Members Present:
Dr. Dave Clark, BSC
Dr. Doug Darling, LRSC
Dr. Ken Grosz, DCB
Ms. Lisa Johnson, NDUS
Dr. John Richman, NDSCS

Also Present:
Don Morton, SBHE Board member; Marietta Kemmet, NDUS; Dr. Tanya Spilovoy, NDUS; Beth Zander, Department of Commerce; Dr. Drake Carter, BSC; Katie Hasbargen, Microsoft IT Academy; Robert Reischl, Microsoft IT Academy

Ms. Johnson called the meeting to order at 9:01 a.m.

Approve Minutes from October 22, 2013 meeting
Motion was made by Dr. Clark and seconded by Dr. Darling to approve the minutes from the October 22, 2013 meeting, motion carried.

Informational update on new programs
Ms. Johnson discussed the Academic Actions Matrix used to submit changes in academic programs. She noted that nearly every action included a reference for review by CTEC members. She continued, citing that academic program requests and program changes are currently not routed to CTEC for review. CTEC members indicated that new two-year programs were of greatest interest to CTEC members. All program changes seemed appropriately vetted by the campus AAC members.

Microsoft IT Academy
Mr. Morton, Ms. Hasbargen and Ms. Reischl discussed the IT academy and how to it will prepare individuals for the job market. It was suggested that Ms. Hasbargen attend a future CTEC meeting and discuss the program fully and how the institutions across the state would gain benefits from partnering with the academy.

Federal Regulation Distance Education update
Dr. Spilovoy gave a brief update on the process of registering distance education and the program she is currently working on to help the campuses save money. She stressed State Authorization Reciprocity Agreement (SARA) is a state function not a NDUS only function. Fees and which states were involved were discussed.

Reverse Transfer
Ms. Johnson updated the group about the reverse transfer initiative and the role the university system could play in the process. She noted that North Dakota ranks first in the nation in terms of the students who begin a two-year program of study and ultimately complete an associate degree or baccalaureate degree.
Workforce Training Update
No updates from BSC, NDSCS and DCB. LRSC is working on a delivery method for CDL training. There was discussion about an upcoming TrainND Summit and the critical support by the state for the program and its effectiveness. There has been some talk about the reduction of funding for this program.

Department of Commerce/Workforce update
Ms. Zander inquired if there should be a concern about not spending the Workforce Enhancement Grant funds for this biennium. Comments were heard about the difficulty in getting matching funds with the Challenge Grant program.

The early stages of an effort by the economic development foundation is engaging in a large scale fundraiser in the millions range with the intent of developing an image campaign outside of North Dakota. Preliminary work has been done with a marketing company and they advise a reason for promoting ND outside of the state. It has been proposed recruitment of employees be a tangible reason and pull the secondary education system as a reason for families to come to North Dakota.

NDUS Staffing Update: Director of Strategic Planning & Workforce Training & Education
Dr. Darling stated that two individuals were being interviewed today for the position. There is hope for a recommendation for one of the candidates by the end of the day.

PTK
Dr. Richman said the banquet is scheduled for Wednesday, March 5, 2014 with the social at 5:30, dinner to follow at 6:30. A letter will be forthcoming to the campuses asking for scholarships and contributions.

Other business and open discussion
There was no other business or discussion.

The meeting was adjourned at 10:30 a.m.