

**AASC Minutes**  
**September 13, 2005**  
**EGF #315 9-12 noon**

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

**Absent:** Danie Packard, Kathy Olson

**Review of May minutes**

May minutes were reviewed and approved as recorded.

**Election of Co-Chairs**

Kathy and David volunteered to serve as co-chairs for the year. A motion was made, seconded, and approved to have the Kathy and David serve as co-chairs.

**Outstanding Courses**

Kathy distributed a copy of the courses which remain to be presented and approved by AASC. These courses did not get presented/approved last year.

HITM courses will become inactive as of 8/30/05 as the program has been suspended and student will finish out this year. Kathy and David will contact faculty regarding the remaining courses that need to be submitted by December 31, 2005.

**Institutional Learner Outcomes – PN program**

The Practical Nursing program has their institutional learner outcomes approved by the assessment committee.

**Accessing Completed Common Course Outlines**

For typographical errors, etc, the faculty will e-mail Karleen with a list of courses that will be opened so faculty can correct the information. The faculty will also e-mail Karleen once the information has been corrected so she can activate them again. For any other changes, the changes must be presented to the AASC for approval.

**Cut Score – English**

The English department determined the college assessment cut score will be 78. If students do not receive a 78, they will be required to take Fundamentals of English course in order to graduate from NCTC. The group discussed not allowing programs to set a lower program assessment cut score.

**Pre-requisite for ENGL1112 Composition II**

The prerequisite for ENGL1112 lists: ENGL1111 with a grade of C or higher.

However, college policy accepts D's as a grade so students can receive a D on courses and receive a NCTC degree with a 2.0 GPA. (Programs may require higher standards.)

Motion was made, seconded, and approved to change the prerequisite of ENGL1112 to ENGL1111.

**Radiology course # change**

RADT1136 Intro Special Procedures 1 cr 0/1/0 was moved to the 2<sup>nd</sup> year of the program so the number needs to be changed to RADT 2136 to reflect it is a 2<sup>nd</sup> year course. Approved.

**Credentials**

The group discussed the importance of ensuring appropriately credentialed / licensed faculty are teaching appropriate courses. Jeff indicated that MnSCU has a new credential standard that will start being applied this year.

**Finals Week EGF**

The group discussed the concept of incorporating a finals week on the EGF campus like the TRF campus is currently doing. AASC recommended developing a common scheduling practice between the two campuses during the Spring 06 semester with the implementation a college-wide finals week starting Fall 06 semester.

**Institutional Review Board**

David distributed a copy of a proposal for an Institutional Review Board for NCTC. The group will review the document and discuss at the October meeting. AASC members should share the document with colleagues interested in this information. Administration will also review the information with the Attorney General.

**Academic Policies**

Kent would like to review all academic policies that were approved last year. Kathy distributed a folder of policies to each member to be reviewed by the next meeting.

**General Education Policy**

A general education policy must be developed this year.

**Next Meeting**

The next meeting is scheduled for October 12, 2005, from 1-4 pm on the TRF campus.

Wed	Oct 12	1-4 pm	TRF
Tues	Nov 8	1-4 pm	EGF
Wed	Dec 14	9-12 noon	TRF (ITV possibility)
Tues	Jan 17	9-12 noon	EGF (ITV possibility)
Wed	Feb 8	1-4 pm	TRF (ITV possibility)
Tues	March 7	1-4 pm	EGF
Wed	April 12	9-12 noon	TRF
Tues	May 9	1-4 pm	EGF