

Academic Affairs and Standards Council

8 December 2003

Attendance: Roger Peterson, Jack Haymond, Mike Normandin, Jim Strandlie, Kathy Huschle, Ruth LeTexier, Kent Hanson, David Christian, Mark Harmon, Diane Drake, Steve Alston, Susan Olson, Kate Schmalenberg, Dennis Bendickson, Greg Dvergsten

I. Review of minutes: LeTexier reviewed minutes of last meeting. Peterson made corrections in Computer Service Networking. Alston said that another change is that core competencies will be given to assessment committee for review. LeTexier will resubmit minutes; first to Huschle and LeTexier for approval. Approved minutes will then be submitted to entire faculty.

II. Curriculum/Change/Modification Process: 1) Add “Attach necessary Minnesota Transfer Curriculum Forms” to Common Course Outline form. This form needs to be completed for new courses, not courses that are being modified, unless the modification would affect transfer curriculum guidelines. Committee agreed. 2) On Curriculum Modification/Development Form, add a section to indicate what the old course details were so that changes are clear. Committee agreed. 3) The last sentence on the bottom of the Curriculum Modification/Development Form will be changed to indicate that under normal circumstances, consultation with the Academic Dean is recommended prior to submission. Committee agreed. 3) Huschle proposed that an online page be developed to describe the process for course modifications and new course proposals. LeTexier and Huschle will work together.

III. Learner Outcomes: All agreed to the common course outline having measurable outcomes as a key component. LeTexier will send out the draft document describing methods for writing Learner Outcomes to the committee for review for a future meeting. There will be a one-hour session on Learner Outcomes on the January 5 Duty Day.

IV. Satisfactory Academic Progress—sub-committee report: Committee is in progress.

V. Policies and Procedures—update: The policies and procedures agreed upon will be posted on the web as they are established. New Policies and Procedures are posted on the Intranet. Huschle will forward instructions on finding the website.

VI. Aligned Courses:

a) General Education/Liberal Arts Meeting—report: Normandin and Huschle reported on meeting.

b) Course alignment: Three Common Course Outlines were submitted for alignment:

- 1) Comp I (Engl 1111)--approved
- 2) Comp II (Engl 1112)—tabled
- 3) Microbiology (Biol 2221)--approved

VII. Faculty Minimum Qualifications: Tabled.

VIII. Course Proposals:

- a) RAP—regional proposal: FYI only. The proposal will be forwarded to Norma Korschak.
- b) Radio Simulation/Broadcasting: Tabled. Recommendation to faculty: revisit the learner outcomes.
- c) Class Guitar and Class Voice: Tabled.
- d) Music Theory I (name change from Music Fundamentals) and Music Theory II (name changed from Music Theory and Design): Proposal to change both courses from 3 credits to a 4 credit (4/0/0) Proposal Tabled with recommendation to faculty to revisit the learner outcomes.
- e) Health and Fitness Program: Committee supports the program and approves the movement to the next level which is approval by the state. Recommendation: Program outcomes must be developed and submitted by the faculty.
- f) Occupational Therapy Assistant Program Plan: Approved.
- f) Computer Service Networking Program Plan: Approved.