

Academic Affairs and Standards Council Minutes

February 7, 2006

PURPOSE: The purpose of the Council is to provide direction for the College president in all matters included in academic affairs, including course outlines, award requirement, academic standards, course and program components, and the inventory of course and program offerings.

PRESENT:

Voting Members:

Betsy Ingram-Diver	Chair and Liberal Arts & Sciences Division Representative
Kirsi Halonen	Technology & the Virtual Campus Division Representative
Mike O'Mara	Industrial Division Representative
Jeri Brysch	Business Division Representative
Cynthia Annable	Health Division Representative
Lisa Larson	Dean of Business and Industry
Pam Elstad	Dean of Allied Health & Nursing
Rody Bowers-Hughes	Associate Dean

Others:

Deanne Roquet	MSCF Member
Jennifer Malarski	MSCF Member
Damon Kapke	MSCF Member
Peter Welinski	Director of Counseling and Advising

MINUTES:

Approval of Minutes

On motion of C. Annable, seconded by K. Halonen, the minutes of December 6, 2005 were unanimously approved.

On motion of C. Annable, seconded by M. O'Mara, the minutes of January 10, 2006 were unanimously approved.

Curriculum Proposals

L. Larson provided a general overview of proposals 127-147. She indicated that the advisory committees and faculty have been involved in developing these programs. They are currently working with other institutions on articulation agreements.

127 Business Administration AS Program Planner Revision. This is a redesign of the Business Administration AS degree. Proposals 127, 131 and 136 share core courses for the first and second semesters and then focus on the main discipline the third and four semesters. Pre-program requirements need to be corrected.

128 BUS XXXX, Principles of Marketing. Course revision replacing MKTG 1421. A course removal proposal needs to be submitted for MKTG 1421.

- 129 BUS XXXX, Principles of Management. Course revision replacing MKTG 2770. A course removal form needs to be submitted for MKTG 2770.
- 130 BUS XXXX, Introduction to Finance. New course to provide an overview of different areas of finance. Does not overlap economic courses.
- 131 Management AS Program Planner. Preprogram courses need to be corrected.
- 132 BUS XXXX, Effective Management. Questions were raised on how we assess computer skills.
- 133 BUS XXXX, Systems Management
- 134 BUS XXXX, Management Ethics
- 135 BUX XXXX, Coaching and Facilitating
- 136 Sales and Marketing AS Program Planner Revisions. Core curriculum for general management semesters one and two and leadership development focused on in semesters three and four.
- 137 BUS XXXX, Promotion. Course revision replacing MKTG 2760. Need to submit course removal form for MKTG 2760.
- 138 BUS XXXX, Consumer Behavior
- 139 BUS XXXX, International Business Practices
- 140 BUS XXXX, Making the Sale
- 141 BUS XXXX, Leadership Development. Course revision replacing MKTG 1411. Need to submit course removal form for MKTG 1411.
- 142 Entrepreneurial Studies Certificate Program Planner. Seventeen credit certificate for students interested in working in a small business or owning a small business.
- 143 BUS XXXX, Industry Analysis and Business Planning. Four credit lecture class.
- 144 BUS XXXX, Developing a Financial Plan. Four credit lecture class.
- 145 BUS XXXX, Developing a Marketing Plan. Four credit lecture class.
- 146 BUS XXXX, Developing a Management Plan. Four credit lecture class.
- 147 BUS XXXX, Business Plan Portfolio. One credit capstone class to pull everything together.
- 149 SOC XXXX, Introduction to Social Research. Tabled for further discussion at division curriculum.
150. MTP 1000, Massage Therapy Human Anatomy & Physiology. Remove from active inventory.
151. MTP 1002, Massage Therapy Kinesiology. Remove from active inventory.
152. MTP 1006, Issues in Massage Therapy Practice. Remove from active inventory.
153. MTP 1008, Massage Therapy Procedures I. Remove from active inventory.

- 154 MTP 1010, Full Body Stress Reduction Massage. Remove from active inventory.
- 155. MTP 1012, Functional Somatic Release. Remove from active inventory.
- 156 MTP 1014, Deep Tissue and Neuromuscular Massage. Remove from active inventory.
- 157 MTP 1016, Special Populations Massage. Remove from active inventory.
- 158 MTP 1018, Awareness and Injury Protection I. Remove from active inventory.
- 159 MTP 1022, Massage Therapy Business Start-up & Management. Remove from active inventory.
- 160 Massage Therapist, Diploma Program Planner. Remove from active inventory.

M. O'Mara and J. Brysch will follow-up to make sure that the corrections are made the proposals.

On motion of K. Halonen, seconded by M. O'Mara and unanimously agreed upon, proposals 127-147 were approved with changes, proposals 149 was tabled, and proposals 150-160 were approved.

Other

Review of Course Inventory/Deletion of Classes that are no Longer Offered

R. Bowers-Hughes will provide the deans with a copy of the course inventory. The deans and division chairs will bring it to their division meetings for review and discussion and prepare proposals for those courses that should be removed from the active inventory.

Revision of Proposal Form to include Articulation Agreements

B. Ingram-Diver will add the following language to the curriculum proposal form:

“The following articulation agreements are affected by this proposal:”

MEMORANDUM

TO: Academic Affairs and Standards Council
DATE: February 7, 2006
RE: Curriculum Proposals

The following new proposals are being submitted to Academic Affairs and Standards Council for approval:

- * = presented to AA&SC for approval
- > = approved and forwarded to President Nelson
- % =not approved and forwarded to President Nelson
- < =returned to Division
- ^ =proposal withdrawn from process
- # =change in class size
- @ =tabled until next meeting

	COURSE ID/TITLE OR PROPOSAL	CREDITS (LEC/LAB/OJT HRS)	EXPLANATION	CLASS SIZE
51* <	ANTH 2XXX Western Great Lakes Archaeology	3 (3/0/0)	New course proposal	40
127* @ >	Business Administration AS Program Planner Revision			
128* @ >	BUS 1400 Principles of Marketing	3 (3/0/0)	Revision of MKTG 1421.	30
129* @ >	BUS 1402 Principles of Management	3 (3/0/0)	Revision of MKTG 2770.	30
130* @ >	BUS 1404 Introduction to Finance	3 (3/0/0)	New course proposal.	30
131* @ >	Management AS Program Planner			
132* @ >	BUS 1420 Effective Management	3 (3/0/0)	New course proposal.	30
133* @ >	BUS 1422 Systems Management	3 (3/0/0)	New course proposal.	30
134* @ >	BUS 1424 Management Ethics	3 (3/0/0)	New course proposal.	30
135* @ >	BUS 1426 Coaching and Facilitating	3 (3/0/0)	New course proposal.	30
136* @ >	Sales and Marketing AS Program Planner Revisions			
137* @ >	BUS 1440 Promotion	3 (3/0/0)	Revision of MKTG 2760. New course proposal.	30
138* @ >	BUS 1442 Consumer Behavior	3 (3/0/0)	New course proposal.	30
139* @ >	BUS 1444 International Business Practices	3 (3/0/0)	New course proposal.	30
140* @ >	BUS 1446 Making the Sale	3 (3/0/0)	New course proposal.	30
141* @ >	BUS 1448 Leadership Development	3 (3/0/0)	Revision of MKTG 1411. New course proposal.	30
142* @ >	Entrepreneurial Studies Certificate Program Planner			
143* @ >	BUS 1460 Industry Analysis and Business Planning	4 (4/0/0)	New course proposal.	30
144* @ >	BUS 1462 Developing a Financial Plan	4 (4/0/0)	New course proposal.	30
145* @ >	BUS 1464 Developing a Marketing Plan	4 (4/0/0)	New course proposal.	30
146* @ >	BUS 1466 Developing a Management Plan	4 (4/0/0)	New course proposal.	30
147* @ >	BUS 1468 Business Plan Portfolio	1 (1/0/0)	New course proposal.	30
149* @ ^	SOC XXXX Introduction to Social Research	3 (3/0/0)	New course proposal.	30
150a* >	MTP 1000 Massage Therapy Human Anatomy & Physiology	3 (3/0/0)	Remove from active inventory.	

151a*>	MTP 1002 Massage Therapy Kinesiology	1 (1/0/0)	Remove from active inventory.	
152a*>	MTP 1006 Issues in Massage Therapy Practice	2 (2/0/0)	Remove from active inventory.	
153a*>	MTP 1008 Massage Therapy Procedures I	2 (1/2/0)	Remove from active inventory.	
154a*>	MTP 1010 Full Body Stress Reduction Massage	4 (2/4/0)	Remove from active inventory.	
155a*>	MTP 1012 Functional Somatic Release	2 (1/2/0)	Remove from active inventory.	
156*>	MTP 1014 Deep Tissue and Neuromuscular Massage	3 (1/4/0)	Remove from active inventory.	
157*>	MTP 1016 Special Populations Massage	4 (2/4/0)	Remove from active inventory.	
158*>	MTP 1018 Awareness and Injury Protection I	3 (2/2/0)	Remove from active inventory.	
159*>	MTP 1022 Massage Therapy Business Start-up & Management	3 (3/0/0)	Remove from active inventory	
160*>	Massage Therapist, Diploma Program Planner		Remove from active inventory.	