

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

*Teams Online – 08/27/2020 at 3:00 p.m.*

In attendance:

~~Barbara Yahvah~~

~~Sandra Bauman~~

Deb Rapaport

Tammy Burke

Della Dubbe

Sarah Dellwo

Derrick Hauer

Robyn Kiesling

Amy Kong

~~Sandra Sacry~~

Lisa Simpson

Bryon Steinwand (Vice Chair)

Lyn Stimpson

~~Ann Willcockson~~

Recorder: Melanie Heinitz

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### I. Call to Order

Vice Chair Bryon Steinwand convened the meeting at 3:02 p.m.

### II. Review of Minutes from August 12, 2020

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

### III. Unfinished Business:

#### A. Database

Division Chairs have access to see which faculty are assigned to which section, and they can specify which faculty member should be assigned syllabi. Division Chairs can initiate curriculum changes.

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

##### a. Follow up with advisors

A solution and accessibility are need since faculty and advisors are not all on campus. Donna Breitbart is working on the physical design of the new academic map. She will need to be a part of this discussion. A fillable form is needed for the Degree Sheets. Sarah will provide this committee with a date to work backwards in the planning of the timeframe process.

#### C. ASCRC Chair position - Deferred

#### D. PLA Policy (301.19)

In 2017 a change occurred. There is a 25% cap for experiential learning-based credit, and it cannot exceed 25% of the required credits for any degree per NWCCU.

Exams taken independent of course instruction will not count toward the NWCCU Standard 25% PLA cap. We are not in compliance with the BOR or the NWCCU Standards. AP and CLEP and Challenge Exams do not apply to the 25% cap. A group needs to go through the Helena College Catalog and bring all the pieces together to change our policy.

Deb made a motion to update our PLA policy to correctly recognize experiential, instruction and course challenge credit, based on Montana Board of Regents of Higher Education policy 301.19

Prior Learning Assessment, so they are excluded from the 25% PLA cap, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

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

b. **Review the definitions in section V. Relook at our Credit by Examination Policy (p.19) and Challenging Course for Credit (p. 53).**

**E. Graduation Appeals Committee Reinstatement**

The Graduation Appeals Committee disbanded.

2.0 GPA policy now overrides the need for this committee.

**IV. New Business:**

**A. Curriculum Forms**

**a. Revision of FIRE 261**

Minor revisions to the course and a reduction in hours.

Amy made a motion to approve the revision of FIRE 261, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

**b. Revision of FIRE 270**

The main change to the course is the modeling of the Federal curriculum, and prevention items built within this course.

Derrick made a motion to approve the revision FIRE 270, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**c. Revision of FIRE 234**

Similar revision to FIRE 270.

Amy made a motion to approve the revision of FIRE 234, Lisa seconded the motion. All in favor, none opposed, none abstained: motion carried.

**d. Revision of FIRE 242 – No Action Taken**

Major revision, high angle roof rescue switched to lower angle roof rescue, title change. A new number is needed, since it is not similar to the previous course. Now the course is focused on the certification. The new version does not match the old version.

Lyn or Tammy will draft a new course.

**e. Revision of FIRE 131**

Wording changes. Driving outcomes built into the course. Tammy will contact Billings, so they can match our program if desired. Tammy will add a comment noting Billings is also making similar changes.

Deb made a motion to approve the course revision of FIRE 131, Della seconded the motion. All in favor, none opposed, none abstained: motion carried.

**f. Note on lost course FIRE 255, found**

This course had been approved, but it was missing the final signature. Bryon will add the course to the course bank, as it had been approve.

**V. Next Meeting**

**a. September 10<sup>th</sup>**

New meeting time will be 3-4pm.

Bryon will add Mixed-Case Titles to a future agenda.

**VII. Adjournment**

Meeting adjourned at 3:59 p.m.



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