Academic Affairs Council Minutes  
NORTH DAKOTA UNIVERSITY SYSTEM  

Tuesday, 7 October, 2014  8:30 a.m. – 12:00 p.m.  
Bismarck State College  
National Energy Center of Excellence Building, Room 433

Academic Affairs Council members participating: Dr. Drake Carter (Bismarck State College), Mr. Larry Brooks (Dakota College Bottineau), Mr. Lloyd Halvorson (Lake Region State College), Dr. Keith Stenehjem (Mayville 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), Dr. Julee Russell (Valley City State University), Ms. Wanda Meyer (Williston State College), Dr. Suzanne Russ (Council of College Faculty), and Mr. Derek LaBrie (North Dakota Student Association).

Members Absent: Dr. Cynthia Pemberton (Dickinson State University), and Dr. Lenore Koczon (Minot State University),

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

Guests: Dr. Dawn Olson (Dickinson State University), and Dr. Kristen Warmoth (Minot State University)

Approval of Minutes  
Motion: To recommend approval of the 2 September 2014 minutes. Mr. Link apprized the Council, at the Joint AAC/SAC meeting, NDUS Procedure 402.3.1 was recommended for deletion.  
Moved: Dr. DiLorenzo  
Seconded: Dr. Stenehjem  
Action: Recommended for approval.

Approval of Agenda  
Motion: To recommend approval with additions of background investigation for employees and background for Stage I and Stage II academic requests.  
Action: Recommended for approval.

Council Business  
Stage I and Stage II Process  
The policies and procedures are located on the NDUS.edu website. Policies are being revised at this time. They have two readings at the State Board of Higher Education (SBHE) meetings before approval. Procedures are those with the Chancellor.

Stage I and Stage II are tied with SBHE Policy 403.1 – Program Approval and 403.1.1 Program Termination. Programs that will be on a transcript will fall into these policies. Procedures 403.0.2 Academic Actions Guidelines links to the Academic Actions Summary Table. Please contact Dr. Rothaus with any questions regarding Stage I and II procedures. Stage I proposals are generally announcements. Stage II proposals require different levels of approval. Some proposals go to Cabinet for Chancellor’s approval and other proposals go to SBHE. Career and Technical Education Council (CTEC) has been removed from the process due to members being on the Cabinet thus creating
redundancy. Stage I consists of a one page form which includes details for the intended program. It travels through the System office before it goes to AAC. Once recommended for approval, it goes to the Chancellor’s Cabinet for Chancellor approval and then announced at SBHE. All academic requests are to be sent to academicrequests@ndus.edu email for review. Dr. Cowen would like to see more information with from Stage I.

Dr. DiLorenzo would like to continue the discussion on Stage I and II at future meetings. Dr. Rothaus is working on a draft form for Stage I. Dr. Cowen shared ND Century Code allows out of state schools, without a physical presence, to place their students in internships for clinicals and practicums without restrictions in North Dakota. Currently there are over 300 students enrolled in nursing programs that are offered out of state with students doing clinicals in state. A concern was raised if this is affecting clinicals for our students?

Stage I

**New Program: (Chancellor announces request to SBHE)**

- Bismarck State College’s request for a new program: B.A.S. in Geomatics, effective fall 2015.
  
  **Motion:** To recommend approval.
  
  **Moved:** Mr. Brooks
  
  **Seconded:** Dr. Russell
  
  **Discussion:** NDSCS looks forward to seeing the Stage II with interest and some concerns.
  
  **Action:** Recommended for approval with one abstention.

- Dakota College at Bottineau’s request for a new program: Certificate Program and A.A.S. in Aquaponics, effective fall 2015.
  
  **Motion:** To recommend approval.
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Mr. Halvorson
  
  **Action:** Recommended for approval.

- Dickinson State University’s request for a new program: B.S. in Exercise Science Minor, effective spring 2015.
  
  **Motion:** To recommend approval.
  
  **Moved:** Dr. Ingram
  
  **Seconded:** Dr. DiLorenzo
  
  **Action:** Recommended for approval.

- Dickinson State University’s request for a new program: B.A. in Social Science Minor (Non-Teaching), effective spring 2015.
  
  **Motion:** To approve.
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Mr. Brooks
  
  **Action:** Recommended for approval.
Stage II

Distance Education Programs: (Requires Cabinet Review/Chancellor Approval)

- Minot State University’s request for distance delivery: B.S. in Communication Disorders, effective spring 2015.
  
  **Motion:** To approve.
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Dr. Stenehjem
  
  **Action:** Recommended for approval.

Place Program on Inactive Status: (Requires Cabinet Review/Chancellor Approval)

- Bismarck State College’s request to place programs on inactive status:
  
  - Diploma and Certificate Program in Computer Support Specialist, effective spring 2015;
  
  - Certificate Program and A.A.S. in Fire Technology, effective spring 2015; If funding is identified, the program will come back.
  
  - Certificate Program in Graphic Design and Communications, effective spring 2015;
  
  - A.A.S. in Phlebotomy Technician, effective spring 2015;

  Is there a way to increase the number of students to go from certificate programs to an A.A.S. degree? Employment, no. Low paying jobs. Mostly single parents, low income,
  
  - Certificate Program in Sustainable Construction Technology, effective spring 2015;
  
  
  **Motion:** To approve.
  
  **Moved:** Mr. Link
  
  **Seconded:** Dr. DiLorenzo
  
  **Action:** Recommended for approval.

- Williston State College’s request to place a program on inactive status: Certificate and A.A.S. in Health Information Management, effective fall 2015.
  
  **Motion:** To approve.
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Dr. Ingram
  
  **Action:** Recommended for approval.

Program Title Change: (Requires Cabinet Review/Chancellor Approval)

- Dakota College at Bottineau’s request for a program title change: From Diploma Program in Caregiver Services To Diploma Program in Child Development Associate (CDA), effective spring 2015.
  
  **Motion:** To approve.
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Dr. Ingram
  
  **Discussion:**
  
  LRSC and MaSU have some concerns with this program regarding the child development part of the program.
  
  **Action:** Recommended for approval with one opposition.
Organizational Change: (Requires Cabinet Review/SBHE Action)

- North Dakota State University’s request for an organization change to establish a new center: Center for Immunization Research and Education (CIRE), effective fall 2014.
  Motion: To approve.  
  Moved: Dr. Russell  
  Seconded: Mr. Link  
  Action: Recommended for approval with one abstention.

- North Dakota State University’s requests for an organization change to establish a new center: Communication Research and Training Center, effective fall 2014.  
  Motion: To approve.  
  Moved: Dr. Carter  
  Seconded: Dr. Stenehjem  
  Action: Recommended for approval with one abstention.

- University of North Dakota’s request for an organizational change: From University Children’s Center to University Children’s Learning Center, effective fall 2014.  
  Motion: To approve.  
  Moved: Mr. Brooks  
  Seconded: Dr. Russell  
  Action: Recommended for approval.

Program Termination: (Requires Cabinet Review/SBHE Action)

- Bismarck State College’s request for program terminations:
  - Diploma in Electronics/Telecommunications Technology, effective spring 2015;  
  - Diploma in Hospitality Management, effective spring 2015;  
  - Diploma in Instrumentation and Control Technology, effective spring 2015;  
  - Diploma in Power Plant Technology, effective spring 2015; and,  
  - Diploma in Process Plant Technology, effective spring 2015.  
  Motion: To approve.  
  Moved: Dr. DiLorenzo  
  Seconded: Dr. Carter  
  Action: Recommended for approval.

- Minot State University’s request for a program termination: B.S.Ed. with a major in Education of the Deaf, effective fall 2014.  
  Motion: To approve.  
  Moved: Dr. DiLorenzo  
  Seconded: Dr. Russell  
  Action: Recommended for approval.

Background checks of employees
At the Joint AAC/SAC meeting on 6 October 2014, it was stated that all NDUS employees had to be fingerprinted. The N.D.C.C.12-60-24.2w states, the North Dakota university system for a final applicant for or employee in a specified position in the university system or a university system institution or for each student applying for or admitted to a specified program of study, as designated by the chancellor. There is
no reference that all NDUS employees are fingerprinted. SBHE policy does specify the positions which
does not include faculty, where N.D.C.C. does not. The council members would like clarification on
N.D.C.C.12-60-24.2w and have the information communicated to the campuses. NDUS Procedure 602.3
specifies six areas that a minimum ND Bureau of Criminal Investigation check needs to be conducted. A
suggestion was made that the Human Resource Council clarifies the requirements and communicates back
to the campuses.

**Review of NDUS’ Accreditation log and calendar**
Dr. Rothaus reviewed and updated the accreditation log and calendar. Another version is coming out. Dr.
Rothaus asked the council members to please review it again to be sure it is correct. The accreditation log
and calendar are SBHE requirements.

**Updating Campus Academic Discipline Contacts**
Ms. Johnson will communicate with academic council members, copying the administrative assistants, via
email on updating campus academic discipline contacts at the institutions.

**Common Course Numbering Matrix Edits**
Ms. Johnson lots of courses listed on common course numbering matrices that are articulated or no one
else teaches it, promises the students nothing in transfers. Propose to take off the matrix that predate
ConnectND. Use ConnectND to access the information.

**Reports and Updates**

**NDSA**
Mr. Derek LaBrie reported nothing new for NDSA.

**CCF Representative**
Dr. Suzanne Russ reported CCF is moving forward with the all faculty conference.

**Smarter Balanced™**
Ms. Lisa Johnson will report on Smarter Balanced™ at a subsequent meeting.

**Campus Reports, Institutional Initiatives, and Related Issues**
No reports were given.

**Motion:** To adjourn.
  - **Moved:** Dr. DiLorenzo
  - **Seconded:** Mr. Brooks
  - **Action:** Recommended for approval to adjourn. The meeting adjourned at 11:59 a.m. C.D.T.