Academic Affairs Council Minutes
December 7, 2010
Bismarck State College

Members: D Carter (BSC), D LaPlante (DSU), L Brooks (DCB), D Darling (LRSC); K Stenehjem (MaSU), S Moen (MiSU), C Schnell (NDSU), H Link (NDSCS), P LeBel (UND), W Meyer (WSC), M Dahlberg (VCSU), E Andrist (NDSA), E Bliss (CCF) and M Hillman (NDUS).

Guests: J Schepp (NDUS), L Johnson (NDUS), R Thursby (NDUS)

Current issues:
Legislators are here for an organizational session in preparation for legislative session. Chancellor will be meeting privately with presidents at each full cabinet meeting. Hillman announced Julie Schepp’s intent to retire at the end of the year and expressed appreciation for her work. Request for English proficiency policy was sent to campuses by Anita Thomas, from legislative council. Members asked if it is the same as system policy and how will the student see this policy.

I. Business Meeting

1.0 Approval of November 2010 Minutes
Minutes were approved by consensus.

2.0 Operational Issues
1. Stage I Requests
   a. MiSU: New Academic Program, Policy 403.1
      a) Early Childhood Education, major
   b. NDSU: New Academic Program, Policy 403.1
      a) Agriculture Management, M.S.
      b) Master of Science Degree in Materials and Nanotechnology and Master’s Degree in Materials and Nanotechnology

Schnell/Moen moved to recommend approval for MISU early childhood education. Vote was unanimous.

Link/Dahlberg moved to recommend approval for NDUS a. and b. Vote was unanimous.

2. Stage II Requests
   a. DCB: Distance Education UPDATE, Policy 404.1
      a) Associate of Arts (offered to VCSU)
      b) Associate of Science (offered to VCSU)
      c) Caregiver Services, A.A.S. and DP (offered to VCSU)
      d) College Studies, CP (offered to MiSU and VCSU) – withdrawn
      e) Medical Assistant, A.A.S. and DP (offered to VCSU)
      f) Paraeducation, A.A.S. and DP (offered to VCSU)
   b. DSU: Institutional Organizational Notice and Approval, Policy 307.1
a) Limited Graduate Credit

c. LRSC: New Academic Program, Policy 403.1/404.1
   - a) Fitness Trainer Technician, A.A.S.

d. MISU: Institutional Organizational Notice and Approval, Policy 307.1
   - a) Great Plains Center for Community Research and Service

e. MASU: Institutional Organizational Notice and Approval, Policy 307.1
   - a) Limited Graduate Credit

f. NDSU: Program Title Change, Policy 403.1.1
   - a) FROM Apparel and Textiles TO Apparel, Retail Merchandising, and Design, major

NDSU: New Academic Program, Policy 403.1
   - a) Vaccinology, minor

g. VCSU: Distance Learning Credit Activities, Policy 404.1
   - a) Career and Technical Education, major (BS)
   - b) Business Education, major (BS Ed)
   - c) Business, minor
   - d) Marketing, minor

Schnell/Moen moved to recommend approval for LRSC (2.c), MiSU (2.d) and VCSU (2.g) requests. Vote was unanimous

Schnell/Dahlgren moved to recommend approval for DSU for limited graduate credit (2.b.). Vote was unanimous.

Members discussed the viability and cost for the MaSU and DSU request to offer graduate credit. Both campuses stated that a large percentage of these offerings will be during summer session. MaSU contacted K-12 administrators and teachers and received 100% of their support. They also received support from the graduate degree institutions. Carter stated he is in support of this proposal in response to being viable – it will allow DSU to pursue more markets and meet needs of its communities. A major component of the Strategic Plan is to provide this access to communities. In addition, it will meet the objective of serving older students.

LeBel said he also supports this, however, these institutions must remember that transfer of these courses will be determined by disciplines.

Moen said he supported this as a feeder into program but not as a guarantee for admission.

Schnell/LeBel moved to recommend approval for MaSU (2.e.) limited graduate credit. Vote was unanimous.

Schnell/Darling moved to recommend approval for DCB (1.a. and b.c.e.f.). Motion carried but not unanimously. (NDSCS was opposed). Link said that NDSCS works closely with VCSU on other programs and have built a good relationship for these type of programs. It is a natural relationship for them to offer other program with VCSU. Link wants this to go to CTEC for full discussion but does not want to delay this for DCB.

Stenehjem/Darling moved to recommend approval for NDSU (f. 1. 2.). Vote was unanimous.
3.0 Stage II Academic Request Cover Page

4.0 Prefix
   • LRSC: FTT (Fitness Trainer Technician)
   • UND: PE (Petroleum Engineering) W/D
   • UND: SEE (Sustainable Energy Engineering) W/D

Schell/Dahlberg moved to approve FTT. The UND prefix requests were withdrawn.

II. Planning/discussion
1.0 Additions/Corrections to Draft Agenda
   • Add dual credit working group

2.0 CIO Update – Thursby
   Rosi – BPOS is going well – are things going well at institutions? LRSC had a few challenges but it was fixed. DSU had an issue with subfolders (were unable to see what was in them)
   Requests to add software – try to evaluate on a value system. Have two requests: anti plagerism and a test cheating one
   • Update on CUM GPA: and development of a system procedure. Thursby stated that this topic was discussed at Cabinet. CUM GPA has to do with making sure that transfer courses with I and F are being brought into the system. Arrangements have been made for campuses to have an institutional GPA for internal use and a CUM GPA for external reporting and scholarship reasons. This issue was discussed with registrars in October and in November; with AAC and with CEOs; and discussed again at the last cabinet meeting. At the Dec 2nd registrar meeting some expressed reservations in regard to having transfer work brought into the system by Fall 2010 to meet compliance and asked that it be moved to 2012. They also asked to exclude bringing “w” grades and collaborative courses into the GPA calculation. It was requested that institutions have this work completed by Dec 17; if not completed, we have not followed the recommendations nor will we be able to calculate GPA for scholarships. The request to delay cannot be met. The Chancellor said this has to be done by this fall and manual calculations were not an option. Other issue - all students who entered in F2010 are not scholarship students, so this is related to only entering F2010 scholarship students; however, Thursby stated the procedure does not say it is limited to scholarship students and said, “If we only do scholarship students we will not be able to do calculations for other reports to external entities. Once data is collected for the HE data warehouse, we would not be prepared and may be embarrassed.”

LeBel asked what would Thursby have done if they don’t do this? Thursby responed that they would have reported data we currently have even though it was not correct. Current problem is that some have cum others have I-GPA. It is important that all transfer and collaborative is transferred in a consistent way. The chancellor will send a communication to registrars that collaborative will be included in CUM GPA - it will be CUM GPA for collaborative and for all students entering F2010.
Thursby said to be sure all scholarship students are entered. The new procedure will reflect these changes.

- Cabinet GPA Follow Up Letter: Chancellor will send out letter, it will be CUM GPA for collaborative and all student entering F2010 will be entered.

3.0 Articulation and Transfer – Johnson

- Credit by Exam Table
  Motion by Darling/LeBel to recognize acceptance of AP sub scores in Calculus and Music. Vote was unanimous.
- Repeat Course Requirement and Transfer
  This is in regards to a student issue disputing the NDSU requirement to fulfill repeat courses on their campus. Also includes suspended student. Issue with campus value system . . . Schnell will work with Lisa Johnson to work this out.
- Winter GERTA Requests
  All request were recommended by registrars LeBel/Meyers made motion to approve. Vote was unanimous.

Math 102 continues to be an issue – transfer from an AAS to an AS within the same institution. This is a two year institution discussion. This will be on the January agenda.

4.0 NDUS Procedure

- NDUS Procedure 402.1.2 – Admissions Policies – Student Placement into College Courses
  Council recommended approval with edits – this will be moved to Cabinet.
- NDUS Procedure 402.4.5 – California Community College Transfer
  Summary Schnell/Darling moved to approve. Vote was unanimous.
- NDUS Procedure 402.4.6 – Oregon Transfer Summary
  Darling/Carter moved to approve. Vote was unanimous.
- NDUS Procedure 402.4.7 – Montana University System Transfer Summary
  Darling/Moen moved to approve. Vote was unanimous.
- NDUS Collaborative Procedure

5.0 NDUS Policy (enclosure – Page 58-69)

- Policy 402.1.2: Admission Policies – Student Placement into College Courses
  Schnell/Brooks moved to approve with edits. Vote was unanimous.
- Policy 605.1: Academic Freedom and Tenure; Academic Appointments
  Proposed changes are with #5. This will go to CCF for a recommendation.
Policy 805.3: Application, Course, Program and Other Miscellaneous Fees
Laura Glatt, Vice Chancellor for Administrative Affairs said the Chancellor requested we capture in a single document the forces for doing this (fees). We need to be concerned about public accountability, students and parent feedback. Glatt said this needs to be transparent. Originally, fees were targeted and used for limited purposes; over time as staff changes it is important to re-clarify – see doc outlines what has happened to date.

Glatt has completed funding review model but tuition/fees meetings continue and she has no feel for the direction on this. This all came about because a fraud report came through via the fraud hot line. These reports are all turned over to the auditor’s office. This causes them to dig deeper on other practices. Ask for suggestions as to how these should be handled. Define exceptional and critical needs for better clarification. Purpose is not to reduce program revenue currently being collected and there are no plans to roll back any current fees but may be changes to new requests.

Glatt asked for suggested changes to wording in the policy. LeBel said problems are not with transparency issues, or language etc. students help make fee decisions and it is not broken. An audit doesn’t scare him and shouldn’t direct policy. The language is not the issue. We should reinforce current policy. Glatt said doing nothing is not an option – she is here at the request of chancellor.

She continued by asking how can the existing policy be changed to enhance transparency, accountability, and improve student input? Carter said that many time program fees are requested before students are even in a new program. Schnell agrees with LeBel. Students are involved in this process. Glatt said we could invite state auditors do an audit before we make any changes to policy. Could have an Audit/study (independent party) review program fees and how they are being used, and according to policy, for exceptional and critical needs. AAC supports the current policy without change. AAC will work with Hillman to write a statement as to why they feel that way.

Student representative asked how much, often are the students involved? How can we be sure student voices are heard?

LeBel stated that the current policy requires all the attributes that are required and each of us will assure that policy is being followed. The changes being suggested do not correct the issues and there are still too many unanswered questions. Darling said the new language is more subjective. We should be compliant and use best practices.

Members said that they will request that any issues identified in an audit (at an institution) be brought to that institution or appropriate individual’s attention.

LeBel said that he will write and send a response that will be shared on the listserv and entered in to the minutes.
The following edits were requested: Pg 68/69: request for fees – recommended removal of the ending statement to #7 “which are most likely to compete for students.” Add after tuition, if available.

#8. List other program specific fees assessed to students in this program – delete remaining words.

#11: change to say: For the past three years, list for each fiscal year total collections and expenditures and explain any long-term plans and/or explain a fund balance needed for future expenditure. Consensus

#15. Describe processes for obtaining student input for fee needed and for allocating a fee and document student reactions. Make this one # 7 and make #7 #15.

This draft will be sent out with edits. We value support from student and see this as a trust issue and do not want to jeopardize that.

Schnell/Stenehjem moved to add a box to the Stage II form, to check for new fees requests. Vote was unanimous.

6.0 NDUS Student Retention Summit – Vincent Tinto has been invited to talks at a statewide conference.

7.0 English and Math Course Placement – NDSU

Moen/Andrist made the motion to accept. Vote was unanimous.

1) What is the plan for transfer students who have not taken Eng 110?
2) These students generally do not have to submit test scores.
3) If they have taken a remedial English or writing class, what is equivalent to ACT subtest score of 18?

International student

1) These students do not take ACT, is it the TOEFL?
   - Using the COMPASS for the following reasons:
     - Treating all students the same; get a look at their English and Math
   2) What is the required TOEFL score? Is it only the one for admission?

What are we to do for GED students – no ACT required.
   - Chancellor approved placement exam

What do we do for students over 25 – no ACT required.

Informational: Dual credit scholarships are now available for low and reduced income students.

Dual Credit committee – Hillman will work with Johnson to get this going.
8.0 Committee & Other Reports
1. Executive Oversight Committee & CAC – no report
2. Accountability Measures – no report
3. NDSA – Andrist said NDSA met two weeks ago. Their focus is on resolutions for the upcoming session.
4. CCF – Bless reported that CCF representatives met with the state board and talked about mission statements and will be looking at that more thoroughly. They also discussed intellectual property – who owns what, and how to measure effective teaching.