Academic Affairs & Standards Committee
February 6, 2013   1-4 pm
TRF 109

Present: Kathy Huschle, Jack Haymond, Andy Mueller, Jon Beck, Mary Fontes, Brian Huschle, Kari Koenig, Curtis Peters, Jim Retka, Rocky Ammerman, Steve Crittenden, Don Fischer, Erin Almlie
Absent: Rob Jung, Kate Schmalenberg,

Approval of Minutes
The December minutes were approved as recorded.

Program Changes

Vote	Programs	Discussion	
Approved	Accounting -- AAS 72 cr EGF E005 MnSCU approved on March 20, 2013	Drop total program credits down to 69 cr Drop ACCT 1132 Computerized Acct II Fall 2013 implementation	3 cr
Approved	Accounting Clerk – Microcomputer Applications Emphasis -- Diploma 48 cr EGF ---- E020 MnSCU approved on March 20, 2013	Drop total program credits down to 45 cr Drop ACCT 1132 Computerized Acct II Fall 2013 implementation	3 cr
Approved	Administrative Assistant – AAS 65 cr EGF E030 MnSCU approved on March 20, 2013	Drop total program credits from 65 cr to 60 Drop MNTC electives by Drop Technical Electives by Drop ADMS 1102 Keyboarding II by	3 cr 1 cr 1 cr
Approved	Administrative Support Software Specialist – AAS 64 cr EGF ---- E032 MnSCU approved on March 20, 2013	Drop total program credits from 64 to 60 Drop MNTC electives by Drop ADMS 1102 Keyboarding II by	3 cr 1 cr
Approved	Farm Operations & Management – Diploma 40 cr E260	Drop Elective crs: AGRI 1182 Sunflower Prod Change Accuplacer English score from 78 to 64	1 cr
Approved	Liberal Arts AS 60 cr TRF, EGF, Distance Educ LIB1, E343, I343, LIB1	Drop Technical Elective by Add FYEC 1110 First Year Experience	1 cr 1 cr

Course Changes

Vote	Course		Discussion
Not Approved	CPTR 1138 Information Systems	2 cr 2/0/0	Change breakout to 1/1/0
Approved	ACCT 1100 Prin of Bookkeeping	3 cr 2/1/0	Change breakout to 3/0/0 Remove learner outcome #6
Approved	ACCT 1108 Busn Math/Calculators	3 cr 2/1/0	Change breakout to 3/0/0
Approved	ACCT 1124 Spreadsheet Concepts	3 cr 2/1/0	Change breakout to 3/0/0
Approved	ACCT 1128 Computerized Acct I	3 cr 2/1/0	Change breakout to 3/0/0
Approved	ACCT 1132 Computerized Acct II	3 cr 2/1/0	Inactivate
Approved	ACCT 2200 Income Tax	3 cr 2/1/0	Change breakout to 3/0/0
Approved	ACCT 2204 Intermediate Acct I	4 cr 3/1/0	Change breakout to 4/0/0
Approved	ACCT 2208 Cost Accounting	3 cr 2/1/0	Change breakout to 3/0/0
Approved	ACCT 2214 Intermediate Acct II	4 cr 3/1/0	Change breakout to 4/0/0
Approved	ADMS 1102 Keyboarding II	3 cr 2/1/0	Change to ADMS 1103 Credit change 2 cr 1/1/0 crs descript, lrn outcomes
Approved	AGRI 1182 Sunflower Production	1 cr 1/0/0	Inactivate
Approved	BUSN 2221 Prin of Accounting I	4 cr 3/1/0	Change breakout to 4/0/0 Modify learner outcome #7
Approved	BUSN 2222 Prin of Accounting II	4 cr 3/1/0	Change breakout to 4/0/0
Approved	CPTR 2216 Networking III	3 cr 2/1/0	Prerequisite: CPTR1137 change to: CPTR1136
Approved	CPTR 2217 Networking IV	3 cr 2/1/0	Prerequisite: CPTR2216 add CPTR1137
Approved	CPTR 2213 Network Administration	3 cr 2/1/0	Inactivate
Approved	CPTR 2252 Micro Systems Project	3 cr 2/1/0	Remove CPTR2213 as a prerequisite
Approved	CPTR 2294 Internship	3 cr 0/0/3	Remove CPTR2213 as a prerequisite

Approved	ENGL 1012 Applied Communications	3 cr 3/0/0	Prerequisite: ENGL0090 change to: ENGL0085
Approved	FYEC 1110 First Year Experience	1 cr 1/0/0	New course – capacity 28 In Learner Outcomes assessment, replace GPS LifePlan with student success program as determined by the college. Fall 2013

Committee recommends revisiting the course naming on CPTR courses: Networking I, II, III, IV

Review/Discussion 60/120
Brian indicated all programs need to be at 60 credits or apply for MnSCU waiver by December 2013. Advisory boards must include a student. Program waivers should be submitted to AASC. Once approved, the waiver will be submitted to MnSCU by the Academic Dean.

ACT Placement Scores
If a student received a 21 in reading or 18 in English would be deemed college ready for college English.
Steve will email Andy, who will seek input from department faculty, with recommendations regarding what the scores should be in reading and English. Summer/Fall registration starts April 1 and scores should be set within the next two weeks.

Policy Review
Mary requested that committee members notify her if they would be interested in reviewing policy series 2000 and 3000 level.

AASC Checklist
Kathy Huschle reviewed the checklist steps with the committee.
The committee suggested the following :
Under Step 1 -- add work with academic dean.
Adding a Step 4 – Transition Plan, to make certain it is not overlooked.
Under, Examples of supporting documentation, add another bullet --
 • New programs documentation to meet system approval requirements

Program changes that are informational pieces do not need committee approval; will be brought to AASC by the Academic Dean to be recorded in the minutes. Program specific requirements will be a standing agenda item.

Education Course
Kerry Jaeger and Peggy Rogers are working on developing the course, Introduction to Education 3 cr 2/0/1. The articulation piece should also be developed and presented to committee by April. MSUM, UND, and BSU are all considering articulating the Intro to Education course.

Institution Learner Outcomes in Common Course Outline
AASC recommends time is dedicated at the August in-service to update institutional learner outcomes to fit the process identified by APR committee. All courses should be reviewed by September 2013. Each course should have no more than 2 ILO's identified and assessed. That is for all courses of 3 cr or more in length. Shorter courses (1-2 cr) may include an ILO, but are not required to have an ILO. The CCO will need to be revised to reflect that ILO's are met in courses with appropriately written objectives (i.e. measurable). The length of the program determines how many of the 5 ILO areas are required. A task force (Jon Beck, Kathy Huschle, Tishara Melcher, Beth McMahon) will provide examples for faculty to review.

2012-13 Meeting Schedule

Day	Date	Time	Location
Tuesday	March 5	9-12 am	EGF
Wednesday	April 3	9-12 am	TRF
Tuesday	May 7	1-4 pm	EGF