

# **WECM RUBRIC OWNERSHIP PROTOCOL AND LIST**

# WECM 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.

Revised 08/2011

## WECM RUBRIC OWNERSHIP LIST SORTED BY PROGRAM

PROGRAM RUBRIC OWNER	CURRICULUM COMMITTEE CHAIR	RUBRIC(S)
<b>ACCOUNTING</b>	<b>ECC</b> – Ronald Schmidt, Chair	ACNT
<b>ADVANCED MANUFACTURING/MECHATRONICS TECHNOLOGY</b> <i>(Also see Electrical Engineering Technology/ Electronic Telecommunications/ Electronics/Computer Technology/ Electronics Technology/ Semiconductor Manufacturing)</i>	<b>EFC</b> - Arch Dye, Chair	AVNC, CETT, CPMT, EECT, ELMT, HYDR, LOTT, QCTC, MFGT, RBTC, SMFT
<b>AIR CONDITIONING AND REFRIGERATION TECHNOLOGY</b>	<b>EFC</b> - Danny Burris, Chair	HART
<b>ASSOCIATE DEGREE NURSING ADN – BLOCK (BHC/MVC)</b>	<b>BHC</b> – Mark Meyer, Chair <b>MVC</b> –Cheryln Shultz-Ruth, Chair	RNSG <i>(co-owns with Associate Degree Nursing at ECC)</i>
<b>ASSOCIATE DEGREE NURSING ADN – CONCEPT BASED (ECC)</b>	<b>ECC</b> - Kathy Pritchett, Chair <b>ECC</b> – Brenda Perkins, Co-Chair	RNSG <i>(co-owns with Associate Degree Nursing at ECC)</i>
<b>AUTO BODY TECHNOLOGY</b>	<b>EFC</b> - Carlos Ojeda, Chair	ABDR
<b>AUTOMOTIVE TECHNOLOGY</b> <i>(Includes Automotive Technology/Diesel and Heavy Equipment)</i>	<b>CVC</b> – Kevin Speaks (Diesel) <b>EFC</b> – Elias Alba, Chair	AUMT, DEMR, HEMR <i>(Diesel)</i>
<b>BUSINESS OFFICE SYSTEMS AND SUPPORT</b> <i>(Same as Office Technology)</i>	<b>RLC</b> – Angela Nino, Chair	POFI, POFM, POFT
<b>CARDIAC SONOGRAPHY (formerly “ECHOCARDIOLOGY TECHNOLOGY”)</b>	<b>ECC</b> - Cathy Carolan, Chair	DSAE, DSPE, DSVT, HPRS*
<b>CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION</b>	<b>EFC</b> – Susan Wyatt, Chair	CDEC <i>(technical rubric)</i> , TECA <i>(academic rubric)</i>
<b>COMMERCIAL BUILDING PERFORMANCE TECHNOLOGY</b>	<b>CVC</b> – Ruben Johnson, Chair	ENER
<b>COMMERCIAL MUSIC</b>	<b>CVC</b> – Kathryn Brown, Chair <b>CVC</b> – Michael Bogle, Chair	MUSC, MUSB, MUSP
<b>COMPUTER AIDED DESIGN AND DRAFTING</b>	<b>EFC</b> – Marques Washington, Chair	DFTG
<b>COMPUTER GRAPHICS</b>	<b>NLC</b> – Lisa Gabriel, Chair	N/A
<b>COMPUTER INFORMATION TECHNOLOGY</b>	<b>RLC</b> – Rod Lamb, Chair	ITCC, ITMC, ITMT, ITNW, ITSC, ITSE, ITSW, ITSY
<b>CONFLICT MANAGEMENT</b>	<b>ECC</b> – Adam McGough, Chair	CMDR
<b>CONSTRUCTION MANAGEMENT</b>	<b>NLC</b> – Brad Bosher, Chair	ENTC, OSHT
<b>CONSTRUCTION TECHNOLOGY</b>	<b>NLC</b> – Lawrence Johnson, Chair	ARCT, CBFM, CNBT, CNSE, CRPT, ELTN, MBST, PFPB, WDWK
<b>CRIMINAL JUSTICE</b>	<b>CVC</b> – SaRita Stewart, Chair	CJCR, CJSA, CJLE, FIRT
<b>DIAGNOSTIC MEDICAL SONOGRAPHY</b>	<b>ECC</b> – Lynn Schluns, Chair	DMSO, HPRS*
<b>DIGITAL FORENSICS</b>	<b>RLC</b> – Jason Alvarado, Chair	ITDF
<b>DIGITAL MEDIA TECHNOLOGY</b>	<b>EFC</b> - David Danforth, Chair	GRPH, PHTC
<b>ELECTRICAL TECHNOLOGY</b> <i>(Includes Electrical Construction)</i>	<b>NLC</b> - Tom Hoops, Chair	EEIR, ELPT, IEIR

**SOURCE: WORKFORCE/ECONOMIC DEVELOPMENT  
Updated 08/24/2016**

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PROGRAM RUBRIC OWNER	CURRICULUM COMMITTEE CHAIR	RUBRIC(S)
<b>ELECTRICAL ENGINEERING TECHNOLOGY/ ELECTRONIC TELECOMMUNICATIONS/ ELECTRONICS/COMPUTER TECHNOLOGY/ ELECTRONICS TECHNOLOGY/ SEMICONDUCTOR MANUFACTURING</b> <i>(Also see Advanced Manufacturing/Mechatronics Technology)</i>	<b>EFC</b> - Arch Dye, Chair	AVNC, CETT, CPMT, EECT, ELMT, HYDR, LOTT, QCTC, MFGT, RBTC, SMFT
<b>EMERGENCY MEDICAL SERVICES</b>	<b>BHC</b> - Alex Stadthagen, Chair	N/A
<b>ENGINE TECHNOLOGY</b>	<b>CVC</b> - TBD, Chair	MTRC, SMER
<b>ENGINEERING TECHNOLOGY</b>	<b>RLC</b> – Patricia Zipper, Chair	ARCE, INMT, INTC, MCHN
<b>FASHION DESIGN</b>	<b>ECC</b> – Brenda Carlson, Chair	FSHD, FSHN
<b>FIRE PROTECTION TECHNOLOGY</b>	<b>ECC</b> - Gloria Smith, Chair	FIRS
<b>FOOD AND HOSPITALITY INSTITUTE</b>	<b>ECC</b> – William Hodges, Co-Chair (Bakery/Pastry); <b>ECC</b> – Chris LaLonde, Co-Chair (Culinary Arts); <b>ECC</b> - Swee-Hua Goh, Co-Chair (Food and Hospitality)	CHEF, FDNS, HAMG <i>(formerly under the “Hospitality Management Program” at NLC-program closed 09/01/12)</i> , IFWA, PSTR, RSTO
<b>GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY</b>	<b>BHC</b> - Scott Sires, Chair	GISC, CRTG <i>(replaced with GISC)</i> , ETWR, SRVY
<b>INTERACTIVE SIMULATION AND GAME TECHNOLOGY</b>	<b>RLC</b> – Christopher Curra, Chair	ARTT, GAME
<b>INTERIOR DESIGN</b>	<b>ECC</b> – Rise Talbot, Chair	INDS
<b>INTERNATIONAL BUSINESS AND TRADE</b>	<b>RLC</b> - Robert IZard, Chair	IBUS
<b>INTERNET DEVELOPMENT TECHNOLOGIES</b>	<b>ECC</b> – Hal Spiegel, Chair	ARTV, INEW
<b>INVASIVE CARDIOVASCULAR TECHNOLOGY</b>	<b>ECC</b> - George Nelson, Chair	CVTT, HPRS*
<b>LOGISTICS TECHNOLOGY</b>	<b>NLC</b> – Jeffrey Wendt, Chair	LMGT
<b>LOGISTICS, SUPPLY CHAIN MANAGEMENT, AND MANUFACTURING TECHNOLOGY</b>	<b>CVC</b> – Ruben Johnson, Chair	N/A
<b>MAGNETIC RESONANCE IMAGING (MRI)</b>	<b>ECC</b> – Joan Alaine Becker, Chair	MRIT, HPRS*
<b>MANAGEMENT</b> <i>(Includes Business Administration)</i>	<b>NLC</b> – Gemmy Allen, Chair	BMGT, BUSG, HRPO
<b>MARKETING CAREERS</b> <i>(Includes Business Marketing and Fashion Marketing)</i>	<b>ECC</b> – Wade Hyde, Chair	MRKG, SPNL
<b>MEDICAL ASSISTING</b>	<b>ECC</b> – Sandra Alexander, Chair	HITT <i>(formerly under the “Health Information Management Program” at MVC – program closed 06/01/12)</i> , MDCA, HPRS*
<b>MEDICAL FRONT OFFICE</b>	<b>BHC</b> – Nehal Rangnekar, Chair	N/A
<b>MEDICAL LABORATORY TECHNOLOGY</b>	<b>ECC</b> - Lisa Lock, Chair	MLAB, HPRS*
<b>MORTGAGE BANKING</b>	<b>NLC</b> - Keith Baker, Chair	BNKG
<b>MULTIMEDIA TECHNOLOGY</b>	<b>RLC</b> - Dwayne Carter, Chair	IMED
<b>NANOTECHNOLOGY</b>	<b>RLC</b> – Kory Goldhammer, Chair	NANO
<b>PARALEGAL</b>	<b>ECC</b> – Ceaser Espinoza, Chair	LGLA
<b>PARAMEDIC</b>	<b>ECC</b> – Paul Rosenberger, Co-Chair	EMSP
<b>RADIOLOGIC SCIENCES (BHC)</b>	<b>BHC</b> – Christi Carter, Chair	RADR <i>(selected courses)</i>
<b>RADIOLOGIC SCIENCES (ECC)</b>	<b>ECC</b> – Kim Hiott, Chair	RADR <i>(selected courses)</i> , HPRS*

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REAL ESTATE	CVC - Steve Brown, Chair	EPCT, INSR, PBAD, RELE
RENEWABLE/SUSTAINABLE ENERGY	EFC – Arch Dye, Chair	WIND
RESIDENTIAL BUILDING PERFORMANCE TECHNOLOGY	CVC – Ivory Armstead, Chair	RBPT
RESPIRATORY CARE PROGRAM	ECC – Idichandi Idicula, Chair	RSPT, HPRS*
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, HPRS*
TRAVEL, EXPOSITION AND MEETING MANAGEMENT	RLC - M.T. Hickman, Chair	TRVM
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

\*The HPRS rubric has been assigned to El Centro College under several programs:

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|--|---|---|
| <ul style="list-style-type: none"> <li>• Cardiac Sonography (formerly "Echocardiology")</li> <li>• Diagnostic Medical Sonography</li> <li>• Health Professions Readiness</li> <li>• Invasive Cardiovascular</li> </ul> | <ul style="list-style-type: none"> <li>• Magnetic Resonance Imaging (MRI)</li> <li>• Medical Assisting</li> <li>• Medical Laboratory Technology</li> <li>• Radiologic Sciences</li> </ul> | <ul style="list-style-type: none"> <li>• Respiratory Care Program</li> <li>• Surgical Technologist</li> <li>• Vocational Nursing</li> </ul> |
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The following rubric(s) has not been assigned to a specific program: HMSY (*owned by ECC, not tied to a specific program*).

The following rubric(s) were assigned to a CTE program but program has since closed: AIRP, AVIM (*Aviation Technology*); BITC (*Biotechnology*); EDTC (*Educational Personnel*), and OTHA (*Occupational Therapy*).

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.