

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes
DON 201 – 04/25/2019

In attendance:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Barbara Yahvah (Chair) | <input type="checkbox"/> Kimberly Haughee |
| <input checked="" type="checkbox"/> Tod Dumas (Vice Chair) | <input checked="" 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 checked="" type="checkbox"/> Sarah Dellwo | <input checked="" type="checkbox"/> Ann Willcockson |

Recorder: Melanie Heinitz (Recorder)

Guests: None

I. Call to Order

Chair Barbara Yahvah convened the meeting at 4:05 p.m.

II. Review of Minutes from March 20, 2019

Bryon made a motion to accept the minutes from March 20, 2019, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Unfinished Business:

A. Consent Item

- a. **Course Revision Approved: ARTZ 102 (Kim H)**
 - i. Through email correspondence
 - ii. Motion to approve as read (Amy K), 2nd (Jenn B)
 - iii. Approved by majority of voting membersNote: Information only as approval has already occurred

B. Academic Information Catalog Review/Student Handbook Alignment

- a. **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)
 - ii. program specific courses at Tech (e.g., WRIT 121) or other campuses/course substitutions (Robyn)
 1. *Sent to Division for further discussion*
 2. *Table (remove must be added as new item at another meeting) or Postpone (won’t be discussing further)*

Bryon made a motion to table MUS General Core vs Helena College core verses articulation ‘core’, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

IV. New Business:

A. Curriculum Forms

a. Course Revision

i. HSTA 101 (Robyn)

Darryl James Stevens and Robyn removed the excess outcomes from HSTA courses. Della made a motion to accept HSTA 101 as amended, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

ii. HSTA 102 (Robyn)

Jenn made a motion to accept HSTA 102 as amended, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

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

1. Sent to Division for further discussion

2. Table or Postpone

(see above Unfinished Business ‘B’ motion)

b. New Course

i. HSTA 101 CHAI (Robyn)

Tod made a motion to accept HSTA 101 Cultural Heritage of American Indians Criteria, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

ii. HSTA 102 CHAI (Robyn)

Bryon made a motion to accept HSTA 102 Cultural Heritage of American Indians Criteria as amended, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

iii. NASX 105 CHAI (Robyn)

Tod made a motion to accept NASX 105 Cultural Heritage of American Indians Criteria Introduction to Native American Studies as read, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Course Inactivation

i. n/a

C. Membership Voting Position Cycles (7 members)

a. 3 years: Barbara Y

b. 2 years: Jenn B, Tod D, Kim H

c. 1 ½ years: Bryon S

d. Permanent positions: Della D (Director of Library), Amy K (Director of eLearning)

e. Chair/Vice Chair elections

i. 1st meeting FY 2020

ii. Succession plan?

Informational items noted above. Barbara offered to continue as Chair.

D. Other Items to Add for Future Meetings

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

Bryon made a motion to postpone the Last day to add, drop courses each semester, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Academic Internship Process/Forms (Sandy B et al)

Bryon made a motion to table the Academic Internship Process/Forms, Jenn seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Honors Form Review

Bryon made a motion to postpone Honors Form Review and added Diversity Form Review, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. Syllabus Template

Della made a motion to table the Syllabus Template Review, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. Program Statement

Amy made a motion to postpone the Program Statement by the committee, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

V. Next Meeting

a. Next Meeting

i. TBA FY 20

Melanie will request and book meeting dates for 2019-2020 academic year for September, October, November, December, February, March, and April. The second and forth Thursdays the committee will meet.

ii. Review Curriculum Manual/Bylaws

Titles are incorrect and need constant revision.

VI. Database: (Add agenda item)

a. Training needed for the new Database to assist faculty.

b. CHAI forms will be added next week. All other forms are now in the new Database system.

c. The Mach Form will be inactivated in the Fall 2019.

d. Database preview and training for faculty May 9, 2019 at 9:00 a.m.

VI. Adjournment

Meeting adjourned at 5:02 p.m.