

**Minot State University**  
**Academic Affairs Council Meeting**  
**October 11, 2016**  
**Meeting Minutes**

**Members:** Laurie Geller, Alysia Huck, Brent Askvig, Cari Olson, Cheryl Nilsen, Conrad Davidson, Elizabeth Odahlen, Heather Martin, Jacek Mrozik, Katie Tyler, Kris Warmoth, Laurie Weber, Libby Claerbout, Shkelzen (Zeni) Shabani, Lori Willoughby, Jessica Smestad, Rebecca Ringham, Stephen Banister, Teresa Loftesnes

**Absent:** Brent Askvig, Libby Claerbout, Cheryl Nilsen, Kris Warmoth, Conrad Davidson, Zeni Shabani

**Guests:** Shan Haarsager for Conrad Davidson

Laurie welcomed all and called the meeting to order at 2:20pm.

The September 13, 2016 AAC meeting minutes – Rebecca Ringham moved to approve the minutes, seconded by Beth Odahlen; minutes approved as written.

Dates / Deadlines / Announcements

Stage II proposals for Management Concepts certificate (graduate) and Honors minor were approved at NDUS AAC on October 4. They go onto the Chancellor's Cabinet and the SBHE later this month.

Envision 2030 – see public announcements for details; MSU's session, "The Whole Student," is Oct. 26 in the Conference Center

Articulation agreements – Please send all articulation agreements, MOUs, MOAs, and transfer plans to me; all of them should be housed in VPAA office and posted online in one location.

Other partnerships/Agreements – Trinity + Nursing at MSU and DCB, Haarstad (updated), Telemark (in progress), Poland and University of Lodz, LRSC (in progress)

Grow ND: The agenda item on Tuition & Fees just got tabled at SBHE last week so, that pushes back the Grow ND tuition plan conversation. The State board meeting tuition talk has been placed on hold.

Strategic Plan – Jacek Mrozik is organizing 6 groups of faculty, staff, students, and administrators to create action items and implementation plans for the 6 goals. The first draft due Jan 2017 so it can be presented to the MiSU campus.

**HLC Update:**

Quality Initiative Project (QIP) Report Panel Review and Recommendation Form – HLC indicates MSU demonstrated a) its seriousness of the undertaking; b) that the initiative had scope and impact; c) a commitment to and engagement in the initiative, and d) adequate resource provision. (QIP = Prioritization). The panel confirms genuine effort on the part of the institution.

Additional Location Confirmation Visit Analysis for the NDSU Social Work site in Fargo, ND – The report was all good news. It indicates we are doing what we are supposed to be doing and doing it well.

Assessment reports – Need to be posted online (in SharePoint). It was asked for deans to work with chairs to get all assessment posted on line.

The Two-Minute Lecture Series in the Beaver Creek Café – held twice a month see link below to review upcoming lectures. [http://www.minotstateu.edu/artsnsoci/lecture\\_series.shtml](http://www.minotstateu.edu/artsnsoci/lecture_series.shtml)

Sick leave policy update. Laurie Geller, Ernest Pining- non-voting member, Amy Roberts, DeVera Bowles and Marc Wachtfogel make up the committee for MiSU. They have been meeting at least once a week to discuss the sick leave policy to send the updates ideas to system office.

The Retention Committee meeting will be Oct. 18. This committee was asked to reconvene per Dr. Shirley – this is a large group consisting of faculty, staff, and students.

Reminder: Enrollment Services is having their Fall Preview Day, Nov. 19

- Oct. 14 – notify Forrest about participation in Department Fair
- Oct. 21 – notify Forrest about breakout session plans and possible speakers

It would be great to have all departments represented at the fair.

Please review the academics calendar for future events and upcoming deadlines.

#### Discussions / Presentations

NDUS General Records Retention Schedule (see separate attachment). This record shows the records to keep, how long to keep them, and how to dispose of the documents.

Placement testing (see attachment – SBHE Procedure 402.1.2 Student Placement into College Courses) The Compass placement test cannot be used after Nov. 30. At this time MiSU has not picked a new placement test.

FYE proposal process for next year – Beth Odahlen

- Faculty will not fill out the proposal form if they plan to teach the same FYE as in the past. Instead, they can work with their chairs and send an email to Beth to notify her of their intentions.
- The new FYE courses will be out the end of November.

Orientation Advisory Taskforce (OAT) update – Beth and Katie (see attachment)

Spring orientation and registration scheduled for Dec. 16, 2016 & Jan 6, 2017 with the rooms confirmed with Leon and Deb. Unfortunately, the Library has not confirmed for either above dates.

Future data presentations are being completed by Cari.

- The one-page summary sheet is not yet ready for distribution. One number still needs to be verified.
- Major and Minor concentrations
- Retention Freshman-Sophomore (already have), Sophomore – Junior, Junior – Senior.
- SAM = Student achievement measure.
- Fact Book should be done in January 2017.

**Next AAC Meeting:** Tuesday, November 8, 2016 at 1 p.m. in the Jones Room

## **October 2016**

- 7 Spring 2017 Graduation Applications due to advisors
- 8 Second-year faculty self-evaluation and statement of goals due from faculty to Chair
- 12-13 Final exams for first eight week classes
- 14 Advanced Study Grant Applications due to Academic Affairs Office
- 14 Sabbatical Review by College Dean and recommendations due to Faculty Senate Sabbatical Review Committee
- 17 Midterm grades must be submitted by noon via Campus Connection for sixteen week classes
- 17 Second eight week classes begin
- 18 Grades must be submitted by noon via Campus Connection for first eight week classes
- 20 Last day to drop second eight week class at 100%
- 21 Spring 2016 Graduation Applications Due to Registrar's Office
- 22 Evaluation and goals for second-year faculty due from Chair to faculty
- 25-27 Spring 2017 registration for currently enrolled students
- 25 Annual Assessment Reports due to Deans
- 25 Second eight-week non-attendance course rosters due via Starfish

## **November 2016**

- 1 Promotion and Tenure application packets due from faculty to Chair
- 1 First draft of (Summer 2016-Spring 2017) Year Long class schedule from Registrar's Office to Departments
- 5 Evaluation and goals for second-year faculty due from Chair to Dean
- 5 Annual Assessment Reports due from Deans to the VPAA Office
- 11 University Closed – Veterans Day
- 12 Promotion and Tenure packets with recommendations due from chair to Dean
- 12 Evaluation and goals for second-year faculty due from Dean to faculty
- 10 Last day to withdraw from term or drop with record (NDUS)
- 15 First Draft of Year Long class schedule from Chairs to Deans

# NORTH DAKOTA UNIVERSITY SYSTEM

## PROCEDURES MANUAL

**Subject:** ACADEMIC AFFAIRS

**Effective:**

**Procedure:** 402.1.2 Student Placement into College Courses

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1. Placement tests serve as an indicator of student preparedness to enroll in college coursework. Placement scores are used for the purpose of advising high school students to enroll in additional or advanced coursework in preparation for college. Colleges and universities are required to use placement scores as a prerequisite for enrollment in credit bearing, degree level coursework as stipulated below.
2. Consistent with SBHE Policy 402.1.1 § 1 the following students are exempt from this procedure:
  - a. Students 25 years old or older on the first day of class;
  - b. Students from countries other than the U.S. and Canada; and,
  - c. Students transferring 24 or more semester credits.
  - d. Campuses may require additional placement qualifications of these subgroups.
3. Required placement scores apply at all North Dakota University System (NDUS) institutions.
4. A following placement score is required for enrollment in entry level, degree credit courses in English (e.g. College Composition I). Students without a qualifying assessment score must successfully complete a developmental English course before enrolling in a degree credit bearing English course.

Test	Test Component	Minimum Score	Comments
Accuplacer	WritePlacer	5	
ACT	English subtest	18	Students with subtest scores of 14-17 may take ENGL 110 (College Composition I) if co-enrolled in a developmental English course when a co-enrollment option is made available by the student's home campus, or after they have passed a developmental writing course with a passing grade equivalent of "C" or higher. Students with a subtest score of less than 14 must complete a developmental course prior to taking ENGL 110 or equivalent course.
ACT Aspire	English subtest	426	Intended for placement of early entry students while in high school.
ACT Compass	Writing Skills	77	This assessment will no longer be available after December 31, 2016.
ACT Plan	English subtest	15	The ACT Plan has been replaced with the ACT Aspire assessment
EdReady (NROC)	English Placement	TBD	
Pearson (CLEM, CREAM, & others)	English	70%	CLEM: Includes English Units 1-6
SAT (old)	Writing subtest	430	SAT tests taken prior to March 5, 2016
SAT (new)	Evidence-Based Reading and Writing	480	SAT tests taken on March 5, 2016 and later
Smarter Balanced	Grade 11/12 English Language Arts (ELA)	3	

5. A following placement score is required for a student to enroll in an entry level, degree credit math course (e.g. College Algebra, Finite Math). Students without qualifying placement scores must successfully complete a developmental mathematics course before enrolling in a degree credit bearing mathematics course.

Test	Test Component	Minimum Score	Comments
Accuplacer	Elementary Algebra	76	
Accuplacer	College Level Math	50	
ACT	Math subtest	21	
ACT Aspire	Math subtest	431	
ACT Compass	Algebra	49	This assessment will no longer be available after November 30, 2016.
ACT Plan	Math subtest	19	The ACT Plan has been replaced with the ACT Aspire assessment
ALEKS	Mathematics PPL	46	
EdReady (NROC)	Math Placement	75	
MAA Maplesoft	Algebra	12	
Pearson (CLEM, CREAM, and others)	Math	70%	CLEM: Includes Math Units 1-16
SAT (old)	Reading+Math	990	SAT tests taken prior to March 5, 2016
SAT (new)	Math	530	SAT tests taken on March 5, 2016 and later
Smarter Balanced	Grade 11/12 Mathematics	3	

6. Enrollment in advanced college level, degree credit courses may require additional placement at some institutions.
7. Aspire and Plan test scores may be used only by high school students for placement into NDUS courses and are superseded by ACT, SAT, ALEKS, Accuplacer, MAA Maplesoft, or Smarter Balanced assessment scores.
8. Students who successfully complete a required developmental course or final course in a developmental sequence with a grade of “C” or higher that fulfills a prerequisite for ENGL 110 or MATH 103 will be deemed to have met the prerequisite to enroll in ENGL 110 or MATH 103. Students may request to retake a placement test to meet prerequisite requirements for ENGL 110 or MATH 103.
9. Campuses may elect to apply the following placement scores in reading and science based courses:

Subject Area	ACT sub test	Aspire subtest	SAT	Compass	Accuplacer
Reading	21	424	NA	88**	85
Science	24	432	NA	NA	NA

\*\*The Compass assessment will no longer be available after December 31, 2016.

10. This procedure applies to any student admitted to an NDUS institution after summer 2013.

**REFERENCES:** SBHE Policy 402.1.2

**HISTORY:** New Procedure, Chancellor’s Cabinet Meeting, January 4, 2012.  
Chancellor Approved, January 24, 2013.  
(NDUS AAC Approved, October 4, 2016.)

## Orientation Advisory Team (OAT) Timeline

*Goal: Revamped orientation for incoming class of Fall 2017*

- September: Begin meeting
- October: 1730 program scheduled for December 16 and January 6, Review of other institutional programs
- November: **begin to update** communication plan - Include automatic emails, direct mail, follow up pieces, VIP page; attend NODA Conference
- December: program outline
- January: **Schedule summer 2017 orientation dates; finalize updated program decisions**
- February: **Finalize** daily schedule, NODA Intern Selection
- March: Leader Selections

### On-going Orientation Updates/Decisions/Discussions

*by Beth and Katie*

1. Upcoming Orientation Programs
  - a. 2<sup>nd</sup> 8 weeks orientation
    - i. Updated communication; students starting 2<sup>nd</sup> 8 weeks should contact Enrollment to be placed on the orientation list
    - ii. CETL placing students in online orientation option
  - b. 1730
    - i. Dates: Dec. 16, 2016 and January 6, 2017
      1. *Rooms through Leon and Deb confirmed*
      2. *Library not confirmed*
2. Review of Purpose
  - a. Met with VPAA to confirm we should be focusing on refining FYR and TRN orientation first
  - b. To still determine: who is required and why it is important and how it is done at MSU
3. Collaborations with other departments:
  - a. Review with CEL
    - i. Orientation for distance education and online orientation
  - b. IT
    - i. New students blackboard accounts
  - c. Dining Services
    - i. 1730: Options for noon meal (keep dining center open for Dec. 16)
    - ii. Reviewed costs and options for summer
    - iii. Coffee Shop open
4. Communications
  - a. Start of review of communications
  - b. Several small web updates done by CETL
  - c. Hobsons training by Erica and Tammy
5. Professional development
  - a. NODA Annual Conference