

Academic Affairs and Standards Council
November 10, 2003
Minutes

Present: Kathy Huschle, Roger Peterson, Jack Haymond, Greg Dvergsten, Dennis Bendickson, Diane Drake, Shari Olson, Jim Strandlie, Mike Normandin, Kent Hanson, David Christian, Mark Harmon, Steve Alston, Beth McMahon, Kate Schmalenberg, Ruth LeTexier, Rocky Ammerman

Guests: Mark Johnson, Deb Jacobson, Anita Lizakowski, Kristel Kizer

**Curriculum Changes
Courses**

Vote	Course	Discussion
Tabled	Intro to Radio Broadcasting 2 cr Radio Simulation 1 cr	Change Radio Simulation prerequisite to Intro to Broadcasting. Possibility of making one 3 credit course 2lec/1lab. Increase class size to 20 lec with labs of 10 each. These courses would not be a required in the Broadcasting program, established as an introduction course for the community. The course(s) will be revisited.
Determined unnecessary because of similar course already in chemistry curriculum in EGF	CHEM1020 - Intro to Chemistry – 4 cr	High school level course taught at the college level. Developed because Survey of Chemistry combines general and organic in to one course – too tough for students. CHEM120 already exists – complete the course modification form to align with the EGF.

Programs

Vote	Program	Discussion
Preliminary Approval Anita & Deb will work with Jim on proposed number of students, plan for & commitment on articulation agreements, and financial obligations.	Health & Fitness Specialist – AA, AS, Diploma	Growth trends indicate an increased interest in fitness and personal training in general population as well as in the elderly in preventing diseases & health issues. Businesses are implementing wellness programs & fitness programs to decrease sick time and leave of absences - instill health & wellness in their children at home. Job opportunities better in urban areas but trends indicate increase in rural areas. Four new courses need to be developed: applied concepts of physical fitness, exercise testing, physiology of exercise/body mechanics, fitness instruction techniques. Diploma & AS will prepare students for American College of Sports Medicine fitness instructor certification and the personal trainer certification. Alexandria Technical College just approved a similar program. AA would transfer into Exercise Science programs at NDSU, MSUM, BSU, Duluth.

		Recommendation: For and AS approval, MnSCU requires a written articulation agreement with a 4 year institution, try to gain an articulation agreement.
Tabled	Computer Service / Networking – 66 cr	<p>Computer & Network Technology – AAS – 66 cr EGF aligned with Computer Service/Networking – AAS – 64 cr – TRF</p> <p>CISCO 1 became Networking 1 CPT122 Microcomputer Maintenance increased from 3 to 4 cr CISCO 2 became Networking 2 CISCO 3 became Networking 3 CISCO 4 became Networking 4 Unix/Linux</p> <p>Council suggested area I in 1st fall semester, area II in 1st spring semester, area IV in 2nd fall semester.</p> <p>Roger will discuss the suggestions with Don & Don from EGF, forward an update of the program plan, and supporting evidence from advisory committees to the chair for an e-mail vote.</p>
Tabled	Computer Systems Electronics – AAS 64 cr	Reinstated old electronics program and incorporated some of the networking changes to be delivered Fall of 2004. Kent will visit with Orley, Jim, Shari to determine the status of the program.

Common Course Outline Form

Because no agreement has been reached on how to address core competences on the common course outline, the common course outline will include the following statement: Core competencies will be revisited by the entire NCTC faculty.

The core competences section will not be completed until agreement has been reached by both EGF/TRF faculty.

Alignment Information

Kathy Huschle indicated a Liberal Arts/General Education meeting would occur in the 1st week in December. Mike Normandin requested new Accuplacer scores cut scores be reviewed during the liberal arts meeting.

Curriculum Modification/Development Form

Kathy Huschle distributed a copy of the latest revision to the curriculum modification/development form. She suggested removing the text “All change requests must be submitted by the January 15 meeting to be effective the following June 1.” Council did not vote on this text change.

Change in the words “peer support” to “program/discipline support” in the statement “Submit electronically to the AASC Chair an e-mail indicating peer support.”. Council agreed to the text change.

Policies and Procedures

Kent distributed a copy of the Proposed Process for Developing & Posting NEW College Policies and requested the council e-mail him with any feedback. The Policies and Procedures have been

posted on the intranet – under Policies/Proc button – NCTC Policies Under Construction. Jim Strandlie & Steve Alston will be the policy series managers for the academic policies/procedures. Policies that need to be completed immediately are:

Satisfactory Academic Progress (MnSCU will standardize system wide the satisfactory academic progress policy)

EGF suspension

Incomplete grades during probation time

Incomplete grades

Grading

Common cut scores

Appeals committee needs to be established

Next Meeting

The next meeting is scheduled for December 8 at 4 pm in EGF.