

Academic Affairs & Standards Committee
May 7, 2013 1-4 pm
EGF #290

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

Absent: Mary Fontes

Approval of Minutes

The April minutes were approved as recorded.

Program Changes

| Vote | Programs | Discussion |
|-------------|--|---|
| Tabled | New Media Production AAS 60 cr TRF | Change program description Only approved as 1 program right now -- require 3 different program emphasis from MnSCU?? Change name of programs with MnSCU??? |
| Tabled | New Media Production Diploma 35 cr TRF | Drop NMED 2210 Video Distribution 3 cr Add NMED 2600 Adv Studio 3 cr Change program description NMED 2235 Internship 2 cr changes-- not a required course?? Create diploma as 1 st year of AAS |
| Tabled | Radio Business Diploma 33 cr TRF | Change program name to Radio Broadcasting Change program description Add NMED 2600 Adv Studios 3 cr Is total program cr changing? |
| Approved | Architectural Technology & Design AAS 69 cr EGF | Seeking 60/120 waiver – committee reviewed |
| Approved | Automation Technology Diploma 51 cr Automation Technology AAS 60 cr Maintenance Technology Diploma 51 cr Maintenance Technology AAS 60 cr Applied Engineering Technology Diploma 51 cr Applied Engineering Technology AAS 60 cr | 360 Center of Excellence Consortium programs |
| Approved | Automotive Service Technology AAS 72 cr TRF AUM1 MnSCU approved on 8-20-2013 | Increase total program credits to 73 cr Add AUMO 1138 Hybrid Vehicle Systems 1 cr Seeking 60/120 waiver – committee reviewed |
| Approved | Cardiovascular Tech-Invasive AAS 68 cr EGF E095 MnSCU approved on 6-10-2013 | Drop total program cr to 67 Drop CVST 1104 Intro Cardio Tech 4 cr Add CVST 1105 Intro Cardio Tech 3 cr |
| Approved | Computer & Network Technology AAS 66 cr EGF E416 MnSCU approved on 6-6-2013 | Drop total program cr to 60 cr Drop CPTR 1104 Intro to Computer 3 cr Drop CPTR 1106 Microcomputer Databases 3 cr Effective Fall 2014 |
| Approved | Computer Support Certificate 13 cr EGF MnSCU approved on _____ Never received approval notification. Request deleted in 11-13-2013 minutes | New program CPTR 1104 Intro to Computer Tech 3 cr CPTR 1128 Help Desk Concepts 3 cr CPTR 1131 Microcomputer Maintenance 4 cr CPTR 1148 Micro Operating Systems 3 cr |
| Approved | Construction Electricity Diploma 74 cr EGF E175 | Move CONE 2250 Special Topics from 2 nd spring into 2 nd fall |
| Approved | Firefighter-Paramedic AAS 72 cr EGF | Seeking 60/120 waiver – committee reviewed |
| Approved | Occupational Therapy Assistant AAS 72 cr EGF | Seeking 60/120 waiver – committee reviewed |
| Approved | Physical Therapist Assistant AAS 72cr EGF | Seeking 60/120 waiver – committee reviewed |
| Approved | Practical Nursing AAS 63 cr EGF, TRF, DE E460, T460, I460 MnSCU approved on 6-6-2013 | Drop total program cr to 60 cr Drop SPCH 1101 Intro Public Speaking 3 cr Effective Fall 2014 |

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| Approved | Radiologic Technology AAS 83 cr EGF | Seeking 60/120 waiver – committee reviewed |
| Approved | Respiratory Therapist AAS 78 cr EGF | Seeking 60/120 waiver – committee reviewed |

Course Changes

| Vote | Course | Discussion |
|----------|--|--|
| Tabled | IMAG 2XXX GEOINT Analysis 4 cr 4/0/0 | New course |
| Tabled | IMAG 2XXX GEOINT Collection Mgmt 3 cr 3/0/0 | New course |
| Tabled | IMAG 2XXX GEOINT Operations 5 cr 3/2/0 | New course |
| Tabled | IMAG 2XXX Open Source Collection Mgmt 5 cr 3/2/0 | New course |
| Tabled | NMED 1235 Radio Production 3 cr 0/3/0 | New course |
| Tabled | NMED 2600 Adv Studios 3 cr | New course – No clear way to identify to students which course to be taking unless individual course number. Does not work to try track in the system with several different -- titles Need to be individual courses with title Examples: NMED 2601 – Adv Studio – Radio NMED 2602 – Adv Studio – Video Distribution NMED 2603 – Adv Studio – Video Project NMED 2604 – Adv Studio – Portfolio |
| Approved | ADMM 1164 ICD-9-CM Coding 3 cr 2/1/0 | Change course number to ADMM 1165 Change name to ICD-10-CM & PCS Coding 9 members approved, 1 member disapproved |
| Approved | CVST 1104 Intro Cardiovascular Tech 4 cr 2/2/0 | Change course number to CVST 1105 Decrease to 3 cr 2/1/0 change LO |
| Approved | CVST 2216 Fund Cardio Tech III 3 cr 1/2/0 | Change break out to 2/1/0 change LO |
| Approved | FYEC 1110 Pathways to Success 1 cr | Remove words First Year from course description |
| Approved | MATH 1102 Contemporary Math 3 cr 3/0/0 | Change Prerequisites to: MATH0090 or appropriate MATH assessment test score. |
| Approved | PTAS 1105 Fundamentals of PTA 4 cr 2/2/0 | Add new LO 6.7 Demonstrate the ability to competently don and doff personal protective equipment. |
| Approved | PTAS 1116 Therapeutic Exercise I 2 cr 1/1/0 | Change LO to: 7.0 Demonstrate competence in administering therapeutic exercise, including preparation of the treatment area and associated equipment 7.1 Demonstrate the ability to safely perform common stretching exercises for the upper and lower extremities 7.2 Demonstrate the ability to safely perform common strengthening exercises for the upper and lower extremities |
| Approved | PTAS 2115 Advanced Techniques 4 cr 2/2/0 | Change LO to: 2.5 Identify the common components of a transtibial and transfemoral prosthesis and describe the function of each Add new LO: 5.3 Demonstrate the ability to safely perform Grade I-II peripheral joint mobilizations |

Policies

The following policies were approved:

3050P Post Secondary Enrollment Options; 3070 SAP; 3110 Graduation

3150P Credit for Prior Learning; 3230 Intellectual Property; 3230P Patent Inquiry Procedures

Institutional Learner Outcomes

Discussion tabled until August. Learner outcome changes to MATH 1132 approved on April 3, 2013 will also be tabled until August.

Transition Plans

Kate Schmalenberg discussed the sample forms sent out for the committee to review.

A motion was made, seconded, and approved to adopt the Transition Plan form with the inclusion of the semester order under the former curriculum and new curriculum columns. A motion was made, seconded, and approved to adopt the Transition Plan Agreement form. The two forms will be posted on the college forms webpage under Academic Affairs.

AASC Forms

The question was raised if the six new AASC electronic forms will be editable once the information has been input and saved. Kathy will check with Stacey and report back. Kathy Huschle and Stacey Hron will present at the six new AASC forms at the fall inservice to faculty members.

Program Specific Requirements (Standing Agenda Item)

Health Sciences Broad Field AS 60 cr -- Add to Program Specific Requirements:

Some health sciences programs may require a "C" or better in all coursework in order to graduate from that program. Check specific program for requirement details.

Nursing AS 64 cr -- Add to Program Specific Requirements:

Students achieving assessment scores below the established minimums must register and successfully complete (with a grade of "C" or better) the required developmental courses in order to meet graduation requirements.

Arithmetic assessment score greater than or equal to 50 and an Elementary Algebra assessment score greater than or equal to 60. Or MATH 0090 or high level course.

Practical Nursing AAS 60 cr & Diploma 50 cr -- Add to Program Specific Requirements:

Students will only be allowed two attempts on all PNSG courses.

Phlebotomy Certificate 16 cr-- Updated Program Specific Requirements:

1. Students who have completed BIOL2252 and BIOL2254 may substitute both courses for BIOL1004.
2. MATH 0090 or equivalent must be completed less than 5 years ago. If over 5 years an assessment will be done by the student to determine placement.
3. Student must have workable knowledge in the sciences. Classes completed more than 5 years ago may not transfer.
4. Students must complete the Minnesota Department of Human Services Licensing Division Background Study and National Background study upon program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to the start of PHLB 1106.
5. The NHA (National Healthcareer Association) certification exam is given as part of the PHLB 1106 curriculum, students must achieve a passing grade on this test to pass the course and complete the program.
6. All required courses for the Phlebotomy Program must be completed with a grade of "C" or better.
7. Students on academic warning will not be guaranteed a clinical internship.
8. PHLB 1104, PHLB 1105 and PHLB 1106 must be completed concurrently in the same semester. If a student does not pass one of these courses they will need to retake them all the following year to complete the program.
9. All requirements for graduation, including developmental courses (ENGL0095, MATH0090), must be completed prior to the start of PHLB 1106, with the exception of the NHA exam which will be administered on the last day of clinical at Northland proctor center.
10. Required immunization and health data on the College's Health Screening Form must be submitted prior to the start of PHLB 1106.
11. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to PHLB 1104. Certification must be kept current for the duration of enrollment in this program.

Chair

A motion was made, seconded, and approved to elect Kathy Huschle as chair for two year term.

If need be, Don will call a meeting to order during the summer.

2013-14 Meeting Schedule

| Day | Date | Time | Location |
|---------|--------------|--------|----------|
| Tuesday | September 10 | 1-4 pm | EGF |

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| Wednesday | October 9 | 1-4 pm | TRF |
| Tuesday | November 12 | 9-12 am | EGF |
| Wednesday | December 4 | 9-12 am | TRF |
| Tuesday | January 14 | 1-4 pm | EGF |
| Wednesday | February 5 | 1-4 pm | TRF |
| Tuesday | March 4 | 9-12 am | EGF |
| Wednesday | April 2 | 9-12 am | TRF |
| Tuesday | May 6 | 1-4 pm | EGF |