Academic Affairs Council Minutes
NORTH DAKOTA UNIVERSITY SYSTEM

Tuesday, 3 March 2015 9:00 a.m. – 12:00 p.m. CST
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. Margaret Dahlberg (Valley City State University), Mr. Wanda Meyer (Williston State College), and Mr. Derek LaBrie (North Dakota Student Association).

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

Guests: Dr. Lisa Feldner, and Dr. Tanya Spilovoy (North Dakota University System).

Approval of Minutes
Motion: To recommend approval of the AAC 6 January 2015 minutes.
Moved: Dr. DiLorenzo
Seconded: Dr. Stenehjem
Action: Recommended for approval.

Approval of Agenda
Motion: To approve.
Moved: Dr. Koczon
Seconded: Mr. Link
Action: Recommended for approval.

Council Business
Stage I

New Program: (Chancellor announces request to SBHE)
- North Dakota State University’s request for a new program: Minor in Biomedical Engineering, (CIP Code 14.0501), effective fall 2015.
- University of North Dakota’s request for a new program: Minor in Biomedical Engineering, (CIP Code 14.0501), effective fall 2015.

Motion: To recommend approval for both NDSU and UND requests for a new program.
Moved: Dr. Carter
Seconded: Dr. Dahlberg
Action: Recommended for approval.
• University of North Dakota’s request for a new program: Civil Engineering, effective fall 2015.
• University of North Dakota’s request for a new program: Electrical Engineering, effective fall 2015.
• University of North Dakota’s request for a new program: Energy Engineering, effective fall 2015.
• University of North Dakota’s request for a new program: Environmental Engineering, effective fall 2015.
• University of North Dakota’s request for a new program: Geological Engineering, effective fall 2015.
• University of North Dakota’s request for a new program: Mechanical Engineering, effective fall 2015.

Motion: To recommend approval for UND requests for new programs.
    Moved: Dr. Stenehjem
    Seconded: Ms. Meyer
    Action: Recommended for approval.

Stage II

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

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

New Program: (Requires Cabinet Review/SBHE Action)
• Dakota College at Bottineau’s request for a new program via on-campus and distance delivery: Certificate Program and A.A.S. in Aquaponics, (CIP Code 01.0308), effective fall 2015.

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

• 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: Mr. Brooks
    Seconded: Ms. Meyer
    Action: Recommended for approval.
Organizational Change: (Requires Cabinet Review/SBHE Action)

- University of North Dakota’s request for an organizational change to establish a new department: Department of Basic Science, effective summer 2015.
- University of North Dakota’s request for an organizational change to establish a new department: Department of Geriatrics, effective summer 2015.
- University of North Dakota’s request for an organizational change to establish a new department: Department of Medical Laboratory Science, effective summer 2015.
- University of North Dakota’s request for an organizational change to establish a new department: Department of Neurology, effective summer 2015.
- University of North Dakota’s request for an organizational change to establish a new department: Department of Physician Assistant Studies, effective summer 2015.
- University of North Dakota’s request for an organizational change to establish a new department: Department of Population Health, effective summer 2015.
- University of North Dakota’s request for an organizational change to establish a new department: Department of Psychiatry and Behavioral Science, effective summer 2015.
- University of North Dakota’s request for an organizational change to terminate a department: Department of Anatomy and Cell Biology, effective summer 2015.
- University of North Dakota’s request for an organizational change to terminate a department: Department of Biochemistry and Molecular Biology, effective summer 2015.
- University of North Dakota’s request for an organizational change to terminate a department: Department of Clinical Neuroscience, effective summer 2015.
- University of North Dakota’s request for an organizational change to terminate a department: Department of Microbiology and Immunology, effective summer 2015.
- University of North Dakota’s request for an organizational change to terminate a department: Department of Pharmacology, Physiology, and Therapeutics, effective summer 2015.

**Motion:** To recommend approval for UNDs 12 organizational changes.

- **Moved:** Dr. Ingram
- **Seconded:** Dr. Stenehjem
- **Action:** Recommended for approval.

NDUS Procedure and Board Policy

**First Reading**

- SBHE 420 Accreditation
  - NDUS 420 Accreditation Visits

**Motion:** To approve.

- **Moved:** Dr. Carter
- **Seconded:** Dr. Dahlberg
- **Action:** Recommended for approval.
• SBHE Contract Review
  - NDUS 840 Contracts
    Motion: To approve.
    Moved: Dr. Carter
    Seconded: Dr. DiLorenzo
    Action: Recommended for approval.

Open Education Resources
Dr. Spilovoy shared HB1261 did not pass. LRSC has been the first to adopt open resources. SBHE made it part of the strategic plan. There is still funding in the governor's budget. The next step is to deploy a survey by Elaine Allen and Jeff Seaman of the Babson Survey Research Group; College of College Faculties (CCF) is supportive of using the survey. The survey is a baseline to see where NDUS is. Michelle Murphy at LRSC saved one class of 17 Biology students $2,828.63 by using an open textbook. The Council recommended asking CCF to encourage faculty to participate in the survey when it comes out. Dr. Murphy is very supportive of the project. Dr. Spilovoy would like to get a good baseline this semester to have for fall. Mr. Link asked for a review copy of the survey.

Discussions
Common Application Cost Update
Lisa Johnson went over the timeline for changes and updates to the NDUS Common Application for Admission. Hobsons will make the 2016-2017 campus changes over the summer. Lisa worked with the Admissions User Group to make edits and conducted a walk through for various groups including AAC and SAC members for input. The campuses had until February to report if there were concerns following the formal walk-through of the NDUS Common Application for Admission. Hobsons provided an estimate of $500 per campus for dynamic questions with skip logic added and $150 annual maintenance fee per campus. If no additional dynamic questions were added, there would not be a $500 cost for next year.
Motion: To support the common application and associated fees with a recommendation in subsequent years, folding the cost into the System maintaining application software costs.
    Moved: Mr. Link
    Seconded: Dr. DiLorenzo
    Action: Recommended for approval with MiSU abstaining.

Program Duplication and Institutional Mission
Dr. Richard Rothaus will be distributing a draft document as reviewed by the small group sometime in the near future and before it goes to SBHE. The Cabinet has seen the initial draft and their main concerns were to be aware of graduate programs, and whether or not there is support for four-year institutions to offer associate degrees.
Reports and Updates
North Dakota Student Association
Derek LaBrie thanked Lisa Johnson for attending the NDSA meeting to discuss the policies and procedures that are changing; students said it was very helpful. A resolution in opposition of HB1303, which allows the legislature to set tuition, was drafted. Major concerns included, costs rise more drastically, there is no student member representation on the legislature, and this is a way to circumvent the Measure 3 vote.

Smarter Balanced™
Lisa Johnson shared that the English language arts and math groups comprised of both secondary and post-secondary faculty are meeting between now and the end of the semester to come up with recommendations that would be shared with students who take the Grade 11 Smarter Balanced™ assessment. These recommendations would be used in Grade 12 advising and high school and/or college course recommendations.

Campus Reports, Institutional Initiatives, and Related Issues
DSU is in the midst of their ten-year Higher Learning Commission (HLC) Accreditation Review site visit. The review will finish up tomorrow.

MiSU is preparing for President Shirley's inauguration on 17 April.

Other Business
The 7 April AAC meeting will be moved to 24 March via face-to-face. 1 April will be the Joint AAC/SAC meeting via audio conference.

The meeting adjourned at 11:00 a.m.