

**ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE**

**Minutes**

*DON 202– 2/8/2018*

In attendance:

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

Guest: Seth Roby

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**Call to Order:** Barbara called the meeting to order at 4:02 p.m.

**Review of minutes:** January 16 2018 meeting. Della moved to accept the minutes as edited, Kim seconded, majority accepted, Bryon abstained, motion carried.

**Deliverables**

- MACH Forms and Process
  - o The goal is to reduce the current labor-intensive process, create permanency for data collection, and address accreditation/assessment needs. Barbara noted that formatting is different among the MACH forms on the website, so she, Hayley, Robyn, and Daphne have been making changes.
  - o Bryon gave the committee an update on the data base development. In addition, for curriculum course catalog, Bryon described using the database for linking course outcomes to program outcomes to the campus strategic plan. Queries could be done on the database for various information gathering. He expects to have a demonstration soon for the Committee.
- Advising Sheets
  - o Barbara sent emails to Division Chairs/Directors for the process of updating advising sheets. She sent an email to all faculty letting them know their Division Chair/Director would be sending them the forms.
  - o Dates for their revisions are: Faculty to submit forms (and change documentation) to Division Chairs/Directors by March 1st. Division Chairs/Directors to send approved changes to Hayley by March 15th. Hayley will send forms to members of the Committee for another look. Committee members will return to Hayley prior to spring break (ideally).
- New Courses: ARTZ211. Kim moved to accept the ARTZ211 course as edited, Bryon seconded, unanimously accepted, motion carried.

MUSE101. Sarah and Kim commented on the increased interest in Elementary Education. Della moved to accept the MUSE 101 course as read, Tod seconded, unanimously accepted, motion carried.

- Course Revision: HEE233. It was noted that this course is not part of the general ed core. Bryon moved to accept the course as edited, Amy seconded, unanimously accepted, motion carried.

M080. Jenn moved to accept the course as read, Amy seconded, unanimously accepted, motion carried.

M171. Tod moved to accept the course as edited, Jenn seconded, unanimously accepted, motion carried.

M172. Amy moved to accept the course as edited, Tod seconded, unanimously accepted, motion carried.

- Course Inactivations: IT120, 220, 240, 246. Kim moved to accept the inactivations as read, Jenn seconded, unanimously accepted, motion carried.
- Diversity Courses: PSYX240. Robyn commented this course recognizes diversity on a different level than just race or gender. Kim moved to accept the course as edited, Tod seconded, unanimously accepted, motion carried.
- Honors Courses: ARTZ211. Several members commented on this course and honor designation being a good addition for the AA program. Della moved to accept the ARTZ211 course as edited, Amy seconded, unanimously accepted, motion carried.

**Adjourned:** Meeting adjourned at 4:59 pm.