Academic Affairs Council Minutes
May 1, 2012
Conference Call

Attendance: Wanda Meyer (WSC); Paul LeBel (UND); Lloyd Halvorson (LRSC); Bruce Rafert (NDSU); Margaret Dahlberg (VCSU); Mike Hillman (NDUS); Drake Carter (BSC); Dick Jenkins (MiSU); Keith Stenehjem (MaSU); Rich Braun (DSU); Larry Brooks (DCB); Jayce Beehler (NDSA)

Other: Rebecca Duben-Kalash (NDUS), Barb Bang (NDSCS), Steve Light (UND), Bob Larson (NDUS)

Current Issues - Hillman
- Cabinet, SBHE and Legislative
- Board Retreat schedule for May 16 and 17. Business meeting will be on May 16. Presidents or senior staff are not expected to attend. NDSU tenure requests will be carryover from the last meeting. Dr. Shirvani will be attending the meeting. Meeting facilitator will be Dr. Shaw who is contracted through AGB.
- Oversight Committee met recently. Received an update on the Common LMS and Lecture Capture. Looking at consolidating legal services. Not looking at people or offices but looking at consolidating forms and procedures. This will not impact current legal services at UND and NDSU.
- Interim committee meeting held in April went well. Aimee Copas provided the information that was requested for academic and student affairs. A copy of the May 15 meeting agenda was sent out by Hillman to the council. The committee is requesting a ton of data. There will be an opportunity for a presentation on the EPSCoR program.
- Cabinet will be meeting tomorrow. Numerous policy issues are on the agenda. The board budget approval process will be delayed until Dr. Shirvani comes on full time.

Committee & Other Reports
Executive Oversight Committee – Carter
- No report

Accountability Measures - Copas
- No report.

NDSA – Beehler
- No report.

CCF – Brevik
- No report

Dual Credit Task Force – Johnson
- Johnson said that she is preparing to give a presentation to the Interim Higher Education Committee in May. She will be sharing recommendations and highlight key points from the group. The dual credit task force came to a consensus that dual credit coursework is supplemental in nature vs. replacing the high school curriculum. Johnson said that there will be interest in dual credit tuition by interim committee members which will be summarized by Laura Glatt at the meeting.

I. Business Meeting
Approval of April 3, 2012 Minutes
• **It was moved** by Rafert, seconded by Carter, to approve the April 3, 2012 AAC minutes. Motion carried unanimously.

Operational Issues
Curricular Requests, March 20, 2012 Deadline
• Stage I Requests
  o No new Stage I requests
• Stage II Requests
  o **It was moved** by Carter, seconded by Dahlberg, to approve NDSU’s Ph.D. requests in Gerontology, Counselor Education and Supervision and Exercise Science and Nutrition. Motion carried unanimously.
  o **It was moved** by Carter, seconded by Rafert, to approve UND’s RN to MS program termination request. Motion carried unanimously.

Prefix – NDSU GERO
• **It was moved** by Carter, seconded by Brooks, to approve NDSU’s GERO prefix. Motion carried unanimously.

BSC BAS Require AAS?
• A motion was made at the last meeting by LeBel. This issue has been resolved.

Stage II Cover Page Revisions
• Change in CIP code process
• Work on delivery format/mode verbiage.
• This item will be carried over to the June Retreat. Any suggestions or comments should be forwarded to Rebecca Duben-Kalash or Aimee Copas.

II. Planning/discussion
Additions/ Corrections to Draft Agenda
• No additions

SBHE Policies and NDUS Procedures
• Council members proposed a change to Procedure 402.1.2, item #3. The council did discuss the need for some flexibility in assessing English proficiency. For example, different levels and types of degree programs would logically require different levels of English proficiency. In addition, some campuses have found it useful to assess functional English proficiency in face-to-face interactions. More than one campus mentioned that the proposed policy was overly restrictive and not consistent with other campus approaches which have been very successful.
• Hillman said that SBHE Policy 402.9 and 906 will be discussed at tomorrow’s Cabinet meeting. He said that if council members have comments or changes to the policies to share them on the AAC listserv prior to tomorrow.
• Larson provided the edits made to Procedure 302.4. He went through the document provided to the council. The document was created to help clarify the Diversity Council’s mission and the work they do they are focusing on. The council agreed to move ahead with suggestions made to Procedure 302.4.

CIO Update – Thursby
• In position to have Lecture Capture in place and fully functional for all institutions by July 1.
• Provided background materials on the LMS and document imaging to the Oversight Committee on April 30. A recommendation will be provided to the Oversight Committee on how to move forward with Lecture Capture by May 31.
• Patty Heisler gave the LMS presentation. The presentation is background on work that is currently in progress. The council was emailed the slides that were presented. A recommendation will be provided to the Oversight Committee on how to move forward on the LMS by May 31.
• The council will meet jointly with CCF next week to discuss the common LMS. AAC feels that the role of faculty is critical to moving any LMS discussion ahead.

Retention Summit – Vangsness –Frisch
• Vangsness –Frisch gave a brief update on the Retention Summit plans. Currently, there are 175 registered for the summit. She asked council members to get interested staff registrations to our office by Friday, May 4.

Articulation and Transfer Report
• Reminder that system procedure require filing articulation agreements with the Director of Articulation and Transfer.
• Johnson said that she will proposing some changes to the articulation agreement procedure. It was recommended that campuses place their articulation agreements on their Web site. Agreements should be reviewed at least every five years.

Due to time restraints, the Math Science Partnership Grant update will be sent out electronically by Cathleen Ruch.

2012 Future Meetings
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