ATTENDEES:
Donna Fishbeck (BSC), Denny Ziegler (DCB), Pattie Carr (DSU), Randy Fixen (LRSC), Ray Gerszewski (MaSU), Darla Weigel & Dick Jenkins (MiSU), Philip Parnell (NDSCS), Prakash Mathew (NDSU), Cara Halgren (UND), Vitaliano Figueroa (VCSU), Collin Hanson (NDSA), Lisa Johnson & Kristie Hetzler (NDUS)

1. Call meeting to order – by Lisa Johnson, it was announced that the meeting will be recorded for the purpose of compiling a meeting summary.

2. Approval of proposed agenda as presented.

3. Review and Approval SAC Minutes (April 2013)
   It was moved by Parnell, seconded by Prakash, to approve the April meeting minutes. The motion carried. Lisa will post SAC meetings to the public on the NDUS website.

4. Updates:
   A. Academic Affairs, Cabinet, Board and Legislative Items – Lisa Johnson/SAC Members
      • Academic Affairs meeting was primarily program updates, changes, and approvals.
      • Cabinet meeting was also regarding program updates, changes, and approvals. A question was raised about language stating “do no harm” in terms of the number of applicants. Cabinet members suggested striking the “do no harm” clause in lieu of revised language that now contains more specific language containing admissions scores developed in consultation with campuses.
      • The Executive Director of student support and student services has three applicants that will be interviewing next week, Lisa extended an invitation to SAC members to participate in the interviews and solicited questions from SAC members for inclusion in the interview. The candidates should be asked about their past work done in regards to substance abuse and other mental abuse. Also how they work collaboratively with other entities. Lisa will send out the questions that will be asked and welcomes feedback. There is still a search for the Vice Chancellor position open and available.

   B. NDSA Report – Collin Hanson, New NDSA member to the SAC

   **NDSA Election Results**
   President_____________________________Jennifer Vetter - UND
   Vice President_________________________Michael Graff - NDSU
   Lobbyist______________________________Johan Mahlum - UND
   Admin Assistant_______________________McKenzie Darling - LRSC
   Internal Affairs Council Chair___________Liana Hansen - VCSU
   Student Legislative Affairs Council Chair____Brett Johnson - UND
   Student Affairs Council Chair______________Jon Lipp - NDSU
C. NDHECSAP Report – Lisa Johnson

- HB 1412: Medical Amnesty (Do not pass)
- HB 1458: Increase penalty for providing alcohol to a minor (Do not pass)
- HB 1302: Increase penalty for DUI (Pass with amendments)

5. NDUS Policies and Procedures:

A. Procedure 402.0.0 – Common Application - Update Online Application:
SAC questioned whether there will be any more questions added. Lisa is unaware of any new, additional questions added to the application. Lisa noted that she has inquired as to whether or not applicant information collected via Hobsons can be uploaded more frequently than once a day. In some instances, overnight isn’t even fast enough--perhaps instantaneously. For that same reason, dual credit applications will have another year for implementation. When the common application is implemented, institutions who choose to distribute and enter an application manually and skip data entry will receive a report containing records with missing data. In that case, institutions will be asked to go back and supply missing data. Prior to implementation of the electronic common application, campuses will not be asked to go back and add data to records already entered in ConnectND. SAC members expressed concern that they receive adequate time to adjust and receive training regarding the correct entry of any new data fields.

6. Discussion/Planning:

A. Policy Section 506  Student Heath
- Current SBHE Policy 506.1 – Immunization; TB Testing
- Current NDUS Procedure 506 Immunization
- Lisa shared a proposed draft regarding immunizations that will be discussed with directors of student health for their feedback/refinement. Of interest to SAC members will be when a student is required to have supplied all immunization records. SAC members voiced concern about someone other than their healthcare director for the campuses is making policy. Lisa reiterated that the student health directors are drafting the proposed policy and that others including SAC and AAC for be consulted for feedback. Lisa encouraged
SAC members to be proactive in their conversations with student health directors if they have specific concerns about feedback early in the process.

B. Student Due Process Update. Lisa Johnson shared the most recent draft version of the due process policy. Council members suggested 1) the inclusion of language indicating that the policy was for “cases involving suspension or expulsion” and 2) removed language that suggested a five-day minimum for formal notification.

It was moved by Prakash and seconded by Vitaliano for approval with the inclusion of the two edits. The motion carried.

C. Undocumented Students. Vitaliano suggested a need for a policy or procedure regarding the admission of undocumented students. Lisa suggested that the next NDACRAO meeting at the end of May, consisting of registrars and admissions representatives, would be a good start for finding out what is currently in place. Lisa inquired whether the SAC group would be interested in creating system-wide policy/procedure. SAC concurred but requested some guidance. Lisa will assemble some information for SAC member review.

D. Academic Calculator Update
Lisa requested that Minot, Mayville, Dickinson, Valley City, and at least one community college forward her contact information to form a small work group. The group of representative from the different institutions will get together within the next month to discuss the best practice and placement of the academic calculator.

7. Announcements

8. Future Meetings:  Face-to-Face, BSC Horizon Building
June 13, 2013   10:00 am – 3:30 pm (CT)
Number: 701-777-5900   Passcode: 131921#

9. Adjourn