The State Board of Higher Education’s Academic and Student Affairs Committee will meet by conference call on Wednesday, January 18, 2017 at 10:00 a.m. CT. The call will originate on the 10th floor of the State Capitol, NDUS Conference Room, 600 E. Boulevard Ave., Bismarck, ND.

Call to Order

1. * #Approval of Agenda
2. * #Approval of Meeting Minutes

Announcement of Chancellor's Action(s): Items 3 and 4 were reviewed and approved by the Chancellor’s Cabinet on January 11, 2017.

3. = Stage I-New Program(s): (Chancellor announces request to SBHE)

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<thead>
<tr>
<th>Institution</th>
<th>Type</th>
<th>Major</th>
<th>Code</th>
<th>Delivery</th>
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<tbody>
<tr>
<td>UND</td>
<td>B.S.Ed.</td>
<td>Secondary Education</td>
<td>13.1205</td>
<td>On-campus</td>
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4. = Stage II-Place Program(s) on Inactive Status: (Requires Cabinet Review/Chancellor Approval)

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<tr>
<th>Institution</th>
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<tr>
<td>MaSU</td>
<td>B.A.</td>
<td>Studies in Education</td>
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<td>13.1501</td>
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Council Business

5. * # Stage II-New Program(s): (Requires Cabinet Review/SBHE Action)

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<tr>
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<tr>
<td>NDSU</td>
<td>Minor</td>
<td>Food Science and Technology</td>
<td>01.1001</td>
<td>On-campus</td>
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<tr>
<td>UND</td>
<td>Undergrad. Cert.</td>
<td>Diversity and Inclusion</td>
<td>13.0202</td>
<td>Distance Ed, On-campus</td>
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<tr>
<td>MiSU</td>
<td>Minor</td>
<td>Film Studies</td>
<td>50.0601</td>
<td>On-campus</td>
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</tbody>
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6. * # Stage II-Program Termination(s): (Requires Cabinet Review/SBHE Action)

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<tr>
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<tbody>
<tr>
<td>NDSU</td>
<td>Minor</td>
<td>Coaching</td>
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<tr>
<td>NDSU</td>
<td>B.S., B.A.</td>
<td>German Education</td>
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<tr>
<td>NDSU</td>
<td>Minor</td>
<td>Speech Communication Education</td>
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**Stage II-Organizational Change(s): (Requires Cabinet Review/ SBHE Action)**

7. *# University of North Dakota’s request for an organizational change: Move the B.A. in Geology From College of Arts and Sciences To **College of Engineering and Mines** as the B.S. in Earth Science.

**Policies**

8. + Policy 605.3 - Nonrenewal, Termination or Dismissal of Faculty

**Discussion**

9. + NDSU and UND Core Course Admission Standards - Mike Ness and Richard Rothaus

10. = Tenure and Faculty Appointment Deadline – March 23 for April SBHE meeting

**Other Business**

11. Future Agenda

Contact Kristie Hetzler at (701) 328-2966 or Kristie.hetzler@ndus.edu prior to the scheduled meeting date if auxiliary aids or services are needed.
The State Board of Higher Education’s Academic and Student Affairs Committee met via conference call on Thursday, November 10, 2016, at 11:00 a.m. CT. The call will originate on the 10th floor of the State Capitol, Dr. Richard Rothaus’ office, 600 E. Boulevard Ave., Bismarck, ND.

Chair Morton called the meeting to order at 11 a.m. CT.

SBHE Committee on Academic and Student Affairs members present:
  Mr. Don Morton
  Mr. Mike Ness
  Mr. Nick Evans
  Dr. Ernst Pijning, Faculty Adviser

Institutions Present:
  Dr. Gary Hagen, President, MaSU
  Dr. Tisa Mason, President, VCSU

NDUS staff present:
  Dr. Richard Rothaus, Vice Chancellor for Academic and Student Affairs
  Ms. Katie Fitzsimmons, Director of Student Affairs
  Ms. Kristie Hetzler, Executive Assistant to the State Board of Higher Education

1. Agenda
   Ness moved, Evans seconded, to approve agenda.
   
   Evans, Morton, and Ness voted yes.

2. Meeting Minutes
   Evans moved, Ness seconded, to approve the following meeting minutes:
   - October 13, 2016

Announcement of Chancellor’s Action(s): Item 3 was reviewed and approved by the Cabinet on November 2, 2016.

Stage II-Program Title Change: (Requires Cabinet Review/Chancellor Approval)

**Council Business**

4. MaSU Mission Statement

Ness moved, Evans seconded, to approve Mayville State University new mission statement as follows:

**Mayville State University** is dedicated to excellence in teaching, service, and scholarship in dynamic, inclusive and supportive learning environments that are individually focused. We offer quality undergraduate and master's programs enriched with practical experiences to prepare all learners for a global economy.

It was noted that this does not indicate MaSU intends on expanding their Master's programs. It is intended to meet the teacher shortage in North Dakota.

**Discussion**

5. NDSU and UND Core Course Admission Standards

Richard Rothaus briefed the committee on the status of NDSU and UND core course admission standards. The discussion to count Continuing Technical Education as part of the core courses continued. UND and NDSU have concerns regarding the administrative time that would take to monitor it. The committee noted how important higher admission standards are but agreed it was a good compromise. UND and NDSU would like to see the core courses required to be set at 13; they are currently at 14 and will go up to 15 next year. Dr. Rothaus will work on getting data with some indicators to whether or not raising core course requirements is effective to the North Dakota research institutions, along with nationally.

6. Program Process

Dr. Pijning explained last year the Academic and Student Affairs committee identified the approval process of new/termination and inactive status of academic programs as an issue that needs to be studied. During the October 2016 meeting, the committee allowed Dr. Pijning to formulate a proposal to the committee. The committee discussed the proposal and had concerns that it would be too micro managing to the institutions and impede on the President’s decision making during a difficult budget shortfall. The committee asked Dr. Rothaus to have a discussion at a Cabinet meeting to get the President’s input.

7. Special Right of Contract Faculty to Grieve

Dr. Rothaus indicated special right of contract faculty to grieve will be revisited the first part of 2017.
1. **Issue:** North Dakota State University (NDSU) has submitted a Stage II request to offer the Minor in Food Science and Technology, CIP Code 01.1001, via on-campus.

2. **Proposed actions:** Approve/deny the Stage II request of North Dakota State University (NDSU) to offer the Minor in Food Science and Technology, CIP Code 01.1001, via on-campus.

3. **Background information:** Food industries report a lack of qualified candidates to fill entry- and mid-level management positions. This proposed minor provides students with the necessary knowledge and skills to work in manufacturing facilities, government agencies, and academic environments related to the food system. As a minor, this program encourages students in other majors to gain expertise in key competencies of food science and technology of the discipline.

4. **Financial implications:** The program will be self-supporting the use of existing courses and faculty expertise.

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 January 11, 2017 Academic Affairs Council (AAC) meeting.

7. **Coordination:** On January 11, 2017, the AAC voted unanimously to recommend that the Stage II request for review by the Chancellor’s Cabinet and advance to the SBHE Academic and Student Affairs Committee/SBHE for approval/denial.

8. **Attachments:** The Stage II request is attached.

9. **Contact information:** Richard M. Rotheus, Ph.D., Vice Chancellor for Academic and Student Affairs, NDUS. Ph: 701-328-4136/email: richard.rothaus@ndus.edu.

10. **Chancellor’s recommendation:** Approved.
1. **Issue:** The University of North Dakota (UND) has submitted a Stage II request to offer the Undergraduate Certificate in Diversity and Inclusion, CIP Code 13.0202, via on-campus and distance delivery.

2. **Proposed actions:** Approve/deny the Stage II request of University of North Dakota (UND) to offer the Undergraduate Certificate in Diversity and Inclusion, CIP Code 13.0202, via on-campus and distance delivery.

3. **Background information:** This proposed certificate allows students from any discipline to intentionally focus on diversity and inclusivity as part of the student’s education. Additionally, part of UND’s strategic priorities includes promoting life balance, providing opportunities for career and personal development, celebrating diversity, art and culture, and maintaining an environment of openness and appreciation. The program will help prepare professionals to work more effectively in an increasingly diverse workforce statewide and nationally.

4. **Financial implications:** The program will be self-supporting through the use of existing courses and instructional resources.

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 January 11, 2017 Academic Affairs Council (AAC) meeting.

7. **Coordination:** On January 11, 2017, the AAC voted unanimously to recommend that the Stage II request for review by the Chancellor’s Cabinet and advance to the SBHE Academic and Student Affairs Committee/SBHE for approval/denial.

8. **Attachments:** The Stage II request is attached.

9. **Contact information:** Richard M. Rothaus, Ph.D., Vice Chancellor for Academic and Student Affairs, NDUS. Ph: 701-328-4136/email: richard.rothaus@ndus.edu.

10. **Chancellor’s recommendation:** Approved.
1. **Issue:** Minot State University (MiSU) has submitted a Stage II request to offer the Minor in Film Studies, CIP Code 50.0601, via on-campus.

2. **Proposed actions:** Approve/deny the Stage II request of Minot State University (MiSU) to offer the Minor in Film Studies, CIP Code 50.0601, via on-campus.

3. **Background information:** The proposed minor in Film Studies draws on coursework from three academic programs from within the Humanities Division (Art, English, and Foreign Language) at MiSU. Student survey results indicated that student interest in the proposed minor was strong; however, the program would have greater applicability or usefulness if it could be used to fulfill graduation requirements. The attached proposal for a minor in Film Studies is in response to that need.

4. **Financial implications:** The program will be self-supporting through the use of existing courses and instructional resources.

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 January 11, 2017 Academic Affairs Council (AAC) meeting.

7. **Coordination:** On January 11, 2017, the AAC voted unanimously to recommend that the Stage II request for review by the Chancellor’s Cabinet and advance to the SBHE Academic and Student Affairs Committee/SBHE for approval/denial.

8. **Attachments:** The Stage II request is attached.

9. **Contact information:** Richard M. Rothaus, Ph.D., Vice Chancellor for Academic and Student Affairs, NDUS. Ph: 701-328-4136/email: richard.rothaus@ndus.edu.

10. **Chancellor’s recommendation:** Approved.
1. **Issue:** North Dakota State University (NDSU) has submitted the following Stage II requests to terminate:
   - the Minor in Coaching, CIP Code 13.1314,
   - the B.S. and B.A. in German Education, CIP Code 13.1326, and,

2. **Proposed actions:** Approve/deny the Stage II requests of North Dakota State University (NDSU) to terminate the following:
   - the Minor in Coaching, CIP Code 13.1314,
   - the B.S. and B.A. in German Education, CIP Code 13.1326, and,

3. **Background information:** All three programs, listed above, were previously inactivated—meaning, no students have been recently admitted or are currently enrolled. This permits termination of programs with the least amount of disruption to students.

4. **Financial implications:** Minimal cost savings associated with the termination of these programs.

5. **Legal/policy issues:** State Board of Higher Education (SBHE) Policy 403.1.1, Program Approval, states, “Academic program termination requires approval of the Board of Higher Education.”

6. **Academic issues:** No academic issues were raised at the January 4, 2017, Academic Affairs Council (AAC) meeting.

7. **Coordination:** On January 4, 2017, the AAC voted unanimously to recommend approval of the Stage II request for review by the Chancellor’s Cabinet and advance to the SBHE Academic and Student Affairs Committee/SBHE for approval/denial.

8. **Attachments:** The Stage II request is attached.

9. **Contact information:** Richard M. Rothaus, Ph.D., Vice Chancellor for Academic and Student Affairs, NDUS. Ph: 701-328-4136/email: richard.rothaus@ndus.edu.

10. **Chancellor’s recommendation:** Approved.
1. **Issue:** The University of North Dakota (UND) has submitted a Stage II request to move the B.A. in Geology from College of Arts and Sciences to College of Engineering and Mines as the B.S. in Earth Science. The Chancellor approved the program title change of B.A. in Geology, CIP code 40.0601 to B.S. in Earth Science, CIP Code 40.0601 at the Chancellor’s Cabinet meeting of December 9, 2016.

2. **Proposed actions:** Approve/deny the Stage II request of the University of North Dakota (UND) to move the B.A. in Geology from College of Arts and Sciences to College of Engineering and Mines as the B.S. in Earth Science.

3. **Background information:** The College of Engineering and Mines does not confer Bachelor of Arts degrees, so the move also requires conversion to a Bachelor of Science degree. There is no specific policy that addresses the change from a B.A. to a B.S. degree, but Board approval is requested for this change as it parallels creation of a new degree program.

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

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 December 6, 2016 Academic Affairs Council (AAC) meeting.

7. **Coordination:** On December 6, 2016, the AAC voted unanimously to recommend that the Stage II request for review by the Chancellor’s Cabinet and advance to the SBHE for approval/denial.

8. **Attachments:** The Stage II request is attached.

9. **Contact information:** Richard M. Rothaus, Ph.D., Vice Chancellor for Academic and Student Affairs, NDUS. Ph: 701-328-4136/email: richard.rothaus@ndus.edu.

10. **Chancellor’s recommendation:** Chancellor recommended approval on December 9, 2016.
1. **Issue:** State Board of Higher Education Policy 605.3 requires twelve-month notice to terminate the appointment of a tenured faculty member due to loss of legislative appropriations, financial exigency, loss of institutional or program enrollment, consolidation of academic units or program areas, or elimination of courses. This timeline means that the process of eliminating the position of a tenured-faculty member is generally too lengthy to produce cost-savings within a biennium.

2. **Proposed actions:** The issue could be resolved by changing the notification period as indicated in SBHE 605.3 § 6 from “at least twelve months” to “at least ninety days”, as shown in the attached revision.

3. **Background Information:** As points of comparison:
   - Probationary faculty can be terminated under similar situations as tenured faculty with at least 90 days’ notice (SBHE Policy 605.3 § 2).
   - A non-tenure track faculty member (special appointment) is terminated at the end of his or her contract term (SBHE Policy 605.3 § 3).
   - NDUS employees can be terminated due to organizational or procedural change, diminished workload, lack of funds, or other exigency, with at least two weeks written notice (NDUS Human Resource Policy Manual 24).
   - NDUS employees excluded from the broadbanding system who are not members of the academic staff, can be terminated under similar situations as tenured faculty with at least 90 days’ notice (SBHE Policy 608.2 § 3).

4. **Financial implications:** The revision of SBHE 605.3 will provide additional avenues for institutions to respond to financial or budgetary losses.

5. **Legal/policy issues:** Only the termination notice period is to be changed, and there are no additional legal or policy issues.

6. **Academic issues:** Reduction of tenured faculty positions can have substantial direct and indirect impacts to the ability to deliver quality academic programs.

7. **Coordination:** The proposed policy revision will be reviewed ten times, by six different groups.
   - Chancellor’s Cabinet, First Reading, 10 January 2017;
   - SBHE Budget and Finance Committee, First Reading, 17 January 2017;
   - SBHE Academic and Student Affairs Committee, First Reading, 18 January 2017;
   - SBHE, First Reading, 26 January 2017;
   - Administrative Affairs Council, 31 January 2017;
   - Academic Affairs Council, 1 February 2017;
   - Chancellor’s Cabinet, Second Reading, 8 February 2017;
   - SBHE Budget and Finance Committee, Second Reading, 14 February 2017;
   - SBHE Academic and Student Affairs Council, Second Reading, 15 February 2017; and,

8. **Attachments:** Revision of SBHE 605.3
9. **Contact information:** Tammy Dolan

10. **Chancellor’s Cabinet recommendation:** Approved.