Joint Meeting of  
Academic Affairs Council and Student Affairs Council Meeting Minutes  
NORTH DAKOTA UNIVERSITY SYSTEM  
Thursday, 5 February 2015 1:00 p.m. – 5:00 p.m. CST  
ND Heritage Center, Lecture Room A and B

**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. Margaret Dahlberg (Valley City State University), Ms. Wanda Meyer (Williston State College), and Mr. Derek LaBrie (North Dakota Student Association).

**Student Affairs Council members participating:** Dr. Donna Fishbeck (Bismarck State College), Mr. Dan Davis (Dakota College Bottineau), Ms. Marie Moe (Dickinson State University), Dr. Ray Gerszewski (Mayville State University), Dr. Philip Parnell (North Dakota State College of Science), Dr. Timothy Alvarez (North Dakota State University), Dr. Lori Reesor (University of North Dakota), Dr. Vitaliano Figueroa (Valley City State University), Ms. Heather Fink (Williston State College), and Mr. Brady Eichelberger (North Dakota Student Association).

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

**Guests:** Mr. Kevin Harmon (Minot State University), and Mr. Collin Hanson (North Dakota Student Association).

**Approval of Agenda**

**Motion:** To approve the Joint AAC/SAC agenda with reports and updates brought to the beginning of the agenda and adding the unfinished SAC policies and procedures to the Joint AAC/SAC agenda. Items added to council discussion include the common application and the process of the policies and procedures.

**Moved:** Dr. Pemberton  
**Seconded:** Mr. Link  
**Action:** Motion passes.

**Council Discussion**

**Process of Policies and Procedures**

NDUS has been reviewing all academic and student affairs related SBHE policies and NDUS procedures. Dr. Sonia Cowen is asking to have the reviews complete by 30 June 2015. Dr. Richard Rothaus, Lisa Johnson, and Becky Lamboley were asked to review their areas. Feedback was given to Dr. Cowen and, in a three day period, each policy and procedure was discussed line by line. Dr. Cowen reviewed the final edits and emailed them out to the Academic Affairs Council (AAC) and Student Affairs Council (SAC). There will be an opportunity for two readings for all policies and procedures. Motions will be documented for both first and second read.
In September 2014, Chancellor Skogen informed HLC that the system policies and procedures would be reviewed. Following our review, policies and procedures will be reviewed and approved by the Cabinet/Chancellor, and policies will then be reviewed and recommended for approval by the SBHE Committee on Academic and Student Affairs and approved by the SBHE.

**Motion:** to start on the walkthrough with the NDUS staff member most closely tied to the revisions giving a sentence or two about what it is and see how to proceed with reports and updates before starting the walkthrough.
  - **Moved:** Dr. Parnell
  - **Seconded:** Dr. Figueroa
  - **Action:** Motion passes.

**Discussions on recommended revision to selected SBHE Policies and NDUS Procedures**

**Motion:** All admissions policies and procedures (402.4 to 402.10) will be reviewed with a template of questions to be answered by the user groups; then reviewed by the AAC/SAC.
  - **Moved:** Dr. Reesor
  - **Seconded:** Dr. Pemberton
  - **Action:** Motion withdrawn.

The Joint AAC/SAC meeting temporarily adjourned for a short break.

**Motion:** Move to use the rest of our time today to create a review process that will lead to maximizing our expertise in the time available before a response is required to the HLC. We will postpone the review of current policies and procedures on the AAC/SAC and SAC agendas for 5 February until we have this new process in place.
  - **Moved:** Dr. DiLorenzo
  - **Seconded:** Mr. Halvorson
  - **Discussion:** This motion includes all policies and procedures assigned to the Joint AAC/SAC and SAC agendas for 5 February 2015, but not those assigned to the AAC agenda for 6 February 2015.
  - **Action:** Motion passes.

**Motion:** Move to direct the NDUS staff to select the key policies and procedures which they believe most need revision; with input from functional user groups as necessary; assign small groups to review these policies and procedures with the lead of a NDUS staff member and bring recommendations back to a joint meeting.
  - **Moved:** Dr. DiLorenzo
  - **Seconded:** Dr. Ingram
  - **Action:** Motion passes with unanimous consent.

**Motion:** Move to ask NDUS staff to identify a process removing the housekeeping policies and procedures through user groups, as necessary, to review before they come back to councils for a final vote.
  - **Moved:** Dr. Dahlberg
  - **Seconded:** Dr. Figueroa
  - **Action:** Motion passes.
Motion: Move to have policies and procedures presented to AAC and SAC via email in standard markup with bookmarks in one package – AAC only, AAC and SAC, and SAC only, respectively -- with last revision date.

Moved: Mr. Link
Seconded: Dr. Pemberton
Action: Motion passes.

Joint AAC/SAC Council Reports and Updates

NDSA
Derek LaBrie and Brady Eichelberger reported NDSA supports HB1233, HB1261, and SB2150. They oppose HB1333 and university scheduling autonomy allowing each institution to their own scheduling. Other discussions included: an interest in a J term, a concern of bullying via the phone Yik Yak app, and doing another statewide day of service since the Martin Luther King day one fell through; not all campuses took part.

HB1461
Lisa Johnson reported HB1461 failed to pass in the House, but opponents to Common Core State Standards are still pressing for North Dakota’s withdrawal from the Smarter Balanced™ state assessments. At a minimum, opponents are aggressively encouraging parents to opt out of the state assessments.

Common Application
Lisa Johnson reported both the Academic and Student Affairs Council members were invited to participate in the walk through of the common application with the campus admissions representatives. There is a cost for the inclusion of dynamic questions that were requested by both the user group and the AAC and SAC; a more specific estimate of the cost, by campus, will be provided at the March council meetings.

Motion: To adjourn.

Moved: Dr. Reesor
Seconded: Dr. Figueroa
Action: Motion passes, the meeting adjourned at 4:17 p.m.