The Academic Affairs Council met Tuesday, December 4, 2012, at 9:00 a.m. CT, by conference call. The call originated in the North Dakota University System Office, 10th floor, State Capitol, Bismarck, ND.

Attending:

Drake Carter, BSC
Lenore Koczon, MiSU
Cynthia Pemberton, DSU
Larry Brooks, DCB
Wanda Meyer, WSC
Lloyd Halvorson, LRSC
Paul LeBel, UND
Bruce Rafert, NDSU
Harvey Link, NDSCS
Margaret Dahlberg, VCSU
Keith Stenehjem, MaSU
Fernando Quijano, CCF
Thomas Smette, NDSA
Linda Baeza Porter, NDUS
Aimee Copas, NDUS
Lisa Johnson, NDUS
John Haller, NDUS

Approval of November 2012 Minutes

It was moved by Carter, seconded by Stenehjem, to approve the minutes of the November 2012 AAC minutes. The motion carried.

Curricular Requests, June 19, 2012 Deadline

1. Stage I Requests – New Stage I’s

**NDSU- Rafert**
- 403.1 Couple and Family Therapy
  - Rafert – The program is accredited and there has been growth in the program. NDSU will want to offer a Ph.D.

**Moved for approval** by Link, seconded by Carter. The motion carried.

**MaSU**
- 403.1 Special Education BS Ed
  - Stenehjem-Due to legislative changes and approval of ESPB a Bachelor’s Degree will be accepted as a minimum to teach special education in ND. MaSU will still be a feeder for graduate level programs. ND is one of only three categorical states with regard to special education licensure.

**Moved for approval by** Carter, seconded by Rafert. The motion carried

2. Stage II Requests

**BSC- Carter**
- 404.1 – Distance Learning Credit Activities
  - Computer Support Specialist
Carter - Offered face to face since 1996, BSC now wants to offer online due to a contract with Communication Workers of America. The cost to supply the program online is minimal.

Moved for approval by Link, seconded by Brooks. The motion carried

**UND - LeBel**
- 403.1 – Program Approval / 404.1 Distance Ed approval
  - Doctor of Nursing Practice (Encumbered)
- 403.4 / 409 Changes in Program Titles & New Degrees
  - From: Physical Education, Exercise Science and Wellness
  - To: “Kinesiology” (Encumbered)
    - NEW PREFIX: KIN-Kinesiology and inactivate PXW-Physical Education, Exercise Science, & Wellness
  Haller - asked about following up with the Kinesiology accrediting group. Copas performed a quick search and reported that Kinesiology programs are typically accredited by NCATE and CAAHEP—both of which UND is familiar with.
- 409 – New Degrees
  - Bachelor of Science in Public Health Education
    - NEW PREFIX: PHE-Public Health Education and inactivate PH-Public Health
- 307.1 – Institutional Organization – Notice and Approval
  - From: Department of Physical Education, Exercise Science and Wellness
  - To: Department of Kinesiology and Public Health Education
- 403.1.1 – Program Termination
  - Transitional – Master of Occupational Therapy
  - Bachelor of Arts with a major in Classical Languages has been replaced with Classical Studies
- 404.1 – Distance Learning Credit Activities
  - Bachelor of Science in Cyto-technology
- 403.1.3 – Inactive programs
  - Certificate in Writing and Editing

Moved to approve all UND Stage II requests by Stenehjem, seconded by Raffert. The motion carried.

3. Stage II - Notifications

**NDSCS- Link**
- 403.1.3 – Inactive Programs
  - Micro-manufacturing Technology

**UND- LeBel**
- 403.1.3 – Inactive Programs
  - Certificate in Writing and Editing

Halvorson, LRSC, had an Agricultural Farm Business Management, AAS degree and wants to reactivate the program due to the success of the agriculture programs at LRSC.
Curriculum will be updated to reflect entrance into a precision agriculture environment. LRSC would like to begin enrolling students in the fall of 2013.

Haller there is a set of guidelines will be developed for system-wide use including notice of intent and new programs templates which should make the system much more responsive and flexible.

A. Planning/discussion

1. Accountability Measures Data update – Baeza-Porter has been working to validate data related to accountability measures.

2. NDSA Report – Thomas Smette
   - No update at this time

3. CCF Report – Fernando Quijano
   - No update at this time

4. Cabinet, SBHE and Legislative Committee & Other Reports – Haller
   The Cabinet will meet December 17th to discuss the Senate Appropriations Committee meeting on January 14th and the budget process. Presenters to the committee will include SBHE President Duaine Espegard, Chancellor, DPI Director Kirsten Baelser, business leaders, Don Morton, and Grant Shaft with the SBHE. Cabinet will review Policy & Procedure 402.9 and 1902. The NotiFind system for emergencies will no longer be an opt-in system but will be mandatory.

5. Pathways Update (fees timeline) – Haller
   Campuses will have an additional opportunity on January 8-9 to request clarification regarding specific aspects of the Pathways document. Both AAC and SAC members will be invited to participate.

   Haller questioned if there is a definitive need for remedial course placement for Fall 2013. It is difficult to know what the capacity needs are for the two and four-year institutions it will take time to finalize. Conversations are ongoing with DPI regarding “bridge courses.”

   Council members suggest that the Pathways plan is somewhat ambiguous with a need for additional detail.

   Council members inquired about remedial instruction and the reporting of FTEs.

   Brooks would like to see existing partnerships will take priority over geographic proximity.
   Copas said the Chancellor does not want to dictate who works with whom.

   Koczon asked if all developmental coursework must be taught by two-year institutions by Fall 2013, further indicating the Math 102 Intermediate Algebra may
be difficult to fully transition to a two-year partner by Fall 2013. Copas reported that exceptions to the deadline would be reviewed on an individual basis and campuses should be prepared to supply rationale for the extension.

6. **Efficiencies Committee update**
   Items of the Efficiencies Committee will be handled through the Pathways to Student Success Plan.

7. **VCAA Search Update – Haller**
   The initial search was closed due to the lack of candidate pool and the NDUS has contracted with search consultant Jan Greenwood and Associates.

8. **CIO Update**
   - No update at this time

9. **SBHE Policies and NDUS Procedures**
   a. **NDUS Procedure: 402.1.2 – Student Placement into College Courses**
      i. International student
      ii. Adult Student
      Recommendation to implement an ACT mathematics sub-score of 21 or higher for placement into Math 103 College Algebra—thereby adjusting the ACT concordance tables to other placement resources.

      **Motion to approve** by Koczon, second by Stenehjem. The motion carried.

      The Council discussed exempting adult learners from Procedure 402.1.2 to be consistent with the exemption in Policy 402.1.1
      **Motion to approve** by Koczan, second by Pemberton. Motion carried.
      Copas noted that campuses may require additional qualification of these subgroups if they so choose.

      Final, overall approval of NDUS Procedure 402.1.2 on student placement based on the edits listed above and effective summer 2012.
      **Motion to approve** by LeBel; second by Dahlberg. Motion carried with one objection.

10. **Data Dictionary Discussion**
    Carter asked if other campuses were experiencing difficulties with instruction modes in ConnectND. Council members discussed several instruction modes that are no longer used or have outdated descriptions attached to each. Johnson will share the list with the registrars and directors of distance education via their respective list serve and report back to AAC.

11. **Collaborative Student Enrollments**
    Brooks expressed concerned about students enrolling Fall 2015 to one institution and want to take a 200 level class from a four-year institution without meeting the
required admissions index score. Copas and Haller believe this will be possible as long as the student is non-degree seeking student at institution providing the class. It was requested that this be added to the Pathways document.

12. HRMS Faculty data update required
   Copas questioned the large number of faculty in HRMS with a “highest level” of degree attainment not indicated. Meyer said training staff from TrainND are entered in this manner and suggested a separate category be added. Copas said the “highest level” must be entered into HRMS when faculty achieve advanced degrees. Copas will forward a list of which faculty records needs to be updated to each campus. HR is working on a guide sheet on which fields should be used for data entry.

13. Set future meeting date and locations for 2013
   AAC will meet in Bismarck on January 8 at the BSC Horizon Conference Room. If work groups are needed for implementation of the Pathways to Student Success Plan, the Prairie Room in the BSC Student Union will be available. AAC will continue meet the first Tuesday of each month. The January through April meetings will be held face-to-face in Bismarck.

   Meeting adjourned at 11:45 a.m.