

Academic Affairs and Standards Council
March 9, 2005
9am – 12noon TRF #654

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

Members Absent: Kathy Huschle

Review of Minutes

February minutes approved as recorded.

Remove (fulfills MNTC. . .) from CCO's

The (fulfills MNTC areas 2, 5) will remain in the course descriptions so students are aware of the MN Transfer areas each course fulfills. The same course description also populates ISRS, DARS, and CAS which requires the MNTC areas to be listed at the beginning of the course description so students searching for courses meeting MN transfer areas are able to see which areas a course fulfills.

Sports Management Emphasis Proposal

Tabled for future submittal

Recommendation: Faculty will work with Jeff Thomas regarding the investment resources required to develop the new courses in this emphasis area. The emphasis proposal must total 64 credits and all MN transfer areas must be covered. The proposal also Need appropriate documentation from two other higher education institutions to ensure the two years will completely transfer into a four year program.

Deb distributed copies of the Associate of Arts with an emphasis in Sports Management proposal and copies of a UMC sports management program curriculum. The NCTC courses selected were based on the courses required in the similar programs offered at UMC and BSU. Suggestions were made to check on the Psychology of Sport course to determine transferability and fulfillment of the math component. .

Catalog change for Athletic Training

The appropriate paperwork must be submitted to Jeff for discussion then resubmitted to the April meeting for review.

Graduation Honors

NCTC recognizes two separate graduation honors between the two campuses. TRF currently recognizes three levels of academic honors and EGF has two levels. The group determined two levels will be recognized as follows: Highest Honors at 3.75 – 4.0 and Academic Excellence at 3.5 – 3.74.

Residency Policy

Dennis indicates the current policy only states students need to take 25% of the total credits at NCTC. Dennis pointed out students are more mobile and the policy should specify when (first 20 credits or final 20 credits) and how many credits (20, 40, 25%) must be taken at NCTC to be awarded a degree. A residency policy will be added to the next agenda.

Liberal Arts AA program

Steve recommended a liberal arts advisory meeting to review the drafts of fall schedule for both campuses to determine synchronizing and to make adjustments in coordinating staffing and efficiencies. The meeting was held at 1 pm on 3/9/05.

Institutional Review Board

EGF students were asked to complete an online survey in regards to their drinking habits. The survey did not indicate what the data will be used for, why it's being collected, or who will review the information. An Institutional Review Board (IRB) should exist if an institution is gathering human subject data. The IRB must ensure all data being gathered is not violating the rights of human subjects. Since one does not exist at NCTC, David Christian has been asked to establish and chair an institutional review board. The group agreed the IRB will consist of faculty from both campuses, an administrator, and an educated community member. By the April meeting, Dave will develop a general guideline draft for gathering human subject data. Suggestions were made to contact Steve Franz or Mike Lopez to determine if any MNSCU policy exists.

BSU Letter

Shari provided a copy of the BUS letter of articulation agreement for the Electronic Technology Marketing AS program. The letter will be submitted to MnSCU with the program redesign.

NCA Update

Kent indicated all documents have been sent to NCA and copies will be placed in the libraries for faculty review. The visit to occur on April 25-26 is based on governance issues. Two NCA members will visit the two campuses for two days.

General Education Policy

A general education policy will be drafted and presented at the April meeting. Suggested content for the policy:

the college mission statement;

all graduates must meet the identified core competencies;

the role of general education within NCTC as an institution.

Vote	Course	Discussion
Sent to Assessment Committee for review	Administrative Assistant – AAS 65 cr Administrative Support - Diploma 32 cr Admin Support – Microcomputer-Diploma Admin Support – Bookkeeping – Diploma Aviation Maintenance Technology	Reviewed program outcomes
Denied	ARCH1105, 1111, 1112, 1121, 1122, 1125, 1128, 1131, 1141, 2201, 2202, 2211, 2212, 2213, 2228, 2229, 2231, 2232, 2233, 2234, 2235, 2215, 2210, 2221, 2222, 2845	Reviewed learner outcomes Insufficient details and numbers of learner outcomes. Faculty will meet with Jeff who will assign someone to work on corrections.
Denied	CLST1106 Clinical Phlebotomy Intern 0/0/2	New course Need CCO to be completed
Denied	CVST2225	Reviewed learner outcomes Need more detail in learner outcomes
Denied	EMTP 1112, 1122, 1142, 2214, 2230, 2232, 2234, 2236	Reviewed learner outcomes Faculty will meet with Steve who will assign someone to work on corrections.
Denied	MFPT1001 OSHA Training 1 cr	New course
Approved	ACCT1132, 2200	Reviewed learner outcomes
Approved	AVIA 1101, 1102, 1104, 1105, 1107, 1110, 1120, 1121, 1123, 1125, 1127, 2201, 2203, 2205, 2207, 2223, 2225, 2245, 2247	Reviewed learner outcomes
Approved	BIOL1004, 1111, 1112	Reviewed learner outcomes
Approved	BLDG1114, 1120	Reviewed learner outcomes

Approved	BUSN1115 Personal Financial Mgmt	Reviewed learner outcomes and Needs MN Transfer articulation
Approved	BUSN2221 Prin of Acct I	Reviewed learner outcomes and prerequisite update - remove ACCT1100
Approved	BUSN2222 Prin of Acct II	Reviewed learner outcomes
Approved	CARP1102, 1104, 1106, 1108, 1110, 1112, 2204, 2214, 2216,	Reviewed learner outcomes CARP 1106, 2204 need assessment, and CARP1112 – item 6 needs clarification
Approved	CHEM1020, 1121, 1122, 2211, 2212, 2221	Reviewed learner outcomes
Approved	CHEM1101 Environmental Chemistry 4	Inactivate course
Approved	CHEM1103 Chemistry of Food CHEM1105 Forensic Science	Prerequisites changed from MATH0094 or high school algebra To arithmetic assessment 50 and elementary algebra assessment score of 50
Approved	CHEM2205 Survey of Chemistry	Reviewed learner outcomes, change prerequisites and change credits from 3 to 4
Approved	CLST1102	Change credit breakout previous 2/1/0 to 0.5/0.5/0
Approved	CLST1104	Change in credits from 3 to 2 credits,
Approved	CLST1130, 2240, 2242	Reviewed learner outcomes
Approved	COSM1130	Reviewed learner outcomes
Approved	Cosmetology Drop total program credits from 57 to 56	Review program outcomes and delete CPTR1100 Computer Basics 1 cr from the required curriculum
Approved	CPTR1100 Computer Basics	Reviewed learner outcomes Choose one core competency – not three.
Approved	CRJU 1101, 1104, 1106, 1109, 1111, 1117, 2201, 2202, 2208, 2215, 2220, 2235	Reviewed learner outcomes
Approved	ENGL 0090, 0093, 1012, 1111, 1112, 1126, 2203, 2207, 2241, 2242, 2248, 2251, 2252	Reviewed learner outcomes
Approved	HLTH1108, HLTH2208	Reviewed learner outcomes
Approved	HPER1131, 1133, 1150, 2244	Reviewed learner outcomes
Approved	HPER2250	Reviewed learner outcomes and Prerequisite change – None (BIOL2252 strongly recommended)
Approved	JOUR1101, 1102, 1181	Reviewed learner outcomes
Approved	MATH0080, 0094, 1001, 1102, 1106, 1113, 2203, 2231, 2232, 2233	Reviewed learner outcomes
Approved	MATH1131 Applied Calculus 4 cr 4/0/0 Approved for 3 cr only. Change to 3 cr 3/0/0	New course # of Credits – Transfer institutions cut course to 3 cr focus audience to UMC and UND. Verify it will transfer to UND.
Approved	MEDA2000, 2002, 2004, 2010	Reviewed learner outcomes
Approved	MKTG1108, 2116, 2120, 2200, 2201, 2205, 2300, 2304, 2308, 2320, 2900, 2920	Reviewed learner outcomes

Approved	NORW1102 Basic Norwegian II 4 cr 4/0/0	New course
Approved	NSCI 1103, 1123, 2203	Reviewed learner outcomes
Approved	Nursing AS program plan change	Drop MN Transfer Elective 1 cr due to CHEM2205 course increasing from 3 to 4 cr
Approved	Phlebotomy Certificate program implementation	Approved in 1999 - Drop total program credits from 19 to 12
Approved	PHRM1001, 2001, 2002, 2004, 2010, 2012	Reviewed learner outcomes
Approved	PHRM2006 Adv Prac & Tech Skills 4 cr	Inactivate course – no longer used
Approved	RESP1104, 1120, 1124, 2206, 2248, 2252, 2258, 2262, 2266, 2276 Inactivate RESP2234	Reviewed learner outcomes
Approved	SCMT1111, 1112, 1114, 1116, 1117, 1121, 1124, 1135, 1232, 1241, 1243. 2000, 2125, 2127, 2131, 2132, 2136, 2200, 2234, 2300, 2305, 2315 2320, 2330, 2335, 2340, 2400, 2500	Reviewed learner outcomes 2200 outcomes 2400 description / outcomes 2500 more outcomes All fixed.
Approved	SOCI 2215	Reviewed learner outcomes

Next Meeting

The next meeting is scheduled for April 19, 2005, from 1-4pm on the EGF campus.