

Academic Affairs & Standards Committee  
January 20, 2015 1-4 pm  
EGF 149, TRF 601

Present: Kathy Huschle, Mary Fontes, Andy Mueller, Rocky Ammerman, Carey Castle, Jack Haymond, Linda Samuelson, Karl Ohrn, Jodi Stassen, Kari Koenig, Brian Suckow, Don Fischer, Peggy Rogers (Erin Almlie)  
Absent: Curtis Zoller, Kate Schmalenberg, Brian Huschle

**Approval of Minutes**

The December minutes were approved as recorded.

**Program Changes**

Vote	Programs	Discussion
Approved	Accounting Clerk – Microcomputer Applications Diploma 45 cr ---- E020	CPTR 1106 move to 2 <sup>nd</sup> fall semester 3 cr Technical Electives move 1 <sup>st</sup> spring 3 cr
Approved	Precision Agriculture Equipment Technician AAS 60 cr MnSCU approved on 8-4-2015 T270	New program PAET 1100 Intro Farm Op 3 cr PAET 1110 Equipment Operations 3 cr PAET 1115 Shop Tools/Practices 2 cr ETAS 1105 Applied Electronics 3 cr AGRI 2250 Welding I 1 cr NSCI 1103 Geology 4 cr PAET 1120 Air Cond for Ag Tech 2 cr PAET 1125 Light/Medium Duty Engine Sys 3 cr PAET 1130 Hydraulic Systems 4 cr PAET 1140 Ag Elec/Elec Sys 3 cr ENGL 1111 Composition I 3 cr PAET 2200 AFS (Adv Farm Sys) 3 cr PAET 2205 Heavy Duty Engine Sys 3 cr PAET 2210 Ag Drive Sys 3 cr PAET 2230 Internship 1 cr MATH 1102 Contemporary Math 3 cr SPCH 1103 Interpersonal Communications 3 cr AGRI 1150 Soil Maintenance & Fertility 3 cr CPTR 1131 Microcomputer Maintenance 4 cr ENGL 2207 Technical Writing 3 cr PAET 2235 On-the-Job Training 3 cr
Approved	Welding Process Technology Diploma 34 cr TRF T603	Change MFPT 1570 to WELD 1570

**Course Changes**

Vote	Course	Discussion
Tabled	ACCT 2240	ILO's updated – needs more learner outcomes
Tabled	AUBO 1111, 1112, 2207, 2212	ILO's updated – variable credits
Tabled	AVIA 1101, 1104, 1120, 1125, 2201, 2203, 2207, 2225	ILO's updated
Tabled	PHLB 1104, 1105, 1106	Update learner outcomes & learner outcome assessmnt
Tabled	SSCI 1101 Human Relations 3 cr 3/0/0	ILO's updated – resubmit in correct format
Approved	AGRQ 1110 Intro to Animal Science 4 cr 3/1/0	New course
Approved	BUSN 1115 Personal Financial Mgmt 3 cr 3/0/0	ILO's updated
Approved	CVOP 1100, 1105, 1110, 1115, 1120	ILO's updated
Approved	HLTH 1108, 1126, 2208	ILO's updated
Approved	HPER 2235	ILO's updated
Approved	MATH / BUSN 2203 Statistics 4 cr 4/0/0	ILO's updated
Approved	MFPT 1570 Manufacturing Internship 2 cr 0/0/2	Change to WELD 1570 update course descript, ILO
Approved	UAST 2180 sUAS Ground School 3 cr 3/0/0	New course
Approved	UAST 2190 sUAS Lab 3 cr 0/3/0	New course
Approved	UAST 2200 OJT 1 cr 0/0/1	New course

**Program Specific Requirements (Standing Agenda Item)**

None

**Common Course Outline Form**

The committee agreed a new common course outline form will be posted to the website under Employees – Forms – Academic Affairs & Standards.Council. Brian Huschle requested the CIP code be added to the forms. The request was tabled until Brian could further explain, since faculty will not have easy access to CIP codes listing.

## **Transition Plans**

### **Accounting Clerk -- Microcomputer -- Diploma**

Current Students:

This program is a 3 semester program. The current students will take CPTR 1106 in spring 2015. This is the only spring semester.

Future Students:

Students enrolling in the program Fall of 2015 will follow the new course sequence and take the course in the 2<sup>nd</sup> fall semester.

Technical Electives:

The program requires 6 credits of technical electives. Currently there are 6 credits required in the 2<sup>nd</sup> fall semester. Moving 3 credits to the 1<sup>st</sup> spring semester should not be an issue. The courses that are available for technical electives - several are available to choose from in the spring and/or fall.

## **CIP Codes**

Cary Castle provided the following link: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

<http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55> The link provides some resource pages, for those interested in further understanding and working with CIP codes. Since these codes are used by national, state, and regional entities and accreditation groups, making sure the right CIP is assigned is important. NCTC uses CIP codes to determine costs for programs, classification of programs, and tracking. The MnSCU website listing all our current programs and CIPs can be found at :

<http://www.academicaffairs.mnscu.edu/academicprograms/Inventory/index.html> (you must be using IE9 not Mozilla)

## **Current ad hoc group at MnSCU for Developmental**

Cary Castle indicated the second meeting is scheduled for Wednesday, January 21. The group is charged to:

- Identify best practices for developmental education and address education needs of incoming students who require more basic developmental work.
- Share best practices with other campuses focused on the best interests of lower level developmental students
- Make recommendations for action, forwarded to appropriate individuals/group

Actions:

- Review current strategies used on campus, identify best practices, and share
- Explore new strategies
- Make recommendations as needed (not a decision-making group)

The group is setting up a developmental working group to better design the processes across the system. Still very early in the process and not something that should be reading into yet. Cary wants to make sure we have the right folks at their meeting late next month - more to come.

## **Academic Affairs--MnSCU**

Cary Castle informed the group that the Academic Affairs Division at MnSCU is also working through a process which will provide transfer pathways to baccalaureate completion plan. This is still in the early stages as well, but initially want to look at many aspects of this process that include course alignment, and student services, facilities and technology, accelerate development of partnerships with secondary systems, and increasing professional development just to name a few areas. This is result of a Charting the Future initiative and an area Cary believes will be very helpful to many of our students.

## **2014-15 Meeting Schedule**

Day	Date	Time	Location
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