Academic Affairs Council Minutes
October 4, 2011, 9:00 – 3:00 (CT)
Bismarck State College – Horizon Conference Room
9:00 – 9:30: Current Issues


Cabinet, SBHE and Legislative Committee & Other Reports (enclosure – Pages 3-11)
- Interim committee meeting soon, (1st week of November). Topic of interest is accreditation.
- Accreditation status report was sent out to the legislative council staff. Board policy 420 was also sent (requires that system campuses maintain accreditation)
- Interim has been pretty quiet so far. There is a combined K12 & Taxation committee
- Governor has started a commission on higher education funding. Representation from each type of campus. The system office will not be a part of this commission. Updates will have to come from campus representatives on the commission.
- Developmental education discussed – board has been updated for the Common Core that North Dakota has signed on with.
  o Program fees issue discussed – auditors uncovered problems related to program fees. System office put together a new policy on program fees that was more comprehensive. AAC recommendations were that the policy might create more problems than solve them. The board pulled that off the agenda.
  o Position statement sent by Hillman on Sept 23 really did state what the AAC position was and we should rely on that.
  o Most changes in this policy will have little impact on them; however, there is still concern. The policy is still not clear on how you gain student input on brand new programs. The process is not spelled out and needs to be a part of this. Additional concern – we have still never heard what the perceived problems are so that we could really address these problems.
  o If there have been areas where things are suspected to be inappropriate, has that information been given to the appropriate authority so it can be addressed? Use of verbiage in the policy may not be effective and may be interpreted differently by different readers.
  o Language is confusing. This process could result in modified ways to find funds – different tuition algorithms, etc. When we are looking at a change to a policy that will impact all institutions, we should try to look ahead and anticipate what types of problems this might cause through implementation. We might get caught in a scenario where we
have to justify every justifiable act. We already have in North Dakota true symmetry of transparency.

- Dual Credit was also a topic of conversation at the cabinet meeting. They are now aware of some of the issues surrounding dual credit.
- Cabinet meeting also addressed budget request process. Funding mechanism is becoming a hot topic of conversation. There will not likely be a new comprehensive funding plan for the upcoming 2013 session.
- Performance funding continues to come up. It has been mentioned at interim committee, board meeting, and cabinet meeting.
- Academic Requests all made it through the cabinet and board agendas.
- STEM Transfer Meeting – Hillman
  - Attended meeting with Lumina Foundation
  - North Dakota was recognized as a leader at this conference as well.
- GE Summit – Johnson & Copas
  - Johnson - 6th Leap Summit held at UND.
  - UND was an excellent host. Concurrent sessions with faculty sessions on reflecting on teaching. Keynote speaker – Ken O’Donnell from the California University System. Discussions on high impact practices. Very positive feedback on the guest speaker.
  - Theme of the summit was assessment. People really want to go back and continue to examine the GE courses they offer.
  - First council of GE meeting was held Saturday afternoon. Creation of sub-committees identified to look at curriculum, planning, teaching/assessment and Leap component.
  - This is really an effort to recognize the conscious effort to inject those high impact items into things like employment on campus as well.
  - North Dakota continues to be recognized and gets quite a bit of attention as a national leader
  - Discussion about continued paradigm shift in Education. General education should hook the students and really train the students in areas that are not covered in their programmatic courses. O’Donnell felt that sometimes our very faculty best may not be in the key classes which can impact retention.
  - Assessment sessions were attended by many people including IR. Working with the faculty to show how some of the assessments can be taken to the next level to show how they can additionally impact student learning.
  - Skilled and motivated faculty at that level is critically important. Ensuring that the best students get into all the classes. Speaking toward putting the best faculty in each of the classes – goes back to the need for great faculty all around.
  - Sometimes the pendulum might shift and the best faculty might be the Graduate Assistants.
  - Talking about moving the summit to more of a yearly event rather than on a semester basis.
- Lecture Capture summary – Rosie Kloberdanz
- Update on free online tutoring system – Kloberdanz
  - Initiated by the ND state library.
  - Through a grant through the museum and library services we are implementing www.tutornorthdakota.com.
  - Tutors available 6-10pm Sun thru Thurs. Online services available around the clock.
• Executive Oversight Committee & CAC – Carter and Copas
  o No meeting

• Accountability Measures
  o Hillman – auditors have reviewed accountability measures. Measure AS9 reports students by age and numbers of students in categories. One of the audit comments to this accountability. Numbers in Table 9 do not match the Fall Enrollment report. (AS9 is Annual Enrollment, so the numbers do not match Fall Enrollment numbers)
  o FSSE – survey summary.

• NDSA – Beehler
  o Met just a few weeks ago. Year’s goals were outlined. Working on a connection between the committees in the NDSA.
  o Issue of how to connect all the thoughts and ideas of all the students from all the colleges and move forward with them.
  o Talking about starting to get to work early to meet with legislature and sub-committee. They want to be a positive part of the upcoming session with the system and the legislature and help in all ways they can.

• CCF – Braddock
  o First meeting was about 3 weeks ago. This meeting was spent putting together information for the year. Topics that were discussed were the Faculty Compensation Report, new version of the faculty brochure that would be given to the legislature, investigating involvement in the common core discussion, watching what might happen with the board funding model.
  o Johnson – might there be faculty members on CCF that could participate on the Common Core Initiative Taskforce? Braddock will check with the CCF for possible participating members.
  o Hillman – discussion of the bi-annual Arts and Humanities summit. The faculty often takes the lead in the planning. Brudvig and Braddock will begin communications on this.

• Dual Credit Task Force – Johnson and Copas
  o This taskforce has been looking at 5 key issues. One that rises to the top is the funding model for dual credit. There is a lot of encouragement to go with a new state funding model.
  o Next face to face meeting is Oct 26th in Bismarck.
  o Braddock – concern has been expressed by the CCF about quality control and academic rigor. From the committee is that academic rigor was a large concern for everyone on the taskforce both from k-12 to higher Ed.

• US Dept. of Education – Off Site Locations – Carter
  o Department of Education has begun to tighten up on rules and regulations. BSC has never intentionally underreported distance sites; however, how the list put forth did not match the list with the HLC. BSC has been working on aligning the two lists. There are a couple sites that were not listed: Mandan and downtown Bismarck. The definition of distance site is unclear.
  o There are a couple sites here in Bismarck/Mandan that are used, but with these sites, they are not the sole place where the student completes work.
Because of this, they were not listed as a distance site. BSC was defining this reporting requirement as a true branch campus.

- Department of Education has follows a different definition. Letter received from DOE.
- BSC is moving to correct the situation immediately.

### I. Business Meeting

- **☐** Approval of September 6, 2011 Minutes (enclosure – Pages 12-17)
- **☐** Operational Issues
  - A. Curricular Requests, September 20, 2011 Deadline
    1. Stage I Requests – No New Stage I’s (enclosure – Pages 18-21)
    2. Stage II Requests – (enclosure – Pages 22-24)
  - **☐** NDSU
    1. New Academic Program, Policy 403.1
      a) Leadership Studies, minor (via Tri-College)
      b) Social Welfare, minor (via Tri-College)
      c) Speech, Language, Hearing Sciences, minor (via Tri-College)
        i. Rafert – description – major at NDSU, minor from Concordia or Moorhead. This is needed for this to be transcripted appropriately
        ii. Stenehjem Motion – Link Second
        iii. Johnson – there is a precedent that has been set with this successfully done in the past.
        iv. Motion carried by unanimous vote.
  - **☐** UND
    1. Institutional Organizational Notice and Approval, Policy 307.1
      a) North Dakota Simulation, Teaching, and Research Center for Healthcare Education (ND STAR)
        - Light – this is to provide interactive and scenario based training.
        i. Rafert move, Second Brooks.
        ii. Motion carried by unanimous vote.
    2. Distance Learning Credit Activities, Policy 404.1
      a) Medical Laboratory Science Certificate(undergraduate), BS in Medical Laboratory Science, and MS program in Medical Laboratory Science
        - Light – these are existing programs to bring these into accordance with the system log.
        i. Carter move, Meyer second
        ii. Motion carried by unanimous vote.
  - **☐** Prefix – (enclosure – Page 25-26)
    - **☐** NDSU: REL – Religion (Concordia College prefix for TCU registrations)
- Johnson – approved
- Rafert – this was a prefix currently used and existed. This is a Tri-College alignment issue. Defines more clearly between Religion and Religious Studies
   i. Link Motion, Dahlberg second
   ii. Motion carried by unanimous vote.
   i. Motion to move concept ahead to Pat Seaworth for system procedures
      Carter; Link second
      ▪ Make recommended edits before sending to Pat (send to AAC listserv for comment after adjustments are made)
   ii. Motion carried unanimous vote
II. Planning/discussion
1. Additions/Corrections to Draft Agenda – adjust CCF to Brevik
2. CIO Update – Thursby – 10:00
   • Carter – question for Thursby regarding Campus CE
     o There are other vendors who are looking to be a part of this movement. Carter does want to be a part of the team process with this.
     o Link had similar concerns.
     o Thursby will get back with both Carter and Drake on the work orders.
3. Articulation and Transfer – Johnson - 10:15
   □ NDUS Articulation and Transfer Annual Report
     o Presentation
     o Conversation around why students transfer
     o Hillman –
       ▪ When we started the WICHE passport discussion, there was question surrounding why we needed to worry about intrastate transfer. The data shows the reason.
       ▪ Michelle Olson will look at data – how do students that took an entry level course at one institution, how do they then do in later courses at other institutions.
     o Hillman – intent for Johnson to give an annual report to the AAC and to the Board on what is happening.
   □ Common Course Numbering
   □ NDUS Appeals
   □ NDUS to NDUS Transfers
   □ Dual Credit Update
   □ Gainful Employment Related to CIP Code Changes
     o Intent is to track debt load to the degree they are getting and how that relates to the amount of money a student was able to generate in a career.
o CIP codes assigned to some COC’s might have the same code as some of the codes at higher level (4 year) programs. This made earning potential look different than they would really be eligible for.

o What they are really aiming at is if the student is taking a Certificate Program – they have to be able to demonstrate that they can get gainful employment as a result.

o Hillman - there are a number of CIP codes that are related, yet are different. If we get performance funding, it will be tied to outcomes. These outcomes will likely be driven by completers, completers will be categorized by CIP codes. So whether CIP codes are in particular areas or not could become very important. In addition, in higher education, we aren’t able to calculate the cost of programs. There is an expectation, however, (HB 1003) that we should look at historical program cost as a basis of future funding. Categorizing programs will likely be done by CIP codes. Another, qualification for STEP loan forgiveness program is connected to CIP codes. Hence, it can turn into a fairness issue.

  ▪ Meyer move to approve new Stage II form, Brooks second
  ▪ Recommendation is for the Chancellor to approve those changes.
  ▪ Is having the chancellor having the ability to approve a necessary precursor to having this change adopted?
  ▪ Are we trying to tie this back to the federal statute to delineate what should get chancellor approval and what might need to go farther.
  ▪ Suggestion to add to the line “Change in CIP Code” – add From __________ to __________.
  ▪ Adoption of edited version of Stage II form – unanimous vote motion carried.

4. SBHE Policies and NDUS Procedures (enclosure – Pages 28-37)

☐ Policy 406.2: Class Starting Times

☐ Policy 440: Enrollment Reporting
  o Hillman – discussion of adjustments to reporting.
  o Johnson – some feedback has been to not have it in policy – however, if things aren’t in policy or procedure, it is difficult to streamline the process. This is really more of a means of efficiency. SITS staff recommended that we provide the names of the reports as well.
  o Hillman – this creates consistency in enrollment report. Without this there might be creation of shadow systems without it.
  o Edits to section 3 page 30. Strike “in” from line. Bold the headings.
  o Unanimous vote to move edits forward.

☐ Dual Credit Placement
  o Johnson – seeking reaffirmation that we’d be using the placement procedures for placement into dual credit coursework as well. There is
support in this coming out of the dual credit task force. The Council agreed.

☐ Procedure 513: Complaints to the North Dakota University System Office
  - Discussion around edits to the Procedure 513.
  - Should we put a limit to the time (within last 5 years?)
  - Should we add a reminder that we are an open records state?
  - There is a general complaint form, what about for specific complaints?

☐ Addition to 403.1 Request for New or Increased Program Fee – continue to put it out there as a draft
  - Hillman – should there be changes to the request procedure?
  - Is this form only for only program fees and not for special fees as well? Hillman –yes – board approves program feeds, campuses approve special fees. That is why this form is for program feeds.
  - Suggestion that each time the term “fee” is used on the form that we should perhaps have it say “program fees” to be very clean.
  - Number 15 is very difficult. It doesn’t really provide useful data – the data is not really comparable.

- Hand out provided regarding progress made.
- Highlight of the challenges. At some point the conversation of ROI with some states may need to be held.
- MN update – difficult to get authorization there. Application has been placed. 3 institutions have applied. At this time we are delivering 17 degree types into MN – we currently have authorizations for 6. We are working hard to getting this rectified. Yearly fee is $1200. MN has agreed to work with us and take us as a system rather than per institution. To get additional programs approved will be an $8000 one-time cost for additional authorizations. NDUSO budget will handle this cost. MN is 1/3 of our online enrollments. This is a significant number.
- This authorization will be a yearly process.
- Comment by the AAC – they are very thankful for the service that the system has provided in this area.

6. Policy Issues from NTNM – Larson
- Meeting held on 20th of September. There was a series of 5 areas that were a focus of conversation.
- How are we serving that adult student that is coming back to school (often times with hesitation)?
- Working to get contact information of people who have not completed a degree to see if they are interested in returning. Then if they do come back, how can we implement a cultural change in the approach to these students? How do we provide students services that are welcoming, friendly, and helpful?
- National studies have shown that if there is only one reason they’ve come back, it may only take one reason to get them to leave again.
- What we do to facilitate a better experience for the non-traditional age student may be the same things we need to do for traditional age students.
• Plan for future discussion of these topics. Bob will make a copy and will send out electronic version.
  o Consider Academic Forgiveness Amnesty or Renewal
  o Loan Forgiveness
  o NDUS Staff and Faculty Tuition Waivers
  o Choice of Catalog
  o System-wide General/University Studies Degree

7. Academic Awards Collaborative – Copas
  o Take this conversation back to the Collaborative Group for recommendation.

8. Out of State College Program Approval – Copas
  o Update on Rasmussen and Capella program approvals

9. Addressing Needs in NW ND – Hillman’
  • Will get moved to the agenda earlier for next meeting.
  • Meyer – email came through during meeting – jobs available right now. Administrative assistant $320=$35k, marketing $108,000, wages that they are offering are very high.
  • Advertised as “New Williston Full Time Jobs”

10. Memorandum of Understanding – Program Delivery – Darling
  • Some feel this is geared more for undergraduate programs. However there are additional needs that would need to be included for Graduate programs. Perhaps this might be a working document for the graduate level. For example – student services – when you start to look at things such as international students, health insurance, etc., etc. Another example – advising, mentoring, dissertation committees, thesis committees.
  • Student Services – academic advisement/support – is the intent as to what institution would need to be provided.
    o Darling – yes – that is the intent.
  • Has the product met the goal of the AAC? It is somewhat different from the original intent.
    o Hillman – one of the goals was to have a list of most of the things that would need to be considered. That goal was certainly met. Put into use and completed would perhaps bring with it its own information.
    o Initially this should probably be called a sample.
    o This is a resource to get you to think about these other areas – a work in process. It may grow as it is used.
  • Link – put the word SAMPLE on it for now. Perhaps also include an introductory paragraph that describes the document. The purpose of the document is to be a helpful resource, but not the be-all-end-all.
  • Hillman – should this be shared with Administrative and Student Affairs Councils? AAC agreed.
  • Darling will make edits and the sample will then be shared with Administrative and Student Affairs.

Other
Should we have further discussion regarding how many credits should define FTE and Full Time for graduate students – 9 vs. 12? Study of where we should be on that number. Discussion surrounding common course numbering, and possibility of dual counting, etc.
Hillman – let’s focus on the 9 vs. 12 for graduate work
  • Copas will take the lead – all campuses that have graduate classes. She will compile
    the information for discussion. This may be a topic of discussion for the council
    retreat.

NOTE:
AAC Orientation:
3 – 6 p.m.
Horizon Conference Room

2011 Future Meeting
November 1 – Conference Call December 6 – Bismarck

2012 Future Meetings
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