

Academic Affairs & Standards Committee
September 12, 2007, 9-12 pm
TRF

Present : Kent Hanson, Mike Normandin, Jeff Thomas, Rocky Ammerman, Dennis Bedickson, Jack Haymond, Kathy Huschle, Joel Zigler, Mary Dyrud, David Christian, Donna Craigmile, Kate Schmalenberg, Curtis Peters, Susan Olson (will be replaced by Don Fischer)

Approval of Minutes

The May minutes were approved as recorded.

Program Changes

Vote	Course	Discussion
Approved	Electronics Technology Marketing – Diploma – Custom Training	Add two more elective courses to the list of electives the students can choose from. MKTG1108 Customer Relations Mgmt 3cr MKTG2201 Prin of Sales 3 cr

Course Changes

Vote	Course	Discussion
Tabled	MUSC 1111 Music Fundamentals 3 cr	Updated course description.
Tabled	MUSC 2201 Classroom Music Skills 3 cr	Updated course description.
Tabled	CPTR 1171 Fund Network Security 3 cr 2/1/0	New elective course – clarify learner outcomes

Committee Structure

Administration indicated the AASC committee will only have one chair.

Motion was made and seconded to table the issue regarding one chair versus two chairs until after the meeting Administration has scheduled with Division Chairs on Friday, 9/14. A poll was taken and the motion was denied. Jack Haymond nominated Kathy Huschle. Susan Olson nominated David Christian. Both accepted the nomination and the position responsibilities. Karleen will establish a survey to vote for the AASC Chair in D2L. Faculty need to cast their vote in D2L by Friday, 9/14 at 3 pm.

Academic Policies

NCTC's policies will need to be reviewed to ensure they reflect the MnSCU policies. This process needs to be completed by March 2008.

Academic Program Sustainability

The committee reviewed the Procedures for Reviewing Academic Program Sustainability.

The committee suggested the following changes:

By October, the academic deans will meet with "At Risk" programs to promote and foster program improvements within the academic year. The ultimate goal is to develop plans to help programs become more viable. However, in cases of budget restraints, some programs may need to be suspended on a shorter notice.

Institutional Learner Outcomes (ILO)

On the common course outline form, the committee suggested removing the words "Suggested methods of", therefore, all that remains is Institutional Learner Outcomes assessment.

Mary Dyrud will serve on a task force to review the institutional learner outcomes that have been submitted. The ILO's which are not complete-correct will be sent back to faculty for revision. The complete ILO's will be reviewed by the committee in October.

Meeting Schedule

Day	Date	Time	Location
Tuesday	October 23	9-12 pm	EGF
Wednesday	November 14	1-4 pm	TRF
Tuesday	December 11	1-4 pm	EGF
Wednesday	January 16	1-4 pm	TRF
Tuesday	February 12	1-4 pm	EGF
Wednesday	March 12	9-12 pm	TRF
Tuesday	April 8	9-12 pm	EGF
Wednesday	May 7	1-4 pm	TRF