

Academic Affairs & Standards Committee  
February 04, 2015 1-4 pm  
EGF 149, TRF 601

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

**Approval of Minutes**

The January minutes were approved as recorded.

**Program Changes**

Vote	Programs	Discussion
Tabled	Precision Agriculture Equipment Technician AAS 60 cr	Change program semester order

**Course Changes**

Vote	Course	Discussion
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	CARP 1104	ILO's updated – clarify ILO 13
Tabled	SSCI 1101 Human Relations 3 cr 3/0/0	ILO's updated – resubmit in correct format
Approved	ACCT 2240	ILO's updated
Approved	BLDG 1114, 1120	ILO's updated
Approved	CARP 1102, 1106, 1108, 1110, 2204, 2214, 2216	ILO's updated
Approved	CMAE 1510, 1514, 1526,	ILO's updated
Approved	CRLT 2103	ILO's updated
Approved	MUSC 1101, 1102, 1103, 1108, 1111, 1181, 1183, 1185, 1189, 2251, 2252, 2261, 2262, 2271, 2272, 2281	ILO's updated
Approved	PHLB 1104, 1105, 1106	ILO's updated

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

None

**Grading --- FN change to W**

There is an established practice of allowing students to request that an issued FW grade be changed to a W, if that request is made during the 80% withdraw timeframe. The Registrar's office is requesting that students be allowed to also establish a practice of changing issued FN grade to a W, if the request is made by the student during the 80% withdraw timeframe. Documentation of changes of FN grades to W will be completed through the use of either the Drop/Add/Override form or the Total Withdraw form, whichever is appropriate and will require appropriate Registrar office signatures. After some discussion, the committee suggested allowing students to request that an issued FN grade be changed to a W, if the request is made by the student during the refund period. SOP

1. Student requests a change for "FN" to a "W".
2. Student must complete the Total Withdrawal form if asking for W in all courses, or Drop/Add/Override form if one or more, but not all, to request the change.
3. Form is submitted to the Registrar's office.
4. If the change is submitted within the refund period, the Registrar's office will change the "FN" grade to a "W" on an/each individual course. The date of 11/17/1858 will not be changed.
5. If it is total withdrawal and this is done within the refund period (75%, 50%, 25%), the applicable refund will be calculated and applied by the business office.
6. There may be consequences with the financial aid package. Refer the student to financial aid department staff.
7. An email notification will be sent to the financial aid office and business office.

The committee will revisit the issue after fall 2015 semester.

**CIP Code**

Discussion occurred regarding new program and new course forms needing to have CIP code due to new HR process. The committee suggested not adding the CIP code requirement to the forms and working out the process in the background between those involved in inputting the data into the various systems.

**Dynamic Forms – Change Course Form**

Delete – Attach Current Common Course Outline

Change – Attach Proposed Common Course Outline to display Attach Proposed Common Course Outline with highlighted & strike through changes.

**2014-15 Meeting Schedule**

Day	Date	Time	Location
Tuesday	March 3	9:30-12 pm	149 / 601
Wednesday	April 8	9-12 pm	149 / 601
Tuesday	May 5	1-4 pm	EGF 290