

**ACADEMIC AFFAIRS COUNCIL**  
**Wednesday, February 22, 2017**  
**South Dakota Board of Regents**  
**Basement Level Conference Room**  
**Pierre, South Dakota**  
9:00 a.m. – 4:00 p.m. CST

**ACTION AND FOLLOW-UP REFERENCE SUMMARY**

The Academic Affairs Council met on Wednesday, February 22, 2017 at the South Dakota Board of Regents office in Pierre, South Dakota with the following persons participating: DSU, Judy Dittman; NSU, Alan LaFave and Joelle Lien; SDSMT, Kate Alley; USD, Jim Moran, Mike Card, and Beth Freeburg; BOR, Paul Turman, Jay Perry, Tasha Dannenbring, Molly Hall-Martin, Katie Hubbart, and Katie Maley; via Conference Line: BHSU, Sharman Adams; SDSU, Dennis Hedge, Mary Kay Helling, and Jana Hanson; ESC, Trudy Zalud.

**1 Agenda – Additions, Changes, and Approval**

Action: Discussion item additions requested by Jim Moran – 1) First generation students & initial admissions application; and, 2) Math Pathways Update

**2 Rolling Calendar**

Action: The proposed meeting date of February 21, 2018 via conference call was approved by the Council. Katie M. will update the approved 2018 meeting date list on the AAC meeting schedule webpage.

**CURRICULUM AND PROGRAM REVISIONS**

**3-A(1) Program Modifications – SD School of Mines & Technology**

Action: Approved by the Council pending final review/approval by System VPAA – Move forward for the March BOR Meeting. *NOTE: After BOR approval of revisions BOR Policy 2:23 in March, these will no longer required formal Board approval, but instead will be reported on the Interim Actions of the Executive Director report during subsequent Board meetings upon approval of the System VPAA.*

**3-A(2) Program Modifications – South Dakota State University**

Action: Approved by the Council pending final review/approval by System VPAA – Move forward for the March BOR Meeting. *NOTE: After BOR approval of revisions BOR Policy 2:23 in March, these will no longer required formal Board approval, but instead will be reported on the Interim Actions of the Executive Director report during subsequent Board meetings upon approval of the System VPAA.*

**3-A(3) Program Modifications – University of South Dakota**

Action: Approved by the Council pending final review/approval by System VPAA – Move forward for the March BOR Meeting. *NOTE: After BOR approval of revisions BOR Policy 2:23 in March, these will no longer required formal Board approval, but instead will be reported on the Interim Actions of the Executive Director report during subsequent Board meetings upon approval of the System VPAA.*

*Quick reference summary only – full minutes will be available in a separate document*

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### **3-B(1) Course Modifications – Northern State University**

Action: Due to concerns from USD, Paul will hold off on the EDAD course request for now once Joelle follows up with the information Paul had previously inquired about prior to the meeting. The other courses were approved by the Council pending final review/approval by System VPAA – Approvals will be reported on the Interim Actions of the Executive Director report during the March BOR Meeting.

### **3-B(2) Course Modifications – SD School of Mines & Technology**

Action: Approved by the Council pending final review/approval by System VPAA – Approvals will be reported on the Interim Actions of the Executive Director report during the March BOR Meeting.

### **3-B(3) Course Modifications – South Dakota State University**

Action: Approved by the Council pending final review/approval by System VPAA – Approvals will be reported on the Interim Actions of the Executive Director report during the March BOR Meeting.

### **3-B(4) Course Modifications – University of South Dakota**

Action: Approved by the Council pending final review/approval by System VPAA – Approvals will be reported on the Interim Actions of the Executive Director report during the March BOR Meeting.

### **3-C(1-5) General Education Revision Summaries – BHSU, DSU, NSU, SDSU & USD**

Action – BHSU: BHSU is currently working on finalizing their summary document and will provide to Paul as soon as possible for inclusion in the March BOR agenda item.

Action – DSU, NSU, SDSU & USD: These will move forward to the March BOR meeting. Paul will develop some narrative language for the item as it goes forward to the Board in regards to the changes presented (including BHSU's once available), and will forward that narrative to the universities for review once it is laid out.

### **3-D(1) New Program Request – SDSU – AS in Construction Technology**

Action: Approved – Move forward for the March BOR Meeting

### **3-D(2) New Program Request – SDSU – As in Sociology**

Action: Approved – Move forward for the March BOR Meeting

### **3-D(3) New Program Request – SDSU – BS in Conservation Planning and Management**

Action: Approved – Move forward for the March BOR Meeting

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**3-D(4) New Program Request – SDSU – Minor in Inclusion and Equity**

Action: Approved – Move forward for the March BOR Meeting

**3-D(5) New Program Request – USD – AA in Graphic and Web Design (US-SF)**

Action: Approved – Move forward for the March BOR Meeting

**3-D(5)(a) Rate Approval for USD Certificates in Graphic Design and Web Design at University Center-Sioux Falls**

Action: Approved – Move forward for the March BOR Meeting

**3-E(1) New Certificate Request – USD – Arts in Health Certificate (Undergrad & Graduate)**

Action: Approved – Move forward for the March BOR Meeting

**3-E(2) New Certificate Request – USD – Business Analytics Certificate (Graduate)**

Action: Approved – Move forward for the March BOR Meeting

**3-E(3) New Certificate Request – USD – Marketing Certificate (Graduate)**

Action: Approved – Move forward for the March BOR Meeting

**3-E(4) New Certificate Request – USD – Operations and Supply Chain Management Certificate (Graduate)**

Action: Approved – Move forward for the March BOR Meeting

**3-F(1) New Specializations Request – SDSU – MS in Nursing – Clinical Nurse Leader Specialization and Nurse Administrator Specialization**

Action: Approved – Move forward for the March BOR Meeting

**3-G(1) New Site Request – SDSU – BS in Psychology**

Action: Approved – Move forward for the March BOR Meeting

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### **3-H(1) Intent to Plan Request – SDSU – BS in Leadership and Management of Nonprofit Organizations**

Action: Approved – Move forward for the March BOR Meeting

### **3-I Summary of Pending and in-Progress Program Requests**

Action: Jay will be updating the list and corresponding dashboard shortly.

## **POLICY REVISION AND DEVELOPMENT**

### **4-A(1) BOR Policy 1:5 Revision – Executive Director**

Action: Approved – Move forward to the March BOR Meeting for first reading.

### **4-A(2) BOR Policy 4:11 Revisions – Rank and Promotion**

Action: Paul will carryover the definition of adjunct from the COHE agreement into the Policy and make other necessary revisions to address the concerns of the Council. Paul will also then forward the revisions to Kayla Bastian for additional review prior to bringing this back to the Council for further discussion.

### **4-A(3) BOR Policies 2:7 and 2:26 Revisions – Gen Ed Credit Distribution**

Action: Paul will remove the matrixes and corresponding text additions from Policies 2:7 and 2:26 and work to move those and any other clarifying language over to the corresponding AAC Guidelines.

### **4-B(1) Credit by Examination Administration Guidelines**

Action: The revisions were approved by the Council as presented. Katie M will post the revised document to the Academic Affairs Guidelines website and will notify AAC once the document is available.

### **4-B(2) Dual/Concurrent Credit Guidelines Revisions**

In section III.B.4.b.ii – Jim Moran would like the clarification added “The student must sit out one term of the dual credit program (reflecting...”

In Section IV.B.2.c.1 – Mike Card noted that the graduate hours need to be updated from 15 credit hours to 18.

Action: Revisions approved with corrections as noted above to be made by Katie Hubbart. Katie Maley will post the revised document to the Academic Affairs Guidelines website and will notify AAC once the document is available.

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### **4-B(3) Common Course Guidelines – Sustaining Course Descriptions**

Action: This item will be brought back to the April AAC meeting for further discussion. Paul will look into pulling some system data on this so that we have additional information to review in April.

### **4-B(4) Defense Language Proficiency Test – Spanish 101, 102, 201, 202, 311, and 312**

The consensus of the Council is to go ahead and add in French and any other equivalencies as we will eventually need that information anyways. Paul contended that we add in “yes” notations for the far right column for indicating meeting graduation requirements; Council was in agreement.

Action: Adding the new guideline was approved by the Council with additions as noted above. Katie M will post to the Academic Affairs Guidelines website once Tasha finalizes the matrix. Tasha will also notify AAC and the assessment contacts on campus as soon as the new guideline is posted to the web.

### **4-B(5) General Education Assessment Update**

Action: None – Council members should remain in continual contact with their System General Education Committee representatives and System Assessment Committee representatives to ensure discussions are relayed appropriately and institutions are being properly represented when these groups meet.

### **4-C Dual Credit – Spring 2017 Enrollment Report & Program Growth**

Action: This item will be brought forward to the March Board meeting as an informational item.

### **4-D E-Text Pilot Update**

Action: None

### **4-E Banner Student XE Update**

Action: Campuses are asked to forward Paul any feedback/concerns that have been articulated at the campus level. Paul will gather and combine these into one document to provide to Monte and other staff as needed for the upcoming meetings with Ellucian on March 7-9, 2017, so that concerns may be addressed directly with Ellucian. BOR staff will obtain and provide to AAC members the list of individuals who are expected to participate in the module group calls that are currently being scheduled by Monte Kramer’s staff for February 23 & 24.

### **4-F Starfish Analytics Proposal**

Action: The Council agreed that regular pricing with Starfish is the best option to continue forward with for now. Paul will have Starfish add language to the contract regarding consulting fees and that they may be requested by campus on an as needed basis.

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### **4-G Proactive Admissions Update**

Action: Molly Hall-Martin will follow-up with Trudy Zalud to identify a representative from ESC to sit in on these conversations moving forward.

### **4-H Student Opinion Survey (Campus Labs)**

Paper and pencil surveys will still need to be done for the Technical Institutes.

Action: Tasha will follow-up with Campus Labs to schedule a call with them to determine if timestamps may be obtained to verify if students are going back into the platform after their initial entry/exit, as well as a way to be able to see what the survey actually looks like. Campuses are asked to forward any additional concerns to Tasha so they may be addressed with Campus Labs directly along with the other aforementioned issues. Once the call is scheduled, Paul and Tasha will send an invite to Jana Hanson at SDSU to participate in that meeting as well.

### **4-I Programs Approved for Online and Off-Campus Delivery**

Action: This item will move forward to the Board for approval at the March BOR meeting. Any additional updates/revisions must be provided to Jay Perry as soon as possible to get them included in the list before it gets sent to the Board.

### **4-J University Center – Sioux Falls Update**

Action: None

### **4-K WICHE Interstate Passport Update**

Action: Approved by the Council – Paul will pass these along for inclusion in the system Interstate Passport Block.

### **4-L General Education Block Transfer**

Jim Moran noted he would be supportive of the idea for each campus to take two institutions to review.

Action: Paul will follow-up with the campuses to identify which two institutions from Table 1 of the item each university will take on for campus level reviews to serve as a trial run for these processes. Findings will be discussed at a later meeting. Any issues or concerns that may come up with the associated draft academic affairs form “General Education Block Transfer Agreement” (included in the attachment of the item) are asked to be forwarded to Katie Hubbart.

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**4-M Workload Tracking & Overload**

Action: This will be brought back to the April AAC meeting for further discussion; Paul will ask Monte Kramer to attend to speak on this subject.

**4-N Executive Order & International Students/Employees**

Action: None

**4-O Math Pathways – Discussion Item added by Jim Moran**

Action: Paul will reengage with the Math Discipline Council on this and bring it back to the April AAC meeting for discussion.

**4-P First Generation Student & Initial Application – Discussion Item added by Jim Moran**

Trudy noted that this has already been integrated into the initial student application and being tracked; people can see/access it on the COAS screen in Colleague.

Action: Trudy will forward additional information to Paul on how to obtain this information; Paul will then update AAC and bring to the next meeting in April if necessary.

**4-Q Program Productivity – Discussion Item added by Kate Alley**

Paul confirmed that this review will be coming up again later this year. The initial data is pulled by BOR staff and disbursed out to the campuses for additional review and justification (as needed).

Action: None

**4-R Legislative Updates – Discussion Item added by Jim Moran**

Paul noted that the most recent update would be that salary policy will most likely be lost due to cuts in the budget and to be prepared to disseminate that information to campus representatives.

Action: None

**CONSENT**

**5-A Name Change Request – USD**

Action: Approved by the Council – Move forward for the March BOR Meeting

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**5-B New Prefix Requests – SDSU & USD**

Action: Approved by Council pending final review/approval by System VPAA – Approvals will be reported on the Interim Actions of the Executive Director report during the March BOR Meeting.

**5-C Inactive Status and Program Termination Requests – SDSU**

Action: Approved by the Council – Move forward for the March BOR Meeting