

Academic Affairs & Standards Committee

May 2, 2023 10 –12 pm ZOOM

Present: Sheri Hutchinson, Stephanie LeDuc, Curtis Zoller, ADawn Nelson, Stephen Nelson, Joel Ziegler, Andy Mueller, Lynette Neppel, Kari Koenig, Justin Berry, Brian Suckow, Sandy Kiddo, Linda Samuelson, Zack Nicklin, Erin Bulger, Danika Johnson, Angie Brekken, Mark Johnson, Mitch Tupa, Rick Simon, Mike Simmers

Absent: Lisa Bottem, Jeff Pool

Approval of Minutes

The April minutes were approved as recorded.

President's Response to Program Suspensions

President Kiddoo indicated the program sustainability process uses various metrics to determine if a program meets those identified standards as well as determine ways in which to improve a program that falls below the standards. Next year, the Assessment and Program Review (APR) committee will review the current process and metrics as they work to develop and implement a process which will strengthen programs at risk to meet the needs of employers in the community. The program sustainability process was revised and improved in 2019 and also updated 2021. Faculty expressed concerns with the cost ratio information from like programs in the state lagging a year behind in data. Faculty also expressed concerns with those programs who fell into the red and orange at risk status were to receive program specific marketing and that never occurred. Discussion occurred regarding the Program Sustainability Committee has not been a standing committee. The president is in the process of creating a list of next years' committees and will suggest the Program Sustainability Committee be an ad hoc listed under the APR committee

President Kiddoo clarified to the committee that suspension means taking a step back, not accepting new students into a program to allow program faculty time to address issues, improve or develop new curriculum, determine the best delivery mode, and review industry standards for a specific program.

Discontinued means no longer offering a program.

The Reinstatement plan being proposed is that impacted faculty will collaborate with the Dean on completing the DACUM process lead by an outside consultant in determining how to model a program for future success. Community partnerships and industry employers will also play a viable role in developing healthy programs with improved student - employer outcomes. A proposed timetable is being created which identifies the steps to be completed each month. Curtis Zoller indicated some of the Aerospace programs have used the DACUM process and believes the success depends on the facilitator's expertise.

As for a Marketing plan, historically the college did not conduct program specific marketing but marketed the college as a whole. Marketing staff has been able to provide some program specific marketing behind the scenes by preparing digital adds, spotlight stories, or videos. Marketing is working on a timetable to cluster programs for specific marketing campaigns in commercials, videos, or billboards and then repurpose that same marketing strategy for the next cluster of programs. A plan needs to be identified over the next 5 years for which programs will be highlighted each year. This past year the college strategically targeted Nursing and Aerospace programs. Next year will be transfer programs and Building/Trades programs. 2024-25 will include the rest of the allied health programs. 2025-26 will be business, information technology, and agriculture programs. 2026-27 will be protective services and transportation. 2027-28 will start the cycle repeat and update program clusters. Some specific program marketing has occurred to create hand out items for students attending career fairs.

CBE Update

Dr. Sherri Hutchinson reported the President and herself are working with HLC liaison to meet HLC standards. They have met and have direction as to what to work on next with the application process to take CBE like programs through accreditation. Two workshops will be conducted for all faculty interested, those dates to be determined in the next week. The HLC liaison will also meet with the current CBE like faculty to introduce the entire progress of getting current programs through CBE accreditation. Then other programs will follow. If a program offers more than 50% of the program course as CBE, the program needs CBE accreditation.

If a program changes 25% of the course plan, HLC must be notified of the program changes. Next year, a form should be created to track the change pieces.

Dr. Hutchinson also updated the committee on the Ness Legislation which states any certificate and/or diploma must stack into the concurrent AAS.

Program Changes

Vote	Program	Discussion
Approved	Auto Body Collision Technology AAS 71 cr TRF Major ID: AUB1 Need MinnState approval	Effective Fall 2023 Increase total program credits to 73 Add AUBO 2222 Simulated AB II 2 cr
Approved	Sheet Metal Repair Technician Certificate 26 cr TRF Major ID: AUB4 Need MinnState approval	Effective Fall 2023 Increase total program credits to 28 Add AUBO 2222 Simulated AB II 2 cr
Approved	Automotive Service Technology Diploma 63 cr TRF Major ID: AUM2 MinnState Denied January 1 2023 effective date in May 2023. Need MinnState approval	Effective January 1, 2023 -- Denied Effective Fall 2023 (August) Drop total program credits to 58 cr Drop CRLT 2103 Job Seeking/Keeping 1 cr Drop HPER 1410 First Aid/CPR 1 cr Drop SSCI 1101 Human Relations 3 cr
Approved	Construction Electricity Diploma 74 EGF Major ID: E175 Need MinnState approval	Effective Fall 2023 Increase total program credits to 76 cr Drop CONE 1112 Residential Wiring 3 cr Drop CONE 2250 Spec Topics/Proj 2 cr Add CONE 1113 Residential Wiring 4 cr Add CONE 2251 Spec Topics/Proj 3 cr
Approved	Small Unmanned Aircraft Systems Field Service Tech Diploma 34 cr TRF Major ID: T730 Need MinnState approval Need HLC approval	Effective Fall 2023 New Program CIP code: 15.0405 Robotics Technology Technician New Name: Small Uncrewed Aircraft Systems Field Service Tech Total program down to 33 cr Drop AVIA 1011 Basic Electricity 5 Drop CPTR 1132 Microcmt Maint 3 Drop ETAS 2220 Microcontrollers 4 Add AVIA 1031 Basic Electricity 6 Add EETT 1800 PC Hdwr Found .5 Add EETT 1805 PC Hdwr Storage .5

		Add EETT 1810 PC Hdw'r Peripherals .5 Add EETT 1400 Micro Found .5 Add EETT 1405 Micro Cntrl Struct .5 Add EETT 1410 Micro Functions .5 Add EETT 1415 Micro Peripherals .5 Add EETT 1420 Micro Serial Comms .5 Add EETT 1425 Micro Sensor Interface 1
Approved	Small Unmanned Aircraft Systems Technician AAS 60 cr TRF Major ID: T725 Need MinnState approval Need HLC approval	Effective Fall 2023 New Program CIP code: 15.0405 Robotics Technology Technician New Name: Small Uncrewed Aircraft Systems Technician Drop AVIA 1011 Basic Electricity 5 Drop CPTR 1132 Microcmt Maint 3 Drop ETAS 2220 Microcontrollers 4 Drop CRLT 2103 Job Seeking/Keep 1 Drop ETAS 1560 Robotic Prog I 2 Drop ETAS 2221 Sensor Tech 4 Drop ETAS 2230 Motor Controls 3 Add AVIA 1031 Basic Electricity 6 Add EETT 1800 PC Hdw'r Found .5 Add EETT 1805 PC Hdw'r Storage .5 Add EETT 1810 PC Hdw'r Peripherals .5 Add EETT 1400 Micro Found .5 Add EETT 1405 Micro Cntrl Struct .5 Add EETT 1410 Micro Functions .5 Add EETT 1415 Micro Peripherals .5 Add EETT 1420 Micro Serial Comms .5 Add EETT 1425 Micro Sensor Interface 1 Add EETT 1500 Comms Found .5 Add EETT 1505 Comms Ethernet .5 Add EETT 1510 Comms Radio .5 Add IACT 1015 IM Sensors .5 Add AVIA 1023 AMT Pub Form 3.25 Add AVIA 2025 Non-Metallic Struc 2.75 Add MnTC Elective 3
Approved	Liberal Arts & Sciences AA 60 cr EGF TRF Online Major ID's: E343 LIB1 I343	Effective Fall 2023 Drop FYEC 1111 Pathways to Success 1 cr Add Program Electives 1 cr
Approved	Economics Transfer Pathway AA 60 cr EGF TRF Online Major ID's: ETEC, TTEC, ITEC	Effective Fall 2023 Drop FYEC 1111 Pathways to Success 1 cr Add Program Electives 1 cr
Approved	Exercise Science Transfer Pathway AS 60 cr EGF TRF Online Major ID's ETEX, TTEX, ITEX	Effective Fall 2023 Drop FYEC 1111 Pathways to Success 1 cr Add Program Electives 1 cr
Approved	History Transfer Pathway AA 60 cr EGF TRF Online Major ID's: ETHI, TTHI, ITHI	Effective Fall 2023 Drop FYEC 1111 Pathways to Success 1 cr Add Program Electives 1 cr
Approved	Sociology Transfer Pathway AA 60 cr EGF TRF Online	Effective Fall 2023 Drop FYEC 1111 Pathways to Success 1 cr

	Major ID's: ETSO, TTSO, ITSO	Add Program Electives	1 cr
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Course Changes

Vote	Course	Discussion
Approved	ARCH 1121 CAD I 5 cr 4/1/0	Update course description, learner outcomes.
Approved	ARCH 2215 Building Systems 4 cr 1/2/0	Update course description, learner outcomes.
Approved	ARCH 2220 CAD 3D 4 cr 1/3/0	Update course description, learner outcomes.
Approved	CONE 1112 Residential Wiring 3 cr 1/2/0	Inactivate 5-31-2023
Approved	CONE 1113 Residential Wiring 4 cr 2/2/0	Replaces CONE 1112
Approved	CONE 2250 Special Topics/Projects 2 cr 0/2/0	Inactivate 5-31-2023
Approved	CONE 2251 Special Topics/Projects 3 cr 0/3/0	Replaces CONE 2250
Approved	MATH 0103 Math App Nurses Support 1 cr	0/1/0 New course
Approved	MATH 1110 College Algebra 3 cr	Remove the following sentence from Course Description: Students who have taken MATH 1113 will not receive credit for this course.
Approved	MATH 1113 Pre-Calculus 5 cr	Remove the following sentence from Course Description: Students who have taken MATH 1110 will not receive credit for this course.

Program Specific Requirements (Standing Agenda Item)

Nursing Assistant 3 cr

1. Minnesota Department of Human Services Licensing Division Background Study **completion upon program entry required to be completed in week 1 of the course**. Evidence of approval to provide healthcare must be on file prior to participation in the clinical portion of the course. The student will be required to pay for the cost of the background study (currently \$40).
2. Immunization and health screening data must be submitted **on the College Health Screening Form to allocated area in D2L as indicated by the instructor** prior to participation in the clinical portion of the course.
3. All students must have the required nursing assistant uniform/**scrubs** for clinicals. **More information will be provided the first day of class.**
4. The course must be completed with a grade of C **(80%)** or better.

More information on all these items will be provided the first week of class.

2023-24 Meeting Schedule

Day	Date	Time	Location
Wednesday	October 11	10 am – 12 pm	ZOOM
Tuesday	November 14	1 – 3 pm	ZOOM
Wednesday	December 6	10 am – 12 pm	ZOOM
Wednesday	January 17	1 – 3 pm	ZOOM
Tuesday	February 13	10 am – 12 pm	ZOOM
Wednesday	March 27	1 – 3 pm	ZOOM
Tuesday	April 16	1 – 3 pm	ZOOM
Tuesday	May 7	10 am – 12 pm	ZOOM