



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Monday, December 15, 2025

DON 122 and Teams: 10:00-11:00 a.m.

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

In attendance:

☒ Phillip Sawatzki (Chair)
☐ Sandra Bauman
☒ Keri Jaynes
☒ Sarah Dellwo
☒ Wes Walker
☒ Laura Senn
☒ Sevda Raghbi
☒ Tod Dumas

☒ Stephanie Hunthausen
☒ Robyn Kiesling
☒ Amy Kong
☒ Bryon Steinwand
☒ Michaela Parker
☒ Dawn Anderson

Recorder: Kylie Carr

I. Call to Order

Phillip calls the meeting to order at 10:05 a.m.

II. Review of Minutes from Friday, December 5, 2025

Bryon moved to approve the minutes from 12/05/25, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Old Business:

A. Database (Bryon S)

No updates at this time.

B. Curriculum Changes

a. New Course NRS257

During the pharmacology course, it doesn't cover medications in great detail that the students need. This new course will combine pharmacology and pathophysiology for students to cover more of the medications. This new course has 5 new outcomes combining the other 2 courses.

Tod moved to approve the new course NRS257, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. New Course NRS258

This is the second half of the combination of pharmacology and pathophysiology. The changes in this course are the outcomes.

Keri moved to approve the new course NRS258, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

C. Pathway Changes

a. Fire and Emergency Services (CAS) AY2627

Changes to the advising notes about the EMT course. Communication is now in the first semester, and writing is in the second semester.

Bryon moved to approve the Fire & Emergency CAS pathway, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

IV. New Business:

A. Curriculum Changes (Revisions) *NOTE: [As stated in the 10/3/25 meeting, any Gen Ed Core Form that is approved, the revision of the course is also automatically approved if that is the only revision to the course.]

a. Revision to ITS221

One outcome had a mention of the Microsoft Project, but this is outdated. The wording for that was changed, and that is the only change for this course.

Tod moved to approve the changes to ITS221, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Revision to ITS224

The course ITS165 is not being offered anymore, so the update for this course is changing the co-requisite.

Tod moved to approve the changes to ITS224, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. GenEdCore Diversity LIT211

There are 3 diversity credential outcomes, and 5 justifications for those outcomes. The justifications all touch on the credentials justifying the form.

Laura moved to approve the Humanities form for LIT211, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. GenEdCore Humanities LIT211

There are 3 credential outcomes for this course, and 5 justifications for them.

Amy moved to approve the Humanities form for LIT211, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. CHAI LIT211

For CHAI, they have to meet A and at least 2 others. This form proves that this course does meet A and more criteria for CHAI requirements.

Bryon moved to approve the CHAI form & revision for LIT211, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. Revision to LIT211

Objective 5 was removed, the prerequisite for writing was changed, and then all of the 3 GenEdCore boxes were checked.

Laura moved to approve the changes to LIT211, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

- g. GenEdCore Humanities LIT110 & Revision to LIT110**
The committee was confused about the reference “strategies 4” mentioned multiple times in the justifications. They decided to send this back to the creator for more clarification.
- h. GenEdCore Humanities CRWR212 & Revision to CRWR212**
There are 3 credential outcomes for this course and 4 justification for them. They are all referenced and understood by the committee.
Bryon moved to approve the Humanities form & revision for CRWR212, seconded the motion. All in favor, none opposed, none abstained: motion carried.
- i. GenEdCore SocialSci CJUS121 & Revision to CJUS121**
This is missing a justification for the second credential outcome, which was sent back to the creator.
- j. GenEdCore SocialSci SOCI101 & Revision to SOCI101**
This is missing a justification for the third credential outcome, which was sent back to the creator.
- k. GenEdCore SocialSci SOCI160 & Revision to SOCI160**
All 5 credential outcomes were mentioned in the justifications.
Tod moved to approve the SocialSci form & revision to SOCI160, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.
- l. GenEdCore Diversity SOCI201**
This is referencing outcomes 4 and 5 when there are only 3 credential outcomes. This was sent back to the creator.
- m. GenEdCore SocialSci SOCI201 & Revision to SOCI 201**
Missing the 3rd credential outcome in the justifications. This was sent back to the creator.
- n. GenEdCore SocialSci SOCI211 & Revision to 211**
All 5 credential outcomes are mentioned in the justifications.
Amy moved to approve the SocialSci form & revision to SOCI211, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.
- o. GenEdCore Diversity SOCI220**
All 3 credential outcomes are met in the justifications.
Amy moved to approve the Diversity form for SOCI220, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.
- p. GenEdCore SocialSci SOCI220 & Revision to SOCI 220**
All 5 outcomes are referenced in the justifications for this course.
Bryon moved to approve the SocialSci form & revision to SOCI220, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

- q. **GenEdCore SocialSci SOCI221 & Revision to SOCI221**
This course is missing credential number 3 in the justifications. This was sent back to the creator.
 - r. **GenEdCore Diversity SOCI234**
All 3 credential outcomes are mentioned in the justifications.
Bryon moved to approve the Diversity SOCI234, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.
 - s. **GenEdCore SocialSci SOCI234**
All of the credential outcomes are mentioned in the justifications.
Tod moved to approve the SocialSci form SOCI234, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.
 - t. **Honors SOCI234 & Revision to SOCI234**
At least 50% of the criteria must be met for this to be considered an honors form. There are three met out of the six, allowing this to be an honors course.
Bryon moved to approve the Honors & Revision to SOCI234, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.
 - u. **GenEdCore SocialSci PUBH101 & Revision to PUBH101**
Missing the revision form, so will review at a later time.
 - v. **GenEdCore Diversity PSYX100**
The formatting in his justifications are hard to read. This was sent back to the creator for fixes.
 - w. **GenEdCore PsychSci PSYX100**
All of the credential outcomes are in the justifications.
Tod moved to approve the PsychSci GenEdCore form for PSYX100, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.
 - x. **New Course: COSM121**
Table until next meeting.
 - y. **New Course: COSM122**
Table until next meeting.
 - z. **New Course: COSM221**
Table until next meeting.
 - aa. **New Course: COSM222**
Table until next meeting.
- B. Pathway Changes**
- a. **Pathway: Database Development (CC) AY2627**
Table until next meeting.
 - b. **Pathway: Web Programming (CC) AY2627**
Table until next meeting.
 - c. **Creative Writing Transfer to UM (AA) AY2627**
Table until next meeting.



- d. **Creative Writing Transfer to UM (AA) AY2627 PT**
Table until next meeting.
- e. **Pathway: Database Development (CC) AY2627**
Table until next meeting.
- f. **Pathway: Liberal Studies Transfer to MSU (AA) AY2627**
Table until next meeting.
- g. **Pathway: Liberal Studies Transfer to MSU (AA) PT AY2627**
Table until next meeting.

V. Adjournment

Keri moved to adjourn the meeting, and Tod seconded it. The meeting was adjourned at 11:02 a.m.