Student Affairs Council Minutes
March 11, 2010
Conference Call

Members Present
Donna Fishbeck, BSC                  Prakash Mathew, NDSU
Paula Berg, DCB                      Robert Boyd, UND
Randy Fixen, LRSC                    Glen Schmaltz, VCSU
Ray Gerszewski, MaSU                 Jenny Marboe, NDSA
Richard Jenkins, MiSU                Michel Hillman, NDUS

Others Present
Bonnie Bohlman, DSU                  Patrick Seaworth, NDUS
Stephanie Shock, LRSC                Randall Thursby, NDUS
Kate Haugen, NDSU                    Cynthia Wagner Goulet, NDUS
Marc Wallman, NDSU                   Michelle Eslinger, UND
Rebecca Duben-Kalash, NDUS          Alice Hoffert, UND

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

There were no corrections to the draft minutes from the February 11, 2010, SAC meeting. The minutes were, by consensus, approved as presented.

Updates:
Hillman reported that the Academic Affairs Council met by conference call last Tuesday. Because the interim committee was meeting that same day, it was a short 90 minute call to make sure that academic requests were moved through in a timely manner. AAC did talk about the Commission on Education: Consistent Placement Criteria which will be discussed later in this meeting.

Hillman said that a lot of the cabinet discussion was spent on the budget. He said that the cabinet focus on the budget was spent on salary policy. The SAC support for StudentVoice was mentioned at this meeting. The March 24 cabinet meeting will be very important. Hillman said that he was not sure if StudentVoice has a lot of traction at this point but he continues to push it. A couple pieces that he said he would add to the background information for the cabinet meeting came from the StudentVoice presentation to AAC. That is 1) StudentVoice connects students with academic decision making and, 2) StudentVoice helps build a culture of accountability. Marboe said that the NDSA did talk about StudentVoice at their last meeting and the students are very supportive of it.

Hillman said that the board met on March 1 so that they were aware of how the budget development process was moving along and what the budget requests were. He said the boards April 8 discussion will be very important and the salary policy will be a key issue.
Hillman said the interim committee did meet in March. Hillman felt that it has been the best meeting in terms of communicating information and moving discussion ahead. There was discussion on the long term finance plan. The next meeting of the committee will be March 30.

**NDHECSAP Report**

Vangsness distributed the report prior to the meeting. She was unable to attend. Berg reported that Vangsness did an overview of the grant and each campus was told to schedule an event in April. Vangsness went over e-CHUG. The campuses talked about how they have used it on their campus. The campuses that currently subscribe to e-CHUG would get an extension to their current subscription. Gerszewski said that the campuses that are current subscribers would have a two year extension and their subscription would be paid for by the grant. Vangsness went through the budget. Berg said that it was a good meeting.

**Plan for 2010 Professional Development Workshop**

Fishbeck said that she sent an electronic draft of the brochure for the workshop out to the SAC members. They will need to distribute this brochure out on their campus. She asked that the council hold off on sending the brochure out until the registration Web site is up and ready. This should be ready by Monday. At the committees last meeting, they discussed adding one more topic and how they were going to close the session. It was decided that a session will be held on the disclosure piece. For the closing session, the committee suggested having showcase presentations where each campus share unique programs, best practices or activities that they are doing. Ten to fifteen minutes would be given per presentation. Fishbeck said that once the campus has identified what their presentation will be, to send it to her so that the agenda can be updated and copies can be made of the presentation. Showcase presentations should be submitted to Gerszewski by May 1. Fishbeck asked Schmaltz to send the bills out to the campuses. Each campus will be contributing $500 for the workshop. Beds will be available for $10 per night in Lindstrom Hall. Seventy-six beds are available.

**Commission on Education: Consistent Placement Criteria**

Hillman said that the CASTT (curriculum and assessment) committee of the Commission on Education Improvement chaired by Doug Johnson met in February. The committee has been working on ways to align high school with preparation for college. The committee has decided it will not attempt to align all of the assessments used in high school with preparation for college, but it wants to specifically address the need for the large number of developmental courses at the college level. Although the committee discussed possible legislation it concluded that the best way to address the issue is to request that the SBHE adopt standard policies and/or procedures for placement into developmental courses at all NDUS institutions. In response to NDUS concerns that NDUS institutions are diverse and serve different kinds of students in different ways, the committee supported the concept of common placement procedures for developmental courses with some differences based on the type of institution, i.e., community college, regional university and research university. The committee is expecting that the SBHE will consider standard policies at its April 2010 meeting so that it can begin to work to put K-12 mechanisms in place to reduce the need for developmental education at the college level. Since HB 1400 requires school districts to pay for the cost of each junior to take the WorkKeys or ACT exam and the ACT exam is designed to assess college readiness and predict college success and the WorkKeys exam is designed to predict work readiness, not college readiness, and; since SBHE
policy currently requires that incoming students take the ACT exam, the committee's expectation is that placement into developmental courses will be based on student performance on the ACT exam. Reducing the need for developmental education is a SBHE priority so it is highly likely that the SBHE will want to respond to this request for standard placement criteria for developmental courses.

Because of the short AAC Meeting, there was not a lot of time to discuss the issue so additional conference calls were set up with the research university, regional university and community college academic vice presidents. Meetings have been had with the regional university and community college vice presidents. Tentative recommendations were made to develop standard placement policies/procedures by the regional university and community college vice presidents. Hillman went through them. Implementation of these standard placements will be in Fall 2011.

Hillman said that board policy expects that all students take the ACT exam but we don’t want to turn away students who have not taken the ACT. Therefore, campuses would have flexibility for the placement procedures and exams that they want to use. Those students who come on the campus without taking the ACT become provisional admits. Hillman said the information taken from the ACT exam is very useful for advising and other purposes. He said the student would be required to take the exam prior to registering for the second semester.

**Policy 512: Student Drivers**
Wagner Goulet discussed additional revisions made to proposed Policy 512, Student Drivers and Use of State Vehicles by Student Groups. The policy was distributed to the council prior to the meeting. Hillman said that we will be moving ahead with proposed legislation that would cover student involvement in academic programs where it involves driving. Wagner Goulet said that this policy will have to be amended when that becomes a law. Seaworth said that this policy would move forward at the April board meeting as first reading and final action.

**Development of Learning Communities**
Mathew said he and a few of his colleagues just returned from the NASPA Conference. It was a large and good conference. Condoleezza Rice was a keynote speaker. Boyd said that their Crisis Tem received the Best Practices in Campus Safety Award from NASPA.

**NDSA Report**
Marboe said that NDSA had their meeting last week at LRSC. She said that there were representatives from all institutions. Nominations were opened up for next year’s representatives. The nominations will stay open until the next meeting.

**Announcements**
Boyd said that Lillian Elsinga would be substituting for him at the April 8 meeting. She will be taking this opportunity to say goodbye to members of the SAC.

Berg said she recently reviewed the immunization policy in their catalog and noticed some discrepancies. On the form that students would fill out if they would like to be exempt for the immunization policy, it lists religious beliefs as one of the reasons they could be exempt. In board policy there is not a reference to religious beliefs; however, there is one for student beliefs.
She looked at a couple campus catalogs and she kept seeing the exemption for religious beliefs mentioned. Berg said that campuses may want to look at what they have for exemptions for the immunization policy in their catalog. If it does say religious exemption, it doesn’t match with board policy.

Future Meetings
Hillman said that the next SAC meeting will be held at BSC in the Horizon Conference Room on April 8. He said that the board is meeting in Mayville April 8 and 9. He plans on being at the face-to-face SAC meeting on April 8.

MMR Field Update
Michelle Eslinger gave a brief background on The Healthcare Online Resource (THOR). She said that if a student were to come in to the Student Health Service to get an immunization or state supplied vaccine, they are required to track that with the North Dakota Department of Health in THOR. That electronic information has interface capabilities where you would be able to interface in to an electronic medical record back and forth from THOR.

Thursby said that they are making the MMR data fields available for use by the institutions. He said that we need to define what goes in to the field. He said the challenge to the system is to find a way to make the information available so that students do not have to provide that to each institution. Thursby said that he did not believe that an interface could be created between ConnectND and THOR. He thinks there would be HIPAA issues. Wallman asked if there is a records retention responsibility for MMR. MMR immunization is good for a lifetime but most campus records retention is seven years. Thursby said that if the field or date that is checked is too old in ConnectND, than it needs to be reverified periodically. Students who are away from college for longer than seven years may need to resubmit their MMR immunization records.

Hillman said that the goal for the student is to make transfer in the university system as seamless as possible. Berg said that the registered nurse on their campus had a concern about non healthcare professions reviewing students’ medical records. Usually the students’ records come to their admissions office. Their registered nurse suggested having a short information session for non medical employees on reading MMR records for verification of immunization. Hillman said that we need the description of each campus process for MMR verification, including which office handles the verifications and what training if any is involved.

CIO Report
Thursby reported on the data warehouse effort that is underway. He said that this is being done in a rapid implementation format. The different modules will be put in to operations populated from ConnectND between now and August. Internal testing will be done in the fall. Thursby said that in order for the data warehouse to be effective, we have to have a consistent understanding of the data items in it. He said that data element dictionaries will be developed for the student and HR modules over the next six months. Hillman is leading the effort to develop a data element dictionary for the student modules and Teri Thorson for the HR modules. After the data warehouse is implemented and the data element dictionary created, editing reports will be developed that will identify corrections needed. Once this is done, the data will be in a fairly clean state for reporting and ready to load.
Thursby also gave the council a report on the development of the active directory across the university system. He said the effort is ongoing. It is intended that a production version be up this summer. Test servers are up at the institutions. Thursby said that this is the first phase of the integrated services effort. The steering committee for integrated services is active but at the beginning stages of developing any sort of final direction for this effort. Thursby talked briefly about unified communications. The CAC did recommend that the system consider moving towards a single domain email address of our students. This will take a lot of discussion and a lot of input from institutions. Thursby said that this council needs to be aware of it.

Thursby reported that there was good response from the survey that went out to the faculty, staff and students. He said that their office is in the process of running reports and reviewing comments. In the upcoming months, their office will be sharing results of those surveys with councils and groups.

The council adjourned at 3:45 p.m.