



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

In-Person Meeting – 04/10/24 at 4:00 p.m.

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

In attendance:

- John Hartman (Chair)
- Phillip Sawatzki (Vice Chair)
- ~~Sandra Bauman~~
- Della Dubbe
- Sarah Dellwo (ex officio)
- Deb Rapaport

- Stephanie Hunthausen (ex officio)
- Robyn Kiesling
- Tod Dumas
- Amy Kong
- Bryon Steinwand (ex officio)
- Bill Hallinan
- Keri Jaynes

Recorder: Paige M. Ferro

I. Call to Order

John called the meeting to order at 4:08 p.m.

II. Review of Minutes from March 13, 2024

Tod moved to accept the minutes as read, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Old Business:

- A. **Database (Bryon S)**
None to report.

IV. New Business:

A. Curriculum Changes

New Course: NRS291

This course was brought back as a variable 1-3 credit course to allow students to qualify for full-time enrollment for financial aid and credit load purposes. Dell moved to accept this course as amended, Bill seconded. All in favor, none opposed, none abstained: motion carried.

B. Pathway Changes

- a. None currently ready for ASCR review



C. Catalog (Sarah D. & John H.) (See Addendum One)

α. Graduation Appeals Committee (revisited)

-Graduation appeals committee as a subcommittee of ASCR

More work is required to flesh out this subcommittee, including duties and process language. Bill, John, Sarah, and Robyn will work to correct this language and will bring it back up for review by ASCR.

V. Next Meeting: Wednesday, April 24, 2024

VI. Adjournment

Tod moved to adjourn at 4:51 p.m. Keri seconded the motion.



Addendum One

Graduation Review Committee

Committee Mission & Composition

The Graduation Review Committee is a subcommittee of the Academic Standards & Curriculum Review (ASCR) Standing Committee of the Helena College Faculty Senate as an inherent extension of the ASCR Committee function to ensure the integrity of the College curriculum by communicating its goals, purposes and outcome measures with consistency, clarity and efficiency. The function of the Graduation Review Committee will be appellate in nature and include review and arbitration as needed for a student's graduation requirements pertaining to: catalog for graduation, coursework completed at Helena College, age of credits, and course substitution requests. The Graduation Review Committee will be comprised of five (5) voting members: Registrar (or duly appointed representative from the Registrar's office), one Division Chair, and three current ASCR Committee members (including the current ASCR Committee Chair).

Committee Meeting Schedule

The Graduation Review Committee will meet once each semester (excluding summer session) to review applications for graduation requirement situations as described above in the Committee's mission and function. Such reviews will take place toward the end of the semester prior to the student's intended semester of graduation. Decisions of the committee are final at the college level. Further appeal of the committee's decision can be made to the Montana Office of the Commissioner of Higher Education (OCHE).