



## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

DON 123 and Teams: 1:45-2:45 p.m.

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*Helena College Mission:*

*Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.*

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In attendance:

☒ Phillip Sawatzki (Chair)  
☐ Sandra Bauman  
☒ Keri Jaynes  
☒ Sarah Dellwo  
☐ Wes Walker  
☒ Laura Senn  
☒ Sevda Raghib  
☒ Tod Dumas

☒ Stephanie Hunthausen  
☒ Robyn Kiesling  
☒ Amy Kong  
☒ Bryon Steinwand  
☒ Michaela Parker  
☐ Dawn Anderson

Recorder: Kylie Carr

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### I. Call to Order

Phillip called the meeting to order at 1:48 p.m.

### II. Review of Minutes from Wednesday, August 27, 2025

Laura moved to approve the minutes as read from 8/27/25, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

### III. New Business:

#### A. Curriculum Changes (Inactivate)

##### a. MUSI 101 & MUSI 203

We do not offer these courses anymore. There has been a major decrease in student participation in these courses, and they are not currently needed.

Phillip proposed to bundle these 2 courses since they have the same justifications.

Tod moved to approve the bundle of these two courses, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

Tod moved to approve the inactivation of MUSI 101 & 203, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

##### b. WRIT 104

We have not offered this course in many years. COMX 106 is the new course that matches many of the outcomes from WRIT 104. It is not needed after making the changes.

Tod moved to approve the inactivation of WRIT 104, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

**c. DDSN 135**

A new course was created to cover the outcomes of this course, so this one no longer runs. They will keep the new course made in the program and pathways.

Laura moved to approve the inactivation of DDSN 135, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

**d. MCH 120, 200, 279**

Phillip proposed to bundle the three courses together. Keri moved to approve the bundle of these 3 MCH courses, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

These three courses are no longer offered and do not affect any current pathways.

Amy moved to approve the inactivation of MCH 120, 200, 279, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.

**e. WLDG 101**

This course has not been offered or ran in a few years. The welding course was for Dual Enrollment, but no one was taking it. They now offer a different course to DE students if they are interested in welding.

Keri moved to approve the inactivation of WLDG 101, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.

**B. Curriculum Changes (Revisions)**

**a. ARTZ 102**

Removed some of the outcomes [there were 20 total] and 3 FLOC outcomes. This will go into effect in Spring 2026.

Tod moved to approve the revision of ARTZ 102, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

**b. SW 100**

The removal of a Gen Ed Core box, no other changes made. It was never a core course.

Laura moved to approve the revision of SW 100, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

**c. EDU 231**

The removal of a Gen Ed Core box, no other changes made. It was never a core course.

Tod moved to approve the revision of EDU 231, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

**C. Bundle CTE course revisions by program**

All of these courses have changes in their co-req and pre-req language. This is a clean-up project for all of these courses. The co-req language also covers the COMX and Math courses required in all of the trade programs.

Tod moved to approve the bundle of the CTE revisions by program, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.

**D. Curriculum Changes (CTE Course Revisions)**

**a. AST 172, 230, 262, 264, 274**

All of these Automotive courses had clean-up on the co-req and pre-req language, requiring the passing of previous semester courses for each of them. Laura moved to approve the revisions of AST 172, 230, 262, 264, 274, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**b. DST 130, 295, 112, 200, 145, 210, 211, 245, 240, 142, 108**

All of the Diesel courses listed had clean-up on the co-req and pre-req language, requiring the passing of previous semester courses for each of them. Tod moved to approve the revisions of DST 130, 295, 112, 200, 145, 210, 211, 145, 240, 142, 108, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.

**c. MCH 136, 137, 238, 237, 234, 235, 236, 231, 233, 232, 139, 132, 134, 130, 240, 245, 230**

All of the Machining courses listed had clean-up on the co-req and pre-req language, requiring the passing of previous semester courses for each of them. Laura moved to approve the revisions to MCH 136, 137, 238, 237, 234, 235, 236, 231, 233, 232, 139, 132, 134, 130, 240, 245, 230, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

**d. WLDG 227, 246, 137, 112, 257, 135, 141, 107, 299, 245, 213, 151, 181**

All of the Welding courses listed had clean-up on the co-req and pre-req language, requiring the passing of previous semester courses for each of them. Amy moved to approve the revisions to WLDG 227, 246, 137, 112, 257, 135, 141, 107, 299, 249, 213, 151, 181, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

**IV. Old Business:**

**A. Database (Bryon S)**

Bryon did find some pathway rollover issues and is currently working through them. They should be ready by next week.

**V. Update the Policy and Procedures Manual by October**



Some revisions have been noted, but not changed yet. Phillip is going to make the changes that are noted and send the procedure manual out via email next week. The next meeting will be the final revision and vote on the changes to the manual.

#### **VI. Adjournment**

Keri made a motion to adjourn the meeting, Amy seconded. The meeting was adjourned at 2:45.