

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 12/12/2019 at 4:00 p.m.

In attendance:

- | | |
|---|--|
| <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 type="checkbox"/> Tammy Burke</p> <p><input checked="" type="checkbox"/> Della Dubbe</p> <p><input type="checkbox"/> Sarah Dellwo</p> | <p><input checked="" type="checkbox"/> Kimberly Haughee</p> <p><input checked="" type="checkbox"/> Robyn Kiesling</p> <p><input 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> |
|---|--|

Recorder: Melanie Heinitz

Guest(s): Seth Roby

I. Call to Order

Chair Barbara Yahvah convened the meeting at 4:04 p.m.

II. Review of Minutes from November 14, 2019

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

III. Old Business:

A. Database (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.**
- b. **Complete Rationale section ('why' while notes are 'what?')**
Prompts that will assist in adding information to the correct area: Rationale section - "Why I am making the change". The Notes Section are the "What's".
- c. **Fixing title text field to point back to that same block (it was pointing back to previous after the database moved through the approval process; e.g., WLDG 213)**
- d. **Will make notes available to Melanie/Barbara after a course has been cleared (so if asked what was done last, Melanie can view it)**
Bryon is working on access to notes viewing for historical reference. He will also add the course title in the heading to the ASCRC review display.
- e. **General Education Core check mark box is not holding mark.** Bryon will adjust the check box. Barbara will keep the course in her status until Bryon fixes the check mark box.

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

IV. New Business:

A. Curriculum Forms Database

a. ARTZ 291 New

Prerequisite text added: 105, 106, 108, 211 and 221. Seth Roby presented why this course needs flexibility, so it can adjust to the expertise of adjuncts knowledge and training. The intention is to offer a variety of art mediums. The class will be listed as 291 Special Topics in the catalog. If a course becomes

a high demand course, the course would come to ASCRC for approval as a regular course. Course Syllabi will describe the course. It would provide transferability for more two hundred level courses. Kim made a motion to approve as amended, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. NRSB 256 Revision

Outcome number three: the word “and” was added.

Tod made a motion to approve NRSB 256 as revised, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. NRSB 266 Revision

Bryon made a motion to approve NRSB 266, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. PHSX 207 Revision

Update course description and course outcomes to reflect what is taught in the course. Follows MSU CCN. Combining lecture/lab. (Information moved to rational from the note section). Removed PHSX 206 text. Prerequisite M 151 added. This course is moving from a 3-credit course and separate 1-credit lab to combine the course and lab. It will now be a 4-credit course.

Tod made a motion to approve the revisions for PHSX 207, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. BIOH 104 Revision

General Education Core check mark box is not holding mark. Bryon will adjust the check box. Barbara will keep the course in her status until Bryon fixes the check mark box.

Tod made a motion to approve pending Bryon’s adjustment of the General Education Core check mark box, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. PHSX 103 Inactivation

Tod made a motion to inactivate PHSX 103, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

g. PHSX 226 Revision

Barb copied the notes information into the rational box. This course is combining the Lab back within the course.

Della made a motion to approve PHSX 226 as amended, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

h. PHSX 227 Inactivation

Tod made a motion to inactivate PHSX 227, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

i. PHSX 222 Revision

Notes moved to rational box. Signature added to signature box.

Della made a motion to approve the revisions for PHSX 222, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

j. PHSX 223 Inactivation

Della made a motion to approve the inactivation of PHSX 223, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

k. PHSX 205 Revision

Moving note box section into the rational box. Corrected Math section to read M 151 instead of M51. Della made a motion to approve the amendments for PHSX 205, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

l. PHSX 206 Inactivation

Tod made a motion to approve inactivation of PHSX 206, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

m. AST 230 Revision- Deferred

n. AST 220 Revision- Deferred

o. AST 114 Revision- Deferred

p. AST 262 Revision- Deferred

q. AST 264 Revision- Deferred

r. AST 270 Revision- Deferred

s. AST 172 Revision- Deferred

t. AST 274 Revision- Deferred

Discussion:

Approval given to Robyn to do inactivation's to clean up the course bank of inactivate courses.

B. Review Curriculum Manual/Bylaws - Deferred

- a. Revise or inactivate**
- b. Develop ASCRC Bylaws (See below)**

V. Next Meeting

- a. Special Meeting? Tues. Dec 17 a.m. or Jan. 6, 7, or 8?**
- 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 5:10 p.m.