

Academic Affairs & Standards Committee

April 17, 2026 10:30 – 12:30 pm EGF 290, TRF 662

Present: John Fields, Joseph Agbeko, ADawn Nelson, Sarah Johnson, Heather Koland, Stephen Nelson, Linda Samuelson, Joel Ziegler, Lisa Anderson, Justin Berry, Julie Roisland, Sarah Dorn

Absent:

Approval of Minutes

The March 20, 2026 minutes were approved as recorded.

Program Changes

Vote	Program	Discussion
FYI	Mechatronics 60 cr AAS Warroad Major ID: 3580	Waiting on semester order change document to be submitted.
FYI	Mechatronics 45 cr Diploma Warroad Major ID: 3585	Waiting on semester order change document to be submitted.
FYI	Automation 16 cr Cert Warroad Major ID: 3590	Waiting on semester order change document to be submitted.
FYI	Industrial Mechanics 16 cr Cert Warroad Major ID: 3595	Waiting on semester order change document to be submitted.
FYI	Pharmacy Technology -- EGF AAS 60 cr Diploma 36 cr Major ID: E440, E445	John Fields update indicated the former Altru contact, Cory, was no longer employed. Cassie is the new contact assigned to work with the college on the Pharmacy proposal. A meeting has been scheduled for Thursday, April 23 rd at 3 pm to determine specifics of the partnership opportunity that will exist of through May 2028. John will meet with Danika Johnson immediately following the Altru meeting to update her on the outcome. If an agreement can not be reached with Altru, John will request program suspension in May.

Course Changes

Vote	Course	Discussion
Tabled	PSYC 1107 Health Psychology 3 cr 3/0/0	Effective Summer 2026 New course MNTC Areas: 5 History & Social Sciences, 7a Human Diversity Missing ILO and clarification on MNTC Goal 5.
Approved	MAPT 2585 Adv Hydraulic-Pneumatic 3 cr 2/1/20	Current Prerequisite: ETAS 2224, 2580 Proposed Prerequisite: ETAS 2580.
Approved	ETAS 1560 Robotic Programming I 2 cr 1/1/0	Current Prerequisite: ETAS 2220 Proposed Prerequisite: None
Approved	SURT 2216 Clinical I 6 cr 0/0/6	Current: Prerequisite: SURT 2208

		Corequisite: SURT 2220 Proposed: Prerequisite: SURT 2208 Corequisite: none
Approved	SURT 2220 Clinical II 7 cr 0/0/7	Current Prerequisite: SURT2208 Corequisite: SURT 2216 Proposed: Prerequisite: SURT2216 Corequisite: none

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.

Co-Chair Model

2026-27 year the chair position should move back to a single chair model, starting at EGF, and rotate campuses every two years. Heather Koland nominated herself to serve as chair. A motion was made, seconded, and approved to elect Heather Koland as AASC chair for the next two years.

Curriculum Handbook

ADawn Nelson indicated the curriculum handbook needs some updating regarding teach out plans and how to create MNTC curriculum courses. The Deans and curriculum work group will review the curriculum handbook this summer.

Policies

Policy 3390 Low Enrollment

Last year the policy was recommended to be removed. The policy was actually not removed from the website. A motion was moved, seconded, and approved to reinstate Policy 3390 Low Enrollment. This will be considered the 1st reading and will be revisited for 2nd reading in May.

Policy 3395 Safety Glasses / Equipment

Last year the policy was aligned with the state policy. Still on web site. A motion to remove policy was made, seconded, and approved as 1st reading. It will be revisited for 2nd reading in May.

Policy 3465 Make-Up

This policy was removed last year and has been removed from the website. No further action needed.

HLC

John Fields reminded the committee that HLC will only be in TRF on April 27. He has been notified on some missing pieces that need to be turned in by Friday. Some examples of pieces: Board policy 3.36, Academic freedom polices, Student handbook -- academic dishonesty and improper conduct.

Library policy on copywrite – copy rooms need signage up indicating copywrite laws.

Policy 3395 – is a state law, NCTC doesn’t need our own policy to back up state law.

Labs need notification signage up indicating everyone needs to wear safety glasses.

Evidence of MNTC goal area 2 – proof on how students are required to critically think – outcomes and assessment activities.

Evidence of faculty development – Caleb Curfman presented a paper. Justin Berry provided documentation with PTA students. Jeff Bell provided his publication.

CTE students – documentation on student performance, outcomes on CTE courses.

APR minutes – need an updated document like the 2023 assessment plan.

IRB submissions – documentation and approvals

2025-26 Meeting Schedule

Calendar approved as follows:

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