

Academic Affairs and Standards Council
April 19, 2005
9am – 12noon EGF #106

Members Present: Steve Alston, David Christian, Ruth LeTexier, Mike Normandin, Jeff Thomas, Dan Willoughby, Wade Selvig, Danie Packard, Jack Haymond, Kent Hanson, Dennis Bendickson

Members Absent: Kathy Huschle, Sue Olson, Shari Olson,

Review of March Minutes

Minutes approved.

Athletic Training - tabled

Residency Policy

Currently NCTC follows MnSCU criteria as follows:

AAS, AA, AS - At least 20 semester credits shall be taught by the faculty recommending the awarding of the degree; this requirement may be decreased upon recommendation of the institution's faculty and approval by the president of the college or university.

Diploma - At least one third of the credits shall be taught by the faculty recommending the awarding of the diploma; this requirement may be decreased upon recommendation by the institution's faculty and approval by the president of the college.

Liberal Arts AA program

The issues identified consist of coordinate the AA program across both campuses, broaden the perspective course offerings, and identify a rotation schedule. A priority meeting will be scheduled next fall to address these issues. Faculties in various disciplines will meet and provide administration with a proposal of courses to be offered per semester per campus. If a proposal is not supplied to the Deans, the Deans may develop the schedule.

Division chairs coordinate the overall liberal arts course offerings. Time will be set aside during the duty days for faculty to meet. Fall duty days meeting will develop the spring schedule. The January duty days meeting will establish the summer and fall schedule.

Institutional Review Board - tabled

General Education Policy - tabled

HLC indicates programs of substantial length should require general education credits. In opposition is the Ness law preventing the mandating of general education credits in Diploma and Certificate programs. Jeff, Steve, Kathy, and Mike will propose a draft model to be used for the general education policy. Jeff will e-mail the draft to Ruth who will forward the draft to the committee for everyone to review. Currently each campus is following their previously established general education guidelines.

Hybrid Courses - tabled

NCA Visit - April 25

Academic Affairs & Standards Council faculty will meet with HLC to review changes and merger progress made over the past two years.

Satisfactory Academic Progress Policy

Mary Fontes distributed and highlighted the changes on the updated copy of the Satisfactory Academic Progress. The policy will be reviewed again for a second reading in May. The final version will appear in the new student handbook. Student Services is developing a complaint and grievance form to catch complaints other than Academic or Student complaints. All complaint forms will be directed to Kent who will be tracking the number of complaints on specific issues.

Academic Dishonesty

The group discussed how to handle repeat offenders. Under the current policy the Instructor notifies the Dean. The policy indicates the Dean has expulsion rights. The group discussed purchasing a software to review papers for plagiarism.

Curriculum Recommendation

Kent indicated that next year a faculty member from each campus will be assigned release time to retrospectively review all common course outlines.

Vote	Course	Discussion
Approved	ACCT1108, 2218	Reviewed learner outcomes
Approved	ANTH2201 Physical Anthropology and Archaeology	Title change, course description change, learner outcomes
Approved	ANTH2202	Reviewed learner outcomes
Denied e-mail review by April 26.	ARCH1105, 1111, 1112, 1121, 1122, 1125, 1128, 1131, 1141, 2201, 2202, 2211, 2212, 2213, 2215, 2220, 2221, 2222, 2225, 2228, 2229, 2231, 2232, 2233, 2234, 2235,	Reviewed learner outcomes Insufficient details and numbers of learner outcomes. Faculty will meet with Jeff who will assign someone to work on corrections.
Provisional Approval e-mail review by April 26.	AUBO1100, 1102, 1105, 1111, 1112, 1121, 1123, 1131, 1132, 2201, 2205, 2207, 2212, 2216, 2221, 2222, 2225, 2228, 2235	Reviewed learner outcomes AUBO2207, learner outcomes a, b AUBO2216 outcomes a, b, course description has learner outcomes in it AUBO2221 & 2222 outcome c and need more outcomes
Approved	BIOL1120, 2235	Reviewed learner outcomes
Approved	CLST1106 Clinical Phleb Intern 0/0/2	New course
Approved	CONE1114, 2202, 2205, 2206, 2208, 2211, 2212, 2214, 2216, 2220, 2222, 2225, 2226, 2228, 2230, 2238, 2240, 2244, 2248, 2250	Reviewed learner outcomes
Approved	CPTR 1500 Intro to Web Concepts	Course description change Reviewed learner outcomes
Approved	CPTR 1128 Help desk concepts	Item 2 needs correction
Approved	CSCI1150 Computer Science I 4 3/1/0	New course
Approved	CVST 1104, 2132, 2212, 2214, 2216, 2210, 2220, 2232, 2238, 2225	Reviewed learner outcomes
Approved	ELTR 2311, 2313, 2317, 2319, 2321, 2323	Reviewed learner outcomes
Approved	EMTP 1112, 1122, 1142, 2214, 2230, 2232, 2234, 2236, 1130, 1152, 1160, 1170, 1180, 2202, 2210, 2212, 2216, 2218, 2238, 2240, 2250, 2260	Reviewed learner outcomes
Approved	FIRE 1100, 1104, 1112, 1130, 1132, 1134, 1136, 1138, 1140, 1150, 1152, 1154, 1156, 2200, 2206, 2210, 2230, 2232, 2250, 2252, 2254, 2256	Reviewed learner outcomes. Updated all prerequisites.
Approved	GEOG 2241, 2242	Reviewed learner outcomes
Approved	HEAT1102, 1104, 2202, 2204, 2206, 2208, 2210, 2212	Reviewed learner outcomes
Approved	HIST 1101, 1102, 2201, 2202, 2210, 2213, 2215, 2221, 2231, 2250	Reviewed learner outcomes

Approved	HLTH1112 Intro to Home Health	Inactivate course
Approved	HLTH1114	Reviewed learner outcomes
Approved	HLTH2208 Pathophysiology	Change the course pre-requisites from "HLTH1106 and BIOL1004" to the following: "A grade of "C" or better in either BIOL1004 OR, BIOL2252 AND BIOL2254
Approved	MATH1003 Math Applications for RNs 2 cr 2/0/0	New course - change title to Math Applications for Nurses prerequisites change to Acceptance into a nursing program and completion of MATH 0080 with a "C" or better (or appropriate math assessment score).
Approved	MEDA2104, 2106	Prerequisite changes: Change the course pre-requisites to: Pre/Co-req: MEDA2100 & MEDA2102
Approved	MFPT 1510, 1520, 1530, 2505, 2575	Reviewed learner outcomes
Denied	MFPT1001 OSHA Training 1 cr	New course
Approved	OTAC 1110 HLTH 1110 was dropped as a pre-requisite because it was listed as a pre-requisite in error OTAC 2010 HLTH 1110 added as a pre-requisite because patient exposure is required prior to SOE OTAC 2020 HLTH 1110 added as a pre-requisite because patient exposure is required prior to SOE OTAC 2210 OTAC 2150 added as a pre-requisite, OTAC 2150 was not offered during transition from previous program plan OTAC 2220 OTAC 2150 added as a pre-requisite, OTAC 2150 was not offered during transition from previous program plan	
Approved	OTAC sequence change - Move SOCI 1101 Intro to Sociology from the Spring semester to the Fall semester and the Humanities elective (areas 2,6 or 9 from MN transfer curriculum from Fall semester to the Spring semester in the second year of our program.	
Approved	PLBG1102, 1104, 1106, 1108, 1110, 1112, 1114, 1116, 1118, 1120, 1122, 1126, 1128, 1130, 1132, 1224	Reviewed learner outcomes
Approved	PLSC1101, 1102, 1103, 2202, 2204	Reviewed learner outcomes
Approved	PLSC2235	Prerequisite change, Reviewed learner outcomes
Approved	SOCI1101, 1102	Reviewed learner outcomes
Approved	SOCI2212 Sociology of Gender change title to Sex, Gender and Society	Title change, course description change, learner outcomes

Approved	SOCI2220 Marriage & Family Life change title to Intimacy, Family and Diversity	Title change, course description change, learner outcomes
Approved	SPCH 1101, 1111	Reviewed learner outcomes
Approved	THTR 1102, 1181, 2201	Reviewed learner outcomes
Approved	WELD1102	Reviewed learner outcomes
Approved	Associate Accounting – AAS -- TRF Accounting - Diploma---TRF Accounting Clerk – Diploma -- TRF Marketing - AS---TRF Nursing - AS--Wadena, DL, Staples Early Childhood-Infants and Toddlers – Certificate -- TRF Early Childhood-Preschool – Certificate -- TRF Truck Driving---EGF & TRF	Program suspensions - Due to low enrollments, program expense, faculty already have full assignments.

Motion was made and seconded to replicate the current Early Childhood & Paraprofessional – AS program from EGF to TRF. Motion passed.

Motion was made and seconded to suspend all the programs identified above. Motion passed.

Next Meeting

The next meeting is scheduled for May 11, 2005, from 1-4pm on the TRF campus.