



Academic Standards and Curriculum Review Committee
Agenda

September 11, 2024, via MS Teams 4:00 p.m.

In attendance:

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|---|--|
| <input checked="" type="checkbox"/> John Hartman (Chair) | <input checked="" type="checkbox"/> Stephanie Hunthausen |
| <input checked="" type="checkbox"/> Phillip Sawatzki (Vice Chair) | <input checked="" type="checkbox"/> Robyn Kiesling |
| <input type="checkbox"/> Sandra Bauman | <input type="checkbox"/> Amy Kong |
| <input checked="" type="checkbox"/> Keri Jaynes | <input checked="" type="checkbox"/> Bryon Steinwand |
| <input checked="" type="checkbox"/> Sarah Dellwo | <input checked="" type="checkbox"/> Bill Hallinan |
| <input checked="" type="checkbox"/> Debra Rapaport | |
| <input checked="" type="checkbox"/> Tod Dumas | |

Recorder: Kylie Carr

I. Call to Order

Chair John Hartman convened the meeting at 4:02 p.m.

II. Review of Minutes from April 10, 2024

No minutes available

III. Old Business:

- A. Database (Bryon S) Implementing a new system for course information. More information will follow.

IV. New Business:

A. Curriculum Changes

a. Revision to NRS245

Course Outcomes were adjusted and aligned with the MUS system. Phil moved to accept the Revision NRS245 as read. Tod seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

b. Revision to NRS266

Course Outcomes were adjusted and aligned with the MUS system. Phil moved to accept the Revision NRS266 as read. Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

c. Revision to NRS259

Course Outcomes were adjusted and aligned with the MUS system. Phil moved to accept the Revision NRS259 as read. Bill seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

d. **Revision to NRS246**

Course Outcomes were adjusted and aligned with the MUS system.
Tod made a motion to accept the Revision NRS246 as read. Bill seconded the motion. 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.)

a. Graduation Appeals Committee (small group)

Members: Sarah Dellwo, Bill Hallinan, Tod Dumas, Phil Sawatzki.
We will meet separately as a small group with Sarah (Date/time?).
Sarah will send out a meeting invitation.

D. Review of our “Helena College Curriculum Manual (May 2018)”

Posted on the Team. To make changes and adjustments, John has requested the entire committee to make updates and changes. Find a Word document and submit it to the Team file.

V. Next Meeting: Wednesday, September 25, 2024

VI. Adjournment

The meeting adjourned at 4:26 pm. Keri made a motion to adjourn, and Phil seconded the motion.

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).