

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

*DON 123 – 05/09/2019 at 9:00 a.m.*

In attendance:

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

Guests: Nathan Munn and Mounika Pokuri

### I. Call to Order

Chair Barbara Yahvah convened the meeting at 9:00 a.m.

### II. Review of Minutes from April 25, 2019:

Deferred

### III. Unfinished Business:

A. n/a

### IV. New Business:

#### A. Curriculum Forms

##### a. Course Revision

i. n/a

##### b. New Course

i. n/a

##### c. Course Inactivation

i. n/a

#### A. New Curriculum Data Base (Bryon)

Bryon presented the new Helena College Curriculum Database. He systematically demonstrated the new HC Assessment system. The new system has drop down boxes to choose from, and it has a balance system for credits. The Course Description is required. Bryon then demonstrated how to Import Outcomes, edit and delete them.

Experiential Learning, Challenge, and CLEP/AP will be removed from data form.

“Has Fee” check box will remain, but Division Chairs will add amounts and title. Division Chairs will manipulate “When Offered” box.

Bryon will add additional “When Offered” dropdown box options: Offered Fall/Spring Semesters. For nursing, he will insert Fall/Spring/Summer Semesters. Faculty will not have access to “When Offered” only Division Chairs.

Time out mechanism on the Data program will have time add to it allowing the user to complete the form. Proposed Course Prefix that are not in the current system will need to be add through Bryon. The Select New Status list will Remove Admin Review option. The Division Chair will receive the first notice of a new ASCR form going forward. Registrar Process will have access to Assistance Registrar Process. A change in status move the ASCR form forward. Academic Admin will activate the course. Notification of the New Curriculum Data Base will occur through email.

**V. Next Meeting**

**a. Next Meeting**

**i. FY 2020**

- 1. 2<sup>nd</sup> and 4<sup>th</sup> Thursdays 4:00 p.m. Sept. 10, 2019 through Dec. 12, 2019 (cancel Nov 27)**
- 2. 2<sup>nd</sup> and 4<sup>th</sup> Thursdays 4:00 p.m. Feb. 13, 2020 – Apr 23, 2020**

**ii. Review Curriculum Manual/Bylaws**

**iii. Elect Chair/Vice Chair**

**iv. Other Items for Future Meetings**

- 1. Last day to add, drop courses each semester (Sandy B/Sarah/Val)**
- 2. Honors/Diversity Form Review**
- 3. Program Statement**

**VI. Adjournment**

Meeting adjourned at 10:11 a.m.