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

Additions:
- Conflicting SAC and consortium meetings

There were no corrections or additions to the draft minutes from the September 10 and October 8, 2009, council meeting. The minutes were, by consensus, approved as presented.

Introduction of Jane Vangsness
Mathew introduced Jane Vangsness. He said that she has been employed with NDSU for the past 4 ½ years. She currently works for the Alcohol and Other Drug Abuse Prevention as the Assistant Director at NDSU. Mathew said that Vangsness will be working out of NDSU. Hillman said that the system office is looking at moving the budget for the operation from UND to the system office. He said that having the budget located in the system office sends the right signal that this is a system initiative. Boyd said that we have found a top notch candidate and we pledge our support to her to be successful.

Vangsness shared that the ND Partners and Prevention Grant is in a steady but slow process in being transferred to the system budget. Boyd’s office has been very helpful in transferring the project director position over along with this grant. Vangsness said that after talking to the project director out of the office of Drug Free Schools and Campuses, we can change our timeline around a bit. In the initial application and timeline, we were supposed to start late night events in December. With the changes, it wasn’t logistically possible. She said this grant will get kicked off mid-December to January. The first product or late night event would happen mid to late February. Mathew asked if there were additional requirements tied to this grant. Vangsness said that there were no additional requirements.
Vangsness said that the consortiums next two priorities are to start meetings with president, vice presidents and possibly legislators at the individual campuses this next semester. The third priority is implementing the CORE drug and alcohol survey for next fall. Hillman said that Vangsness’ official start date would be December 1.

**Coordinating Consortium and Council Meeting Dates**

Berg said that the consortium and SAC meeting dates often collide. Vangsness said that there are SAC members that are also a part of the consortium. When SAC has a face-to-face meeting the council members have to choose which meeting to go to. It was suggested at the consortium meeting to alternate the meetings so that members could attend both. Berg said that the consortium could meet in the morning and the SAC in the afternoon. She asked if this would be enough time for SAC to meet. Vangsness said that Berg, Dr. Klingenberg and she would work together on some possible time solutions.

**Updates:**

Hillman reported that the board is meeting next week in Minot. The board met jointly with the interim committee in October. The board was invited as were a number of presidents to the MHEC Regional Conference on Monday in Fargo. There were a number of interim committee members in attendance as well as presidents from the system. Hillman said that there were interesting policy discussion. He said that there are some real questions about where the interim committee is going. Hillman said that it is a very interesting planning time for higher education in North Dakota and he doesn’t know how a lot of the issues are going to be resolved.

Hillman said that the system office is in a new planning mode and is trying to coordinate that with the new interim committee. The council was sent the documents that came out of the board retreat in July and the draft goals and objectives were listed within this document. He said the system office is also trying to determine how to implement all the new accountability measures. Hillman said that the system office is currently working on suggested edits for the goals and objectives for the draft board plan and the recommended definitions of the data sources. These suggested changes should be done and sent out by late today or early tomorrow morning. Hillman said that he will be asking campuses for their projections so he can put them together for a system projection. Campus initial response will be requested for November 20 so that they can be mailed out and discussed at the Cabinet and Board meetings in December. Once the background gets mailed out, Hillman said that he would like to have a joint AAC and SAC conference call to talk about what the documents says and what is expected from each campus.

Hillman informed the council of some new board committees and he encouraged them to stay in touch with the committees that have been set up.

Boyd asked if Hillman had heard anything on the Student Mental Health Task Force. Fixen said that the task force met last in October in Bismarck. Fixen said that a draft report written by Bill Burns should be out sometime in November. This report would contain a proposal related to campus staffing for counseling services. Hillman asked to add this item to next month’s agenda and invite Burns to give the report.
CIO report
Bio-Demo Data Dictionary and Required Fields – Thursby said that there has been a committee working on the bio demo data and the complexity of that and how we resolve those complexities. The committee is made up of functional staff from HR and the student records, academic administrations areas. The group has been meeting since the previous summer to deal with complexity issues. They have been looking at logically editing data fields.

Student photos in PeopleSoft – Thursby said that there are currently several campuses that do include student photos within the PeopleSoft application. He said that it has been defined per Pat Seaworth that pictures included in PeopleSoft are directory information and are subject to the same rules as other directory information. This is not something that the student can make private. Berg said that DCB was the first campus to try this and they have not had any problems. She said that people in student records have certain roles, faculty that have the student on their class roster and the student’s academic advisor have access to the student picture on their campus. Thursby said if one campus requests students’ names, addresses, picture, etc., of another campus campus is obligated to provide the requesting campus with the information; it is not illegal. He said that certain information, i.e., address and pictures are restricted by roles and you cannot see this information online. Hillman said that he would like the council to discuss this issue further with Pat Seaworth at the next face-to-face meeting in December.

Opportunity for Faculty Collaboration – Hillman said one of the expectations of the system is that we have platforms that enables faculty to collaborate between campuses on the academic side. He said that both he and Thursby have been in discussions about technology that the system may be able to put in place. These platforms would be a way to help with a whole range of things from a library of learning objects, ways to meet students’ remedial needs across campuses and having support mechanisms in place. Another option is where faculty can select a textbook from the Pearson Company that gives students access to online resources/tutorials. This will cost the student a few extra dollars. Rather than having every faculty member do that individually, the system is looking at ways to do that in a more cost efficient way. Hillman said as we move ahead we need to make effective uses of technologies. He said we need to learn from successes from the University of Phoenix and Capella University. Hillman said if there are ways to foster collaboration and quality, then we need to look at that and move ahead.

Thursby said that his office is looking at how “My Labs”, (e.g. My Math Lab) can be more effectively used and available on a broader basis across the system. He said that the system is also looking at getting WIMBA licenses available for everyone. Thursby said that there have been negotiations and discussions with Pearson and Blackboard in the last month about allowing more flexibility for faculty to teach off of their host campus and to use those systems when they are teaching students from other campuses without having to have individual contract arrangements set up.

The council discussed 24/7 tutoring services, i.e., SMARTTHINKING.com. Council members encouraged a systemwide look at what kind of services are available and whether or not the NDUS can generate a system contract to provide that to all students. Thursby said that there are some campuses offering online tutoring; however, there are limited seats available. He said that
the system has not looked at what the broader licensing implications of this would be, but he would look into it.

**Directory Services** – Thursby said that directory service is a means to identify and provide services to students, faculty and staff whether that happens to be at an institution or across the system. He said the single directory service structure for the university system was started last April. A report followed in June and was discussed with the CIO council where endorsement was gained to do requirement gathering from each of the institutions. Thursby said that during the meeting in Bismarck, the CIO council unanimously endorsed proceeding with the system wide directory service initiative. He said the goal is to have a test system in place by spring 2010 and the institutional migrations complete by summer 2011. Thursby said that BSC has agreed to be a pilot for this project and that VCSU, MiSU and LRSC already have some directory service capabilities. He said the benefits would be that a person could log in to the system at any campus under the same username and password. This would allow for better sharing of technical resources across the system and also set us up for more online learning collaboration.

**Plan for 2010 Professional Development Workshop**
Gerszewski said that the planning group met and talked about a couple major topics, one dealing with restorative justice and the other the federal reporting mandates. He said the committee identified speakers, possibly one that might handle both topics. He said that Fishbeck has a scheduled phone call with John Lowery. Schmaltz and Mathew said they both have heard Lowery speak and agreed that he is good. Fishbeck will report again at the December meeting.

**Details for Objectives**
Hillman said there are a lot of issues that need to be further defined and considered. He said that a revised document should be sent out by tomorrow morning. The document will be in overstrike and underline format so you can see what the changes are. Hillman said that there are a number of things that he wanted to change but they are hardwired into Senate Bill 2038. Once the background gets mailed out, he said that he would like to schedule a joint AAC and SAC conference call to talk about what the documents says and what is expected from each campus, possibly by tomorrow or next Tuesday.

**2011-13 Biennial Budget Process and Timeline**
Hillman said that he wanted to make sure other councils were aware of the biennial process timelines.

**Development of Learning Communities (campus reports)**
Hillman asked Haynes to discuss the students that Dickinson State University lost and the whole process and what that has meant to the campus, but to the student services operation in particular. Haynes thanked everyone for their help and support. He said that previous planning of having a campus crisis plan in place as well as utilizing the information provided by many national support services on how to handle campus emergencies and tragedies helped DSU to respond sensitively, timely and appropriately. DSU does not have an official college counselor so it was reliant upon other campuses, the Badlands Human Service Center and local private entities. Haynes said that DSU was not prepared for all the national attention but he believed they
handled it well. Marboe said that DSU and the community pulled together very well to get through this trying time.

Hillman talked about the board discussion on remedial education and services to online students. He said that this creates opportunities to develop and enhance learning communities. He said the council might want to be brainstorming how they can use the board initiative development process around these topics to help support learning communities.

**NDSA Report**
Marboe reported that their last meeting was in Fargo a couple of weeks ago. She said there was great attendance. She said that NDSA discussed the office hours not being kept by faculty members; this is making it hard for students to meet with faculty. Marboe said the NDSA also talked about BlackBoard. She said a lot of students are anxious to move towards MOODLE as opposed to WebCT. The students prefer the format better. Marboe said the NDSA is working on putting together a vision statement of what they think the NDSA student affairs committee is for. This will be put together at tomorrow’s meeting in Minot.

Marboe said a resolution was passed to support the NDSA participation in the evaluation of the academic and student services that are provided at the NDUS institutions. She said the NDSA feels it is important that students are provided with adequate services. Marboe said that Ken Story has been working hard, especially with WSC, to put their senates together and get them more involved with the meetings. She said that he has been going around to each of the campuses and sitting in on their senates to see how each works.

Marboe said that UND is charging each student $15 for the H1N1 vaccination; however, at the last SAC meeting council members said these vaccinations were free for students. Boyd said that UND’s $15 charge is an administrative fee but if the student has insurance it will cover that fee. He said those students who do not have insurance, student government has allocated dollars to cover that fee for students. Boyd said there will be no out of pocket fee for students on the UND campus. Marboe informed the council that the NDSA lobbyist for the interim committee meetings is Zack Tiggelaar.

Mathew said that a few years ago a committee was formed at the request of NDSA to help strengthen the communications between the NDUS office, board and the students. He said the committee was comprised of the chancellor, the vice chancellor for academic and student affairs, an SAC representative and student members. He said the committee was put in place to discuss students’ issues, questions or concerns on board agenda items. Mathew said the committee met via conference call on an as needed basis prior to the board meetings. Marboe was unaware of this committee but she would be talking to Ken Story about it.

**Announcements**
Congratulations to Prakash Matthew who received the Outstanding Service Award at the NASPA IV-West meeting.

The council adjourned at 3:20 p.m.