

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

*Teams Online – 09/10/2020 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 27, 2020

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

### III. Unfinished Business:

#### A. Database (Bryon S)

a. n/a

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

##### a. Follow up with advisors and Donna (Bryon S)

Barbara gave the history of Mike Hausler creating a secure site to keep the Advising Sheets secure. This site was only accessible with VPN access, so many could not use it once they began working remotely. Z Drive access was given to Barb, Ann and Melanie. Robyn noted, Fillable form with the Helena College logo were created by Melanie for all Degree Sheets and will be placed on the Helena College website.

#### C. ASCRC Chair position (Bryon S)

A nomination was made by Della to nominate Bryon as Chair of ASCRC. Bryon accepted the nomination as Chair.

Della made a motion to appoint Bryon as the Chair of ASCRC, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

A nomination was made by Amy to nominate Deb as Vice Chair of ASCRC. Deb accepted the nomination as Vice Chair. A nomination was made by Della to nominate Derrick as Vice Chair of ASCRC. Derrick accepted the nomination as Vice Chair.

Hand raised action in TEAMS with the count of three for Deb. Hand raised action in TEAMS with the count of two for Derrick. Deb was appoint as the Vice Chair of ASCRC, motion carried by one additional vote for Deb.

**IV. New Business:**

**A. Curriculum Forms**

**a. Inactivation of PHSX208**

The lab was integrated into the course. It changed the course from a three-credit course to a four-credit course with the addition of the lab.

Barb made a motion to Inactive PHSX 208, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

Discussion on who will sign off forms on the Database as CAO. Sandra Bauman still holds this title, so she will still be signing off on the forms.

**B. Font case for course titles, do we want to standardize this.**

Historically, all the course titles were upper case. In Banner every first letter is capitalized of each word. Bryon will program the Database to adjust course titles that already exist within the curriculum course bank to have upper and lower case letters. He will put a note next to the fillable field on the curriculum forms to remind faculty of course title appearance.

Barb made a motion to recommend using upper case and lower case for course titles in the curriculum course bank, Lisa seconded the motion. All in favor, none opposed, none abstained: motion carried.

**C. New credential: Online AA/AS Degree**

This credential is a Level one item for OCHE and The Board of Regents that will officially declare our AA/AS Degree as fully online options. This option is not replacing the face-to-face degree merely providing another option for students. This credential will allow Helena College to promote these degrees as fully online.

Amy made a motion to accept the New credential: Online AA/AS Degree, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

**D. New credential: Certificate of General Studies**

Request to plan is a new credential for Helena College. This will be a new option for students. When student complete the General Education Core and earn thirty to thirty-two credits, they would be able to complete the Certificate of General Education Studies. There are no additions for this certificate as these are existing core requirements. This would be a beneficial and stackable credential for students, and would transfer to within the MUS system as a core package. This new certificate would provide completion of a program for the students and Helena College. This certificate would be offered fully online and face-to-face.

Derrick made a motion to approve the request to plan for a New credential: Certificate of General Studies, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**V. Next Meeting**

**a. September 24th**

**VII. Adjournment**

Meeting adjourned at 3:51 p.m.

Derrick made a motion to adjourn, Deb seconded the motion.

**VIII. Appendix**



Helena College  
Request to Plan CAS



AcademicProposalRe  
questForm HC Online