

Minutes 1/30/04

Members present: Ruth LeTexier, Kathy Huschle, Jim Strandlie, Kent Hanson, Steve Alston, Rocky Ammerman, Jack Haymond, Roger Peterson, Mark Harmon, David Christian, Mike Normandin, Avis Dyrud, Shari Olson, Beth McMahon, Sue Olson, Kate Schmalenberg.

Guest: Chad Couatte

Approval of Minutes: Clarification was made on prefix and numbering of comp courses. We will use TRF current numbers for gen ed as a database of courses is built. New courses will have numbers assigned in database.

Regionalization: Following a report on a region academic affairs meeting, discussion was held regarding what curriculum alignment across the region really means. Mixed messages are being received from administration. A regional alignment proposal from NTC-Bemidji was shared with the committee. Following is the Northland response to regionalization. This response will be shared with faculty.

Introduction

NCTC must be able to offer programs that meet the needs of their local stakeholders: Students, Business, Industry, and Community. The council will utilize the following criteria to evaluate regional alignment of programs and courses.

Criteria

Shared Programs = programs with shared delivery of courses across colleges, i.e. ITV, Distance

- Shared Programs should be significantly similar.
- The councils of the impacted colleges **MUST** approve the changes in the program. FYI to other colleges in the region.

Stand Alone Program = programs with no shared delivery of courses. The programs may have the same title, but changes have no impact on distance delivery or programs at other campuses.

- Alignment of core courses should exist where possible for student transfer. Regional variation may exist to suit the needs of local business and industry.
- Local AASC approval of program changes is needed with FYI to other colleges in the region.

Course Alignment =

- General Education and Liberal Arts alignment will be guided by the Minnesota Transfer Curriculum Criteria.
- Courses in shared programs and distance education offerings should have common course outlines (outcomes and credits) that are significantly similar.

Process for Curriculum Review:

- 1) Faculty will consult with Academic Dean/s regarding course proposals, ideas, changes, etc.
- 2) Faculty will develop the common course outlines and Curriculum Modification/Development Forms based on input from other resources such as other departmental faculty, advisory board where applicable, and the Academic Dean.
- 3) It is strongly encouraged that the faculty consult with their local curriculum resources (Avis Dyrud and Bonnie Andrys) in the development of learner outcomes.
- 4) Faculty will forward Common Course Outline and the Curriculum Modification/Development Forms to the Co-Chairs of the AASC prior to submission deadlines. (one week in advance)
- 5) The AASC Co-Chairs will forward the information to the AASC committee members.
- 6) The AASC members will review the information prior to the meeting.

AASC recommendations to approve or disapprove will be made at the meeting and communicated to the faculty member.

Curriculum Integration/ Curriculum Alignment – Progress to date

- All common transfer and general studies courses must be completed and submitted by the Feb. 26, 2004 AASC meeting.
 - o Not yet submitted: Small Group communications, A & P I, A & P II, MATH2203 Statistics, ECON2202 Macroeconomics, PSYC1101 General Psych, PSCY2201 Developmental Psych, PSYC2212 Abnormal Psych, PLSC1103 State and Local Government
 - o General Studies not submitted: Human Relations, Contemporary Career Topics/ Contemporary Career Search, Intro to Computers, First Aid/CPR, _____
- Developmental courses are being reviewed by faculty groups. “Cut scores” vary by campus. A task force of faculty (technical program faculty and developmental course faculty) and staff will be called together to make recommendations to AASC regarding cut scores for NCTC as a whole. Recommended scores and aligned developmental course outlines must be submitted by Feb. 19, 2004 for consideration at the Feb. 26th meeting in EGF. There will be a college minimum for specific skill areas, ie. Math, reading, writing.
- Program Alignment:
 - o Accounting will use existing EGF curriculum due to alignment with distance education. Program plan (including program description and course descriptions) must be submitted by 2/19/04; may use existing course outlines.

- Administrative Support – work in progress. Program plan (including program description and course descriptions) must be submitted by 2/19/04
- Automotive Services will use existing TRF curriculum due to strength of TRF curriculum and NATEF certification. Program plan (including program description and course descriptions) must be submitted by 2/19/04
- Computer Networking Technology – curriculum plan completed and approved at 12/03 meeting. Common course outlines are due to be completed by April AASC meeting.
- Medical Secretary – work in progress. Relationship between the campuses must be defined. TRF does not have a Medical Secretary program. Program plan (including program description and course descriptions) must be submitted by 2/19/04
- Practical Nursing – work in progress. Will be aligning with region. Program plan (including program description and course descriptions) must be submitted by 2/19/04
- Sales, Marketing, Management – work in progress. Program plan (including program description and course descriptions) must be submitted by 2/19/04
- Welding – will use EGF curriculum due to strength of program. Program plan (including program description and course descriptions) must be submitted by 2/19/04
- Childcare – does not need to be aligned. EGF has approval to offer AS in Childcare Paraprofessional. EGF program is currently being delivered via ITV from Wadena to EGF. Next fall the program will be offered on EGF with day time programming (no ITV). The TRF and EGF programs are being encouraged to align courses with similar content to the extent possible to allow for flexibility for students.
- ALL EGF Programs: Must submit a new program plan with new numbers (4# system) for program courses by 2/19/04 to the academic dean.
- Course Prefixes/ numbers: Faculty will meet to determine course prefixes/ numbers where differences exist.

Curriculum Review

| New Course | Old Course | AASC recommendation |
|---|----------------------------------|--|
| MATH0090 Introductory Algebra (3 credits 3/0/0) | MATH004 | Approve |
| MATH0098 Intermediate Algebra (3 credits 3/0/0) | MATH008 | Approve |
| MATH1110 College Algebra (3 credits 3/0/0) | MATH150 – EGF; MATH1109 - TRF | Approve; Suggest change in wording of outcomes i. and j.: change word “applications” to “applied”. |

| | | |
|--|----------------------------------|--|
| MATH1120 Finite Math - numbering change only | MATH152 | TRF is adopting EGF course – number change only |
| ENGL1111 Composition I (3 credits 3/0/0) | COMP110 - EGF | Approve |
| ENGL1112 Composition II (3 credits 3/0/0) | COMP120 - EGF | Approve |
| PHIL1102 Intro to Ethics (3 credits 3/0/0) | PHIL130 - EGF | Provisional approval with recommended changes: Learner outcome #1: change “their” to “one’s own”; #2: remove words “understand and” |
| PHIL1101 Intro to Philosophy (3 credits 3/0/0) | PHIL120 - EGF | Provisional approval with recommended changes: Learner outcome #1: change “awareness” to “knowledge” |
| SOCI1101 Intro to Sociology (3 credits 3/0/0) | SOCI110 - EGF | Provisional Approval; recommend removal of language addressing Core Competencies; change learning outcome #6: change “demonstrate awareness of” to “describe” |
| SPCH1101 Fundamentals of Speech | SPCH1101 – TRF; SPCH110 - EGF | Tabled; Questions re: course title, credits, and description; recommend working with faculty resource re: learner outcomes; complete curriculum modification form; communicate with academic dean. |
| OTA - Multiple Courses | | Approved via email voting post-meeting with a few minor changes suggested. All changes forwarded to the program director. |

Policies

- 3320R Appeals and Grievance Policy and 3320PR Appeals and Grievance Procedure: Approval of policy as written
- Field Trips R: Provisional approval: recommend further research into wording of #5

- Low Enrollment Policy: change wording to “notice one week prior to the beginning of the course”
- Grading Policy: Approved
- All other policies (list policies from handouts provided): approved.

Other

Adjourned: 3:00 pm