Students Affairs Council Minutes  
February 8, 2012  
Conference Call

**Members Present**  
Donna Fishbeck, BSC  
Hal Haynes, DSU  
Randy Fixen, LRSC  
Ray Gerszewski, MaSU  
Prakash Mathew, NDSU  
Lori Reesor, UND  
Glen Schmalz, VCSU  
Michel Hillman, NDUS  
Olivia Spencer, NDSA

**Others Present**  
Jane Vangsness Frisch, NDUS  
Melissa Johnson, NDSCS  
Ericka Wentz, NDUS  
Kaylynn Bondy, WSC

Hillman called the meeting to order at 1 p.m.

Dr. Phillip Parnel was hired as the new associate Vice President for Academic and Student Affairs at NDSCS. Johnson noted that he will be serving on the SAC.

**Approval of agenda:** Five items were added to the agenda; including NASPA Reception, E-filing for college students, meningococcal vaccine, admission common application, and an update on the state diversity council.

**Review and Approval of the January 12, 2012 SAC Minutes:** There were no additions or corrections to the draft minutes from the January, 2012 minutes. The minutes, were by consensus, approved as presented.

**Updates:**

**Academic Affairs:** Face-to-Face meeting was held in February. WSC request for Bachelor of Applied Science, there was not a recommendation by the majority of the AAC for moving forward. The chancellor may accept, modify, or reject the recommendation from the academic affairs council. Some discussion was held about maximizing efficiencies. Board policies require all bachelor’s degrees to have a minimum of 120 credit hours. AAC did receive a presentation from Randall Thursby and some of his staff on “Lecture Capture” software system. Lecture Capture software is part of the Maximizing Efficiencies document. They also discussed 508.1.1 Stem occupation student loan program. There is a concern for students who are have not declared a major, working is being done on how to code these students to ensure they have access to financial aid. AAC didn’t feel there needed to be specific agenda items for the joint AAC/SAC meeting in April.
There was a question raised about the SAC Dues with the departure of Glen Schmalz, current treasurer.

**Cabinet:** Concerns by the presidents on the current board and system decision-making processes. The cabinet expressed concern and displeasure regarding the nature of recent decisions and the ‘top-down’ nature of these decisions (e.g. a proposal to increase the number of internal auditors). Concerns about the budget process and the requirement of 10% match from efficiencies. There was overall deep concern about system and campus decision making and how that may work against the presidents’ ability and authority to preside over their campuses. Some of the comments indicated that we’re changing major parts of the operation in order to appease individuals and address undocumented problems.

**Chancellor Search Committee:** Search Committee is meeting today. The intent to name the finalists.

**Board:** Next scheduled SBHE meeting is coming up on February 23 at NDSCS in Wahpeton. Reesor requested clarification on the expectation of having campus representatives’ travel to Bismarck toward the end of the month to interview Chancellor candidates. Hillman will send the e-mail request to council members. It is up to each campus how they will be represented.

**Interim Legislative Committee:** National governors association representative Travis Reindel made a presentation on performance funding. His presentation was forwarded to the council. Mr. R. message did indicate that for performance funding to be successful, there needed to be several things in place. The list was included in the presentation. The next interim committee meeting will be in March. It is expected that the next three meetings will focused on the three tiers (research, regional, community) of campuses. Hillman indicated that he will be out of town during the April meeting. Aimee Copas will represent him at those meetings.

**NDHECSAP Report:** Vangsness Frisch, at the Chancellor’s request, shared information with the Chancellor’s cabinet regarding the tobacco policy task force. Some questions, both positive and negative, were raised by the council. The formation of the task force will move forward, and will likely entail three meetings. During the last NDHECSAP meeting Vangsness Frisch shared a worksheet with all campus sanctioning process for alcohol. She will be compiling the same for other drugs as well. She has been working with the DOT for ParentsLead project. She has been providing campuses technical support and has been doing campus visits. She is also preparing for the national NASPA conference that will be held in March, she will be co-presenting a session with Dr. Laura Oster-Aaland from NDSU.

**NDSA Report** : Spencer reported that the NDSA will be meeting in Bismarck for their February meeting. UND is bringing a campus connection portal issue to discuss, and will inquire on how it affects other campuses. NDSA is wondering if there would be any issues with mandating that professors use blackboard or another learning management...
system to offer at least basic contact information. Hillman said that some professors may feel that this would violate academic freedom. Also, questions concerns were raised on whether the campuses can control this or whether the University System can mandate this.

**NDUS Policies and Procedures:**

**402.1.2 Update:** Hillman noted that he received feedback from K-12 administrators who said that the English PLAN subtest of 15 was a very low score. For now, a score of 15 was adopted with the agreement that it may be raised in the future. On page 6, the Math Subtest cut scores are different among campus type. The ACT subtest may be lower than the Compass score, so there may be modifications that will need to be made.

**Planning:**

**Future State-Wide Professional Development Conferences:** Vangsness Frisch sent out a draft of a potential retention summit schedule and overview via email. Some of the focuses are engaging in academic advising and advising models, using educational technologies, meeting the need of the new college student, and mental health and substance abuse in higher education. The proposed tagline for the summit is, “The changing learner.” She asked for questions or concerns. Mathew asked whether the speakers would be internal to the NDUS or if they would be outside speakers. Vangsness Frisch stated that the hope is to have at least three outside speakers; however no speakers have been secured at this point. Reesor shared concern regarding the tagline, pointing out the disconnect between the priorities (specifically mental health/substance abuse). Hillman explained that with system office budget cuts, the conference will have to touch several topics to justify funding.

**Student Health Insurance Process for 2012:** Student Health Insurance Committee has agreed to meet on a weekly basis, a draft RFP is under legal review. It is expected to be released next week. Michele Eslinger and Hillman had a meeting with Duiane Espesgard regarding the process. Espesgard chairs the board’s budget, audit and finance committee and requested that Eslinger provide a report to that committee at their next meeting. Progress is moving along as expected. Eslinger was commended for her exceptional work as the chair.

**Maximizing Result through Efficiencies:** SAC will be kept informed of the process. Hillman said that Thursby is taking the lead on some of the technical aspects, such as Lecture Capture. Administrative affairs have been working on centralized payroll. Shared course content will be in the form of a pilot program led by Hillman. Reducing the credits to the degree is a campus-driven process, as is reviewing low enrollment.

**Board Budget Initiatives:**

**Campus Labs-Right now there is no vehicle to which to introduce this. Hillman and Vangsness Frisch have been working on the accountability and performance funding piece.**
Mental Health - Waiting for the opportunity to submit the mental health initiative.

Adult Learner Council Recommendations - The Chancellor is interested in pursuing adult learner initiatives. These may not meet the 10% match for efficiencies criteria.

NASPA Reception: Reesor said that the NASPA conference is in March and ND reception is being planned for Tuesday, March 13. She said that since there is a cost (for food), they hope to plan a dessert reception for approximately $1,000. Hillman stated that we need to be aware of where the funds would come from and the legalities of the funding.

eFILE for College Students: An email message was sent from tax commissioner Cory Fong Tuesday that stated that most students may be eligible for free e-file.

Meningococcal Vaccine: Mathew said that there are proposed changes to the language of the procedures. Hillman stated that the current wording was established in working with the Department of Health. He recommended that if wording be changed to corroborate the CDC language, a draft should be sent to the Department of Health for approval. The wording of the requirements may also need to be altered to ensure consistency and clarity. The target population (college freshman living in residence halls) in the University System policy should be clear and parallel the wording that the CDC uses. Hillman proposed that the wording be revised to state, “Newly admitted college freshman 21 and under living in residence halls must provide documentation of immunity against meningococcal disease.” Discussion arose regarding using the age 21 as a benchmark, so Hillman suggested that Dr. Gerszewski and Dr. Lonbaken (NDSU) Work with the Department of Health to revise the wording for the Fall 2013 academic year. No objections were noted.

It was moved by Mathew, seconded by Reesor to change the wording to what Mathew had illustrated in the minutes. The vote was unanimous.

Admission Common Application (Mathew and Reesor): Feedback from staff members on the committee that there is some concerns on how the information will be used, how it will be collected, and how it would be reported. Mathew requested having more time from staff to discuss this. Copas clarified that the system office cleaned up language on the common application, two additional questions were asked regarding their intention at the institution (goal at the institution and goal for education). Also verbiage adjustments were made related to North Dakota residency to align with century code. Concerns were raised on why these questions would be asked. Request was made to place this item on the March SAC agenda and possibly on the joint SAC/AAC meeting in April.

State Diversity Council Update (Haynes unavailable to make the update – will be moved to March 2012 agenda)
Residency Coding – Hillman said that we need to learn from the audit recently performed at BSC and that staff support for monitoring is imperative. There is a system-wide residency committee working on this and their recommendations will be offered to the SAC and AAC. Fishbeck stated that one of the things that the system wants to do is automate as best as possible. Auditors have suggested that residency status be verified by an independent individual. As a system, Fishbeck said that campuses need to figure out how to go about this to ensure that additional processes are in place to document the residencies (ie. copy of a driver’s license, high school transcript, etc) that can be documented by the auditors.

Development of Learning Communities-Hillman said that the AAC hasn’t fully embraced the role of the SAC in the past; however there are different attitudes and both acknowledge that they are both part of a learning community and should embrace the partnership since student success if a common goal for both groups.

Announcements: No announcements noted.

Future Meetings: Fishbeck requested the agenda item, ‘dual credits’ (and where the task force is and discussion from a student affairs perspective) be added to the April meeting. Also added to future meetings are how to capture data regarding retention goals. Hillman will suggest the joint meeting in April 3rd, be held from 3:00-5:00, followed by dinner/reception. Hillman said he would try to make phone conference availability possible for the 3:00-5:00 portion.

Adjourn-Meeting was adjourned at 3:48.