

Academic Affairs & Standards Committee
November 15, 2006, 9-12 am
TRF #109

Present : Kent Hanson, Mike Normandin, Jeff Thomas, Dennis Bedickson, Rocky Ammerman, Danie Packard, Jack Haymond, Kathy Olson, Curtis Peters, Susan Olson, David Christian, Donna Craigmile, Kate Schmalenberg

Absent: Kathy Huschle

Guests: Linda Samuelson, Jane Anderson, Bonnie Andrys, Justin Berry, Mark Johnson

Approval of Minutes

The October minutes were approved as recorded.

Report from State AASC Meeting

Kathy Olson attended the state AASC October meeting and reported the main topics discussed were Minnesota Transfer Curriculum and General Education policies. MnSCU wishes for the colleges to evaluate their own courses. The Checklist of Evaluation Criteria was also presented and reviewed as a guideline for colleges to follow when evaluating each course to determine whether or not a course should be included on the transfer list. Students should be cautioned that just because a course appears on the transfer list another college might not accept that course. NCTC needs to develop a General Education policy.

MN Transfer Curriculum – JoAnn Simser and Louise Hoxworth

Joann distributed handouts with MnTC Review information and indicated a website (www.transfer.project.mnscu.edu) has also been developed. She encouraged everyone to watch Linda Baer's video (by clicking on her picture) introducing the Mn Transfer Curriculum Review. The purpose of curriculum review is to provide better consistency across the systems to better serve students who are transferring across the systems. Many institutions completed the initial review in 1994-95 and now it is time for each institution to review all curriculum again. Last spring, MnSCU staff reviewed each college's posted MN transfer curriculum courses against the Checklist of Evaluation Criteria to identify any courses that did not seem to meet the guidelines and notified the college with the list of courses. The Checklist of Evaluation Criteria has been developed so consistent requirements are met across the systems. Joann stated it is the responsibility of each institution and the faculty to determine which courses meet the MN transfer curriculum requirements. Each college must submit their review plan to MnSCU by December 15, 2006. With permission of the college, the plan will be posted on the website for all to view. Kent indicated the Inver Hills review plan has some nice pieces and would like the committee to model that plan as NCTC develops their MN transfer curriculum review plan. Joann also indicated it is faculty's responsibility to develop General Education requirements for diploma and certificate programs.

General Education

Susan suggested adding CPTR 1104 and CPTR 1100 to the college's general education list. The General Education subgroup will make that determination and report back to the committee.

Mn Transfer Curriculum Review Plan

Kate, Kathy Huschle, Kathy Olson, Jeff, and Mike will serve as a subgroup to review the Inver Hills plan and develop a draft for NCTC that will be presented to the committee at the December meeting.

Institutional Learner Outcomes – Admin Support

Kathy Olson distributed a copy of the common course outline for ADMS 1120 Office Procedures which identifies the institutional learner outcomes and suggested methods of institutional learner outcomes assessment that were met in this course. The administrative support instructors met and developed a method of assessment for each of the five learner outcomes. The instructors

reviewed each ADMS course to determine which of the five learner outcome(s) are addressed in each course, then added the method of assessment to match the selected learner outcome(s).

3070 Academic Progress Policy

Kent distributed a copy to be reviewed and voted on at the December meeting.

Program Changes

Vote	Course	Discussion
Tabled	Mass Communications - AS	Need articulation agreement updated. Allow students to repeat Audio or Video Practicum for a second semester.
Approved	Medical Assisting – AAS	Decrease Technical Electives 4 to 1 Add ADMS1116 Bus Com 3 cr
Approved	Medical Assisting – Diploma	Drop ENGL1012 Applied Com 3 cr Add ADMS1116 Bus Com 3 cr
Approved	Medical Assisting – AAS & Diploma	Replicate both programs to be delivered via online.
Approved	Physical Therapist Assistant - AAS	The finalized semester order plan was presented. The program will begin Fall 07.

Course Changes

Vote	Course	Discussion
Approved	IDST 1110 Learn2Learn 3 cr	New course It will not be a MN transfer course. Faculty and students will report outcomes to the committee in May.
Approved	PTAS 1101 Introduction to PTA 3 3/0/0 PTAS 1105 Fundamentals of PTA 4 2/2/0 PTAS 1108 PTA Pathophysiology 2 0/0/2 PTAS 1110 Physical Agents 4 2/2/0 PTAS 1114 Kinesiology for PTA 3 2/1/0 PTAS 1116 Therapeutic Exercise I 2 1/1/0 PTAS 1120 Clinical Introduction 1 0/0/1 PTAS 1130 Clinical Education I 4 0/0/4 PTAS 2101 Orthopedics for PTA 2 2/0/0 PTAS 2105 Neurology for PTA 5 3/2/0 PTAS 2111 Therapeutic Exercise II 3 3/0/0 PTAS 2115 Advanced Techniques 4 2/2/0 PTAS 2125 PTA Ethics and Issues 2 2/0/0 PTAS 2140 Clinical Education II 6 0/0/6 PTAS 2150 Clinical Education III 6 0/0/6 PTAS 2160 Professional Integration 1 1/0/0	New courses

Next Meeting

The next meeting is scheduled for Tuesday, December 12, from 9-12 noon in EGF.

Day	Date	Time	Location
Wednesday	January 17	1-4 pm	TRF
Tuesday	February 13	9-12 pm	EGF
Wednesday	March 7	9-12 pm	TRF
Tuesday	April 10	1-4 pm	EGF
Wednesday	May 9	9-12 pm	TRF