Joint Meeting Minutes of
Academic Affairs Council and Student Affairs Council
NORTH DAKOTA UNIVERSITY SYSTEM

January 8, 2014  10:00am – 4:00pm
BSC Horizon Building Conference Room
Conference line: 701-777-5900; Passcode: 140589#

Attendance: Sonia Cowen (NDUS), Drake Carter (BSC), Donna Fishbeck (BSC), Dan Davis (DCB), Larry Brooks (DCB), Dawn Olson (DSU), Ken Haught (DSU), Randy Fixen (LRSC), Keith Stenehjem (MaSU), Ray Gerszewski, (MaSU), Lenore Koczon (MiSU), Harvey Link (NDSCS), Philip Parnell (NDSCS), Bruce Rafert (NDSU), Prakash Mathew (NDSU), Thomas DiLorenzo (UND), Lori Reesor (UND), Margaret Dahlberg (VCSU), Vitaliano Figueroa (VCSU), Brett Johnson (NDSA), Collin Hanson (NDSA), Lisa Johnson (NDUS), Becky Lamboley (NDUS), and Nancy Green (NDUS).

Guests: Paul Markel (CCF), Tanya Spilovoy (NDUS), Murray Sagsveen (NDUS), Laura Glatt (NDUS), Lisa Feldner (NDUS), Jason Jenkins (NDUS/UND)

A. Welcome and Introductions

B. Review of the Draft Agenda
   Recommendations for changes to the draft agenda were requested. There were no recommended changes.

C. Joint AAC/SAC Council Updates
   1. Administrative Affairs Council Update – Laura Glatt
      - Pathways Tuition Timelines and Processes
      - Performance Funding - Harvey Link is on the Task Force. The subcommittee has met with the IR groups.
      - Leveraging Decisions in Alignment with Pathways – Financial Aid
   2. NDSA – Brett Johnson reported they are going through review processes now.
   4. CCF – Fernando Quijano
      Paul Markel – HR 3013 relates to the open source textbooks issue. The CCF sent recommendations regarding the Intellectual Property (IP) policy to Eric Murphy who will lead an ad hoc committee. The CCF is working with Murray Sagsveen on the IP policy. Paul stated work is being done to implement Family Medical Leave Act into the University System. The CCF is hoping to see results in March or April.
   5. AAC/SAC – Sonia Cowen
      The SAC will meet this afternoon instead of January 9th as originally scheduled. Primary issues include: student health insurance, Title IX, mental health, and alcohol and substance abuse prevention. The AAC reviewed a number of academic program requests at their meeting earlier in the day. Murray Sagsveen provided a draft copy of a revised SBHE policy for feedback. He further recommended a 30-day notice of campus submissions for promotion and tenure in advance of the April SBHE meeting each year. The next AAC/SAC Joint Meeting is scheduled for February 3rd. One of the main topics will be the adoption of Student Achievement Measure (SAM). Joint council members will also receive an update from the Best Practices Task Force and their anticipated presentation to the SBHE.

D. Council Discussion
   1. Pathways – Sonia Cowen and Task Force Representatives
Cowen provided an overview of proposed models for consideration that have been presented to the Admissions Index Task Force and the Remedial Education Grade 12 Task Force.

a. Identifying Roles and Responsibilities of the Three Task Forces
   - Admissions Index
     Link asked Cowen whether Compass scores could still be retained in the model for the purpose of placement in college coursework. Cowen indicated that according to Superintendent Baesler, high school grades and GPAs could potentially be replaced with state exam scores ranging from 1-4.
   - Remedial K-20
     Cowen provided an overview of a successful remedial K-20 model in Tennessee in which community colleges were highly involved in grade 12 remediation in a collaborative initiative funded by the state. Community college teachers and education student teachers aided grade 12 high school teachers with remediation. Council members also supported the idea of supplemental instruction—technology labs that complement classroom instruction.

     Cowen further suggested that the first half of grade 12 could contain remedial instruction with enrollment in an Advance Placement course or dual credit at the college/university level in the second half of grade 12.

     Cowen’s model included a timeline including proposed changes in state supported ACT testing.

     Currently the state pays for the ACT during the junior year. In Fall 2015 the state intends to move the state supported ACT testing to the fall semester of the senior year. The Smarter Balance state assessment exams will be administered high school juniors in the spring semester of 2015. Fall semester, 2017, is the first cohort of high school graduates who will have completed all ND standards for readiness for admission to the NDUS. The graduates of 2026 will be the first graduating cohort to have completed their entire studies under the new ND Common Core State Standards.

     Cowen report that the January 17th SBHE meeting is primarily dedicated to discussion of Pathways.

   - Remedial Education - Best Practices
     The Remedial Education Best Practices Task Force has not met yet, but will convene before the next AAC meeting.

     Cowen inquired as to whether or not the Councils supported the proposed models as presented. The Councils supported the proposed models as presented with the understanding that the respective Task Force would continue to refine each proposal in preparation for SBHE consideration.

b. CORE Technology Services – Lisa Feldner
   The new name Core Technology Services (CTS) replaces the former name Student Information Technology Services (SITS). Feldner indicated that SharePoint is being considered for the system office and campuses for the purpose of document sharing and managing the flow of information. E-transcripts are now available for high school students through the State Longitudinal Data Set (SLDS). Dashboards are being refined for schools to view respective data in the SLDS—including whether or not a student is on track to complete high school core requirements.
Reesor asked if the Councils could receive more information from other work groups, task forces, or subcommittees regarding topics that impact SAC or AAC. Decisions made by financial aid, admissions, or records should be included in SAC and AAC updates.

E. Lunch/Consultation with Constituents

F. Joint Council Discussion - Roles and Expectations of the Three Task Forces regarding Pathways' Admission Index and Remedial Education

G. Process for Requests to the SBHE – Murray Sagsveen, Chief of Staff
Murray Sagsveen, NDUS Chief of Staff, briefed the members of the two councils about plans to include a “Summary of Proposed Action” with any action items submitted to the State Board of Higher Education. He responded to questions and suggestions about the proposed template.

H. Intellectual Property – Murray Sagsveen (NDUS), Director of Legal Services, assisted by Jason Jenkins (NDUS), Mike Moore (UND), & Val Kettner (NDSU)
Jason Jenkins, NDUS counsel located at UND, and Murray Sagsveen explained the proposed amendments to SBHE Policy 611.2 – Employee Responsibility and Activities: Intellectual Property. Dr. Paul Markel, speaking on behalf of the Council of College Faculties, commented about several provisions in the policy and proposed amendments. In response from several who requested additional time to review and comment on the proposed policy amendments, Sagsveen stated that he would recommend that the proposed amendments be submitted to the SBHE for a first reading at the April 24, 2014, meeting.

I. Joint Council Continued Discussion Regarding Charges to and Work of the Three Task Cowen asked Council members again for their support for the proposed models. The Councils agreed by consent. No vote to the contrary.

J. Approaches to Implementation of a Streamlined Common Application - Sonia Cowen, Lisa Feldner, and Lisa Johnson
Reesor reiterated the importance sharing information among groups.

K. Employee Tuition Task Force – Becky Lambole

**Workforce Approach**
Bruce and Tom (through provided notes) brought up the concept of approaching this as a workforce issue.
- Currently there is an issue within NDUS regarding workforce development
- We have the unique ability to provide the education to employ this need
- The cost of workforce development is being absorbed by the campuses providing education; these campuses do not have funding for this cost
- The issue is currently costing roughly $1,000,000

If legislators designated roughly $1,000,000 per year, which could be provided to NDUS to manage, for this purpose it would resolve this issue

Comments were made that if even some (say half) of the $1,000,000 was granted, the campuses would be better able to absorb the remaining costs

**Governor's Cost Model**
Given the model, how much of the current employee tuition waivers would be covered? (fall 2012, spring 2013)
- How many employees are currently taking courses (tuition waiver or otherwise?)
  - Of those classes, how many are face-to-face and distance, respectively?
Regardless of the approach taken, could we still consider courses free to employees once a class has “made” if it is not yet a capacity?

Priority would be granted to:

- Paying students
- Students working towards a certificate or degree
- Students who fulfillment of the course will benefit their work as a NDUS employee

Would like to meet again before the holidays. Becky will send out a doodle to establish a meeting time. Would like to have something ready to be presented at the January 30th SBHE meeting.

L. Guest Presentation – Tanya Spilovoy

- Open Education Sources/Resources (PowerPoint)
  Spilovoy provided an overview of her work with a task force in response to a legislative request to research open resources for instruction. The task force prepared a white paper in response to the request. In addition, Spilovoy researched several examples of open resources and shared one (My Merlot) with council members. Council members agreed that while open textbooks and other online textbooks are available and used by some faculty, campuses also engage in many practices to reduce the cost of textbooks to students to include: book buyback, book rentals, digital textbooks, used textbooks, and links to other sources to purchase textbooks online.

- NDUS Retention Summit
  May 19-20 2014

Motion to adjourn at 3:10pm, Approved.