Student Affairs Council
Minutes
March 6, 2008
Conference Call

Members Present
Mike Hillman, NDUS    Glen Schmalz, VCSU
Prakash Mathew, NDSU   Mike Lenhardt, BSC
Bob Boyd, UND           Hal Haynes, DSU
Laurel Goulding, LRSC     Ray Gerszewski, MaSU
Georgia Pullen, NDSCS   Anne Jorgenson, NDSA, LRSC
Rachel Peterson, NDSA, UND

Other Present:
Thy Yang, Director of Multicultural Affairs, DSU
Janelle Moos, ND Council on Abused Women’s Services/Coalition Against Sexual Assault in ND

The meeting was called to order by Mike Hillman at 12:37 p.m.

Additions to agenda –
- Bob Boyd asked to add the Affordability Task Force Report
- Hal Haynes asked to add international student applications (students from countries with serious political problems) and flu pandemic planning
- Mike Lenhardt asked to add an update on the criminal background procedures
- Laurel Goulding asked to update the council on the CIO Search.

There were no additions or corrections to the draft minutes. By consensus, the minutes of the February 7, 2008, meeting were approved.

Updates:
Academic Affairs Council - Dr. Hillman gave an update on the AAC meeting that took place on Tuesday, March 4. Randall Thursby reported that there would be movement to form a degree audit committee in order to start planning for implementation of degree audit. The committee would be formed to review the functionality that is available, take a look at what direction we should recommend, and begin to move that forward. Resources could be reallocated internally to fund this, but we still may have to ask for funds to help. He wondered how the SAC would like to be involved with the process. Representation will be sought from registrars and admissions personnel. Prakash is comfortable with his campus registrar representing NDSU on the committee and he is also happy that this issue is being addressed. Dr. Hillman asked if anyone on the council is willing to serve on the committee. No one volunteered. Therefore, information will be shared but the council will have no formal representation.

The AAC has formed a dual credit task force because there are a number of evolving issues. The task force will be reviewing all dual credit policies and procedures to make sure we are maintaining quality and that policies/procedures are worded clearly. They will also be specifically looking at three areas. The first area is a concept of a geographic service area for dual credit so that high schools near a system campus will be working directly with the
geographically closest system campus. This is mainly a means of assigning responsibility regarding dual credit needs and that we are insuring that someone is talking to students and high schools about what their needs are. The second concept is student tuition incentives. When this program was put into place, it was designed around K-12 incentives and that resulted in students earning dual credit generating state foundation aid formula funding for the district. There is discussion about whether the state should be subsidizing tuition for dual credit students. Since the state is already funding it in the state foundation aid formula, it is uncertain how far that can go, but at least it is going to be discussed. The third issue is that in recent years we have gone to much more differentiated tuition rates and the expectation is that whatever the campus standard tuition rate is, that is what is expected to be charged to dual credit students. But, we are finding some high schools making decisions on a few dollars per credit hour difference, so we need to talk about charging one tuition rate for dual credit students. The thinking is that dual credit course charges should be standardized.

There was a motion to proceed with the additional class holiday in the fall (1 day) but there was a concern about what this would entail in future years. SAC was asked to take a look at this and AAC will also go back and discuss this on campus. One of the concerns was that this might create a one-day difference between the spring and fall academic calendars. It might also affect homecoming weekends.

**Cabinet** - The cabinet had a face-to-face meeting in February and budget guidelines for the next year were discussed and agreed upon. The cabinet forwarded all the information on the new criminal history questions to Pat Seaworth and he expects the cabinet to take action at it’s March 19 meeting and that it will be effective for the 2009 academic year. As Dr. Hillman understands, it is being recommended as system procedure and every institution will have to implement it for the 2009 academic year.

**Interim Higher Education Committee** - The Interim Higher Education committee has not met since December it is scheduled to meet this coming Monday, March 10. Several topics will be discussed and the desired outcome is that the committee will wish to convene it’s next meeting in the roundtable format so that we can bring our private sector partners to the table to relay state needs and expectations for higher education to the Interim Committee. This is another joint meeting between the committee and the SBHE.

Dr. Hillman attended The Commission on Education Improvement meeting this morning. K-12 representatives largely attended the meeting. The consultant gave a report on what the state should be looking at for adequacy (money for academic rigor). They are looking at increasing the core offerings in high schools and promoting teacher professional development, perhaps mandating up to eight additional days of teacher professional development be added to the school calendar. Dr. Hillman summarized Governor Hoeven’s property tax/school funding proposal.

**Professional Staff Development workshop** – Dr. Boyd said plans are continuing. He asked for recommendations on campus spirituality personnel and how that topic is dealt with on campuses. The committee would welcome any assistance with the planning and presentation of the spirituality portion of the professional staff development workshop from anyone who is involved
with spirituality on our campuses. The marketing materials for the workshop will be mailed out the first part of April. Ms. Pullen asked if there would be time with Mr. Pavela to report on the challenge from Dr. Pavela at last year’s workshop. Dr. Boyd said they would work that into the schedule.

**NDSA comments** – The February 8-9 NDSA meeting was cancelled due to the weather. They will meet March 14-15 in Valley City. Dr. Boyd shared that UND had a group of student leaders in Russia for spring break to discuss leadership in student government and they have an internet blog if anyone is interested in following their trip.

**Affordability Task Force Report** – Dr. Boyd said the Affordability Task Force Report is still in draft form. Peggy Wipf of the system office is the facilitator. After much discussion and data gathering, the task force is ready to make some recommendations. The high priority continues to be increasing state funding for full time students. The report includes data on how many students apply for state grants and how many actually get the grants; the difference is quite large. The second priority is to develop a financial literacy and student communication and marketing plan. The financial aid process overwhelms many students/families; this is especially true in families where neither of the parents have attended higher education institutions. Discussion was held on how to make this process more user friendly. Priority three was encouraging the state to pick up a larger share of the student’s cost. The case needs to be made that one of the ways student cost is reduced is through more state funding which lessens the need for tuition increases. The Task Force Affordability Report is in its final form, so any major concerns or objections should be forwarded to Peggy Wipf in the very near future. Members were encouraged to share this information with their academic affairs council members and to solicit comments.

**Survey Partnership** – Janelle Moos, Executive Director, ND Council on Abused Women’s Services/Coalition Against Sexual Assault in ND, – an agency that NDUS has partnered with in the past with good results – is again interested in partnering with NDUS. This organization is a non-profit organization housed in Bismarck with 21 domestic violence and sexual assault related programs throughout the state. Ms. Moos’ office is in charge of implementation of statewide policy. A project they are trying to revive is the WEAV (Working in Education Against Violence) project. This project was funded until 2005 and they have been struggling the last few years. The council is looking at what campuses are currently offering in terms of their response and prevention around domestic violence and sexual assault and to try to build on that. They have involved five different campuses this year and they are trying to build upon the strengths already in place. They are hearing that there is a big gap between what communities are doing and what the campuses are offering. Through the WEAV program, each campus will receive a part-time advocate on their campus (if funded). The goal is to revitalize the statewide committee that Dr. Hillman has agreed to serve on and to find alternative funding so as not to rely so heavily on grants.

One of the other goals that the council is going to be focusing on is creating a campus advisory committee. By using existing models that are already on their campuses, such as a crisis response team, and adding domestic violence and sexual assault to those crisis response teams. The campuses advocate will be part of a larger community wide group that is usually called a Community Coordinator Response Team in the communities. If funding were to go away, the
voice of the campus is still on the larger community consortium and the services will still be there.

Another goal is training for law enforcement and judicial disciplinary committees within campuses and how to get training to everyone on campus regarding domestic violence and sexual assault response. The council also plans to look at prevention and education on campus. We need to be much more proactive in terms of prevention and intervention. And finally, creating the dialogue among campuses that are funded and not funded; sharing information, etc. The Grant will be submitted today and they will not hear results until late August or early September.

Hal Haynes asked how the institutions that are not involved with this effort could get involved. Ms. Moos said that if funding is received, they will ask the uninvolved campuses to participate. They may also attend the quarterly meetings and they are willing to involve those campuses in the infrastructure so they may be informed. Dr. Hillman said that with the grant application due today, he did go ahead and sign the participation agreement for the next year and hopes no one on the council is upset by that. He also stated that NDUS agreed to have representation on the NDWEAV board and he would be happy to be that representative but would welcome anyone else who would like to participate. There were no volunteers. Dr. Hillman will share the information through the listserv. Ray Gerszweski commented that he appreciates Ms. Moos’ involvement and Dr. Hillman’s participation on behalf of NDUS.

CIO Search – Laurel Goulding shared that the CIO Search Committee went through the process of the evaluation of the applications and then interviews. They made an offer to one candidate but that candidate declined the position. So, they are starting the process over again. Dr. Hillman said SAC would be happy to have Ms. Goulding continue to represent SAC on the next CIO Search Committee and she agreed. Prakash asked if the oversight committee was involved in this process, Ms. Goulding did not know although there was ample opportunity to give input. Dr. Hillman said the chairman of the oversight committee, Dave Fuller, was a member of the search committee.

Fall break proposal – The AAC tabled the motion until additional information was collected and for more discussion on their campuses. Dr. Hillman will look further ahead on the calendars to be sure a fall break every year will fit into the schedule yearly. Board policy requires 160 class days (class days, registration days and test days) for the academic year; so, as long as we do not fall below that number, no additional days will need to be added to have the yearly, one-day fall break holiday. Ms. Goulding is having a hard time accepting this proposal as she thinks one less day of school is not doing a favor to the students. Hal Haynes brought up the athletic contest connection and reminded that we need to be aware of those potential conflicts.

Common calendar dates/enrollment reporting update – Included in the meeting materials is a summary of what the common calendar dates committee came up with. This has been submitted to Pat Seaworth. Ms. Goulding submitted a potential conflict in the spring term. LRSC’s financial aid director analyzed the calendar looking for any conflicts that would affect business procedures for the institution. She found a conflict with the drop/add dates for 2008-09 that relate to the 100% charge (financial aid refunds) for dropped classes. The last day to drop/add a class without a record was the day before the 100% class charge. Therefore, a student could
drop a class one day and still be charged 100% for the credit hours for that class. The class will not show up on their transcript but the fee for the class will show up on their bill. Ray Gerszweski said that he noticed that on the 08-09 and 09-10 calendars provided with the meeting materials, one year counted the spring break days and the other didn’t. We are required to count the spring break days so they must be consistent. He doesn’t think it affects both terms. Dr. Hillman wonders what a solution would be. If we don’t resolve this, then it would not be ready for the cabinet’s March 19 meeting. Ms. Goulding also pointed out a typo on the 09-10 calendar. Dr. Hillman agreed and he will redo the calendars as far out as 7 years. Campuses are anxious to publish their calendars and Mr. Gerszweski wonders if institutions will now have to wait for a new calendar before publishing? Dr. Hillman will get on this and hopefully get this out before the cabinet meeting. System standard dates in 09-10 will need to be resolved at the cabinet meeting.

**Enrollment reporting update** – A meeting was held in Grand Forks last Wednesday to discuss what we could to do to improve enrollment reporting. Dr. Hillman asked Mr. Gerszweski to summarize the meeting. The opportunity to share ideas and concerns with other registrars was needed and helpful. Dr. Hillman feels this will lead towards a discussion of better definitions and better definitions of the options within the data elements. And also lead towards some discussion of the required data elements. He will share the minutes of that meeting with the council when they are prepared.

**System Budget Requests** – The AAC likes the idea of having resources for professional development much like SAC did last year. They also supported the alcohol consortium budget initiative, but funding for another employee will probably not be in the budget.

**June Retreat** – Hal Haynes’ only update was that the June 10-11 dates are set and they are working with Fort Berthold in New Town as the site.

**Retention management survey** – (follow-up of high risk students) There has been a lot of discussion going on in the budget (after the fact) regarding the accountability measures from the NDUS and there is a lot to be proud of. The one area that is not positive is the retention and graduation rates. There is discussion on how, as a system, we can put some things in the budget relating to helping to retain and graduate students. What can we do for students who are high-risk on an intervention basis? Ray Gerszweski wondered if an update or refresher on the Noel Levitz survey would be appropriate. Dr. Hillman thought that was a good idea. Hal Haynes said DSU had Peter Bryant from Noel Levitz on their campus recently and he visited with the cabinet and various personnel. He will be visiting with DSU again on Monday via conference call to outline a plan for DSU. If we were to bring in a Noel Levitz consultant/representative, would campuses be willing to send representatives to a central location to participate. UND thinks that is a good idea. Consensus is that this continues to be important and if there were a workshop it would be well received by the campuses. Dr. Hillman thought it would be a good idea to schedule this around a board meeting and have a half an hour or so presentation to the board. Mr. Gerszweski said he sat in on a webinar using the results in terms of retention and this may be another avenue for information and discussion regarding student retention.
**International Student Applications** – Hal Haynes said one of the problems DSU has is dealing with members of international student population who enroll, half of DSU’s nonresident population is international, many are facing political problems in their home countries which leave them without access to their financial aid or finances. They are left with basically enrolling in the university and no money to pay. Do we limit the ability of those students to apply to their university and do we frown upon granting admission to them because of this problem? Can they require international students to have deposits into American accounts prior to admittance? Mr. Haynes is wondering how sister institutions are handling this issue. Glen Schmalz said VCSU has a few international students but at this time they only require that international students have a means to pay. At this point it is felt that it is an institutional decision and perhaps they could get some guidance from the system office. Dr. Hillman will follow-up with Pat Seaworth.

**Flu pandemic planning** – Hal Haynes said a representative from Southwest Health District visited DSU regarding the potential for an influenza flu pandemic and requiring DSU to be a minimal care facility should pandemic conditions arise. MaSU, VCSU, NDSU all said they had had visits from regional representatives looking over their campuses as potential minimal care facilities should/when a pandemic occurs. If there were a major medical emergency in the state, universities would be used as regional minimal care centers and would be expected to close as far as classes, etc. are concerned. Dr. Hillman has heard discussions on this, not only concerning a pandemic, but other major emergencies. It is assumed that should a major disaster or emergency occur, the institutions would be closed anyway.

**Future meeting dates** – Louise will make a schedule for the next year (through June 30, 2009) making sure to check other meetings and we will discuss future SAC meeting dates at the next meeting. Everyone should have their calendars with them at the April 2 meeting. Bob Boyd said the first Thursday of the month creates a problem for him when they are face-to-face as he has an on-campus meeting. Dr. Hillman said it is also a conflict for him and he suggested the second Thursday of each month – we will look at that.

The meeting was adjourned at 3:04 p.m.