



## ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Friday, September 26th

DON 122 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 Raghieb  
☒ 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 1:51 p.m.

### II. Review of Minutes from Friday, September 12th, 2025

Tod moved to approve the minutes as read from the 9/12/25 meeting, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

### III. New Business:

#### A. Curriculum Changes (Inactivate)

##### a. Bundle the inactivation courses

Keri made a motion to bundle all 3 of the inactive courses, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

##### b. M 092, 093, M140

None of these courses are being offered anymore, and there is no plan to offer them here on our campus again. These courses are needed less and less, and that was the reason to get rid of them in the first place.

Keri made a motion to approve the bundle of M092, M093, M140, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

**B. Curriculum Policy and Procedure Manual Updates**

This manual needs to be updated and completed by October 31<sup>st</sup>. Phillip has been working to make some major changes in the manual, but he needs help on some of the sections. Many of the changes involve updating the titles of the positions and their responsibilities. Other changes in the manual are related to deadlines and pathways. Discussion around voting Bryon into the committee was made because of the time and effort he makes in the database for the courses/pathways.

Keri made a motion to bring this membership up to ECOS, Laura seconded the motion through email. All in favor, none opposed, none abstained: motion carried.

**C. Curriculum Changes (Revisions)**

**a. M 151 Gen Ed Math Core Form**

There are 9 outcome justifications for this course. They all align with the 3 credential outcomes, which are: solve quantitative and interpret solutions, communicate mathematical ideas clearly using correct terminology, and analyze, solve, and compute real-world applications of mathematics.

Tod made a motion to approve the Ged Ed Math Form for M 151, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**b. M 151 Revision**

The revision to this course is just adding the Gen Ed Math Core Form and making sure that the box is checked.

Tod made a motion to approve the revision to M 151, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

**IV. Old Business:**

**A. Database (Bryon S)**

No updates to give at this time.

**VI. Adjournment**

Keri made a motion to adjourn the meeting. The meeting was adjourned at 2:47 p.m.