

Academic Affairs & Standards Committee
April 4, 2012 9-12pm
TRF #735

Present: Kent Hanson, Norma Konschak, Brian Huschle, Rocky Ammerman, Kathy Huschle, Jack Haymond, Don Fischer, Mary Fontes, Sue Field, Curtis Peters, Rob Jung, Erin Almlie, Andy Mueller

Absent: Kate Schmalenberg

Approval of Minutes

The March minutes were approved as recorded.

Program Changes

Vote	Programs	Discussion
Approved	Respiratory Therapist – AAS 78 cr EGF E496 Specific Program Requirements: 6. Current CPR certification. CPR for Health Care Providers (America Heart Association) or CPR for Professional Rescuer (Red Cross).	Drop HPER 1410 1 st Aid/CPR 1 cr Drop CPTR 1100 Computer Basic 1 cr Drop Technical Electives 3 cr Decrease RESP 2248 (4 down to 3) 1 cr Decrease RESP 2258 (4 down to 3) 1 cr Add CPTR 1104 Intro Computer Tech 3 cr Add EMTP 2230 ACLS 1 cr Add EMTP 2234 Pediatric ALS 1 cr Add EMTP 2236 Neonatal Resus 1 cr Add RESP 2260 Spring Internship 1 cr Implementation – 2012 Fall Semester
Approved	Criminal Justice – AS 60 cr TRF CRJ1 MnSCU approved on 6-19-2012	Increase total program credits up to 68 cr Decrease CRJU 2208 Criminal Invest (4 to 3) 1 cr Drop G5: History/Social Elec 3 cr Add CRJU 2220 Law Enforce Skills 12 CRJU 1101 changed to SOCI 1106
Approved	Criminal Justice – Diploma 37 cr TRF CRJ3 MnSCU approved on 4-27-2012	Decrease total program credits to 36 cr Decrease CRJU 2208 Criminal Invest (4 to 3) 1 cr CRJU 1101 changed to SOCI 1106
Approved	Criminal Justice – Certificate 19 cr TRF CRJ4 MnSCU approved on 4-27-2012	Decrease total program credits to 18 cr Decrease CRJU 2208 Criminal Invest (4 to 3) 1 cr CRJU 1101 changed to SOCI 1106

Course Changes

Vote	Course	Discussion
Approved	CRJU 1101 Intro Criminal Justice 3 cr 3/0/0	Change prefix to SOCI 1106 add MNTC area 5 Need to resubmit paperwork for MNTC area 9
Approved	CRJU 2201 Criminal Law 3 cr 3/0/0	Add prerequisite: SOCI 1106 add Learner Outcomes
Approved	CRJU 2202 Criminal Procedures 3 cr 3/0/0	Add prerequisite: SOCI 1106 add Learner Outcomes
Approved	CRJU 2208 Criminal Investigations 4 cr 4/0/0	Decrease to 3 cr 3/0/0 Add prerequisite: SOCI 1106 add Learner Outcomes
Approved	RESP 2248 Clinical III 4 cr 0/2/2	Decrease to 3 cr 0/1/2
Approved	RESP 2258 Clinical IV 4 cr 0/2/2	Decrease to 3 cr 0/1/2
Approved	RESP 2260 Spring Internship 1 cr 0/0/1	New course

HLTH 1110

HLTH 1110 Nursing Assistant 3 cr course will not require any prerequisites. Since the course is the only course required for the Nursing Assistant Certificate, this program will not require meeting any developmental reading/writing requirements either.

Policy

The committee reviewed submitted changes and approved the following policies:

3070 – Satisfactory Academic Progress Policy – changes due to addition of FN and FW.
 3090 – Grading Policy – addition of FN and FW grade.
 3280 -- Fresh Start Policy -- include FW in calculation
 3210 – Circulation Policy – updates as noted.
 3240P – Student Complaints and Grievances Procedure – clearly identified time frames
 3270 – Maximum Credit Load Policy – matching the system credit load.
 3350 – Awarding of College Credits Policy – add All courses require equivalent amount of time regardless of delivery format.

Institutional Research Committee Request

Sherry Lindquist questioned if some of the ISEEK information could be posted on the program web pages. The committee thought it was a good idea. Norma will look into gathering and presenting info to faculty during inservice. Sherry will schedule a meeting with Norma, Karleen, Mary, Gene, Chad, and Jason to develop a process for gathering information being requested.

Noel-Levitz

Jim Hundrieser from Noel-Levitz, who is developing a marketing recruiting strategy for the college, meet with the committee to discuss various issues.

What is the institutional brand?

Quality, a comprehensive community and technical college in the region, small class sizes, personal touch, instructors are masters in field of study.

What is NCTC's image?

College in high school to achieve dual credits through concurrent enrollment, strong technical education background, still working on liberal arts education, partnerships with industry, strong athletic image.

How well does academics work with recruitment, enrollment team to find perspective students?

Prospect lists are sent to faculty and coaches. College use to have pioneer guides to act as faculty mentors for students. Discussion occurred about using client relationship management (CRM) software for recruiting. The CRM retention side has not been implemented yet.

Liberal Arts – refers to the AA degree that transfers into 4 year degrees, also referred to as transfer program. The website needs to be improved on explaining the Liberal Arts degree.

The semester order course sequence per program needs to be more prominent on the website.

Remedial math – 50% pass rate, what happens to those who fail?

The college has worked to improve success rated by pairing developmental Math and English courses together and considered having more advisors to increase personal contact with students. The college has implemented registration access codes so students must meet with an advisor before they can register for courses, ensuring the students are completing the appropriate courses per program.

Retention – at what point do students naturally tend to stop out?

Students tend to finish the technical curriculum but do not complete developmental, general courses required to complete the degree. Within the AA degree, the students complete the courses they want, then transfer to another college, but are short of completing the AA degree by a couple courses or a semester. This might be related to the fact upper level math and science courses are not being offered due to low enrollment sizes at NCTC. Offering those courses via ITV or online could be an alternative.

What role do online courses play?

Students have a larger selection of classes to choose from. All the distance consortium courses are listed together on web. Sometimes hard to determine which campus has seats available. The distance website has been making changes to improve promotion of online courses. It was pointed out that the Minnesota online website has issues with library resources link.

What should we mandate students to participate in?

How to be ready for college, how to study, how to manage time, math—reading--writing skills, personal responsibility.

2011-12 Meeting Schedule

Day	Date	Time	Location
Tuesday	May 1	1-4 pm	EGF

