

**Academic Affairs & Standards Committee**  
**September 9, 2008, 9-12 pm**  
**EGF #106**

**Present :** Kent Hanson, Hank Roehrich, Norma Konschak, Rocky Ammerman, Jack Haymond, Andy Mueller, Kathy Huschle, Don Fischer, Curtis Peters, Donna Craigmile, Joel Ziegler, Jennifer Dahlen

**Absent:** Mary Fontes

**Approval of Minutes**

The May minutes were approved as recorded.

**Program Changes**

| <b>Vote</b> | <b>Programs</b>  | <b>Discussion</b>   |
|-------------|--|---|
| Approved    | Admin Support Skills – Certificate – 16 cr - TRF and Online<br><br>MnSCU Approved on 10-31-08 for TRF campus only.     | Redesign program - proposed courses:<br>ADMS1100 Keyboarding I 3 cr<br>ADMS1120 Office Procedures 3 cr<br>ADMS1128 Records/Database Mgmt 3 cr<br>ADMS1116 Business Communications 3<br>CRLT2103 Job Seeking/Keeping 1 cr<br>CPTR1104 Intro to Computer Tech 3 cr  |
| Approved    | Bookkeeping Skills – Certificate – 16 cr – TRF and Online<br><br>MnSCU Approved on 10-31-08 for TRF campus only.       | Redesign program - proposed courses:<br>ACCT1100 Prin of Bookkeeping 3 cr<br>ACCT1124 Spreadsheet Concepts 3 cr<br>ACCT1128 Computerized Acct I 3 cr<br>BUSN2221 Prin of Accounting I 4 cr<br>CPTR1104 Intro to Computer Tech 3 cr  |
| Approved    | Computer Software Skills – Certificate – 16 cr – TRF and Online<br><br>MnSCU Approved on 10-31-08 for TRF campus only. | Redesign program - proposed courses:<br>ADMS1110 Word Processing 3 cr<br>ADMS1114 Desktop Pub/Pres Graph 3 cr<br>AACT1124 Spreadsheets Concepts 3 cr<br>CPTR1106 Microcomputer Databases 3<br>CPTR1500 Intro Web Concepts 3 cr<br>CRLT2103 Job Seeking/Job Keeping 1 cr   |
| Approved    | Firefighter/Paramedic – AAS – 72 cr – EGF – Fall 2009  | Redesign program – proposed courses:<br>FIRE 1100 Intro to Fire Service 2 cr<br>FIRE Firefighter Basic 6 cr<br>FIRE 1130 Rescue Theory & Practices 1<br>FIRE 1150 Haz-Mat Operational 3 cr<br>FIRE 1156 Fire Ground Control 2 cr<br>EMTB 1100 EMT-B 4 cr<br>EMTB 1300 BLS Ambulance Clinical 1 cr<br>EMTP 1140 Paramedic II 4 cr<br>EMTP 1144 Paramedic Skills 4 cr<br>EMTP 1160 Critical Care Clinical 2 cr<br>EMTP 1170 Support Services Clinical 2 cr<br>EMTP 1180 ALS Ambulance Clinical 4 cr<br>EMTP 2202 Paramedic III 4 cr<br>EMTP 2230 ALS Provider 1 cr<br>EMTP 2232 PHTLS Adv Provider 1 cr<br>EMTP 2240 Emergency Room Clinical 3<br>EMTP 2250 Acute Care Clinical 3 cr<br>EMTP 2270 Fire/Paramedic Internship 6 cr<br>BIOL 2252 Anatomy & Physiology I 3 cr<br>BIOL 2254 Anatomy & Physiology II 3 cr |

|          |  |   |
|----------|--|---|
|          |  | ENGL 1111 Composition I 3 cr<br>ENGL 2207 Technical Writing 3 cr<br>MATH 1110 College Algebra 3 cr<br>PSYC 1105 Intro to Psychology 3 cr<br>HLTH 2208 Pathophysiology 3 cr  |
| Approved | New Media – AAS – 60 – TRF<br><br>MnSCU Approved 4-6-09<br><br>Program effective 8-1-09          | New program - proposed courses:<br>CPTR 1500 Intro to Web Concepts 3 cr<br>ARCH 2228 Photoshop 4 cr<br>ARCH 2229 Photoshop II 4 cr<br>Advanced Web Concepts 3 cr<br>Podcasting 3 cr<br>Webcasting 4 cr<br>Digital Audio 1 cr<br>Nonlinear Audio Editing 3 cr<br>Digital Video 3 cr<br>Nonlinear Video Editing 3 cr<br>Digital Photography 3 cr<br>Video Distribution 3 cr<br>Video Graphics 2 cr<br>Sportscasting 3 cr or<br>Remote Broadcasting 3 cr<br>Broadcast/Webcast Economics 3 cr<br>SPCH 1101 Fund of Public Speaking 3 cr<br>ENGL 1111 Composition I 3 cr<br>ENGL 1112 Composition II 3 cr<br>MNTC Electives 6 cr |
| Approved | New Media – Diploma – 30 cr – TRF<br><br>MnSCU Approved 4-6-09<br><br>Program effective 8-1-09   | New program – proposed courses:<br>Podcasting 3 cr<br>Webcasting 4 cr<br>Digital Audio 1 cr<br>Digital Photography 3 cr<br>Nonlinear Audio Editing 3 cr<br>Digital Video 3 cr<br>Nonlinear Video Editing 3 cr<br>Advanced Web Concepts 3 cr<br>ARCH 2228 Photoshop 4 cr<br>CPTR 1500 Intro Web Concepts 3 cr  |
| Approved | New Media – Certificate– 17 Cr- TRF<br><br>MnSCU Approved 4-6-09<br><br>Program effective 8-1-09 | New program – proposed courses:<br>Digital Audio 1 cr<br>Nonlinear Audio Editing 3 cr<br>Digital Video 3 cr<br>Nonlinear Video Editing 3 cr<br>Podcasting 3 cr<br>Webcasting 4 cr   |
| Approved | Paramedicine – AAS – 72 cr - EGF   | Redesign to offer the courses in the same track as the new Firefighter/Paramedic.   |
| Approved | Pharmacy Technology – AAS - EGF  | G4: Math/Logical Elec 3 cr<br>Require MATH1110 College Algebra 3 cr or<br>Require MATH1102 Contemporary Math 3 cr<br>Drop G2: Critical Thinking Elec 3 cr<br>Add G6: Humanities Elective 3 Cr   |
| Approved | Radio Broadcasting – Diploma – 30cr– TRF<br>MnSCU Approved 4-6-09<br>Program effective 8-1-09    | New program – proposed courses:<br>Broadcast Regulations 3 cr<br>Sportscasting 3 cr or<br>Remote Broadcasting 3 cr<br>Broadcast/Webcast Economics 3 cr  |

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|--|--|---|
|  |  | Digital Audio 1 cr<br>Advanced Web Concepts 3 cr<br>Nonlinear Audio Editing 3 cr<br>Podcasting 3 cr<br>Webcasting 4 cr<br>Radio Studio 4 cr<br>CPTR 1500 Intro to Web Concepts 3 cr |
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### Course Changes

| Vote     | Course   | Discussion   |
|----------|--|--|
| Tabled   | ARCH 2232 3D Visual II 5 cr 3/2/0  | Expand current learner outcomes, must have a total of 10 learner outcomes.   |
| Tabled   | AUBO 2231 Auto Body Lab III 2 cr 0/2/0                                   | New course<br>Is this an elective or will it be a required course on the program plan?? If so, which program – AAS or Diploma? Which course are they removing so the total program credits remain the same?? |
| Tabled   | ENGL2xxx Community Service Writing 3 cr<br>ENGL2xxx The Short Story 3 cr | New courses<br>Need departmental support.  |
| Tabled   | NURS 2191 Directed Study 1 cr 0/1/0                                      | Is it a variable credit course?<br>Update learner outcome  |
| Approved | ACCT 1124 Spreadsheet Concepts 3 2/1/0                                   | Dual number as CPTR 1124   |
| Approved | HLTH 1130 Home Health Aide 1 cr 1/0/0                                    | New course – update course description   |
| Approved | HPER 1129 Plyometrics 1 0/1/0  | Remove Prerequisite  |
| Approved | ENTR – all courses   | Entered into CCO   |
| Approved | RADT 1118 Clinical I   | Updated course description   |
| Approved | RADT 1128 Clinical II  | Updated course description   |
| Approved | RADT 1138 Clinical III   | Updated course description   |
| Approved | RADT 2218 Clinical IV  | Updated course description   |
| Approved | RADT 2228 Clinical V   | Updated course description   |

### Curriculum Submission Protocol

Review the submitted changes. If faculty are available, they could attend the meeting to clarify the change request. The committee then votes. If a committee member cannot attend a meeting, the individual seeks another faculty member to attend in their place. A suggestion was made to seek a couple alternates from each campus who could attend in those instances. The committee reviewed the protocol

1. Faculty will consult with Academic Deans regarding course proposals, ideas, changes, etc.
2. Faculty will develop the common course outlines and Curriculum Modification/Development Forms based on discipline/program faculty support, advisory board input where applicable and the Academic Dean.
3. It is strongly encourages that the faculty consult with their local AASC faculty in the development of learner outcomes.
4. Faculty will forward Common Course Outline and Curriculum Modification/Development Forms to the AASC Chair prior to submission deadlines,
5. The AASC Chair will forward the information to the AASC committee members.
6. The AASC members will review the information prior to the meeting.

7. AASC recommendations to approve or disapprove will be made the meeting and communicated to the faculty member via memo.

**Institutional Learner Outcomes**

Hank and Norma will work with the faculty on each campus to complete the institutional learner outcomes.

**Sustainability**

Don Fischer will serve on the sustainability committee.

**Meeting Schedule**

| Day       | Date        | Time    | Location |
|-----------|-------------|---------|----------|
| Wednesday | October 15  | 1-4 pm  | TRF      |
| Tuesday   | November 18 | 1-4 pm  | EGF      |
| Wednesday | December 10 | 9-12 pm | TRF      |
| Tuesday   | January 20  | 1-4 pm  | EGF      |
| Wednesday | February 11 | 1-4 pm  | TRF      |
| Tuesday   | March 3     | 9-12 pm | EGF      |
| Wednesday | April 8     | 9-12 pm | TRF      |
| Tuesday   | May 5       | 1-4 pm  | EGF      |