Academic Affairs Council Minutes  
October 1, 2013  10:00am – 4:00pm  
BSC Horizon Building Conference Room  
Conference line: 701-328-1620 or 701-777-5900; Passcode: 138871#

Attendance:  Harvey Link (NDSCS), Keith Stenehjem (MaSU), Bruce Rafert (NDSU), Lloyd Halvorson (LRSC), Cynthia Pemberton (DSU), Larry Brooks (DCB), Josh Riedy (UND), Drake Carter (BSC), Wanda Meyer (WSC), Neil Nordquist (MiSU), Margaret Dahlberg (VCSU), Chris McEwen (NDSA); Fernando Quijano (CCF), Mike Hillman, Lisa Johnson, Becky Lamboley, Kristie Hetzler, and Claire Ness.

Agenda and Minutes  
Lisa Johnson added the discussion of the campus assessment date at the request of Jerry Rostad. Review and approval of the agenda by consensus.

Approve September Minutes  
With corrections to prior meeting attendees and other minor edits, the September meeting minutes were approved.

  Motion by Carter, second by Link, to approve minutes with corrections, motion carried unanimously.

Stage I Requests  
NDSU – Art Education Program  
Margaret adds they support the program, keep it on the NDSU campus. Delivery will be well formulated during the stage 1 process.

  Motion by Nordquist, seconded Dahlberg to approve, motion carried unanimously.

DSU – Kindergarten Concentration via Distance Education  
DSU – Bachelor’s Degree in Composite Music Education via Distance Education  
DSU – Bachelor’s Degree in Choral Music Education via Distance Education  
DSU – Bachelor’s Degree in Music Education via Distance Education  
DSU – Bachelor’s Degree in Music via Distance Education  
DSU – BSE Degree in Business Education via Distance Education

No motion necessary, all are existing programs at DSU, move to Stage II and place on the November agenda.

Stage II Requests  
WSC – Program title change from General & Technical Studies to Interdisciplinary Studies

  Motion by Stenehjem, second by Rafert to approve, motion carried unanimously.

BSC – Program title change from Paramedic EMT Technology to Emergency Medical Services  
Has the support of St a’s and Sanford  
BSC – Program termination of Technical Studies Certificate

  Motion by Pemberton to approve both requests from BSC, second by Brooks to approve, motion carried unanimously
NDSA – McEwen
North Dakota Student Association supports the overall concepts of the Pathways to Student Success plan, asked that their concern of the implementation and policies continue to be considered as it moves forward.

CCF – Quijano
The next meeting will be November 12th where common core state standards will be discussed further. The superintendent and the chancellor will be attending the November CCF meeting. There was discussion on bringing all the universities together to identify any research trends or themes and trying to unify them all for information purposes.

Cabinet, SBHE, Legislative Committee & Other Reports – Hillman
All academic requests passed unanimously at Cabinet. There must be a master plan before the campuses can move forward with their facilities plans. Each campus is required to have a master plan, so legislation mandated that the system also have a master plan. The Cabinet supported the concerns of the SAC and AAC in regards to what the impact would be for the indexed admissions, the summit findings and recommendations were consistent with that of the councils, and it further necessitated the importance of analyzing the data. Policy pieces are on hold until the NDUS has a good data set that can be run.

The SBHE appointed Dr. Larry Skogen as the Interim Chancellor effective November 1, 2013 through June 30, 2015.

The SBHE reviewed the policy issues that conflict with the implementation of the pathways plan. At present, board members are somewhat divided in their intent to move pathways forward immediately. It was discussed that slowing down with the implementation of pathways so that SBHE policies and pathways details are better aligned. The SBHE president has acknowledged the need to further review details rather than immediately moving forward without knowing the full impact if implemented too quickly.

SBHE President Diederich will be the lead on behalf of the NDUS with the Higher Learning Commission and their upcoming visit to the NDUS.

The Higher Education Funding Committee (HEFC) suggested that they should visit with the board directly in regards to pathways. The next HEFC meeting will be either November 19th or 20th in Valley City.

Policy 430.1
Lisa Johnson gave the members recent background information regarding honorary degrees from SBHE policy, AAC guidebook, and SBHE recent action. Board has requested a new policy on awarding Honorary degrees, Hillman asked the group to review this policy and then make recommendation on policy and procedures. This item will be placed on the November AAC agenda.

Implementation of Pathways
Draft procedure to implement the policy was discussed. Lisa Feldner briefed the group on e-transcript, it would give the student access to their qualifications prior to attending college (while in high school), the group discussed linking the NDUS calculator to it. Members asked that having a zero admission score be replaced with N/A.

Assessment Date
As requested, council members discussed the possibility of identifying a common statewide assessment date. It was suggested that varying assessment dates can be confusing to students enrolled in classes at more than one campus. There have been no formal complaints, if having different dates becomes problematic, changing to a common date will be considered. Johnson will inform Jerry Rostad that no change is necessary unless there are conflicts or concerns that escalate.

Performance Funding
Harvey Link provided background information surrounding the work of past Performance Funding Committees. Legislation allocated $5 million for a performance funding pool and will likely export a report from the NDUS as a result of the funding. Harvey inquired as to AAC support of the work of the Performance Funding Committee and the council’s support of the initial three measures identified for performance funding. Council members indicated that they were aware of with the three performance indicators, but would like to see how it is implemented, and what formulas will be used. Council members indicated that the process is important to them. Hillman will seek additional guidance from the Chancellor for direction as to the role of the Performance Funding Committee.

Employee Tuition Waiver (Staff Senate request)
Laura Glatt and Administrative Affairs council will work on this first and ACC will revisit after they receive an update from them.

Dual Credit
402.3.1 Dual Credit Enrollment Applications
   Needs to be updated and will be placed on the November AAC agenda
402.3.2 Delivery of Dual-Credit College Courses
   There is a discrepancy in the language of this procedure. The procedure must be consistent with guidelines detailed in the recent letter from the Chancellor and DPI Superintendent and will be placed on the November AAC agenda.

Review and Approve Distance Education Council
There has been a distance education council in the past and Tanya Spilovoy, Distance Education and Authorization Director for NDUS, asked the AAC to approve reinstating a council. Council members suggested considering adding a faculty and student representative. Members also requested that it be a council, not a committee.

   Motion by Stenehjem, second by Brooks to approve definition/description, motion carried Unanimously

Campus Guidelines for Electronic Recording of Classes or Events
Claire Ness, General Counsel from the NDUS office, stated that an instructor can use this if a student is missing a class and is only used for makeup. If the video is archived and used for other classes then each and every student needs to sign off for approval. The other option is that the video and audio of all students be scrubbed before using in another class. The policy is to follow FERPA guidelines; if the instructor/campus is maintaining the audio or video then the institution is bound by FERPA. AAC members suggested that if a student wishes to suppress their directory information and use of images/audio, the student should be flagged somehow instead of collecting paperwork from all the students. There are additional copyright issues and intellectual property through faculty release options. Maintenance of these records and student’s release of information could become a sizeable responsibility at campuses.

Open Textbooks
Recent legislation encourages the use of open textbooks. A small task force previously compiled a response and Mike has a copy of their final document. AAC members have concerns that mandating open source textbooks could reduce the quality of courses and that the faculty may raise questions about academic freedom. Members asked for clarification of the definition of “open source”. It was also pointed out that other cost saving measures such as buying used books and renting textbooks are currently in place. Lisa Johnson suggested having a digital resource library available system wide. The group agreed that students should have options but it should not be mandated to use one particular source or type of text. Perhaps open source texts could be a recommendation instead of requirement via a procedure or policy. This discussion will be placed on the November agenda for further discussion.

CCSSE Workshop for ND Two-Year Institutions
Lisa Johnson encouraged two year institutions to participate in the CCSSE workshop in Bismarck on October 8, 2013. CCSSE will aid campus teams by facilitating a closer examination of campus level data.

ND General Education Summit
Lisa Johnson encouraged campuses to send faculty and others to the North Dakota General Education Summit in Bismarck on November 1, 2013. Faculty will be presenting a proposed outcome based general education curriculum to participants.