

**Academic Affairs & Standards Committee**  
**November 13, 2012 9-12 pm**  
**EGF**

**Present:** Kathy Huschle, Jack Haymond, Andy Mueller, Jon Beck, Mary Fontes, Brian Huschle, Barb Forrest, Curtis Peters, Jim Retka, Rocky Ammerman, Erin Almlie

**Absent:** Rob Jung, Kate Schmalenberg, Steve Crittenden, Don Fischer

**Approval of Minutes**

The October minutes were approved as recorded.

**Program Changes**

Vote	Programs	Discussion
Tabled	Imagery Analysis – Certificate 30 cr TRF	Drop UAST 2110 Foundation of UAS 3 cr ADD NSCI 1103 Geology 4 cr
Approved	Architectural Technology & Design – Diploma 64 cr ARC3	Drop ARCH 2228 Photoshop I 4 cr Add ARCH 2226 Presentation 4 cr

**Course Changes**

Vote	Course	Discussion
Tabled	IMAG 1100 Imagery Intelligence 3 cr 3/0/0	Update course description, learner outcomes
Tabled	IMAG 1101 Remote Sensing 3 cr 3/0/0	Update course description, learner outcomes
Tabled	IMAG 1103 Imagery Software & Mapping 4 cr 4/0/0	Update learner outcomes
Tabled	IMAG 2103 Macro Imagery Analysis 5 cr 5/0/0	Add prerequisites: ENGL 0085, MATH 0080
Tabled	IMAG 2203 Micro Imagery Analysis 5 cr 4/1/0	Add prerequisites: ENGL 0085, MATH 0080
Tabled	IMAG 2301 Full Motion Video Analysis 3 cr 3/0/0	Add prerequisites: ENGL 0085, MATH 0080
Approved	ADMM 1120 Medical Office Procedures 3 cr 2/1/0	Update learner outcomes
Approved	ADMM 2280 Medical Office Simulation 3 cr 0/3/0	Remove all prerequisites.
Approved	ADMS 1110 Word Processing 3 cr 2/1/0	Drop prerequisite: ADMS 1100
Approved	ARCH 2202 Estimating Techniques II	Inactivate
Approved	ARCH 2222 Architectural CAD Advanced	Inactivate
Approved	ARCH 2225 Architectural Presentation	Inactivate
Approved	ARCH 2226 Presentation 4 cr 2/2/0	New course -- need ILO, update course descrip
Approved	ARCH 2228 Photoshop I	Inactivate
Approved	ARCH 2229 Photoshop II	Inactivate
Approved	ARCH 2231 3D Visualization I	Inactivate
Approved	ARCH 2232 3D Visualization II	Inactivate
Approved	ARCH 2233 3D Studio Max I	Inactivate
Approved	ARCH 2234 3D Studio Max II	Inactivate
Approved	ARCH 2235 Intro to Digital Video Editing	Inactivate
Approved	ARCH 2299 Special Topics	Inactivate
Approved	ARTS 2233 Art History I 3 cr 3/0/0	Add to MNTC Area 7
Approved	CLST 1104 Phlebotomy Procedures 2 cr 2/0/0	Change to suffix to PHLB
	CLST 1105 Phlebotomy Lab Skills 1 cr 0/1/0	Change prerequisites:
	CLST 1106 Clinical Phlebotomy Intern 3 cr 0/0/3	ENGL 0090 to 0095, MATH 0080 to 0090 Drop READ 0098
Approved	NSCI 1103 Geology 4 cr 3/1/0	Update course description, learner outcomes
Approved	SURT 2204 Operating Room Theory 4 cr 4/0/0	Remove prerequisite: SURT 1102

**AASC Checklist**

Kathy Huschle suggested having only one change submission form. Mary Fontes, Jon Beck, Jim Retka, Rocky Ammerman, and Kathy Huschle will draft a form to be reviewed in December.

**Transition Plan**

Kate Schmalenberg will report at December meeting.

### **Freshman Experience**

Kathy Huschle discussed with TRF faculty and received support. Indicated concerns with non-traditional students and PSEO students being required to take the course. Erin Almlie discussed with EGF faculty and received support. Jen Dahlen, Kate Schmalenberg, and Sandi Luck will work on developing the course. The course is to be implemented in fall 2013.

### **Liberal Arts Pathways**

Brian Huschle presented the document for review. The committee questioned the area of interest link. The link will be checked on due to programming issues and Brian will report back in December.

### **Education Pathways**

Brian Huschle indicated the task group will meet next week. Members of the task force are inquiring with other institutions to see which courses could be included in the articulation agreement.

### **Institution Learner Outcomes in Common Course Outline**

The Assessment and Program Review committee would like to streamline how the information being assessed is presented to students. The recommendation is to remove the ILO's from each CCO's course learner outcomes. Identify which ILO is met per course and list it at the beginning of the course description in parenthesis, example: (ILO; 1, 3) The presence of the ILO is reflected in course learner outcome as well. The APR committee meets again in November to finalize placement of data. If approved, change implementation goal of September 2013.

### **ILO Renaming**

The APR committee recommends changing the name of ILO #4: Applied and Information Technology change to Information and Applied Technology. AASC approved change.

### **Course Prerequisite Review**

Brian Huschle stated at least two messages were sent to faculty to review and respond. A few faculty responded, sounds like faculty reviewed but not all responded if they did not notice any changes needed to be made. Brian will send a final message, with attachment, indicating course prerequisite review has been completed.

### **Program Change Requirements**

Rocky questioned what the process was regarding any academic program change. The committee indicated any academic change must be submitted to AASC for review and approval.

### **2012-13 Meeting Schedule**

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Wednesday	December 5	9-12 am	TRF
Tuesday	January 15	1-4 pm	EGF
Wednesday	February 6	1-4 pm	TRF
Tuesday	March 5	9-12 am	EGF
Wednesday	April 3	9-12 am	TRF
Tuesday	May 7	1-4 pm	EGF