

**Memo:**

**To:** Dr. Richard J. McCallum, President

**From:** Dr. Jon Brudvig, Interim VPAA

**Subject:** Chancellor Goetz's letter dated February 10, 2011.

**Date:** February 22, 2011



Dr. McCallum,

Per your request I have tried to locate information that will help you prepare a response to Chancellor Goetz's recent letter. In addition, I have also included a variety of materials that you might find useful as you craft a response to the chancellor's recent request for information regarding DSU's enrollment practices.

In his letter the Chancellor makes specific mention to the fact that NSSE survey administrators informed the NDUS office that the survey administration at DSU had been suspended because individuals receiving the survey informed NSSE representatives that they were not DSU students. Follow-up phone calls with NSSE and Scott Staudinger indicated that these students believed they had enrolled in non-graded, non-credit workshops, only to subsequently learn that they had been enrolled by campus officials in graded, degree-credit courses.

You may find the following information helpful as you prepare your response to the Chancellor's five questions.

**Question 1:** What practices differentiate degree-credit, non-degree credit and non-credit enrollment at DSU? Specifically describe the practices used in the Disney Institute course (Class Number 33890 Special Topics in Business Administration), the Energy Symposium (Class Number 34112 Special Topics in Science), the Theodore Roosevelt Symposium, and Microsoft QuickBooks courses for the Fall 2010 term.

Marshall Melbye, Director of Academic Records at DSU, indicated that all of the courses offered at DSU are credit bearing degree-credit courses.

**1. TR Symposium, Energy Symposium, and Disney Institute**

After visiting with Ms. Kathy Meyer in the Office of Academic Records I discovered that the current registration process for proposed seminar or workshop offerings *automatically defaults to graded unless specific mention of a non-graded offering is noted* (the master catalog determines this). OEL staff utilized sign-in sheets and

monitored participants' attendance before credit was awarded for participation in the Energy Symposium, Disney Institute, and Theodore Roosevelt Symposium. I have attached copies of the paperwork needed to process the proposed DSU Seminar Credit Offerings referenced by Chancellor Goetz in his letter (materials begins with the green tab).

- Disney Institute—Quality Service & Hospitality (#33890): BADM 399 – submitted 8-27-10
- Energy Symposium (#34112): SCNC 399 – submitted 4-26-10
- Microsoft Quickbooks (#33915 & #33926): BOTE 399, sections 1 & 9 – submitted 8-16-10
- Theodore Roosevelt Symposium (#33599 & #34687): HIST 399 –submitted 7-27-10 (Please note one created for current DSU students who wanted to earn one credit for fully participating in the symposium. Dr. David Meier served as instructor of record for both sections).

Please note that History 299: Presidential Leadership (#34660) was developed as a one-credit graded offering in collaboration with Mr. Randy McDowell, a social studies instructor at Belfield High School, and Dr. Jon Brudvig, Director of the Theodore Roosevelt Honors Leadership Program, Professor of History, and Interim Vice President for Academic Affairs at DSU. Belfield High School has brought students to the last three annual Theodore Roosevelt Symposia. After receiving approval from Superintendent Darrel Remington, Mr. McDowell and Dr. Brudvig developed a series of lessons to ensure follow-up study of the topics that students learned about during their participation in the 2010 Theodore Roosevelt Symposium. After the events students in Mr. McDowell's class read and discussed Peri Arnold's book, *Remaking the Presidency* (Dr. Arnold delivered the keynote address). History 299 was *only offered to interested seniors who were enrolled in Mr. McDowell's Problems of Democracy class and interested juniors who were enrolled in U.S. History*. Students were given the option of enrolling in the one credit offering. This course was experimental in nature and reflected an effort by members of the symposium's planning committee to be more intentional about connecting high school students in our region with the nationally-recognized presenters and the symposium's rich historical content (all of the materials relating to this specific course have a red tab).

2. I am also including **copies the promotional materials** that were used to market the Disney Institute, the Theodore Roosevelt Symposium and the Energy Symposium.

Promotional materials for the Disney Institute and the Theodore Roosevelt Symposium *clearly indicated that all attendees would receive continuing education credit through Dickinson State University* (materials highlighted with blue tabs). Marketplace, the online registration website utilized by DSU to register attendees, also noted that full conference participants would receive one credit from Dickinson State University that could be used for licensure, professional CEU's or certification needs. Registrants were also informed that a transcript would be sent to participants 2-4 weeks after the symposium or conference (information provided by Ms. Joanne Fields, administrative secretary in the Office of extended learning, is enclosed). Staff affiliated with the Office of Extended Learning processed registrations and monitored participants' attendance to ensure that conference/symposium requirements were met before credit was awarded.

**Question 2:** Did all of students meet Policy 440 requirements as enrolled students in degree-credit courses?

Marshall Melbye noted: "Based upon my interpretation of policy 440 and given the fact that all students, including those who were enrolled in our various special topics classes for the TR symposium, etc., who were subsequently reported on our official enrollment reports were actually credit-earning students, I don't believe that we were in violation of policy 440. No students who may have been taking non-credit bearing workshop events were ever listed in our enrollment reports to the SBHE.

As indicated by Kathy Meyer from my office, classes are defaulted as graded classes unless we are informed that they should be set up as S/U classes. It is my understanding the participants in these various events were informed (on the registration form itself) that they would be receiving grades for their participation in these events. Keep in mind that our office never sees these forms since they are processed by the Office of Enrollment Services or the Office of Extended Learning."

**Question 3:** What was the source of the tuition revenue and was the revenue deposited in local funds or state collections?

I have received the following information from the Business Office (marked with a yellow tab) and conference registration materials (marked with blue tabs):

- A. Quality Service & Hospitality (#33890): Registrants paid a \$195 registration fee. One credit awarded to those who attended the full two-days. Credit offered at no additional cost.

- B. Energy Symposium (#34112): Registrants paid \$100 registration fee. One credit offered at no additional cost to those who attended the full symposium.
- C. QuickBooks (#33915): Course was offered at a cost of \$129. Funds were deposited into institutional collections.
- D. Theodore Roosevelt Symposium (#34687, #33599 and #34660): The Theodore Roosevelt Symposium was offered in three separate classes. Course #34687 was offered at \$50 credit and deposited into institutional collections (course created for DSU students). Class #33599 was offered at no additional cost (credit option was available only to individuals who had paid the full conference registration fee of \$130 [early bird discount] or \$170 [registration fee for the full symposium]). Class #34660 was offered to students enrolled in Mr. Randy McDowell's Problems of Democracy and U.S. History classes at Belfield High School. Student participants were charged \$50 for the credit and the funds were deposited into institutional collections. Each student received a \$50 Roughrider Scholarship.

**Question 4:** Did all students who received a grade for the Fall 2010 term register for a graded course?

This question is addressed in detail the narrative that follows question 1.

The brochures and other materials used to market the Disney Institute, the Theodore Roosevelt Symposium and the Energy Symposium *clearly indicated that all attendees would receive continuing education credit through Dickinson State University*. Marketplace, the online registration website utilized by DSU to register attendees, also noted that full conference participants would receive one credit from Dickinson State University that could be used for licensure, professional CEU's or certification needs.

**Question 5:** Was a letter grade communicated to all students enrolled in graded courses?

Promotional materials also indicated that transcripts would be sent to participants 2-4 weeks after the symposium or conference. After discussing the matter with Marshall Melbye I learned that this did not happen, due primarily to Marty Odermann-Gardner's resignation and Dr. Richard Brauhn's reassignment. Marshall Melbye writes: "Our office (Academic Records) was never informed that transcripts were to be mailed to the participants at the conclusion of the events. Had the request been made, and if we had received a list of participants who had grades recorded on a transcript, we would have mailed out the transcripts."

Although transcripts were not sent out (an error attributed to a lack of communication during a period of administrative change at DSU), grades were in fact entered for students who had completed the necessary requirements for the Disney Institute, the Energy Symposium, the Theodore Roosevelt Symposium, and Microsoft QuickBooks courses.