

**Academic Affairs & Standards Committee**  
**February 9, 2010 1-4 pm**  
**EGF #252**

**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

**Approval of Minutes**

The January minutes were approved as recorded.

**Program Changes**

<b>Vote</b>	<b>Program</b>	<b>Discussion</b>
Tabled	Respiratory Therapist – AAS 78 cr EGF	Drop RESP 2266 Clinical VI 3cr Add MATH 1110 College Algebra 3cr Move ENGL 1111 Comp I to 1 <sup>st</sup> summer Move PSYC 1105 Intro to Psych to 1 <sup>st</sup> summer Move Tech Elec 3 cr to 2 <sup>nd</sup> spring RESP 2211 rename to Summer Clinical RESP 2262 rename to Summer Internship – 11, 12 2 <sup>nd</sup> summer only 3 cr – no financial aid available Revise into new format. Don't need all 5 ILO in a course Move internship up into spring??
Approved	Customer Service – Certificate 16 cr – EGF & TRF	Drop Technical Electives by 3 cr Add MKTG 2200 Prin of Marketing 3 cr List Elective courses: MKTG 2120 Supervisory Leadership MKTG 2201 Prin of Sales CRLT 2103 Job Seeking/Keeping CPTR 1104 Intro to Computers HPER 1410 First Aid/CPR
Approved	Entrepreneurship – Certificate 16 cr -- TRF	In the list of Technical Electives: Drop ACCT 2204 Intermediate Accounting I Add BUSN 2221 Principles of Accounting I
Approved	Health & Fitness Specialist – Certificate 28 cr – Online  Need MnSCU approval	BIOL 1104 Intro Anatomy & Physiology 3cr HPER 1110 Concepts Physical Fitness 3cr HLTH 1126 Therapeutic Communication 2cr HPER 2250 Prevention/Care Athletic Injury 3cr HPER 2270 Health & Wellness 3cr FITN 2101 Health & Fitness Assessment 2cr FITN 2103 Fitness Program Instructor 3cr FITN 2503 Intro to Exercise Physiology 3cr FITN 2525 Field Internship 4cr HPER 2210 Intro to Kinesiology 2cr
Approved	Heating, Ventilation, & Air Conditioning – Diploma 53 EGF	Drop ENGL 1012 Applied Communications 3 cr Increase Tech Elec by 3 cr Move REFR 2220 to 2 <sup>nd</sup> spring Move HEAT 2202 to 2 <sup>nd</sup> fall
Approved	Liberal Arts AA 64 cr – EGF & TRF MnSCU approved 2-22-10	Drop total program credits to 60 cr Drop Electives 4 cr from 24 down to 20

**Course Changes**

<b>Vote</b>	<b>Course</b>	<b>Discussion</b>
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.
Tabled	RESP 2211 Summer Internship 2 0/1/1	Rename – Summer Clinical
Tabled	RESP 2262 Clinical V 3 0/1/2	Rename – Summer Internship
Tabled	RESP 2266 Clinical VI 3 0/1/2	Inactivate course

**Liberal Arts / Transfer Certificate program ---** No report.

#### **Program Institutional Learner Outcomes**

Norma has a couple programs that need to be finished. Shannon will update the grid and present it at the March meeting.

#### **Course Institutional Learner Outcomes**

The following courses still need to finish the ILO. Kent indicated all courses must be finished by the March 3, 2010.

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

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

#### **Transfer and Articulation Committee**

Kathy has been reviewing BSU material. It appears the articulation would be 2 yrs NCTC + 3 yrs BSU.

#### **Strategic Planning**

Kent asked the committee to review the work plan he presented and forward any recommendations to him.

#### **Program Web Pages**

A small group (Kate, Don, Norma, Hank, Division Chair) will identify what information should be displayed on the program web pages.

#### **Policy**

The committee reviewed the draft advisory policy. A statement was added indicating the policy can be used as liberal arts advisory committee as well as technical programs. Shannon will make the corrections and Mary Jo will forward the policy to the college population for review and input. The committee will review the policy for final approval in March.

#### **Semester Grade Entry**

TRF faculty unanimously support the grades being due two days after the last day of the semester. EGF will input the grades whenever they are due. The committee agreed that grades will be due two working days after the last day of the semester.

#### **Needs Assessment Committee**

Shannon, Tony Sorum, and Pat Balstad will develop a needs assessment metrics to determine which programs to pursue. Shannon will seek another member from TRF.

**First Aid/CPR ---** First Aid/CPR will be reviewed in March.

#### **New Program**

Kent initially asked Mandy Crittenden to assist in the program development. He then approached Shelley Koerber and Justin Berry to develop the online Health & Fitness Specialist Certificate in an attempt for NCTC to develop more online programs. A recommendation was made to have faculty from both campuses teach courses. It was suggested that HPER prefix courses might transfer more easily than FITN. HPER 2250 Prevention and Care of Athletic Injuries needs to add lab component instead of all lecture. Some courses will be delivered hybrid to begin with instead of online. Motion was made, seconded, discussed, and approved to have Kent submit the paperwork to MnSCU requesting the suspension removal and redesign the program to be delivered online instead of on campus.

#### **Stackable Certificates**

Example: Three certificates can lead to a Diploma/AAS. Each certificate contains different elements leading up to the Diploma/AAS. The certificates can be set up in a stackable series where you have to complete one level before you can move up to the next level. Or can be set up in a cumulative series where students complete all levels to receive the Diploma/AAS.

#### **Liberal Arts AA degree move from 64 to 60 credits.**

A motion was made, seconded, and approved to change the Liberal Arts AA degree from 64 to 60 cr.

#### **Student Senate Request**

Students Senate is requesting a free hour each week to schedule meetings. Don is waiting for justification for this request.

#### **Meeting Schedule**

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