North Dakota State Board of Higher Education
Academic and Student Affairs Committee
Meeting Notice and Agenda
September 10, 2015

The State Board of Higher Education’s Academic and Student Affairs Committee will meet by conference call on Thursday, September 10, 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 August 13, 2015 Meeting Minutes

Announcement of Chancellor’s Action(s):

1. Stage I–New Program: (Chancellor announces request to SBHE)
   University of North Dakota’s request for a new program via on-campus and online: Certificate, M.S., M.Eng., and Ph.D. in Petroleum Engineering, (CIP Code 14.2501), effective Fall 2016.

2. Stage I–New Program: (Chancellor announces request to SBHE)
   University of North Dakota’s request for a new program via on-campus: M.S. and Ph.D. in Clinical and Translational Science, (CIP Code 51.1401), effective Fall 2016.

3. Stage II–Program Title Change: (Requires Cabinet Review/Chancellor Approval)

4. Stage II–Distance Education Programs: (Requires Cabinet Review/Chancellor Approval)
   Dakota College of Bottineau’s request for distance delivery to Hazen, ND: Certificate and A.A.S. in Medical Assistant, (CIP Code 51.0801), effective Fall 2015.

5. Approve summer GERTA Requests

SBHE Academic and Student Affairs Committee Consent:

6. Stage II–New Program: (Requires Cabinet Review/SBHE Action)

7. Stage II–New Program: (Requires Cabinet Review/SBHE Action)
   Valley City State University’s request for a new program via on-campus and online: Technical Writing Minor, (CIP Code 23.1303), effective Spring 2016.
8. Approve TrainND Plan

Board Policy:
9. Policy 402.2 – Admission Policies - Beginning Freshman Applicants - Baccalaureate Programs
10. Policy 402.3 – Admission Policies - Home Educated and Other Special Categories of Applicants
11. Policy 402.11 – Tests of High School Equivalency
12. Policy 506.1 – Immunizations; TB Testing
13. Policy 514 – Due Process
14. Policy 402.9 – Admission Policies - New International Students (Informational only)

Open Discussion

Future Committee Meeting Topics

Future Committee Meeting: November 12, 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
Academic and Student Affairs Committee
Minutes of the August 13, 2015 Meeting

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

SBHE Committee on Academic and Student Affairs members participating:
   Ms. Kari Reichert, Chair
   Mr. Brett Johnson, SBHE Student member – Acting Chair
   Mr. Mike Ness
   Dr. Eric Murphy, Faculty Adviser, non-voting

NDUS staff participating:
   Dr. Richard Rothaus, Director of Academic Programs, Accreditation, and Research
   Ms. Nancy Green, Academic Affairs Administrative Assistant

Guests:
   Dr. Larry C. Skogen, BSC
   Dr. Doug Darling, LRSC
   Dr. Tisa Mason, VCSU

Approval of Agenda
Motion to approve was moved by Mr. Ness and seconded by Chair Reichert.
Action: Motion was approved by Ness, and Reichert.

Approval of Minutes
Motion to approve was moved by Chair Reichert and seconded by Dr. Murphy.
Action: Motion was approved by Reichert, and Ness.

Chair Reichert gave an overview of the duties of the State Board of Higher Education Academic and Student Affairs Committee.

Past Committee Business:
• 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.
• 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.
  Motion to table NDSU’s requests to terminate the M.S. in Nurse Education and M.S. in Clinical Nurse Specialist was moved by Mr. Ness and seconded by Chair Reichert.
  Action: Motion was approved by Ness, Johnson, and Reichert.
Announcement of Chancellor’s Action(s): Reviewed by the Cabinet and approved by the Chancellor on August 5, 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: Minor in Tribal and Indigenous Peoples Studies (TIPS), (CIP Code 05.0200), effective Fall 2016.

- 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.

- 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.

- Stage II-New Prefix: (Requires Cabinet Notice/Chancellor Approval Only)
  Williston State University’s request for a new prefix: SPED-Speech Language Pathology Assistant, (CIP Code 51.0203), effective spring 2016.

- Stage II-Distance Education Programs: (Requires Cabinet Review/Chancellor Approval)
  Dakota College at Bottineau’s request for distance delivery to the DCB site at MSU 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).

- 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:

- 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.
  **Motion** to approve UND’s request was moved by Mr. Ness and seconded by Chair Reichert.
  **Action:** Motion was approved by Johnson, Ness, and Reichert.

- Tenure Recommendation
  **Motion** to approve the tenure recommendation was moved by Mr. Ness and seconded by Chair Reichert.
  **Action:** Motion was approved by Ness, Johnson, and Reichert.

Open Discussion
Discussion of mission responsiveness and Master’s in Teaching (M.A.T.) proposals.

Future Committee Meeting: September 10, 2015.

Adjourn
The meeting adjourned at 12:21 p.m. CT.
Summary of Proposed Action
ND State Board of Higher Education
Meeting - September 30, 2015

1. **Issue:** Minot State University (MiSU) has submitted a Stage II request to offer a Bachelor of Applied Science (B.A.S.) in Interpreting and Sign Language, using CIP Code 16.1603, to be offered through on-campus and distance delivery, effective Fall 2016.

2. **Proposed actions:** Approve the Stage II request of Minot State University (MiSU) to offer a Bachelor of Applied Science (B.A.S.) in Interpreting and Sign Language, using CIP Code 16.1603, to be offered through on-campus and distance delivery, effective Fall 2016.

3. **Background information:** There is a great demand for qualified and certified interpreters for individuals who are deaf or hard of hearing (D/HH) both in the Midwest and nationally. The program will prepare high quality professionals to provide American Sign Language (ASL) to English interpreting services for individuals who are deaf or hard of hearing in educational and other settings within the community.

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 August 4, 2015, Academic Affairs Council (AAC) meeting.

7. **Coordination:** On August 4, 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:** The Chancellor’s Cabinet recommended approval of this request on September 2, 2015.

11. **SBHE Committee on Academic and Student Affairs recommendation:**
1. **Issue:** Valley City State University (VCSU) has submitted a Stage II request to offer a new program, Technical Writing Minor, using CIP Code 23.1303, to be offered through on-campus and distance delivery, effective Fall 2016.

2. **Proposed actions:** Approve the Stage II request of Valley City State University (VCSU) to offer a new program, Technical Writing Minor, using CIP Code 23.1303, to be offered through on-campus and distance delivery, effective Fall 2016.

3. **Background information:** The proposed minor seeks to meet business and industry’s need for trained and highly-skilled entry level employees. The program combines introductory coursework in enterprise solutions, project management, and digital design with professional writing coursework, a combination identified by industry advisors in the region as valuable in their hiring decisions.

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 August 4, 2015, Academic Affairs Council (AAC) meeting.

7. **Coordination:** On August 4, 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:**
1. **Issue:** Review and approval of the proposed 2016-2017 TrainND Business Plan.

2. **Proposed actions:** Seeking SBHE approval of the 2016-2017 TrainND Business Plan effective July 1, 2015.

3. **Background information:** In 1999, House Bill 1443 established a world class workforce training system, organized into four quadrants, serving the workforce training needs of North Dakota. The four community colleges charged with operating the TrainND regions provide physical space, utilities, and equipment, for both office and training activities. The 2016-2017 TrainND Business Plan is drafted in consultation with each of the four regional TrainND Advisory Boards was reviewed by the NDUS community college presidents on August 5, 2015.

4. **Financial implications:** The original funding formula (HB 1443) adopted in 1999 is an excellent working model, with funding provided from the following areas: Direct Training, State Legislative Funds, and Business Donations (equipment, cash, etc.). Legislative funds are allocated to pay for infrastructure, awareness of services, additional employees, and the cost to continue workforce training services. Business and industry pay for their employee training programs. Businesses have donated equipment/cash/services to assist TrainND for specific types The 2016-2017 TrainND Business Plan provides an operational framework that serves as a guide for the regional directors.

5. **Legal/policy issues:** No known legal or policy issues at this time.

6. **Academic issues:** No known academic issues at this time.

7. **Coordination:** The four regional Advisory Boards provide feedback and guidance in the development of the Business Plan. The four TrainND directors compile regional information into a single, statewide business plan. NDUS community college presidents reviewed the proposed 2016-2017 TrainND Business Plan on August 5, 2015 and recommended approval of the plan by the SBHE.

8. **Attachments:** A draft of the 2016-2017 TrainND Business Plan is enclosed for SBHE member review.

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. **SBHE recommendation:**
1. **Issue:** NDUS staff who work with policies and procedures related to Academic and Student Affairs were asked to review all policies and procedures numbered at the 400-500 levels for accuracy, clarification, and consistency. As a result, the attached policy/procedure was identified as one of many policies and procedures selected for review and edited with feedback from several constituencies.

2. **Proposed actions:** Proposed edits to [SBHE 402.2](#) originally titled *Admission Policies - Beginning Freshman Applicants - Baccalaureate Programs* and retitled as *First Year Applicants – Baccalaureate Programs* are enclosed for your review and recommendation for approval.

3. **Background information:** The title of SBHE Policy 402.2 - *First Year Applicants – Baccalaureate Programs* contains edits to remove a redundant reference to Admission Policies as it is listed under a section referencing admission policies. The use of the word “freshman” has been replaced with the phrase “first year students” consistent with U.S. the Department of Education’s terminology.

   Recommended edits reflect recent SBHE action (November 20, 2014) regarding minimum admission standards for NDUS baccalaureate programs. High school core requirements remain unchanged but were rewritten in narrative form. The SBHE adopted increased high school core requirements in 2017 and 2018 at North Dakota State University and the University of North Dakota. That recommendation is included in Policy 402.2. Specific details pertaining to what additional courses fulfill the additional requirements at UND and NDSU are contained in NDUS Procedure 402.2 that implements SBHE Policy 402.2.

   Reference to SBHE Policy 402.9 is proposed for elimination as tests of English proficiency have been substantially modified to include more than just the Test of English as a Foreign Language (TOEFL) for admission purposes.

   Reference the NDUS maintaining a list of secondary courses that fulfill high school core course requirements is proposed for removal from this policy. The ND Department of Public Instruction maintains this same list and publishes a list of ND high school courses that fulfill high school course requirements to the web.

4. **Financial implications:** None cited.

5. **Legal/policy issues:** SBHE adoption of revised admissions standards, effective fall semester 2016, for NDUS universities on November 20, 2014, necessitated edits to this procedure.
6. **Academic issues:** Recommendations of the NDUS Admissions Task Force were formally adopted by the ND SBHE on November 20, 2014. The revised admission standards have been communicated to campus administrators in a memo dated November 21, 2014.

7. **Coordination:** Proposed edits to this policy/procedure were reviewed by the North Dakota Student Association on February 20, 2015; presented to the Admission’s User Group and members of the Student Affairs and Academic Affairs Councils on March 10, 2015; reviewed/edited by the Admission’s User Group on March 25, 2015; and reviewed, edited, and recommended for approval at the Joint Council Meeting of Academic and Student Affairs officers on April 1, 2015.

8. **Attachments:** Attachment A indicates proposed changes.

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:** The Chancellor’s Cabinet recommended approval of this request on September 2, 2015.

11. **SBHE Committee on Academic and Student Affairs recommendation:**
1. **Issue:** NDUS staff who work with policies and procedures related to Academic and Student Affairs were asked to review all policies and procedures numbered at the 400-500 levels for accuracy, clarification, and consistency. As a result, the attached policy/procedure was identified as one of many policies and procedures selected for review and edited with feedback from several constituencies.

2. **Proposed actions:** Proposed edits to SBHE 402.3 originally titled Admission Policies - Beginning Freshman Applicants - Baccalaureate Programs and retitled as First Year Applicants – Baccalaureate Programs are enclosed for your review and recommendation for approval.

3. **Background information:** Proposed edits to SBHE Policy 402.3 are largely intended for greater clarification. The phrase “Admission Policies” was struck from the title as it is redundant under a section with the same title. SBHE Policy 402.3 is already listed under a section header titled “Admission Policies”. The use of the phrase “early entry” in section 1 is incorporated to replace previous references to dual credit students. In section 2, language has been edited to remove specific reference to the General Equivalency Diploma (GED). Additional information is available regarding the GED and other tests of high school equivalency in proposed NDUS Procedure 402.11.

   The NDUS has made a deliberate effort to replace the phrase “dual credit” with the phrase “early entry students”, citing that in all cases the NDUS awards college or university credit to high school students enrolled in college courses. High schools may or may not “dually” award high school credit for this same activity.

   Information pertaining to tests of high school equivalency, including the GED, is proposed to be a stand-alone policy (SBHE 402.11) and procedure (NDUS 402.11). It is unnecessary to repeat information regarding tests of high school equivalency in multiple policies and procedures.

4. **Financial implications:** None cited.

5. **Legal/policy issues:** None cited.

6. **Academic issues:** None cited by Academic Affairs Officers.

7. **Coordination:** Proposed edits to this policy/procedure were reviewed by the North Dakota Student Association on February 20, 2015; presented to the Admission’s User Group and members of the Student Affairs and Academic Affairs Councils on March 10, 2015; reviewed/edited by the Admission’s User Group on March 25, 2015; and reviewed, edited, and recommended for approval at the Joint Council Meeting of Academic and Student Affairs officers on April 1, 2015.
8. Attachments: Attachment A indicates proposed changes.

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: The Chancellor’s Cabinet recommended approval of this request on September 2, 2015.

11. SBHE Committee on Academic and Student Affairs recommendation:
1. **Issue:** NDUS staff who work with policies and procedures related to Academic and Student Affairs were asked to review all policies and procedures numbered at the 400-500 levels for accuracy, clarification, and consistency. As a result, the attached policy/procedure was identified as one of many policies and procedures selected for review and edited with feedback from several constituencies.

2. **Proposed actions:** [SBHE Policy 402.11](#) is proposed as a new policy and enclosed for your review and recommendation for approval.

3. **Background information:** SBHE 402.11 is necessary to permit acceptance of tests of high school equivalency awarded by other states for the purpose of admission and the award of financial aid to students who present such tests at the time of admission. The North Dakota Department of Public Instruction only issues the GED to North Dakota students. However, with the influx of new applicants from states other than North Dakota, a formal policy was necessary to recognize tests of high school equivalency from other states for the award of federal financial aid.

4. **Financial implications:** The primary purpose of this policy is to facilitate student access to education and the award of federal financial aid, if appropriate.

5. **Legal/policy issues:** None cited.

6. **Academic issues:** None cited by Academic Affairs Officers.

7. **Coordination:** Proposed edits to this policy/procedure were reviewed by the North Dakota Student Association on February 20, 2015; presented to the Admission’s User Group and members of the Student Affairs and Academic Affairs Councils on March 10, 2015; reviewed/edited by the Admission’s User Group on March 25, 2015; and reviewed, edited, and recommended for approval at the Joint Council Meeting of Academic and Student Affairs officers on April 1, 2015.

8. **Attachments:** Attachment A indicates proposed changes.

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:** The Chancellor’s Cabinet recommended approval of this request on September 2, 2015.

11. **SBHE Committee on Academic and Student Affairs recommendation:**
1. **Issue:** SBHE Policy 506.1, section 3, states, “Each institution shall establish procedures for TB skin testing of foreign students.” The Policy is unnecessarily restrictive in requiring a skin test, as other forms of testing are acceptable or even preferable.

2. **Proposed actions:** Remove the word “skin” in the first line of section 3.

3. **Background information:** NDSU is using QuantiFERON-TB Gold (QCT) which is a simple blood test that aids in the detection of Mycobacterium tuberculosis, the bacteria which causes tuberculosis. QFT is a more accurate, modern alternative to the 100-year-old tuberculin skin test. NDSU has found this to be a very positive change for the international students because it requires a single visit, is unaffected by BCG vaccination.

4. **Financial implications:** None.

5. **Legal/policy issues:** None.

6. **Academic issues:** None.

7. **Coordination:** None.

8. **Attachments:** Attachment A indicates proposed changes.

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:** The Chancellor’s Cabinet recommended approval of this request on September 2, 2015.

11. **SBHE Committee on Academic and Student Affairs recommendation:**
1. **Issue:** The current [SBHE Policy 514 Student Due Process](#), as of August 1, 2015, is not in compliance with new century code as passed during the 2015 legislative session.

2. **Proposed actions:** Approve the changes outlined in Attachment A.

3. **Background information:** Effective August 1, 2015 North Dakota Century Code enrolled a new law expanding NDUS student due process rights in judicial proceedings that may result in the expulsion or suspension of a student. SBHE Policy 514 [Student Due Process](#) has been amended to reflect these changes.

4. **Financial implications:** None.

5. **Legal/policy issues:** Should SBHE Policy 514 not be amended our student due process requirements will not be in compliance with state law.

6. **Academic issues:** None.

7. **Coordination:** This issue, through the work of a Task Force, has been and will continue to be coordinated with the appropriate NDUS Councils to ensure that campus policies and procedures are adjusted accordingly, thus ensuring compliance with both federal and state law.

8. **Attachments:** Attachment A indicates proposed changes.

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](mailto:richard.rothaus@ndus.edu).

10. **Chancellor's recommendation:** The Chancellor’s Cabinet recommended approval of this request on September 2, 2015.

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

It was brought to our attention that there are immigrant, refugees and others potential students who have basic English competency and would like to enroll in our two-year institutions. These students may not, however, have English proficiency test scores required by NDUS 402.9(5)(f). BSC for example, has potential students right now who wish to register for courses for Fall 2015. Our requirements for admission seem to create a Catch-22 for these students; low test scores mean they can’t get at the developmental courses they need to gain the proficiency to score higher on the tests. This seems to have been an unintentional result of the procedure revision.

Chancellor Hagerott, in consultation with the NDUS Senior Staff and the two-year institution presidents, has approved a procedure exception. Please note that this exception is for AY2015/16 only, and for two-year institutions only. The system is requiring that the progress of these students be trackable within our existing data systems. At the conclusion of the year, the Academic Affairs Council will use the data to consider whether a permanent revision to NDUS 402.9 should be made.

Here is the procedure exception and associated requirements:

“For AY 2015/2016, two-year institutions can, at their discretion, admit students with English placement scores lower than those required in NDUS 402.9(5)(f). Students admitted with scores lower than those required in NDUS 402.9(5)(f) must be placed in the appropriate developmental English courses. Students admitted with scores lower than those required in NDUS 402.9(5)(f) must be placed into the data system as a student group to allow tracking. Institutions choosing to admit such students will track the students, and at the end of the AY submit a report to the Vice-Chancellor of Academic and Student Affairs detailing the number of students admitted, the developmental courses the students were placed in, the number of students who went on to take a second developmental course, and the number of students who enrolled in non-developmental courses. These reports will be used by the Academic Affairs Committee to consider a revision to NDUS 402.9(5)(f).”

Please call with questions or concerns.

R.

Richard M. Rothaus, PhD
Interim Vice Chancellor for Academic and Student Affairs

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