

Academic Affairs & Standards Committee
February 8, 2011 1-4 pm
EGF #115

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

Absent:

Approval of Minutes

The January minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Tabled	Massage Therapist – Diploma 31 cr TRF MN version	Increase MSTH 1115 by 1 cr Drop MKTG 2306 Sm Bus Mgmt 3 cr Add ENTR 1037 ENTR Mktg I 1 cr Add ENTR 1038 ENTR Mktg II 1 cr One program option only.
Tabled	Massage Therapist – Diploma 34 cr TRF ND version	Increase MSTH 1115 by 1 cr Drop MKTG 2306 Sm Bus Mgmt 3 cr Add ENTR 1037 ENTR Mktg I 1 cr Add ENTR 1038 ENTR Mktg II 1 cr Add MSTH 1125 Massage Ethics 1 cr Add HPER 2211 Intermed Kines 2 cr Recommend teaching to the higher standard. In March, Administration's intent will be to have the ENTR courses only offered through COL.
Tabled	Supervisory Leadership – Certificate 18 cr TRF	Drop Technical Electives 6 cr Add BUSN 2231 Leadership 3 cr Add SSCI 1101 Human Relations 3 cr Drop listed elective courses: BUSN2218, MKTG2220 Institutional learner outcomes needed for BUSN 2231 MKTG 2120, BUSN 2210, BUSN 2231 all very similar
Approved	Criminal Justice – AS 64 cr TRF CRJ1	G2: Critical Thinking: require ENGL 1112 or 2207
Approved	Early Childhood & Paraprofessional – AS 64 cr EGF E120 MnSCU approved on 2-14-11	Decrease total program credits to 60 cr Drop CDEV 2250 Sign Language 1 cr Drop CDEV 2243 Infant/Tdler Lab 1 cr Decrease CDEV 2240 by 1 cr Decrease CDEV 2290 by 1 cr
Approved	Nursing – A.S. 64 cr EGF, TRF NUR2	G6: Human/Fine Art Elec: require PHIL 1102 or 2210
Approved	Occupational Therapy Assistant – AAS 72 cr EGF E425	Drop program prerequisite: CPTR 1104 Remind faculty on dropping HPER 1410

Course Changes

Vote	Course	Discussion
Tabled	CDEV 1107 Intro to Early Educ 3 cr 3/0/0	Change to: 2/1/0 learner outcomes lab based
Approved	CDEV 2240 Observing & Assessing 3 cr 2/1/0	Decrease to: 2 cr 1/1/0
Tabled	CDEV 2242 Infant/Toddler Program 3 cr 3/0/0	Change to: 2/1/0 learner outcomes lab based
Tabled	CDEV 2243 Infant/Toddler Lab 1 cr 0/1/0	Inactivate date ??
Tabled	CDEV 2250 Sign Language 1 cr 0/1/0	Inactivate date ??
Approved	CDEV 2290 Internship 3 cr 0/0/3	Decrease to: 2 cr 0/0/2
Approved	CRJU 2220 Skills 12 cr 6/6/0	Change name to: Law Enforcement Skills Update course description.
Tabled	ENGL 1111 Composition I 3 cr 3/0/0	Change prerequisite to: ENGL0090 or passing Accuplacer writing placement score AND READ0098 or passing Accuplacer reading placement score. Send message to all faculty indicating committee is considering approval of change request, please notify chair of any potential problems if approved.

Tabled	HPER 2210 Intro to Kinesiology	2 cr 2/0/0	Update course learner outcomes
Tabled	HPER 2211 Intermediate Kinesiology	2 cr 1/1/0	New course
Tabled	MSTH 1115 Massage Pathology	2 cr 2/0/0	Increase to: 3 cr 3/0/0
Tabled	MSTH 1122 Deep Tissue Massage	2 cr 1/1/0	Update course learner outcomes
Tabled	MSTH 1125 Massage Ethics for ND	1 cr 1/0/0	New course
Tabled	MSTH 1145 Certification Prep	2 cr 2/0/0	Update course learner outcomes
Approved	UAST 2160 UAS Aviation Maint Tech	2 cr 2/0/0	New course – fix typos

Criminal Justice

Kent, Rocky, Kate, and Kelsy will develop program specific requirement statements to be added to the web page.

Nursing

Discussion occurred regarding the Nursing request to drop the History/Social Science Elective and add ENGL 1112 or 2207. The suggestion was made to review required courses in 4 year degrees to ensure the best stepping stone path for student success from CNA, to Diploma - AAS, to AS, to Bachelor. Nursing instructors will research what other schools nationwide offer. It was also suggested the chemistry course be reviewed to determine if only 1 Chemistry course could be offered to meet the needs of nursing students as well as the remaining student population; instead of offering one course for nursing students and another course for the rest of the students.

Transition Plans for program/course approval process

The Checklist for Curriculum changes (attached below) and Curriculum Modification Long form were modified indicating that faculty must provide a transitional program plan for current students when submitting program changes.

Program Web pages update

The group met on February 4th (notes attached below). Chad is in the process of displaying the Career program pages in the new design. Liberal Arts programs have been completed. Nursing will be completed first and used as a template of all information that can be displayed. The group will meet to review Nursing and Don will report progress to AASC.

MnSCU -- ISRS Changes

Due to upcoming changes in ISRS, a significant amount of data for each of NCTC's active courses needs to be entered. A part of that information to be entered is the appropriate measurement types. The values to be selected from are as follows:

01 Exam, objective	09 In class exercises	17 Research papers
02 Exam, short answer	10 Lab assignments	18 Reflective journal entries
03 Exam, essay	11 Class participation	19 Portfolio assessments
04 Exam, practical	12 Field work	20 Written homework
05 Exam, aural	13 Skill performance	21 Individual projects
06 Exam, oral	14 Clinical performance	22 Group projects
07 Quiz, written	15 Oral presentations	23 Capstone projects
08 Quiz, oral	16 Essays	24 Final exam

Due to this requirement from MnSCU, the NCTC Common Course Outline needs to be edited to identify the appropriate assessment methods used in each course. The NCTC CCO template will be modified to allow faculty to select all assessment methods by checking the appropriate boxes in the section titled "Suggested Methods of Learner Outcomes Assessment."

2010-11 Meeting Schedule

Day	Date	Time	Location
Wednesday	March 2	1-4 pm	TRF
Tuesday	April 5	9-12 pm	EGF
Wednesday	May 4	1-4 pm	TRF

Northland Community and Technical College

Academic Affairs and Standards Council

Checklist for Curriculum (Course or Program) changes:

✓	What	How
	Complete “Curriculum Modification Form”	<ol style="list-style-type: none"> 1. Go to www.northlandcollege.edu 2. Click on Employees tab, Virtual Office link 3. Sign into VO 4. Click on Forms 5. Under the AASC heading click on the “Checklist” link 6. Determine whether to use the quick form or long form <p>Use quick form when making single changes to an existing course(es): Changing minor wording in a course description (<i>course focus does not change</i>) Changing the lab/ lect split (<i>total course credits does not change</i>) Modifying the course learner outcomes (<i>course focus does not change</i>) Change in course pre-requisites</p> <p>Use long form when making multiple changes to course(es) or program: Course modification (add, delete, change) Curriculum summary sequence modification Program modification (new, suspend, cr length, campus)</p> <p><u>Transition Plan:</u> (Program Plan to be followed by current students, advisors, Counselors and faculty during the program transition period). A plan needs to be completed when the Curriculum Modification includes changes to:</p> <ul style="list-style-type: none"> • the number of courses • the number of credits • course numbers • course titles, or replacement or combination of existing and/or new courses <p>This will facilitate the smooth transition through the DARS system and assist with academic advising of current students who started their core program courses prior to the proposed changes.</p> <ol style="list-style-type: none"> 7. Open the appropriate modification form (Quick or Long). 8. Go to File, Save As – save form to your hard drive 9. Open the form on your hard drive and then fill in all data required. 10. Save the file. 11. Important to Remember: The entire form must be completed before it will be reviewed by the committee. Rationale for your changes must be included. Any documentation of support must be included.
	Complete the “Common Course Outline” form	<ol style="list-style-type: none"> 1. Go to www.northlandcollege.edu 2. Click on Employees tab, Virtual Office link 3. Sign into VO 4. Click on Forms 5. Under the AASC heading click on NCTC Common Course Outline 6. User name: nctc_courses Password: outline 7. Select the prefix and number of the course you are modifying; or, if a new course, click new and identify by prefix and number xxx your new course. 8. Make changes, revisions, etc. on this common course outline form. Save often.

	<p>Notify the AASC that changes are ready for review by the committee.</p>	<ol style="list-style-type: none"> 1. Send an email message to the AASC Chair person with your proposed changes at least 2 weeks prior to the scheduled meeting. In the email include: <ol style="list-style-type: none"> a. Brief description of the request in the body of the email. Be sure to include the exact prefix, number, and course title/s that you changed or created in the Common Course outline form area. b. Attach the Curriculum Modification form with any required attachments. For example, if there are changes to the program, the proposed curriculum plan and the current ("old") plan must be attached along with the program learning outcomes; Advisory support of changes; faculty support if more than one faculty is involved.
<p><i>Once all steps above are completed your submission will be reviewed by AASC.</i></p>		

11/9/2010

AASC Subcommittee: Program Web Pages

February 4th, 2011

Per AASC Minutes January 2011:

Program Web Pages

The February 2010 minutes indicated a small group will identify what information should be displayed on the program web pages. The belief is the topic might have been put on hold until the Marketing Director was hired. Don will schedule a meeting with Karleen, Rocky, Mary, Kate, Jason Trainer, and Chad Sperling to proceed with the project.

General discussion:

1. Specific requirements for content and development.
 - a. Pre-req. Classes
 - b. Pre admission requirements (Specific requirements i.e.: Math, reading, Writing)
 - c. Program information (format specific)
 - d. Web Pages Content (format specific)
2. Archive development
 - a. How long do we retain content.: (old program info)
 - b. Archive format (PDF,?)
3. LINKS:
 - a. Archive material
 - b. Tables
 - c. Job information
 - d. Position search
4. Template development
 - a. Develop a format for faculty to follow
 - b. Example(s)
5. Process:
 - a. Nursing division changes presently in development.
 - i. Use this area as a draft for continued development of process
 - ii. Critic
 - iii. Develop process and template.
6. How do we achieve completion?
 - a. How do we get Faculty to do it?
 - i. (?) Faculty in-service.
 - ii. (?) Training

Follow-up:

1. Don and Chad will meet regularly to discuss progress/process involved in development of Nursing Web Pages. Once draft of project is complete, group will meet to discuss results. Group will critic and address changes if need. Don will finalize report to AASC meeting by next (or subsequent meeting(s))

Committee Members:

Don, Karleen, Rocky, Mary, Kate, Jason Trainer, and Chad Sperling.