

Academic Affairs & Standards Committee

March 16, 2016 9—12 pm

EGF 290 -- TRF 662

Present: Don Fischer, Mary Fontes, Brian Huschle, Erin Almlie, Brian Suckow, Kari Koenig, Andy Mueller, Jack Haymond, Lisa Bottem, Carey Castle, Kathy Huschle (Dorinda Sorvig), Mike Curfman, Curtis Zoller, Jon Beck

Absent: Kate Schmalenberg, Jim Retka, Karl Ohrn

Approval of Minutes

The February minutes were approved as recorded.

Amend November 10, 2015 minutes on Welding Manufacturing Technology Certificate, New Program, effective Fall 2016. Motion was made, seconded, and approved indicating the Production Welding Certificate 16 cr will be revised to become the Welding Manufacturing Technology Certificate 17 cr program effective Fall 2016.

Program Changes

Vote	Program	Discussion
Tabled	Welding Manufacturing Technology – Diploma 35 cr	Available at NCTC with consortium through MN App. Manufacturing jobs grant run through Southwest. The courses should reflect prerequisites in required list of courses. Example: MATH 1110 College Algebra prerequisite for PHYS 1111 General Physics. Should submit a semester order plan. Request to start August 2016. Courses should be submitted in appropriate common course outline format and identify ILO. If courses are existing, they don't need to be submitted.

Course Changes

Vote	Course	Discussion
Tabled	ELTR 2313 Electronic Components II	Spell out acronyms
Tabled	HPER 2245 Elementary Physical Education 3 cr	ILO's updated and change course name
Approved	AUMO 2231 Independent Study Lab 1-3 cr lab	ILO's updated
Approved	UAST 2160 UAS Aviation Maintenance Tech 2 cr 2/0/0	ILO's updated change to 1/1/0

Program Specific Requirements (Standing Agenda Item)

None.

Student Access to Syllabi

Don mentioned this item was discussed at Shared Governance and he read the paragraph from the faculty contract. Mary specified in the Policy Review meeting a request was made by the Registrar's to have access to the syllabus on N drive. They sometimes need to send syllabus copies with course transfer requests. Discussion indicated faculty have a problem with everyone having access to syllabi. Motion was made, seconded and approved indicating that the appropriate process for the purpose of academic transfer to another college, will be that the Registrar contacts the faculty member requesting a copy of the specific syllabus. If the faculty member is not available, the Registrar will contact the Academic Assistant (Lori Johnson) to provide a copy.

AMP Committee

Cary Castle is conducting a cross check to see if AASC is doing any work identified in the AMP.

2015-16 Meeting Schedule

Day	Date	Time	Location
Tuesday	April 12	1-4 pm	EGF 290 -- TRF 735
Wednesday	May 11	1-4 pm	TRF 735