



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Meeting – 04/23/25 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
- ☒ Dawn Anderson

Recorder: Kylie Carr

I. Call to Order

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

II. Review of Minutes from February 26th meeting

Phillip moved to approve the minutes as read from 2/26/25, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Old Business:

A. Database (Bryon S)

No updates from Bryon.

IV. New Business:

A. Curriculum Changes

a. Revision to ECP130

The pre-requisite text was changed to make it clearer that requirements needed in this course were based on the clinicals and not on Helena College's requirements. Some of the course descriptions were changed as well based on instructor feedback. Also, John added the health requirements in the course description because the pre-requisite part cannot be uploaded to banner but the course description is. (Makes the process easier for the registrar's office)



Amy moved to approve the revision to ECP130, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Revision to DST255

The order was moved for this course, now offering this in the first semester (instead of the third) of the program. Because of this move, the pre-req/co-req language needed to be changed.

Bill moved to approve the revision to DST255, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Revision to DST142

The order in which this course is offered was moved, now offering this in the third semester (instead of the first) of the program. Because of this move, the pre-req/co-req language needed to be changed.

Amy moved to approve the revision to DST142, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. Revision to SOCI220

The outcomes align with UM going from 8 to 4. The Gen Ed designation form needs to be done for every Gen Ed course when a change is made. Robyn would like everyone to approve of this course because it had those designations already on them, and then the forms will be uploaded later when she has time to meet with Kim Feig (owner of the SOCI course). Even if a small change is made on a Gen Ed course, the form has to be filled out again.

Phillip moved to approve the revision to SOCI220, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. Revision to SOCI160

The outcomes align with UM going from 8 to 4. This is the same as SOCI220 for the designation form, the form is not completed yet but will be before the end of the semester.

Phillip moved to approve the revision to SOCI160, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. Revision to SOCI234

The decision to revise the course outcomes from eight to four is driven by the need to enhance clarity, focus, and measurability in student learning. This is the same as SOCI220 and SOCI160 for the designation form, the form is not completed yet but will be before the end of the semester.

Phillip moved to approve the revision to SOCI234, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

g. Inactivation of HONR121

The demand of this course is too low to run and there is no instructor to teach it now with Karen retiring this next year.

Phillip moved to approve the inactivation to HONR121, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

h. New Course of CRWR299

The growth of students getting into creative writing, this course will allow for students to pursue a creative project of their chose while still working on the skills of editing, layout design, and publication of the anthology.

Phillip moved to approve the new course CRWR299, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

i. Revision of PHSX226

The were no notes or anything in the rationale for ASCRC to look at or approve. This course was sent back to the Division Chair to have another look at it.

B. Pathway Changes

Motion: to approve all part-time Pathways that are identical to their corresponding and approved Full-time Pathways, where the Part-time Pathway is identical not in term offered, but a course for course, credit for credit basis.

Phillip moves to approve that identical part-time Pathways corresponding all the way with the full-time Pathway can be passed at the same time when the full-time Pathway is being looked at, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

a. Software Development (AAS) AY2526

The change made is not running the CT Seminar course because we don't have enough instructors in this program. The students will take COLS101 to take place of that.

Phillip moved to approve changes to the Software Development (AAS) Pathway, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Software Development (AAS) AY2526 PT

The change made is not running the CT Seminar course because we don't have enough instructors in this program. The students will take COLS101 to take place of that.

Phillip moved to approve changes to the Software Development (AAS) PT Pathway, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Create Writing Transfer to UM (AA) AT2526 and PT

The pathway is going to now have the New Course CRWR299. The course was just approved, so the placeholder CRWR292 will be replaced with the new course when it goes through every approval in the database. Also, ENSC 105 was replaced with ENST 230.

Phillip moved to approve the changes in the Creative Writing Pathway and in (PT), Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. Civil Engineering Transfer to Carroll College AY2526

There was a course that dropped off for some reason when moving this pathway in the database. SOCI101 was added back in to term 2 and the credits now match and align.

Phillip moved to approve the changes made to the pathway, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. All Civil Engineering Transfer Pathways (UM, MSU, MT Tech) and PT + PT Carroll

These pathways had no changes to them from AY24-25. When Keri tried to roll these pathways over, classes were missing and messing up the total credits. The issue has been ongoing for weeks. Bryon said that he can fix this issue on the back end. The committee agreed and discussed that they would approve all of these pathways even though there are mistakes knowing that Bryon would make those corrections.

Phillip approved of these pathways knowing the mistakes to move forward so that Bryon can work on them in the back end, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

C. General Education designation standardizing (Robyn)

Thoughts about the needed Gen Ed designation forms. I think this is something that the division is going to have to work on at the start of the fall semester. Waiting for courses to be revised isn't working as well as we thought it would, so I think we need to just get them all done at once. Kylie and I can work with Bryon to create an accurate list of courses that need the Gen Ed Designation forms added so faculty know what they need to do in August when they return. This is one of the things that we'll discuss in our last division meeting on May 6th.

D. Proposed Updated Drop Procedure (Sarah)

a. See accompanying information below

Something to think about to discuss next meeting. There is a gap where students can receive a W before the end of the semester. If students are doing okay in some courses but in one and then a major health issue or injury occurs, we have been doing the retroactive drop for this. UM had a policy similar, but when they got audited, UM needed to change this policy. Now, we are changing to match theirs more closely. This requires students to provide more intensive paperwork to track what is going on better.

The options attached are ideas on what we can do with this policy.

Who or what is going to vote on the language for this policy? Sarah is bringing it here first to decide the steps on that.

V. Next Meeting:

Propose of May 5th as a last meeting for anything that comes through last minute to be approved for the Fall 2025 semester. Morning time will work best for the committee. (10a.m.) Kylie will send an invite out.

VI. Adjournment

The meeting adjourned at 5:06p.m. Amy made a motion to adjourn, and Phillip seconded the motion.

Proposal for Updated Drop Procedure

Background

University of Montana was recently audited by the Department of Education for financial aid reasons. The audit revealed some issues with their withdrawal process, for students with mitigating circumstances. Through meetings with their Registrar's Office it was highlighted that our current practice lacks the requirements to be defensible in an audit. After further discussions, this is also true if a student potentially winds up in collections. Changes need to



be made to your "Retroactive Withdrawal" procedure in order to be compliant and defensible.

Our current procedure only acknowledges withdrawals, so we need to adjust our course drop procedure for the period between the last date of class to end of semester to accommodate for the instances when it is appropriate. Example: A student has been a steady student, but is borderline, and suddenly experiences a medical emergency that puts them behind, but they still feel they can complete most of their coursework. They want to drop their one borderline course to focus on completing their stronger courses. Here are two proposals to consider:

Proposal 1

Extend the deadline to allow for students to drop up until the last week of semester with faculty or advisor approval. If something were arise in the last week, the student would receive the grade they earned or they would be eligible for an incomplete to allow more time for them to complete.

Proposal 2

After the posted drop deadline for a class and until the end of the semester a student that has been actively participating throughout the semester can receive instructor approval to drop the course and still receive a "W".