

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 202 – 11/08/2018

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 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 25, 2018.

Kim made a motion to accept the minutes as written, Jen seconded. No further discussion. All in favor, minutes approved.

III. Old Business

A. Academic Information Catalog Review/Student Handbook Alignment

a. Graduation Language relating to D grade and Free Electives

BOR Policy 301.5.3 Minimum Course Grades states minimum grade requirement is D- or better for free or elective credits in an associate or baccalaureate degree program. HC catalog states (under Gradation) a D grade will only count towards graduation for a free elective. AAS course work is prescribed; AA/AS must have a C- or better in all courses. Ds cause issues with transfer and are not currently counted for free electives. Students are advised that passing is C- or better, thus should not affect completion. More of a financial aid issue; financial aid will only pay for a course one additional time if passed. If a student receives a D in a prerequisite but passes the required course, HC allows them to graduate. Change catalog language to: *"In accordance with Montana Board of Regents Policy 301.5.3, students must earn a "C-" or higher in all classes that are used to satisfy the requirements for a certificate or degree."* Strike out *"Although credit is earned for a "D" grade, that course will only count towards graduation for a free elective."* Keep the last sentence about GPA. Change third paragraph to remove the dollar amount: *"Any student applying for a certificate or degree must pay a fee."* Summer will do a redline of the changes for ASCR to bring back for approval at the December meeting.

b. Class Attendance/Absence (e.g., Excused Absence) (Sandy/Division Chairs)

Deferred to December meeting.

c. Academic Integrity (Sandy/Division Chairs)

i. Video: Log on to Hoonuit: Avoid Plagiarism

ii. Video: Log on to Hoonuit: Academic Integrity

Deferred to December meeting.

IV. New Business:

A. Curriculum Forms

a. Course Revision

i. DST 240 (Derrick/Tammy)

Changing both manual and hydraulic drive train live work classes; Derrick will teach the entire live work class. Will require common course numbering. Use old schedule for Spring 2019; change date to 2019-2020. Kim moved to approve as amended, Amy seconded. No further discussion. All in favor, motion carried.

ii. DST245 (Derrick/Tammy)

Discussed in conjunction with DST 240. Change date to 2019-2020. Diesel courses from the last ASCR meeting will also be adjusted to 2019-2020. Change lecture hours to 30 and lab hours to 60 for a total of 90. Jen moved to approve as amended, Bryon seconded. No further discussion. All in favor, motion carried.

iii. DST265 (Derrick/Tammy)

Changing to incorporate an electrical class in the spring. Suggested piloting. Outcome and credit changes must be updated through CCN; however, can start using equipment and teach outside learning outcomes as long as outcomes are met. Term must be included when classes are entered in the system; difficult to adjust after. Change date to 2019-2020. Prequel to the DST295, but monitored more. Only three FLOC outcomes; Highlands has 10-12. Would bring HC into compliance. Bryon moved to approve as modified, Amy seconded. No further discussion. All in favor, motion carried.

b. New Course

i. DST107 (Derrick/Tammy)

Precision measurement course pulled from another course to create 1-credit course. Language redundant. Take out #1 and start with "use micrometers..." Add semi-colons to split up the six measurements in course description and learning outcomes. Kim moved to approve as amended, Tod seconded. No further discussion. All in favor, motion carried.

ii. DST295 (Derrick/Tammy)

Change date to 2019-2020; hyphenate "work-based." Amy moved to approve as amended, Bryon seconded. No further discussion. All in favor, motion carried.

c. Course Inactivation

i. n/a

B. Academic Internship Process

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

Sarah requested faculty input on admission requirements and procedures for two issues:

1. Currently multiply quarter credits by 2/3 and put in odd amount not rounded. Should it be rounded?
2. If another institution has a 3-credit class, but HC has as 4, bring in at 3 or 4 credits?

E. Next Meeting

a. December 13.

b. Spring semester 2nd and 4th Thursday beginning February

V. Adjournment

Meeting adjourned at 5:03.