

Minutes 2/26/04

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

Members Absent: Avis Dyrud, Shari Olson, Jeff Dyrud

Guest: Chad Couaette

1. Approval of Minutes:

- One correction was made to the minutes: Statement that TRF does not have a Medical Secretary program was deleted.
- There was discussion regarding the process for submission of curriculum modification materials – whether or not there should be a deadline for all courses was discussed. Consensus was that for this year the date will be removed from the form. The modification form will need to be corrected.
- Correction to the Curriculum Modification Form – to include previously approved wording “Attach necessary Minnesota Transfer Curriculum Forms” and “Under normal circumstances, consultation with the Academic Dean is recommended prior to submission”.

2. Nursing – Tabled

3. Regionalization

- Joe Stafki, MSCF addressed the group for 30 minutes. He addressed Distance Education and claiming rights.
- The distance course will remain with the college of origin
- There will be no cross colleges (outside of NCTC) claiming rights.
- Between the NCTC common college there will be a rotation
- Training for distance delivery is unclear at this time whether it will be mandatory or discretionary

Update on the Regional Agreement – essentially the same, some minor changes.

Agreement on leaving articulation agreements out of the regional alignment piece.

4. Curriculum Modification Process

- Faculty are to submit a Curriculum Modification Form when making any changes to a course or to a program
 - o Faculty need to collect and include support (emails) from their peers in the discipline or area and forward this to one of the co-chairs whenever changes are being made to a course or program
- Faculty are to enter courses into the database so all members of the AASC can view them prior to the meeting
- Communication is key to keeping all members informed of ongoing curriculum revisions
 - o EGF – database or faculty folder on the network (AASC)
 - o TRF – database or emails forwarded from Kathy Huschle

5. New program development process – Tabled

Curriculum Integration/ Curriculum Alignment – Progress to date

- All common transfer and general studies courses were required to submit curriculum by the Feb. 26, 2004 AASC meeting.
 - o Integrated General Education/Liberal Arts courses not yet submitted: A & P I and A & P II
 - o General Studies not submitted: First Aid/CPR, College Success Skills/ Study Skills, Comprehension Building, Nutrition.
- Developmental courses are being reviewed by faculty groups. There will be a college minimum for specific skill areas, ie. math, reading, writing. A minimum threshold was set and individual programs may set the level higher if needed.
- 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. DONE
 - o Administrative Support – work in progress. Program plan (including program description and course descriptions) must be submitted by 2/19/04 DONE
 - o 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 NOT DONE
 - o Computer Networking Technology – curriculum plan completed and approved at 12/03 meeting. Common course outlines are due to be completed by April AASC meeting.
 - o Medical Secretary – work in progress. Relationship between the campuses must be defined. Program plan (including program description and course descriptions) must be submitted by 2/19/04 NOT DONE
 - o 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 Significant progress has been made, plans are being finalized however the plan was not submitted at this time. NOT DONE
 - o Sales, Marketing, Management – work in progress. Program plan (including program description and course descriptions) must be submitted by 2/26/04 NOT DONE
 - o 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 NOT DONE

- 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.
NOT DONE
- ALL EGF Programs: Must submit a new program plan with new numbers (4# system) for program courses by 2/26/04 to the academic dean. NOT DONE
IF NOT SUBMITTED BY 3/5/04 NEW NUMBERS WILL BE ASSIGNED.
- Course Prefixes/ numbers: Faculty will meet to determine course prefixes/ numbers where differences exist.

NCTC – suspend Emergency Medical Certificate (never offered), Flight Line Avionics Certificate (never offered), Flight Line Avionics AAS (never offered), Computer Information Systems AS (due to low enrollment)

Curriculum Review

Course Changes		
CPTR1104 Intro to Computers (2/1/0)	Tabled	Crs #, Title, cr - approved Breakout – not approved Sent back to faculty to agree on breakout
Delete SSCI1104 Human Relations Add SSCI1101 Human Relations (3/0/0)	Approved	Changed # to 1101 and need learner outcome assessment
Delete MATH002 Foundations of Math Add MATH0080 Math Foundations (3/0/0)	Approved	Integration developmental math courses
Delete MATH004 Intro to Algebra MATH006 Intro/Inter Algebra MATH008 Intermediate Algebra Add MATH0094 Pre-College Algebra (4/0/0)	Approved	Integration developmental math courses
ADMS0090 Basic Keyboarding	Approved	Integration
Delete COMM006 Fundamentals of Writing Add ENGL0090 Fundamentals of English	Approved	Integration, developmental English course
PLSC1103 State/Local Government (3/0/0)	Approved	Clean up errors

Delete PSYC110 General Psychology (EGF) Add PSYC1105 Intro to Psychology (3/0/0)	Approved	Integration, name change in EGF, TRF PSYC1101 General Psych will remain at 4 cr (4/0/0)
Delete PSYC122 Dev Psychology (EGF) Add PSYC2201 Developmental Psychology (3/0/0)	Approved	EGF will adopt the TRF number CCO developed
Delete PSYC130 Abnormal Psychology Add PSYC2215 Abnormal Psychology (3/0/0)	Approved	EGF will adopt the TRF number, CCO developed
Delete Contemporary Career Search 1 cr. Add CRLT2103 Job Seeking/Keeping (1/0/0/)	Approved	
SPCH1101 Intro to Public Speaking (3/0/0)	Approved	Integration
MUSC1111 Music Fundamentals(4/0/0) MUSC2215 Music Theory (4/0/0) MUSC1155 Class Voice (2/0/0) MUSC1175 Class Guitar (2/0/0)	Tabled until Mn Transfer forms are submitted	Suggestions: Course description for MUSC2215 – list MUSC1111 as a prerequisite. Change from 2/0/0 to 1/1/0 for both MUSC1155 and 1175.
ADMS Course Change Delete ADMS212 Integrated Elec Office (2/1/0) EGF ADMS1126 Electronic Office Procedures TRF ADMS122 Machine transcription EGF do not remove until end of 2004-05 Add ADMS2212 Integrated Elec Office (2/1/0)	Approved	
MEDA New Courses MEDA1100 Role of the CMA (1/0/0/) MEDA1110 Therapeutic Comm (1/0/0) MEDA1112 Nutrition / Wellness (1/0/0) MEDA2104 Specialty Exams I (0/1/0) MEDA2106 Specialty Exams II (0/1/0) Delete MEDA150 from program plan 1 cr Add CRLT2103 Job Seeking/Keeping 1 cr	Approved	
Program Plan for Sales, Mktg, Mgmt– AAS Delete MKTG110 Customer Service MKTG112 Retailing	Approved	

Add MKTG1106 Customer Relations Mgt (3/0/0) MKTG2205 Prin of Retailing (3/0/0)		
PROGRAM CHANGES		
Accounting Course number update Delete ACCT120 Business Law 3 cr BUSN2221 Prin of Accounting I BUSN2222 Prin of Accounting II BUSN1115 Personal Financial Management BUSN2218 Legal Environment Busn Add ACCT Legal Environment of Business	Approved Per Kent Hanson, No AASC vote	except change ACCT1112 to BUSN2221, ACCT1116 to BUSN2222, ACCT2100 to BUSN2218
Administrative Assistant – AAS Changes Delete ADMS122 (EGF), MKTG120 (EGF), ADMS240 (EGF), ACCT122 (EGF), ADMS1126 (TRF), ADMS1121 (TRF), ADMS1140 (TRF), CPTR1103 (TRF), CPTR1105 (TRF), CPTR2201(TRF), ADMS1122(TRF), CCSI1105 (TRF), SSCI2101(TRF) and 2 credits tech elective TRF, 1 technical elective EGF Add: ACCT1112 (EGF), SSCI2102 (both), CPTR1106 (EGF), ADMS1110 (both), ADMS1128 (TRF), ADMS2212 (TRF), ADMS1116 (TRF), CPTR1104 (TRF), AACT1124 (TRF), ADMS1114 (both) CPTR1106 (TRF)	Approved	Change old program names from Administrative Assistant AAS (EGF) 70 cr. and Administrative Office Support AAS (TRF) 64 cr. to Administrative Assistant AAS 65 cr.
Administrative Support - Diploma Delete ADMS122, ADMS112, ADMS1126, ADMS1121m ADMS1140, CCSI1105, SSCI2101, BUSN2221 Add SSCI2102, ADMS1110, ADMS1128, ADMS1116, CPTR1104, ACCT1100	Approved	Change old program names from Administrative Support Diploma 33 cr. and Administrative Office Support Diploma 32 cr. to Administrative Support Diploma 32 cr
Admin Support - Microcomputer Emphasis Delete ADMS122, ADMS112 Add ADMS1114 Desktop Pub/Pres Graphics (2/1/0) Technical Electives (2 cr)	Approved	

Admin Support - Bookkeeping Emphasis Delete ADMS122, ADMS112 1 cr. technical elective Add ADMS1114 Desktop Pub/Pres Graphics (2/1/0) ADMS1110 Word Processing (2/1/0)	Approved	
Redesign of Mass Communication - AS program to be submitted to MnSCU	Approved	
Marketing – AAS – 72 credits redesigned into Marketing – AS – 64 cr	Approved	Clean up course prefix, number, and titles between Sales, Mktg, Mgmt-AAS & Marketing AS. Also the total credits do not add up. Reconsider the math requirement to statistics instead of college algebra.
Health & Fitness Specialist – AS	Approved	
Suspend Emergency medical Services Certificate	Approved	
Suspend Flight Line Avionics – 15 cr	Approved	
Suspend Flight Line Avionics – AAS – 72 cr	Approved	
Suspend Computer Information Systems – AS – due to low enrollment	Approved	

Career Ladder in Manufacturing Process Technology – Presented by Chad Couaette. Industry partners in support of the program as a progressive educational plan. AASC applauded the effort and idea. Plan includes Year One: Production Welding Certificate, Manufacturing Process Technology “CORE”, Welding Process Technology Degree, Electronics Technology Degree, Machine Tool Technology Diploma. AASC recommends deleting the test out between year one and two. Year Two: General Education : 15 credits total, AASC recommends students should be required to select courses from Area 1 and Area 4 with the option of selecting another course from either Area 3 or Area 5, “CORE” classes (12 cr.) and MPT Electives (9 cr.). The final product is a diploma + year 2 = A.A.S. degree. Bemidji State University has a B.S. degree under development.

6. Policies

3040R First Reading

Discussion of the minimum number of general studies credits required for Diploma Program length. Council recommended the sub-group review programs within the College which award diploma and impact of reducing the requirements. Suggestions were to have diploma programs of 54 and less to require 3 credits and programs of 55 and more to require 6 credits. This would be a significant change in the current policy. Council will re-visit this policy.

7. Other

Honors Course TRF campus – Avis Dyrud - Tabled

Adjourned: 3:00 pm