

Minot State University
Academic Affairs Council Meeting
January 10, 2017
Approved 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: Alysia Huck, Conrad Davidson

Guests: Dan Ringrose for Conrad Davidson

Agenda

Welcome with meeting called to order at 1:05 p.m.

Minutes from November 8, 2016 meeting approved as written.

Dates / Deadlines / Announcements

1. SBHE Policy 410.0: Responsible Conduct of Research (see attached policy)
 - i. RCR is critical, as this requires institutions who receive financial assistance, sponsorship or support from NSF to implement training in responsible and ethical conduct of research (CITI, or any sponsored research activities). MiSU will need to develop a policy for the annual training.
2. PAR update – Using PAR is in the goals for all NDUS college/university Presidents. This process is at varying stages around the system. Cari Olson and Rebecca Ringham attended a training to learn how to export from PeopleSoft; they will be attending another training session in the following weeks. They are hoping to have spring semester information loaded into PAR soon.
3. ND Academic and ND CTE Scholarship – NDUS has been working with DPI and SLDA to provide an early notice that incoming freshman are on target/eligible for a state scholarship. Students still need to complete all the scholarship requirements and apply for the scholarship. (see attached document)
4. Upcoming events on MiSU campus – for more information please check out the Academic Affairs calendar and MiSU calendar.
 1. Jan. 9: Spring semester starts!
 2. Jan. 25: Two-minute lecture – Dr. Alexandra Deufel (biology) “The pterygoid walk”
 3. Jan. 26-29: Western Plains Opera Co. presents “Fiddler on the Roof”
 4. Starfish Advisor Workshop
 - a. Feb. 2, 12:30 – 1:30 p.m., Old Main 405
 - b. Feb. 3, 2:00 – 3:00 p.m., Old Main 405
 5. Check out the art galleries or attend hockey, men’s and women’s basketball, and wrestling events

Discussions / Presentations

5. Libby – Mandatory student insurance for International students is very costly. NDUS has a great policy but expensive and students are not happy. If there could be a lower price for students who want that. The proposal would lower the rates for international students.
6. Update on Admission with Provision (Katie Tyler) –
 - See attached document

- Larger number of students will receive award letters and be admitted to MiSU on provision.
 - These students will receive enhanced advising to support their needs and transition.
 - Enhanced advising could also be used to help international students.
7. College Student Inventory and Student Satisfaction Survey Update
 - Student Satisfaction Survey will be in March 2017
 - Cari will send a link to the survey.
 8. Bragging Points – Share a bragging point from your area, something we could use for marketing/recruiting or a web page of MSU awesomeness.
 - CEHS has a new clinic being ran through graduate school
 - MiSU students will study the alcohol use on campuses. Joseph Engler will be overseeing the project.
 - Cari discussed a few question on/from the satisfaction survey.
 - Others shared information via email.

Announcements or updates from AAC members:

9. Fourteen (14) FYEs for fall semester are planned with 3 still being developed. CETL CETL is aiming to have 18 FYEs for fall 2017. Due to sabbaticals there will be a couple of FYEs moved to different dates.
10. Orientation numbers for this past session
 - 21 – first-year students
 - 74 – transfer students
 - 1 – non-degree student
 - 4 returning students
11. January 19 is drop/add date, and January 25 is financial aid disbursement day. February 15th is the deadline for general scholarship applications.
12. First day numbers – down 94 students over all, up 23 freshman, up graduate students, and up in dual credit students.
13. Looking for ideas to have collaboration at MAFB – Colonel Brooks and Chief Master Sergeant Paul Elliott are looking for courses and activities to interest 18-24 year olds who are at MAFB.
14. Welcome to Kaitlyn Anderson as the new Study Abroad Coordinator in the International Programs office.
15. Starfish early alerts are coming out soon.
16. All graduate school posters are up and showing all degrees offered.
17. Twenty-three (23) Polish students are in a management concepts graduate certificate program. This certificate can be completed in one semester if all courses are offered.
18. NDCPD has a book club. The first book meeting will be February 22, and the book is / *Am Malala*.

Next AAC Meeting: Tuesday, February 14, 2017 at 1 p.m. in the Jones Room

CALENDAR

January 2017 (1730)

- 2 University Closed - New Year's Day Observed
- 3 First-year faculty annual self-evaluation and statement of goals due to Chair
- 9 Sixteen-week evening classes begin after 4 p.m.
- 9 First eight-week classes begin
- 10 Sixteen-week classes begin
- 12 Last day to drop first eight-week class at 100%
- 14 Evaluation and goals for first-year faculty due from Chair to faculty
- 15 Faculty Evaluation of Chair emailed to all MSU Faculty
- 16 University Closed – Martin Luther King Jr. Day
- 19 Last day to add or drop regular sixteen-week course without record (NDUS)
- 20 Final draft of yearlong class schedules from Registrar's Office to Departments
- 24 Evaluation and goals for first-year faculty due from Chair to Dean
- 25 Sixteen-week and first-eight-week non-attendance course rosters due via Starfish
- 31 Annual self-evaluation and statement of goals for all faculty (other than first-year and Chairs) due to Chair
- 31 Faculty Evaluation of Chair due to Dean

February 2017 (1730)

- 3 Final draft of yearlong class schedules from Chairs to Deans
- 4 Evaluation and goals for first-year faculty due from Dean to faculty
- 6 Enrollment census date (NDUS)
- 10 Spring Load Reports due to Deans
- 11 Evaluation and goals for first-year faculty due from Dean to VPAA Office
- 11 Promotion and Tenure Committees' recommendations due to President
- 14 Faculty evaluation of Dean emailed to all MSU faculty
- 17 Final draft of yearlong class schedules from Deans to Registrar's Office

**NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION
POLICY MANUAL**

SUBJECT: ACADEMICS

EFFECTIVE: December 14, 2016

Section: 410.0 Responsible Conduct of Research

1. Responsible Conduct of Research is defined as the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.
2. RCR is critical for excellence, as well as public trust, in science and engineering. Section 7009 of the America COMPETES Act of 2007 (America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science) requires institutions receiving financial assistance, sponsorship or support from the National Science Foundation (NSF) to implement appropriate training and oversight in the responsible and ethical conduct of research. Other funding agencies, including the National Institutes of Health, National Institute of Food and Agriculture, and other federal funding sources have similar requirements. The intent of this policy is to require compliance with RCR requirements from all federal sources.
3. This requirement applies to undergraduate and graduate students, as well as postdoctoral researchers. Each institution that receives any external funding or support for research or education shall adopt a policy that requires RCR training for all undergraduate and graduate students, and postdoctoral researchers participating in sponsored research activities.
4. "Support" includes nonmonetary provision or access to equipment, supplies or lab space by paid or unpaid research participants.

HISTORY: New Policy. SBHE, December 14, 2016.



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TO: Student Affairs Council
Academic Affairs Council
Administrative Affairs Council
FROM: Dr. Richard Rothaus, VC Academic and Student Affairs
RE: ND Academic and ND CTE Scholarship – early notices
DATE: 12/20/16

In an effort to improve customer service, the NDUS has been working with the Department of Public Instruction (DPI) and the State Longitudinal Data System (SLDS) to formulate a process by which institutions of higher education in the state could provide early notices of potential eligibility for the state scholarship.

Beginning in spring 2017, a pilot project will be made available to your school to provide early notices of the scholarship to freshman applicants. It is important to note that these are not awards of the ND Academic or ND CTE Scholarships. They are only early notices that state the student is on track to qualify for the scholarship. The student must still meet all of the scholarship requirements and apply for the scholarship. However, this process will provide an opportunity to include the scholarship as a preliminary notice to the student earlier than the standard June or July timeframe for new freshmen.

- Your institution is not required to participate.
- If your institution participates, you should have processes in place to monitor these notices.
- The NDUS and the DPI will not alter their processes. Official awards will be made by NDUS to your college following DPI evaluating final transcripts for high school seniors. The official awards will be sent to your school following high school graduation, following the same timeframe as has been done in the past.
- The financial aid office at your school will be responsible for evaluating eligibility, monitoring any preliminary notices made and removing notices that are not confirmed as official awards by DPI. Any award &/or made by an institution that is not officially confirmed by DPI will be the responsibility of the institution.
- NDUS will not disburse any student scholarship that is not confirmed by DPI to be eligible.
- The following language was developed with input from the financial aid offices and the AG Office. This language is required to be used in all preliminary notices your institution makes.

Your high school transcript shows that you are on track to qualify for either the North Dakota Academic Scholarship or the North Dakota Career & Technical Education Scholarship from the State of North Dakota. This is a \$6,000 scholarship and eligible recipients can qualify for a maximum of \$750 per semester.

To qualify, you must:

1. Meet the respective scholarship requirements prior to graduation from high school; and
2. Apply for the scholarship through the ND Department of Public Instruction. You must apply to be eligible to receive the scholarship.

The scholarship guidelines and application can be found at

<https://www.nd.gov/dpi/schoolstaff/tse/grantsch/scholarship/>. Applications are currently being accepted; apply today!

Training on the process, if approved by the councils, will be provided to the financial aid offices. The contact for this process is Brenda Zastoupil. She can be reached at 701-328-2906 or brenda.zastoupil@ndus.edu if you have any questions.

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

Process for Students with (Provision of) Enhanced Advising

For first-year, full-time and part-time students

DRAFT

First-Year Student Completes Application

- Student provides test score.
- Student provides high school transcript.



Admissions Team Determines Students with Provision

- Students with provision are placed in appropriate student group in Campus Connection.
- Provision service indicator added in Campus Connection.



Communication to Student

- President's acceptance letter sent.
- Additional letter sent that explains provision with enhanced advising and academic success plan requirements.

Notified of Orientation

- Orientation program staff provides participant list designating students with provision to each department prior to and during the orientation session.



Orientation

- Students are given Meet Your Advisor cards and notes regarding academic success plans.
- Students are strongly encouraged to take an FYE their first semester.



Advisor Assigned Immediately Following Orientation

- Advising Coordinator sends administrative assistants a list of orientation attendees with the provision of enhanced advising.
- Students with this provision are assigned to designated faculty advisors in each department.
- Departments determine who advises students with this provision based on advising expertise and success.

Process for Students with (Provision of) Enhanced Advising

For first-year, full-time and part-time students

DRAFT

Welcome Weekend

- Advisors receive another list of students with provision.
- Meet Your Advisor breakout sessions are held in departments/divisions where possible (preferably in all of them).



First Semester

- Advisor and student meet to create an Academic Success Plan, discuss expectations, and schedule follow-up advising sessions.
- Starfish early alerts and/or midterm deficiencies reports may require additional advising sessions.



Student receives at least a 2.0!

- Student must earn a 2.0 cumulative GPA for two consecutive semesters before provision is removed.

Second Semester

- Advisor and student update the Academic Success Plan, set new expectations, and schedule follow-up advising sessions.
- Starfish early alerts and/or midterm deficiencies reports may require additional advising sessions.



Student receives at least a 2.0!

- After student earns a 2.0 cumulative GPA for two consecutive semesters, the advisor has the department's administrative assistant remove the provision service indicator in Campus Connection.
- The advisor continues to work with the student to achieve their goals as an MSU student.



Continuation of Provision Status

- Student continues following and adjusting their Academic Success Plan in consultation with their advisor until a 2.0 cumulative GPA is earned for two consecutive semesters.