

**Academic Affairs & Standards Committee**  
**April 6, 2010 9-12 pm**  
**EGF # 115**

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

**Approval of Minutes**

The March minutes were approved as recorded.

**Program Changes**

<b>Vote</b>	<b>Program</b>	<b>Discussion</b>
Not approved	Supervisory Leadership – Certificate 18 cr – TRF, Distance Faculty must resubmit in order to be reviewed.	Drop Electives 6 cr Add BUSN 2231 Leadership 3 cr Add SSCI 1101 Human Relations 3 cr
Approved	Administrative Assistant – AAS 65 cr -- EGF	Program Prerequisite: Drop ACCT1100 Prin of Bookkeeping 3 cr Program Required Courses: Drop BUSN2221 Prin of Accounting I 4 cr Add ACCT1100 Prin of Bookkeeping 3 cr -- 1 <sup>st</sup> fall Increase Technical Electives by 1 cr Move Technical Elective from 2 <sup>nd</sup> fall to 1 <sup>st</sup> spring Move G5: History/Social Elec 3 from 1 <sup>st</sup> fall to 2 <sup>nd</sup> fall Technical Electives List: Drop ADMS2124 Adv Microcomputer Tech Drop MKTG2120 Supervisory Leadership Add ACCT1128 Computerized Acct I Add BUSN2221 Principles of Accounting I Remove learner outcome #11.
Approved	Administrative Support – Diploma 32 cr -- EGF	Technical Electives List: Drop ADMS2124 Adv Microcomputer Tech Drop ADMS2212 Integrated Elec Office
Approved	Administrative Support Microcomputer Emphasis -- Diploma 49 cr -- EGF	Technical Electives List: Add ACCT1128 Computerized Acct I
Approved	Administrative Support Software Specialist – AAS 64 cr -- EGF	Drop BUSN2221 Prin of Accounting I 4 cr Add ACCT1100 Prin of Bookkeeping 3 cr -- 1 <sup>st</sup> fall Increase Technical Electives by 1 cr Move G5: History/Social Elec 3 from 1 <sup>st</sup> fall to 1 <sup>st</sup> spring Technical Electives List: Drop ADMS2124 Adv Microcomputer Tech Add CPTR1148 Micro Operating Systems Add BUSN2221 Principles of Accounting I Replace learner outcome #9.
Approved	Architectural Technology & Design – AAS 69 cr TRF	Drop ARCH 2225 Arch Presentation 2 cr Decrease ARCH 1128 Environmental Design 1 cr Decrease MnTC Elec by 1 cr Add 2295 Portfolio 1 cr
Approved	Architectural Technology & Design – Cert 30 cr TRF	Drop CRLT 2103 Job Seeking/Keeping 1 cr Decrease ARCH 1128 Environmental Design 1 cr Add ARCH 1131 Model Construction 2 cr
Approved	Architectural Technology & Design – Diploma 64 cr TRF	Drop CRLT 2103 Job Seeking/Keeping 1 cr Drop ARCH 2225 Arch Presentation 2 cr Decrease ARCH 1128 Environmental Design 1 cr Add 2295 Portfolio 1 cr
Approved	Fire Suppression Technician – Diploma 30 cr – EGF MnSCU approved 4-13-10	Increase total program credits by 1 -- 31 cr Add FIRE 1104 Job Skills 1 cr
Approved	HVAC – Heating, Ventilation, & Air Conditioning Tech – AAS 64 cr -- EGF MnSCU approved 4-14-10	Drop total program credits by 3 – 61 cr Drop PHYS 1010 Physics 3 cr

Approved	New Media – AAS 60 cr TRF	Drop SPCH 2201 Oral Interp Literature 3 cr Drop G9: Ethic/Civic Resp Elec 3 cr Drop Elective 3 cr Add SPCH 1101 Intro to Public Speaking 3 cr Add ARTS 1131 Digital Photography 3 cr Add NMED 2110 Remote Broadcasting 3cr Move ARCH2228 from 1st fall to 1st spring semester Move ARCH2229 from 1st spring to 2nd fall semester Move ENGL1111 from 2nd fall to 1st fall semester Drop elective listings.
Approved	New Media – Diploma 30 cr TRF MnSCU approved 4-13-10	Increase total program credits by 3 -- 33 cr Drop MN Transfer Elective 3 cr Add ARTS 1131 Digital Photography 3 cr
Approved	Production & Inventory Management – Certificate 16 cr – TRF MnSCU approved 4-14-10	Increase total program credits by 1 -- 17 cr ENGL2208 Technical Report Writing increased to 3 cr
Approved	Surgical Technology – AAS 60 cr EGF	Program Specific Requirements - Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to the start of the fall semester of the second year of the Surgical Technology Program. Certification must be kept current for the duration of enrollment in this program.

### Course Changes

Vote	Course	Discussion
Approved	ADMM 1120, 1130, 1150	Add ILO for each course under Global & Civic Resp
Approved	ARCH 1128 Environmental Design 4 2/2/0	Decrease to 3 cr 1/2/0
Approved	ARCH 2295 Portfolio 1 0/1/0	New course – improve course description, remove MnTC, remove ILO foundation skills
Approved	ARTS 1131 Digital Photography 3 1/2/0	New course
Approved	BIOL 1120 Human Biology 4 3/1/0	Update learner outcomes
Approved	BIOL 2131 Nutrition 3 3/0/0	Update course description & learner outcomes
Approved	CHEM 1122 General Chemistry II 5 4/1/0	Remove from MnTC Goal Area 10
Approved	EMTB 1100 Emergency Med Tech Basic 4 1/3/0	Current Pre-requisite statement: AHA Healthcare Provider CPR Certification Proposed new statement: AHA Healthcare Provider CPR Certification required within the first week of class.
Approved	EMTP 1160, 1170, 1180, 1190	Should be Prerequisites: EMTP1140, EMTP1142
Approved	FIRE 1104 Job Skills 1 0/0/1	Reactivate
Approved	FITN 2101 Hlth/Fitness Assessment 3 3/0/0	Reactivate – update learner outcomes, course title, change lec/lab to 2/1/0
Approved	FITN 2103 Fitness Program Instruct 3 3/0/0	Reactivate – update learner outcomes, course title
Approved	FITN 2503 Intro Exercise Physiology 4 4/0/0	Reactivate – update learner outcomes, course title, change crds to 3 3/0/0
Approved	FITN 2525 Field Internship 4 0/0/4	New Course
Approved	HLTH 1126 Therapeutic Communication 2 2/0/0	Reactivate -- update learner outcomes
Approved	HPER 1110 Concepts of Phys Fitness 3 3/0/0	Update learner outcomes
Approved	HPER 1145 Foundations Phys Educ 3 3/0/0	Inactivate
Approved	HPER 2210 Intro Kinesiology 2 2/0/0	Update learner outcomes
Approved	HPER 2250 Prevent/Care Athletic Inj 3 3/0/0	Update learner outcomes, change lec/lab to 2/1/0
Approved	HPER 2270 Health & Wellness 3 3/0/0	Update learner outcomes
Approved	MATH 1107 Intro to Math Sciences 3 0/3/0	Inactivate
Approved	MUSC 2215, 2216, 2217, 2218, MUSC 2315, 2316, 2317, 2318	Inactivate
Approved	PHYS 1010 Physics 3 2/1/0	Inactivate
Approved	PHYS 2211 Engineering Physics I 5 4/1/0	Change name to Physics I
Approved	PHYS 2212 Engineering Physics II 5 4/1/0	Change name to Physics II

**Ness Law**

All program fields will be reviewed to ensure all courses required in Diploma degree are also required in AAS degree; for example: Architectural Technology & Design.

**MnTC credits in AAS programs**

Reminder that AAS degree programs only require 15 MnTC credits.

**Course Institutional Learner Outcomes**

Kent will contact COI regarding finishing the ILO by May.

The following courses still need to be finished: MANF 1520, 1530, 1540, 2500; PRIM 2500, 2510, 2520, 2530, 2540;

**Program Institutional Learner Outcomes**

Medical AAS added global and civic learner outcomes – Lori Anderson

Shannon will provide a list of programs which are not in compliance with covering all 5 institutional learner outcomes.

**Needs Assessment Committee**

Shannon indicated the group meet to compile parameters to measure when developing new programs such as; job available, salary, potential for advancement, schools offered at, student interest, use of existing courses.

Norma mentioned MnSCU has also developed a needs assessment document that Shannon should review before finalizing the checklist. The committee recommended that the checklist be submitted along with other documentation when submitting new program proposals to the AASC committee for approval. A checklist example will be presented at the May meeting.

**NCA Site Visit**

The committee, faculty only, will meet with the evaluators on Tuesday, April 27, from 10 -11 am on TRF campus.

The evaluators will ask questions such as how committee functions, what's their role within the college, etc.

**Program Plans**

The committee discussed program plans on the web and suggested the current information be dynamic and an old version be static, a pdf file. Faculty must be aware of the fact that all program changes must be submitted by February in order to be implemented for following Fall. If program changes require MnSCU approval, the changes will not be implemented until MnSCU approves the request.

**Policies**

The committee completed a 1<sup>st</sup> Reading on the following policies: Career Information, 3050 PSEO, 3060 Syllabus & Common Course Outline, 3070 Academic Progress, 3110 Graduation, 3130 Placement, 3280 Fresh Start. Mary Jo will send all these policies out to the college community. The committee will review again in May for a 2<sup>nd</sup> Reading.

**ISRS Media Codes**

The committee reviewed a memo from Linda Baer, Senior Vice Chancellor for Academic and Student Affairs, regarding the changes to ISRS Media Codes. The memo provided definitions for each Media Code that is assigned to courses as scheduled each semester at the term course level.

**Meeting Schedule**

Day	Date	Time	Location
Wednesday	May 5	1-4 pm	TRF