Academic Affairs Council Minutes
NORTH DAKOTA UNIVERSITY SYSTEM

Tuesday, 6 January 2015  9:00 a.m. – 12:00 p.m. CST
Phone Conference

Academic Affairs Council members participating: Dr. Drake Carter (Bismarck State College), Larry Brooks (Dakota College Bottineau), Dr. Cynthia Pemberton (Dickinson State University), Lloyd Halvorson (Lake Region State College), Dr. Keith Stenehjem (Mayville State University), Dr. Lenore Koczon (Minot State University), Harvey Link (North Dakota State College of Science), Dr. Beth Ingram (North Dakota State University), Dr. Tom DiLorenzo (University of North Dakota), Dr. Margaret Dahlberg (Valley City State University), Wanda Meyer (Williston State College), Dr. Suzanne Russ (Council of College Faculties), and Derek LaBrie (North Dakota Student Association).

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

Guests: Dr. Julie Anderson (University of North Dakota), and (Dr. Julee Russell (Valley City State University).

Approval of Minutes
Motion: To approve the AAC 7 October 2014 minutes.
   Moved: Dr. Carter
   Seconded: Dr. Ingram
   Action: Recommended for approval.

Council Business
Stage I
   New Program: (Chancellor announces request to SBHE)
   • Valley City State University’s request for a new program: M.A. in Teaching (M.A.T.), (CIP Code 13.1299), effective fall 2015.
     Motion: To recommend approval.
     Moved: Dr. Carter
     Seconded: Mr. Brooks
     Action: Recommended for approval.

Stage II
   Distance Education Programs: (Requires Cabinet Review/Chancellor Approval)
   • University of North Dakota’s request for on-going distance delivery via IVN to Bismarck and Minot, ND and Casper, WY: Master of Public Health (MPH) and Graduate Certificate in Public Health, (CIP Code 51.2201), effective fall 2015.
     Motion: To recommend approval.
     Moved: Dr. Carter
     Seconded: Dr. Ingram
     The two state research universities – the University of North Dakota (UND) and North Dakota State University (NDSU) – offer the North Dakota Master of Public Health
(NDMPH). Students apply to and complete their degree at one campus only - either UND or NDSU. Students choose UND or NDSU based on the MPH specializations offered at that campus, which are unique to that school. Although each MPH program is distinct and offers unique specializations, the two programs work together on common matters such as developing Practicum sites and offering public health events during Public Health Week. By working together, the MPH programs at UND and NDSU provide comprehensive public health training and service to North Dakota and the Northern Plains.

**Action:** Recommended for approval.

**Place Program on Inactive Status: (Requires Cabinet Review/Chancellor Approval)**
- Valley City State University’s request to place a program on inactive status: *B.S. in Music (online program only)*, effective fall 2015.
  - **Motion:** To recommend approval.
    - **Moved:** Mr. Link
    - **Seconded:** Dr. Stenehjem
    - **Action:** Recommended for approval.

**Program Title Change: (Requires Cabinet Review/Chancellor Approval)**
  - **Motion:** To recommend approval.
    - **Moved:** Dr. Stenehjem
    - **Seconded:** Dr. Carter
    - **Action:** Recommended for approval.

  - **Motion:** To recommend approval.
    - **Moved:** Mr. Link
    - **Seconded:** Mr. Halvorson
    - **Action:** Recommended for approval.

**New Program: (Requires Cabinet Review/SBHE Action)**
- North Dakota State College of Science’s request for a new program: *Certificate in Dialysis Technician, (CIP Code 51.1011)*, effective fall 2015.
  - **Motion:** To recommend approval.
    - **Moved:** Mr. Brooks
    - **Seconded:** Dr. Koczon
    - **Discussion:** The effective date will change from fall 2015 to spring 2015.
    - **Action:** Recommended for approval.
• Valley City State University’s request for a new program: B.A. and B.S. in Environmental Science, (CIP Code 03.0104), effective fall 2015.
  
  **Motion:** To recommend approval.
  
  **Moved:** Mr. Brooks
  
  **Seconded:** Dr. Carter
  
  **Action:** Recommended for approval.

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

• Valley City State University’s request for an organizational change to establish a new center: Don Mogan Career and Technical Education Leadership Center (DMCTELC), effective summer 2015.

  **Motion:** To recommend approval.

  **Moved:** Dr. Carter

  **Seconded:** Dr. DiLorenzo

  **Action:** Recommended for approval.

**Discussions**

**Campus Scheduling Autonomy Update**

Dr. Richard Rothaus shared there is system board policy that states the Chancellor will set uniform calendar for all institutions. If a winter term was approved, it would impact information technology (IT), financial affairs, and student affairs. AAC could create a proposal to forward to Cabinet, then on to SBHE to change the current SBHE policy. A focus group consisting of Dr. Richard Rothaus, Lisa Johnson, Dr. Lenore Koczon, a financial aid director, a registrar, and an IT representative will investigate how other systems have worked with campus scheduling autonomy. This will be further discussed at the Student Affairs Council meeting on Wednesday, 6 January and Joint AAC/SAC meeting in February.

**Ebola**

Becky Lamboley and Murray Sagsveen met with the Department of Health (DoH) about a month ago. The DoH did a video conference with campuses with an update. If you become aware of someone (student or employee) who has been exposed to Ebola, notify the campus contact and the DoH. The DoH will instruct the procedure to be taken. Becky will email AAC the campus contact list.

**Reports and Updates**

**NDSA**

Derek LaBrie reported NDSA will meet 24-25 January 2015.

**CCF Representative**

Dr. Suzanne Russ reported the all faculty meeting will be moved to fall 2015.

**Smarter Balanced™**

Lisa Johnson reported the Smarter Balanced™ assessments are highly connected to the Common Core State Standards (CCSS). This will be an upcoming topic for the legislative session. AAC can track this topic/bill on the Legislative tab on inside.NDUS under HB1461.
Campus Reports, Institutional Initiatives, and Related Issues
Dr. Pemberton inquired if at the system level there is institutional research and common data sets that can be used to generate reports rather than each individual campus doing them manually. Lisa Johnson shared Jennifer Weber, NDUS Institutional Researcher, works with the enrollment reports. Dr. Lisa Feldner is a good resource as well.

An email inquiry will be sent to Dr. Cowen to get an update on procedure statuses that were forwarded to legal counsel.

Motion: To adjourn.
   Moved: Dr. Pemberton
   Seconded: Ms. Meyer
   Action: Recommended for approval to adjourn. The meeting adjourned at 10:34 a.m.