

ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Online – 4/13/2022 at 4:00 p.m.

In attendance:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Bryon Steinwand (Chair) | <input checked="" type="checkbox"/> Derrick Hauer |
| <input checked="" type="checkbox"/> John Hartman (Vice Chair) | <input checked="" type="checkbox"/> Robyn Kiesling |
| <input type="checkbox"/> Sandra Bauman | <input checked="" type="checkbox"/> Amy Kong |
| <input checked="" type="checkbox"/> Tammy Burke | <input checked="" type="checkbox"/> Lyn Stimpson |
| <input type="checkbox"/> Della Dubbe | <input checked="" type="checkbox"/> Phillip Sawatzki |
| <input checked="" type="checkbox"/> Sarah Dellwo | |
| <input checked="" type="checkbox"/> Deb Rapaport | |

Recorder: Melanie Heinitz

I. Call to Order

Chair Bryon Steinwand convened the meeting at 4:03 p.m.

II. Review of Minutes from April 6, 2022

Phil made a motion to accept the minutes as read, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Unfinished Business:

- A. Database (Bryon S): - Deferred
- B. FY 2021 Determine Timeframe/Process for Degree Sheets
 - a. Follow up with advisors and Donna (Bryon S): - Deferred
- C. General Education Core guidelines and process, draft document (Robyn K.): - Deferred
- D. Review of Diversity new language to consider, CHAI criteria: - Deferred
- E. Credit bearing courses by other areas update from subcommittee: - Deferred
- F. Administrative Drops Draft (Sarah D.) Addendum Three - Deferred

IV. New Business:

A. Curriculum Forms ASCRC

a. New Course: CSCI215

Humanities and Gen Ed check removed. This course is primarily based on the Missoula College course.

Amy made a motion to accept the New Course: CSCI215 as amended, John seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Course Revision: FIRE 101

Class has been paired back. It aligns with NFPA standards.

Phil made a motion to accept the Course Revision FIRE101 as read, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Course Revision: Fire 102

John made a motion to accept the Course Revision FIRE102 as read, Derrick seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. New Course: AVMT220

This summer course is only for avionics students. It is a heavy math course.

Amy made a motion to accept the New Course: AMVT220 as read, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. Revision to: AVMT187

This curriculum is going to be part of the avionics program.

Derrick made a motion to accept the Course Revision: AVMT187 as read, Lyn seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. New Course: AVMT215

This course will work with the new aircraft that was donated. It is a two credit course.

Lyn made a motion to accept the New Course: AMVT215 as read, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

g. Pathway: Computer Science Transfer to UM (AS) AY2223

This is a jumpstart pathway. An adjustment will be made to add CSCI215 as it is a new course.

John made a motion to accept the Pathway: Computer Science Transfer to UM (AS) AY2223 as amended, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

h. Pathway: Computer Science Transfer to UM (AS) AY2223 PT - Deferred

i. Pathway: Computer Science Transfer to MSU (AS) AY2223

An adjustment will be made to add CSCI215 in term three.

John made a motion to accept the Pathway: Computer Science Transfer to MSU (AS) AY2223 as amended, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.

j. Pathway: Computer Science Transfer to MSU (AS) AY2223 PT - Deferred

k. Pathway: Computer Science Transfer to MT Tech (AS) AY2223

An adjustment will be made to add CSCI215.

Amy made a motion to accept the Pathway: Computer Science Transfer to MT Tech (AS) AY2223 as amended, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.

l. Pathway: Computer Science Transfer to MT Tech (AS) AY2223 PT - Deferred

m. Pathway: Computer Science & Technology Gen Ed Core (CGS) AY2223 - Deferred

B. Avionics CAS (Tammy B.) Curriculum Map for Avionics: Addendum Two

C. Avionics CAS Credential Outcomes: Addendum One

V. Next Meeting

April 27, 2022 at 4:00 p.m.

VI. Adjournment

Meeting adjourned at 5:00 pm. Amy made a motion to adjourn, Derrick seconded the motion.

VII. Addendums

Addendum One:

John made a motion to accept the New CAS Credential Outcomes as read, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

Here are the credential outcomes for the CAS in Avionics and the updated/corrected curriculum map.

1. Apply appropriate aviation technical applications, problem solving, and critical thinking skills required in the aviation/avionics industry.

2. Demonstrate understanding of information provided by the National Center for Aircraft Technician Training to obtain AET (Aircraft Electronics Technician) Certification.
3. Demonstrate understanding of information provided by the Federal Communications Commission to obtain FCC registration.
4. Demonstrate multiple communication means specific to aviation maintenance concepts and technical processes using appropriate terms and vocabulary.
5. Demonstrate safe work habits and behavior in aviation, reflecting concern, care, and pride in self, others, equipment, aircraft, and facilities.

Addendum Two:

Amy made a motion to accept the New Curriculum Map for Avionics as amended, Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.

Curriculum Map for Avionics

Course Information		Existing Course	New Course	Credits
Course Number	Course Name			
AVMT 100	Intro to Aviation	X		3
AVMT 105	Basic Electricity	X		3
AVMT 110	Aircraft Drawings Weight and Balance	X		3.5
AVMT 115	Materials and Processes/Fluid Lines & Fittings/Cleaning & Corrosion Control	X		4
AVMT 120	Ground Operations and Servicing Maintenance Publications Forms etc.	X		1.5
AVMT 125		X		3
AVMT 130	Basic Aerodynamics	X		3
Total Fall Credits				21
AVMT 187	Aircraft Instrumental Systems/Comm and Nav Systems	X		2
AVMT 200	Advanced Electricity		X	3
WRIT 121	Technical Writing	X		3
COMX 106	Comm in a Dynamic Workplace	X		2
***M111	Technical Mathematics	X		3
Total Spring Credits				13
AVMT 205	Circuit Theory		X	2
AVMT 215	Electrical Components		X	2
AVMT 210	RF Circuits		X	4
AVMT 220	Digital Logic		X	3
				11

Total Program Credits

45

Addendum Three:
Standing item.

Administrative Drops

Generally it is the student's responsibility to drop themselves from classes they will not be completing. There are certain scenarios where a student may be removed from classes administratively.

Non-Payment of Tuition and Fees

Students that have not paid tuition and fees by payment deadlines will be dropped from classes. Payment deadlines are listed in the academic calendar. Students will receive notification from the Registrar's Office notifying them when their classes have been dropped. Students may reregister for classes after the drop.

Course Pre-requisites Not Met

Students that pre-register for a course, but fail to meet the pre-requisites will be removed from the course before the start of the semester. Students will receive notification from the Registrar's Office before the drop occurs. Students will need to receive instructor consent if they would like to add the course back in to their schedule.

Instructor Initiated Drop Due to Non-Attendance

Instructors may drop students during the initial drop period for non-attendance. During this time students will be dropped without record on their transcript and are eligible for a partial refund of their tuition and fees. These dates will be listed in the academic calendar. Non-attendance will be counted as the following:

1. Student fails to attend 2 consecutive class meetings without prior approval from the instructor during a 15-week semester or block semester.
2. Student fails to log into and meet the requirements of active participation in an online or hybrid class within 5 consecutive days during a 15-week semester. Active participation is considered submitting an assignment, quiz, an interactive tutorial, or participate in a discussion.
3. Student fails to attend or log into summer session class during the first two days of the class without prior approval from the instructor.

The instructor will notify the student through Helena College email that they will be initiating the drop. The Registrar's Office will send the student confirmation of the drop once it is processed. Students will be subject to refund schedule at the time of withdrawal. Students should not rely on this to be dropped from class as it is up to the instructor to pursue. If a student does not plan to attend the student should take initiative to drop the class themselves.

If students receive notification of an instructor initiated drop and believe it is in error or there are extenuating circumstances they will need to contact the instructor to discuss the option of being added back into the class.