

Academic Affairs and Standards Council
May 11, 2005
1 – 4pm TRF #515

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

Members Absent: Shari Olson

Review of April Minutes

April minutes approved.

Syllabus

The group discussed the use of the Syllabus handed out to students at the beginning of the semester. Kent stated the CCO is a legal binding contract and the Syllabus is not a legal binding contract but is an implicit agreement that identifies schedule, tests, points between instructor and students, etc. Kent indicated he called the Attorney General who says the syllabus is not a binding contract but questioned why a syllabus would not be followed. Instructors must give students due notice of the changes to occur to the syllabus. Syllabus should include a statement indicating it is subject to change. The recommendation of the committee is to conduct an in-service on addressing the syllabus.

Configuration of the Council and Next Years' Meeting Dates

This year's council configuration consisted of 5 faculty from each campus and 5 administrators. The agreement was to leave the configuration the same for next year. The meeting dates are as follows:

Tues	Sept 13	9-12 noon	EGF
Wed	Oct 12	1-4 pm	TRF
Tues	Nov 8	1-4 pm	EGF
Wed	Dec 14	9-12 noon	TRF (ITV possibility)
Tues	Jan 17	9-12 noon	EGF (ITV possibility)
Wed	Feb 8	1-4 pm	TRF (ITV possibility)
Tues	March 7	1-4 pm	EGF
Wed	April 12	9-12 noon	TRF
Tues	May 9	1-4 pm	EGF

Membership

The co-chairs will notify the entire group with the names of the membership from each campus.

Criteria for Online Course – Steve Alston

Dan will forward a sample Rubric from Metro State identifying quality online course components. The group discussed identifying a list of items that make up a quality online course guidelines to present at a regional meeting with NTCB & MSCTC to develop guidelines for quality online instruction. A recommendation of AASC is that all courses would be peer reviewed before the course is offered online to ensure all quality components and processes have been met. Once the quality components have been identified and a peer review process has been established, all existing online courses would be peer reviewed to ensure all components and processes have been met. However, the peer review process will not involve review of content. The quality online course components and processes also need to be established to meet accreditation standards for all online programs.

Goals for Next Year

- Program Review of existing programs
- New Program Development

- Faculty credentialing
- Policies and Procedures
- Review Liberal arts emphasis areas to strengthen / improve listing of courses
- Review the core competencies on every approved common course outline
- Better bridge the AASC and Assessment Committees to function parallel

Satisfactory Academic Progress

Another draft copy was distributed for review. The group did not note any corrections, therefore, this will become the final copy.

Budget

Kent informed the group that the Executive team will be meeting to look at cutting \$860,000 out of budget – 5% reduction.

Vote	Course	Discussion
Not Approved	COSM 1120, 1128, 1132, 1138, 1140, 1142, 1150, 1156, 1160, 1170, 1172, 1175, 1180, 1198, 1999	Reviewed learner outcomes
Approved via e-mail	AGRI 1104, 1110, 1120, 1130, 1140, 1150, 1160, 1172, 1182, 1192, 2202, 2206, 2210, 2220, 2222, 2230, 2240, 2250, 2260, 2280, 2290	Reviewed learner outcomes
Approved via e-mail	CONE1114 - change course number to CONE2114 National Electrical Code	Change course number & course description
Approved	ADMS 1100 Keyboarding I 3cr 1/2/0 ADMS 1102 Keyboarding II 3cr 1/2/0	Change breakout to 2/1/0
Approved	ARCH 1105, 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,	Learner outcomes were improved but an entire program review will occur next year.
Approved	AUBO 1100, 1102, 1105, 1111, 1112, 1121, 1123, 1131, 1132, 2201, 2205, 2207, 2212, 2216, 2221, 2222, 2225, 2228, 2235	Learner outcomes were improved but an entire program review will occur next year.
Approved	AUMO 2233 Engine Overhaul Lab - change AUMO2208 Engine Theory/ Diagnostics from a prerequisite to a co-requisite because students take both classes in the same semester.	Prerequisite change
Approved	BUSN2203	Reviewed learner outcomes
Approved	CPTR 2242, 2294	Reviewed learner outcomes Utilize proper tools – fix this outcome
Approved	FITN 1103 Applied Exercise Physiology	Change course number to FITN 2503 Notify UMC of number change
Approved	HLTH 2002 Pharmacology	change HLTH 1106 to corequisite
Approved	HPER 1101, 1102, 1103, 1104, 1105, 1113, 1116, 1118, 1120, 1123, 1125, 1127, 1145, 1181, 1182, 1183, 1184, 1185, 1186, 2235, 2240, 2241, 2245, 2270, 2281, 9999	Reviewed learner outcomes Add lec_lab_ojt to all courses
Approved	MATH 1131, 2203, 2231, 2232, 2233	Reviewed learner outcomes Expand outcomes in MATH 2233
Approved	Medical Assisting – the changes apply to both the AAS and Diploma programs: <ul style="list-style-type: none"> • Drop ADMS1100 Keyboarding I as program prerequisite 	Note required course changes listed.

	<ul style="list-style-type: none"> • Drop MEDA2000 Medical Transcription 2cr since it is no longer required by accreditation standards. • Add HLTH1108 Cultural Diversity 1 cr. • Add one credit to the required technical electives to make up for the credit difference created by dropping Med Trans and adding Cultural Diversity. • Substitute the PNSG1214 Nursing Pharmacology 2cr for HLTH2002 Pharmacology 2cr. 	
Approved	MFPT 1001 OSHA Training	The entire MFPT program will be reviewed.
Approval	PHYS 1010, 1111, 1112, 2211, 2212	Reviewed learner outcomes

Next Meeting

The next meeting is scheduled for Tues, Sept 13, 2005, from 9-12 noon on the EGF campus.