

Academic Affairs & Standards Committee
May 5, 2010 1-4 pm
TRF # 735

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

Absent: Kate Schmalenberg, Rob Jung

Approval of Minutes

The April minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Need MnSCU approval	Cosmetology – Diploma 55 cr – TRF Esthetist – Certificate 21 cr – TRF Manicurist – Certificate 13 cr – TRF	Suspend – Administration will forward the suspension request to MnSCU.
Need MnSCU approval	Administrative Assistant – AAS 65 cr – TRF Administrative Support – Diploma 32 cr – TRF Administrative Support Skills – Certificate 16 cr – TRF Bookkeeping Skills – Certificate 16 cr – TRF Computer Software Skills – Certificate 16 cr – TRF Early Childhood & Paraprofessional – AS 64 cr – TRF Medical Admin Secretary Tech – AAS 68 cr -- TRF	Close on the campus -- Administration will forward the closure request to MnSCU.
Approved	Physical Therapist Assistant –AAS 72 cr – EGF Need MnSCU approval	Program redesign -- Offer program online as well as on EGF campus. However, need to figure out how to fund before being adding online courses to schedule.
Approved	Criminal Justice – Certificate 19 cr Criminal Justice – Diploma 37 cr Need MnSCU approval	Program redesign -- Adding two degree options for students.
Approved	Criminal Justice – AS 64 cr – TRF Need MnSCU approval	Change program name to: Criminal Justice-Law Enforcement Change CIP code: A curricular review revealed that the current curriculum is more closely related to Law Enforcement (CIP 43.010700) rather than Criminal Justice (CIP 43.010400).

Course Changes

Vote	Course	Discussion
Approved	ARCH 1121 CAD I 5 cr 4/1/0	Change Prerequisite to None. Remove CPTR 1100 or Experience from prerequisites.
Approved	CDEV 2240 Observing & Assess 3 cr 2/1/0 CDEV 2290 Internship 3 cr 0/0/3	Prerequisite: 1 st yr courses. Change: CDEV2200, 2229, 2236 Prerequisite: Instructor Approval. Change to: CDEV2240
Approved	HPER 1410 First Aid/CPR 1 cr .5/5/0	Change breakout to 1/0/0 update course description
Approved	MANF 1520, 1530, 1540, 2500	Updated institutional learner outcomes All 5 areas – deleted a couple
Approved	MATH 1110 College Algebra 3 cr 3/0/0	Clarifying the course objectives.
Approved	PRIM 2500, 2510, 2520, 2530, 2540	Updated institutional learner outcomes All 5 areas – deleted a couple
Approved	PTAS 1114 Kinesiology for PTA 3 cr 2/1/0	Change name to Clinical Kinesiology

Program Institutional Learner Outcomes

Shannon indicated the following programs do not meet all five areas: Auto Service, Accounting, and Electronics.

Articulation Agreement

Northland's articulation agreement process has recently been more clearly defined and outlined. The new step-by-step process and proposal form have been posted in Virtual Office under the Articulation Agreements link. The proposal form can be completed by faculty who are seeking an articulation with another institution. A trial run of this process was initiated in January 2010 when the Criminal Justice program sought an articulation agreement with Bemidji State University. Signatures are being acquired by BSU personnel and then this agreement will be complete. Additionally, we are working to make Northland's articulation agreements more visible for current and prospective students. All current articulation agreements have been posted on each program's web page under the Program Facts link, as well as in Virtual Office under the Articulation Agreements link.

Needs Assessment Committee

The committee developed a spreadsheet, containing three weighted tiers, to use when analyzing new program data.

Tier I – Student/Community Need – reviews Regional data (job availability, salary, program saturation) and National data (job availability, salary). Tier II – College Need – reviews the credits contributing to common course work and major employer(s) involvement/partnership. Tier III – Current/Potential Student Interest – reviews current and potential student(s) interests.

All the data compiled to complete the needs assessment spreadsheet will be submitted to the New Program Development Committee and used as a foundation in preparing/submitting MnSCU's New Program Application.

Policies

A motion was made, seconded and approved to approve the 2nd Reading on the following policies: Career Information, 3050 PSEO, 3060 Syllabus & Common Course Outline, 3070 Academic Progress, 3110 Graduation, 3130 Placement, 3280 Fresh Start. The committee completed a 1st Reading on the following policies: 3150 Credit for Prior Learning, 3150P Credit for Prior Learning Procedure, 3120 Transfer of Credit, 3120P Transfer of Credit Procedure. Mary Jo will send all these policies out to the college community.

Liberal Arts Mission Statement/General Education Philosophy

Liberal Arts faculty will review the mission statement and philosophy during duty days next fall.

Committee Goals for Next Year

1. Develop a plan to assess institutional learner outcomes – need rubrics
2. Program prerequisites
3. Diversity in curriculum
4. Review academic policies for student success – prerequisites and developmental educ
5. NESS law and audit of programs

2010-11 Meeting Schedule

Day	Date	Time	Location
Wednesday	September 15, 2010	9-12 pm	TRF
Tuesday	October 12	1-4 pm	EGF
Wednesday	November 17	1-4 pm	TRF
Tuesday	December 7	9-12 pm	EGF
Wednesday	January 19, 2011	9-12 pm	TRF
Tuesday	February 8	1-4 pm	EGF
Wednesday	March 2	1-4 pm	TRF
Tuesday	April 5	9-12 pm	EGF
Wednesday	May 4	1-4 pm	TRF