Minutes
Student Affairs Council (SAC)
April 30, 2007
BSC Student Union Dakota Room
12:00 – 5:00

Mike Hillman called the meeting to order at 12:30.

Members in attendance:
Mike Lenhardt, BSC            George McClellan, DSU
Laurel Goulding, LRSC        Ray Gerszewski, MaSU
Lisa Eriksmoen, MiSU          Georgia Pullen, NDSCS
Prakash Matthew, NDSU         Bob Boyd, UND
Glen Schmalz, VCSU            Hugh Long, WSC
Mike Hillman, NDUS

Members not in attendance: Paula Berg, MiSU-B.

Also present: Phillip Parnell and Gina Padilla, NDUS.

Approval of the Agenda
Mike Hillman discussed topics for the Joint SAC/AAC meeting on May 1. He mentioned the Denied Student Brochure (Parnell), Collaborative Students (Schepp), Criminal History Checks (Seaworth), and Learning Reconsidered (Mathew). Bob Boyd requested the Virginia Tech incident be added as a joint meeting discussion item.

It was requested that the following items be added to the SAC agenda:
    Future Meeting Dates – Mathew
    Financial Aid Investigations – McClellan

Approval of April 4, 2007 Minutes
The council approved the minutes of the April 4, 2007 meeting as drafted.

Updates:
Legislative Session – Mike Hillman reviewed the legislation that passed during legislative session. Mike Hillman said there would be a meeting of the joint boards agency staff to discuss retention, preparation, and the Governors Commission on Education Improvement. The Governor’s Commission on Education Improvement is planning to meet monthly. There is also a study of high school rigor, joint powers agreements, students with special needs, and no child left behind in ND.

Bob Boyd said the current structure for funding does not promote collaboration between campuses. The campuses are competitors for funding, but are expected to collaborate with the people they are competing against.
Academic Affairs –  

Denied Student Brochure:  Philip Parnell said a community college working group would like a list of students denied or suspended/dismissed from the 4-year campuses.  This is similar to the information on the graduation lists the two-year campuses give the 4-year campuses. Philip Parnell passed out the admission policy for transfer applicants and a copy of the brochure the community colleges would like included in the universities denial letters. Bob Boyd was concerned that this initiative was being done through AAC and that they did not contact SAC, who has admissions reporting to them on several campuses.

Bob Boyd asked for information on students who do reverse transfer due to academic suspension in the upcoming year. Philip Parnell said the brochure is in the final draft and it is on the agenda for joint discussion tomorrow. Mike Hillman asked Philip Parnell to join the joint AAC/SAC meeting for the joint discussion.

ConnectND –  

Oversight – Mike Lenhardt said the Oversight Committee has not met or exchanged correspondence since the last SAC meeting. Mike Lenhardt said Mick Pytlik has been hired as the Executive Director of ConnectND.

Campus Advisory Committee – Prakash Mathew said in the future he would forward the messages he receives directly to the council. He said the HEUG would meet in Bismarck Oct. 1-2. The student administration system is working to allow online payments to be made to student accounts. They are hoping it will be live in October 2007. George McClellan said ConnectND owed their legislative session success to the NDSA’s lobbying.

Alcohol Consortium – Bob Boyd said Karin Walton is planning to send a survey that is targeting families. On May 4, 2007 Karin Walton will have her annual review. Bob Boyd distributed 3 national articles as informational pieces concerning student perception, addressing college drinking concerns and possible intervention strategies.

Prakash Mathew said NDSU produced a video that is similar to the commercial Mikey Hoeven did. Prakash Mathew said the only condition when making the video is that it would not be campus specific so any campus could use it. Prakash Mathew said he would bring it to a SAC meeting. Mike Hillman said this should be planned for the next meeting.

Learning Reconsidered – Prakash Mathew provided background for the learning reconsidered discussion for the joint AAC/SAC dinner. The council discussed some of the many ways student engagement can help students have a better college experience and that it should be the whole campuses responsibility to ensure students get the most out of their experience. Melissa Mallett said through her education major, hands-on learning has been shown to be a better way of learning for students. Applying the learning makes it better and the classroom practicum she has been able to do have helped her apply the learning. She said sharing experiences from the practicum also made a difference in other classes.
Student Comments:

NDSA - Melissa Mallet said the last meeting of the year was mid-April. Rachel Peterson from UND will replace Melissa Mallet on the SAC this next year. The new president, Hailee Cripe, is looking at restructuring the number of delegates, and trying to get more students involved in NDSA. Bob Boyd announced that Nate Martindale is the new SBHE representative.

Student Update – NDSCS student member was not present.

Professional Staff Development -

Workshop – Bob Boyd passed out brochures and explained how participants can register for the event using the website listed in the brochure. Bob Boyd said the only piece that is not complete is the practical application and case study. He invited the SAC members to feel free to provide possible examples if they have one they can use. Glen Schmalz will bill the campuses for the $100 fee.

Mike Hillman said CCF has been discussing tuition waivers. Mike Hillman said CCF has an interest in professional development and Mike Hillman suggested that CCF talk to SAC.

NASPA Update – The regional conference in October will be in Little Rock AR.

Announcements – None at this time

Student Disciplinary Standing
Bob Boyd said in the UND code of student life they are allowed to link disciplinary standing into the transcript file. It is a link to the transcript but it is not on the transcript. Prakash Mathew said they have the same process. It is when students transfer to other institutions that the disciplinary information would not exist. NDSU has a “May not register for non-academic reasons” notation that is on the transcript that stays on the transcript unless it is appealed. Hillman said the NDUS office would like to know if everyone agrees to have a common notation. The council agreed that an appropriate notation would be “May not register for non-academic reasons from – to.”

Virginia Tech and Responses to a Crisis
Bob Boyd distributed two articles that reference the Virginia Tech incident. George McClellan said on their Emergency Management Plan that they have talked about communications and facilities and how they should operate in an emergency.

The council discussed communication options including reverse 911, and wireless emergency intercoms. Mike Lenhardt said BSC is trying to be proactive by contacting people who will train the campus staff how to recognize symptoms of trouble, and how to report it. It will be part of the faculty in-service at the start of the school year.

Prakash Mathew said NDSU is asking how they can communicate within the community. They are looking for recommendations and are expecting a report within a month. Bob Boyd
said the physical safety is one issue, but they also have to know how to deal with what they perceive to be a threat. Mike Hillman asked this to be taken to the next meeting for further discussion.

Other Business

Future meeting dates – Prakash Mathew has conflicting obligations on the SAC retreat dates and was wondering if alternate arrangements could be made. The council agreed that the current dates are the ones that work best for the majority of the members and retreat schedule will not change. The council agreed to change the October meeting to a conference call and to have the November meeting held in Bismarck.

Financial Aid Investigations - George McClellan said DSU posted a notice on their financial aid website and provided faculty/staff with talking points. DSU does not use a preferred lender list, they do not take a percentage back, nor does anyone have personal relationships with these banks. BSC will be posting a code of ethics that formalizes current operating rules.

Recognition of George McClellan – The council made a unanimous motion to thank George McClellan for his contributions over the past 4 years. The council presented him with a certificate of appreciation.

Adjourn
The meeting was adjourned at 5:20.

Joint AAC/SAC Meeting

June 30 – dinner meeting, BSC Student Union

Academic and Student Affairs Councils held a dinner meeting to learn more about and discuss Learning Reconsidered. Council members shared what they are currently doing at their institution that meets the learning reconsidered theme. Examples include: First Year Experience courses and integrated experiences. Student members expressed the value of learning experiences outside of the classroom. Melissa stated that students leave for lack of engagement; Dante stated that life choices and motivation keeps student in school – more opportunities help students find their niche.

May 1, 2007 - 8:00 – 10:00, BSC Student Union Prairie Room

Members present:
AAC - D Darling (LRSC) G Weisenstein (UND), L Brooks (MiSU-B), G Rabe (MiSU), R Brauhn (DSU), K Stenehjem (MaSU for Hagen), B Bang (NDSCS for Richman), C Schnell (NDSU), W Boekes (BSC), Harlene Hatterman-Valenti (CCF), J Bessie (VCSU), D Miller (NDSA), D Olson (WSC) and M Hillman (NDUS).
SAC – L Goulding (LRSC), L Eriksmoen (MiSU), G Pullen (NDSCS), M Mallett (NDSA), R Gerszewski (MaSU), G Schmalz (VCSU), M Lenhardt, (BSC), B Boyd (UND), P Mathew (NDSU), P Berg (MiSU-B), H Long (WSC).

Guests: P Parnell (NDUS), J Schepp (NDUS).

1.0 Learning Reconsidered
AAC and SAC members continued the Learning Reconsidered discussion from the previous evening.

2.0 Suspensions
Hillman stated the discussion regarding the placement of non-academic suspension on the transcript began with the Student Affairs Council. This discussion is taking place because of the potential of students seeking admission after being suspended for a serious discipline issue. Members believe that other institutions should be alerted to a potential problem. Schepp reported registrars stated that the transcript is an academic document and, therefore, only academic items should appear on the transcript and once an item is placed on the transcript, it stays on the transcript. In addition, registrars have concerns regarding disclosure of confidential information and violating FERPA and HIPPA regulation that protects individual student information. Boyd reported that it was stated at a recent national conference that discipline issues should now be on the transcript. Placing this information on the transcript would be a way for institutions to alert other institutions of previous problems.

Prakash stated that NDSU uses language like “may not enroll” or “may not register” for non-academic reasons and then “reinstated” is placed on the transcript when the student is allowed to return. UND sends a letter to the student. Prakash encouraged discussion between the student and the institution. One institution is not allowed to discuss this with another institution until the student actually applies. Hillman said he believes an institution can make a call for details from another institution if the student has applied or is enrolled. Hillman will draft policy to address this issue.

Pat Seaworth stated that “ineligible to enroll” could be placed on a transcript. He said that detailed information could be shared with another campus without student consent if the student has applied for admission. Institution must state in their campus FERPA policy that they will be sharing information, or send a notice to the student at their last known address. This is an exception to FERPA rules and the notice can be verbal or in writing. Seaworth will send proposed wording to be used by institutions.

3.0 Denied Student Brochure
Philip Parnell reported to members that a group of community college staff felt this brochure was a way to serve denied students. The brochure was developed for four-year institutions to include with denial letters to students. The brochure suggests that students should consider applying to a two-year institution. SAC reviewed the
brochure at Parnell’s request. Parnell stated that the brochure is being developed for only the two-years institutions because, in the past, the two-year colleges provided a list of transfer students to the four-year institutions, and this brochure only addresses the “denied” student and not the “suspended” student. Schnell asked if institutions could have agreements with other institutions regarding denied students? The brochure is seen as a marketing issue. Weisenstein asked if the brochure would also be sent to out-of-state applicants? Goulding suggested that the brochure be included in every denial letter sent from four-year institutions.

4.0 Collaborative Student
Schepp reported that representatives from the student records and student administration modules continue to meet to review and update the current collaborative process. Representatives agreed we need to follow one agreed upon process as there would be too much confusion for institutions and for students if every campus used a different collaborative procedure. Once all modules have had the chance to review/discuss and come to consensus, the procedure will be moved forward in SBHE Procedure format to AAC. Issues continue to be: transfers included in GPA, which drop/add date to use and does a student need to be enrolled on the home campus to be collaborative. Council members said another issue is students who are collaborative but are located on the provider campus.

5.0 Other issues
Boekes discussed the issue of promoting academic programs in each other’s communities. He thought members had a gentlemen’s agreement that we wouldn’t market duplicate programs in each other’s communities.

Criminal background checks: Pat Seaworth updated members on authority for FBI checks on students and employees. Seaworth stated that the trend nationally is moving toward requesting criminal history. Seaworth said institutions do have authority for FBI checks on employees and students in designated programs effective Aug 1, 2007. Our next step is to designate positions and programs for this purpose. Academic officers were asked to revisit the list of programs and positions that were previously submitted. Seaworth stated that this procedure should be common system-wide. NDSU and DSU reported they have already added questions to their application that asks for past criminal history.