#### **Academic Affairs & Standards Committee**

September 12, 2023 10 –12 pm ZOOM

**Present:** Sheri Hutchinson, Marnie Glazier, Stephanie LeDuc, Jeff Pool, Curtis Zoller, Sarah Dorn, Julie Roisland, Lynette Neppel, Stephen Nelson, Bobbie Taylor, Joel Ziegler, Zack Nicklin, Betsy Jensen

Absent: Monty Johnson, Justin Berry, ADawn Nelson, Kari Koenig

## **Approval of Minutes**

The July minutes were approved as recorded.

Motion was made, seconded, and approved to amend February 2023 minutes in the quoted section, by adding Tom Bordenkircher, HLC Liaison, via ZOOM conference call.

# **Program Changes**

Vote	Program	Discussion		
Approved	Aviation Maintenance Technician Plus	Effective Fall 2023		
	Certificate 16 cr TRF	Program Increased to 18 credits		
	Major ID: T715	Drop CPTR 1132 Microcptr Maint 3 cr		
		Drop UAST 2110 Found of UAS 3 cr		
	MinnState approved: 10-31-2023	Add UAST 2133 Aerospace IT 3 cr		
	HLC approved: 11-1-2023	Add UAST 2121 Adv Composites 3 cr		
		Add AVIA 2034 Comm – Nav 2 cr		
Approved	Unmanned Aircraft Systems Maintenance	Effective Fall 2023		
	Technician Certificate 27 cr TRF	Program Name Change to: Uncrewed		
	Major ID: T705	Aircraft Systems Maintenance Technician		
	MinnState approved: 10-31-2023	Drop CPTR 1132 Microcptr Maint 3 cr		
	HLC approved: 11-13-2023	Add UAST 2133 Aerospace IT 3 cr		
Approved	Farm Business Management programs:	The statewide FBM curriculum was		
		reviewed and approved with updates.		
	Agriculture Commodity Marketing 25 cr Certificate			
	Essentials of Farm Business Management 30 cr			
	Certificate			
	Applications in Farm Business Management 30 cr			
	Certificate			
	Current Issues in Farm Business Management 10 cr			
	Certificate			

# **Course Changes**

Vote	Course		Discussion
Approved	UAST 2133 Aerospace IT	3 cr 2/1/0	New course

#### **Aviation Transition Plan**

Case by case assessment of each student's coursework to meet new plan.

## **Program Specific Requirements (Standing Agenda Item)**

None

# **Curriculum Committee**

Lynette Neppel and Sarah Dorn will serve as co-chairs. This Committee will serve as the check point to make sure all pieces are completed for seamless approval. For example, does the change affect another program, make certain all forms completed correctly, advisory board support, what does the change mean for financial aid? A sample document of timeline changes was presented and will be updated for NCTC. This committee can also work on clean-up of programs that had been put on suspension.

Curriculum content / rigor will remain the responsibility of AASC.

Motion was made, seconded, and approved to create the Curriculum Committee. Suggestion was made for this committee to meet on Fridays, two times a month. The first meeting will be on September 22 at 9 am. Second meeting will be on Monday, October 2<sup>nd</sup> at 2 pm.

## <u>Dynamic Forms – Submission Process</u>

After some discussion, a motion was made, seconded, and approved that the committee will use TEAMS as the submission storage location instead of Dynamic forms.

Official documentation will be stored on the N drive.

The curriculum committee will review the various submission forms and update per NCTC language.

2023-24 Meeting Schedule

Day	Date	Time	Location
Wednesday	October 11	1 – 3 pm	ZOOM
Tuesday	November 7	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	10 am – 12 pm	ZOOM
Tuesday	May 7	10 am – 12 pm	ZOOM