

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 11/14/2019 at 4:00 p.m.

In attendance:

- | | |
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| <p><input checked="" type="checkbox"/> Barbara Yahvah (Chair)</p> <p><input checked="" type="checkbox"/> Tod Dumas</p> <p><input type="checkbox"/> Sandra Bauman</p> <p><input checked="" type="checkbox"/> Deb Rapaport</p> <p><input checked="" type="checkbox"/> Tammy Burke</p> <p><input checked="" type="checkbox"/> Della Dubbe</p> <p><input checked="" type="checkbox"/> Sarah Dellwo</p> | <p><input checked="" type="checkbox"/> Kimberly Haughee</p> <p><input checked="" type="checkbox"/> Robyn Kiesling</p> <p><input checked="" type="checkbox"/> Amy Kong</p> <p><input type="checkbox"/> Sandra Sacry</p> <p><input checked="" type="checkbox"/> Bryon Steinwand (Vice Chair)</p> <p><input type="checkbox"/> Michael Wiederhold</p> <p><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 4:01 p.m.

II. Review of Minutes from October 10, 2019

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

III. Old Business:

A. Data Base (Bryon S)

- a. **Be sure and Add Note (New Note) for every layer of the editing/approval process before changing the status to the next reviewer on the drop down menu.**
Reminder to all to add a note at each review point.
- b. **IT Help Tickets sent to update ASCRC page on website location for database links; update members; update minutes;**
Tammy will review the AVMT courses to check the hour distribution.

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

IV. New Business:

A. Graduation Requirements for Dual Enrollment Students

- a. **Effective FY 20 or FY 21?** One student is working toward graduation from high school and Helena College at the same time. Additional language to be added to the graduation requirements (see below). Kim made a motion to approve the addition of Graduation Requirements for Dual Enrollment Students to be placed in Helena College current catalog, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

B. Program Moratorium

a. Administrative Support & Management

Spring of 2020 this action will take effect. The moratorium will allow a review of the program. This program has three different track within the program. Tod made a motion to approve the moratorium

of Administrative Support and Management, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

C. Curriculum Forms Database

a. WLDG 213 Revision

Proposed/Current Course Title adjusted. WLDG 137, WLDG 141, WLDG 151 added as prerequisite. Tod made a motion to accept the revisions as revised to WLDG 213, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. WLDG117 Inactivation

Tod made a motion to approve the inactivation of WLDG 117, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. WLDG 131 Inactivation

Tod made a motion to approve the inactivation of WLDG 131, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. PSYX 273 Inactivation

Della made a motion to approve the inactivated PSYX 273, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. WLDG 137 Revision

Bryon made a motion to approve WLDG 137 as amended, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. WLDG 141 Revision

Bryon made a motion to approved WLDG 141 as amended, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

g. WLDG 227 Revision

Tod made a motion to approve WLDG 227 as amended, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

h. ARTH 160 Inactivation

Tod made a motion to inactivate ARTH 160, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

D. Review Curriculum Manual/Bylaws Deferred

a. Revise or inactivate

b. Develop ASCRC Bylaws

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

VII. Adjournment

Meeting adjourned at 5:01 p.m.



Graduation Requirements for Dual Enrollment Students

In accordance with Board of Regents Admissions Policy 301, students must have graduated from a high school accredited by the state accrediting agency, or have a high school equivalency completion assessment designated by the Montana Board of Public Education, to be admitted to any campus of the Montana University System. Dual enrollment students to Helena College are not fully admitted in accordance with this policy until these credentials are presented.

Students who have earned enough credits to graduate, while still in high school, are eligible to submit a graduation application and participate in ceremonies. However, the certificate or degree will only be posted to a student's transcript after receipt of the official credentials mentioned above required for full admission.