

AASC Minutes October 13, 2004

Members Present: Steve Alston, Kent Hanson, Jeff Thomas, Shari Olson, David Christian, Ruth LeTexier, Elizabeth McMahon, Mike Normandin, Sue Olson, Jay Croy, Kathy Huschle, Jack Haymond, Dan Willoughby, Wade Selvig, Danie Packard, Diane Drake

Members Absent: Dennis Bendickson

1. Approval of the minutes.

The September minutes were approved.

2. Grade Change Form – Jeff Thomas

Jeff provided a revised "Change of Grade Form" for review. The group suggested adding the course id #, in front of the course number, course title, and course section area. Also suggested changing Social Security or Tech ID #: to only read Student Tech ID#. Jeff will present the form to Shared Governance for approval.

3. Assessment Committee Chair Kerry Jaeger to discuss learner outcomes, core competencies.

Kerry distributed for review a document entitled "Guidelines for Improving & Updating Your Program or Field of Study". A recommendation was made to keep the core competencies check boxes in the current common course outline form and in the "Suggested methods of Core Competencies assessment:" box, add the statement "see student learning course outcome matrix for specific details".

The group also agreed that the program learner outcomes will be reviewed by the assessment committee, the AASC will continue to review individual learner outcomes for individual courses and changes need to tie into the overall program outcomes or changes need to be made to the program outcomes.

4. Mn-Transfer forms, approval process.

The group discussed the forms and process that should be required when submitting a new Minnesota Transfer course as well as already approved courses that are requesting approval for another area. Ruth distributed a copy of the MnSCU curriculum review form. Kathy mentioned the TRF campus already has a form. A small group (Kathy, Jeff, Mike, David) will meet to compare the two forms and develop a common form, a process, and present the information at the November meeting.

5. Displaying curriculum semester order plans on the web, common course outlines: changes directed to Karleen Delorme.

A few faculty members have requested changing the semester order display from 1st Fall Semester, 1st Spring semester, 1st Summer semester, 2nd Fall semester, 2nd Spring semester, 2nd Summer semester to read 1st semester, 2nd semester, 3rd semester, 4th semester, etc. The group reviewed the displaying of semester order plans and agreed to leave them as is but add the following statement "For information regarding alternate semester order plans, contact your academic advisor."

6. Rotation list for teaching on-line courses at Northland.

Kent informed the group a rotation list would not be developed and should remain the right of administrative assignment. Summer rotation will continue and is contractual. Discussion occurred related to using the IMS platform to deliver an on campus course versus teaching distance/online.

7. Procedures for offering on-line courses NOT through the cooperative for distance Ed. Can we serve Northland students only?

Some courses will be offered through the Distance Education cooperative and some courses will be scheduled only through NCTC depending on what the faculty agree to with their Academic Dean. It was suggested indicating in the "notes" within each course whether the course is web supplemented, web enhanced with less class room contact time, or totally online. A small group (Dan, Beth) will work on clarifying the terms previously identified.

8. AASC size – 6 or 5 reps from each entity?

The group agreed to 5 reps from each entity. The administration entity will consist of Kent Hanson, Shari Olson, Steve Alston, Jeff Thomas, and Dennis Bendickson.

TRF – Kathy Huschle, Jack Haymond, Danie Packard, Dan Willoughby, Wade Selvig

EGF – Ruth LeTexier, Beth McMahon, Mike Normandin, Susan Olson, Jay Croy, or David Christian. EGF needs to determine their five members.

Rocky Ammerman & Kate Schmalenberg will attend on a consulting basis only.

9. Curriculum Transition to the New Format

The courses remaining in IPSI format must be moved to the new common course outline format by April 15, 2005. The Academic Deans will work with the AASC Chairs to develop a timeline in presenting the courses in December, February, and April. A recommendation was made to have Bonnie Andrys and Avis Dyrud review the learner outcomes of each course before the course is reviewed by the AASC.

10. General Education Policy

Mike Normandin, Bonnie Andrys, Kerry Jaeger, Kathy Huschle, Jeff Thomas, Steve Alston, and two TRF faculty will work together to develop a college general education policy which includes guidelines for general studies courses in the Diploma programs. The group will report back to the committee at the next meeting.

11. Draft of Strategic Goals

Kent presented a draft copy of the strategic goals and asked the committee to review the document for discussion at the next meeting.

Curriculum Review

| Action | Course | |
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| Not Approved | EMTB1102 1 (1/0/0) EMT-Basic Practical Exam | CCO in database for review. Kathy will discuss the course with Dan Sponsler. |
| Approved | ELEC2241 Sensor Technology 3cr (3/0/0) ELEC2242 Systems Integration 2cr (2/0/0) | Digi-Key Technology II certificates, courses are in the CCO database |
| Approved | PHIL2240 Issues in Business Ethics 3/0/0 | MnTransfer Curriculum Motion made and approved to accept the course in transfer areas 2 & 9 |

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| Approved | FBMT1175 Intro to Commodity Marketing (on-line course) (3/0/0) Precision Agriculture Courses: SBMT and FBMT 2350 Intro to Precision Agriculture 2351 Geographic Information Systems 2352 Global Positioning Systems 2353 Variable Rate Technologies 2354 Remote Sensing 2355 Yield and Crop Monitoring 2356 Crop Scouting 2357 Guidance Systems | CCO in the database for review |
| Tabled | ELEC2225 Adv 3cr (2/1/0) Microcomputers | Change ELEC2225 from 4 cr to 3 cr to accommodate an internship. Change course description. |
| Tabled | MFPT2575 MFPT Internship I 1 cr 0/0/1 | New course to meet industry need. Outcomes must specify more specific manufacturing outcomes. |
| Tabled | MFPT2576 MFPT Internship II 1 cr 0/0/1 | New course needs to be developed to reflect different outcomes from Internship I. |
| Approved | Manufacturing Process Technology – Electronic Emph Manufacturing Process Technology – Welding Emph | Both program plans will decrease the technical electives from 9 to 8 cr when adding the second internship as a required course. As well as adding the 1 st internship and changing credits of ELEC2225. |
| Approved | Electronic Component Technology Marketing | Change program title to Electronic Technology Marketing I ELTR 2311 Electronic Components I 3 cr ELTR 2313 Electronic Components II 3 cr ELTR 2315 Applied Mktg Elec Components 3 cr |
| Approved | New program Electronic Technology Marketing II Certificate 10 cr | ELEC 1108 Electronic Assembly Tech 2 cr ELEC 2240 Micro Controllers 3 cr ELEC 2241 Sensor Technology 3 cr ELEC 2242 Systems Integrations 2 cr |
| Approved | New program Electronic Technology Marketing Diploma 31 cr | ELTR 2311 Electronic Components I 3 cr ELTR 2313 Electronic Components II 3 cr ELTR 2315 Applied Mktg Elec Components 3 cr ELEC 1108 Electronic Assembly Tech 2 cr ELEC 2240 Micro Controllers 3 cr ELEC 2241 Sensor Technology 3 cr ELEC 2242 Systems Integrations 2 cr General Education courses 6 cr Technical Elective courses 6 cr |

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| Approved Pending remaining info must be submitted by Shari Olson | New program Electronic Technology Marketing AS 61 cr | <p>Must resubmit to the committee with a letter of articulation agreement and a listing identifying specific course numbers, course titles, and credits.</p> <p>ELTR 2311 Electronic Components I 3 cr ELTR 2313 Electronic Components II 3 cr ELTR 2315 Applied Mktg Elec Components 3 cr ELEC 1108 Electronic Assembly Tech 2 cr ELEC 2240 Micro Controllers 3 cr ELEC 2241 Sensor Technology 3 cr ELEC 2242 Systems Integrations 2 cr General Education courses 12 cr Technical Elective courses 6 cr 24 Credits from within the following areas: Area 1 – Communications – 9 cr Area 2 – Critical Thinking – 3 cr Area 3 – Natural Science – 6 cr Area 4 – Math & Logical Reasoning – 3 cr Area 5 – History & Social Science – 9 cr Area 9 – Ethical/Civic Responsibility – 3 cr</p> |
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