



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Meeting – 12/11/24 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:

- |   |  |
|---|--|
| <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 checked="" 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**

John Hartman convened the meeting at 4:03PM.

II. **Review of Minutes from November 13, 2024**

John wants to defer this until next week to look it over. Will have 3 minutes to look over and approve.

III. **Old Business:**

A. **Database (Bryon S)**

5 pathways that had some issues. Some had extra entries. These were some small things, but he is asking for people to keep an eye out for any other issues.

IV. **New Business:**

A. **Curriculum Changes**

a. **Revision to WLDG246**

Welding clean up courses for second year. Adding a pre-req and slight update to the outcome #1.

Tod moved to accept the Revision of WLDG246. Phillip seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

b. **Revision to ASTR 110**

This is a cleanup course. The natural science designation was not checked for this course, so that was the only change that was made.

Tod moved to accept the Revision of ASTR110. Bill seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**c. Revision to BGEN 220**

This was a cleanup course. The humanities was not checked for this course, when it should have been. That was the only change.

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

**d. Revision to BGEN 105**

This is also a cleanup course. It needs to have the social science designation checked, and that was the only change made.

Tod moved to accept the Revision of BGEN104. Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**e. Revision to BIOH 211**

The course was missing the credential Natural Science. This was now checked. Phillip moved to accepted the Changes made to BIOH 211. Tod seconded this motion. All were in favor, none opposed, and none abstained; the motion carried.

**f. New Course: AVMT 132**

This is a Summer 2026 course that will be changes with the new 25-26 year. The was changes to meet FAA regulations.

Bill moved to accept the Revision of AVMT132. Amy seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**g. New Course: AVMT 133**

This is being added in Summer 2026. The changes to this course are made to meet the FAA regulations.

Bill moved to accept the New Course AVMT133. Phillip seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**h. ANTY 101**

Easy clean up to match the records in all 3 spots. The social science designation was not selected, but has always had that. This is the only change that is needed.

Keri moved to accept the Revision of ANTY 101. Phillip seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**i. Revision to WLDG213**

Welding lab for pipe welding. Adding the pre-req in the milestone class. Also, some slight updates were revised changing it from 8 to 5. This allows for Glen to be clearer in what he is looking for in the students.

Tod moved to accept the Revision of WLDG213. Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**j. New Course: AVMT122**

The first of the spring courses. This is a continuation of fixing the first-year courses to match with the changes made for Fall 2025. Effective date will be Spring 2026. Phillip moved to accept the New Course of AVMT122. Bill seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**k. New Course: AVMT123**

This is the second first-year course going to be offered in Spring 2026. Combining everything into the 5-block period and meeting FAA outcomes. Bill moved to accept the New Course of AVMT123. Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**l. New Course: AVMT124**

This is the 3<sup>rd</sup> of the first-year course going to be offered in Spring 2026. Again, combining the outcomes to fit in the block schedule and meet FAA regulations. Bill moved to accept the New Course of AVMT124. Phillip seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**B. Pathway Changes**

**a. Media Arts Transfer to MSU (AA)**

Seth made some changes to make sure there were enough 200 level courses to meet the requirements. Also, made sure all the courses were offered in the correct semester. Need 12 200 level credits.

Tod moves to approve the Changes in the Media Arts Transfer to MSU Pathway. Bill seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**b. Media Arts Transfer to UM (AA)**

Made PSYX 240 the requirement so that he was meeting the 12 credits of 200 level courses.

Bill moves to approve the Changes in the Media Arts Transfer to UM. Keri seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**c. Public Health Transfer to UM (AA), Social Work Transfer to UM (AA) & Social Work Transfer to UM (AA) PT**

Keri makes a motion to bundle all 3 of the courses to talk about at the same time. Phillip seconds the motion. All were in favor, none opposed, and none abstained; the motion carried.

The change that was made was that he is requiring MART 122 instead of giving options. Tod moved to accept the Changes for all 3 pathways. Phillip seconded the motion. All were in favor, none opposed, and none abstained; the motion carried.

**d. Bookkeeping (CAS) PT**

Clean up on one course because it was listed in the wrong semester. Same number of credits, just more semesters for part time.

Bill moves to approve the Changes made for the Bookkeeping PT Pathway, Phillip seconded this motion. All in favor, none opposed, and none abstained; the motion carried.

**e. Bookkeeping (CAS)**

No changes, was just to make sure that all courses were correct in the pathway.

Tod moves to accept the Bookkeeping Pathway as is. Phillip seconded this motion. All in favor, none opposed, and none abstained; the motion carried.

**f. Business Transfer to MSU (AS)**

BMIS 270 and CSCI 172 were switched in semesters because CSCI is a pre-req for the BMIS course. So, CSCI 172 cannot be offered in the 4<sup>th</sup> semester.

Tod moves to accept the Changes made in the Business Transfer Pathway to MSU. Keri seconded this motion. All in favor, none opposed, and none abstained; the motion carried.

**g. Business Transfer to UM (AS)**

BMIS 270 and CSCI 172 were switched in semesters because CSCI is a pre-req for the BMIS course. So, CSCI 172 cannot be offered in the 4<sup>th</sup> semester.

Phillip moves to approve the Changes made in the Business Transfer Pathway to UM. Bill seconded the motion. All in favor, none opposed, and none abstained; the motion carried.

**h. Elementary Education Transfer to UM**

Cleaned up some of the semester offering notes. GPHY 121 is offered in course share. Extra course was in each semester, so that was removed.

Tod moves to approve the Changes made of the Elementary Education Transfer Pathway to UM. Bill seconded the motion. All in favor, none opposed, and none abstained; the motion carried.

**i. Elementary Education Transfer to UMW**

Cleaned up some of the semester offering notes about when courses were actually going to be offered.

Phillip moves to approve the Changes made in the Elementary Education Transfer to UMW. Tod seconded the motion. All in favor, none opposed, and none abstained; the motion carried.

**j. Secondary Education Broadfield Science Transfer to UMW**

Cleaned up some of the notes for this pathway as well. The geography course is offered and can only be taken through course share.

Bill moves to approve the Changes made in the Secondary Education Broadfield Science Transfer to UMW. Tod seconded the motion. All in favor, none opposed, and none abstained; the motion carried.

**C. Certificate of General Studies Credential Outcomes (attached)**

This was approved by the faculty in their division meeting. This stacks into the AS offered. Bill makes a motion to accept a certificate of general studies credential outcomes as approved by the General Faculty on 11/14/24 division meeting. Phillip seconds this motion. All were in favor, none opposed, and none abstained; the motion carried.

**V. Next Meetings: December 16, 2024 @ 10:30 and 12:15 pm (Teams)**

Keri cannot attend. Amy can only attend the second half. Robyn send out the new meeting invites.

**VI. Adjournment**

The meeting adjourned at 4:53 pm. Bill made a motion to adjourn, and Phillip seconded the motion.

**Notes for CGS:**

**Certificate of General Studies (CGS) Credential Outcomes**

(Unanimously approved by Gen Ed faculty at the 11/14/24 Division meeting)

1. Demonstrate an understanding of the core General Education outcomes of Helena College and the Montana University System.
2. Build knowledge and skills for transfer to a four-year degree program.