Academic Affairs Council Minutes
April 3, 2012, 9:00 – 2:00 (CT)
Bismarck State College – Horizon Conference Room
9:00 – 9:30

Attendance: Wanda Meyer (WSC); Paul LeBel (UND); Lloyd Halvorson (LRSC); Bruce Rafert (NDSU); R.S. Krishnan (NDSU); William Slanger (NDSU); Terry Corwin (VCSU); Mike Hillman (NDUS); Drake Carter (BSC); Lenore Koczon (MiSU); Eric Brevik (DSU – CCF); Harvey Link (NDSCS); Keith Stenehjem (MaSU); Rich Braun (DSU); Larry Brooks (DCB)

Other: Aimee Copas (NDUS)

Current Issues - Hillman

❖ Cabinet, SBHE and Legislative
  • Interim committee meeting coming up April – agenda not yet released.
  • State Board meeting is coming up.
    o Being held in Williston – will start with a bus tour to highlight some of the changes in that area.
    o UND and NDSU (SBEAR, Medical School) will be making budget presentations
    o Campuses are given 10 minutes for budget priority requests.
  • Oversight Committee meetings are being held. AAC members are encouraged to attend when they are being held in their area.

❖ Tenure Requests –
  • Will be on the April board agenda.
  • There are some colleges that are struggling with the time frame –
    o NDSU has it written in the current policy to have a different time frame than is currently congruent with state time frames.
    o Other members commented that the time frame with regard to this is not something we’ve addressed in the past.

❖ Cabinet Meeting
  • Employee Tuition Waiver:
    o Discussion on employee tuition waiver options.
    o One option would replace existing policy for all courses
    o The other would provide self-support course options.
  • Williston BAS request discussed
    o There were several concerns discussed
    o At the end of the discussion – Chancellor said that he had everything he needed to make a recommendation. No vote was taken by Cabinet on the WSC BAS request.

Performance Funding Taskforce – Rafert & Link

❖ Specific charge of the committee was to identify one metric for trial use that was not contingent on money to see how it could be handled.
❖ They have actually proposed several metrics with a twist –
  o Award performance funding around degree completion.
  o Looking at ways that we can be sure to reward campuses that work together to get students to graduation. Example: Student starts at 2 year school and completes at 4 year school…to be able to do a graduation audit and award the campus on the basis of how many credits were obtained by each institution.
  o Depending upon what criteria you identify, it will indicate how you will be measured.
    - Example: Fall to Spring at your institution
- Example: Fall to fall at any NDUS institution
- Example: Graduates who are completing
- Example: Graduates who are employed in their field of study

Committee & Other Reports
  Executive Oversight Committee – Carter
  - No report
  Accountability Measures - Copas
  - 2011 measures have been released electronically
  - 2 surveys that we will not be able to pay for. Alumni Survey, Employer Satisfaction
  - 3 most important outcomes – Student achievement, Student Satisfaction, Employer Satisfaction
  - IR group will be meeting this spring to talk about how we should handle upcoming year of accountability.
  - FINDET transition – Michelle Olson was the person in that position. That was the office that produced the reports that dispelled myths of graduates leaving the state. Her reports show majority of graduates stay in the state. With the implementation of the SLDS the position went away. Chancellor now has Michelle Olson reporting directly to him as the system Data Analyst.
    - ITD is the sponsor of the SLDS.
    - ITD has said that they are unable to replicate the Follow-Up report and have asked Olson to continue to produce that report with an ITD appointment.
  NDSA – Beehler
  - No report
  CCF – Brevik
  - Continued discussion on tuition waivers.
  - Efficiencies document continues to drive interest.
  Dual Credit Task Force – Johnson and Copas – Report at May meeting

1. Business Meeting
   Approval of March 6, 2012 Minutes (Enclosure – Pages)
   - Add Rich Braun to minutes, Delete Ken, Halvorson typo
   - March 21 minutes – Add last name for RS Krishnan, fix campuses MaSU, MiSU
     - Motion for approval – Braun, Second Rafert
     - Motion Carried Unanimously

Operational Issues
  A. Curricular Requests, March 20, 2012 Deadline
   1. Stage I Requests – (Enclosure – Pages)
     - UND
       1. New Academic Program, Policy 403.1
          a) Women and Gender Studies, Graduate Certificate
             - Motion to Approve – Carter, Second Rafert
             - Motion Carried unanimously

   2. Stage II Requests
     - BSC
       1. New Academic Program, Policy 403.1
          a) Instrumentation and Control Technology, certificate
       2. Distance Learning Credit Activities, Policy 404.1
a) Instrumentation and Control Technology, certificate
   o Motion to approve Brooks, Second Meyer
   o Motion carried unanimously

- DCB
  1. Program Title Change, Policy 403.1.1
     a) FROM Flowershop and Greenhouse Technology TO
        Flowershop Technology, diploma
     b) FROM Horticulture - Floral Design TO Floral
        Design and Greenhouse Technology (AAS)
  2. Program Termination, Policy 403.1.1
     a) Horticulture - Greenhouse Technology, AAS
     o Motion to approve Carter, Second Link
     o Motion carried unanimously

- DSU
  1. Institutional Organizational Notice and Approval DELETE, Policy 307.1
     a) Confucius Institute
  2. Program Termination, Policy 403.1.1
     a) Manufacturing Technology, minor
     b) Forensic Accounting, minor
     c) Entrepreneurship Leadership, certificate
     o Motion to approve Link, Second Meyer
     o Motion carried unanimously

- MaSU
  1. Distance Learning Credit Activities, Policy 404.1
     a) Business Management, major
     o Motion to approve Braun, Second Rafert
     o This is a change in delivery mode, not a change in
degree. This is a grandfathered degree.
     o Motion carried unanimously

- MiSU
  1. New Academic Program, Policy 403.1
     a) Art History, minor
     o Motion to approve Brooks, Second Brevik
     o Motion carried unanimously

3. Prefix – No new requests

4. BSC BAS Require AAS?
   - When the BAS was initially proposed at BSC, there was some background indicating that
     students coming into the program should have an AAS degree. As it has worked out,
     some of the students have completed the courses needed for the BAS, but may not have
     competed the AAS degree.
   - In research, this requirement was not written in the board motion, or in the executive
     summary.
• Question from BSC as to whether there is a problem to continue to operate the program with students who have not completed the AAS degree but have completed the courses toward the BAS.
• Policy 409 mentions that with a BAS – degree requires 120 hours, the first 60 would typically be in an AAS degree.
• Degree is right at 120 – this also keeps in line with Air Force agreements of BS degrees of no more than 120 credits.
• Could there be program logic from the SITS side that would award the degree along the way without disrupting the system and sending the student to the next degree.
• What are the negative items to having students awarded or not awarded that degree (AAS)?
• As a group – discussion has come to the general conclusion that each institution should have the right to review each student as to whether they are completed the requirements to enter a program. Each institution should have the opportunity to have the flexibility to help each student.
• Should the motion be narrowed to support in the BAS degree and each institution’s right to review each student’s transcript to determine if they have met the adequate preparation for the degree? There is flexibility in the policy to allow for that campus decision.
  o Motion Lebel, Second Braun to have the council support the flexibility shown in the policy 409 for the BAS degree.
  o Motion Carries unanimously

5. Academic Approval Process
• Needs to be more mention of on-campus offering in the intro of the policy.
• Delivery format needs to also be included
• Is there a difference between delivery mode and format?
• What about campus students taking an online class right there on campus.
• Update the policy wording.
• Simplify wording to envelop the delivery methods that we have and could potentially have. (Work on this)

Budget Worksheet
Stage II Cover Page Revisions
• Change in CIP code change
• Work on delivery format/mode verbiage.

II. Planning/discussion
1. Additions/Corrections to Draft Agenda
2. SBHE Policies and NDUS Procedures (Enclosure – Pages)
   NDUS Procedure 402.1.2 – Placement Scores – English Scores
   • We have captured the current adjustments – move this forward
   • Could we have Connect ND code the scores for an analysis of performance of students with different scores?

i. ND Center for Distance Education
   SBHE Policy 906 – Emergencies
   • Review of draft change.
   • Where does $$ come from to have visible security presence?
• Does this increase our liability?
• Significant concerns with the requirements.
• There are questions around the details and the implications.
• What are some of the unintended consequences? Are all the measures appropriate for all institutions?
• Vice Chancellor Hillman will take forward concerns for conversation.

3. Maximizing Results through Efficiencies
• Need to address the common LMS issue before we can address a common curriculum
• Must keep focus on student success rather than pointing fingers at faculty

Criteria for Review of Low Enrollment Programs
Possibility for Pilot Course

4. ACT Prep Course Pilot – Alan Peterson – 10:30
• Presentation by Alan Peterson
• Description of what services are provided by the ND Center for Distance Education.
• Course on ACT exam preparation offered.
• Value of the course discussed –
  o Is it the course or the familiarity of the test that improves the score?
  o Course is quite extensive.
  o Great help to students who are preparing and desire a very high score
  o Regardless of the reason – the scores are going up.
  o NDCDE is a state approved institution.
  o What NDCDE is focused on is working with rural schools in ND. Achievement scores show several indicators, one of these is that often rural schools have lower achievement scores than counterparts in urban communities. NDCDE can offer those students more choice and more advanced courses.
  o Students who do not come to NDUS prepared pay a significant amount for developmental courses – perhaps this preparation offered by NDCDE will be a lower cost alternative for these students to enhance their preparation and lower their need for developmental coursework.
  o Peterson is in negotiation with Pearson to get the price point down as low as possible.
  o This is another way that we can provide a toolbox to students in HS to help with their preparation.

5. NSF MSP Grant – Cathleen Ruch and DPI – 11:00
• Gallagher – Long standing government interest in math and science. During the reauthorization of NCLB was the authorization of Title IIB – this is specifically for Math/Science grants. The way that the grants are structured is so that math and science funds are combined in ND into a single grant. The purpose is to fund support through a competitive grant. These grants have now shifted towards STEM. STEM is still going through a general process of understanding. Now that there is an initiative for additional grant opportunities, this may be a good time to find a better partnership.
• Ruch – NSF has put out a M/S partnership grant. There are 2 types of grants – implementation (5-7 awards) and prototype (5-8 awards) FY2013 are pending on availability of funds. The maximum amount for implementation is 5million for 8 years, for prototype it is 1.5 million for 5 years.
• They do want principle and co-principle investigators. They want a mathematician, a scientist, and a k-12 partner. There is to be a focus on quality teachers. This needs to be a look at new and challenging courses in STEM in k-12.
- Reliable procedures for analyzing data are critical to this piece.
- For this grant – you must take one of the 4 focuses – STEM learning, STEM content, cultivating exceptional talent, cultivating exception teachers.
- Hillman – what is the current status of our STEM partnerships in the system?
- This discussion is about how the state should or if we should respond.
- What exactly are we looking for? A lead institution that is researched based? One that has an education program? Is this based to address STEM education or to address STEM?
- Recommendation that you should make it along the line of a strong combination of implementation of STEM tied to teacher prep – really both need to be there to be competitive with this grant.
- Hillman – we need to have a grand mission and transformational idea to be able to advance with this grant. There is some logic behind the primary investigator being located at the primary institution.
- ND is a more collaborative state than most when it comes to institutions.
- Ruch - STEM network would likely partner with this grant. STEM network is compiled of system office, Don Mugen, TIES (Teacher Institute in Excellence in Science), NDSU, DPI, and others.
- Deadline in December – much work must be done between now and December to be competitive. If we could come to a place where we have a shared vision would be important.
- Check with our campuses to see if there are already groups working on this. After that, find within each of our institutions find a representatives to have a meeting to discuss this proposal moving forward.
- Gallagher – this should not impact current NSP grants. Right now we are dealing with divided efforts. If we could bring together the best thinking, in the end, that will get you some progress for the next year.
- Perhaps coordination should come from the system office.
- Some of our campuses such as NDSCS already have significant partnerships with K12 on working on STEM.
- Summary – we will go back and talk to experts on campus. Convent the NSP awardees. Existing STEM network will be involved. We could get a lot done with STEM with some resources. This is a great opportunity to pursue those resources.

   - Report on U of Michigan study
   - Summary of implementation in Kentucky
   - Work on during June retreat
   - Present at Joint Boards for formal recommendation

7. Credit Hours Towards Undergraduate Degrees at Minot State
   - Carryover to future meeting.

8. Retention Summit – Copas
   - Update on planning

9. Faculty Appointment and Tenure Report (Enclosure – Pages)
   - Correct terminated and non-renewed faculty – delete that line.
   - Should we break out the medical school?
10. Campus Articulation Agreements
   • Reminder that system procedure requires you to file your articulation agreements to the Director of Articulation and Transfer.

11. Table Topic Exercise – Rafert (Enclosure – Pages)

Further Policy Discussion 402.9 and 906:

Conversation on policy:
• SBHE Policy 906 – Emergencies
  • Review of draft change. Expressed concerns that implications may come from policy that have not been discussed.
  • Where does money come from to have visible security presence?
  • Does this increase our liability?
  • Significant concerns with the requirements.
  • There are questions around the details and the implications.
  • What are some of the unintended consequences? Are all the measures appropriate for all institutions?

Further Policy Discussion 402.9 and 906:

Importance of more background to be provided to recruitment of international students. UND and NDSU participate in standard practice recruitment. Loss of this ability would be a detriment to the recruitment of these students.
• UND and NDSU are long standing members to highly recognized recruiting associations. The loss of the ability to utilize these services would greatly hamper recruiting efforts.
• The amount of money spent on recruitment over the past years has been approximately $35k - much less than the spending at DSU and well within what would be considered reasonable and acceptable.
• Blanket decisions without discussing implications on other campuses that are doing things correctly could cause undue and unnecessary harm to those institutions who are doing things right.

AAC Motion: Motion to request that with regard to policy 906 and 402.9 that the Chancellor delay the referral to the board until all three councils (AAC, SAC, and Cabinet) have had a chance to perform an thorough analysis of the problem and possible implications of the policies before moving to the SBHE for possible adoption.
Motion: LeBel
Second: Rafert
Motion carried unanimously

2012 Future Meetings
May 1 – Conference Call
June 4 & 5 – Devils Lake
July 3 – Conference Call
August 7 - Bismarck

September 4 – Conference Call
October 2 – Bismarck
November 6 – Conference Call
December 4 – Bismarck
1. Introduce Nathan Stratton – Director of Financial Aid

Update: SITS – Document Imaging – Mick P.

- Efficiencies agenda has a subsection that has a cost effective IT system and system wide document imaging.
- Some of this is available – how do we expand this?
- Workgroup of about 20 people has been created – large number come from admissions and registration areas.
- Document imaging: Process of capturing documents into electronic images. Captured documents can be stored retrieved and managed within the system and they can be workflow enabled to streamline daily tasks.
- Why?
  - Improve efficiency and effectiveness of daily tasks.
  - Images are online for approved people to view or approve.
  - These can be accessed from PeopleSoft
- Benefits:
  - Simplify document management
  - Locate documents quickly, share, available anywhere anytime, keep related documents together, prevents lost documents and records.
  - Helps to aid in record management, safeguard against disaster, reduce physical storage space,
- Currently used: ImageNow (UND, NDSU, BSC, MiSU, NDSCS, and WSC)
- Workflow functionality is very strong with ImageNow.
- CIO Council – discussed possibility of a hosted document imaging system.
- CAC – many discussions have been had about broader use, expanded licensing, and hosted group.
- Document Imaging Workgroup – important to not lose any of the efficiencies that have been gained so far.
- Implementation options? (First 2 are really the only two viable options)
  - 1. Centralized system – all 11 campuses
    - Hosted by NDUS
    - Hosted by vendor
  - 2. Some centralized, some individual campuses
  - 3. Centralized system on each campus
  - 4. Decentralized system.
- Why Centralize?
  - Cost savings, maximize use of servers, easier to manage growth, share knowledge and expertise, standardize procedures and documentation, improve security and reduce risk of loss.
  - Share information among campuses, integrate workflows, integrate with PeopleSoft, help address past audit findings and recommendations.
- What are the costs?
  - Current license $160,000 model – potential model $260,000 per year.
- What’s next?
  - Present to the SBHE Oversight Committee
Finalize definition of campus needs.
Outline potential impacts
Workgroup continue discussion on
  - Goals, Timelines, Resources, Costs and Governance
Workgroup provides advice and feedback toward recommendation for SBHE oversight committee.

- Question…..
  - What do we lose by operating as a system? Does this really moves toward efficiency.
  - How much flexibility can each campus have?
  - Where is the benefit for being the early adopters? Will there be a way to show a benefit for those who have been utilizing this already so they do not end up subsidizing everyone else?
    - Those who have already invested in ImageNow are concerned. What are the improvements going to be over the current business model that already seems to be working very effectively

Dual Credit Taskforce:
  - Review of dual credit taskforce outcomes
  - Review of dual credit process
  - Update on application

ConnectND – how do we handle transfer?
Follow-up Mike and Mick to call campus with data transfer problem
AAC and SAC will wait from information from Mike before taking any action.
It is standard policy to utilize official transcripts.

Update on Common Application
  - Concern regarding goals question
  - Look to dynamic tabbing at the end of the application “congratulations page – then ask questions”

Retention Summit update
  - Update by Copas

Student Health Insurance Taskforce
  - Mike is on committee to get a new and better program in place for this fall.

Education Targets – Rafert (Enclosure – Pages)
  - Put the focus on improving education at all levels.
  - Our aspirations from the state should be to be #1 in every category.
  - Many states focus on excellence, we focus on efficiency – maybe we could focus on both and find a way to be the best system.
  - If we define graduates to being a definition of excellence – we also retain a large % of our students in ND.
  - Gather the data and provide it in the appropriate format could really enhance our position in the nation.
  - Could this be refined within the strategic plan?