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

Monday, 6 October 2014 1:00 p.m. – 5:00 p.m.
Bismarck State College
National Energy Center of Excellence Building, Room 335

Academic Affairs Council members participating: Dr. Drake Carter (Bismarck State College), Mr. Larry Brooks (Dakota College at Bottineau), Mr. Lloyd Halvorson (Lake Region State College), Dr. Keith Stenehjem (Mayville State University), Dr. Lenore Koczon (Minot State University), Mr. Harvey Link (North Dakota State College of Science), Dr. Beth Ingram (North Dakota State University), Dr. Tom DiLorenzo (University of North Dakota), Ms. Wanda Meyer (Williston State College), and Mr. Derek LaBrie (North Dakota Student Association).

Student Affairs Council members participating: Mr. Jay Meier (Bismarck State College), Mr. Dan Davis (Dakota College at Bottineau), Ms. Marie Moe (Dickinson State University), Dr. Ray Gerszewski (Mayville State University), Mr. Kevin Harmon (Minot State University), Dr. Timothy Alvarez, (North Dakota State University), Dr. Lori Reesor (University of North Dakota), Dr. Vitaliano Figueroa (Valley City State University), and Mr. Keagan Johnson (North Dakota Student Association).

Members Absent: Dr. Donna Fishbeck (Bismarck State College), Dr. Cynthia Pemberton (Dickinson State University), Dr. Philip Parnell (North Dakota State College of Science), Dr. Julee Russell (Valley City State University), Ms. Heather Fink (Williston State College), Mr. Blayd Sanders (North Dakota Student Association), and Dr. Suzanne Russ (Council of College Faculty).

NDUS staff participating: Ms. Laura Glatt, Dr. Sonia Cowen, Dr. Richard Rothaus, Ms. Lisa Johnson, Ms. Becky Lamboley, and Ms. Marietta Kemmet.

Guests: Dr. Dawn Olson (Dickinson State University), and Dr. Janna Stoskopf (North Dakota State University).

Approval of Agenda
Motion: To approve agenda with Student Retention item removed.
Moved: Dr. Carter
Seconded: Mr. Link
Action: Approved unanimously.

Guest Presentations
US Affordable Care Act
Ms. Glatt reported work is continuing on the eligibility criteria. The draft ACA eligibility criteria for part time faculty, to determine work hours needs to be revisited, in light of some recent legal advice received. She said changes regarding part-time faculty will be shared with the AAC. The implementation team continues work on criteria related to resident assistants. The new ACA measurement period starts 1 November 2014, with the first look back period of November 1, 2013 to October 31, 2014.
Policy 820 Employee Tuition Waivers
Ms. Glatt reported the revised employee tuition policy is in place for fall 2014. She said the Administrative Affairs Council has developed common guidance on recording, payments and other administrative procedures related to waivers and for the 50% payment for online. The SBHE amended the current policy, which still provides a limit of up to three courses per calendar year per employee, in any combination of 100% waiver for on-campus courses or payment of a minimum of 50% of tuition by the employing campus for online courses. The employing campus pays a minimum of 50% for an on-line course with the employee paying the other 50% of tuition and, the employee pays 100% of the fees for online campuses. The institution can adopt implementing procedures which could address what courses the campus will pay for and which they won’t pay for. Ms. Glatt said that the Admin. Affairs Council has expressed interest in considering additional changes to the policy in the future. If so, any changes will be shared with the AAC at that time.

Dual Credit Stipend Amounts Paid
Ms. Meyer reported that since the tuition rate of $65 per credit for courses taught at a high school location (off campus) is common for all NDUS campuses would it be possible to have the same stipend/pay rate given to instructors at the high school locations for all NDUS campuses. This would help prevent NDUS campuses from competing against each other. Some campuses pay per credit and some pay per student. She would like discuss how this might cause competition as it relates to instructor pay. Ms. Meyer asked the council members to consider a system wide approach to faculty pay for dual credit. Dr. Cowen will forward a compilation of questions to AAC members to forward on to their dual credit faculty and include Dr. Tanya Spilovoy for the distance education group.

Joint AAC/CAC Council Reports and Updates
NDSA
Mr. Derek LaBrie reported NDSA discussed three resolutions with one passing. The first resolution discussed was a stance against Measure 3 which did not pass due to conflicts in Chapter 16 of Century Code. The second resolution discussed was NDSA in support of a student voice on the SBHE and that was passed. The third resolution was create a lobbying goal to amend Chapter 16 so NDSA is able to take a stance on issues that would affect them.

Mr. Keagan Johnson had nothing to report.

CCF
Dr. Suzanne Russ, CCF Representative was not present to report.

Mental Health
At the end of the month, Ms. Lamboley had the privilege of attending SAMHSA’s Suicide Prevention Implementation Academy which focused on suicide within the service members and their families, who are a high risk population. It was an excellent opportunity to pull together with other state partners to learn about current efforts, discuss best practices and to develop a strategic plan to address suicide and related issues throughout our state. Of note, three high risk populations are persons ages 18-24, Native Americans, and service members and their families. We have all three of these populations. Our mental health initiatives have and will continue to help in providing the resources needed for these and other students of risk. But there is more that can be done. During the upcoming Mental Health Task Force meeting, Ms. Lamboley plans to work with that group to determine how we can best address suicide and related issues across NDUS.
Title IX
During our first Title IX Task Force meeting, it was identified that training is our greatest Title IX need across the system, particularly investigator training. The group suggested that we hold a system wide Title IX training, more specifically that we bring in Gina Smith and Leslie Gomez, who are former sex crimes prosecutors and educators with a national law practice dedicated to the institutional response to sexual misconduct to do the training.

Each campus has estimated attendance and has voted on how they would like to break down the roughly $24,000 cost. All but two campuses voted to split the cost as a flat rate across the campuses. BSC and LRSC have both volunteered to host the training.
The Title IX Task Force, as a subcommittee to SAC, is seeking your approval to hold the training.

Progress Reports and Recommendations of the Three Task Forces RE: Pathways
Dr. Cowen shared that the Midwestern Higher Education Compact (MHEC) is looking at the Lumina Foundation to assist with prior credit assessment for military veterans and eligible dependents. The steering committee will be meeting soon. Dr. Cowen will look to the AAC for representation.

Dr. Cowen reported task forces were addressed in the Strategic Plan either indirectly or directly. The two areas where there were concerns in the adoption of the strategic plan were the recommendations of the admissions standards and the proposed exclusive role of the community colleges in delivering remedial education on all campuses. The SBHE will revisit the admissions standard. The proposal that was agreed to by the research institutions was that they would recommend the ACT score of 22 and HS GPA of 2.75. The core courses score would be escalated each year from 13 to 15.

Council Discussion
Common Application for Admissions
Ms. Lisa Johnson reported that at the AAC retreat in early June, there were questions about the appropriateness of some of the questions as to why they were on the application and if they were necessary. The Admissions User Group makes changes to the common application once a year. The residency questions are almost verbatim out of ND Century Code. The safety and security questions are verbatim out of NDUS Procedure 511 Student Criminal History Background Checks. There are also statements indicating that the information reported by the applicant is accurate before signing. The capture of information pertaining to residency and veteran information would be appropriate uses for dynamic questions in Hobsons. Ms. Johnson confirmed that application questions 9-15 are not required. Questions 30-33 are not related to admissions but to the Business Office. The council members would like to speak with an IT person to better understand how the information populates in the system. Some campuses stated they prefer the information up front at the time of application rather than trying to track down the student during orientation/registration for additional information. The members suggested forming a small task force (IT, AAC, SAC, User Group representatives) to work on the questions (maybe more dynamic questions) and bring back the information to the councils and complete the changes rather than it continue on.

Motion: To form a task force which enables the separate campuses to meet on the common application and assemble questions they would have for the task force. The task force would include representative from IT, AAC, SAC, and the User Group to report back to the AAC/SAC no later than on 1 December for the Joint AAC/SAC meeting.
Moved: Dr. Ingram  
Seconded: Dr. DiLorenzo  
Action: Approved unanimously.

Update: Rather than forming a task force, Dr. Cowen will solicit specific concerns pertaining to the common application from SAC and AAC members via email. This will enable council members to consult their respective staff in admissions, IT, and other related areas for feedback. Campus responses will be shared with the full council(s).

Background Checks
Procedure 511 Student Criminal History Background Checks is under the Student Affairs section, however, it does affect Academic Affairs due to the specific academic programs that require background checks. The matrices of programs that require background checks have been sent to the Academic Affairs Council to be updated. Once the chart is updated, it will be posted to the NDUS website. Changes to Procedure 511 Student Criminal History Background Checks may be coming up in the near future. General Counsel will be asked to review for language.

The question asked was if each campus required background checks for all of their incoming faculty.

Procedure 402.3.1 Dual Credit Enrollment Application
Motion: To approve the recommendations of the admissions user group that AAC recommends removal of NDUS Procedure 402.3.1 Dual Credit Enrollment Application because it is no longer relevant to NDUS' current practices.
  Moved: Dr. Koczon  
  Seconded: Dr. Figueroa  
  Action: Approved unanimously.

Procedure 402.3.2 Delivery of Dual Credit College Courses
Motion: To approve changes to NDUS Procedure 402.3.2 Delivery of Dual Credit College Courses as presented.
  Moved: Mr. Halvorson  
  Seconded: Dr. DiLorenzo  
  Action: Approved unanimously.

Policy 403.5 Secondary-Postsecondary Articulation Agreements
Motion: To approve the changes to the SBHE Policy 403.5 Secondary-Postsecondary Articulation Agreements as presented.
  Moved: Dr. Carter  
  Seconded: Dr. Ingram  
  Action: Approved unanimously.

Campus Reports, Institutional Initiatives, and Related Issues
MaSU has two new programs starting the fall 2014: 1. RN to BSN Nursing program and 2. Undergraduate Special Education Program. Their enrollment is up as well. The all-time enrollment record has been broken for the third-straight year at MaSU with a beginning freshmen enrollment increase of 30%.

NDSCS is going through the education process of the Affordable Care Act and Title IX. They are preparing for the upcoming legislative session. NDSCS Fargo location hosted a successful board meeting.
**UND** is heavily invested in retention efforts. An example is the senate has amended that students are to declare a major by 60 credits. The one-stop student service center opens on 7 October 2014. The CPA pass rate was announced by Chancellor Skogen.

**LRSC** recently went through an organizational change where academic and student affairs are now combined.

**MiSU** – Mr. Harmon inquired what was happening with Starfish? Dr. DiLorenzo (UND) stated VCSU has adopted Starfish and thinks it is in the budget for all campuses. Dr. Koczon shared MiSU is enjoying their new president. MiSU is considering an initiative to partner with Dakota College in Bottineau and other two-year institutions to bring CTE into Minot proper. There is a possibility of a new building to be constructed, which would allow the two year campuses to offer programs in the city. Dr. Dick Jenkins is recovering and MiSU is hopeful he will be back soon. MiSU is wrapping up their prioritization across campus. They started a new GE, known as the Centennial Curriculum, this academic year. Wednesday, 8 October is assessment day where everyone gets together to talk about assessment of their programs and the GE classes offered by their department. Next week is the celebration for the Academic Hall of Fame honoring Robert Hubbard, a 1991 MiSU graduate in English who is now a professor of theatre in Iowa.

**NDSU** has no updates to report.

**DSU** is up for reaccreditation with the Higher Learning Commission. They started limited graduate courses for teachers. The Marketing and Communication office brought printing in-house this fall for cost savings. The goal for 2014-2015 is to integrate Admissions, Financial Aid, and Retention. This fall the first ever entering student survey was completed.

**VCSU’s** homecoming was a success. 10-12 October is the Parent and Family weekend. The Engagement Campaign period is ending with numbers looking good. VCSU is celebrating their 125th Anniversary with a celebration that started last week. The presidential search candidates will be on campus next week; the SBHE will make the announcement of the new president on 30 October 2014.

A suggestion was made to start rotating the AAC/SAC meetings to be held at other campus locations starting after legislative session. The campuses would like to see the other campuses within the NDUS system. DSU will host the May meeting.

**Motion:** To adjourn.

- **Moved:** Mr. Halvorson
- **Seconded:** Dr. Ingram

**Action:** Approved unanimously. The meeting adjourned at 5:17 p.m. CDT.