



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Meeting – 01/22/25 at 4:00 p.m.

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*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.*

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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

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**I. Call to Order**

John Hartman convened the meeting at 4:00PM.

**II. Review of Minutes from previous meetings (Nov. 13, Dec 4, Dec 11)**

Phillip moved to approve the minutes as read from 11/13/24, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

Bill moved to approve the minutes as read from 12/4/24, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

Tod moved to approve the minutes as read from 12/11/24, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

**III. Old Business:**

**A. Database (Bryon S)**

No updates on the database.

**IV. New Business:**

**A. Curriculum Changes**

**a. Revision to WLDG107**



Phillip moved to defer the Revision of WLDG107, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

## **B. Pathway Changes**

### **a. Pathway: Cosmetology (AAS)**

Bryon helped Dawn with these changes. She wanted to set up her pathway like nursing, having the General Education courses as in only Term 1, not in every semester like before. The changes will not affect them being official pre-requisites, but just highly advising students to do them before applying into the program.

Tod moved to approve the Changes in the Cosmetology (AAS) Pathway, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

## **V. Next Meeting: February 5, 2025 @ 4 pm (Teams) ?? (normally 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays?, so February 12<sup>th</sup>?)**

We will be changing the next meeting to the 12<sup>th</sup> of February to follow the normal schedule.

## **VI. Adjournment**

The meeting adjourned at 4:23 pm. Phillip made a motion to adjourn, and Keri seconded the motion.

**Note: Further items to discuss at out 2/12/25 meeting:**

- 1. Handbook Updates**
- 2. Review the Academic Dishonesty and Plagiarism language in Catalog**
- 3. Update the Syllabus Template**