

Academic Affairs & Standards Committee

November 12, 2019 1 -- 4 pm
EGF 290, TRF 662, AC 16

Present: Lynette Neppel, Andy Mueller, Mike Curfman, Brian Huschle, Mary Fontes, Don Fischer, Joel Zeigler, Jodi Stassen, Brian Suckow, Tracy Bowman, ADawn Nelson

Absent: Benjamin Hoffman, Curtis Zoller, Kari Koenig

Approval of Minutes

The September and October minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
FYI	Automation Technology 30 cr Certificate Online Major ID: I355 e360 consortium MinnState Approved on 12-02-2019	Effective January 2020 Suspend program.
FYI	Machine Technology 30 cr Certificate Online Major ID: I360 e360 consortium MinnState Approved on 12-02-2019	Effective January 2020 Suspend program.

Course Changes

Vote	Course	Discussion

Program Specific Requirements (Standing Agenda Item)

None.

Common Course Outline Updates

Brian Huschle reported that over the past 6 months, it has been discovered by program specific accreditation and by the HLC that some faculty were using outdated common course outlines / syllabus. Therefore, the committee needs to discuss the change process and determine how to communicate with teaching faculty that their copy of the course syllabus needs to be updated to match the common course outlines. One suggestion was made to have the Division Chairs communicate with faculty in each of their areas to point out when common course outlines have been updated and make certain faculty are updating their syllabus. A second suggestion exploring a software solution was mentioned. Third, there was discussion of a means to do a regular review of all syllabi, beyond what is done with class observations.

Syllabus Template

When HLC reviewed random courses, they noted that syllabi were not uniform based on the faculty handbook checklist. For example, a couple of courses that were reviewed did not contain a statement of accommodations, diversity, or academic honesty. The committee discussed the concept of creating a word template syllabus that contained all required aspects and lock sections or pieces that can not be changed. This would provide a starting point / guideline for adjuncts or faculty wanting to incorporate the suggested guidelines as well as recommended suggestions for layout and content. Since many adjuncts are hired close to the start of the semester, having a sample syllabus template with suggested guidelines would be very helpful. Use of the template would be optional for faculty. Committee members will discuss the idea with faculty and feedback will be brought back to the next meeting.

Academic Master Plan

draft copy was reviewed by the committee. In the past, the Academic Master Plan has been very lengthy. In the future, Brian Huschle is envisioning 12 pages or less. AASC would serve as the faculty guidance in development instead of having an entirely separate committee. Discussion focused on having smaller pieces

of the plan reviewed or action taken on each year instead of the entire plan. The thought was one would receive more constructive input or feedback when focusing on smaller pieces. Another suggestion was asking for guidance from individual groups/committees when needed, instead of trying to engage large group feedback during faculty Inservice days. The committee believes starting with this draft plan institution wide in the spring is a good start. Keeping the plan smaller will allow for more focused discussion. Brian Huschle will present the plan during spring Inservice. The committee will review progress again in January/February.

2019-20 Meeting Schedule

Day	Date	Time	Location
Wednesday	December 11	1 – 4 pm	290, 662, AC16
Tuesday	January 21	1 – 4 pm	290, 662, AC16
Wednesday	February 19	9 am – 12 pm	290, 662, AC16
Tuesday	March 31	9 am – 12 pm	290, 662, AC16
Wednesday	April 22	1 – 4 pm	290, 662, AC16
Tuesday	May 5	1 – 4 pm	290, 662, AC16

Academic Master Plan -- Draft

Draft -- Development Timeline

Fall 2019

- AASC Update and Involvement Discussion at November and/or December meeting

Spring 2020

- In-Service: announce project
- January Meeting (2 times on single day model)
 - o Presentation of Draft Framework for Comment
 - o Items from current AMP and status
 - o Brainstorming for items to include
- February Meeting (2 times on single day model)
 - o Presentation of framework for review
 - o Discussion and naming of potential items
- March Program Advisory Board meetings: share draft plan and gather info
- March Meeting (2 times on single day model)
 - o Framework finalized and presented
 - o Items for inclusion in initial cycle identified
- April/May: AASC review and final consultation of initial set of priorities for 20-21 year.

Draft -- Framework

1. Rolling Plan (cycle is 2 or three years?)
2. Each year contains not more than *one* item from at least *one* of the following categories:
 - a. Category 1: Program Development (change in delivery, mode, new development, etc.)
 - b. Category 2: Student engagement and success
 - c. Category 3: Professional Development and Training

[Is this item, '2,' needed? Value of it? Are there other categories?]
3. Each year identifies current system academic strategic initiatives
 - a. Prioritize these for Northland
 - b. Identify and address overlap with initiatives from Northland's Strategic plan and/or Equity and Inclusion Plan. [What about this? Point, purpose?]
 - c. The required projects here are balanced with Northland priorities and placed into appropriate categories (Category 1-3)
 - d. Number of Northland priorities and system priorities are balanced not to exceed more than *three* Total strategic initiatives in a given year
4. An annual open meeting is held each March for Northland initiative idea generation (and suggestions can be made by email during this timeframe).
5. AASC consults and advises administration on prioritization of items with the 2/3 year rolling plan for each Northland category and system initiative.
6. AASC receives bi-annual updates on progress in December and May.
7. Every 4 or 5 (??) years the plan and framework, as a whole, is revisited and adjusted as needed.

Draft -- Outline of plan:

- I. Northland's Mission, Vision, Values.
- II. Minnesota State Strategic Goals (i.e., Charting the Future or Reimagining primary tenants/goals.)
- III. Statement of AMP relationship to Northland's Strategic Plan –specifically to the two foundational goals of the strategic plan – (1) Foster Student Success and (2) Advance the Development of the College.
- IV. Identify the AMP Framework (i.e, above).
- V. Identify cycle for rolling plan (e.g., bi-annual steps, annual steps, 2/3 cycle/steps, 4/5 year cycle steps.
- VI. (Living section/updated annually) Section of rolling priorities identified through annual process.
 - I. (Living section/updated annually) Summary of accomplishments and challenges.