

**ACADEMIC AFFAIRS COUNCIL MEETING
MAY 12, 2010**

MINUTES

The Academic Affairs Council met on Wednesday, May 12, 2010 with the following persons attending: Dean Myers & Kristi Pearce, BHSU; Cecelia Wittmayer, DSU; Tom Hawley, NSU; Duane Hrcir, SDSMT; Laurie Nichols, SDSU; Lynn Rognstad & Chuck Staben, USD; Sam Gingerich, Paul Turman, Jodi Gabriel, Jim Shekleton, Gary Johnson, BOR.

Item 1 Agenda

The agenda was approved as submitted.

Item 2 Minutes

No report.

Consent Agenda Items

Item 3.A.1 Program Productivity Next Steps

The curricular changes approved in April will go back to the COPS and BOR in June. For each program terminated, the campus must submit the information requested in Section 2 (termination with enrolled students) or Section 3 (termination without enrolled students) of the Program Termination Form posted in AAC guidelines. Particular attention must be given to the establishment of and communication of a “teach out” strategy if students are enrolled. Proposals may be done in memo form if preferred.

Each campus should also submit a list of the timing of the review(s) of those programs slotted for further review. This should also include any stipulations/expectations that have been established for the program.

This information should be forwarded to the Board Office by May 28 for inclusion in the COPS Agenda.

Sam added that differences in degree requirements established at the campus level or at the college/school level should be forwarded; however this would be an internal

document and not part of the BOR recommendations. AAC will have a discussion about these in the next month or two.

Sam will be meeting with the arts and science deans in June to talk about system collaborations.

Item 3.A.2 Program Modifications - DSU

DSU has submitted the following program modification requests. These will move forward for consideration at the COPS and BOR meetings in June.

Program Modifications

- BS in Biology for Information Systems
- BS in Computer Information Systems
- BS in Computer and Network Security
- BS in Computer Science
- BS in Digital Arts & Design, Production Animation
- BS in Exercise Science
- BS in Professional and Technical Communication
- BS and AS in Respiratory Care
- MS in Information Assurance and Computer Security
- Healthcare Coding Certificate

Termination Requests

- AS in Office Management
- BS in Scientific Forensics Technology

Item 3.A.3 Program Modifications - SDSU

SDSU has submitted the following program modification requests. These will move forward for consideration at the COPS and BOR meetings in June.

- Agronomy: *Remove existing specializations; develop major curriculum*
- Animal Science-Science specialization: *Change in distribution of credits*
- Apparel Merchandising: *Change in distribution of credits (college requirements decreased)*
- Aviation: *Change in distribution of credits (college requirements decreased)*
- Consumer Affairs: *Change in distribution of credits (college requirements decreased)*
- CST-Speech Communication: *Decrease in major requirements*
- CST-Speech Education: *Decrease in major requirements*
- CST-Theatre: *Decrease in major requirements*
- Early Childhood Education- B-5 specialization: *Change in distribution of credits (college reqs decreased)*
- Early Childhood Education- B-8 specialization: *Change in distribution of credits (college reqs decreased)*

- Early Childhood Education- BHSU Coop: *Change in distribution of credits (college reqs decreased)*
- Early Childhood Education- DSU Coop: *Change in distribution of credits (college reqs decreased)*
- Early Childhood Education- NSU Coop: *Change in distribution of credits (college reqs decreased)*
- Early Childhood Education- USD Coop: *Change in distribution of credits (college reqs decreased)*
- Engineering Physics: *Change in distribution of credits*
- English Education: *Change in distribution of credits*
- Environmental Management: *Change in distribution of credits and name*
- Global Studies: *Increase in major requirements*
- Hospitality Management: *Change in distribution of credits (college reqs decreased)*
- Human Development and Family Studies: *Change in distribution of credits (college reqs decreased)*
- Interior Design: *Change in distribution of credits (college requirements decreased)*
- MS in Animal Sciences: *Name change*
- MSN - Clinical Nurse Leader Specialization: *Decrease in major requirements*
- MSN - Nurse Administrator: *Decrease in major requirements*
- MSN - Nurse Educator: *Decrease in major requirements*
- Music Merchandising: *Change in distribution of credits*
- Nutrition and Food Science- Dietetics specialization: *Change in distribution of credits (college reqs decreased)*
- Nutrition and Food Science- Food Science specialization: *Change in distribution of credits (college reqs decreased)*
- Nutrition and Food Science- Nutritional Sciences specialization: *Change in distribution of credits (college reqs decreased)*
- PhD in Animal Science: *Name change*
- Sociology- Human Resources specialization: *Change in distribution of credits*
- Career and Technical Education: *Change in course required*

Item 3.A.4 Program Modifications - USD

USD has submitted the following program modification requests. These will move forward for consideration at the COPS and BOR meetings in June.

- American Indian Studies, B.A./Minor – *program name change; create prefix NATV; add specializations; total credits discipline, program, electives, and supportive work*
- Elementary Education, B.S.Ed. - *total credits discipline, program, electives, and supportive work*
- Secondary Education with Certification, M.A. – *total credits discipline and program; supportive work; existing specialization*
- Special Education, B.S.Ed. - *total credits within discipline and program*

Item 3.A.5 Program Modifications - BHSU

BHSU has submitted the following program modification requests. These will move forward for consideration at the COPS and BOR meetings in June.

Program Modifications

- Psychology Minor
- Psychology Major
- BS Composite Major in Industrial Technology
- BSEd in Composite Instrumental Music
- Writing Minor

Termination Requests

- BSEd in Composite Vocal Music
- BA in Composite Vocal Music

Item 3.A.6 Program Modifications - NSU

NSU has submitted the following program modification requests. These will move forward for consideration at the COPS and BOR meetings in June.

Substantive Program Modifications:

- Banking and Financial Services (BA)
- Environmental Science (BS)
- Chemistry: Forensic Science Specialization (BS)
- K-12 Special Education (BSEd)
- Medical Technology (BS)
- Speech (BA)
- Sport Marketing and Administration (BS)

Termination Requests:

- English: Specializations
- Speech: Public Relations Specialization
- Speech (BSEd)

Item 3.A.7 SDSU Department Name Change ~ Rural Sociology

SDSU is proposing a departmental name change, Department of Rural Sociology changed to the Department of Sociology and Rural Studies. The proposed name better reflects the Department's diverse research and educational efforts. This proposal has the full support of SDSU Administration. This will move forward to the June COPS and BOR meetings.

Item 3.A.8 Program Modifications - SDSMT

SDSMT has submitted the following program modification requests. These will move forward for consideration at the COPS and BOR meetings in June.

Termination Requests:

- MS in Biomedical Engineering
- PhD in Biomedical Engineering

Item 3.B.1 Course Modifications - DSU

DSU has submitted the following course modification requests. These will move forward to the Executive Director for consideration and be reported on the Interim Actions report for the June BOR meeting.

New Course Request- Unique

- ARTD 439 3-D Character Design & Modeling
- EXS 490 Seminar
- GAME 365 Classical Myth and Media
- GAME 366 Contemporary Myth and Media
- INFA 701 Principles of Information Assurance
- INFA 709 Ethical Hacking
- INFA 725 Advanced Network Hacking
- INFA 729 Advanced Web Hacking
- INFA 739 Software Quality Assurance
- SCTC 315 Introduction to Statistics for Biology
- SCTC 345 Introduction to Bioinformatics
- RESP 105 Respiratory Care Physical Science

Authority to Offer an Existing Common Course

- BIOL 221/221L Human Anatomy
- BIOL 365/365L Vertebrate Zoology
- BIOL 415/415L Mycology
- HIST 111 World Civilizations I
- HIST 112 World Civilizations II
- MATH 115 Precalculus

Revised Course Request

- BIOL 301/301L Plant Systematics (delete course)
- BIOL 363/363L Ornithology (delete course)
- BIOL 410 Conservation Biology (unique at USD)
- ENGL 365 Classical Myth and Media (cross list with GAME 365)
- ENGL 366 Contemporary Myth and Media (cross list with GAME 366)

Item 3.B.2 Course Modifications - SDSMT

SDSMT has submitted the following course modification requests. These will move forward to the Executive Director for consideration and be reported on the Interim Actions report for the June BOR meeting.

New Course Requests

- MET 110/110L Intro to Metallurgical Engineering Design
- NANO 401 Introduction to Nanoscience

Item 3.B.3 Course Modifications - SDSU

SDSU has submitted the following course modification requests. These will move forward to the Executive Director for consideration and be reported on the Interim Actions report for the June BOR meeting.

Authority to Offer Existing Common Course

- POLS 400 The President and Congress

New Course Requests

- AS 106-106L English Horsemanship
- AST 426-426L Emerging Technologies in Agriculture
- BIOS-BOT-PS 664 Molecular Plant Physiology
- CD 612 Housing and Development
- CD 616 Public and Nonprofit Budgeting
- CD 631 Evaluation of Organizations and Programs
- CD 640 Ethics for Public and Nonprofit Administrators
- CM 232L Cost Estimating Lab
- CM 455L Residential Construction Lab
- EHS 140 Enhancing Human Potential
- FREN 296 Field Experience
- FREN 433 French Culture and Civilization
- FREN 496 Field Experience
- GER 296 Field Experience
- GER 396 Field Experience
- GER 496 Field Experience
- GS 482 Applied Leadership Training for Tutors
- MNET 367L Plant Layout Material Handling Lab
- PE 320L Lifeguard Training Lab
- RANG 510 Grassland Monitoring & Assessment
- RANG 520 Watershed Management
- RANG 530 Ecology of Invasive Species
- RANG 710 Principles of Forage Quality
- REL-GEOG 353 Geography of Religion
- SPAN 296 Field Experience

- SPAN 396 Field Experience
- SPAN 496 Field Experience
- STAT 756 Quantitative Genetics

Revised Course Request: Common Course

- BOT 301 Plant Systematics: *Change prerequisites*
- ECON 301 Intermediate Microeconomics: *Change prerequisites*
- GEOG 131 Physical Geography I: *Course title change & course description change.*
- GEOG 131L Physical Geography I Lab: *Course title change.*
- GEOG 132 Physical Geography II: *Course title change & course description change.*
- GEOG 132L Physical Geography II Lab: *Course title change.*
- PHYS 185 Introduction to Astronomy I: *Increase in credits*
- PHYS 185L Introduction to Astronomy I Lab: *Decrease in credits*
- PHYS 187 Introduction to Astronomy II: *Increase in credits*
- PHYS 187L Introduction to Astronomy II Lab: *Decrease in credits*
- PHYS 481 Mathematical Physics: *Change in Prerequisites*
- POLS 432 The American Presidency: *Course deletion.*
- POLS 438 The Legislative Process: *Course deletion.*
- POLS 445 Canada: *Course deletion.*
- SEED 450 7-12 Content Area Reading: *Change in course title and description*
- PHYS 111 Introduction to Physics I: *Change in prerequisite*
- PHYS 451 Classical Mechanics: *Change in prerequisite*

Revised Course Request: Unique Course

- AS 400 Judging Team: *Substantive description change; change to variable credit (1-2)*
- ENTR 207 Financial Analysis in Entrepreneurship: *Substantive description change*
- STAT 410 Programming using SAS: *Change in course description/subject matter content*
- STAT 412 Programming Using SAS II: *Change in course description/subject matter content*
- STAT 510 Programming using SAS: *Change in course description/subject matter content*
- STAT 512 Programming Using SAS II: *Change in course description/subject matter content*

Item 3.B.4 Course Modifications - USD

USD has submitted the following course modification requests. These will move forward to the Executive Director for consideration and be reported on the Interim Actions report for the June BOR meeting.

New Course requests:

- COUN 754 Principles of School Counseling
- COUN 770 Clinical Supervision Training and Ethics
- COUN 780 Crisis Intervention in Professional Counseling
- EPSY 735 Child/Adolescent Learning and Development
- ESCI 360 Global Climate Change
- FAMP 811/813 Research in Family Medicine I/II
- HSC/SPAN 306 Spanish for Health Care Workers
- LAKL 245 Lakota Language Table
- NATV 200 Museums, Interpretive Centers, and Repatriating Native Culture
- NATV 220 Native Studies Theory
- NATV 230 Native Images in Contemporary Media
- NATV 260 Oceti Sakowin Oyate Culture & Traditions
- NATV 320 Critical Theory and Native Peoples
- NATV 330 Native Peoples' Health Care, Promotion & Policy
- NATV 350 Native Women
- NATV 355 Urbanization and Native Peoples
- NATV 360 Oceti Sakowin Oyate and the 1934 Indian Reorganization Act
- NATV 365 Oceti Sakowin Oyate and South Dakota
- NATV 370 Community-based Oral History Methods
- NATV 400 Education and Native Peoples
- NATV 450 Native Natural Law and Restorative Justice
- NATV 460 Oceti Sakowin Oyate and Treaty Law
- NATV 470 Applied Research for Social Change
- MEDC 811/812 Research in Internal Medicine I/II
- NEUR 811/812 Research in Neurology I/II
- OGYN 811/812 Research in Obstetrics-Gynecology I/II
- OGYN 825 Urogynecology & Pelvic Medicine
- OGYN 826 Genetics
- PATH 811/812 Research in Pathology I/II
- PE 330 PK-8 Health, First Aid, Safety, Physical Education Methods
- PEDS 811/812 Research in Pediatrics I/II
- PHPH 812 Research in Physiology and Pharmacology II
- PTRY 811/812 Research in Psychiatry I/II
- SEED 788 7-12 Student Training
- SPCM 440/540 Health Communication
- SURG 811/812 Research in Surgery I/II

Revised Course requests:

- ESCI 425/525 Introduction to Geographic Information Systems
- LAKL 101 Introductory Lakota I
- LAKL 102 Introductory Lakota II
- LAKL 201 Intermediate Lakota I

- LAKL 202 Intermediate Lakota II

Authority to Offer Existing Common Course requests:

- PE 250/250L Human Anatomy & Physiology
- EPSY 328 Child and Adolescent Development

Item 3.B.5 Course Modifications - BHSU

BHSU has submitted the following course modification requests. These will move forward to the Executive Director for consideration and be reported on the Interim Actions report for the June BOR meeting.

New Course Requests

- AIS 377 Ethnobotany of the Northern Plains
- PSYC 410 Introduction to Psychopharmacology
- PSYC 452 Psychology of Trauma
- TECH 342 Lean Implementation

Authority to Offer a Common Course

- PSYC 302 Principles of Learning & Memory
- PSYC 302L Principles of Learning & Memory Lab
- PSYC 371 Statistics in Psychological Research
- BADM 280 Personal Finance

Revised Common Course Request

- ART 430 Watercolor
- MCOM 330 Writing for Electronic Media
- PSYC 305 Learning & Conditioning
- PSYC 305L Learning & Conditioning Lab
- PSYC 313L Biological Psychology Lab
- PSYC 327 Child Psychology
- PSYC 422 Psychology of Adolescence
- PSYC 477 Psychological Testing & Measurement
- BADM 476 Marketing Research
- MIS/CSC 205 Advanced Computer Applications

Item 3.B.6 Course Modifications - NSU

NSU has submitted the following course modification requests. These will move forward to the Executive Director for consideration and be reported on the Interim Actions report for the June BOR meeting.

Authority to Offer Common Course

- SPCM 310 Business & Professional Speaking
- SPCM 340 Oral Interpretation

- SPCM 410 Organizational Communications
- SPCM 417 Political Communications
- SPCM 470 Intercultural Communication
- SPCM 487 Team Building & Decision Making
- THEA 282 Beginning Dance Technique – Jazz
- THEA 381 Dance Technique – Tap
- THEA 385 Dance Technique – Musical Theatre Styles
- THEA 435 History of American Musical Theatre
- THEA 460 History of Theatre
- THEA 480 Summer Theatre

New Course Requests

- PE 183 Introduction to Sport Marketing & Administration
- PE 459 Introduction to Research Methods
- BIOL 285 Medical Terminology

Revised Course Requests - Unique

- ARTH 311 History of the World Art III
- ARTH 312 History of the World Art IV

Revised Course Request – Common

- HLTH 422 Nutrition
- SPED 202 Survey of Behavioral Disorders

Item 3.B.7 Course Modifications - USD

USD has submitted a request to revise its set of Institutional Graduation Requirements. As outlined in the proposal, the change to the IdeA program is being made to address both academic and fiscal realities. The proposed new course, XDIS 310, will address the required set of learning outcomes in a more cost efficient manner and it has incorporated strategies that should engage the students with the program.

This proposal will move forward to the COPS and BOR meetings in June.

Item 3.C.1 Section Size Report

Paul commented that the only significant change was that for one of the figures used to document the number of courses which were under-enrolled, he's added a count of the non-selected courses to give the BOR a better overview. Members of the Board were under the assumption that we didn't offer any courses with fewer than 7/10 students so Paul has added this information.

Paul clarified that these are reporting the state support courses only. Cecelia added that there are some courses that they just have to offer with a low number of students. AAC had a brief discussion on the independent studies workload.

Paul will send additional data to the VPAAAs. This report will move forward to the COPS and BOR meetings in June.

Item 3.C.2 Accreditation Status Report

Information only. Send any corrections or revisions to Paul T. This report will move forward to the COPS and BOR meetings in June.

M/S by Dean and Laurie to approve all consent agenda items submitted, unless otherwise noted. Motion carries.

Item 4.A.1 New Program – BHSU BS in Corporate Communications

BHSU has submitted a new program proposal for a BS in Corporate Communications. This proposal will move forward to the June COPS and BOR meetings. Any comments should be sent to Paul G. for inclusion on the coversheets.

Item 4.A.2 New Program – DSU Master of Business Administration

DSU has submitted a new program proposal for a Master of Business Administration. This proposal will move forward to the June COPS and BOR meetings. Any comments should be sent to Paul G. for inclusion on the coversheets.

Item 4.B.1 New Certificate – SDSU Certificate in Animation

SDSU has submitted a new certificate proposal for a Certificate in Animation. This proposal will move forward to the June COPS and BOR meetings. Any comments should be sent to Paul G. for inclusion on the coversheets.

Item 4.B.2 New Certificate – SDSU Certificate in Art History

SDSU has submitted a new certificate proposal for a Certificate in Art History. This proposal will move forward to the June COPS and BOR meetings. Any comments should be sent to Paul G. for inclusion on the coversheets.

Item 4.C.1 New Site Request – BHSU Mass Communications, Rapid City

BHSU has submitted a new site request to offer the Mass Communications program in Rapid City. This proposal will move forward to the June COPS and BOR meetings. Any comments should be sent to Paul G for inclusion on the coversheets.

Item 4.D.1 Intent to Plan Request

No report.

Update on the General Studies Proposal

Lynn reported on the status of the general studies program proposal. She has emailed a document to the VPAAAs with a few questions that she needs answers to before she moves forward. Sam clarified that it is appropriate to expand the list of emphasis/specialization areas. This proposal is scheduled to move forward to the June COPS and BOR meetings.

Can this be awarded for summer semester? Lynn understood that the new catalog covers the prior summer semester. Cecelia concurred and thought this was because the financial aid period is summer, fall, spring.

Item 5.A EUC Update

Sam has provided a set of issues to discuss regarding the operation of the EUC for the next year. The general funds portion of the budget that supported the EUC has been rescinded. Looking forward, what should EUC look like going into the future? Sam has had a couple conversations with EUC representatives on campus.

We need to keep the HLC function in place for accreditation purposes. Sam has talked to SDSU and USD about this function and they wanted to continue in the manner for accreditation that is currently in place. The other 4 institutions require prior approval to offer programs.

Chuck commented that USD was not as strong now as before about keeping the accreditation function with EUC. So if the other 4 campuses do not want to go forward with this, then USD would do their regulatory work on their own.

Sam remarked that he has not had any conversations to date with the HLC.

Sam clarified that the position of the BOR is that if the EUC goes away, so will the fee to the students. Currently half the fee is staying on campus and the other half is paying for

D2L and other technologies. Laurie responded that it is just not feasible to take a decrease in funds when we are cutting the budget.

VPAAAs will talk to their BAC reps and discuss the options for the EUC. What are the accreditation ramifications? What are the fiscal ramifications? Can we reframe the mission of the EUC? If so, what should it look like?

Item 6.A Informational Items

Status of Centers

Sam will do a formal memo to HLC with copies to each VPAA stating how the system has elected to identify off-campus centers on the statement of affiliation status documents with the HLC.

SDSU/Brookings School District Partnership

Informational item. There is a proposal for the Brookings School district on a cohort for the master in curriculum and instruction and Educational Administration program with all courses at a reduced rate. Brookings is paying faculty salaries. The system has approved this type of proposal before so this proposal was also approved.

College Access Challenge Grant

Sam commented that the opportunity coming up is similar to the GearUp program, which promotes college access for low-socio-economical classes of students. There will be more money next year for this grant and Sam is working with LuAnn Werdel, Keith Moore's replacement, who is the PI for this one.

The money is coming from the US DOE through the state DOE and will come to the BOR office for system coordination. More information is coming from the Department of Education.

Additional information will be forwarded when it is received.

Unique Courses/Duplicated Prefix/Numbers

Sam commented that there are a few corrections to make with the course database. Some courses have the same prefix and same number, but with a slightly different title. VPAA should review these and try to delete unused courses, or merge similar unique courses into common courses. Sam will distribute the spreadsheet electronically so the campuses can sort their data. This will come back to the next meeting for action.

MyMathLab/Pearson's Suite of Products

Sam commented that the MATH group continues to work on this proposal. He asked if AAC would be interested in putting together a group to talk about reading. Tom commented that high school seniors are coming to our campuses as poor readers. Regardless of what the system does with the READ courses, he wants to review the Pearson's reading program.

Paul added that Pearson's has a suite of products that does not require a faculty member but they do require a tutor. The goal is to have a different kind of support person for the student, not necessarily a faculty member. The same environment for math can be applied to reading.

AAC would be interested in a discussion for remedial work in reading.

Workshops for Academic Administrators – Faculty Evaluation

Sam commented that Board staff have been talking about coordinating a workshop on faculty evaluations. At a time of no raises, we are asking faculty to do evaluations and it doesn't seem fair. We have few resources to help those faculty members who have consistently had difficulties in the classroom.

Cecelia commented that the minute the deans put someone on a work improvement plan, there is a grievance. Tom felt that the more we can prepare the department chairs, we will have a stronger system. He felt that most faculty want to do it right.

Sam envisioned a more case-study focus, more operational. Cecelia cautioned that we must choose the presenter carefully but agreed that these workshops can be valuable. She suggested too that we have someone show the department head or dean how to write the evaluation based on the COHE agreement. This task can be daunting to the dean.

Kristi said she is very much in support of a workshop. She has tried to bring in cases for their monthly deans' meetings but they wanted to talk on their own cases. The benefit of the meetings has been the continual discussions and communications so the deans can deal with performances of faculty that have not been good; there is more communications and consistent results from this.

Chuck suggested that the consultant should identify the multiple measures of teaching. He felt the faults of the teacher evaluations fell into just a few typical categories. Kristi agreed. Sam added that there are more measures in the evaluations than just the student survey tool. If you're looking for an alternative measure, absence of student learning is one of the best tools.

Tom agreed that we do need to help our department chairs be better evaluators. Sam added that most department heads know which faculty members are teaching students well and which ones are not.

AAC agreed that a workshop on faculty evaluations would be beneficial to the deans and department heads. Sam will try to find an outside consultant to facilitate the process, possibly later this summer or early in the fall. Suggestions should be sent to the BOR office.

Item 6.B BOR Policy Revisions

No report.

Item 6.C.1 General Education Coding Scheme

Sam remarked that we have a system for coding general education courses. If a course was approved as meeting general education requirements, all students who ever took that course will meet that general education requirement. There is no start or end date for approved general education courses.

Sam said that the suggestion was made to create new coding for 2010. Everything approved in December 2010 will be approved from 2010 forward. However they will have to reset the program. Someone must have figured out how to put start or end dates on general education courses.

Trudy has brought this to AAC so they can talk to campus personnel and see what they think of the options presented. Option #1 is to continue the existing model; once approved always approved, and students taking the course previously, then they have met those general education requirements too.

With option #2, we would need to rebuild the entire general education system with a restart as of 2010 but it still doesn't solve the problem. In a few years we will be at where we are now and Sam did not think this was really a good option.

Option #3 is asking for a new strategy.

VPAs will talk to their campus personnel and report any issues for the suggestions that were brought forward by Trudy. The current process is that a course approved for general education will always be approved for general education. There is no start nor end date for all general education courses.

Item 6.C.2 Transcribing Credit – Students Studying Abroad

Sam commented that this item related only to the student studying abroad under one of the approved international exchange agreements and how credit is transcribed for this group. MOCC was asked to develop operational guidelines.

Sam met with the international studies group and discussed those recommendations. They were concerned about the set of recommendations coming from MOCC and suggested alternatives. They felt the failing grade was appropriate if a student legitimately failed all or part of the exchange experience. However, given that other countries may use markedly different strategies to assign credit and grades, the work completed may need to be assessed locally. In addition, if only 10 hours of transferrable credit is earned, they believed that other learning occurred and students should be given the opportunity to demonstrate this.

Sam clarified that this is limited to students on the international exchange agreements. If students are awarded credits, grades must be given for those credits. Credits may be assigned differently too. Does the student know if he only takes 10 credits he will also get 2 credits of F grade? This is not what this should be about.

The recommendations should be discussed on campus and the item will come back to AAC at a later date.

Item 6.D Review of Institutional Program Review Guidelines

Sam reported that Mary Kay, Kristi and Lynn worked on this document and they felt that it was not quite ready for approval yet and more input is needed. The item will come back to AAC at the next meeting. Feedback should be provided to Mary Kay, Lynn, and Kristi.

Item 6.E Residual ACT Testing

Deferred to July.

Item 6.F D2L 9.0 Implementation & Update

Deferred to July.

Item 6.G Student Opinion Surveys

Sam reported that although the IDEA survey is a valuable tool, the SOS coordinators are concerned about the system guidelines for administration. Currently the survey is administered in every section of every course every term. Students and faculty are concerned that the survey is too long and students suffer from survey fatigue. The cost is a factor also.

Chuck commented that he felt that there could be some room for change but did feel there was value in the surveys. AAC talked briefly about the value of a staggered survey cycle. The short form was suggested unless the institution would want to use the long form.

Some campuses have gone to online forms and the participation rate is not good on all campuses for online forms.

Duane suggested that we develop a policy that allows the campus to decide on frequency. Sam responded that Board policy has established expectations but we might be able to move

to situation where minimal expectations are established in policy and campuses could then expand on that guideline.

Sam will request time to talk to BOR members and for AAC discussion.

Item 6.H Pre-general Education Holds

Paul commented that AAC previously discussed the impact of general education course holds. A set of guidelines were established and an approved set of holds were put into place to keep the student from moving forward. An issue has come up from the assessment committee where holds are being applied before students get their suspension letters. There is also inconsistency between campuses as these holds are placed with different timelines being used.

What does AAC think about putting this policy in place? Cecelia responded that when AAC developed the system of holds, we saw that the CPG1 hold was a yellow light, a warning. The CPG2 hold is the red light, the hold. She suggested that we raise the upper limit of credits. As required, some of the campuses are coding this set of students as non-degree seeking.

Cecelia suggested we change the policy since we cannot seem to enforce it consistently. She did not feel it was fair to tell a student that he is in good academic standing and then two weeks later, tell him we've moved him to non-degree seeking status. SDSU and USD both claimed they could not apply these holds between fall and spring semesters but the smaller campuses can do so. She did not think that was fair to the student.

Cecelia suggested that we run the CPG2 holds report at the same time as the minimum progression report. Moving the student to a non-degree seeking status is a manual process. All institutions could do this at the end of the year.

AAC agreed to leave the CPG2 hold in place but alter the timeline for running the report and placing the hold. The hold report will now be run along with the minimum progression report so students are notified about academic suspension and pre-general education holds at the same time, and then students will only be transferred to non-degree seeking status in May of each year. This will be consistent among the institutions. Sam noted that this would be done for one year only and a strategy will need to be developed to align practice with policy.

Item 6.I Technology Fellows Taskforce

Deferred to July.

Item 6.J HPER Lab Fees

Deferred to July.

Item 6.K Ready Adult Additional Recommendations

Deferred to July.

Item 6.L Inactive Courses

Deferred to July.

Item 6.M Document Imaging

Ryan Ogan joined the meeting for this item.

Ryan reported that after the ESC review was completed, a task force was put together to look at the document imaging needs for the campuses and for ESC. It was decided that the new software will need to be tied to the datatel/colleague student information system. The scope has changed dramatically from an ESC only imaging system to one that can be used by everyone. The committee mentioned that they all had needs for document imaging that were not being met yet.

Ryan added that this is provided for information only at this time. The scope has changed and the committee will include reps from all campuses. They will try to build some information for an RFP and get information to the vendors.

The timeline they are working with is that they want the RFP to be done by the end of the summer and out to the vendors. The goal is to recommend a vendor by the end of the year.

Ryan has a list of current committee members that are mainly in the technical area. He would like to make sure AAC is comfortable with their institutional rep and make sure they are able to talk to all departments and then report back to the committee. If AAC members are not comfortable with their current rep, suggestions for a new campus representative should be sent to Ryan.

Cecelia agreed that a more diverse group to review the document imaging project should be organized to include administration, data administrators, financial aid, registrars, etc. Tom agreed that the end user should be included in this process. Any comments or suggestions on the process should be sent to Ryan.

Item 6.N Dual Credit Update

Deferred to July.

Item 6.O High School Counselors Workshops

Sam has provided the schedule of the annual fall workshop for high school counselors. Cecelia commented that she cannot attend in Mitchell this year as in the past. Kristi suggested that this become an SAC responsibility. Cecelia agreed that SAC representation may be more appropriate because they are members of that organization.

Sam added that one topic may be the changes in SDOS requirements.

Item 6.P Institutional Credits – Determination of Academic Status

Deferred to July.

Item 6.Q CIP Code 2010 Updates

Deferred to July.

Item 7.A Issues for Negotiations

Jim will make the suggested revisions to the draft IP policy. Any comments about the proposed changes in policy or negotiations from the campuses should be sent to Jim.

Item 7.B BOR Policy Proposals

Janice Minder joined the meeting for this item.

Janice reported that three policies that HR has looked at will possibly move forward to the COPS and BOR meetings in June. These are BOR 4:9, 4:24, and 4:33.

BOR 4:9 CSA Classification Appeals/General CSA Grievance Procedures

Janice said that the policy didn't really change but they just added a little more clarification to be in compliance. She expected that this would go to the BOR in June.

BOR 4:24 and 4:33 Reduction in Force

The underlying principal of these policies are the same. The benefits in both were identified a little clearer and the definitions were cleaned up. The layoff procedures were stated more consistently and clarified.

Janice commented that the language is going to be incorporated into the contracts and stated that the campuses are already printing them.

These are tentatively scheduled to go forward to the June COPS and BOR meetings. Institutions should send any revisions or comments to Janice prior to mailout.

- BOR 4:9 Classification Appeals/General CSA Grievance Procedures
- BOR 4:24 Reduction in Force – Career Service Employees
- BOR 4:33 Reduction in Force – Non-faculty Exempt Employees

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