

MOTIONS PASSED AT AASC MEETINGS

Sub-Committee of AASC will function as Academic Council to hear student appeals.

January 2003

New or modified courses or course outlines must have the consensus approval of the department or a majority of the department and an explanation of why consensus was not reached in order to bring the changes to the curriculum committee.

January 2003

Any instructor who has not taught an HCC online course prior to February, 2003 must take the 5 week online instructor class prior to teaching an online course at HCC.

February 2003

Departments will submit to Academic Affairs a list of courses including the test administrator(s) that are approved for test out.

July 2003

Credits by exam will measure a minimum of 70% of the competency of the course objectives.

July 2003

A maximum of 12 semester credits may be used toward graduation through credit by examination.

July 2003

Student E-mail Policy approved November 2003.

Curriculum changes will not be official until final action by AASC.

February 2004

All credit bearing classes must pass through Curriculum Committee and have AASC approval before being taught, all courses must be taught by licensed/credentialed staff and have proper learner assessment.

April 2004

New substitute courses (April 2003) must contain a minimum of 80% of the content of the course to be substituted and the skills be at a higher level. These criteria may be waived by the program advisory committee. The variance program plan may be included in DARS.

April 2004

Variance to program plans must have signatures of transfer specialist and program director. They must meet with student prior to signing.

July 2004

All course outline changes must pass through the appropriate curriculum committee and AASC, upon approval of AASC it will be given to the Curriculum Specialist, who will give the updated information to the personnel who will update the official course outline.

October 2004

Students (workstudy) will not be exam proctors, or have access to student-identifiable course work.
October 2004

Instructors are responsible for proctoring their own face to face exams and makeup exams.
October 2004

Students may withdraw from a course during the first 60 days of a course during the fall and spring semester, and the first 30 days of a summer session; in any case, students may not withdraw after a course had ended.
November 2004

In addition to class rank, as established by MnSCU guidelines, PSEO students admitted to HCC must demonstrate readiness and ability to perform college-level work as determined by meeting the minimum cut-score on the assessment test required as a prerequisite for the course or program they intend to enroll in.
December 2004

PSEO students intending to take math courses at HCC must show readiness and ability to perform college-level math work as determined by testing at Math 1040, College Algebra, or higher on the assessment test.
December 2004

New program requests received by the provost shall first be presented to AASC for discussion and consideration.
February 2005

Grade books must be retained by a faculty a minimum of one year after the class has been completed.
April 2005

Any credit based class that comes on campus one or more times, will be charged access fee.
May 2005

Student Life fees be charged on all credit based classes, on or off campus.
May 2005

Students in all credit based courses whether on-line, face to face, or off campus will be charged technology fee.
May 2005