Present: Sheri Hutchinson, Stephanie LeDuc, Curtis Zoller, Jeff Pool, Lisa Bottem, ADawn Nelson, Stephen Nelson, Joel Ziegler, Kari Koenig, Lynette Neppel, Bobbie Taylor, Zack Nicklin
Absent: Brian Suckow, Don Campbell, Justin Berry, Andy Mueller,

Approval of Minutes

The January minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Approved	Administrative Professional AAS. 60 cr EGF, Online Major ID: E031, I031	Effective: Fall 2023 Drop G5: History Elec 3 cr Drop G6: Humanities Elec 3 cr Add MN Transfer Elec 3 cr Add Program Elec 3 cr Add to Program Electives: ACCT 1104 Payroll 3 cr Add to Program Specific Requirements: An associate of applied science degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum.
Approved	Administrative Office Specialist Diploma 33 cr EGF, Online Major ID: E532, I532	Effective: Fall 2023 Add to Program Electives: ACCT 1104 Payroll 3 cr
Approved	Unmanned Aircraft Systems Maintenance Technician Certificate 28 cr TRF Major ID: T705 Need MinnState approval. Approved on __-__-____	Effective: Summer 2023 Total program credits -- down to 20 cr Name change -- Uncrewed Aircraft Systems Maintenance Drop AVET 2131 Avionics I 5 Drop AVET 2141 Avionics II 4 Drop CPTR 1132 Microcmptr Maint 3 Drop CPTR 1136 Networking I 4 Add AVET 2132 Avionics 3 Add AVET 2142 Avionics II 2 Add EETT 1500 Comms Foundations .5 Add EETT 1505 Comms Ethernet .5 Add EETT 1510 Comms Radio .5 Add EETT 1800 PC Hardware Foundations .5 Add EETT 1805 PC Hardware Storage .5 Add EETT 1810 PC Hardware Peripherals .5
Approved	Aviation Maintenance Technician Plus Certificate 15 cr TRF Major ID: T715 Need MinnState approval	Effective: Summer 2023 Total program credits -- down to 9 cr Drop AVET 2131 Avionics I 5 Drop CPTR 1132 Microcmptr Maint 3 Drop CPTR 1136 Networking I 4

	Approved on __-__-____	Add AVET 2132 Avionics 3 Add EETT 1500 Comms Foundations .5 Add EETT 1505 Comms Ethernet .5 Add EETT 1510 Comms Radio .5 Add EETT 1800 PC Hardware Foundations .5 Add EETT 1805 PC Hardware Storage .5 Add EETT 1810 PC Hardware Peripherals .5

Course Changes

Vote	Course	Discussion
Approved	AVET 2131 Avionics I 5 cr 3/2/0	Suspend on May 31, 2023
Approved	AVET 2132 Avionics 3 cr 1/2/0	New course replaced AVET 2131
Approved	AVET 2141 Avionics II 4 cr 2/2/0	Suspend on May 31, 2023
Approved	AVET 2142 Avionics II 2 cr 1/1/0	New course replaced AVET 2141
Approved	EETT 1800 PC Hardware Foundations .5cr0/.5/0	New Course
Approved	EETT 1805 PC Hardware Storage .5 cr 0/.5/0	New Course
Approved	EETT 1810 PC Hardware Peripherals .5 cr 0/.5/0	New Course

Program Specific Requirements (Standing Agenda Item)

Administrative Professional   AAS 60 cr   EGF, Online   Major ID: E031, I031

An associate of applied science degree requires a minimum of 15 general education credits selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum.

Dietetic Technician AAS 67 cr Online   Major ID: I200

The Program Director requested this program be added to the NCTC Programs Requiring Laptops list. The information will be forwarded to Information Technology department who updates the list. The information will also be posted on the program's website page.

The program will require the follow specifications: Windows 10 or 11; Windows 365; Minimum 8GB RAM; Minimum 250 GB Hard Drive; WiFi and wired network adapters, web camera, and microphone. Chromebook and Mac devices are not supported and will not work for all applications in the program.

Welding – TRF campus only

WELD 0000 Flex Lab Information will be input into a D2L WELD Program course created. Welding faculty will direct students to self-enroll in the course.

Hybrid Course Guidelines -- SOP

The committee reviewed the Hybrid Course Guidelines Standard Operating Procedure (SOP). The document is included below with the proposed changes being highlighted in yellow. After review, a motion was made, seconded, and approved to adopt the revised changes as proposed.

2022-23 Meeting Schedule

Day	Date	Time	Location
Wednesday	March 29	1 – 3 pm	ZOOM
Tuesday	April 18	1 – 3 pm	ZOOM
Tuesday	May 2	10 am – 12 pm	ZOOM

Northland Community & Technical College
Standard Operating Procedure

SOP Title: **Hybrid Course Guidelines**
SOP Number: **ASA 06**
Division/Dept.   **Academic Affairs**
Author/Title: **Stephanie LeDuc Interim Dean**
Date: **2/3/2023**

Purpose and Scope:	State the intent, objectives and extent of coverage of the SOP. Define and outline process for determining use of hybrid delivery and notating delivery format for students.

Guidelines for Application of Hybrid Courses

Procedural Steps & Responsibilities:	Document specific, procedural, consequential, step-by-step instructions. List the titles and departments responsible for specific aspects of the SOP

Hybrid Course Definition

A hybrid course at Northland is a course which combines online and synchronous classroom delivery. To be designated as a hybrid course the online component will constitute at least 25% and no more than 50% of the course. These percentages align with Minnesota State Media Code definition – Code 09: Blended/Hybrid. 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: 09.
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 scheduled class contact time must be reflected on the class schedule in one of three ways.
  - The class schedule (days and/or times) directly reflect the reduced synchronous classroom time. The note states: "Hybrid: XX%. Meets as scheduled: Reduced contact time reflected in schedule."
  - The class is scheduled for full contact time, and the note includes specific hybrid dates as such: "Hybrid: XX%. Course is not scheduled to meet on [list dates]."
  - The class is scheduled for full contact time, and the note includes this notation: "Hybrid: XX%. Expectations for attendance are provided within the first week of class; if necessary, contact the instructor for more information."

Identifying New Hybrid Courses

Prior to an initial hybrid course offering, individuals 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.

Note
Programs with specific requirements based on hybrid designations are exempt from these guidelines.

Associated Documents:

MnSCU 3.36 and 3.36.1.2

Notification List:

Academic Deans, Student Affairs, Registrar, Scheduler, AAS

Revision History:

Rev	Section/Paragraph	Reason for Change	Date
1	Para 2, Item 5	Added per agreement in AASC meeting notes	17 Oct 2016
2	All 3 sections	Per revisions with eLearning, Division Chairs, and AASC approval	Feb 2018
3	First two sections.	Clarifying scheduling notations. Division Chairs and AASC approval	**03/31/2020**

Approval:	

Division/Dept.
Supervisor:_____Brian J. Huschle_____Date_____03/31/2020_____Approved w/revisions