Academic Affairs Council Meeting Minutes  
NORTH DAKOTA UNIVERSITY SYSTEM

Monday, 2 June 2014  12:00 p.m. – 5:00 p.m.  
Tuesday, 3 June 2014  8:00 a.m. – 12:00 p.m.  
Lake Region State College

Academic Affairs Council members participating: Mr. Larry Brooks (Dakota College Bottineau), Dr. Drake Carter (Bismarck State College), Dr. Margaret Dahlberg (Valley City State University), Mr. Lloyd Halvorson (Lake Region State College), Dr. Lenore Koczon (Minot State University), Dr. R.S. Krishnan (North Dakota State University), Mr. Derek LaBrie (North Dakota Student Association), Mr. Harvey Link (North Dakota State College of Science), Dr. Cynthia Pemberton (Dickinson State University), Mr. Fernando Quijano (Council of College Faculties), Dr. Joshua Riedy (University of North Dakota), Dr. Julee Russell (Valley City State University), Dr. Keith Stenehjem (Mayville State University), and Ms. Linda Tharp (Williston State College).

Members Absent: Dr. Tom DiLorenzo (University of North Dakota)

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

Approval of Minutes
Motion: To approve the 1 April 2014 Minutes.  
Moved: Mr. Brooks  
Seconded: Dr. Koczon  
Action: Approved unanimously.

Motion: To approve the 6 May 2014 Minutes.  
Moved: Dr. Koczon  
Seconded: Dr. Stenehjem  
Action: Approved unanimously.

The Joint AAC/SAC 7 May 2014 minutes will be voted on at the 1 July 2014 meeting.

Approval of Agenda
Motion: To approve the AAC agenda.  
Moved: Mr. Brooks  
Seconded: Mr. Link  
Action: Approved unanimously.

Motion: To add an agenda item for Mayville State University’s request for a new prefix of SPED-Special Education.  
Moved: Dr. Stenehjem  
Seconded: Mr. Halvorson  
Action: Approved unanimously.
Council Business
Stage II

New Prefix: (Requires Cabinet Notice/Chancellor Approval Only)
- Mayville State University’s Request for a New Prefix: SPED-Special Education; effective fall 2014.
  Motion: To approve.
    Moved: Dr. Koczon
    Seconded: Mr. Link
    Action: Approved unanimously.
- Minot State University’s Request for a New Prefix: UNIV-University Studies; effective fall 2014.
  Motion: To approve.
    Moved: Mr. Link
    Seconded: Dr. Dahlberg
    Action: Approved unanimously.
- North Dakota State College of Science’s Request for a New Prefix: UNIV-University Studies; effective fall 2014.
  Motion: To approve.
    Moved: Dr. Carter
    Seconded: Dr. Dahlberg
    Action: Approved unanimously.
- North Dakota State University’s Request for a New Prefix collaborating with University of North Dakota: BME-Biomedical Engineering; effective fall 2014.
  Motion: To approve.
    Moved: Dr. Krishnan
    Seconded: Dr. Stenehjem
    Action: Approved unanimously.
- Williston State College’s Request for a New Prefix: HIM-Health Information Management; effective fall 2014.
  Motion: To approve.
    Moved: Mr. Brooks
    Seconded: Mr. Halvorson
    Action: Approved unanimously.

Place Program on Inactive Status: (Requires Cabinet Notice/Chancellor Approval Only)
- Dakota College at Bottineau’s Request to place Programs on Inactive Status: Diploma in Medical Transcription; effective fall 2014.
  Motion: To approve.
    Moved: Dr. Carter
    Seconded: Dr. Dahlberg
    Action: Approved unanimously.
- Dickinson State University’s Request to place Programs on Inactive Status: B.A. in Environmental Health; effective summer 2014.
- Dickinson State University’s Request to place Programs on Inactive Status: B.S. in Biology (Professional Option); effective summer 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: B.S. in Biology (Wildlife Biology Option); effective summer 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: B.S. in International Business; effective fall 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: Minor in Banking and Finance; effective fall 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: Minor in Entrepreneurship; effective fall 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: Minor in Human Resource Management; effective fall 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: Minor in International Business; effective fall 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: Minor in Management; effective fall 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: Minor in Management Information Systems; effective fall 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: Minor in Marketing; effective fall 2014.
• Dickinson State University’s Request to place Programs on Inactive Status: Minor in Office Administration; effective fall 2014.

Motion: To approve all Dickinson State University’s requests to place programs on inactive status.
Moved: Mr. Brooks
Seconded: Dr. Dahlberg
Action: Approved unanimously.

Program Title Change: (Requires Cabinet Notice/Chancellor Approval Only)
• Williston State College’s Request for a Program Title Change: from Diploma in Medical Billing and Coding to Certificate Program in Medical Coding and addition of Certificate of Completion in Medical Editing; effective fall 2014.

Motion: To approve WSC’s request for a program title change from Diploma in Medical Billing and Coding to Certificate Program in Medical Coding (Certificate of Completion in Medical Editing).
Moved: Mr. Brooks
Seconded: Dr. Koczon
Action: Approved unanimously.

New Program: (Requires Cabinet Review/SBHE Action)
• North Dakota State University’s Request for a New Program collaborating with University of North Dakota: M.S. and Ph.D. in Biomedical Engineering; effective fall 2014.

Motion: To approve.
Moved: Dr. Krishnan
Seconded: Dr. Riedy

Motion with amendment: To approve NDSU’s and UND’s request for a new program collaborated between the two institutions for offering the M.S. and Ph.D. in Biomedical Engineering, effective fall 2014.
Moved: Mr. Link  
Seconded: Dr. Koczon  
Action: Approved unanimously.

**Distance Education Programs: (Requires Cabinet Review/SBHE Action)**

- North Dakota State University’s Request for Distance Delivery: *M.Ed. in Educational Leadership*; effective fall 2014.  
  **Motion:** To approve.  
  Moved: Dr. Krishnan  
  Seconded: Dr. Carter  
  Action: Approved unanimously.

- North Dakota State University’s Request for Distance Delivery: *M.S. option in Leadership in Physical Education and Sport*; effective May 2014.  
  **Motion:** To approve.  
  Moved: Dr. Pemberton  
  Seconded: Dr. Stenehjem  
  Action: Approved unanimously.

**Credit Hour Federal Compliance requirement**

Dr. Margaret Dahlberg (VCSU) communicated the Higher Learning Commission (HLC) is putting more emphasis that there be a policy on each campus how credit hours are determined. DSU took about a year to do a thorough review of the current policy, revise, and update it to be published in the campus catalog. A survey was done with the online instructors, to determine a menu of guided instruction activities with assigned amounts of time for: A. best practice literature and B. the averages that the online faculty said that students engaged in activities. A data driven update to online teaching was created. There is a federal compliance worksheet for peer reviews available on the website. MaSU will use the model the UND just adopted to update their policy. MaSU and DSU will share their policies with the council. Dr. Dahlberg would like to see what needs to be in the syllabus. MaSU adopted uniform syllabi with variations in appearance. The challenge is the checks and balances; addendums may be needed with references in the syllabi. Other campuses have also mandated syllabi while others are working towards a mandate. Three things to watch out for: 1. federal compliance, 2. emphasis on courses that are taught via distance, and 3. dual credit courses. Something new to peer review starting with this upcoming cycle all dual credit classes and instructors will be reviewed the same way that faculty on campus are expected to have those exact same credentials, the classroom syllabi are expected to be identical to what is taught on the campus and in addition we must prove that those dual credit classes are now participating on campus assessment type activities.

**Accreditation of Educator Preparation (CAEP) formally NCATE**

Dr. Keith Stenehjem spoke of the transition from NCATE to CAEP. The accreditation process for teacher education programs is every seven years. On the national level, the diversity standard is an increasingly difficult one to meet in areas of the country with little diversity. MaSU received a notice from CAEP that the MaSU program did not meet the diversity standard and a focus visit for the diversity standard is scheduled for the spring 2015. There are three areas that were noted which many of our campuses may have difficulty and need to be aware: 1. candidates have limited opportunities to interact with racially and ethnically diverse faculty, 2. candidates have limited opportunities to interact with peers with racially and ethnically diverse backgrounds, and 3. candidates have limited opportunities to interact with racially and ethnically
diverse students in K-12. MaSU created a task force to address the concerns and one activity that began in the spring 2014 was an agreement with South Carolina State University (Historically Black Campus), where students and faculty interact in a classroom setting via Skype.

**Policy 402.1-Admission Policies-Beginning Freshmen Applicants-Certificate Program, Diploma, and Associate Degree Program**

Ms. Johnson provided an update on behalf of the Admissions and Student Records User Groups regarding Policy 402.1. The User Groups suggested the inclusion of other state recognized examinations of high school equivalency as outlined in a recent memo from the US Department of Education. Further, references to examinations of high school equivalency are also appropriate for consideration in NDUS Procedure 402.2 and references to students who are home schooled. Ms. Johnson will draft revisions and bring to the Council for review.

**Common Application**

Ms. Johnson reported no new developments regarding the Common Application and that staff in admission and records were satisfied with the edits to the 2015-2015 Common Application—with the understanding that dynamic questions and increased functionality will be available via Hobsons next year. Dr. Cowen asked if any questions had been deleted from the Common Application. Ms. Johnson reported that three questions that were originally asked on behalf of the NDUS office were removed as the results of the questions were generally unusable. Those questions were: 1. choose the option that best describes your current educational goal at (institution name), 2. choose the option that best describes your overall educational goal, and 3. how would you best like to take courses? (on campus, online, undecided, off campus site). Dr. Cowen inquired about the timeline for implementation of the Common Application. Ms. Johnson replied that final edits to the 2015-2016 Common Application were accepted through mid-May. At that point, Hobsons begins working individually with each campus immediately to incorporate edits and alter programming and data exports in order to make the 2015-2016 Common Application available to the public.

**Dual Credits**

Ms. Johnson said that she will bring copies of proposed edits to NDUS Procedures 402.3.1 and 402.3.2 for the consideration of AAC members. The changes are largely centered on processes no longer employed by the Department of Public instruction or the NDUS.

**Continued discussion: commonly numbered courses and placement**

Ms. Johnson reminded Council members that at the last AAC meeting it was decided that both Math and English discipline groups would be assembled in early fall to discuss commonly numbered courses and the implications of changes already adopted by UND and proposed by NDSU pertaining to English.

**GERTA**

There will be recommendations for the July AAC meeting for Cabinet approval.

**NMC Horizon Report: 2013 Higher Education Edition**

The *NMC Horizon Report: 2013 Higher Education Edition* will be discussed at a future meeting.

**AAC 2015 Calendar**

At the last SAC meeting, they stated they would like to meet jointly three times a year. AAC agreed to finish the schedule for the academic year. CCF will discuss moving their meetings to the second Tuesday of the month to have more representation at the AAC meetings. AAC will continue to meet the first Tuesday of the
month. The Council feels the joint meetings are valuable. A proposal was made for SAC to meet on the first Thursday and have Wednesday open for joint meetings. AAC will meet face-to-face during the legislative session.

**Update listservs**

There are still revisions needed for the listserv.

**Admissions Index, Update of the Task Force**

Some updates have been made to the Remedial/Developmental Education via Grade 12 of North Dakota’s Public P-12 Schools model that was presented to the Joint AAC/SAC meeting in May. If the money goes directly to grade 12 for hiring new teachers and putting remediation in grade 12 they would have options to contract out for assistance. It could be housed at the teacher education colleges. They can offer a program in the summer and offer credit to teachers. Grade 12 would work with the teacher education programs; teacher education program would work with the subject matter faculty; and then working with community college faculty that are using Pearson. The faculty may be the best in the subject matter but not the best to teach to the remedial students. There would be work with counselors in both the high school and the colleges as well.

The ACT will be administered to seniors in October 2015. Juniors will be taking the Smarter Balanced for the first time next spring. In October as seniors, those juniors will take the ACT. Those students will have both tests. Smarter Balanced will be mandated and will be administered in the high schools. April 2015 will be the first official testing. Smarter Balanced is scored 1-4 in English and math; there are also sub scores. This will then determine what path the student will take. Eventually students will be leaving high school without a GPA; they will have a Smarter Balanced score. This will affect the admissions requirements.

The Vertical Alignment group will invite June Hawthorne (UND), as a facilitator, to assist in developing a rubric that identifies and helps measure what is college level writing. The final rubric will be sent to DPI to post on the website.

The white paper with the proposal should be ready by the end of June. Legislators are pressuring to facilitate the transition from high school to college without infringing on the local control at the K-12 level. The concentration is on developing the communication between K-12 and the college system with the delivery to be worked out by the individual school districts.

**Reports and Updates**

Mr. LaBrie, NDSA, reported there will be a retreat mid-August. Issues to be addressed are: scholarships, career services, and fulltime credit status for students.

Mr. Quijano, CCF Representative, reported the CCF offers for 2014-2015 are the following: President Mr. Fernando Quijano (DSU), Vice President Dr. Suzanne Russ (DSU), Secretary Ms. Greta Paschke (MaSU), and SBHE representative Dr. Eric Murphy (UND). The agenda for 2014-15 is consideration of the legislative session with Measure 3; establishing a permanent research fund; and the all faculty conference. Mr. Quijano met with Chancellor Skogen in April to discuss three areas of the all faculty conference: 1. the mission, 2. the timing, and 3. the location. The two objectives of the conference are: 1. to develop a spirit of cohesiveness of collaboration between the faculty members throughout the institutions, and 2. to welcome new faculty to the system. A specific objective is to put together a database of faculty in the system. CCF
took action on the faculty oath issue with a resolution that they should take up discussion with individual campuses.

**Institutional Initiatives**
MiSU is doing a prioritization project based on a systemic review of all programs (both academic and nonacademic) across the campus according to Dickeson. They will balance where they have been to where they want to be. Criteria deal with history and internal and external demand.

UND’s prioritization project uses Prioritization Plus software that works with the Dickeson model. When the list of programs and services are identified, there will be criteria of data points for every program and service. Both academics and nonacademic has to be included in the project.

BSC will be doing a prioritization project as well.

Dr. Pemberton asked to add the length of a semester (from 15-17 weeks) to a future agenda.

**Motion:** To adjourn.
- **Moved:** Dr. Pemberton
- **Seconded:** Dr. Carter
- **Action:** Approved unanimously. The meeting adjourned at 10:23 a.m. on 3 June 2014.