



ACADEMIC AND STUDENT AFFAIRS COMMITTEE

APRIL 17, 2013

8:00 A.M.

**MCCORMICK ROOM
30 7TH STREET EAST
SAINT PAUL, MN**

Please note: Committee/Board meeting times are tentative. Committee/Board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

- (1) Minutes of January 16, 2013 - ASA/Diversity Joint Study Session: Closing the Achievement Gap (pp. 1-3)**
- (2) Proposed Amendments to Policy 3.18 Honorary Degrees (First Reading) (pp. 4-7)
- (3) Proposed Amendments to Policy 2.2 State Residency (First Reading) (pp. 8-11)
- (4) Proposed Amendment to Policy 3.24 Mission (First Reading) (pp.12-15)
- (5) Annual Program Inventory Report: Meeting Workforce Needs (pp.16-17)

Academic and Student Affairs Committee

Duane Benson, Chair

Louise Sundin, Vice Chair

Margaret Anderson Kelliher

Alexander Cirillo

Cheryl Dickson

Dawn Erlandson

Maria Peluso

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES JOINT STUDY SESSION:
ACADEMIC AND STUDENT AFFAIRS AND
DIVERSITY AND EQUITY COMMITTEES
JANUARY 16, 2013**

Academic and Student Affairs Committee Members Present: Chair Duane Benson; Trustees Alexander Cirillo, Cheryl Dickson, Dawn Erlandson, Maria Peluso and Louise Sundin.

Diversity and Equity Committee Members Present: Chair Cheryl Dickson, Brett Anderson, Duane Benson and Louise Sundin.

Academic and Student Affairs Committee Members Absent: Margaret Anderson Kelliher.

Diversity and Equity Committee Members Absent: Ann Anaya

Other Board Members Present: Trustees Clarence Hightower, Philip Krinkie, Alfredo Oliveira and Michael Vekich.

Leadership Council Representatives Present: Chancellor Steven Rosenstone, Vice Chancellor Douglas Knowlton, and Executive Director for Diversity and Equity Whitney Harris.

A Joint Study Session with the Minnesota State Colleges and Universities Academic and Student Affairs Committee and Diversity and Equity Committee was held on January 16, 2013 at Wells Fargo Place, 4th Floor, Board Room, 30 East 7th Street in St. Paul. Academic and Student Affairs Committee Chair Benson called the session to order at 10:17 am.

1. Closing the Achievement Gap

The goal of the study session was to review and assess the current and planned strategies designed to reduce the academic achievement gap. The achievement gap refers to the disparity between the educational performance of groups of students, especially groups defined by gender, race/ethnicity and socioeconomic status. It can be observed on a variety of measures, including standardized test scores, grade point average, participation, completion and persistence rates.

Chair Benson said addressing the achievement gap is critical for the system. Future growth will come from the diverse populations and the system is in jeopardy if achievement gaps of underrepresented populations, including students from low-income families, first-generation students and students of color, are not addressed.

Research and Planning System Director Craig Schoenecker offered data that shows the system in the past few years has had modest success in narrowing the participation rate gap and completion rate gap for students of color as a group.

But more work needs to be done, Executive Director Harris said. Aggressive system goals are being set: In five years, the system will eliminate the participation gap, reduce the persistence gap by one-half and reduce the completion gap by one-quarter. By 2023, the goal is that all gaps will be eliminated.

There are five significant challenges to achieving these goals, Vice Chancellor Knowlton said:

- Inadequate academic preparedness of students at the time of admission;
- Limited student financial resources;
- Effective use of institutional resources to support high-impact practices;
- A need for more diverse and culturally competent MnSCU faculty and staff
- Active and meaningful collaboration with communities of color to support the strategies.

Vice Chancellor Knowlton said well-researched, multi-impact strategies are being put into place to meet these challenges:

- Improve academic preparedness by partnering with K-12 to close the gap and achieve college readiness for all students. Current initiatives in this area include Generation Next and the Minnesota P-20 Education Partnership. Generation Next is a partnership between the Minneapolis and St. Paul school districts, higher-education, businesses and nonprofits to leverage research and available funding to tackle the achievement gap. Minnesota P-20 Education Partnership works collaboratively to maximize achievements of all students, from preschool through postsecondary education, while promoting the efficient use of financial and human resources.
- Meet students' financial needs by working to increase scholarships, supporting and broadening access to the state grant program for part-time students with financial needs and striving to keep tuition increases modest.
- Implement effective academic strategies statewide, such as increasing access to learning communities and expanding supplemental instruction. Developmental courses can be redesigned and predictive analytics can be used to track student progress and target interventions.
- Increase student support services by enhancing the range of TRIO programs and adding summer bridge or transition programs. The number of first-year experience and extended orientation programs can be expanded and instructive advising increased. Establishing more resource centers for specific populations and increasing relevant co-curricular activities and engagement in student organization are additional examples.

- More supportive climates can be created by enhancing communication and partnerships with underserved communities, including low-income, American Indian, recent and new immigrant populations and communities of color.

Vice Chancellor Knowlton said key partnerships with businesses are integral to the gap-reduction efforts. Through these partnerships, underrepresented populations will see more work-based internships, apprenticeships and job-shadowing opportunities.

In terms of measuring the success of these efforts on campuses, Chancellor Rosenstone said metrics developed last year as part of the implementation of the strategic framework will be used. These metrics will be an important part of the conversations he will have with presidents during performance reviews.

Just as the presidents will be held accountable for progress made on campuses, Chancellor Rosenstone said he will be held accountable to the Board for overall system progress on narrowing the gaps.

There was a discussion on monitoring efforts and the timing of reports made to the Board. Chair Benson voiced concern that an annual reporting cycle may not be sufficient.

Many of the metrics are oriented toward an annual reporting cycle, System Director Schoenecker said. However, some performance-based measures, such as enrollment figures on students of color, can be reported by semester.

Trustee Cirillo said two sets of metrics could be developed. One set could be geared toward reporting outcomes on a yearly basis, while another set of process metrics could operate on a shorter timeframe. Examples of process metrics would be how many projects are put into place or the amount of money spent on an initiative during a specified timeframe.

Board Chair Hightower said the goals pertaining to closing the achievement gap are ambitious, but they are the right ones. He sees the Board of Trustees being involved on the governance side of the effort in the following ways:

- Holding campus leadership, as well as themselves, accountable;
- Passing policies that support the forward movement of this goal;
- Monitoring and measuring the work that leads to the right outcomes;
- Being a strong advocate for programs that work and lead to the right outcomes.

The meeting adjourned at 11:35 am
Respectfully submitted,
Margie Takash, Recorder

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: April 17, 2013

Agenda Item: Proposed Amendment to Board Policy 3.18 Honorary Degrees (First Reading)

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda:

Policy amendments require Board action.

Scheduled Presenter(s):

Douglas Knowlton, Vice Chancellor for Academic and Student Affairs

Outline of Key Points/Policy Issues:

The proposed amendment transfers the honorary degrees reporting process from the policy to the accompanying procedure 3.18.1 Honorary Degrees and streamlines the reporting process.

Background Information:

This is the second time the policy will be revised since its adoption in 1996. Language on lines 32-33 in policy was moved to procedure; other language was updated; a degree in Engineering and Technology was added to the list of awards in the procedure. The policy and procedure are not used very often; only four honorary degrees were awarded in 2012. The chancellor will no longer make a yearly report on paper to the Board; a list of recipients of honorary degrees will be maintained on the MnSCU website.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM
PROPOSED AMENDMENT TO BOARD POLICY 3.18 HONORARY DEGREES (FIRST READING)

BACKGROUND

This is the second time the policy will be revised since its adoption in 1996. The proposed amendment streamlines the reporting process. Language on lines 32-33 was moved to procedure; other language was updated; a degree in Engineering and Technology was added to the list of awards in the procedure. The policy and procedure are not used very often; only four honorary degrees were awarded in 2012. The chancellor will no longer make a yearly report on paper to the Board; a list of recipients of honorary degrees will be maintained on the MnSCU website.

RECOMMENDED COMMITTEE ACTION

This is a first reading, no action is required.

RECOMMENDED MOTION

NA

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD POLICY
Chapter #3 Educational Policies
Section #18 Honorary Degrees

1 **3.18 Honorary Degrees**
2

3 **Part 1. Purpose.** ~~The purpose of t~~ This policy is to establish the rationale for honorary
4 degrees, authorizes colleges and universities to grant honorary degrees, and provides ~~for~~
5 standards and guidelines under which honorary degrees will be conferred.
6

7 **Part 2. Definition.** ~~An~~ Honorary degree is means a degree ~~title~~ awarded as an honor for an
8 outstanding contribution in some field, rather than as the result of matriculating and earning a
9 degree based on studies at the institution.
10

11 **Part 3. Rationale.** The rationale for honorary degrees is to:

- 12 1. recognize and honor persons who have made exceptional contributions to a specific field
13 or to society in general;
- 14 2. establish a public association between Minnesota State Colleges and Universities and
15 such exceptional persons, thereby providing testimony to the values and quality of the
16 state colleges and universities; and
- 17 3. assist the state colleges and universities with the goals and objectives of their educational
18 programming, their service and outreach missions, and their institutional advancement.
19

20 **Part 4. Authorization.** Colleges and universities may confer honorary degrees according to
21 procedures established by, and with the approval of, the chancellor.
22

23 **Part 5. Internal Process.** A college or university choosing to award an honorary degree shall
24 establish its own internal process for determining honorary degree recipients consistent with the
25 chancellor's procedure.
26

27 **Part 6. Limits to Eligible Recipients.** Honorary degrees may not be conferred on currently
28 serving faculty or staff members within the Minnesota State Colleges and Universities system,
29 current members of the Board of Trustees, or current holders of elected political office.
30

31 **Part 7. Report to Board System Office.** ~~The Chancellor shall provide a report on honorary~~
32 ~~degrees awarded to the Board in January and July of each year. Colleges and universities shall~~
33 report to the system office on the honorary degrees awarded each year. The report shall include
34 information about the number of degrees awarded, names of recipients, and degree designations.

Date of Adoption: 10/16/96,

Date of Implementation: 10/16/96,

Date & Subject of Revisions:

1/21/09 - most language was removed and will be placed in a procedure, language was clarified and format was corrected. New Part 7 was added.

There is no additional HISTORY for policy 3.18.

POLICY CONTENT FORMAT

Single underlining represents proposed new language

~~Strikeouts~~ represent existing language proposed to be eliminated.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: April 17, 2013

Agenda Item: Proposed Amendment to Board Policy 2.2 State Residency (First Reading)

Proposed
Policy Change

Approvals
Required by
Policy

Other
Approvals

Monitoring

Information

Cite policy requirement, or explain why item is on the Board agenda:

Policy amendments require Board action.

Scheduled Presenter(s):

Douglas Knowlton, Vice Chancellor for Academic and Student Affairs

Outline of Key Points/Policy Issues:

The proposed amendment clarifies the definition of state residency used for determining student eligibility to pay in-state tuition rates.

Background Information:

The recommended changes resulted from a scheduled five-year review. Changes were suggested through extensive consultation across the system and review by the Office of General Counsel. The first addition (lines 15-16) mirrors language that already exists in the procedure. The second addition (lines 31-32) provides for any possible future legislative or congressional actions. The third proposed change (lines 34-36) maintains the current intent and practice, clarifies the meaning and simplifies the language of this section.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM
PROPOSED AMENDMENT TO BOARD POLICY 2.2 STATE RESIDENCY (FIRST READING)

BACKGROUND

The recommended changes resulted from a scheduled five-year review. Changes were suggested through extensive consultation across the system and review by the Office of General Counsel. The first addition (lines 15-16) mirrors language that already exists in the procedure. The second addition (lines 31-32) provides for any possible future legislative or congressional actions. The third proposed change (lines 34-36) maintains the current intent and practice, clarifies the meaning and simplifies the language of this section.

RECOMMENDED COMMITTEE ACTION

This is a first reading, no action is required.

RECOMMENDED MOTION

NA

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD POLICY
Chapter #2 Students
Section #2 State Residency

1 **2.2 State Residency**
2

3 **Part 1. Purpose.** Determination of the state of residency of students is necessary for a variety of federal
4 and state reporting requirements, for institutional research purposes, and in some cases, determination of
5 the tuition to be charged to individual students. This policy provides standards for the initial
6 classification of students as state residents or non-residents, determination of appropriate tuition charges,
7 and the procedures to be followed in order to change the state residency status of students.
8

9 **Part 2. Classification as State Residents.** Students who meet one or more of the following conditions
10 on the date they apply for admission to a state college or university shall be classified as residents of
11 Minnesota.
12

- 13 A. Students who resided in the state for at least one calendar year immediately prior to applying for
14 admission, or dependent students who have a parent or legal guardian residing in Minnesota on
15 the date the students apply. Residency in the state during this period must not have been solely or
16 primarily for the purpose of attending a college or university.
17 B. Minnesota residents who can demonstrate that they were temporarily absent from the state
18 without establishing residency elsewhere.
19 C. Persons who moved to the state for employment purposes and, before moving and before
20 applying for admission to a public postsecondary institution, accepted a full-time job in the state,
21 or students who are spouses or dependents of such persons.
22

23 **Part 3. Tuition.** Students who are classified as Minnesota state residents shall be charged the resident
24 tuition rate. Students who are residents of states with which the state of Minnesota has a reciprocity
25 agreement shall be charged the appropriate reciprocity tuition rate. All other students shall be charged the
26 non-resident tuition rate, unless they qualify under one of the exceptions provided in Part 4. below.
27

28 **Part 4. Non-Resident Students Allowed to Pay the Resident Tuition Rate.**
29

30 **Subpart A. Required Exceptions.** Non-residents of Minnesota who meet one or more of the
31 following conditions shall be charged the resident tuition rate unless otherwise prohibited by
32 applicable state or federal law or regulations.
33

- 34 1. ~~Active Duty Military~~ Current and Former Service Members. Current and former members
35 of the U.S. military, personnel serving on active-duty assignment in Minnesota, veterans, and
36 their spouses, and dependent children.
37 2. **Migrant Farmworkers.** Students who have been in Minnesota as migrant farmworkers, as
38 defined in the Code of Federal Regulations, title 20, section 633.104, over a period of at least
39 two years immediately before admission or readmission to a Minnesota public postsecondary
40 institution, or students who are dependents of such migrant farmworkers.
41 3. **Minnesota High School Graduates.** A student who graduated from a Minnesota high
42 school, if the student was a resident of Minnesota during the student's period of attendance at
43 the Minnesota high school and the student physically attends a Minnesota State College or
44 University.

- 1 4. **Employment-related Relocation.** Persons who were employed and were relocated to the
- 2 state by the person's current employer.
- 3 5. **Refugees and Asylees.** Students who are recognized as refugees or asylees by the Office of
- 4 Refugee Resettlement of the United States Department of Health and Human Services.
- 5

6 **Subpart B. Discretionary Exceptions.** Non-residents of Minnesota may be charged the resident
7 tuition rate under one or more of the following exceptions.

- 8
- 9 1. **Single Tuition Rate.** With Board of Trustees approval, a college or university may adopt a
- 10 policy to charge one tuition rate to all students.
- 11 2. **International Students.** Colleges and universities may charge resident tuition to
- 12 nonimmigrant international students classified under 8, U.S.C. 1101 (a) (15) (B), (F), (H), (J),
- 13 and (M).
- 14 3. **Graduate Assistants.** Universities may charge resident tuition to graduate students appointed
- 15 to graduate assistant positions.
- 16 4. **Intergovernmental Agreements.** A college or university may have an agreement with a
- 17 governmental subdivision of another state to charge certain students resident tuition approved
- 18 by the Board of Trustees.
- 19 5. **High Ability Students.** Colleges and universities may adopt a policy to charge resident
- 20 tuition to high ability students who are in the top 15 percent of their high school class or who
- 21 score above the 85th percentile on a nationally-normed, standardized achievement test and
- 22 who reside in states that do not have reciprocity agreements with Minnesota.
- 23 6. **Other Categories.** With Board of Trustees approval, colleges and universities may charge
- 24 resident tuition to other specific categories of students.
- 25

26 **Part 5. Appeal of Initial Residency Classification.** Each college and university policy and procedure
27 shall provide for an appeal to an appropriate college or university administrator of a decision not to
28 classify a student as a Minnesota resident as described in this policy. The administrator's decision shall
29 be final. A student whose appeal is successful shall be charged the resident tuition rate retroactive to the
30 beginning of the first term of enrollment.

31

32 **Part 6. Change of Residency Status.** Under certain conditions, students who are initially classified as
33 not being Minnesota state residents may have their status changed to that of resident. The Chancellor shall
34 develop a system procedure that describes the conditions under which residency status may be changed.

Date of Implementation: 8/15/97;

Date of Adoption: 7/18/95,

Date of Subject of Revisions:

9/17/08, Policy completely revised. New sections developed for classification of residents and non-residents, appropriate tuition rates, exceptions and appeals. Process used to determine residency moved to a new system procedure.

7/21/99, Subpart C, added number 8, regarding military personnel serving on active duty assignment in Minnesota

12/18/96 Part 1 – Stricken language, Part 2A – Strict Definition of Domicile, Add Part 2C – Exceptions, Part 3 – Stricken

POLICY CONTENT FORMAT:

Single underlining represents proposed new language.

~~Strikeouts~~ represent existing language proposed to be eliminated.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: April 17, 2013

Agenda Item: Proposed Amendment to Board Policy 3.24 System and College and University Missions (First Reading)

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda:
Policy amendments require Board action.

Scheduled Presenter(s):
Douglas Knowlton, Vice Chancellor for Academic and Student Affairs

Outline of Key Points/Policy Issues:
The proposed amendment to Policy 3.24 removes the five-year mission review requirement for system institutions and the associated report on alignment of college and university missions and visions. Other changes to the policy include refinements to better delineate the requirements of a change in institution type (mission) and to align the requirements for mission approval with the Higher Learning Commission criteria for accreditation.

Background Information:
The Board of Trustees requested that this policy and procedure be reviewed and the automatic five-year mission review requirement for system colleges and universities be removed. This request prompted some additional refinements and reordering to update the policy.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM

PROPOSED AMENDMENT TO BOARD POLICY 3.24 SYSTEM AND COLLEGE AND UNIVERSITY MISSIONS (FIRST READING)

BACKGROUND

The Board of Trustee requested that this policy and procedure be reviewed and the automatic five-year mission review requirement for system colleges and universities be removed. This request prompted some additional refinements and reordering to update the policy.

RECOMMENDED COMMITTEE ACTION

This is a first reading, no action is required.

RECOMMENDED MOTION

NA

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD POLICY
Chapter #3 Educational Policies
Section #24 System and College and University Missions

3.24 Institution Type and Mission, and System and College and University Missions

Part 1. Purpose. ~~Theis purpose of this policy is to~~ establishes conditions and processes for the review of system and college and university missions, in accordance with Minnesota Statutes section 136F.05 Missions.

Part 2. Definitions. The following definitions apply to this policy and related procedure.

Subpart A. Mission: Mission means the distinct purpose of the college or university, the constituents served and the expected outcomes, values and goals, and aspects such as institution culture, decision making processes, and the principles and behaviors to reach aspirational outcomes.

Subpart B. Vision: Vision means the aspirations of the college or university, the primary products or services, the distinctive or unique attributes of the college or university, and assumptions about the college and university and its environment in the future that is consistent with the institution type.

Subpart C. Institution Type: Institution type means technical colleges, community colleges, consolidated community technical colleges, and state universities, as defined in Minnesota Statutes section 135A.052, Subdivision 1.

Part 53. Academic Award Change in Institution Type. A request by a college or university for a change in authority to confer an academic award institution type is subject to approval by the Board, following a first and second reading in accordance with Policy 1A.1 Part 6, Subpart A. The chancellor shall promulgate procedures to guide the Board of Trustees' review of a change in institution type.

Part 4. Review and Approval of College and or University Mission and Vision Statements. A college or university mission and vision statements requires Board of Trustees approval at least once every five years. The Chancellor shall have authority to approve minor revisions to an approved mission and vision statement. A college's or university's mission and vision shall support achievement of the system mission and vision and shall provide a foundation for evaluation, accountability, and regional accreditation. The Chancellor shall promulgate procedures to guide the Board of Trustees' review and approval of a college or university mission statement and vision. Each college or university, with consultation from faculty, students, employers and other essential stakeholders, shall be given considerable latitude to express its mission and vision.

1 **Part 35. Review and Approval of the System Mission and Vision.** The Board of Trustees
2 shall periodically review, revise as appropriate, and approve the system mission and vision at
3 ~~least once every five years~~. The mission and vision shall advance the higher education needs of
4 the state. The Board of Trustees shall assure there is consultation with faculty, students,
5 employers and other essential stakeholders. The ~~C~~hancellor shall promulgate procedures for the
6 development of the system mission and vision.

7
8 ~~**Part 6. Alignment of College and University Missions and Visions.**~~ The Chancellor shall
9 report to the Board of Trustees on the alignment of college and university missions and visions
10 with the system mission and vision and with Minnesota's higher education needs, statutory
11 authority, structure and resources at least once every five years. ~~Based on this review which shall~~
12 ~~include consultation with faculty and staff, students, employers and other essential stakeholders,~~
13 ~~the Board may redirect a college's or university's mission and vision to advance regional and~~
14 ~~statewide higher education interests.~~

Policy History:

Date of Adoption: 6/16/99,

Date of Implementation: 7/01/99,

Date & Subject of Revisions:

04/21/10 - Changed Institutional to College and University in the Policy title as well as

throughout the policy. Added part 1 Purpose, Part 2 Definitions, and Part 5 Academic Award.

*Other amendments to ensure that college missions and visions clearly reflect the priorities set in
state law and decisions of the Board of Trustees.*

POLICY AND PROCEDURE CONTENT FORMAT:

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be eliminated.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: April 17, 2013

Agenda Item: Annual Program Inventory Report: Meeting Workforce Needs

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda:

Board Policy 3.36, Part 5 states that, “the chancellor shall maintain the academic program inventory and annually report to the Board of Trustees on the status of the inventory”.

Scheduled Presenter(s):

Douglas Knowlton, Vice Chancellor for Academic and Student Affairs
Leslie Mercer, Associate Vice Chancellor
Mary Rothchild, Senior System Director

Outline of Key Points/Policy Issues:

Academic programs prepare students for work, life and citizenship. The listening sessions and responses of the institutions are driving many new program development decisions. Data and information about student interests, employer needs and program duplication form the basis of program development, changes, and sometimes closures. The program development process is a partnership between institutions and the system office. The process is more streamlined and automated than in the past.

Background Information:

The program inventory is the backbone of the program development process; each program includes a Classification of Instructional Programs (CIP) code, the award type (certificate, associate, bachelors, masters), the institution name, and the delivery mode. The inventory is sorted by CIP or by institution.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

INFORMATION ITEM

ANNUAL PROGRAM INVENTORY REPORT: MEETING WORKFORCE NEEDS

BACKGROUND

Board Policy 3.36 Academic Programs, Part 5. Academic Program Approval includes the following language (in italics):

Approval of the chancellor is required for new academic programs, changes to existing academic programs, suspension of academic programs, and closure of academic programs at system colleges and universities. In practice this is a shared responsibility between the institutions and the system office. The overview that will be presented will outline the responsibilities of each.

The chancellor shall maintain the academic program inventory and annually report to the Board of Trustees on the status of the inventory. Each program in the inventory contains the name of the institution, the program name, the federal CIP code it has been assigned, the number of credits, the method of delivery, the award type and other information that is used in many other reports and processes. There are more than 3,400 programs in the inventory when counted by institution.

The annual report to the Board will include data and analysis of programs measured against program goals established by the Chancellor. The goals will be based on aligning program offerings to workforce needs statewide, regionally and locally in collaboration with the Department of Employment and Economic Development and the Governor's Workforce Development Council (GWDC), and including data from the State Demographer. This language was added to the policy by the trustees in November, 2011. This annual report that will be presented at the April 2013 board committee meeting will include some but not all of these components; it is expected that the completion of the work of the Itasca group, the Workforce of the Future Workgroup and the ongoing cooperative relationships between the MnSCU system and DEED will provide additional information for future reports. The 2013 report will include information on the workforce listening sessions conducted in 2012 and the subsequent actions that have been taken by the institutions and the system to update and/or create new programs that respond to the identified needs.

Programs need to be responsive to the needs of the workforce. Data and information about student interests, employer needs and program duplication form the basis of program development, changes, and sometimes closures.

Only academic programs approved by the chancellor as recorded in the academic program inventory may be offered by system colleges and universities. The program inventory is the official repository for all approved programs. The inventory is used for financial aid reporting, federal gainful employment accountability, awards conferred, Go Places, and several websites.