Academic Affairs Council Minutes  
July 5, 2011, 1:00 – 5:00 (CT)  

NDUS – Mike Hillman; BSC – Drake Carter; DCB – Larry Brooks; LRSC – Doug Darling; UND – Paul LeBel; MaSU – Keith Stenehjem; MiSU – Lenore Koczon; NDSU – Craig Schnell; NDSCS – Barb Bang; VCSU – Margaret Dahlberg; WSC – Wanda Meyer; DSU – Doug LaPlante, Ken Haught (Dean of Arts and Sciences); CCF – None; NDSA – Jayce Beehler; SITS – Mick Pytlík

Others: Aimee Copas, Lisa Johnson – NDUS

Mike will be co-chairing a WICHE teleconference at 2pm. They will be looking at how to admit students from other states that have college credits and understand how those credits, particularly general education core curriculum, will transfer. This is the next step for articulation and transfer at the national level. Doug Darling will chair the second half of the meeting in Hillman’s absence.

Current Issues  
Committee & Other Reports

- Executive Oversight Committee & CAC – Carter and Copas
  - Executive Oversight – Carter – no meeting
  - Copas update – on details of meeting. Call volume is a bit larger than past – unable to pin down exactly why. Some things related to this – task assignment process, and how issues are handled on NDUS side. Working to ensure helpdesk provider understands distinctions of requests. Volume is higher than anticipated.

- Accountability Measures
  - Hillman – board did adopt chancellor’s recommendation for budget cuts in the office. That plan included scaling back on accountability measures. Key measures will be continued (NSSE, FSSE, CCSSE). Copas has been working with IR representatives. Copas brief update. Michelle Olsen, as of July 1, will be System Director of Institutional Research.

- NDSA – Beehler
  - Beehler – has not met since last April. They will be meeting in approximately one week to establish new goals for upcoming year.
  - Hillman – new SBHE student member, student SBHE member, and also the new staff representative and president of the staff senate attended. Pre-SBHE briefings take place with Student, NDSA, and now staff. We are looking at doing those jointly as a briefing phone call before each meeting to ensure there are no surprises at board meeting

- CCF – Bless
  - No Report

- Dual Credit Task Force – Johnson and Copas
  - Johnson – A series of five IVN sessions have been set up between now and the start of the fall semester. Five main topics, previously identified by the Dual Credit Task Force will serve as the primary agenda topic at each IVN session. Two high school representatives have been added – Mike Heilman Asst. Supt – Bismarck; Janet Edlund – Supt. Dakota Prairie Public School
  - Next meeting: Tuesday, July 19 from 9-9:50 am
I. Business Meeting
   a. Approval of June 6 & 7, 2011 Minutes (enclosure – Pages)
      i. Fix Paul LeBel spelling, Lenore Koczon, Doug LaPlante,
      ii. Minutes approved by consensus with corrections to misspelled names to be fixed.
   b. Operational Issues
      i. Curricular Requests, June 21, 2011 Deadline
   c. Stage I Requests – No New Stage I’s (enclosure – Pages)
      i. NDSU – Gerontology PHD – came in late
         1. Carter – motion to add to agenda; Brooks – Second –
         2. Motion Carried – Unanimous vote
         3. Discussion on Degree – Schnell – description of break-up of Human
            Development and Family Sciences PHD. It was formally 3 specialties. Two of
            them have already been approved as Stage I, Gerontology is the final one to be
            approved separately.
         4. Brooks – motion; Darling – second
         5. Unanimous vote in support of request
   d. Stage II Requests (enclosure – Pages)
      i. UND
         1. Program Termination, Policy 403.1.1
         2. Physician Assistant, certificate
            a. Discussion: LeBel – was supposed to be done 9 years ago – just
               cleaning up something that was to have been done originally
            b. Schnell – motion; Carter – Second
            c. Motion approved by unanimous vote.
   e. Prefix (enclosure – Pages)
      i. DSU: ENRG (Energy Resources)
         1. Johnson: Recommended that the associated prefix name match, Energy
            Management, already in use at BSC
         2. Carter – question around whether ENRG sharing that prefix may pose future
            issues.
         3. DSU – will not necessarily need the prefix this fall.
         4. Hillman – suggest that we defer action on this part of the motion to next month.
            This may be a great opportunity for 2+2 situation.
         5. Will be deferred to August agenda
      ii. UND/NDSU : MPH (Master of Public Health)
         1. Schnell – motion to approve; Dahlberg – second
         2. LeBel – motion to add NDSU to have prefix as well
         3. Stenehjem – second
         4. Motion to have both UND and NDSU MPH prefix approved by unanimous vote

II. Planning Discussion
   a. Additions/Corrections to Draft Agenda
   b. CIO Update – Thursby – no report
      i. MyFoundationsLab – Update in August
         1. Hillman – expecting a report from Pearson soon – will share with council as
            soon as he gets it.
   c. Articulation and Transfer – Johnson –
      i. Johnson – Will be initiating NDUS campus visits starting this fall. Campuses are
         welcome to suggest dates of campus visits in conjunction with events. Johnson offered to
         speak to new faculty orientation groups on a first come, first served basis.
   d. Certificate of Completion
i. Johnson and Carter- background information included BSC’s desire to enable students to pursue and transcript a certificate of completion without violating financial aid by accidentally awarding aid to an ineligible student.

ii. It may be possible to have a stand-alone program – COC with its own title. One solution is to create a generic new program – that allows campuses to indicate whether or not it is eligible for financial aid. All plans attached to the new generic program would not be eligible for financial aid. Another, less desirable, option would be to admit each student with a non-degree seeking admit type—but Johnson and Carter suggested long term issues with this temporary solution.

1. AAC Members favored testing the option of creating a new stand alone, generic program for certificates of completion.

e. Challenge Exams
   i. Johnson – Background included WSC’s initial request to honor challenge exams developed and administered by individual institutions. Campus registrars and AAC members suggested expanding the number of standardized examinations recognized among NDUS colleges and universities in the top challenged courses to include foreign languages, computer science, and first aid and CPR. Johnson suggested that she could assemble the HPER discipline group to discuss honoring challenge examinations related to first aid and CPR. Similarly, the computer science discipline group could recommend a series of standardized tests related to lower division computer science courses. She suggested that numerous CLEP examinations were already available for various levels of Spanish, French, and German.

f. Collaborative Agreements Template (enclosure – Pages)
   i. Darling – group meeting this Friday on conference call.

g. Cabinet Retreat Outcomes - Hillman
   i. Campus Service Areas
      1. Discussion did not result in any recommended changes in system policies or procedures.
      2. Cabinet concluded that these were not things that matched up well with board policy or procedure statements. Comments were made around misunderstanding the limited nature of workforce deliver quadrants. Those are only for workforce training – not for other things.

ii. Finance Plan
   1. Hillman – presidents had good discussion around elements of interest in a finance plan.
   2. Concepts: same chair for interim committee, we need to work at actively changing the dynamic to make it more productive. Interim committees used to rotate their meetings on different campuses. This presents several opportunities. Other idea – if you are meeting on system campuses – rather than convening a statewide roundtable – then local community business leaders could come and talk about their needs might make this a more viable conversation.
   3. Many elements of finance plan were brought up. Governor’s office has an interest in convening a conversation on higher education finance.

iii. Communication
   1. This topic was one that had various levels of engagement. Lots of opinions and thoughts on communication within the system. Reminder that our communication and responses need to be accurate and well thought out. We will work to integrate requests and simplify processes and requests.
      a. LeBel – liked idea of mini-roundtables. Should we identify issues about things we should present information to legislature? Help to be more proactive rather than reactive with communication.
      b. Hillman – one of the big terms coming out of session is “sustainability”. Getting ahead of the important issues is exactly what we need to do.
c. Schnell – is performance funding one of the main conversations?
   Hillman – yes - we are hoping that the result will be that performance
   will be a small (5%) percentage of the budget.

h. SBHE Policies (enclosure – Pages)
i. Policy 402.1: Admission Policies- Beginning Freshmen Applicants-
   Certificate (updated draft policy attached)
   1. Programs, Diploma, and Associate Degree Program
   2. LeBel - Grid is to send a clear message to HS about college readiness. UND
      would like to have the chance to administer the MAPLE (Math) test to students
      who have not satisfied any of the other blocks on the grid. It would not change
      the signal sent to the HS’s, but it would allow the college to administer a test to
      determine college readiness. The use with this could also place students into a
      class above Math 103
   3. This is a sentence that could be included below the grid.
   4. Johnson – indicated that the Chancellor understood campuses might additionally
      test for advanced placement as well.
   5. LeBel – will visit with Mike to talk about how to move this forward.
   6. LeBel – What COMPASS test will be used? COMPASS has many tests listed.
      What exactly would be part of the system defined COMPASS alternative to the
      ACT?
   7. Darling – Which tests were already used in the cross-walk for the table?
   8. LeBel – Inquired about the inclusion of the PLAN test on the grid? Can a 10th
      grade test really fit well onto this grid? Johnson –suggested that the PLAN tool
      may be one of the few tools for placement of 10th graders, as dual credit
      students, into college algebra or college composition –PLAN test – need an
      indication that it is used exclusively for placing sophomore level dual credit
      students into college algebra and freshman composition.

ii. Policy 406.2: Class Starting Times
   1. LeBel – Carter – do not want to attach class starting times. Need to adjust
      verbiage of policy so it does not reflect a missing attachment

i. Third-Party Complaint Process
   i. Should the complaint process go through attorney general or system office? Initial
      opinions were to have it through system office.
   ii. Copas – important to know that if it is in the system office that the decision made at this
      level is the state level decision.
   iii. Schnell – should complaints be anonymous or should student name be shown?
   iv. Johnson will do research regarding federal requirements associated with the distance
      education delivery third party compliant process, AAC members suggested soliciting
      feedback from the student association. There were questions about what types of things
      would be handled through this process? Need to clarify what will be handled through a
      third party compliant process.

Other:

2011 Meeting schedule =
   • SBHE only meeting 6 times, need to be very timely with academic requests or they
     may sit for quite some time.
   • Question for Hillman - VP’s request - Tenure requests April rather than March
     meeting? Would the Board be agreeable to this? – Hillman reply – “Yes”
**2011 Future Meeting**
July 5 – Conference Call
August 2 – Bismarck
September 6 – Conference Call
October 4 – Bismarck
November 1 – Conference Call
December 6 – Bismarck

**2012 Future Meetings (PROPOSED)**
January 3 – Conference Call
February 7 – Bismarck
March 6 – Conference Call
April 3 – Bismarck
May 1 – Conference Call
June 4 & 5 – Devils Lake
July 3 – Conference Call
August 7 – Bismarck
September 4 – Conference Call
October 2 – Bismarck
November 6 – Conference Call
December 4 – Bismarck
The following procedures are adopted according to SBHE Policy 403.7(3)(C) and govern credit awards and minimum requirements for successful completion of credit-by-exam programs. "Credit-by-exam programs" means Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and DANTES Specialized Subject Tests (DSST).

1. Credit-by-Exam Program Guidelines
   
a. Advanced Placement (AP)- Subject only to the following listed exceptions, a standard AP score of "3" is required for all AP subjects for award of college credit. The exceptions are as follows:
   i. AP Literature and Composition-a score of "4" or above grants additional credit.
   ii. AP Biology-a score of "4" or above grants higher-level credit.
   iii. AP Chemistry-a score of "4" or above grants higher-level credit
   b. College Level Examination Program (CLEP)-the American Council on Education (ACE) recommendations for minimum CLEP scores are adopted.
   c. International Baccalaureate (IB)-Existing Common Course Number Academic Discipline Groups will review current IB programs and determine their relevance for granting college credit to recent high school graduates.
   d. DANTES Specialized Subject Tests (DSST)-Existing Common Course Number Academic Discipline Groups will review current tests to determine their relevance for granting college credit.

2. It is the responsibility of the Director of Articulation and Transfer to coordinate changes to each of the programs listed in section 1 of this Procedure and to forward those changes to the Academic Affairs Council for consideration.

3. At least annually, the Director of Articulation and Transfer shall gather proposed changes, additions and deletions for the four credit-by-exam programs and present them to the Academic Affairs Council for consideration.

4. The recommendations of the Academic Affairs council shall be forwarded to the chancellor for approval and upon approval shall be transmitted to NDUS institutions, North Dakota tribal colleges and North Dakota public school counselors and principals in the form of a summer transfer newsletter and by publishing the updated AP/CLEP/IB/DSST chart on the NDUS Transfer and Articulation Web site.

5. NDUS institutions shall use the Credit-By-Exam Chart to determine minimum credit-granting score, the number of semester credits to be awarded and the course(s) or type of course(s) to be awarded.
Reference: SBHE Policy - 403.7

History:
Chancellor's Cabinet Meeting, August 18, 2005
Chancellor's Cabinet Meeting, January 4, 2007
Chancellor's Cabinet Meeting, June 6, 2007
Chancellor's Cabinet Meeting, September 5, 2007 (Note: only changes were made to the credit-by-exam chart)
Chancellor's Cabinet Meeting, January 7, 2008 (Note: only changes were made to the Credit-By-Exam chart)
Chancellor's Cabinet Meeting, December 3, 2008 (Note: only changes were made to the Credit-By-Exam chart)