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), and Derek LaBrie (North Dakota Student Association).

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

Guests: Dr. Tanya Spilovoy.

Approval of Minutes
Motion: To approve the AAC 4 November and 2 December 2014 minutes.
  Moved: Dr. Ingram
  Seconded: Mr. Brooks
  Action: Recommended for approval.

Approval of Minutes
Motion: To approve.
  Moved: Mr. Halvorson
  Seconded: Dr. Ingram
  Action: Recommended for approval.

Motion: To add tenure dates and SBHE 440 Accreditation to the agenda.
  Moved: Mr. Halvorson
  Seconded: Dr. Carter
  Action: Recommended for approval.

Tenure
Discussion included the timeline when tenure candidate recommendation forms are due at the North Dakota University System (NDUS) office, what documents are needed to accompany the recommendation forms, along with the policy and procedure. The current practice of how tenure recommendations are handled was compared to the policy and procedure. The State Board of Higher Education (SBHE) reviews the process, not the individuals. There is limited enthusiasm about requests for a curricula vitae, or any
additional information that exceeds what is listed in policy and procedure. There is concern about how the additional information would be used.

**Motion:** Move to request the chancellor follow current policy and procedure, including the following recommendations: 1. submissions are due by the standard date, 24 March, 2. make clear that most tenure recommendations will come in by the deadline; however, there may be revolving applications due to hiring, and 3. only the candidate recommendation form as listed in Policy and Procedure is submitted in accordance with current policy and procedure.

  - **Moved:** Dr. DiLorenzo
  - **Seconded:** Dr. Ingram
  - **Action:** Recommend for approval.

**SBHE 440 Enrollment Reporting**

At the system level, there is not an accurate way to gather non-degree credit activity. Only credit activity can be accurately counted. Reporting data that cannot be guaranteed accurate creates an audit concern. The TrainND report is an option. It is proposed to remove noncredit activity from Policy 440 with the understanding it can be added in later. Senior staff says the policy and procedure need to be fixed now. A solution could be available by the next AAC meeting. Dr. Rothaus will email out the policy with the edits with noncredit wording being struck. Referenced Procedure 440.1 *Integrated Postsecondary Education Data System (IPEDS) Reporting* will need changes if Policy 440 is changed.

**Motion:** To accept the changes as proposed for Policy 440 and request there is development procedure to report noncredit educational and training activity.

  - **Moved:** Mr. Link
  - **Seconded:** Dr. Ingram
  - **Discussion:** The requirement in Policy 440 to report noncredit enrollment will be struck and NDUS will develop a procedure of how this is done. MiSU requested to see the changes in writing before voting.
  - **Action:** Recommended for approval with UND voting nay.

**Motion:** To withdraw the motion, with a plan to develop a mechanism to give institutions an opportunity to demonstrate the breadth of non-credit activity.

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

**Council Business**

**Distance Education Update Notice**

Motion: To approve.
Moved: Mr. Halvorson
Seconded: Dr. Ingram
Action: Recommended for approval.

Stage I

New Program: (Chancellor announces request to SBHE)

Motion: To approve MaSU to investigate the M.A. in Teaching (M.A.T.) program.
Moved: Dr. DiLorenzo
Seconded: Dr. Ingram
Discussion: MaSU is requesting permission to investigate this program. VCSU and DSU are in process of their investigations for this program. These requests will not move to the Cabinet. The Chancellor wants clarification from SBHE how the duplication and evolving mission responsiveness issue will be handled. There are three ways to handle the issue: 1. let the presidents decide at Cabinet (traditional way). 2. force everyone into a coalition and do it together, or 3. go to SBHE and as a system, have a discussion on what to do with duplication; which has changed since the system was created. The Chancellor thinks this is good for SBHE discuss. UND encouraging the provosts to chat about views of the programs at a future meeting. AAC should put forward a position to assist the SBHE and the decisions should be driven by market needs. NDSU agrees. Dr. Rothaus will draft up bullet points, share them with the institutions with M.A. in Teaching (M.A.T) proposals, come up with ideas together, and be ready for the SBHE Committee on Academic and Student Affairs meeting on 12 February. Once a draft is ready, it will be sent to AAC to use as a basis to continue discussion.
Action: Recommended for approval with MiSU voting nay.


Motion: To approve.
Moved: Dr. DiLorenzo
Seconded: Dr. Dahlberg
Action: Recommended for approval.

New Prefix (Requires Cabinet Review/Chancellor Approval)
Motion: To approve.
Moved: Dr. Carter
Seconded: Dr. Ingram
Action: Recommended for approval.

Stage II

Distance Education Programs: (Requires Cabinet Review/Chancellor Approval)
- Lake Region State College’s request for distance delivery: A.A.S. in Precision Agriculture, (CIP Code 01.0101), effective fall 2015.
  Motion: To approve.
  Moved: Mr. Brooks
  Seconded: Dr. Dahlberg
  Action: Recommended for approval.

Program Name Change (Requires Cabinet Review/Chancellor Approval)
- University of North Dakota’s request to use title M.S. and Ph.D. in Biochemistry & Molecular Biology through spring 2019 for students already in the program, and the title M.S. and Ph.D. in Biomedical Sciences for students newly admitted to the program, (CIP Code 26.0102), effective fall 2014.
  Motion: To approve.
  Moved: Dr. Pemberton
  Seconded: Mr. Link
  Action: Recommended for approval.

Organizational Change: (Requires Cabinet Review/SBHE Action)
- Mayville State University’s request for an organizational change: From Division of Education and Psychology to Division of Education, effective fall 2016.
  Motion: To approve.
  Moved: Dr. Carter
  Seconded: Dr. Pemberton
  Action: Recommended for approval.

Motion: To break for 10 minutes.
Moved: Dr. Pemberton
Seconded: Mr. Brooks
Action: Recommended for approval.

- North Dakota State University’s request for an organizational change: From College of Pharmacy, Nursing, and Allied Science to College of Health Professions, effective spring 2015.
• North Dakota State University's request for an organizational change: From Department of Nursing to School of Nursing, effective spring 2015.

• North Dakota State University's request for an organizational change: From College of Pharmacy to School of Pharmacy, effective spring 2015.

• North Dakota State University's request for an organizational change: From MPH Master of Public Health program housed within Department of Pharmacy Practice to Department of Public Health (stand-alone department), effective spring 2015.

Motion: To approve NDSU's requests for organizational changes.

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

Discussions on recommended revision to selected SBHE Policies and NDUS Procedures

• SBHE 403.1 Academic Program Approval
   NDUS 403.1 Approval of New Programs and Changes to Existing Programs
   NDUS 403.1.1 Program Termination
   NDUS 403.1.2 New Program Announcement
   NDUS 403.1.3 Course Prefix Change
   NDUS 403.1.4 Distance Delivery of Existing Program
   NDUS 403.1.5 Distance Program Change or Termination
   NDUS 403.1.6 Program Title Change
   NDUS 403.1.7 New Program Approval
   NDUS 403.1.8 Program Termination

The proposed edits for the policy and procedures including separation into levels: Level 1 is announcements with a form, Level 2 includes everything that is approved by Cabinet with forms, and Level 3 includes everything that is approved at SBHE with forms. The documentation will be resent to AAC for review. UND suggested to get rid of the procedures. Dr. Rothaus will work with Mr. Halvorson, Dr. Ingram, Dr. DiLorenzo, and Dr. Dahlberg, to have a discussion about next steps to include: how to streamline processes, what is this group (AAC) for, how to respond to the changing market, and how to proceed as institutions and a system. A flowchart for the process will be created and timelines will be established with a June deadline.

Motion: the provosts recommend the formulation of a subcommittee of the AAC group to work with Dr. Rothaus to come up with policies and procedures drafts building off existing processes to streamline.

Moved: Dr. DiLorenzo
Seconded: Dr. Ingram
Action: Recommended for approval.
Campus Academic Disciplines Meetings
Lisa Johnson responded to an inquiry from the council regarding whether academic discipline groups and campus visits were still being conducted. She reported that changes in staffing at senior levels and her knowledge of processes and software in admissions and records have resulted in numerous additional responsibilities. She recently assumed responsibilities related to K-12 and work force training/development. Reduced budgets and the removal of support staff have prompted her to discontinue individual campus visits and assemble fewer academic discipline groups per year. Lisa still facilitates changes and maintains the NDUS website pertaining to commonly numbered courses and courses that fulfill general education requirements. She said that her responsibilities will likely once again be reviewed under new NDUS leadership after July 1, 2015.

- SBHE 403.6 Course Challenges and Prior Learning Credit
- SBHE 404.1 Delivery Format Approval for Credit Activities
  Dr. Spilovoy reported the distance education user group suggested the policy and procedure be redrafted, resubmit, and revise definitions 805.3.1. AAC members suggested 805.1.3 be put into procedure so it could be updated more often to accommodate changes in technology.

- SBHE 420 Accreditation
  - NDUS 420 Accreditation Visits

All the policies and procedures will be reissued in standard editing format to the council to be reconsidered.

Discussions
Definitions of Internships, Coop Ed, and Similar Courses
Dr. Rothaus has drafted a document.

Dates for Submission of Tenure to NDUS
The submission date for tenure recommendations to NDUS is 24 March.

Reports and Updates
NDSA
Derek LaBrie, resolution passed was in opposition to the campus scheduling autonomy initiative, they want standardizing of the campus schedules. A J term is of interest.

Smarter Balanced™
Lisa Johnson indicated that she continues to follow HB 1461. If the bill is passed, it would require that North Dakota withdraw from Common Core State Standards and the associated Smarter Balanced™ student assessments.
Legislative Update
Dr. Rothaus reported inside.ndus.edu has a tab to track legislation.

Campus Reports, Institutional Initiatives, and Related Issues
CIP Code Changes at NDSCS
Harvey Link and Dr. Rothaus discussed changes to the CIP codes. The results of the discussion will be shared with the council members via email.

DSU has their 10 year HLC Accreditation Review on 4-5 March.

BSC landed a huge Challenge Grant for Humanities Dialogues.

Motion: To adjourn.
   Moved: Dr. Pemberton
   Seconded: Dr. Ingram
   Action: Recommended to adjourn. The meeting adjourned at 12:01 p.m.