Academic Affairs Council Meeting Minutes  
NORTH DAKOTA UNIVERSITY SYSTEM  
Tuesday, 2 September 2014  9:00 a.m. – 12:00 p.m.  
Phone Conference

Academic Affairs Council members participating: Mr. Larry Brooks (Dakota College Bottineau), 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), Dr. R.S. Krishnan (North Dakota State University), Mr. Harvey Link (North Dakota State College of Science), Dr. Cynthia Pemberton (Dickinson State University), 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: Council of College Faculties Representative, Dr. Sonia Cowen (North Dakota University System).

NDUS staff participating: Dr. Richard Rothaus, Ms. Lisa Johnson, Ms. Becky Lamboley, Ms. Laura Glatt, Mr. Murray Sagsveen, and Ms. Nancy Green.

Approval of Minutes
Motion: To approve the 5 August 2014 minutes.  
Moved: Dr. Carter  
Seconded: Dr. Koczon  
Action: Approved unanimously.

Approval of Agenda
Motion: To approve with the addition of Ms. Lamboley speaking on the CORE Survey.  
Moved: Dr. Stenehjem  
Seconded: Mr. Brooks  
Action: Approved unanimously.

Council Business
CORE Survey
Ms. Lamboley reported it is time to administer the North Dakota Core, Alcohol, and Other Drug Survey with the IRB approval. It is done in the classroom with a random sample drawn from all current undergraduate courses. The group has asked that the provost or vice president of academic affairs send an email to all undergraduate faculty for support in the survey. Ms. Lamboley will send a copy of the draft letter as to what to say. The survey is administered by someone that comes in that went through the IRB training. Students taking online courses will be considered for the 2016 survey and forward.

Affordable Care Act Implementation
Ms. Glatt reported there was a daylong meeting last week with the payroll and human resources groups with another full day meeting scheduled in a week. Two major issues that need to be resolved are: 1. How to count adjunct faculty, and 2. How to handle resident assistants. Ms. Glatt sent email on Friday with some options. A question was sent to the consultants is whether or not we can have two options for adjunct faculty with one that may work better for certain types of institutions another model that may work better for
other types of institutions. Best case scenario, there are two categories and the institution would pick one. If this is not feasible, then one option needs to be agreed on. The Federal Safe Harbor which is the two and a quarter in teaching time plus an hour for each outside classroom hour. Option A instead looks at measuring adjunct faculty basically as a percent of fulltime load by campus. Option B allows for tailoring depending on if you have no office hours, one hour, two hours, and so on. A one size fits all approach will not work.

AAC asked two questions after Ms. Glatt had to go. The questions and Ms. Glatt’s responses are as follows: 1. Who are the consultants you referenced who are reviewing the ACA requirements? They are consultants engaged by PERS, and are being utilized at no-cost to the NDUS. They have included Segal, Deloitte, and Ice Miller. We are in the process of potentially seeking advice from Mercer directly on RA’s. 2. How was NDUS designated as the employer? (One member noted that he thought initially the State of ND was designated the employer and NDUS was the modification of that). The Governor, I presume under advice from OMB and PERS, has determined that the State of ND is the applicable large employer (ALE) The NDUS will be one ALE member and state will be another ALE member. While that affords us a bit of flexibility, the state has asked that our implementation mirror that of the state, as much as possible. Furthermore, tracking hours is at the ALE, not the ALE member level. Therefore, we have to track hours worked across state government and the NDUS. I have been told quite firmly that structural decision is not open for discussion.

Policy 820 Tuition Waivers – clarification of availability of funds
There is no money at the central level to pay for the employee waivers. Any payments up to the 50% employer paid will come from institutional budgets. The Administrative Affairs Council discussed whether there should be any minimum amount or standard established that institutions had to set aside. The policy does not allow for campuses to not participate.

Dr. Stenehjem referenced an email sent to vice presidents for Business Affairs from Ms. Glatt on 18 August, “for fall of 2014 term, we will continue to honor what you individually have provided in the past which may vary between campuses. The second bullet says add online paid 50% employees, employee instructor, and 50% employee with employee’s responsibility for 100% of the fees for online unless the employee has paid less in the past in which case you use your old practice.”

Response to AAC’s request for clarification on Measure 3
Mr. Sagsveen was available for questions on Measure 3. The Higher Learning Commission (HLC) released its report of its advisory committee visit which is the subject of a news conference today in Fargo. Comments on Measure 3 will be sent under a separate report to be shared with the legislature. The first draft indicated the HLC is very concerned of the autonomy of the North Dakota University System if led by a three person commission. There is no three person commission in the United States. An updated talking points document on what can and can’t be said about Measure 3 will be shared as soon as the report from HLC is received.

 Procedure 402.3.1 Dual Credit Enrollment Application
Motion: To approve the deletion of NDUS Procedure 402.3.1 Dual Credit Enrollment Application.
   Moved: Mr. Link
   Seconded: Mr. Halvorson
   Action: Approved unanimously.
**Procedure 402.3.2 Delivery of Dual Credit College Courses**
Ms. Johnson presented proposed edits to NDUS Procedure 402.3.2 for recommended approval. The Council offered numerous edits. Ms. Johnson offered to annotate those edits and to provide a revised copy at the Joint Meeting of AAC and SAC members in October.

** AAC meeting lunch fund**
In the past, AAC collected dues for lunch at face-to-face meetings. The auditors stated this practice cannot be done. RSVPs for longer meetings was a suggestion along with starting meetings after lunch or concluding before lunch. For the next meeting, it was suggested to do an RSVP and have cash on hand.

**Reports and Updates**
Mr. Derek LaBrie, NDSA reported the officers’ retreat was held 15-16 August. Different goals and focus areas include Measure 3, scholarships, health care, and student retention. 19-20 September will be the first meeting of NDSA for the year.

A CCF Representative was not present to report.

Ms. Lisa Johnson reported there is nothing new on Smarter Balanced™.

**Institutional Initiatives or Issues**
Nothing to report.

The meeting formally adjourned at 10:55 a.m. CDT.