

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 02/13/2020 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 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 type="checkbox"/> Amy Kong</p> <p><input checked="" type="checkbox"/> Sandra Sacry</p> <p><input checked="" type="checkbox"/> Bryon Steinwand (Vice Chair)</p> <p><input checked="" type="checkbox"/> Ann Willcockson</p> |
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Recorder: Melanie Heinitz

Guest(s): none

I. Call to Order

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

II. Review of Minutes from January 24, 2020

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

III. Unfinished Business:

A. Database (Bryon S)

- a. (will make notes available to Melanie/Barbara after a course has been cleared; so if asked what was done last, Melanie can view it)

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

Recommendations: Shortening the period in which students can add a course without approval to three (3) instructional days. Then shorten the period to add with faculty approval to five (5) instructional days beyond that. This would be effective Fall 2020. Barb will notify the faculty of the change.

Tod made a motion to recommend shortening the period in which students can add a course without approval to three (3) instructional days. Then shorten the period to add with faculty approval to five (5) instructional days beyond that, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

Changing the Add Request Form process: The time conflict area must have adequate room for both faculty members to sign. Remove Faculty/Advisor Signatures area and split the *Signature line for both Faculty members to sign individually. Reason area added to clarified as to why. Fee processing addressed as to why it is attached to Add Request Form (Funds go to General Fund – is tracking of funds available?) Robyn will bring this to Terrie Iverson and the Budget Meetings attention. Advisor signature removed. Sarah will revise the form and present at the next meeting.

Changing the Drop Request Form process: Both Faculty and Advisor Signatures are need to acknowledge the withdrawal. Students need to know the ramifications for dropping. Splitting the Faculty/Advisor Signature

area, so both signatures are required is a good addition. The student does not need to gather Division signature as the Records Clerk gathers this signature. Addition of an Advisor note area to acknowledge the reason for dropping. Ann would like to be able to gather the data as to why a student is dropping. General Advisor email address needed for students. Student issues: finding the form online, fee, scanning capability, and understanding that an email is acceptable as a signature. Fee processing research needed as to why it is attached to Drop Request Form (Funds go to General Fund – is tracking of funds available?) Robyn will bring this to Terrie Iverson and the Budget Meetings attention. Sarah will revise the form and present it at the next meeting.

IV. New Business:

A. Curriculum Forms Database - Deferred

- a. **Postponed: Revision: AVMT245 (effective fall 2020)**
- b. **Postponed: Revision: AVMT255 (effective fall 2020)**
- c. **Postponed: Revision: AVMT235 (effective fall 2020)**
- d. **Postponed: New: AVMT237 (shows as AVMT 137 on database intro page; fall 2020)**
- e. **Possible Inactivation: BIOB272 (effective fall 2020)**
- f. **Possible Revision: BIOB101(effective fall 2020)**
- g. **Possible Inactivation: BIOB102 (effective fall 2020)**

B. FY 2021 Determine Timeframe/Process for Degree Sheets (approved word versions)

- a. **Form an Ad- Hoc Committee**
 - i. **Members: ASCRC Chair Barbara, Robyn, Tammy, Ann, Sandy S, Melanie, Sarah, IT?, others**
 - ii. **Purpose 1: Determine Timeframe for Degree Sheets**
 - iii. **Purpose 2: Determine process**

Open discussion: Period to inform faculty needed. Fillable Degree Sheet for Advisors needed. An option would be to place the Degree Sheet in the Database. Paige Payne and Bryon on committee too. Students need access to see a blank degree sheet for their planning.

C. 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. Feb. 13, 2020 – Apr 23, 2020**

VI. Other Items for Future Meetings

- a. **Graduation Appeals Committee reinstatement or possible GPA change following division discussion (Robyn/Sarah)**
- b. **Honors/Diversity Form**
- c. **Program Statement**

VII. Adjournment

Meeting adjourned at 5:11 p.m.

Attachments: None