Academic Affairs Council Minutes  
July 3, 2012  
Conference Call

**Attendance:** Thomas Smette (NDSA); Harvey Link (NDSCS), Keith Stenehjem (MaSU), Bill Slanger (NDSU), Lloyd Halvorson (LRSC), Rich Brauhn (DSU), Doug Darling (LRSC), Larry Brooks (DCB), Paul LeBel (UND), Drake Carter (BSC), Wanda Meyer (WSC), Lenore Koczon (MiSU), Margaret Dahlberg (VCSU), Mike Hillman (NDUS)

**Others:** Dawn Olson (DSU), Chip Bolen (DSU), Steve Light (UND), Rebecca Duben-Kalash (NDUS), Lisa Johnson (NDUS)

**Updates**

Cabinet – Met last week in Bismarck. There were two main purposes of the meeting: 1) meet with state auditor’s office and 2) farewell dinner for Chancellor Goetz. There were routine academic items discussed at the meeting.

Board – Met in Fargo. Most of the original items had been taken off of the agenda. The main purpose for the face to face meeting was campus presentations of major capital projects. Academic items were minor and routine things.

Legislative Committee – Met first week of June in Bismarck. The main topic of that discussion was performance funding. Next meeting will be in Williston. No specifics have come out on the agenda.

Transition to New Chancellor – Hillman said it will be a process learning expectations and how things might be changing. Senior staff will have their first scheduled meeting with Chancellor Shirvani after the July cabinet and board meetings. The focus needs to be working on budget and recommendations. Dr. Shirvani is looking at a structure with three board committees. There would be an Audit Committee, Executive Committee and an Academic and Student Affairs Committee. Student board member, staff advisor and vice chancellors will be on committees. He would like to move to six cabinet and board meetings a year. These changes may not take effect until January 2013. The board meetings will be full day more intensive meeting. Committees would meet in the morning and the board meet would meet in afternoon. Topics discussed at committees would be handled at the following meeting two months later. It will be a more considerate and deliberate process. Hillman said that the academic process may take longer so keep in mind for planning. There will likely be no more IVN or conference call meetings. Board and cabinet meetings will be face to face. Members will be expected to come in and will not be permitted to send someone else unless special circumstance. Hillman said that we will continue to meet with councils as planned until the structure is clarified further.

Executive oversight – No report  
Accountability measures – No report  
NDSA report – No report  
CCF – No report  
Dual credit task force – No report
Draft minutes – It was moved by Brauhn, seconded by Meyer, to approve the draft minutes from the June 3 & 4 meeting. Motion carried unanimously.

Curricular Requests – It was moved by Carter, seconded by Meyer, to approve to offer DSU’s academic request for an Equine Science, minor. Motion carried unanimously.

It was moved by LeBel, seconded by Stenehjem, to approve to offer DSU’s new program requests for an Equine Science, minor; Geographic Information System, minor; and Soil Science, minor. Carter said if DSU and BSC could collaborate on this program he would be happy to have those discussions. He is currently talking to the Chair of the department at BSC and looking at a transfer program. Motion carried unanimously.

It was moved by Link, seconded by Carter, to approve to offer NDUS’s new program request for a Construction Management, graduate certificate and their new degree for a Masters in Construction Management. Motion carried unanimously.

It was moved by Brooks, seconded by Brauhn, to approve WSC’s program termination for Information Processing, A.A.S. and certificate. Motion carried unanimously.

It was approved by Brauhn, seconded by Darling, to approve adding to the agenda and to offer DCB’s new program and distance deliver in Land Management, A.A.S. and certificate. Motion carried unanimously.

Prefix – It was moved by Carter, seconded by Link, to approve MiSU’s prefix request for Early Childhood Education (ECE). Johnson said that she supported the request and that this is a commonly used prefix across all NDUS, tribal and some private schools. DSU would look in to changing the EC prefix to align it with the other schools. Motion carried unanimously.

Stage II Academic Request Revisions – Hillman said that based on AAC discussions at the June retreat, we came up with edits in the materials. It was moved by Brauhn, seconded by Carter, to approve the changes to Procedure 403.1 and 404.1. Follow through with form titles before moving on to cabinet and board.

CIO Update – Mick Pytlik, Exec. Director of ConnectND, provided the following updates:

- The course completion report being developed to help institutions evaluate course completion rates as part of the Maximizing Results Through Efficiencies initiatives will be available by July 15.

- SITS is implementing mobile access for the ConnectND PeopleSoft systems through a product from HighPoint Consulting. Mobile access to student, faculty and employee information in Campus Solutions and HRMS will be available before the start of Fall semester.

Pytlik and Kloberdanz then provided updates to the Maximizing Results Through Efficiencies initiatives:
• Document Imaging: This proposal was approved by the State Board of Higher Education at their June meeting. More information will be shared as implementation plans developed.

• Lecture Capture: The Lecture Capture initiative was approved at the April Board meeting. The contract has been signed and Tegrity was officially launched July 1. Tegrity is establishing integrations with the institutions’ learning management system, and orientation and training events will be delivered between mid-July and mid-August. Rosi will send out the training schedule to the group for their information.

• Learning Management System: An LMS recommendation was due to the SBHE at the end of May, but the SBHE agreed to delay the recommendation deadline to November. A Faculty Outreach Team has been put together to enhance communication with the academic community. The outreach team is currently preparing a Frequently Asked Questions regarding the LMS initiative and to clarify common misperceptions. They are also creating surveys (one each for faculty, students, staff) to research LMS needs. The team also is assisting the LMS workgroup committee with additional research as needed, such as analytics and migration analysis. Several of the AAC members commented that they felt a single FAQ sheet could raise more questions than answers, but a video to accompany the FAQ might be helpful. They also would like to see the surveys held until the start of school.

• Unified Communication initiative: The unified communications workgroup has been meeting since early May to develop a recommendation to the SBHE Oversight Committee. Background information was presented to the committee at their May 31 meeting. Work on the recommendation continues.

Rosi also gave an update on SAS, Mathematica, and SPSS software contracts. All three software applications support teaching and research. With SAS, the NDUS had 1000 licenses available. The new contract provides unlimited licenses for teaching and research and the option to virtualize -- making it more broadly available to end users. With Mathematica, the NDUS reallocated internal funding to cover a small amount that had been charged back to end users. With the new contract, the NDUS is now fully funding Mathematica licensing for all institutions. With SPSS, six institutions historically agreed to participate in the SPSS consortium contract that was partially subsidized by the NDUS. The new SPSS contract extends access to the additional 5 institutions at a small charge. In addition, the new SPSS contract also allows for virtualization. NOTE: The SAS and SPSS licenses are for teaching and research only. Administrative offices that need to use these applications should contact Pamela.Nielsen@ndus.edu.

GERTA Summer Recommendations – Johnson went over summer GERTA request recommendations. It was moved by Darling, seconded by Stenehjem, to recommend the GERTA requests and to forward them on to the chancellor for further review. Motion carried unanimously.

SBHE Policy and NDUS Procedures
Policy 402.9 – International Admission – Hillman said that this policy is circulating at multiple levels and various groups are working on edits. The initial policy did not provide campuses with much flexibility. Additional edits were recommended by the council to the policy. Hillman said that this policy was not likely going to be moving ahead any time soon but at least have opportunity to work on it.

Policy 403.5 – Postsecondary Articulation Agreements and Dual Credit – It was moved by Link, seconded by Koczon, to approve Policy 403.5 with suggested changes. Motion carried unanimously.

Developmental Policy – Hillman said we will carry over this policy to the August meeting when Copas can be present.

Procedure 402.0 – Admission Requirements – Council requested to have the procedure reviewed more and then bring back to them. Hillman said that he will work with Copas on the procedure. Suggested edits will be made and brought back to the council at their next meeting.

Procedure 430.3 – Posthumous Degrees – The council had discussion on the procedure. Suggested edits will be made and brought back to the council at their next meeting.

Procedure 402.1.2 – Student Placement into College Courses – Since Copas is not present, this will be carried over to the next meeting.

Procedure 403.7.2: Articulation Agreements – Johnson said that agreements would be available on the campus web sites. The council made some changes to the proposed procedure. Johnson said that she would be circulating the revised version to the registrars.

Retention Summit – Hillman said we will carry over this item to the August meeting when Copas can be present.

Internship vs. Experiential Learning – Johnson gave an explanation of internship vs. experimental learning to the council. Council reviewed the matrix that Johnson provided. She said that this would go back to Laura Glatt for review. The council suggested some edits to the matrix. Johnson said that she would make these recommended changes and forward to Hillman to forward to Glatt.

Developmental Enrollments – Hillman said the intent was to have draft procedure on how to count developmental enrollments when a student is taking degree credit courses on one campus and are also taking developmental courses on another campus. He said that he would write up a draft procedure that states that campuses offering development credits for a student who are also enrolled in another campus would be able to include them in their headcount. Hillman said that he didn’t want to create a disincentive for campus collaboration. It is appropriate that community colleges address student developmental needs.
**Reverse Transfer** – Hillman said that it was concluded with the early June deadline that we would not have a quality proposal to submit. He said that we are developing a timeline to make us competitive for next spring assuming there is a next time for the grant.

**Consortium approval** – Hillman said that this goes back to tuition rates being approved. He asked if campuses could send us consortia that their campus belongs to. This will be put on the agenda for August.

**Oversight Committee Initiatives** – Hillman recommended campuses track what is taking place in the Oversight Committee. There will be a final recommendation coming through to the committee. September is the deadline for a lot of the initiatives.

It was the consensus of the council to change the November meeting to a conference call and the September meeting to a face to face meeting. The September 4 AAC meeting will be held in Bismarck.