

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

*DON 201 – 02/27/2020 at 4:00 p.m.*

In attendance:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Barbara Yahvah (Chair)</li><li><input type="checkbox"/> <del>Tod Dumas</del></li><li><input checked="" type="checkbox"/> Sandra Bauman</li><li><input checked="" type="checkbox"/> Deb Rapaport</li><li><input checked="" type="checkbox"/> Tammy Burke</li><li><input checked="" type="checkbox"/> Della Dubbe</li><li><input checked="" type="checkbox"/> Sarah Dellwo</li></ul> | <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Kimberly Haughee</li><li><input checked="" type="checkbox"/> Robyn Kiesling</li><li><input type="checkbox"/> <del>Amy Kong</del></li><li><input checked="" type="checkbox"/> Sandra Sacry</li><li><input checked="" type="checkbox"/> Bryon Steinwand (Vice Chair)</li><li><input checked="" type="checkbox"/> Ann Willcockson</li></ul> |
|--|--|

Recorder: Melanie Heinitz

Guest(s): none

### I. Call to Order

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

### II. Review of Minutes from February 13, 2020

Kim made a motion to approve the minutes, Deb 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. FY 2021 Determine Timeframe/Process for Degree Sheets (approved word versions) – Report from ad-hoc meeting (Barbara)

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

Barb reviewed the accomplishments of Ad-Hoc Committee meeting. Access to the Degree Sheets will be on a need to know basis for faculty. Students will have access to non-fillable template Degree Sheets. Paige Payne will put the Degree Sheets in the catalog. Advisors will have full access to the fillable Degree Sheets.

### IV. New Business:

#### A. Curriculum Forms Database

- a. Inactivation: BIOM 251\*
  - i. ASCRC previously approved at its 1/23/2020 meeting effective fall 2020
  - ii. Fall BIOM 250 will have the combined lecture/lab course and one section (one time only for nursing) BIOM 251 lab

**iii. \*Change Effective Inactivation date to Spring 2020**

This class will be available for only one nursing student for Fall 2020. BIOM 251 was in the inactivation process with the Helena College registrar, so ASCRC could change the inactivation date. Kim made a motion to inactivate BIOM in Spring 2021, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

**b. Revision: MCH139**

Discussion only no motion. WRIT and COMX are needed as prerequisites. The students are missing AAS degrees because they are missing WRIT and COMX. WRIT and COMX will be logically tied to capstones and situation that would apply.

**c. Revision: MCH240 - Deferred**

**d. Revision: MCH245\* - Deferred**

- i. \*Discussion: adding co-reqs of COMX106, WRIT121T so students are encouraged to earn a CAS (are the skills needed/expected to be successful in the MCH courses? or are they added to secure completion for campus?)**

- ii. This discussion may impact other trades courses, too (see AVMT below)**

**e. Possible Revision: AVMT245 (effective fall 2020) – see discussion above - Deferred**

**f. Possible Revision: AVMT255 (effective fall 2020) – see discussion above - Deferred**

**g. Possible Revision: AVMT235 (effective fall 2020) – see discussion above - Deferred**

**h. Possible New: AVMT237 (shows as AVMT 137 on database intro page; is this course still needed? Effective fall 2020) - Deferred**

**i. Inactivation: BIOB272 (effective fall 2020)**

This course is being replaced by Genetics. Della made a motion to inactive BIOB 272 immediately, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

**Additions to the Agenda:**

**Revision: ITS 218**

Co-requisite was changed because NTS 205 will no longer be offered.

Kim made a motion to accept ITS 218 as revised, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

**Revision: ITS 274**

Co-requisite was changed to NTS 204.

Kim made a motion to approve the revision of ITS 274, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

**B. Review Curriculum Manual/Bylaws**

**a. Revise or inactivate - Deferred**

**b. Develop ASCRC Bylaws - Deferred**

**V. Next Meeting**

**a. 2<sup>nd</sup> and 4<sup>th</sup> Thursdays 4:00 p.m. Feb. 13, 2020 – Apr 23, 2020**

An additional meeting will be scheduled next Thursday, March 5, 2020 at 4:00pm.

**VI. Other Items for Future Meetings**

**a. Graduation Appeals Committee reinstatement or possible GPA change following division discussion (Robyn/Sarah)**

**b. Honors/Diversity Form Review**

**c. Program Statement**



**VII. Adjournment**

Meeting adjourned at 5:58 p.m.

**Attachments:** None