

**Purpose:** The committee is an inter-disciplinary instructional (curricular) group, in consultation with the non-instructional (co-curricular) group, charged with reviewing, evaluating, and making recommendations to the President’s Cabinet. The group is also charged with providing guidance and assistance with assessment. The committee is responsible for tracking progress and completion of *academic* program review. The CASA conducts its work under the auspices of the college President and within college Policies and Procedures.

July 1, 2021 to June 30, 2022		
Chair (rotating)	Dean of General Education and Transfer Dean of Workforce and Regional Partnership Development (2022-2023) Dean of Health Professions (2023-2024)	Lucinda Leugers
Co-chair or delegate (rotating)	Faculty NCK Faculty BHC (2022-2023) Faculty LHC (2023-2024)	Candace Hofstadter
Recorder	Curriculum and Articulation Technician	Julie Napier
Meeting schedule	First Friday of month, August – May 1:30 PM – 3:00 PM	
Decision Making Process	Course and program changes are presented to committee, discussion follows, committee either votes or tables changes	

CURRENT VOTING MEMBERSHIP (#)	
Lead Faculty – Arts and Humanities	Jacob Crawford
Lead Faculty – Business	Candace Hofstadter
Lead Faculty – Computer Sciences	Peter Burgess
Lead Faculty – Education	Katie White
Lead Faculty – Engineering and Math	Laurel Clifford
Lead Faculty – Languages	John Kitts
Lead Faculty – Life Sciences	Scott Sweet
Lead Faculty – Physical Sciences	Paul Haberstroh
Lead Faculty – Social and Behavioral Sciences	Cole Stewart
Lead Faculty – Welding	Eric Pope
Associate Dean - BHC	Jennifer Woolston
Associate Dean - LHC	Stephanie Dieringer
Associate Dean - NCK	Tonya Jackson
Associate Dean – Workforce Development	Jason Gee
Dean of Academics and Lifelong Learning	John Cawley
Program Director – Dental programs	Tracy Gift
Program Director – Physical Therapy Assistant	Liz Briere

Program Director – Radiology Technician	Stacy Gilbert
Program Director - Surgical Technician	Michelle Diaz
Program Director - Nursing	June Weiss
Program Director – EMT/ health programs	Kris Long
Program Director – Substance Abuse Counseling	Lori Howell
Program Director – Fire Science	Kamrin Dooley
Adjunct faculty representative	TBA
Workforce Development faculty representative – automotive	Richie Mitten
Workforce Development faculty representative – construction trades	David Brickey

<b>CURRENT NON-VOTING MEMBERSHIP (#)</b>	
Director of Curriculum & Assessment	Mitzi Esgro
Dean of General Education and Transfer	Lucinda Leugers
Dean of Workforce and Regional Partnership Development	Kirk Lacy
Dean of Health Professions	Liliya Tishchenko
Dean of Student Services	Ana Masterson
HLC Compliance Liaison	Danette Bristle
Library representative	Pamela Galovich
Financial Aid representative	Lisa Downey
Enrollment representative	Morgan Wilson
Registrar representative	Morgan Wilson
Advising representative	Natalie Gebicke

**Serves the following purposes:**

The scope of recommendations are areas and topics that impact curriculum, academic standards, assessment, articulation and other academic issues pertaining to, or related to, a credit granting institution of learning.

**CURRICULUM**

- A. Communicates proactively so all stakeholders are aware of potential curriculum changes.
- B. Consults other disciplines to determine if collaboration is beneficial to multiple programs.
- C. Ensures co-curricular review prior to monthly meetings to ensure compliance.
- D. Reviews proposals for new courses and programs of study, amendments to existing courses and programs, and the withdrawal of existing courses and program, making recommendations in consultation with the academic deans and appropriate ad-hoc sub-committees.
- E. Ensures and supports curriculum that aligns with the mission, purposes, and values of the college and conforms to established college, accreditation, state curriculum and program review standards.
- F. Reviews and approves course curriculum packages, course retirements and program modifications less than 50% of total credits.
- G. Presents new certificate/degree proposals, significant (50% or more of total credits) program modifications, and program retirement to President’s Cabinet for final review and approval.
- H. Presents new certificates/degrees for approval by the Board of Governors as determined by the President.

- I. Serves as a consultative body to the President in maintaining curriculum, academic standards, assessment and articulation.
- J. Advises the President's Cabinet regarding the implications of HLC accreditation reports.
- K. Any curricular decision perceived as detrimental to the college community or does not adhere to college policy, or violates local, state, or federal laws or regulations can be vetoed by an academic dean.

### **ACADEMIC STANDARDS**

Serves as a consultative body to the academic deans in maintaining and establishing academic standards; recommending policy changes; allocating academic resources; and making recommendations regarding academic planning, specifically but not limited to:

- Grade and grading policy
- Policy on grade categories of incomplete, pass/no-pass, or audit
- College Readiness Standards (such as minimum age requirement, test score minimums, etc.)
- Dual Enrollment
- Standards, prerequisites, or minimum qualifications for admission to credit classes
- Degree and Certificate standards

### **ASSESSMENT**

- A. Address all issues regarding assessment of student achievement and development.
- B. Assist the Director of Curriculum and Assessment in the ongoing development of effective department assessment plans.
- C. Assist the Director of Curriculum and Assessment in coordinating and/or participating in peer reviews of assessment plans for all departments.
- D. Communicate best practices of assessment of student learning across the college
- E. Assist associate deans of general education in the coordination in training full and part time faculty in classroom assessment strategies and tools and the participation in the college assessment plan.
- F. Ensure the alignment of curriculum with student learning outcomes assessment.
- G. Evaluate policies and procedures related to the assessment of student learning.
- H. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.
- I. Monitor findings of the assessment of student attainment of the general education outcomes to ensure their use to improve student learning.
- J. Oversee the implementation of the MCC assessment of student learning process, evaluate assessment activities and the interpretation of assessment results, and evaluate overall effectiveness.
- K. Assist the Director of Curriculum and Assessment's office in reviewing and disseminating any assessment reports for internal constituents as needed.

## **ARTICULATION**

- A. Ensures all curricula conforms
- to established college, state, and accreditation standards accepted by the state curriculum and program review committees
  - to established and specifically negotiated transfer articulation agreements with higher education partners
  - to all federal and state compliance and regulatory standards.
- B. Assists the Director of Curriculum and Assessment and staff in maintaining articulation agreement(s) with other post-secondary institutions approved by the academic deans and President's Cabinet with committee as needed.
- C. Maintains required reports of faculty and staff who have participated in ATF meetings and assist as needed in Director of Curriculum and Assessment and staff coordination of the college's participation in the state Articulation Task Force (ATF) process.

### **Strategic Plan Alignment:**

- Strategy 2

### **HLC Criterion Cross-reference:**

- Criterion 3: Teaching and Learning: Quality, Resources, and Support (3a)
- Criterion 4: Teaching and Learning: Evaluation and Improvement (4a)
- Criterion 5: Institutional Effectiveness and Planning (5c)

### **Institutional Document:**