



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Meeting – 05/05/25 at 10:00 a.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 10:05a.m.

II. Review of Minutes from April 23rd meeting

Phillip moved to approve the minutes as read from 4/23/25, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Old Business:

A. Database (Bryon S)

Bryon was able to copy over all of the previous years engineering pathways to math this year. No changes were made, but he would like ASCRC to look them over to make sure they are correct now.

IV. New Business:

A. Curriculum Changes

a. Revision to PHSX226

The removal of the pre-req of M095 was done. The 18 outcomes were combined into short 5 to make it easier. The outcomes are still the same.



Phillip moved to approve the revision to PHSX226, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Revision to BMIS270

The removal of the pre-req was made and was not needed for this course. It was causing more issues with registration than anything.

Keri moved to approve the revision to BMIS270, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Revision to ENST230

The revision of this course is just the addition of the 2 designations listed below. Needs both natural and social because of the outcomes that are being taught in the course.

Phillip moved to approve the revision to ENST230, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. GenEd Core NaturalSci ENST230 Status

The revision is to make sure that the correct designations were added to the course because it was missing in the database. These have always been attached to the course.

Tod moved to approve the revision to GenEd Core NaturalSci ENST230, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. GenEd Core SocialSci ENST230 Status

Since this course is a 3 credit non-lab course, it also meets the requirements as a social science. The 5th outcome is based around research, but this course is really heavy on research overall. This course really addresses natural and social science together which is why it needs both designations.

Tod moved to approve the revision to GenEd Core SocialSci ENST230, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

B. Pathway Changes

- a. **Civil Engineering Transfer to Carroll College AY2526 & PT**
Credits align with last year's pathway, and no classes are missing.
- b. **Civil Engineering Transfer to MSU AY2526 & PT**
Credits align with last year's pathway, and no classes are missing.
- c. **Civil Engineering Transfer to MT Tech AY2526 & PT**
Credits align with last year's pathway, and no classes are missing.
- d. **Electrical Engineering Transfer to MSU AY2526 & PT**
Credits align with last year's pathway, and no classes are missing.
- e. **Electrical Engineering Transfer to MT Tech AY2526 & PT**
Credits align with last year's pathway, and no classes are missing.

All of these were approved last meeting, and now look correct.
John moved these pathways forward.

C. Proposed Updated Drop Procedure (Sarah)

a. See accompanying information below

This was discussed last meeting and Sarah gave another quick overview for the people who were gone last time. This is related around our drop/withdrawal procedure. ASCRC needs to decide the wording that we would use around these circumstances.

Faculty members are torn on how to go about this decision based on if they should be the final sign off on the drop or if there should be guidelines to follow on this.

Proposal 1 allows for students to drop but not after the last week of the semester. Sounds like everyone likes this one more, but some changes need to be made by Sarah still to accommodate the block schedule.

Amy moved to approve Proposal 1, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

D. General Education Designation Standardizing (Robyn)

V. Who will take over?

John motions to have Phillip take over the president role in ASCRC, Bill seconded the motion.

New members will need to be added to the group as well, but will be discussed at faculty senate.

VI. Adjournment

The meeting adjourned at 10:57a.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 to 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".~~