Academic Affairs Council Minutes  
November 1, 2011, 9:00 – 12:00 (CT)  
Conference Call Meeting

Attendance: Drake Carter (BSC); Lloyd Halvorson (LRSC); Keith Stenehjem (MaSU); Lenore Koczon (MiSU); Jace Beeher (NDSA); Larry Brooks (DCB); Jon Brudvig (DSU), Bruce Rafert (NDSU); Paul LeBel (UND); Steve Light (UND); RS Christian (NDSU); Mike Hillman (NDUS); Barb Bang (NDSCS); Wanda Meyer (WSC); Margaret Dahlberg (VCSU)

Others: Aimee Copas (NDUS); Lisa Johnson (NDUS); Jerry Rostad (SITS);

Current Issues  
Cabinet, SBHE and Legislative - Hillman

- Cabinet is scheduled to meet in Minot – Monday, Nov 7th.
  - Items of interest: Working with Grant Shaft (SBHE) on creating an efficiency agenda. President Shaft will join meeting to discuss his ideas on efficiency initiatives. Focus is on pure efficiencies (saving money) vs. investment for efficiencies.
  - Veteran Affairs will present an update on Veteran education issues.
  - SAC and others will work on Student Health Insurance RFP process and workgroup.
  - Discuss and outline 2013-2015 budget request process and timeline.
  - Bill Eggert will provide update on internal risk assessment process as well as the system internal audit plan.
  - NTNM update
  - Demonstration on the system tuition and fee website that will be available to students.

- SBHE
  - Board budget, audit and finance committee is meeting next week.
    - Reviewing and making recommendations on performance funding process and timeline.
    - Policy 805.3 (program fees) is on this committee’s agenda.
  - Meeting November 17th in Valley City
    - Many cabinet items will carry through from Cabinet meeting.
  - Performance funding and efficiency agenda will likely be discussed.

- Other Current Issues
  - North Central Commission on Higher Education has a new draft set of requirements out there and is expected to be adopted and become a part of the accreditation process.

Committee & Other Reports

- Executive Oversight Committee – Carter – no report
- CAC –Copas
  - Purpose is to keep it very useful – this committee may not be the best place for sounding board issues on a regular basis.

Accountability Measures
• Accountability progress update.
  • This is the busy time of the year.
  • IR working very hard to help complete this book
  • Anticipated completion by Christmas

• NDSA – Beehler
  • NDSA met last weekend. Resolution passed that encouraged increased support for health insurance for graduate students as well as undergraduate students.
  • Asked to create support from the state as a whole.
  • Different goals discussed to help for next year in the legislative year.

• CCF – Brevik
  • No report

• Dual Credit Task Force – Johnson and Copas
  • Task force met in Bismarck last week. Tasked with coming to the consensus.
  • Drilling down to the definitions and making sure they are appropriate is critical.
  • Scholarship is not met through Early Entry course (only dual credit)
  • Efficiencies discussed – perhaps streamlining the process.
  • Single funding model/tuition rate discussed. Concern was raised that if we agreed to a single model, what would stop the colleges from instituting waivers to compete for students.
  • By the end, there was some support for a single tuition model with the contingency that there is state funding.
  • Also thoughts regarding a cap to the number of courses that can be taken for dual credit.
  • Next meeting will likely be in IVN or audio conference format.
  • Taskforce is making progress, (slower than we’d like) but this is really a complicated process with many variations and variables.
  • Representative Hatlestad was present and he held an expectation that we should be acting as a system with regard to dual credit.

I. Business Meeting

• Approval of October 4, 2011 Minutes (enclosure – Pages 6-14)
  • Rafert move to approve – Stenehjem Second
    • Approved by unanimous vote

➢ Operational Issues
  A. Curricular Requests, October 18, 2011 Deadline
  1. Stage I Requests – (enclosure – Pages 15-18)

☐ WSC
  1. New Academic Program, Policy 403.1
    a) B.A.S. in Applied Management
      • Discussion – want to take people who are trained in the tech program through some management training and provide that additional schooling.
      • There are a number of jobs that need this degree in the region. As quickly as a position is filled, another job opens.
      • Meyer motion to accept – Brooks second
        • Vote:
          • BSC – yes
- DCB – yes
- DSU – yes
- LRSC – yes
- MaSU – yes
- MiSU – yes
- NDSU – yes
- UND – abstain
- NDSCS – no
- VCSU – yes
- WSC – yes
- CCF – absent
- NDSA – absent
  - 9 yes, 1 no, 1 abstain, 2 absent

- Additional background – there are a few different models. Inverted model – Associates degree provides most of the discipline and the BS provides the management soft skills. Builds on an Associate of Applied Science has less than the Gen Ed requirements core.
- Other models build on Associate of Applied Science with knowledge and course work in the discipline area.
- For WSC – it would be more like the first one described. Very hands on – with management training in the BS degree. Companies in the area are in great need of management teams.
- There is further need for needs assessment in the area, however, the overwhelming fact is that people with this degree are needed.
- This is considered mission changing to an institution.
- When BSC made this transition, they are able to share now, that there are a number of policies and procedures that are only in effect for associate degree student.
  - Library needs
  - IPEDs reporting differences (now must report as a bachelor degree granting institution)
    - Now associates degree grads don’t count
  - It is a very successful program in attracting students.
  - Process was nearly 1.5-2 yr. process to get the program approved starting from discussion point through all stages. It took some time to work with other University System institutions to find out if they could offer the program or if it could be a collaborative process.
- Initial conversations have taken place to work with BSC and Mayville to help with coursework in the infancy of the program.
- They have faculty who are ready for the program. Students who have heard about the possibility are excited.
- The three out of four regional universities in the system also already offer Bachelors of Applied Science in addition to BSC.
- Conversations have already taken place with HLC to see if they have any concerns – at this point, they do not.
For the first two years, delivery of the courses will be mostly on the campus. After that, what can be brought in via IVN, online, etc. It is possible to even have on-site classes.

2. Stage II Requests – (enclosure – Pages 19-21)
   - **DCB (must vote to add to agenda)**
     - Meyer motion, Carter Second
     - Motion carried by unanimous vote
   - **UND**
     1. New Academic Program, Policy 403.1
        a) B.S. with a Major in Public Health Education
           - Working to meet the need for ongoing need for addition health professionals in the state
           - Motion Carter, Meyer Second
           - Motion carried by unanimous vote
     3. Prefix – (enclosure – Page 22-23)
        - **UND: PH – Public Health**
          - Johnson supports this request
          - Carter move, Christian second
          - Motion carried by unanimous vote.
        - **INACTIVATE BSC-ARSC-Animal and Range Sciences**
        - **INACTIVATE BSC-HRMG – Hotel/Restaurant Management**
        - **INACTIVATE BSC-BIOC - Biochemistry**
        - **INACTIVATE BSC-CHE – Chemical Engineering**
          - Some programs have been discontinued, (Hotel/Rest. Mgmt and Chemical Engineering) Others have changed to new prefixes.
        - **Prefix cleanup is a good thing to do during a time of efficiency….. This makes the information we provide as meaningful as possible.**
II. Planning/discussion
1. Additions/Corrections to Draft Agenda

   - Clearing House proposal.
   - Question as to why we aren’t looking for our own internal talent to externally evaluate our proposal.
   - External evaluator from another state can be very expensive.
     - There is value to the in-state external evaluator as they have a better understanding of North Dakota.
   - List will be compiled of highly qualified faculty or staff who might be willing to serve as an evaluator.
   - We would then have a clearinghouse of where institutions could go.
   - A number of items would be considered as to qualifications for these potential external evaluators.
     - Question – would there be the intention to provide the evaluators lodging, meals and a modest per diem? Ruch - Yes.
     - Logically, the most qualified will likely be our most busy faculty as well.
     - The costs would be covered by the grant? Ruch – Yes.
     - People may agree to be an evaluator but may want to move on at some point. Is there a plan to keep the list current? Ruch – plans to keep the list current by semester.
     - Is it possible to work with IT to have some web-space where faculty and staff could indicate their willingness to be an evaluator and that the computer could keep organized the applicants. This could help reduce survey fatigue.

3. CIO Update – Thursby – 9:45
   - Take a look at the tuition and fee calculator.
   - Was recently just locked in for the Higher Ed Interim meeting this week.
   - Website will be sent to AAC for review.
   - This is beta – it only covers certain fees – not every instance is able to be calculated quite yet.
   - This is to meet the demands of the legislature to have a place on our NDUS website that shows tuition and fees by campus.
   - Other part of the site is where all mandatory fees (class fees, etc.) are shown.
   - Most all the data is being pulled from ConnectND to validate the numbers.

   - HLC – Follow up on Reporting Dual Delivery Sites – Dual Credit Question??
     - [http://www.ncahlc.org/Policy/commission-policies.html](http://www.ncahlc.org/Policy/commission-policies.html)
     - [http://www.ncahlc.org/op-definitions.html](http://www.ncahlc.org/op-definitions.html)
Really need to offer more than 50% of your degree program in a location to need to report a dual credit location.

- Degree Qualifications Profile (DQP)
    - Many things need to still be clarified.
    - Does a nice job of illustrating what a student should know in their degrees.
    - This may be helpful to faculty to help them understand what students should know.

- Math 102 – ConnectND System Entry
  - There is some confusion here.
    - Campus can letter grade the class if they want, but they need to choose the grading basis of “pre-college”
  - There is the ability to have it making progress toward the degree but to have it excluded in GPA calculations.
  - There are some exceptions for AAS degrees, but it needs to be a clear message that preparation for College Algebra is the clear expectation.
  - Problem that often surfaces is that if we have a class that is over 100 in number that is developmental in nature can be confusing to some.
  - Math 137 would be utilized in the future for the Associate degree.
  - Math Discipline group meets next week to discuss this – tribal colleges will also be participating.
  - Further discussion regarding degree qualifications – as a result of some of our activities that an invitation was sent to participate in a Lumina funded effort regarding “transfer & collaboration.”
    - This could play into future LEAP initiatives.
    - Involvement in these activities is positive whenever we can make it possible.

5. SBHE Policies and NDUS Procedures (enclosure – Pages 29-47)

- Policy 406.2: Class Starting Times – Rostad – 10:20
  - IVN coordinators are very concerned about this.
    - Their biggest concern is that if you diminish importance of class starting times that over time it will diminish efficiency of scheduling classes.
    - If loss of integrity of start times would occur, this could greatly negatively impact availability of classroom space and capability. (This holds true for day and evening classes).
    - IVN Coordinators recommendation – keep recommendations as they are now with the current schedule.
    - Scheduling is already in place for quite some time in the future.
    - Discussion:
      - If this policy doesn’t change, is there a need for the chancellor to issue guidelines for procedure? The current policy states the Chancellor should establish guidelines and classes should start on the hour whenever practically possible. Is the latter all we need?
Where should the council go from here?

- Rafert – motion to change the policy, Kotzen second.
  - Motion to change wording:
    - Policy would be changed to delete the first line. Start new policy with… “To maximize opportunity….
    - IVN guidelines should be taken into consideration.
  - Motion carried unanimously.

Policy 440: Enrollment Reporting – Johnson
- Reports recommended changes by this group and in Student Affairs.
- Need to look at where to include PharmD students in this.
  - Can be difficult to determine where they used to fit in as undergrad vs. professional students.
- Looking for motion to proceed with the inclusion of the pharmacy/doctoral students.
- Registrars group preferred to keep the report names in system procedure rather than in board policy.
  - Stenehjem move to accept policy, but to move report names (new paragraph 3) to NDUS procedure, Bang second
  - Work to try to include edits at the board meeting if this passes.
  - Motion carried by unanimous vote.

Procedure 513: Complaints to the North Dakota University System Office – Johnson
** Carry over to next month.

Procedure 441: Degree Credit, Non-Degree Credit and Non-Credit Instructional Activity
- Just a comment to ensure that the language is all included that needs to be.
- If we are awarding degree credit, it needs to be based on more than student attendance.

Procedure 402.1.2: Admission Policies – Student Placement into College Courses
- Recommend approval
  - Dahlberg moved; Meyer second
  - Motion carried by unanimous vote

6. Policy Issues from NTNM
- Consider Academic Forgiveness Amnesty or Renewal
- Loan Forgiveness
- NDUS Staff and Faculty Tuition Waivers
- Choice of Catalog
- System-wide General/University Studies Degree

In the world of efficiencies, this is a good time to start looking at termination of programs.
- Be sure to only do this when practical.
If you have ideas for other academic efficiencies, now is a good time to bring them up.

7. Cut scores on the Chancellor approved placement tools (move to next meeting)
8. Academic Efficiencies Budget Request (move to next meeting)
9. Out of State College Program Approval – Copas (move to next meeting)
10. Addressing Needs in NW ND – Hillman (move to next meeting)
11. Academic Calendars (enclosure – Page 48-57) (move to next meeting)
   * Nothing new – same format as we have had in the past.
12. Department of Defense MOU (enclosure – Page 58-66) (move to next meeting)
13. SAC to Meet Jointly with AAC Once a Semester (move to next meeting)
    Dual Credit Placement (move to next meeting)
    Addition to 403.1 Request for New or Increased Program Fee (move to next meeting)

**2011 Future Meeting**
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
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July 3 – Conference Call
August 7 – Bismarck
September 4 – Conference Call
October 2 – Bismarck
November 6 – Conference Call
December 4 – Bismarck
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