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

Members Absent: Dr. Fernando Quijano (Council of College Faculties)

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

Staff Present: Dr. Tanya Spilovoy (North Dakota University System), Lisa Johnson (North Dakota University System), Nancy Green (North Dakota University System)

A. Call to Order
   1. Welcome and Introductions
   2. Approval of Agenda
      The following amendments were made to the agenda:
      - Williston State College Program Title Change A.A.S. in Transportation Technician Technology with certificate options: 1. Light/Medium Duty Technician, and 2. Heavy Duty Diesel Technician was moved from a Stage I to a Stage II.
      - Mr. Link will report on the Performance Funding Task Force. This will be letter d. under Discussions.
      Motion: To approve.
      Moved: Dr. Rafert
      Seconded: Dr. Koczon
      Action: Approved, unanimously.

a. Approval of meeting minutes: AAC’s 3 March 2014
   Motion: To approve.
   Moved: Mr. Halvorson
   Seconded: Dr. Carter
   Action: Approved, unanimously.

B. Council Business
   1. Motions
      a. Stage I
         i. New Program: (Requires Cabinet Review/Chancellor announces to SBHE)
            Motion: To approve.
Moved: Ms. Meyer  
Seconded: Dr. Carter  
Action: Approved, unanimously.

Dr. Dahlberg referenced SBHE Policy 403.1 and NDUS procedures and noted that prior to Stage I:
“The announcement shall address the:
1. Type of funding necessary to implement the proposal
2. Relationship of the proposal to the campus mission
3. A one-line description of the program
4. A short paragraph addressing relationship to the Roundtable”
The questions asked by Dr. Cowen were drawn directly from the Roundtable Criteria, which includes a requirement to list the number of students the institution intends to serve. Dr. Cowen quoted from page 1 of 403.1 Academic Requests.

Dr. Carter stated that if there had been a Stage I request today, BSC would not have been prepared for all of the questions.

The council asked to have a list of the questions for future Stage I requests so the campuses are better prepared and could be attached to the Stage I document. Dr. Cowen stated although the questions are drawn directly from SBHE Policies and NDUS procedures posted to the NDUS website, she would eventually craft some questions into a proposed handbook. Dr. Cowen stated the questions came directly from the Preliminary Request: Announcement and SBHE 403.1 Academic Requests. Dr. Cowen asked that the questions be answered before the requests move forward to the State Board of Higher Education (SBHE Committee) Academic and Student Affairs Committee. This would give their Presidents time to answer the questions at their next meeting of the Chancellor’s Cabinet.

b. Stage II
   i. New Program: (Requires Cabinet Review/ SBHE Action)
      - North Dakota State University New Program Undergraduate Certificate in Apparel, Retail Merchandising and Design (ARMD) through distance delivery only; effective fall 2014.
        Motion: To approve.
        Moved: Mr. Link  
        Seconded: Dr. Koczon  
        Action: Approved, unanimously.

      - North Dakota State University New Program Graduate Certificate for Technology Enhanced Instruction through distance delivery only; effective fall 2014.
        Motion: To approve.
        Moved: Dr. Carter  
        Seconded: Mr. Link  
        Action: Approved, unanimously.
ii. **Program Title Change/Course Inventories and Titles: (Requires Cabinet Notice/Chancellor Approval Only)**
  
  **Motion:** To approve.
  
  **Moved:** Mr. Link  
  **Seconded:** Mr. Halvorson  
  **Action:** Approved, unanimously.

iii. **New Prefix: (Requires Cabinet Notice/Chancellor Approval Only)**
- Dakota College at Bottineau adding New Prefix of UNIV (University Studies); effective fall 2014.
- Dickinson State University adding New Prefix UNIV (University Studies); effective fall 2014.
- Valley City State University adding New Prefix of UNIV (University Studies); effective summer 2014.
- Williston State College adding New Prefix of UNIV (University Studies); effective fall 2014.
  
  **Motion:** To approve the New Prefixes as presented.
  
  **Moved:** Dr. Stenehjem  
  **Seconded:** Mr. Halvorson  
  **Action:** Approved, unanimously.

ii. **Organizational Change: (Requires Cabinet Review/SBHE Action)**
- North Dakota State College of Science Organizational Change from Architectural Drafting and Estimating Technology Department to Construction and Design Technology Department; effective fall 2014.
  
  **Motion:** To approve.
  
  **Moved:** Dr. Carter  
  **Seconded:** Ms. Meyer  
  **Action:** Approved, unanimously.

- North Dakota State University Organizational Change to establish a New Institute, Global Institute of Food Security and International Agriculture (GIFSIA); effective fall 2014.
  
  **Motion:** To approve.
  
  **Moved:** Mr. Halvorson  
  **Seconded:** Ms. Meyer  
  **Action:** Approved, unanimously.

iii. **Program Terminations: (Requires Cabinet Review/SBHE Action)**
- Dakota College at Bottineau Request for Termination of the Diploma in Medical Transcription; effective fall 2014.
  
  Mr. Brooks asked to move this item to the May agenda to resolve a previous issue.
• Williston State College Request for Termination of existing in A.A.S. Diesel Technology Program; effective fall 2014
  Ms. Meyer asked to move this item to the May agenda while waiting for approval from the SBHE on a previous request.

c. Change – Notifications (abbreviated Stage II)
i. Lake Region State College (LRSC) Distance Education Update Notice for their one semester Peace Officer Training program. LRSC has been asked by the Bismarck Police Department to deliver this necessary entry level training in Bismarck, ND. It was moved by, seconded by to approve.
  **Motion:** To approve.
  **Moved:** Dr. Rafert
  **Seconded:** Mr. Brooks
  **Action:** Approved, unanimously.

2. Discussions
   a. Means of constructing AAC Agenda
      Dr. Cowen raised the issue of having documents sent to NDUS before being sent to the listserv. Dr. Cowen will ask questions of incomplete proposals during the AAC meeting to be part of the record. She sends out a report to the SBHE Academic and Student Affairs Committee a day after the AAC meets. The committee does receive an agenda with staff reports prior to the Cabinet meeting. This gives the presidents a chance to respond to unanswered questions. If not answered, the Committee has the prerogative to deny, approve, or table actions on institutions’ requests until the answers are made available to the Committee.

      In the past, some documents were presented to AAC and the SBHE that had not addressed questions passed in SBHE policy and /or NDUS procedures.

      A request was made of the AAC, in written form by Mr. Halvorson and Dr. Stenehjem advance of the 1 April 2014 AAC meeting, to post all academic requests directly to the listserv. – so that the Interim Vice Chancellor for Academic and Student Affairs would see them at the same time as those included on the AAC listserv. Dr. Pemberton asked if AAC hadn’t already addressed this question, with a motion, at the previous AAC meeting.

      Dr. Dahlberg pointed out in the NDUS procedure, 403.1; there is system office review and then Stage I. There are two separate steps but use the same paperwork. The procedure requires a system office review, then a Stage I. If it is decided to have the Stage I go to the listserv first without a system office review, the procedure needs to be changed. A timeline needs to be figured out to offer a system office review and then go to the listserv. Dr. Dahlberg would like to see an option to allow both the system office review and time for the campuses to look at the request before the AAC meeting. She would like to see a sense of a timeline before it went to a motion.

      Mr. Halvorson asked if there is a need for the system office for review, what would be the turnaround time for the screening, review, and turnaround time back to the campus. Some items are time sensitive. Dr. Cowen stated she has had a quick turnaround.
As the office goes through the process to update the program log, there have been questions especially when there was no CIP Code listed. The Governors’ Funding Formula needs the CIP Code and the campuses are responsible for supplying the information. The system office will not be involved in deciding CIP Codes. When requests are reviewed and there are questions, the campus will get a phone call or an email in the event the campus is not reached via phone. The policies and procedures have been cut and pasted for some time so the next task is to address some of the policies and procedures to figure them out. Now that there is a SBHE Academic and Student Affairs Committee, items will be presented as recommendations before they go to the State Board of Higher Education.

Mr. Link shared some of the procedures were never institutionalized into practice and the table shows a number of things that need to be updated. Dr. Cowen stated that eventually she would like to have signature blocks on the forms rather than sending out individual letters and emails.

With the SBHE Committee being reestablished, the policies and procedures will be used to request answers.

The timeline established about a year ago was the system office had a week to review items and post to the listserv two weeks before items came out. It was asked if a week is enough time for the system office to review and ask questions. When the requests come to the system office not complete, it is very time consuming to have phone conversations and sending emails to get the answers.

**Motion:** To approve a timeline with academic requests for the agenda to be in three weeks before the next AAC meeting and posted to the listserv by the system office two weeks in advance of the next AAC meeting, according to the current timeline in practice by the system office in collaboration with the AAC. This motion was emailed to the council members for review.

  Moved: Dr. Dahlberg  
  Seconded: Dr. Pemberton  
  **Action:**

Mr. Link shared on page 2 of 7, 3a; it stated that CTEC should see the two year schools requests first. This is not in practice. The CTEC members also sit with the cabinet and could voice concerns there before it goes to the SBHE or the SBHE Committee.

It was shared as a campus they will try to meet the needs of the system office and the system office will do what they can. Updates to 403.1 should occur.

**Motion:** To make a friendly amendment to state academic requests for the agenda to be in two weeks before the next AAC meeting and posted to the listserv by the system office one week in advance of the next AAC meeting.

  Moved: Dr. Pemberton  
  Seconded: Dr. Dahlberg  
  **Action:** All voted yes, Mr. Halvorson voted nay, Mr. Johnson abstained. The motion carried as presented and amended.
b. System wide inventory of student learning outcomes and summit.
President Diederich mentioned this topic at the SBHE last week. Dr. Munski asked that a system wide inventory of student outcomes be created and completed by the campuses. A summit would be where campuses could share what is common and unique at the campuses. Dr. Munski has said the faculty has been participating in outcomes. He will work with CCF and presidents along with Interim Chancellor Skogen.

Dr. Carter inquired if the inventory was a system wide inventory or inventory system wide. He asked if the inventory would go to the program level and identify all outcomes from every program; and how would unique programs be handled. There is concern of the magnitude of the number of learning outcomes that could occur. Dr. Munski is going back to CCF for more input.

Dr. Cowen offered to go back to CCF to share the AAC’s concerns before they take action. CCF feels the SBHE should know what is going on. Each campus should talk to their CCF representative in advance to share with the CCF council.

c. Consideration of option for dual credit delivery of Math 103 and English 110 (Cowen)
There was a request to work with Pearson in redesigning the Math 103 and English 110 so the courses could be offered in high schools or campuses as an online option and not as a remedial course. Dr. Cowen asked if she may pursue having Math 103 and English 110 be offered through Pearson online as dual credit. Currently dual credit is in high schools as an adjunct position or it is free on Grade 12. There are scheduling issues at times to get into the course. NDSCS uses Pearson for both classes as online options currently and have for years. It is not known if the high schools allow dual credit for the courses. There are some high school students taking the courses. The burden for dual credit is on the high school. This allows small schools to offer an alternative option and have a teacher available for support. In the proposed model, the students would have to complete satisfaction of the remedial courses in Math and English. They would then have the option to take Math 103 and English 110 during their senior year. Remediation does have to be addressed before moving into the college course. The model would have a Grade 12 teacher proficient in Math and English in the classroom so the student can work at their own speed. In conversations with the Task Force, they would like to provide remediation across the state for the first time full time high school student before they reach college.

Superintendent of Department of Public Instruction has stated the high schools couldn’t be forced to use Pearson. They can set aside time to do the remediation. The question was raised if the ACT, SAT, and Compass scores will still be in place. The scores will still be in place. There still would be students from private schools, home schooling, transfers, and etc. that may be missed. Mr. Shaft asked if all remediation would be at community colleges and be their exclusive role. The focus would be on first time full time students that left school and are coming back.

d. Performance Funding Task Force – Mr. Link
The legislature provided a $5 million pool for performance funding and was assigned to the performance funding task force. A proposal has come forward that a portion of the dollars be utilized to further investigate the PAR (Predictive Analytics Reporting) model. UND has this in
place. The dollars were provided for performance funding and there could be a question about allocating funding into a program that will help with retention to help improve in performance rather than directly into performance payments to institution. It was also learned that the amount of dollars to implement the PAR program systemwide would be greater than what was originally expected. It is very clear the legislature does not want the $5 million to be divided by campus or by the number of students attending the campus. It is intended to be some performance matrix. The following action will be moved forward to the Chancellor for his consideration by the task force; to allocate some or all of the $5 million in FY 2015 using the 3 SBHE approved measures and using internal ND data.

The PAR proposal will also be presented to the Cabinet for potential funding. The three options to fund PAR are: 1. allocate some of the funds to campuses and use monies to participate in PAR project, 2. use other institutional dollars as determined by the president, 3. proposed state funding project initiative and be part of the 15-17 biennial budget request to utilize by PAR.

Feedback was requested on the thought to carry some of the dollars over to next biennium. Some task force members don’t think that this is in the Systems best interest.

BSC shared that carrying the monies forward could tell the legislature we don’t care about money. But if spending it before we lose it is an option; don’t spend just to get rid of it. Another perspective was to put together a legitimate methodology to distribute a portion of it, extending to distribute all of it may be in the best interest. There is no guarantee that it will be carried forward.

A suggestion was to share the document with the presidents. $5 million is a significant amount of money and there should be a straightforward way to utilize the existing NDUS data to determine a formula to distribute it. If the legislature gives more money, then the formula could be refined.

C. Guest Presentations
1. Dr. Tanya Spilovoy, Director of Distance Education and State Authorization
   • Retention Summit 19-20 May 2014
     The Retention Summit is 19-20 May. The focus will be on data for decision making. It will be hosted by BSC in the National Energy Center of Excellence. BSC has extended lodging for about 100 participants to stay at the campus due to a conference in Bismarck. Speakers and group work in subject areas are some of the activities. Anyone that works with retention should attend. Some of the topics included are National Data Requirements, National Performance Funding, Predictive Analytics, Early Software Alerts, Mental Health, and Academic Advising. Speakers include Dr. Larry Skogen and Dr. John Woods. The agenda is still to come. The registration address is: https://bismarckstate.qualtrics.com/SE/?SID=SV_7QYyRfeAGgdisc.
2. Becky Lamboley, Director of Student Affairs
   • SAC overview
     NDHECSAP will participate in BASICS (Brief Alcohol Screening and Intervention for College students) training this week Thursday in Bismarck. About 20 people will be attending. Friday, NDHECSAP will meet face-to-face to update our Strategic Plan. We are also preparing for the
ND CORE Alcohol and Other Drug survey which will be administrated again this coming fall. The Mental Health Task Force is continuing to work the four recommendations. The current psychiatric services at NDSU and UND have increased their hours by eight hours a month for the rest of the year and will continue next academic year as well. Minot State University will be the first campus to implement Psychiatric Services through telemedicine as a new service starting fall 2014. The need for an electronic medical record system for the system has been brought forward and is being explored. There is a proposed NDUS procedure which would require each campus to have a Behavioral Intervention Team. There will be training for these teams on 20-21 May following the Retention Summit. A contract with FirstLink in Fargo for after hour’s crisis intervention services for our campuses is in draft with hopes of implementation in fall 2014. There are now four Mental Health First Aid Instructors in the state, including Ms. Lamboley. They will begin scheduling fall training dates and times for all campuses soon. UND has approached the NDUS Mental Health Task Force to partner using telemedicine to provide additional counseling services. Ms. Lamboley has made a compliance kit for Title IX: Sexual Misconduct, which General Counsel has signed off on. Most of our campuses are currently not compliant and Ms. Lamboley has offered to help the campuses in becoming compliant. There was a meeting with United Healthcare this week regarding the upcoming 2014-2015 Student Health Insurance Plan. Students will have the option to enroll via semester, including the international students’ population. This option will afford our students the ability to make smaller payments. There is inquiry to see how costs would be reduced if some benefits were adjusted.

D. Reports and Updates

1. Brett Johnson, NDSA
   NDSA met last weekend at LRSC. New elections took place and Derek LaBrie from UND will be the new NDSA representative for AAC. Mr. LaBrie will start his position in May. NDSA is researching open text books, merit based scholarships, Measure 3 and the SBHE, and undergraduate research opportunities. There will be a report for the upcoming April meeting.

2. Dr. Fernando Quijano, CCF Representative-Dr. Quijano was not present and will send his information via email.

3. Dr. Sonia Cowen, Interim Vice Chancellor for Academic and Student Affairs
   - Status of 3 Task Forces regarding Pathways: Remedial Education (Grade 12 and Best Practices) and Admissions Index.

   There were two task forces established for remedial education. One is pushing remedial education to grade 12 and the other is for best practices. The third task force is for the admissions index. There will be face-to-face meetings later this month. Admissions Index will meet this week or next week via phone. They are looking at all the campuses data. At the Joint AAC/SAC meeting on 7 May 2014, there will be a report on the task forces. AAC will meet 6 May 2014. Superintendent Baesler will be meeting with superintendents across the state with an approach to move remedial education to grade 12. Dr. Cowen with meet with the deans of teacher education in regards to the using student teachers in the resource room and participating in a summer conference being a course for credit bearing and continuing education credits. Senator Flakoll is hoping to go forward with his own bill to help fund remedial/developmental education for grade 12.
The task forces’ recommendations will be presented to the SBHE in June. The SBHE will have July to consider the recommendations with action to be taken in August.

E. Institutional Initiatives:
BSC will be going through a program prioritization starting spring semester going to fall semester. Academic and administrative programs will be reviewed from most important to least important. Academic Impressions is the group doing the review. MiSU and UND is wrapping up their program prioritization soon. The matrixes are based on Bob Dickeson’s work. A format is followed with a lot of room for campuses to individualize.

Dr. Cowen announced Lisa Johnson’s promotion to Director of Systemwide Student Entry, Transfer, and Retention. As of 1 April 2014, all academic requests and questions specific to the same should be forwarded to Dr. Cowen.

Ms. Johnson stated the ND Association of Teacher Ed needed some more guidance regarding Smarter Balanced. Ms. Johnson will be added to future AAC agenda to provide reports on Smarter Balanced.

Mr. Link inquired how the agendas and the conference line information is being shared. Dr. Cowen stated that Ms. Green sends the conference line information to the academic officers via email and the agendas are posted to the AAC listserv. The AAC listserv needs to be updated.

F. Other Business
1. Future Agenda
   a. Program review and accreditation
   b. Undergraduate and graduate tuition waivers
   c. Minimum credit that defines a full-time graduate student
   d. SBHE Policies/procedures associated with dual credits.
   e. SBHE Policies/procedures associated with a minimum number of credits required for conferring graduate degrees from NDUS’ institutions.

2. Future AAC Meetings

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Location</th>
<th>Materials Due To NDUS</th>
<th>NDUS Agenda Mailing</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6/14</td>
<td>9 a.m. - Noon</td>
<td>Phone</td>
<td>4/22/14</td>
<td>4/23/14</td>
</tr>
<tr>
<td>AAC 2-Day Retreat 6/2/14</td>
<td>Noon – 5 p.m.</td>
<td>Devils Lake (Face-to-Face) Devils Lake (Face-to-Face)</td>
<td>5/20/14</td>
<td>5/21/14</td>
</tr>
<tr>
<td>6/3/14</td>
<td>8 a.m. - Noon</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

Motion: To adjourn.  
Moved: Dr. DiLorenzo  
Seconded: Dr. Dahlberg  
Action: The meeting adjourned at 4:20 p.m. CDT.