ACADEMIC AFFAIRS AND STANDARDS COUNCIL

September 22, 2003

Attendance: Dennis Bendickson, Diane Drake, Greg Dvergsten, Jack Haymond, Jeff Dyrud, Jim Strandlie, Kathy Huschle, Rocky Ammerman, Roger Peterson, Shari Olson, Elizabeth McMahon, Kate Schmalenberg, Karleen Delorme, Kent Hanson, Kit Brenan, Mark Harmon, Mike Normandin, Ruth LeTexier, Steve Alston

Minutes

1. Review minutes from Sept. 8 meeting

    Approved as submitted

2. Shared folder

    Current Year: TRF will have a shared folder labeled Academic Affairs, in GroupWise with "read only" access.
    EGF will have a shared folder labeled Academic Affairs, in Outlook with "read only" access. Kathy Huschle and Ruth LeTexier will have open access to the electronically submitted material. Faculty of both campuses will be advised to submit changes in curriculum via email (as attachments) to either Ruth or Kathy. Ruth and Kathy will then move the emails into the shared folder for all to view/read.
    Information was provided by the IS person, that eventually all faculty, of both campus will have GroupWise as the email program.

3. Council membership: 6th member for administration

    Kent Hanson named Rocky Ammerman as the 6th member for administration representation.

4. Curriculum changes: common elements needed by all programs.

    Some of the key elements of the common course outline (form) as identified by a sub-committee:
    a. Proposer – originator of a proposal,
    b. Date,
    c. Course prefix, number,
    d. Course Title,
    e. Program Name,
    f. Course credits (lect/lab/soe),
    g. Proposed date of implementation,
    h. Course description,
    i. Rationale for change (list of questions: why the change, who is affected, course articulation agreement, credit changes etc)
    j. Recommended class size, with rationale (i.e. lab confines number to x number of students per station)

      k. Pre-requisites – Mn Transfer curriculum, learner outcomes
      l. Transferability
***Note not all elements were determined or identified at the time of the meeting. The sub-committee will meet again (September 29, 2003) with Dan Flynn to finalize their report for the council's review. Dan Flynn is the IS link for the development of a common form which may be used by all faculty submitting changes to a course or program.

5. Common Course Outline: common elements needed by all programs.
   See above. There is a possibility that MnSCU can assist us in the process of identifying the common elements needed for the database, to name the fields in order that a common form can be developed. The idea is have Dan Flynn have a programmer set up a database with fields for information for faculty to enter data. The subcommittee will work to combine current forms used by both campuses, present a draft to the council. Next steps would include general approval from the faculty, implementation of the new forms for course outlines. It was determined, that both campuses will use their current forms for any curricular changes.

6. Curriculum alignment guidelines recommendations/proposals from administration.

   The council reviewed the guiding principles identified by Steve Alston, Kent Hanson, Jim Strandlie (handouts provided by Kent Hanson). The guideline proposal was approved. Kent will generate and provide a packet for program integration. Duplicate technical programs need the involvement of all faculty in the determination of successful curriculum. The council as a whole wants to maintain a regional approach, to keep like programs in alignment with other programs within the region, as this will facilitate ease of transfer for students, additionally the idea of regional alignment will keep us in line with the Chancellor's overall academic plan. There was discussion of Math – developmental courses needed, Accuplacer cut scores need to be identified and common in nature. One suggestion was to have the General Education and Liberal Education faculty meet and have breakout sessions to discuss philosophy, credits assigned, Mn Transfer curriculum requirements, common numbering system, timelines, etc.

7. Course/Program alignment:

   - completion deadline
   - partnership assignments for aligning courses and programs

   a. – Kent provided a document to address curriculum integration timelines:
       1. Duplicate technical programs and liberal arts/general education courses were identified in a September meeting
       2. Identify who is going to meet to align the curriculum
           a. Duplicate technical program faculty by 9/22/2003
           b. Liberal arts/general education program faculty by 9/22/2003
              i. General studies needs to be assessed/brought into discussion
       3. Review course alignment checklist at 9/22/03 academic affairs meeting – reviewed by council
       4. Suggested timelines for submission and approval –

By the Academic Affairs and Standards Council (AASC) January meeting:

       a. Transfer course will be aligned and submitted
       b. Developmental education requirements will be set

By the Academic Affairs and Standards Council (AASC) February meeting:

       a. all programs will have submitted plans with new numbers (4# system)
       b. all information needed for the catalog for duplicate programs will have been submitted; such as, program/course descriptions and program plans
       c. all programs will have submitted changes in the program plans to reflect changes in liberal arts/general education, where applicable. (i.e. credits, course numbers, etc)
       d. Assessment cut scores will be determined

By the AASC April Meeting:

       a. approval of common course outlines

    Kent Hanson, will be emailing the guiding principles, a list of programs which are duplicated in our current configuration

8. Nursing program replication in Staples.
   Approved: council approved the replication of the Nursing ADN program in Staples. Proposal for replication of the ADN program to EGF campus was tabled until the next meeting, Kent will bring additional data to the meeting concerning replication to EGF.

9. Computer Networking Service Program
   Roger Peterson provided information about a proposal for an AS in Computer Science/Networking. Roger Peterson provided insight into the proposal as well as a history, as there are students enrolling in the college without a computer networking degree to work toward. Council members requested that Roger speak to Don Campbell and Don Fisher of EGF campus since they will need to provide input into the degree, as it is a program which will be integrated. Council members questioned the course identification as ELEC rather than a CPTR. Council did not approve the proposal as is - council members will need additional information about the proposal and an integration plan with an existing program within the college.

10. Maintaining standards of excellence in instruction.
    Kathy Huschle wanted to express a reminder to the council about the charge of the council, to examine academics and to support excellence in instruction.