

AASC September 8, 2004

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

Absent: Lyle Batton

Minutes Approved

1. Chair Election – Motion carried to elect Kathy Huschle and Ruth LeTexier to co-chair the AASC.
2. Meeting Time – Motion carried to adjust the meeting dates and times for the spring semester.
3. Replication of Truck Driving Program to TRF campus. Discussion included sharing of resources for program, alternating schedule and start times between the 2 campuses, funding to secure cold storage facility, driving range and instruction. Motion carried to approve the request for replication, the next step is to send this on to the State to gain approval of the program replication.
4. Program Outcomes – identified as an integral part of the overall assessment strategy. Kent Hanson asked the AASC to identify a method to collect and validate the program outcomes. Motion carried to have the student learner outcomes tool designed and an outcome inventory gathered by the assessment committee. The program directors will forward the outcomes (in proper format) to the AASC for review. Recommendation to have a subgroup of the Assessment committee and a subgroup of the AASC work together to determine the criteria for student learner outcomes. By the October 13th AASC meeting, the assessment committee will have determined the tool it will use to format the learner outcome list.
5. Core Competencies – Recommendation to secure faculty input in regard to the Core Competencies format the assessment committee has prepared. The plan is to build the competency levels into the assessment tool. The assessment committee has recommended that all the core competencies be met by the overall program curriculum. Motion carried to adopt the Core Competencies.
6. Grade Change – Motion carried to adopt the use of a common form for our College which would include the following: faculty rationale for the grade change, signature of the Dean, and grade appeals must be done within 30 days of the final day of the semester. The Dean will submit the signed request to the office of the registrar.

Curriculum Review

Action	Course	
Approved	PHIL2240 Issues in Business Ethics 3/0/0	Dennis Bendickson will provide verification of other MnSCU institutions offering similar courses

Approved	TRDR1153 Transportation Regs 2/0/0	Delete TRDR1154 Transportation Safety
Approved	FBM Advanced Marketing Courses: FBMT3170 Analyzing Fund Info 3/0/0/ FBMT3173 World Effects on Markets 2/0/0 FBMT3180 Historical Price Analysis 2/0/0 FBMT3183 Govt Prog in Marketing 2/0/0 FBMT3190 Adv. Technical Analysis 3/0/0 FBMT3193 Analyze Option Strategy 3/0/0	All part of the state wide curriculum
Approved for ONE TIME offering	ELEC2240 MicroControllers 3/0/0	Part of the Digi-Key University program. Recommendation: Jeff Thomas will work with Customized Training and ask that the plan be clarified to the AASC in regard to certificate, diploma and associate of science degree requirements and awards.