Attendance: Harvey Link (NDSCS), Keith Stenehjem (MaSU), Bruce Rafert (NDSU), Lloyd Halvorson (LRSC), Cynthia Pemberton (DSU), Larry Brooks (DCB), Steve Light (UND), Drake Carter (BSC), Wanda Meyer (WSC), Lenore Koczon (MiSU), Margaret Dahlberg (VCSU), Chris McEwen (NDSA); Fernando Quijano (CCF), Mike Hillman (NDUS), Lisa Johnson (NDUS)

Agenda and Minutes
- Review and approval of the agenda

**Stage II Requests**

**MiSU** – Request for delivery of the Bachelor of Science in Human Services with a Major in Intellectual/Developmental Disabilities via distance education delivery (online)

*Rafert motioned, second Link*

**NDSU** - Request to establish a new center: Center for Quality, Reliability, and Maintainability Engineering

*Dahlberg motioned, DiLorenzo seconded*

**NDSU** - Request to establish a new center: The Upper Midwest Center on Public Policy

*DiLorenzo motioned, second by Pemberton*

**NDSU** - Change in division title from Division of Fine Arts to the Division of Performing Arts
**NDSU** - Separation of division from Division of Fine Arts to College of Arts, Humanities, and Social Science (direct report)

*Link motioned, second by DiLorenzo*

WSC and for Berthold Community College- Dakota nursing program

Noted that was approved prior to 9-3-13 electronically- approved.

**NDSA – McEwen**

Chris McGowan announced the first meeting of the NDSA will be September 20th and 21st and an agenda will be sent out to members soon.

**Student Affairs Update - Johnson**

A committee was formed to handle the details in regards to the Student Health Insurance.

There has been a recent NDUS hire for the Director of Student Affairs and Student Services, her name is Becky Lamboley. This position was reexamined and retitled during a period of transition of NDUS leadership to better fit with the current organizational structure of the NDUS. Becky will be starting her position with the NDUS in mid-September.
Cabinet, SBHE, Legislative Committee and Other Reports-Hillman
Mike announced that the SBHE is currently searching for an interim chancellor, ACCT has been contracted to assist the NDUS office and the SBHE members in this process.

The Cabinet and SBHE future meetings will occur on the same day with the Cabinet meeting in the morning, break for lunch and then the SBHE in the afternoon. The 2014 calendar for these meetings is currently being worked on.

The Interim Higher Education Committee is now titled Higher Education Funding Committee (HEFC) and they will be meeting September 26, 2013. The agenda has not been sent out but Hillman will forward as soon as he receives one. Some of the items that will be on the agenda are IT policy, tenure, productivity, and intellectual property.

Pathways Summit Meeting – Hillman
The meeting went extremely well and was very informative and productive. AAC members praised Mike Hillman for how well the meeting went; it was very refreshing and discussion remained positive.

Data inconsistencies – Feldner, Johnson, Hillman
The matrix that was produced was the result of input from administrative, student, and academic councils, along with the IT department (programmers). The matrix was used to combine the top priorities that need to be addressed. Cabinet will be reviewing the top priorities at their Sept. 25th meeting. There will be a weekly meeting with NDUS staff, IT, and AAC members that will address the ongoing issues.

Student Achievement Measure (SAM) - Johnson
Lisa Johnson asked council members to review the link that was sent to them and states that she would like to see this available system wide. It shows stakeholders better data because the reports seem to be more detailed. There was some concern expressed that the data would not be in one location, some would be in IPEDS and other data in SAM. Mike suggested the possible adoption of SAM at all campuses, members request that it should be an agenda item on the performance taskforce that meets on Sept 24th, and to involve Laura Glatt. Student intent needs to be tracked better; Johnson will do some more research and revisit this item at the October AAC meeting with a drafted recommendation. Discussion on whether or not a workgroup should be assigned to it, the group should consist of an institutional research rep, student affairs rep and AAC rep, programmer rep. (Lloyd and Tom from AAC?) Lenore suggested that she would like Cari Olson, MiSU's Institutional researcher, to participate in this project.

SITS Update- Lisa Feldner
Informed the members that she has been working on:
- The organizational structure for the SITS staff
- Position for Deputy CIO is open at this time
- The SITS building is moving along good
- Working on data inconsistency document for the upcoming SBHE meeting
- “Intra” net is being worked on as we speak by Linda Donlin and a workgroup
- Considering doing more web files instead of uploads and sending large documents back and forth
**Update/Recommendations from the Admissions Policy Summit – Hillman**

Hillman introduced a draft policy that he would like the SBHE to review at their September 25th meeting. Along with the draft, the fall 2012 numbers will be run to produce what the results would be if policy was adopted in its current form. The intention is not to change policy but to show the SBHE what the reports would look like. AAC members expressed concern about presenting the draft to the SBHE, citing it might readily be approved. The summit group acknowledged this same concern and is committed to making procedure and policies align with Pathways. AAC members were uncomfortable supporting the draft policy in its current state—but acknowledged that it reflected implementation of Pathways in policy form. Members asked Hillman to convey their concerns to the SBHE. Hillman explained that he attempted this at the July 31 SBHE meeting and he was advised that policies will be adjusted to implement with Pathways. Hillman informed the group that the Chancellor will have some input and/or discretion to make some changes as long as Pathways keeps moving forward. Hillman reiterated that Acting Chancellor Skogen has stated that implementation of Pathways is non-negotiable and that he expects it to keep moving forward with the help from campuses.

Dr. Spilovoy will be talking to members about the new CYANNA Software. CYANNA will help with completing documentation and stage I and II approvals. Members requested that there be a trial project and that there should be a way to simplify the Stage I/II requests. Members also indicated that they would to have a portal on the website for authorized users to view certain documentation. This will be revisited at the October meeting.

Dr. Spilovoy also proposed the approval of the Distance Education Council comprised of members from the Distance Education Leadership on each campus. The description of the Distance Education Council is below:

**Campus Guidelines for Electronic Recording of Classes or Events-Patti Heisler**

Patti Heisler presented the current Guidelines for Academic Recordings. The Guidelines have been vetted through the legal department to cover campuses regarding copyright and FERPA laws. Dr. Spilovoy said that there has been a national conversation regarding the use and dissemination of electronic recordings. If a recording is used within the confines of a specific course, no release is necessary. If a recording is to be used outside of a course (i.e. if an instructor records an on-campus lecture which captures student identities in that course and then posts the lecture video in an online course), then student releases must be signed. Dr. Spilovoy said that there is a discussion nationally of using a disclaimer-type notification rather than gaining student signatures. She suggested that this option be explored by the AAC and the legal team before adopting a new policy. It was noted that the management of signatures and releases would be difficult for campuses. Members ask Tanya to take the policy back to legal for another review and present it again at the October AAC meeting.

**HLC Response - Hillman**

There still some disagreement between the Presidents and the SBHE members in regards to the context and wording of the response letter. The result of the response could have a great impact on the institutions and their accreditations. Hillman will update AAC members with any new information on the HLC letter.

**SBHE Policies 830.1 and 440 - Johnson**

These two policies were carry over from the previous AAC meeting. Additional information regarding each was forwarded from Laura Glatt. Council members were encouraged to contact Laura or their
respective campus constituents if they still had concerns. Hearing no additional concerns Lisa asked the Council for formal support in the form of a motion.

*Stenehjem motioned, Dahlberg seconded*

**High School Student Registration in Developmental Courses – Hillman**

AAC members agree that developmental courses cannot count as a dual credit course.