

Members in Attendance

Brad Bechard
Daisy Gibson
Mark Plante
Roger Peffer
Leonard Bates
Dr. Wolff
Jana Parsons

Faculty, Staff and Guests in Attendance

Kate Peterson
Mike Walker
Michael Shell
Thomas Oakberg
Toni Quinn
Dena Wagner-Fossen
Kris Sher
Leanne Frost

I. Call to Order

Jana Parson calls meeting to order

II. Approval of Minutes

a. 3-27-2020 approved with amendment of P/F to P/NP

III. Information Items

a. Syllabus template update – Toni Quinn/Jana Parson

- Division directors decided to remove EAT from the syllabus template and keep ASC information
- The diversity statement will remain where it is
- An additional column was added to the course outcomes
- Converting it to a fillable pdf to limit unnecessary edits by Mandy Wright and Becky Sullivan
- Will be housed in the CAO office and updated as seen fit from there
- Revised for the student audience in mind and guidelines for faculty on what goes in each section
- Annual review scheduled

b. Curriculum Committee update – Brad Bechard

- Catalog cleanup related to 25 programs
- 2 programs placed into moratorium
- Modify the Dental Hygiene program to explore the use of ethics
- Add a part-time option to the Practical Nursing program
- Change name of “CIT - Microcomputer Support” to “CIT – Information Systems Support”
- Modify HIT AAS program to update program to CAHIIM 2018 standards

IV. Action Items

- a. FS-A-2020-424-01- Dena Wagner-Fossen - Revising the 212.12 Placement exam retake policy**
- Make the policy language more student friendly by simplifying wording,
 - Making a change to the time frame for placement testing a third time
 - Adding the consequence of violation of these time frames
 - Review of the time frame for taking the placement test a third time.
 - Clarifying the 5-day window in the policy
 - The original 120-day window would make students, who test before the start of term, ineligible to re-test to try to enroll in math or writing in the 2nd 8 weeks. We have clarified this time frame and included the addition of calendar days.
 - Scores that don't follow these timelines are invalid.
 - Biology A&P placement exam does not fall under this policy because it is only one exam.
 - Vote next meeting, 5/8/2020

V. Vote

VI. Discussion Items

- a. Providing feedback to the CAO**
- Providing input for what the new normal will be, coming back to the fall with face to face classes and looking at distancing and setup
 - Be prepared to continue to teach online courses with shops and labs on campus
 - Maintenance and bookstore will be on campus starting next week, April 27th.
 - EMS/EMT, welding will be on campus the week of May 4th for contact labs
 - Graduates will get a commencement box with a variety of items including the 50th anniversary coin
 - Open invitation to send Dr. Wolff any ideas or input as thought of about this current situation.

VII. Comment on Non-Agenda Items

VIII. Adjourn

Meeting adjourned at 10:45