

Memo from Rose Kreher

To: ASCC members
From: Rose Kreher
CC: Eli Blake, Jane Hobart-Kahler, Janet Hunter, Jim Jacob, Gary Mack
Date: 5/14/2004
Re: Results of the electronic ASCC meeting of 5/10-5/12 2004

Voting Summary

Nine members of the committee voted in the ASCC electronic meeting held May 10-12. This constituted a quorum. Five votes were required to pass or reject.

Item 1 -- Vote to accept or reject the minutes from the April 30, 2004 meeting.

1. The minutes were unanimously approved.

Item 2 -- Vote to accept or reject the recommendations of the Academic Standards Subcommittee, (*n.b.* recommendation No. 3 was withdrawn from consideration):

- There were 3 votes to reject all the recommendations.
- There were 2 votes to accept all the recommendations.
- There were 2 votes to accept all the recommendations except numbers 7 and 8.
- There were 2 votes to accept all the recommendations except numbers 6, 7, 8.
- Therefore: Recommendations 1, 2, 4 and 5 were approved. Recommendations 6, 7, and 8 were rejected.

Item 3 -- Vote to accept or reject the request by Janet Hunter revising required electives for the AIS AAS program (items 3 and 3 a.):

- Motion approved unanimously based on revision of errors (three courses not listed).

Items 4 -- Vote to accept or reject the request by Jim Jacob for a new course: BIO 160 (items 4 and 4.a.)

- There were 4 votes to accept
- There were 3 votes to reject
- There were 2 abstentions.
- Therefore the motion was rejected.

Items 5 – 7 -- Vote to accept or reject submission by Jane Hobart-Kahler for CIS 102, 215, 220, 255 course deletions (**items 5, 6, 7**)

- The vote was unanimous to approve CIS deletions and subsequent program changes in CTP and CT/B. Revisions/corrections to be made were noted.

Item 8 -- Vote to accept or reject changes in requirements and electives in the CIS AAS program (Hobart-Kahler)

- Modifications to the CIS AAS program were approved unanimously.
(Revisions/corrections to be made were noted)

Item 9 -- Vote to accept or reject deletion of EMT 101 from Community Health Advisor CoP. (Brenda Manthei)

- There were 3 votes to approved
- There were 5 votes to reject
- There was 1 abstention
- Therefore the motion was rejected.

Item 10 -- Vote to accept or reject modification of HPP AAS due to deletion of EMT 101 (Jeanne Swarhout)

- The motion was approved unanimously.

Item 11 -- Vote to accept or reject the request from Eli Blake for new courses MAT 137 and MAT 138 (items 11, 11a and 11b)

- There were 2 votes to accept
- There were 5 votes to reject
- There were 2 abstentions
- Therefore the request was rejected.

Submitted by Rose Kreher, Sect'y

ASCC Meeting
04/30/04
Community Education Center, Holbrook
After Forum

Meeting Minutes

- 1) In attendance: Joan Valichnac, Brenda Manthei, Ron Goulet, Jeanne Swarthout, Heidi Fulcher, Doug Seeley, Peggy Belknap, Mark Vest, Trudy Bender, Dick Heimann, Greg Maloney, Chuck Kermes, Dan Simper, Cindy Hildebrand, Eli Blake (presenter), Scott Burt (presenter), Donna Farkas (presenter), Rose Kreher (sect'y)
- 2) Committee reports
 - a) The Placement Committee report was given by Mark Vest. The online deployment of the Compass Testing will be delayed. The changeover will probably take place in October.
 - b) Standards Sub-Committee: (see action items)
 - c) Chuck Kermes reported that IGC continues to work on the evaluation rubric and that a draft of an intellectual property agreement was forwarded to Dr. Swarthout.
 - d) Jeanne summarized the CASAA dialog day as successful. Some reports are still coming in.
 - e) ILG approved all the recommendations presented by the Standards subcommittee (see action item 'b' below)
- 3) Action Items
 - a) Minutes from March 19, 2004 meeting were approved on a motion by Kermes, second by Manthei.
 - b) The handout for Recommendations from Standards Sub-Committee was incomplete and failed to list all of the eight items that had been approved by the Instructional Leaders Group.
 - i) Jeanne noted that item number three of those presented will be withdrawn for further consideration
 - ii) Mark Vest referred item #8 back to the committee for clarification and re-wording
 - iii) The revised (and complete) recommendations will be submitted for action at the electronic ASCC meeting to be held in a few weeks.
- 4) There were no discussion Items
- 5) Curriculum Items
 - a) AGS Special Needs Educational Assistant; ECD AAS --Early Childhood Management Area of Specialization; ECD AAS, COP -- Special Needs Area of Specialization; ;and EDU AAS, COP -- Special Needs Educational Assistant Area of Specialization were approved on a motion by Fulcher, second by Valichnac.
 - b) ECD 239 Social Emotional Development in Young Children and ECD 240 Numeracy in Early Childhood were approved as new courses on a motion by Fulcher, second by Simper.

- c) BIO 160 Introduction to Human Anatomy & Physiology was tabled on the basis of a question of placement as a prerequisite as well as additional research/documentation on its need to be added to the curriculum
- d) CIS 102, 215, 220, 255 course deletions and CIS AAS program modification were tabled until documentation in each program the changes occur is demonstrated.
- e) EMT 101, 210, 211, 212, 220, 221, 222, 223, & 224 were deleted from the catalog and course bank on a motion by Simper, second by Goulet.
- f) The new EMT 104 CPR & First Aid as a half-credit course was approved on a motion by Fulcher, second by Kermes.
- g) Program revisions for the EMT AAS, CAS, COP degrees was unanimously approved on a motion by Simper, second by Fulcher
- h) TLC 039, 058, 073 were approved as new courses (number changes) on a motion by Belknap, second by Heimann.
- i) MUS prerequisite changes: MUS 100 prerequisite change approved contingent on adding "concurrent enrollment with MUS 118 on a motion by Belknap, second by Fulcher; the prerequisite for MUS 129 was approved on a motion by Belknap, second by Goulet contingent on adding MUS 155a (voice) and moving "enrollment requires instructor approval" from the course description to the Prerequisite category; MUS 135 was approved on a motion by Goulet, second by Valichnac; MUS 136 was approved on a motion by Simper, second by Belknap; MUS 235 and 236 were approved on a motion made by Simper, second by Fulcher; MUS 285 was approved on a motion by Vest, second by Belknap.
- j) A change in credit hours for MUS 155 (music applied, voice) and four new MUS 155 courses (applied guitar, piano, French horn and trumpet) were approved on a motion by Vest, second by Kermes. Each will have the statement, "May be repeated for credit," added to the course description. The new and revised MUS 155 shall have appended notations to distinguish them from each other. These notations will be letters of the alphabet issued by the registrar's office. MUS 155 for voice will be MUS 155a; for piano MUS 155b; for guitar MUS 155c; and MUS 155d for French Horn, MUS 155e for trumpet. (various); MUS 118 Vocal Jazz, a new course, was approved on a motion by Belknap with a second by Valichnac. New courses, MUS 137, 138, 237, 238 Ear Training I, II, III, IV were approved on a motion by Belknap, second by Seely, contingent on deleting the prerequisite condition number 2 on each course.
- k) Two new courses, MUS 160 Introduction to Conducting and MUS 260 Advanced Choral and Instrumental Conducting were approved on a motion by Vest, second by Valichnac.
- l) AIS 146 Voice Recognition Software was approved on a motion by Belknap, second by Goulet; AIS 153 MS Publisher Complete was approved on a motion by Belknap, second by Valichnac; AIS 181 Medical Records Management was approved on a motion by Goulet, second by Fulcher
- m) AIS program modifications in Medical Office area of specialization was approved on a motion by Belknap, second by Heimann; modification to the Legal Office area of specialization was approved on a motion by Kermes, second by Fulcher; modification to Administrative Information Services area of specialization was approved on a motion by Fulcher, second by Goulet; modification to Modern Office Fundamentals Certificate of Proficiency was approved on a motion by Goulet, second by Fulcher; Records Management/Data Processing Fundamentals Certificate of Proficiency modifications were approved was approved on a motion by Heimann, second by Seely; Word Processing Fundamentals Certificate of

Proficiency was modified on a motion by Belknap, second by Goulet. Some reformatting was required of the program changes before being sent to the governing board.

- n) Changes to prerequisites in FRS 110 Hazardous Materials for First Responder were approved on a motion by Kermes, second by Goulet; changes in prerequisites to FRS 112 Managing Company Tactical Operations was approved on a motion by Kermes, second by Seely. (The 3035 needs to be revised to show “contact” hours rather than lecture/lab hours.)
- o) A new courses in FRS 113 Confined Space I was approved on a motion by Simper, second by Kermes contingent on revising non-measurable verbs in the course outcomes and using “contact” hours on the form rather than lecture/lab hours; a new course, FRS 114 Incident Safety Officer, was approved on a motion by Simper, seconded by Goulet. Lecture/lab hours should be changed to contact hours.
- p) MAT 137 Math for Elementary Teachers I (AB) and MAT 138 Math for Elementary Teachers II (AB) were voted down on a motion by Fulcher, second from Heimann. These may be brought back for reconsideration to the electronic meeting contingent upon adding the University of Arizona transfer number, revising the course description, changing the title, correcting the lecture/lab hour notations, revising the “rationale for modification” including when and how these algebra-based math courses would be incorporated in the curriculum.

STANDARDS

Minutes April 16, 2004 V2, 10am-noon

Present for Standards: Suzanne O’Hop, Gary Mack, Shannon Newman, Michael Pahl,
Bobette Welch (secretary)

Guests: Peggy Belknap

1. Class Loads

Gary Mack brought a recommendation done by the Compensation Committee in April 2002. That committee had done research on load paid for various courses/classes/credits throughout the college. After discussion, this committee agrees with the previous research and recommendation of the previous committee. Suzanne will present that recommendation to ASCC.

2. Credit/Non-credit Courses

Peggy Belknap told the group there are 381 personal enrichment courses and about 24 non-credit courses running right now. Credit courses need the following criteria. Pure lecture course (have very few) need 8 hours contact time for ½ credit. Activity courses (lab activities) need 16 hours minimum for ½ credit. The instructor has to meet certification requirements. For non-credit courses, if the instructor has less than 5 years experience or if the contact time is less than 8 lecture or 16 activity hours, then the instructor does not have to be certified. The majority of non-credit courses do not make because of cost (the tuition tends to be high to cover the instructor’s salary and class materials).

Grading for personal enrichment courses is generally Pass/Fail. All courses have course outlines (both credit and non-credit) with outcomes. Last year, the division generated 242 credit hours (about 400 students took those courses).

The group discussed various options (using research on other AZ community colleges). CAC’s is the best written and most clear cut. Maybe look at coming up with a better numbering system, especially since TLC uses the 0XX system for their courses.

Peggy will send the committee members copies of the enrollment history for the personal enrichment and special training courses.

Standards Subcommittee of ASCC			
Barbara Ballard	Polly Hoyt	Suzanne O’Hop	Michael Pahl
Barbara Hockabout	Gary Mack	Shannon Newman	Bobette Welch, Secretary

3. Old Business

In February, Suzanne presented the following topics with recommendations to ASCC: Change of Grade, Incompletes, 199 Courses, Withdrawal, Maximum Course Load, W/F credit, and beginnings of Academic Honesty committee discussions. She will be taking this information to ILG today.

4. Next Meeting

The next Standards Subcommittee meeting will be September 17, 2004, on Video 2 (if the Video 2 schedule remains the same). Discussion topics will be credit/non-credit, repeat course recommendation and standard syllabus information.

Final/approved

**ASCC Meeting
03/19/04
Little Colorado Campus. LC 109
1:00 p.m.**

Minutes

- 1) Attendees: Dan Simper, Peggy Belknap, Greg Maloney, Brenda Manthei, Dick Heimann, Heidi Fulcher, Chuck Kermes, Doug Seely, Cindy Hildbrand, Mark Vest, Joan Valichnac, Rose Kreher (secretary); Claude Endfield, Jane Hobart-Kahler, Janet Hunter (guests)
- 2) Committee reports
 - a) Placement Committee: meeting not held
 - b) Standards Sub-Committee: meeting in progress, no report.
 - c) IGC: Chuck Kermes reported on the new, revised rubric for being used as a checklist by the committee and the developers of proposed online courses; a little over \$23,000 has been paid to course developers this year.
 - d) CASAA: reading day was held March 12, and dialog day will be Friday April 23 (lunch will be provided); submissions from departments chairs and coordinators are due by April 1st or 9th (firm date not specified).
 - e) ILG did not meet.
 - f) Other (none)
- 3) Action Items
 - a) Minutes from February 27, 2004 meeting were unanimously approved on a motion by Belknap, second from Simper.
 - b) A minor revision changing "Date" to "Effective Date" on the front page of the 3035 was approved on a motion by Fulcher, second by Heimann.
- 4) Discussion Items (none)
- 5) Curriculum Items
 - a) For AIS Administrative Office Management area of specialization and AIS Records & Information Management area of specialization: A motion to correct the prerequisite from ENL 102 to 109 on both was approved on a motion by Fulcher, second by Belknap.
 - b) BIO 160 Introduction to Human Anatomy & Physiology was tabled.
 - c) A change in prerequisites, topics and outcomes for CHM 130 was approved on a motion by Fulcher, second by Heimann.
 - d) A request to delete CIS 102, 215, 220, 255 were pulled by Hobart-Kahler; she will bring them and the resulting program changes to the next meeting.
 - e) On a motion by Heimann, second from Valichnac, ECD 104, 106, 109, 121, 131, 132, 133, 134, 135, 137, 138, 140 were deleted from the catalog and the course bank
 - f) ECD 238 Literacy Development in Young Children, a request for a new course, was approved contingent on removing the textbook information and the paragraph referring to CDA modules. The motion was made by Seely with a second from Manthei.
 - g) A request to revise the AGS in Early Childhood was approved on a motion by Fulcher, second by Manthei. ECD 107 is deleted as a core requirement and will be offered as an elective. ECD 216 will be added to the core.

Final/approved

- h) A request to revise the AGS in Special Needs Educational Assistant by dropping EMT 101 from the core and changing the number of required electives from 11 to 12 was approved on a motion by Manthei, second by Heimann.
 - i) Request to revise the ECD AAS Early Childhood Management area of specialization was approved on a motion by Fulcher, second by Heimann. EMT 101 was deleted from the core; the number of required electives increased from 12 to 13.
 - j) The request to revise ECD AAS, Infant/Toddler area of specialization was approved on a motion by Belknap, second by Manthei. EMT 101 was deleted. ECD 108 was added as a core requirement
 - k) On a motion by Fulcher, seconded by Valichnac, members approved revision of ECD AAS, Preschool area of specialization. ECD 107 was deleted from the core to be offered on an elective basis. ECD 216 was added as a new core requirement.
 - l) The request to revise ECD AAS and COP Special Needs area of specialization was approved on a motion by Simper, second by Seely. In the AAS, EMT 101 was deleted from the core. The number of required electives was changed from 4 to 5. ECD 107 was deleted as a core requirement and will be offered as an elective. ECD 216 was added to the core. In the COP EMT 101 was deleted and ECD 102 was added.
 - m) The request to revise EDU AAS and COP, Special Needs Educational Assistant area of specialization was approved on a motion by Heimann, second by Valichnac. In the AAS, EMT 101 was deleted from the core; the number of electives was increased from 7 to 8. In the COP EMT 101 was deleted; ECD 102 was added.
 - n) HUS AAS, CAS and COP, Residential Child/Youth Care Assistant was approved for revision on a motion by Heimann, second by Kermes. EMT 101 was deleted from the requirements and ECD 175 was added.
 - o) A request for a change of prerequisites for REC 150 Outdoor Pursuits was approved on a motion by Heimann, second by Simper. REC 120 will now be listed as a co-requisite for the course.
- 6) Next Meeting:
- a) Friday, April 30, CEC, following All-College Forum, c.1:00 pm

Approved

E-distributed

**ASCC Meeting
02/27/04
White Mountain Campus. AC 111
1:00 p.m.**

Meeting Minutes

- 1) Attendees: Trudy Bender, Mark Vest, Brenda Manthei, Barbara Ballard, Cindy Hildebrand, Dan Simper, Dick Heimann, Joan Valichnac, Heidi Fulcher, Peggy Belknap, Jeanne Swarthout, Chuck Kermes, Doug Seely, Ron Goulet, Suzanne O'Hop (Standards Subcommittee representative), Benjamin Schoening (guest), Rose Kreher (secretary)
- 2) Committee reports
 - a) In Placement Committee activities, two new members are now on the team: Cyndi Hutton and Andrew Hassard; the committee is currently evaluating new "best practices" for future incorporation.
 - i) ACT is developing an online version of Compass; since costs will run about the same as the current version, the committee recommends that NPC adopt the online version.
 - ii) There will be a change in the TLC math cut scores with a drop of the minimum score from 50 to 40.
 - iii) Mark is currently surveying the other community colleges on their placement models.
 - b) Standards Sub-Committee (see below)
 - c) Chuck will report on two IGC meetings at the next ASCC
 - d) Jeanne said that the plans and materials have been readied and distributed for the CASAA March 12 and April 23 Reading and Dialog Days
 - e) ILG did not submit any agenda items so there was not a meeting. They will meet in April (16th at the DO)
 - f) Other
- 3) Action Items
 - a) Minutes from Nov. 21, 2003 meeting were approved on a motion from Dan Simper, second by Dick Heimann. These will now be distributed to faculty via email.
- 4) Action Items
 - a) The NPC catalog (p. 19, #4) says that if a student has an AA, AS, ABus, AAS or higher degree from NPC or another college, the student is not required to complete any more gen ed requirements unless NPC has specific general education requirements not previously taken. Mark presented the case that this is true in just about every program NPC has. He felt that we should change this statement so that the degreed student no longer is required to take any additional general education requirement courses unless specifically required for a program's certification.
 - i) On a motion by Peggy Belknap, second from Trudy Bender, members unanimously approved deleting the old catalog language and substituting a statement honoring general education coursework from other institutions yet would still allow NPC to require certain, specified general education courses that meet a program's certification or licensure requirement.
 - b) Using the same standards and authorization from deans/registrar/VPIS required for processing individual petitions for waiver or substitution of degree requirements, the committee approved a modified procedure that would allow for "group petitions."

Approved

- i) This process would be based on a letter of rationale for approval of such group petition initialized and submitted by the program or department chair.
- ii) The motion was made by Joan Valichnac, second by Ron Goulet. The vote was unanimously in favor.
- c) In connection with petitions for waiver, the committee felt the standard form should be modified by asking the petitioning student to provide documentation for non-NPC courses.
- d) By general agreement, members felt that it was reasonable to request that any 3035 submitted for ASCC approval not have more than four errors. If there were more than four errors, it was to be tabled and sent back to the originator for correction and resubmission. Since requests for new programs or program revisions go to the District Governing Board after ASCC, such request should be without any errors.

5) Discussion Items

- a) Suzanne O'Hop, chair of the Standards Subcommittee, presented a number of recommendations from the Subcommittee. She will take input from ASCC back to Standards to incorporate in the recommendations, and bring the revisions back to ASCC as action items for the next meeting (Friday, March 19, LCC, LC 109, 1:00
 - i)) The subcommittee recommends that the change of grade deadline be the semester immediately after the grade is issued. This would include an 'Incomplete' grade.
 - (1) Summer sessions do not constitute a semester.
 - (2) After the proposed deadline, a request for change of grade must follow the Student Appeal of Grade policy.
 - ii) Standards recommended formalizing a change in the form, "Incomplete Grade Information Sheet." As it is imperative the instructor indicate the date on which the incomplete is being entered, the form should state that information as well as how the agreement is being handled (in person, by phone, etc.). Ideally, the student's signature should also appear on the form. A copy of the form must then be given or mailed to the student; the original goes to the office of Records & Registration.
 - iii) A recommendation on the maximum number of times a 199 course may be offered before having to be approved as a regular course by the ASCC will be presented to ILG for more discussion and input.
 - iv) Under a recommended change in the withdrawal ('W') grade procedure, students would have to initiate the withdraw process and obtain the instructor's signature as well as last day of attendance on the drop form.
 - (1) A "compassionate" 'W' option would still be available to instructors up to the final day of the semester
 - v) The Standards subcommittee recommends doing away with the 'WF' grade designation and having only the 'W.'
 - vi) 18 credits per semester shall be the maximum number of credits an NPC student may take. Students wishing to take credits beyond this load must petition the VPIS with a written request, stating his or her justification to allow the overload.
 - (1) The restriction does not apply to special programs such as Cosmetology, etc.
 - (2) Personal enrichment courses would not count in the calculation of a student overload.
 - vii) The subcommittee has developed replacement language for Article III, Section B1 of the Student Conduct Code.
 - viii) The committee has also developed a new statement for the Faculty Handbook subsection on Instructional Policies & Procedures: Instructional Standards: Academic Honesty that outlines a procedure for instructors to follow in the event of possible academic violations by students.

Approved

- ix) The Academic Honesty Task Force is recommending, through the subcommittee, some policies on plagiarism. These must be vetted by the attorney's office before any action can be taken by the college.

- 6) Curriculum Items
 - a) CHM 130, change in prerequisites, was tabled by request. It will be brought back next meeting.
 - b) COR course deletions were approved unanimously on a motion by Brenda Manthei, second by Joan Valichnac.

- 7) Next Meeting:
 - a) Friday, March 19, LCC LC 109, 1 pm.

STANDARDS

Minutes January 23, 2004 V2, 10am-noon

Present for Standards: Suzanne O'Hop, Gary Mack, Shannon Newman, Barbara Hockabout
Michael Pahl, Bobette Welch (secretary)

Guests: Chuck Kermes, Heidi Fulcher, Jeanne Swarthout, Brenda Manthei, Barbara
Ballard, Mark Vest

Since our last meeting, Suzanne researched and Bobette compiled policy/procedure information from other colleges in Arizona on the following topics: Withdrawal Procedures, Academic Class Load, Credit/No Credit Courses, Grade Changes, and Incompletes.

1. 199 Courses, Credit/Non-Credit Classes

199's are experimental courses to see what kind of enrollment and interest they generate. These 199's can be converted to a permanent number if they get continued enrollment. The Policy and Procedure manual states that experimental courses run for no more than 3 semesters, but we have some that have run forever. (Chuck found abuses in some of the centers, and he has ended some of the 199's. Some had been set up to meet the needs of local businesses.) We need enforcement of our policy where the 199's either go away or get permanent numbers, including the 199's for personal enrichment.

CAC gives its courses special numbers depending on the kind of course. Coconino also uses special numbers for Continuing Education Units (CEU's), courses that a professional organization will accept to demonstrate continuing education and training. Cochise uses a special grade ("G") for personal enrichment courses. The group liked CAC's numbering, Coconino's designation of CEU's and Cochise's grading.

What does the policy on 199's and new numbering/grading do our FTSE? The state isn't happy with the concept of paying for classes multiple times. We can argue for a count of once-only.

Diane Miller would need to send faculty forward to deans for certification questions. We wouldn't need a 3035 for personal enrichment courses. Numbers and prefixes would get changed, and we would need to look at the cost for loss of FTSE.

Recommendation: Starting from here forward, the divisions should make adjustments of which 199's they want to move to regular course numbers and what needs to be moved to personal enrichment.

[Brenda would like to have consideration of the situation when the same instructor is teaching a course that is both credit and non-credit (i.e., HPE for adults and youth).]

2. Repeating of Courses

Our policy on repeat-credit courses is: A course can be repeated up to four times to improve a grade or improve learning.

3. Lab vs. Lecture Hours

This seems to be a compensation issue – whether we are being consistent in how lab/lecture hours are being assigned on 3035's. Are we all using the same figures? The number of hours required for one credit in a lab is inconsistent in the college (Science=3 hrs., AIS=2 hrs., NUR=3 hrs.) This question has been encountered in ASCC on 3035's. Faculty don't like the .7 load for one lab hour. The only research done has been a dissertation by Dave Nichols. Need assessment information on lecture vs. multi-course lab courses. This may be an issue for the faculty association – for people with multi-course labs to keep track of assessment data. Brenda will send Science and Health lab formula information to Chuck for the next faculty handbook.

4. Prerequisite Override Issue

We have some Navit students who were taking classes that they did not meet the prerequisites for, and it became an issue during registration (MAT 112 students who had not taken MAT 109). Need to see if the Navit contract enables us to provide courses in different sequences to their students. Welding allows students to take WLD 150, 151 and 152 concurrently because of the seat time they are getting (attend M-F 2-3 hours per day), but students still work sequentially through each course. Brenda created a multi-course lab (of MAT 109 and MAT 112) for those Navit students.

Before registration, Mark Vest will send an email to ask deans for any blanket overrides (cc to VPI).

5. Change of Grade Deadlines

This topic also goes along with deadlines for Incompletes and Withdrawals. We want to bring together all the deadlines concerning grades. An instructor may change a grade up to one semester after the student was enrolled in the course. After that point, when a grade has been awarded, a student has 5 weeks to appeal that grade. Students need to provide documentation for appeal of grades. The group liked Yavapai's policy on Change of Grade and Class Records. Suzanne will craft a recommendation to ASCC.

6. Incompletes

The Incomplete form needs to be modified – add a place for the student to sign, when possible, to indicate that an agreement was made between the student and instructor. A copy of the form must be given to the student (either in person or mailed). Suzanne will craft language.

7. Withdrawal Policy and Academic Class Load

Tabled until the next meeting, which is scheduled for Feb. 20 on V2 at 10am-noon. Standards will then meet with ASCC at their meeting on Feb. 27 (WMC, 1pm, AC111).

ASCC/SSASCC Joint Meeting
11/21/03
Silver Creek Campus. LC 102
9:30

Meeting Summary

- 1) Attendees: Doug Seely, Chuck Kermes, Dan Simper, Cindy Hildebrand, Gary Mack (Standards Subcommittee), Suzanne O'Hop (Standards Subcommittee), Shannon Newman (Standards Subcommittee), Mark Vest, Dick Heimann, Bobette Welch (Standards Subcommittee), Jeanne Swarthout, Brenda Manthei, Joan Valichnac, Greg Maloney, Jane Hobart-Kahler (guest), Rose Kreher, (sect'y)
- 2) Committee reports
 - a) Placement Committee (Vest: Placement Cmte members viewing Internet Compass version; will report in February)
 - b) Standards Sub-Committee (See discussion items below)
 - c) IGC (Kermes: General work of the committee as well as working on an overarching philosophy for online classes to present to College Planning Committee)
 - d) CASAA (no report)
 - e) ILG (various: ILG worked on mission statement, other committee restructuring, discussed 199 issue; set up chairs' executive session)
 - f) Other reports noted: (Kermes:) Carl Perkins '04 has been accepted will end September 2004; it's possible 2005 may get dumped into block grants with community colleges as the focus for distribution); (Swarthout:) Nursing received a \$100,000 grant from ACCA; another possible grant award is pending.
- 3) Action Items
 - a) Two modifications of the minutes from October 31, 2003 meeting were noted: Prereqs were to also be removed in changes made to ECD 147, 148, 149 & 150. Listing of changes to be made for accepted courses TMP 103 and 104 are to be disregarded; courses were recalled, revised and resubmitted at present meeting. Motion to accept was made by Manthei, second by Hildebrand; unanimous.
- 4) Discussion Items
 - a) Suzanne O'Hop brought forward Standards Subcommittee recommendations & discussion items.
 - i) The subcommittee recommended a one year limit as a deadline for change of grade appeals; provisions were made for exceptions as long as the student had written documentation as the basis for his/her appeal
 - (a) The ASCC members referred the recommendation back to the subcommittee agreeing in principle, but asking for input on what other community colleges are doing and a revision in the language to specify what documentation the student must have for the appeal to be considered.
 - b) The standards subcommittee made a recommendation on the responsibility of faculty members to let their students know what style guides were acceptable in their classes and where these guides can be located (library, bookstore, online, etc.)
 - i) ASCC said that this recommendation should be presented to the Instructional Leaders Group meeting for further discussion and input.

- c) Results of a survey done by the committee on academic honesty have not yet been compiled. The group recommended the Academic Honesty Task Force be reconstructed and that every department have representation.
- d) The standards subcommittee recommends that the absolute maximum number of allowable credits for students be set at 24 hours per semester (also the state limit). Certain programs have automatic exceptions (i.e., Cosmetology, EMT, etc.)
 - i) CARS sets the limit at 18, but students can get appeals granted from the advisors. That policy should be revised as it is based on the grade average the student attained in the previous semester. This may have been a B in weight lifting. ASCC members felt this was insufficient evidence for an appeal.
- e) Standards subcommittee members wanted to know why they are to reconsider the place of 199 courses in the curriculum.
 - i) Some points raised included whether or not the 199s competed with regular classes; do they mislead students; are they being used to circumvent ASCC and the curriculum approval process
- f) Deans were asked by standards subcommittee to attend the January meeting to discuss the prerequisite override issue. (January 23, following switch in meeting dates with CASAA).
- g) Standards has recommended that writing sample be done on just one (specified) day a week for summer registration.
- h) Lab/lecture hours was not discussed. Gary Mack says he thinks he still has the result of a survey done a year ago on this topic.

5) Curriculum Items

- a) TMP 103, 104, 203, 204, 211 -- new courses -- were approved on a motion by Mark Vest, Dick Heimann, seconded based on the following changes: TMP 103 CRP s/b CPR, implementation dates on all should be Spring 2004, not Fall 2004. TMP 211 should list only TMP 104 as co-requisite.
- b) Therapeutic Massage Program (AAS, CAS, CoP) was approved contingent on changing the Physical and Biological Sciences requirement under the Gen Ed Requirements and deleting BIO 181 and CHM 130 and substituting the generic statement that says any 2 courses (8 cr.) from the list of Physical and Biological Sciences on p. X in the catalog. The motion was made by Simper with second by Valichnac. The vote was 6 for and 3 abstaining. The motion passed.
- c) CHM 235 & 236, Organic Chemistry I & II were deleted from the course bank on a unanimous vote; motion by Kermes, second by Seely.
- d) CIS 259 3-D Graphics -- new course -- was unanimously approved contingent on a new title (3-D Graphics Basics) Motion made by Kermes, second by Seely
- e) PHO 101 Digital Photography -- new course was unanimously approved on a motion by Valichnac, second by Vest.
- f) Computer Graphics Program request for revisions was unanimously passed on a motion by Simper, second by Seely.

6) Next Meeting:

- a) No December meeting of ASCC has been scheduled. The next meeting will be January 30, 2004 at the White Mountain Campus, Aspen Center 111.

ASCC
10/31/03
Silver Creek Campus LC 111
1:00

Minutes

- A Roll Call: Trudy Bender; Greg Maloney; Jeanne Swarhout; Mark Vest; Cindy Hildebrand; Doug Seely; Barbara Ballard; Dick Heimann; Brenda Manthei; Heidi Fulcher; Chuck Kermes; Joan Valichnac; Rose Kreher, secretary; Donna Farkas, guest; Janet Hunter, guest.
- B Committee reports
- 1) Mark Vest says the Placement Committee will not meet until the online version of the Compass test is in place in February. At that time the committee will make a recommendation on whether or not the college should use that version of Compass.
 - 2) Barbara Ballard said Standards Sub-Committee is currently discussing about eight different issues; no recommendations are ready to be forwarded to ASCC as of the last meeting.
 - 3) Chuck Kermes reported that IGC is doing business as usual and, additionally, is wrestling with the intellectual property rights question.
 - 4) CASAA did not meet
 - 5) ILG will meet next month
 - 6) Other (none)
- C Action Items
- 1) The Minutes from September 26, 2003 meeting were accepted as written on a motion by Kermes; second by Heimann.
 - 2) There was a consensus of the members that the college follow its previous rule of initiating degree/certificate program changes in the Fall term following ASCC approval; course changes can be allowed in the next semester after approval.
 - 3) The draft of the ASCC Committee restructuring was approved with the change that the chair of the committee will not rotate, but will be the Vice President for Instruction. Rose will send the revised draft to Blaine Hatch to present to the Management Council for approval.
- D Curriculum Items
- 1) Course prerequisites for AIS 105, 112, 113, 114, 116, 118, 119, 123, 127, 130, 135, 142, 145, 148, 170, 180, 190, 191, and 192 were deleted. The words "or instructor's permission" were added to the course prerequisites for AIS 226, 245, 248, 260. These changes with slight modifications in the cover letter and striking the words "word processing" from the course descriptions for AIS 142 and 145

were unanimously approved on a motion by Vest; second by Valichnac. These changes will go into effect with Spring registration.

- 2) On a motion by Kermes, second by Ballard, the committee approved changing the course description for ECD 147, 148, 149, and 150 noting the courses need to be taken in numerical order. *Prereqs removed*
- 3) The request to change prerequisites for FRS 104, 108, 110, 112, 140, and 222 was tabled.
- 4) HDE 090 was deleted from the course bank on a motion by Ballard, second by Kermes.
- 5) On a motion by Kermes, second by Hildebrand the committee voted to delete NAT 103 from the course bank
- 6) NUR 110, 212, 214, 216 were deleted from the course bank on a motion by Manthei, second by Fulcher.
- 7) A reinstated BIO 100 was approved, with modifications, on a motion by Fulcher, second by Valichnac. Transfer information must be deleted from the course outline until approved as an AGECEC by the universities; the listed prerequisite was changed from "none" to "satisfactory placement." More measurable verbs need to replace "describe" in the course outcomes.
- 8) EDU 271 Phonics Based Reading & Decoding was approved as a new course on a motion by Kermes, second by Ballard.
- 9) A revision to EDU 291, expanding the course outline to meet ASU transfer requirements, was approved on a motion by Vest, second by Kermes. Originator must change verb "describe" in course outcomes to an action that is measurable.
- 10) EMT 230, 231, 232, 233, 234, 235, 236, 237 -- new courses -- were approved with minor revisions on a motion by Kermes, second by Heimann. EMT 230 needs to have load factor, 21, added; and a correction made of ENG to ENL in prerequisite section. EMT 232, 234, 236, 237 need to have titles corrected; in all instances, the verb "describe" is to be replaced with measurable action.
- 11) ~~EMT Program revisions were tabled.~~
- 12) With only a change in the listing of prerequisites for both and correction of a typo (CPR) on 103, new courses TMP 103 and 104 were unanimously approved on a motion by Kermes, second by Ballard *disregard*
- 13) TMP 203, 204, 211 -- new courses -- were tabled
- 14) Therapeutic Massage Program AAS, CAS, CoP revisions were tabled.

E Miscellaneous Items

- 1) Rose handed out copies of a revised program revision flowchart.
- 2) Other (none)

F Next Meeting:

- 1) A combined meeting of ASCC and the Standards Subcommittee, Friday, November 21, 9:30 am, has been relocated to Silver Creek Campus, LC 102.

ASCC
09/26/03
Silver Creek Campus. LC 111
1:30

Minutes

- A Members in attendance: Brenda Manthei, Mark Vest, Greg Maloney, Joan Valichnac. Barbara Ballard, Cindy Hildebrand, Dan Simper, Ron Goulet, Dick Heimann, Chuck Kermes, Jeanne Swarhout, Doug Seeley, Rose Kreher (sect'y).
Guests: Janet Hunter, Tom Nagle
- B Committee reports
- 1) Mark Vest reported that the Placement Committee is setting up its purposes, membership requirements, tenure, etc. to take to Management Council for inclusion in the Policies & Procedures manual.
 - 2) Jeanne says that Suzanne O'Hop is now the chair of the Standards Sub-Committee. Even though they are currently listed as a subcommittee to ASCC, they may want to be included in the procedures manual
 - 3) Chuck Kermes is chairing IGC this year. He says they are moving quickly ahead using last year's committee foundation; they have already approved some new Internet course requests. This committee also needs to be included in the procedures manual (to replace ITAG which no longer exists).
 - 4) CASAA did not have a quorum at its last meeting.
 - 5) Jeanne and Dick Heimann and others who attended the ILG in early September reported ILG working on some large issues dealing with overload and compensation in regard to online classes.
 - 6) Other (none)
- C Action Items
- 1) Minutes from April 25, 2003 meeting were unanimously approved as written.
 - 2) A new cover sheet to be used for program modifications was approved for use.
 - 3) The restructuring of the ASCC committee membership list, etc. was tabled until the next meeting.
- D Curriculum Items
- 1) B. Ballard moved to approve requests, contingent on some modifications, for new courses AIS 150 MS Publisher Basics, AIS 202 Customer Service for the Office Professional, AIS 214 Administrative Office Management, and AIS 280 Forms Management and Micrographics. (All needed changed dates of implementation to Fall 2004; the prerequisites were eliminated for AIS 202 and 214.) Motion was seconded, and passed unanimously.
 - 2) On a motion by Doug Seely, two new areas of specialization in AIS, Administrative Office Management and Records and Information Management, were approved contingent on revisions (change of implementation dates, language

referring to electives and requirements must be revised to match catalog; course titles incorrectly listed, course number incorrectly listed.) Second made by Dan Simper; motion passed unanimously.

- 3) The request to consider BIO 100 Biology Concepts – as an AGECE component was tabled until the next ASCC meeting.
- 4) BIO 125 Plants & Animals of N. Arizona was deleted from the course bank on a motion by Kermes, second by Ballard, unanimous vote.
- 5) A corrected list (with two minor changes) of “Additional Required Electives” for the Business Program was unanimously approved after a motion by Hildebrand and second by Valichnac.
- 6) The CHM 130 Fundamental Chemistry request for a change in prerequisites was tabled.
- 7) GLG 210 Rocks & Minerals was deleted from the course bank on a motion by Simper, second by Vest; unanimous vote.
- 8) Revision of Therapeutic Massage Program degrees, a request for new courses, and changes to TMP 101, 102, & 210 were tabled.

E Miscellaneous Discussion Items

- 1) The incept date when program/curriculum changes approved by ASCC is applicable was brought forward by Mark Vest. He recommends that program changes remain the same, that is take place in the fall following the meeting, but that course level changes might be credited in the subsequent semester after approval. This will be an action item at the next meeting.
- 2) ASCC thought it would be a good idea to have Rose e-mail the approved committee minutes to all faculty members so they can keep up with curriculum changes.

F Next ASCC meeting is at LCC on Friday, October 31 following the All-College Forum.

- 1) Deans should try to bring their course bank deletions to this meeting.