

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 201 – 03/12/2020 at 4:00 p.m.

In attendance:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Barbara Yahvah (Chair) | <input checked="" type="checkbox"/> Kimberly Haughee |
| <input checked="" type="checkbox"/> Tod Dumas | <input type="checkbox"/> Robyn Kiesling |
| <input type="checkbox"/> Sandra Bauman | <input type="checkbox"/> Amy Kong |
| <input checked="" type="checkbox"/> Deb Rapaport | <input type="checkbox"/> Sandra Sacry |
| <input type="checkbox"/> Tammy Burke | <input checked="" type="checkbox"/> Bryon Steinwand (Vice Chair) |
| <input checked="" type="checkbox"/> Della Dubbe | <input checked="" type="checkbox"/> Ann Willcockson |
| <input checked="" type="checkbox"/> Sarah Dellwo | |

Recorder: Melanie Heinitz

I. Call to Order

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

II. Review of Minutes from March 5, 2020

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

III. Unfinished Business:

A. Database (Bryon S)

- a. Rationale required at certain levels
- b. (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) All of the Degree Sheets have been turned into Barb. AVMT & DST are still revising. Advisors and faculty will have access to the Degree Plan Template File. The Template will need to be 'Saved As'. A naming convention pattern must be used for the file. It will be Barb's responsibility to keep the Degree Sheets updated. 2020-21 Degree Sheets will be stored in this fashion.

- a. Form an Ad- Hoc Committee
- b. Add/drop forms (Sarah D) - deferred

IV. New Business:

A. Curriculum Forms

a. 1st Priority: Impacts Schedule/Degree Sheet/Catalog FALL

i. MCH240

DDSN a (1) was added to read DDSN 135. Kim made a motion to accept the revision of MCH240, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

ii. NTS103

Corequisite Text changed to NTS104. A Fee will be added to this course by Barb. Tod made a motion to approve NTS103 as amended, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

- iii. **NTS105**

This course has been retitled. Corequisites drop down box could not be ticked as the new course does not exist, but it will be checked in the final Admin Review. Della made a motion to approve the course revision of NTS105, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.
- iv. **NTS104**

Corequisites drop down box could not be ticked as the new course does not exist, but it will be checked in the final Admin Review. There were two NTS104 courses in the Database, so Barb will table the extra one. Fee removed from course. Tod made a motion to accept NTS104 revision, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.
- b. **2ND Priority: Impacts Schedule/Degree Sheet/Catalog SPRING**
 - i. **DST265**

A term was needed, Spring 2021 added. Prerequisites text DST added to the numbers listed. Course Outcome number five had the word ‘regular’ removed, and punctuation added to the course description. Della made a motion to approve DST265 as amended, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.
 - ii. **DST295**

A term was needed, Spring 2021 added. Prerequisite Text adjusted, and the Course Description wording was adjusted. Della made a motion to approve DST295 as amended, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.
 - iii. **ITS212**

Selection of effective term to read Fall 2020. Course Description wording adjusted. Della made a motion to approve the course division ITS212 as amended, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.
 - iv. **[ITS280] possible review - Deferred**
- c. **3rd Priority; Impacts Curriculum Bank LOs or Inactivation’s**
 - i. **ITS164 - Deferred**
 - ii. **MCH132 - Deferred**
 - iii. **MCH134 - Deferred**
 - iv. **MCH136 - Deferred**
 - v. **MCH137 – Deferred**
 - vi. **Inactivations: Bundle**

Kim made a motion to bundle GEO102, CHMY122, CHMY124, CHMY142, CHMY222, CHMY144, CHMY224 and NRS250, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

 1. **GEO102**
 2. **CHMY122**
 3. **CHMY124**
 4. **CHMY142**
 5. **CHMY222**
 6. **CHMY144**
 7. **CHMY224**
 8. **NRS250**

Della made a motion to inactivate GEO102, CHMY122, CHMY124, CHMY142, CHMY222, CHMY144, CHMY224 and NRS250, Kim seconded the motion. All in favor, none opposed, none abstained: motion carried.

B. 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. PLA Policy (301.19) change discussion
- b. Graduation Appeals Committee reinstatement or possible GPA change following division discussion (Robyn/Sarah)
- c. Honors/Diversity Form Review
- d. Program Statement

VII. Adjournment

Meeting adjourned at 5:03 p.m.

Attachments: None