

**Academic Affairs & Standards Committee**  
**May 4, 2011**  
**TRF #735**

**Present:** Jack Haymond, Andy Mueller, Norma Konschak, Gayle Swanson (for Sue Field), Don Fischer, Kathy Huschle, Shannon Nelson, Mary Fontes, Rocky Ammerman, Donna Craigmile, Curtis Peters, Rob Jung, Kent Hanson  
**Absent:** Kate Schmalenberg

**Approval of Minutes**

The April minutes were approved as recorded.

**Program Changes**

<b>Vote</b>	<b>Program</b>	<b>Discussion</b>
Tabled	Supervisory Leadership – Certificate 18 cr TRF	Drop Technical Electives 6 cr Add BUSN 2231 Leadership 3 cr Add SSCI 1101 Human Relations 3 cr Drop listed elective courses: BUSN2218, MKTG2220 Institutional learner outcomes needed for BUSN 2231 Need COI support
Approved	Business – AS 64 cr TRF MnSCU approved on 6-10-11	Decrease total program credits to: 60 cr Drop ACCT 1128 Computerized Acct I 3 cr Drop MN Transfer Elective by 1 cr Pursue articulation agreement with BSU
Approved	Criminal Justice – AS 64 cr TRF MnSCU approved on 6-10-11	Decrease total program cr : 60 Drop Technical Electives by 4 cr Drop from Tech Elec list: CRJU 1111 Public Safety Comm
Approved	Electronics Tech – Automated Sys – AAS 72 cr TRF MnSCU approved on 6-10-11	Decrease total program credits to: 64 Drop ETAS 1510 Measuring Tools 2 cr Drop MN Transfer Electives 6 cr Drop Tech Electives 3 cr Add G5: History/Social Elec 3 cr Move MATH 1110 college algebra to 2 <sup>nd</sup> fall semester Update program outcomes.
Approved	Electronics Tech – Diploma 37 cr TRF MnSCU approved on 6-10-11	Decrease total program credits to: 32 cr Drop ETAS 1510 Measuring Tools 2 cr Drop MATH 1110 College Algebra 3 cr Update program outcomes.
Approved	Health Unit Coordinator – Certificate 20 cr DE MnSCU approved on 6-10-11	Close program on MnSCU inventory
Approved	Medical Administrative Assistant – AAS 60 cr Medical Office Specialist – Diploma 42 cr Medical Coding Specialist – Certificate 25 cr Medical Transcriptionist/Editor – Diploma 31 cr MnSCU approved on 6-6-11	Suspend at EGF. Offered online only.
Approved	New Media – AAS 60 cr TRF MnSCU approved on 6-10-11	Change name to: New Media Production Drop ARCH 2229 Photoshop II 4 cr Drop NMED 1101 Digital Audio 2 cr Drop NMED 1110 Nonlinear Audio Edit 3 cr Drop NMED 1220 Webcasting 4 cr Drop NMED 2101 Podcasting 3 cr Drop NMED 2201 Video Graphics 2 cr Decrease NMED 1120 by 1 cr Add NMED 1105 Intro to New Media 1 cr Add NMED 1125 Digital Audio Production 3 cr Add NMED 1135 Prin of Media Design 3 cr Add NMED 1205 Internet Broadcasting 4 cr Add NMED 2105 Desktop Publishing 3 cr Add NMED 2115 Motion Graphics 3 cr Add NMED 2235 Internship 2 cr

Approved	New Media – Diploma 33 cr TRF MnSCU approved on 6-10-11 & 6-15-11	Change name to: New Media Production Increase total program cr to: 35 Drop NMED 1101 Digital Audio 2 cr Drop NMED 1110 Nonlinear Audio Edit 3 cr Drop NMED 1220 Webcasting 4 cr Drop NMED 2101 Podcasting 3 cr Add NMED 1105 Intro to New Media 1 cr Add NMED 1125 Digital Audio Production 3 cr Add NMED 1135 Prin of Media Design 3 cr Add NMED 1205 Internet Broadcasting 4 cr Add NMED 2115 Motion Graphics 3 cr Revise delivery so total program offered in 2 semesters
Approved	New Media – Certificate 17 cr TRF MnSCU approved on 6-10-11 & 6-15-11	Change name to: New Media Production Increase total program cr to: 19 Drop NMED 1101 Digital Audio 2 cr Drop NMED 1110 Nonlinear Audio Edit 3 cr Drop NMED 1220 Webcasting 4 cr Drop NMED 2101 Podcasting 3 cr Add NMED 1105 Intro to New Media 1 cr Add NMED 1125 Digital Audio Production 3 cr Add NMED 1135 Prin of Media Design 3 cr Add NMED 1205 Internet Broadcasting 4 cr Add CPTR 1500 Intro Web concepts 3 cr Revise delivery so total program offered in 2 semesters
Approved	Radio Business – Diploma 33 cr TRF	Drop NMED 1101 Digital Audio 2 cr Drop NMED 1110 Nonlinear Audio Edit 3 cr Drop NMED 1220 Webcasting 4 cr Drop NMED 2101 Podcasting 3 cr Decrease NMED 1120 by 1 cr Add NMED 1105 Intro to New Media 1 cr Add NMED 1125 Digital Audio Production 3 cr Add NMED 1135 Prin of Media Design 3 cr Add NMED 1205 Internet Broadcasting 4 cr Add NMED 2235 Internship 2 cr Revise delivery so total program offered in 2 semesters

### Course Changes

Vote	Course	Discussion
Tabled	BUSN 1115 Personal Finance 3 cr 3/0/0	Change course prefix to ECON
Approved	CRJU 2220 Law Enforcement Skills 12 cr	Add to prerequisite: HPER 1125 or instructor approval
Approved	ETAS 1108 Electronic Assembly Tech 3 cr 2/1/0	Update course description & learner outcomes
Approved	FITN 2525 Field Internship 4 cr 0/0/4	Add prerequisites & corequisites: Pre-requisites: HPER 1410 or current First Aid/CPR certification, BIOL 1004, FITN 1110, HLTH 1126, HPER 2250, and HPER 2270 Pre/corequisites: FITN 2101, FITN2103 , FITN 2503 and HPER 2210 Add LO evaluation methods
Approved	NMED 1101 Digital Audio 2 cr 1/1/0	Inactivate course
Approved	NMED 1105 Intro to New Media 1 cr 1/0/0	New course
Approved	NMED 1110 Nonlinear Audio Edit 3 cr 1/2/0	Inactivate course
Approved	NMED 1120 Electronic Media Mgmt 3 cr 3/0/0	Change cr: 2 cr 2/0/0
Approved	NMED 1125 Digital Audio Production 3 cr 2/1/0	New course
Approved	NMED 1135 Prin of Media Design 3 cr 2/1/0	New course
Approved	NMED 1205 Internet Broadcasting 4 cr 2/2/0	New course
Approved	NMED 1220 Webcasting 4 cr 2/2/0	Inactivate course
Approved	NMED 2101 Podcasting 3 cr 1/2/0	Inactivate course
Approved	NMED 2105 Desktop Publishing 3 cr 2/1/0	New course
Approved	NMED 2115 Motion Graphics 3 cr 2/1/0	New course
Approved	NMED 2201 Video Graphics 2 cr 1/1/0	Inactivate course

Approved	NMED 2235 Internship	2 cr 0/0/2	New course
Approved	PTAS 1101 Introduction to PTA	3 cr 3/0/0	Update learner outcomes
Approved	PTAS 1105 Fundamentals of PTA	4 cr 2/2/0	Update learner outcomes
Approved	PTAS 1110 Physical Agents	4 cr 2/2/0	Update course description & learner outcomes
Approved	PTAS 1114 Clinical Kinesiology	3 cr 2/1/0	Update course description
Approved	PTAS 1116 Therapeutic Exercise I	2 cr 1/1/0	Update course description & learner outcomes
Approved	PTAS 2101 Orthopedics for PTA	2 cr 2/0/0	Update course description & learner outcomes
Approved	PTAS 2105 Neurology for PTA	5 cr 3/2/0	Update learner outcomes
Approved	PTAS 2111 Therapeutic Exercise II	3 cr 2/1/0	Update course description & learner outcomes
Approved	PTAS 2115 Advanced Techniques	4 cr 2/2/0	Update course description & learner outcomes
Approved	PTAS 2125 PTA Ethics and Issues	2 cr 2/0/0	Update course description & learner outcomes
Approved	PTAS 2160 Professional Integration	3 cr 3/0/0	Update learner outcomes

### **Policies**

No additional changes were made to either 3290 Distance Education Proctor Policy or 3290P Distance Education Proctor Procedure. Both were approved based on the 1<sup>st</sup> reading.

A motion was made and seconded to approve the Make-up Policy.

A motion was made and seconded to approve 3446 Participation for Non-Credit Policy and 3446P Participation for Non-Credit Procedure. Kent is working with custom training to offer Aerobics for non-credit.

A motion was made and seconded to approve 3070 Satisfactory Academic Progress Policy. A session will be offered during the faculty in-service to cover the federally mandated changes within the policy.

Cynthia updated both to reflect how the library is currently processing materials. A motion was made and seconded to approve 3210 Circulation Policy and 3190 Reconsideration of Challenged Materials Policy.

### **Chair Nomination**

Nomination was made and seconded to elect Andy Mueller as chair for the next two years.

Nomination was made and seconded to elect Don Fischer as chair for the next two years.

Nominations ceased and discussion held. The ballots were cast, Don was elected as chair.

Committee will discuss the chair serving 2 consecutive term limits (4 years total) at the fall meeting.

### **2011-12 Meeting Schedule**

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Wednesday	August 17, 2011	TBD	Faculty In-service
Tuesday	September 13	1-4 pm	EGF
Wednesday	October 12	1-4 pm	TRF
Tuesday	November 15	9-12 pm	EGF
Wednesday	December 7	9-12 pm	TRF
Tuesday	January 17, 2012	1-4 pm	EGF
Wednesday	February 8	1-4 pm	TRF
Tuesday	March 13	9-12 pm	EGF
Wednesday	April 4	9-12 pm	TRF
Tuesday	May 1	1-4 pm	EGF