MINUTES
Student Affairs Council
MiSU-B, Nelson Science Center Room 125
June 26, 2007, 8:30 – 4:00

Members Present:
Mike Lenhardt, BSC                  Laurel Goulding, LRSC
Paula Berg, MiSU-B                  Ray Gerszewski, MaSU
Dick Jenkins, MiSU                   Georgia Pullen, NDSCS
Mike Hillman, NDUS                   Janna Stoskopf, NDSU for Prakash Mathew
Bob Boyd, UND                        Hugh Long, WSC

Members Not Present:
Glen Schmalz, VCSU                   DSU Representative

Others Present:
Randall Thursby, HECN and Gina Padilla, NDUS.

Approval of the agenda
Mike Hillman said he would have to leave for a portion of the meeting. Bob Boyd agreed to chair the meeting at that time.

The council asked if the NDUS Vice Chancellor for Strategic Planning and the Chancellor could attend the next face-to-face meeting.

Additions to the agenda:
- Laurel Goulding asked to add project vital link to the agenda.
- Bob Boyd asked to discuss campus current events.

Student disciplinary standing
Bob Boyd asked if the student disciplinary standing item was closed at the last meeting. It was reported that the registrars remain concerned about the transcript being used as a disciplinary record instead of an academic record.

Mike Lenhardt said the registrars agreed at the AACRO meeting to allow the individual campuses to make annotations as they choose. The council members said nothing has changed in their campus processes.

The council discussed the administrative leave and expulsion process on their campuses. The council agreed that as soon as they have been admitted, students are subject to disciplinary action. NDSU is adding an area to their application that asks for information on if a student has ever been expelled or received disciplinary action.
Services/student services policies concerning distance students
Bob Boyd said in 2006 a survey was conducted of online students as part of the NDUS Student Satisfaction Survey which can provide information on what students want.

The higher learning commission has an expectation of the services that will be provided for distance students. The council identified advising and academic support as areas that could be improved for distance education students. The council discussed “Smart Thinking” software and its benefits to distance education students. Bob Boyd said UND students liked it because it made services available during the hours students study.

Building loyalty for graduates and alumni is a growing concern with the campus foundations. Bob Boyd suggested the campuses review the distance education student results from the Student Satisfaction Surveys. Bob Boyd said the reports are on the NDUS website.

Classes on religious holidays
Bob Boyd said UND Jewish and Muslim students are asking for accommodations on their holiest of days. The requests included having the campus provide space to pray that is available 24 hours a day. UND decided that it would be a security issue to allow 24 hour access and it would show favoritism toward a select religion.

The council discussed some of the issues associated with making accommodations for religious groups on campus. Mike Hillman said that the AAC council agreed that decisions concerning religious holidays were best left to the institutions.

Review and approval of the April 30-May 1 SAC minutes
Janna Stoskopf asked that the second paragraph of section 2 of the joint meeting minutes be amended to read: “Prakash stated that NDSU uses language like “may not register for non-academic reasons” and then “readmitted on academic probation on dd/mm/yyyy”.”

Mike Lenhardt made a motion to approve the minutes as changed. Dick Jenkins seconded the motion. The council unanimously approved the minutes as amended.

ConnectND
Randall Thursby joined the council by conference call at 10:50. Mike Hillman said this is an opportunity to update the SAC council on ConnectND, IVN, ODIN, and future IT support for education.

Randall Thursby talked about where HECN is with the upgrades for the ConnectND system that were supported by the board and the legislature. HECN has been advertising for the positions that will support the ConnectND system. This fall they are upgrading hardware and storage for the current system. They are also implementing the first stage of the online payment system for fees and tuition. The online payment system will be expanded for the winter to be used with the parking and housing systems. An upgrade to 9.0 needs to be operational by August 2008. The parking upgrade in Ecommerce has completed the first round of the data conversion and will be live by October. The
housing web implementation has been completed and will be ready to use for the fall semester. HR is implementing the self-service module that will allow people to look at their paychecks and make limited changes to their records. Randall said he would find out if the system office will be able to use the HR self-service module.

The K-12 and the state IVN networks are going to be directly managed by ITD. NDIVN will be handling higher education networks. If a campus is hosting a site, nothing will change with the scheduling. They will be working on more point-to-point services. Bob Randall Thursby said the current resources for existing classrooms would not change.

Randall Thursby the current version of EDIN is up and stable. They are looking at a software upgrade. Randall Thursby would like the library to look at some open source software and to have higher education use a separate system. UND and NDSU have stepped forward to help make customized software changes for their applications.

Laurel Goulding asked Randall about CRMS. Randall Thursby said the implementation for the CRMS can not be done until version 9.0 is implemented. New help desk software will be implemented during the fall semester that will allow users to track their tickets. A knowledge based software will also be implemented.

Randall Thursby will be talking to the oversight committee about ConnectND and how the campuses can work in conjunction with the system to limit modifications and third party plugs. Randall Thursby emphasized the importance of end user testing to ensure that the upgrade is successful. Randall Thursby said a 90-day rolling timeline would be available during the 9.0 upgrade. Randall Thursby said there would also be a Universal Productivity Kit that can be used to see any process and it will be available during the testing process and with the implemented software.

Randall Thursby said they are reviewing a Microsoft licensing program that would cover all institutional machines, and home licenses for faculty and staff. This will help lower costs for the campuses. The council suggested having Randal Thursby join the council for the next face-to-face meeting. Mike Hillman said Randall Thursby had a discussion with the AAC council on the drop/add date discussion. AAC recognizes that more students are registering on multiple campuses. If the registrars are not going to recommend a common date, the AAC will.

Message in a Bottle Video – The video was shown prior to lunch. Mike Hillman said he would try to take this to the cabinet and SBHE meeting. The council discussed the message delivered in the video.

Student Health Insurance Policy Review
Mike Hillman said the student health insurance policy is included for council review. It was brought to the council’s attention that the health insurance policy wording and campus names are not consistent throughout the document. It is also noted that it is not clear if it is a domestic or international policy. The council asked Janna Stoskopf to take
this to NDSU and ask their purchasing agent to clarify the information and then send the corrected information to the SAC.

**Updates**

**Academic Affairs Council** – Mike Hillman said the council held its planning session at the beginning of June. AAC spent some time reviewing the legislative action plan that was drafted to ensure important items are tracked.

Mike Hillman said the Commission on Education Improvement met in May and is chaired by the Lieutenant Governor. Mike Hillman recommended that campus representatives attend the commission meetings. Mike Hillman said the next meeting is August 1, and is listed on the governor’s website. Mike Hillman said they would be working with HECN to complete a focused update on the collaborative student process.

Mike Hillman said out-of-state higher education providers are approved by the Board for Career Technical Education. The AAC suggested North Dakota should have minimum standards for state, private and tribal colleges.

The AAC is discussing enrollments and fiscal policy. According to SBHE policies students have to pay or have made arrangements to pay by the third week of school or they are not to be included in the enrollment reports. The council agreed that they would like consistency across the system for enrollment reporting. Another issue was that student withdrawals should be processed prior to running the third week enrollment reports. It was suggested that the unduplicated annual enrollment report is the best picture of the number of students being served. Mike Hillman said they would need to work with the continuing education and workforce training departments to find a way to get those students in the ConnectND system to be tracked.

**Cabinet** – Mike Hillman said some cabinet meetings were moved to conference calls to cover routine items. There should be more to report after the cabinet’s July 11-12 meeting.

**SBHE** – Mike Hillman said the SBHE discussed student affordability. The next SBHE meeting will be in August.

**Alcohol Consortium** – Bob Boyd said the budget and the strategic plan for the consortium for the upcoming year were distributed. Bob Boyd thanked the council for their input for Karen Walton’s position review. Paula Berg said the outreach coordinator, Beth Steckler, is in need of annual leave due to her children having pancreatic disorders that have lead to numerous hospitalizations. Several Council members expressed their appreciation of Beth’s outreach work on their campuses.

**Oversight Committee** – Mike Lenhardt said the group has not met since Mick Pytlik was hired. Mike Lenhardt commented that the implementation of version 9.0 is an 18-month project but is scheduled for a shorter time frame than recommended.
CAC – A copy of the CAC notes were distributed to the council in their agenda packets.

Learning Reconsidered – Janna Stoskopf shared that 14 people from North Dakota attended the Learning Reconsidered Institute in St. Louis. She described it as an intense training session. Mike Hillman said that this item will remain on the SAC agenda, but will be taken off the AAC agenda. Action items can still be taken to both councils.

NASPA Update – Janna Stoskopf reported that Prakash Mathew received the NASPA pillar award at the NASPA conference.

SAC Workshop Debriefing
Georgia Pullen said the people who attended the conference had a wonderful learning experience and UND was a gracious host.

Bob Boyd presented the financial statement from the student affairs council workshop. The finalized financial document will be forwarded to the council once all adjustments have been made. Bob Boyd distributed a copy of the evaluations for the council’s review. Bob Boyd said generally it is recommended from the comments that this workshop be continued. Mike Hillman suggested that it should be part of the SBHE planning process for the next biennium.

Ray Gerszewski asked if the professional development plan would be revisited. Bob Boyd said this could be discussed during the reviewing the council’s annual goals and objectives.

Tuition Policy
Mike Hillman said the CCF has been interested in the system tuition policy and has been researching what benefits are offered at each of the campuses. Mike Hillman said the SAC has been discussing this as well as AAC and CCF. Mike Hillman said CCF is looking at forming a joint discussion to review the current policy.

Professional Development
Plan progress – Mike Hillman suggested the council review the professional development plan at their next meeting.

Announcements – There were no new professional development announcements.

Project Vital Link
Mike Hillman suggested that since the Vital Link process is a few years old it should be revisited. Mike Hillman, Debra Anderson and Laurel Goulding can meet to review the current process. Paula Berg recommended the contact information be gathered in the spring when proper staffing is available at the high schools. Laurel Goulding said that if the NDUS institutions are going to serve ND students it is critical to gather this information.
SAC Annual Goals
The council discussed the goals they would like to accomplish during the upcoming year.

The following strategies/goals were agreed upon:

**Vital Link**
- Laurel Goulding, Mike Hillman, Debra Anderson

**Learning Reconsidered (UND, NDSU)**
- possibly a conference

**Professional Development**
- suggest combining with the learning reconsidered
- Use existing subcommittees and their reports
- Item should be placed on next SAC agenda

**Financial Aid and loan indebtedness for students**
- this is a legislative discussion and this council could provide background for the legislative interim study
- Peggy Wipf will be invited to join the next face-to-face SAC meeting to discuss the system affordability report

**Enrollment reporting**
- Retraining media focus for annual enrollment reporting. Possibly look at working with the public relations representatives.

It was agreed that the recommended goals be prioritized and discussed at the next meeting. The council decided to have the September 6 meeting held in Bismarck, and to move the November 1 meeting to an afternoon conference call 1:00 – 4:00.

**Adjournment**
The meeting was adjourned at 4:10 p.m.