

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes
DON 202 – 10/25/2018

In attendance:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Barbara Yahvah (Chair) | <input 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 checked="" 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 October 11, 2018

Changed to correct the spelling of “Hoonuit” and Bryon moved to approve the minutes as amended, Kim seconded. No further discussion. All in favor, motion carried.

III. Old Business

- A. *Align ASCRC Curriculum Manual with Faculty Senate Articles & Bylaws (e.g., Graduation Appeals Committee)*
- a. *Draft for Submission to FS*

IV. New Business:

A. *Curriculum Forms*

a. *Course Revision*

Discussed revisions, faculty requested verbiage not be changed due to NATEF.

- i. *AST 108 (Dave/Tammy)*
Powerflow is all one word, as is drivetrain. Tod made a motion to approve AST108, Jen seconded. No further discussion. All in favor, motion carried.
- ii. *AST 118 (Dave/Tammy)*
Discussed “P2” in Outcome 44; Dave said it could be removed and it was. Extra “112” from Outcome 112 was removed, AUTO104 was changed to AST104. Della moved to approve AST118 as amended, Amy seconded. No further discussion. All in favor, motion carried.
- iii. *AST 172 (Dave/Tammy)*
Space put in “AirConditioning.” Kim moved to approve AST172 amended, Jen seconded. No further discussion. All in favor, motion carried. Courses with AUTO104 as a prerequisite will need to change to common course numbered prerequisite; will be changed as they come rather than to wait.
- iv. *AST 270 (Dave/Tammy)*
Removed extra “38” from Outcome 38. Jen moved to approve AST270 as amended, Tod seconded. No further discussion. All in favor, motion carried.

- v. *DST145 (Rick/Tammy)*
Removed credit hours (precision measurements) from this course and created a new a precision measurement course. CCN could not be found to match. Changed “understand” to “explain.” Tod made a motion to accept DST145 as amended, Amy seconded. No further discussion. All in favor, motion carried.
 - vi. *DST211 (Rick/Tammy)*
Precision measurement hours from DST145 to create precision measurement course. Concern regarding excess 3 credits. Other courses being amended (had been sent to Hayley prior to her maternity leave; Summer will find the MachForms and sent them to Barb). Rick and Derrick were both teaching 3 credits of a single class. Rick is expanding electrical and precision measurement; Derrick doing live lab. Each instructor will still be at 32 credits, max load as per CBA. Advisory board informed them truck systems are all moving towards electrical. Changed outcomes, added outcomes, made the program more robust. Tod made a motion to accept DST211, Bryon seconded. No further discussion. All in favor, motion carried.
 - b. *New Course*
 - i. *DST107 (Rick/Tammy)*
Barb suggested the following changes:
 - 2. *Measure pre-assigned gauge blocks using micrometers, dial gauges, protractors, tape and rule measurements, calipers, thread pitch, and dial bore gauges to measure pre-assigned gauge blocks.*
 - 3. *Demonstrate the safe use of equipment during measuring processes.*ASCR members tabled revisions for this item.
 - c. *Course Inactivation*
 - i. N/A
- B. Academic Information Catalog Review/Student Handbook Alignment**
Barb reviewed the changes from the last meeting; ASCR approved.
- a. *Class Attendance/Absence (e.g., Excused Absence)*
Discussed breaking into a smaller group to review and bring it back. Trades may have different requirements. Concerns over vague wording (“agreed upon”) and illness requiring documentation. Difficulty protecting both students and faculty. Some programs have very strict policy through accreditors or certifiers. Some faculty request a doctor note stating the date they were out and when they are expected to return. Discussed routing through the division chairs. Concerns that faculty are unprotected by lack of cap on excused absences. Have taken long-term medical absences case-by-case. Sandy will meet with Division Chairs and Val Curtin (due to DoE attendance/absence requirements). Concerns over 5-day turnaround time; student must know how to move forward. Aviation students must make up any time missed. Microbiology labs involve high cost.
 - b. *Academic Integrity*
Plagiarism covered in many places – catalog, student handbook, syllabi. Catalog language will be carried over to the student handbook. Sandy will meet with Division Chairs to bring recommendations back to faculty. Patrick sent links to the following:
 - i. *Video: Log on to Hoonuit: Avoid Plagiarism*
 - ii. *Video: Log on to Hoonuit: Academic Integrity*
- C. Academic Internship Process**
Forms have to be updated. Employers can contact multiple people on campus – instructors, SBDC, Greg Thompson, Division Chairs, Jan Clinard. Barb will meet with Tammy, Robyn, Bryon, Ryan, Sandy.

- D. *Learning Outcomes Model and CCN Handbook (align with FLOC)*
- E. *Other Items to Add for Future Meetings*
 - a. *Syllabus Template*
 - b. *Program Statement*
 - c. *Degree Planning Sheets*
- F. *Next Meeting*
 - a. *Nov. 8*
 - b. *Dec 6*
 - c. *Spring semester 2nd and 4th Thursday beginning February*

V. Adjournment

Meeting adjourned at 5:04 pm.