

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 02/20/2019

In attendance:

- | | |
|------------------------------------------------------------|--------------------------------------------------------|
| <input checked="" type="checkbox"/> Barbara Yahvah (Chair) | <input type="checkbox"/> Kimberly Haughee |
| <input checked="" type="checkbox"/> Tod Dumas (Vice Chair) | <input type="checkbox"/> Robyn Kiesling |
| <input checked="" type="checkbox"/> Sandra Bauman | <input checked="" type="checkbox"/> Amy Kong |
| <input checked="" type="checkbox"/> Jennifer Bergner | <input type="checkbox"/> Sandra Sacry |
| <input checked="" type="checkbox"/> Tammy Burke | <input checked="" type="checkbox"/> Bryon Steinwand |
| <input checked="" type="checkbox"/> Della Dubbe | <input type="checkbox"/> Michael Wiederhold |
| <input type="checkbox"/> Sarah Dellwe | <input type="checkbox"/> Ann Willcockson |

Recorder: Melanie Heinitz (Recorder)

Guests:

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- I. **Call to Order:** 4:02pm
- II. **Review of Minutes from February 14, 2019** Jenn made a motion to approve the minutes, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.
- III. **Unfinished Business:**
- A. Academic Information Catalog Review/Student Handbook Alignment**
- a. **Graduation language: C- or better (Sandy B/Sarah)** See the end of minutes for Graduation Language insert. If a class applies to the degree, a C- or better must be earned to graduation. Jenn made a motion to approve the Graduation language, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried. Sandy will be sending the information to Summer.
- b. **Class Attendance/Absence (e.g., Excused Absence) (Sandy/Division Chairs)**
The language for the Class Attendance/Absence policy went through faculty senate. Some faculty requires a medical excuse. Going forward the new policy will be published in the Handbook/Catalog. There is a deadline. Military language was updated last year. There are three options offered for Military excuses. The new language is to determine if a student can be successful following absence(s). Student must contact instructor and director. To petition the division chair will get involved. Contact information for Division language needed in Syllabi. See attached policy at the end of the minutes. Jenn made a motion to approve the language change for the proposed change to policy, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.
- c. **Academic Integrity (Sandy B/Division Chairs) – see Student Handbook language**
i. Waiting for deferred
- d. **Last day to add classes each semester (Sandy B/Sarah)** deferred
- e. **General Core: PSYX 250, MART 145 (Robyn to update from Division)** deferred
- f. **Academic Internship Process/Forms (Sandy et al)**
i. Waiting for deferred

IV. **New Business:**

A. Curriculum Forms

a. Course Revision

- i. **AST 108 (Dave/Tammy):** The large require course outcomes are part of the automotive program. The new Database will cut down input time by half. Barb can forward the WORD version to committee to save on outcome input time. Tod made a motion to approve the course revision for AST 108, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.
- ii. **AST 130 (Dave/Tammy):** Block schedule has now been created, so changes were needed. Jenn made a motion to approve AST 130, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.
- iii. **AST 230 (Dave/Tammy):** Prefix change. Tod made a motion to approve course revision, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.
- iv. **DST 240 (Tammy/Derrick):** Hours and prerequisites changes made to course. Tod made a motion to approve DST 240 revision, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.
- v. **DST 245 (Tammy/Derrick):** Jenn made a motion to approve DST 245, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.
- vi. **LEG 184 (Deb/Robyn):** New Gen Ed course in humanities. Change in previous number of credit hours and proposed Lab hours. Tod made a motion to approve course rev LEG 184 as revised, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.
- vii. **M 092 (Kim, Robyn):** Elimination of prerequisites. Bryon made a motion to bundle M 092, M 105, M 115, M 132 and eliminate prerequisites, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.
- viii. **M 093 (Kim/Robyn):** See above
- ix. **M 105 (Kim/Robyn):** See above
- x. **M 115 (Kim/Robyn):** See above
- xi. **M 132 (Kim/Robyn):** See above
- xii. **M 234 (Kim/Robyn):** Amy made a motion to amend M 234, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.
- xiii. **PSYX 250 (Nathan/Robyn):** deferred

a. Add to 2/28/19 meeting

b. New Course

- i. **AST 114 (Dave/Tammy):** Divided into brakes and chassis moving forward. Della made a motion to approve the new AST 114, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried. Discussion on about hours being even because faculty contracts deal with credits. If the Gen Ed credits are integrated in the program it would bring credit load down. AVMT 100 could be renamed to be in compliance with credit load for faculty. Changes are reflective of what is truly occurring in the programs.
- ii. **AST 220 (Dave/Tammy):** deferred
- iii. **DST 273 (Tammy):** deferred
 1. *Waiting for; Add to 2/28/19 meeting*
- iv. **LEG 187 (Deb/Robyn)** deferred
- v. **LEG 188 (Deb/Robyn)** deferred

- c. **Course Inactivation**
 - i. n/a
 - B. Withdrawal of Automotive Tech AAS from moratorium (Tammy) deferred**
 - C. Notification of Programs, BOR deferred**
 - a. **Notification of Program/Degree Title Change – Administrative Support & Management (Deb/Robyn)**
 - b. **Notification of Termination of existing program - PC in Human Resources, PC in Payroll (Barbara/Robyn/Summer)**
 - c. **Notification of an existing program distance/online delivery – CAS Entrepreneurship and AAS Business Technology (Barbara/Robyn/Summer)**
 - i. *Waiting for*
 - D. LPN Bridge, replaces RN to BSN (Sandy S) deferred**
 - i. *Waiting for*
 - E. Submission Dates for FY 2020 ASCRC, Catalog, Course Bank deferred**
 - a. **Feb 14 Course Submissions (ASCRC forms website/Melanie)**
 - b. **Mar 7 catalog revisions (Summer)**
 - c. **Mar 20 degree planning sheets (Barbara)**
 - F. Honors Form Review deferred**
 - G. Other Items to Add for Future Meetings deferred**
 - a. **Syllabus Template**
 - b. **Program Statement**
 - c. **Degree Planning Sheets**
 - H. Learning Outcomes Model and CCN Handbook (align with FLOC) deferred**
 - I. Next Meeting**
 - a. **Feb 20 (special), Feb 28, Mar 14, Mar 20 (special), Apr 11, Apr 25**
- VI. Adjournment: 5:05pm**



Graduation FINAL VERSION

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. Students must also satisfy the GPA requirements listed on page 49.

In the semester before a student plans to graduate, a student must meet with his or her advisor and submit an Application for Certificate or Degree to the Registrar's Office. The Registrar has final authority on the approval of graduation applications.

Students neglecting to submit an Application for Certificate or Degree will not be awarded a certificate or degree. Any student applying for a certificate or degree must pay a fee. If applying for more than one certificate or degree, a fee is required for each application. Certificates and diplomas will be withheld if a student owes a debt to the College.

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FINAL VERSION 2/20/19

Proposed change to policy (clarifying excused absence)

Instructors must excuse absences for the following reasons: military service, mandatory public service (court appearance, jury duty), emergency medical attention of self or immediate family member, and/or death of immediate family member. To petition for an excused absence, the student must contact the instructor of the course and the Division Chair(s) responsible for the applicable course(s) as soon as possible, but no more than 5 days following the absence. Contact information for Division Chairs can be found on course syllabi. Each request will be handled on a case-by-case basis using all available information and documentation to make an informed decision. Part of this determination will be based on whether or not the student can successfully complete the course following the absence. In some cases, class and/or discipline requirements may preclude the possibility of successful completion of the course. Course requirements including assignments, lab work, quizzes, and exams cannot be removed; however, when appropriate, extensions to due dates may be granted. If the student does not agree with the determination of the Division Chair, they may appeal to the Associate Dean of Academic and Student Affairs.