 Course Deletion: AVTN 204 Commerical Flight I Helicopter  No concerns.	Approved	Hoff, Elliott	Fall 2017
27 Course Deletion: AVTN 210 Multi-Engine Cross Country Flight  No concerns.	Approved	Hoff, Elliott	Fall 2017
28 Course Deletion: AVTN 214 Commercial Flight II-Helicopter  No concerns.	Approved	Hoff, Elliott	Fall 2017
29 Course Deletion: AVTN 215 Flight Instructor Flight-Helicopter  No concerns.	Approved	Hoff, Elliott	Fall 2017
30 Course Deletion: AVTN 221 Instrument Instructor Ground School  No concerns.	Approved	Hoff, Elliott	Fall 2017
31 Course Deletion: AVTN 222 Instrument Instructor Flight  No concerns.	Approved	Hoff, Elliott	Fall 2017

Proposal	Committee Action	Members (motion/second)	Effective Date
32 Course Deletion: AVTN 223 Multi-Engine Instructor Flight	Approved	Hoff, Elliott	Fall 2017
No concerns.			
33 Course Deletion: AVTN 224 CFI Instrument Helicopter	Approved	Hoff, Elliott	Fall 2017
No concerns.			
34 Course Deletion: AVTN 242 ATC Phraseology	Approved	Hoff, Elliott	Fall 2017
No concerns.			
35 Program Modification: AAS Electric Lineworker: 1391	Approved	LaBombard-Daniels, Flanigan	Fall 2017
No concerns.			
36 Program Modification: Tech Cert (A-M) Medical Office Assistant: 1158	Acknowledged	Hoff, Elliott	Fall 2017
No concerns.			
37 Program Addition: AAS Professional Land Surveying	Approved contingent upon corrections	Flanigan, Longest	Fall 2017
<p>Mr. Tom Sylvester, board member of Professional Land Surveyors of Colorado provided background information. DORA passed new education requirements to be licensed as a professional land surveyor. Required education is not offered elsewhere in State. Mr. Sylvester suggested that "land surveying" be added as a discipline in the program description. He also noted concerns with the initial proposed program title of "Professional Land Surveyor" as earning the AAS is not equal to obtaining licensure through DORA as a professional land surveyor. Mr. Sylvester suggested "Land Surveying and Geomatics" as an appropriate title. The program description could state that this program would fulfill the education requirements needed in order to pursue the license. There was discussion and the committee agreed to approve the program addition with the proposal and program sheet corrected to include the title Mr. Sylvester recommended.</p>			
38 Program Addition: Technical Cert Surveyor-Specific On-Line Certificate	Acknowledged (corrections needed)	Flanigan, Hoff	Fall 2017
<p>It was recommended that the name for this certificate should go forward to match the name of the AAS, which would be "Technical Certificate, Land Surveying and Geomatics". The initial name submitted "Technical Certificate, Surveyor-specific Online Certificate" is concerning as the mode of delivery should not be included in the program title. Mr. Hoff, Chair of the WCCC Curriculum Committee was in agreement with the recommended change and will notify the WCCC curriculum committee that the name is going forward through the approval process as recommended by Mr. Sylvester and the UCC. See discussion for agenda item 37. The Certificate is intended for students who already have a bachelor's degree but still need additional education. The program sheet course sequencing needs to be corrected for the total credits of the second semester to read "14-15" instead of "12-13". The program sheet will be corrected to use "SURV 298" rather than "SURV 299".</p>			
39 Course Addition: SURV 100 Introduction to Surveying/Field Work	Approved	Flanigan, Hoff	
<p>No concerns. UCC Minutes-04/13/2017. Approved via email, 4/19/17</p>			

Proposal	Committee Action	Members (motion/second)	Effective Date
40 Course Addition: SURV 102 Surveying Calculations I  No concerns.	Approved	Flanigan, Hoff	
41 Course Addition: SURV 200 Advanced Surveying Field Work  No concerns.	Approved	Flanigan, Hoff	
42 Course Addition: SURV 203 Legal Aspects of Surveying  No concerns.	Approved	Flanigan, Hoff	
43 Course Addition: SURV 204 Real Property Descriptions  No concerns.	Approved	Flanigan, Hoff	
44 Course Addition: SURV 205 Advanced Surveying Computations/Calculations  No concerns.	Approved	Flanigan, Hoff	
45 Course Addition: SURV 206 Property Law-Boundary Evidence  No concerns.	Approved	Flanigan, Hoff	
46 Course Addition: SURV 207 Surveying Ethics: An Overview of Ethical Expectations  No concerns.	Approved	Flanigan, Hoff	
47 Course Addition: SURV 298 Internship and Capstone Project  The course was initially proposed as SURV 299. As "299" is a reserved number the course will be added as "298". This course is included in the related technical certificate - the number will be corrected.	Approved	Flanigan, Hoff	

# Curriculum Committee Proposal Summary

4/13/2017

Department: Business

## Program Modification

Business Administration-Business Economics: 3122

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Modification

**Business Administration-Emerging Markets: 3172**

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Modification

**Business Administration-Entrepreneurship: 3119**

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Modification

Business Administration-Finance: 3125

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Modification

**Business Administration-Human Resource Management: 3128**

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Modification

Business Administration-Insurance: 3169

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Modification

**Business Administration-Management: 3126**

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Modification

**Business Administration-Managerial Informatics: 3168**

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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## Program Modification

### Business Administration-Marketing: 3127

Degree Type: BBA

Revision to program sheet: Yes  No

Description of modification:

Remove the Concentration Electives section and expand General Electives to include credit hours previously listed as Concentration Electives. Clarify instructions for selecting 15 credit hours to include consultation with a Business Advisor.

Justification:

To clarify that credit hours required for these credits need not be restricted to business courses.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

NA

Proposed by: Geoffrey Gurka

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Department: Theatre Arts

Course Modifications

THEA 105

Intended semester to offer modified course for the 1st time: Spring 2018

	<b>Current</b>		<b>Proposed</b>
Course Prefix:	THEA		
Course No.:	105		
Credit Hours:	3		2
Course Title:	ntroduction to Theatre Technology: Sound Technology		
Prep Min.:	2250		2625
Times for Credit:	1		1
Requirement or listed choice for any program of study:	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Change affects program sheet or grad requirements:	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>

Course is a requirement for a new program:

NA

Justification:

The course was added incorrectly as a 3 credit hour course based on the course add form. It was intended to be a 2 credit hour course. The current program sheets show 2 credit hours.

Discussions with affected departments:

NA

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Proposed by: Scott Kessler

Expected Implementation: Fall 2017



Department: WCCC-Agriculture/Viticulture

Program Additions

Viticulture and Enology: Enology

Degree Type: Technical Cert

Abbreviated Name: Enology

Proposed by: Jenne Baldwin-Eaton

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Additions

**Viticulture and Enology: Viticulture**

Degree Type: Technical Cert

Abbreviated Name: Viticulture

Proposed by: Jenne Baldwin-Eaton

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Additions

**Viticulture and Enology: Wine Professional**

Degree Type: Technical Cert

Abbreviated Name: Wine Professional

Proposed by: Jenne Baldwin-Eaton

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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## Course Additions

AGRS 104

Credit Hours 3

Course Title: Agriculture Chemistry

Abbreviated Title: Ag Chemistry

Contact hours per week: Lecture 3 Lab Field Studio Other

Type of Instructional Activity: Lecture

Academic engagement minutes: 2250 Student preparation minutes: 4500

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

WCCC AAS, Viticulture and Enology: 1309

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Introduction to the basic concepts of chemistry. Areas covered are designed to focus on chemical concepts that a student needs for agriculture-related courses..

### Justification:

Updating the Viticulture and Enology program to reflect current trends in the industry.

### Topical course outline:

Goals, methods, and measurement  
Atomic theory  
Matter, compounds and bonds  
Chemical reactions, equations and mass relationships  
Kinetic theory and chemical reactions  
Water, solutions and colloids  
Acids, bases and salts  
Acidity detection and control  
Chemistry applications in agriculture

### Student Learning Outcomes:

Demonstrate familiarity with the metric and International system of units (SI) in determining volume, mass, length, temperature and time.

Utilize mathematics to solve chemical problems.

Demonstrate how to use the periodic table to determine electron configurations, chemical bonds and reactions.

Demonstrate familiarity with kinetic molecular theory and how it affects chemical reactions.

Demonstrate familiarity with the chemical properties of water, solutions and colloids.

## Course Additions

Identify acids, bases, and salts and their relationship in chemical equations.

Apply the principles learned in the previous areas into their normal applications in agriculture.

Discussions with affected departments:

N/A

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Proposed by: Jenne Baldwin-Eaton

Expected Implementation: Fall 2017

## Course Additions

AGRS 270

Credit Hours 2

Course Title: Science of Winemaking

Abbreviated Title: Science of Winemaking

Contact hours per week: Lecture      Lab      Field      Studio      Other 3

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 2250      Student preparation minutes: 2250

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

WCCC AAS, Viticulture and Enology: 1309

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Investigation of the scientific principles of wine production, including the physiology of grape berry development and wine grape processing.

### Justification:

Updating the Viticulture and Enology program to reflect current trends in the industry.

### Topical course outline:

Laboratory design  
Microorganisms important to winemaking and wine spoilage  
Basic Quality control analyses theory and application

### Student Learning Outcomes:

Perform chemical and microbiological tests used to monitor wine at all stages in production.  
Analyze microorganisms important in quality winemaking.  
Identify microorganisms that are part of wine spoilage.  
Demonstrate basic quality control analyses theory and application.

### Discussions with affected departments:

N/A

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Proposed by: Jenne Baldwin-Eaton

Expected Implementation: Fall 2017

## Course Additions

AGRS 275

Credit Hours 3

Course Title: Winemaking III

Abbreviated Title: Winemaking III

Contact hours per week: Lecture 3 Lab Field Studio Other

Type of Instructional Activity: Lecture

Academic engagement minutes: 2250 Student preparation minutes: 4500

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

WCCC AAS, Viticulture and Enology: 1309

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Application of winemaking principles to develop the problem-solving skills students will need to enter the workforce. An internship in a winery setting.

### Justification:

Updating the Viticulture and Enology program to reflect current trends in the industry.

### Topical course outline:

- o Microorganisms important to winemaking and wine spoilage
- o Microbiological techniques and controls
- o Basic quality control analyses theory and application
- o How and when analytical results are important to winemaking

### Student Learning Outcomes:

Demonstrate ability to troubleshoot issues that arise throughout winemaking process.

Analyze quantitative and qualitative parameters.

Utilize quality control analyses and theory.

Identify the microorganisms important to winemaking and wine spoilage, and their use in post-modern winemaking.

### Discussions with affected departments:

N/A

Proposed by: Jenne Baldwin-Eaton

Expected Implementation: Fall 2017

## Program Modification

### Viticulture and Enology: 1309

Degree Type: AAS

Revision to program sheet: Yes  No

Description of modification:

Removed the following courses AGRS 260-Plant Propagation, AGRS 265-Integrated Plant Health, AGRS 131 and AGRS 131L-Water& Irrigation Practices/lab, added AGRS 104-Agriculture Chemistry, AGRS 270 Science of Winemaking and AGRS 275 Winemaking III

Justification:

Removing the following courses and adding new courses will further support the program.

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

N/A

Proposed by: Jenne Baldwin-Eaton

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Department: WCCC-Aviation

Course Modifications

AVTN 140

Intended semester to offer modified course for the 1st time: Spring 2018

	<b>Current</b>	<b>Proposed</b>
Course Prefix:	AVTN	
Course No.:	140	
Credit Hours:	3	4
Course Title:	Aircraft Systems for Pilots-Airframe	Aircraft Systems
Contact hours:	Lecture 3	Lecture 4
	Lab	Lab
	Field	Field
	Studio	Studio
	Other	Other
Engage Min.:	2250	3000
Prep Min.:	4500	6000
Times for Credit:	1	1

Requirement or listed choice for any program of study: Yes  No

Change affects program sheet or grad requirements: Yes  No

WCCC AAS, Aviation Technology - Fixed Wing: 1378

Course is a requirement for a new program:

no

Justification:

Wrong course name and credit hours in catalog. Does not match program sheet.

Topical course outline, current:

no

Student Learning Outcomes, current:

no

Student Learning Outcomes, proposed:

Essential Learning SLOs, proposed:

n/a

Discussions with affected departments:

n/a

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Proposed by: Dan Ashton

Expected Implementation: Fall 2017

## Course Modifications

AVTN 202

Intended semester to offer modified course for the 1st time: Fall 2017

	<b>Current</b>	<b>Proposed</b>
Course Prefix:	AVTN	
Course No.:	202	
Credit Hours:	3	4
Course Title:	Commerical Pilot Flight I	
Contact hours:	Lecture 3 Lab Field Studio Other	Lecture 4 Lab Field Studio Other
Engage Min.:	2250	3000
Prep Min.:	4500	6000
Times for Credit:	1	1
Requirement or listed choice for any program of study:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Change affects program sheet or grad requirements:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

WCCC AAS, Aviation Technology - Fixed Wing: 1378

Course is a requirement for a new program:

no

Justification:

Program sheet list course as 4 credits but was approved as a 3 credits. This modification is to officially change the course credits to match the program sheet.

Topical course outline, current:

no

Student Learning Outcomes, current:

no

Student Learning Outcomes, proposed:

Essential Learning SLOs, proposed:

n/a

Discussions with affected departments:

n/a

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Proposed by: Dan Ashton

Expected Implementation: Fall 2017

## Course Modifications

AVTN 203

Intended semester to offer modified course for the 1st time: Spring 2018

	<b>Current</b>	<b>Proposed</b>
Course Prefix:	AVTN	
Course No.:	203	
Credit Hours:	4	3
Course Title:	Commerical Pilot Flight II	
Contact hours:	Lecture 4 Lab Field Studio Other	Lecture 3 Lab Field Studio Other
Engage Min.:	3000	2250
Prep Min.:	6000	4500
Times for Credit:	1	1
Requirement or listed choice for any program of study:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Change affects program sheet or grad requirements:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

WCCC AAS, Aviation Technology - Fixed Wing: 1378

Course is a requirement for a new program:

no

Justification:

change the course credits to match the program sheet.

Topical course outline, current:

no

Student Learning Outcomes, current:

no

Student Learning Outcomes, proposed:

Essential Learning SLOs, proposed:

n/a

Discussions with affected departments:

n/a

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Proposed by: Dan Ashton

Expected Implementation: Fall 2017

Course Deletions

AVTN 104

Credit Hours 4

Course Title: Private Pilot Flight Helicopter

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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Course Deletions

AVTN 108

Credit Hours 1

Course Title: GPS for Pilots

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 114

Credit Hours 1

Course Title: Instrument Pilot Flight Helicopter

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 115

Credit Hours 1

Course Title: ATC Phraseology

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 141

Credit Hours 3

Course Title: Aircraft Systems for Pilot-Powerplant

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 204

Credit Hours 2

Course Title: Commerical Flight I Helicopter

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course is not offered in current program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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Course Deletions

AVTN 210

Credit Hours 2

Course Title: Multi-Engine Cross Country Flight

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 214

Credit Hours 5

Course Title: Commercial Flight II-Helicopter

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 215

Credit Hours 1

Course Title: Flight Instructor Flight-Helicopter

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course is not offered in current program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 221

Credit Hours 2

Course Title: Instrument Instructor Ground School

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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Course Deletions

AVTN 222

Credit Hours 1

Course Title: Instrument Instructor Flight

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 223

Credit Hours 1

Course Title: Multi-Engine Instructor Flight

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course is not offered in current program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 224

Credit Hours 4

Course Title: CFI Instrument Helicopter

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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## Course Deletions

AVTN 242

Credit Hours 1

Course Title: ATC Phraseology

Essential Learning Course: Yes  No

Requirement or listed choice for any program of study: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisite for other course(s): Yes  No

### Justification:

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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Department: WCCC-Electric Lineworker

Program Modification

Electric Lineworker: 1391

Degree Type: AAS

Revision to program sheet: Yes  No

Description of modification:

Deleted OFAD 118, OFAD 101, OFAD 202 and Replaced with ABUS 257, ABUS 101 and ABUS 200

Justification:

Updating the OFAD program, changed the Courses for the Programs offering these courses

Revision to SLOs: Yes  No

Other changes: Yes  No

Discussions with affected departments:

N/A

Proposed by: Christine Murphy

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Department: WCCC-Medical Office Assistant

Program Modification

Medical Office Assistant: 1158

Degree Type: Tech Cert (A-M)

Revision to program sheet: Yes  No

Description of modification:

OFAD 118, OFAD 147, OFAD 249 deleted as programs are being changed to ABUS or MOAP courses

Justification:

The program is being updated and the deleted courses are no longer offered after Spring 2017.

Revision to SLOs: Yes  No

Other changes: Yes  No

Proposed by: Christine Murphy

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Department: WCCC-Surveying

Program Additions

Professional Land Surveying

Degree Type: AAS

Abbreviated Name: LAND SURV

Proposed by: Christine Murphy

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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Program Additions

Surveyor-Specific On-Line Certificate

Degree Type: Technical Cert

Abbreviated Name: SURV

Proposed by: Christine Murphy

Director of Teacher Education Signature:

Expected Implementation: Fall 2017

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## Course Additions

SURV 100

Credit Hours 3

Course Title: Introduction to Surveying/Field Work

Abbreviated Title: Intro to Surveying/FW

Contact hours per week: Lecture      Lab      Field      Studio      Other 4.5

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 3375      Student preparation minutes: 3375

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

AAS Professional Land Surveyor , Technical Certificate: Surveyor-Specific On-Line Certificate

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Introduction to the basics of geomatics, including how to evaluate survey data accuracy and assess data limitations. Expectations of data analysis for engineering designs, property surveys, and construction layout staking will also be covered.

### Justification:

New Program at WCCC/CMU

### Topical course outline:

Surveying calculations

Error analysis and adjustments

Basic field work survey data

Basics of Geomatics

Evaluate survey data accuracy

Assess data limitations and expectations of data analysis for engineering designs

Property surveys and construction layout staking.

### Student Learning Outcomes:

Master the fundamental concepts of surveying calculations, error analysis and adjustments and basic field work survey data.

Describe and explain the basics of geomatics and learn to evaluate survey data accuracy, assess data limitations and expectations of data analysis for engineering designs, property surveys and construction layout staking.

Proposed by: Christine Murphy

Expected Implementation:

UCC Minutes-04/13/2017. Approved via email, 4/19/17

## Course Additions

**SURV 102**

Credit Hours 3

Course Title: Surveying Calculations I

Abbreviated Title: Surveying Calculations

Contact hours per week: Lecture Lab Field Studio Other 4.5

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 3375 Student preparation minutes: 3375

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

AAS Professional Land Surveyor , Technical Certificate: Surveyor-Specific On-Line Certificate

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Introduction to the mathematical concepts required for proper surveying, including the application of algebraic principles, trigonometry functions, and other concepts that are necessary in this field and in which proficiency is required by state regulations. Course work will include theory, errors and analysis, differentiation and trigonometric leveling, angles and directions, coordinate systems and calculations, and other relevant material.

### Justification:

New Program at WCCC/CMU

### Topical course outline:

Mathematical concepts of surveying

Algebraic principles , trigonometry functions and other concepts in the field required by state regulations

Theory, errors, and analysis

Differentiation and trigonometric leveling, angles and directions

Coordinate systems and calculations and other relevant material.

### Student Learning Outcomes:

Describe the mathematical concepts required for proper surveying, including the application of algebraic principles, trigonometry functions and other concepts that are necessary in this field and in which proficiency is required by state regulations.

Demonstrate knowledge of theory, errors and analysis, differentiation and trigonometric leveling, angles and directions (including angle measuring operations), coordinate systems and calculations and other relevant material.

## Course Additions

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Proposed by: Christine Murphy

Expected Implementation:

## Course Additions

**SURV 200**

Credit Hours 4

Course Title: Advanced Surveying Field Work

Abbreviated Title: Advanced Surveying

Contact hours per week: Lecture Lab Field Studio Other 6

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 4500 Student preparation minutes: 4500

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

AAS Professional Land Surveyor , Technical Certificate: Surveyor-Specific On-Line Certificate

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Introduction to surveying methodology, survey design, planning and observing, and real-time kinematics. Students will also explore geodesy, state plane coordinates and the concepts of least squares analysis of survey adjustments. The labs - either two 3-hour weekday labs or one 6-hour weekend lab - will enable students to understand and master the practical aspects of these important surveying elements..

### Justification:

New Program at WCCC/CMU

### Topical course outline:

Mathematical concepts of surveying

Algebraic principles , trigonometry functions and other concepts in the field required by state regulations

Theory, errors, and analysis

Differentiation and trigonometric leveling, angles and directions

Coordinate systems and calculations and other relevant material.

### Student Learning Outcomes:

Describe the advanced surveying field procedures.

Describe and demonstrate fundamental GPS theory for land surveyors, practical application, and use of advanced technologies, common hardware and technology use.

Demonstrate surveying methodology, survey design, planning and observing and real-time kinematics (branch of mechanics referencing motion).

Explore geodesy, state plane coordinates and the concepts of least squares analysis of survey adjustments. Explain the practical aspects of these important surveying elements.

UCC Minutes-04/13/2017. Approved via email, 4/19/17

## Course Additions

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Proposed by: Christine Murphy

Expected Implementation:

## Course Additions

**SURV 203**

Credit Hours 3

Course Title: Legal Aspects of Surveying

Abbreviated Title: Legal Aspects of Survey

Contact hours per week: Lecture Lab Field Studio Other 4.5

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 3375 Student preparation minutes: 3375

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

AAS Professional Land Surveyor , Technical Certificate: Surveyor-Specific On-Line Certificate

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Exploration of records research and its importance in surveying, as well as understanding the public, private and quasi-public recorded and non-recorded record databases that establish land ownership and boundaries, easement boundaries, land-use rights and restrictions. Students will use these resources in applying surveying principles to both private and public lands.

### Justification:

New Program at WCCC/CMU

### Topical course outline:

Record research and importance in surveying

Review and locate public, private and quasi-recorded and non-recorded record databases.

Review the establish land ownership and boundaries, easement boundaries, land-use rights and restrictions.

Locate resources of surveying principles to both private and public lands.

### Student Learning Outcomes:

Demonstrate ability to record research and its importance in surveying.

Demonstrate the understanding of the public, private and quasi-public recorded and non-recorded record databases that establish land ownership and boundaries, easement boundaries, land-use rights and restrictions.

Demonstrate and be able to use these resources in applying surveying principles to both private and public lands.

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Proposed by: Christine Murphy

Expected Implementation:

## Course Additions

**SURV 204**

Credit Hours 2

Course Title: Real Property Descriptions

Abbreviated Title: Real Property Descript

Contact hours per week: Lecture                  Lab                  Field                  Studio                  Other 3

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 2250                  Student preparation minutes: 2250

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

AAS Professional Land Surveyor , Technical Certificate: Surveyor-Specific On-Line Certificate

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Exploration of historical and current issues relevant to writing land descriptions and using those descriptions for the practicing surveyor. Students will also gain a working knowledge of the relationship between written descriptions and field survey data, as well as how to interpret historic descriptions and the underlying principles of producing descriptions.

### Justification:

New Program at WCCC/CMU

### Topical course outline:

Historical and current issues relevant to writing land descriptions  
Using descriptions for the practicing surveyor.  
Relationships between the written descriptions and field survey data  
Historic descriptions  
Principles of producing descriptions

### Student Learning Outcomes:

Determine historical and current issues relevant to writing land descriptions  
Illustrate ability to practice surveying.  
Describe relationships between written descriptions and filed survey data.  
Explain Historical descriptions  
Demonstrate knowledge of principles of producing descriptions.

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Proposed by: Christine Murphy

Expected Implementation:

Course Additions

SURV 205

Credit Hours 4

Course Title: Advanced Surveying Computations/Calculations

Abbreviated Title: Adv Surveying Comp/Calc

Contact hours per week: Lecture Lab Field Studio Other 6

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 4500 Student preparation minutes: 4500

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

AAS Professional Land Surveyor , Technical Certificate: Surveyor-Specific On-Line Certificate

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

Course description for catalog:

Introduction to advanced surveying computation concepts and procedures, including traverse error analysis, topographical surveying, mapping, and astronomical observations.

Justification:

New Program at WCCC/CMU

Topical course outline:

- Advanced surveying computation concepts and procedures
- Traverse error analysis
- Topographical surveying
- Mapping
- Astronomical observations

Student Learning Outcomes:

Explain and explore geodesy, state plane coordinates and the concepts of least squares analysis of survey adjustments.

Proposed by: Christine Murphy

Expected Implementation:



Course Additions

SURV 206

Credit Hours 3

Course Title: Property Law-Boundary Evidence

Abbreviated Title: Property Law-Boundary

Contact hours per week: Lecture Lab Field Studio Other 4.5

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 3375 Student preparation minutes: 3375

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

AAS Professional Land Surveyor

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

Course description for catalog:

Introduction to the foundational Common Law knowledge relevant to the surveying profession, practical application of that law, documentation of survey evidence, and the laws of boundary location.

Justification:

New Program at WCCC/CMU

Topical course outline:

- Common Law
- Surveying profession
- Practical application of the law
- Documentation of survey evidence
- Law of boundary locations

Student Learning Outcomes:

Describe the surveyor's liability, statutes of limitation as applied to the profession and the surveyor's role in court.

Demonstrate the knowledge the fundamental principles of real property law as applied to surveying with case studies reflecting common determinations of ownership and the surveyor's judiciary role in real property ownership

Proposed by: Christine Murphy

Expected Implementation:

## Course Additions

**SURV 207**

Credit Hours 2

Course Title: Surveying Ethics: An Overview of Ethical Expectations

Abbreviated Title: Survey Ethics Overview

Contact hours per week: Lecture                  Lab                  Field                  Studio                  Other 3

Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical

Academic engagement minutes: 2250                  Student preparation minutes: 2250

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

AAS Professional Land Surveyor

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Introduction to the surveyor's liability, statutes of limitation as applied to the profession, and the surveyor's role in court. Students will also understand the fundamental principles of real property law as applied to surveying with case studies reflecting common determinations of ownership and the surveyor's judiciary role in real property ownership.

### Justification:

New Program at WCCC/CMU

### Topical course outline:

Surveyor's liability

Statues of limitations

Profession and the surveyor's role in court

Principles of real property law

ownership and the surveyor's judiciary role in real poperty ownership

### Student Learning Outcomes:

Describe surveyor's liability

Demonstrate knowledge of statue of limitation as applied to the profession

Demonstrate knowledge of surveyor's role in court.

Describe the fundamental principles of real property law as applied to surveying with case studies reflecting common determinations of ownership and the surveyor's judiciary role in real property ownership.

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Proposed by: Christine Murphy

Expected Implementation:

## Course Additions

**SURV 298**

Credit Hours 4

Course Title: Internship and Capstone Project

Abbreviated Title: Intern/Capstone Project

Contact hours per week: Lecture 4 Lab Field Studio Other

Type of Instructional Activity: Lecture

Academic engagement minutes: 3000 Student preparation minutes: 6000

Intended semesters for offering this course: Fall  J-Term  Spring  Summer

Intended semester to offer course 1st time: Fall 2017

Number of times course may be taken for credit: 1

Essential Learning Course: Yes  No

Prerequisites: Yes  No

Prerequisite for other course(s): Yes  No

Co-requisites: Yes  No

Requirement or listed choice for any program of study: Yes  No

Course is a requirement for a new program:

Surveyor-Specific On-Line Certificate

Overlapping content with present courses offered on campus: Yes  No

Additional faculty FTE required: Yes  No

Additional equipment required: Yes  No

Additional lab facilities required: Yes  No

### Course description for catalog:

Demonstrated proficiency in the required surveying-specific knowledge to pass the Colorado exams through an internship and delivery of a capstone project on a mutually agreed upon topic.

### Justification:

The course is set up online for individual in the profession. It is the final course in the certificate

### Topical course outline:

Colorado exam information  
Surveying data  
Data limitations  
Data analysis  
Designs  
Property surveys  
Construction layout staking  
Surveying computations concepts and procedures  
Survey mapping, astronomical observations  
Boundaries, easements, land-use rights and restrictions  
GPS theory  
Technology  
Surveying methology  
Geodesy  
Land use rights and restrictions  
Land Surveying principles to both private and public lands

## Course Additions

Demonstrate knowledge of public and private, quasi public recorded and non-recorded record databases

Demonstrate ability to understand the components of Land Surveying

Illustrate ability to to explain the importances of established land ownership and boundaries, easement boundaries and land-use rights and restrcitions.

Demonstrate an understanding of data analysis, limitations and surveying data.

Illustrate ability to conduct a property survey and construction layout staking.

Illustrate ability to use technology and GPS.

Discussions with affected departments:

N/A

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Proposed by: Christine Murphy

Expected Implementation:

