Present: Andy Mueller, Lisa Bottem, Jodi Stassen, Mike Curfman, Mary Fontes, Don Fischer, Lynette Neppel, Carey Castle, Curtis Zoller, Joel Zeigler, Kari Koenig
Absent: Jim Retka, Jack Haymond, Brian Huschle, Erin Almlie, Karl Orhn, Brian Suckow

Approval of Minutes
The January minutes were approved as recorded.   The February 2 email vote minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Approved	Accounting AAS 60 cr EGF Major ID: E005	Effective Fall 2018 Drop ACCT 2208 Cost Accounting 3 cr Add ACCT 2210 Income Tax II 3 cr Update program learner outcomes. Transition plan for 2018-19 attached below.
Approved	Digital Marketing Certificate 21 cr Online Major ID: I510 MinnState approved 02-27-2018	Effective Fall 2018 Increase total program credits to 24 cr Add CPTR 1104 Intro to Computers 3 cr Move MKTG 2200 to 1st spring semester Move MKTG 2116 to 1st fall semester
Approved	Architectural Technology & Design Diploma 65 cr EGF Major ID: E036	Effective Fall 2018 Drop ARCH 2221 CAD III 3 cr Add ARCH 2224 Content & Proj Mgmt 3 cr
Approved	Digital Marketing AAS 60 cr Online Major ID: I505	Effective Fall 2018 Drop ACCT 1100 Prin Bookkeeping 3 cr Add CPTR 1104 Intro to Computers 3 cr Move MKTG 1108, SOCI 1101 to 1st fall Move MKTG 2200, MKTG 2201 to 1st spring Move MKTG 2216, MKTG 2320 to 2nd fall Move MKTG 2306, MNTC Elec to 2nd spring
Approved	Sales, Marketing, Mgmt AAS 60 cr Online only Major ID: I515 Changes do not affect EGF campus program.	Effective Fall 2018 Move MKTG 1108, MKTG 2116 to 1st fall Move MKTG 2200, MKTG 2201 to 1st spring Move MKTG 2304, MKTG 2320 to 2nd fall Move MKTG 2205, MKTG 2306 to 2nd spring Program Specific Electives: Drop:ACCT1100, ADMS1100, 1102, 1110, 1114, 1120 BIOL2252, 2254, BUSN2222, CRLT2103, HPER1410 Add: MKTG2410, 2430, 2450

Course Changes

Vote	Course		Discussion
Approved	ACCT 2210 Income Tax II	3 cr 3/0/0	New course
Approved	ARCH 2221 Computer Aided Design III	3 cr 2/1/0	Inactivate course
Approved	ARCH 2224 Content & Project Mgmt	3 cr 2/1/0	New Course replacing ARCH 2221
Approved	HPER 1129 Plyometrics	1 cr 0/1/0	Update ILO's as indicated per course.
Approved	MKTG 2430 Digital Marketing I	3 cr 3/0/0	Delete prerequisites: MKTG 2200. Change to None. Add corequisite MKTG 2116
Approved	PHLB 1104 Phlebotomy Procedures	2 cr 2/0/0	Course description updated to list pre/co-requisites.
Approved	PHLB 1105 Phlebotomy Lab Skills	1 cr 0/1/0	Course description updated to list pre/co-requisites.
Approved	PHLB 1106 Clinical Phlebotomy Intern	3 cr 0/0/3	Course description updated to list pre/co-requisites.

Program Specific Requirements (Standing Agenda Item)
Phlebotomy Certificate 16 cr   EGF –
2. The program requires students to have current working knowledge of required sciences. Courses older than 5 years may not be accepted for transfer into the program: BIOL 1004 and HLTH 1106.

Hybrid Course Guidelines
Brian Huschle forwarded a copy of the attached Hybrid Course Guidelines.   The committee reviewed and approved all recommended changes.

Equity & Inclusion Plan
Carey Castle indicated there was nothing new to report other than the group meet on January 31, 2018.

Curtis Zoller informed the committee they are working with St. Cloud State University to align courses in order to complete a transfer agreement. Courses are being revised to be delivered in hybrid format. A Marketing Champaign has been started to attract students for Fall 2018. Continue to check on items that need to be in place before advertising the online program in other states.

2017-18 Meeting Schedule

Day	Date	Time	Location
Wednesday	March 14	1 - 4 pm	290, 461B, AC15
Tuesday	April 10	9 - 12 pm	290, 461B, AC15
Wednesday	May 9	9 – 12 pm	461B

Accounting AAS 60 cr EGF Transition Plan 2018-19

Description of Change:
Due to the completion of transfer pathways for the business program the new common course outlines for BUSN 2221 Principles of Accounting (financial accounting) and BUSN 2222 Principles of Accounting II (financial and managerial accounting) required changes to NCTC's common course outlines. Before the change BUSN 2221 Principles of Accounting I included financial accounting and BUSN 2222 Principles of Accounting II continued financial accounting (4 chapters) and covered managerial accounting (8 chapters). As a result of the change BUSN 2222 Principles of Accounting II is all managerial/cost accounting (12 chapters) and encompasses most everything covered in ACCT 2208 Cost Accounting resulting in redundant content. ACCT 2208 Cost Accounting will be replaced with ACCT 2210 Income Tax II
Current Students:
Spring 2018 Graduates will remain under the current 60 credit program
Current first year students (Spring 2019 graduates) will take ACCT 2210 Income Tax II in place of ACCT 2208 Cost Accounting.
New Students:
Students entering the Accounting AAS program Fall 2018 will enter under the new 60 credit program.

Digital Marketing AAS and Certificate Online Transition Plan 2018-19:
Students currently enrolled in the current program will complete on the old program plan and not need to take CPTR 1104. Students in the AAS who are progressing toward graduation in May, 2019, will just switch which term they complete the moved courses in next year. Students progressing toward graduation in December, 2018, have been identified by Maureen O'Connell and will work with her in developing a schedule to complete the program.

Hybrid Course Guidelines

Hybrid Course Definition

A hybrid course at Northland is a course which combines online and synchronous classroom delivery. ~~Typically, t~~ To be designated as a hybrid course ~~either of the delivery methods (online/synchronous classroom) will~~ the online component will constitute at least 25% and no more than ~~75%~~ 75% of the course. Proctored examinations are NOT considered part of the minimum 25% synchronous classroom times. As with any course design, the specific structure and delivery mode should promote student success and achievement of course learning outcomes.

Hybrid Course Scheduling

1. The course schedule should use the appropriate media code.

2. The course schedule must utilize the "notes" field to identify the proportion of reduced seat time by the first day of student registration (i.e. percent online delivery – e.g., 25%, 33%, 50%).

3. ~~The schedule should accurately reflect intended room use~~ ~~(i.e., the schedule should reflect days and times when synchronous meetings will actually occur).~~ The scheduled class contact time must be reflected on the class schedule. Depending on the hybrid format, contact time may be reflected either through the class day and time scheduled, by identifying specific hybrid dates in the notes field, or as a last resort by this notation in the "notes" field: "Required dates of attendance will be provided within the first week of class; if necessary, contact the instructor for more information."

4. ~~The percent of online delivery will be identified in the notes field by the first day of student registration.~~ ~~The percent of campus versus online meetings should be available on the schedule for students (in the notes field) by the first day of student registration.~~

Procedure for Offering Hybrid Courses

Prior to an initial hybrid course offering, individuals ~~should have a conversation~~ must consult with their supervisor regarding pedagogy and how course design supports course outcomes, as well as professional development opportunities to prepare for teaching online. Any variation from the above guidelines must also be reviewed and approved by the supervisor.

Any changes in an ongoing hybrid course (e.g., percent hybrid, hybrid delivery format, revisions to the common course outline, etc.) must be reviewed with the supervisor prior to making adjustments and continuing the hybrid format.

CONTENT FORMAT:
Single underlining represents proposed new language.
Strikeouts represent existing language proposed to be eliminated.

Operating Instructions 3.36.1.2 Media Codes

Part 1. Purpose

Media codes serve several purposes: (1) to inform students about the course delivery method and related course expectations, (2) to identify credits assessed the per credit hour amount, and (3) to facilitate data collection on how courses are offered at colleges and universities.

Part 2. Definition

Media
The technical modality used to transmit a course as identified by media codes 03 – 13 on page 2.

Part 3. Media Codes

For courses delivered partly or entirely by technology (not in person), colleges and universities shall assign a media code indicating the degree to which the course is delivered by technology (media). The media code and other course-related information are stored in the Integrated Statewide Record System (ISRS) and displayed in the course registration system.

Colleges and universities shall ensure courses are assigned the correct media codes so students registering for classes are aware of course expectations.

Part 4. Financial Assessment for Select Media Codes

The system office assesses campuses a per credit hour amount (currently $4.50 as of September 2017) for courses assigned the following media codes.

Media Code	Title
03	Mostly Online
12	Completely Online, Asynchronous
13	Completely Online, Synchronous

Funds collected through this assessment support enterprise services that might otherwise be covered by individual colleges and universities (e.g., D2L Brightspace, online tutoring, PALs library services, DARs/Transferology, online quality initiatives, and online support center).

Colleges and universities may cover the cost of this assessment by charging a tuition differential in compliance with Board Policy 5.11 Tuition and Fees and System Procedure 5.11.1 Tuition and Fees.

Media Codes

#	Titles	Description
	(As displayed in course search results)	*Instructions for people scheduling classes (in italics)*
null	In-Person	Instruction is primarily in-person; all courses not otherwise coded will be in this category by default.
03	Mostly Online	>75% of instruction is online with up to two possible in-person meetings. Up to four required proctored exams, two of which may be administered during the in-person meetings. For proctored exams not included in the in-person meetings, students must have the option to arrange them locally. Course may have online synchronous components. *All in-person or synchronous meeting dates and times and proctored test requirements should be entered into appropriate ISRS field to show up in the registration portal.*
04	Videoconferencing, Originating Site	Interactive live, synchronous video with students on site. Instructor will be at the originating site regularly. *Institutions can identify video quality (i.e. Cisco's Telepresence) in the notes or possibly in the location (i.e. room names could reflect this)*
06	Correspondence	Correspondence study in a print format.
08	Videoconferencing, Remote Site	Interactive live, synchronous video with students on site. Instructor may not be at the remote site regularly. *Include high definition in the notes or possibly in the location flag (i.e. room names could reflect this)*
09	Blended/Hybrid	25-75% of instruction online with regularly scheduled in-person meetings. Based on other media code definitions, if a class has more than two in-person meetings or more than four proctored exams required, the course is coded 09. *All scheduled meeting dates and times should be entered into the appropriate ISRS field to help students understand the in-person commitment. Blended/hybrid classes involve leveraging the benefits of multiple learning environments.*
11	Arranged	Individualized coursework or experiences guided by a faculty member. This includes, but is not limited to, independent study on a topic, student research, and internships.
12	Completely Online, Asynchronous	100% of instruction is online: No in-person meetings; No in-person or synchronous proctored exams; No synchronous meetings *Any special technology (webcam, microphone headset, etc.) required to complete course activities should be included in the course notes.*
13	Completely Online, Synchronous	100% of instruction is online: No in-person meetings; No in-person proctored exams; Course has required synchronous online meetings or activities *Synchronous online meetings should be noted in the course notes. Any special technology (webcam, microphone headset, etc.) required to complete course activities should be included in the course notes.*

Related Documents:
Policy 3.36 Academic Programs
Procedure 3.36.1 Academic Programs
Operating Instruction 3.36.1.1 Course Numbering Convention
Policy 5.11 Tuition and Fees
Procedure 5.11.1 Tuition and Fees

Operating Instructions History:

Date of Adoption: *xx/xx/xx*
Date of Implementation: *xx/xx/xx*
Date of Last Review: *xx/xx/xx*

Date & Subject of Amendments: *N/A*

No additional HISTORY