

Academic Affairs & Standards Committee

April 11, 2017

EGF 149 -- TRF 601 -- AC15

Present: Don Fischer, Mary Fontes, Brian Huschle, Andy Mueller, Jack Haymond, Mike Curfman, Kari Koenig, Carey Castle, Kathy Huschle, Jon Beck, Jodi Stassen, Lisa Bottem

Absent: Jim Retka, Curtis Zoller, Brian Suckow, Erin Almlie, Karl Ohrn

Approval of Minutes

The March minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Approved	Respiratory Therapist 78 cr AAS EGF E496 Transition plan attached to end of minutes.	Effective Fall 2017 Drop CPTR 1104 Intro Computer 3 cr Drop RESP 1124 Clinical I 3 cr Drop RESP 2206 Clinical II 3 cr Drop RESP 2248 Clinical III 3 cr Drop RESP 2258 Clinical IV 3 cr Add RESP 1126 Clinical I 1 cr Add RESP 2208 Clinical II 1 cr Add RESP 2244 Integrated Pract I 1 cr Add RESP 2246 Neonatal Internship I 1 cr Add RESP 2250 Internship I 5 cr Add RESP 2254 Internship II 5 cr Add RESP 2264 Integrated Pract II 1 cr HLTH 2002 – move to 2 nd fall MATH 1110 – move to 1 st fall PSYC 1105 – move to 2 nd spring CHEM 1020 – move to 1 st spring RESP 2242 – move to 1 st spring RESP 2212 – move to 2 nd fall
Approved	Business 60 cr AS EGF, TRF, Dist Educ BUS1 – TRF BUSE – EGF IBUS – Dist Educ Need MnSCU approval	Effective Fall 2017 Change name to: Business (Transfer Pathway) Drop G4: Math/Logical Elec 3 cr Drop Mn Transfer Elective 3 cr Add MATH 1110 College Algebra 3 cr Add G1: Communication Elec 3 cr SPCH 1101 Public Speaking SPCH 1103 Interpersonal Communications
Approved	Paramedic AAS 60 cr EGF E437	List program learner outcome #8 to top of page.

Course Changes

Vote	Course	Discussion
Approved	BUSN 2210, 2218, 2221, 2222	Update learner outcomes based on state alignment
Approved	CPTR 1104	Update learner outcomes based on state alignment
Approved	ECON 2201, 2202	Update learner outcomes based on state alignment
Approved	EMTP 2260, 2270	Update course description – add words Capstone Event
Approved	MKTG 2200	Update learner outcomes based on state alignment
Approved	PTAS 1105, 1108, 1114, 1116, 2101, 2105, 2111, 2160	Update learner outcomes based on accreditation
Approved	RESP 1124 Clinical I 3 cr 0/1/2	Now RESP 1126 Clinical I 1 cr 0/0/1
Approved	RESP 2206 Clinical II 3 cr 0/1/2	Now RESP 2208 Clinical II 1 cr 0/0/1
Approved	RESP 2211 Summer Clinical 2 cr 0/1/1	Now Clinical III
Approved	RESP 2242 Pediatric/Neonatal Care 4 cr 2/2/0	Now Neo/Peds Critical Care 3/1/0
Approved	RESP 2244 Integrated Pract I 1 cr 0/1/0	New course
Approved	RESP 2246 Neonatal Internship I 1 cr 0/0/1	New course
Approved	RESP 2248 Clinical III 3 cr 0/1/2	Now RESP 2250 Internship I 5 cr 0/0/5
Approved	RESP 2258 Clinical IV 3 cr 0/1/2	Now RESP 2254 Internship II 5 cr 0/0/5
Approved	RESP 2260 Spring Internship 1 cr 0/0/1	Now Neonatal Internship II
Approved	RESP 2262 Summer Internship 3 cr 0/0/3	Now Internship III
Approved	RESP 2264 Integrated Pract II 1 cr 0/1/0	New course
Approved	FBMT 1112, 1121, 1122, 1131, 1132, 1170, 1173, 1180, 1183, 1190, 1193, 1211, 2141, 2142, 2151, 2152, 2161, 2162, 2170, 2173, 2180, 2183 These courses are required in the following two programs; Farm Business Management Certificate 30 cr Farm Commodity Marketing Certificate 30 cr	Updated learner outcomes based on state alignment 1160, 2162 – spell out acronyms USGIS, LLC Input into CCO format

Program Specific Requirements (Standing Agenda Item)

Phlebotomy 16 cr Certificate – update program specific requirements verbiage based on prerequisite changes made in March.

1. Students who have completed BIOL2252 and BIOL2254 may substitute both courses for BIOL1004.

~~2. MATH 0090 or equivalent must be completed less than 5 years ago. If over 5 years, an assessment will be done by the student to determine placement.~~

3. Students must have workable knowledge in the sciences. Classes completed more than 5 years ago, may not transfer.

4. All requirements for graduation, ~~including developmental requirements,~~ (a) must be completed prior to the start of PHLB 1106 or (b) must be currently enrolled within the same semester that the student enrolls in PHLB 1106 (please ensure that the schedule does not conflict with PHLB courses). ~~(unless program director permission granted), with the exception of the NHA exam, which will be administered on the last day of clinical at Northland proctor center.~~

~~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.~~

~~The program minimum scores for the Accuplacer Assessment test are as follows:~~

~~Reading Comprehension: 78~~

~~Arithmetic: 90-120 or EA 40-59.~~

Add a Bullet #: No minimum Accuplacer score required.

5. PHLB 1104, PHLB 1105, and PHLB 1106 must be completed concurrently in the same semester. If a student does not pass one of these courses, they will need to retake them all the following year to complete the program.

6. All required courses for the Phlebotomy Program must be completed with a grade of C or better.

~~7. Students on academic warning will not be guaranteed a clinical internship.~~

8. The NHA (National ~~Healthcareer~~ Healthcare Association) certification exam is given as part of the PHLB 1106 curriculum. Students must achieve a passing grade on this test to pass the course and complete the program.

9. Completion and approval for clinical participation of the Minnesota Department of Humans Services Licensing Division [Background Study](#) prior to program entry. Completion and approval for clinical participation of a National Background Study through Verified Credentials cost \$50.

10. Completion of the College [Health Screening & Immunization](#) form.

11. Current CPR certification. CPR for Health Care Providers (American Heart Association) or CPR for Professional Rescuer (Red Cross) prior to entering ~~PHLB 1104~~ PHLB 1106. Certification must be kept current for the duration of enrollment in this program.

Policies

Motions were made, seconded, and approved for the following policy changes as submitted.

3072 Academic Dishonesty, 3130 Career Information, 3390 Grading, 3390 Low Enrollment

Service Learning

Don questioned the committee on what needs to be done for the Service Learning project in regards to the academic affairs committee. The implemented graduation requirement change would affect every AA, AS, and AAS program. The AASC committee believes the requirement would be beneficial to the college as well as the communities. The requirement also needs to have a very detailed process identified, be organized, and very well managed with the students and communities as to not upset the Business/Industry Partners in the process. The Service Learning group established by Dr. Bona will research what other colleges have done to implement similar Service Learning graduation requirements and modify those findings to meet NCTC's perspective. Those details will be discuss at the May meeting.

Committee Chair

A list of nominees for chair should be send to Don. Nominees will be voted on at the May meeting to identify a new Chair.

2016-17 Meeting Schedule

Day	Date	Time	Location
Wednesday	May 10	1 – 4 pm	EGF -- 290

Respiratory Therapist Transition/Completion plan for 2nd Year students with anticipated graduation of May 2018:

** Students will be completing the “old” curriculum, new changes will not impact these 2nd year students **

2nd Fall Semester – Fall 2017			
Course #	Course Name	LEC/LAB/OJT	Credits
CHEM 1020	Intro to Chemistry	3/1/0	4 credits
RESP 2242	Pediatric/Neonatal Care	2/2/0	4 credits
RESP 2248	Clinical III	0/1/2	3 credits
RESP 2252	Advanced Critical Care	3/1/0	4 credits
TOTAL SEMESTER CREDITS			15 credits
2nd Spring Semester – Spring 2018			
Course #	Course Name	LEC/LAB/OJT	Credits
BIOL 2221	Microbiology	2/1/0	3 credits
EMTP 2230	ACLS	1/0/0	1 credits
EMTP 2234	Pediatric Adv Life Support	1/0/0	1 credits
RESP 2212	Diagnostic Procedures	2/1/0	3 credits
RESP 2236	Neonatal Resuscitation Pr	1/0/0	1 credits
RESP 2258	Clinical IV	0/1/2	3 credits
RESP 2260	Spring Internship	0/0/1	1 credits
RESP 2276	Adv Prac Registry Review	2/1/0	3 credits
TOTAL SEMESTER CREDITS			16 credits
2nd Summer Semester – Summer 2018			
RESP 2262	Summer Internship	0/0/3	3 credits
	G6: Human/Fine Arts Elec		3 credits
TOTAL SEMESTER CREDITS			6 credits