

**Academic Affairs & Standards Committee
January 20, 2010 9-12 pm
EGF #301 TRF #545**

Present : Kent Hanson, Norma Konschak, Hank Roehrich, Mary Fontes, Rocky Ammerman, Jack Haymond, Andy Mueller, Kathy Huschle, Don Fischer, Curtis Peters, Rob Jung, Donna Craigmile, Shannon Nelson, Joel Ziegler, Kate Schmalenberg
Absent:

Approval of Minutes

The December minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Tabled	Heating, Ventilation, & Air Conditioning – Diploma 53 EGF	Drop ENGL 1012 Applied Communications 3 cr Increase Tech Elec 3 cr Should specific the courses to be taken as Tech Elec
Approved	Robotics Technology – Automated Systems – AAS, 72 cr, TRF -- MnSCU approved 4-8-10	Suspend Program
Approved	Nursing – AS, 64 cr – EGF, TRF	Add program prerequisite: PNSG 1232 IV Certification 1 cr

Course Changes

Vote	Course	Discussion
Visit In April 2010.	MATH 1107 Intro to Math Sciences 3 0/3/0	Approved through spring semester - May, 2010 Math instructors met in August, clarification needs to be made on the prerequisite before moving forward with course approval.
Approved	CVOP 1115 Commercial Op I 4 1/3/0	Update course description
Approved	CVOP 1120 Commercial Op II 3 0/3/0	Update course description: Varying miles
Approved	NURS 2123 Nursing Interventions I 3 2/1/0	Modify course learner outcomes
Approved	NURS 2131 Nursing Interventions II 3 2/1/0	Modify course learner outcomes

Institutional Review Board Policy and Application

Motion was made, seconded, and approved to adopt the policy and application.

All research, internal and external, must be presented to the IRB before being administered to students.

Liberal Arts / Transfer Certificate program

Tabled will be reviewed in February.

Program Institutional Learner Outcomes

Shannon emailed a report indicating which programs have not completed their program institutional learner outcomes yet.

Kent indicated all programs must be finished by the February 9, 2010.

Course Institutional Learner Outcomes

The following courses still need to finish the ILO. Kent indicated all courses must be finished by the February 9, 2010.

HPER 1145; MUSC 2216, 2217, 2218, 2315, 2316, 2317, 2318

MANF 1520, 1530, 1540, 2500; PRIM 2500, 2510, 2520, 2530, 2540,

Commercial Vehicle

Pat Balstad submitted a draft copy. After discussion, the committee determined it is really not a manual that is needed and should be turned into an informational sheet to be handed out. The information should also be posted on the web. Curtis will develop a student expectation sheet which students will sign off on.

Strategic Planning

Kent will email the draft copy already established to sub group for review and recommendations.

Program Web Pages

A subgroup will be established to meet between now and May to provide recommendations on what the program web pages should look like.

Policy

By the end of the semester, a subcommittee, (Barb Forrest, Hank, Norma, Shannon, Joel, Curtis) will develop a program advisory committee policy to follow the MnSCU policy.

Program Changes displayed on web

Program changes must to be made and approved by the February AASC meeting for the following fall start. The web should display the current year's program plan and the next year's program plan.

Catalog

The Deans will notify the faculty to review information posted on the web for accuracy for catalog printing.

Admissions Policy 2020 & 2020P

The committee discussed whether the college should require official college transcripts before students can be admitted. The suggestion was to allow students to be admitted, and then put a hold edit on their account until the official transcripts are submitted. In other words, the committee recommended to continue the practice that is currently in place.

Diversity Plan

Mary indicated the diversity plan is posted on the web and Goal 4 -- Academic strategies need to be expanded. Motion was made, seconded, and approved to facilitate the Diversity plan, goal 4 – Academic strategies as part of the committee's work plan for 10-11 year. Mary will research the system diversity plan for any academic requirements.

<http://www.diversity.mnscu.edu/> , click on [Systemwide Strategic Diversity Plan 2006-2010 \(.doc\)](#)

Semester Grade Entry

Kent questioned a reasonable date for faculty to have semester grades turned in by – 2 or 3 days after the last day of the semester? Rocky will send an email to the committee addressing the academic progress issues related to the days between ending one semester and the start of the next. Committee members will discuss the issues with all faculty and bring recommendations to the February meeting.

New Program Mapping Process

Shannon developed/distributed a new program mapping process and requested any changes be forwarded to her.

Needs Assessment Committee

Tony Sorum is requesting an AASC member to serve on his Needs Assessment Committee. Shannon will discuss with Tony the fact the New Program Development team will be working on the same process. The committee doesn't see a need for two separate committees to be working on the same goals. Shannon will report back.

New Program

The committee reviewed the Health & Fitness Specialist, 27 cr Certificate being proposed for online delivery in the fall. The program will need the suspension removed and a redesign submitted to MnSCU. The faculty will provide the courses for review at the February 9 meeting.

First Aid/CPR

Kate Schmalenberg questioned what training is appropriate to accept as a transfer course for students who are required to have completed the HPER 1410 First Aid/CPR course. Faculty should reevaluate whether the course is required in the program. If the course should still be required, the course should be completed in the first semester of the program. The issue will be discussed again in February.

Meeting Schedule

Day	Date	Time	Location
Tuesday	February 9	1-4 pm	EGF
Wednesday	March 3	1-4 pm	TRF
Tuesday	April 6	9-12 pm	EGF
Wednesday	May 5	1-4 pm	TRF