

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 09/26/2019 at 4:00 p.m.

In attendance:

- | | |
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| <ul style="list-style-type: none"><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 checked="" type="checkbox"/> Tammy Burke<input checked="" type="checkbox"/> Della Dubbe<input checked="" type="checkbox"/> Sarah Dellwo | <ul style="list-style-type: none"><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 checked="" type="checkbox"/> Ann Willcockson |
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Recorder: Melanie Heinitz (Recorder)

I. Call to Order

Chair Barbara Yahvah convened the meeting at 4:03 p.m.

II. Review of Minutes from September 12, 2019:

Kim made a motion to accept the minutes from September 12, 2019, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Unfinished Business:

A. Data Base (Bryon S)

a. 9/23/19 Update: Melanie will send general reminders to help us to review courses

The faculty and Division Chairs were reminded to update and view the Data Base and to notify Barbara of errors.

b. links provided in email

B. Elect Chair/Vice Chair

a. Qualifications – Faculty Senate, Article II. Section 3 and Bylaw V.C(1):

There is no language in the Faculty Senate to define who can serve as a Chair/Vice Chair of ASCRC. The Library Director and eLearning positions did not exist when the Faculty Senate created the current Bylaws.

Tod made a motion to vote for the Chair and Vice Chair positions, Deb seconded the motion. Three in favor, three opposed, and one abstained: motion fail. Barbara will continue as Chair and Tod will continue as Vice Chair until clarification of who can server as Chair/Vice Chair is received from the Faculty Senate.

Bryon made a motion to ask ECOS for clarification on what qualification are needed for Chair/Vice Chair positions, Kim seconded the motion. All in favor, none opposed, and none abstained: motion carried.

b. Propose language or status quo (would be Faculty Senate Bylaw change)

IV. New Business:

A. Incomplete Forms (Sarah D)

An additional signature line was added for the Division Chair to sign the Incomplete Form. Tod made a motion to accept the changes to the Incomplete Form, Deb seconded the motion. All in favor, none opposed, and none abstained: motion carried.

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

Suggestions: The amount of time to add a course is too long. The addition of a signature line should to be added to the form. Separate the add and drop areas, so each form is independent.

Kim made a motion to have a presentation of the separate Add and Drop document Forms, and to have a signature line for the faculty to sign off, and finally to shorten the period of time in which the students can add courses themselves, Bryon seconded the motion. Bryon then moved to amend the motion to make catalog changes as appropriate. Tod seconded the motion to amend. All in favor of the amended motion, none opposed, none abstained: motion carried.

C. Review Curriculum Manual/Bylaws

a. Revise or inactivate

Barbara displayed the HC-assessment site, and she reviewed where notes are to be added. There needs to be a review of each course since the move to the database.

b. Develop ASCRC Bylaws

D. 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

VI. Other Items for Future Meetings

- a. Honors/Diversity Form Review
- b. Program Statement

VI. Adjournment

Meeting adjourned at 5:03 p.m.