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.


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 14th 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
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.
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.
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

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

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

<table>
<thead>
<tr>
<th>Submission Deadline</th>
<th>Committee Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum proposals and Essential Learning Committee minutes due by Noon (submitted by email to <a href="mailto:oroark@coloradomesa.edu">oroark@coloradomesa.edu</a>)</strong></td>
<td><strong>Faculty Senate receives minutes. (Faculty Senate approval is two weeks later.)</strong></td>
</tr>
<tr>
<td>Approx. date executive subcommittee meets to review proposals</td>
<td>Agenda and proposals distributed to committee.</td>
</tr>
<tr>
<td>Any initial issues and questions with proposals communicated to department</td>
<td>Curriculum committee meets to discuss and act on proposals.</td>
</tr>
<tr>
<td>Proposals to add or change Essential Learning courses, materials must be submitted to <a href="mailto:oroark@coloradomesa.edu">oroark@coloradomesa.edu</a>.</td>
<td>VP of Academic Affairs Acts on all Proposals.</td>
</tr>
<tr>
<td>Proposals for new/changed course catalog descriptions must be submitted to Catalog Description Evaluator.</td>
<td>President Acts on Substantive Changes.</td>
</tr>
<tr>
<td>Proposals for new programs or courses must be submitted to Library CC Rep.</td>
<td>Board of Trustees Acts on Substantive Changes.</td>
</tr>
<tr>
<td>Proposals for new programs must be submitted to Director of Financial Aid and DASL.</td>
<td>Colorado Dept of Higher Education Acts on Substantive Changes.</td>
</tr>
</tbody>
</table>

**Dates and procedures vary with each department.**

<table>
<thead>
<tr>
<th>Dates and procedures vary with each department</th>
<th>Dates are set by appropriate authorities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday Wednesday Friday Monday Thursday Thursday Thursday</td>
<td>Friday Monday Thursday Thursday Thursday</td>
</tr>
<tr>
<td>4/5/2018 4/12/2018 4/26/2018</td>
<td><strong>Deadline to submit program modifications, additions, or deletions that will appear in the 2018-19 Catalog.</strong> 12/28/2017</td>
</tr>
</tbody>
</table>

**Deadline to submit course modifications, additions, or deletions that will appear in the April meeting.**

Deadline to submit course modifications, additions, or deletions that will appear in the 2018-19 Catalog.

Deadline to submit course modifications, additions, or deletions that will appear in summer/fall course schedule.

Deadline to submit course modifications, additions, or deletions that will appear in the 2018-2019 catalog.

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**

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Program Modification: BBA Business Administration- Business Economics: 3122</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings Fall 2017</td>
</tr>
<tr>
<td>1 Program Modification: BBA Business Administration- Emerging Markets: 3172</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings Fall 2017</td>
</tr>
<tr>
<td>Gurka explained that the &quot;Concentration Electives&quot; category is being deleted and those 15 hours are moving the &quot;General Electives&quot; category. The existing language &quot;In consultation with a Business Advisor, choose 15 hours that complement the nucleus or choose the nucleus of a second concentration&quot; in the &quot;Concentration Electives&quot; also was moved to the &quot;General Electives&quot; 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 &quot;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.&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Program Modification: BBA Business Administration- Entrepreneurship: 3119</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings Fall 2017</td>
</tr>
<tr>
<td>See discussion for agenda item 1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Program Modification: BBA Business Administration- Finance: 3125</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings Fall 2017</td>
</tr>
<tr>
<td>See discussion for agenda item 1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Program Modification: BBA Business Administration- Human Resource Management: 3128</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings Fall 2017</td>
</tr>
<tr>
<td>See discussion for agenda item 1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Program Modification: BBA Business Administration- Insurance: 3169</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings Fall 2017</td>
</tr>
<tr>
<td>See discussion for agenda item 1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Program Modification: BBA Business Administration- Management: 3126</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings Fall 2017</td>
</tr>
<tr>
<td>See discussion for agenda item 1.</td>
<td></td>
<td></td>
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<tr>
<td>8 Program Modification: BBA Business Administration- Managerial Informatics: 3168</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings Fall 2017</td>
</tr>
<tr>
<td>See discussion for agenda item 1.</td>
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UCC Minutes-04/13/2017. Approved via email, 4/19/17
<table>
<thead>
<tr>
<th>Proposal</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Program Modification: BBA Business Administration-Marketing: 3127</td>
<td>Approved contingent upon corrections</td>
<td>Bailey, Jennings</td>
</tr>
<tr>
<td>See discussion for agenda item 1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Course Modification: THEA 105 ntroduction to Theatre Technology: Sound Technology</td>
<td>Approved</td>
<td>LaBombard-Daniels, Elliott</td>
</tr>
<tr>
<td>No concerns. Course title missing first letter in proposal summary, but agenda is correct. Correction will be made in database if needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Program Addition: Technical Cert Viticulture and Enology: Enology</td>
<td>Acknowledged</td>
<td>Hoff, Gurka</td>
</tr>
<tr>
<td>No concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Program Addition: Technical Cert Viticulture and Enology: Viticulture</td>
<td>Acknowledged</td>
<td>Hoff, Gurka</td>
</tr>
<tr>
<td>No concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Program Addition: Technical Cert Viticulture and Enology: Wine Professional</td>
<td>Acknowledged (corrections needed)</td>
<td>Hoff, Gurka</td>
</tr>
<tr>
<td>It is recommended that the footer on program sheet be corrected to read &quot;Wine Professional&quot; instead of &quot;Professional Wine&quot;.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Course Addition: AGRS 104 Agriculture Chemistry</td>
<td>Approved</td>
<td>Elliott, Hoff</td>
</tr>
<tr>
<td>No concerns.</td>
<td></td>
<td></td>
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<tr>
<td>15 Course Addition: AGRS 270 Science of Winemaking</td>
<td>Approved</td>
<td>Elliott, Hoff</td>
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<tr>
<td>No concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Course Addition: AGRS 275 Winemaking III</td>
<td>Approved</td>
<td>Elliott, Hoff</td>
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<tr>
<td>No concerns.</td>
<td></td>
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</tr>
<tr>
<td>17 Program Modification: AAS Viticulture and Enology: 1309</td>
<td>Approved</td>
<td>Hoff, Gurka</td>
</tr>
<tr>
<td>No concerns.</td>
<td></td>
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</tr>
<tr>
<td>18 Course Modification: AVTN 140 Aircraft Systems for Pilots-Airframe</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
</tr>
<tr>
<td>No concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Course Modification: AVTN 202 Commercial Pilot Flight I</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
</tr>
<tr>
<td>No concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal</td>
<td>Course Modification: AVTN 203 Commercial Pilot Flight II</td>
<td>Committee Action Members</td>
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<tr>
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<tr>
<td>20</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
</tr>
<tr>
<td></td>
<td>No concerns.</td>
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<table>
<thead>
<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 104 Private Pilot Flight Helicopter</th>
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<th>Effective Date</th>
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<tr>
<td>21</td>
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<td>Fall 2017</td>
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<td></td>
<td>No concerns.</td>
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<table>
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<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 108 GPS for Pilots</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
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<td>22</td>
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<td>Fall 2017</td>
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<tr>
<td></td>
<td>No concerns.</td>
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<table>
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<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 114 Instrument Pilot Flight Helicopter</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
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<tr>
<td>23</td>
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<td>Hoff, Elliott</td>
<td>Fall 2017</td>
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<td></td>
<td>No concerns.</td>
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<thead>
<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 115 ATC Phraseology</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
</tr>
</thead>
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<tr>
<td>24</td>
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<td>Hoff, Elliott</td>
<td>Fall 2017</td>
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<td></td>
<td>No concerns.</td>
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<table>
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<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 141 Aircraft Systems for Pilot-Powerplant</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
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<tr>
<td>25</td>
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<td>Fall 2017</td>
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<td></td>
<td>No concerns.</td>
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<table>
<thead>
<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 204 Commercial Flight I Helicopter</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
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<tr>
<td>26</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
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<td></td>
<td>No concerns.</td>
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<thead>
<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 210 Multi-Engine Cross Country Flight</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>27</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
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<tr>
<td></td>
<td>No concerns.</td>
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<table>
<thead>
<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 214 Commercial Flight II-Helicopter</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>28</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
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<tr>
<td></td>
<td>No concerns.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 215 Flight Instructor Flight-Helicopter</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
</tr>
<tr>
<td></td>
<td>No concerns.</td>
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<table>
<thead>
<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 221 Instrument Instructor Ground School</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
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<tr>
<td></td>
<td>No concerns.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Proposal</th>
<th>Course Deletion: AVTN 222 Instrument Instructor Flight</th>
<th>Committee Action Members</th>
<th>Effective Date</th>
</tr>
</thead>
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<tr>
<td>31</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
</tr>
<tr>
<td></td>
<td>No concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal</td>
<td>Committee Action</td>
<td>Members</td>
<td>Effective Date</td>
</tr>
<tr>
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</tr>
<tr>
<td>32</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
</tr>
<tr>
<td><strong>Course Deletion: AVTN 223 Multi-Engine Instructor Flight</strong></td>
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<td></td>
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<tr>
<td>No concerns.</td>
<td></td>
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<tr>
<td>33</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
</tr>
<tr>
<td><strong>Course Deletion: AVTN 224 CFI Instrument Helicopter</strong></td>
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<td></td>
<td></td>
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<td>No concerns.</td>
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<td>34</td>
<td>Approved</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
</tr>
<tr>
<td><strong>Course Deletion: AVTN 242 ATC Phraseology</strong></td>
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<tr>
<td>No concerns.</td>
<td></td>
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<td>35</td>
<td>Approved</td>
<td>LaBomard-Daniels, Flanigan</td>
<td>Fall 2017</td>
</tr>
<tr>
<td><strong>Program Modification: AAS Electric Lineworker: 1391</strong></td>
<td></td>
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<tr>
<td>No concerns.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>36</td>
<td>Acknowledged</td>
<td>Hoff, Elliott</td>
<td>Fall 2017</td>
</tr>
<tr>
<td><strong>Program Modification: Tech Cert (A-M) Medical Office Assistant: 1158</strong></td>
<td></td>
<td></td>
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<tr>
<td>No concerns.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Approved contingent upon corrections</td>
<td>Flanigan, Longest</td>
<td>Fall 2017</td>
</tr>
<tr>
<td><strong>Program Addition: AAS Professional Land Surveying</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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 &quot;land surveying&quot; be added as a discipline in the program description. He also noted concerns with the initial proposed program title of &quot;Professional Land Surveyor&quot; as earning the AAS is not equal to obtaining licensure through DORA as a professional land surveyor. Mr. Sylvester suggested &quot;Land Surveying and Geomatics&quot; 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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Acknowledged (corrections needed)</td>
<td>Flanigan, Hoff</td>
<td>Fall 2017</td>
</tr>
<tr>
<td><strong>Program Addition: Technical Cert Surveyor-Specific Online Certificate</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>It was recommended that the name for this certificate should go forward to match the name of the AAS, which would be &quot;Technical Certificate, Land Surveying and Geomatics&quot;. The initial name submitted &quot;Technical Certificate, Surveyor-specific Online Certificate&quot; 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 &quot;14-15&quot; instead of &quot;12-13&quot;. The program sheet will be corrected to use &quot;SURV 298&quot; rather than &quot;SURV 299&quot;.</td>
<td></td>
<td></td>
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<td>39</td>
<td>Approved</td>
<td>Flanigan, Hoff</td>
<td>Fall 2017</td>
</tr>
<tr>
<td><strong>Course Addition: SURV 100 Introduction to Surveying/Field Work</strong></td>
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UCC Minutes-04/13/2017. Approved via email, 4/19/17
<table>
<thead>
<tr>
<th>Proposal</th>
<th>Course Addition: SURV 102 Surveying Calculations I</th>
<th>Committee Action Members (motion/second)</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>40</td>
<td>No concerns.</td>
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<td>Flanigan, Hoff</td>
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<td>41</td>
<td>Course Addition: SURV 200 Advanced Surveying Field Work</td>
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<td>No concerns.</td>
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<td>Course Addition: SURV 203 Legal Aspects of Surveying</td>
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<td>No concerns.</td>
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<td>43</td>
<td>Course Addition: SURV 204 Real Property Descriptions</td>
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<td>No concerns.</td>
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<td>Course Addition: SURV 205 Advanced Surveying Computations/Calculations</td>
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<td>No concerns.</td>
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<td>Course Addition: SURV 206 Property Law-Boundary Evidence</td>
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<td></td>
<td>No concerns.</td>
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<td>46</td>
<td>Course Addition: SURV 207 Surveying Ethics: An Overview of Ethical Expectations</td>
<td>Approved</td>
<td>Flanigan, Hoff</td>
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<tr>
<td></td>
<td>No concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Course Addition: SURV 298 Internship and Capstone Project</td>
<td>Approved</td>
<td>Flanigan, Hoff</td>
</tr>
<tr>
<td></td>
<td>The course was initially proposed as SURV 299. As &quot;299&quot; is a reserved number the course will be added as &quot;298&quot;. This course is included in the related technical certificate - the number will be corrected.</td>
<td></td>
<td></td>
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</table>

UCC Minutes-04/13/2017. Approved via email, 4/19/17
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
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
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
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
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
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
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
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
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
Department: Theatre Arts

Course Modifications

THEA 105

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

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<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Course Prefix:</td>
<td>THEA</td>
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<tr>
<td>Course No.:</td>
<td>105</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>3</td>
</tr>
<tr>
<td>Course Title:</td>
<td>Introduction to Theatre Technology: Sound Technology</td>
</tr>
<tr>
<td>Prep Min.:</td>
<td>2250</td>
</tr>
<tr>
<td>Times for Credit:</td>
<td>1</td>
</tr>
</tbody>
</table>

Requirement or listed choice for any program of study: Yes  □  No  □
Change affects program sheet or grad requirements: Yes  □  No  □

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

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
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
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
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.

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

Topical course outline:

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.

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

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

**Proposed by:** Jenne Baldwin-Eaton  
**Expected Implementation:** Fall 2017

---

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AGRS 275
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 semester 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
Prerequisites: Yes
Prerequisite for other course(s): Yes
Co-requisites: Yes
Requirement or listed choice for any program of study: Yes
WCCC AAS, Viticulture and Enology: 1309

Overlapping content with present courses offered on campus: Yes
Additional faculty FTE required: Yes
Additional equipment required: Yes
Additional lab facilities required: Yes

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:
- Microorganisms important to winemaking and wine spoilage
- Microbiological techniques and controls
- Basic quality control analyses theory and application
- 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

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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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Course Modifications

AVTN 140

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

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<tr>
<td>Course No.:</td>
<td>140</td>
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<tr>
<td>Credit Hours:</td>
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<tr>
<td>Course Title:</td>
<td>Aircraft Systems for Pilots-Airframe</td>
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<tr>
<td>Contact hours:</td>
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</tr>
<tr>
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<td>Field</td>
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<tr>
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<td>Studio</td>
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<tr>
<td>Engage Min.:</td>
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<td>Prep Min.:</td>
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<td>Times for Credit:</td>
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Requirement or listed choice for any program of study: Yes ☑ No No ☐
Change affects program sheet or grad requirements: Yes ☑ No 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

Proposed by: Dan Ashton
Expected Implementation: Fall 2017
**Course Modifications**

**AVTN 202**

<table>
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<tr>
<td>202</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Commerical Pilot Flight I</td>
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</tr>
<tr>
<td>Lecture 3</td>
<td>Lecture 4</td>
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<tr>
<td>Lab</td>
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<td>Field</td>
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<td>6000</td>
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Intended semester to offer modified course for the 1st time: Fall 2017

Course Prefix: AVTN  
Course No.: 202  
Credit Hours: 3  
Course Title: Commerical Pilot Flight I  
Contact hours: Lecture 3

Lab  
Field  
Studio  
Other  
Engage Min.: 2250  
Prep Min.: 4500  
Times for Credit: 1  
Requirement or listed choice for any program of study: Yes  
Change affects program sheet or grad requirements: Yes  
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:

n/a

Essential Learning SLOs, proposed:

n/a

Discussions with affected departments:

n/a

Proposed by: Dan Ashton  
Expected Implementation: Fall 2017

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Course Modifications

AVTN 203

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

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<tr>
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<td>Credit Hours:</td>
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<td>Course Title:</td>
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<tr>
<td>Contact hours:</td>
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<td>Prep Min.:</td>
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<td>Times for Credit:</td>
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</table>

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:
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

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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**Course Deletions**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AVTN 104</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

- **Course Title:** Private Pilot Flight Helicopter
- **Credit Hours:** 4
- **Essential Learning Course:** Yes
- **Requirement or listed choice for any program of study:** Yes
- **Prerequisite for other course(s):** Yes
- **Co-requisite for other course(s):** Yes

**Justification:**
Course not taught in current Aviation program.

**Proposed by:** Dan Ashton  
**Expected Implementation:** Fall 2017
<table>
<thead>
<tr>
<th>Course Title</th>
<th>GPS for Pilots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Learning Course:</td>
<td>Yes</td>
</tr>
<tr>
<td>Requirement or listed choice for any program of study:</td>
<td>Yes</td>
</tr>
<tr>
<td>Prerequisite for other course(s):</td>
<td>Yes</td>
</tr>
<tr>
<td>Co-requisite for other course(s):</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Justification:**

Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017
<table>
<thead>
<tr>
<th>Course Deletions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AVTN 114</strong></td>
</tr>
<tr>
<td><strong>Course Title:</strong></td>
</tr>
<tr>
<td>Essential Learning Course:</td>
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<tr>
<td>Requirement or listed choice for any program of study:</td>
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<td>Prerequisite for other course(s):</td>
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<td>Co-requisite for other course(s):</td>
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**Justification:**
Course not taught in current Aviation program.

**Proposed by:** Dan Ashton  
**Expected Implementation:** Fall 2017
Course Deletions

AVTN 115

<table>
<thead>
<tr>
<th>Course Title</th>
<th>ATC Phraseology</th>
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</thead>
<tbody>
<tr>
<td>Essential Learning Course:</td>
<td>Yes ☑ No ☐</td>
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<tr>
<td>Requirement or listed choice for any program of study:</td>
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<tr>
<td>Prerequisite for other course(s):</td>
<td>Yes ☑ No ☐</td>
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<td>Co-requisite for other course(s):</td>
<td>Yes ☑ No ☐</td>
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</table>

Justification:
Course not taught in current Aviation program.

Proposed by: Dan Ashton

Expected Implementation: Fall 2017

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVTN 204</td>
<td>2</td>
</tr>
</tbody>
</table>

**Course Title:** Commercial 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
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
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

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

AVTN 215

Course Title: Flight Instructor Flight-Helicopter

Credit Hours: 1

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
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
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
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
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
## Course Deletions

**AVTN 242**  
Credit Hours  1

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>ATC Phraseology</th>
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</thead>
<tbody>
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<td>Essential Learning Course:</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Requirement or listed choice for any program of study:</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Prerequisite for other course(s):</td>
<td>Yes ☑ No ☐</td>
</tr>
<tr>
<td>Co-requisite for other course(s):</td>
<td>Yes ☑ No ☐</td>
</tr>
</tbody>
</table>

**Justification:**  
Course not taught in current Aviation program.

**Proposed by:** Dan Ashton  
**Expected Implementation:** Fall 2017
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
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
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
Program Additions

Surveyor-Specific On-Line Certificate

Degree Type: Technical Cert
Abbreviated Name: SURV

Proposed by: Christine Murphy

Expected Implementation: Fall 2017
Course Additions

SURV 100

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:


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:

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

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:


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

Proposed by: Christine Murphy

Expected Implementation:
### Course Additions

**SURV 203**  
Course Title: Legal Aspects of Surveying  
Abbreviated Title: Legal Aspects of Survey  
Contact hours per week: Lecture: 0, Lab: 0, Field: 0, Studio: 0, Other: 4.5  
Credit Hours: 3  
Type of Instructional Activity: Lecture/Laboratory: Vocational/Technical  
Academic engagement minutes: 3375, Student preparation minutes: 3375  
Contact hours per week:  
- Lecture: 4.5  
- Lab: 0  
- Field: 0  
- Studio: 0  
- Other: 0  
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  
Prerequisites: Yes  
Prerequisite for other course(s): Yes  
Co-requisites: Yes  
Requirement or listed choice for any program of study: Yes  
Course is a requirement for a new program: Yes  
Overlapping content with present courses offered on campus: Yes  
Additional faculty FTE required: Yes  
Additional equipment required: Yes  
Additional lab facilities required: Yes  
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.  
Proposed by: Christine Murphy  
Expected Implementation:  
UCC Minutes-04/13/2017. Approved via email, 4/19/17
SURV 204

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:


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.

Proposed by: Christine Murphy

Expected Implementation:

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

SURV 205

Course Title: Advanced Surveying Computations/Calculations
Abbreviated Title: Adv Surveying Comp/Calc

Credit Hours 4

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:


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:

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

SURV 206

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>3</th>
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</thead>
</table>

Course Title: Property Law-Boundary Evidence

Abbreviated Title: Property Law-Boundary

Contact hours per week:

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
<th>Field</th>
<th>Studio</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

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
Statutes of limitations
Profession and the surveyor's role in court
Principles of real property law
Ownership and the surveyor's judiciary role in real property ownership

Student Learning Outcomes:

Describe surveyor's liability
Demonstrate knowledge of statute 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.

Proposed by: Christine Murphy

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

**Justification:**

The course is set up online for individual in the profession. It is the final course in the certificate.
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 explain the importance of established land ownership and boundaries, easement boundaries and land-use rights and restrictions.
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

Proposed by: Christine Murphy

Expected Implementation: