

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 02/28/2019

In attendance:

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

Guests: None

I. Call to Order

Chair Barbara Yahvah convened the meeting at 4:03 p.m.

II. Review of Minutes from February 20, 2019:

Bryon made a motion to accept the amended minutes, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Unfinished Business:

A. Academic Information Catalog Review/Student Handbook Alignment

a. Academic Integrity, plagiarism (Sandy B/Division Chairs)

i. *Waiting for* deferred

b. MUS General Core vs Helena College core versus articulation ‘core’:

i. e.g., PSYX 250 (Helena College science), MART 145 (MUS), M 234 (articulation) (Robyn) Math previously cleared, all others deferred

ii. program specific courses at Tech (e.g., WRIT 121) or other campuses/course substitutions (Barbara) deferred

IV. New Business:

A. Curriculum Forms

a. Course Revision

i. DST 130 (Derrick/Tammy):

Bryon made a motion to bundle DST 130, 145, 211, 255, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried. Prerequisites and learning outcomes adjusted. Bryon made a motion to approve as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

ii. DST 145 (Derrick/Tammy)

Discussion on the number of lecture hours. DST 145 will be deferred, as clarification is needed from Tammy. Bryon made a motion to withdraw his motion of bundling of DST

130, 145, 211, 255, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

iii. DST 211 (Derrick/Tammy)

Jenn made a motion to approve as read, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

iv. DST 255 (Derrick/Tammy)

Jenn made a motion to approve as read, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

v. MART 145 (Bryon/Robyn) deferred

vi. PHSX 220 (John/Robyn)

Course Revision Form changed to New Course Form. Note on all PHSX courses from Robyn: Outcomes largely align with Montana State University (MSU), but are written per Helena College outcomes standards. MSU's are written as bullet points, not as measureable outcomes. MSU task force (faculty) also decided that lecture and lab course outcomes will match going forward. Helena College Lab outcome will match the course outcome going forward. Prerequisites and Corequisites additions: M 171 and PHSX 221. Bryon made a motion to approve as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

vii. PHSX 221 (John/Robyn)

Course Revision Form changed to New Course Form. Jenn made a motion to approve as amended, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

viii. PHSX 222 (John/Robyn)

Course Revision Form changed to New Course Form. Proposed/Current Course Prerequisites additions: "C-" or higher, M 171, PHSX 220 and PHSX 221. Amy made a motion to accept PHSX 222 as amended, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

ix. PHSX 223 (John/Robyn)

Course Revision Form changed to New Course Form. Proposed/Current Course Prerequisites additions: "C-" or higher, PHSX 221 and PHSX 220. Kim made a motion to accept PHSX 223 as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

x. PSYX 250 (Nathan/Robyn) deferred

xi. SOCI 211 (Kim F/Robyn)

SOCI 211 was missing Course Description and Learning Outcomes; subsequently, Barbara will add them in. Proposed Lecture Hours added to SOCI 211. Kim made a motion to accept SOCI 211 as amended, which will also include the addition of Course Description and Learning Outcomes by Barbara, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

xii. STAT 216 (Kim H/Robyn)

Amy made a motion to approve STAT 216 as read, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

xiii. WLDG 137 (Phillip H/Tammy) deferred

b. New Course

i. AST 220 (Dave/Tammy) deferred

ii. DST 273 (Tammy)

1. *Waiting for* deferred

iii. LEG 187 (Deb/Robyn)

Course Description adjusted. Prerequisites adjusted to read “C-” or higher. Kim made a motion to accept LEG 187 as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

iv. LEG 188 (Deb/Robyn)

Course Description adjusted. Prerequisites adjusted to read “C-” or higher. Kim made a motion to accept LEG 188 as amended, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

v. STAT 216 Honors (Kim H/Robyn)

Criteria (D) adjusted. Honor courses will be stored in the new Database. Bryon made a motion to accept STAT 216 Honors as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Course Inactivation

i. ACTG 299 (Barbara/Robyn)

Capstone class removed from ACTG curriculum. Kim made a motion to inactive ACTG 299, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

B. Submission Dates for FY 2020 ASCRC, Catalog, Course Bank

a. Feb 14 Course Submissions (ASCRC forms website/Melanie)

b. Mar 7 catalog revisions (Summer)

c. Mar 20 degree planning sheets (Barbara)

C. Program Changes

a. Notification of Withdrawal of Automotive Tech AAS from moratorium (Tammy)

See letter “d” below

b. Notification of Program/Degree Title Change – Administrative Support & Management (Deb/Robyn)

See letter “d” below

c. Notification of Termination of existing program - PC in Human Resources, PC in Payroll (Barbara/Robyn/Summer)

See letter “d” below

d. Notification of an existing program distance/online delivery – CAS Entrepreneurship and AAS Business Technology (Barbara/Robyn/Summer)

Bryon made a motion to acknowledge and approve the Program Changes for the following: Notification of Withdrawal of Automotive Tech AAS from moratorium, Notification of Program/Degree Title Change – Administrative Support & Management, Notification of Termination of existing program - PC in Human Resources, PC in Payroll and Notification of an existing program distance/online delivery – CAS Entrepreneurship and AAS Business Technology, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. LPN Bridge, replaces RN to BSN (Sandy S)

Sandy explained the LPN Bridge Program. There is attrition if a student quits the RN program. Then an LPN would have the option to apply. The LPN program has caught up from the overflow of students. It will be difficult for an LPN student to get into the RN program.

D. Other Items to Add for Future Meetings deferred

a. Last day to add, drop courses each semester (Sandy B/Sarah/Val)

- b. Academic Internship Process/Forms (Sandy B et al)**
- c. Honors Form Review**
- d. Syllabus Template**
- e. Program Statement**
- f. Learning Outcomes Model and CCN Handbook (align with FLOC)**

V. Next Meeting

E. Next Meeting

- a. Mar 14, Mar 20 (special), Apr 11, Apr 25**

Addition meeting: March 7, 2019 at 4:00 p.m. Melanie will reserve a room, and she send out an invitation to the meeting.

VI. Adjournment

Meeting adjourned at 5:02 p.m.