

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Online – 4/6/2022 at 4:00 p.m.

In attendance:

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

Recorder: Melanie Heinitz

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### I. Call to Order

Chair Bryon Steinwand convened the meeting at 4:03 p.m.

### II. Review of Minutes from March 23, 2022

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

### III. Unfinished Business:

- A. Database (Bryon S): - Deferred
- B. FY 2021 Determine Timeframe/Process for Degree Sheets
  - a. Follow up with advisors and Donna (Bryon S): - Deferred
- C. General Education Core guidelines and process, draft document (Robyn K.): - Deferred
- D. Review of Diversity new language to consider, CHAI criteria: - Deferred
- E. Credit bearing courses by other areas update from subcommittee: - Deferred

### IV. New Business:

#### A. Curriculum Forms ASCRC

##### a. New Course: AVMT200

Begins in summer 2022. This program is not governed by FAA.

Della made a motion to accept the New Course AVMT200 as read, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

##### b. New Course: AVMT205

This course will be offered twice during the year, for two different populations.

Della made a motion to accept the New Course AVMT205 as read, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

##### c. New Course: AVMT210

One word had a spelling correction. RF means Radio Frequency on the third course outcome.

Derrick made a motion to accept the New Course AVMT215 as amended, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

##### d. New Course: AVMT220 - Deferred

##### e. Revision to AVMT187 - Deferred

- B. Avionics CAS (Tammy B.) - Addendum One
- C. Administrative Drops Draft (Sarah D.) – Addendum Two

V. Next Meeting  
April 13, 2022 at 4:00 p.m.

VI. Adjournment  
Meeting adjourned at 4:58 pm. Phil made a motion to adjourn, Amy seconded the motion.

VII. Addendum One

Five new courses and a mild change to an existing course were needed to create a curriculum for Avionics. A consultant was hired to assist with this program set-up. Summer courses would be AVMT 200, 205, 210, 215 and 220. Below is what the mapping for an Avionics credential will be. Airframe and Powerplant students could take an extra semester to get this credential.

Curriculum Map for Avionics		Course Information			
Course Number	Course Name	Existing Course	New Course	Credits	
AVMT 100	Intro to Aviation	X		3	
AVMT 105	Basic Electricity	X		3	
AVMT 110	Aircraft Drawings Weight and Balance	X		3.5	
AVMT 115	Materials and Processes/Fluid Lines & Fittings/Cleaning & Corrosion Control	X		4	
AVMT 120	Ground Operations and Servicing	X		1.5	
AVMT 125	Maintenance Publications Forms etc.	X		3	
AVMT 130	Basic Aerodynamics	X		3	
<b>Total Fall Credits</b>				<b>21</b>	
AVMT 187	Aircraft Instrumental Systems/Comm and Nav Systems	X		2	
AVMT 200	Advanced Electricity		X	2	
WRIT 121	Technical Writing	X		3	
COMX 106	Comm in a Dynamic Workplace	X		2	
***M111	Technical Mathematics	X		3	Need to discuss timing of this course
<b>Total Spring Credits</b>				<b>12</b>	
AVMT 205	Circuit Theory		X	3	
AVMT 210	Electrical Componentes		X	3	
AVMT 215	RF Circuits		X	3	
AVMT 220	Digital Logic		X	3	
				<b>12</b>	
<b>Total Program Credits</b>				<b>45</b>	

## Addendum Two

This policy was updated, and the Instructor Initiated Drops Due to Non-Attendance addition is a new. Instructors may drop students during the *established* initial drop period for non-attendance prior to the census. The word established was added. This document in an abbreviated version will be added to the syllabus template this fall.

### **Administrative Drops**

Generally it is the student's responsibility to drop themselves from classes they will not be completing. There are certain scenarios where a student may be removed from classes administratively.

### **Non-Payment of Tuition and Fees**

Students that have not paid tuition and fees by payment deadlines will be dropped from classes. Payment deadlines are listed in the academic calendar. Students will receive notification from the Registrar's Office notifying them when their classes have been dropped. Students may reregister for classes after the drop.

### **Course Pre-requisites Not Met**

Students that pre-register for a course, but fail to meet the pre-requisites will be removed from the course before the start of the semester. Students will receive notification from the Registrar's Office before the drop occurs. Students will need to receive instructor consent if they would like to add the course back in to their schedule.

### **Instructor Initiated Drop Due to Non-Attendance**

Instructors may drop students during the initial drop period for non-attendance. During this time students will be dropped without record on their transcript and are eligible for a partial refund of their tuition and fees. These dates will be listed in the academic calendar. Non-attendance will be counted as the following:

1. Student fails to attend 2 consecutive class meetings without prior approval from the instructor during a 15-week semester or block semester.
2. Student fails to log into and meet the requirements of active participation in an online or hybrid class within 5 consecutive days during a 15-week semester. Active participation is considered submitting an assignment, quiz, an interactive tutorial, or participate in a discussion.
3. Student fails to attend or log into summer session class during the first two days of the class without prior approval from the instructor.

The instructor will notify the student through Helena College email that they will be initiating the drop. The Registrar's Office will send the student confirmation of the drop once it is processed. Students will be subject to refund schedule at the time of withdrawal. Students should not rely on this to be dropped from class as it is up to the instructor to pursue. If a student does not plan to attend the student should take initiative to drop the class themselves.

If students receive notification of an instructor initiated drop and believe it is in error or there are extenuating circumstances they will need to contact the instructor to discuss the option of being added back into the class.