

Academic Affairs & Standards Committee
May 07, 2025 9 – 11 am EGF 290, TRF 662

Present: Heather Koland, John Fields, Sara Johnson, ADawn Nelson, Stephen Nelson, Joel Ziegler, Linda Samuelson, Kari Koenig, Bobbie Taylor, Jeff Bell, Sarah Dorn, Julie Roisland, Kent Wagner

Absent: Justin Berry, Dorinda Sorvig, Don Fischer

Approval of Minutes

The April minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
Approved	Criminal Justice Transfer Pathway AS 60 cr TRF Major ID: Need MinnState Approval	Effective Summer 2026 CRJU 1103 Juvenile Justice 3 cr CRJU 1113 Community & Diversity 3 cr ENGL 1111 Composition I 3 cr ENGL 1112 Composition II 3 cr PHIL 1102 Intro to Ethics 3 cr SOCJ 1101 Intro to Sociology 3 cr SOCJ 1107 Intro Criminal Justice 3 cr MNTC Electives 19 cr Program Electives 20 cr
Approved	Auto Body Collision Technology Diploma 60 cr Major ID: AUB2 Sheet Metal Repair Tech Certificate 30 cr Major ID: AUB4	Effective Summer 2025 AUBO 1123 move from 1 st spring to 1 st fall

Course Changes

Vote	Course	Discussion
Approved	PTAS 1122 Clinical Integration I 1 cr 1/0/0	Change breakout to 0/1/0 (1 lab)
Tabled	SURT 1102 Intro to Surgical Tech 2 cr 2/0/0	Update course learner outcomes
Tabled	SURT 2204 Operating Room Theory 4 cr 4/0/0	Update course learner outcomes
Tabled	SURT 2208 Operating Room Practices 6 cr 1/4/1	Update course learner outcomes
Tabled	SURT 2212 Operative Procedures 5 cr 5/0/0	Update course learner outcomes
Tabled	SURT 2216 Clinical I 6 cr 0/0/6	Update course learner outcomes
Tabled	SURT 2220 Clinical II 7 cr 0/0/7	Update course learner outcomes

Program Specific Requirements (Standing Agenda Item)

N/A

Co-Chair Model

ADawn will serve out her 2nd year as chair in 25-26. An EGF co-chair will be elected to serve with her in 25-26 and remain for the 26-27 year. Justin Berry and Lisa Anderson will be on the committee but do not wish to serve as co-chair. Two EGF faculty spots remain open at the moment, hence there is not an EGF nomination. The committee will meet during the August in-service to finalize an EGF co-chair.

3000 Policy and Procedure

2nd reading on the following:

- 3190 Reconsideration of Challenged Materials – no changes
- 3190P Reconsideration of Challenged Materials Procedure – no changes
- 3200 Copyright – align to System Office Policy 3.27 – motion made, seconded, and approved.
- 3200P Copyright –align to System Office Policy 3.27.1 – motion made, seconded, and approved
- 3210 Circulation – suggested verbiage changes by Library staff – motion made, seconded, and approved
- 3220 SOE Internships – rename policy to Internship—Externship -- motion made, seconded, and approved
- 3230 Intellectual Property – align with System Office Policy 3.26 -- motion made, seconded, and approved
- 3230P Patent Inquiry – align with System Office Policy 3.26.1 -- motion made, seconded, and approved
- 3240 Student Complaints and Grievances – align with System Office Policy 3.8 -- motion made, seconded, and approved
- 3240P Student Complaints and Grievances – keep local procedure, update verbiage -- motion made, seconded, and approved
- 3250 Unexpected Calendar Interruption – align with System Office Policy 1a 10 -- motion made, seconded, and approved
- 3260 Student Leave – no changes
- 3270 Maximum Credit Load – align with System Office Policy 3.41 -- motion made, seconded, and approved
- 3280 Fresh Start – update verbiage to add “U” -- motion made, seconded, and approved
- 3290 Distance Education Proctor – no changes
- 3290P Distance Education Proctor – link to system office procedure 3.36.1.3 -- motion made, seconded, and approved
- 3300 President’s and Deans’ Lists – update GPA’s -- motion made, seconded, and approved
- 3310 Student Health Screening Records – formatting changes only -- motion made, seconded, and approved
- 3310P Student Health Screening Records – formatting changes only -- motion made, seconded, and approved
- 3325 Substitution – no changes
- 3330 Advisory Committees – link to System Office Policy 3.30 -- motion made, seconded, and approved
- 3340P Assessment for Course Placement Procedure—new procedure -- motion made, seconded, and approved
- 3350 Awarding of College Credits – update verbiage -- motion made, seconded, and approved
- 3360 Classroom Instruction – update verbiage -- motion made, seconded, and approved
- 3370 Field Trips – no changes
- 3390 Low Enrollment – remove, in MSFCF contract -- motion made, seconded, and approved
- 3395 Safety Glasses-Equipment – move to facilities -- motion made, seconded, and approved
- 3420 Exposure to Potentially Infectious Materials – update verbiage -- motion made, seconded, and approved
- 3420P Exposure to Potentially Infectious Materials – no changes
- 3430 Grade Appeal – no changes
- 3440 Program Interruption – no changes
- 3443 Credit Life – change name to Credit Regency -- motion made, seconded, and approved
- 3450 Faculty Professional Development – add to the middle of the policy, link definitions to system office policy 3.32.1 -- motion made, seconded, and approved
- 3450P Faculty Professional Development – no changes
- 3455 Background Study – no changes
- 3465 Make-Up – remove policy -- motion made, seconded, and approved
- 3470 IRB – no changes, reviewing this summer
- 3470A IRB Application – no changes

Curriculum Work Group

Reviewed changes presented today. Goal 7A and 7B changes are being made in the various systems. When will the updated policies for 3090 Grading and 3100 Repeating Courses be posted for all to review? John will check into who is making those changes.

TENTATIVE -- 2025-26 Meeting Schedule

Day	Date	Time	Location
Friday	September 19	9 – 11 am	
Friday	October 17	9 – 11 am	
Friday	November 21	9 – 11 am	
Friday	December 19	9 – 11 am	
Friday	January 23	9 – 11 am	
Friday	February 20	9 – 11 am	
Friday	March 20	9 – 11 am	
Friday	April 17	9 – 11 am	
Friday	May 15	9 – 11 am	