

**Academic Affairs & Standards Committee**

March 15, 2017

EGF290 -- TRF461B -- AC15

Present: Don Fischer, Mary Fontes, Brian Huschle, Andy Mueller, Jack Haymond, Mike Curfman, Karl Ohrn, Kari Koenig, Carey Castle, Kathy Huschle, Erin Almlie, Tom Biller (Jon Beck), Jodi Stassen, Lisa Bottem  
Absent: Jim Retka, Brian Suckow, Curtis Zoller,

**Approval of Minutes**

The February minutes were approved as recorded.

**Program Changes**

Vote	Program	Discussion
Approved	Administrative Assistant AAS 60 cr EGF E030	Effective Fall 2017 Move ADMS 1110 from 2 <sup>nd</sup> Fall to 1 <sup>st</sup> Spring semester Move Technical Elec from 1 <sup>st</sup> spring to 2 <sup>nd</sup> spring Move G5: History Elec from 2 <sup>nd</sup> spring to 2 <sup>nd</sup> fall G1: Comm Elec choose SPCH 1101 or 1103  Drop from list of Technical electives: ACCT 1104 Payroll 3 cr ACCT 1128 Computerized Acct I 3 cr CPTR 1131 Microcomputer Maintenance 4 cr
Approved	Administrative Support Diploma 31 cr EGF E051	Effective Fall 2017 Drop from list of program specific electives: Drop BUSN 2221 Prin of Accounting I 4 cr Drop CPTR 1131 Microcomputer Maint 4 cr
Approved	Administrative Support Microcomputer Specialist Diploma 48 cr EGF E542	Suspend
Approved	Administrative Support Software Specialist AAS 60 cr EGF E032	Suspend
Approved	Criminal Justice AS 68 cr TRF CRJ1	Effective Fall 2017 Drop CRJU 1104 Juvenile Justice & Delinqu 3 cr Drop CRJU 1109 Behavioral Sciences 3 cr Drop CRJU 2201 Criminal Law 3 cr Drop CRJU 2202 Criminal Procedures 3 cr Drop CRJU 2208 Criminal Investigations 3 cr Drop CRJU 2215 Traffic Law 2 cr Drop CRJU 2221 Law Enforcement Skills I 6 cr Drop CRJU 2223 Law Enforcement Skills II 6 cr Drop SOCI 1106 Intro to Criminal Justice 3 cr Drop HPER 1125 Fitness & Conditioning 1 cr Drop Technical Electives 6 cr Add CRJU 1102 Law Enforce & Human Bhvrs 3 cr Add CRJU 1103 Juvenile Justice 3 cr Add CRJU 1106 Corrections/Probation 3 cr Add CRJU 1107 Law Enforce & Community 3 cr Add CRJU 2200 Minnesota Statutes 3 cr Add CRJU 2206 Criminal Investigations 3 cr Add CRJU 2209 Law Enforcement Skills I 6 cr Add CRJU 2210 Criminal Procedures 3 cr Add CRJU 2219 Law Enforcement Skills II 6 cr Add SOCI 1107 Intro to Criminal Justice 3 cr Add CRJU 1126 L.E. Fitness I 1 cr Add CRJU 2126 L.E. Fitness II 1 cr
Approved	Criminal Justice Diploma 36 cr TRF CRJ3 MnSCU approved 4-3-2017	Effective Fall 2017 Increase total program credits to 38 cr Drop CRJU 1104 Juvenile Justice & Delinqu 3 cr Drop CRJU 1109 Behavioral Sciences 3 cr Drop CRJU 2201 Criminal Law 3 cr Drop CRJU 2202 Criminal Procedures 3 cr Drop CRJU 2208 Criminal Investigations 3 cr Drop CRJU 2215 Traffic Law 2 cr Drop CRJU 2221 Law Enforcement Skills I 6 cr Drop CRJU 2223 Law Enforcement Skills II 6 cr Drop HPER 1125 Fitness & Conditioning 1 cr Drop SOCI 1106 Intro to Criminal Justice 3 cr Add CRJU 1102 Law Enforce & Human Bhvrs 3 cr

		Add CRJU 1103 Juvenile Justice 3 cr Add CRJU 1107 Law Enforce & Community 3 cr Add CRJU 2200 Minnesota Statutes 3 cr Add CRJU 2206 Criminal Investigations 3 cr Add CRJU 2209 Law Enforcement Skills I 6 cr Add CRJU 2210 Criminal Procedures 3 cr Add CRJU 2219 Law Enforcement Skills II 6 cr Add SOCI 1107 Intro to Criminal Justice 3 cr Add CRJU 1126 L.E. Fitness I 1 cr Add CRJU 2126 L.E. Fitness II 1 cr
Approved	Criminal Justice Certificate 18 cr TRF CRJ4 MnSCU approved 4-3-2017	Effective Fall 2017 Increase total program credits to 21 cr Drop CRJU 1104 Juvenile Justice & Delinquency 3 cr Drop CRJU 1109 Behavioral Sciences 3 cr Drop CRJU 2201 Criminal Law 3 cr Drop CRJU 2202 Criminal Procedures 3 cr Drop CRJU 2208 Criminal Investigations 3 cr Drop SOCI 1106 Intro to Criminal Justice 3 cr Add CRJU 1102 Law Enforce & Human Bhvrs 3 cr Add CRJU 1103 Juvenile Justice 3 cr Add CRJU 1107 Law Enforce & Community 3 cr Add CRJU 2200 Minnesota Statutes 3 cr Add CRJU 2206 Criminal Investigations 3 cr Add CRJU 2210 Criminal Procedures 3 cr Add SOCI 1107 Intro to Criminal Justice 3 cr
Approved	Medical Administrative Assistant AAS 60 cr Online I390	Effective Fall 2017 Drop ADMM 1130 Medical Transcription 4 cr Add CRLT 2103 Job Seeking & Keeping 1 cr Add MKTG 2120 Supervisory Leadership 3 cr
Approved	Medical Office Specialist Diploma 49 cr Online I395 MnSCU approved 3-31-2017	Effective Fall 2017 – drop down to 45 cr Drop ADMM 1130 Medical Transcription 4 cr Move CPTR 1104 from 1 <sup>st</sup> Fall to 1 <sup>st</sup> Spring semester
Approved	Patient Access Specialist Certificate 30 cr Online I420 MnSCU approved 3-22-2017	Effective Fall 2017 – drop down to 27 cr Drop BIOL 1004 Intro Anatomy & Phys 3 cr
Approved	Radiologic Technology AAS 83 cr EGF E470	Effective Fall 2017 Update program plan with new course numbers RADT 1120 -- 1122 RADT 1126 -- 1127 RADT 1133 – 1135 RADT 2216 -- 2217

### Course Changes

Vote	Course	Discussion
Approved	CRJU 1102 Law Enforce & Human Behaviors 3 cr 3/0/0	New course
Approved	CRJU 1103 Juvenile Justice 3 cr 3/0/0	New course
Approved	CRJU 1104 Juvenile Justice & Delinquency 3 cr 3/0/0	Suspend
Approved	CRJU 1107 Law Enforce & Community 3 cr 3/0/0	New course
Approved	CRJU 1109 Behavioral Sciences 3 cr 3/0/0	Suspend
Approved	CRJU 1117 Special Topics Criminal Justice 3 cr 3/0/0	Suspend
Approved	CRJU 1126 L.E. Fitness I 1 cr 0/1/0	New course
Approved	CRJU 2126 L.E. Fitness II 1 cr 0/1/0	New course
Approved	CRJU 2200 Minnesota Statutes 3 cr 3/0/0	New course
Approved	CRJU 2201 Criminal Law 3 cr 3/0/0	Suspend
Approved	CRJU 2202 Criminal Procedures 3 cr 3/0/0	Suspend
Approved	CRJU 2206 Criminal Investigations 3 cr 3/0/0	New course
Approved	CRJU 2208 Criminal Investigations 3 cr 3/0/0	Suspend
Approved	CRJU 2209 Law Enforcement Skills I 6 cr 3/3/0	New course
Approved	CRJU 2210 Criminal Procedures 3 cr 3/0/0	New course
Approved	CRJU 2215 Traffic Law 2 cr 2/0/0	Suspend
Approved	CRJU 2219 Law Enforcement Skills II 6 cr 3/3/0	New course
Approved	CRJU 2221 Law Enforcement Skills I 6 cr 3/3/0	Suspend
Approved	CRJU 2223 Law Enforcement Skills II 6 cr 3/3/0	Suspend
Approved	CRJU 2235 Criminal Justice Internship 4-8 cr variable	Suspend
Approved	CRJU 2295 Criminal Justice Internship 3 cr 0/0/3	New course
Approved	HPER 1125 Fitness & Conditioning 1 cr 0/1/0	Suspend
Approved	HPER 1126 Fitness & Conditioning I 1 cr 0/1/0	New course

Approved	HPER 2126 Fitness & Conditioning II	1 cr 0/1/0	New course
Approved	PHLB 1104 Phlebotomy Procedures	2 cr 2/0/0	Remove prerequisites. Corequisites: PHLB 1105, PHLB 1106
Approved	PHLB 1105 Phlebotomy Lab Skills	1 cr 0/1/0	Remove prerequisites. Corequisites: PHLB 1104, PHLB 1106
Approved	PHLB 1106 Clinical Phlebotomy Internship	3 cr 0/0/3	Remove prerequisites. Corequisites: PHLB 1104, PHLB 1105
Approved	RADT 1120 Radiographic Physics	3 cr 3/0/0	Suspend
Approved	RADT 1122 Radiographic Physics	3 cr 3/0/0	New course description & learner outcomes
Approved	RADT 1126 Image Production & Evaluation	3 cr 2/1/0	Suspend
Approved	RADT 1127 Image Production & Evaluation	3 cr 2/1/0	New course description & learner outcomes
Approved	RADT 1133 Radiographic Proc III	2 cr 2/0/0	Suspend
Approved	RADT 1135 Advanced Imaging	2 cr 2/0/0	New title, course description, learner outcomes
Approved	RADT 2216 Imaging Equipment / QA	3 cr 3/0/0	Suspend
Approved	RADT 2217 Imaging Equipment / QA	3 cr 3/0/0	New course description & learner outcomes
Approved	RADT 2220 Radiation Biology & Protection	2 cr 2/0/0	Update learner outcome #17
Approved	SOCI 1106 Intro to Criminal Justice	3 cr 3/0/0	Suspend MNTC Goals 5, 9
Approved	SOCI 1107 Intro to Criminal Justice	3 cr 3/0/0	New course MNTC Goals 5, 9

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

None.

### **Committee Efforts AASC & APR**

The committee discussed how AASC and APR can work together on the curriculum approval process. The APR committee could review curriculum changes and provide input on changes before or past the approval process in AASC. Some time consuming items AASC work on that might be previewed by APR.....Is the course title 22 characters long? Are learner outcomes written as measurable outcomes? Are all acronyms spelled out? Still braining storming on how to improve the process. Mike Curfman has edited the curriculum handbook based on ADawn Nelson's suggestions from when she used it to create the new Agriculture programs. Mike will send an updated copy out to committee again for review. The deans will continue to develop the curriculum handbook for implementation in August 2017.

### **2016-17 Meeting Schedule**

Day	Date	Time	Location
Tuesday	April 11	9 - 12 pm	EGF149/TRF601/AC15
Wednesday	May 10	1 – 4 pm	