Academic Affairs Council Meeting Minutes
NORTH DAKOTA UNIVERSITY SYSTEM

Tuesday, 5 August 2014  9:00 a.m. – 12:00 p.m.
Phone Conference

Academic Affairs Council members participating: Ms. April Abrahamson (Dakota College Bottineau), Dr. Julie Anderson (University of North Dakota), Dr. Drake Carter (Bismarck State College), Dr. Tom DiLorenzo (University of North Dakota), Mr. Lloyd Halvorson (Lake Region State College), Dr. Lenore Koczon (Minot State University), Dr. Beth Ingram (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), Ms. Wanda Meyer (Williston State College), and Mr. Derek LaBrie (North Dakota Student Association).

Members Absent: Mr. Larry Brooks (Dakota College Bottineau), Mr. Fernando Quijano (Council of College Faculties), and Dr. Sonia Cowen (North Dakota University System).

NDUS staff participating: Dr. Richard Rothaus, Ms. Lisa Johnson, and Ms. Nancy Green.

Approval of Minutes
Motion: To approve the 1 July 2014 and Joint AAC/SAC 7 May 2014 minutes.
   Moved: Dr. DiLorenzo
   Seconded: Ms. Meyer
   Action: Approved unanimously.

Approval of Agenda
The agenda was approved as presented with discussion of Procedure 402.3.1 Dual Credit Enrollment Application and Procedure 4.2.3.2 Delivery of Dual Credit College Courses being moved to the September meeting.

Council Business
Stage I
New Program: (Chancellor announces request to SBHE)
   • University of North Dakota’s request for a new program: Minor in Geospatial Technologies, effective fall 2015.
   Motion: To approve.
      Moved: Dr. Ingram
      Seconded: Dr. Stenehjem
      Action: Approved unanimously.
• University of North Dakota’s request for a new program: B.S./M.S. in Physics, effective fall 2015.
  
  **Motion:** To approve with the condition that the NDUS office should provide the reason for requiring new program approval for a combined B.S./M.S. Physics program when standalone B.S. and M.S. programs already exist.
  
  **Moved:** Mr. Link moved pending verification of the need for this proposal to receive AAC approval.
  
  **Seconded:** Dr. Stenehjem
  
  **Action:** Approved unanimously.

• University of North Dakota’s request for a new program: Ph.D. in Electrical Engineering, effective fall 2015.
  
  **Motion:** To approve.
  
  **Moved:** Dr. Carter
  
  **Seconded:** Dr. Ingram
  
  **Discussion:** Dr. Anderson reported, “that this is adding to the Ph.D. offerings that we have in Engineering and you can see by the proposal that this one is for electrical. The faculty really feel it will serve the state. It also looks at renewable energy, biomedical engineering, advanced high frequency and microwave circuits. It’s an area we believe is very much needed in the state especially with what is happening in the western part of the state. We do have the resources for this particular degree.” Dr. Ingram asked, “how does this group manage program duplication? Is that something that we talk about, is that an issue for the state? I am just trying to understand what the role of this group is in thinking about new programs.” Ms. Johnson reported, “part of the purpose of Stage I is for the campus to say we are exploring this. Stage I is that when they are approved, it allows the campuses to really formally inform their colleagues that they’re looking at offering something. It is at this point where other campuses might say well we feel this might be something we’re offering. Duplication has occurred if the need is great enough rewards duplication, otherwise we are fairly cautious about not overlapping on programs that may not necessarily be in high enrollment, high demand. Dr. Stenehjem reported in the Stage II proposal also it would have to be addressed as far are there other programs in the state similar to this and then justifying why they feel the need would be there. So the question of duplication would come up in Stage II. Dr. Ingram stated Stage I is sort of a notification. Stage II is more the approval stage. Ms. Johnson stated Ms. Ingram described it very succinctly, Stage I is introduction, Stage II is sort of the nitty gritty details. Ms. Ingram thanked her. Mr. Link shared this allows should another institution have an area here that they either have a concern or have input, this would give them an opportunity to interact, and I think there is always a certain expectation that if there are comparable programs or effective programs that other places in the state there will be some dialogue to ensure that their not in a competitive nature more of a complimentary nature with each other. It fosters that communication. The role of this council in these academic matters is, it’s very clear that the group is advisory. As some of these requests move to Cabinet and/or the SBHE, obviously recommendations from this group could be overturned, it could be modified. To the best of our ability we try to bring them back to this group for an
update. Sometimes that doesn’t always happen. Again the role of the Academic and Student Affairs Councils are both advisory in nature.

**Action:** Approved unanimously.

### Stage II

**Distance Education: (Requires Cabinet Notice/Chancellor Approval Only)**

- Valley City State University’s request for distance education for online delivery in addition to programs currently offered on campus: *B.A. and B.S. in History*, effective spring 2015.
  
  **Motion:** To approve.
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Dr. Carter
  
  **Discussion:** The online delivery is in addition to the traditional delivery of the already approved B.A. and B.S. in History.
  
  **Action:** Approved unanimously.

**New Prefixes: (Requires Cabinet Notice/Chancellor Approval Only)**

- Valley City State University’s request for a new undergraduate upper-division prefix: *CJ-Criminal Justice*, effective spring 2015.
  
  **Motion:** To approve.
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Dr. Koczon
  
  **Action:** Approved unanimously.

- Valley City State University’s request for a new undergraduate lower-division prefix: *CJ-Criminal Justice*, effective spring 2015.
  
  **Motion:** To approve.
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Dr. Koczon
  
  **Action:** Approved unanimously.

**NDUS Procedure 403.0.2 – Academic Actions Table contains a reference to approve undergraduate and/or graduate and upper and/or lower division prefixes. For future reference, paperwork for each level of prefix will be needed until the procedure is revised.**

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

- North Dakota State College of Science’s request to place a program on inactive status: *Diploma, Certificate, and A.A.S. in Micromanufacturing Technology*, effective fall 2014.
  
  **Motion:** To approve.
  
  **Moved:** Dr. Carter
  
  **Seconded:** Dr. DiLorenzo
  
  **Action:** Approved unanimously.

**Program Title Change: (Requires Cabinet Notice/Chancellor Approval Only)**

- University of North Dakota’s request for a program title change: from *M.S. and Ph.D. in Biochemistry and Molecular Biology* to *M.S. and Ph.D. in Biomedical Sciences*, effective fall 2014.
  
  **Motion:** To approve.
  
  **Moved:** Dr. Ingram
  
  **Seconded:** Mr. Link
Discussion: SBHE Policy 403.4 doesn’t exist and will be removed from future instructions/forms when they are revised. UND will be using the same prefix of BMB (Biochemistry and Molecular Biology) and using CIP code 26.0102.

Action: Approved unanimously.

- University of North Dakota’s request for a program title change: from M.S. in General Studies to M.S. in Educational Studies, effective fall 2015.

Motion: To approve.

Moved: Dr. Stenehjem
Seconded: Mr. Link

Discussion: In response to an inquiry as to why students would no longer be admitted to the former program, the campus responded for approximately one year, current students could wrap up their studies under the former name. With advance notice, students would be informed and admitted under the revised program title in fall 2015. UND confirmed the program content did not change. In response to the question posed regarding outdated curriculum, the campus reported the curriculum was not outdated on a national level—that internally, the campus felt the program title was outdated and did not reflect the type of instruction students received. The CIP code 13.0101 is still accurate.

Action: Approved unanimously.

Program Termination: (Requires Cabinet Review/SBHE Action)

- North Dakota State College of Science’s request for a program termination: A.A.S. in Mental Health Care Associate (MHCA), effective fall 2014.

Motion: To approve.

Moved: Dr. Carter
Seconded: Dr. DiLorenzo

Discussion: In response to questions regarding discrepancies between what had been approved in the academic log and what is reflected in ConnectND (the student information system), NDSCS reported mass changes were enacted system-wide on occasion. The Mental Health Care Associate (MHCA) program was originally approved as an A.S. program. In 1999 or 2000 a policy change required all A.A. and A.S. programs to be liberal arts (transfer) programs. Many programs were switched to A.A.S. programs at a system level, rather than as individual actions or requests from each campus. Both distance and traditional delivery were not uncommon. The A.A.S. in MHCA is what is formally recorded in ConnectND at NDSCS and should be to be terminated.

Action: Approved unanimously.

- North Dakota State College of Science’s request for a program termination: Certificate in Health Information Technician, effective fall 2014.

Motion: To approve.

Moved: Dr. DiLorenzo
Seconded: Dr. Carter

Discussion: NDSCS wishes to terminate neither the Certificate Program nor the A.A.S. degree in HIN (CIP 51.0707). The old HIT certificate is in ConnectND at
NDSCS and should be terminated. This has no effect on the HIN Cert or A.A.S. program.

WSC offers A.A.S. in Administrative Assistant-Health Information Management (CIP 51.0707). Although there are no records of approval to offer the Certificate (P.C.) in Administrative Assistant-Health Information Management at WSC, a prefix change was approved in May of 2014. In 2013-2014, DCB was approved to offer the A.A.S. in Health Information Management (CIP 51.0707) exclusively on-line and in collaboration with WSC.

**Action:** Approved unanimously.

- University of North Dakota’s request for a program termination: B.S. in Physical Therapy, effective fall 2014.

  **Motion:** To approve.
  **Moved:** Dr. Stenehjem
  **Seconded:** Mr. Halvorson
  **Discussion:** New federal guidelines will require a doctoral level degree (D.P.T.) to practice as a physical therapist. The B.S. in Physical Therapy is no longer an appropriate or applicable credential for those who do not complete a doctoral level program in physical therapy.
  **Action:** Approved unanimously.

**Procedure 402.3.1 Dual Credit Enrollment Application**
Ms. Johnson will place this item on the AAC September agenda. The most recent edits will be sent to the council members.

**Procedure 402.3.2 Delivery of Dual Credit College Courses**
Ms. Johnson will place this item on the AAC September agenda. The most recent edits will be sent to the council members.

**Policy 820 Tuition Waivers –clarification of availability of funds**
The council reported concerns regarding the variety of interpretations associated with the proposed policy and whether or not campuses would be obligated to pay tuition regardless of overall financial status of the institution. Others inquired about the impact of enrollment as a result of this policy on the Governor’s funding formula. Council members questioned whether campuses could enact institutional limits regarding support of this policy, based on the availability of funds.

**AAC 2014-2015 Meeting Schedule**
The council would like Outlook meeting invites for the AAC members to accept or decline.

**Reports and Updates**
Mr. Derek LaBrie, NDSA reported that 15-16 August is the NDSA retreat in Fargo. There is no conflict with the AAC 2014-2015 schedule.

The question was raised on what the Council can say or not say regarding Measure 3 on a system level. Ms. Johnson will communicate with the communications personnel to see if there were edits to the talking
points document that was emailed out by the system office earlier this year. The document will be shared with the council.

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

Ms. Lisa Johnson reported an email will be sent to invite faculty to participate in the Smarter Balanced™ online panel to recommend achievement levels.

Access to Smarter Balanced™ digital libraries has caused some concern among representatives in higher education. At present Smarter Balanced™ provides K-12 access to the digital library of resources at no charge and indicated that higher education will be expected to pay for access.

The NDUS Programs Offered Programs Completed Report has been updated and posted to the NDUS website. It covers the period of 1 July 2012 to 30 June 2013.

The NDUS is implementing an intranet that will be accessible to NDUS employees. Work space and resources to include reports, forms, agendas, and calendars for councils and other work groups are anticipated. Initial intranet functionality is expected this fall.

Institutional Initiatives or Issues
Council members were asked to provide input regarding NDUS Procedure 402.3.2 prior to the 2 September AAC meeting. Each of the campuses will send the contact information of a campus representative to Ms. Johnson and she will identify a meeting time to review that procedure that works for the majority of the participants.

The meeting formally adjourned at 10:24 a.m. CDT.