

**TRUSTEES OF THE  
METROPOLITAN STATE COLLEGE OF DENVER  
PROPOSED AGENDA FOR BOARD OF TRUSTEES' MEETING**

**Wednesday, August 7, 2002  
8 a.m. to 12 noon  
Administration Building, Room 570-75  
Auraria Campus**

**I. ROLL CALL**

**II. APPROVAL OF MINUTES**

- A. July 1, 2002, Board Meeting Minutes
- B. July 23, 2002, Board Orientation Minutes

**III. REPORTS**

- A. Chair's Report - Benson
- B. President's Report - Kaplan

**IV. ACTION ITEMS**

- A. Approval of the Revised 2002-03 MSCD Operating Budget (Mr. Michael Barnett, Acting Vice President of Administration and Finance)
- B. Approval of the Board of Trustees' Role in the Academic Curriculum Process (Dr. Cheryl Norton, Provost and Vice President of Academic Affairs)  
Downloads: [cover memo](#) | [presentation](#)

- C. Approval of the 2002-03 Board Meeting Schedule  
Downloads: [cover memo](#)

**V. PRESENTATIONS**

- A. Overview of Information Technology (Mr. Jay Martin, Interim Vice President/CIO Information Technology)

**VI. PUBLIC COMMENT**

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

**AGENDA ITEM IV B:        **BOARD OF TRUSTEES' ROLE IN THE ACADEMIC CURRICULUM PROCESS****

**ISSUE:**

Curricular items vary in their impact and significance, and, traditionally, the level of approval needed reflects an item's importance. There are three levels: approval by the President only, approval by the President and the Board of Trustees, and approval by the President, the Board of Trustees, and the Colorado Commission on Higher Education. Items that must be approved at the highest level (i.e., by all three) are described in CCHE policies. The level of approval needed for all other curricular items needs to be established so the MSCD administration knows what to bring forward to the Board.

**BACKGROUND:**

The presentation will provide information on types of curricular items, on MSCD's internal curriculum approval process, on items that must be approved by CCHE, and on the role MSCD's previous board played in the approval process.

**RECOMMENDATION:**

Staff recommends that the MSCD Board of Trustees continue to approve the following, as did the Trustees of the State Colleges of Colorado:

- New degree programs (majors)
- New or additional degree titles (B.A., etc.)
- New licensure programs
- New majors for a teacher licensure program
- Consolidation of two or more existing programs into one
- Renaming an existing program
- Changing the title of a degree, e.g., B.A. to B.S.
- “Substantive” changes in teacher licensure
- New minors, concentrations, and certificates of completion
- Discontinuation of all programs
- Changes that increase students' requirements to graduate by
  - Increasing the credit hours in major, minor, certificate, and licensure programs
  - Increasing the ancillary requirements.

The Board will continue to delegate to the President:

- Approval of all other curriculum changes, that is,
  - The addition, deletion, and modification of courses
  - Program changes that do not increase students' requirements.

- The authority to forward to CCHE staff proposals for Study Abroad courses.

# BOARD OF TRUSTEES

August 7, 2002

CURRICULUM

# Overview

- Course Syllabi: Quality Control
- Packaging Courses: Majors, Minors, Certificates, Teacher Licensure
- Approval Processes: MSCD, Trustees, CCHE

# Course Syllabi: Quality Control

- All curriculum begins with a single course.
- Every course in our curriculum has been reviewed and approved.
- Standards a course is expected to meet and the content covered are defined in the course syllabus.
- One course may serve multiple functions.

- Official syllabi are kept on file in Academic Affairs.
- All faculty (part-time and full-time) teaching a course must follow the approved syllabus.
- Accrediting agencies always request official syllabi to check that accreditation standards are being met.
- CCHE and state auditors check assigned class meeting times against the credit hours stated on the syllabus.

# Sample Syllabus

**CIP Code:** 50.0901

METROPOLITAN STATE COLLEGE OF DENVER  
Office of Academic Affairs

## REGULAR COURSE SYLLABUS

**School of**   LAS  

**Department:**   ART  

**Semester(s) Offered:**   Fall, Spring, Summer  

**Prefix & Course Number:**   ART 2040  

**Crosslisted With\*:**   MUSIC 2040  

**Course Title:**   An Integrated Approach to Art and Music  

**Credit Hours:**   3   (  3+0  )

**Contact Hours:** Lecture   45        Lab   0      Internship   0      Practicum   0  

**Schedule Type(s):**   L      **Grading Mode(s):**   L  

**Prerequisite(s):**   24 undergraduate credit hours, including ENG 1010 and ENG 1020, or permission of instructor



# Sample Syllabus

## •**Catalog Course Description:**

This course enables students to develop awareness and knowledge of the major periods, styles, and landmark works in worldwide visual arts and music. Philosophical and aesthetic foundations of art, music, and the creative process will be explored to enhance this study. Basic elements of music and art will be identified and applied to the study of masterworks. The concepts presented in this integrated approach will be applied to develop artistic sensibility.

# Sample Syllabus

- **Required Reading and Other Materials will be Equivalent to:**
  1. Artforms; Preble, Preble, and Frank. 6<sup>th</sup> (or most recent) edition. Longman, Inc., 1999.
  2. Music: An Appreciation, Roger Kamien. 3rd (or most recent) edition. McGraw Hill, 1998.
  3. Selected readings from: Elliot Eisner, Suzanne K. Langer, Bennett Reimer, and others.

# Sample Syllabus

- **Specific (Measurable) Student Behavioral Learning Objectives:**

**Upon completion of this course the student will know and be able to:**

1. Recognize, describe, and analyze historical masterworks and landmark pieces in art and music.
2. Compare and articulate similarities and differences in the major styles of art and music.
3. Apply relevant criteria to discern the quality of works of art and music.
4. Use appropriate vocabulary to describe and explain the ways composers and artists employ elements and principles to express ideas.
5. Develop an integrated personal aesthetic for understanding art and music.
6. Differentiate among various forms of non-western art and music and evaluate their impact on western culture.

# Sample Syllabus

- **Detailed Outline Of Course Content (Major Topics and Subtopics):**
    - I. Role of Arts in Society
      - A. Aesthetics
        - 1. Referentialism/Contextualism
        - 2. Formalism
        - 3. Expressionism
      - B. Purposes and Functions
        - 1. Communicating Information
        - 2. Day-to-day Living
        - 3. Spiritual
        - 4. Social/Political
- (continued)

# Sample Syllabus

- **Evaluation Of Student Performance:**

Students will be evaluated on:

1. An individual written presentation using appropriate elemental and aesthetic vocabulary to describe/interpret a work of art or music\*.
2. A collaborative oral presentation using appropriate elemental and aesthetic vocabulary to describe/interpret a work of art or music\*.
3. A report that describes, analyzes, interprets, and judges an exhibit at an art gallery.
4. A report that describes, analyzes, interprets, and judges a concert attended.
5. Midterm and final examinations.

\* #1 and #2 must be divided between a work of art and a work of music.

# Packaging Courses

- Major (Academic Degree Program)
- Minor
- Certificate of Completion
- Teacher Licensure

# Major (Academic Degree Program)

- 49 majors
  - 6 in the School of Business
  - 26 in the School of Letters, Arts and Sciences
  - 16 in the School of Professional Studies
  - Individualized Degree Program
- Requires at least 30 credit hours of coursework.

# Majors have Names and Titles

- ***Program Name*** is a brief description
  - e.g., biology, health care management
- ***Program Title*** is the academic designation
  - MSCD offers B.A., B.S., B.F.A., B.M.E., and a B.M.
- Two titles can be associated with one name
  - e.g., B.A./B.S. in Biology
  - These are reported as one program to CCHE.



# Variations in Majors

- Concentration

- Example: students with a major in English may concentrate in

- Literature
    - Writing
    - Elementary School Teaching
    - Secondary School Teaching

- Extended Major

- No need for a minor, e.g., art, social work, industrial design

# Minor

- 76 minors
- Set of courses that provides students a moderate amount of depth in a field or a specific set of skills.
- Requires a minimum of 18 hours of coursework.

- All MSCD students are required to have a minor unless their major excuses them from the requirement (i.e., extended major).
- A minor is awarded only to students who receive a baccalaureate degree.
- Ideally a minor should complement the major.

# Certificate of Completion

- 31 certificates
- Requires 15 to 29 credit hours.
- Two levels of certificates are offered:
  - Beginning (e.g., Basic Competency in French)
  - Advanced – these are designed for students who are juniors or seniors or already have a baccalaureate degree. (e.g., Geographic Information Systems, Spanish Translation)

- A certificate of completion does not need CCHE approval because it certifies only that a set of courses has been completed.
- To be awarded a certificate, a student does not need to be seeking a degree.
- Certificates can be incorporated into a major or minor.
- Minors and certificates may have the same name and curriculum, e.g., gerontology.

# Teacher Licensure

- Pedagogy coursework needed to be completed to be recommended for a license to teach in Colorado.
- Approved by CCHE and CDE.
- MSCD is approved to recommend licensure for students to teach in five areas:
  - Early childhood, elementary, secondary, K-12, and special education.
- Each area has a list of majors that the student must choose from:

# For Example

## Elementary

Behavioral Science

Biology

English

History

Speech

Communication

Modern

Languages/Spanish

## Early Childhood

Behavioral Science

English

History

Human Development

Speech Communication

# The Approval Process:

MSCD, Trustees, CCHE

- Curriculum is dynamic.
- Courses are added, deleted, or modified.
- Majors, minors, certificates, teacher licensure programs are added, deleted, or modified.



# Changes Made in 2001-2002

- Modified 159 courses, added 37, deleted 11.
- Modified 10 majors, 6 concentrations, 6 minors, and 3 certificates.
- Board of Trustees approved three new majors, one concentration, two certificates, two minors, two licensure majors, as well as 12 other substantive changes.

Fortunately, you are NOT required to review all of these changes!

Some approval authority is typically delegated to the President.

# The Approval Process:

## A Review

# Internal MSCD Approval Process

- Program Faculty or Department Committee
- Department Chair
- School Curriculum Committee
- Dean of the School
- Faculty Senate Curriculum Committee
- Provost/Associate VP for Academic Affairs
- President

# The Internal Approval Process is Used For:

- All course changes: additions, deletions, modifications
- Approval of a course for General Studies
- Approval of a course for the Multicultural Requirement
- Approval of a course as a Senior Experience
- New majors, minors, certificates
- Change in requirements for majors, minors, certificates
- Change in Teacher Licensure coursework or in associated majors

# Approvals Beyond the Institution

- Some changes must be approved by the CCHE and/or its staff.
- Before these items are sent to CCHE, the Board of Trustees **MUST** decide if it wants to send them forward.

# CCHE Approval is Required for:

- New Degree Programs (Major)
- New or Additional Degree Titles (B.A., etc.)
- New Licensure Programs (Also must be approved by the Colorado Department of Education )
- New Majors for a Teacher Licensure Program

# CCHE Staff Approval is Required for:

- Consolidation of two or more existing programs into one
- Renaming an existing program
- Changing the title of a degree, e.g., B.A. to B.S.
- “Substantive” changes in teacher licensure
- Study Abroad courses



# Role of the Board of Trustees (Former Board Policies)

## **Board Retained Approval of:**

- All items sent to CCHE or its staff as previously identified.
- Discontinuation of all programs.
- New minors, concentrations, and certificates of completion.

- Changes that increased students' requirements to graduate.
  - Increasing the credit hours in major, minor, certificate, and licensure programs.
  - Increasing the ancillary requirements.

## **Board Delegated to the President Approval of All Other Curriculum Changes:**

- The addition, deletion, and modification of courses.
- Program changes that did not increase students' requirements.

# Recommendations

## **Board will continue to approve:**

- New degree programs (majors)
- New or additional degree titles (B.A., etc.)
- New licensure programs
- New majors for a teacher licensure program
- Consolidation of two or more existing programs into one
- Renaming an existing program

- Changing the title of a degree, e.g., B.A. to B.S.
- “Substantive” changes in teacher licensure
- New minors, concentrations, and certificates of completion
- Discontinuation of all programs
- Changes that increase students’ requirements to graduate
  - Increasing the credit hours in major, minor, certificate, and licensure programs
  - Increasing the ancillary requirements

# **Board will continue to delegate to the President:**

- Approval of all other curriculum changes.
  - The addition, deletion, and modification of courses
  - Program changes that do not increase students' requirements
- The authority to forward to CCHS staff proposals for Study Abroad courses.

## **MSCD's Administration will:**

- provide at Board meetings information on program changes that do not increase requirements and on Study Abroad courses.

# Questions and Discussion

**AGENDA ITEM IV. C: 2002-03 MSCD BOARD OF TRUSTEES' MEETING  
SCHEDULE**

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve the proposed 2002-03 MSCD Board of Trustees' Meeting Schedule.



**2002-2003  
MSCD Board of Trustees  
Meeting Schedule**

<b>Tuesday, September 3, 2002</b> Tivoli Student Union, Room 640	↻	<b>Wednesday, September 4, 2002</b> Tivoli Student Union, Room 640
<b>Tuesday, October 1, 2002</b> TBD	↻	<b>Wednesday, October 2, 2002</b> Tivoli Student Union, Room 320
<b>Tuesday, November 5, 2002</b> Tivoli Student Union, Room 440	↻	<b>Wednesday, November 6, 2002</b> Administration Building, Room 570
<b>Tuesday, December 3, 2002</b> Tivoli Student Union, Room 440	↻	<b>Wednesday, December 4, 2002</b> Tivoli Student Union, Room 320
<b>Tuesday, January 7, 2003</b> Tivoli Student Union, Room 440	↻	<b>Wednesday, January 8, 2003</b> Administration Building, Room 570
<b>Tuesday, February 4, 2003</b> Tivoli Student Union, Room 640	↻	<b>Wednesday, February 5, 2003</b> Tivoli Student Union, Room 320
<b>Tuesday, March 4, 2003</b> Tivoli Student Union, Room 440	↻	<b>Wednesday, March 5, 2003</b> Tivoli Student Union, Room 640
<b>Tuesday, April 1, 2003</b> Tivoli Student Union, Room 640	↻	<b>Wednesday, April 2, 2003</b> Tivoli Student Union, Room 320
<b>Tuesday, May 6, 2003</b> Tivoli Student Union, Room 640	↻	<b>Wednesday, May 7, 2003</b> Tivoli Student Union, Room 320
<b>Tuesday, June 3, 2003</b> Tivoli Student Union, Room 640	↻	<b>Wednesday, June 4, 2003</b> Tivoli Student Union, Room 320

**NOTE:**

ALL Tuesday dates are Board dinners that begin at 6:00 p.m.

ALL Wednesday dates are regular Board meetings that begin at 8:00 a.m.

Dinner locations are subject to change.

