

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

*Teams Online – 08/12/2020 at 4:00 p.m.*

In attendance:

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|--|--|
| <input checked="" type="checkbox"/> Barbara Yahvah (Chair) | <input checked="" type="checkbox"/> Robyn Kiesling               |
| <input checked="" type="checkbox"/> Sandra Bauman          | <input checked="" type="checkbox"/> Amy Kong                     |
| <input checked="" type="checkbox"/> Deb Rapaport           | <input type="checkbox"/> <del>Sandra Sacry</del>                 |
| <input checked="" type="checkbox"/> Tammy Burke            | <input checked="" type="checkbox"/> Lisa Simpson                 |
| <input checked="" type="checkbox"/> Della Dubbe            | <input checked="" type="checkbox"/> Bryon Steinwand (Vice Chair) |
| <input type="checkbox"/> <del>Sarah Dellwo</del>           | <input checked="" type="checkbox"/> Lyn Stimpson                 |
| <input checked="" type="checkbox"/> Derrick Hauer          | <input type="checkbox"/> <del>Ann Willcockson</del>              |

Recorder: Melanie Heinitz

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### I. Call to Order

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

### II. Review of Minutes from April 23, 2020

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

### III. Unfinished Business:

#### A. Database (Bryon S)

Bryon noted all items did clear that were processes in AY 2019/2020. He also noted three new features that occurred in the Database this week: 1) Faculty can now request syllabi for the current term for their course. 2) Division Chairs have access to see which faculty are assigned to which section, and they can specify which faculty member should be assigned syllabi. 3) Division Chairs can initiate curriculum changes.

Bryon noted credentials are needed prior to mapping.

#### B. FY 2021 Determine Timeframe/Process for Degree Sheets

##### a. Follow up with advisors (Barbara) *deferred*

### IV. New Business:

#### A. New ASCRC Members (Barbara Y)

Welcome to the new ASCRC members: 1) Lisa Simpson 2) Derrick Hauer 3) Lyn Stimpson.

#### B. ASCRC Chair position (Barbara Y)

Bryon will assist until a new Chair is appointed. Barb will stay on as a member of the committee until retirement.

#### C. Program

##### a. Fire and Rescue degrees (Tammy B) see appendix attachment

Lyn and Tammy presented changes to the program. The areas of research used to create the new degrees: 1) Industry standard, 2) Interviewing past students, 3) Interviewing employers, and 4)

Adding General Education courses to meet industry growth. The new Associate of Science degree will have a total of 68 - 70 credits. Names of course Titles adjusted to reflect program. See AS Fire and Emergency Services appendix.

Bryon made a motion to approve the Associate of Science Fire and Rescue Emergency Services degree, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

Bryon made a motion to approve the Certificate of Applied Science Fire and Emergency Services, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

#### **D. Curriculum Forms**

##### **a. FIRE 110**

This class will start Fall 20/21.

Bryon made a motion to approve the course revision of FIRE 110, Lisa seconded the motion. All in favor, none opposed, none abstained: motion carried.

##### **b. FIRE 101**

Adjustments made to the title by removing all capital letters.

Della made a motion to approve FIRE 101 as amended, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

##### **c. FIRE 102**

The title for this course is Firefighter I.

Bryon made a motion to approve the course revision of FIRE 102, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

#### **E. PLA Policy (301.19) [Sarah] *deferred***

##### **a. Policy - <https://mus.edu/borpol/bor300/301-19.pdf>**

##### **b. Review the definitions in section V. Do we need to relook at our Credit by Examination Policy (p.19) and Challenging Course for Credit (p. 53)?**

#### **F. Graduation Appeals Committee Reinstatement [Sarah] *deferred***

#### **G. Catalog Updates due to Organizational Chart Changes**

See FY 2021 Catalog updates due to Org appendix. Replacement of the wording “Associate Dean of Academic and Student Affairs.” Associate Dean should be removed from index. All references to Division Chair should be changed to Division Director. All references to Director of Financial Aid should be changed to Executive Director of Compliance and Financial Aid. All references to Registrar or Director of Admissions and Records should be changed to Executive Director of Enrollment. Valerie Curtin manages Conduct, Title IV and Clery Compliance. Fall 2020 syllabi will need titles updated due to organizational changes.

Bryon made a motion to approve the Catalog Updates due to Organizational Chart Changes for the Catalog, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

Robyn will send Bryon information to update the syllabi in the Database.

#### **V. Next Meeting**

##### **a. TBA**

#### **VI. Comment for Committee**

##### **a. Degree Planning Sheets – Great Plan, until COVID-19 (Barbara)**

Server Drive access is needed outside of campus.

#### **VII. Adjournment**

Meeting adjourned at 4:59 p.m.

Bryon made a motion to adjourn, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

### **VIII. Appendix**



AS Fire and  
Emergency Services



FY2021 Catalog  
.updates due to Org