

ASCC
4/26/02
D.O. Eagle's Nat

A The meeting began at 11:45 AM. Members attending: Brett Egger, Chuck Kermes, Jane Hobart-Kahler, Beulah Bob-Pennypacker, Jeanne Swarthout, Mark Vest, Heidi Fulcher, Suzanne O'Hop, Barbara Ballard, Trudy Bender, Brenda Manthei, Carl Heilman, Cindy Hildebrand, Joan Valichnac, Rose Kreher (secretary). Guests were: Janet Hunter, Tom Nagle, John Jaeger, Claude Endfield.

B Committee reports

- a) Placement Committee report to be given later in meeting by Mark Vest:in conjunction with action item d).
- b) Standards Sub-Committee report was given by Jeanne Swarthout. Minutes of that April 5 meeting are here appended for review.

C Action Items

- a) Minutes from March 22 meeting were approved on a motion from Swarthout, second by Ballard.
- b) Jane Hobart-Kahler presented the final versions of the Internet Course Development Guideline and attendant forms. The overseeing committee will be called the Internet Guidance Committee (1st meeting will be June 14 at 10 a.m.) and will be composed of four faculty members and one dean. The initial membership will consist of Swarthout, Hunter, Nagle, Barbara Hockabout and Hobart-Kahler. The committee, its membership and the Internet Guidelines and forms were unanimously approved on a motion by Heidi Fulcher, second by Swarthout.
- c) Mark Vest will compose new standard language on NPC's required AAS science component and general education requirements. The changes will reflect standard language, but with industry specific exceptions. Vest will submit the proposed changes to Carl who will then take them to the college's attorney for review before bringing back to ASCC.
- d) Eleven recommendations from the Placement committee regarding the transition of placement testing from COMPASS to ASSET were adopted as a package on a motion by Swarthout, second by **Kermes**. Points accepted were
 - (a) Issue No. 1: A recommendation that an ASSET to COMPASS conversion score chart be used to determine cut scores and testing methods until NPC develops its own sufficiently large student database to do its own evaluating.

and the addition of AIS 130 and HES 170 as alternate requisites for the CoP course listings.

- e) A request to change prerequisites for AIS 119 was passed contingent upon minor changes (Delete AIS 110 as prerequisite, keep Instructor's permission. Change BUS 118 to AIS 118 for recommended course.) Motion by Swarthout, second by Valichnac. The request for a change in prerequisites for AIS 235 was approved on a motion by Swarthout, second by Valichnac. With the modification of deleting "instructor's permission," from prerequisites AIS 127 was approved. Motion by Ballard, second by Swarthout.
- f) The deletion of Novell Network Technician Program from the catalog (not the course bank) was approved on a motion by Swarthout, second by Ballard.
- g) A request for a new CoP and area of specialization for Cisco Network Technician was approved contingent upon changes in listing of gen end courses (catalog p. 58) and the clarification of titles for CTP 210 and CTP 211. Motion was by Swarthout, second by Hobart-Kahler.
- h) The deletion of the current HOS CoP in Restaurant Operations was approved on a motion by Ballard, second by Hobart-Kahler. A request to create a new HOS CoP for Restaurant Operations and Management was approved on a motion by Swarthout, second by Hobart-Kahler. A request to add a CAS in Restaurant Operations and Management was passed. The listing of 6 general education credits in the CAS request of MAT 142 or MAT 152 and ENL 101 was allowed as an "industry specific" exception. Motion was made by Swarthout, Valichnac seconded.
- i) The request for a new area of emphasis BUS — Public Administration was approved with the following modifications: Add "r" to ENL 101 title, Use "Core" credits rather than "required" credits, add the total credits for the area of emphasis (48) next to line reading PUBLIC ADMINISTRATION EMPHASIS, make bold the word "Electives"
- j) Two requests were received to modify the current CIS computer graphics area of emphasis. The first request asking for courses to be deleted from the current area of emphasis was unanimously approved on a motion by Swarthout and second by Hobart-Kahler, The second part of the request to replace the newly deleted courses with a different list of courses (both deletions and additions total 18 credits) was passed. Motion by Manthei, second by Kermes.
- k) The request for a new area of emphasis in Web Design for the CIS program was sent back to the originator for clarification and correction.

E Miscellaneous Items

F There will be a May meeting at an as yet unspecified date. It will be conducted via e-mail.

Standards Subcommittee
April 5, 2002
8am, SCC

MINUTES

Members present: Brett Egger
Shirley Eittreim
Shannon Newman
Suzanne O'Hop
Jeanne Swarthout

Guests: Trudy Bender
Bobette Welch (secretary)

1. Information Literacy Standards

Committee has been asked to make a recommendation to ASCC regarding information literacy standards. These standards will be important to our accreditation in the future. Trudy presented a sheet of major topics and a handout from the American Library Association's academic research libraries explaining competency standards for higher education. Adoption of these standards will give all students this information, as opposed to the few students who now receive only some of the information in library orientations through their instructors. Goals are to promote life-long learning and help students learn how to assess and use information (plagiarism, computer/internet operation, issues of copyright, etc.). Standards need to be integrated into many different courses.

Recommendation: NPC needs to implement information literacy standards throughout the curricula and to provide training and support to both full-time and associate faculty. The American Library Association Information Literacy Competency Standards for Higher Education should be put on our website (with link added to any supplementary information sheets).

2. New On-line Issues

- a. Withdrawal policy on internet — Instructor decides (leave policy as is).
- b. Removal of incompletes — Student has one semester to turn in missing work; instructors can change grades years later if petitioned by the student (leave policy as is).

3. New Curriculum Proposals and Modification Cover Sheet, Course Outline (3035)

New forms without complicated formatting, boxes and lines have been finished, but will not be put into use at this time (pending addition of CO's to website).

A new process for CMCS/course outlines is now being used: Editing by English chair, then to VPIC, then to ASCC.

Shirley also wants clarification on what constitutes "Department" approval — does this include only full-time or full-time *and* associate faculty?

Recommendation: ASCC needs to disseminate the new process to faculty by email and paper mail.

4. Concurrent Class Standards

A major concern across the college is the apprehension about what is going on in concurrent (dual enrollment) classes. We need to assess whether concurrent instructors are using the same textbook and requiring the same competencies and outcomes as campus/center classes. We also need to deal with distance and time problems involved in assessing concurrent faculty.

Department chairs need release time to observe and verify standards, including books, outcomes and syllabi.

Deans/chairs needs to interview potential concurrent faculty before scheduling.

Need to educate concurrent faculty regarding family privacy act.

Recommend concurrent instructors attend NPC convocations/division meetings.

Communicate book changes to concurrent instructors.

Possible visits to centers each semester (w/Dean, VP) and have concurrent instructors come to centers to meet.

ASCC
3/22/02
SCC, LC 109

Minutes

1. Roll Call: Mark Vest, Barbara Ballard, Dan Simper, Carl Heilman, Jane Hobart-Kahler, Joan Valichnac, Brenda Manthei, Brett Egger, Heidi Fulcher, Shirley Eittreim, Jeanne Swarthout, Cindy Hildebrand, Chuck Kermes, Beulah Bob-Pennypacker, Bobette Welch (secretary). Guests: John Darst, Chris Hostetter.

2. Committee Reports — None.

3. Action Items

a) Committee went through the packet phase by phase.

- Intro — Eittreim stated that an online course takes more than 2-3 times the amount of time as a stand-alone course.
- Phase III — Instructors teaching online now may be grandfathered in but may still want to take the required courses to get new ADA and any other new information.
- Payment compensation Form — Needs to have information added re: what for, how much, etc., in order to pay developer for specific services.
- Internet Course Development Proposal Form — Keep textbook information on form (must use WebCT text and approval committee will need to know this information).

The rest of the discussion focused on the intellectual property rights. Heilman explained this is an on-going project and that the specific agreement will be finalized in the next few months.

b) Gen Ed Requirements: Catalog language vs. audit language. Vest was asked to develop a general statement to insert in the AAS degree descriptions concerning completion of the Discipline Studies General Education requirements. We have been ignoring the rule from our catalog which states that no more than 4 credits of the 7 credits of Discipline Studies may be selected from any one of the three functional areas. Because students in outlying areas cannot take a required lab science course, they are currently being told they may take a total of 9 credits (3 courses) from Arts & Humanities and Social & Behavioral (not more than 6 credits from any one of the two categories). Manthei acknowledged this problem and said it probably would not change in the near future because of the difficulty of offering lab science classes at outlying centers. Vest will contact other AZ colleges to see how they handle this situation.

4. Curriculum Items

a) The request for addition of a program in Therapeutic Massage was unanimously approved by voice vote on a motion by Swarthout, second by Fulcher, contingent on the following revisions:

- 1) In the AAS, move EMT 101 into the Major Area of Emphasis; change total to 33 cr.

- 2) In the AAS, change "MAT 103" to "MAT 109/112 or MAT 121"; change General Education Requirements to 24-26 cr.
 - 3) In the CAS, change "MAT 103" to "MAT 109/112 or MAT 121"; change total to 48-50 cr. (because BIO 181 and CHM 130 are prerequisites to BIO 201).
 - 4) Eliminate the Certificate of Proficiency.
- b) Six new Therapeutic Massage (TMP) courses were unanimously approved by voice vote on a motion by Simper, second by Swarthout, contingent on the following revisions:
- 1) For TMP 101, change "co-requisite" to "prerequisite/co-requisite" and remove "instructor's permission".
 - 2) For TMP 102 and TMP 202, change "co-requisite" to "prerequisite/co-requisite."
- c) The request for removal of Novell Network Technician program and courses from the catalog was tabled; need specific list of courses to be deleted. The request for addition of Cisco Network Technician specialization under Computer Technology was tabled; need course titles corrected and corrected list of program electives. The request for addition of 16 new Cisco-based CTP courses was unanimously approved by voice vote on a motion by Manthei, second by Swarthout, contingent on the following revisions:
- 1) Remove "Cisco" from the CTP 271 title.
- d) A request to add new course CIS 106, Computer Literacy, was unanimously approved by voice vote on a motion by Ballard, second by Valichnac.
- e) The request for an AAS, a COP and 6 new courses in Parks & Recreation Management was unanimously approved by voice vote on a motion by Simper, second by Eittreim, contingent on the following revisions:
- 1) Add "• 64 cr." after "Associate of Applied Science Degree".
 - 2) Sentence under Program Electives should read: ". . . must select 21 unduplicated credits . . ."
 - 3) Change BIO 105 under Program Electives to 4 cr.
 - 4) Under the COP, sentence should read ". . . plus 9 elective credits from . . ."
- f) A request to make a major catalog description change and a change in lecture/lab hours for NUR 218 was unanimously approved by voice vote on a motion by Swarthout, second by Fulcher.
- g) A request for a COP in Power Plant Fundamentals was unanimously approved by voice vote on a motion by Swarthout, second by Eittreim.
- h) A request for an AAS in Power Plant Fundamentals was unanimously approved by voice vote on a motion by Swarthout, second by Manthei, contingent on the following revisions:
- 1) Title should be "AAS in Power Plan Fundamentals" instead of specialization area under Industrial Technology.
 - 2) Add "• 65 cr." after "Associate of Applied Science Degree."
 - 3) "INDUSTRIAL TECHNOLOGY — COMMON CORE — 15 CR." should be changed "CORE • 39 CR."
 - 4) Remove sentence after "CORE • 39 CR."

- 5) Remove "AREAS OF SPECIALIZATION" and sentence following it.
 - 6) Remove "POWER PLANT MAINTENANCE MECHANIC — 3 CR." and line after it. (Combine the 7 ITP courses into one list.)
 - 7) Change "ELECTIVE SPECIALIZATION FOR POWER PLAN MECHANIC" to "ELECTIVES • 9 CR."
 - 8) Remove "Total Credit Hours 65 cr."
- i) A request for changes in lecture/lab hours and catalog descriptions for BOC 110, BOC 111, BOC 150 and BOC 151 and changes of title for BOC 150 and BOC 151 (from Residential Wiring I & II to Electrical Level I & II) was unanimously approved by voice vote on a motion by Swarthout, second by Manthei.

6. Miscellaneous

- a) Hildebrand questioned Hostetter on whether the listing of ELC 110 under the COP for PC Technician was correct. Hostetter said it was correct. Hildebrand also asked whether CTP 150 was correctly listed under UNIX Network Technician, because it's not listed under the specialization section. Hostetter will check on this.
 - b) Vest presented the Arizona Curriculum Review and Evaluation System (ACRES) currently being developed by the state articulation office. The purpose of this new system is to achieve the following goals: 1) Standardize curriculum development format statewide to smooth the articulation and transfer process; 2) Provide a faster and more user-friendly system of curriculum review; and 3) Give institutions the benefits of technological advantage without burdening them with maintenance time/effort. Adoption of ACRES is completely voluntary and will cost the college no additional dollars. The state articulation office will maintain the database and system with one NPC person identified to maintain our NPC accounts. The system will be tested in the next 2-3 months, with full implementation goal by this fall.
7. The next ASCC meeting is set for Friday, April 26, at the District Office. It will start 'A hr. after the end of the forum at the CEC. Please send all revisions/recommendations to Rose by Monday, April 1, at 4pm.

STANDARDS SUBCOMMITTEE

Minutes

Friday, December 14, 2001

11:00 am — SCC

Present: Brett Egger, Shirley Eittreim, Barbara Hockabout (ILG Subgroup liaison),
Ron McCummins, Shannon Newman, Jeanne Swarthout, Bobette Welch (secretary)

The main focus of the meeting was to prepare a final recommendation for online courses to go to ASCC.

Recommendations

1. Recommend a technical Internet review committee that is responsible for evaluating technical aspects of a course once it comes out of ASCC.
2. Recommend that courses for online consideration follow the procedure of moving from instructor to department to dean to ASCC and technical Internet review committee.
3. Recommend consistent outcomes/assessments with classroom equivalent, regardless of delivery modality.
4. Recommend yearly review of online course materials by Internet review committee.
5. Recommend that the faculty member build in assessment techniques that provide evidence of meeting course outcomes.
6. Recommend that on-line course design allow for grade and material confidentiality.
7. Recommend that Internet student outcomes are compatible with program assessment.
8. Recommend online pedagogy be incorporated into 3-unit Internet training course for faculty.
9. Recommend that student evaluation form be developed for online courses.
10. Recommend that all online courses have discussion groups, weekly discussion questions or require students to join group discussion a certain number of times during the semester, as content appropriate.
11. Recommend course-imbedded timelines for assignments distributed over the semester so instructors get them back in a timely fashion and are not overloaded with grading at end of semester and assure that students are receiving timely feedback on their progress in course.
12. Highly recommend that online instructors have personal websites.
13. Recommend that online course have some appropriate hyperlinks, if relevant to course content.
14. Recommend that instructor/course developer identify open entry/open exit classes. For 3-credit courses, the Standards committee recommends no open exit. In 3-credit courses, open entry must be identified by the instructor and be appropriate for form and content of course. Standards further recommends the addition of the following to the 3530 form being developed for Internet course development:

Standards Subcommittee

Feb. 1, 2002

SCC — 9:30am

Minutes

Present: Brett Egger
Shirley Eittreim
Suzanne O'Hop
Jeanne Swarthout
Bobette Welch (secretary)

I. Recommendations for Online Courses

After our recommendation to ASCC regarding what kinds of courses should not be done online, it is recommended that the last three items on the list (lab science, human sexuality and 1 communications) be combined into the following sentence:

4

"Appropriate course content should be approved by the dean with the department chair."

II. Revisions to Current 3035 (Course Outline) Form

Rose Kreher submitted a request for changes to the course outline form and the Curriculum Proposals and Modifications Cover Sheet. She asked that the committee approve the removal of specific textbook information from the form. She cited the fact that Liberal Arts is the only division to send in new textbook edition information. She then has to make 19 copies to send out to various people.

She also requested that we eliminate the boxes, shaded headings, and other "graphics" which will not translate well to database/online format for presentation on the web.

She also relayed a request from Dan Simper that the minimum number of faculty contact hours be included in the form.

Recommendations: Take specific textbook information off the Course Outline form and in its place, insert the following lines:

"Must use textbook approved by the Division Dean. Textbook information available on website."

Take New Textbook off the Curriculum Proposals and Modifications Cover Sheet.

Eliminate boxes, shadings and graphics from Course Outline form to lay groundwork for putting course outlines on website.

Do not see including number of contact hours as a 3035 issue, but will reconsider issue if there is a demonstrated need.

2/15/02

Academic Standards & Curriculum Committee (ASCC)
Friday, January 25, 2002, 1:30 PM
Little Colorado Campus, Learning Center 112

Meeting Minutes

1) Roll Call -- members present: Betty Crossman, Barbara Hockabout, Chris Hostetter, Chuck Kermes, Joan Valichnac, Jane Hobart-Kahler, Barbara Ballard, Brett Egger, Mark Vest, Brenda Manthei, Floyd Bushman, Carl Heilman, Jeanne Swarthout, Dan Simper, Janet Hunter, Rose Kreher (secretary) and Guests: Tom Nagle, John Darst

2) Reports

i) Jeanne Swarthout distributed minutes of the Standards Sub-Committee meeting held on 12/14/01. They contained 17 recommendations to the ASCC in connection with developing NPC's online courses program.

These will be action items at the next meeting

ii) Mark Vest gave a brief Placement Committee report, and asked the ASCC members what should be Placement Committee "goals" for the coming year.

(a) The committee indicated cut scores and COMPASS testing implementation were major considerations.

iii) Chuck Kermes said CASAA would meet in mid-February with a focus on how to handle the student academic achievement reports that are due from faculty on April 5.

(a) He will prepare a condensed report from this information for the Institutional Effectiveness Report.

iv) No report from ITAG (no meetings).

v) Brenda Manthei updated the committee on progress of construction of the testing facilities in the campus learning centers (not PDC).

3) Action Items

i) Minutes from Nov. 30 from the November 30 meeting were unanimously approved (motion by Swarthout, second by Bushman).

ii) ASSET minimums for EMT 102 will be adjusted to meet U.S. standards (42) as compared with the state standard of 41. (No vote necessary).

iii) A change of LAS 110 from prerequisite to co-requisite status was approved (motion by Valichnac, second by Ballard).

- iv) Recommendations previously submitted by the Standards Sub-committee were voted upon:
 - (a) No. 1 — Word change for next catalogue and schedules to prevent students from qualifying for three degrees at the price of one. Modification offered to the recommendation to add the words "offered by NPC...." Motion to accept the recommendation with the modification made by Vest, second by Manthei. Passed unanimously.
 - (b) No. 2 — Recommendations on sharing of student evaluations with faculty members was passed as submitted (motion by Manthei, second by Vest).
 - (c) No 3 — Recommendations on student evaluations and small class size (5 or less) was changed in part 'a' to read, "all classes will be considered for evaluation." Motion to incorporate the change and pass the recommendations was made by Simper, seconded by Vest. Recommendation passed unanimously.
 - (d) ASCC members felt more input was needed on recommendations five and six before taking action. Recommendation seven regarding Compass testing is already in place, and requires no action.

4) Curriculum Items

- i) The deletion of NUR 101 Basic Skills was approved on a motion made by Swarthout, seconded by Hockabout.
- ii) A new Nursing Program prerequisite requiring applicants to the nursing program to be current Certified Nursing Assistants (CNAs) was passed on a motion by Simper, second by Swarthout.
- iii) A new two-credit course, NUR 117 Pharmacology, was approved by the committee on a motion by Swarthout with a second by Manthei
- iv) Other changes requested by nursing director Ballard regarding catalog language were considered editorial in nature, not requiring action by the committee.
- v) With a few minor editorial changes and the addition of language on required placement scores, the committee approved a new program, **Tribal Court Advocacy (TCA)**. The motion to accept, contingent on the minor revisions, was made by Kermes and seconded by Manthei.

5) Miscellaneous

- i) Discussion on adoption of a new program, Public Administration, and new courses in Computer Technology will be addressed by the ASCC at the next meeting.
- ii) Mark Vest will develop standard language to use for "other general education courses (7 credits)" purposes specifying which courses are accepted.

6) Next Meeting is set for Friday, February 22, at WMC, 1:30 in Aspen Center 111.

Academic Standards & Curriculum Committee (ASCC)
Friday, November 30, 2001
Community Education Center, 9:30 AM

Minutes

Attendees: Brett Egger, Jeanne Swarthout, Rose Kreher (sect'y), Carl Heilman, Dan Simper, Floyd Bushman, Barbara Ballard, Mark Vest, Chuck Kermes, Trudy Bender, Beulah Bob-Pennypacker, Betty Crossman, Joan Valichnac, Jane Hobart-Kahler, Brenda Manthei, Heidi Fulcher, Suzanne O'Hop. Guests: John Jaeger, Mark Engle, Ron McCummins

A. Action Items:

1. Approve minutes of May 11, 2001
2. Approve minutes of September 28, 2001

*Motion made by Swarthout to approve both sets of minutes. Hobart-Kahler seconded. Unanimous vote to accept.

B. Catalog/Records & Registration change

1. 199/099 designations
*Assistant registrar Betty Crossman presented a memo outlining the forthcoming change in designations of 199s to 099s for personal interest courses. The "S" designation, a paperwork shortcut for Community Services and Business & Industry Training courses, will be retained. No action required by the committee.

C. Curriculum Items

1. MAT 189, 211, 221 (Vest)
Academic Advising Coordinator Mark Vest proposed that NPC determine "cut scores" for the college algebra portion of our ASSET tests determining eligibility for the above named courses. Based on recommendations from Gary Mack, Math Dept. Chair, and the Placement Committee the scores of 46+ for MAT 211 and MAT 221, and 40+ for MAT 189 were offered. For scores below 40, the student will need to take ASSET intermediate algebra test.
*Manthei motioned for the adoption of the cut scores as presented. Swarthout seconded. Motion passed unanimously.
2. WLD 156 AWS Level I Certification Preparation — new course (Kermes)
WLD 157 AWS Level I Certification (Entry Level Welder) -- new course
*Manthei made the motion to adopt the two courses with revisions: (load factors to be added, catalog description to be rewritten, textbook information completed, transferability of courses to be indicated. Fulcher made the second. Motion passed unanimously.

the retention of ASSET for certain circumstances. (Action on these items will be taken at subsequent meetings.)

5. Advisement report (Vest)

a. ASSET cut scores (dealt with earlier)

b. COMPASS placements

No consistency in waiving placement-testing policies. In light of adoption of new placement test, COMPASS, would be a good time to standardize the policies. Issue will go to the Placement and the Standards committees before coming before ASCC.

c. Academic Curriculum Review and Evaluation System (ACRES)

Vest briefly outlined new online submittal system for articulation courses. He will give demonstration of ACRES at a later date.

6. Miscellaneous

a. Course outlines should be sent to Dr. Suzanne O'Hop for proofreading before they are submitted to ASCC.

b. The instructional department calendar notes the next ASCC meeting will be in the afternoon, Friday, January 25, at Little Colorado Campus (LC 112). The All-College Forum is scheduled at LCC that morning.



MEMO

November 30, 2001

TO: Academic Standards & Curriculum Committee

FROM: Betty Crossman, Assistant Registrar

SUBJECT: Changing 199S Courses to 099S and/or Removing the "S"

I discussed changing 199S Courses to 099S and/or Removing the "S" from the course with Cindy Hildebrand. She gave me the background for courses with a "S".

The "S" designation was designed for customer service for the students and was a registration paperwork shortcut. New students only taking an "S" class did not have to fill out any other paperwork (admissions, etc.) during registration and did not have to have an advisor sign off on their registration form. If we remove the "S" we will require additional paperwork from these students.

The 099 and 199 designation classes are considered workshop classes and do not need to go through this committee until they are being changed to a permanent number.

The "S" is an identifier for the Business and Industry and Community Services Departments and have special tuition codes that reports can be run from. Removal of the "S" would affect Anne Abbey, Peggy Belknap and Mark Engle.

We have made the changes for the activity classes from 199S to 099S per Carl's recommendation. However, we have not removed the "S" designation.

I recommend that we do not remove the "S" for the reason above.



**Northland Pioneer College
Two Year Cycle of Assessment**

1
Develops Assessment
Tools
(Year 1: Spring 2001) e

2
Department
Administers Tools To
Students
(Fall 2001) \kwl

7
Evaluates/Revises
Tool
(Spring

3
Department Evaluates
Student Work (Tools)^k
(Spring 2002)
„94-^r
0,4 a

6
Department Implements
Results/Curricular Change
(Fall 2002)

4
Department Analyzes
Results, Improves
and/or Modifies
Curriculum as Needed
(Spring 2002)

5
Department Shares Results
With Faculty/Associate Faculty
and Staff via Departmental
memos/reports/meetings
(Spring/Fall 2002)
Report Due April 5, 2002

CA&AEL- K_{eqPLA}

Clarifications for Cycle of Assessment

Fall 2000 Spring 2001 Step 1
YEAR 1 Fall 2001 Spring 2002 Steps 2, 3, 4, 5
YEAR 2 Fall 2002 Spring 2003 Steps 5, 6, 7
YEAR 3 Fall 2003 Spring 2004 Steps 2, 3, 4, 5
YEAR 4 Fall 2004 Spring 2004 Steps 5, 6, 7

ACADEMIC STANDARDS SUB-COMMITTEE

Purpose: Serve as a Standards Sub-Committee of the Academic Standards and Curriculum Committee to recommend high standards of performance for both teaching and learning.

Composition of the Committee: One faculty member from each of the five instructional divisions of Liberal Arts, Science and Mathematics, Business and Technologies, Nursing, and Developmental Education; one representative of Committee on the Assessment of Student Academic Achievement (CASAA); and one instructional Division Dean.

Selection and Tenure of Committee Members:

Division Dean - appointed by the Vice President for Instructional Services - 2-year term

Faculty members - selected by the faculty of the division they represent - 2-year term

CASAA representative - selected by the CASAA committee - 2-year term

Initially, two faculty positions and the CASAA representative will serve one-year terms (to be determined by lot). Thereafter, these positions will be two-year terms. To ensure continuity of the committee functioning, terms will be staggered.

Each individual occupying a two-year term position can serve no more than four consecutive years.

Committee Chair: The chair will be selected by the committee for a term of one year, serving as Chair no more than two consecutive years. It is not mandatory that the Chair be the primary contact to ASCC.

The Division Dean member of the committee will call the initial meeting of this committee.

Committee Reporting: The Standards Sub-Committee shall be a standing agenda item of ASCC. Requests for Standards Sub-Committee review will be itemized. Recommendations of the Standards Sub-Committee will be presented.

Committee Process:

- Any NPC faculty or staff member, committee, or student may generate standards issues.
- Requests for consideration by the Standards Sub-Committee shall be submitted to the Vice President for Instructional Services using a revised "Curriculum Proposals and Modifications Cover Sheet" form.
- The request will be noted on the ASCC agenda and forwarded to the Chair of the Standards Sub-Committee.
- The Chair is responsible for calling meetings of the Standards Sub-Committee.
- The Standards Sub-Committee will review all issues submitted, determine the information to be collected and resource individuals to invite for participation in the specific issue discussion.
- The Standards Sub-Committee will present a proposal to ASCC for each issue reviewed.