



HIED 541: COMMUNITY COLLEGE CURRICULUM

COURSE SYLLABUS: FALL 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Alan Francis

Office Hours: Virtual

Office Fax: 903-886-5507

University Email Address: Alan.Francis@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: Email – Within 24 hours during weekdays

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required:

Cohen, A.M., Brawer, F.B., & Kisker, C.B. (2013). *The American community college* (6th ed.). Jossey-Bass.

Optional Text:

American Psychological Association. (2019). *Publishing manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

Course Description

Furnishes an examination of trends and issues in the community college, and an evaluation of major community college curriculum areas. Changes in the community college curriculum will be analyzed to suggest future planning strategies. Prerequisites: A 595 course from major or related discipline Min Grade B.

Student Learning Outcomes

1. Describe the various curriculum areas in community colleges.
2. Identify key and emerging trends influencing curriculum in community colleges.
3. Examine the issues and factors that shape curriculum in community colleges.

The syllabus/schedule are subject to change.

4. Explore curriculum areas in community colleges, including general education, transfer education, and vocational/technical education.
5. Examine developmental education and non-credit/lifelong learning programs.
6. Gain insight into civic and community engagement initiatives.

COURSE REQUIREMENTS

Participation in Online Discussions (65 total points; 65% of semester grade):

Each module will have an online discussion to enhance learning. Your initial post to the discussion prompt must be posted by **Thursday at 11:59 pm**. The post should be a minimum of 100 words, thoughtful, well-written, and clearly address the discussion questions. Be sure to support your response with evidence from course materials, readings, and research articles. Proper citations should be used. Reply to at least **two (2) colleagues** by **Sunday at 11:59 pm**. Each reply should add value to the conversation. This can include asking follow-up questions, offering a different perspective, or further elaborating on a point made by your colleague. Posts should demonstrate critical thinking and engagement with the course content.

Research Paper (50 total points; 35% of semester grade):

The final project for this class will be a case study research paper requiring students to select an accredited community college and conduct an in-depth analysis of its curriculum and programs. The paper will consist of two parts. First, students will synthesize one key curriculum area based on course modules. Second, they will analyze how the selected community college implements these curriculum areas, identifying strengths, challenges, and opportunities for improvement. The paper should follow APA Style Manual guidelines. Papers must be thoroughly edited and properly cited to ensure clarity and academic integrity. **Final paper is due by Sunday, December 7, 11:59 pm.**

Student Responsibilities or Tips for Success in the Course

Active Participation:

Students are required to fully engage with each week's topics by completing assigned readings, participating in discussions, and contributing to collaborative activities. Engaging thoughtfully with course content is essential for deepening your understanding of key concepts. In addition to completing assigned readings, students are encouraged to conduct independent research on course topics and find supplemental scholarly sources to support their learning and discussion contributions.

Weekly Logins:

Students should log in to the course platform at least once a week to stay current with announcements, discussions, and assignments. Regular engagement is essential for staying on track with course requirements.

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Check Email Regularly:

Students are expected to check their email frequently for important updates, instructor feedback, and communication. Prompt responses are appreciated and will help maintain effective communication throughout the course.

Complete Assignments by Deadlines:

All discussion posts and final paper must be completed and submitted by the specified deadlines. Late submissions may incur penalties unless prior approval is obtained from the professor. Managing deadlines is crucial to staying aligned with the course schedule.

Academic Integrity:

Upholding academic integrity is a critical part of your graduate education. All submitted work must be your own, and ideas, research, and writing must reflect original thought and proper academic rigor. Plagiarism, or the use of another person's work or ideas without proper citation, is a serious violation of academic honesty. Ensure that all sources are properly cited using the required APA format for all assignments. Violations will be handled according to the institution's academic policies.

Expectations for Time Investment:

As a graduate-level course, you are expected to dedicate 10-15 hours per week to course activities, including reading, discussions, assignments, and independent research. This time commitment is necessary to meet the learning objectives and complete all requirements.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Weights of the assessments in the calculation of the final letter grade:

Discussion Boards 65%

Final Paper 35%

TOTAL 100%

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

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Interaction with Instructor Statement

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

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Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Student Disability Services](http://www.tamuc.edu/student-disability-services/)

<https://www.tamuc.edu/student-disability-services/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



<http://telusproduction.com/app/5108.html>

AI use policy [Draft 2, May 25, 2023]

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

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