Student Affairs Council Retreat Draft Minutes
July 15, 2008
Bank of North Dakota

Members Present:
Mike Hillman, NDUS                        Glen Schmalz, VCSU
Donna Fishbeck, BSC                       Dick Jenkins, MiSU
Hal Haynes, DSU                            Laurel Goulding, LRSC
Paula Berg, MiSU-B                        Ray Gerszewski, MaSU
Bob Boyd, UND                             Georgia Pullen, NDSCS

Others Present:
Rebecca Duben-Kalash, NDUS                Julie Kubishok, BND
William Goetz, Chancellor                Mike Lenhardt
Kate Haugen, NDSU

Mike Hillman called the meeting to order at 10 a.m. He welcomed Donna Fishbeck, BSC.

Additions to the agenda are as follows:
• Julie Kubisiak will be joining the council to talk about student loans.
• The chancellor will be joining the council to discuss various student issues.
• CCSSE/IPEDS Workshops

Laura Goulding said that there have been various legislators talking to parents who are frustrated with transfer issues. Hillman said that he would have Philip Parnell contact her.

Mike Hillman asked if anyone had any changes to the May 19, 2008, draft minutes. Bob Boyd needs to be added as present to the meeting minutes. Given this change, the minutes were approved by consensus.

Updates:
Academic Affairs Council – AAC had its retreat on June 2 & 3 in Bismarck. Rose Stoller led a facilitated discussion on duplication of academic programs. Hillman informed the council that one of the issues that surfaced at the meeting was the campus-to-campus coordination of courses offered through distance education. Hillman anticipates that there will be more detail in the academic approval process procedures that come forward.

Chancellor’s Cabinet – The cabinet retreat was held the previous week at the Bank of North Dakota building. Hillman handed out a summary of various issues that came from board members, interim committee discussions and cabinet discussions. Hillman felt that the session was a wonderful orientating session for the presidents.

State Board of Higher Education – A planning session is set for July 16 at the Bank of North Dakota. A work plan based on what comes out of tomorrows discussions will be developed.
Interim Higher Education Committee – The committee met in Dickinson in June. The meeting was facilitated by Dennis Jones. Hillman briefly went through the handouts that were presented at the meeting. During the meeting, Dennis Jones suggested using the same math placement exams at all colleges. Hillman commented that we need to focus on high school graduation standards and not just on placement. The assessment of those standards should be directly tied to college admission and placement. Hillman said that this is what all the P-16 national research shows and this is what we should be working on.

Hillman and Boyd discussed the Joint Interim Committees’ (Education, Higher Education, and Workforce) meeting that was held in June. One of the focuses at the meeting was on workforce preparation and related assessments. The one assessment that is referred to most often is WorkKeys. WorkKeys is a comprehensive system for measuring, communicating and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed in both individual persons and in actual jobs. Therefore, WorkKeys can allow you to correctly identify individuals who have the basic skills required to be successful in a given position or career. Boyd felt that there was a lot of criticism on K-12 from the business representatives for not doing a good job with career education. They feel the reason why the workforce problems continue throughout the state is because students are not encouraged to think of jobs other than the traditional jobs that the four-year institutions offer. The business representatives also feel that the two-year campuses should be gearing up to meet workforce needs much better than what they are. There needs to be more of an outreach built curriculum for the workforce. At the end of the meeting, the three chairs of the committee said that they would get together to summarize the meeting and share that summary with all three of their committees. Boyd said he has yet to see the summary from that meeting.

Gerszewski talked about the Western Summit on Workforce Certification and Higher Education that he attended in June. There was representation from North Dakota’s two-year campuses along with legislators, most of them from the Interim Committee. There was also good representation from the western states. Many of these states had or were in the process of implementing a workforce certification. The conference was co-sponsored by ACT and WICHE. ACT’s role in the certification process is that they have developed a series of assessment tools using WorkKeys. ACT has also developed the National Career Readiness Certificate (CRC). This certificate program is based on the WorkKeys job assessment system. The CRC demonstrates to employers what the employees basic skills levels are in three specific areas, Applied Mathematics, Reading for Information, and Locating Information. Once an employer knows the employees skill levels, they can determine whether or not they will be a good "fit" into their job openings. Gerszewski said that many of the North Dakota legislators felt that because of the workforce situation in the state, that this is something that North Dakota should look at very seriously. Currently, Job Service is the only agency in the state using WorkKeys.

Student Loans
Julie Kubisiak, senior vice president of Student Loan Services, Bank of North Dakota provided history and background information on the Bank of North Dakota and Student Loans of North Dakota.
Potential Student Affairs Board Initiatives

- Enrollment management/retention
- Academic and career advising
- Initiative to support workforce preparation
- Student affairs performance funding
- Retention/graduation rate accountability benchmarks

Hillman felt that these are areas that, if they do relate to either board or legislative priorities, that we do have board initiative funding available. The council may want to initiate requests for that funding at the system level. Hillman said that these are items that we may want to see what the board and interim committees do before we have a meaningful discussion about what a council response might be.

Chancellor Goetz joined the council to discuss the various student issues such as mental health services, drug and alcohol issues and security on the campuses. He commended the council on all the work they do for their campus and the students. He said that all these issues are very important and he wants to be at the forefront with the campuses addressing them. He wants to be kept abreast on how they are doing and what he can be doing to help.

The chancellor said that just as there is a growing need for security on our campuses, there is a growing need for mental health services among college students. It is important to look at this issue from a systemwide perspective for the purpose of improving the services we provide. At the June 4, 2008, meeting of the Chancellor’s Cabinet it was concluded that a cabinet taskforce be created to study this issue and provide recommendations to the board and the University System. The chancellor believes that we can make great strides by learning from one another and by studying best practices elsewhere in the nation. Hillman suggested that the council think about who they would want to represent their campus and the council on the task force and to bring back possible names to the next meeting.

Chancellor Goetz also talked about adult education. He said that we in the University System office need to be taking a very strong look at adult education during this next year. We should be looking at this because of workforce needs and public needs in terms of workforce requirements. He said that as our population ages, we should be at the forefront in terms of a resource base for people who are retired and are looking for educational opportunities to engage in on our campuses along with individuals who are underemployed and individuals who need to transition to a job with greater opportunity. The chancellor said that this is going to require a different set of policies and engagement when it comes to student services. This will bring a lot of different issues and challenges to the forefront.

Chancellor Goetz asked the council to brief him on the Department of Human Services grant for the consortium outreach position. Hillman said that recently Karin Walton received a letter from the Department of Human Services that the outreach coordinator position would not be continued after June 30, 2009. The SAC has concluded that the overall consortium under Karin Walton’s leadership has been extremely effective and Beth Larson Steckler’s position as the outreach coordinator has also been extremely effective. The intention of the council is to
continue these positions. Hillman said that at this time, a lot is unclear of what will happen with the position.

**Legislative Session Strategy and Objectives**
Chancellor Goetz said that he is meeting with legislators and that we might have more of a strategy after the board meeting.

**CRM Acquisition**
Pytlick requested a response from the campuses on whether they would like to move ahead with the Hobson CRM. Hillman asked each campus what their decision would be. He said that the graduate schools would have two responses, one for undergraduate programs and one for graduate programs. Campus responses are listed below with “yes” indicating Hobson. The proposed implementation date for Hobson has yet to be decided.

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<thead>
<tr>
<th>Undergraduate Campuses</th>
<th>Graduate Campuses</th>
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<tbody>
<tr>
<td>BSC – Yes</td>
<td>MiSU – Yes</td>
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<tr>
<td>DSU – Yes</td>
<td>MiSU – Yes</td>
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<tr>
<td>LRSC – Yes</td>
<td>NDSU – No</td>
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<tr>
<td>MaSU- Yes</td>
<td>UND – Yes</td>
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<td>MiSU – Yes</td>
<td>VCSU – Yes</td>
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<tr>
<td>MiSU-B – Yes</td>
<td>WSC – Yes</td>
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<td>NDSCS – Yes</td>
<td>UND – Yes</td>
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<td>NDSU – Yes</td>
<td>VCSU – Yes</td>
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| UND – Boyd will get back to Pytlick as soon as he talks with Alice Brekke.

**SAC Workshop**
Boyd passed out the 2008 SAC Workshop Financial Tie-up and the results of the learning survey that was done after the workshop. The council discussed the handouts. Everyone felt that the workshop was very successful. Boyd informed the committee that Sharon Parks will be the guest speaker for the spirituality portion of a November workshop. She will be speaking on November 6 at UND. Boyd has reserved IVN sites throughout the state so that campuses would have the opportunity to listen to her. He was unable to get an IVN sight at MiSU.

**Plans for 2009 Professional Development Workshop**
Haynes talked about holding the 2009 Professional Development workshop out in the western part of the state. It was suggested to add questions to the draft survey for preferred location. Potential topics suggested for the workshop include mental health issues, substance abuse and distance education students – how are we meeting their needs.

**Cabinet: Professional Development Mechanism for System Employees**
Hillmans suggested that this item be postponed until after the Board Retreat.

**Criminal History/Student Background**
The council discussed criminal history/student backgrounds checks. Members commented on campus progress and how they are dealing with the various issues. It was suggested to meet with
Pat Seaworth over IVN to discuss issues on criminal history/student background check implementation particularly with attention to juvenile issues.

**Future Meetings**
The future meeting dates for the SAC are listed below.

- September 25, 2008 – face-to-face
- October 23, 2008 (pm) – conference call
- November 20, 2008 – face-to-face
- December 11, 2008 (pm) – conference call

**CCSSE/IPEDS Workshops**
Hillman informed the council of the IPEDS Workshop on July 24 at the University of Mary and the CCSSE Workshop on August 7. He said that the fall employee surveys have been ordered. The employer survey is in progress. We did ask the FINDET office, because they have employment records, to help us locate the employers of our graduates. Some institutions have taken advantage of that. The biggest conflict that has come up is that graduates are employed by more than one employer. Lastly, work is proceeding on the common application.

**Adjourn**
The council adjourned at 4:00 p.m. CT.