

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes  
DON 201 – 03/20/2019

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"/> <del>Della Dubbe</del></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 type="checkbox"/> <del>Amy Kong</del></li><li><input checked="" type="checkbox"/> Sandra Sacry</li><li><input checked="" type="checkbox"/> Bryon Steinwand</li><li><input type="checkbox"/> <del>Michael Wiederhold</del></li><li><input type="checkbox"/> <del>Ann Willcockson</del></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 March 7, 2019

Bryon made a motion to accept the minutes as amended, Kim 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)

1. *See attachment 1* Changes: S/he changed to “they” all references non-binary, and receive no credit was changed to “score of 0”.

Kim made a motion to accept the Academic Information Catalog Review/ Student Handbook Alignment as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

##### 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) deferred

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

1. *Sent to Division for further discussion* deferred

##### c. Revisit on Excused Absence Language (Jenn/Robyn/Sandy)

1. *See attachment 2* No action taken

### IV. New Business:

#### A. Curriculum Forms

##### a. Course Revision

- i. AST 160 (Dave/Tammy)

Credits moved from lab to lecture and prerequisites changed. Tod made a motion to accept AST 160 with revisions, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

**ii. AST 262 (Dave/Tammy)**

Previous and proposed prerequisites were adjusted. Jenn made a motion to accept AST 262 with revisions, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

**iii. AST 264 (Dave/Tammy)**

Jen made a motion to accept AST 264 as read, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

**iv. AST 270 (Dave/Tammy)**

Kim made a motion to accept AST 270 as revised, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

**v. AVMT 105 (Tammy)**

Bryon made a motion to approve AVMT 105 as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

**vi. AVMT 110 (Tammy)**

Jenn made a motion to accept AVMT 110 as revised, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

**vii. AVMT 115 (Tammy)**

Jenn made a motion to accept AVMT 115 as revised, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

**viii. AVMT 120 (Tammy)**

Jenn made a motion to accept AVMT 120 as revised, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

**ix. AVMT 130 (Tammy)**

Bryon made a motion to accept AVMT 130 as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

**x. AVMT 160 (Tammy)**

Jenn made a motion to accept AVMT 160 as read, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

**xi. AVMT 165 (Tammy)**

Bryon made a motion to accept AVMT 165 as read, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

**xii. PSYX 250 (Nathan/Robyn) – see discussion above**

***1. Sent to Division for further discussion:*** deferred

**b. New Course**

**i. HTH 201(Kim H/Robyn)**

The outcomes in HTH 201 encompass more than the general FLOC outcomes. Tod made a motion to accept HTH 201 as read, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

**c. Course Inactivation**

**i. HEE 233 (Kim H/Robyn)**

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

**B. Cultural Heritage of American Indians Designation (CHAI) (Robyn) (*See attachment 3*)**

**a. Designation of a course, not needed as a separate course**

This is an additional operational rule needed for course approval. It is not a core outcome criteria item. IT services will need to make a form for the database. Numbering changed to include: Analyze and/or apply the contributions of American Indian scholarship within its given discipline.

Tod made a motion to approve the language for Cultural Heritage of American Indians Designation as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

- b. **Develop ASCRC Form for website and/or database?** No action taken

### 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

- a. **Next Meeting**
  - i. **Apr 11, Apr 25**

### VI. Adjournment

Meeting adjourned at 4:53 p.m.

#### **Attachment 1: Proposed change to Academic Integrity (p. 50 in catalog)**

**Copying/Cheating** – A student will be considered in violation of academic integrity standards if s/he gains, or attempts to gain, credit for work by dishonest or deceptive means. Examples include the use of crib notes, cheat sheets, books, or any other material or electronic device as aids in an examination or any other graded exercise, unless the instructor of the class has given explicit permission to use such materials. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying. **It is the policy of the College to prohibit phones, smart watches, and other similar devices during examinations. Prior to administering an examination, instructors will require all such devices are turned off and stored in an inaccessible place. Failure to comply with this policy will constitute a violation of the academic integrity policy. If a student is found in possession of such a device during an examination, s/he will receive no credit and be assigned a grade of F for the examination.** Further examples include...

#### **Attachment 2: 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.

**Attachment 3: FOR A COURSE TO RECEIVE CULTURAL HERITAGE OF AMERICAN INDIANS DESIGNATION, IT MUST:**

**Analyze and/or apply the contributions of American Indian scholarship within its given discipline.**

**AND ALSO MEET AT LEAST TWO OF THE FOLLOWING CRITERIA:**

1. Utilize Indigenous knowledge, perspectives and worldviews in course planning.
2. Contrast and compare the unique characteristics of North American Indian tribes, bands, Pueblos, groups and language families.
3. Demonstrate an understanding of the historical, current, and/or continuing evolution of Native American cultures, histories, and sovereignty.
4. Analyze the events, issues, and consequences of the American Indian genocide.
5. Apply comprehensive and practical understanding of U.S. Indian law and policy, colonization/decolonization, and nation building.
6. Examine North American Indian mythology, spiritual beliefs, and/or aesthetic traditions.