

**AASC Minutes**  
**December 14, 2005**  
**ITV - EGF-306B & TRF-453 9-12 pm**

**Present:** Mike Normandin, Jeff Thomas, Dennis Bendickson, Rocky Ammerman, Kathy Huschle, Jack Haymond, Mary Belanus, David Christian, Danie Packard, Susan Olson, Curtis Peters

**Absent:** Kathy Olson, Kent Hanson

**Review of November Minutes**

The November minutes were reviewed and approved as recorded with the exception of future meeting locations. The committee agreed to meet again via ITV in January; then decide at the January meeting whether the February meeting will remain scheduled via ITV or return to meeting in person.

**Online Rubric**

The TRF faculty supported the Online Rubric. The EGF faculty had some concerns with the lab science courses due to the fact students could receive credit for lab science courses with excluding any actual lab time. After some discussion, the committee believes the rubric was not developed to cover each component of every course and the lab courses would have some way of providing a student with the lab experience. The EGF faculty also questioned the peer review component; Mike indicated the peer review will be left to the decision of the individual college instead of a consortium approach. Therefore, NCTC must establish a peer review committee and Kathy volunteered to start getting the peer review committee established. The committee approved the online rubric and Kathy will notify the consortium of NCTC's support.

**Institutional Learner Outcomes**

The question was brought forth as to who was approving the institutional learner outcomes. The belief was that the Assessment Committee was approving them. However, the Assessment Committee indicated the institutional learner outcomes should be approved by AASC. The discussion concluded with the fact that AASC will be reviewing institutional learner outcomes for all courses starting in spring semester. The Assessment Committee will only serve as a consultant in reviewing the institutional learner outcomes and assessment statements. For courses that have already been approved in the new common course outline format, the course subject, number, title, institutional learner outcomes, and institutional learner outcomes assessment statements must be submitted via the Curriculum Modification: Quick Form to AASC for review and approval. Once approved, Karleen will update the CCO. Kathy will ask the Assessment Committee to prepare a guideline on how to complete the institutional learner outcomes and assessment statements.

**Academic Record Retention**

The committee discussed retaining academic information such as grade books, office notes, syllabus, etc. Mike and Jeff will develop, and then distribute to all faculty a list of academic record information indicating what must be kept and for how long. The document should also be included as part of the new faculty orientation session.

**Incomplete CCO's**

Kathy indicated General Psychology needs learner outcomes. David will work with TRF on completing the CCO. Kathy requested that administration appoint an individual to review all the common course outlines for consistent formatting.

**Finals Week**

Mike and Jeff stated a finals week has been established for liberal arts on both campuses starting Fall 2006. Each committee member should research other colleges to gather information as a basis for establishing a policy and report their finding at the next meeting.

### Course Changes

Vote	Course	Discussion
Tabled	ARTS 1101, 1111, 1112, 1125, 1126, 1130, 1156, 1157, 1160, 2000, 2233, 2234	Kathy will work with John to correct lec/lab breakout.
Tabled	HUMN1101 Intro to Humanities	Needs another learner outcome.
Tabled	PHIL 2210 Morals and Medicine	Requested to change from MN transfer goal area 2 to area 6. Mn transfer curriculum forms need to be completed. Check on transferability issues.
Tabled	PNSG1214 Nursing Pharmacology	Add MEDA1200 as prerequisite Need support from TRF
Pending Approval	MEDA 2500 Clinical Internship	Change name to Clinical Externship. Documentation must be provided. The Academic Deans will meet to determine what impact the name change has on the contract language.
Approved	NURS2135	Prerequisite of NURS2110 needs to be added. Believe it was missed last spring when the CCO were updated.
	COSM – all courses	Still not finished making corrections. Kathy will notify Karleen when done.

### Program Changes

Vote	Course	Discussion
Approved	Production Welding – Certificate – 13 cr	Change from 13 to 16 credits. Add 1 cr MFPT 1001 OSHA Training Add 1 cr lab time to WELD 1130 from 3 to 4 cr 1/3/0 Add 1 cr lab time to WELD 1131 from 3 to 4 cr 1/3/0

### Next Meeting

The next meeting is scheduled for January 17, 2005, from 9-12 pm, ITV EGF-306B, TRF-453.

Wed	Feb 8	1-4 pm	?? -- ITV EGF-306B, TRF-453
Tues	March 7	1-4 pm	EGF
Wed	April 12	9-12 noon	TRF
Tues	May 9	1-4 pm	EGF