

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 130– 10/12/2017

In attendance:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Della Dubbe
<input checked="" type="checkbox"/> Tod Dumas
<input checked="" type="checkbox"/> Kimberly Haughee
<input checked="" type="checkbox"/> Amy Kong
<input checked="" type="checkbox"/> Barbara Yahvah
<input type="checkbox"/> Tammy Burke | <input type="checkbox"/> Sarah Dellwo
<input checked="" type="checkbox"/> Chad Hickox
<input checked="" type="checkbox"/> Robyn Kiesling
<input checked="" type="checkbox"/> Sandra Sacry
<input checked="" type="checkbox"/> Jennifer Bergner
<input type="checkbox"/> Michael Wiederhold |
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Recorder: Hayley Blevins

Call to Order: Kim called the meeting to order at 4:03 p.m.

Review of minutes: April 25, 2017. Della moved to accept the minutes as is, Amy seconded, unanimously accepted, motion carried.

Deliverables

- Direction of Academic Standards Curriculum Review Committee (ASCRC) for the year
 - o ASCRC would like to spend less time editing outcomes and more time facilitating curriculum development. They would still review outcomes for questions but spend less time on it. There is a plan to have professional development in regards to writing measurable curriculum outcomes in support of ASCRC’s function. Program review cycles would not be part of ASCRC’s function. There is a need to look at a checklist for presenting a course at an ASCRC meeting so it is uniform and it could speed up the process. The Mach Form will be directed to Hayley. She will review it for mistakes and direct it to the appropriate Division Chair/Director.
 - o Tod has accepted Vice Chair of ASCRC and Barbara has accepted Chair. ASCRC would like to move the meetings to the Donaldson campus. Meetings would be once a month on the second Thursday of the month.

- Curriculum Policy and Procedure Manual
 - o ASCRC reviewed the purpose, mission, and functions of ASCRC. Examples of ways the committee served its purpose: modifying outcomes, reviewing the plagiarism policy, and updating the amount of credits that a student can transfer in. A change to a heading to read “Functions” otherwise, the Committee’s manual should align with what is in the Faculty Senate bylaws. The bullet stating “function of ensuring integrity” is not clear in what it is trying to achieve, and would need to be rewritten to “To ensure the College Curriculum”. There could be a subcommittee created to fine-tune the manual since it appears it needs more attention. There was a question and consideration that the Academic Information in the catalog falls under the academic standards that ASCRC reviews. ASCRC will need to update the section that outlines who receives the course forms. There is a discrepancy between ASCRC and the Faculty Senate documents. ECOS is going to present to Faculty Senate stating that there will be five faculty voting members, and the Director of Library

Service and Director of eLearning will be voting members. There might be a need to include the recorder position in the Faculty Senate document. In the ASCRC's manual, it is stated that the chair and vice chair have to be full-time faculty, but Faculty Senate does not state that. If that is the case the makeup of the ASCRC may want to increase or change to ensure there is always enough full time faculty.

- New Courses: None
- Course Revision: None
- Course Inactivations- None
- Diversity Courses: None
- Honors Courses: None

Adjourned: Meeting adjourned at 4:55 pm.