

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Online – 02/11/2021 at 3:00 p.m.

In attendance:

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

Recorder: Melanie Heinitz

Guest: Paige Payne

I. Call to Order

Chair Bryon Steinwand convened the meeting at 3:06 p.m.

II. Review of Minutes from January 21, 2021

Lisa 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)

Bryon is working on data for academic mapping. Bryon will be available to assist faculty with training on the database.

B. FY 2021 Determine Timeframe/Process for Degree Sheets

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

C. General Education Core update (Robyn K.) - Deferred

D. Review of Honors, Diversity, CHAI criteria - Deferred

IV. New Business:

A. Catalog Updates (Paige P.)

Bryon will add Paige Payne as an approval step in the Database. The approval step will be labeled as Catalog Entry person. A query will be provided to Paige since the current catalog was printed.

B. Aviation Program and Certificate Outcomes for review

An attachment is at the end of the minutes. The yellow highlights on the attachment are the changes proposed. The purpose of the review was for mapping and addressing outcomes that are measurable. These changes will tie all classes in the program to the program outcomes. The addition of periods were added to the end of each sentence as needed.

Derrick made a motion to approve the Certificate outcomes changes for A.A.S Aviation, CAS

Airframe, CAS Powerplant as amended, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

C. Curriculum Forms

a. AST 172 Revision

Revision added to provide more concise, measureable and mapping able.

Deb made a motion to approve the revision to AST 172, Lisa seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. AST 230 Revision

Reducing a huge number of outcomes to a more manageable size of outcomes.

Della made a motion to approve the revision to AST 230, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. AST 262 Revision

Reducing a huge number of outcomes to a more manageable size of outcomes.

Amy made a motion to approve the revision to AST 262, Deb seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. AST 264 Revision

Reducing a huge number of outcomes to a more manageable size of outcomes.

Derrick made a motion to approve the revision to AST 264, Amy seconded the motion.

The word 'the' added in the second outcome.

Derrick made a motion to amend the revision to AST 264, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. AST 270 Revision

Reducing a huge number of outcomes to a more manageable size of outcomes.

Della made a motion to approve the revision to AST 270, Lisa seconded the motion.

Wording changed to 'automatic transmission' in outcome four.

Della made a motion to amend the revision to AST 270, Lisa seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. AST 274 Revision

Reducing a large number of outcomes to a more manageable size of outcomes.

Amy made a motion to approve the revision to AST 274, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

V. Next Meeting

a. Meeting dates 2nd and 4th Thursdays at 3:00 pm

VI. Adjournment

Meeting adjourned at 3:47 p.m.

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

V. Appendix

Certificate outcomes

AAS Aviation

A.A.S. Aviation - Complete the required 1900 hours of instruction

(Combine next two outcomes and last outcome)

Read and interpret Federal Aviation Regulations, aircraft service manuals, directives and bulletins to properly complete

aircraft maintenance and repairs. Prepare logbook entries and proper documentation for the repairs completed on an aircraft. Return an aircraft to service after maintenance and repair.

Complete proper jacking procedures, ground handling and servicing on aircraft. Adhere to safety procedures while reducing human factors.

Prepare weight and balance computations and properly prepare the required documentation.

Evaluate- structural damage, sheet metal, welded structure, composite structure, fabric covering and finishes. Prepare and complete the required repairs in accordance with approved repair procedures and data.

Troubleshoot, repair, and inspect electrical components and systems.

Complete repair, inspection, rigging and maintenance on (remove various) airframe components and systems.

(Combine next two outcomes)

Complete repair, inspection and maintenance on aircraft reciprocating and turbine engines and aircraft engine components and systems.

Inspect, remove and install non field repairable items such as propellers and aircraft instruments.

CAS Airframe

Complete the required 1150 hours of instruction

(Combine next two outcomes and last outcome)

Read and interpret Federal Aviation Regulations, aircraft service manuals, directives and bulletins to properly complete aircraft maintenance and repairs. Prepare logbook entries and proper documentation for the repairs completed on an aircraft. Return an aircraft to service after maintenance and repair.

Complete proper jacking procedures, ground handling and servicing on aircraft. Adhere to safety procedures while reducing human factors.

Prepare weight and balance computations and properly prepare the required documentation.

Evaluate- structural damage, sheet metal, welded structure, composite structure, fabric covering and finishes. Prepare and complete the required repairs in accordance with approved repair procedures and data.

Troubleshoot, repair, and inspect electrical components and systems.

Complete repair, inspection, rigging and maintenance on (remove various) airframe components and systems.

CAS Powerplant

Complete the required 1150 hours of instruction.

(Combine next two outcomes and last outcome)

Read and interpret Federal Aviation Regulations, aircraft service manuals, directives and bulletins to properly complete aircraft maintenance and repairs. Prepare logbook entries and proper documentation for the repairs completed on an aircraft. Return an aircraft to service after maintenance and repair.

Troubleshoot, repair, and inspect electrical components and systems.

(Combine next two outcomes)

Complete repair, inspection and maintenance on aircraft reciprocating and turbine engines and aircraft engine components and systems.

Inspect, remove and install non field repairable items such as propellers and aircraft instruments.