

Academic Affairs & Standards Committee

August 21, 2025 1:30 – 2:30 pm EGF 290, TRF 662

Present: John Fields, Joseph Agbeko, Don Fischer, ADawn Nelson, Stephen Nelson, Joel Ziegler, Justin Berry, Lisa Anderson, Heather Koland,

Absent: Sarah Dorn, Julie Roisland

Approval of Minutes

Program Changes

Vote	Program	Discussion
	Pharmacy Technology AAS 60 cr EGF Pharmacy Technology Diploma 36 cr EGF Major ID: E440, E445	FYI – the program will be submitted for Closure with a 2 year teach out plan of May 2027. Discussion occurred on program marketing, low enrollment, high program cost, high instructional cost, and future viability which is questionable due to the fact most states are allowing Pharmacy Technicians in-house on the job training. North Dakota has also started training on its own in various health programs. College will need to look at ways to partner with local industry businesses as well as work directly with Pharmacies in MN.
Approved	Surgical Technology AAS 60 cr EGF E560	Requesting a one-year suspension for revitalizing / retooling / sustainability. Due to a faculty resignation, an administrative appointment has been made to hire Ruth LeTexier who will serve as program director in the curriculum redesign / retooling. The 6 - 2 nd year students have been placed amongst other state colleges for content completion. The re-tooled program will take the 12 - 1 st year students into the revamped program in Fall 2026. Motion was made and seconded to allow John Fields to send suspension forms on Surgical Technology for AY26. Appropriate forms will be emailed to all members by August 25 with all members voting before August 29. The information will be filed with the program's Accrediting body by September 7 th . Major program changes will be coming in January 2026. Appropriate forms and documentation were emailed to the committee. Motion was made and seconded to temporarily suspend SURT courses for AY26.
Approved		

Course Changes

Vote	Course	Discussion

Program Specific Requirements (Standing Agenda Item)

N/A

Co-Chair Model

ADawn Nelson will serve out her 2nd year as chair in 25-26. Nomination was made and unanimously approved for Heather Koland to serve as EGF co-chair for the 25-26 and 26-27 years.

What is Our Quorum

The committee is comprised of 3 administrators, 3 EGF faculty, and 3 TRF faculty. After some discussion, it was agreed that 5 out of 9 members must be present to hold quorums in completing business and to vote.

How Voting Shall Be Conducted

Open voting will be the overall method where the co-chairs call for a vote with everyone voicing either a Yeah or Neah. There may be an occasional instance when a roll call voter per each member is required.

How Should Substitutes Be Handled

If a committee member will be absent, a courteous email to the chairs is expected along with naming the substitute. Or a follow up email, once the substitute has been identified. It is the responsibility of the committee member to find a substitute. The substitute must be a MSCF member and will hold voting rights.

Changes/Additions to the Agenda

It is understood that a major change might need to be added at the last minute. The committee will do it's best to handle that meeting. If enough information is not present, the change may need to be tabled to the next meeting or until information is presented to allow for an email vote.

Submission Guide Handbook

ADawn pointed out Page 7 has highlighted changes such as due by February to allow time for proper approval and implementation. Verbiage was also added indicating faculty work with the Dean/Designee responsible to manage changes before submitting to AASC. Justin also requested the word must, will be changed to should be. A motion was made, seconded, and approved to accept the submission guide handbook with noted changes.

2025-26 Meeting Schedule

At the moment, the schedule is as follows:

Day	Date	Time	Location
Friday	September 19	10:30 – 12:30 pm	EGF-290 TRF-662
Friday	October 24	10:30 – 12:30 pm	EGF-290 TRF-662
Friday	November 21	10:30 – 12:30 pm	EGF-290 TRF-662
Friday	December 19	10:30 – 12:30 pm	EGF-290 TRF-662
Friday	January 23	10:30 – 12:30 pm	EGF-290 TRF-662
Friday	February 20	10:30 – 12:30 pm	EGF-290 TRF-662
Friday	March 20	10:30 – 12:30 pm	EGF-290 TRF-662
Friday	April 17	10:30 – 12:30 pm	EGF-290 TRF-662
Friday	May	10:30 – 12:30 pm	EGF-290 TRF-662

Discussion occurred regarding changing AASC to the 1st Friday of the month and allowing members to participate via ZOOM. More information on the finalized schedule will be available on September 19.