Academic Affairs Council Meeting Minutes
NORTH DAKOTA UNIVERSITY SYSTEM
Tuesday, 1 July 2014  9:00 a.m. – 12:00 p.m.
Teleconference

Academic Affairs Council members participating: Mr. Larry Brooks (Dakota College Bottineau), Mr. Dan Leingang (Bismarck State College), Mr. Lloyd Halvorson (Lake Region State College), Dr. Lenore Koczon (Minot State University), Dr. R.S. Krishnan (North Dakota State University), Mr. Harvey Link (North Dakota State College of Science), Dr. Cynthia Pemberton (Dickinson State University), Dr. Joshua Riedy (University of North Dakota), Dr. Julee Russell (Valley City State University), Dr. Keith Stenehjem (Mayville State University), and Ms. Linda Tharp (Williston State College).

Members Absent: Dr. Tom DiLorenzo (University of North Dakota), Mr. Derek LaBrie (North Dakota Student Association), Mr. Fernando Quijano (Council of College Faculties), and Dr. Sonia Cowen (North Dakota University System).

NDUS staff participating: Ms. Lisa Johnson and Ms. Nancy Green.

Approval of Minutes
Motion: To approve.
Moved: Mr. Halvorson
Seconded: Mr. Brooks
Action: Approved unanimously.

The Joint AAC/SAC 7 May 2014 minutes are still in progress and will be presented to AAC when completed.

Approval of Agenda
Motion: To approve the AAC agenda with additions to discussion of Procedure 402.3.2 Delivery of Dual Credit College Courses and the Montana Dual Credit Incentive Program.
Moved: Mr. Link
Seconded: Dr. Stenehjem
Action: Approved unanimously.

Council Business
Stage II
New Prefixes: (Requires Cabinet Notice/Chancellor Approval Only)
- Minot State University’s request for a new prefix: ASC-Academic Skills Course; effective fall 2014.
  Motion: To approve.
    Moved: Dr. Pemberton
    Seconded: Mr. Halvorson
    Action: Approved unanimously.
- North Dakota State University’s request for a new prefix: AHSS-(Arts, Humanities and Social Sciences); effective fall 2014.
North Dakota State University’s request for a new prefix: PNAS-(Pharmacy, Nursing, and Allied Sciences); effective fall 2014.

**Motion:** To approve.
- **Moved:** Dr. Krishnan
- **Seconded:** Dr. Stenehjem
- **Action:** Approved unanimously.

### Program Termination: (Requires Cabinet Review/SBHE Action)
- Lake Region State College’s request for termination: Certificate Program and A.A.S. in Paralegal; effective fall 2014.

**Motion:** To approve.
- **Moved:** Mr. Brooks
- **Seconded:** Mr. Leingang
- **Action:** Approved unanimously.

#### Procedure 402.3.1 Dual Credit Enrollment Application
Ms. Johnson reported that the NDUS and the ND Department of Public Instruction determined that a separate application for dual credit enrollment was no longer necessary. Students complete a regular undergraduate application for admission, indicating their status as a high school student enrolled in college courses. College/university data associated with high school students enrolled in college/university courses can be filtered from the larger NDUS student information system based on their admit type.

#### Procedure 402.3.2 Delivery of Dual Credit College Courses
Ms. Johnson reported there were numerous edits to procedure 402.3.2—mostly to align with current practices. The term *dual credit* has been replaced with the phrase “high school students enrolled in college courses”. This was an attempt to clarify that all students receive college credit for the successful completion of college/university coursework. Dually receiving credit at the high school for the college/university enrollment is under the purview of the high school and the ND Department of Public Instruction. References to guidelines pertaining to the award of high school credit were removed. Discussion and approval of the proposed edits will be on the August AAC and SAC agendas.

#### Approval of GERTA Requests
The registrars met in May to review all the GERTA requests submitted from all the campuses, including the tribal colleges, since November 2013. All the GERTA requests were approved unanimously by the registrars and forwarded to AAC members for their recommendation for approval to the Cabinet.

**Motion:** To approve.
- **Moved:** Mr. Link
- **Seconded:** Dr. Krishnan
- **Action:** Approved unanimously.

#### Montana Dual Credit Incentive Program
The Montana Dual Credit Incentive Program allows high school teachers that teach dual credits to earn coupons for college tuition that could be used by the high school teacher for additional coursework or professional development courses through the university system. The high school teacher could share the tuition coupons with anyone and were only redeemable among Montana colleges and universities. After
significant discussion regarding the benefits and concerns, the council’s interest in adopting a similar incentive for the NDUS was relatively low.

**Reports and Updates**
Mr. Derek LaBrie, NDSA, reported via email there is nothing new to report at this time.

Mr. Fernando Quijano, CCF Representative, was not present to report.

Ms. Lisa Johnson reported the Smarter Balanced online panel to review assessments and give feedback still has additional room for ND representation. Representatives can include parents and other stakeholders. Most higher education representatives are selecting to provide feedback regarding the Grade 11 assessments. Grade 11 assessments are used for Grade 12 course selection, introductory college course placement (dual credit and/or advanced placement), and advising in college and career readiness.

At the Vertical Alignment meetings, Mr. Leingang (BSC) facilitated math discussions and Dr. Russell (VCSU) assembled K-12 instructors and English representatives from higher education. Dr. Russell (VCSU) reported that a rubric for English was drafted that can be used as a program assessment. Holistic scores of 1-4 were developed with a 2 being a low equivalent for passing performance in English 110.

Mr. Leingang reported the main outcome for mathematics Vertical Alignment group was the creation of a white paper to be submitted to the Superintendent of the North Dakota Department of Public Instruction. The white paper outlines the concepts of an aligned mathematics curriculum and solutions associated with some of the issues identified in the paper.

**Institutional Initiatives**
The SBHE passed Policy 820 *Tuition Waivers* on 26 June. The policy states that staff and faculty enrolled in coursework via distance education would be responsible for 50% of the tuition and 50% would be waived by the institution or worked out between institutions. The campuses will create institutional policies to implement for fall 2014.

**Motion:** To adjourn.
  - **Moved:** Dr. Pemberton
  - **Seconded:** Dr. Koczon
  - **Action:** Approved unanimously. The meeting adjourned at 10:10 a.m. CDT.