HELENA COLLEGE
University of Montana

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE
Minutes
Teams Online – 09/09/2021 at 3:00 p.m.

In attendance:
☒ **Bryon Steinwand (Chair)**
☒ **John Hartman (Vice Chair)**   ☒ **Derrick Hauer**
☐ ~~**Sandra Bauman**~~   ☒ **Robyn Kiesling**
☐ ~~**Tammy Burke**~~   ☒ **Amy Kong**
☒ **Della Dubbe**   ☒ **Lyn Stimpson**
☒ **Sarah Dellwo**   ☐ ~~**Phillip Sawatzki**~~
☒ **Deb Rapaport**   ☐ ~~**Ann Willcockson**~~

Recorder: Melanie Heinitz

I.   **Call to Order**
     Chair Bryon Steinwand convened the meeting at 3:01 p.m.

II. **Review of Minutes from May 6, 2021**
     John 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 is cleaning up the Database.
     B. **FY 2021 Determine Timeframe/Process for Degree Sheets**
         a. **Follow up with advisors and Donna (Bryon S)** – New Business item below.
     C. **General Education Core update (Robyn K.)** – The Division will be discussing this soon.
     D. **Review of Honors, Diversity, CHAI criteria** – John will work with Kimberly Feig and review wording and forms.

IV. **New Business:**
     A. **Welcome new members: Phillip Sawatzki & Lyn Stimpson**
     B. **Elect Vice Chair.** – This person needs to be a voting member – John volunteered. Derrick made a motion to accept John Hartman as Vice Chair of ASCRC, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.
     C. **Curriculum Forms**
         a. **None ready for committee** – No courses for agenda
     D. **Meeting day and time.** 2nd & 4th Wednesday at 4:00 p.m. Melanie will send out invites for the semester.
     E. **Credit bearing courses by other areas discussion, COLS 105 as example (Robyn, Stephanie, Sarah)** – Bridge program for Dual Enrollment from the summer related to the concept. Next meeting agenda item.
     F. **Curriculum deadline dates for new courses and pathways -** Deadline submission for all new courses, all pathways, and any course revisions that have a credit change must be submitted by the

end of fall semester. Course changes will have a different deadline. Bryon will send the Faculty Senate information on the new deadlines.

John made a motion to set the deadline of submission for all new courses, all pathways, and any course revisions that have a credit change to be the end date of fall term, Derrick seconded the motion. All in favor, none opposed, one abstained: motion carried.

G. **Level I Request for a named AA Pre-Criminal Justice degree** – Helena College was approached by Department of Corrections to create this program. They would like to use this program as a recruiting tool and to encourage their employees to pursue education to move up the career ladder. An AA degree in pre criminal justice transfers to MSU Northern and MSU Billings. Request to plan and approval needed from OCHE for level one. Two new sociology courses will be added to our current Pathway. The Pathway already exists, but it is not named.

Amy made a motion to approve the level one request for a name AA Criminal Justice program, Lyn seconded the motion. All in favor, none opposed, none abstained: motion carried.

H. **Program Termination forms for the ASM program -** This program has been on moratorium since spring 2020. Declining steadily for the last several years to the point where it is not sustainable anymore. The request is to terminate at the end of the spring semester 2022. A couple students finished up the program using QUOTTLY and Missoula College. Currently there are two students in the program, and they will have time to finish. Della made a motion to terminate Administrative Support and Management, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

V. **Next Meeting**
   a. **TBD based on discussion from new business D.** Next meeting September 22 at 4:00 pm.

VI. **Adjournment**
   Meeting adjourned at 3:55 p.m. Amy made a motion to adjourn, Derrick seconded the motion.

VII. **Attachments of three items below:**
   a. **Montana Board of Regents – Academic Proposal Request Form**

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SUBMISSION MONTH/YEAR
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ITEM XXX-XXXXX

ITEM TITLE

Institution:	**Helena College**	CIP Code:	**43.0100**
Program/Center/Institute Title:	**Associate of Arts Pre-Criminal Justice**		
Includes (please specify below):	Face-to-face Offering: _____	Online Offering: **X**	Blended Offering: **X**
Options:			

Proposal Summary [360 words maximum]

What: Helena College is submitting a request for a named Associate of Arts degree in Pre-Criminal Justice. The AA in Pre-Criminal Justice recognizes the completion of the 60 credits required to complete the AA degree and will be specific to a criminal justice pathway. The AA is intended to transfer into existing MUS criminal justice baccalaureate program.

Helena College currently offers AA and AS criminal justice degree pathways articulated with MSU Northern. The named AA in Pre-Criminal Justice will build upon existing curricula with employer input to meet the needs of both students and employers.

Why: The Montana Department of Corrections (DOC) approached Helena College in 2020 to discuss the possibility of new or increased educational pathways for Montanans interested in pursuing a career in the criminal justice field. The Montana DOC employs hundreds of Montanans throughout the state and many existing employees would benefit from increased educational opportunities that aid them in career advancement.

Helena College currently offers an AA and an AS pathway for transfer into a BS in Criminal Justice at MSU Northern and the option was approved as a fully online option in AY 2020-2021. The existing AA degree pathway will be updated based on employer feedback, so students are prepared for both employment and transfer.

Helena College worked with an advisory council that included the Montana DOC and the Helena Police Department to determine how to best meet their needs in the following areas: 1.) provide educational opportunities for existing DOC employees that allow for career growth and advancement, both within the DOC and externally with other employers in the field, 2.) Provide a milestone for students as they work towards completion of a baccalaureate degree, and 3.) Provide educational opportunities for students wanting to enter the field and obtain employment with DOC and other employers in the field. The named AA in Pre-Criminal Justice meets all three needs.

Resources: Minimal resources are needed for this new degree as the academic pathway already exists and will be updated to meet the dual objectives of career and transfer. Helena College faculty are working to update the curricula based on the recommendations from employers and to ensure seamless transfer within the MUS. Two new courses are expected to be added: SOCI 201 Social Problems and SOCI 221 Criminal Justice Systems, both of which can be taught by the full time Sociology faculty. There may be minimal resources needed for future promotion of the program, however, those resources will fall within the normal budget for promotion of academic programs.

ATTACHMENTS
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Please mark the appropriate type of request and submit with any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit http://mus.edu/che/arsa/academicproposals.asp.

_____ **A. Level I:**

Campus Approvals

_____ **1a. Placing a postsecondary educational program into moratorium** (Program Termination and Moratorium Form)

_____ **1b. Withdrawing a postsecondary educational program from moratorium**

_____ **2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less**

3. **Establishing a B.A.S./A.A./A.S. area of study**

4. **Offering an existing postsecondary educational program via distance or online delivery**

OCHE Approvals

X 5. **Re-titling an existing postsecondary educational program**

6. **Terminating an existing postsecondary educational program** (Program Termination and Moratorium Form)

7. **Consolidating existing postsecondary educational programs** (Curriculum Proposal Form)

8. **Establishing a new minor where there is a major or an option in a major** (Curriculum Proposal Form)

9. **Revising a postsecondary educational program** (Curriculum Proposal Form)

10. **Establishing a temporary C.A.S. or A.A.S. degree program** *Approval limited to 2 years*

B. Level II:

1. **Establishing a new postsecondary educational program** (Curriculum Proposal and Completed Request to Plan Form)

2. **Permanent authorization for a temporary C.A.S. or A.A.S degree program** (Curriculum Proposal and Completed Request to Plan Form)

3. **Exceeding the 120-credit maximum for baccalaureate degrees** *Exception to policy 301.11*

4. **Forming, eliminating or consolidating an academic, administrative, or research unit** (Curriculum or Center/Institute Proposal and completed Request to Plan, except when eliminating or consolidating)

5. **Re-titling an academic, administrative, or research unit**

b. **Montana University System – Program Termination/ Moratorium Form**

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Administrative Support & Management (Program includes AAS in Administrative Support Management, CAS in Administrative Support, CAS in Legal Administrative Support, AAS in Medical Administrative Support Management, and CAS in Medical Administrative Support.)**

Program is being _____ **Placed into moratorium**   **X**   **Terminated**

1. **Are there currently students enrolled in the program? (If yes, please answer questions a - c below.)** Y: _____ N: __X__

   a.) **Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium?** Y: __X__ N: _____

   b.) **What is the expected graduation date of all students from the program?**

      December 2021

   c.) **Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion?** Y: __X__ N: _____

2. **Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.)** Y: _____ N: __X__

   There is currently no full-time faculty or adjunct faculty teaching courses for this program.

   a.) **Have the faculty affected by the program termination/moratorium been notified?** Y: _____ N: __X__

      The prior full-time faculty left the program for another position, prompting the program moratorium in spring 2020

   b.) **Please describe any layoffs that will occur including the date expected?**

      No faculty or staff attached to the program in moratorium

3. **The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):**

   a.) **Internal Curriculum Committees**   __x__

   b.) **Faculty Senate**   __x__

    c.) **Program Public Advisory Committee**   **x**

    d.) **Articulation Partners**   **x**

4. **Has there been any negative feedback received from students, faculty, or**   Y: _____   N: **x**
   other constituents regarding the impending termination/moratorium? (If yes,
   please explain below.)

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Includes (please specify below):	Face-to-face Offering:
	Administrative Support Management AAS, Administrative Support CAS, Legal Administrative Support CAS, Medical Administrative Support Management AAS, and Medical Administrative
Options:	Support CAS

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Proposal Summary [360 words maximum]
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What: The Administrative Support & Management Program and all the degree and certificate options are currently in moratorium and will officially be terminated at the end of spring 2022.

Why: The program and all degree options have had a steady decline in enrollment over the past 10 years, due to both decreased employer demand for the degree and certificate options and a decreased student demand. The program was officially placed in moratorium in spring 2020. The official termination date of end of spring 2022 allows all remaining students (currently only 2) to complete and for degrees and/or certificates to be awarded.

Resources: There aren't any resource needs for this program. The full-time program faculty left the position at the end of the 2019-2020 academic year, so there haven't been any personnel costs attached to the program since the 2019-2020 academic year. Students have completed the program specific courses and are currently taking general education or business courses not

affected by the program termination. The two students currently in the program are expected to graduate in December 2021, so terminating at the end of spring 2022 allows one additional semester, if needed.

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