

## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Online – 4/27/2022 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 type="checkbox"/> <del>Sandra Bauman</del>             | <input checked="" type="checkbox"/> Amy Kong         |
| <input checked="" type="checkbox"/> Tammy Burke               | <input type="checkbox"/> <del>Lyn Stimpson</del>     |
| <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 4:00 p.m.

### II. Review of Minutes from April 13, 2022

Phil 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): Deferred
- B. FY 2021 Determine Timeframe/Process for Degree Sheets
  - a. Follow up with advisors and Donna (Bryon S): Bryon will finish these Friday, April 29, 2022.
- C. Credit bearing courses by other areas update from subcommittee: - Deferred
- D. Administrative Drops Draft (Sarah D.): Addendum One - Phil made a motion to accept the Administrative Drops Procedure pending the faculty senate approval as read, John seconded the motion. All in favor, none opposed, none abstained: motion carried.

### IV. New Business:

- A. What to do with other pathways that are not completed? Advising Sheets will be approved by ASCRC Chair and Vice Chair pending completion during the summer.  
John made a motion to allow Chair and Vice Chair, and or other members on the committee to accept them as read during the summer of 2022, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.
- B. Curriculum Forms ASCRC
  - a. Revision to COLS101  
The words *career goals* were added to Outcome number four. Both options a Pass/Fail and a letter grade are not currently offered in the Database, so Bryon will modify the form to reflect options.  
  
John made a motion to accept the Course Revision of: COLS101 as read, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.
  - b. Revision to AVMT135  
The following AVMT courses have added the prerequisites of Math111 and AVMT100.

Phil made a motion to bundle the Course Revisions of: AVMT135, AVMT140, AVMT145, AVMT150, AVMT155, AVMT175, AVMT187, AVMT160, AVMT165, AVMT170, AVMT180, AVMT185 as read, Derrick, seconded the motion. All in favor, none opposed, none abstained: motion carried.

Della made a motion to accept the Course Revisions of: AVMT135, AVMT140, AVMT145, AVMT150, AVMT155, AVMT175, AVMT187, AVMT160, AVMT165, AVMT170, AVMT180, AVMT185 as read, Derrick, seconded the motion. All in favor, none opposed, none abstained: motion carried.

- c. Revision to AVMT140 – see items b.
- d. Revision to AVMT145 – see items b.
- e. Revision to AVMT150 – see items b.
- f. Revision to AVMT155 – see items b.
- g. Revision to AVMT175 – see items b.
- h. Revision to AVMT187 – see items b.
- i. Revision to AVMT160 – see items b.
- j. Revision to AVMT165 – see items b.
- k. Revision to AVMT170 – see items b.
- l. Revision to AVMT180 – see items b.
- m. Revision to AVMT185 – see items b.
- n. Pathway: Computer Science & Technology Gen Ed Core (CGS) AY2223 - Deferred

V. Next Meeting

Not currently scheduled

VI. Adjournment

Meeting adjourned at 4:33 pm. Amy made a motion to adjourn, Phil seconded the motion.

VII. Addendums

Addendum One:

**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.