

**Academic Affairs & Standards Committee**  
**February 12, 2008, 1-4 pm**  
**EGF #124**

**Present :** Kent Hanson, Mike Normandin, Norma Konschak, Rocky Ammerman, Jack Haymond, Kathy Huschle, Mary Dyrud, Jennifer Dahlen, Don Fischer, Donna Craigmile, Joel Ziegler

**Absent:** Kate Schmalenberg, Curtis Peters

**Approval of Minutes**

The December minutes were approved as recorded.

**Program Changes**

<b>Vote</b>	<b>Course</b>	<b>Discussion</b>
Faculty withdrew proposal	Administrative Support – Software Specialist – AAS - EGF	Change request was not shared with the TRF faculty.
Approved	Business - AS	Drop MKTG2220 3 cr Drop MKTG2232 3 cr Drop Human Diversity Elec 3 cr Drop Humanities/Fine Arts Elec 3cr Drop BUSN2203 3cr Add MATH2203 3cr Add BUSN1110 3 cr Add PHIL1102 3cr Add ACCT1128 3 cr Add MN Transfer Elec 3 cr BUSN2210 move to 1 <sup>st</sup> spring semester BUSN2218 move to 1 <sup>st</sup> spring semester BUSN2221 move to 2 <sup>nd</sup> fall semester BUSN2222 move to 2 <sup>nd</sup> spring semester MATH1110 move to 1 <sup>st</sup> fall semester

**Course Changes**

<b>Vote</b>	<b>Course</b>	<b>Discussion</b>
Tabled	ANTH 2201 Phys Anthropology & Arch 3cr 3/0/0 MNTC Area 5	Add to MNTC Area 10 Table until February.
Tabled	ARCH 2232 3D Visual II 5 cr 3/2/0	Change minor wording in a course description. Expand current learner outcomes and add at least six learner outcomes.
Tabled	AUBO 2231 Auto Body Lab III 2 cr 0/2/0	New course Is this an elective or will it be a required course on the program plan?? If so, which program – AAS or Diploma? Which course are they removing so the total program credits remain the same??
Tabled	RESP 1104 RESP 1120 Cardio Physiology/Assess RESP 1124 Program pre-enrollment process.	Prerequisite changes.
Approved	BUSN 1110 Intro to Business 3 cr 3/0/0	New course
Approved	ENGL 2231 Literature and Film 3cr 3/0/0	New course – MNTC area 6 OK but need to remove area 1. Institutional

		learner outcomes need to be rewritten following the new guidelines.
Approved	HLTH 1101 Intro Hlth Professions 3cr	New course – updated course description and learner outcomes.
Approved	RESP 2212 Diagnostic Procedures RESP 2242 Ped/Neonatal Resp Care	Move from 2 <sup>nd</sup> fall to 2 <sup>nd</sup> spring Move from 2 <sup>nd</sup> spring to 2 <sup>nd</sup> fall

### **Institutional Learner Outcomes**

Mary and Karleen will create a template for the learner outcomes to be typed into. The template will be reviewed in March for implementation in April.

### **Academic Policies**

The committee reviewed and approved changes to the following:

3120 Transfer of Credit Policy

3240P Student Complaints and Grievance Procedure

3430 Grade Appeal Policy

3443 Credit Life Policy --- (Each program may determine requirements for accepting credit pertaining to the length of time that has passed since the credit was earned. Please refer to program requirements, ie program handbooks, program web pages.)

Each program must notify AASC as to what their credit life policy is.

### **Academic Program Sustainability**

Kent distributed a list of programs divided into three groups – green (positive, no need for intervention), yellow (areas that need improvement), and orange (program viability is in question, immediate intervention is required). Sustainability committees will be established for each orange program to work on improvements. AASC members will serve as follows:

Administrative Support – Joel Ziegler

Cardiovascular Technology – Don Fischer

Computer Modeling & Animation – Jack Haymond

Cosmetology – Kathy Huschle

### **Program Clarifications for MnSCU**

The committee voted and approved the following:

Suspend - Clinical Laboratory Technology, AAS - EGF

Suspend - Health & Fitness Specialist, AS & Diploma - TRF

Suspend – Mass Communications, AS - TRF

Close – Medical Assisting, AAS & Diploma – EGF and online

### **Meeting Schedule**

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Wednesday	March 5	9-12 pm	TRF
Tuesday	April 8	9-12 pm	EGF
Wednesday	May 7	1-4 pm	TRF