



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Friday, November 14, 2025
DON 122 and Teams: 1:45-2:45 p.m.

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.

In attendance:

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

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

Recorder: Kylie Carr

I. Call to Order

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

II. Review of Minutes from Friday, October 10, 2025

The ending of the minutes had the wrong time. That will be fixed.

Laura moved to approve the minutes from 10/10/25, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Old Business:

A. Database (Bryon S)

There have been 2 new pathways created. They are Art Transfer [full time and part time] pathways to U of M. Bryon worked on helping create these for Seth. They are now in editing status, waiting for Seth to move forward for approval.

IV. New Business:

A. Curriculum Changes (Revisions) *NOTE: [As stated in the 10/3/25 meeting, any Gen Ed Core Form that is approved, the revision of the course is also automatically approved if that is the only revision to the course.]

a. Revision to COSM 102

The credits reduced from 7 to 6 because their hours for lab also reduced for a total of 270 for this course. The outcomes for this course were also cleaned up to match the new regulations from the Board of Cosmetology. This course is more hands on taking their theories from 101 and applying them in their practice hours.

Laura made a motion to approve revisions to COSM 102, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Revision to COSM 101

We are adding more hours of lecture to 101 and reducing some of the hours in some of the future courses because students really need to know all of this before they enter. The salon floor does work on the public, so we are adding more theory in which equals more credits. So now 101 is going to be 180 lecture hours and 12 credits. Some of the outcomes were also cleaned up to match the language of the current regulations from the Board of Cosmetology. Keri made a motion to approve revisions to COSM 101, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Revision to COSM 112

Dawn took out the + and – for the grades, it should state C or higher not C- or higher. Credits were changed from 7 to 6 because of the reduction in lab hours. Phillip changed to effect term to summer 2026 to not have this effect the current cohort of students who starts this spring.

Tod made a motion to approve revisions to COSM 112, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. Revision to COSM 202

Dawn took out the + and – for the grades, it should state C or higher not C- or higher. Credits were changed from 7 to 6 because of the reduction in lab hours. Outcome 2 needed to be split into 2 outcomes, so now there is a total of 3 for this course.

Keri made a motion to approve revisions to COSM 202, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. Revision to COSM 201

The effective semester start is Fall 2026 for this course. The credits and hours stayed the same for this course. The language was changed for this course as well that + and – for the grades are not needed, it should state C or higher not C- or higher.

Keri made a motion to approve revisions to COSM 201, Laura seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. Revision to COSM 212

Dawn took out the + and – for the grades, it should state C or higher not C- or higher. Credits were changed from 7 to 6 because of the reduction in lab hours. Some language changed in the outcomes to match the regulations.

Amy made a motion to approve revisions to COSM 212, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

g. Revision to COSM 111

Dawn took out the + and – for the grades, it should state C or higher not C- or higher. Credits were changed from 7 to 6 because of the reduction in lab hours. The outcomes were cleaned up, for example the language about the intermediate instruction focused on and included infection control.

Tod made a motion to approve revisions to COSM 111, Bryon seconded the motion. All in favor, none opposed, none abstained: motion carried.

The effective term for this needed to be changed to summer 2026 after looking at COSM 112.

Tod moved to approve the change in the effect semester start for COSM 111, Bryon seconded this change. All in favor, none opposed, none abstained: motion carried.

h. Revision to COSM 211

The effective term was changed to spring 2027. The language for the C or higher was changed. The 4th outcome is new stating that the students are preparing for and meet the requirements to pass the National Interstate Council of State Boards of Cosmetology written test as required for licensure by the Board of Barbers and Cosmetologists.

Amy made a motion to approve revisions to COSM 211, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

i. Revision to ARTZ 298

The only revision made to this course is that the humanities box was unchecked because this course is not a gen ed core course. The effect term for this course was changed to spring 2026.

Keri made a motion to approve revisions to ARTZ 298, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

V. Adjournment

Phillip made a motion to adjourn the meeting, Tod seconded the motion. The meeting was adjourned at 2:49 p.m.