Academic Affairs Council Meeting Minutes
NORTH DAKOTA UNIVERSITY SYSTEM

Tuesday, 6 May 2014  1:00 p.m. – 5:00 p.m.
Bismarck State College
National Energy Center of Excellence Building, Room 433

Call to Order

Academic Affairs Council members participating: Mr. Larry Brooks (Dakota College Bottineau), Dr. Drake Carter (Bismarck State College), Dr. Margaret Dahlberg (Valley City State University), Mr. Lloyd Halvorson (Lake Region State College), Dr. Lenore Koczon (Minot State University), Harvey Link (North Dakota State College of Science), Ms. Wanda Meyer (Williston State College), Dr. Cynthia Pemberton (Dickinson State University), Dr. Bruce Rafert (North Dakota State University), Dr. Joshua Riedy (University of North Dakota), Dr. Keith Stenehjem (Mayville State University) and Mr. Derek LaBrie (North Dakota Student Association).

Members Absent: Dr. Tom DiLorenzo (University of North Dakota) and Mr. Fernando Quijano (Council of College Faculties)

NDUS staff participating: Dr. Sonia Cowen, Ms. Lisa Johnson, and Nancy Green.

Approval of Minutes: AAC's 1 April 2014

Motion: To dispense with the reading of the minutes of the 1 April 2014 meeting of the NDUS AAC until such time as the council has completed its actions on the other agenda items of this, the 6 May 2014 meeting. If time does not permit a full reading of the minutes at the May meeting, then a reading of the minutes shall occur at the beginning of the June 2014 AAC retreat.

Moved: Dr. Carter
Seconded: Mr. Halvorson

The members felt there was too much detail in the minutes. The academic information that was not in the applications is verbatim in the minutes.

Action: Approved unanimously

Approval of Agenda

Motion: To approve the AAC agenda

Mr. Brooks asked to withdraw the DCB program termination of the Diploma in Medical Transcription; effective fall 2014. The organizational change for North Dakota State University’s request should state North Dakota State University’s Request for an Organization Change: Transitioning the Center of Vitality From College of Agriculture, Food Systems, and Natural Resources to College of Arts, Humanities, and Social Sciences; effective fall 2014.

Moved: Dr. Stenehjem
Seconded: Mr. Brooks

Action: Approved unanimously

Rhonda Schauer, State Approving Agency Director

When post 9/11 chapter 33 was implemented, veterans had their tuition and fees paid for. Some schools took advantage of this by putting veterans into programs that weren’t a good fit for them. North
Dakota was not a part of this practice. The services provided and the certifying officials’ reports were excellent. In April 2012, the president signed the Executive Order Principles of Excellence. Ms. Schauer visits the campuses to conduct VA compliance surveys every three years as required by VA. Her materials that were shared with the council showed the contacts for each of the campuses, information on the process for student complaints, and compliance surveys. To date, ND has not experienced any complaints.

The VA reimburses each school $12 per veteran on their campus for the certifying official’s training to assist veterans. The Shopping sheet shows the veteran their costs for school.

The State Approving Agency approved Burlington Northern Minot and Mandan will be approving apprenticeship programs. With the oil field high demands for truck drivers, a truck driving school has been approved in Dickinson. The National Industrial Training School will be partnering and offering more training.

Related instruction needs so many hours and NDSCS has offered many programs online to assist with this instruction. There was a concern that it is hard to navigate the TrainND websites. Partnering with the Department of Apprenticeship and Job Service has helped get the word out more.

Council Business
Stage II Requests - New Program: (Requires Cabinet Review/SBHE Action)
- North Dakota State University’s Request for a New Programs: B.A. and B.S. in Art Education; effective fall 2014.
  Motion: To approve.
  Moved: Dr. Koczon
  Seconded: Dr. Stenehjem
  Discussion: The NDUS records show that DSU, MiSU, VCSU currently offer bachelor degrees in Art Education. UND dropped their program. There are about 40 students that would be in the program with up to five growing to about eight graduates.
  Action: Approved unanimously.

Stage II Requests - New Prefix: (Requires Cabinet Notice/Chancellor Approval Only)
- Bismarck State College’s Request for a New Prefix: UNIV-University Studies; effective fall 2014.
  Motion: To approve
  Moved: Dr. Pemberton
  Seconded: Dr. Rafert
  Action: Approved unanimously.

Stage II Requests - Program Terminations: (Requires Cabinet Review/SBHE Action)
- Dakota College at Bottineau’s Request for Termination: Diploma in Medical Transcription; effective fall 2014.
  Mr. Brooks asked to withdraw this academic request. DCB will put in a request in June 2014 to inactivate this program.
• University of North Dakota’s Request for Termination: *M.S. in Psychiatric and Mental Health-Clinical Nurse Specialist; and Graduate (Post Master’s) Certificate in Psychiatric and Mental Health-Clinical Nurse Specialist*, effective fall 2014.
  
  **Motion:** To approve  
  Moved: Dr. Rafert  
  Seconded: Mr. Brooks  
  **Discussion:** It is assumed this will fall under the National League for Nursing (NLN) accreditation.  
  **Action:** Approved unanimously.

• Williston State College’s Request for Termination: *A.A.S. in Diesel Technology*, effective fall 2014.
  
  **Motion:** To approve  
  Moved: Mr. Halvorson  
  Seconded: Dr. Pemberton  
  **Discussion:** The termination includes the three certificates of completion options and the A.A.S. degree.  
  **Action:** Approved unanimously.

**Stage II Requests - Place Program on Inactive Status: (Requires Cabinet Notice/Chancellor Approval Only)**

• University of North Dakota’s Request to place a Program on Inactive Status: *B.S. in Occupational and Environmental Health*, effective fall 2014.
  
  **Motion:** To approve  
  Moved: Dr. Carter  
  Seconded: Dr. Rafert  
  **Action:** Approved unanimously.

**Stage II Requests - Program Title Change: (Requires Cabinet Notice/Chancellor Approval Only)**

  
  **Motion:** To approve  
  Moved: Mr. Brooks  
  Seconded: Dr. Koczon  
  **Action:** Approved unanimously.

**Stage II Requests - Organizational Change: (Requires Cabinet Review/SBHE Action)**

• North Dakota State University’s Request for an Organizational Change: *From College of Agriculture, Food Systems, and Natural Resources to College of Arts, Humanities, and Social Sciences*, effective fall 2014.

  The request should state North Dakota State University’s Request for an Organization Change: *Transitioning the Center of Vitality From College of Agriculture, Food Systems, and Natural Resources to College of Arts, Humanities, and Social Sciences*, effective fall 2014.

  **Motion:** To approve  
  Moved: Dr. Koczon  
  Seconded: Dr. Carter
Discussion: This is an organizational move only, not a physical move.
Action: Approved unanimously.

- University of North Dakota’s Request for an Organizational Change: From Department of Entrepreneurship to School of Entrepreneurship; effective fall 2014.
  Motion: To approve
  Moved: Mr. Halvorson
  Seconded: Dr. Carter
  Discussion: Present via the phone was the Dean of the College of Business and Public Administration, Dennis Elbert, and Chair of the Entrepreneurship program, Tom Clement. The School will work closely with the Center for Innovation and the Office of Tech Transfer. The difference between a department and school is the administrative structure. A college has many departments and a school is more of a single unit. The School would still report to Dean of the College of Business and Public Administration and the Dean reports to the Provost. There is an Executive Director of the school who reports to the chairs meetings. There would be a director of different studies that would be similar to an associate chair. There is a very active advisory committee. There is more interest in gift money and soft fund through pledges. The rest of the funding would be handled in house.
  Action: Approved unanimously.

- University of North Dakota’s Request for an Organizational Change to establish a New Center: Center for Comparative Effectiveness Analytics; effective fall 2014.
  Motion: To approve
  Moved: Dr. Carter
  Seconded: Dr. Koczon
  Discussion: Present via the phone was Dr. Karen Goldstein, faculty member. The new center will not require additional certification.
  Action: Approved unanimously.

ENGL 130—Composition II Writing for Public Audiences: Lisa Johnson
Ms. Johnson reported that she asked to place the topic of ENGL 130 on the agenda to allow campuses to discuss and to ask questions regarding UND’s recent request to create a new course titled ENGL 130 – Writing for Public Audiences. As a result of the newly created course, ENGL 120 – College Composition II and ENGL 125 – Technical and Business Writing will be discontinued. The new course and related course changes are effective fall semester 2014. Ms. Johnson summarized details of an email from the UND registrar in response to many questions that had been circulating in emails among NDUS faculty and numerous campuses. The email from the UND registrar assured campuses that UND will 1) honor completion of ENGL 120 – College Composition II or ENGL 125 – Technical & Business Writing in fulfillment of general education requirements in transfer, 2) accept ENGL 120 – College Composition II or ENGL 125 – Technical & Business Writing as equivalent to ENGL 130, and 3) seek inclusion in GERTA Guide this fall (2014).

On a related note, Ms. Johnson reported that she had recently been contacted by NDSU seeking feedback regarding proposed plans to remove ENGL 110 – College Composition I in fulfillment of general education requirements at NDSU. NDSU intends to continue offering ENGL 110 – College Composition I, but only as a prerequisite for NDUS students who aren’t placed into ENGL 120 –
College Composition II. NDSU reported that it will continue to honor ENGL 110 – College Composition I in fulfillment of general education requirements in transfer. If approved, proposed changes will be effective Fall Semester 2016.

Several campuses cited concerns about changes to commonly numbered courses and courses that also fulfill general education requirements. There were concerns about how high school counselors, high school administrators, and college recruiters and advisors should advise students to take introductory English courses in light of the changes and proposed changes to courses that were once so widely common. Ms. Johnson reported that she felt that English faculty were not vehemently opposed to the changes at UND or the proposed changes from NDSU, but rather, had hoped to be included in discussions earlier to address concerns that necessitated the changes. Ms. Johnson reported that once Common Core State Standards are fully in place, campuses will likely notice and need to address the significant amount of overlap in content in grade 12 English and mathematics and introductory college coursework. Ms. Johnson offered to convene both the math and English discipline groups in early fall to discuss more fully.

Reports and Updates
Derek LaBrie, NDSA
Mr. LaBrie is our new NDSA representative. He is from UND majoring in commercial aviation and political science. The NDSA passed the budget and they will be dipping into the reserves for the upcoming year. They discussed open resources. Legislation was passed to include incentives for faculty to use it; not require it. The official information on the resolution will be shared with the council once it is out. The discussion on merit based scholarships has been deferred to a committee that will be appointed by the NDSA president, Connor Swanson.

Mr. Fernando Quijano, CCF Representative
Dr. Cowen shared CCF sent a resolution that was read to the Higher Education Funding Committee that meets interim. Dr. Tanya Spilovoy and Dr. Paul Markel gave a presentation on open resources. The committee has somewhat of a proposal to move the performance funding of $5 million over to open resources to put together some grants and incentives for faculty. This was presented to the Cabinet at its 5 May 2014 meeting.

Last week was the Higher Learning Commission (HLC) visit regarding the governance of the system and what is their thought on Measure 3. If Measure 3 is approved and acted on without the HLC’s prior approval, it could cause issues with accreditation for all 11 campuses. Mr. Murray Sagsveen is working on language if Measure 3 goes forward.

Institutional Initiatives

Dr. Dahlberg was appointed the Interim President at VCSU.

Dr. Pakash will be receiving a plaque at the Joint AAC/SAC meeting on 7 May 2014 since it is his last meeting with SAC.

MaSU will be up for the ten year accreditation in 2015-16. The visit will be April 2016. They are the first group going through open Pathways.
Dr. Carter stated a legislator was dismayed how many staff was added to higher education. It is felt most of the staff should be faculty.

The agenda materials will be sent to the AAC listserv including the administrative assistants to the AAC officers. The listservs will be reviewed at the AAC retreat in June. The conference line to AAC officers and the administrative assistants.

MiSU has been accredited for another eight years in their nursing program.

DSU is in the middle of a self-study for their ten year accreditation in April 2015.

LRSC shared there is discussion among the CCF and faculty regarding Century Code 15-10-13.2.

NDSU reported the ND UAF Commission had the country’s first successful test flight that took place this morning in Carrington.

VCSU – Dr. Shirley is moving to MiSU as the new president. Dr. Dahlberg has been named the Interim President.

The reading of the 1 April 2014 AAC meeting minutes has been moved to the AAC Retreat in June.

**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
   - 7 May 2014 Joint Academic Affairs and Student Affairs Meeting (Face-to-Face)
   - 2-3 June 2014 (Face-to-Face)
   - 1 July 2014 (Teleconference)

**Motion:** To adjourn the meeting.

**Moved:** Mr. Halvorson

**Seconded:** Mr. Rafert

**Action:** Approved unanimously