

Academic Affairs & Standards Committee
March 3, 2010 1-4 pm
TRF #217

Present : Norma Konschak, Hank Roehrich, Mary Fontes, Rocky Ammerman, Jack Haymond, Andy Mueller, Kathy Huschle, Don Fischer, Curtis Peters, Rob Jung, Donna Craigmile, Shannon Nelson, Joel Ziegler

Absent: Kent Hanson, Kate Schmalenberg

Approval of Minutes

The February minutes were approved as recorded.

Program Changes

| Vote | Program | Discussion |
|-------------|--|---|
| Tabled | Administrative Support Software Specialist – AAS 64 cr -- EGF | Add ACCT1100 Prin of Bookkeeping 3 cr as a Program Prerequisite -- Review all programs where ACCT 1100 listed as program prerequisite or required course. MnSCU moving away from approving program prerequisites. Also financial aid is not available to students. |
| Tabled | Fire Suppression Technician – Diploma 30 cr – EGF Need MnSCU approval | Increase total program cr by 3 to 33 cr Add FIRE 2220 Emergency Management 3 cr |
| Tabled | HVAC – Heating, Ventilation, & Air Conditioning Tech – AAS 64 cr -- EGF | Drop PHYS 1010 Physics 3 cr |
| Tabled | Supervisory Leadership – Certificate 18 cr – TRF, Distance | Drop Electives 6 cr Add BUSN 2231 Leadership 3 cr Add SSCI 1101 Human Relations 3 cr |
| Approved | Administrative Assistant – AAS 65 cr -- EGF | Drop G4: Math/Logical Elective 3 cr Add MnTC Elective 3 cr Add following statement as a Program Requirement: Students must score 60 or higher on the Elementary Algebra part of the Accuplacer math test or take MATH0090 Introductory Algebra. |
| Approved | Administrative Support Bookkeeping Emphasis – Diploma 49 cr -- EGF MnSCU approved 3-25-10 | Suspend |
| Approved | Administrative Support Microcomputer Empahsis -- Diploma 49 cr -- EGF | Drop ADMS 2124 Adv Microcomputer Tech 3 cr Increase Tech Electives from 3 to 6 cr |
| Approved | Administrative Support Software Specialist – AAS 64 cr -- EGF | Move CPTR 1128 Help Desk Concepts to 2 nd Fall Sem Move G6: Human/Fine Arts Elective to 2 nd Spring |
| Approved | Computer Service & Networking – AAS 66 cr – EGF MnSCU approved 3-25-10 | Change program name to Computer & Network Technology |
| Approved | Electronics Technology – Automated Systems – AAS 72 cr – TRF | Drop G1: Communication Elec 3cr Drop G3: Natural Science Elec 3cr Drop G4: Math/Logical Elec 3 cr Drop G5: History/Social Elec 3cr Drop MnTransfer Electives 6 cr Drop CRLT 2103 Job Seeking/Keeping 1 cr Drop MFPT 1530 Machine Operations 2 cr Drop MFPT 2505 TQS/SPC in Manufacturing 3 cr Drop MFPT 2525 Lean Manufacturing 3 cr Decrease ETAS 1104 by 2 cr Decrease ETAS 1106 by 2 cr Decrease ETAS 2220 by 1 cr Add MnTC Elec 9 cr Add Elective 6 cr |

| | | |
|----------|--|--|
| | | Add ENGL 1111 Composition I 3 cr Add ENGL 2207 Technical Writing 3 cr Add MATH 1110 1110 College Algebra 3 cr Add ETAS 2230 Motor Controls 3 cr Add ETAS 2232 Microcontrollers II 4 cr Increase ETAS 1101 by 1 cr |
| Approved | Electronics Technology – Diploma 36 cr – TRF MnSCU approved 3-25-10 | Increase total program cr by 1 to 37 cr Drop MN Transfer Elective 3 cr Drop MFPT 1530 Machine Operations 2 cr Drop MFPT 1560 Robotic Programming I 2 cr Decrease ETAS 1104 by 2 cr Decrease ETAS 1106 by 2 cr Decrease ETAS 2220 by 1 cr Add ENGL 1111 Composition I 3 cr Add ENGL 2207 Technical Writing 3 cr Add MATH 1110 1110 College Algebra 3 cr Add ETAS 2230 Motor Controls 3 cr Increase ETAS 1101 by 1 cr |
| Approved | Respiratory Therapist – AAS 78 cr -- EGF | Drop RESP 2266 Clinical VI 3cr Add MATH 1110 College Algebra 3cr Move ENGL 1111 Comp I to 1 st summer Move PSYC 1105 Intro to Psych to 1 st summer Move Tech Elec 3 cr to 2 nd spring Move Humanities Elec to 2 nd summer RESP 2211 rename to Summer Clinical RESP 2262 rename to Summer Internship |
| Approved | Surgical Technology – AAS 60 cr -- EGF | Drop Technical Elective 1 cr Increase SURT 1102 Intro Surg Tech to 2 cr (1cr) |

Course Changes

| Vote | Course | Discussion |
|----------------------------|---|--|
| Visit In April 2010. | MATH 1107 Intro to Math Sciences 3 0/3/0 | Approved through spring semester - May, 2010 Math instructors met in August, clarification needs to be made on the prerequisite before moving forward with course approval. |
| Approved | ETAS 1101 Electricity I 2 1/1/0 | Increase by 1 to 3 cr 2/1/0 Change name to DC Power |
| Approved | ETAS 1103 Electricity II 3 2/1/0 | Change name to AC Power |
| Approved | ETAS 1104 Analog Electronics 5 3/2/0 | Decrease by 2 to 3 cr 2/1/0 Change name Analog Circuits |
| Approved | ETAS 1106 Digital Electronics 5 3/2/0 | Decrease by 2 to 3 cr 2/1/0 |
| Approved | ETAS 2220 Intro Microcontrollers 5 3/2/0 | Decrease by 1 to 4 cr 2/2/0 Change name to Microcontrollers I |
| Approved | ETAS 2230 Motor Controls 3 2/1/0 | New course |
| Approved | ETAS 2232 Microcontrollers II 4 2/2/0 | New course |
| Approved | HIST 2221 Civil Liberties 3 3/0/0 | Change prefix to PLSC |
| Approved | MFPT 1510 Measuring Tools 2 2/0/0 | Change prefix to ETAS |
| Approved | MFPT 1540 Solid Modeling 2 1/1/0 | Change prefix to ETAS |
| Approved | MFPT 1560 Robotic Programming I 2 1/1/0 | Change prefix to ETAS |
| Approved | MFPT 2580 Hydraulics & Pneumatics 3 2/1/0 | Change prefix to ETAS |
| Approved | RADT 1118 Clinical Radiography I 4 0/0/4 | Change course description -- removed the statement of working weekend and pm's. |
| Approved | RESP 2211 Summer Internship 2 0/1/1 | Rename – Summer Clinical |
| Approved | RESP 2262 Clinical V 3 0/1/2 | Rename – Summer Internship 0/0/3 |
| Approved | RESP 2266 Clinical VI 3 0/1/2 | Inactivate course |
| Approved | SURT 1102 Intro to Surgical Tech 1 1/0/0 | Increase to 2 cr 2/0/0 |

Program Institutional Learner Outcomes

All programs have completed the institutional learner outcomes. A completed grid has been posted in the D2L Assessment and Program Review course.

Course Institutional Learner Outcomes

The following courses still need to finish the ILO.

HPER 1145; MUSC 2216, 2217, 2218, 2315, 2316, 2317, 2318

MANF 1520, 1530, 1540, 2500; PRIM 2500, 2510, 2520, 2530, 2540,

Transfer and Articulation Committee

Rocky indicated he checked with BSU and MSU-Moorhead and they are still accepting 16 technical elective credits in transfer.

Strategic Planning

Tabled until April.

Program Web Pages

Question was raised on how many programs are displayed on the home page. Chad indicated that four to five programs can be displayed on the homepage and will be switched every 3 weeks to a month. The programs in the orange category from the program sustainability report were selected to be rotated first. The website is designed to promote the college as a whole along with program specific marketing. Chad will have a program redesign mockup ready to be presented for faculty review in April. Any website samples should be emailed to Chad to review as he works on the redesign.

Advisory Committee Policy

The committee reviewed the feedback provided by faculty and agreed the language should remain as loose as possible to accommodate the various advisory committee structures. It was suggested the policy section titled Frequency of Meetings be amended to reflect the first few sentences of the same section in the MnScu manual (pgs 17 & 18) which reads: "The frequency of the committee's meetings will be dictated by the work plan. Most committees meet at least twice a year, in the fall and spring. However, if a committee has an especially intense work plan, it may need to meet monthly. In any case, meetings should NEVER be called simply for the sake of holding a meeting. There should always be a reason for a meeting."

Needs Assessment Committee

Shannon, Tony Sorum, Pat Balstad, Kathy Huschle, Paul Warner, and Scott Godfrey will develop a needs assessment metrics to determine which programs to pursue.

First Aid/CPR

Tabled until April.

MnTC Audit Course

A review of the current website indicates the following courses are in the college's MnTC and do not seem to comply with the MnTC Agreement or the Guidelines. The Academic Affairs and Standards Council at NCTC is advised to either appropriately remove them, revise them according to the Checklist of Evaluation Criteria, or provide a succinct rationale for why the curriculum committee feels they should continue to be included in order to comply with Procedure 3.37.1. Due to the Omnibus Bill, it is even more crucial that institutions follow the Guidelines in determining course placement to prevent transfer difficulties for students.

Goal Area 3 – The course does not appear to have a lab or lab-like component.

BIOL 2131 Nutrition – Kathy Huschle and Tina Squire to review

Goal Area 3 – The courses appear to be targeted toward specific occupations or career clusters according to the title or course description.

PHYS 2211 Engineering Physics I – Lyle Batton to review

PHYS 2212 Engineering Physics II – Lyle Batton to review

Goal Area 10 – How does the course meet Goal 10 description and competencies?

BIOL 1120 Human Biology – Margarita Bracamonte and Tim Gabor to review

CHEM 1122 General Chemistry II – Kristel Kizer and Erin Almlie to review

If it is determined that the course will remain in the MnTC, please provide a detailed rationale for how it meets all of the criteria for inclusion in the MnTC with attention to the reason the course was flagged in this report. If the course will be removed from the MnTC, please provide an effective date for its removal. Instructors should provide rationale/responses to Don by March 30. The college must submit their reply to MnSCU by September 1, 2010.

New Media – AAS & Diploma

Mark Johnson needs to resubmit the New Media AAS and Diploma to AASC since the ARTS Digital Photography 3 cr course has not been developed.

Meeting Schedule

| Day | Date | Time | Location |
|------------|-------------|-------------|-----------------|
| Tuesday | April 6 | 9-12 pm | EGF |
| Wednesday | May 5 | 1-4 pm | TRF |