Academic Affairs Council
NORTH DAKOTA UNIVERSITY SYSTEM

Tuesday, 2 December 2014  8:30 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. 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 Faculties), and Mr. Derek LaBrie (North Dakota Student Association).

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

Approval of Minutes
Motion: To approve the Joint AAC/SAC 6 October 2014 minutes.
   Moved: Dr. Koczon
   Seconded: Dr. Ingram
   Action: Recommended for approval.

Approval of Agenda
Motion: To approve with the following additions: update on the accreditation report going to Cabinet, update on NDUS Procedures 402.3.1 and 402.3.2, and the Title III application.
   Moved: Dr. Carter
   Seconded: Dr. Pemberton
   Action: Recommended for approval.

Council Business
Stage I
New Program: (Chancellor announces request to SBHE)
   Motion: To recommend approval.
   Moved: Dr. DiLorenzo
   Seconded: Mr. Halvorson
   Discussion: There is a “handshake” agreement that no institution can develop a graduate program without approval from NDSU, UND, and MiSU, and this was the process followed when VCSU gained approval for their Master’s program. There is no Policy or Procedure requiring such approval, however. Members of the AAC wished to emphasize that their approval of the Stage I signified support to investigate the possibility of an M.A.T., not support for the program. Discussion was had about whether DSU offering an M.A.T. would constitute a mission change. There are no policies or procedures for an institutional mission change, and members shared that historically such approvals came as part of a
program approval. Between Stage I and II, DSU can follow the outlined steps and check with other institutions as part of the process. 

**Action:** Recommended for approval to investigate this program with MiSU voting nay and VCSU is abstaining.

- North Dakota State College of Science’s request for a new program: *Program Certificate in Dialysis Technician*, (CIP Code 51.1011), effective fall 2015. 
  
  **Motion:** To recommend approval. 
  
  **Moved:** Dr. Carter
  
  **Seconded:** Dr. Russell
  
  **Action:** Recommended for approval.

**Stage II**

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

  
  **Motion:** To recommend approval. 
  
  **Moved:** Dr. DiLorenzo
  
  **Seconded:** Dr. Ingram
  
  **Action:** Recommended for approval.

**Organizational Change: (Requires Cabinet Review/SBHE Action)**

- University of North Dakota’s request for an organizational change: From *Department of Geography* to *Department of Geography and Geographic Information Science*, effective fall 2015. 
  
  **Motion:** To recommend approval. 
  
  **Moved:** Dr. Carter
  
  **Seconded:** Dr. Russell
  
  **Action:** Recommended for approval.

**Discussions**

**Developmental Courses at the 4-year regionals (MiSU question)**

The question is if MiSU and other four-year campuses can offer developmental courses or are they solely to be taught by the two-year institutions. A memo from the Chancellor was shared that indicated that at this time, all eleven institutions could offer developmental courses in the manner best suited for their campuses. If a student is admitted, the campus is committed to providing a pathway for the student’s reasonable chance to success. For example, VCSU will likely continue to work with DCB for the delivery of developmental courses.

Chancellor’s clarification email: “Done. Institutions are implementing a variety of approaches. Some institutions are adopting and enrolling students in regular classes with labs. VCSU is partnering with DCB with delivery of remedial education and there are other models. My position is that each institution implements what its faculty sees as the best model for them. When we have access to complete analytical data (implementation of PAR for example), we should then have full discussions at the AAC and the Chancellor’s Cabinet about what practices show the most promise.”
Dual Credit Stipends, Tuition, and Faculty Qualifications
The subsidized stipend is being paid when a high school teacher is teaching a course as part of their regular load and also being taught as college credit. The unsubsidized stipend is being paid when the course is being taught by an adjunct or a faculty member doing overload. Some institutions (MaSU, WSC) also have full time faculty teaching on-load for the courses. There is significant variation on the payment. The institution charges are $65 per credit for subsidized courses; and $115 per credit for unsubsidized courses. A group of dual credit administrators will be created to identify issues and bring them forward.

Motion: To recommend approval for Dr. Rothaus to get the group of dual credit administrators created.
   Moved: Mr. Halvorson
   Seconded: Ms. Meyer
   Action: Recommended for approval.

Campus Revisions to the Criminal Background Check for NDBCI
Ms. Lisa Johnson reported the Student Affairs Council (SAC) has deferred updates to the tables containing academic programs that require a background check to the AAC. These are the tables that the Bureau of Criminal Investigation (BCI) looks at on the NDUS website to verify if the background checks are authorized for programs. Ms. Lisa Johnson sought permission to update the tables associated with the procedure knowing that NDUS Procedure 511 will likely have edits as part of a more comprehensive review of SBHE policies and NDUS procedures. A request was made for NDUS to clarify the employee & faculty background checks that are being done.

Motion: To approve edits to tables.
   Moved: Dr. DiLorenzo
   Seconded: Dr. Pemberton
   Action: Recommended for approval.

Procedure 402.1.2 Student Placement into College Courses (AAC Second Read)
Request to include new ACT ASPIRE scores for the purpose of placement into introductory college and university courses (Math and English). The ACT ASPIRE scores are intended to replace ACT PLAN scores that will be discontinued shortly by ACT. ASPIRE assessments are administered in K-12 at approximately grade 10 and used for the placement early entry students in college and university coursework.

Motion: To recommend approval.
   Moved: Mr. Link
   Seconded: Dr. Russell
   Action: Recommended for approval.

Procedure 403.7.4 Common Credit-By-Exam Chart (AAC Second Read)
A first read was done at the November AAC meeting for edits to the table.

Motion: To recommend approval.
   Moved: Dr. Pemberton
   Seconded: Dr. Ingram
   Action: Recommended for approval.
**Campus Scheduling Autonomy**
Dr. Suzanne Russ invited a discussion on NDUS’ campus scheduling policy which would allow each campuses to schedule their own academic calendar. Council members are in support of more discussion with discussions occurring at each campus with faculty before coming back to AAC. Two possible concerns include scheduling issues and what might be done academically if there is freedom of the calendar. Discussions will have to include the other campus areas that could be affected by this type of scheduling. Dr. Rothaus will put together what the policies and procedures currently state and list possible issues that could arise.

**Accreditation Report**
Dr. Rothaus emailed the latest version of the Accreditation Report, which lists the accrediting body, the last, and next accreditation. The new data added includes showing programs that have been asked to make updates, revisions, or problem areas that have been identified. The presidents will see the current accreditation report on 3 December 2014.

**Higher Learning Commission Report**
The council made an inquiry for clarification on the Higher Learning Commission (HLC) report that came out to the Chancellor on November 17, 2014. Dr. Rothaus will pursue clarification.

**Procedure 402.3.1**
The Chancellor will announce the termination of this procedure at Cabinet on 3 December 2014.

**Procedure 402.3.2**
AAC (with two readings) and Student Affairs Council (SAC) passed NDUS Procedure 402.3.2. Dr. Cowen shared the procedure with general counsel on 12 November 2014.

**Reports and Updates**

**NDSA**
Mr. Derek LaBrie reported a number of resolutions were discussed. Resolution discussions included a tuition freeze with support for all campuses across NDUS, residency with scholarships, and voter IDs.

**CCF Representative**
Dr. Suzanne Russ updated the council that CCF is seeking to have an all faculty conference for all faculty throughout the state. It is currently scheduled for spring semester exam week.

**Smarter Balanced™**
Ms. Lisa Johnson shared that a draft bill has circulated to in opposition to Common Core State Standards and the use of Smarter Balanced assessments. No bill has been filed yet, but will be monitored by the NDUS if filed. This potentially impacts higher education in that the Smarter Balanced scores were intended to be used for student placement in introductory college and university coursework and high school advising for students entering Grade 12.

**Campus Reports, Institutional Initiatives, and Related Issues**

**Title III Application Clarification**
DSU will have to apply for the waiver application.
New Experimental Program to Stimulate Competitive Research (EPSCoR) Grant and Primary Undergraduate Institution (PUI) Representative
Dr. Richard Rothaus reported the EPSCoR Grant is being administered from NDSU. A new grant is coming online to include other institutions. The effects of climate change on food and bio feed stock is the focus with a second focus on material science. The NDSU and UND are looking for PUI (Primarily Undergraduate Institution) partners to involve students in the research projects. A pipeline of students moving through from various institutions on up to four year and graduate degrees will be created and maintained. Dr. Rothaus will contact PUIs to discuss the campus representatives.

Adjourn
Motion: To adjourn.
Moved: Dr. Ingram
Seconded: Dr. DiLorenzo
Action: Recommended for adjournment. The meeting formally adjourned at 10:27 a.m.