Members Present:
Dr. Larry Skogen, BSC
Dr. Doug Darling, LRSC
Dr. Ken Grosz, DCB
Ms. Lisa Johnson, NDUS
Mr. Wayne Kutzer, CTE
Dr. Ray Nadolny, WSC
Dr. John Richman, NDSCS

Also Present:
Marietta Kemmet, NDUS; Dr. Tanya Spilovoy, NDUS; Dr. Michelle Olsen, NDUS; Becky Lamboley, NDUS

Ms. Johnson called the meeting to order at 9:05 am. She introduced Becky Lamboley to the Council and explained the purpose of CTEC.

Approve Minutes from July 23, 2013 meeting
Motion was made by Dr. Richman to approve the minutes from July 23, 2013, seconded by Dr. Darling, motion carried.

Informational update on new programs
BSC had no new programs to report. LRSC reported on the grand opening planned for the Dakota Precision Ag Center and the continuation of CDL training with Cankdeska Chicana College. They have also received requests for certificate program training in CDL the Grand Forks area. DCB reported on new programs in photography and land management technology. NDSCS held a grand opening for diesel technology expansion. Dr. Richman also reported that enrollment numbers are at a 31 year high. WSC reported the head count up 11% and FTE up 9.3%. Stevens Hall will be vacated in January for one year to renovate the building. The rate of turnover has decreased.

Non-Traditional No-More (NTNM) update
Dr. Spilovoy said the Non-Traditional No-More grant, which was funded through WICHE, has ended. The next initiative will could possibly focus on a retention summit and interest has been expressed by provosts across the state.

Federal Regulation Distance Education update
Dr. Spilovoy reported SARA (State Authorization Reciprocity Agreement) is moving forward and a coordinating board has been formed. The Department of Defense proposes using the rules written by the Department of Education. Hot topics include meeting state licensure requirements. Smaller working groups have been formed with distance education individuals to create like terminology. Dr. Richman questioned the differences between retention and CCSSE summit. Dr. Skogen asked about the Department of Defense adopting the Department of Education rules concerning distance education and the court ruling that threw out some of those regulations? Dr. Spilovoy said there is no time-line for
reinstating of state authorization rules written by the Department of Education and it is currently in a listening period.

**Department of Commerce/Workforce update**

Ms. Zander was unable to join the group so there was no update.

**Workforce Training Update**

Mr. Kutzer mentioned the Perkins evaluations will be conducted at WSC and UTTC in the near future. Mr. Kutzer reminded the group that the Request for Proposals for the Workforce Training Grant is currently available. Ms. Johnson asked Mr. Kutzer about the Governor’s HR conference and wondered if there was anything from the governor’s conference that would be of interest to the group. Mr. Kutzer reported the conference was well received. A report from MSUM elaborated on the partnership building activities and the businesses involved in this process. Bachelor and Master’s programs on campuses are being redesigned to address the issues of the businesses request. Mr. Kutzer is looking at involving CTE in this type of process.

BSC reported a truck simulator will be installed in NECE for CDL training. LRSC said CDL training continues to be the most requested training and there is a possibility a certificate program for credit may be introduced in the near future. Training in the health care arena with CNA and in-home care provider continues to grow.

DCB is conducting computer training for WSI through the community education program.

NDSCS reported there were several of the TrainND at the Governors’ HR conference and they will be meeting with CTE to collaboratively work together on the grant.

WSC reported on the expansion of TrainND facility and problems that have been encountered on this project.

**Governor’s Target Industries**

Dr. Olsen directed the group to the information provided earlier. She discussed the purpose of the ND Workforce Development Council. The council is currently focusing on, what is referred to as the governor’s target industries, which include energy, healthcare, information technology, and tourism. Information technology is the most recent topic being explored by the council. She provided statistics which reinforced the importance of information technology within the state. The number one industry within the state remains agriculture.

**Director of Strategic Planning & Workforce Training & Education**

Dr. Skogen informed the group of the job posting concerning a director position. This individual will focus on the strategic planning for the system and also coordinate with Workforce Training and Education. Ms. Johnson also informed the group of the opening concerning a director of academic affairs; this individual would serve as an intermediary between academic affairs and the vice-chancellor for academic and student affairs. Support Staff for academic affairs is ongoing as well.

**PTK**

Dr. Richman said NDSCS will be the host for the event in 2014. Dr. Richman said tentative schedule for the banquet is March 5, 2014. The social will begin at 5:30 and dinner is at 6 pm. He asked for a keynote speaker for the evening and Dr. Skogen suggested President Diederich. In previous years regional PTK gave $100 to each scholar. 2013 was the last year the monetary award would be received. It was suggested that the institutions pursue a sponsor who would take up this monetary contribution.
Other business and open discussion
Dr. Richman said legal counsel has been asked to return the Minnesota Football Conference agreement. Ms. Johnson said if anyone is waiting for approval for a program name changes, the chancellor can approve after a cabinet meeting has reviewed the request.

Dr. Grosz shared the federal financial aid auditors were at DCB which was prompted by an oversight created when not uploading new programs to the federal financial aid office database.

Ms. Johnson updated the group regarding enrollment reporting associated with the developmental courses being offered at the two-year institutions. The NDUS will continue to follow SBHE Policy 440 that states the system degree credit enrollment reporting is intended to be consistent with the U.S. Department of Education Integrated Postsecondary Education System. A supplemental enrollment report containing developmental enrollment—when concurrently enrolled for degree credit at either the home institution or other NDUS institution will be available for campus use and analysis. It is important to note that the supplemental enrollment report, described above, is not used for formal IPEDS reporting.

The meeting was adjourned at 10:38 a.m.