

**Minutes**  
**Academic Affairs & Standards Council**  
**“Dawn of the A Team”**  
**Friday, September 5, 2025**  
**10:30am – 12:00pm**  
**Large Conference Room or Zoom**

**Present:** Scott Minor Smith, Kelly McCalla, Damien Paulson, Erica Gelo, Nicole Kneeland, Cathy Podeszwa, Bret Busakowski, Mason Martin, Maglina Lubovich, Jana Anderson, Andy Wold, Jessica Thompson

**Absent:** Michelle Goose

**Guest:** None

**1. Call to Order**

The meeting was called to order at 10:45 a.m.

**2. Approval of Minutes**

*Motion to approve the minutes from May 5<sup>th</sup> and May 6<sup>th</sup>, 2025 with no revisions. Seconded. Motion carried.*

**3. Reports**

- **Welcome**

Scott introduced himself and welcomed all members to the first AASC meeting for fall 2025 semester and apologized for the late start due to technical issues.

- **Teams site**

The committee reviewed the Teams workspace Scott created as a repository of all documents that go through the committee, creating links to give members access to materials easily. He will also build a master spreadsheet to track incoming items, using e-votes between the monthly meetings for minor corrections.

- **Committee Organization and Process Discussion**

The committee will be meeting once a month this semester. They discussed how to organize the committee’s work, including the sequence of review and full committee approval and the possibility of streamlining by pre-screening submissions. The process will be revisited each month if more meetings will be needed.

- **Feedback**

General feedback on the process and workloads was shared. It was suggested to notify faculty before each meeting for any upcoming changes or additions and have e-votes between each meeting.

- **Request to move forward – Scott MS**

Scott asked for permission to move forward with handling the large volume of pending proposals through a temporary bulk review process.

- **Differential Tuition – Bret (add Bret to Admin Review first read review) (Diff on and off)**

Bret requested Scott send any new courses proposals to him before being brought to AASC. The system office asks for tuition increases once a year in April.

- **Bio Courses Follow-Up (April 7 meeting) Need official approval, mentioned indirectly, 2015, 2020, 2050, 2090, ENGL 2045 – Will check and add to Cultural Standards List for Approval**  
 BIOL 2015 Pathophysiology, BIOL 2020 Human Anatomy & Physiology I, BIOL 2050 Principles of Ecology, BIOL 2090 Undergraduate Research and ENGL 2045 Literature by Women course outlines were brought to the April 7<sup>th</sup> meeting and were mentioned indirectly. The course outlines will be forwarded to Nicole to review the cultural standards.
- **Review Program Approval Chart**
  - **Program Approval Status.xlsx**
    - **Working on Fine Arts**
    - **Language AA (approval needs to go to system)**  
 The program approval chart was reviewed; work on Fine Arts continues and the Language AA requires system approval.

**4. Pending Business:**

**Pending Business from 24-25: (Courses linked to files, if you need permission please request)**

- Discussed items that are still on the list from the previous academic year. Scott will work with Kari and Kelly to identify items that still need to be reviewed by the committee.

• <a href="#">ART 1035 Painting II.docx</a>
• <a href="#">Program Planner Updates.docx</a>
• <a href="#">Courses NOT ON NEW FORM on Website.docx</a>
• <a href="#">ART CSCI 1097 Introduction to Digital Graphics.docx - request to move to inactive</a>
• <a href="#">HSER 2020 Family Dynamics.docx</a>
• <a href="#">Peace Officer Training AAS Degree.docx</a>
• <a href="#">Human Services AAS Degree.docx</a>
• <a href="#">Associate Degree Nursing LPN to ADN.docx</a>
• <a href="#">Associate Degree Nursing.docx</a>
• <a href="#">AFA Program Planner.docx</a>
• <a href="#">Environmental Sustainability Certificate.docx</a>
• <a href="#">Environmental Science AS.docx</a>
• <a href="#">CDEV ASTransferPathway.docx</a>
• <a href="#">CDEP 2030 Co-Occurring Disorders.docx</a>
• <a href="#">Peace Officer-Public Safety-Transfer Pathway AS Degree Planner--Updated 8-5-24.docx</a>
• <a href="#">Peace Officer - Public Safety Transfer Pathway update 9-2024.docx</a>
• <a href="#">HSER 2010 Counseling Skills.docx</a>
• <a href="#">MMP Diploma.docx</a>
• <a href="#">Elementary Education AS Degree.docx</a>
• <a href="#">Elementary Education BS Degree.docx</a>
• <a href="#">Geography Foundations Certificate.docx</a>

• <a href="#">Health Sciences Broad Field AS Degree.docx</a>
• <a href="#">CDEV AAS.docx</a>
• <a href="#">MMP AAS Degree.docx</a>
• <a href="#">Criminal Justice AS Transfer Pathway Planner.docx</a>
• <a href="#">PSYC 2020 Group Dynamics.docx</a>
• <a href="#">Small Business Entrepreneurship AAS Degree.docx</a>
• <a href="#">Business Transfer Pathway AS Degree.docx</a>
• <a href="#">Geographic Information Systems AS.docx</a>
• <a href="#">DibaaJimowinan AA Degree.docx</a>
• <a href="#">ART CSCI 2097 Digital Graphics II.docx - request to move to inactive</a>
• <a href="#">PHYS 1002 Introduction to Physics IINewForm.docx - Need Cultural Standards</a>
• <a href="#">PHYS 1001 Introduction to Physics INewForm.docx - Need Cultural Standards</a>
• <a href="#">CJPO Program Learning Outcome Draft 1.docx</a>

5. **NewBusiness:**

- **Proposed for consideration -Motion Courses with Cultural Standards Updates – Scott MS**  
**This motion proposes that until April of this academic year, any changes or upgrades to course outlines related to cultural standards do not need final approval by the Academic Affairs and Standards Council, so long as they are approved by the Dean of Academic & Indigenous Affairs in partnership with the instructor or person submitting the cultural standards update to an already approved course. Formatting updates in updating to the new course revision forms will not require additional approval, as long as they don't alter the content of the approved document beyond formatting changes. At the end of the April term, we will revisit this arrangement to assess its effectiveness and determine next steps in the Cultural Standards/AASC Approval Process.**

To handle a large backlog of course outlines requiring cultural standards updates, Scott proposed a temporary process allowing Nicole to pre-screen cultural standards submissions and not go through AASC for approval. He will provide Nicole with the list of course outlines that need updates and will give AASC monthly updates. Once the backlog of course outlines have the cultural standards updates, the process will be revisited.

Kelly updated the new course outline form to indicate when AASC approved adding the cultural standards to all course outlines. All active course outlines will be updated to the new course outline form on the website.

Nicole stated that Dadibakinagewin requests the cultural standards be more specific with an activity or an assignment than just a number on the course outlines. The course outlines that have Dadibakinagewin approval will be revisited. Dadibakinagewin meets four times a year.

*Motion to approve that the backlog of cultural standards do not need final approval by the Academic Affairs and Standards Council, so long as they are approved by the Dean of*

*Academic & Indigenous Affairs in partnership with the instructor or person submitting the cultural standards update to an already approved course. Seconded. Motion carried.*

- **Consideration for something similar on CACs Discussion – Kelly M**  
Some course outlines don't have the CAC's listed. A list of the course outlines will be forwarded to Kelly and he will contact the instructor.

*Motion to identify any course outlines that don't have CACs listed to be forwarded to the instructor and brought to AASC for approval. Seconded. Motion carried.*

- **Questions on CACs – Kelly M**  
None.

- **Courses with Cultural Standards for Approval Updated Forms from Summer.**

As long as content doesn't change on the course outlines or forms, formatting can be updated without approval from AASC.

- **Incomplete Program Learning Outcome – Tabled from last semester**

Criminal Justice/Peace Officer (CJPO) and the AA Degree still need program learning outcomes. CJPO was updated and presented to the committee.

*Motion to approve the program learning outcomes for the CJPO Diploma, AS & AAS Degree. Seconded. Motion carried.*

- **Forms Added to Website**

Scott is suggesting AASC have a webpage for forms, policies and documents. It was suggested he talk to Taylor.

- **What's coming up?**

**System Updates:**

- **Program 4 Letters 4 number identifier (system will direct us on what they will be). Some may need to be updated.**  
There is a Workday update on the horizon. The Minnesota State system is moving to a 3-letter designator/3-number or 4-letter designator/4-number. Discussion will continue.
- **Want to review health science broad field – Kelly**  
The Health Science/Broad Field AS Degree program will be reviewed.
- **May suspend Gen Ed**  
Kelly mentioned that the system office discussed suspending the gen ed.
- **Courses with Cultural Standards Updates**  
Will continue identifying courses that need cultural standards.
- **Course Cap Discussion**  
Kelly would like to finalize course caps this semester.
- **Bret doing full review of courses over this next year**  
Bret's goal this year is reviewing all course outlines that have differential tuition.

**6. Announcements**

- **Outline the process for the first official Month, what to expect - Scott**  
Scott thanked everyone for being part of the committee.
- **Questions?**  
None

**7. Adjournment**

A motion was made to adjourn the meeting and was approved. The meeting concluded at approximately 12:10 p.m.

*Minutes by Kari Anderson*