Academic Affairs Council
NORTH DAKOTA UNIVERSITY SYSTEM
MINUTES—Tuesday, December 3, 2013
10:00 a.m. – 1:00 p.m.


Guests, NDUS: Rebecca Lamboley, Lisa Feldner, and Laura Glatt

Approval of the agenda
Added the Stage II new prefix request on behalf of MaSU and a discussion regarding the deadline for requests of promotion and tenure to go to the SBHE for approval.

Approval of the November AAC minutes
Stenehjem moved to approve the November 2013 minutes; second by Dahlberg. Motion carried.

Curricular Requests
Stage I Requests
• NDSU – Global Business
Link moved to approve the request as presented; motion was seconded by Carter. Motion carried unanimously.

Stage II Requests
• DSU – Distance Delivery of BSE Degree in Chorale Music Education
• DSU – Distance Delivery of BSE Degree in Instrumental Music Education
• DSU – Distance Delivery of BSE Degree in Composite Music Education
• DSU – Distance Delivery of BA Degree in Music
Stenehjem moved to approve DSU’s requests; motion was seconded by Meyer. Motion carried unanimously.

• UND – Program Inactivation: Master of Accountancy
Link moved to approve UND’s request; motion was second by Rafert. Motion carried unanimously.

• VCSU – Prefix request for CTE – Career and Technical Education
Carter moved to approve VCSU’s request; motion was second by Link. Motion carried unanimously.

• MiSU – Program inactivation: Masters Degree in Criminal Justice
Brooks moved to approve MiSU’s request; motion was second by Halvorson. Motion carried unanimously.

• MaSU – Prefix request for ASC – Academic Skills Courses
Halvorson moved to approve MaSU’s request; motion was seconded by Pemberton. Motion carried unanimously.

Joint AAC and SAC Meeting
The Academic Affairs Council and the Student Affairs Council will hold a joint meeting to discuss *Pathways as regards the Admissions Index and Remedial Education*, on Wednesday, January 8, 2014. The joint meeting will also address the proposed NDUS Common Application, Open Education Resources, a Retention Summit to be held at BSC on 19-20 May 2014, and on-going research regarding any additional evidence of significant correlations between first-year college freshman having completed their high school core curricula and their success in college. The meeting will be held at Bismarck State College. Members unable to attend are encouraged to send another representative from their campus. Members’ access to outside staff will be accommodated by an allotment of time in the agenda.

DiLorenzo moved to approve the request for a Joint AAC/SAC meeting on January 8, 2014; the motion was seconded by Carter. Motion carried unanimously.

**CIO Update**

Feldner announced that the new IT building is done and staff have moved into the new facility. The NDUS SITS name has been changed to *NDUS CORE Technology Services*.

Feldner informed members that after some research, it was found that first-year freshmen’s completion of the high school core courses may be a better predictor of high school student success then ACT scores; she will continue to research the correlations. The North Dakota high schools have been asked to identify core courses in PowerSchool by the end of December 2013, so that a more accurate data set can be obtained.

**Student Affairs Council Update**

Lamboley informed members that the new student health insurance provider will be United Healthcare Insurance. A website, brochure, and flyer are being created and will be released to current students as soon as possible.

The employee tuition waiver is currently being reviewed by members of the Student Affairs Council at the request by the Chancellor. Lamboley indicated that she has been working with each campus to make sure they are in compliance with the new requirements of Title IX.

**General Education Requirement Transfer Agreement (GERTA)**

Lisa Johnson presented the proposed changes to the *GERTA Guide* as submitted by campuses over the last six months. The changes, as presented to the Academic Affairs Council, were approved by the North Dakota Association of College Registrars and Admissions Officers.

Stenehjem moved to approve; the motion was seconded by Brooks. Motion carried unanimously.

**Continuing Education Credits**

DSU requested use of the 500 course number for the identification of Professional Development Activity.

Quijano moved to approve DSU’s request; the motion was seconded by Koczon. Motion carried unanimously.

**NDSA Update**

Brett Johnson provided a summary on behalf of the North Dakota Student Association. The NDSA is continuing their current research plan, merit based scholarships, undergraduate research, open source textbooks, and SBHE requirements.

**CCF Update**
Quijano stated that during their last Council meeting DPI Superintendent Kirsten Baesler confirmed that she has a good working relationship with Chancellor Skogen and the North Dakota University System. CCF expressed concern regarding open source textbooks, and believes that it undermines the academic freedom of faculty. The CCF does not have specific funding, making it difficult to meet face to face. Dr. Cowen stated that the NDUS has considered how the CCF might access sources of funding for this purpose. CCF has proposed holding a summit for faculty to meet annually. Future CCF topics include discussions surrounding intellectual property.

**Performance Funding**

Link provided a summary from the last meeting. Rafert mentioned that he also serves on this task force. The task force is waiting for data and to hear from Laura Glatt on whether the Chancellor is moving forward with the original three measures:

- Retention of enrollments from Fall to spring;
- Fall to fall retention; and,
- Number of degrees awarded by institution.

Rafert asked for an explanation of how performance funding, with the incorporation of these three measures, “would be implemented”. Glatt indicated that discussions surrounding performance funding are currently in a holding pattern for additional data. The SBHE has approved the three measures and those will continue to be their focus—while keeping in mind that the data will be considered when it is complete; it doesn’t mean they can’t be adjusted. The difficulty was finding measures that could be applied system-wide. AAC members indicated that there should be some flexibility within the institutions. Feldner indicated that legislative intent needs to be considered. The Higher Education Funding Committee clearly indicated that they do not want to see the money distributed simply by being equally distributed to each of the eleven campuses. Rafert sent an email with previous discussions on the performance funding for the review of AAC members.

**Pathways**

Cowen indicated that she was charged with focusing specifically the Admissions Index and the Remedial Education portions of Pathways. Cowen suggested the formation of two or three task forces to help meet the implementation timelines that the Chancellor proposed to the SBHE at its last meeting. It was agreed that the task forces should consist of representation from AAC, SAC, NDSA and faculty. Dr. Cowen will send out an email asking institutions to recommend representatives. Dilorenzo and Carter had volunteered to participate on a task force in advance of the AAC meeting. Koczon, Mathews, and Gerszewski were added at the December 3 meeting. It was agreed that the task forces will keep the larger groups informed throughout the process. Cowen will email an invite to Quijano as it is important that CCF have a voice in the review process.

**Calendars for Program Review and Accreditation**

Cowen asked members for feedback on the process of program review and accreditation. SBHE Policy 403.1.2 was referenced and it was noted that in the past, an executive summary was sent to the System Office after an on campus review had been conducted by a campus. Cowen asked that each institution send her their process/procedure for program review, and to indicate via email whether they are on schedule to complete their program reviews every five or every seven years. Tenure Requests AAC members would like to have a specific deadline for submission of tenure requests that go the SBHE for approval. Cowen will research this question and will report her findings at the next AAC meeting in Jan, 2014.

**Announcements**

There have been recent changes or proposed changes to policies of the Higher Learning Commission (HLC) with regard to approval for approvals of courses offered at a level higher than approved by HLC, for the inclusion of a student satisfaction survey for reaccreditation, and with regard to distance education authorization. Cowen will use email to provide members with a link to the revised HLC policies.
A draft of the *NDUS Fall 2013 Enrollment Report* has been completed. AAC members asked that a draft be sent to them for review. Cowen stated that she would work with Feldner to do so.

**Future Agenda Items**
- Honorary degrees
- Study of open textbooks
- Revised dual credit policy and procedures

Cowen will forward, via email, a link to a survey recently released by the American Council of College Trustees and Alumni including NDUS four-year institutions. The report is informational only. According to the American Council of College Trustees and Alumni, subsequent versions of the report will likely include two-year institutions.

Carter moved to adjourn; the motion was seconded by Stenehjem. Motion carried. The meeting adjourned at 1:00 p.m.