Academic Affairs Council

NORTH DAKOTA UNIVERSITY SYSTEM

Tuesday, 4 November 2014  9:00 a.m. – 12:00 p.m.

Phone Conference

Academic Affairs Council members participating: Dr. Drake Carter (Bismarck State College), Mr. Larry Brooks (Dakota College Bottineau), Dr. Cynthia Pemberton (Dickinson State University), 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. Julee Russell (Valley City State University), Ms. Wanda Meyer (Williston State College), Russ, Dr. Suzanne (Council of College Faculties), and Mr. Derek LaBrie (North Dakota Student Association).

Members Absent: Dr. Tom DiLorenzo (University of North Dakota), and Dr. Sonia Cowen (North Dakota University System).

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

Guests: Mr. Dan Leingang (Bismarck State College), Dr. Josh Riedy (University of North Dakota), Ms. Brenda Zastoupil (North Dakota University System), and Dr. Adina Chapman (College Board).

Approval of Agenda

Motion: To recommend approval of updates to Procedure 402.3.2 Delivery of College Courses.

Moved: Dr. Carter
Seconded: Dr. Stenehjem
Action: Recommended for approval.

Guest Presentation

ACAC’s November 2014 Event

The American College Application Completion (ACAC) campaign and the Free Application for Federal Student Aid (FASFA) completion project are two projects the Chancellor was approached with earlier this year. The Bank of North Dakota and the North Dakota University System (NDUS) are co-sponsoring the projects. Both projects are geared toward meeting high school students while still in high school where they have their support team encouraging them to think of higher education as an option following high school. The projects encourage application to a college and then follow-up with completion of the FAFSA in spring, both of which are critical steps toward post-secondary enrollment. The first North Dakota College Application Week will be 17-21 November 2014 and will be piloted and hosted at the Magic City Campus in Minot. The projects will open up to the rest of state in 2015.

Ms. Zastoupil will do a follow-up at a later date regarding how the event went at Magic City Campus in Minot.
Council Business

Procedure 402.1.2 Student Placement into College Courses
Proposed edits to this procedure include ASPIRE™ scores for the placement of high school students in introductory college and university courses.

Motion: To approve the first reading at AAC with the second reading at AAC at the December meeting.
   Moved: Dr. Carter
   Seconded: Mr. Link
   Action: Recommend for approval.

Procedure 403.7.4 Common Credit-by-Exam Chart
Motion: To approve proposed edits to the matrix of common credit-by-exams as presented by Ms. Johnson. To recommend approval effective immediately for the first reading at AAC with the second reading at AAC at the December meeting.
   Moved: Mr. Link
   Seconded: Dr. Koczon
   Action: Recommended for approval.

Ms. Johnson shares proposed edits to the Common Credit-by-Exam Chart with the Academic Affairs Council (AAC) as new exams are reviewed. AP Physics 1 and 2 have been added to the matrix.

Ms. Johnson was asked to keep the edits to NDUS Procedure 403.7.4 and the matrix of common exams together. AAC agreed to use a first reading, second reading process for policies and procedures. The council suggested sending policies/procedures out two to three weeks in advance of the agenda for review.

Dr. Adina Chapman from the College Board reported the AP Capstone is an innovative program for high school students designed to build the analytic and creative skills necessary for college success. The high schools may tailor the program according to a theme for the students. The first of the two course sequence is a team project and presentation, a research-based essay and presentation, and an end-of-course exam. The second course of the two is the research course. It includes research documentation, an academic thesis paper, public presentation, and oral defense. A student will receive a capstone diploma after successful completion of the two courses along with additional requirements. The purpose of the program is to develop independent research, collaborative work and communication skills valued by college, universities, and employers.

Review of Fall 2014 General Educational Requirement Transfer Agreement (GERTA) Recommendations
Motion: To accept and recommend all eight recommendations for inclusion by the North Dakota Association of Collegiate Registrars and Admissions Officers (NDACRAO) to move forward to Cabinet for Chancellor’s approval.
   Moved: Dr. Carter
   Seconded: Dr. Ingram
   Action: Recommended for approval.

Review of Revised Programs that Require Background Checks
Ms. Johnson has been recently assigned responsibility for academic programs that require background checks. This matrix is to be reviewed twice a year, with Ms. Johnson working with the registrars regarding
the accuracy of CIP codes and publishing to the NDUS website. The Bureau of Criminal of Investigations (BCI) uses the NDUS website to verify which programs of require a BCI background check.

Common Application Summary of Council Member Suggestions
This is follow-up from the Joint AAC/SAC meeting. Ms. Johnson requested edits/suggestions no later than the end of the week since she is currently working with the admissions user groups next week on the common application. The application under review is for 2016-2017. The council members suggested rebuilding the application for admission as opposed to migrating the application from year to year. A discussion regarding the language to a rebuild the application rather than a migration. Senior staff will see the discussion. Concerns were raised whether or not yes/no answers to questions surrounding active duty, veterans, and military dependents could be narrowed down to one single question. The Council offered formal recommendations regarding the following:

- A simple “yes” or “no” response as to whether or not an individual is an active duty member of the armed services; questions 37-39.
  Ms. Johnson’s recommendation is to use dynamic questions.
  **Motion:** To accept yes/no questions contingent upon the dynamic questions.
  **Moved:** Dr. Russ
  **Seconded:** Dr. Ingram
  **Action:** Recommended for approval.

- Rather than asking applicants each of the residency questions, enable students to select one or more ND residency response that pertains to them from a list.
  **Motion:** To make this question dynamic.
  **Moved:** Dr. Ingram
  **Seconded:** Dr. Russ
  **Action:** Recommended for approval.

- Annotation of questions on the application that are not required to be completed.
  **Motion:** To bring into alignment with the paper application.
  **Moved:** Dr. Ingram
  **Seconded:** Dr. Russ
  **Action:** Recommended for approval.

- Are residency questions necessary on the application? The council has consensus this question has been addressed with the earlier question on residency. (Refer to second bullet in this list.)

- Can abbreviated applications for specific applicant populations be created (e.g. dual credit, returning student, or international students)?
  MiSU suggested there be representation from each of the campuses on the admissions user group.
  **Motion:** To do a pilot of abbreviated applications for select groups such as early entry and returning students.
  **Moved:** Dr. Russ
  **Seconded:** Dr. Ingram
  **Action:** Recommended for approval with one abstention.
- Remove the language regarding the exclusion of juvenile court proceedings and juveniles who are required to register as a sex offender.
  
  **Motion:** To strike and the language within the text on questions 45 and 47 to comply with law.
  - **Moved:** Mr. Halvorson
  - **Seconded:** Ms. Russ
  - **Action:** Recommended for approval.

### 2014 Accreditation List

Dr. Rothaus is working on updating the current program accreditation list with the help of the campuses. Current policy suggests the program accreditation list go before the State Board of Higher Education (SBHE) two times a year. Dr. Rothaus will suggest changing this to once a year. More information is needed from the campuses whether accreditation is needed in certain programs for graduates to gain licensure or certification. Information could be listed as Licensure or Certification in ND and flag items that don’t fit in that model. A suggestion was made to concentrate on the programs that have specific board or licensure exams at this time. Another a suggestion is to make a simpler list that shows the steps to achieve licensure. Currently the policy/procedure states to notify the chancellor whenever there is an accreditation visit to the campus. This process is being updated. The process needs to be developed in a way to make it not burdensome. A suggestion was made that the licensure/certification issue be handled in a separate list, as those issues can be complex.

The SBHE wants the policy to be followed when the accreditation visits are happening at the campuses. When the campus is notified a visit is happening, forward an email to the system office. The council inquired what the SBHE does with the information. Do they want to know when the Higher Learning Commission is on campus along with the smaller reviews?

LRSC have applied for accreditation for the nursing program which is in candidacy status.

**Move proposed AAC/SAC meeting on March 31 to April 6 or 7**

The council would like to move the proposed Joint AAC/SAC meeting due to an HLC meeting.

**Motion:** To move the AAC meeting from 31 March 2015 to 7 April 2015 with the Joint AAC/SAC on 6 April 2015.
  - **Moved:** Dr. Stenehjem
  - **Seconded:** Mr. Halvorson

Dr. Stenehjem is okay to remove the previous motion if the second is okay and table until the December meeting after receiving more information on the SBHE addresses tenure.

**Motion:** To table Dr. Stenehjem’s motion until the December AAC meeting.
  - **Moved:** Mr. Link
  - **Seconded:** Dr. Stenehjem
  - **Action:** Recommended for approval.
Stage I

New Program: (Chancellor announces request to SBHE)
- Valley City State University’s request for a new program: B.A. and B.S. in Environmental Science; (CIP Code 03.0104), effective fall 2016.

Motion: To recommend approval.
Moved: Mr. Brooks
Seconded: Dr. Stenehjem
Action: Recommended for approval.

Reports and Updates

NDSA
Mr. Derek LaBrie reported NDSA discussed to get out and vote efforts. Committees were developed to research scholarships with the hope to have a resolution in November. A tuition committee was developed to lobby to keep tuition low across the NDUS. There will be discussions with the private institutions in ND to see how styles can be improved.

CCF Representative
Ms. Suzanne Russ reported she will present an item at next month’s meeting.

Smarter Balanced™
Ms. Lisa Johnson reported ND adopted the smarter balanced assessment. The assessment is of great interest for Grade 11 assessment for college and career readiness. Representatives of both K12 and Higher Ed met last month in Dallas, TX to recommend achievement levels associated after review of field tests that have been conducted to date. Representatives for ND included Dr. Julee Russell (VCSU) in English Language Arts, and Dr. Abraham Ayebo (NDSU) in Math. Ms. Johnson will be working with English, Language Arts, and mathematics groups to develop what the scores mean and how to use them for placement in introductory college and university coursework.

Update on ND English & Math Academic Discipline groups
The discipline groups will meet to discuss what the scores mean.

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

Other Business
A request was made for an update where the dual credit policy is at in the process. Ms. Johnson reported it will be on the November Cabinet meeting.

The meeting formally adjourned at 12:10 p.m. CDT.