



ACADEMIC AFFAIRS/STANDARDS COUNCIL APPLICATION PROCEDURES

Faculty or administrators wishing to add new courses or programs to the Riverland Community College curriculum or make major changes to existing ones must follow the procedures set forth by this council and submit the following information to the council:

1. Before submitting any new or changed program or course materials to the Academic Affairs and Standards Council (AASC), applicants must consult with all full time faculty members involved in the department as well as the appropriate dean. For documentation purposes, please bring a signed statement showing support or nonsupport for the course(s)/program under consideration from the appropriate individuals. (An e-mail to the assigned AASC recorder Barb Jensen from each individual may substitute.)
2. The applicant must submit all course/program materials to be reviewed by this council *at least 10 working days* before the date of the meeting. Material must be submitted electronically to the AASC recorder, Barb Jensen.
3. All outlines and program materials must follow the correct style format. The format templates can be found on the I: Drive (in the “common” then “academic affairs standards council” folders) or on the employee website under Policies and Procedures and/or Forms. Kasey Finnegan and Kris Hanson have copies of the format templates and will assist as needed.
4. New programs must include a program plan. The program plan should be presented for a first reading approval before (or concurrent with) any new courses required for the program. Final approval of a new program plan will not occur until all new courses proposed for the program have been reviewed and approved by the committee. New courses or major changes to courses within an already existing program must include information on where the new or modified course(s) fits in the revised program plan.
5. The applicant must show that the proposed course and/or program does not duplicate any existing course or program in the Riverland Community College curriculum.
6. A faculty member or dean involved in the program or course development/modification must be present at the meeting during which the material is reviewed. New programs and major program redesigns also require advisory committee support (for documentation purposes, please provide minutes from the advisory committee meeting as evidence of support).
7. Each prospective course must be designated as only one of: a Minnesota Transfer Curriculum (MNTC) course, program course, or transfer elective.

A. Minnesota Transfer Curriculum Courses

- 1) General education criteria used to determine if a course should be considered for inclusion in the Minnesota Transfer Curriculum:
 - a. The course focuses on the central ideas and core doctrines of the discipline or field of knowledge.
 - b. The course sets forth the basic facts and theoretical constructs that form the foundation of the discipline at a basic level.
 - c. The course introduces students to methods and the creative modes of a broad spectrum of disciplines and interdisciplinary fields and emphasizes the basic skills of discovery, integration, application and communication.
 - d. The course is by its very nature “essential” to understanding a discipline or field of knowledge.
 - e. Occupational courses will not be considered for inclusion.
 - f. A guiding principle suggested for any course: “If the justification for inclusion needs to be elaborate, perhaps the course ought not to be in.”
- 2) Documentation that the course will be accepted as MNTC by at least one of the four branches of the University of Minnesota (Crookston, Duluth, Morris, Twin Cities) must be submitted. This may be in the form of catalog entries or a letter from an appropriate university official.
- 3) If the course proposed is unique or the above-referenced universities do not have a comparable course, the merits of the proposal shall be weighed on whether the proposed course meets the definition of a MnTC course, the course’s credit-worthiness, the assessment that it is college level work and its substantive value.
- 4) The course must satisfy more than 51% of the competencies in one discipline area (Communication, Humanities and Fine Arts, History and the Social and Behavioral Sciences, Natural Sciences or Mathematics/Logical Reasoning) **and** one thematic area of emphasis (Critical Thinking, Human Diversity, Global Perspective, Ethical and Civic Responsibility or People and the Environment). The competencies must be a significant focus of the course and be listed on the course outline. The MnTC agreement can be found at www.mntransfer.org
- 5) To assist with this process, applicants are encouraged to use the MnTC checklist found on the I: Drive (in the “common” then “academic affairs standards council” folders). Riverland’s currently available MnTC courses can be found at I:Common, Minnesota Transfer.

B. Program Courses for the AS, AAS, AFA, Diploma and Certificate

- 1) The proposed course shall be weighed on the course’s credit-worthiness, the assessment that it is college level work and its substantive value.
- 2) Documentation must include a recommendation from the program’s advisory committee, assurance that it will meet accreditation/licensure requirements and possibly evidence of a similar course or courses in a comparable program at another college or university.
- 3) Rationale for the addition of this course to the program at this time must be presented.

C. Transfer Elective Courses

- 1) Transferability will be assured by the AA transfer agreements with the University of Minnesota and the state universities without further documentation. Catalogue evidence of a similar course or courses at another college or university should be presented if possible.

- 2) Transferability of the AFA and AS will be assured by articulation agreements with selected state universities.
 - 3) The proposed course shall be weighed on the course's credit-worthiness, the assessment that it is college level work and its substantive value.
8. The registrar must assign a course number before the proposal receives final approval by the AASC.
 9. All program plans and courses, whether new or modified, must be presented for a second reading before the AASC committee before final approval is granted.
 10. The AASC shall represent the faculty position on curriculum matters to the Faculty Shared Governance Council when necessary.

Approved by the Academic Affairs Standards Council on September 18, 2002.

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