

**Academic Affairs & Standards Committee  
September 10, 2013 TRF 735 1-4 pm**

**Present:** Kathy Huschle, Andy Mueller, Karl Ohrn, Jim Retka, Rocky Ammerman, Tishara Melcher, Carey Castle, Jack Haymond, Brian Huschle, Mary Fontes, Don Fischer, Brian Suckow

**Absent:** Kari Koenig, Erin Almlie, Kate Schmalenberg,

**Approval of Minutes**

The June minutes were approved as recorded.

From the May minutes, the Computer Support certificate 13 cr will need to be reviewed to meet 16 credits standard.

**Program Changes**

Vote	Programs	Discussion
Tabled	New Media Production AAS 60 cr TRF New Media Production Diploma 35 cr TRF Radio Business Diploma 33 cr TRF	
Approved	Cardiovascular AAS 67 cr EGF	Seeking 60/120 waiver – committee reviewed
Approved	Fire Technology AAS 62 cr EGF MnSCU approved 11-1-2013	Decrease total program to 60 cr Drop FIRE 2252 Line officer Effective Fall 2014 2 cr

**Course Changes**

Vote	Course	Discussion
Tabled	BIOL 1111, 1112, 2131, 2252, 2254, 2256	ILO updated
Tabled	PHLB 1104, 1105	ILO updated
Tabled	PTAS all courses	ILO updated
Approved	BIOL 1120	ILO updated -- take out PLO
Approved	EDUC 2250 Intro to Education 3 cr 3/0/0	New course. Add to course description that finger printing is required.

**Transition Plans**

Kathy Huschle will review the document to determine if the transition form could be implemented into dynamic forms.

**Common Course Outlines -- Course Learner Outcome**

After reviewing some of the common course outlines that have been submitted, Karl Ohrn and Brian Huschle have noticed two verbs within one course learner outcome and have suggested each learner outcome be limited to one verb or the learner outcome be separated into two learner outcomes due to measurement/assessment purposes. Brian will send a message to faculty mentioning the two verb situation.

**Policies**

3310P Health and Human Services Programs Procedure on Student Health Screening Records.  
Approved with changes as submitted.

**Program Specific Requirements (Standing Agenda Item)**

Kathy Huschle indicated any academic change must be submitted to her before the agenda submission deadline in order to make the agenda for AASC review/approval.

**2013-14 Meeting Schedule**

Day	Date	Time	Location
Wednesday	September 11	1-4 pm	TRF
Tuesday	October 8	1-4 pm	EGF
Wednesday	November 13	9-12 am	TRF
Tuesday	December 10	9-12 am	EGF
Wednesday	January 15	1-4 pm	TRF
Tuesday	February 11	1-4 pm	EGF
Wednesday	March 5	9-12 am	TRF
Tuesday	April 8	9-12 am	EGF
Wednesday	May 7	1-4 pm	TRF