

**ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE**

**Minutes**

*DON 201– 11/09/2017*

In attendance:

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

Recorder: Hayley Blevins

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

**Review of minutes:** October 12, 2017. Jenn Bergner was in attendance last meeting. Kim moved to accept the minutes as edited, Della seconded, unanimously accepted, motion carried.

**Deliverables**

- Bylaws Change for Membership
  - o We are trying to find consistency between the ASCRC policy document and Faculty Senate documents. The Committee discussed whether the eLearning and Library directors should be ‘automatically’ added to the Committee instead of voted in as members. Just because what happens in an ASCRC meeting effects someone’s duties of their position, doesn’t automatically mean they need to be a voting member. Creating a quorum shouldn’t be a reason for having the position being automatic. There was concern about having adjunct faculty as Committee members, as they are not permanent. It was decided that there would be five full time faculty who are elected by Faculty Senate for staggered three-year terms. The Committee decided to remove the SGA officer from ex-officio membership. Some discussion ensued about including terms of chair and vice chair. Kim reported that chair could serve up to three years without being reelected. Tod moved to accept the membership as edited, Kim seconded, unanimously accepted, motion carried.
  - o If Faculty Senate doesn’t add the eLearning Director to their membership we will have to revise our by-laws.
- Plagiarism Policy
  - o We have a clear policy of what happens if someone plagiarizes or commits academic dishonesty, but not a clear definition of what they both are. Students and faculty are confused because the way it is written is unclear. The language that was on the syllabus template was not meant to be the final version, but could be a good start. The final definition would also go into the catalog. There is a lib-guide about this for students and faculty. Della will look into it and bring back the information to the next meeting.
- Change in ASCRC curriculum (new courses and course revisions) process will be discussed over email. The issue is efficiency.
- Miscellaneous Items for Future Meetings

- The curriculum manual, faculty manual, ASCRC procedure manual are all different. The faculty manual could retire, and the curriculum manual and procedure manual could roll up to the faculty senate document.
  - Look into a checklist for the faculty to have before presenting. This would also ensure they are using measurable verbs. Professional advancement committee will be doing development for that.
  - Need to research how long everyone has been on the Committee.
  - Should look at courses each year to see if any have been added to the MUS General Education core.
  - Hayley will schedule next semester for the same time.
- New Courses:
- AMHS210. Will have to put it on the correct form. Would combine diagnostic and procedural and they would be inactivated. Not new to MUS system, just Helena College. Prerequisite changed to “with C- or higher”. Would like to offer it in the spring if possible. Wouldn’t effect credit hours, as there is no Office Technology AAS or CAS degree that requires both coding courses. Deb would have listed outcomes that matched other schools. Capitalized “codes” in outcome three. Changed a slight grammatical error in the rationale. Della moved to accept the course as edited, Tod seconded, unanimously accepted, motion carried.
- Course Revision:
- GPHY111. Outcomes will need looked at when we have faculty input. The previous co-requisite will hold up registration and Math faculty felt it was not needed, which is why it was removed. Jennifer moved to accept the course as is, Amy seconded, unanimously accepted, motion carried.
  - WLDG213 and WLDG227. Prerequisite change since the course is being changed to the fall semester. They are making room for a new type of welding. WLDG227 had the same change along with new outcomes to incorporate the new technology. Tod moved to bundle WLDG213 and WLDG227, Kim seconded, unanimously accepted, motion carried. Amy moved to accept the courses as is, Jennifer seconded, unanimously accepted, motion carried.
- Course Inactivations- None
- Diversity Courses: None
- Honors Courses: None

**Adjourned:** Meeting adjourned at 5:04 pm.