ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes
Friday, August 28, 2026
DON 122 and Teams: 1:30-2:30 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:

- ☒ Phillip Sawatzki (Chair)
- ☒ Keri Jaynes (Vice Chair)
- ☐ Sandra Bauman
- ☒ Sarah Dellwo
- ☒ Paul Nicholson
- ☒ Laura Senn
- ☒ Sevda Raghib
- ☒ Jason Mogensen
- ☒ Stephanie Hunthausen
- ☒ Robyn Kiesling
- ☒ Amy Kong
- ☒ Bryon Steinwand
- ☒ Michaela Parker
- ☐ Dawn Anderson
- ☐ Derik McClintock

Recorder: Kylie Carr

I. Call to Order

Phillip called the meeting to order at 1:32 p.m.

II. Review of Minutes from Wednesday, April 22, 2026 & Summer

Keri moved to approve the minutes from 4/22/26, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.
Laura moved to approve the minutes from 6/19/26, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Introduce New Members -Overview of Committee Work

Phillip welcomed our new members to the committee, Jason and Paul. He went over the duties of the committee, which include looking over all curriculum review [courses, outcomes, pathways]. This includes anything new, current, or things that need to be inactivated.

IV. New Business:

A. Vote/Invite an Additional Member

A conversation was had over the summer about the importance of having an advisor invited to the meetings. Advisors are very student-facing and understand the structure and schedule in more detail, which means they catch a lot of mistakes through

pathways that this committee doesn't always see. It would be helpful to have one included in our meetings for the extra helpful advice.
Keri moved to approve inviting an advisor to the meetings, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried

B. Courseleaf – CIM [Sarah]

The process of getting the management system implemented over the next year is going to be important for this committee to look over. Once the processes are built out, the group will need to practice the flow to make sure it is working from all ends. Bryon mentioned creating a subcommittee for this work because we do not need everyone to work on this at one time. Phillip, Bryon, Robyn, Sarah, and Kylie will meet soon to work through the forms within the database. This subcommittee will also become a standing item on the agenda.

C. Curriculum Changes

a. Revision to MCH238

Updating the language of the outcomes. The previous ones are listed, and the new ones are provided. Some of the outcomes for certain courses were moved to other courses based on what was being taught.
Bryon moved to approve the revisions to MCH238, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Revision to MCH237

Updating the language of the outcomes. The previous ones are listed, and the new ones are provided. Some of the outcomes for certain courses were moved to other courses based on what was being taught.
Amy moved to approve the revisions to MCH237, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Revision to MCH236

Updating the language of the outcomes. The previous ones are listed, and the new ones are provided. Some of the outcomes for certain courses were moved to other courses based on what was being taught.
Jason moved to approve the revisions to MCH236, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. Revision to MCH233

Updating the language of the outcomes. The previous ones are listed, and the new ones are provided. Some of the outcomes for certain courses were moved to other courses based on what was being taught.
Laura moved to approve the revisions to MCH233, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. Revision to HEO100

The course description was updated because it had been a couple of years since it was reviewed. No outcomes were changed, and credits still stay the same.
Keri moved to approve the revisions to HEO100, Jason seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. Inactivation of ITS276 & ITS286
They are part of a pathway option that is not being offered anymore, and the courses will not run.
Keri made a motion to bundle the two ITS courses, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.
Laura moved to approve the inactivation of ITS 276 & 286, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

D. Pathway Changes

a. Psychology FT & PT Pathway to UM
This was asked at the end of Spring, but never got voted on. M115 needs to be changed to M105 because M105 is a prerequisite for STAT216, and the statistics course is important for this pathway.
Keri moved to approve this change to the FT & PT pathway, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. IT Help Desk
CT Seminar is still listed in the first semester and needs to be changed to COLS.
Keri made a motion to approve of the change for this pathway, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

V. Meeting Time – 1:30

Does this time work for everyone for the semester? Meet biweekly unless needed more or less. This depends on whether any curriculum changes need approval from the committee and how much at one time.

VI. Adjournment

Motion to adjourn by Jason, Phillip seconded. The meeting was adjourned at 2:23 p.m.