

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes
DON 202 –12/13/18

In attendance:

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

II. Review of Minutes from November 8, 2018

Jenn moved to accept the minutes as written, Bryon seconded. No further discussion. All in favor, minutes approved.

III. Old Business

A. Diesel first-year courses motion to move to 2019-2020

Diesel courses previously approved as 18-19 must be approved for change to 19-20. Tod made a motion to change 18-19 to 19-20 for Diesel course revisions DST145 and DST211 from 10/25 and DST240, DST245, and DST265 from 11/9 and the new courses DST107 and DST295 from 11/9. Jen seconded. No further discussion. All in favor, none opposed, none abstained; motion carried.

B. Academic Information Catalog Review/Student Handbook Alignment

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

Deferred.

b. Academic Integrity (Sandy/Division Chairs) – see Student Handbook language

Deferred.

i. **Video: Log on to Hoonuit: Avoid Plagiarism**

ii. **Video: Log on to Hoonuit: Academic Integrity**

c. Transfer of credits

Sarah requesting feedback from faculty regarding transfer from quarter credits to semester. HC does not currently round; brings in credits earned based on Carnegie unit credits. Semester credits equate to semester credit; quarter credits converted at 2/3 (standard conversion rate). If a student takes 3-credit course at Carroll that is 4 credits at HC, the student would meet the course requirement, but not the credit requirement. Only an issue in some instances. Most institutions bring in credits as they were earned at other institution to meet the course requirement; students must meet overall degree requirements. HC is a credit-based institution, not outcome-based. Continue with the current process; transfer in no more than credits earned. No changes; no motion needed.

d. Academic Internship Process (Sandy et al)

Deferred.

IV. New Business:

A. Curriculum Forms

a. Course Revision

iii. **AST 103**

Simple name change from AUTO104. No change in learning outcomes. Outcomes are due to AST certification requirements. Offered for dual credit; need to inform high schools. Della moved to approve the revision as written, Jenn seconded. No further discussion. All in favor, none opposed, none abstained; motion carried.

iv. **ITS 218**

Removed Helena College footer info (copied over from course bank). ASCR members discussed “demonstrate” in outcomes; determined it was fine. Jenn moved to accept the course revision as edited, Bryon seconded. No further discussion. All in favor, none opposed, none abstained; motion carried.

v. **M 111T**

Aligning with system level and cleaning up outcomes. Bryon moved to accept as presented, Jenn seconded. No further discussion. All in favor, none opposed, none abstained; motion carried.

b. New Course

i. **LEG 184**

Will fully articulate with Missoula College. Rename HC 1-yr legal support certificate; certificate will allow students to transfer to Missoula College program. Missoula College is the only institution offering. Missoula College program is certified by American Bar Association; important to have same outcomes. Outcome #4 remove “will be able to” and start with “recognized.” Office Technology program Intro to Paralegal inactivated to avoid confusion. May be worked into Criminal Justice degree programs down the road. Missoula College working to get it recognized as an Ethics course; go towards Gen Ed transfer. Della moved to accept as edited, Tod seconded. All in favor, none opposed, none abstained; motion carried.

ii. **LEG 185**

Did not exist the same way under OT 107. Actual course offered by Missoula College; all about Paralegal. Also a valuable course for 1-yr Legal Support. Jenn moved to approve as written, Bryon seconded. All in favor, none opposed, none abstained; motion carried.

iii. **M 273**

Discussion at MUS level regarding the formation of solid two-year pathways. Timing works well with hiring of physics faculty; will be in position to offer. Adding to the course bank now to get them in the catalog. Students thought their credits were not being accepted, mostly was dual enrollment students. Credits were not rejected, but advisors advise students to take calculus with engineering. Advisors advise to retake for grades below C or to take honors calculus if an A. Engineering transfers will be discussed at MUS level; as with Chemistry and Psych, will see agreed upon math. Will give HC all four math classes in the engineering sequence. Tod made a motion to accept, Della seconded. All in favor, none opposed, none abstained; motion carried.

iv. **M 274**

Prerequisite same for both M 273 and M 274; completely different courses. Discussed “demonstrate the understanding of...” language; outcomes same at other institutions. No outcomes were added. Tod made a motion to accept as written, Bryon seconded. All in favor, none opposed, none abstained; motion carried.

c. Course Inactivation (not attached)

i. GEN 298

Tod made a motion to accept to inactivate as written, Jen seconded. All in favor, none opposed, none abstained; motion carried.

B. General Core

To be discussed at the division meeting.

a. PSYX 250, general core as natural science or as social & psychological science course

b. MART 145, humanities/fine arts

c. WRIT 121

d. LEG 184

Legal ethics 2cr = business ethics? Would fall under humanities and fine arts; could be paired with foreign language or put in advising option.

C. Other Items to Add for Future Meetings

Add additional degree requirements of 200-level courses, if HC should continue to use T-designation, and Legal name changes.

a. Syllabus Template

b. Program Statement

c. Degree Planning Sheets

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

Deferred.

V. Other Discussion not on the Agenda

A. Native American AA and AAS course operating rules

Discussed revision due to old OPI Class VIII reg; Class VIII educator documents their achievement with essential understandings of American Indian experience. Barb will remove it from Business as it is no longer needed.

B. Withdrawing Automotive program from moratorium

Summer will send BOR paperwork to ASCR chair. Some course revisions will come forward.

VI. Next Meeting

Feb 14, Feb 28, Mar 14, Apr 11, Apr 25

VII. Adjournment