

ACADEMIC AFFAIRS AND STANDARDS COUNCIL

October 13, 2003 –
4:00 p.m. – East Grand Forks Campus

Attendance: David Christian, Shari Olson, Susan Olson, Kate Schmalenberg, Beth McMahon, Jim Strandlie, Roger Peterson, Steve Alston, Kent Hanson, Jack Haymond, Rocky Ammerman, Mark Harmon, Mike Normandin, Diane Drake, Kathy Huschle, Ruth LeTexier, Karleen Delorme

Agenda

The following agenda items have been set for the Academic Affairs and Curriculum Committee.

I. Review of Minutes.

Minutes approved. Availability of the minutes for publication to all faculty was a concern. Kathy Huschle will make the minutes available for the TRF campus. Karleen Delorme has the minutes posted on the intranet on the EGF campus.

II. Replication of the ADN Nursing program to EGF.

Approved. Preliminary planning is for the program to be offered on the EGF campus in an alternate mode: nights/part time approach. Twenty students will be the target enrollment for the first year. Discussion included current enrollment at the TRF campus, projected need, clinical affiliation and the unanimous approval from the NCTC nursing instructors. The NCTC ADRN program will not be offered next year at the Wadena and Detroit Lakes campus.

III. Satisfactory Academic Progress.

This subject will be addressed in an overall effort to review and integrate all policies and procedures as listed below in item V.

IV. Common Course Outline Forms

Discussion of the form development and methods to communicate curriculum changes, access in a database, and review of the form as it currently exists due to the work of the subgroup. The subgroup will continue to revise the form and will bring the form back at the next meeting for approval. A sample of the common course outline was presented using a composition course as a trial. There was discussion of setting guidelines for writing learner outcomes. The group agreed that prescriptive guidelines regarding writing learner outcomes might not be needed, but providing sample outcomes might be helpful. The overall goal is to have the common course outline be specific enough for transferability and yet not impinge on the creativity of the faculty. One suggestion was to have samples available, on the web or to have a link to a site which would list outcomes as a suggestion of appropriate outcomes which may be selected and applied. There was no vote on this item.

Core Competencies were addressed. Northland currently subscribes to identifying core competencies which address specific topics such as Foundation Skills, Thinking Skills, Applied Technology, Global and Civic Responsibility, Personal Development, and Interpersonal Skills. Some of these same topics are addressed by the MN Transfer Curriculum. Kathy provided a list of the core competencies with a description of how they may be applied to a course or program. TRF recognizes a passing grade in a particular course as the documentation of core competency achievement. A program of study must cover all 6 of the core competency areas, a course may cover 1 or 2 of the content areas.

Jim Strandlie reported faculty keep a portfolio of the individual course assessments as proof of the assessment validity and instructional integrity. EGF uses a matrix for assessment within programs to address program learner outcomes; additionally all of the general edu and core technical courses have identified learner outcomes, assessment methods and levels of assessment for each course. The models used by the EGF faculty are related to a college wide assessment plan which ties the specific learner outcome in a course or program to an assessment tool and level of performance.

The inclusion of the core competencies on the common course outline will be determined after the core list is sent out to faculty for review and discussion/open dialog to gain a better understanding of how this may be measured or applied. Kathy will revise the core list document with a descriptive piece in regard to the application of the core competencies as they relate to the integrity/standards of the college before release to the faculty.

V. Policies and Procedures.

Steve Alston provided a detailed list of some of the academic policies which apply to the previous NTC and current NCTC colleges. Sub groups were formed to address the policy issue. The sub groups will be composed of faculty and administrators from both campuses. The sub groups will meet and provide a draft of the policies on the December 8 meeting date.

The Sub groups will be charged with a review/comparison of the policies which address the same issue, for example the Curriculum policy (NCTC 3.7 Curriculum Policy/NTC 3020 Curriculum), after review of the policy, the subgroup will make a recommendation to the AASC at which point the AASC will vote, and forward their recommendation to the Shared Governance Council for a final decision on the adoption of policies. The policies will then be applied to all Northland College academic activities in the year 04-05. Steve Alston will have a Master List of the policies and which AASC members are assigned to the various policy review sub group.

VI. Update on Timeline.

The council agreed to work aggressively to meet the timeline goals, but at the same time to be sensitive to delays or the need to further explore options on a topic.

VII. General Education/Liberal Arts Meeting.

As soon as a common course outline is approved, a General Education/Liberal Arts faculty meeting time will be established. Breakout sessions for the various departments will serve to determine common course outline for courses.

VIII. Other - Curriculum

Approved - RADT course Intro to Special Procedures, change in the sequence from summer to spring '04 delivery and change from a 1 credit Lecture to 1 credit lab

03' Meeting Dates:

November 10 TRF 3 PM

December 8 EGF 4 PM