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), Josh Riedy (University of North Dakota), Dr. Margaret Dahlberg (Valley City State University), Wanda Meyer (Williston State College), Fernando Quijano (Council of College Faculties), Dr. Sonia Cowen, (North Dakota University System), Lisa Johnson (North Dakota University System), and Nancy Green (North Dakota University System).

A. Welcome and Introductions

B. Review and Approval

1. Approval of the Agenda
   Council members added discussion regarding Smarter Balance as a result of the Joint Council meeting on 3 February 2014, discussion regarding use of the Academic Skills Center (ASC) prefix, and continued discussion regarding SBHE Policy 302.1 to the proposed agenda.

   It was moved by Mr. Link, seconded by Ms. Meyer, to approve the Academic Affairs Council agenda with the additions.

2. January 7 and 8, 2014 AAC meeting minutes
   It was moved by Mr. Brooks, seconded by Ms. Meyer, to approve the Academic Affairs Council minutes. The motion carried unanimously.

C. Request of AAC

1. Fernando Quijano, CCF Representative – List of NDUS Faculty by Department
   Mr. Quijano asked for a list of faculty by area of research interest. The list will be used to contact NDUS faculty for an all-faculty conference tentatively scheduled for October in Grand Forks, ND. The goal is for faculty to be able to collaborate with other faculty in their area of expertise.

   The Council of College Faculties intends to email a survey to faculty members. The Council recommended encouraging CCF members to distribute the invitation and the survey using their respective campus list serves managed by public relations offices. There are concerns regarding sponsorship and costs.

   Council members suggested developing a website for new faculty where they can find resources regarding system opportunities for collaborative research and the work of the CCF. Other campuses developed a handbook of resources for new faculty and opportunities for peer mentoring.
In addition, there is a NDUS sponsored Retention Summit 19-20 May 2014 using remaining one-time funds from a previous year. Dr. Tanya Spilovoy is serving as the NDUS contact and coordinating the Summit for faculty, staff, and administrators.

2. Presentation to Williston Faculty regarding Shared Governance
Dr. Cowen shared a request on behalf of President Nadolny from Williston State College seeking AAC members willing to talk about their experience and recommendations regarding shared governance with faculty from Williston State College. AAC members suggested that a panel comprised of both faculty and administrators might be more appropriate and several Council members offered to serve as panelists.

D. Guest Presentation to and Request of AAC
1. Tim Carlson, NDUS Chief Auditor – Discussion Regarding Academic Internships
Prior to the meeting, Mr. Carlson indicated he was not prepared to address the Council at this time.

E. Motions
1. Curricular Requests - Stage II New Program Request
   a. DCB—Distance Delivery of Health Information Management (existing major beginning fall 2014).
      It was moved by Dr. Dahlberg, seconded by Ms. Meyer, to approve the motion. The motion carried by a vote of 11 to 1 in favor of the motion.

      Mr. Brooks indicated that 10 students are required for the program to break even. If the Health Information Management program is approved, Dakota College at Bottineau intends to terminate the Medical Transcription program. Dakota College at Bottineau will to pursue accreditation for the proposed Health Information Management program in two years.

      North Dakota State College of Science reported a capacity of 45 students in their Health Information Management program, with full capacity at 60 students. Health Information Management curriculum was similar at both North Dakota State College of Science and Dakota College at Bottineau.

2. Curricular Requests - Stage II Institutional Organization
   a. VCSU—Request for a new department, Department of Language and Literature; effective Summer 2014
      It was moved by Dr. Rafert, seconded by Mr. Brooks, to approve the motion. The motion unanimously carried.

3. Curricular Requests – Distance Education Update Notice
   a. LRSC-Request to deliver the Certificate of Practical Nursing in Grand Forks; effective Fall 2014
      It was moved by Mr. Link, seconded by Dr. Rafert, to approve the motion. The motion unanimously carried.
F. Informational Curricular Requests
   1. LRSC—Request for a department name change from Marketing and Merchandising to Marketing; effective Fall 2014
      It was moved by Mr. Quijano, seconded by Mr. Link, to approve the motion. The motion unanimously carried. It was moved by Mr. Link, seconded by Mr. Brooks, to amend the agenda to show the request is a degree name change and not a department name change. The motion unanimously carried.

G. Council Discussion of Rising Issues/ Information to Share
   1. NDUS Response to the Smarter Balanced Presentation – Dr. Cowen stated that Dr. Stein asked what the Council’s thoughts were regarding Smarter Balanced scores of 1-4. In Spring 2015, juniors will take the Smarter Balanced assessment. The students will need to know what those scores mean in relationship to the NDUS. Students should know this is not a placement but an assessment.

      Dr. Cowen asked Council members if they prefer to examine scores and make recommendations as a campus or to work together as a Council. Mr. Halvorson would like to see the scores go to the campuses and then come back to the council. The council agreed. Dr. Cowen serves as the state lead and will represent the consensus of the group.

      Dr. Carter suggests that some of the wording be defined. The Council liked language that indicated “college content ready in English or Mathematics” as opposed to broad language that states “college ready”. The NDUS will be asked what does college math content readiness and what does college English content readiness look like. High schools should not dictate these scores. Dr. Cowen will send out info that Dr. Stein asked to be shared and she will include pertinent deadlines.

      It was suggested that the NDUS work with original members of the Vertical Alignment teams in mathematics and English language arts for review and feedback. Dr. Carter and Dr. Dahlberg will forward the names of the Vertical Alignment members to Lisa Johnson.

   2. Prefix for Academic Skills Center (ASC)
      Dr. Pemberton is looking for guidance on which prefix (ASC and UNIV) to use for what courses. Some schools use ASC as developmental course while other schools do not. Dr. Cowen asked if discussion regarding use of the ASC prefix should be put on a later agenda.

   3. NDUS Policy 302.1 Academic, Research, and Student Affairs Committee
      Council members offered suggested edits to the draft of NDUS Policy 302.1 indicating that the proposed SBHE Academic, Research, and Student Affairs Committee “will receive the recommendations from the Academic and Student Affairs Councils”. Several members stated that the Board has the right to form the proposed Committee and serves as a representative of the larger membership of the SBHE. AAC members were encouraged to send suggested edits to Dr. Cowen. Dr. Cowen offered to write a preface to the document. (Dr. Rafert requested a Research Council, similar to the SAC and AAC, to review and respond to topics like export control, ITAR, IP, patents, royalties, licensing, disclosures, and content experts accumulated thoughts).

H. Call for Future Agenda Items
   1. Program review and accreditation
2. Revised dual credit policy/procedures – put on March agenda for an update
3. Undergraduate and graduate tuition waivers – put on March agenda
4. Clarification/discussion regarding credits for full-time graduate student status and PhD students
5. Look at the rubric scale

It was moved by Mr. Link, seconded by Mr. Halvorson, to adjourn the meeting. The motion carried. Meeting adjourned at 12:10 p.m.

I. Lunch/Consultation with Constituents

J. Future AAC Meetings

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<tr>
<th>Meeting Date</th>
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<th>Materials Due To NDUS</th>
<th>NDUS Agenda Mailing</th>
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<td>3/4/14</td>
<td>9 a.m. - Noon</td>
<td>Phone</td>
<td>2/18/14</td>
<td>2/25/14</td>
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<td>4/1/14</td>
<td>10 a.m. - 4 p.m.</td>
<td>Face to Face</td>
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