

Kenai Peninsula College
Academic Review Committee Minutes
October 12, 2009

Chair Jane Fuerstenau called the meeting to order at 11:35 AM in room #203.

Members Present: (s)

(X) Fuerstenau, Jane (Chr.)	(X) Wallace, Bettie	(X) Martin, Paula
(X) Kipp, Bettina	(X) Blatchford, Shelly	(X) Yapuncich, Marion
(X) Kochis, Rich	(X) Partridge, Brian	(X) Houtz, Allen
(X) Kraxberger, Scott	() Taylor, Diane	(X) Siemers, Cheryl
() Timlin, Krista		

Visitors Present: Scott Downing

1. Approval of Agenda. Amended Agenda approved by unanimous consent.
2. Approval of Minutes. (September 14, 2009). Minutes approved by unanimous consent.
3. CAR and Course Content Guide/Outline -- First Reading:
 - a. PRT A140 – Industrial Process Instrumentation I. CAR: 8. Type of Action: Change to 'Delete.' 13b. Coordination Email – Date: Add '10/12/09.' 13c. Coordination with Library Liaison – Date: Add '10/12/09.' 17. Mark if course has fees: Remove 'N/A.' CCG: E. Contact Time: Following '3 + 0' delete 'Contact Hours.' I. Lab Fee: Change from 'Yes' to 'No.' J. Coordination: Following 'UAF,' change 'APICC,' to 'Alaska Process Industries Career Consortium.' VII. Suggested Text: Remove the period after 'Pearson Custom Publishing, 2005).' VIII. Bibliography – G: Insert a period following *Process Instrumentation Primer*. Scott Kraxberger moved, Paula Martin seconded; motion unanimously approved to accept with corrections.
 - b. PRT A144 – Industrial Process Instrumentation II. CAR: 13b. Coordination Email – Date: Add '10/12/09.' 13c. Coordination with Library Liaison – Date: Add '10/12/09.' 16a. Course Prerequisite(s): Change from 'PRT A144' to 'PRT A140.' 16e. Registration Restriction(s): Insert a space between 'Technology' and 'or.' CCG: e. Contact Time: Following '2.5 + 1.0,' delete 'Contact Time.' J. Coordination: Following 'UAF,' change 'APICC,' to 'Alaska Process Industries Career Consortium.' V. Student Outcomes - A student will be able to: - H. Change 'Understand' to 'Describe.' Bettie Wallace moved, Cheryl Siemers seconded; motion unanimously approved to accept with corrections.
4. CAR and Course Content Guide/Outline – Second Reading:
 - a. None
5. Special Discussion Items:
 - a. Academic Review Council's Role in the KPC Course Catalog – Presented by Paula Martin. Following a brief discussion, it was determined that the Administration should continue as it has in the past without ARC taking part in making changes or decision making.
 - b. Charter or By-Laws for ARC Committee – Presented by Chair Jane Fuerstenau. Jane stated that this committee, as far as she knew, did not have any type of by-laws, Charter or policies set up and felt that this was something this committee definitely needed. Bettie Wallace volunteered to assist Jane in gathering information to be presented to ARC for discussion at a later time.

The meeting adjourned at 12:10 PM.

Jacque A. Hill (09/15/09)

**cc: KPC Faculty and Staff; Jackie Marshall (Seward);
John Allred – UAA Registrar**

Complete Packet to: (Distribution Area; phone)

**Fuerstenau, Jane (Chair; Admin; 385)
Kraxberger, Scott (Ward; 354)
Houtz, Allen (Ward; 363)
Kipp, Bettina (Admin; 334)
Wallace, Bettie (McLane; 379)
Blatchford, Shelly (Admin; 311)
Martin, Paula (Admin; 292)
Partridge, Brian (KBC; 235-1604)
Kochis, Rich (Ward; 369)**

**Yapuncich, Marion (McLane; 368)
Siemers, Cheryl (McLane; 364)
Swartz, Carol (KBB; 235-1656)
Taylor, Diane (LSC; 328)
Turner, Gary (Admin; 318)
Hill, Jacque (Admin; 359)
Timlin, Krista (Career Center; 337)**