Retirement Reception
You are cordially invited to a reception on Thursday, May 6, 2004 from 2:00 to 4:00 pm in CF206/208 for Rochester Community and Technical College's 2003-2004 retires. A brief program will be held at 2:30pm. Please join us as we recognize our retirees' many years of dedication to RCTC and our students!

Margaret Clark - Audrey Clausen - Patricia Dorn
Judy Harris - Sherryl Lecy
Sharon Oliver - Esther Omodt - Joan Paulson
Barbara Schultz - Edward Shafer

Assessment of Student Learning
This Tuesday, April 27, is the final Assessment of Student Learning committee meeting for this year. Everyone is welcome to attend.

DATE: Tuesday, April 27
TIME: 2:00-3:00 p.m.
PLACE: Presidents Room
College Center

AGENDA
- Updates - Critical Thinking Assessment Pilot, eLumen Pilots, Staff Development Opportunities
- Discussion of ASL 2004-2005 Draft Goals & Activities
- Highlights of Summer ASL Staff Development Opportunities
- Recognition and Celebration of ASL Achievements

Weekly Stakeholder and Market Fact
The 2003 Student Satisfaction Inventory (SSI) groups items into twelve categories. The category of Concern for the Individual includes five survey items measuring the institution's commitment to treating each student as an individual. Those groups who frequently deal with students on a personal level (e.g., faculty, advisors, counselors) are included in this assessment. The college's overall satisfaction rating last year for the Concern for the Individual category was 4.73 on a seven point scale, with seven being very satisfied. This compares to the 2003 national norm of 5.09.
Weekly Funny

The ghost you’re trying to reach is currently unavailable. Please leave a message after the beep.

2004-2005 Common Book Selection

You are invited to participate in the discussion centered on deciding upon next year’s "Common Book."

Generally, a Common Book is one that:

(1) Deals with a current and relevant issue or topic and holds general interest for the students.

(2) Might be read and understood in smaller, discrete sections (i.e., some disciplines or classes might read one section only) so that the book can be adapted to, or included in, a wide variety of courses without demanding too much course time.

(3) Can be approached from a variety of points of view by different disciplines thus giving students an opportunity to examine and discuss many aspects of a particular issue.

(4) Readily elicits discussion on an analytical level.

From a more practical level, we must also consider the availability and cost of inviting the Common Book’s author to visit our campus. Also, in the "UCR Common Theme Group" we have been favoring selecting a 2-year common theme. This would reduce costs and extend the preparation time for instructions. If you have any strong opinions (or weak ones for that matter), PLEASE forward them to Lori Halverson-Wente at 285-7553 or lori.halverson@roch.edu. Better still, you are welcome and encouraged to join our Common Book Committee!

Bookstore Contest!

Visit the RCTC Bookstore now through 4:00 pm on May 7th for your chance to win!! Guess the correct number of pieces of candy in the jar and win an RCTC sweatshirt!

Crossings Classifieds

For Sale: One Bedroom, one bath, 3rd floor secure building Valhalla Condo. Indoor, outdoor pool, sauna, exercise and party room. Association fee includes heat, garbage, snow removal, maintenance, and extended cable. Asking price is $47,000. Call Darci Jasperson at 280-5002 (work) 286-8677 (home).

Garage sale: April 30 8-6, May 1 8-2. Chainsaw, chain-link fence, Little Tikes toys, kids clothes, 35 gal. aquarium, lots of misc. 241 S Dover St, Dover. Michelle Peterson - 507-932-4290.

Services needed: Experienced seamstress to do alterations on three long twill skirts. Contact Dera Hanson, derahanson@msn.com or 507-287-9705, leave a message.

Circuits and Skins Concert - FREE

Monday, May 3rd, 7:00PM in the Hill Theatre

What are one of the things that make RCTC unique? This is the only campus in the state where you can be treated to both original music compositions, and a live World Drum Ensemble performance.

Circuits and Skins will feature 12 RCTC electronic music composers who have created original surround-sound compositions and video creations... come hear and see the creativity flow from our students. The concert is interspersed with performances by the 22-member RCTC World Drum Ensemble featuring percussion instruments from around the world. The ensemble is directed by Denny McGuire.

Free and open to the public!
Come join in the fun!
Supalla’s Scribblings

This is has been a very good week in St. Paul for RCTC and MnSCU. The House Capital Investment Committee released its bonding list and it does include $10,945,000 for the UCR Health Sciences Renovation project. Although the Senate hasn’t released their list, all indications are that the Health Sciences project will also be included on that list, and probably at the full $11,745,000 request. Also included in the House bill are funds for the UoM/Mayo genomic building, dollars for the regional public training center, and some monies for a third burner at the Olmsted County Waste to Energy plant. Once these committee lists are debated on the floor of the House and Senate, they will be sent to a joint conference committee to iron out the differences. Also heard in legislative halls this week are rumors that getting the sales tax language changed and the potential extension approved are “more probable” than “possible.” Thanks to all of you who’ve kept the pressure on legislators to fund these investments in higher education. Don’t let up now. On Wednesday, the MnSCU Board of Trustees approved the transfer of 37 acres of DNR land contiguous to UCR to MnSCU/RCTC. This Board action was needed before a letter requesting transfer of the property, which the DNR has labeled as surplus, could be sent. Our legislative delegation, MnSCU facilities and legislative staff, city representatives, Marilyn Hansmann and I have met with DNR Commissioner Merriam and his staff and have received assurance that custodial control of the property (appraised at $37,000) will be transferred to us at no cost.

Kudos and Thanks…

- Congratulations to Rashmi Roy and Mark Stanchfield who were voted RCTC Teachers of the Year. Both will be recognized with the Golden Apple Award this spring. Way to go, Rashmi and Mark!
- On April 15 I participated in Mayo’s fourth annual Nursing Career Day. It was a great opportunity for 150 area high school students and their parents to learn more about nursing careers and educational opportunities. Thanks to Carol Haug who gave up an opportunity to meet with the Director of Nursing candidate to promote RCTC’s nursing programs. RCTC’s Health Unit Coordinator program was also represented at the exhibition.
- I recently accepted an invitation from Olmsted Medical Center to take a tour and hear an update on future plans for Olmsted Community Hospital. Significant renovation has already been completed and some major construction will occur in the next several years. We are fortunate to have such a good neighbor and I’ve encouraged us to continue to dialogue in an effort to find ways we might collaborate.
- Many thanks to all who organized and participated in the recent “Common Theme” activities. University Center and RCTC got great press coverage on Congressman Gutknecht’s pharmaceutical speech, Castleberry’s presentation, and Nader’s visit. Bringing in these high profile speakers is possible only because of the UCR partnership. The activities associated with the common theme on corporate responsibility should be evidence to the community that a true “university environment” exists at UCR. I encourage all of us to participate in and incorporate student-learning activities around future presentations.
- Thanks to Anna Schmidt, Ralph Campbell, Kim Sin, Molly Rohe, Beth Diekmann, and Jay Lee who joined me at the recent Boys and Girls Club Broke Breakfast. The Broke Breakfast was the kick-off event for the Club’s annual Back-A-Kid campaign. The leadership teams of the Boys and Girls Club and RCTC have met and both are interested in finding win-win partnerships. If you have a community service project or are looking for volunteer opportunities, please call Larry Kent, Club Executive Director, at 287-2311.

A report in the March/April issue of Academe reported that the average salaries of full-time faculty members rose by just 2.1 percent in the 2003-04 academic year, the lowest percentage increase in three decades. The report says the tiny increase in average salaries is due in part to the small rate of inflation and state appropriation reductions. Nationally, state appropriations for higher education declined by 2.1 percent in 2004. The report also indicated that the increase in tuition and fees from 2002-03 to 2003-04 far outstripped the rise in faculty salaries. Tuition and fees rose, on average, by 14 percent at public two- and four-year colleges. RCTC has proposed a 15 percent tuition increase as well as fee increases in parking, health services, and student life for 2004-05.
To meet growing educational needs of Minnesotans, MnSCU works hard to preserve and enhance access to education. Access has grown increasingly more complex to maintain as it comes to mean many different and important things, including having a college or university nearby, fostering a welcoming campus for diverse students, offering flexible learning opportunities, and keeping higher education financially within reach for all. For employers, access means receiving customized training for employees, when and where they need it. The system’s 53 campuses provide a mix of day, night, and online courses to help students with varying backgrounds and situations receive their education. More than 40 percent of the system’s 240,000 credit-based students are enrolled part-time, and the average learner is nearly 27 years old. Enrollment of students of color has climbed steadily to 12 percent systemwide. Minnesota State Colleges and Universities provide more training and education directly to employers than any other entity in the state, reaching more than 140,000 employees in 6,000 businesses.

Recent research has shown that when students study using natural light they tend to excel on tests and learn the material better. So, if you need to learn a new concept at work or school, try to study during daylight hours near a window. Better yet, faculty might want to use this research when looking for a reason to hold your class outside on a nice spring or summer day.

Thought for the week…

"People of mediocre ability sometimes achieve outstanding success because they don’t know when to quit. Most people succeed because they are determined to."

— George E. Allen

Take some time to enjoy the beautiful spring weather during the final hectic days of spring semester.
ITEM 1 (F) Disbursement of Capital Funds – Wright questioned whether the Faculty Finance Committee was eliminated in the process of reviewing and recommending capital budget approvals, repeating a rumor which states Hansmann wasn’t aware of a Faculty Finance Committee and her comment that input from such a committee would be insignificant. Hansmann apologized if faculty felt their input would be insignificant, adding that she has been known to be blunt but is working on improving and stressed that it was not her intent to exclude any group in the process. Hansmann announced the FY05 budget process would include aligning budgetary requests with continuous improvement plans. Wright questioned what group would make the final recommendations after the continuous improvement plans are reviewed. Hansmann responded the requests will eventually come through departments (faculty for academic programs) the Deans, and the Vice President of Academic Affairs for academic programs and Directors and the Vice President of Student Affairs for non-academic programs. The final decision will be made by the Leadership Council. Wright stated that the Faculty Finance Committee has always been a part of the decision making process. It was not the intent of the faculty to give up its involvement in the budget process when it was agreed to participate in the continuous improvement process. When the budget requests are greater than the funds available, discretion must be used to determine the final budgets; it is at this discretion point that the faculty has been and should continue to be involved. Wright asked Hansmann to review the process and include the faculty at that discretionary point. Supalla and Hansmann agreed to have the All-College Fiscal Committee (which includes faculty) review the requests, stressing the importance of using the continuous improvement tool in ranking requests. Wright agreed the Faculty Finance Committee should work within parameters.
ACTION: Hansmann will add the issue to the agenda for the next All-College Fiscal Committee meeting.

Further discussion followed after the meeting signifying a misinterpretation between Faculty and Administration of the committee in question. (Hansmann and Supalla were speaking of the All-College Fiscal Committee and Wright was speaking of the Faculty Finance Committee.) Hansmann, Supalla and Wright will meet to clarify the two committees and the roles of each committee in the annual budget process.

ITEM 6 (A) FY05 Budget – Hansmann distributed a flowchart that reflects an integrated management system and budget submissions process for FY05. The software program captures continuous improvement plans and budget requests by departments. Hansmann noted Step One of the flowchart is required of non-academic programs, and faculty would be required to begin with Step Two, which develops continuous improvement plans and Step Three which captures capital equipment, R&R and academic field trip requests. Submission of FY05 budget requests are due by April 15 in order to allow adequate time for review and approval prior to the summer break. Hansmann announced the College continues to project a 15% tuition increase for FY05. ACTION: Information Only.

ITEM 1 (A) Search Committee Update – Arntson announced a Speech position and a Nursing position have been posted due to a resignation and retirement in the two departments. Wright shared a faculty concern that letters of recommendation are not being requested and/or used in the search process and questioned the rationale for the decision. Arntson responded few MnSCU campuses request letters of recommendation in their hiring processes, and further questioned the value of letters that aren’t submitted in sealed envelopes directly to the Human Resources Office. Further discussions followed on whether search committees should review letters that have been submitted, and whether the review of such materials is fair to those individuals that don’t submit letters because they are not required. Hill added her practice has been to read the letters to obtain additional information for why an individual may leave a previous employment. Arntson responded reasons for leaving employment could be discriminatory. ACTION: Arntson will re-evaluate the inclusion of recommendation letters in the search process.

ITEM 2(A) Placement on Payroll Task Force – Arntson announced she is organizing the first meeting of the Placement on Payroll Task Force within the next couple of weeks. ACTION: Information Only.

ITEM 3 (A) Travel/Professional Development Form – Arntson announced the new travel/professional development forms are still being drafted, along with procedures, and a task force is meeting on April 6. ACTION: Arntson will bring the new Travel/Professional Development Forms to the next Faculty Shared Governance Council Meeting for review.
ITEM 4 (A) Faculty Leave Procedure – Arntson distributed draft procedures for the faculty leave approval process, noting faculty are responsible for submitting requests through the appropriate deans and copies will be distributed to department chairs and the faculty member with the originals forwarded to the Human Resources Department. Hill indicated her instructional secretary records absences in the Science Department so others in the department know the absences for the area. ACTION: Faculty support the process and the procedures will be implemented immediately.

ITEM 5 (A) Ergonomics – Arntson announced her intention to incorporate a college-wide ergonomics initiative, noting the program will involve identifying and training employees who serve on the Facilities, Grounds, Safety, and Security Committee to evaluate workstations. ACTION: Information Only.

ITEM 7 (A) Fitness Center – Supalla reported the faculty concerns about the $30/semester user fee, appear to be driven by non-users. Administration intends to visit with the Wellness Committee about the use of funds to lower the employee cost. Wright stated comments from AFSCME appear to reflect similar concerns with the fees. Supalla responded AFSCME supports the fee, noting their comments shared at a recent AFSCME Labor/Management meeting included a statement that “$30/semester is a ‘steal’ when calculated down to a daily rate.” Supalla also noted, however, that any reduction in fees from state health plans or Wellness Center funds would be across the board for all employees. Wright acknowledged the rate of $30 is not the only issue, but also the necessity for the State to be proactive in the health and wellbeing of the faculty and the perception that faculty are being “nickel and dimed” for many things. Hansmann announced, since the field house is a joint facility with the city, the city and the College have decided to abolish the fee for the walking track. ACTION: The Fitness Center Fee Proposal will be brought back to the next Faculty Shared Governance Council Meeting for further discussion.

ITEM 8 (A) UCR Winter Break Closing Proposal – Supalla announced initial consideration was made to close the UCR Campus December 22, 2004 through January 2, 2005, however, because WSU-RC and UMR classes run through December 23, the campus closing proposal has been modified to close the buildings (with the exception of the Sports Center) from midnight on December 23, 2004 through January 2, 2005. Supalla also announced, although the campus doors will be locked and the security system activated, faculty may obtain a security code to access the facilities, keeping in mind the heat will be lowered and snow removal will only be done for emergency vehicles. ACTION: Hansmann will distribute campus-wide the process for obtaining access to the buildings during campus closings on holidays and weekends.

ITEM 9 (A) Full-Year Course Schedule – Lee announced a year-long schedule has been discussed with Permann and Splittstoesser, however it has been delayed because of their workload finalizing the Fall Schedule and resolving issues with the new scheduling software program. Lee intends to have a draft document available at the next meeting, reiterating his concerns that curriculum proposal implementation (changes and additions) need to be kept to a minimum (once or twice a year) in order to alleviate work for Splittstoesser. Lee announced Splittstoesser has stated every curriculum change requires numerous (13-17) edits in ISRS. A proposal to reduce the frequency of program change implementations was initially rejected by the Academic Affairs and Standards Council in March, but the request will be brought back for further discussions. Lee also distributed a matrix reflecting the room usage for a typical week in rooms seating 30 or more students, noting the information reflects rooms are not being used as efficiently as possible. Lee acknowledged some open hours may be caused by class cancellations due to low enrollment; however more efficient use of space is needed in order to implement a year-long schedule. Wright agreed efficiency is important, and is pleased to see work has begun on a year-long schedule, noting a year-long schedule is crucial for our growing non-traditional student enrollment. Lee questioned what information should be provided in the schedule. Wright responded class numbers, days and times are essential with rooms and instructors added later. Mercer further added a year-long schedule would be beneficial for student services departments to better serve students. ACTION: Lee will continue to work on a draft year-long schedule and provide an update at the next Faculty Shared Governance Council meeting.

ITEM 3 (F) Testing Services – Hill shared faculty concerns with the elimination of testing services for non Student Support Services and disabled students, noting the services are necessary for many students enrolled in sciences courses (i.e. ESL). Mercer acknowledged the testing service has been reduced due to the enormous number of requests and the inability to provide credible services for everyone; however staff from the Student Support Services will continue to assist in extenuating situations. Mercer added some universities have testing centers and Supalla encouraged Mercer to investigate what other MnSCU colleges do to accommodate students. ACTION: Mercer will conduct a survey of testing services at other MnSCU colleges and further discuss with the Administration before reporting back to Faculty Shared Governance Council.

ITEM 10 (A) Official Employee Communication Tool – Supalla announced a policy was approved and implemented last year enforcing e-mail as an official communication mechanism for students. Due to recent problems with the collection of parking fees from staff (specifically adjunct faculty), Supalla proposed e-mail also be implemented as an official communication tool for faculty and staff. Hill responded adjunct faculty often experience delays in obtaining e-mail accounts. Supalla noted process issues for setting up accounts can be corrected, but it appears many part-time faculty prefer not to have (or use) a college account because of the necessity to monitor two accounts if they have additional employment outside of the college. Wright concurred he has also experienced difficulty...
communicating with adjunct faculty and would personally support a college-wide policy requiring e-mail as an official communication tool. Hill noted faculty with name changes appear to have to go through many steps to have the changes updated campus-wide and questioned if a process could be implemented with one-step (better communication between the human resources and information technology areas). ACTION: Supalla will visit with the Human Resources and Information Technology departments to implement a new employee/name change process to better serve employees. Supalla will also prepare a draft Official Employee Communication policy for review at the next meeting.

Adjourned at 3:00 p.m.

NOTE DATE/TIME/LOCATION CHANGE: Next Meeting: May 5, 2004 – 3:00 p.m. – SS209
B Watters called the meeting to order at 2:09p.m.  J Lee noted that he would be leaving at 3:00p.m.

1. **Other**
   a. English/Developmental (ENGL) Curricular Review – S Scholar distributed copies of a report for the department and gave a summary, noting department concerns regarding ENGL 0990, which is currently a 5 credit course covering grammar and writing. A revision is being considered that would separate the curriculum into a 2-credit grammar and 3-credit writing course. She cited statistics regarding department growth due to the increased numbers of non-native students. J Lee stated that ENGL 0840 and 0990 would be part of offerings planned this summer for the Bridge program for high school students. **Action:** For information only.
   b. Child Development (CD) Curricular Review report – J Lindman stated that all Child Development programs in the state have worked together to put all courses online resulting in AAS and diploma degree completions being earned totally online. She noted that two ITV courses to Pine Technical College are also offered each semester and a decision will be made whether to continue this. A new rubrics system has been developed that focuses on four different areas and will be used for student improvement and assessment. Changes in student reading and writing skills may require the program to require college level ability. **Action:** For information only.
   c. AASC Procedures Override/Agreement – **Action:** Tabled.
   d. CIPS response – Faculty indicated that they would not agree to this and believe this is an administrative function. J Lee noted that accurate program codes are needed when programs are compared statewide. **Action:** Withdrawn.
   e. Electronic Distribution of Curriculum Proposals - B Watters stated that faculty do not feel that the electronic distribution system is a cost or time saving benefit and noted that signatures are an unresolved issue. They wish to return to the former method with hard copies being distributed. J Lee indicated that he is not willing to go back to the former system and he will discuss this with other Administration. **Action:** Tabled.
   f. Humanities-Performing Arts/Nobel Conference Review – It was noted that this is an umbrella course similar to literature, where the subject matter changes. Faculty would prefer outside assignments be included to meet Humanities criteria. B Mollberg suggested a review of Humanities umbrella courses and noted that it would be beneficial for the two new honors coordinators. **Action:** For information only.
   g. Update on loading registration prerequisites – J Kehoe stated that he had spoken to T Tynsky, in Admissions, who indicated that for new fall students ASAP scores will be loaded and priority will be given to the English, math, and science areas. J Kehoe received input from other faculty who indicated that the COMP 1001 would be the next course that they would like to have addressed, with PSYC 2626 and perhaps a BTEC or HIT course following that. **Action:** For information only.
   h. Update on implementation of statewide placement scores – J Kehoe distributed a copy of a Proposed Amendment to MnSCU Policy 3.3 Assessment for College Readiness and indicated that current processes will be changed to the use of AcuPlacer. A mandate may be issued to ensure uniformity across state higher education institutions. RCTC can set higher standards. **Action:** For information only.
   i. Proposal 20, Computer Aided Drafting Technology, Diploma, program revision, corrections requested – J Lee noted that when this proposal was approved, it was agreed to move MATH 1015 from general education to professional core requirements, but it should be listed under section B. but as other. **Action:** Approved.

J Kehoe inquired regarding the status of previously approved Clinical and Lab Science degrees and asked when the information would be publicized. One of the programs has been approved by MnSCU and has been forwarded for publication on the web and for distribution to Enrollment Services. The other is still pending MnSCU approval.

J Kehoe also indicated MSCF (state) is working on revising the MNTC for greater uniformity and will work with MNSCU in the near future on the subject.

2. **2003-2004 Proposals**
   Proposal 41, PHED/REC 2294, Internships, course revisions  
   **Action:** Withdrawn.
   Proposal 81, Catalog policy, curriculum policy revision  
   J Lee indicated the proposal should be withdrawn but noted that this will need to be re-visited in the future. **Action:** Withdrawn.

Proposal 88, Engineering, A.S. degree, program revision  
J Kehoe distributed copies of two advisement guides, one articulated with the University of Minnesota and one with all MnSCU schools. He explained that two guides were necessary due to different requirements of each system regarding MnTC. M Callister noted tracking students for graduation would require two different major codes. **Action:** Approved.
Proposal 97, ENGL 0910, Basic Grammar and Usage, course revision
Proposal 98, ENGL 0940, Introduction to College Writing: Sentence to Paragraph to Essay and ENGL 0990, Introduction to College Writing: Paragraph to Essay

**Action: Withdrawn.**

Academic Affairs and Standards Committee
April 13, 2004 Minutes; Page 2

Proposal 99, AASC membership restructure, policy revision
J Kehoe indicated faculty rejected the proposal allowing student membership on the Council, as AASC is a contractual committee and based on discussions with the state faculty union. Administration believes student input would add value to the discussion as curriculum is the backbone of how students are served. **Action: Tabled.**

Proposal 100, PHYS 2202, Radiation Physics, course deletion
**Action: Approved.**

Proposal 101, PHYS 2212, Principles of Radiographic Exposure, course deletion
**Action: Approved.**

Proposal 102, RADT 1131, Medical Terminology I, course deletion
**Action: Approved.**

Proposal 103, RADT 1132, Medical Terminology II, course deletion
**Action: Approved.**

Proposal 104, RADT 1140, Patient Care for Radiological Technologists, course deletion
**Action: Approved.**

Proposal 105, MUSC 1601, Electronic Music Composition I, course revision
J Kehoe noted that this was previously ruled as not meeting MNTC guidelines, but has been reviewed. This course was previously titled Electronic Music Synthesis I. He noted that on page 4, under section F., Learning Outcomes (MNTC), that the actual MNTC goals should be included and that this should also be changed on the listing of courses published in the catalog that were to be removed in August 2004 as the course should now stay on as meeting MNTC guidelines. **Action: Approved.**

Proposal 106, MUSC 1602, Electronic Music Composition II, course revision
J Kehoe noted that this was previously ruled as not meeting MNTC guidelines. This course was previously titled Electronic Music Synthesis II. He noted that on page 3, under section F., Learning Outcomes (MNTC), no changes were indicated and this is not acceptable as MNTC. The original coursework submitted last year will be accepted without MNTC, therefore, this course will continue to be listed as being removed from MNTC and will be published in the catalog as one of those courses that are to be removed in August 2004. **Action: Approved.**

Proposal 107, Administrative Assistant, A.S. degree, program revision
J Kehoe noted that on Attachment I, under Goal 3, (Must include a lab science) should be deleted and that the statement, Any MNTC Goal 1-10 Courses should be moved to the left to align with the other goals and the word maximum should be minimum. For clarity, B Mollberg suggested changing the language regarding BTEC 2350 and 2450 under Professionally-Related Business Requirements to: Option 1: BTEC 2350 and 2450 OR Option 2: BTEC 2355 (with course titles to be included). C Fiegel and K Olson agreed. It was also noted that under the course sequence, that Electives under each semester should be changed to Electives/MNTC General Education. **Action: Approved with revisions.**

Proposal 108, Administrative Assistant, A.A.S., Diploma and Software Application Specialist, Certificate; program revisions
Pertaining to the AAS degree (Attachment I), J Kehoe noted that under Goal 3, (Must include a lab science) should be deleted. On the AAS, Diploma and Certificate, the language for BTEC 2350 and 2450 under Professionally-Related Business Requirements will be changed to: Option 1: BTEC 2350 and 2450 OR Option 2: BTEC 2355 (with course titles to be included). Also, for the Certificate (Attachment III), JOUR 1150 should be BTEC 1150. **Action: Approved with revisions.**

Proposal 109, ASF 1107, Groupware in Business, course revision
**Action: Approved.**

Proposal 110, ASF 2020, Interactive Programming, course revision
**Action: Approved.**

Proposal 111, Computer Technical Support Specialist, A.A.S. degree, program revision
It was noted that on Attachment I (new program sheet) that it indicates that ASF 2299 should be moved to technical electives, but it was not moved. Asterisks should be added by appropriate honors courses. On Attachment II (old program sheet), Help Desk IV should be 1 credit instead of 2. Core requirements should be 29 credits and technical electives should be 18 credits. ENGL 1109 should be moved to Goal 1, Written and Oral Communication. **Action: Approved with revisions.**
Proposal 112, Midrange Computing Specialist, A.A.S. degree, program revision
It was noted that ASF 2299 should be moved from required courses to technical electives and that ENGL 1109 should be moved from core requirements to Goal 1 Written and Oral Communication changing the credits from 7 to 10 with general education requirements totaling 22. Core requirements should total 19 credits and technical credits should be 26 instead of 23; and the total credits should be 67. **Action: Approved with revisions.**

The meeting adjourned at 3:28 p.m.