

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 03/07/2019

In attendance:

- |   |  |
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| <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Barbara Yahvah (Chair)</li><li><input checked="" type="checkbox"/> Tod Dumas (Vice Chair)</li><li><input checked="" type="checkbox"/> Sandra Bauman</li><li><input checked="" type="checkbox"/> Jennifer Bergner</li><li><input checked="" type="checkbox"/> Tammy Burke</li><li><input checked="" type="checkbox"/> Della Dubbe</li><li><input checked="" type="checkbox"/> Sarah Dellwo</li></ul> | <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Kimberly Haughee</li><li><input checked="" type="checkbox"/> Robyn Kiesling</li><li><input checked="" type="checkbox"/> Amy Kong</li><li><input type="checkbox"/> <del>Sandra Sacry</del></li><li><input checked="" type="checkbox"/> Bryon Steinwand</li><li><input type="checkbox"/> <del>Michael Wiederhold</del></li><li><input checked="" type="checkbox"/> Ann Willcockson</li></ul> |
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Recorder: Melanie Heinitz (Recorder)

Guests: None

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### I. Call to Order

Chair Barbara Yahvah convened the meeting at 4:01 p.m.

### II. Review of Minutes from February 28, 2019

Jenn made a motion to accept the minutes as read, Amy 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)

MART 145 and PSYX 250 core discussion occurred in the new business section below.

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

c. **Revisit on Excused Absence Language (Jenn/Robyn):** Jenn had a situation with a military absence. There was no advanced notice of the absence. The policy as of today allows five days after missing class for notification. Students are allowed to makeup the work within the agreed upon time. If the student has not responded, then there is not an agreed upon time. There are two different types of service duties volunteer/mandatory; however, they are treated the same. If a student does receive orders ahead of time, there is no language to demand this knowledge. Attach at the end of the minutes is the Final Version of clarifying excused absence 2/20/19.

### IV. New Business:

#### A. Curriculum Forms

##### a. Course Revision

i. **AST 103 (Dave/Tammy)**

AST courses are now in blocks. AST 103 added a corequisite. Kim made a motion to approve AST 103 as amended, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

**ii. DST 145 (Derrick/Tammy)**

The number of credit hours changed. Jenn made a motion to approved DST 145 as amended, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

**iii. DST 210 (Rick/Tammy)**

DST 210 was originally submitted as a new course; however, it was resubmitted as course revision. There were changes in prerequisites and hours. Tod made a motion to accept the revised DST 210, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

**iv. MART 145 (Bryon/Robyn)**

MART 145 aligns with the Fine Arts core curriculum. It is offered at Montana State University (MSU), and it is part of their core curriculum. It will now be part of Helena College's core curriculum. Every core program is different within the state. Tod made a motion to approve as read, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

**v. PSYX 250 (Nathan/Robyn)**

Discussion occurred to clarify PSYX 250 as a science or social science. PSYX 250 would be accepted under the Social Work articulation with University of Montana as a science. PSYX 250 will be sent back to Division to review for core placement. No motion made on PSYX 250.

**vi. WLDG 137 (Phillip H/Tammy)**

Additional lab time added, and math course numbers changed. Kim made a motion to approve as revised, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

**b. New Course**

**i. AST 220 (Dave/Tammy)**

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

**c. Course Inactivation**

**i. n/a**

**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)**

Dates reviewed with the ASCR Committee.

**C. Other Items to Add for Future Meetings**

**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**

**D. Next Meeting**

**a. Mar 7 (special), Mar 14, Mar 20 (special), Apr 11, Apr 25**

**VI. Adjournment:**



Meeting adjourned at 5:02 p.m.

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.