

Minutes
Academic Affairs & Standards Council
April 13, 2023
Large Conference Room, 12:00 PM

Present: Carl Sack (chair), Jay Sandal, Kelly McCalla, Jana Anderson, Bret Busakowski, Erica Gelo, Keith Cich, Maglina Lubovich, Roxanne DeLille, Andy Wold, Sara Montgomery

Absent: Scott Minor Smith

Guest: Mike Tusken, Kim Spoor

I. Call to Order

The meeting was called to order at 12:05 p.m.

II. Approval of Minutes

The minutes from March 30, 2023 were approved with no revisions. Seconded. Motion carried.

III. Informational updates

a. Discontinuing Algebra II screening for college algebra placement (Kelly)

Because grade point average (GPA) replaced the Accuplacer, some schools around the system are concerned high school students aren't getting placed in the right math courses. The system office is looking at using High School Algebra II grades as a placement tool for College Algebra instead of just relying on GPA. At FDLTCC, we do not have these same concerns. New students are required to meet with an advisor before registering and can discuss math placement. Also, many of our students take Intro to Statistics for their college math requirement unless they have a specific reason to choose College Algebra. Therefore, Jana and Damien's recommendation is to discontinue the Algebra II screening for college algebra placement. This is informational only.

IV. Old Business

a. Procedure for end dating courses (Kelly)

Currently there is not a procedure for end dating courses. There are however, course outlines on the website that aren't currently being offered. Should we have an active and inactive selection for the website? Kelly would like programs to review and deactivate courses that are no longer taught as part of the yearly program review process, then bring the list of courses being deactivated to AASC for approval. Erica recommended the AA checklist also be reviewed annually for courses not being offered. The committee agreed to begin the process to activate and deactivate courses and to also review the AA checklist starting October 2023 to become effective August 2024.

b. Procedure for closing programs (Kelly)

Currently there is not a procedure for closing or suspending programs. The system office gives us three statuses for programs; active, suspended or closed. Closing programs is more complicated. Kelly is recommending to suspend programs instead of closing programs and to go through AASC as informational. Suspending programs has a three-year window to review whether to offer it again. Then after three years the program would automatically move to closure. If we have an active program on our books we should be collecting assessment data.

Carl is proposing the following:

- only suspend programs and not close programs
- design a new form to suspend a program
 - program name
 - program type

- advisory board approval to suspend (attach minutes)
- what is the teach out plan if there are students currently in the program
- two readings: a first reading to review then send to all faculty and a second reading to vote
- list specific courses to inactivate
- program coordinator signature

Tabled until a new form is designed to suspend a program and brought to AASC for approval.

V. New Business

a. Proposal to close Corrections Program and make courses inactive (Mike)

Mike is requesting to close the Corrections AS Degree program and the Corrections Certificate. There aren't any students in the program and you don't need a degree to work in the Corrections field. The committee agreed to suspend programs not close them. Mike will update the program revision proposal form and indicate which courses to make inactive and forward to Carl. This is the first reading and will be forwarded to faculty for review.

b. BIOL 2XXX Genetics new course proposal (Andy)

Andy is proposing a new course for BIOL 2XXX Genetics. This course is needed as part of the transfer pathways. Bret will send the differential tuition to the system office by the Wednesday, April 26th deadline. The course number will be BIOL 2101 Genetics. This is the first reading and will be forwarded to faculty for review.

c. Elementary Education program change (Kim)

Kim is requesting to revise the BS Degree in Elementary Education program planner. The revisions will begin fall 2023 semester. The requested revisions are:

- revise courses in Fall Semester 3
- revise courses in Spring Semester 4
- revise courses in Fall Semester 5
- revise courses in Spring Semester 6
- revise courses in Fall Semester 7
- revise sentences at bottom of page

Motion to approve the requested BS Degree in Elementary Education program planner changes. Seconded. Motion carried.

d. Grade Appeal Policy (Kelly)

Tabled.

VI. Other Matters

VII. Next meeting: Thursday, April 27

Meeting adjourned at 1:04 p.m.

Minutes by Kari Anderson