Academic Affairs Council Minutes
August 2, 2011, 9:00 – 4:00 (CT)

NDUS – Mike Hillman; BSC – Drake Carter; DCB – Larry Brooks; DSU – Jon Brudvig; LRSC – Doug Darling; MaSU – Keith Stenehjem; MiSU – Lenore Koczon (via phone); NDSCS – Harvey Link; NDSU – Bruce Rafert; UND – Paul LeBel; VCSU – Margaret Dahlberg; WSC – Wanda Meyer; CCF – None; NDSA – Jayce Beehler

Others: Rebecca Duben-Kalash – NDUS, Lisa Johnson – NDUS, Randal Thursby – SITS

Current Issues
Committee & Other Reports

☐ Executive Oversight Committee & CAC – Carter and Copas
  ➢ Executive Oversight – Carter – No meeting
  ➢ CAC – No report.

☐ Accountability Measures
  ➢ Hillman – The 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). The NDUS office did fund the Retention Management Survey (RMS) this coming year, which is administered to all incoming students. Hillman said that he will provide the cost to the council to do RMS for the upcoming year.

☐ NDSA – Beehler
  ➢ There will be a meeting this weekend in Bismarck to set up goals for the year.

☐ CCF – Bless
  ➢ No Report

☐ Dual Credit Task Force – Johnson
  ➢ Johnson – There has been a series of one hour targeted focus meetings on various dual credit issues this summer. These meetings will be followed up by a face to face meeting this fall.
  ➢ Next meeting: Wednesday, August 3 from 8:50-9:50 am

Interim Higher Education Responsibilities Letter – Hillman went over the letter from Representative Al Carlson to Representative Bob Skarphol, Chair Interim Higher Education Committee, outlining the expanded responsibilities of the Interim Higher Education Committee.

Hillman said that the first meeting will be August 30 in Bismarck. He said that the agenda should be out any day. At the first meeting Representative Skarphol wants to bring in a national speaker which we understand will focus on higher education finance. These are public meetings. Hillman said that he will share the agenda on the listservs as soon as he receives it.

I. Business Meeting

a. Approval of July 5, 2011 Minutes
   i. Change Kent Hauck spelling to Ken Haught.
   ii. It was moved by Carter, seconded by Stenehjem, to approve the minutes with correction of misspelled name. Motion carried unanimously.

b. Operational Issues
   i. Curricular Requests, June 21, 2011 Deadline

c. Stage I Requests – No New Stage I’s
d. Stage II Requests – No New Stage II’s

e. Prefix
   i. DSU: ENRG (Energy Resources)
      1. It was moved by Brooks, seconded by Carter, to approve the DSU: ENRG prefix. Motion carried unanimously.

II. Planning Discussion

a. Additions/Corrections to Draft Agenda
   i. Add Financial Aid for New Programs as informational item

b. CIO Update – Thursby
   i. Thursby went through the NDUS IT strategic plan goals, strategic vision, virtual/mobile applications and future steps.
   ii. Certificate of Completion – Johnson said the request that came from this group regarding the option of a new stand-alone, generic program for certificate of completions was considered. The SITS staff was very supportive of this option.

c. Articulation and Transfer – Johnson –
   i. Interstate Passport Initiative – Staff requests approval to seek, receive, and expend funds for a project that will build upon WICHE’s recent research on transfer and articulation and will create a new regional framework for the block transfer of the lower division general education core among participating institutions in a five-state pilot initiative. Hillman said that there is a pending request to the Carnegie Foundation. He is expecting to hear by the end of September if we get funded by the Carnegie Foundation.

d. Challenge Exams
   i. Johnson said that she didn’t have anything new to report on Challenge Exams. No changes will be made to the credit by exam table until the faculty members are back on contract in the fall.

e. Academic Awards Collaborative – This item was moved to the September meeting.

f. Third Party Complaint Process – The council preferred complaints come to our office instead of the Attorney General’s Office. Hillman said we would draft a policy and share with the council.

g. SBHE Policies and Procedures
   i. Policy 406.2: Class Starting Times
      LeBel recommended saying campuses are expected to coordinate schedule of educational opportunity available through distance education and conflicts should be resolved by provost or academic vice presidents. Hillman said bring something back before we move it forward to cabinet.

   ii. Policy/Procedure 404.1: Degree, Non-Degree, and Non-Credit Instructional Activity
      Multiple edits were made to the policy and procedure. Johnson said that she will make those edits and get the revised policy and procedure out to the council.

   iii. Policy 508.2: North Dakota Academic and Career and Technical Education Scholarships
      This is an information item and AAC doesn’t need to take action on it.

Other:

- Financial aid for new programs – Hillman said that this is a one page information piece on how communication occurs with regards to financial aid eligibility status of new programs.
- End of Year Reports – Council members were given these as an informational item. If there are any changes or questions, contact Rebecca Duben-Kalash.

The next meeting will be a p.m. conference call on September 6.