Academic Affairs Council Minutes  
NORTH DAKOTA UNIVERSITY SYSTEM  
January 7, 2014  10:00am – 4:00pm  
BSC Horizon Building Conference Room  
Conference line: 701-777-5900; Passcode: 140589#

Attendees: Dr. Drake Carter-BSC, Dr. Lenore Koczon-MiSU, Dr. Cynthia Pemberton - DSU, Larry Brooks-DCB, Wanda Meyer-WSC, Lloyd Halvorson-LRSC, Dr. Bruce Rafert-NDSU, Harvey Link- NDSCS, Dr. Margaret Dahlberg-VCSU, Dr. Keith Stenehjem-MaSU, Brett Johnson-NDSA, Dr. Sonia Cowen-NDUS, and NDUS staff: Lisa Johnson

Guests: Dr. Bill Krivarchka and Ms. Denise Andress, ND Area Health Education Center

A. Welcome and Introductions

B. Guest Presentation: ND Area Health Education Center (AHEC)
   1. Dr. Bill Krivarchka, Eastern AHEC Director
   2. Ms. Denise Andress, Western AHEC Director

The AHEC directors provided an overview of their services that links rural guidance counselors, teachers, and students to health career opportunities and resources to assist in health career planning. Their goal is to raise awareness and to encourage student to choose careers in care. AHEC is supported by state and federal funds and a grant from the Otto Bremer Foundation. Current partners include UND Center for Rural Health, the School of Medicine and Health Sciences, College of Nursing and Professional Disciplines to identify areas of need. Mayville State University serves as the fiscal host for the regional centers.

C. Review and Approval
   1. Draft agenda approved as presented.
   2. December 2013 AAC meeting minutes approved as presented.

D. Motions
   1. Curricular Requests – Stage I Requests
      a. NDSCS – Request for Certificate, Diploma, and AAS in Remote Sensing Applications
         Pemberton made a motion to approve; seconded by Rafert; motion carried unanimously.

      b. DCB – Request for Stage I approval to deliver an A.A.S. degree in Health Information Management; effective date TBD.
         Meyer made a motion to approve, seconded by Dahlberg, motion carried with one abstention.

   2. Curricular Requests - Stage II Requests
      a. LRSC—Request for new prefix: CTE (Career and Technical Education); effective fall semester 2014
         Link made a motion to approve; seconded by Rafert; motion carried unanimously.

      b. NDSU—Request for termination of the BA in Accounting; effective immediately

NDUS—AAC Minutes January 10, 2014 page 1
Brooks made a motion to approve; seconded by Link; motion carried unanimously.

c. NDSU—Request for termination of the BA in Business Administration; effective immediately
   Dahlberg made a motion to approve; seconded by Koczon; motion carried unanimously.

d. NDSU—Request for termination of the BA in Management Information Systems; effective
   immediately
   Carter made a motion to approve; seconded by Brooks; motion carried unanimously.

e. NDSU—Request for termination of the BA in Exercise Science; effective immediately
   Stenehjem made a motion to approve; seconded by Brooks; motion carried unanimously.

f. NDSU—Request for termination of the BA in Sport and Recreation Leadership; effective
   immediately
   Koczon made a motion to approve; seconded by Dahlberg; motion carried unanimously.

g. NDSU—Request for program title change from Sport and Recreation Leadership to Sport
   Management; effective fall semester 2014
   Link made a motion to approve; seconded by Dahlberg; motion carried unanimously.

h. NDSU—Request for an additional degree of Masters in Human Development and Family
   Science (M.HDFS); effective fall semester 2014
   This request was tabled and will be placed on the agenda at a subsequent meeting.

i. NDSU—Request for graduate certificate in Youth Development; effective fall semester 2014
   Dahlberg made a motion to approve; seconded by Carter; motion carried unanimously.

j. NDSU—Request for graduate certificate in Youth Program Management and Evaluation;
   effective fall semester 2014
   Carter made a motion to approve; seconded by Dahlberg; motion carried unanimously.

k. UND—Request for a new program, MS in Curriculum and Instruction; effective summer
   semester 2014
   Tabled until January 8, 2014. See AAC meeting minutes for January 8, 2014.

l. UND—Request for distance delivery of Reading Education (existing major: M.Ed.; effective
   fall semester 2014)
   Tabled until January 8, 2014. See AAC meeting minutes for January 8, 2014.

m. UND—Request for distance delivery of Reading Education (existing major: M.S.; effective fall
   semester 2014)
   Tabled until January 8, 2014. See AAC meeting minutes for January 8, 2014.

n. UND—Request for inactivation of the B.S. degree and Certification Program in
   Cytotechnology; effective fall semester 2014
   Tabled until January 8, 2014. See AAC meeting minutes for January 8, 2014.
o. DSU—Request for organizational change to move a Minor in Agri-Business from the Department of Business and Management to the Department of Agriculture and Technical Studies; effective fall semester 2014
   Rafert made a motion to support the request pending further review by Interim Vice Chancellor Cowen for the submission for future changes to campus organizational structure; seconded by Link; motion carried unanimously.

p. WSC – Request for termination of the A.A.S. and Certificate Program in Medical Transcription; effective May 2014
   Brooks made a motion to approve; seconded by Dahlberg; motion carried unanimously.

F. Lunch/Consultation with Constituents

G. Continued Council Discussion
   1. Approval for Changes to Programs Approved for STEM and Teacher Education Loan Forgiveness Programs – Sonia Cowen
      The Council tabled the request to change the GIS CIP code 01.9999 at DSU to CIP code 45.0702 to qualify for STEM loan forgiveness program until a subsequent Council meeting.

      As a point of clarification, Dr. Cowen confirmed that CIP code 14.0903 (software engineering) has been previously approved by AAC, Cabinet, and SBHE for use at VCSU and will be submitted for inclusion on the list of programs eligible for STEM Occupation student loan program.

      Superintendent Baesler provided a list 17 critical areas of teacher shortage to include: information technology, computer education, English as a Second Language, career clusters, health careers, art, trade and industrial education, languages/Native American languages, family and consumer science, marketing education, music, special education programming, mathematics, science, agriculture education, business and office technology/business education, and technology education (industrial arts). No action taken by the Council.

   2. Honorary Degrees – Murray Sagsveen
      Sagsveen distributed a draft of revised SBHE Policy 430.1 for Council review. No action was taken.

   3. Promotion and Tenure for SBHE Approval: Timelines for Campus Submissions of Recommendations – Murray Sagsveen
      Sagsveen recommended a 30-day notice of campus submission of requests for promotion and tenure to the SBHE. The SBHE traditionally reviews requests for promotion and tenure at the April meeting each year. Sagsveen indicated that a deadline of March 24, 2014 would meet the 30 notice in advance of the April 24, 2014 SBHE meeting. The Council recommended that the Chancellor’s office send a memo to Cabinet regarding the 30-day notice.

H. Announcements
   1. Proposed Joint AAC/SAC meeting on February 3, 2014
      As a result of the Joint AAC/SAC meeting on February 3, Lisa Johnson will schedule the February 4 Council meeting with a start time of 8:30am. The Council meeting is expected to conclude by 2:00pm.
2. Deadlines for Submission of AAC Agenda Items
Cowen indicated that the AAC meeting schedule has been revised to include deadlines for submission of agenda items and a deadline for the NDUS to distribute the agenda and materials to Council members.

3. Campus Reports and Exchange of Best Practices

4. Call for Future Agenda Items
   a. Calendars for Program Review and Accreditation
   b. Revised Dual Credit Policy/Procedures
   c. Additional topics for discussion as submitted by Council members:
      i. Graduate assistantships and waivers
      ii. 90 credit hour requirement beyond the baccalaureate degree for doctoral programs
      iii. Determination of full time credit hours for graduate students
      iv.

I. Future AAC Meetings
1. January 8, 2014 10:00am – 4:00pm Face-to-face, BSC Horizon Building
   Note: January 8th is a Joint AAC/SAC meeting of both councils

2. February 3, 2014 1:00pm – 5:00pm Face-to-face, Bismarck location TBA
   Note: February 3rd is a proposed Joint AAC/SAC meeting of both councils

3. February 4, 2014 8:30am – 2:00pm Face-to-face, BSC Horizon Building
   *Note: Change in meeting times, if proposed Joint AAC/SAC meeting is accepted.

4. March 4, 2014 9:00am – Noon Teleconference

Motion to adjourn at 2:58pm; seconded; motion carried unanimously.

Minutes recorded by Lisa A. Johnson