

Academic Affairs & Standards Committee

February 19, 2020 9 -- 12 pm

EGF 290, TRF 662, AC 16

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

Absent: Kari Koenig,

Approval of Minutes

The January minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Approved	Automation 16.5 cr Certificate EGF Major ID: E360 MinnState Approved April 2020	Effective Fall 2020 – New program New program learner outcomes 31 courses – MECH 1001 – 1031 listed below
Approved	Aviation Maintenance Technology 100 cr AAS TRF Major ID: AVI2 MinnState Approved 02-28-2020	Effective Fall 2020 Decrease Credits: 95.5 No change in program learner outcomes All general courses remained Delete AVIA 1101, 1102, 1104, 1105, 1110, 1121 1107, 1123, 1125, 1127, 2201, 2203, 2205, 1120, 2207, 2223, 2225 Replace with AVIA 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2101, 2103, 2104, 2105, 2102, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114
Approved	Aviation Maintenance Technology 88 cr Diploma TRF Major ID: AVI1 MinnState Approved 02-28-2020	Effective Fall 2020 Decrease Credits: 83.5 No change in program learner outcomes All general courses remained Delete AVIA 1101, 1102, 1104, 1105, 1110, 1121 1107, 1123, 1125, 1127, 2201, 2203, 2205, 1120, 2207, 2223, 2225 Replace with AVIA 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2101, 2103, 2104, 2105, 2102, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114
Approved	Commercial Vehicle Operator 18 Cr Certificate EGF Major ID: E680 Minn State Approved 02-25-2020	Effective Fall 2020 Suspend program Private industry has started their own individualized training programs.
Approved	Early Childhood & Paraprofessional 60 cr AAS EGF, Online Major ID: E116, I116	Effective Fall 2020 No change in program learner outcomes Drop CDEV 2252 Add CDEV 2253
Approved	Manufacturing Process Technology 60 cr AAS EGF Major ID: E356 New Major ID: E358 MinnState Approved 04-01 2020	Effective Fall 2020 Change name to – Mechatronics New program description New program learner outcomes Delete all ETAS and MAPT courses Delete program elective 3 cr Replace with all MECH courses listed below
Approved	Mechanical 16 cr Certificate EGF Major ID: E359	Effective Fall 2020 – New program New program learner outcomes

	Minn State Approved 12-16-2020	29 courses – MECH 1500 – 1528 listed below
Approved	Small Unmanned Aircraft Systems Technician 60 cr AAS TRF Major ID: T725 Small Unmanned Aircraft Systems Field Service Tech 34 cr Diploma TRF Major ID: T730	Effective Fall 2020 Drop AVIA 1105 Basic Electricity 5 cr Add AVIA 1011 Basic Electricity 5 cr
Approved	Welding Technology 30 cr Certificate COI	Update program description Update program learner outcomes

Course Changes

Vote	Course	Discussion
Approved	ANTH 2202 Cultural Anthropology 3 cr 3/0/0	Update learner outcomes
Approved	AVIA 1001 Aviation Math .75 .5/.25/0	New course
Approved	AVIA 1002 Aircraft Physics .75 .5/.25/0	New course
Approved	AVIA 1003 Maintenance Publication 1.5 1/5/0	New course
Approved	AVIA 1004 Operations & Service 1.5 1/5/0	New course
Approved	AVIA 1005 Forms & Records 1.5 1/5/0	New course
Approved	AVIA 1006 Corrosion Control 1.5 1/5/0	New course
Approved	AVIA 1007 Aircraft Drawings 1.5 1/5/0	New course
Approved	AVIA 1008 Weight & Balance 1.5 1/5/0	New course
Approved	AVIA 1009 Material & Processes 1.5 1/5/0	New course
Approved	AVIA 1010 Fluid Lines 1.5 1/5/0	New course
Approved	AVIA 1011 Basic Electricity 5 2.5/2.5/0	New course # -- was previously AVIA 1105
Approved	AVIA 1801 Aviation Make-up 1 .0/1/0	Change breakout to .5/5/0
Approved	AVIA 2001 Aircraft Elec Systems 2 1/1/0	New course
Approved	AVIA 2002 Aircraft Wood Struct 1.5 .5/1/0	New course
Approved	AVIA 2003 Aircraft Covering 1.25 .5/.75/0	New course
Approved	AVIA 2004 Aircraft Finishes 1.25 .5/.75/0	New course
Approved	AVIA 2005 Non-Metallic Struct 1.25 .5/.75/0	New course
Approved	AVIA 2006 Sheet Metal Struct 5 1.5/3.5/0	New course
Approved	AVIA 2007 Aviation Welding 1.25 .5/.75/0	New course
Approved	AVIA 2008 Assembly & Rigging 2 1/1/0	New course
Approved	AVIA 2009 Hydraulic & Pneumatics 1.5 .75/.75/0	New course
Approved	AVIA 2010 Landing Gear 1.5 .75/.75/0	New course
Approved	AVIA 2011 Position & Warning Sys 1.5 .75/.75/0	New course
Approved	AVIA 2012 Cabin Atmosphere 1.5 .75/.75/0	New course
Approved	AVIA 2013 Air Craft Instruments 1.5 .75/.75/0	New course
Approved	AVIA 2014 Communication & Nav 1.5 .75/.75/0	New course
Approved	AVIA 2015 Aircraft Fuel Sys 1.5 .75/.75/0	New course
Approved	AVIA 2016 Ice & Rain Sys 1.5 .75/.75/0	New course
Approved	AVIA 2017 Fire Protection Sys 1.5 .75/.75/0	New course
Approved	AVIA 2018 Airframe Inspection 2 1/1/0	New course
Approved	AVIA 2101 Aircraft Recip Eng 6 2/4/0	New course
Approved	AVIA 2102 Aircraft Turbine Eng 6 3/3/0	New course
Approved	AVIA 2103 Engine Instruments 1.5 .75/.75/0	New course
Approved	AVIA 2104 Fire Protection 1.5 .75/.75/0	New course
Approved	AVIA 2105 Engine Electrical Sys 1.5 .75/.75/0	New course
Approved	AVIA 2106 Lubrication Sys 1.5 .75/.75/0	New course
Approved	AVIA 2107 Ignition & Start Sys 1.5 .75/.75/0	New course
Approved	AVIA 2108 Fuel Metering Sys 1.5 .75/.75/0	New course
Approved	AVIA 2109 Engine Fuel Sys 1.5 .75/.75/0	New course
Approved	AVIA 2110 Induction Sys 1.5 .75/.75/0	New course
Approved	AVIA 2111 Engine Cooling Sys 1.5 .75/.75/0	New course
Approved	AVIA 2112 Exhaust & Reverser Sys 1.5 .75/.75/0	New course
Approved	AVIA 2113 Aircraft Propellers 1.5 .75/.75/0	New course
Approved	AVIA 2114 Aircraft Engine Insp 1.5 .75/.75/0	New course
Approved	CDEV 2252 Paraprofessional Role 1 cr 1/0/0	Inactivate Became CDEV 2253
Approved	CDEV 2253 Paraprofessional Role 2 cr 2/0/0	New course
Approved	CMAE 1502 Technical Math 3 cr 3/0/0	Update learner outcomes

Approved	CMAE 1506 Intro to Computers	2 cr 2/0/0	Update learner outcomes
Approved	CMAE 1510 Print Reading	2 cr 2/0/0	Update learner outcomes
Approved	CMAE 1514 Safety Awareness	2 cr 2/0/0	Update learner outcomes
Approved	CMAE 1518 Manufacture Process/Prod	2 cr 2/0/0	Update learner outcomes
Approved	CMAE 1522 Quality Practices	2 cr 2/0/0	Update learner outcomes
Approved	CMAE 1526 Maintenance Awareness	2 cr 2/0/0	Update learner outcomes
Approved	CMAE 1528 Career Success Skills	1 cr 1/0/0	Update learner outcomes
Approved	CMAE 1560 Interpreting Symbols	2 cr 2/0/0	Update course description & learner outcomes
Approved	CMAE 1562 Oxyfuel Welding	3 cr 1.5/1.5	Update learner outcomes
Approved	CMAE 1564 Shielded Metal Arc Weld	3 cr 1.5/1.5	Update course description & learner outcomes
Approved	CMAE 1566 Gas Metal Arc Weld/Flux	3 cr 1.5/1.5	Update course description & learner outcomes
Approved	CMAE 1568 Gas Tungsten Arc Weld	3 cr 1/5/1.5	Update course description & learner outcomes
Approved	CMAE 1570 Metallurgy	1 cr 1/0/0	Update course description & learner outcomes
Approved	ENGL 0085 Int Reading & Writing	3 cr 3/0/0	New name: Reading & Writing I Update description and learner outcomes
Approved	ENGL 0095 Adv Reading & Writing	3 cr 3/0/0	New Name: Reading & Writing II Update description and learner outcomes
Approved	MECH 1001 Ohms Law	.25 0/.25/0	New course
Approved	MECH 1002 Multimeter Use	.5 0/.5/0	New course
Approved	MECH 1003 Electrical Schematics	.5 0/.5/0	New course
Approved	MECH 1004 Electrical Connections	.25 0/.25/0	New course
Approved	MECH 1005 Circuit Protection	.25 0/.25/0	New course
Approved	MECH 1006 Voltage Sources	.25 0/.25/0	New course
Approved	MECH 1007 Series/Parallel Circ	1 0/1/0	New course
Approved	MECH 1008 Transformers	.5 0/.5/0	New course
Approved	MECH 1009 Motor Replacement	1 0/1/0	New course
Approved	MECH 1010 Motor Starters	1 0/1/0	New course
Approved	MECH 1011 Motor Drives	1 0/1/0	New course
Approved	MECH 1012 PLC Hardware	1 0/1/0	New course
Approved	MECH 1013 PLC Programming	1.5 0/1.5/0	New course
Approved	MECH 1014 PLC Analog Inputs	.5 0/.5/0	New course
Approved	MECH 1015 PLC Stepper Motors	.5 0/.5/0	New course
Approved	MECH 1016 PLC Networking	.5 0/.5/0	New course
Approved	MECH 1017 Robot Safety	.25 0/.25/0	New course
Approved	MECH 1018 Robot Manual Operation	.25 0/.25/0	New course
Approved	MECH 1019 Robot Frames	.25 0/.25/0	New course
Approved	MECH 1020 Robot Motion Programs	.25 0/.25/0	New course
Approved	MECH 1021 Robot Inputs/Outputs	.25 0/.25/0	New course
Approved	MECH 1022 Robot Programming Ops	.25 0/.25/0	New course
Approved	MECH 1023 Robot Mastering	.25 0/.25/0	New course
Approved	MECH 1024 Robot Offset Programs	.25 0/.25/0	New course
Approved	MECH 1025 Sensor Units of Meas	.25 0/.25/0	New course
Approved	MECH 1026 Sensor Transduction	.25 0/.25/0	New course
Approved	MECH 1027 Temperature Sensors	.75 0/.75/0	New course
Approved	MECH 1028 Proximity Sensors	1 0/1/0	New course
Approved	MECH 1029 Distance Sensors	.75 0/.75/0	New course
Approved	MECH 1030 Pressure Sensors	.5 0/.5/0	New course
Approved	MECH 1031 Load Cells	.5 0/.5/0	New course
Approved	MECH 1500 Measurement Tools	.25 0/.25/0	New course
Approved	MECH 1501 Mechanical Sketching	.5 0/.5/0	New course
Approved	MECH 1502 Power Transmission	.5 0/.5/0	New course
Approved	MECH 1503 Metal Lathe Intro	1 0/1/0	New course
Approved	MECH 1504 Vertical Mill Intro	1 0/1/0	New course
Approved	MECH 1505 Surface Grinder Intro	.25 0/.25/0	New course
Approved	MECH 1506 Woodworking Safety	.5 0/.5/0	New course
Approved	MECH 1507 Basic Sheet Metal	.25 0/.25/0	New course
Approved	MECH 1508 GMAW Welding Intro	.25 0/.25/0	New course
Approved	MECH 1509 Rigging	.5 0/.5/0	New course
Approved	MECH 1510 Mechanical Fasteners	.5 0/.5/0	New course
Approved	MECH 1511 Shafts, Keys, Couplers	.5 0/.5/0	New course

Approved	MECH 1512 Bearing Maintenance	.5 0/.5/0	New course
Approved	MECH 1513 Rotating Seal Maint	.25 0/.25/0	New course
Approved	MECH 1514 V-Belts & Sheaves	.5 0/.5/0	New course
Approved	MECH 1515 Chain & Sprockets	.5 0/.5/0	New course
Approved	MECH 1516 Gear Systems	.5 0/.5/0	New course
Approved	MECH 1517 Gear Boxes	.5 0/.5/0	New course
Approved	MECH 1518 Linear Motion Hardware	.75 0/.75/0	New course
Approved	MECH 1520 Conveyor Maintenance	.5 0/.5/0	New course
Approved	MECH 1521 Hydraulic Basics	.5 0/.5/0	New course
Approved	MECH 1522 Pneumatic Basics	.5 0/.5/0	New course
Approved	MECH 1523 Hydraulic Components	1 0/1/0	New course
Approved	MECH 1524 Pneumatic Components	1 0/1/0	New course
Approved	MECH 1525 Pneumatic Maintenance	.5 0/.5/0	New course
Approved	MECH 1526 Hydraulic Maintenance	.5 0/.5/0	New course
Approved	MECH 1527 Troubleshoot Hydraulic	1 0/1/0	New course
Approved	MECH 1528 Troubleshoot Pneumatic	1 0/1/0	New course
Approved	MECH 2000 Intro to Spreadsheets	1 0/1/0	New course
Approved	MECH 2001 Project Management	.5 0/.5/0	New course
Approved	MECH 2999 Mechatronics Capstone	3 0/3/0	New course

Program Specific Requirements (Standing Agenda Item)

None

3040P Policy Revision

The Developmental Educ group looked at data to adjust cut scores on MATH courses based on the drop in success rate in the lower developmental sequence of courses. The policy revisions were reviewed. A motion was made, seconded, and approved for the submitted policy changes. See attached.

2019-20 Meeting Schedule

Day	Date	Time	Location
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

Program Change Transition plan
Manufacturing Process Technology to Mechatronics:

The MAPT program did not accept new students for Fall 2019. There are less than 4 students in currently in the program and each is a unique situation. Student transitions will be treated on a case-by-case basis with course substitution forms.

AVIA

Transition Plan: Current students will shift into the new block format with one change from future class, the current students will need to take AVIA 2001 Air Craft Electricity at the beginning of the semester to align them with the new format, and to meet FAA requirements.

- This is an added 2 credit load for this semester only, but the total credit load for the transition class will be decreased from 88 credits down to 85.5 credits overall.
- This 2.5 credit decrease will also apply to the AAS degree.
- No changes are being made to the mnTransfer Curriculum for the AAS, all changes made to the AAS are the same as the diploma.

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
------	-------------------	-------------------	-------------------

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	ENGL 0095 Adv. Reading and Writing
	225-300	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