Academic Affairs Council Minutes
February 1, 2011, 9:00 – 4:00 (CT)

BSC Drake Carter; DCB Larry Brooks; DSU Jon Brudvig; LRSC Dan Driesen; UND Paul Lebel; MaSU Keith Stenehjem; MiSU Selmer Moen; NDSU Craig Schnell; NDSCS Harvey Link; VCSU Margaret Dahlberg; WSC Wanda Meyer (via phone); NDSA Evan Andrist

Lisa Johnson, Rebecca Duben-Kalash, Heather Ranck, Robert Larson, Russ Poulin (by telephone)

9:00 – 9:30: Current Issues
Committee & Other Reports

- Executive Oversight Committee & CAC – Carter
  Carter reported that there has been no meeting so there is no report.

- NDSA – Andrist
  Andrist reported that NDSA met over last weekend; however, he was unable to attend. He did get an update from their president. He said that the NDSA student affairs council supported the administration of the NDUS survey addressing transfer students and their experiences during the transfer process. Students will be able provide input to Lisa Johnson and she will share results. Student Legislative Activities Council passed several resolutions pertaining to upcoming legislation. Andrist went through the bills NDSA supported and opposed.

- CCF – No report due to Bless not being present

Hillman reported that the board met yesterday and took a position on a number of bills. He reviewed the bills with the council. Board approved Stage II requests for Limited Graduate Credit from DSU and MaSU. Jon Backes will not apply for a second term to the board. The new board member is a former K-12 superintendent. He will take office July 1.

The cabinet met a couple of weeks prior to the board meeting. There was discussion on the Bottineau request to offer two year programs at VCSU. The Cabinet agreed that they want to have their retreat discussion on service areas.

I. Business Meeting

A. The minutes from the December 7 and January 4 AAC Meetings
   It was moved by Stenehjem, seconded by Schnell, to approve the December 7, 2010 AAC Minutes. It was moved by Schnell, seconded by Moen, to approve the January 4, 2011 AAC minutes. Vote was unanimous. Council members requested to have the minutes reflect fewer general discussion details in the future.

B. Curricular Requests
   1. Stage I Requests
      a. VCSU, New Academic Program, Policy 403.1
         Business Process Integration Management, major
         It was moved by Schnell, seconded by Moen, to recommend VCSU’s major in Business Process Integration Management. The motion carried unanimously. The proposed major will be an integration of three subject fields - business management, IT enterprise systems and professional communication. This major would pull those pieces together into one package.

   2. Stage II Requests
      a. NDSCS, Program Title Change, Policy 403.1.1
c. **UND, Distance Learning Credit Activities, Policy 404.1**
   Specialist Diploma Education Leadership
   **UND, Distance Education UPDATE, Policy 404.1**
   Education Leadership, Ph.D. and Ed.D
   
   *It was moved* by Schnell, seconded by Carter, to recommend NDSCS’s program title changes and UND’s distance education request and update. The motion carried unanimously.

b. **NDSU, Program Termination, Policy 403.1.1**
   
   Program terminations requests do not require council action.

Other:

**Graduate Application Fees**
Auditors found at NDSU that they charge $50 for a graduate application. The policy says that all application fees have to be the same across the system. Those fees are $35 per application. A suggestion is to drop the piece in policy that states that all graduate application fees need to be the same across the campuses. *It was moved* by Schnell, seconded by Moen, to conceptually drop the section in policy that allows graduate schools to charge differential application fees. Motion carried unanimously.

**Stage I Degree Code**
*It was moved* by LeBel, seconded by Schnell, to add a “doctoral other” code to the Stage I form. Motion carried unanimously.

**II. Planning/discussion**

1. **New Federal Distance Education Regulations – Russ Poulin/Bob Larson**
   Poulin, Deputy Director of Research and Analysis at WICHE, joined via phone to update the council on new federal distance education regulations. The regulations will be effective July 2011. They have to do with state licensure and who and where distance education can be delivered.

2. **CIO Update**
   Kloberdanz said that they purchased the Respondus software. She said that this software locks the browser so if student are taking a test they can’t go out and look for information. Currently, there are a few NDUS institutions working with the software already. The software will be made available to those institutions already using it so they do not have to continue to pay on their current contract. Kloberdanz said that they picked up the license costs systemwide for the Genetics Package and the Data Mining Package. She said that this will be ready to go in March.

3. **Articulation and Transfer – Johnson**
   - **Prefix Edits**
     Programmers wanted something in hand to assure them that campus administrators were aware of the changes. Johnson wrote up all the prefix changes and she has submitted them to AAC, registrars and other campus staff to view. She asked the council members to initial behind the prefixes and long term descriptions for their campus, if they are correct. This page will be submitted to the SITS staff to make sure the changes, are in the system. *It was moved* by Schnell, seconded by LeBel, to accept the report. Motion carried unanimously.

   Johnson said that she met representatives from Ivy Bridge College—an online extension of Tiffin University (OH) while at a conference this winter. She said that Ivy Bridge College offers six associate degrees and are seeking 2 + 2 articulation agreements with four-year institutions to assist their graduates
in the pursuit of an advanced online degree. Like many online programs their enrollment is multiplying rapidly. Ivy Bridge College is regionally accredited. Johnson said that she sent out an email including Ivy Bridge College’s curriculum, with course descriptions, and a one page overview of the college.

- **STUDY ND – Tim Cannon and Heather Ranck**
  Ranck said it would be great to have a Web site and possibly a brochure to promote the state as a whole and recruiting internationally. There would be one upfront cost to developing the Web site and brochure. As opportunities come along she said that the system could discuss and pursue them. There are examples available from other states that have done this. Johnson said that we are at the point to send the Web site out for bids. She said that she does have some estimates for what the Web site should cost. She said that she would cover NDUS schools with system funds and bill the non-system schools separately. Johnson said that she would double check if she can pay for the Web site with systems funds. Tribal colleges were not very interested in partnering because they do not focus on international recruiting.

4. **NDUS Procedure**
   - **Procedure 402.1.2 – Admissions Policies – Student Placement into College Courses**
     Hillman said that there are changes coming to the draft procedure but are not available yet. Link said that once he gets the verification for the updates from ACT and SAT he will forward them to Hillman.
   - **Procedure 404.0 – Collaborative Student Procedure**
     LeBel asked to put the procedure on hold.
   - **Procedure 508.1.1 – STEM Occupations Student Loan Program**
     Hillman went through the changes made to the draft procedure. It was moved by Carter, seconded by Stenehjem, to approve Procedure 508.1.1. The motion carried unanimously.
   - **Procedure 508.1.2 – Teacher Shortage Loan Forgiveness Program**
     Hillman said that the procedure was just an FYI to the council. He went through the changes made to the draft procedure. No action was required.

5. **NDUS Policy (enclosure – Page 23-30)**
   - **Policy 605.1: Academic Freedom and Tenure; Academic Appointments – CCF Update**
     Hillman said that Bless was unavailable to give an update. This policy will be on the next AAC agenda.

6. **SBHE Academic Committee**
   The council recommended engaging board members in discussions, as appropriate, rather than having a separate committee.

7. **Issue of Plus and Minus Grades**
   Brudvig said that a faculty member from DSU brought this question forward. Hillman said that the law school issues plus and minus grades. The law school is separate so it doesn’t affect entering grades into ConnectND. NDSU did a long extensive study on this. It is okay with the plus side but can run in to problems with the minus side. As a faculty member you would have more students coming in to plead their case with this grade system.

   The March AAC meeting will be held via conference call from 2 – 5.