**AASC Tip Sheet**

*You are the ring master of AASC – faculty are the gatekeepers of curriculum*

*With great power comes great responsibility*

**AASC Bullet Points**

Contract Language of AASC — Article 8

*Section 2. Academic Affairs and Standards Council. Faculty have fundamental and unique responsibility in matters affecting the academic well-being of the state colleges. The parties agree that the faculty hold the critical role in academic decision-making at the colleges. In order to ensure such role, the parties agree to establish an Academic Affairs and Standards Council to which management and faculty will bring all proposals regarding academic affairs and standards.*

*Subd. 1. Chairperson Compensation.*

*. . .*

*Subd. 2. Purpose of the Council.*

*The purpose of the council is to provide direction for the college president in all matters included in academic affairs, including course outlines, award requirements, academic standards, course and program components, and the inventory of course and program offerings.*

*Subd. 3. Structure of the Council.*

*The council shall consist of:*

***two-thirds faculty members and***

***one-third administrators and/or other staff.***

***The faculty members will be selected by the faculty president after consultation with the college president****. The administrative members will be selected by the college president after consultation with the faculty president but must include the chief academic officer. The parties agree to make appointments that represent broadly the academic programming of the college. A faculty member shall serve as chair of the council. S/he shall develop agendas and meeting arrangements cooperatively with the chief academic officer. Other individuals may be invited to address the council.*

*Subd. 4. Process.*

*The council shall develop procedures for all curriculum matters to be discussed. The council shall, upon due consideration, forward its decisions to the administration. While it is recognized that the college president reserves the ultimate decision-making authority, the norm shall be to follow the decision of the Academic Affairs and Standards Council absent compelling reason(s) to do otherwise. If the administration counters a decision of the council, the council chair may request that the college president attend an upcoming meeting of the council to hear an appeal on the issue*

Get to know Procedure 3.36.1 – Academic Programs

<http://minnstate.edu/board/policy/336.html>

**THE COURSE OUTLINE vs. COURSE SYLLABI**

The Minnesota State Colleges and Universities Board Policy provides a definition of a course outline and syllabi in Policy 3.22 and Procedure 3.22.1:

<https://www.mnscu.edu/board/policy/322.html> and <https://www.mnscu.edu/board/procedure/322p1.html>, respectively.

* AASC chairs need to educate new faculty (adjunct faculty included) on syllabus vs. CCO (show contract language) – and the ownership of the curriculum
* CCOs are the property of the college
* Syllabi is the property of faculty, this is intellectual property (don’t give away the kitchen sink and don’t limit yourself in your syllabus)
* Fence off all intellectual property
* Review your process for protection of intellectual property especially syllabi distribution – Remind faculty it’s theirs; not the college’s or administration