

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 09/12/2019 at 4:00 p.m.

In attendance:

- | | |
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| <p><input checked="" type="checkbox"/> Barbara Yahvah (Chair)
<input checked="" type="checkbox"/> Tod Dumas (Vice Chair)
<input checked="" type="checkbox"/> Sandra Bauman
<input checked="" type="checkbox"/> Deb Rapaport
<input type="checkbox"/> Tammy Burke
<input checked="" 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)

I. Call to Order

Chair Barbara Yahvah convened the meeting at 4:02 p.m.

II. Review of Minutes from April 25, 2019 and May 9, 2019:

April 25, 2019 Minutes amended under *Unfinished Business; section B. Academic Information Catalog Review/Student Handbook Alignment*, Bryon's motion changed to Tabled instead of Postpone. All red notes from Barb changed to black.

Bryon made a motion to accept the minutes as amended from April 25, 2019, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

Tod made a motion to accept the minutes from May 9, 2019, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Unfinished Business:

A. FY 2019 Year-End:

a. Consent Item: Approved Course Revision ITS 255

i. Motion (as amended) Amy K, 2nd (Kim H); motion passed via email correspondence

b. Consent Item: Approved Database Curriculum Process as it is being developed through user feedback via email

i. Motion (as read) Amy K, Kim H); motion passed via email correspondence

B. Database (Bryon S)

a. links provided in email

b. for now, watch for your role (e.g., Division Chairs review, then ASCRC review, preferably before meeting, add notes)

Location of Database placement is yet to be determined.

IV. New Business:

A. New Member Welcome (Deb R)

B. Elect Chair/Vice Chair

Research on who can serve as Chair/Vice Chair needed. Bryon made a motion to postpone election of Chair/Vice Chair, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

C. CHAI designation for AA/AS degrees – formal motion (Robyn K, Sarah D)

CHAI Designation approval to add to AA AS degree requirement:

Kim made a motion to require all AA/AS with the exception of ASRN to make Cultural Heritage of American Indian (CHAI) course be required as a graduation requirement, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

D. Challenge Policy (Robyn K, Sarah D)

Challenge Policy: Kim made a motion to delete the sentence “A student receiving a grade of “F,” “NP,” or “W” in a class at the College may not subsequently challenge the course” from the Challenge Policy, Bryon seconded the motion. Kim made an amendment to the motion to add the Academic Year 2019-2020, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

E. Incomplete Forms (Sarah D)

F. Review Curriculum Manual/Bylaws (postpone to next meeting)

G. Curriculum Forms Database

a. Course Revision

i. n/a

b. New Course

i. n/a

c. Course Inactivation

i. n/a

V. Next Meeting

a. 2nd and 4th Thursdays 4:00 p.m. Sept. 12, 2019 through Dec. 12, 2019 (cancel Nov 28)

b. 2nd and 4th Thursdays 4:00 p.m. Feb. 13, 2020 – Apr 23, 2020

c. Other Items for Future Meetings

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

ii. Honors/Diversity Form Review

iii. Program Statement

iv. Internships (tabled in spring, waiting for feedback from internship committee: clarification for when it must be paid (general feedback was that it had to be paid if for a for-profit venture; may or may not be paid for a not for profit organization.

(<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>)

VI. Adjournment

Meeting adjourned at 5:00 p.m.