

**Academic Affairs & Standards Committee**  
**March 5, 2013 9-12 pm**  
**EGF 129 – TRF 545**

**Present:** Kathy Huschle, Jack Haymond, Andy Mueller, Jon Beck, Mary Fontes, Brian Huschle, Karl Orhn, Kari Koenig, Curtis Peters, Jim Retka, Rocky Ammerman, Steve Crittenden, Don Fischer, Erin Almlie

**Absent:** Rob Jung, Kate Schmalenberg,

**Approval of Minutes**

The February minutes were approved as recorded.

**Program Changes**

Vote	Programs	Discussion
Approved	Administrative Support – Diploma 32 cr EGF MnSCU approved on June 13, 2013E531	Drop total program credits from 32 cr down to 31 cr Drop ADMS 1102 Keyboarding II by 1 cr
Approved	Administrative Support Microcomputer Emphasis – Diploma 49 cr EGF E542 MnSCU approved on June 13, 2013	Drop total program credits from 49 cr down to 48 cr Drop ADMS 1102 Keyboarding II by 1 cr
Approved	Administrative Assistant – AAS E030 Administrative Support – Diploma E531 Admin Support Microcomputer – Diploma E542 Admin Support Software Specialist – AAS E032	List of Elective Courses Drop ADMS 1104 Skillbuilding 1 cr Add HPER 1410 First Aid/CPR 1 cr

**Course Changes**

Vote	Course	Discussion
Not Approved	MSTH 1132 Specialized Massage 3 cr 1/2/0	Added ILO – communication Must only have 3 ILO not 4, choose only 3
Not Approved	WELD Weld Orientation 1 cr 1/0/0	New course – CCO looks fine. Need to identify exact number of cr 1 or 2, Need before and after program plans
Approved	FYEC 1110 First Year Experience 1 cr 1/0/0	Change title to Pathways to Success

**Curriculum Modification Form**

Kathy distributed a copy of the electronic curriculum modification form being developed to be placed on the Forms page. Six electronic forms will be created, one for each process, faculty will complete the appropriate form(s) based on change request. The new forms will be implemented for fall 2013 and demonstrations will be given during August inservice.

**Education Course**

Brian mentioned the learner outcomes have been identified. The group is meeting to develop the common course outline and articulation agreements. Rick Nikunen and Ralph Cox have been added to the working group.

**Freshman Experience**

Discussion occurred regarding what if a student doesn't take the course and yet finished a degree, how to manage transfer process for new students, needs to be a manual process and can't be set up in DARS. The course content is geared towards life planning events. Questioned whether or not the course should be required by all students.

Suggested the course should be advised to be taken in the first semester.

Based on discussion, a motion was made, seconded, and approved indicating the FYEC1110 course will be required by all students enrolled in any Liberal Arts AA major or technical program requiring the course. The exception would be PSEO students.

A motion was also made, seconded, and approved to change the course title of FYEC1110 to Pathways to Success.

**2012-13 Meeting Schedule**

Day	Date	Time	Location
Wednesday	April 3	9-12 am	TRF
Tuesday	May 7	1-4 pm	EGF