

**Academic Affairs & Standards Committee**

February 20, 2026 10:30 – 12:30 pm EGF 290, TRF 662

**Present:** John Fields, Joseph Agbeko, ADawn Nelson, Heather Koland, Stephen Nelson, Linda Samuelson, Joel Ziegler, Lisa Anderson

**Absent:** Sarah Johnson, Justin Berry, Julie Roisland, Sarah Dorn

**Approval of Minutes**

Change January to February under Program Specific Requirements for Peace Officer.  
The February 2, 2026 minutes were approved as recorded with update.

**Program Changes**

Vote	Program	Discussion
Approved	Administrative Office Specialist Diploma 33 cr EGF DE Major ID: E532, I532 New Major ID: 0305 MinnState approval needed: 03-05-2026	Effective Summer 2026 Change Name to: Business Office Specialist
Approved	Administrative Office Support Certificate 18 cr EGF DE Major ID: E533, I533 New Major ID: 0310 MinnState approval needed: 03-05-2026	Effective Summer 2026 Change Name to: Business Office Support Drop ADMS 1100 Keyboarding I 3 cr Add ADMS 1105 College Keyboard 3 cr
Approved	Medical Administrative Assistant AAS 60 cr DE Medical Office Specialist Diploma 45 cr DE Patient Access Specialist Certificate 27 cr DE Major IDs: I390 I395 I420	Effective Summer 2026 Drop ADMS 1100 Keyboarding I 3 cr Add ADMS 1105 College Keyboard 3 cr
Approved	Exercise Science Transfer Pathway AS 60 cr EGF, TRF, DE Major ID: ETEX, TTEX, ITEX MinnState approval needed: 03-05-2026	Effective Summer 2026 Suspend

**Course Changes**

Vote	Course	Discussion
Tabled	NSCI 1123 Astronomy 4 cr 3/1/0	Currently MnTC : 3 Natural Science Add G10 – People-Environment Needs more MnTC documentation submitted.

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

Tabled until March 2026 meeting.

Peace Office -- AAS and Diploma – add following:

Students in CRJU 2229 Skills 1 must pass the Northland’s Peace Officer skills physical readiness test that consists of rowing 2000 meters on a Concept 2 Rower based off of the student’s gender, age, and weight. Students must pass the physical readiness test to enroll in CRJU 2239.

## Surgical Technology AAS 60 cr -- Effective Spring 2026

Replace with the following:

1. Complete the [Northland admissions application](#) and declare the Surgical Technology major.
2. Surgical Technology year 2 students must complete the [ST program application](#) by June 1<sup>st</sup>. Enrollment is limited to 24 students on a first come, first served basis. All applicants must have completed or be enrolled in: BIOL 2221, BIOL 2260, BIOL 2262, HLTH 1106, HLTH 2002, HLTH2208, PSYC1105, PSYC 2201, SURT1102, MATH 1102 or MATH 1111, PHIL 1102 or PHIL 2210. Applications will be reviewed and selected applicants will be notified by mail..
3. The program requires students to have current working knowledge of required sciences. Courses older than 5 years may not be accepted for transfer into the program: BIOL 2221, BIOL 2260, BIOL 2262, HLTH 1106, HLTH 2002, HLTH 2208. This may be waived if an applicant has recent experience working or education in the health — science fields.
4. Current CPR certification. CPR for Health Care Providers (American Heart Association) prior to the start of the fall semester. Certification must be kept current for the duration of enrollment in this program.
5. Completion of the College [Health Screening & Immunization](#) information requirements through Castle Branch prior to July 30<sup>th</sup> of the final fall semester by July 30<sup>th</sup>. Note: Flu Immunization is most effective if received in October of the current season. See Allied Health and Human Services Immunization Guidelines for TB testing.
6. Completion and approval for clinical participation of the Minnesota Department of Human Services Licensing Division [Background Study](#) and fingerprinting. Completion and approval for clinical participation of a National Background Study through Castle Branch.
7. In the **final fall semester** - students are required to register with the [ND Board of Nursing \(NDBON\) under UAP](#) – Unlicensed Assistive Personnel & Technician Registry part of this application includes a National Criminal Background Check.
8. Students must have **proof of health insurance coverage** for the length of the internship. Card will be verified with the program director.
9. [Multiple Measures Assessment](#) are the evaluation tools used for student placement into appropriate college courses.

## 2025-26 Meeting Schedule

Calendar approved as follows:

Day	Date	Time	Location
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 12	9 – 11 am	EGF-290 TRF-662