

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 202 – 10/11/2018

In attendance:

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

Guests: None

I. Call to Order

II. Review of Minutes from September 27, 2018

Typos were noted; change “wither” to “either,” “curse” to “course,” and consistency in tense. Kim moved to approve as amended; Jenn seconded. No further discussion. All in favor, minutes approved.

III. Old Business

A. *Review alignment of ASCRC Curriculum Manual with Faculty Senate Articles & Bylaws (e.g., Graduation Appeals Committee)*

Both the Curriculum Manual and the Faculty Senate ByLaws state ASCR may create an ad hoc or standing committee. Membership is the only difference. ASCR is to make a recommendation to Faculty Senate. ASCR Members discussed ensuring faculty grant primary approval; faculty are usually the first sign-off, thus would be involved. The Registrar involves division chairs and faculty in audits due to an old catalog. Generally more efficient for the student. Grade appeals begin with the students and up the channels to the Grade Appeal Committee (which includes faculty) as per the academic section of the catalog. If someone chooses not to follow the rules of the catalog, it would go up to the Division Chair and Associate Dean. If graduation requirements are almost impossible or are impossible to complete due to a disability, there would be a course substitution. Faculty are brought in via re-evaluation committee if credits are extremely old. Courses are transferred in if the student has a degree.

Process needs to be documented, but not in the ByLaws. Should be addressed in the academic portion of catalog, as is the grade appeal process. Keep the ability to create a committee in the ByLaws, but reword as “*The committee may create an ad hoc or standing subcommittee as needed*” and move on to the second function. Replace language in the Curriculum Manual with the same language. Recommendation will go to Faculty Senate for 3 meetings – 2 readings and a vote. Tod made a motion to send the revisions to Faculty Senate for approval; Bryon seconded. No further discussion. All in favor, motion carried.

ASCR members decided to wait to make additional changes (updating Sandy’s position to the new combined position, forms in the back to match the MachForms, and add info on measurable learning outcomes). ASCR

members agreed to wait to make the changes in the current manual. Something about learning outcomes was removed from the ASCR manual; better to be in a sub-document. Pull out things like how to write a learning outcome.

IV. New Business:

A. Curriculum Forms

a. Course Revision

i. MCH235 (Matt/Tammy)

Hours were incorrect in the course bank; this is a correction for hours and credits. Outcomes did not change. This course was not being changed because module format. Edits were made to the form to fix typos and reword to read "The goal will be to prepare; plan; and write safe, effective, and efficient CNC programs." Della moved to approve the course revision for MCH235 as amended; Jenn seconded. No further discussion. All in favor, motion carried.

b. New Course

i. N/A

c. Course Inactivation (not attached)

Copies were not sent due to volume. Courses HC no longer or will shortly no longer be offered. ASCR members had no additional questions; some discussion regarding nutrition; would be brought back as a new course. Obligation to clear courses that will not be offered in the next year from the course bank. OCHE will be auditing the course bank; pulling the info from Banner.

- i. CAPP155 MS PUBLISHER
- ii. CAPP158 BASIC MS ACCESS
- iii. ENSC135 TOPOGRAPHIC MAPS...
- iv. ENSC150 HYDROLOGIC...
- v. ENSC211 ENVIRONMENTAL POLICY...
- vi. GEN287 GEN ED INDEP ST
- vii. GEN288 GEN ED INTERNS
- viii. GEO211 EARTH HISTORY...
- ix. GEO231 GEOSCIENCES FIELD....
- x. GEO299 GEOTECH CAPSTONE
- xi. GPHY262 SPATIAL SCIENCES TECH
- xii. HR100T HUMAN RELATIONS
- xiii. HR101 COLLEGE SUCCESS
- xiv. HR110T CAREER DEV
- xv. IDSN101 INTRO TO INT DES
- xvi. IDSN120 MATERIALS
- xvii. IDSN 125 LIGHTING
- xviii. IDSN135 FIND OF SPACE PLAN
- xix. IDSN230 INTERIAOR ARCH
- xx. IDSN140 STUDIO RESID
- xxi. NRSM280 WATER RIGHTS AND WATER POLICY
- xxii. NUTR221 NUTRITION
- xxiii. OT107 INTRO TO PARALEGAL
- xxiv. READ070 FUND OF READING

Tammy asked out MECH235 (offered by CE both as credit and noncredit, but not a regular offering) should be handled. Would have to be inactivated anyway as it is not common-course numbered. Tammy will submit the form. Bryon moved to bundle and approve all course inactivations on the agenda; Kim seconded. No further discussion. All in favor, motion carried.

B. Academic Information Review

a. Student Handbook – in alignment?

Change had been submitted to address plagiarism; does not appear to be in it. Link to the catalog rather than put info in many different places. Larger discussion over the handbook to be had. Byron suggested waiting until directors address the handbook; Sandy will add to directors agenda and bring it back to ASCR.

C. Learning Outcomes Model and CCN Handbook (align with FLOC)

D. Other Items to Add for Future Meetings

a. Syllabus Template?

b. Program Statement?

c. Degree Planning Sheets?

Barbara suggested pulling academic issues up to the top and to review plagiarism (Patrick discussed Hoonuit and plagiarism module), excused absence policy, grade appeal.

E. Next Meeting

a. Oct. 11, 25

b. Nov. 8

c. Dec 6

d. Spring semester beginning 2nd and 4th Thursday beginning with February

V. Adjournment

Meeting adjourned at 4:56.