

**AASC Minutes
October 12, 2005
TRF #343 1-4 pm**

Present: Kent Hanson, Mike Normandin, Jeff Thomas, Dennis Bendickson, Rocky Ammerman, Kathy Huschle, Susan Olson, Mary Belanus, Danie Packard, Jack Haymond, Curtis Peters

Absent: David Christian, Kathy Olson

Review of September Minutes

September minutes were reviewed and approved as recorded.

Faculty Evaluation

Dorinda Sorvig, who served on the subcommittee from shared governance to develop the faculty evaluation process and forms, presented the following 4 pieces:

- 1.) The Philosophy, Principles, Purpose, Process, and Procedure.
- 2.) Student Evaluation of Faculty – these questions will be incorporated into a scantron form.
- 3.) Faculty Classroom Observation – administrators use to evaluate faculty
- 4.) Professional Development Plan

Dorinda indicated the faculty evaluation committee is proposing to have student evaluations completed for at least two courses on non-probationary instructors each semester. These evaluations will be administered to students mid semester and at the end of the semester with the feedback being returned to instructors a week or two after the survey has been taken.

Discussion occurred regarding who would be compiling and processing the student surveys to be returned to faculty as this process is a very time consuming job and the current staff, the academic assistants, would not be able to meet these timelines due to the various other duties required during the same timeframe. Kent believes the student surveys to be an important assessment piece and offered Mary Jo's time in the compiling and processing of the student evaluations.

In quickly glancing over the information, the committee recommended changing the tense of the student evaluation questions from past tense to present tense if the survey is done mid semester. The committee also recommended reducing the number of write in questions from three to one with the one question being: What suggestions can you give us to improve this course? Two other recommended changes on the Faculty Evaluation -- Under Procedure – For Non-Probation Faculty -- in question #1 remove the words "or trained peer". In question #3, change it from at least 2 courses to at least 1 course.

Cut Score

Norm Halsa visited the committee to raise the concern that a lot of trade students are not finishing the programs because they do not want to finish the general studies / general education programs. The Trades programs' graduation rate is very low and the programs are producing non completers because the students complete the core content courses and then leave the college to get a job. The program completion rates also affect the Perkins money for the college. The remedial courses should be developed to grab the interest of students so they remain in the courses and graduate with degrees. After some discussion, the committee agreed that Kathy will present the following two options to the English department: 1.) Stay with Fundamentals of English and the instructor will focus the content towards occupational interests for a couple sections. 2.) Look at improving the content of ENGL0093 Occupational Communications 3 cr to bring students up to a 78 score while retaining an occupational focus. Kathy will bring the English department's recommendations back to the next meeting.

Distance Delivery

Kent presented a draft copy of the Online Delivery of the Associate of Arts and the Associate of Applied Science Degrees. The college would like to offer more online degrees and to do so needs approval by Minnesota Online. NCTC will must also seek and receive MnSCU approval to offer a program online.

Kent will e-mail the latest version to Kathy and Mary who will then forward the information to all faculty for review.

Hybrid Courses

Mike questioned if any guidelines have been established for delivering hybrid courses. The committee discussed the possibilities of offering hybrid courses and has concerns for delivering hybrid courses due to lack of guidelines and assessment tools. The committee also recommended developmental courses should not be delivered in the hybrid format. Administrators will appoint a committee to develop a rubric which includes such items as number of hours a course must meet face-to-face versus online and what assessment tools will be implemented.

Curriculum Changes

Vote	Course	Discussion
Denied	COSM – all cosmetology courses	The faculty fixed the lecture/lab component on each course. Kathy will ask Avis to work with the COSM faculty on the learner outcomes and methods of learner outcome assessment.
Approved	WELD1114 Basic Fabrication 4 cr	change prerequisite from WELD1110 to WELD1110 or MFPT1520.
Approved	NURS2113 NCLEX Review 1 cr	should be 1 lab credit
Approved	PHYS1101 Physical Environment 3 cr READ0092 Reading Foundations 1 cr READ0094 College Reading 2 cr SOCI2250 NCTC Discovery Series 1 cr	The listed courses are no longer delivered and should be inactivated.
Approved	ENGL 2207 Technical Report Writing 2 cr	change from 2 cr to 3 cr course and change name to Technical Writing. Suggested corrections to make: add web design as another learner outcome as well as changes Kerry Jaeger suggested.
Approved	Lean Manufacturing Program The program plan will remove the MANF2540 Facilitating Teams 2 cr as a required course and offer the course as an elective. Also add CPTR1104 Intro to Computer 3 cr as an elective.	

Next Meeting

The next meeting is scheduled for November 8, 2005, from 1-4 pm on the EGF #106.

Wed	Dec 14	9-12 noon	ITV EGF-306B, TRF-329(??)
Tues	Jan 17	9-12 noon	ITV EGF-306B, TRF-453
Wed	Feb 8	1-4 pm	ITV EGF-306B, TRF-453
Tues	March 7	1-4 pm	EGF
Wed	April 12	9-12 noon	TRF
Tues	May 9	1-4 pm	EGF