North Dakota State Board of Higher Education
Academic and Student Affairs Committee
Meeting Notice and Agenda
August 13, 2015

The State Board of Higher Education’s Academic and Student Affairs Committee will meet by conference call on Thursday, August 13, 2015 at 11:00 a.m. CT. The call will originate on the 10th floor of the State Capitol, DPI Conference room, 600 E. Boulevard Ave., Bismarck, ND.

Call to Order
Approval of Agenda
Approval of June 11, 2015 Meeting Minutes

Past Committee Business:
1. Approve the Stage II request of North Dakota State University (NDSU) to terminate the Master of Science (M.S.) in Nurse Educator, using CIP Code 51.3801, effective Spring 2015.
2. Approve the Stage II request of North Dakota State University (NDSU) to terminate the Master of Science (M.S.) in Clinical Nurse Specialist, using CIP Code 51.3801, effective Spring 2015.

Announcement of Chancellor’s Action(s):
3. Stage I-New Program: (Chancellor announces request to SBHE) North Dakota State University’s request for a new program via on-campus and distance education: Minor in Tribal and Indigenous Peoples Studies (TIPS), (CIP Code 05.0200), effective Fall 2016.
4. Stage I-New Program: (Chancellor announces request to SBHE) University of North Dakota’s request for a new program: Bachelor of Innovation and Entrepreneurship, (CIP Code 52.0799), effective Fall 2016.
5. Stage II-New Prefix: (Requires Cabinet Notice/Chancellor Approval Only) University of North Dakota’s request for a new prefix: PSYB-Department of Psychiatry and Behavioral Science, effective Fall 2015.
7. Stage II-Distance Education Programs: (Requires Cabinet Review/Chancellor Approval) Dakota College at Bottineau’s request for distance delivery to the DCB site at MiSU in Fall 2015 and to Trinity Health, Minot, ND, in Spring 2016: Certificate in Practical Nursing, (CIP Code 51.3901), and Associate of Applied Science degree in Nursing, (CIP Code 51.3801).
8. Stage II-Distance Education Programs: (Requires Cabinet Review/Chancellor Approval)
Dickinson State University’s request for distance delivery: B.S. in Mathematics, (CIP Code 27.0101), effective Fall 2015.

**SBHE Academic and Student Affairs Committee Consent**
9. Stage II-New Program: (Requires Cabinet Review/SBHE Action)
University of North Dakota’s request for a new program: *Minor in Biomedical Engineering*, (CIP Code 14.0501), effective Fall 2016.

10. *Tenure Recommendations*

**Open Discussion**
Discuss mission responsiveness and Master’s in Teaching (MAT) proposals – Dr. Rothaus

**Future Committee Meeting Topics**

**Future Committee Meeting:** September 10, 2015

Contact Kristie Hetzler (701) 328-2966 or Kristie.hetzler@ndus.edu prior to the scheduled meeting date if auxiliary aids or services are needed.
North Dakota State Board of Higher Education  
Committee on Academic and Student Affairs  
Minutes of the 11 June 2015 Meeting

The State Board of Higher Education’s Academic and Student Affairs Committee met by conference call on Thursday, 11 June 2015, at 11:00 a.m. CDT. The call originated on the 10th floor of the State Capitol, 600 E. Boulevard Ave., Bismarck, ND.

SBHE Committee on Academic and Student Affairs members participating:
  Ms. Kari Reichert, Chair  
  Mr. Chris McEwen, SBHE Student member  
  Dr. Terry Hjelmstad  
  Dr. Eric Murphy, Faculty Adviser, non-voting

NDUS staff participating:
  Dr. Sonia Cowen, Interim Vice Chancellor for Academic and Student Affairs  
  Dr. Richard Rothaus, Director of Academic, Research & Accreditation  
  Ms. Kristie Hetzler, Executive Assistant to the State Board of Higher Education

Guests:
  Ms. Becky Lamboley – NDUS Director of Student Affairs  
  Dr. Tanya Spilovoy – NDUS Dir of Distant Education & State Authorization  
  Dr. Doug Darling – LRSC  
  Dr. Tisa Mason – VCSU  
  Mr. Chris Erickson – NDUS Communications Specialist  
  Ms. Anna Burleson – Grand Forks Herald

Approval of Minutes
Motion to approve was moved by Dr. Hjelmstad and seconded by Mr. McEwen.
Action: Motion was approved by Reichert, Hjelmstad, and McEwen.

Approval of Agenda
Motion to approve was moved by Mr. McEwen and seconded by Dr. Hjelmstad.
Action: Motion was approved by Reichert, Hjelmstad, and McEwen.

Discussion on Title IX
Ms. Becky Lamboley, NDUS Director of Student Affairs, provided the group with an overview of the new Title IX requirements released by the Department of Education’s Office of Civil Rights (OCR) in April. The documents contain clarification to the existing OCR guidance for Title IX Coordinators. Ms. Lamboley also provided an update on the work of the Title IX Task Force, including items that she anticipates may come forward to the State Board of Higher Education.
Announcement of Chancellor’s Action(s): Reviewed by the Cabinet and approved by the Chancellor on 10 June 2015.

Stage I -- New Program: (Chancellor announces request to SBHE)

- North Dakota State University’s request for a new program via on-campus 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.
- Valley City State University’s request for a new program via on-campus and distance education: Bachelor in Technical Writing Minor, (CIP Code 23.1303), effective fall 2015.

Abbreviated Stage II -- Distance Education Update Notice: (Requires Cabinet Review/Chancellor Approval)

- Dakota College at Bottineau’s request for an existing program to be delivered to Watford City, ND: Certificate and A.A.S. in Paramedic Technology, (CIP Code 51.0904), effective fall 2016.
- Dickinson State University’s requests for existing programs to be delivered to the Bismarck site:
  - Accounting Minor, (CIP Code 52.0301), effective fall 2015, (currently enrolled students only);
  - Computer Science Elementary/Secondary Education Minor, (CIP Code 13.1321), effective fall 2015;
  - English Elementary/Secondary Education Minor, (CIP Code 13.1305), effective fall 2015;
  - English Minor, (CIP Code 23.0101), effective fall 2015;
  - Entrepreneurship Minor, (CIP Code 52.0701), effective fall 2015, (currently enrolled students only);
  - History Elementary/Secondary Education Minor, (CIP Code 13.1328), effective fall 2015;
  - History Minor, (CIP Code 54.0101), effective fall 2015;
  - Mathematics Minor, (CIP Code 27.0101), effective fall 2015;
  - Social Science Education Elementary Minor, (CIP Code 13.1317), effective fall 2015; and,
  - Non-Business Major Minors:
    - Accounting, (CIP Code 52.0301), effective fall 2015;
    - Business Administration, (CIP Code 52.0201), effective fall 2015;
    - Business Education Secondary Education Minor, (CIP Code 13.1303), effective fall 2015; and,
    - Entrepreneurship, (CIP Code 52.0701), effective fall 2015.
- North Dakota State University’s request for distance delivery: Bachelor of Science in Nursing (B.S.N.), (CIP Code 51.1601), effective summer 2015.

Abbreviated Stage II -- New Prefix: (Requires Cabinet Review/Chancellor 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.
• 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.

**Academic Request Action(s):**

**Stage II -- New Programs: (Requires Cabinet Review/SBHE Action)**

- Dickinson State University’s request for a new program via distance education: *Bachelors in Exercise Science Minor*, (CIP Code 31.0505), effective fall 2015.
  
  **Motion** to approve DSU’s request was moved by Mr. McEwen and seconded by Dr. Hjelmstad.
  
  **Action:** Motion was approved by Reichert, Hjelmstad, and McEwen.

- North Dakota State University’s request for a new program via on-campus and distance education: *B.S. in Global Business*, (CIP Code 52.11), effective spring 2015.
- University of North Dakota’s request for a new program: *Ph.D. in Civil Engineering*, (CIP Code 14.0801), effective fall 2015;
- University of North Dakota’s request for a new program: *Ph.D. in Electrical Engineering*, (CIP Code 14.1001), effective fall 2015;
- University of North Dakota’s request for a new program: *Ph.D. in Energy Engineering*, (CIP Code 14.9999), effective fall 2015;
- University of North Dakota’s request for a new program: *Ph.D. in Environmental Engineering*, (CIP Code 14.1401), effective fall 2015;
- University of North Dakota’s request for a new program: *Ph.D. in Geological Engineering*, (CIP Code 14.3901), effective fall 2015; and,
- University of North Dakota’s request for a new program: *Ph.D. in Mechanical Engineering*, (CIP Code 14.1901), effective fall 2015.

  **Motion** to approve NDSU’s request was moved by Mr. McEwen and seconded by Dr. Hjelmstad.

  **Action:** Motion was approved by Reichert, Hjelmstad, and McEwen.

**Stage II -- Program Terminations: (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.
- North Dakota State University’s request for a program termination: *M.S. in Nurse Educator*, (CIP Code 51.3801), effective spring 2015.

  **Motion** to table NDSU’s request was moved by Mr. McEwen and seconded by Dr. Hjelmstad.
Action: Motion was approved by Reichert, Hjelmstad, and McEwen.

Stage II -- Organizational Change: (Requires Cabinet Review/SBHE Action)
- University of North Dakota's request for an organizational change from Department of Economics to Department of Economics and Finance, effective fall 2015; and University of North Dakota's request for a Department termination: Department of Finance, effective fall 2015.
  Motion to approve UND's request was moved by Mr. McEwen and seconded by Dr. Hjelmstad.
  Action: Motion was approved by Reichert, Hjelmstad, and McEwen.

Stage II -- Institutional Organization Notice and Approval -- Authorized Institutions 2014 Renewal to Operate
- Central Michigan Renewal to Operate in 2015;
- Embry-Riddle Renewal to Operate in 2015;
- Park University Renewal to Operate in 2015; and,
- Rasmussen College Renewal to Operate in 2015.
  Motion to approve authorized institutions renewal to operate in 2015 was moved by Dr. Hjelmstad and seconded by Mr. McEwen.
  Action: Motion was approved by Reichert, Hjelmstad, and McEwen.

Adjourn
The meeting adjourned at 12:25 p.m. CDT.
1. **Issue**: The University of North Dakota (UND) has submitted a Stage II request to offer a *Minor in Biomedical Engineering*, using CIP Code 14.0501, effective Fall 2016.

2. **Proposed actions**: Approve the Stage II request of University of North Dakota (UND) to offer a *Minor in Biomedical Engineering*, using CIP Code 14.0501, effective Fall 2016.

3. **Background information**: This program will prepare undergraduate students for a wider range of employment opportunities upon graduation. It will also increase the opportunity for UND to recruit its undergraduate students to pursue a graduate degree in the same field. The minor can be offered using existing faculty and facilities.

4. **Financial implications**: The program will be self-supporting.

5. **Legal/policy issues**: State Board of Higher Education (SBHE) Policy 403.1 *Program Approval* states: “Board approval is required for all new programs of study that designate a focused collection of instructional/learning activities the completion of which signifies a level of competence which the awarding institution so designates by a notation on the front of the student transcript.”

6. **Academic issues**: No academic issues were raised at the July 6, 2015 Academic Affairs Council (AAC) meeting.

7. **Coordination**: On July 6, 2015, the AAC voted unanimously to recommend that the Stage II request be reviewed by the Chancellor’s Cabinet and advanced to the SBHE Committee on Academic and Student Affairs/SBHE for approval.

8. **Attachments**: The Stage II request is attached.

9. **Contact information**: Richard M. Rothaus, Ph.D., Interim Vice Chancellor for Academic and Student Affairs, NDUS. Ph: 701-328-4136/email: richard.rothaus@ndus.edu.

10. **Chancellor’s recommendation**: 

11. **SBHE Committee on Academic and Student Affairs recommendation**: 

TS 07/23/2015
August 5, 2015

Dr. Richard M. Rothaus  
Interim Vice Chancellor for Academic and Student Affairs  
North Dakota University System  
600 E Boulevard Ave., Dept. 215  
Bismarck, ND 58505-0230

Dr. Rothaus:

I am attaching a tenure recommendation form for Dr. Aus. VCSU does not have an existing policy for "exceptional circumstances" for awarding tenure. In this case, the search committee for this position search included five, full-time faculty members from the School of Education and Graduate Studies, and their unanimous recommendation was to hire Dr. Aus as a tenured, assistant professor.

Although Dr. Aus left her position here to work on a grant project in Bismarck in 2012, she continued to teach as an adjunct at VCSU and provide direction for our graduate ELL program; in addition, she continued to work in her field as a practitioner and scholar. I have noted these details in the attached tenure recommendation.

Thank you for accepting this letter and the attached documentation for consideration at the next Academic and Student Affairs Committee meeting.

Sincerely,

Tisa Mason, Ed.D., CAE  
President
CANDIDATE RECOMMENDATION

INSTITUTION: Valley City State University
TENURE UNIT: School of Education and Graduate Studies
TENURE CANDIDATE (NAME): Dr. Joan Aus
CURRENT RANK: Assistant Professor

NUMBER OF YEARS OF TENURE CREDIT EARNED AT CURRENT INSTITUTION
(INCLUDING CURRENT YEAR): __Six_

NUMBER OF YEARS OF TENURE CREDIT AWARDED FOR PREVIOUS PROFESSIONAL
EXPERIENCE: __Six_

Policy 605.1 states that "The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to any person appointed to the faculty who has not met the eligibility requirements of subdivisions 3(b) and 3(c) of this policy, provided that the person has a documented record of outstanding achievement and consistent excellence in a discipline or professional gained through research, scholarly or professional activities, or service."

Use of paragraph 4 requires a reference to specific institutional policy requirements and a description as to how the candidate satisfies the institution criteria.

According to VCSU Policy 605.1.1, standards for tenure include

- Effectiveness of Instruction or Primary Responsibility, as evidenced by strong student assessments, peer evaluations, administrative evaluations, and self-evaluations.
- Scholarship, Professional, and Creative Activities, demonstrated by such factors as formal and informal continuing education, research, publications, performances, and creative endeavors.
- Service to the University and Community: activities that reflect a strong contribution to the mission of the Division and the University, faculty governance, active committee work, community leadership

Dr. Aus was awarded tenure by the State Board of Higher Education in Spring 2011. At that point she had completed the six-year probationary evaluation process per VCSU Policy 605.1.2 and was unanimously recommended for tenure by the university tenure committee following procedures outlined in VCSU Policy 605.1.1. The following is excerpted from her 2011 recommendation:

"Dr. Aus was awarded one year towards tenure at her initial appointment, both because of her teaching experience and her expertise in the Teaching English Language Learners (ELL) subject field. Prior to her appointment in a tenure-track position, Dr. Aus taught half-time as an adjunct at VCSU while serving in the National Guard for five years, to include a one year deployment to Iraq, when she continued to teach, offering general education courses to students deployed with her. Aside from her apparent dedication to teaching, Dr. Aus, as an adjunct, shaped the undergraduate online ELL curriculum at VCSU and nurtured the state-wide connections needed to serve teachers and school districts in North Dakota. Dr. Aus is an excellent teacher, with strong student rapport, as evidenced by
her 2006 Teacher of the Year award. Her active involvement/service in the community and campus, her ready engagement in new opportunities such as last summer’s teaching engagement in China, and her solid research/participation in scholarly activities further support her application. Dr. Aus is responsible for the prominence and success of VCSU’s ELL program, including the rapid growth of the ELL graduate program.

Since she received tenure in 2011, Dr. Aus has continued to work and publish in the English Language Learners field. Starting in January 2012, Dr. Aus worked as the director of the CIRCLE NAM federal grant program and Title III Programs for the Missouri River Education Cooperative, where she provided professional development and training in instruction/assessment for all ELL teachers in the MREC’s 39 school district. She has presented at several conferences during this period, and published a chapter on teaching ELLs in *Instructional Practices for Teachers of Culturally Diverse Students* (2014). She has also continued to teach as an adjunct in VCSU’s graduate program during this period; her student evaluations remain positive, and her work for VCSU is uniformly excellent.

Given her continued high-quality work and dedicated service to her chosen professional field, we are very pleased to welcome her back to full-time status at VCSU and request that her tenure be reinstated.