Academic Affairs Council Minutes  
NORTH DAKOTA UNIVERSITY SYSTEM  
Tuesday, 5 May 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), Dr. Tom DiLorenzo (University of North Dakota), Dr. Margaret Dahlberg (Valley City State University), Ms. Wanda Meyer (Williston State College), and Mr. Cole Bachmeier (North Dakota Student Association).  

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

Guests: Ms. Barbara Bang (North Dakota State College of Science), and Dr. Charlene Wolf-Hall (North Dakota State University).  

Approval of Minutes  
Motion: To recommend approval.  
Moved: Dr. DiLorenzo  
Seconded: Dr. Pemberton  
Action: Recommended for approval.  

Approval of Agenda  
Motion: To recommend approval with the following additions to discussions: an update on State Board of Higher Education (SBHE) 602.3 and a legislative update regarding the NDUS office staffing.  
Moved: Dr. Koczon  
Seconded: Dr. DiLorenzo  
Action: Recommended for approval.  

Council Business  
Stage I  
New Program: (Chancellor announces request to SBHE)  
Motion: To recommend approval.  
Moved: Dr. Dahlberg  
Seconded: Dr. DiLorenzo  
Action: Recommended for approval.
- North Dakota State University's request for a new program via traditional and distance education: Master of Science (M.S.) and Master of Education (M.Ed.) in Extension, (CIP Code 01.0801), effective fall 2016.
- North Dakota State University's request for a new program: Undergraduate Certificate in Leadership, (CIP Code 52.0213), effective spring 2016.
  **Motion:** To recommend approval of NDSU's requests for new programs.
  - **Moved:** Dr. DiLorenzo
  - **Seconded:** Mr. Brooks
  - **Action:** Recommended for approval.

- Valley City State University's request for a new program via traditional and distance education: Technical Writing Minor, (CIP Code 23.1303), effective fall 2015.
  **Motion:** To recommend approval.
  - **Moved:** Dr. Stenehjem
  - **Seconded:** Ms. Meyer
  - **Action:** Recommended for approval.

**Abbreviated Stage II**

**New Prefix: (Requires Cabinet Review/Chancellor Approval)**
  **Motion:** To recommend approval.
  - **Moved:** Mr. Halvorson
  - **Seconded:** Dr. Koczon
  - **Action:** Recommended for approval.

**Stage II**

**Place Program on Inactive Status: (Requires Cabinet Review/Chancellor Approval)**
- North Dakota State University's request to place a program on inactive status: M.S. in Botany, (CIP Code 26.03), effective fall 2015.
- North Dakota State University's request to place a program on inactive status: M.S. in Zoology, (CIP Code 26.07), effective fall 2015.
  **Motion:** To recommend approval of NDSU's requests to place programs on inactive status.
  - **Moved:** Dr. DiLorenzo
  - **Seconded:** Ms. Meyer
  - **Action:** Recommended for approval.

- Williston State College's request to place a program on inactive status: Certificate and A.A.S. in Administrative Assistant, (CIP Code 52.0401), effective summer 2015.
- Williston State College's request to place a program on inactive status: Diploma and A.A.S. in Automotive Technology, (CIP Code 07.0604), effective summer 2015.
• Williston State College’s request to place a program on inactive status: A.A.S. in Marketing, (CIP Code 52.1401), effective summer 2015.
• Williston State College’s request to place a program on inactive status: Certificate in Medical Administrative Assistant, (CIP Code 51.0716), effective summer 2015.
• Williston State College’s request to place a program on inactive status: Certificate and A.A.S. in Residential Carpentry, (CIP Code 46.0201), effective summer 2015.

Motion: To recommend approval of WSC’s requests to place programs on inactive status.
  Moved: Mr. Brooks
  Seconded: Dr. DiLorenzo
  Action: Recommended for approval.

New Program: (Requires Cabinet Review/SBHE Action)
• Dickinson State University’s request for a new program via distance education: Exercise Science Minor, (CIP Code 31.0505), effective fall 2015.

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

• North Dakota State University’s request for a new program via traditional and distance education: B.S. in Global Business, (CIP Code 52.11), effective spring 2015.

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

Program Termination: (Requires Cabinet Review/SBHE Action)
• North Dakota State University’s request for a program termination: M.S. in Clinical Nurse Specialist, (CIP Code 51.3801), effective spring 2015.

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

• North Dakota State University’s request for a program termination: M.S. in Nurse Educator, (CIP Code 51.3801), effective spring 2015.

Motion: To recommend approval.
  Moved: Dr. Carter
  Seconded: Dr. DiLorenzo
  Action: Recommended for approval.
NDUS Procedure and Board Policy

First Reading

- SBHE 302.4 Councils
  
  **Motion:** To recommend approval.
  
  **Moved:** Dr. Koczon
  
  **Seconded:** Dr. Dahlberg
  
  **Action:** Recommended for approval.

Second Reading

- SBHE 420 Academic, Career and Technical Education Accreditation
  
  **Motion:** To recommend approval.
  
  **Moved:** Mr. Halvorson
  
  **Seconded:** Dr. DiLorenzo
  
  **Action:** Recommended for approval.

- NDUS 420 Academic, Career and Technical Education Accreditation
  
  **Motion:** To recommend approval with the elimination of #4.
  
  **Moved:** Dr. Koczon
  
  **Seconded:** Dr. DiLorenzo
  
  **Action:** Recommended for approval.

- SBHE 440 Enrollment Reporting
  
  **Motion:** To recommend approval.
  
  **Moved:** Dr. Carter
  
  **Seconded:** Dr. Koczon
  
  **Action:** Recommended for approval.

Discussions

SBHE 602.3

SBHE 602.3 Job Applicant and Employee Criminal History Background Checks was written when hiring adjuncts. If an employee is hired, leaves, and rehired in nine months, the background check does not have to be redone. If the employee goes from one institution to another, the background check will need to be completed.

Legislative Update

The system office is creating a chart with all the legislative information. The attorneys, with the exception of the intellectual attorney, will be terminated. Institutions are not allowed to hire attorneys; all representation will go through the North Dakota Attorney General's office. All internal auditors are terminated as well. External auditors will be used.
Reverse Transfer Agreements
Lisa Johnson shared there will be an organized kickoff for a formal Reverse Transfer initiative in North Dakota. NDUS analysts are writing a report to identify students who might qualify for Reverse Transfer. The kickoff is scheduled for 4 June 2015 at the North Dakota Association of College Registrars and Admissions Officers (NDACRAO) summer meeting in Bismarck. Institutional researchers and others will be invited to participate. A workshop is scheduled with Michelle Blackwell, who recently implemented a very successful Reverse Transfer initiative in North Carolina. A Reverse Transfer initiative is not intended to physically recruit students away from the four-year institution. Rather, it focuses on the transfer of credits from the four-year institution to the two-year institution for completion of an incomplete two-year degree while remaining enrolled at the four-year institution.

General Education Transferability
Dr. Rothaus reported emails were sent to campuses asking them to continue looking at their general education programs and General Education Requirement and Transfer Agreement (GERTA) will survive. All proposals have to go through the Gen Ed Council level before going to the Academic Affairs Council. Changes to SBHE Policy 403.7 Common General Education Requirement and Transfer of General Education Credits have been tabled. A council member expressed feelings there should be someone dedicated to just articulation and transfer so things do not get missed.

Records Retention
Dr. Pemberton inquired if there were any records retention training. Dr. Rothaus reported there is training and guidelines. An email follow-up with information, on archiving and defining the term, will be sent to the council.

SBHE Policy 406.1 Academic Calendars
Dr. Rothaus reported the SBHE states the chancellor will approve the academic calendar. The calendars have been approved up to the 2018-2019 academic year. The council was asked to double check the calendars. Finals week is part of the 80 class days for a term.

Internships
Dr. Rothaus reported the Fargo Forum did a story on the audit report on tuition waivers. The report showed the following concerns relating to internships: they are not defined in a common way, a common numbering system is not in place, and a common definition is not defined. A solution is needed by the end of the year. NDUS 403.7.3 has the common course numbering guidelines. Dr. Rothaus and Lisa Johnson will pull together a small group of folks, have the discussion, and bring solutions forward.

Status of Council meeting in August
Dr. Rothaus suggested AAC not meet in August in order to align the AAC meetings with the SBHE meetings. Consideration of a Joint AAC/Student Affairs Council meeting to review some policies and procedures.
Retreat Dates
Dr. Rothaus suggested moving the AAC retreat to 6-7 July due to scheduling conflicts. The June meeting will be via phone conference. Calendar invites with updated information will be sent to the council. The new chancellor will be invited to the retreat in July at BSC. The retreat will be at NDSU if the chancellor is not available. The main topic will be SBHE 403.1 Program Approval.

Reports and Updates
NDSA
Cole Bachmeier reported the three major topics of discussion included: 1. the current Vice President position is being split into two positions with one position assisting the rest of the council and be an administration assistant to the president for the second; 2. moved to approve a bill that called for a one cent per credit increase to help balance the budget, and 3. some aesthetic re-construction of the constitution to both comply with the new position as well as fix some wording.

Smarter Balanced™
Lisa Johnson reported both the English and Math disciplines will make final recommendations associated with the Grade 11 Smarter Balanced assessment results in the fall.

Adjourn
Motion: To adjourn.
   Moved: Dr. DiLorenzo
   Seconded: Dr. Stenehjem
   Action: Recommended for approval to adjourn. The meeting adjourned at 10:55 a.m.