Academic Affairs & Standards Committee
May 7, 2014   1-4 pm
TRF 109

Present: Kathy Huschle, Jim Retka, Brian Huschle, Mary Fontes, Andy Mueller, Rocky Ammerman,, Karl Ohrn, Don Fischer, Jack Haymond, Kari Koenig, Carey Castle, Erin Almlie, Tishara Melcher
Absent: Kate Schmalenberg, Curtis Zoller, Brian Suckow

Approval of Minutes
The April minutes were approved as recorded.

Program Changes

Vote	Programs	Discussion
Approved	Advanced Rescue Certificate	Add program learner outcomes
Approved	Automotive Engine Repair, Suspension & Steering	Add program learner outcomes
Approved	Collision & Refinishing Technician Certificate 30 cr TRF AUB3 MnSCU approved on July 22, 2014	New Program AUBO 2201 Collision/Damage/Estimate 4 cr AUBO 2205 Unibody & Frame 4 cr AUBO 2207 Major Collision Lab (variable) 4 cr AUBO 2212 Gen Auto Body Lab (variable) 4 cr AUBO 2216 Shop Operations 2 cr AUBO 2221 Simulated Auto Body I 4 cr AUBO 2225 Panel Replacement 2 cr AUBO 2228 Auto Body Mechanical 6 cr Effective Fall 2014 Need to submit program learner outcomes
Approved	New Media Production AAS 60 cr TRF T660 MnSCU approved on June 10, 2014	Change name to Digital Media Production Drop NMED 1105 Intro to New Media 1 cr Drop NMED 1120 Electronic media Mgmt 2 cr Drop ARCH 2226 Presentation 4 cr Add BUSN 1110 Intro to Business 3 cr Add DMED 2226 Intro to 3D Animation 4 cr Effective Fall 2014
Approved	New Media Production Certificate 19 cr TRF T670 MnSCU approved on June 10, 2014	Change name to Digital Media Production Drop total program credit to 18 Drop NMED 1105 Intro to New Media 1 cr Effective Fall 2014
Approved	New Media Production Diploma 35 cr TRF T665 MnSCU approved on June 10, 2014	Change name to Digital Media Production Drop total program credit to 34 Drop NMED 1105 Intro to New Media 1 cr Drop ARCH 2226 Presentation 4 cr Add DMED 2226 Intro to 3D Animation 4 cr Effective Fall 2014
Approved	Nursing Assistant	Add program learner outcomes
Approved	Radio Business Diploma 33 cr TRF T675	Drop NMED 1105 Intro to New Media 1 cr Drop NMED 1201 Digital Video 2 cr Drop NMED 1120 Electronic media Mgmt 2 cr Add BUSN 1110 Intro to Business 3 cr Add SPCH 1101 Intro to Public Speaking 3 cr Effective Fall 2014
Approved	Sheet Metal Repair Technician Certificate 28 cr TRF AUB4 MnSCU approved on July 22, 2014	New Program AUBO 1100 Intro to Auto Body 2 cr AUBO 1102 Off Car Repair 4 cr AUBO 1105 Plastic Welding 2 cr AUBO 1111 Auto Body Lab I (variable) 4 cr AUBO 1112 Auto Body Lab II (variable) 4 cr AUBO 1121 Auto Body Refinishing 6 cr AUBO 1123 Glass & Trim 2 cr AUBO 1131 Auto Body Welding I 2 cr AUBO 1132 Auto Body Welding II 2 cr Effective Fall 2014 Need to submit program learner outcomes

Course Changes

Vote	Course	Discussion
Tabled	AUBO 1111, 1112, 2207, 2212	ILO's updated – variable cr
Tabled	AVIA 1101, 1104, 1120, 1125, 2201, 2203, 2207, 2225	ILO's updated
Tabled	SPTC 1111 Special Topics 3 cr 3/0/0	New course old course IDST 1110 Learn2Learn
Denied	ACCT 2203 VITA Service 1 cr 1/0/0	Suspend course
Approved	AGRI 1104, 1110, 1120, 1130, 1140, 1150, 1160, 1172, 1192, 2202, 2206, 2210, 2222, 2230, 2240, 2280, 2290	ILO's updated
Approved	BIOL 2256	ILO's updated Added MNTC Area 3
Approved	BUSN 1110, 2210	ILO's updated
Approved	BUSN 2231, 2235	Suspend courses
Approved	CHEM 1020, 1121, 1122, 2205, 2211, 2212	ILO's updated
Approved	CVST 1105	Change to HLTH 1105
Approved	CVST 2132	Change prerequisite to: MATH 0094 or 0098, or appropriate assessment score.
Approved	DMED 2226 Intro to 3D Animation 4 cr 2/2/0	New course
Approved	EMTP 2236 Neonatal Resuscitation Pr 1 cr 1/0/0	Change to RESP 2236
Approved	ENGL 0075, 0085, 0095	ILO's updated
Approved	FIRE 1104, 1120, 1152, 1160, 2260, 2265, 2267	Check all prerequisites on all courses
Approved	FYEC 1110	ILO's updated
Approved	HPER 1181, 1182, 1183, 1184, 1185, 1186, 1187, 2181, 2182, 2183, 2184, 2185, 2187, 1410	ILO's updated
Approved	HPER 2270	ILO's updated
Approved	HUMN 1101	ILO's updated
Approved	MATH 2233	ILOs updated
Approved	MKTG 1108, 2116, 2120, 2200, 2201, 2205, 2300, 2304, 2306, 2320, 2900, 2920	ILO's updated
Approved	MKTG 2220, 2232	Suspend courses
Approved	NMED 1105, 1120, 2111	Suspend courses
Approved	NMED 1125, 1135, 1202, 1210, 2105, 2110, 2115, 2210, 2220, 2235	ILO's updated Change prefix to DMED
Approved	NMED 1201 Digital Video 2 cr 1/1/0	Change to 3 cr 1/2/0 change to DMED
Approved	NMED 1205 Internet Broadcasting 4 cr 2/2/0	Change to 3 cr 1/2/0 change to DMED
Approved	NSCI 1123, 2203	ILO's updated
Approved	NURS 2110, 2121, 2123, 2125	ILO's updated
Approved	NURS 2113, 2191	Suspend courses
Approved	PNSG 1216, 1226, 1236, 1240, 1290	Suspend courses
Approved	PTAS 1101, 1105, 1108, 1110, 1114, 1116, 1120, 1130, 2101, 2105, 2111, 2115, 2125, 2140, 2150, 2160,	ILO's updated
Approved	SPCH 2201	Add MNTC #6
Approved	SSCI 1101	ILO's updated
Approved	WELD 1100, 1102, 1104, 1106, 1110, 1112, 1114, 1116, 1117, 1118, 1120, 1121, 1124, 1130, 1131,	ILO's updated
Approved	WELD 1115 Coated & Cored Electrodes 2 cr .5/1.5/0	Suspend course

Program Specific Requirements (Standing Agenda Item)

Aviation Maintenance Technology -- AAS
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. English course requirements are listed in the curriculum summary. Arithmetic assessment scores must be greater than or equal to 50 or students must complete MATH 0080 or a higher level course.

Waiver Language for FYEC 1110 in the AA Program Plan
A student who is in good academic standing, and has 24+ college transfer credits when applying to NCTC (not including CHS or OCHS), or a student who has completed 24+ credits in a NCTC program of study other than the Associate in Arts program (not including CHS or OCHS), may request a waiver from FYEC 1110: Pathways to Success. Students who are in good academic standing and have completed a similar course at another accredited college or university may request a course substitution.

Nursing Transition Plan
The document indicated the transition plan in Nursing will be extended by one year.

Hybrid Course Guidelines
The committee reviewed a copy of the proposed hybrid course guidelines. Several faculty groups and the eLearning committee have reviewed the language. A motion was made, seconded and approved to support the hybrid course definition and guidelines.

NCTC Leave Policy
The committee reviewed a draft copy of the Leave Policy. A sub group of faculty members are working on the policy. The college will review and recommend suggestions. The committee discussed the meaning of good academic standing and establishing a couple criteria. Questions raised in possible conflicting statements in paragraph 1 and 3. The policy will be brought back in the fall for a second reading.

3000 level Series Policies
The committee reviewed and discussed the 3000 level series policies. No changes were recommended. They will be posted for review by all employees and students. The policies will also be forwarded to Cabinet for final approval.

2014-15 Meeting Schedule

Day	Date	Time	Location
Wednesday	Sept 3	2-5 pm	TRF 735
Tuesday	Oct 7	1-4 pm	149 / 601
Wednesday	Nov 5	9-12 pm	149 / 601
Tuesday	Dec 2	9-12 pm	149 / 601
Tuesday	Jan 20	1-4 pm	149 / 601
Wednesday	Feb 4	1-4 pm	149 / 601
Tuesday	March 3	9-12 pm	149 / 601
Wednesday	April 8	9-12 pm	149 / 601
Tuesday	May 5	1-4 pm	EGF 290

Hybrid Course Guidelines

Hybrid Course Definition

A hybrid course at Northland is a course which combines online and synchronous classroom delivery. Typically, to be designated as a hybrid course either of the delivery methods (online/synchronous classroom) will constitute no more than 75% of the course. Proctored examinations are NOT considered part of the minimum 25% synchronous classroom times. As with any course design, the specific structure and delivery mode should promote student success and achievement of course learning outcomes.

Hybrid Course Scheduling

1. The course schedule should use the appropriate media code.
2. The course schedule should utilize the "notes" field to identify the proportion of reduced seat time. (i.e. percent synchronous classroom delivery versus online delivery - 25%, 50%, 75%)
3. The schedule should accurately reflect intended room use (need to check with Lori Johnson about what's possible).
4. The percent of campus versus online meetings should be available on the schedule for students (in the notes field) by the first day of student registration.
5. Students taking hybrid courses should be encouraged to complete the assessment for online readiness.

Identifying New Hybrid Courses

Prior to an initial hybrid course offering, individuals should have a conversation with their supervisor regarding pedagogy and how course design supports course outcomes, as well as professional development opportunities to prepare for teaching online.