Academic Affairs Council Minutes  
December 6, 2011, 9:00 – 4:00 (CT)  
Bismarck State College – Horizon Conference Room

NDUS – Mike Hillman

Other: Aimee Copas (NDUS; Lisa Johnson (NDUS)

Cabinet, SBHE and Legislative Committee & Other Reports

• SBHE Meeting
  • Board met at VCSU on Nov. 17th.
    o Board president Shaft announced his ideas.
      ▪ Efficiencies initiative
      ▪ 2013 budget request would be a “hold even” request with possibilities for requests for special projects and initiatives.
      ▪ Performance funding and boards intent to move in that direction discussed.
        • All of these would be discussed with the Chancellor’s cabinet.
      o There would be a committee that would review campus fees.

• Cabinet Meeting
  o Efficiencies document discussed
  o WSC – BAS degree discussed.
    ▪ Chancellor did approve the BAS request. Stage II request will be forthcoming.
  o Efficiencies document has the intention of taking the campuses through an exercise that will show legislature that we are already very efficient.
  o Concept of holding the budget steady is based on the anticipation that the governor’s plan will be ready by 15-17 session. If governor’s plan is ready sooner – we’d move to that.
  o There is a move to have some changes in our capital improvement process.
  o President’s desire that when we look to performance funding that we focus on quality over quantity.

• Executive Oversight Committee – Carter
  o No Meeting

• Accountability Measures (Enclosure – Pages 4-5)
  o Discontinued measures covered.
    ▪ FR5, FR9, FR10, EE7, EE8, FRS2 FRS4, (adjusted EE4)
  o NDSA – Beehler
    o Recently passed 3 bills.
      ▪ Support for the student fee policy,
      ▪ Support for the efficiencies document,
• NDSA supports a taskforce to work on tobacco policies.

• CCF – Brevik
  o CCF is putting together a workgroup to work on faculty salaries.
  o Working on various initiatives that the group has been working on this year – conclusions forthcoming.

• Dual Credit Task Force – Johnson and Copas
  • Taskforce scheduled to meet December 12th
  • Topics covered:
    • Terminology
      o Admit types “Dual Credit” / “Early Entry”
      o Currently we are not consistent in how we use the terminology. Work to make this more consistent so reporting is clearer.
      o Moving toward term “High School Students Enrolled in College Courses.”
      o DPI has had some changes in staffing. As a result there are some people who are working on clearing up their processes.
      o DPI is currently proposing other changes:
        o All classes to take place over one semester.
        o No more mixed classes where you have dual credit and non-dual credit students being taught in the same classroom.
      o There is campus concern surrounding mixed classes
      o There is concern about the implementation of the new standards may greatly hurt enrollment in dual credit class.

I. Business Meeting
  ➢ Approval of November 1, 2011 Minutes
    o Adjustments noted

Operational Issues
A. Curricular Requests, November 22, 2011 Deadline

Stage I Requests
BSC
1. New Academic Program, Policy 403.1
   • Digital Audio Production, A.A.S. and certificate
     o Rafert motion, Dahlberg second
     o Motion carried unanimously

NDSU/UND
1. New Academic Program, Policy 403.1
   a) Biomedical Engineering, M.S., Ph.D.
2. Distance Learning Credit Activities, Policy 404.1
   a) Biomedical Engineering, M.S., Ph.D.
     ▪ Dahlberg Move, Carter Second
     o Motion carried unanimously

Stage II Requests
MaSU
1. Distance Education UPDATE, Policy 404.1
   a) Elementary Education, B.S. Ed.
   b) Early Childhood Education, B.S. Ed.
   c) Early Childhood, B.A.
   d) Business Administration, B.S.
   e) Business Administration, B.A.S.
      ▪ Rafert Move, Meyer Second
         o Motion Carried unanimously

MiSU
1. Distance Learning Credit Activities, Policy 404.1
   a) Criminal Justice, M.S.
   b) Education, M.Ed.
      ▪ Stenehjem motion, Meyer Second
         o Motion carried unanimously
2. Distance Education UPDATE, Policy 404.1
   a) Information Systems, M.S.
      ▪ Stenehjem motion, Meyer Second
         o Motion carried unanimously

UND
1. Institutional Organizational Notice and Approval, Policy 307.1
   a) Department of Petroleum Engineering
      ▪ Carter motion, Rafert Second
         o Motion carried unanimously

Prefix Requests
NDSU
LEAD – Leadership
   ▪ Brudvig motion, Koczon second
      o Motion carried unanimously

II. Planning/discussion
1. Additions/Corrections to Draft Agenda
2. CIO Update – Thursby
   • With regard to efficiencies document, we will take the board lead.
   • Working to select a lecture capture system.
      ▪ Getting feedback from institutions on this.
   • Microsoft Office 365 – move from BPOS – currently that system and the one the
     student’s use are on separate systems and will all be merged under Microsoft Office 365
     under the tentative timeframe of March. If it moves into April – it will be delayed until
     after the spring semester.
   • 5 digit dialing will be offered to other institutions.
   • Feedback from AAC – with regard to the tuition and fees calculator, we may want to
     include a disclaimer that this does not meet the federal requirement.
      ▪ Thursby mentioned that in the tuition and fees calculator there are links to the net
        price calculator for each institution.
3. Articulation and Transfer – Johnson
• Update Developmental Math
  o There has been the thought out there that any course numbered under 100 will not be eligible for financial aid. This has proven to not be the case.
• Common Course Numbering update
  o Johnson suggested that the singular unique courses that are only offered at one campus might be taken off the matrix.
  o Concerns about having developmental on the matrix.
  o Some data is showing that ND students tend to do better in testing in or out of developmental than out of state students.
• Question has been raised if this might impact athletic eligibility.
  o Meeting SAP might be an issue here. Students might need to take more classes in an off semester to ensure you are making SAP.
• WICHE Interstate Passport Project Update
  o Recently developed NDUS General Education Council is very knowledgeable and is going to be a part of having conversations around out of state transfers.
  o This is going to be connected to the LEAP initiative. There are 5 states (including ND) who will be piloting
• Degree Qualifications Profile
• http://www.luminafoundation.org/publications/The_Degree_Qualifications_Profile.pdf
  o Johnson shared Lumina information regarding our state.
  o This is a great means to communicate with external publics, policy leaders, etc.
  o Great parallels to the LEAP initiative.
  o NDSCS taking a look at the process as it stands today with various programs and what types of outcomes are achieved. In partnership with some other 2 year institutions that are also solid career and tech institutions are taking a close look at current outcomes to share with Lumina. They are also taking input from business and industry partners to check current outcomes in alignments with business and industry expectations.
  o This is really trying to find the common denominator of any of the degrees. What would anybody have learned with an associate degree or a bachelor’s degree?
  o VCSU used this as a part of their self-study. They utilized it to analyze their general education department. At the same time, they were using the LEAP pieces and created a type of crosswalk as they worked through their self-study.
  o Utilization of this is a fantastic opportunity for us to be able to show how well we do. We need to make headway on more places than just on the stage – we need to do this and to network every day.
4. SBHE Policies and NDUS Procedures (Enclosure – Pages 26-41)

- REVISED Policy 401.1.2: Admission Policies – Student Placement into College Courses
- REVISED Procedure 402.1.2 – Placement Scores
  
  o We need to have clear assessment scores and equivalency scores to send forward to the Chancellor.
  o Question regarding additional internal exams to help with placement. Example: MAPLE – math test.
  o Attempt at getting away from mass testing with institutionally produced tests. What the MAPLE test could do is be utilized in a case by case basis for the student to challenge and test into a higher course.
  o Recommendation to use WritePlacer with ACCUPLACER as the better assessment for English. COMPASS – WritingSkills test
  o ACCUPLACER for Math - Elementary Algebra assessment
  o Recommendation is that the grade must be C or higher in the developmental course to advance into the degree credit course.
    - Edits:
      - WritePlacer minimum score of 5
      - #6 Delete
      - Minimum C to advance
        - Motion by Koczon; Second Dahlberg
        - Motion carried unanimously

- REVISED Procedure 404.0 – Collaborative Student Procedure
  o Change the title to “Undergraduate Collaborative Student Procedure”
    - Rafert move, Second Kotzon
    - Motion carried unanimously

- NEW Procedure 407.1 – NDUS Reports for Integrated Postsecondary Education Data
  o System (IPEDS) Reporting
  o Suggestion to move this from a policy item to a procedure item
  o This will line up and make the data consistent among campuses
    - Motion Stenehjem, Second LeBel
    - Motion carried unanimously

- Policy 805.1 – Tuition
- Policy 820 – Tuition Waivers
  o Conversation around waivers for employees – they really qualify for no waiver at this time.
  o Large interest with employees to continue education, however, tuition is a barrier.
  o There is a need for a workgroup/taskforce to look at this.
    - If continuing education is going to thrive, there likely needs to be a shared responsibility.
    - Once suggestion: If a person from Campus A wants to take a class from Campus B, the cost should be shared amongst the employee, the employee’s campus, and the delivering campus waives 1/3.
• UND is supportive of shared responsibility.
• NDSU – perhaps there should be a right to institutional discretion to set limits to the number of students allowed in the program.
• Are there specific courses/disciplines that have greater demand than others?
• This is a very important benefit to the colleges.
  - We will continue to work on this concept and bring it back to the AAC in January.

• Addition to 403.1 Request for New or Increased Program Fee
  - Form offered is one that would be added to the academic request section. This would give campuses a chance to formally request new or increased program fees.
  - Change title of document: “Request for New or Changed Program Fee”
  - Fillable form adobe format
  - Change: Remove item #15
    - Carter move; Rafert second
    - Motion Carried Unanimously

5. NTNM Update – Larson
  - Review of Data has resulted in about 7000 names that have been shared with campuses to cross reference to ensure accuracy.
  - After campuses have verified, the names will be sent to the National Clearinghouse for another check.
  - It will then be sent to a data base search group to find a current email address, address, and phone number.
  - After all of this has been done, the information will be handed back to the campuses so they can do their work.
  - Another piece of the process is to take a look at what we can do at the campus level to be welcoming to the student and service-orientated and meet the student where they are at.
  - How can we be more effective with the resources we currently have?
  - This conversation just took place at cabinet and the encouragement is to begin to have the conversations on campus about what each campus wants to do with this information.
  - Is it possible what types of incentives would be possible on an individual basis for that person who wishes to go back and complete their degree?
  - What types of incentives might be there for businesses to help their employees further their education? With that what are the institutions incentives to offer more flexibility to meet the needs of these students?

  - We are working with and are in cooperation with approximately 40 states. The remainder of the states we have not yet worked through for a variety of reasons (cost, application procedure, etc.)
  - Taskforce working on trying to make an interstate compact to make process easier in the future.
  - This is essentially turning into a type of trade war.
7. WICHE Internet Course Exchange (ICE) – Larson

https://www.wiche-ice.org/new/index.cfm

- SEAT exchange. Under this scenario there is a teaching institution and an enrolling institution.
- You can be a part of ICE and utilize your courses that have open capacity and open them up to others in the ICE system.
- You can sell that seat at ICE rates.
- Rather large cost difference between our charges and ICE charges.
- There are other ways to look at this to be profitable based on how we sell other courses to the students.
- ICE can provide colleges with the opportunity to maximize seats.
- Perhaps this is a way to accommodate for students who are in unique situations such as being out of sequence.
- The real question is – is this an opportunity for any of our campuses? If so, what role can the system office play to help?
- When it comes to accreditation – how does the reporting of this play into accreditation.
- There may be issues on how the course is put on transcript, etc.
- The council did not express much interest in the ICE concept

8. Maximizing Results through Efficiencies

- Waiting for new and updated document from SBHE President

9. Academic Efficiencies Budget Request

- Coordinating purchasing between campuses through the system.

10. Out of State College Program Approval – Copas

- No Report

11. Addressing Needs in NW ND – Hillman

- Working with TrainND directors to come up with solutions.
- If there is something specifically that the AAC council can do to be helpful, we are available to help WSC or other campuses affected.
- Problem is that shortly after good people are hired and trained, they are often hired by another company who offer much more $ than the college can afford.
- Suggestion – if you can outline the demand and provide the cohort – then give us a chance to deliver.

12. Academic Calendars

- If we suggest changes, we need to know how this impacts other areas on campus.
  - Brooks motion to approve all calendars as presented. Rafert second.
    - Motion carried unanimously

13. Department of Defense MOU

- Most institutions have either signed or are watching closely to make decision.

14. SAC to Meet Jointly with AAC Once a Semester

- Positive feedback from several on this.
- Look to schedule this for the spring semester.

15. Continuing Education Tuition Waivers
16. PARCC Model Content Frameworks Released
   • Working with both consortiums
   • Working with DPI to make recommendation of the state assessment choice.

Informational Items:
   ➢ Western Academic Leadership Forum Annual Meeting--Phoenix April 18-20, 2012
     o Encouraged AAC to attend.
     o Current topics, top notch speakers,

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
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