Academic Affairs Council Meeting Minutes  
NORTH DAKOTA UNIVERSITY SYSTEM  
Tuesday, 4 March 2014 9:00 a.m. – 12:00 p.m.

Members Present: Dr. Drake Carter (Bismarck State College), Larry Brooks (Dakota College Bottineau), Dr. Cynthia Pemberton (Dickinson State University), Lloyd Halvorson (Lake Region State College), Dr. Keith Stenehjem (Mayville State University), Dr. Lenore Koczon (Minot State University), Harvey Link (North Dakota State College of Science), Dr. Bruce Rafert (North Dakota State University), Dr. Margaret Dahlberg (Valley City State University), Wanda Meyer (Williston State College), Brett Johnson (North Dakota Student Association).

Members Absent: Dr. Tom DiLorenzo (University of North Dakota)

Designees Present: Dr. Steve Light (University of North Dakota)

Ex-Officio Members Present:  Dr. Sonia Cowen, (North Dakota University System)

Staff Present: Lisa Johnson (North Dakota University System), and Nancy Green (North Dakota University System)

A. Call to Order
1. Welcome and Introductions
2. Approval of Agenda
   It was moved by Dr. Carter, seconded by Ms. Meyer, to approve the 4 March 2014 Academic Affairs Council agenda. The motion carried.
   a. Approval of meeting minutes: AAC 4 February 2014
      It was moved by Dr. Koczon, seconded by Dr. Dahlberg, to approve the Academic Affairs Council minutes. The motion carried.
   b. Approval of meeting minutes: Joint AAC/SAC 3 February 2014
      The minutes were approved as presented.

B. Council Business
1. Motions
   a. System wide application of prefixes ASC and UNIV
      Ms. Johnson emailed materials to the council members prior to the meeting. The conversation started at the February AAC meeting what council members inquired how many of the campuses were using the ASC prefix for all non-credit remedial courses. Dr. Cowen had a conversation with the OMB office who had assumed that when creating the Governor’s Funding Formula, the ASC prefix was associated only with non-credit courses remedial courses which are weighted slightly more than others in the funding formula. Not all campuses are using the ASC prefix for non-credit courses.

      It was suggested to use the term non-degree in place of non-credit when referencing the ASC prefix. Non-degree courses do not count towards total credits earned for a degree, but non-degree courses are included in calculating student credit load when calculating financial aid.
Dr. Pemberton proposed using the ASC prefix for non-degree credits and UNIV for all other degree credit that is interdisciplinary or multidisciplinary in nature. Other prefixes used in place of UNIV at other campuses include INT (interdisciplinary) and FYE (first year experience). The campuses are in agreement to adjust their prefixes to be unified across the University System.

It was noted that the UNIV prefix has not been used at the community colleges since they are not universities. Dr. Cowen suggested that a system prefix could be developed to be used in this case.

Dr. Cowen asked for a motion to make the ASC consistent across the system as a non-degree credit prefix and to make changes as necessary to align themselves. It was moved by Dr. Pemberton, seconded by Dr. Stenehjem. The motion carried.

Dr. Pemberton moved to use the UNIV prefix for degree coursework not specifically associated with one particular discipline. Seconded by Mr. Link. Motion carried. Campuses must still supply an Abbreviated Stage II form to the NDUS Office requesting the UNIV prefix.

b. Adoption of Student Achievement Measure (SAM) system wide
Ms. Johnson confirmed that NDUS campuses will not be charged to submit data to the National Student Clearinghouse as the North Dakota University System produces reports in compliance with National Student Clearinghouse standards. Ms. Johnson has been encouraging institutional researchers on campuses who have not yet signed up. It was suggested that when communicating with the IR people to all carbon copy the Academic Affairs officers.

c. AAC Roles and Responsibilities Membership and Voting
The AAC Guidelines were emailed to the council prior to the meeting. The guidelines served as background information to questions raised about the voting membership and clarification on minimum number of members necessary for a quorum.

The AAC guidelines were developed by council members at the AAC retreat in Devils Lake. There was an inquiry for clarification regarding voting membership and what constitutes as a quorum to conduct a meeting. Mr. Link stated that for voting purposes in the past, the Council of College Facilities (CCF) and North Dakota Student Association (NDSA) did have voting privileges in the group.

Dr. Carter moved that NDSA and CCF representatives shall serve as voting members on any and all motions brought before the council. Seconded by Mr. Link. The motion carried.

Mr. Brooks moved that a quorum be defined as a simple majority of voting members. Seconded by Dr. Stenehjem. Motion carried.

The language of membership does include the vice chancellor for academic and student affairs.

d. Academic Consent Agenda
i. Stage I/Request for new program delivery:
- **NDSCS—Request for new program delivery** of the Certificate, Diploma Program and A.A.S. in Natural Gas Compression Technology. It was moved to approve by Mr. Halvorson, seconded by Dr. Rafert. Motion carried.

ii. **Stage II/Program Terminations: (Requires Cabinet Review/SBHE action)**

- **DGB—Request for termination** of the Diploma in Medical Transcription; effective Fall 2014.
  
  Mr. Brooks stated the AAC passed the Stage II proposal for the Health Information Management (HIM) program passed in February with one dissenting vote, but it was not forwarded to the SBHE by the Cabinet for final approval during their February meeting. The termination of the Medical Transcription program was contingent upon final approval of the HIM program. Mr. Brooks is requesting that the request for program termination be delayed until the April meeting in hopes that the HIM program would be approved by the board in March. Mr. Brooks stated that a long standing program approval process has been derailed and hopes that the action does not set precedence for future program approval. Dr. Cowen confirmed that the AAC serves as an advisory council by reviewing requests, like these, before being reviewed by Cabinet and the State Board of Higher Education. The Cabinet opted to not to act on the Stage II proposal, and it is not known what the plans are to move the request forward. The request remains at Cabinet level at this time. The academic request for termination of the Diploma in Medical Transcription will be added to the April agenda.

- **MiSU—Request for termination** of the B.S.Ed. with a Major in Psychology at BSC; effective immediately.
  
  Ms. Koczon stated this is for the main campus, not the Bismarck State College campus. Further inquiry shows it is at the Bismarck State College. It was moved to approve by Mr. Brooks, seconded by Dr. Stenehjem. Motion carried.

iii. **Stage II/Course Inventories and Titles: (Requires Cabinet Notice/Chancellor Approval Only)**

- **MiSU—Title Change** of the B.S.E. with a major in Intellectual and Developmental Disabilities and Autism to B.S.E. with a major in Special Education; effective June 1, 2014.
  
  It was moved to approve by Dr. Stenehjem, seconded by Dr. Rafert. Motion carried.

iv. **Stage II/New Prefix: (Requires Cabinet Notice/Chancellor Approval Only)**

- **NDSCS-New Prefix** of KMTS – Komatsu; effective Fall 2014.
  
  It was moved to approve by Dr. Carter, seconded by Dr. Koczon. Motion carried.

- **DSU-New Prefix** of UNIV- University Studies; effective Fall 2014
  
  This was discussed at the beginning of the meeting under the System wide application of prefixes ASC and UNIV.

v. **Stage II/Organizational Change: (Requires Cabinet Review/SBHE action)**

- **DSU—Organizational Change** by merging the Department of Music and Department of Fine and Performing Arts; effective Fall 2014.
It was moved to approve by Mr. Link, seconded by Mr. Brooks. Motion carried.

2. Discussions
   a. Dual credit policy/procedures
      Ms. Johnson requested to formally table the editing of policies and procedures associated with dual credit until further contact with the Higher Learning Commission.

      A recommendation was made to move the discussion on dual credit policy and procedures to a future agenda. Ms. Johnson would bring back confirmation of who is tracking the dual credit activity.

   b. Minimum number of credits required for conferring a doctoral degree from NDUS
      Ms. Johnson reported that she did not readily find good sources or recommended practices from among well recognized, reputable organizations like the Higher Learning Commission.

      The council would like some time to speak with others before offering a recommendation. Dr. Rafert offered the assistance of graduate students to research and compile information for consideration of the council.

      The council agreed by consensus to move this discussion to the next agenda.

C. Guest Presentations and Requests (NDUS Staff Updates)
   1. Brett Johnson, NDSA
      Brett Johnson, NDSA representative emailed his report to the Council members. He reported the NDSA met in February in Minot. NDSA discussed the ConnectND fee and the NDSA governing documents. The consensus on ConnectND was to work towards lowering or removing the fee if possible. The Internal Affairs Committee with the assistance of a special subcommittee are working towards improving NDSA’s Constitution and Bylaws. Changes were referred back to these committees to work with proposed amendments. Most of these changes are modernizations of the current governing documents.

      The next NDSU meeting is scheduled for March 28th and 29th. A main topic of business is the election of officers for 2014-15. The NDSA will likely also consider the measure to restructure the State Board of Higher Education and the NDUS budgetary objectives.”

   2. Fernando Quijano, CCF Representative
      In our last meeting, the Council of College Faculties (CCF) elected its officers for the 2014-15 year. The SBHE representative will be Eric Murphy (UND); secretary, Greta Paschke (MaSU); vice president, Suzanne Russ (DSU); and I was elected president.

      With regard to the all-faculty conference in October, 2014, the survey of faculty interest is now ready for distribution. Progress in other venues has stalled because the central office needs a budget, and it appears that without it we can’t raise their enthusiasm in the conference. So now it’s a chicken and egg thing: we can’t construct a budget without the numbers from the survey, but want don’t want to act alone in distributing the survey without the involvement and advice from the central office. We are indeed trying to put a budge together, which would include only the venue costs, assuming that institutions pay for travel, lodging and meals. However, the venue costs could
vary significantly depending on attendance. I will have more information about this later this week. Dr. Cowen has asked for a budget for the conference before she takes it to the Chancellor.

D. Reports
1. Report on Joint Meeting of SBHE and DPI Boards on 19 February 2014
The Joint Boards met and will meet more frequently than put in statute. Dr. Cowen will send some notes under separate cover. The next meeting is in June.

Dr. Cowen discussed some of the work of the task forces on the remedial education at the Grade 12 level.

Mr. Link reported NDSCS was recognized regarding best practices in career development in education specifically at the community college level.

Dr. Cowen reported two of the areas that the boards want to continually to meet on jointly are the remedial education and the admissions index. The CTE and ESPB boards were present.

TrainND recently held a statewide advisory meeting with strong representation from all NDUS community colleges. The primary purpose was to create an opportunity for community colleges to interact with representatives from business, industry, and other agencies to determine whether or not there were needs for adjustments or structural changes in the TrainND programs that should come forward in the next legislative session. The meeting with the two year campuses present.

Mr. Halvorson shared there are some funding issues that continue to surface. The workforce demands, training needs, and associated costs have increased significantly; however, funding remains the same and should be reexamined.

E. Institutional Initiatives
1. Updates from the Pathways to Student Success Task Forces – Sonia Cowen and Task Force Representatives
   a. Best Practices in Remedial/Developmental Education
      Dr. Cowen spoke briefly at the SBHE meeting and is working with DPI. Dr. Cowen plans to speak with university deans of education to talk about student teacher participation in the facilitation of remedial courses at the high school level.

      The Best Practices in Remedial/Developmental Education Task Force continue to meet. The Task Force has split into the English and Math disciplines. They have asked for some additional direction.

   b. Admissions Index for Student Success
      The subcommittee is meeting and mining data out of NDSU and UND. They want to know what are the coefficients that are needed for admissions in respect to ACT scores.

   c. Remedial/Developmental Education via Grade 12 of North Dakota’s Public P-12 Schools
      Dr. Cowen stated the deadlines are shifting. The task force report has been moved to the May SBHE meeting. This could be moved to the retreat for the SBHE. She will communicate changes in deadlines as they are refined.
F. Other Business
   1. Future Agenda
      b. Undergraduate and graduate tuition waivers
      c. Minimum credit that defines a full-time graduate student

G. Future AAC Meetings

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<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Location</th>
<th>Materials Due To NDUS</th>
<th>NDUS Agenda Mailing</th>
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<tbody>
<tr>
<td>4/1/14</td>
<td>10 a.m. - 4 p.m.</td>
<td>Face to Face</td>
<td>3/18/14</td>
<td>3/25/14</td>
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<tr>
<td>5/6/14</td>
<td>9 a.m. - Noon</td>
<td>Phone</td>
<td>4/22/14</td>
<td>4/29/14</td>
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<td>AAC 2-Day Retreat</td>
<td>Noon – 5 p.m.</td>
<td>Devils Lake (Face-to-Face)</td>
<td>5/20/14</td>
<td>5/27/14</td>
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<td>6/3/14</td>
<td>Noon – 5 p.m.</td>
<td>Devils Lake (Face-to-Face)</td>
<td>NA</td>
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A request was made that the AAC agenda be sent to the AAC listserv and the AAC officers with a delivery response. The AAC listserv will be updated.

AAC members were asked to be mindful of deadlines and to send academic requests to the NDUS email designated specifically for the submission academic requests. The System office needs to review materials for completeness before being formally presented to AAC members on the AAC agenda. Dr. Cowen had hoped to work privately with campuses before items are placed on the AAC agenda to be sure requests are complete and so she can offer a strong proposal as it moves forward. It was suggested to back up the deadline a week so it may be received a week earlier. Council members stated that the vice chancellor has no authority to reject items for the agenda. Council members commented that even if materials are submitted to the new email address, all council members need to be free to communicate with other campuses and give a heads up that it may affect one of the campuses.

Dr. Pemberton moved that AAC agenda items will be submitted by the deadline, to and through the NDUS Office (i.e., the Administrative Assistant for the Academic and Student Affairs Councils). This routing is prescribed as a preliminary step to help ensure necessary information accompanies agenda item submissions. This routing does not suggest that the vice chancellor has authority to ultimately restrict or deny items intended for AAC consideration. Seconded by Dr. Carter. This item will be put on the April agenda.

It was moved to adjourn by Mr. Halvorson, seconded by Ms. Meyer. Motion carried.