

RUBRIC OWNERSHIP (PROTOCOL AND LIST)

RUBRIC "OWNERSHIP" PROTOCOL

BACKGROUND

In 1998 the Texas Higher Education Coordinating Board (THECB) published the first Workforce Education Course Manual (WECM). Prior to that time each community college was able to assign prefix letters (WECM calls them "rubrics") to technical courses. In most cases each department within the college would have the ability to assign a specific prefix to a specific technical program. However, with the creation of the WECM, Texas community colleges had to select rubrics (and courses listed within the rubric) from the state manual. One of the key objectives of the THECB when creating the WECM was to reduce redundancy of content within technical courses. The net effect was that various technical programs within a college or district sometimes chose courses with the same rubric and course number in order to provide the content needed within their curriculum.

In 2001, the DCCCD converted its management information system to Colleague. That system included a master file of all courses known as the Course Master. The Course Master will only permit one version of a course record. Given that fact, the VP Council agreed that individual technical program curriculum committees should be designated as "owner" of a specific WECM rubric and associated courses under that rubric. That decision supported the DCCCD policy of "curriculum commonality" whereby technical program awards approved by the THECB for more than one DCCCD College must offer the identical curriculum at each approved college. Thus, the DCCCD Curriculum Process for technical programs must include curriculum committee membership from each college that has THECB approval to offer the same program award. Therefore, designation of a specific technical program curriculum committee as "owner" of a specific WECM rubric and associated courses within that rubric would help to ensure accuracy of the data entered into the Course Master and College Catalogs.

The Texas Higher Education Coordinating Board (THECB) has begun to use some rubrics in the Lower Division Academic Course Guide Manual (LDACGM) that were used by the DCCCD prior to WECM as technical program rubrics; however, the THECB consider these rubrics as representing academic courses. Therefore, should a technical curriculum committee have a need to use these or other courses in a technical program award for which the academic rubric is not setup in the DCCCD Course Master, then the same protocol must be followed by request to the chair of the academic curriculum committee.

PROTOCOL

COMMITTEE RUBRIC ASSIGNMENT: Given the fact that not all WECM rubrics are offered by DCCCD technical programs, the decision was made that the DCCCD Course Master had to be populated with rubrics and associated course records via the submission of a Colleague Course Master Form (Credit Courses Only). This form is signed by the chairperson of the curriculum committee and that person's Chief Academic Officer (VP). WECM rubric "ownership" is determined by the first time a rubric and associated course(s) are entered into the DCCCD Course Master at the request of a technical curriculum committee. Any technical curriculum committee requesting setup of a course not in the DCCCD Course Master but the rubric has already been setup must request the chairperson of the "rubric owner" technical curriculum committee to submit the Colleague Course Master Form (Credit Courses Only).

ASSIGNMENT OF NEW RUBRICS: This process ensures awareness by the technical curriculum committee "owner" of the creation of a new course record assigned to their rubric. Additionally, the technical curriculum committee "owner" can review the data elements being requested for a specific course in that rubric and respond back with any concerns including lecture and laboratory configuration. Since the technical curriculum committee "rubric owner" also has the responsibility for submission of the Course Description Form, this process also ensures that DCCCD and College Catalogs reflect the correct course information. The technical curriculum committee "rubric owner" must follow DCCCD and THECB guidelines concerning course descriptions for catalog purposes and cannot include prerequisite requirements that prevent other programs from being able to use the same course.

CHANGE IN RUBRIC OWNERSHIP: On occasion, as a result of changes proposed by Instructional Specialists (faculty) during WECM Workshops, course content that had been offered under a particular WECM rubric may be assigned to a different WECM rubric. When this occurs it may result in a change of WECM rubric ownership within the DCCCD. Therefore, the "original owner" curriculum committee will be responsible for submission of the Colleague Course Master Form (Expire Credit Courses Only) and the "new owner" curriculum committee will be responsible for the submission of the Colleague Course Master Form (Credit Courses Only). If the original owner curriculum committee needs to continue to offer the course(s) even if the rubric has changed, then they should issue a formal request to the new owner curriculum committee to have their department code included on the Colleague Course Master Form (Credit Courses Only). If, however, more than one department within the same college is requesting that their department code be included, then a decision must be made by the Chief Academic Officer as to which department will be responsible for providing instruction in that rubric.

REQUEST FOR RUBRIC USAGE: It was the intent of the VP Council; however, when agreeing to the rubric ownership process that technical curriculum committee "rubric owners" should not abuse their privilege and use it as a veto mechanism by preventing other programs from having access to WECM courses. Therefore, the VP Council also agreed that they would get involved if a conflict arose as a result of this process. Therefore, if a technical curriculum committee submits a request to a WECM rubric "owner" technical curriculum committee to have a new course setup in the Course Master (along with a course description and syllabus) and the request is rejected, then the requesting committee chair should notify his/her VP. The VP of the requesting committee chair will in turn contact the VP of the rubric "owner" curriculum committee to resolve the matter. If for some reason the impacted VPs could not resolve the issue, then it will be presented to the VP Council for resolution.

WECM RUBRIC OWNERSHIP LIST SORTED BY PROGRAM

PROGRAM RUBRIC OWNER	CURRICULUM COMMITTEE CHAIR/CO-CHAIR	RUBRIC(S)
ACCOUNTING	NLC - Stephanie Swaim, Chair EFC - Regina Brown, Co-Chair	ACNT
ADVANCED MANUFACTURING/ MECHATRONICS TECHNOLOGY <i>(Also see Electronic Telecommunications, Electronics/Computer Technology, Electronics Technology)</i>	EFC - Arch Dye, Chair	AVNC, CETT, CPMT, EECT, ELMT, HYDR, LOTT, QCTC, MFGT, RBTC, SMFT
AIR CONDITIONING AND REFRIGERATION TECHNOLOGY	CVC - Ivory Armstead, Chair	HART
ASSOCIATE DEGREE NURSING ADN – BLOCK (BHC/MVC)	BHC – Mark Meyer, Chair MVC –CherylN Shultz-Ruth, Chair	RNSG***
ASSOCIATE DEGREE NURSING ADN – CONCEPT BASED (ECC)	ECC - Kathy Pritchett, Chair ECC – Brenda Perkins, Co-Chair	RNSG***
AUTO BODY TECHNOLOGY	EFC - Carlos Ojeda, Chair	ABDR
AUTOMOTIVE TECHNOLOGY <i>(Includes Automotive Technology/ Diesel and Heavy Equipment)</i>	EFC – Elias Alba, Chair CVC – Kevin Speaks (Diesel)	AUMT, DEMR, HEMR <i>(Diesel)</i>
BUSINESS OFFICE SYSTEMS AND SUPPORT	RLC – Angela Nino, Chair	POFI, POFM, POFT
CARDIAC SONOGRAPHY	ECC - Cathy Carolan, Chair	DSAE, DSPE, DSVT
CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION	EFC – Susan Wyatt, Chair	CDEC <i>(technical rubric),</i> TECA <i>(academic rubric)</i>
COMMERCIAL BUILDING PERFORMANCE TECHNOLOGY	CVC – Ruben Johnson, Chair	ENER
COMMERCIAL MUSIC	CVC – Kathryn Brown, Chair CVC - Steve Browne, Chair	MUSC, MUSB, MUSP
COMPUTER AIDED DESIGN AND DRAFTING	EFC – Marques Washington, Chair	DFTG
COMPUTER GRAPHICS	NLC – Lisa Gabriel, Chair CVC - Bill Crawford, Co-Chair	N/A
COMPUTER INFORMATION TECHNOLOGY	RLC – Rod Lamb, Chair	ITCC, ITMC, ITMT, ITNW, ITSC, ITSE, ITSW, ITSY
CONFLICT MANAGEMENT	ECC – Adam McGough, Chair	CMDR
CONSTRUCTION MANAGEMENT	NLC – Brad Boshier, Chair	ENTC, OSHT
CONSTRUCTION TECHNOLOGY	NLC – Lawrence Johnson, Chair	ARCT, CBFM, CNBT, CNSE, CRPT, ELTN, MBST, PFPB, WDWK
CRIMINAL JUSTICE	EFC - Patrick Patterson, Chair	CJCR, CJSA, CJLE, FIRT
DENTAL HYGIENE	ECC - Sheila Vandebush, Chair	DHYG
DIAGNOSTIC MEDICAL SONOGRAPHY	ECC – Lynn Schluns, Chair ECC - Pam Crawford, Co-Chair	DMSO, HPRS*
DIGITAL FORENSICS	RLC – Jason Alvarado, Chair	ITDF
DIGITAL MEDIA TECHNOLOGY	EFC - Oslynn Williams, Chair	GRPH, PHTC
ELECTRICAL TECHNOLOGY <i>(Includes Electrical Construction)</i>	NLC - Tom Hoops, Chair	EEIR, ELPT, IEIR

SOURCE: Workforce Education (Revised 08-16-2017)

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PROGRAM RUBRIC OWNER	CURRICULUM COMMITTEE CHAIR/CO-CHAIR	RUBRIC(S)
ELECTRONIC TELECOMMUNICATIONS/ ELECTRONICS TECHNOLOGY/ ELECTRONICS/COMPUTER TECHNOLOGY	EFC - Arch Dye, Chair	AVNC, CETT, CPMT, EECT, ELMT, HYDR, LOTT, QCTC, MFGT, RBTC, SMFT
EMERGENCY MEDICAL SERVICES	BHC - Alex Stadthagen, Chair	N/A
ENGINE TECHNOLOGY	CVC - Latesia Moreno, Chair	MTRC, SMER
ENGINEERING TECHNOLOGY <i>(Includes Semiconductor Manufacturing)</i>	RLC – Patricia Zipper, Chair	ARCE, INMT, INTC, MCHN
FASHION DESIGN	ECC – Brenda Carlson, Chair	FSHD, FSHN
FIRE PROTECTION TECHNOLOGY	ECC - Alvin Samples, Chair	FIRS
FOOD AND HOSPITALITY INSTITUTE	ECC - Steve DeShazo, Chair ECC – William Hodges, Co-Chair (Bakery/Pastry); ECC – Chris LaLonde, Co-Chair (Culinary Arts); ECC - Swee-Hua Goh, Co-Chair (Food and Hospitality)	CHEF, FDNS, HAMG <i>(formerly under “Hospitality Management Program” at NLC-program closed 09/01/12)</i> , IFWA, PSTR, RSTO
GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY	BHC - Scott Sires, Chair	GISC, ETWR, SRVY
HEALTH INFORMATION TECHNOLOGY	BHC – Nehal Rangnekar, Co-Chair CVC - Eddy Rawlinson, Co-Chair	HITT** , MDCA**
HOSPITALITY EXPOSITION AND EVENT MANAGEMENT <i>(formerly “TRAVEL, EXPOSITION AND MEETING MANAGEMENT)</i>	RLC - M.T. Hickman, Chair	TRVM
INTERACTIVE SIMULATION AND GAME TECNOLOGY	RLC – Christopher Curra, Chair	ARTT, GAME
INTERIOR DESIGN	ECC – Rise Talbot, Chair	INDS
INTERNATIONAL BUSINESS AND TRADE	RLC – Chip Izard, Chair	IBUS
INTERNET DEVELOPMENT TECHNOLOGIES	ECC - Francisco Rodriguez, Chair	ARTV, INEW
INVASIVE CARDIOVASCULAR TECHNOLOGY	ECC - LaToya Payton, Chair ECC - Don Martin, Co-Chair	CVTT
LOGISTICS TECHNOLOGY	NLC - Mike Cooley, Chair	LMGT
LOGISTICS, SUPPLY CHAIN MANAGEMENT, AND MANUFACTURING TECHNOLOGY	CVC - Dennis Freeman, Chair	N/A
MAGNETIC RESONANCE IMAGING (MRI)	ECC – Joan Alaine Becker, Chair	MRIT
MANAGEMENT <i>(Includes Business Administration)</i>	EFC - Emilio Lopez, Chair	BMGT, BUSG, HRPO
MARKETING CAREERS <i>(Includes Business Marketing and Fashion Marketing)</i>	ECC – Wade Hyde, Chair ECC - Ron Schmidt, Co-Chair	MRKG, SPNL
MEDICAL ASSISTING	ECC – Sandra Alexander, Chair	HITT** , HPRS* , MDCA**
MEDICAL FRONT OFFICE	BHC – Nehal Rangnekar, Chair	HITT** , MDCA**

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MEDICAL LABORATORY TECHNOLOGY	ECC - Lisa Lock, Chair	MLAB
MORTGAGE BANKING	NLC - Keith Baker, Chair	BNKG
MULTIMEDIA TECHNOLOGY	RLC - Dwayne Carter, Chair	IMED
NANOTECHNOLOGY	RLC – Kory Goldhammer, Chair	NANO
PARALEGAL	ECC – Ceaser Espinoza, Chair	LGLA
PARAMEDIC	ECC - Chris Thompson, Chair	EMSP
RADIOLOGIC SCIENCES (BHC)	BHC – Christi Carter, Chair	RADR (<i>selected courses</i>), VIRT
RADIOLOGIC SCIENCES (ECC)	ECC – Kim Hiott, Chair	RADR (<i>selected courses</i>)
REAL ESTATE	CVC - Steve Brown, Chair NLC - Theda Redwine, Co-Chair	EPCT, INSR, PBAD, RELE
RENEWABLE/SUSTAINABLE ENERGY	EFC – Arch Dye, Chair	WIND
RESIDENTIAL BUILDING PERFORMANCE TECHNOLOGY	CVC – Ruben Johnson, Chair	RBPT
RESPIRATORY CARE PROGRAM	ECC – Chandi Idicula, Chair	RSPT
SMALL BUSINESS ACADEMY	ECC - Lea Davis, Chair	N/A
SOCIAL WORK	EFC – Phillip Ortiz, Chair	CMSW, GERS, SCWK
SUBSTANCE ABUSE COUNSELING	EFC – Phillip Ortiz, Chair	DAAC
SURGICAL TECHNOLOGIST	ECC - Belinda Allen, Chair	SRGT
VETERINARY TECHNOLOGY	CVC – Patricia Eye, Chair	VTHT
VIDEO TECHNOLOGY	NLC - Andy Chiles, Chair	FLMC, RTVB
VISUAL COMMUNICATIONS	BHC – Giraud Polite, Chair	ARTC
VOCATIONAL NURSING	ECC – Joan T. Becker, Chair	VNSG, HPRS*
WELDING TECHNOLOGY	MVC - Dewayne Roy, Chair	NDTE, WLDG

LEGEND

* **HPRS rubric co-owned by the Medical Assisting and the Vocational Nursing Programs both at El Centro College.**

** **HITT and MDCA rubrics owned by the Medical Assisting Program, but shared with the Medical Front Office and Health Information Technology Programs.**

*** **RNSG rubric co-owned by both the Associate Degree Nursing Programs at BHC and ECC.**

HMSY rubric (owned by ECC, but not tied to a specific program) is not listed above.

AIRP and AVIM rubrics (Aviation Technology), BITC rubric (Biotechnology), EDTC rubric (Educational Personnel), and OTHA rubric (Occupational Therapy) were assigned to a CTE program but programs have since closed. These rubrics are not listed above.

The BIOL (*academic rubric*) and SCIT (*WECM rubric*) are owned by the Biology Discipline Committee.

The MATH (*academic rubric*) and TECM (*WECM rubric*) are owned by the Mathematics Discipline Committee.

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