

Academic Affairs & Standards Committee

December 11, 2019 1 -- 4 pm

EGF 290, TRF 662, AC 16

Present: Lynette Neppel, Andy Mueller, Mike Curfman, Brian Huschle, Don Fischer, Kari Koenig, Jodi Stassen, Brian Suckow, ADawn Nelson, Benjamin Hoffman

Absent: Curtis Zoller, Mary Fontes, Joel Zeigler, Tracy Bowman

Approval of Minutes

The November minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Approved	Administrative Office Specialist 33 cr Diploma EGF, Online Major ID: E532, I532	Effective Fall 2020 Drop SSCI 1101 Human Relations 3 cr Add MKTG 1108 Customer Relations 3 cr Electives List of courses: Drop ADMS 1114, ADMS 2281, BUSN 2218, CPTR 1500 Add ADMS 2236, ADMS 2282, BUSN 2221, CPTR 1106, MKTG 2410, SSCI 1101 ADMS 1116 moved from 1 st fall to 1 st spring No transition plan necessary. No change to Program Learner Outcomes
Approved	Administrative Professional 60 Cr AAS EGF, Online Major ID: E031, I031	Effective Fall 2020 Drop ADMS 1114 Desktop Pub/Graphic 3 cr Drop CPTR 1106 Microcmptr Databases 3 cr Drop CPTR 1500 Intro Web Concepts 3 cr Add ADMS 2236 Project Mgmt 3 cr Add MKTG 1108 Customer Relations 3 cr Add MKTG 2410 Social Media Mktg 3 cr G5: History/Social (ANTH 2202 or SOCI 1101) G6: Human/Fine (PHIL 1102 or 2210) Elective List of courses: Drop ADMS 2281, BUSN 2218 Add ADMS 2282, CPTR 1106 ADMS 1116 moved from 1 st fall to 1 st spring ENGL 1111 moved from 1 st spring to 2 nd fall SSCI 1101 moved from 2 nd fall to 2 nd spring ADMS 2250 moved from 2 nd spring to 1 st spring G1: Comm moved from 2 nd spring to 2 nd fall Program Elec moved from 2 nd spring to 2 nd fall See transition plan below. No change to Program Learner Outcomes
Approved	Customer Service 16 cr Certificate EGF, TRF, Online Major ID: E185, T185, I185	Effective Fall 2020 Elective list of courses: Drop MKTG 2201 Prin of Sales 3 cr Add MKTG 2304 Applied Sales Tech 3 cr No transition plan necessary. No change to Program Learner Outcomes
Approved	Digital Marketing 60 cr AAS Online Major ID: I505	Effective Fall 2020 Drop MKTG 2201 Prin of Sales 3 cr Add MKTG 2304 Applied Sales Tech 3 cr SPCH 1101 moved from 1 st fall to 1 st spring MKTG 2200 moved from 1 st spring to 1 st fall MKTG 2320 moved from 2 nd fall to 2 nd spring MKTG 2306 moved from 2 nd spring to 2 nd fall Elective list of courses: Drop MKTG 2304 – became required No transition plan necessary. No change to Program Learner Outcomes

Approved	Digital Marketing 24 Cr Certificate Online Major ID: I510	Effective Fall 2020 MKTG 2200 moved to from 1 st spring to 1 st fall CPTR 1104 moved from 1 st fall to 1 st spring No transition plan necessary. No change to Program Learner Outcomes
Approved	Medical Administrative Assistant 60 cr AAS Online Major ID: I390	Effective Fall 2020 Drop HLTH 1140 Elec Hlth Records 3 cr Drop PHIL 2210 Morals & Medicine 3 cr Drop MKTG 2120 Supervisory Ldrshp 3 cr Add MKTG 1108 Customer Relations 3 cr Add PSYC 1105 Intro to Psych 3 cr Add SSCI 1101 Human Relations 3 cr See transition plan below. Program Learner Outcomes updated.
Approved	Medical Coding Specialist 60 cr AAS Online Major ID: I403	Effective Fall 2020 Drop ADMM 2250 Inpatient Billing 3 cr Drop HLTH 1140 Elec Hlth Records 3 cr Drop HLTH 1108 Cultural Diversity 1 cr Add ADMM 2280 Med Office Simulation 3 cr Add SSCI 1101 Human Relations 3 cr Add CRLT 2103 Jobseeking & Keeping 1 cr See transition plan below. Program Learner Outcomes updated.
Approved	Medical Office Specialist 45 cr Diploma Online Major ID: I395 Need MinnState approval.	Effective Fall 2020 Total credits drop down to 43 cr Drop CPTR 1104 Intro to Computers 3 cr Drop HLTH 1140 Elec Hlth Records 3 cr Add CRLT 2103 Jobseeking & Keeping 1 cr Add SSCI 1101 Human Relations 3 cr HLTH 2208 moved from 2 nd fall to 1 st spring See transition plan below. Program Learner Outcomes updated.
Approved	Patient Access Specialist 27 cr Certificate Online Major ID: I420	Effective Fall 2020 Drop HLTH 1140 Elec Hlth Records 3 cr Drop CPTR 1104 Intro to Computers 3 cr Add ADMM 2280 Med Office Simulation 3 cr Add SSCI 1101 Human Relations 3 cr ADMS 1100 moved from 1 st fall to 1 st spring MKTG 1108 moved from 1 st spring to 1 st fall No transition plan necessary. No changes to Program Learner Outcomes.
Approved	Respiratory Therapist 78 cr AAS EGF Major ID: E496	Effective Fall 2020 Drop PSYC 1105 Intro Psychology 3 cr Add G5: History/Social Science Elec 3 cr (PSYC 1105, PSYC 2201, PSYC 2215) No transition plan necessary. No changes to Program Learner Outcomes.
Approved	Sales, Marketing, & Management 60 Cr AAS EGF, Online Major ID: E515, I515	Effective Fall 2020 No change to Program Learner Outcomes Drop MKTG 2201 Prin of Sales 3 cr Drop MKTG 2205 Prin of Retailing 3 cr Add MKTG 2300 Marketing Research 3 cr Add MKTG 2410 Social Media Mktg 3 cr MKTG 2116 move to 1 st fall MKTG 1108 move to 1 st fall ACCT 1108 move to 1 st spring See transition plans below. No changes to Program Learner Outcomes.

Course Changes

Vote	Course	Discussion
Approved	ADMM 1110 Intro Hlth Info Mgmt 3 cr 2/1/0	Update course description, learner outcomes
Approved	ADMM 1120 Medical Office Proc 3 cr 2/1/0	Update learner outcomes
Approved	ADMM 1150 Medical Billing/Ins 3 cr 2/1/0	Update learner outcomes
Approved	ADMM 1165 ICD Coding 3 cr 2/1/0	Update course description, learner outcomes
Approved	ADMM 2240 Medical Coding Ethics 3 cr 3/0/0	Update prerequisite
Approved	ADMM 2260 Interm CPT/HCPCS Coding 3 cr 2/1/0	Update course description, learner outcomes
Approved	ADMM 2265 Intermed ICD Coding 3 cr 2/1/0	Update course description, learner outcomes
Approved	ADMM 2280 Medical Office Simulation 3 cr 0/3/0	Update course description, learner outcomes
Approved	ADMS 2236 Project Management 3 cr 3/0/0	New course
Approved	ADMS 2281 Internship 2--4 cr	Inactivate course
Approved	ADMS 2282 Internship 3 cr 0/0/3	New course replaces ADMS 2281
Approved	RESP 2212 Diagnostic Procedures 3 cr 2/1/0	Add prerequisite: CHEM 1020
Approved	RESP 2252 Adv Critical Care 4 cr 3/1/0	Add prerequisite: CHEM 1020

Program Specific Requirements (Standing Agenda Item)

Medical Administrative Assistant 60 cr AAS Online – 5 year transfer acceptance – add HLTH 2208
Medical Coding Specialist 60 cr AAS Online – 5 year transfer acceptance – add ADMM 2280, HLTH 2208
Medical Office Specialist 45 cr Diploma Online – 5 year transfer acceptance – add HLTH 2208
Patient Access Specialist 27 cr Certificate Online – 5 year transfer acceptance – add ADMM 2280

3340P Procedure Revision

3340P Procedure listed below contains the required changes highlighted in yellow. The student's high school GPA will be reviewed along with their ACT, SAT, MCA, or Next Generation Accuplacer Score to determine what course the student should be required to take. NCTC will be adopting and implementing changes in January 2020. This change will apply to all students enrolling in Fall 2020.

HLC Accreditation Update

Brian Huschle informed the committee the HLC is shifting from an open pathway to standard pathway. Which means instead of a written report in year 4 and face-to-face in year 10, NCTC will now have a face-to-face in both year 4 and year 10 but no Quality Initiative due between years 5 and 9. There were concerns with 4 D and 5 D. Brian reminded all that none of this information is final. The Institutional Actions Committee has not met and has not voted on NCTC visit yet. At the January faculty in-service, Brian will give another update.

CBE Project

Brian Huschle informed the committee the competency-based project is focused on Manufacturing Process Technology program in which they are taking a credit-based program and creating a competency-based model. This requires major curriculum revisions. The learner outcomes will be added at multiple levels. Andrew Dahlen is facilitating the project and looking for faculty volunteers to review the curriculum information before being presented it to AASC. ADawn Nelson and Don Fischer will volunteer.

CCO Revision Communication within Department Update

This item will remain on the agenda to be discussed in further detail at next meeting.

Syllabus Template Update

Brian Huschle does not have a template to share yet.

2019-20 Meeting Schedule

Day	Date	Time	Location
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

Administrative Professional AAS 60 cr EGF

Completion plan for 2nd Year students with May 2021 graduation:

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

Course #	Course Name	LEC / LAB / OJT	Credits
ADMS 2213	Advanced Office Apps	2/1/0	3 credits
CPTR 1106	Microcomputer Databases	2/1/0	3 credits
CPTR 1500	Intro Web Concepts	2/1/0	3 credits
SSCI 1101	Human Relations	3/0/0	3 credits
G5: History/Social Elec		3 credits	
TOTAL SEMESTER CREDITS:		15 credits	

2nd Spring Semester

Course #	Course Name	LEC / LAB / OJT	Credits
ADMS 2250	Office Technologies	2/1/0	3 credits
G6: Human/Fine Arts Elec		3 credits	
G1: Communication Elec (*See Elective Options Listed Below)		3 credits	
MN Transfer Elective		3 credits	
Program Electives		3 credits	
TOTAL SEMESTER CREDITS:		15 credits	

Medical Administrative Assistant AAS 60 cr Online
Medical Coding Specialist AAS 60 cr Online
Medical Office Specialist Diploma 43 cr Online

Students who begin in the fall of 2020 will begin the new curriculum plans.

Students currently enrolled in the program will finish out the program plan they started with. If students are in the early stages of completing their curriculum, they can have the option of completing the new curriculum plan.

Sales, Marketing, & Management AAS 60 cr EGF, Online Completion plan for 2nd Year students with May 2021 graduation:

EGF

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

Course #	Course Name	LEC / LAB / OJT	Credits
BUSN 2210	Prin of Management	3/0/0	3 credits
MKTG 2306	Small Business Mgmt	2/1/0	3 credits
SOCI 1101	Intro to Sociology	3/0/0	3 credits
G5: History/Social Elec (*See Elective Options Listed Below)		3 credits	
Program Electives		3 credits	
TOTAL SEMESTER CREDITS:		15 credits	

2nd Spring Semester

Course #	Course Name	LEC / LAB / OJT	Credits
ACCT 1108	Busn	3/0/0	3 credits
	Math/Calculators		
BUSN 2218	Legal Environment	3/0/0	3 credits
	Busn		
MKTG 2116	Advertising	3/0/0	3 credits
MKTG 2320	Marketing	2/1/0	3 credits
	Management		
MN Transfer Elective		3 credits	
TOTAL SEMESTER CREDITS:		15 credits	

Online

2nd Fall Semester

Course #	Course Name	LEC / LAB / OJT	Credits
BUSN 2210	Prin of Management	3/0/0	3 credits
MKTG 2304	Applied Sales	2/1/0	3 credits
	Techniques		
MKTG 2320	Marketing	2/1/0	3 credits
	Management		
SOCI 1101	Intro to Sociology	3/0/0	3 credits
G5: History/Social Elec (*See Elective Options Listed Below)		3 credits	
Program Electives		3 credits	
TOTAL SEMESTER CREDITS:		18 credits	

2nd Spring Semester

Course #	Course Name	LEC / LAB / OJT	Credits
ACCT 1108	Busn	3/0/0	3 credits
	Math/Calculators		
BUSN 2218	Legal Environment	3/0/0	3 credits
	Busn		
MKTG 2205	Prin of Retailing	3/0/0	3 credits
MKTG 2306	Small Business Mgmt	2/1/0	3 credits
MN Transfer Elective		3 credits	
TOTAL SEMESTER CREDITS:		15 credits	

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3340P ASSESSMENT FOR COURSE PLACEMENT PROCEDURE

Unless exempt by Policy 3340, all students are required to take the College Board ACCUPLACER assessment.

ACT, SAT, and MCA test scores are valid for a limited time of five (5) calendar years, inclusive of the current calendar year. Accuplacer scores are valid as outlined in the table below.

ACCUPLACER Expiration Period

Area	Expiration	Expiration when continuously enrolled
Reading	3 years	4 years
Mathematics	2 years	3 years

Students desiring to retake the ACCUPLACER may do so at their discretion. If students are taking the ACCUPLACER after expiration, it will be treated as an initial assessment. NCTC's procedure for initial attempts and retakes of the ACCUPLACER are below. The best valid score is used for placement.

Assessment Attempts

Attempts	Cost	Remarks
Initial	Free	
First Retake	\$10.00 or free if taken after remediation and three-day preparatory period.	Review scores with Academic Success Center for advisement prior to retake.
Second Retake	\$10.00 or free if taken after remediation and three-day preparatory period.	Review scores with Academic Success Center for advisement prior to retake.

When ACT, SAT, and MCA scores are available, they will be considered first and the student will be advised about their placement options.

ACT, SAT, and MCA Score Minimums

Area	ACT Minimum Score	SAT Minimum Score	MCA Minimum Score
Reading	21	ERW 480	1047
English	18	ERW 480	NA
Mathematics	22	530	College Algebra: 1158 Statistics: 1148 Contemporary Math: 1150

ACT, SAT, and MCA Score Minimums with High School GPA

Area	ACT Minimum Score	SAT Minimum Score	MCA Minimum Score
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Reading	19-20 + 2.5 GPA	ERW 440-479 + 2.5 GPA	1042-1046 + 2.5 GPA
English	16-17 + 2.5 GPA	ERW 440-479 + 2.5 GPA	NA
Mathematics	20-21 + 2.7 GPA	520-529 + 2.7 GPA	College Algebra: 1152-1157 +2.7 GPA Statistics: 1146-1147 + 2.7 GPA Contemporary Math: 1146-1149 + 2.7 GPA

When using ACCUPLACER scores for placement, students may take the following classes depending on their score:

Accuplacer Score Minimums

Reading (R)	200-224	ENGL 0085 Int. Reading and Writing
	225-249 225-300	ENGL 0095 Adv. Reading and Writing ENGL 1012 Applied Communications
	250-300 236-249 + 2.5 GPA	ENGL 1111 Composition I ADMS 1116 Business Communications
Math 1: Arithmetic (ARTH)	200-229	MATH 0080 Math Foundations
	230 <i>Accuplacer administers Math 2: QAS</i>	
	230-300	MATH 0090 Introductory Algebra MATH 1001 Technical Mathematics MATH 1003 Math Apps for Nurse PHIL 2000 Logic
	270-300	MATH 0094 Pre-College Algebra
Math 2: Quantitative Reasoning, Algebra, and Statistics (QAS)	200-214 <i>Accuplacer administers Math 1: ARTH</i>	
	215-249	MATH 0094 Pre-College Algebra
	240-300	MATH 0098 Intermediate Algebra MATH 1102 Contemporary Math CHEM 2205 Survey of Chemistry
Math 3: Advanced Algebra and Functions (AAF)	200-224 <i>Accuplacer administers Math 1: ARTH</i>	
	225-249 <i>Accuplacer administers Math 2: QAS</i>	
	230-249	MATH 0098 Intermediate Algebra MATH 1102 Contemporary Math CHEM 2205 Survey of Chemistry
	250-300 236-249 + 2.7 GPA	MATH 1110 College Algebra MATH 1106 Trigonometry MATH 1113 Pre-Calculus MATH 2203 Statistics/BUSN 2203 CHEM 1020 Intro to Chemistry CHEM 1121 General Chemistry I PHYS 1111 General Physics
	275-300	MATH 2231 Calculus I

Students are encouraged to complete developmental courses during their first and second semesters.

Date of Implementation: 7/01/2016

Date of Adoption: 6/8/2016

Date & Subject of Revisions: 9/6/2017 'Most recent' changed to 'Best valid score.'

5/10/2017 Addition of MCA and SAT test language.

4/04/18 Reviewed.

2/19/2019 Reviewed by AASC. Updated for NGA score placements.

2/20/2019 NGA score placements approved.

X/XX/20XX GPA multiple measures added, reviewed by AASC