

Academic Affairs and Standards Council
February 17, 2012, 1:00–3:00 p.m.
Mississippi Room and ITV to E202
AGENDA

I. Minutes of January 20, 2011 were approved electronically.

II. Proposals:

- **ANTH 2202: Intro to Physical Anthropology, SS-04-FY12 Change a course.** *Revise outdated learner outcomes in order to better represent current practices in physical anthropology as outlined by the standards of the American Association of Physical Anthropologists.* **Rationale:** Improve the language of the learner outcomes and course content areas.
- **BUS 1105: Individual/Corporate Income Tax, B-14-FY12 Change a course.** *Edit and update wording of catalog description and learner outcomes as part of program review.* **Rationale:** Updates are a result of Accounting Program Review of all CCOs.
- **BUS 1113: Advanced Computer Applications, B-19-FY12 Change a course.** *Name change to “Computer Applications II: Integrated Projects,” Changes made to Prerequisites, Recommended Skills, Abilities, or Coursework; Catalog Description, Learner Outcomes and Course Content.* **Rationale:** Courses needed updating with current name changes, catalog description, learner outcomes, and course content. Prerequisites were no longer needed.
- **BUS 1118: Computerized Presentation Graphics, B-20-FY12 Change a course.** *Name change to “Presentations using Microsoft PowerPoint,” Changes made to Prerequisites, Recommended Skills, Abilities, or Coursework; Catalog Description, Learner Outcomes and Course Content.* **Rationale:** Courses needed updating with current name changes, Catalog Description, Learner Outcomes, and Course Content. Prerequisites were no longer needed.
- **BUS 1119: Relational Database, B-21-FY12 Change a course.** *Name change to Database Management Using Microsoft Access; Changes made to Prerequisites, Recommended Skills, Abilities, or Coursework; Catalog Description, Learner Outcomes and Course Content.* **Rationale:** Courses needed updating with current name changes, catalog description, learner outcomes, and course content. Prerequisites were no longer needed.
- **BUS 1130: Accounting Fundamentals, B-26-FY12 Change a course.** *Add prerequisites. Edit and update wording of catalog description, learner outcomes and major areas of course content.* **Rationale:** Changes are a result of the Accounting Program Review.
- **BUS 1140: Applied Accounting, B-27-FY12 Change a course.** *Change the “Course Information” section of the CCO as this course is no longer a required course for the Small Business Accounting Certificate; this course has been added to the AAS-Accounting Practitioner degree for which a proposal was also submitted.* **Rationale:** Due to the development/addition of Bus1130-Accounting Fundamentals, this course is no longer a required course for the Small Business Accounting Certificate (i.e. the new Bus 1130 course replaces the content included in this Bus 1140 course). This course has been added to the AAS-Accounting Practitioner degree for which a proposal was also submitted.

- **BUS 1153: Beginning Keyboarding, B-22-FY12 Change a course.** *Changes made to Prerequisites, Recommended Skills, Abilities, or Coursework; Catalog Description, Learner Outcomes and Course Content. Rationale:* Course needed updating of Catalog Description, Learner Outcomes and Course Content. Prerequisites were no longer needed.
- **BUS 1154: Advanced Keyboarding, B-22-FY12 Change a course.** *Changes made to Prerequisites, Recommended Skills, Abilities, or Coursework; Catalog Description, Learner Outcomes and Course Content. Rationale:* Course needed updating of Catalog Description, Learner Outcomes and Course Content. Prerequisites were no longer needed.
- **BUS 1174: Office Systems, B-22-FY12 Change a course.** *Changes made to Prerequisites, Recommended Skills, Abilities, or Coursework; Catalog Description, Learner Outcomes and Course Content. Rationale:* Course needed updating of Catalog Description, Learner Outcomes and Course Content. Prerequisites were no longer needed.
- **BUS 2126: Managerial Accounting, B-12-FY12 Change a course.** *Edit and update wording of catalog description and learner outcomes as part of program review. Rationale:* Updates are a result of Accounting Program Review of all CCOs.
- **BUS 2228: Office Technology Internship and Seminar, B-22-FY12 Change a course.** *Changes made to Prerequisites, Recommended Skills, Abilities, or Coursework; Catalog Description, Learner Outcomes and Course Content. Rationale:* Course needed updating of Catalog Description, Learner Outcomes and Course Content. Prerequisites were no longer needed.
- **BUS 2233: Intermediate Accounting, B-13-FY12 Add a new Course.** *This course will serve two degrees: it will partially replace two 3-credit courses that are to be removed from the AAS degree and will also be allowed as an elective in place of required credits taken through Metropolitan State University as part of the AS degree. Rationale:* The accounting department review of the two-year trial period of changes to the AAS-Accounting Practitioner degree has indicated that the current curriculum does not adequately prepare students with financial accounting skills and an understanding of GAAP (generally accepted accounting principles) to prepare them for success on the RAP exam. The two courses that were added for this purpose, Bus 2280—Engagements and Internal Controls and Bus 2284—Registered Accounting Practitioner Exam Review—will be removed and replaced in part with this course. This course adds depth and additional coverage of financial accounting topics and provides the learner with a better understanding of GAAP.
- **BUS 2242: Principles of Retailing, B-11-FY12 Change a course.** *Remove prerequisite and change one Learner Outcome Rationale:* No need for BUS 1101 to be successful in BUS 2242.
- **BUS 2265: Administrative Office Management, B-22-FY12 Change a course.** *Changes made to Prerequisites, Recommended Skills, Abilities, or Coursework; Catalog Description, Learner Outcomes and Course Content. Rationale:* Courses needed updating of Catalog Description, Learner Outcomes and Course Content. Prerequisites were no longer needed.

- **BUS Program: Accounting Practitioner Program, B-23-FY12 Change a program.** *Replace two 3 cr. courses, Bus2280 - Engagements & Internal Controls and Bus2284 - Registered Accounting Practitioner Exam Review, with the newly proposed 4 cr. Bus2233 - Intermediate Accounting course, the 1 cr. Bus1140 - Applied Accounting course and increase the business or upper level accounting course electives from 5 cr. to 6 cr. Rationale:* A two-year "trial period" of offering Bus2280 and Bus2284 indicated that the make-up of our student population and current curriculum did not allow for adequate student success in these two courses, which were intended to prepare students for the RAP (registered accounting practitioner) exam. Given the constraints associated with a 2-year, 60-credit degree program it was felt the students would be best served by changing the degree in order to strengthen their basic accounting skills and understanding of GAAP (generally accepted accounting principles), which ultimately would help them pass the RAP exam if they decided to pursue the RAP certification, and would also benefit the students who chose not to pursue the RAP licensure.
- **BUS Program: Accounting Program, B-24-FY12 Change a program.** *Eliminate the requirement that students must take 2 accounting courses (8 credits) from Metropolitan State University and replace that requirement with two options as follows: a) take any 8 credits of upper division accounting courses at a bachelor's degree-granting institution, or b) take the newly proposed 4 cr. Bus 2233-Intermediate Accounting course at ARCC, and, any 4 credits of upper-division accounting courses at a bachelor's degree-granting institution. Rationale:* Due to changes in the student population (e.g. more online students), and a lack of choices as to where and/or how students would complete their degree, and, to help increase the number of students completing the degree, it was deemed that offering students some options would be appropriate.
- **BUS Program: Administrative Specialist program, B-16-FY12 Change a program.** *Edited Program Information and updated program goals. Rationale:* Certificate needed updating
- **BUS Program: Business Communication program, B-17-FY12 Change a program.** *Edited Program Information and updated program goals. Rationale:* Certificate needed updating
- **BUS Program: Business Computer Applications certificate program, B-18-FY12 Change a program.** *Edited Program Information and updated program goals, and changed completion requirements (choose four out of six courses). Rationale:* Certificate needed updating
- **BUS Program: Business Office Technology Emphasis, B-15-FY12 Change a program.** *Update program goals and delete prerequisites. Rationale:* Goals and prerequisite changes.
- **BUS Program: Program Review of the AAS Business: Management/Marketing Emphasis, PR-3-FY12 Program Review Update.** *Updated Business: Marketing/Management program. Rationale:* Program review required.
- **BUS Program: Program Review of the AAS in Office Technology, PR-2-FY12 Program Review Update.** *Updated Office Technology program and all its CCOs. Rationale:* Program review required.

- **BUS Program: Small Business Accounting Program, B-25-FY12 Change a program.** *Increase the number of credits from 15 to 18 by adding Bus1112 - Computer Concepts and Applications to the certificate. Also change the program goals. Rationale:* Individuals in the workforce need significant and diverse computer skills; the new program goals better align with the department goals and the content required in the degree.
- **GIS Program: Geographic Information Systems and Cartography, SS-11-FY12 Delete a program.** *Delete AS and Certificate program in GIS Rationale:* Programs were suspended in 2009 due to low interest and enrollment. Core courses were deleted Fall 2011.
- **HPER 1134: Snowboarding, W-31-12 Change a course.** *Clean up CCO to make it more appropriate for students/instructors. Updating it onto the new form. Rationale:* Clean up the form and make it conform to AASC requirements.
- **HPER 1144: Camping, W-32-12 Change a course.** *Clean up CCO to make it more appropriate for students/instructors. Updating it onto the new form. Rationale:* Clean up the form and make it conform to AASC requirements.
- **HPER 1155: Archery, W-33-12 Change a course.** *Clean up CCO to make it more appropriate for students/instructors. Updating it onto the new form. Rationale:* Clean up the form and make it conform to AASC requirements.
- **HPER 1157: Tennis, W-28-FY12 Change a course.** *We are cleaning up the CCO to make it more appropriate for our students and intstructors. We are also updating it to get it onto the new form provided by the AASC. Rationale:* To clean up the CCO and make it conform more to what is required by the AASC.
- **HPER 1175: Volleyball, W-29-FY12 Change a course.** *Clean up CCO to make it more appropriate for students/instructors. Updating it onto the new form. Rationale:* Clean up the form and make it conform to AASC requirements.
- **HPER 1178: Softball, W-30- FY 12 Change a course.** *Clean up CCO to make it more appropriate for students/instructors. Updating it onto the new form. Rationale:* Clean up the form and make it conform to AASC requirements.
- **HPER 2230: Introduction to Sport Management, W-36-FY12 Change a course.** *Increase the credits from 2 to 3 credits. Rationale:* This is a relatively new course that needs to be adjusted to adequately cover the current course materials and add coverage of lifestyle sport management.
- **HPER 2240: Coaching Theory, W-34-FY12 Change a course.** *Reduce credits from 3 credits to 2 credits. Rationale:* To clean up the CCO and make it conform more to what is required by the AASC.
- **HPER 2297: Field Experience and Seminar in Athletic Coaching, W-35-FY12 Change a course.** *Add a recommendation. Rationale:* Better communicate with students the expectations for this course.

- **HPER Program: Athletic Coaching program, W-37-FY12 Change a program.** *Increase the Introduction to Sport Management course from a 2-credit to a 3-credit course and reduce the Coaching Theory course from a 3-credit to a 2-credit course. **Rationale:** The Certificate program is 17 credits. We would like to keep it there so students taking the certificate in conjunction with the A.A. degree will have an opportunity to take a 3-credit elective course to fulfill their A.A degree.*
- **NURS PROGRAM: N-01-FY12 Change a program.** *Currently, the program requires 28 MnTC credits, and 2 Wellness credits. However, in order to grant an AS Degree, the program is mandated to be at 30 MnTC credits. The current MnTC requirements of the program cover the following seven Goal Areas: 1, 2, 3, 5, 6, 7, and 8. However, the program is required to only span six Goal Areas.*

Rationale: Currently, the program requires 28 MnTC credits and 2 Wellness credits. However, in order to grant an AS Degree, the program is mandated to be at 30 MnTC credits. Therefore, Wellness must be removed to allow for at least 2 more credits in MnTC requirements.

The current MnTC requirements of the program cover the following seven Goal Areas: 1, 2, 3, 5, 6, 7, and 8. However, the program is required to only span six Goal Areas. With that in mind, removal of the Humanities/Fine Arts elective (3 credits) will not adversely affect the program requirements as they relate to the Goal Areas. Also, this elective is very broad, and will not, if eliminated, have an adverse effect on the knowledge required to become a nurse.

Microbiology is a common requirement of Associate in Science Degree in Nursing programs throughout Minnesota. It is also a requirement for students going into RN to BSN programs after completion of an ADN program. The knowledge from this course relates directly to the safe practice of nursing and infection control practices. Therefore, the addition of BIOL 2201 - Microbiology (4 credits) would substantially benefit the graduates of the ADN program. The Biology Department has also requested that Nursing add Microbiology to the degree requirements.

The nursing program currently requires either PSYC 2215 Child and Adolescent Development or PSYC 2235 Lifespan Development. The National League for Nursing Accreditation Committee (NLNAC) accredits the ARCC Nursing Program, as required by the MN Board of Nursing, part of accreditation is to show that the nursing program teaches about populations across the entire lifespan. Keeping PSCY 2235 as a requirement, is broader in scope of education across the lifespan than keeping PSYC 2215. This requirement also would satisfy the needed 30 credits of MnTC requirements.

In addition to the above rationale, there is an added benefit to the students who take PSYC 2235 and BIOL 2201 in that they will also be fulfilling requirements in the Broadfield Health Sciences Degree. This allows students who do not complete the ADN to take fewer courses for completion of the Broadfield Health Sciences Degree.

Committee Members: Angie Anderson, Natasha Baer, Jim Biederman, Jennifer Eccles (excused absence), Gary Cook, Bruce Homann, Dana Irgens, Mary Januschka (alternate), Luanne Kane (alternate),

Kristin Klamm-Doneen, Adam Krenelka, Kirsten Olsen, Deidra Peaslee, Patty Pieper, Joe Schoen, Michael Werner (excused absence), Jennifer Willcutt (alternate), and Scott Wrobel

Guests: Kate Hostnick-Harper, Rhonda Kern

Recorder: Valerie Knight