Academic Affairs Council Draft Minutes  
Nov. 6, 2012  
Horizon Building

Attendance: Cynthia Pemberton (DSU), Margaret Dahlberg (VCSU), Lenore Koczon (MiSU), Keith Stenehjem (MaSU), Drake Carter (BSC), Wanda Meyer (WSC), Harvey Link (NDSCS), Bill Slanger (NDSU), Paul LeBel (UND), Lloyd Halvorson (LRSC), Larry Brooks (DCB), Thomas Smette (NDSA), Fernando Quijano (CFF); Bruce Rafert via phone (NDSU) 

Others: Linda Baeza Porter (NDUS), Jane Vangsness Frisch (NDUS), Aimee Copas (NDUS), John Haller (NDUS) 

A. Business Meeting

** Approval of August 2012 Minutes  
- Motion: Link, Second: Stenehjem  
- Motion carried unanimously

1. Academic Approval Process  
   - Stage I & II process  
     - Reminder of the process (both stage I & II), please send to Copas and Haller to ensure they vetted before the go out to the AAC. For the most part, this occurring – ideally a three week window is requested to ensure both  
     - Time to submission 3 weeks prior to meeting.

2. Curricular Requests, June 19, 2012 Deadline  
   1. Stage I Requests – New Stage I’s

   ** NDSU  
   - 404.1 – Managerial Psychology  
   - 402.1 – Apparel, Retail Merchandizing and Design Certificate program (pgs. 10-14)  
     - New certificate program request, geared toward K-12 teachers for those teaching in this area.  
     - Rafert added that it is to be offered online; primary need is for K-12 teachers with their upgrade and certification  
       - Motion to approve Dahlberg, Stenehjem second.  
       - Motion carried unanimously.

   ** VCSU  
   - 403.1 – Software Engineering  
     - Working with NDSU Software Engineering Graduate program, possibilities for  
     - There is not a Software Engineering program in ND, only one in MN. It would be modeled out of the computer programming department rather than engineering.  
       - DCB moved to approve, Rafert Second.  
       - Motion carried unanimously.
2. Stage II Requests – (Enclosure – Pages)

**NDSU**

- 307.1 – Fraud Education and Research Institute
  - Accounting and Management information system.
  - Haller questioned how these types of centers are reviewed and evaluated. There is an annual sequence of department reporting; and another annual sequence of centers and institutes. Positive factor: the college of business is very light in the area of centers.
  - If there are inter-disciplinary institutes/centers who will review?
  - Haller questioned about the return on value – how do these demonstrate their capacity?

- 307.1 – Center for Professional Selling and Sales Technology
  - Helped students develop proficiency in selling and sales, boast the College of Business

- 403.4 – Name Change
  - From “Individual and Family Wellness” Minor to “Wellness”
  - Just a change in name – for two reasons so it easily searchable and usable on students
    - Motion to approve all NDSU requests by Link, second Dahlberg.
    - Motion carries unanimously.

**NDSCS**

- 403.1.3 – Place Program on Inactive Status
  - Office Administration
  - Banking and Financial Services
    - Housekeeping Items” these two programs have been taught-out and departments are looking at reorganizing but would not like to terminate.
      - Haller: how many years can they stay inactive?
      - There is some discussion that three years is the standard.
    - Motion to approve Carter, second Rafert
    - Motion carried unanimously.

**BSC**

- Prefix Reactivation
  - GERM
    - Previously there was German classes being taught, however, after declining enrollments and retirement of instructor it was placed inactive
    - BSC President is looking to create a relationship with an IHE in Germany – and would like to offer GERM again to accommodate students for an exchange program.

- 403.1.1 Program Termination of Diploma (Keeping AAS and Cert. Options)
We are reading a document about program termination and planning/discussion. The document contains the following points:

- Graphic Design and Communications
- Information Processing Specialist
- Line worker, Electrical
  - Want to terminate the Diploma option, maintain the AAS/Certificate Options.
  - Motion to move forward BSC requests by Brooks, second LeBel.
  - Motion carried unanimously.

**UND**

- 307.1 – From “Graduate School” to “School of Graduate Studies”
  - Reflection on what the school actually does. Give the graduate school symmetry with other programs.
- 403.1.1 – Program Termination
  - Graduate Certificate in Mathematics for Middle School Teachers
    - This program is no longer being administered.
    - Dahlberg moved to approve, Quijano second
    - Motion carried unanimously.

**WSC**

- 403.1.1 – Program Termination
  1.) AAS-Entrepreneurship
  2.) AAS-Information Processing
  3.) CERT-Ad Asst- Hlth Info Mgmt
  4.) CERT-Ad Asst- Info Process Tech
  5.) CERT-Agronomy Tech
  6.) CERT-Entrepreneurship
  7.) COC-Entrepreneurship
    - No students enrolled in any of the programs.
    - Move to approve Halvorson, second Carter.
    - Motion carries unanimously.

**B. Planning/discussion**

1. Accountability Measures – Olson
   - Been working with the campus IR individuals to gather data. Notation how the information has adjusted possibly due to job opportunities in the west.
   - 22-44 year olds is down the second year in a row.
   - HS grad numbers increasing. # of graduates going directly to postsecondary is declining. Across the nation students are not going to college right out of HS – national trend.
   - # of credit hours is on the rise – over 3000 more credits than a year ago.
   - Data has improved significantly over the past 5 years. Many state agencies use the data with regard to programs and graduates so it is important we use the same data set for all of these reporting features.
   - 25-44 year olds receiving an AAS degree is 50.4% (3rd in nation)
   - # of businesses receiving help from TrainND continues to grow.
   - Our graduates will now be able to be reconciled to similar IPEDs cohort.
   - Haller - Report card concept. We’d like to do to complement the accountability report to show some results of what we’ve done over the past year. Something a bit more dynamic to show the legislature. Rafert endorsement to the report card model

2. NDSA – Smettee
Talking about the Pathways update. More students in favor at this point than against it. Much of an upward trend. Admission standard has been the hot topic.

3. CCF – Quijano
   - Had meeting with Chancellor and talked about the Pathways document. Discussion of the need to increase faculty salaries. In general – the impression of the Chancellor and willingness to work with faculty is positive. He wants to meet with CCF face to face at least twice per year.
   - Had opportunity to ask Chancellor several questions. There was concern with Regional growth and the lagging behind in the cost of living remuneration.
   - Concern about dual credit.
   - During last CCF meeting was request to audit the top 5 courses taken with dual credit.
   - At the October CCF meeting, a motion was proposed for an audit of dual credit courses.
   - Copas: the system office is also reviewing and scrutinizing dual credit to determine its effectiveness.
   - Haller: because of a legislative mandate to deliver dual-credit to 10th graders, we need to ensure it is in the students’ best interest. Recognizing it is done well in some places – but not all.
   - Copas: system office is compiling information with the highest degree earned by dual-credit instructors. All the information is not available in HRMS – once information is obtained... the fix is very quick. Copas and staff may be requesting this information from campuses if it is not entered into HRMS.
   - Will also be investigating student’s success after dual credit.

4. Dual Credit Taskforce update (disbanding)
   - Request by Halvorson to keep it going
   - Haller - Will keep it alive – send out thank you letter to members, asking for their continued participation to address future dual credit concerns. If no longer able to contribute, replacement will be found. Overall, instead of disbanding, will undergo an alignment.

5. Cabinet, SBHE and Legislative Committee & Other Reports – Haller
   - Performance based funding – need to be careful of the models. There is not a large amount of money necessarily being allocated so we need to be cautious with regard to work load vs. benefit.
   - Governor has introduced a new funding plan. Tied into student credit hours accomplished, tied into level of course. Unsure of where this will take us.
   - SBHE is interested in performance funding, reviewing the Tennessee model; however, the first thing you have to do when going into a performance based funding model – parity must be ensured. Focus needs to be very narrow.
   - The payoff/return on investment is low.
   - Grow your own
     i. Concern of lack of terminal degree. We understand there will be a cost factor, if we want higher expectations of our students – we must expect that of our faculty.
   - Credit Hour for Degrees
     i. It was placed on the president’s agenda.
     ii. 3/400 level courses required for some degrees are low – some comparisons need to be done with MHEC states.
   - 50 state community colleges report.
     i. Request to do a 4th edition 50 state community college
   - Efficiencies report
     i. Haller will send a memo to clarify what needs to be completed related to the efficiencies report. It will indicate due dates and required information.

6. Pathways Update – Haller
• Concern about collaborative issue – getting home campus issue taken care of.
• International students – how the new students coming in is going to work with the new admission policies
• Adult student – Current policy does not require an ACT score – how will that population be handled in the admission policy
• Discussion of placement policy and handling the adult student.
• Updated version, with implementation dates, will be coming out very soon.

7. VCAA Search Update – Haller
• VCAA Search will be started in the next week, Aimee, Jane, Haller, LeBel, Carter, Dahlberg will be on the committee.
• An initial review has occurred; and the search committee will meet probably next week.
• Tentative timeline is to have the VCAA in place by January.

8. CIO Update
• Data Center was bid and construction has started on the new IT facilities in Grand Forks.
• Technology center will be purely a data center and will be managed from the other building.
• Funding for the facilities came from the legislature and one-time funding as well as funding from IT efficiencies of the NDUS.
• As of Oct 2, Thursby has cut back his hours in ND.
• Josh Riedy will have day to day management responsibility of SITS. Policy issues still report to Randall (as does Josh).
• Last spring a letter from the Secretary of State’s office was made available for the students on the ConnectND home page so students could print the letter and could take the letter to register to vote.
• Lecture capture system is up and operational. Working with Pearson to help them integrate eCollege software with the People Soft system. This is not yet complete, but it is moving forward well.

9. SBHE Policies and NDUS Procedures
• SBHE Policy 402.9: Admission Policies International Student
  i. Minimum threshold needs to be in place.
     1. Edits to #3 – policy
     2. Edits to # 5 – procedure
        a. Motion by Rafert, Second Dahlberg
        b. Motion carries unanimously
• NDUS Procedure: 1902: Opt-In/Opt-Out Student Notification
  1. No edits
     a. Motion by LeBel, Second Stenehjem
     b. Motion carries unanimously
• NDUS Procedure: 402.1.2 – Student Placement into College Courses
  1. Item was tabled to December meeting. The temporary move to ensure that those held to the policy are the new students as of Fall 2012 still stands.
  2. Must make procedure more descriptive – how do we handle the adult learner?
  3. Also look at ACT math subtest score. We should likely get the score to be the same for all institutions.
• NDUS Procedure: 403.7.2 – Articulation Agreements
  1. Adjustments agreed upon in (1) and (4e). Edits sent to Lisa Johnson.
2. LeBel motion to approve with edits. Second Meyer
   a. Motion carried unanimously

10. Out of state authorization – Haller
    • All of the requests go to CTE, 90%+ requests are transferred to NDUS.
    • Haller and Copas are working with CTE and NDUS Legal Staff to draft a proposal for a fee
      for Out of State Authorization.
    • Also concerned about default rates, especially by the proprietary institutions, consumer
      protection will be built-in as well.

11. Early Childhood Education State-wide Agreement Signatures – Haller

12. AAC Dues/Fees
    • $300 every other year
    • Sue from BSC will likely charge around Christmas time of this year

13. WALF Update – LeBel
   1. WICHE state authorization reciprocity agreement shared

14. Proposed Joint Program – Haller
   1. Rafert – mentioned a need to find out how this fits with the MPH
      model.
   2. Workgroup needed to work out all the language
   3. Focus needs to be on administrative details (in 5th paragraph) –
      should we address in a different way?
   4. This model as shown aligns well with the Dakota Nursing Program

15. Accredited program reviews/Program Review cycle
    • Haller: doesn’t agree that the cycles/systems are not aligned. Whatever the accreditation
      schedule is; it would be merged with program review. There wouldn’t be a common calendar
       – it would be campus-by-campus.
    • One should be sufficient; rather than doing multiple.
    • CTC would need to be negotiated. The intent is to simplify this for campuses.
    • If there are questions we need (NDUS) that aren’t answered by the accredited review, the
      campus could then provide an addendum to answer those questions. This will be a more
       efficient process.

2012 Future Meetings
December 4 – Conference Call

2013 Future Meetings
January 8 - Bismarck