

# Academic Affairs & Standards Committee

March 14, 2018 1 -- 4 pm  
EGF 290, TRF 461B, AC16

Present: Andy Mueller, Lisa Bottem, Jodi Stassen, Brian Huschle, Curtis Zoller, Karl Orhn, Don Fischer, Joel Zeigler, Jack Haymond, Brian Suckow, Lynette Neppel

Absent: Carey Castle, Mary Fontes, Mike Curfman, Jim Retka, Kari Koenig, Erin Almlie,

## Approval of Minutes

The February minutes were approved as recorded.

## Program Changes

Vote	Program	Discussion
Approved	Administrative Assistant AAS 60 EGF Major ID: E030 MinnState approved on 3-23-2018  New Major ID: E031	Effective Fall 2018 Change name to Administrative Professional Update program description Update program learner outcomes Drop ADMS 1120 Office Procedures 3 cr Drop ADMS 1128 Records/Database Mgmt 3 cr Drop ADMS 2212 Integrated Elec Office 3 cr Drop CRLT 2103 Job Seeking/Keeping 1 cr Add ADMS 1121 Business Office Mgmt 3 cr Add ADMS 2250 Office Technologies 3 cr Add ADMS 2213 Advanced Office Apps 3 cr Increase TE from 2 to 3 cr 1 cr Update elective list of courses. ACCT 1108, ADMS 2281, BUSN 2218, BUSN 2221, CPTR 1131, MKTG 2120, SPCH 1101, SPCH 1103
Approved	Administrative Support Diploma 31 cr EGF Major ID: E531 MinnState approved on 3-23-2018  New Major ID: E532	Effective Fall 2018 Change name to Administrative Office Specialist Increase total program credits up to 33 cr Update program description Update program learner outcomes. Drop ADMS 1120 Office Procedures 3 cr Drop ADMS 1128 Records/Database Mgmt 3 cr Drop CRLT 2103 Job Seeking/Keeping 1 cr Add ADMS 1121 Business Office Mgmt 3 cr Add ADMS 2250 Office Technologies 3 cr Add ACCT 1124 Spreadsheet Concepts 3 cr Update elective list of courses. ACCT 1108, ADMS 1114, ADMS 2281, BUSN 2218, CPTR 1106, CPTR 1131, CPTR 1500, MKTG 2120
Approved	Construction Plumbing Diploma 34 cr EGF HVAC AAS 70 cr & Diploma 37 cr EGF	Program specific requirements: Remove Accuplacer Arithmetic score of 50.

## Course Changes

Vote	Course	Discussion
Approved	ADMS 1120 Office Procedures 3 cr 2/1/0	Inactivate course
Approved	ADMS 1121 Business Office Mgmt 3 cr 2/1/0	New course – replaces ADMS 1120
Approved	ADMS 2212 Integrated Elec Office 3 cr 2/1/0	Inactivate course
Approved	ADMS 2213 Advanced Office Apps 3 cr 2/1/0	New course – replaces ADMS 2212
Approved	ADMS 2250 Office Technologies 3 cr 2/1/0	New course
Approved	BIOL 1131 Intro to Natural Resources 3 cr 3/0/0	Add MnTC Goal Area 10

## Program Specific Requirements (Standing Agenda Item)

Construction Plumbing Diploma 34 cr EGF -- remove Accuplacer Arithmetic score of 50.

HVAC AAS 70 cr & Diploma 37 cr EGF -- remove Accuplacer Arithmetic score of 50.

## Curriculum Handbook -- Equity& Inclusion Plan

No update.

## 2017-18 Meeting Schedule

Day	Date	Time	Location
Tuesday	April 10	9 - 12 pm	290, 461B, AC15
Wednesday	May 9	9 - 12 pm	461B

