Academic Affairs Council Minutes
January 8, 2013

The Academic Affairs Council met Tuesday, January 8, 2013, at 9:10 a.m. CT, in the Horizon Conference Room, Bismarck State College, Bismarck, ND.

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

Approval of December 2012 Minutes
It was moved by Link, seconded by Rafert, to approve the minutes of the December 2012 AAC minutes. The motion carried.

Curricular Requests
Stage I Requests – New Stage I’s

NDSU
• 403.1 Heritage Studies Program and Center for Applied and Critical Heritage Engagement
  This is a new Ph. D. program which is somewhat unique to land grant universities. More analysis will be completed on affordability.
• 403.1 Human Development and Family Science, Masters
  NDSU would like to consolidate three of four tracks in this area into one.
• 403.1 Youth Development & Youth Program Management & Evaluation Graduate Certificate Program

Moved for approval by Carter, seconded by Dahlberg. The motion carried.

DCB
• 403.1 Photography
  Unique to the system and region, to be delivered face-to-face

Moved for approval by Dahlberg, seconded by Rafert. The motion carried.

DSU
• 403.1 – Certificate Program in Equine Training
• 403.1 – Certificate Program in Equine Management
  Approval has been received from the HLC. No new resources are needed.

Moved for approval by Dahlberg, seconded by Brooks. The motion carried.
Stage II Requests

DCB

- Prefix Request: HON (Honors)

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

Planning/discussion

- Accountability Measures Data update
Baeza Porter said the system office has been validating accountability measures data before reports are released. There are several reports that will not be released due to the need for a more thorough validation process. Copas said the accountability measures will be published online only. Haller said a team will be created within the system office to validate data sets, create a “report card” for use by the legislature, and work on special projects. He said validated data will be to the benefit of the system and will show increased student numbers. Baeza Porter will email the list of reports no longer being published to AAC members.

- NDSA Update
Smette said NDSA met in December to review lobbying goals. NDSA was unable to meet with Chancellor Shirvani as he was unavailable. NDSA supports efforts to: increase merit based scholarships to $10,000, tuition freezes at two-year campuses and a tuition increase cap of 2.5% at four-year campuses, the higher education funding model, the mental health funding model, developing a state wide policy protecting due process, increased funding to WSC, DSU, and MiSU, and increased funding for maintenance at NDUS institutions.

- CCF Update
No report

- Cabinet, SBHE and Legislative Committee & Other Reports – Haller
Haller said the Appropriations Committee hearing will be January 14, the SBHE will meet on the 17th, and Cabinet will meet on the 29th. The Chancellor will be presenting five year goals regarding increases in graduation and retention rates, increases in grants and contracts, increased corporate business partnerships, increased accountability, tuition and fee increases tied to need, and increase in quality of students. Claire Holloway has been hired as NDUS General Counsel. Haller wants a longitudinal study of dual credit and advanced placement high school courses. He is concerned about the large number of dual credit classes being used by students entering NDUS institutions. He would like to know how well students are doing by grade level, how many dual credit classes are taken, and how they compare to those students who take AP classes. He would like to see DPI included as a partner in this effort.

- Joint Programs Update
Johnson said guidelines for joint programs have been developed based on the Dakota College of Nursing model and the proposed UND/NDSU joint program articulation agreement. There is ongoing discussion regarding how to include Dakota College of
Nursing program students in to the enrollment data. The joint programs guidelines will be presented for approval on the February AAC agenda.

- **Faculty Lists updates needed in HRMS**
  Copas said provosts have been sent lists of faculty who are missing a highest degree earned in HRMS. Corrections and additions should be entered into the HRMS system. A request will be forthcoming to identify which faculty are teaching dual credit classes and what their highest degree earned is. Baeza Porter will request a generated report and an error report be made available to campuses. Members questioned if they could remove faculty from their reports that do not belong to their respective campuses. Riedy will consult with human resources financial staff and advise AAC members as to a course of action.

- **VCAA Search Update**
  Haller said the committee will meet next week to review and possibly narrow the candidate pool. The intent is for a new VCAA to be in place by July 1, 2013.

- **CIO Update**
  Riedy said Microsoft is requiring that students be moved from Live at EDU to Office 365. The CIO Council is aware of this and a timeline is in place. He said a different approach to the use of active directory and identity management services is in process which will allow for better use of services. Also, replacing inconsistent processes with processes that are rules based so automation can occur will be forthcoming. Work on LMS, unified communications, and document imaging is ongoing.

- **End of Term Data Extract**
  Riedy said the end of term data extract has been moved back to the end of the calendar year. Moving back to the end of January is also possible but he questioned what the additional data would be used for. A document will be made available of the data fields available. Carter wants an end of January run to be able to compare the data and determine which would be more beneficial. Copas and Haller will provide preferred dates to Riedy for end of term data extracts.

  Stenehjem expressed concern regarding the tight timeline between the semesters for students to appeal. There is no standard time for grades submission for registrars across campuses. Perhaps the registrars’ group could propose a standard date for grade submission and narrow the window for submission of grade to the home campus. Riedy will work with registrar’s group and report back to AAC.

- **GERTA requests**
  Johnson presented the most recent edits to the GERTA Guide that had been reviewed and supported by discipline representatives and registrars at their most recent NDACRAO meeting. The majority of the courses added were on behalf of the Jamestown College—who recently expressed interest in participating in the GERTA Guide.
It was moved by Halvorson, seconded by Pemberton, to approve the proposed edits to the GERTA Guide.

- **Instructional Modes**
  Johnson gave an overview of the suggested changes and deletions to instructional modes. Riedy suggested using the non-term based instruction rather than independent study.

It was moved by Pemberton, seconded by LeBel, to approve the deletion of instructional modes A1: 1-Way Audio, A2: 2-Way Audio, BL: Broadcast Live, BP: Broadcast Pre-recorded, CD: CD, PA: Pre-recorded Audio, PV: Pre-recorded Video, V1: 1-Way Video. The motion carried.

- **Academic Guidelines**
  Haller said a set of academic and student affairs guidelines is being created by the system office. The intent is to present the academic guidelines to the AAC in February. He said the SBHE will become a much higher level of oversight, for example, approving name changes for programs will be handled in a different manner, possibly by Chancellor approval. Haller said there will be standardized annual reports submitted to the SBHE from campuses. Haller asked for input from campuses regarding additional reports that could be added to the guidelines. A staff listing will be added to the document.

Rafert said within the HLC accreditation for 2015-16, criterion 5 expects student learning outcomes will be linked to planning and institutional budgeting. It may be beneficial to include this in IT planning in preparation for the 2015-16 accreditation process. He noted that financial personnel will need to be included in the planning.

- **Legislative – Out-of-state program requests**
  Haller said he wants to increase the scrutiny received by out-of-state providers requesting program approvals to match that given to in-state providers. He said a legislative bill draft would allow for the oversight to come through the NDUS and allow for the a fee to be charged for reviewing proposed programs, in much the same manner as other states.

- **Academic Calculator Workgroup**
  Index calculator will be released to students and the public in the next few weeks. The link is [http://sits.ndus.edu/pathways/](http://sits.ndus.edu/pathways/). Feedback is welcome and has been requested from Century High School.

- **Due Process Workgroup**
  Vangsness-Frisch said NDSA passed a resolution to support the development of a state-wide policy to protect students’ right to due process. Having a state-wide policy is concerning as all campuses to offer students due process but do so in different manners due to varying campus resources. A work group that includes Mr. Woodworth, Ms. Vangsness Frisch, and Ms. Wagner Goulet has been formed and student code and student judicial processes from all 11 campuses have been shared with NDSA. Council members expressed concern regarding the inclusion of issues that are far too serious to be included in a student conduct code process.
High School Feedback
Haller said the high school feedback team will have the initial responsibility of
determining what the report should contain. The report will be made available to
counselors and parents to show how effective high schools are in the success of first year
post-secondary schools. Rafert suggested a window that shows the time for completion at
various institutions for students with a similar index score.

2013 Future Meetings
• February 5 - Bismarck
• March 5 - Bismarck