

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201– 5/10/2018

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 type="checkbox"/> Tammy Burke | <input checked="" type="checkbox"/> Bryon Steinwand |
| <input checked="" type="checkbox"/> Sarah Dellwo | <input checked="" type="checkbox"/> Hayley Blevins (Recorder) |
| <input checked="" type="checkbox"/> Mary Lannert | |

Guest: None

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

Review of minutes: April 26, 2018 meeting. Bryon's last name was spelled wrong and there was a grammatical error. Bryon moved to accept the minutes as edited, Jenn seconded, unanimously accepted, motion carried.

Deliverables

- Membership cycle. We are full on membership and no one is due to leave until the end of next year.
- Faculty Senate Report. This is a report that goes to Faculty Senate stating what we did throughout the year. Bryon moved to accept the report with the addition of today's meeting, Kim seconded, unanimously accepted, motion carried.
- Curriculum manual. We updated the date to reflect this year. We updated the membership to match Faculty Senate. The timeline was updated to reflect us reviewing procedures in the Fall before we have courses. We would have to pull our bylaws out if we got rid of the manual. It was decided to keep the manual. We could link to this from the database. The footer was changed from UM-Helena to Helena College. Della moved to move the document and policy from the end of the academic year to the beginning, Bryon seconded, unanimously accepted, motion carried. Bryon moved to accept the Curriculum Manual as edited, Jenn seconded, unanimously accepted, motion carried.
- Meeting dates and times. We will set up for the second and fourth Thursday and if we need to cancel we can.
- Fillable advising sheets. Will be a discussion on a better plan for next year. We will announce when they are ready and posted somewhere.
- Bryon will be working on the database so that the approval process moves easier. He hopes to have it ready in Fall.
- New Courses: None

- Course Revision: EDU297. This was revised due to common course numbering. Jenn moved to accept the course as read, Della seconded, unanimously accepted, motion carried.

HEO100. This was the DST289 and it is changed due to common course numbering. Tod moved to accept the course as read, Kim seconded, unanimously accepted, motion carried.

- Course Inactivation: M065. Has not been offered in a while and it was never inactivated. Tod moved to inactivate the course, Amy seconded, unanimously accepted, motion carried.

NRSG100, 252, 254, 262, 265, and 266. These are courses from the old curriculum that finished this week. Bryon moved to bundle and inactivate the NRSG courses, Tod seconded, unanimously accepted, motion carried.

- Diversity Courses: None
- Honors Courses: None

Adjourned: Meeting adjourned at 4:44 pm.