Academic Affairs Council Minutes
August 3, 2010
Bismarck State College

Members: P LeBel (UND), H Link (NDSCS), K Stenehjem (MaSU), C Schnell (NDSU), R Brauhn and Jon Brudvig (DSU), D Carter (BSC), D Darling (LRSC), M Dahlberg (VCSU), L Brooks (DCB), S Moen (MiSU) and M Hillman (NDUS).

Guests: Lisa Johnson (NDUS), Julie Schepp (NDUS), Cathleen Ruch (NDUS), Jon Brudvig (DSU)

Cathleen Ruch introduced herself as the new NDUS Grants Developer and provided her background.

Current Issues
Hillman reported the Interim Higher Education Committee met July 8. Hillman felt he was misquoted on his comments to the committee on tenure and academic freedom. Hillman shared a priority list of 10 higher education issues that was handed out at end of meeting with the comment that it was from a gentlemen – the document was not discussed at that meeting. The author turned out to be Bill Isaakson, former SBHE member. This document will be discussed at future meetings but not the August meeting. The August meeting is to discuss the finance plan and 4 other topics:
1. Overview of employee retirements (there appears to be confusion on TFFR, TIAA-CREFF, etc).
2. Institution Policy of notification by student loan lenders the status of students.
3. Final ranking of capital projects.
4. Update on the status of SBHE to address remedial education issues on campuses.

News reports are saying that the loan default rate is 50% in North Dakota but that only applies to the for-profit schools, not the public schools.

Plans are being made to have a Roundtable meeting on Sept 13/14. Institutions should plan to have a campus representative at this meeting. The new chair, Representative Skarphol, was not part of past Roundtable meetings.

A SBHE member has a plan for compensation for presidents. The Board asked that the tuition and fee study be reinvigorated. Summer terms are moving to more online than traditional courses.

I. Business Meeting

1.0 Approval of July 6, 2010 Minutes
Schnell/Link made motion to approve. Vote was unanimous.

2.0 Operational Issues
A. Curricular Requests
   1. Stage I Requests
      a. NDSU: New Academic Program, Policy 403.1 Leadership, PC and minor
Stenehjem/Dahlberg made motion to recommend approval. Vote was unanimous.

2. Stage II Requests
   a. VCSU: New Academic Program, P 403.1, DE P 404.1
      Graduate Certificate in STEM Education
      Schnell/Brudvig made motion to approve. Vote was unanimous.

      Brooks/Brauhn made motion for exception to the rule to add and approve the NDSU request for a title change for a program certificate from Therapeutic Horsemanship to Therapeutic Riding to the agenda. Vote was unanimous.
      Link/Moen made motion to recommend approval of the request. Vote was unanimous.

II. Planning/discussion

1.0 Additions/Corrections to Draft Agenda
   Add to 8.A. Academic Calendar

2.0 CIO Update
   Rosi Kloberdanz and Randall Thursby provided updates for the following topics:
   - Live@edu: Contracts have been signed and licenses obtained for implementation of Microsoft Live@edu. Four institutions have moved to this and others are planning to soon.
     Bepos is a Microsoft product for faculty and staff and includes email, live video, IM, presence (whether or not a person is available). There is 25 G of storage per user. SITS is looking at licenses and purchased 6,500, for now. These licenses will also apply for the deskless worker license and for Blackberries. Licenses are based on IPEDS headcount. Kloberdanz recognized MiSU, VC and MaSU for their help with this implementation.

   - Procedure 1901.3: Information Technology Approval Process
     Thursby asked if anyone had any thoughts on this procedure, if not, it will be moved to the chancellor. Council members previously asked what this procedure means for campuses.
     Thursby said we have to have a procedure for internal review of IT projects. If a campus purchases something that is expected to interface and will require updates, it needs to be approved. Stand-alone products are not an issue. Thursby will also let campuses know what they will be responsible for when items are approved.
     Members discussed changes to wording, ie, removal of the word significantly”, and they felt there needed to be something before the word “impact” – otherwise it means everything. LeBel said this will save institutions many dollars. He appreciated that Thursby is letting others know what is being used so it can be shared rather than everyone purchasing it separately.

   - Data Element Dictionary: The draft data dictionary will go to user groups before going to AAC. Schepp said that the student records data is from a user perspective and by report. This was sent to Campus Solutions to
review before going to user groups. We will proceed once we receive Campus Solutions feedback.
Hillman said we plan to move to system enabled IPEDS reports and this will be an important framework for consistent reporting and legal compliance.

3.0 Articulation and Transfer

Johnson reported the Early Childhood Education statewide articulation agreement was thoroughly reviewed by members of the Early Childhood Education discipline group. The removal of tribal college courses not commonly numbered was retracted. The agreement was distributed to council members and signed.

ConnectND Prefix: Johnson distributed a listing of prefix changes made to date. Council members signed off on the prefixes that have been completed. Another document will be brought forward as the next group of prefixes is approved. Johnson stated there are approximately 100 prefix issues yet to be resolved.

ND General Education Update: Johnson reported that North Dakota just received formal recognition from AAC&U as the sixth LEAP state in the nation. Work to facilitate transfer between institutions, states and regions is just getting started.

Statewide Summit: A statewide summit is being planned in Bismarck on September 17, 2010. BSC will host this event. The key tasks at the summit will be:

- Discuss philosophy of general education in ND
- Discuss a common definition of general education in ND
- Discuss mission of NDIGEC
- Finalize initial NDIGEC Constitution
- Solicit feedback regarding professional development needs in ND

Transfer Student Grievance: Within a one-year period, a third student has reported an issue related to a campus policy requirement to repeat failed credits, including those commonly numbered, at the institution where originally taken. Lisa indicated that she felt that SBHE Procedure 403.7.3 Common Course Numbering Guidelines supersedes campus policy and that commonly numbered courses must be honored in transfer.

4.0 NDUS Policy
Chancellor review of Policy 506.1: This policy is ready to go to Cabinet and Hillman wanted AAC to know this was being discussed.
5.0 Admission/Placement Policies

Possible ACT Essay Admission Requirement

Schnell/Moen made a motion to approve #1, Two terms of composition and # 3. Vote was unanimous.

Council was reminded that a faculty position paper rejected a portion of #1 and asked if this comes into consideration. Members revised wording for “maintaining the perquisite of 18 to get into E 110”. Schnell suggested deleting the 6th sentence, however, Hillman said it needs to be there so student don’t get behind it.

Stenehjem/Dahlberg made a revised motion that effective Fall 2012 term, students with an ACT English Subtest score of 18 or higher are deemed college ready and may enroll in ENGL 110 or other non developmental English Courses. Students with ACT English subtest scores of 14-17 may take ENGL 110 if co-enrolled in a developmental English course. Students with less than 14 must complete a developmental course prior to taking ENGL 110. Institutions may adopt policies requiring higher qualifying scores or additional placement criteria based on the history of student experience at that institutions.

Vote was unanimous. It was also suggestions that we move # 4 to #1 in the policy

Send revised policy to AAC members.

ACT Reading Subtest Proposal/Writing

Dahlberg would like to have faculty to review to see if this is really testing what we think it does. Hillman said biggest debate is “multiple choice” for writing or the “actual writing”. Schnell said he supports Dahlberg’s issue and feels we should have faculty develop an assessment for the entire system. Discussion followed on the writing test for dual credit and other students and that there are alternatives to the ACT writing test. Should the council support having a writing assessment? If so, should a group of faculty develop an assessment? Would members agree we want to move in that direction? Members felt that we should not have a requirement. No motion was made to require a writing score for admission or placement.

Stenehjem/LeBel made a motion to have the English faculty discipline group investigate whether the ACT essay, or another device, would aid in college readiness and have merit in placement to English 110 and if the ACT Reading Subtest should be used for placement.

Vote was unanimously passed. Send the revised policy to AAC members.

Lisa Johnson will work with the English faculty discipline group. Consideration should be given to including K-12 English faculty as well.

6.0 Joint Boards Agenda

Members discussed the agenda for the upcoming Joint Boards meeting, which is being held at the Capitol on September 28. The NDUS was asked for input on career counseling for higher education. Hillman said that the university system has been working with DPI and came up with a comprehensive advising plan. We will also be connecting with a state group of career counselors.
7.0 Tenure Discussion Report (Interim Education Committee) The time and date for the committee’s discussion on tenure has not been announced. Hillman and members discussed the tenure termination matrix that was developed in preparation for the committee meeting. There is a low number of tenured faculty who were terminated; however, there are others, who were not included, that resigned. Members reviewed notes prepared by Schnell for the tenure discussion. Schnell will talk about the tenure report and Hillman will discuss the packet he gave to interim committee which containing policy, termination matrix, student evaluations, news releases. Council discussed the possibility of inviting Representative Dosch to the September meeting to discuss tenure in advance of the September 18 Interim Education Committee meeting. Representative Dosch and Pat Seaworth will both be invited to the September 7 AAC meeting.

8.0 ND Academic and CTE Scholarships GPA’s + ND Scholars Hillman said GPA is an issue with scholarships. Campus that don’t use a CUM GPA need to explain why. The system office will follow up on the GPA requirements for the purpose of board policy and scholarships.

A. Academic Calendar
NDSCS has been looking into moving to a trimester (equal terms) format. The issues with this type of move include FA (maintaining FT), and how to handle awarded financial aid when the student withdraws. Link said NDSCS is in the beginning stage of this discussion.

Hillman also discussed the Chancellor’s request for a review of academic issues, such as councils, reporting structure, academic request process, et al.

9.0 Committee & Other Reports
- Executive Oversight Committee & CAC – no new updates.
- Accountability Measures
  Schepp reported that campuses have administered the alumni and student satisfaction surveys and are in the process of administering the employer and employee satisfaction at this time. Campuses are also in the process of registering for NSSE/FSSE and CCSSE which will be administered next spring.
- NDSA - no report
- CCF – no report

Other: Dr. Rich Brauhn has taken a different position at DSU and Dr Jon Brudvig is the new interim VP of Academic Affairs. Dr. Brauhn was recognized for his many years of work with the Academic Affairs Council.