



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Meeting – 11/13/24 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

Keri Jaynes

Sarah Dellwo

Debra Rapaport

Tod Dumas

Stephanie Hunthausen

Robyn Kiesling

Amy Kong

Bryon Steinwand

Bill Hallinan

Recorder: Kylie Carr

I. Call to Order

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

II. Review of Minutes from September 11, 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)

No changes to database. Robyn asked Bryon to send out information on how things are processed in the database. Might be changes down the road to the system by changing it but Bryon was still unsure of this.

IV. New Business:

A. Curriculum Changes

a. Revision to BGEN220

Robyn is cleaning up this course based on the differences in Banner, Catalog, and Database. It was missing the proper designation HUMANITIES to this course, so that changed was made so it matched all 3 places.

Keri moved to accept the Revision of BGEN220. Bill seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

b. DST295, DST 200, DST210, DST211, DST255

Phillip wants to combine all of these revisions together, Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

Stephanie said that the change that is being made is changing the requirement for the Tech Writing and Communication to the new one. This is changing in all pathways.

Phillip moved to accept the revision of all of the DST course, Tod second this motion. All were in favor, none opposed, and none abstained; the motion carried.

c. Revision to PSCI210

Robyn is not making any changes. Again, cleaning up this course because it was not matching Banner and the Catalog. Needs to have the core designation that it always had.

Tod moved to accept the Revision PSCI210 as read. Amy seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

d. Revision to BGEN105

Again, cleaning up this class. Needed the social science destination that didn't match the other two spaces (banner and catalog). Not a psychological science. Bill moved to accept the Revision BGEN105 as read. Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

e. Revision to EDU297

Again cleaning up. It is not a core course so that was unchecked.

Tod moved to accept the revision of EDU297 as read. Phillip seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

f. Revision to AVMT237

Wanted to change the title of this course. Going from Turbine Engines Systems 2 and changing it to Turbine Engine and Systems 2. Helps to match as AVMT235 is Turbine Engines and Systems.

Phillip moved to accept the Revision of AVMT237. Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

g. Revision to AVMT 103

This is the 3rd of the 3 classes for the big change. These changes are to help align better with the new FAA part 147 rules.

Keri moved to accept the Revision AVMT103. Phillip seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

h. Revision to AVMT101

Aviation is going under a big curriculum revision. Revising the entire program by creating new classes. Aligning with the block. This is a new class, to prepare students for the oral and written exams. Not eliminating any credits, but taking 7 classes combining them into 3 classes.

Bill moved to accept the Revision of AVMT101. Amy seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

i. Revision to AVMT102

Second of 3 classes. Has similar number of outcomes, but more lab heavy then lecture heavy.

Phillip moved to accept the Revision of AVMT102. Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

j. GenEdCore Math M234

Cleaning this up because this is a core math course. That needed to be added. Joyce forgot the revision form. But, can accept the justifications for the gen ed core.

Tod moved to accept the Justification of the core of M234. Amy seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

B. Pathway Changes

a. None currently ready for ASCR review

C. The Database as our Official Record (Robyn & Bryon)

We are finding a lot of human errors with discrepancies between the Database, Banner, Degree Sheets, and the Catalog. Robyn wants to make sure that the Database is the official record for these curriculum outcomes and the core designations. She wants to know the best way for this cleanup. Bryon thinks many of these errors that we are finding are pre-database and from ASCRC reviews. Marika is finding these through degree audits and advising. CourseLeaf will pull information from Banner to upload it up on our catalog. This helps make fewer manual uploads and data entries.

Be it resolved that ASCRC recognizes the database as the official record of curriculum at Helena College.



Bill motions to accepted this resolution. Tod seconds this motion. All were in favor, none opposed, and none abstained; the motion carried.

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

This item is being deferred to the next meeting, December 4th, 2024 at 4p.m.

V. Next Meeting: Wednesday, November 27, 2024 (Thanksgiving Break)

so wait until December 11 (regular) or December 4 (earlier than normal)

Tod and Amy and Robyn think that the December 4th meeting is needed. And December 11th as well. John will send out the meeting times for the both of these.

VI. Adjournment

The meeting adjourned at 4:57 pm. Amy made a motion to adjourn, and Keri seconded the motion.