Present:
Shirley Wilson (BSC), Ann Smith (NDSCS), Michael Thrasher (NDSU), Patti Heisler (MaSU), Harlene Hatterman-Valenti (NDSU), Lynette Borjeson-Painter (BSC) Verlin Hinsz (NDSU), Thomas Petros (UND), Fernando Quijano (DSU), Jon Jackson (UND)
Not Present:
Gilbert Kuipers (VCSU), LoAnn Nelson (LRSC), Ernst Pijning (MiSU), Paul Markel (MiSU), Kevin Gyolai (NDSCS Alternate), Rosanne McBride, UND, Mike Porter (MiSU-B), Doug Munski (UND), Paul Lekang (NDSCS), Guests: Mike Hillman NDUS

Approve the minutes of February 10 and March 10, 2009 – Motion by Harlene second by Tom Petros. Motion carried

Committee Reports
AAC Report – Harlene Hatterman-Valenti

- Mike Hillman some of the politics going on at Bismarck. Latest rumor is that they are considering a $38 million budget cut and moving this money to one-time funding for buildings.
- Randal Thursby discussed IT issues: oracle query training, need for increased bandwidth. Patti H. gave an excellent presentation on how to use Wimba. There was also a demonstration of a beta version of an internet conferencing program. Basically you could see up to 12 people on the screen (improvement over Wimba), but they were having problems showing documents from a desktop (Wimba is better) and had microphone muting issues when people were talking (similar to Wimba). They are still promoting the uniform student e-mail and Randall explained why this would be beneficial for the entire system, especially collaborative students. UND, BSC, and NDSCS are currently considering changing over or are in the processing of changing over for the fall semester.
- Bob Larson spoke of a survey they will be doing with ACT (April) to address the predicted demographic change in traditional college students (demographic data indicates a 7% decrease state wide in the number of traditional college students ages 17 to 24 and a 3% increase in the 30 to 39 demographic). Following the survey, the NDUS will have a summit (June) to address the challenges of this coming decade with each NDUS institution bringing 6-8 representatives.
- Julie had a meeting with the registrars to define a remedial course. The problem has come up because some institutions accept remedial courses as free electives and others don’t. Members of the AAC worked on the registrar’s definition: Remedial Courses: Remedial courses are typically non-degree, non-transferable, basic academic skills courses primarily in reading, writing and math. Remedial courses are designed to prepare students to complete college-level courses. Remedial courses may count toward the students full-time course load. The working definition they decided on was: Remedial courses are non-degree credit courses (AA, AS, BA, BS). They are typically basic academic skills courses that are designed to prepare students to complete college-level courses. Remedial course may count toward the students full-time course load (Not sure if this is exactly correct).
• There was a National Guard request that institution be mindful of guard students being called up for extended periods of time. All agreed that is important to work with these students to get them caught up.
• There was discussion about the new HE Reauthorization provisions impacting bookstore operations. The new textbook regulations include the following provision: “If an institution publishes a written course schedule, that schedule must note the textbook ISBN and retail price for required and recommended textbooks and supplemental materials on the institution’s internet schedule and must include the web address for the Internet schedule. It was agreed that this requirement will have to be put in manually and will be very labor intensive.
• The definition of a minor was agreed upon. **Minor Program.** A Minor Program is a structured group of undergraduate courses requiring at least 16 credit hours in an academic area of specialization other than the major but which is associated with an academic major.
• There was some housekeeping in the NDUS procedures manual for procedure 403.1 Academic Requests. The last item discussed was from a meeting? Gary Rabe (MSU) attended on the professional science masters degree. MSU is considering this degree. Below is part of a memo from Mike in regards to this degree.

The America Competes Act authorizes NSF to develop grant programs to create or expand professional science masters (PSM) degree programs which are STEM degrees with additional coursework and/or field experiences in non-science content areas such as intellectual property, public policy, entrepreneurship and project management. The goal of these programs is to prepare skilled professionals for the economic sectors that are leading the nation’s global innovativeness. (PSM programs are consistent with the EPSCoR "plus experience" supported in the NDUS 2007 appropriation bill.) The National Association of System Heads has recently created a website to support university system PSM program development: [http://www.nash-psm.org/](http://www.nash-psm.org/)
The National Research Council has recently released a new publication: **Science Professionals: Master's Education for a Competitive World** A free pdf of the report is available at: [http://search.nap.edu/nap-cgi/skimchap.cgi?recid=12064&chap=53-70](http://search.nap.edu/nap-cgi/skimchap.cgi?recid=12064&chap=53-70)
I encourage you to review the recommendations for Higher Education Institutions related to both program development and outreach.

SBHE Report – Jon Jackson – **Need a written report**
• SBHE had a Conference call meeting on Monday before the Easter Break. Passed a resolution to ask ND House to put funding back in place. Mike Hillman explained that the board agreed to support the Governor’s budget. Equity funding is not in the budget at this point. Campuses will have to look at reallocation. The 5%-5% will look really good and nationwide may be the highest raise in the US.
• A dollar spent in North Dakota Higher Ed goes farther that any other state.

**Old Business:**

CCF Publicity Committee
Patti Heisler presented the CCF Moodle Site. Log in to [http://lms.ndus.edu](http://lms.ndus.edu). Patti will send out the power point instructions

Update of SBHE General Education policies
Will be meeting at UND on the 24th of April
Mike Hillman talked about the 5%-5% being viable. Senate bill 2003 will be one of the last bills of the legislative session.

New Business

CCF meeting with SBHE Board May 14 in – Dickinson (note change from previously stated). A WIMBA poll was taken to see who will be able to make it. Shirley stated the meeting is usually on SBHE agenda at 11-12. Fernando will secure a meeting room.

Possible Topics:

CCF History
Harlene suggested that we talk about the importance of CCF and some success stories. Tom stressed the fact that CCF was a board creation to communicate with faculty

The use of technology: How we incorporate technology to our class rooms.
Tom Petros offered to share his online learning
Ann suggested those not present at the meeting attend via Wimba.

CCF Officer Elections
a. Confusion on release time for CCF members – NDUS office cut release time. Professional development will replace release time. It will now be the responsibility of each campus to grant release time. Discussion about release time followed. NDUS office has no release time policy. The previous one was a temporary
b. Patti Heisler asked about the treasurer/parliamentarian position along with the anticipated expenses and the need develop a potential budget. Discussion followed with Mike Hillman about expenses. Mike stated that the board will do what they can to fund expenses.
c. Patti can create a ballot on Wimba.
d. Patti made a motion that nominations cease. Second by Fernando
   i. Motion carried. – Shirley will send out a email ballot to be completed by Friday April17.

Meeting times/days/frequency need to be decided

Resolution to support the 5%-5% will be created by Tom Petros and sent out for CCF member approval.

Summary
Shirley will send out ballot
Patti will create the discussion board
Agenda items for May meeting
Resolution on support of the 5%-5%

Adjourn: Motion made by Fernando to adjourn. Second by Ann - motion carried.

Next meeting – May 14, 2009 – Joint meeting with the SBHE, Dickinson
Submitted: Ann Smith , Secretary May 11, 2009