North Dakota State Board of Higher Education
Notice and Agenda
January 26, 2017

The State Board of Higher Education will meet on Thursday, January 26, at 8:30 a.m. CT, via Skype via hubs, originating from Bismarck State College, National Energy Center of Excellence, 1200 Schafer Street, Bavendick Room. The live video stream can be viewed at: http://www.ndus.edu/board/live-stream/.

Interactive Video Network Locations:
- Bismarck - BSC NECE Bavendick Stateroom – 1200 Schafer Street
- Bottineau - DCB President Office - Thatcher Hall – 105 Simrall Blvd.
- Dickinson – DSU Beck Auditorium in Klinefelter Hall - 233 Campus Drive
- Fargo - NDSU President Office - 1340 Administration Avenue
- Fargo - NDSU Quentin Burdick 422 - 1320 Albrecht Blvd.
- Grand Forks - Information Technology Bldg. room, 142- 4349 James Ray Drive
- Devils Lake - LRSC Administration bldg. room 171 - 1801 College Dr. North
- Mayville - MaSU President Office – 330 3rd Street NE
- Minot - MiSU Administration Bldg. 3rd floor IVN Rm 359 - 500 University Ave West
- Valley City - VCSU Rhoades Science Ctr room 101 – Corner of Avenue SE & College Street SE
- Wahpeton - NDSCS President office - 800 North 6th Street.
- Williston - WSC Stevens Hall President Office - 1410 University Avenue

Call to Order

# Action required     *See supporting document     + Discussion needed     %=Information only

1. * # Agenda
2. * # Meeting Minutes:
   - December 14, 2016

Board Policy

3. * # 2nd Reading, Policy 402.9 – Admission Policies - New International Students – Richard Rothaus
4. * # 2nd Reading, Policy 407.0 – Reverse Transfer – Richard Rothaus
5. * # 1st Reading, Policy 302.5 – Governance Committee of SBHE – Mike Ness
6. * # 1st Reading, Policy 605.3 – Nonrenewal, Termination or Dismissal of Faculty – Chancellor Hagerott
   - Public comment (limited to one hour)
   - Board discussion

The North Dakota University System is governed by the State Board of Higher Education and includes:
Bismarck State College • Dakota College at Bottineau • Dickinson State University • Lake Region State College • Mayville State University • Minot State University
North Dakota State College of Science • North Dakota State University • University of North Dakota • Valley City State University • Williston State College
Board Business

7. = NDSU and UND Core Course Admission Standards – Mike Ness

Budget and Finance Recommendations – Greg Stemen

8. *# MiSU requests to proceed with the following projects:
   a) Renovation of the lower level of the Gordon B. Olson Library to create the North West Art Center at a cost of $1,400,000 using donated private funds.
   b) Increased authority for completion of the inflatable bubble project from $384,000 to $634,000 using donated private funds.
   c) Increased authority for the Facility Building from $2,376,000 to $2,626,000 using local indirect cost recovery revenue generated from sponsored grants and contracts.

   Further, MiSU seek legislative approval, either through an amendment to the NDUS appropriation bill or through separate, sponsored, legislation.

9. *# Request to ratify interim Chancellor approval to authorize NDSU to proceed with a fundraising campaign through the NDSU Foundation and Alumni Association for an amount up to $1.5 million for the construction of a seed cleaning facility/seed cleaning equipment to be located at the North Central REC in Minot, ND. Subsequent authorization to proceed with the project will be requested once funding is in hand.

10. *# NDSU requests to proceed with the low rise lavatories renovation project in Johnson Hall (first stack), Phase VI at an estimated cost of $1,100,000 to be funded from auxiliary local funds.

11. *# NDSU requests to proceed with the Reconstruction of the MO and BU Parking Lots and Partial Reconstruction of the AE and T1/L Parking Lots at an estimated cost of $1,200,000 to be funded from Parking local funds.

Academic and Student Affairs Recommendations – Mike Ness

12. *# Stage II-New Program(s):

<table>
<thead>
<tr>
<th>Institution</th>
<th>Level</th>
<th>Program</th>
<th>Code</th>
<th>Delivery</th>
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<tr>
<td>NDSU</td>
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<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>
</tr>
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13. *# Stage II-Program Termination(s):

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<thead>
<tr>
<th>Institution</th>
<th>Level</th>
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</tr>
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<tbody>
<tr>
<td>NDSU</td>
<td>Minor</td>
<td>Coaching</td>
<td>13.1314</td>
</tr>
<tr>
<td>NDSU</td>
<td>B.S., B.A.</td>
<td>German Education</td>
<td>13.1326</td>
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14. * # Stage II-Organizational Change(s):
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.

System Reports
15. = Legislative Update
16. = Chancellor’s Updates

Assessment of Meeting and Potential Future Agenda Items

Future Board Meeting: February 23, 2017 – BSC (face to face)

Contact Kristie Hetzler (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 met on Wednesday, December 14, at 8:30 a.m. CT, via conference call, originating from Bismarck State College, National Energy Center of Excellence, 1200 Schafer Street, Room 431/433.

Chair Neset called the meeting to order at 8:30 a.m. CT.

Members participating:
Ms. Kathleen Neset, Chair
Mr. Nick Hacker
Dr. Kevin Melicher
Mr. Nick Evans
Dr. Ernst Pijning, Faculty Adviser

Mr. Don Morton, Vice Chair
Mr. Mike Ness
Ms. Kari Reichert
Mr. Andy Wakeford, Staff Adviser

Chancellor present: Dr. Mark Hagerott

Institution Presidents present:
Dr. Doug Darling, President, LRSC
Dr. Jerry Migler, Dean, DCB
Dr. Dean Bresciani, President, NDSU
Mr. Mark Kennedy, President, UND
Dr. Dave Clark, Executive Vice President, BSC
Dr. Steve Shirley, President, MiSU
Dr. Tisa Mason, President, VCSU
Dr. Tom Mitzel, President, DSU
Dr. Vincent Pachuilo, VP Finance & Administration, WSC
Dr. John Richman, President, NDSCS
Dr. Gary Hagen, President, MaSU

NDUS senior staff participating:
Dr. Lisa Feldner, Chief of Staff
Ms. Tammy Dolan, Chief Financial Officer
Ms. Lisa Johnson, Director of System-Wide Student Entry, Transfer, and Retention
Ms. Billie Jo Lorius, Director of Communication/Media Relations
Ms. Linda Donlin, Vice Chancellor of Strategic Engagement
Ms. Kristie Hetzler, Executive Assistant to the State Board of Higher Education

Others Participating:
Mr. Nick Vaughn, Attorney General’s office
1. **Agenda**
Ness moved, Melicher seconded, to approve the agenda.

Ness, Melicher, Evans, Hacker, Reichert, Morton, and Neset voted yes.

2. **Meeting Minutes**
Morton moved, Hacker seconded, to approve SBHE minutes from October 27, 2016, and November 16, 2016.

Evans, Hacker, Ness, Melicher, Reichert, Morton, and Neset voted yes.

**Policies** (items 3 -5)
Lisa Johnson review first readings of the following policies:
- Policy 402.9 – Admission Policies - New International Students
- Policy 410.0 – Responsible Conduct of Research
- Policy 407.0 – Reverse Transfers

Ness moved, Melicher seconded, to approve first reading of policies 402.9, 410.0, and 407.0.

Melicher, Reichert, Evans, Hacker, Ness, Morton, and Neset voted yes.

6. **Policy 608.2**
Lisa Johnson reviewed the second reading of policy 608.2, regarding NDUS Employees – Non-renewal and Dismissals.

Melicher moved, Hacker seconded, to approve second reading of policy 608.2.

Reichert, Melicher, Evans, Hacker, Ness, Morton, and Neset voted yes.

7. **Creation of Governance Committee**
Mike Ness indicated the governance committee has been working as an ad-hoc committee and would like to form an official committee by adding a third Board member. Mike Ness and Nick Hacker are currently serving, along with the Chancellor as ex-officio. The committee will be reviewing best practices, presidential evaluation process, and other items related to governance.

Ness moved, Hacker seconded, to approve formation of a standing Governance Committee and recommend to appoint Kevin Melicher as a member.

Evans, Hacker, Reichert, Melicher, Ness, Morton, and Neset voted yes.
Chair Neset appointed Kevin Melicher to serve with Mike Ness and Nick Hacker on the Governance Committee.

**VCSU Carbon Production Project**
8. VCSU to finance up to $22,500,000 through revenue bonds or other public financing for construction of an activated carbon plant for the purpose of integrating activated carbon production with campus district heating. Further authorize VCSU to seek approval for public financing during the 2017 legislative session through sponsored legislation specific to this request.

9. **Room, Board, and Fee Guidelines**
Tammy Dolan stated SBHE policy 805.6, indicates campus Presidents may assess room and board rates. Policy 805.2 says that campus Presidents may also approve increases in student government activity and university/college fees, unless the total increase in all mandatory fees are greater than 1% of the FY17 full-time, resident, on-campus, undergraduate tuition rate at that institution. In that case, the SBHE must approve the fee increase. The student government activity fee shall be established by a vote of either the student body or its elected representative body. The university/college fee shall be established following notification of the institution’s student government body and provide students an opportunity for input.

Room and board rates or student fees may be increased to offset the 2015-17 general fund budget allotment or the 2017-19 budget reduction.

The Board members expressed concerns regarding approving the guidelines without knowing what fees the President will set. Due to time constraints, the guidelines will move forward; however, the Board will review a draft report of the room, board, and fees that each institution is setting for final approval.

**Academic and Student Affairs Committee**
Stage II-New Program(s):
10. Minot State University’s request for a new program via on-campus and distance delivery: Certificate in Entrepreneurship, CIP Code 52.0799.

Melicher moved, Ness seconded, to approve the SBHE Academic and Student Affairs Committee recommendation, agenda item 10.

Evans, Ness, Hacker, Morton, Melicher, Reichert, and Neset voted yes.

11. North Dakota State University’s request for a new program via on-campus: Minor in Creative Writing, CIP Code 23.1302.

Morton moved, Evans seconded, to approve the SBHE Academic and Student Affairs Committee recommendation, agenda item 11.
Evans, Stemen, Ness, Hacker, Melicher, Reichert, and Neset voted yes.

Stage II-Organizational Change(s):
12. University of North Dakota’s request for the following organizational changes:
   - From Division of Sports Medicine to Department of Sports Medicine,
   - Move the Certificate and Minor in Non-profit Leadership from College of Arts and Sciences to College of Business and Public Administration,
   - Move the B.A. in Geology from College of Arts and Sciences to College of Engineering and Mines, and,
   - From Communication Program to Department of Communication.

   Ness moved, Hacker seconded, to approve the SBHE Academic and Student Affairs Committee recommendation, agenda item 12. The B.A. in Geology from College of Arts and Sciences to College of Engineering and Mines, was tabled until January 26 for further clarification.

   Melicher, Evans, Morton, Ness, Hacker, Reichert, and Neset voted yes.

13. **Functional IT Consolidation Report**
   Darin King presented the [IT Consolidation Report](#).

14. **Governor’s 2017-19 Budget Recommendation**
   Tammy Dolan gave an overview on the current Governor’s [2017-19 Budget Recommendation](#).

15. **Legislative Session**
   Lisa Feldner indicated it’s too early in session to determine which bills the Board will want to take a position.

16. **Faculty Commendation Awards**
   Lisa Johnson announced that the five Faculty Commendation awards went to the following faculty:
   - Dr. Jeff Boyer, Ph.D., Professor of Practice, College of Science and Mathematics, North Dakota State University ($500);
   - David Peterson, M.S., Associate Professor of Math, Bismarck State College ($500);
   - Dr. Doug W. King, Professor, Dickinson State University ($250);
   - Toby Stroh, M.S., Assistant Professor, Department of Agriculture and Technical Studies, Dickinson State University ($250); and
   - Dr. Sheila Liming, Ph.D., Assistant Professor of English, University of North Dakota ($500).

   The meeting adjourned at 10:32 a.m. CT.
1. **Issue:** Proposed edits to SBHE Policy 402.9 Admission Policies – New International Students reflect the dissolution of the American Association of Collegiate Registrars and Admissions Officers International Education Services that performed evaluation services related to foreign credentials. The AACRAO IES organization was replaced with that of the Foreign Credential Services of America (FCSA) in the proposed edits.

2. **Proposed actions:** Approve/deny the proposed edits to SBHE Policy 402.9 – Admissions Procedures – New Applicants with International Coursework.

3. **Background information:** While the NDACRAO IES organization was dissolved, nearly all of the staff migrated to the FCSA evaluation company. Inclusion of FCSA as a provider of evaluation services enables campuses to continue working with quality evaluators and access to technical consultants to aid in the evaluation of foreign credentials.

4. **Financial implications:** None cited. Generally international students pay for the evaluation of their foreign credentials and FCSA evaluation costs are comparable to other vendors who provide similar services.

5. **Legal/policy issues:** None cited.

6. **Academic issues:** No academic issues were raised by members of the Academic Affairs Council on November 1, 2016 or at a second review among Academic and Student Affairs Council members on December 6, 2016.

7. **Coordination:** On December 6, 2016, the Academic and Student Affairs Council voted unanimously, upon second review, to recommend approval for review by the Chancellor’s Cabinet and advance to the SBHE for approval/denial.

8. **Attachments:** Proposed edits are 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:**
1. **Issue:** SBHE Policy 407.0 Reverse Transfer is a new statewide initiative to potentially increase college completion rates in North Dakota and to provide educational opportunities to students who began an associate degree and transferred to a four-year program of student within the NDUS prior to completion. Courses are transferred back to the community college that may or may not be taken at the four-year institution for which they are currently enrolled. Reverse transfer is a rapidly growing national trend aimed at increasing college completion rates.

2. **Proposed actions:** Approve/deny the new SBHE Policy 407.0 – Reverse Transfer.

3. **Background information:** This statewide initiative identified students at North Dakota University System (NDUS) universities who transferred from NDUS colleges or tribal community colleges and are be notified of this opportunity to transfer coursework back to the community college after successfully completing 24 semester hours from the NDUS college or tribal community college and subsequently earning 15 semester hours from an NDUS university. Students must be in good academic standing at both institutions.

4. **Financial implications:** None cited. The NDUS is performing the queries, generating initial communications and directing students to the respective community college contact for further assistance and individual academic advising.

5. **Legal/policy issues:** None cited. Identification and contact with students is in compliance with the Family Education Rights and Privacy Act (FERPA).

6. **Academic issues:** None cited by Academic Affairs Officers. Fall semester 2016 served as a pilot among participating institutions and the process of identifying potential students continues to be refined.

7. **Coordination:** On November 1, 2016, the Academic Affairs Council voted unanimously, upon second read, to recommend approval for review by the Chancellor’s Cabinet and advance to the SBHE for approval/denial.

8. **Attachments:** The new policy is attached for review.

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:**
1. **Issue:** Proposed creation of a new board committee, Governance Committee, with the responsibility for leading ongoing assessment and improvement of board performance.

2. **Proposed motion:** Approve the adoption of the [Governance Committee](#).

3. **Background:** The Chancellor established a Governance Committee in the fall of 2015 to, among other responsibilities, compare and contrast current NDUS practices with national governance best practices. The proposed Governance Committee is a best practice.

4. **Financial implications:** Minimal costs related to committee work.

5. **Academic implications:** None.

6. **Legal/policy issues:** Areas of responsibilities proposed for the Governance Committee (such as developing and implementing meaningful orientation programs for new board members; setting goals for board performance and benchmarks for measuring board effectiveness; conducting regular board self-assessments; creating opportunities for ongoing board education; and ensuring that board policies about board members responsibilities, ethical behavior, and conflicts of interests are current and enforced) function as effective tools to strengthen the Board’s fiduciary duty.

7. **Review Process:** Chancellor’s Governance Committee Study Group, Legal Counsel, Cabinet.

8. **Enclosures:** Committee composition and charge.

9. **Contact person:** Tisa Mason, Larry Skogen, Nick Hacker, Mike Ness

10. **Chancellor’s Recommendation:** Approve.
Summary of Proposed Action
State Board of Higher Education Meeting
Meeting – February 23, 2017

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 broadbarding 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.
1. Issue: MiSU requests authorization to proceed with several projects that also require legislative authorization. The authorization would have been sought from Budget Section prior to the 2017 Legislative Assembly, but statutes prohibit Budget Section from hearing facility requests six months prior to session.

2. Proposed motion: Authorize MiSU to proceed with the following projects:
   a. Renovation of the lower level of the Gordon B. Olson Library to create the North West Art Center at a cost of $1,400,000 using donated private funds.
   b. Increased authority for completion of the inflatable bubble project from $384,000 to $634,000 using donated private funds.
   c. Increased authority for the Facility Building from $2,376,000 to $2,626,000 using local indirect cost recovery revenue generated from sponsored grants and contracts.

Further authorize VCSU to seek legislative approval, either through an amendment to the NDUS appropriation bill or through separate, sponsored, legislation.

3. Background: a) MiSU retained fund raising authority for the NW Art Center during Dr. Fuller’s tenure, and has now raised funds sufficient for the project, and therefore seeks authorization to proceed; b) The inflatable bubble infrastructure (foundations, etc) was anticipated to cost less than $385,000, or the threshold for legislative authorization. Delays in completion have driven the costs over the threshold and therefore now require legislative approval; c) The facility building is complete, but requires a parking lot / paving for operation. The additional costs must be added to the original project request, and therefore MiSU seeks additional authorization of $250,000 to do so.

4. Financial implications: None

5. Academic implications: None

6. Legal/policy issues: Construction of the inflatable bubble foundations were underway when additional costs to complete pushed the total over the $385,000 threshold. Work has proceeded in order to avoid any additional costs and delays, but authorization from the legislature was unavailable due to statutory limitations on Budget Section authority.

7. Review Process: Reviewed by Tonder

8. Enclosures: (agenda item and related material)
9. **Contact person:** Brent Winiger, VP for Administration and Finance

10. **Chancellor’s Recommendation:** Approve
1. **Issue:** NDSU has sought and received interim authorization from Chancellor to proceed with fundraising for the NCREC seed cleaning facility. This agenda item is a ratification of the Chancellor’s action by the BFC, SBHE.

2. **Proposed motion:** Ratification of interim Chancellor approval to authorize NDSU to proceed with a fundraising campaign through the NDSU Foundation and Alumni Association for an amount up to $1.5 million for the construction of a seed cleaning facility/seed cleaning equipment to be located at the North Central REC in Minot, ND. Subsequent authorization to proceed with the project will be requested once funding is in hand.

3. **Background:** NDSU AES is pursuing alternative funding sources to fund upgrades to the seed cleaning facilities. Seed stocks are a valuable source of revenue for AES, with upgraded facilities improving production quality, output, and worker safety.

4. **Financial implications:** None

5. **Academic implications:** None

6. **Legal/policy issues:** None

7. **Review Process:** Reviewed by Tonder

8. **Enclosures:** (agenda item and related material)

9. **Contact person:** Bruce Bollinger, VP for Administration and Finance

10. **Chancellor’s Recommendation:** Approve
1. **Issue:** NDSU requests authorization to proceed with renovation of the low-rise lavatories in Johnson Hall. This is a deferred maintenance project which also improves the lavatory functions. NDSU will be using local auxiliary funds to complete the work.

2. **Proposed motion:** Authorize NDSU to proceed with the low rise lavatories renovation project in Johnson Hall (first stack), Phase VI at an estimated cost of $1,100,000 to be funded from auxiliary local funds.

3. **Background:** NDSU has been systematically updating the lavatory stacks (so called because the lavatories are “stacked” directly above one another within the facility), with this project being No. 6.

4. **Financial implications:** None

5. **Academic implications:** None

6. **Legal/policy issues:** None

7. **Review Process:** Reviewed by Tonder

8. **Enclosures:** (agenda item and related material)

9. **Contact person:** Bruce Bollinger, VP for Administration and Finance

10. **Chancellor’s Recommendation:** Approve
1. Issue: NDSU requests authorization to proceed with reconstruction of parking lots during the summer construction season. Work will be funded from Parking local funds.

2. Proposed motion: Authorize NDSU to proceed with the Reconstruction of the MO and BU Parking Lots and Partial Reconstruction of the AE and T1/L Parking Lots at an estimated cost of $1,200,000 to be funded from Parking local funds.

3. Background: NDSU parking lots are being refurbished on a rotating basis in order to maintain adequate parking surfaces. The lots listed above are next on the schedule, with repairs ranging from complete reconstruction to surface treatments.

4. Financial implications: None

5. Academic implications: None

6. Legal/policy issues: None

7. Review Process: Reviewed by Tonder

8. Enclosures: (agenda item and related material)

9. Contact person: Bruce Bollinger, VP for Administration and Finance

10. Chancellor’s Recommendation: Approve
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. 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 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.

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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.
Summary of Proposed Action  
ND State Board of Higher Education 
Meeting – January 26, 2017

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.