

Curriculum Committee Meeting
04/28/06
Silver Creek Campus, LC 111
1-3

Minutes

- 1) In attendance: Scott Burt (guest), Donna Ashcraft, Peggy Belknap, Cyndi Hutton, Lois Coltrin, Brenda Manthei, Eric Henderson, Dick Heimann, Orina Hodgson, Penny Fairman, Doug Seely, Tom Nagle, Heidi Fulcher, Cindy Hildebrand, Dan Simper, Rose Kreher, sect'y.
- 2) Committee/general reports
 - a) Assessment Committee: Fulcher reported that the Committee has summarized Dialog Day reports and discussed the process. Dialog Day participants enjoyed the Dialog Day large group discussion and suggested that department reports also be shared in the large group rather than smaller breakouts. This would facilitate wider sharing of data and assessment techniques. The Committee concluded that there are too many departments to report in one Dialog Day, but suggests that departments divided into two groups with staggered reporting cycles, so that each year half the departments would be in reporting mode. The Committee will send out feedback to those who submitted materials for Dialog Day, and there will be 'feedback' as well for those who did not.
 - b) IGC: Henderson reported that ENL 102 and LIB 108 were vetted and approved by the committee and may be taught online beginning fall semester.
 - c) ILG – no report
 - d) Standards Committee: Manthei said the committee had revised procedure 3105, A, B, & C about C.L.E.P., it will go to the President's Council for further review. The committee completed a survey of self-study models for HLC accreditation.
 - e) Other: None
- 3) Action Items
 - a) Minutes of February 24, 2006 were unanimously approved on a motion by Belknap, second by Seely.
- 4) Discussion Items: None
- 5) Curriculum Items:
 - a) ART 231 Art in the Elementary School, a new course, was unanimously approved on a motion by Belknap, second by Nagle.
 - b) EDU 282 Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods, new course, was approved on a motion by Belknap, second by Seely.
 - i) Because of the course title length, it will be entered in the Zorba/Jenzibar/Jehosaphat system as "SEI and ESL Teaching Methods."

Revised

- c) A request to change the prerequisite of FRS 140 Fire Service Report Writing to “satisfactory placement” from ENL 101 was approved on a motion by Fairman, second by Ashcraft.
 - i) The base placement scores are writing/reading Asset range 42+ 42+ and Compass range 71+ 82+
 - ii) Implementation date is Fall 2007
 - d) The deletion of HES 101 Health Career Preparedness was unanimously approved on a motion by Simper, second by Belknap.
 - e) HES 102 Health Career Occupations, a new course, was unanimously approved on a motion by Simper, second by Belknap.
 - f) SPT 155 History of Television, a new course, was unanimously approved on a motion by Belknap, second by Fairman.
 - g) A request to change the title of ITP 268 from “Power Principles V” to “Programmable Logic” was approved on a motion by Simper, second by Fairman contingent on revising the course description
 - i) A request to change the prerequisites for ITP 268 was withdrawn.
- 6) Next meeting:
- a) September 29, 2006, details TBA

Curriculum Committee Meeting

02/24/06

District Office

9:30-11:30

Minutes

- 1) Attendees: Mark Vest, Dan Simper, Cynthia Hutton, Shannon Newman, Peggy Belknap, Donna Ashcraft, Cindy Hildebrand, Doug Seely, Trudy Bender, Lois Coltrin, Heidi Fulcher, Tom Nagle, Orina Hodgson, Eric Henderson, Penny Fairman, Rose Kreher, sect'y, Scott Burt (guest), Kenny Keith (guest)
- 2) Committee/general reports
 - a) Assessment – no report
 - b) IGC -- no report
 - c) ILG -- no report
 - d) Standards Committee -- no report
 - e) Other: Eric Henderson reported he will be meeting with Dr. Passer in the coming week to discuss the proposal submitted to the Committee on Procedures on shared governance.
- 3) Action Items
 - a) Minutes of December 02, 2005 and January 27, 2006 Curriculum Committee meetings were approved on a motion by Simper, second by Henderson.
- 4) Discussion Items (none submitted)
- 5) Curriculum Items:
 - a) The request to delete the prerequisite for FRS 140 was withdrawn
 - b) Deletion of all prerequisites for CIS courses 107, 108, 167, 168, and 183 was approved on a motion by Henderson, second by Vest. Prerequisites for CIS 187, 190, 213 were changed to read "CIS 186 or instructor permission." Motion was made by Vest, second by Henderson.
 - c) The request to approve a new course, ITP 268 Power Principles V was approved contingent on a change in the course description. Motion to approve was made by Simper, second by Henderson.
- 6) Next meeting:
 - a) The Curriculum Committee is scheduled to meet Friday, March 24, 9:30 to 11:30. It will be at the District Office.

Curriculum Committee
January 27, 2006
Silver Creek Campus, 9:30 AM

PRINT
HAVE REVIEWED
SEND OUT
E-MINUTE FROM
12-04

Minutes

Attendees: Heidi Fulcher, Lois Coltrin, Cindy Hildebrand, Shannon Newman, Penny Fairman, Tom Nagle, Dan Simper, Donna Aschcraft, Cyndi Hutton, Brenda Manthei, Orina Hodgson, Eric Henderson, Doug Seely, Gregory Roberts, Jeanne Swarthout, Mark Vest, Peggy Belknap, Rose Kreher, sect'y

1) Committee Reports

- a) Brenda Manthei reviewed *Standards Committee* activities which included a survey of other college testing centers as well as National Standards for testing centers. Based on these, the Committee is developing recommendations that to forward to????Standards also discussed a best practices teaching blog that would offer instructional advice from NPC instructors as well as links to recommended sites.
- b) The group also made a recommendation on a Liberal Arts issue (unspecified) and sent it to Dr. Henderson
- c) Eric Henderson reported that the *Internet Guidance Committee* approved a Library Media Technology online course at its last meeting. The committee then discussed revamping the online course development procedures, compensation, review, etc. To this end, the committee asked the Vice President for Learning to appoint an *ad hoc* committee to do review and make recommendations.
 - i) All faculty with an interest in these procedures should send any comments or suggestions to the IGC or any of the members of the subcommittee who are: Peggy Belknap, Ben Schoening (co-chairs), Mark Vest, Rose Kreher, Bobette Welch, Tom Nagle, John Deaton, Pat Canary, John Chapin and Eric Henderson.
- d) Heidi Fulcher reported on the *Assessment Committee*. At their last meeting they had two guests who will be going to the Higher Learning Commission workshop on Assessment that will be meeting in Lisle, Illinois in February. The committee urged the workshop reps to bring back lots of new ideas.
 - i) The Committee is preparing for Reading Day (March 3) and Dialog Day (April 14). They are reviewing the assessment handbook and schedule, and coming up with recommendations for revisions and updates.

- e) .Jeanne Swarthout reported that NAVIT and Carl Perkins funds might be merged to create a full time Carl Perkins grant manager position. This person would report to Tom Nagle. Jeanne will revise and re-post the job description.

2) Action Items

- a) Approval of minutes was postponed until the next meeting.

3) Curriculum Items (none were submitted)

4) Discussion Items

- a) Registrar, Dan Simper, presented a draft of the Academic calendar for 2006-07.
 - (a) The calendar reflects a move back to the previous 17-week schedule.
 - (b) Dan will electronically post the calendar for review and comment.
 - 1. n.b., the calendar does not contain any personnel or registration items.
 - ii) On a motion by Mark Vest, second from Peggy Belknap, the committee members vote to approve that calendar draft be sent out for final comment and review before being submitted to the District Governing Board.
 - iii) However, after discussion it was decided to delete a mention of Internet course cut day and simply use the term FTSE day. (The Internet course registration cut off day needs to be considered by the Instructional Leaders group before it can be changed.)
 - iv) Belknap made the amended motion was adopted; Vest seconded; the committee approved.

- 5) **Next meeting** will be Friday, February 24, at the District Office, 9:30 am. The meeting adjourned on a motion by Fulcher, second by Seely.

Curriculum Committee Meeting
12/02/05
District Office
1:30-3:30

Minutes

- 1) Attendees: Tom Nagle, Cindy Hildebrand, Trudy Bender, Joseph Young, Brenda Manthei, Dick Heimann, Eric Henderson, Penny Fairman, Doug Seely, Orina Hodgson, Gregory Roberts, Jeanne Swarthout, Dan Simper, Peggy Belknap, Heidi Fulcher, Pat Canary, guest; Rose Kreher, sect'y
- 2) Committee/general reports
 - a) Assessment Committee – No report
 - b) IGC – Eric Henderson reported that the committee is working on the adoption of a new process for online course development, evaluation, review. The approved the intellectual property agreement and have had their first signatories; will meet again on Dec. 9 to evaluate and review courses submitted this past month.
 - c) ILG – Henderson also reported on the ILG meeting (Jeanne had another commitment). The program chairs and coordinators discussed the new shared governance procedures that are being developed. The ILG recommended the package to move forward to the presidential procedures committee for further discussion; resolved some issues dealing with Testing centers and testing outside of classes. All agreed that notice about a requirement of testing outside of class time be included in the syllabus to give the student the option of taking the course or not. Bathroom breaks will be allowed during testing periods.
 - d) Standards Committee – Brenda Manthei reported that the committee has finalized its mission statement which reads: “To maintain academic integrity through a review of processes and recommendation to assure quality of teaching and learning.”
- 3) Action Items
 - a) Minutes of October 28, 2005 Curriculum Committee meeting were unanimously approved on a motion by Belknap, second by Roberts.
- 4) Discussion Items
 - a) Gregory Roberts presented a brief discussion about the new diversity requirement from NAU. Courses that have not previously been articulated, must be submitted for review both electronically and in hard copy. Go to NAU website (www.nau.edu), hit ‘d’ in the Index, go to Diversity Requirements, scroll down the page to the link defining the requirements.
 - i) Henderson will check on submission requirements while attending the GEATF in the coming week
 - b) Roberts then presented an AzCAS training/review. This training will be done for faculty prior to the January 6 division meetings. For information, link to: <http://az.transfer.org/cas/faculty/>.

DRAFT

5) Curriculum Items:

- a) BIO 105 Environmental Biology (revised course) was approved on a motion by Belknap, second by Young. Dean and instructor need see if this course qualifies as a "science lab course" at the universities, begin AGECEC process and send revised degrees forward to the Curriculum Committee.
- b) HUS 251 Developing a Culture of Care, a new course, was approved on a motion by Fulcher, second by Belknap, contingent on re-formatting headings and re-doing grammar in outcomes, topics.
- c) HUS 254 Creating a Positive Environment & HUS 255 Becoming a Supervisor: Deletion was approved contingent on changing implementation date to Fall 2006. Motion was made by Seely, second by Heimann.
- d) Noting the implementation date change in the deletions, the HUS Residential Child/Youth Care Assistant program was modified, on a motion by Fulcher, second by Belknap.
- e) Issued connected to approval of a new course, PHO 201 Intermediate Digital Photography, were resolved. The course was approved on a motion by Belknap, second by Nagle.

6) Next meeting:

- a) The Curriculum Committee is scheduled to meet Friday, January 27, at Silver Creek, 9:30 to 11:30, SNC 116.

ACADEMIC STANDARDS

Minutes Friday, November 18, 2005 Video 2, 10:40am-11:16am

Present: Brenda Manthei (Chair), Dianne Samarin, Randy Porch, Andrew Hassard, Jan Kraai, and Debra Redsteer (secretary)

1. **The meeting called to order** at 10:40 am in Video 2.

Draft-October 21, 2005, Meeting Minutes, – A motion was made by Andrew to approve the minutes. Jan seconded the motion. Brenda will submit 10/21/05 minutes to NPC website.

2. **Old Business: Mission of ASC**

“To maintain academic integrity through a review of processes and recommendation to assure quality of teaching and learning.”

ASC Mission Statement was drafted and will be sent to committee members via e-mail for contemplation. The Chair requested a response by Tuesday, November 22, 2005, so she can present to VPIC on the 23rd.

3. **a)Other Business: Student Senate**

Randy, representing Faculty Association, requested ASC be an open meeting so a representative from the Student Senate could attend and enter discussions. Randy requested an addition to ASC agenda for “Student Input.” Having a representative from Student Senate (as a guest at ASC) complies with “shared governance.”

Andrew moved to include “student input” on ASC agenda and to include student government representative. Dianne seconded the motion.

Motion passed unanimously. Randy will report ASC decision to Faculty Association.

b) Curriculum Committee (CC)

Randy asked what is ASC’s role with CC? Brenda explained that ASC does not report to the CC, but will give an ASC report to CC. CC can bring concerns/issues to ASC.

c) IP for GLG Lab portion

Randy conveyed concerns about IP grade for GLG Lab portion on unofficial transcripts.

- When students take their unofficial transcripts to a university, an IP grade is not good.
- IP on unofficial transcripts affects the image of NPC, not good PR with universities.
- The IP on unofficial transcripts affects student scholarships.
- Maybe the IP should not be printed on unofficial transcripts for Science labs. (Old adage, “No news is good news.”) Brenda will confer with Cyndi Hildebrand regarding Randy’s IP concerns. (Cynthia Hildebrand is investigating how to not have the lab section IP not printed on the unofficial transcripts.)

4. New Business

- Academic Honesty
- Testing Center Standards from Higher Learning Commission
- Identifying Best Practices in Teaching

New business tabled until next meeting.

5. Next Meeting – The Standards Committee meets every 3rd Friday of the month in Video 2, from 10:15-11:20. The next meeting will be on January 20, 2006.

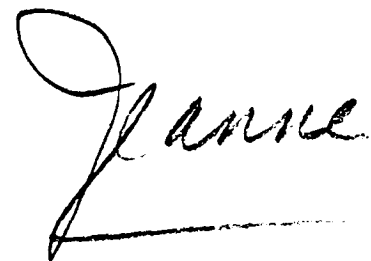
Meeting adjourned at 11:16 am.

Academic Standards Committee
(asc05-06@npc.edu)

Andrew Hassard (LA)	Brenda Manthei, Chair	Debra Redsteer, Sec
Randy Porch (SCMA)	Michael Pahl (BusTech)	Jan Kraai (TLC)
Dianne Samarin (NUR)	Comm Svs Rep (pending)	

DRAFT

**Curriculum Committee Meeting
10/28/05
White Mountain Campus
1:00-3:00**



Minutes

- 1) Attendees: Joe Young, Penny Fairman, Heidi Fulcher, Shannon Newman, Cindy Hildebrand, Trudy Bender, Doug Seely, Tom Nagle, Brenda Manthei, Cynthia Hutton, Orina Hodgson, Eric Henderson, Mark Vest, Jeanne Swarthout, Rose Kreher, sect'y
- 2) Committee/general reports
 - a) Assessment committee did not meet
 - b) IGC adopted Intellectual property agreement, undertook one course evaluation
 - c) ILG held discussions on audio enhancements, advisory committees for dual enrollment, the new enrollment management committee, assessment issues and certification documentation
 - d) Standards Committee finalized the committee mission statement
 - e) Other
- 3) Action Items
 - a) Minutes of September 30, 2005 Curriculum Committee meeting were approved with the correction of item 5 e on a motion by Young, second by Vest.
- 4) Discussion Items
 - a) None submitted in advance; none submitted from the floor
- 5) Curriculum Items:
 - a) GEO 111 was added to the list of courses which satisfy the general education requirements in the Physical/Biological Sciences area. On a motion by Fairman, second by Nagle, eleven members approved. There were two abstentions.
 - b) On a motion by Fulcher, second by Henderson, a change in the nursing program that reflected the addition of NUR 219 as a required course was approved.
 - c) Swarthout invoked the three strike rule, and tabled the request for the addition of a new course: PHO 201: Intermediate Digital Photography.
- 6) Next meeting: The Curriculum Committee is scheduled to meet Friday, December 2, at the DO from 1 to 3.

ACADEMIC STANDARDS

Minutes Friday, October 21, 2005 Video 2, 10:30am-11:28am

Present: Brenda Manthei (Chair), Dana Jolley, Dianne Samarin, Michael Pahl (checked in briefly at SCC), Andrew Hassard, Jan Kraai, and Debra Redsteer (secretary)

1. **The meeting called to order** at 10:15 am in Video 2.

Draft of Minutes of Meeting, September 16, 2005 – A motion was made by Andrew to approve the minutes. Jan seconded the motion. Brenda will submit the minutes from 9/16/05 meeting to be posted to the info web.

2. a) **Membership Rotation.**

Michael Pahl was unable to participate. The committee will discuss via e-mail or at the next meeting.

b) **Mission of ASC**

Procedure 2125:

ACADEMIC STANDARDS COMMITTEE

Purpose: To assure the academic integrity of the college; to set standards of performance for both teaching and learning; to review and recommend changes in existing academic policies and procedures; to recommend new policies and procedures; to make recommendations to the President pertaining to academic matters. Reports to Vice President for Learning.

Membership: Tenure rotating two and three year terms. Chair will be elected at first meeting.

One Dean/Director (calls first meeting)

One faculty representative from Math/Science Division

One faculty representative from Business/Technology Division

One faculty representative from Developmental Services Division

One faculty representative from Liberal Arts Division

Dean of Nursing or Nursing faculty representative

Members referred to the "Mission Statement Worksheet", supplied by the Chair, to discuss each point on the worksheet.

1) Who are we? The members discussed the Role of ASC/who is ASC? and made statements such as:

- ASC is an integral part of shared governance of college.
- ASC makes recommendations to the VPL.
- Creating quality learning and cultural opportunities
- Acculturates what's important with our thinking.
- ASC has important role to play in college.
- ASC makes recommendations for change to VPL who takes to President.
- ASC maintains close contact with VPL, stress important charge
- ASC is a compilation of FAC from various departments and divisions
- Recommends procedures that FAC/Students adhere to, to regulate academic conduct
- Committee that stands alone, anyone (community) can bring concerns to ASC

2) What are the basic educational, social and political needs we fill or address?

- Maintain academic integrity
- Guarantee that when a student leaves this institution that degree is worth something, has value, substance.
- Consistent with universal, expected, accepted, standards.

- 3) What is it that we do to fill those needs or to solve those problems?
 - Refer to procedure and #2.
 - Recommend policy that would affect change to align us with universal and accepted standards and to be consistent.
 - ASC will conduct research to supply data.

- 4) How do we respond to our major stakeholders? (Stakeholders are those who are affected by, or provide resources for, our activities.)
 - Stakeholders are: NPC Community, students, NPC FAC, Staff, etc.
 - Employers,
 - Taxpayers,
 - State? Yes.
 - Government and accreditation agencies.

- 5) What is our philosophy and what are our core values?
 - Equivalent and consistent with other community colleges.
 - ASC value consistencies. Periodic review of Policy, Research, Analysis, and Reporting of data.
 - Transferability.
 - Competency.
 - Academic Integrity, set standard for integrity, creates definition to develop those quantifiers. Own up to mistakes, doing the right thing even when no one is looking.
 - Responsibility and accountability. (Being part of the solution.)
 - Students are successful when they sit for an exam, state exam, and national certification.
 - Success of transfer student from two year program.
 - Student is successful in next sequential course when they transfer.
 - Demonstrate proper rigor to insure standards are met.

- 6) What makes us distinctive or unique?
 - We care.
 - We cover a lot of distance/travel.
 - We are a group of people who put in the extra effort.
 - We provide services in remote and rural areas.

3. New Business – The Higher Learning Commission will hold their annual conference, March 31-April 4, 2006, in Chicago, IL. The Chair asked members to check with their Deans for permission to attend this conference. Jan will be attending with Heidi. Dianne will check with Penny.

4. Next Meeting – The Standards Committee meets every 3rd Friday of the month in Video 2, from 10:15-11:20. The next meeting will be on November 18th, however the committee will meet on Friday, November 4th at noon at Romo’s restaurant, in Holbrook, (the Chair is buying lunch), to bring ideas together regarding the ASC mission statement.

Meeting adjourned at 11:35 am.

Academic Standards Committee		
(group e-mail pending)		
Andrew Hassard (LA)	Brenda Manthei, Chair	Debra Redsteer, Sec
Randy Porch (SCMA)	Michael Pahl (BusTech)	Jan Kraai (TLC)
Dianne Samarin (NUR)	Comm Svs Rep (pending)	

Curriculum Committee Meeting
09/30/05
District Office
9:30 – 11:30

Minutes

- 1) Attendance: Cyndi Hutton, Lois Coltrin, Brenda Manthei, Benjamin Schoening, Dick Heimann, Eric Henderson, Mark Vest, Doug Seely, Peggy Belknap, Cindy Hildebrand, Penny Fairman, Shannon Newman, Heidi Fulcher, Jeanne Swarthout, Joe Young, Gregory Roberts, Orina Hodgson, Tom Nagle, Trudy Bender, Rose Kreher, Sect'y.
- 2) Committee/general reports
 - a) Eric Henderson said that the Assessment committee has meet; this is the year to review data that was collected in the past year; departments have been contacted about developing goals and objectives; the committee is looking for representatives to go to Chicago meetings in February and April for the Higher Learning Conference workshop on assessment (Feb.) and the NCA annual conference in April.
 - b) Henderson also reported for IGC. This committee has come to some accord on an intellectual rights agreement that they will take forward to the faculty association and ILG before making a recommendation to Dr. Passer. The IGC is also working on a way to prioritize courses for development as there are limited funds that will not allow more than 10 courses to come online.
 - c) ILG will meet for the first time on October 7 following the All Faculty Convocation
 - d) Brenda Manthei said that the Standards Committee is discussing the group's mission and defining its role for the upcoming NCA self study.
 - e) Other (none)
- 3) Action Items
 - a) Minutes of April 29, 2005 Curriculum Committee were approved on a motion by Belknap, second by Seely
- 4) Discussion Items
 - a) Dr. Swarthout said that the Committee structure, governance, and membership concerns would be formalized by the next meeting. For now, the committee will go forward with the processes it has used in the past.
 - b) The future delivery method for curriculum items will be the FTP site set up by Doug Seely (<ftp://ccc:ccc@npc.acsbc.net>). Those having trouble accessing it may go instead to the NPC web site and into the Intra web at <http://infoweb.npc.edu/intra/minutes.html>, and then into the Curriculum Committee area where the items will also be posted.
 - c) Other
- 5) Curriculum Items:

Revised 10/21/05

- a) A replacement (corrected) version of the CoP for Community Health Advisor (Manthei) was approved on a motion by Belknap, second by Young.
- b) The request to approve a new, one-credit course, EDU 281 Introduction to Structured English Immersion, was approved on a motion by Newman, second by Seely.
- c) On a motion by Belknap, second by Young, NAT 101 Nursing Assistant, was tabled until a later meeting.
- d) NUR 219 was approved on a motion by Belknap, second by Newman; a change request reflecting new program requirements will be presented at the next meeting.
- e) A change in prerequisites to “satisfactory placement” was approved for TCA courses 100, 110, 120, 130, 140, 145, 160 on a motion by Belknap, second by Roberts.

6) Next meeting: The Curriculum Committee is scheduled to meet Friday, October 28, WMC, AC 111, 1-3.

ACADEMIC STANDARDS

Minutes Friday, September 16, 2005 Video 2, 10:30am-11:28am

Present: Flo Finch, Brenda Manthei (Chair), Michael Pahl, Andrew Hassard, Jan Kraai, and Debra Redsteer (secretary)

1. **The meeting called to order** at 10:30 am in Video 2.
2. **Minutes of Previous Meeting, March 18, 2005** – A motion was made by Andrew to add the word “if” in item 3,
 “*For example, if this is Michael’s first year on ASC, on 2006 he would be off.*”
 The motion was seconded by a committee member.
 Unanimous decision by the committee to post March 18th minutes to the web after the revision has been made. Revised minutes will be posted to NPC Inforweb.
3. **“P” Grades** – “P” grade language was accepted by VPL and has been inserted into the current catalog.
4. **Term of Participation** – The members will serve 3 years. Once a rotation starts, every member’s term would become 3 years. Flo Finch has a conflict and can not serve as the Science and Mathematics representative. Also need new Nursing Division members.
5. **Survey** – Grading Protocol and Late Entry surveys were reviewed by committee members.

Late Entry

Cut day: The members discussed the new cut-day to will allow marginal classes to make. Adjuncts will be paid a stipend to meet the class if the class gets cancelled on cut day. Michael made the motion to support the recommendation, seconded by Andrew. Motion passed to support the recommendation to change the cut day to Thursday of the first week of classes.

Internet classes:

“Self-paced” or “Instructor-paced” notations will be place on all internet courses.

Beginning the Friday, after cut day, all internet instructors must give permission to students entering their classes. Michael made the motion to support the recommendation, seconded by Andrew. The motion passed unanimously and will be taken to VPIC that Standards Committee supports this action.

Grading Protocols:

After discussing the survey results, Flo made the motion to keep the grading protocols for internet courses as currently practiced. The motion was seconded by Andrew. The motion passed to keep grading protocols in place as currently practiced.

Students are issued an “IP” in-progress, grade upon enrollment until the instructor submits a grade. If no grade is submitted, the “IP” changes to “NR” –not reported. Instructors can change grades up until the end of the following semester. Instructors who submit grades via the web can update grades up until the end of the following semester, all other instructors must submit the Change of Grade form.

6. New Business:

“What is the mission of ASC?” “What is quality?” “Is this is issue of Academic Honestly?” “What are HLC testing center standards?”

Members stated that Quality means, “it doesn’t break” and “academic transfers.” “Quality has lasting value to the student.” Members discussed the College’s mission and what is the mission of ASC “Insure quality learning and cultural opportunities.” And should include words like “lasting, practical, necessary, timely, value and/or measurable.” And “Insure that we demonstrate the proper rigor when it comes time to meet standards.” Jan asked for the charge to the committee for background to establishing a mission statement for Standards Committee.

Brenda will send the committee members information on Academic Honesty and the Higher Learning Commission webpage for background for role of Academic Standards Committee.

6. Next Meeting – The Standards Committee meets every 3rd Friday of the month in Video 2, from 10:15-11:20. The next meeting will be on October 21st.

Meeting adjourned at 11:28 am.

Academic Standards Committee		
(group e-mail pending)		
Andrew Hassard	Brenda Manthei, Chair	Debra
Redsteer,		
Flo Finch	Michael Pahl	Secretary
Jan Kraai	NUR Rep	