

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 10, 2007

The University Senate met at 3:30 p.m. in the Memorial Union North Ballroom with Dr. D. Terbizan presiding and the following senators present: D. Andersen, B. Bahrami, S. Bergeson, W. Bowlin, A. Brown, X. Cai, T. Carlson, J. Chapman, L. Christianson, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, W. Dai, B. Duncan, T. Esslinger, B. Fier, J. Glower, R. Gordon, P. Hansen, G. Heller, A. Hirani, M. Hoag, R. Johnson, M. Kelsch, L. Langley, M. Lee, S. Mallik, J. Martin, K. McCaul, C. McEwen, M. Meister, F. Michael, S. Neate, J. Norris, O. Obadina, R. O'Connor, S. Panigrahi, C. Peterson, L. Peterson, R. Pieri, C. Presser, B. Randall, J. Ransom, R. Rathge, D. Redmer, J. Reimnitz, D. Rider, J.W. Schroeder, G. Smith, W. Teder-Salejarvi, C. Urness, J. Wageman, A. Werremeyer, and D. Wittrock

Substitutions: E. Kadossov for U. Burghaus, F. Littmann for J. Coykendall, R. Harrold for K. Grafton, E. Elias for B. Johnson, D. Katti for K. Katti, S. Gajan for E. Khan, K. Howatt for D. Li, J. Cox for T. Riley, and R.S. Krishnan for R.C. Schnell

Previous Minutes

MOTION (Pieri/Cook): to approve the minutes of the May 7, 2007, meeting. MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Pieri/Smith): to approve the Consent Agenda, which included a report from Academic Affairs ([Attachment 1](#)), as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

1. President's Report:

President Chapman reported that legislators and others are proud of NDSU's accomplishments, and provided the following updates and announcements:

- *Budget:* Based on equity adjustments and new enrollment figures, several new faculty and staff positions have been funded at the University. These include more than 20 new faculty positions, three full-time advisors, a fully-funded Bison Connection staff, a number of support positions including police officers, and ten graduate assistants. These new positions do not include replacement positions, which will also be funded. In addition, \$2 million for new institutional scholarships has been funded.
- *Enrollment:* The North Dakota University System asked institutions to comply with SBHE policy by cancelling the registrations of all enrolled students who have neither paid nor made arrangements to pay tuition/fees prior to generating the official enrollment reports. At NDSU, hundreds of students have been contacted to verify enrollment and payment intentions. Enrollment is anticipated to be up approximately 250-300 students this fall. This enrollment growth will have many positive impacts on the University.

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- *Construction:* Several infrastructure improvements are underway, including sidewalk replacement and facility updates. A walk-through of all classrooms was conducted this summer and approximately 33 rooms have been upgraded. If further updates are needed, faculty are encouraged to make these needs known to their dean.
- *Fundraising:* Funding for the state-of-the-art downtown projects has gone well. The City of Fargo has been studying transportation needs between the main and downtown campuses, and has purchased additional people mover buses. The registrar will be working with departments on classroom scheduling downtown. The architecture building (formerly Lincoln Mutual) is slated to be ready for use by fall 2008 and the building for the College of Business/Department of Agribusiness and Applied Economics (formerly Pioneer Mutual) should be available by or during spring 2009. Design and landscaping needs are being considered.

An announcement on the capital campaign will be made during the State of the University address during Homecoming Week. The goal of \$75 million has been exceeded.

2. Confirmation of Parliamentarian:

D. Terbizan, University Senate president, asked Dennis Cooley to serve as University Senate parliamentarian for the 2007-2008 academic year. MOTION (L. Peterson/McCaul): to confirm Cooley as Senate parliamentarian. MOTION PASSED WITH UNANIMOUS CONSENT.

3. NCAA Certification Update:

L. Dorn, NDSU Athletics, reported that the NCAA certification self-study was completed last spring. Similar to North Central Association, the NCAA requires this certification as part of the University's transition from DII to DI. The peer review team will be conducting its on-site visit to NDSU on October 15-17. The team plans to meet with several individuals on campus in an effort to verify information and data included in the written report. Senators were encouraged to review the Self Study report and to participate in discussions with the peer review team. The Self Study report is available at www.gobison.com.

Dorn also announced that Friday, September 14, is the first competition for women's volleyball in the new league. Faculty and staff will have free admission to the game.

Committee Reports

1. Academic Affairs Committee: No report
2. Policy Coordinating Committee: No report
3. General Education Committee: No report

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4. Council of College Faculties: T. Barnhart reported the following:
 - The first CCF meeting is scheduled for September 11, 2007.
 - SBHE membership has changed slightly, and includes: John Q. Paulsen (president, Fargo), Richie Smith (vice president, Wahpeton), Sue Andrews (Mapleton), Jon Backes (Minot), Duaine Espesgard (Grand Forks), Pamela Kostelecky (Dickinson), Nathan Martindale (UND student), Grant Shaft (Grand Forks), Tom Barnhart (faculty advisor, NDSU).
 - A presidential compensation committee, chaired by SBHE member S. Andrews, has been formed.
 - The UND lawsuit against the NCAA is ongoing.
 - A legislative committee on efficiency has been established.
 - Three presidential searches are underway in the state (UND, LRSC and DSU).
5. Other Standing Committees: No reports

Unfinished Business

1. Policy 151.1 – Conflict of Interest ([Attachment 2](#)):

MOTION (L. Peterson/J. Reimnitz): to approve the policy changes as presented.
MOTION PASSED WITH UNANIMOUS CONSENT.

2. Policy 708 – Building Maintenance and Requests for Services ([Attachment 3](#)):

MOTION (McCaul/W.Teder-Salejarvi): to approve the policy changes, which include a change in policy title. McCaul explained that language in Section 2 confuses specialized research needs from classroom needs, infrastructure needs from one-time needs.

MOTION (McCaul/Cook): to amend Section 2 by removing the parenthetical copy.

MOTION (L. Peterson/McCaul): to further amend by removing the words “educational and/or” from Section 2. Discussion ensued on grant-driven research that pays for many equipment needs, whether examples of what is and isn’t specialized equipment should be included in the policy, and what happens when certain items should be university supported.

MOTION (Cook/McCaul): to remove the word ‘research,’ so Section 2 would read:

A department requiring special equipment unique to its discipline must pay for its installation, maintenance, repair and replacement.

AMENDMENTS TO POLICY 708 PASSED WITH A VOTE OF 58-2. The following senators or their substitutes voted aye: Andersen, Bahrami Bergeson, Bowlin, Brown, Burghaus, Carlson, Christianson, Christoffers, Clark Johnson, Comez, Coykendall, Dai, Duncan, Esslinger, Fier, Glower, Gordon, Grafton, Hansen, Heller, Hirani, R. Johnson, Katti, Khan, Langley, Lee, Li, Mallik, Martin, McCaul, McEwen, Meister, Michael, Neate, Norris, Obadina, O’Connor, Panigrahi, C. Peterson, L. Peterson, Pieri, Presser,

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Randall, Ransom, Rathge, Redmer, Reimnitz, Rider, Schnell, Schroeder, Smith, Teder-Salejarvi, Urness, Werremeyer, and Wittrock. The following senators or their substitutes voted no: X. Cai and B. Johnson.

Discussion continued on whether this amendment impacts other proposed policy changes or language. The need for further clarification between infrastructure and services was expressed.

POLICY 708 AS AMENDED PASSED WITH A VOTE OF 56-6. The following senators or their substitutes voted aye: Andersen, Bahrami Bergeson, Bowlin, Brown, Burghaus, Carlson, Christianson, Clark Johnson, Comez, Cook, Coykendall, Dai, Duncan, Esslinger, Fier, Glower, Gordon, Grafton, Hansen, Heller, Hirani, Hoag, R. Johnson, Katti, Khan, Langley, Lee, Mallik, Martin, McCaul, McEwen, Meister, Michael, Norris, Obadina, O'Connor, Olson, Panigrahi, C. Peterson, L. Peterson, Presser, Randall, Ransom, Rathge, Redmer, Reimnitz, Rider, Riley, Schnell, Schroeder, Smith, Teder-Salejarvi, Urness, Werremeyer, and Wittrock. The following senators or their substitutes voted no: Cai, Christoffers, B. Johnson, Li, Neate, and Pieri.

3. Smoking Policy:

A final policy was not resolved last year. E. Berry will chair an ad hoc committee that will bring the policy back to the Executive Committee and University Senate this year.

4. Standing Committee Annual Reports:

Terbizan reminded committees to submit their 2006-2007 annual reports as soon as possible. Only two have been received to date (Assessment and Program Review).

5. University Senate Constitution changes ([Attachment 4](#)):

Terbizan and Cooley reported that changes to the Constitution require a vote of the faculty within 60 days after distribution. MOTION (Cook/Teder-Salejarvi): to approve the proposed Constitution changes. Many changes were name and title updates. Brief discussion was held on the rationale behind senators not needing to be tenure-track faculty. MOTION PASSED WITH UNANIMOUS CONSENT.

Secretary Wold-McCormick will distribute/post the proposed Constitution changes within nine days (by September 19). MOTION (Cook/R. Johnson): for voting to commence on October 19 and close on November 18. MOTION PASSED WITH UNANIMOUS CONSENT.

• University Senate Bylaws changes ([Attachment 5](#)):

MOTION (Duncan/Pieri): to approve the proposed Bylaws changes. Terbizan reported a title update Section 16 (faculty athletic representative).

MOTION (Hoag/Presser): to amend the title of Facilities Management in Section 15. MOTION TO AMEND PASSED WITH UNANIMOUS CONSENT.

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MOTION (Wittrock/Bowlin): to amend/retain Part II, Section 4 since the Graduate School is an entity within the College of Graduate and Interdisciplinary Studies.
MOTION TO AMEND PASSED WITH UNANIMOUS CONSENT.

MOTION (Randall/Cook): to amend the title of the dean in Part II, Section 4 to be 'Dean of the College of Graduate and Interdisciplinary Studies.' MOTION TO AMEND PASSED WITH UNANIMOUS CONSENT.

A question was raised on the need to approve the graduates each semester. Christianson reported that Provost Schnell suggested this approval to be done at the college level. Discussion was held on the symbolic v. practical purposes of this practice, FERPA considerations, and electronic voting. MOTION (L. Peterson/Fier): to strike Part IX, Section 10, 2.d. Discussion ensued on graduation policies, FERPA, and who has the authority to confer degrees. MOTION TO AMEND FAILED WITH A VOTE OF 10 to 46. The following senators or their substitutes vote aye: Bahrami, Carlson, Dai, Langley, Obadina, Kelsch, Randall, Ransom, Teder-Salejarvi, and Werremeyer. The following senators or their substitutes voted no: Andersen, Bergeson, Bowlin, Brown, Burghaus, Cai, Christoffers, Clark Johnson, Comez, Cook, Coykendall, Duncan, Esslinger, Fier, Glower, Grafton, Hansen, Heller, Hirani, Hoag, B. Johnson, R. Johnson, Katti, Khan, Lee, Li, Mallik, Martin, McCaul, McEwen, Michael, Neate, Norris, O'Connor, Panigrahi, C. Peterson, L. Peterson, Pieri, Presser, Rathge, Reimnitz, Rider, Riley, Schroeder, Smith, and Wittrock.

New Business

- Confirmation of Spring 2007 graduates ([Attachment 6](#)):

MOTION (Pieri/C. Peterson): to approve the spring graduates. MOTION PASSED WITH UNANIMOUS CONSENT.

Adjournment

The meeting adjourned at 4:55 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Degree
B.S. in Computer Engineering (B.S.Cpr.E.)
B.S. in Construction Management (B.S.Cons.M.)

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POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section

151.1 External Activities and Conflicts of Interest

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 2/24/05; 3/17/05; 11/17/05; 12/15/05; 1/27/06; 4/21/06;
6/27/06; 9/22/06

Staff Senate -

University Senate – 2/13/06; 3/20/06; 4/10/06; 11/13/06

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

Provost and Vice President for Academic Affairs (2/24/05)

v. 3-28-07

SECTION 151.1: EXTERNAL ACTIVITIES AND CONFLICTS OF INTEREST

SOURCE: SBHE Policy Manual, Section 611.4

NDSU President

NDSU University Senate

1. PHILOSOPHY AND NEED

- 1.1. Beyond the traditional academic responsibilities of teaching, research, and service, and in response to the rapidly changing external realities, universities and their employees are increasingly involved in external activities*, including economic development, technology transfer*, consulting*, and other types of public service.
- 1.2. North Dakota State University recognizes the need, and actively encourages its employees, to participate in sponsored activities* and external activities as an important component of its land-grant mission. NDSU also recognizes that this may create conflicts of interest and/or commitment with the traditional academic responsibilities. An investigator's* engagement in sponsored and external activities is subject to the principles that:

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1.2.1. Full-time employees (and parttime employees that are over 50%) [GM] have as their primary responsibility their professional obligation to NDSU.

1.2.2. Employee conduct must conform to the highest standards of professional integrity and ethics, thereby avoiding even the appearance of impropriety.

** These and other terms marked with an asterisk are defined in Section 12 – Definitions. [hot link to definitions section] See especially Conflict of Interest and Conflict of Commitment. [Hot link each of these terms to their definition in Section 12.]*

2. APPLICABILITY

2.1. This policy applies at all times to all full and part-time NDSU employees.
(Exceptions to the application of this policy should be negotiated with the administrative head, appropriate Vice Presidents, and the Provost/VPAA at the time of hire.)

3. GUIDING PRINCIPLES AND MAJOR CONSIDERATIONS: INSTITUTIONAL

3.1. **Institutional Approval.** Institutional approval must be obtained prior to engaging in any external activity in which there is a potential or actual conflict. Full-time NDSU employees owe their primary loyalty and professional commitment to the institution during the terms of their employment. They must not neglect their university responsibilities to seek financial interest or advantage for themselves, their immediate families, their close associates, or a business over which they or their families have a direct or indirect financial interest. Any commitment of time and effort to serve another institution, agency, or industrial organization other than NDSU, therefore, should be made only after satisfying an employee's primary commitment to NDSU and after appropriate disclosure and approvals.

3.1.1. Where potential for conflict exists, it must be disclosed, analyzed and dealt with immediately and directly. Although not all conflicts can be prevented or avoided, failure to disclose, properly supervise, or manage an identified conflict will constitute a violation.

3.1.2. Conflict of interest is categorized as

3.1.2.1 Clearly allowable;

3.1.2.1 Allowable after disclosure, review, approval and oversight;

3.1.2.1 Not allowable or prohibited.

3.1.3. Upon receipt of the disclosure, the process should be completed within 20 working days unless there are circumstances which can be documented to indicate reasons for exceeding this 20 working day period.

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- 3.2. **Institutional Encouragement.** When a relationship enhances the professional skills of NDSU employees or constitutes public service, interactions involving service, consulting, and research activities between institutional employees and external entities for reasonable periods of time and for personal remuneration are acceptable and encouraged.

(The reasonableness of time allowable will vary among individuals, discipline, activity, and will be affected by specific departmental or unit needs).

- 3.3. **Institutional Benefit.** Participation by NDSU employees in the activities that serve the interests of NDSU is encouraged, where such participation affords experience and exposure to the individual, and accrues standing to NDSU. Donation of professional services to external organizations and professional societies, and serving as officers of such societies for reasonable periods of time without substantial allocation of NDSU resources is encouraged.
- 3.4. **Institutional Resources.** Subject to law and policy, NDSU permits some use of its facilities, space, equipment, or support staff for external activities. If a substantial allocation of NDSU resources is required to support an external activity, there must be a prior written financial arrangement that has been agreed upon that adequately compensates NDSU for their use.
- 3.5. **Confidentiality of Disclosure Information.** NDSU will assure the confidentiality of individual disclosure information to the extent possible under applicable state and federal requirements and/or the North Dakota Open Records Act. Whenever requests for such information are requested by any external entity, the individual will be notified.

4. GUIDING PRINCIPLES AND MAJOR CONSIDERATIONS: EMPLOYEE

- 4.1. **Employee Disclosure.** As a public institution, NDSU must possess sufficient information and control to discharge its obligations of public accountability responsibility. NDSU employees have the responsibility to report promptly and in sufficient detail, all activities that may involve actual or potential conflicts. Regular, timely, and full disclosure is a key element in this policy and is necessary to identify, resolve, or manage any actual or potential conflict of interest situation. The requirement of disclosure cannot be waived by any university employee.
- 4.2. **Employee Obligations & Representations.** When arranging relationships with external agencies, NDSU employees are expected to make known their NDSU obligations. Where appropriate, they should provide copies of relevant NDSU policies to their contracted entities and inform the external agencies that their work is contracted in their individual capacity and does not in any way represent NDSU. Listing of an employee's institutional affiliation in public or commercial documents

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needs to comply with Policies 152-External Professional Activities and 700.1-Use of University Name.

- 4.3. **Academic Freedom.** Subject to University policies and requirements, NDSU employees are free to choose the subject matter and strategies of their individual teaching and research activities on the basis of scientific or scholarly criteria, insofar as they are unencumbered by external commitments.
- 4.4. **Freedom to Publish.** Subject to limited delays to permit filing of document(s) to protect intellectual property*or findings as in a patent application, or to allow a third party to review documents to protect confidential information pursuant to sponsored program agreements or contracts, NDSU will vigorously ensure its employees' free and open dissemination of information including the right to publish.

(See also NDSU Policy regarding Classified Research, Policy 344) [\[hot link\]](#)

- 4.5. **Accountability for Review.** NDSU expects that responsible individuals will exercise their duty and responsibility, at all levels of review and action, to evaluate carefully all potential conflict situations disclosed or known to them before acting to approve or disapprove the same.
- 4.6. **Time Commitment.** NDSU will allow an average of up to one day per week (40 days for academic year and 52 days for calendar year appointments) within the contract period for acceptable and approved external professional activities (Policy 152). This released time, subject to unit needs, is not an automatic entitlement but is approved at the administrative head's discretion. Such released time is not available for:
- 4.6.1. Activities or businesses that are purely personal in nature.
 - 4.6.2. Activities that are neither related nor contribute to the advancement of the employee's professional skills.
 - 4.6.3. Activities, which do not provide an opportunity for professional growth.

5. SPECIFIC RESPONSIBILITIES

- 5.1. **NDSU employees** are required and expected to take the initiative to report promptly and in detail to the administrative head of their units, for prior written approval, all activities or situations which may involve, or appear to involve, a conflict of commitment, a conflict of interest, or an incompatible obligation* or commitment, and to respond to inquiries from the administrative head in connection with any such report. The mere existence of a conflict, real or potential, however, will not necessarily preclude a particular activity.

(See also NDSU Policies 151 – Conflict of Interest and 152 – External Professional Activities.) [\[HOT LINK to these policies\]](#)

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- 5.2. **Administrative heads of units*** have the duty and responsibility to evaluate carefully all potential conflict situations reported or known to them before acting to approve or disapprove the same. As a public institution, NDSU is expected to possess sufficient information and control to discharge its obligations of public accountability.

- 5.2.1. In a specific conflict situation, it may be appropriate for the administrative head to inquire into a number of factors, including:

- 5.2.1.1 The extent of time commitment to external entities by academic staff member from consulting activities;
- 5.2.1.2 The extent of financial or other interest the academic staff member or staff member's family have in external entities;
- 5.2.1.3 The extent to which such financial or other interests may influence or affect the entities' general policy or specific decision.

- 5.2.2. Careful scrutiny is called for when:

- 5.2.2.1 The employee's acquisition of financial interests or assumptions of external executive or administrative responsibilities appear to be in conflict with the employee's duties and obligations to NDSU;
- 5.2.2.2 Activities may influence research or business decisions in ways that could lead to the employee's direct or indirect personal financial gain, or give improper advantage to the employee's immediate family, associates, or others.

- 5.2.3. In such circumstances, if the proposed activities are to be approved, appropriate control mechanisms must be established and reduced to writing, and be subject to continuous review and monitoring. Such monitoring may include, among other requirements appropriate to the circumstances, higher administrative level review of expenditures (including those for travel), periodic detailed reviews of programmatic objectives and/or progress, removal of the affected employee from decision making authority, granting a leave of absence without pay when the external commitment is inappropriate to the employee's University duties or responsibilities.

- 5.2.4. Provision might be made for consulting authorization request approval process, whereby if the duration of the activity is longer than one year, or is indefinite, indeterminate, occasional or ongoing for a period longer than one year, for the authorization to be renewed annually through electronic correspondence, provided there are no material changes to the original activity. Substantial changes to the activity would require formal reauthorization.

- 5.3. Research agreements with external sponsors must maintain basic academic values and must not promote a secrecy that will harm the development of knowledge, impair the educational experience of students or postdoctoral fellows, diminish the role of NDSU

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as a credible and impartial resource, interfere with the choice by employees of the scientific or scholarly subjects they pursue, or divert an employee's energies or NDSU resources from primary educational and research missions.

- 5.4. Those situations are to be avoided or remedied in which academic staff members, through use of their University positions or by their conduct, may be tempted to disregard the interests of the University and its students, or to dilute or divert their attention from their NDSU responsibilities in order to seek direct or indirect advantage for themselves, their families, or close associates, or exert sufficient influence over a business to be able to affect its general policy or specific decision.

6. DISCLOSURE

- 6.1. The policy on disclosure is the key mechanism to identify potential conflict(s) of interest and commitment for further evaluation, oversight, and remediation. Usually, and most importantly, this will involve financial disclosure*. For situations subject to review and approval, an NDSU employee shall submit a request in writing, explaining all pertinent circumstances, to the administrative head of the unit in which he or she is employed. Items that need consideration in the written request may include:
 - 6.1.1. Listing any consulting relationship, managerial role, or a significant financial interest* in a company that does business with the University;
 - 6.1.2. Disclosing a company that is involved with or sponsors activities related to the field of research and or service;
 - 6.1.3. Listing any non-University income-producing activities that involve NDSU students or other staff.
 - 6.1.4. Employees of NDSU authorized (including delegated authority) by NDSU Policy 712 [\[hot link\]](#) to enter into contracts on behalf of the University must sign the North Dakota State University Conflict of Interest Disclosure Statement. All other employees will be provided notice about this Policy but need only sign the statement if they have a conflict. Notices and collection of statements shall be administered by the Purchasing Office.
- 6.2. If an actual or potential conflict of interest is not believed to exist, the reviewing authority will complete the Administrative Review Form. [\[hot link\]](#) One copy each will be returned to the individual submitting the form, forwarded to the respective Vice President, and retained on file with the Administrative Head. The action requested may be approved, provided it is in compliance with all other University policies and procedures.
- 6.3. If an actual or potential conflict of interest is determined to exist, there are three options. These include:

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- 6.3.1. Permitting the requested action or activity.
- 6.3.2. Attaching conditions to the approval.
- 6.3.3. Prohibiting the activity.
- 6.4. If the administrative head believes that an actual or potential conflict of interest situation exists, he or she shall refer the matter to the appropriate Vice President. The Vice President shall exercise his or her authority to approve, disapprove, or approve with conditions any actual or potential conflict of interest, or refer the matter to the Conflict of Interest Advisory Committee (CIAC; see Section IX) for recommendation. Where special arrangements to accommodate an actual or potential conflict of interest are desired, they shall be reduced to writing, on the basis of which the Vice President may appoint an individual to monitor the approved arrangement.
- 6.5. The Vice President shall indicate his or her decision on the Administrative Review Form, [\[hot link\]](#) a copy each of which will be forwarded to the individual submitting the request, the initial reviewing authority, and filed with the office of the Vice President.
- 6.6. Upon receipt of the disclosure, the process should be completed within 20 working days unless circumstances which can be documented [in writing](#) to indicate reasons for exceeding this 20 working day period.

7. CONFLICTS INVOLVING ADMINISTRATORS

- 7.1. In the case of potential conflicts of interest and/or commitment involving administrators at the level of dean, director, or higher, initial disclosure shall be made with the appropriate Vice President, who shall then make a recommendation consistent with policy, and who may exercise the option to make the final decision. Disclosures for Vice Presidents shall be filed with the President, who shall have the final approval authority, but who may also consult with CIAC for its recommendation.

8. UNIVERSITY REVIEW OF SPONSORED ACTIVITIES

- 8.1. Any sponsored program agreement between the University and external sponsor(s) must be authorized in advanced through established University review procedures to ensure conformity of the proposed activity to the academic, administrative, fiscal, space utilization, and other policies of the University. In addition, such an agreement must not conflict with the rights of other University scholars, with other University commitments, or with the basic academic values of the institution.

9. REVIEW AND APPEALS

- 9.1. A Conflict of Interest Advisory Committee (CIAC) shall be established, comprised of five members recommended by the University Senate Executive Committee and

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appointed by the President of the University Senate. The Committee shall serve as an advisory body to the University administration on conflict of interest issues, and shall also hear appeals of decisions in conflict of interest cases.

- 9.2. If an activity is subject to restrictions or prohibited, the employee concerned may request a hearing by the CIAC. After the written request is received by the President of the University Senate, the CIAC should meet with the appellant within 15 working days. If a member of the CIAC has any personal or working relationship with the appellant, that member should recuse him or herself and be replaced by another member appointed by the President of the University Senate. More than one meeting may be scheduled to decide the case, if necessary.
- 9.3. The appellant has the right to call any witnesses and produce any evidence that could bear on a recommendation to allow the activity, as well as to have an advisor accompany him/her to any committee deliberations. The committee, however, will come to its conclusions and write its final recommendations in private. The recommendation to either uphold or change the original decision shall be sent to the appropriate Vice President. If the committee finds that the original decision should be upheld, then a final appeal may be made to the President of the University. If the recommendation is to change the original decision, the Vice President shall take appropriate action as he or she deems fit. All records of the proceedings shall be maintained on file in the office of the appropriate Vice President for three years. A copy of the final recommendations shall be provided to the appellant.

10. VIOLATIONS

- 10.1. Violation of this policy shall be subject to disciplinary procedures, including sanctions up to and including suspension and termination of employment at the University. In addition, any NDSU employee who has received financial benefit from transactions in violation of this policy shall be liable for repayment (to the appropriate entity) of all financial benefits resulting from such violation. Compliance with this policy may also be enforced through the exercise of administrative oversight of funded research and management of NDSU facilities and other property. Such enforcement measures may include, but not be limited to:
 - 10.1.1. Freezing research funds or accounts.
 - 10.1.2. Rescinding contracts entered in violation of this policy or state law.
 - 10.1.3. Bringing legal action for restitution to the appropriate entity or entities of the amount of financial benefit received by the NDSU employee as a result of the employee's violation of this policy.

11. EXAMPLES OF CONFLICT OF INTEREST SITUATIONS

- 11.1. Conflict of Interest situations are not always easy to identify. This section categorizes and identifies activities that have differing potentials for presenting a risk. The list

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below represents examples of possible conflict situations that may be of some concern and is not meant to be exhaustive. Each situation, therefore, calls for an analysis of the potential benefits and risks. The administrative head or the CIAC must decide if the benefit is worth the risk.

11.2. Potential conflict situations/activities may also be categorized as:

- 11.2.1. Adverse effects on educational programs;
- 11.2.2. Bias/subversion of research agendas;
- 11.2.3. Unreasonable impairment of the flow of information/knowledge;
- 11.2.4. Misuse of NDSU resources and facilities for private gain; and
- 11.2.5. Theft and/or misuse of NDSU intellectual property.

11.3. Potential conflict situations/activities may also be categorized as:

- 11.3.1. Clearly allowable;
- 11.3.2. Allowable after disclosure, review, approval, and oversight;
- 11.3.3. Not allowable or prohibited.

11.4. Activities that are clearly allowable:

11.4.1. Activities in this category have very low potential for conflict of interest. Participation does not require disclosure and is allowable if it is consistent with other NDSU policies such as those regarding time commitment and employee's ability to meet job obligations. Examples of such activities include, but are not exclusive to:

- 11.4.1.1. Acceptance of royalties and honoraria for published scholarly works and intellectual property (if disclosed to and managed by NDSU or the NDSU Research Foundation), occasional lectures, commissioned papers, and creative works;
- 11.4.1.2. Acceptance of honoraria or payment for service as a special reviewer or service on a review panel for academic, government, and not-for-profit entities;
- 11.4.1.3. Acceptance of royalties under NDSU or another academic institution's royalty policies insofar as the employee does not have any other relationship with the royalty-granting entities.

(See NDSU Policies 323, 323.3.1, and 152.4.3 [\[hot link\]](#) for exceptions and exclusions to receiving honoraria and royalties.)

11.4.2. In such cases, the use of NDSU property or facilities is acceptable, if the use of such property or facilities has a legitimate relationship to the University

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employee's responsibilities, provided such use is not significant. No disclosure or approval is required in these situations by this policy, although individual administrative units may have their own approval or scheduling procedures. Examples include using institutional resources to author a book, host a meeting, conduct research related to one's disciplinary field(s), or to serve a professional organization as an officer.

11.4.3. In such cases, it is acceptable to utilize institutional employees (e.g., research assistants, secretaries, work study students) to provide assistance, provided the work activity is in keeping with the responsibilities of both parties, does not interfere with the performance of their primary activities, and does not result in significant additional costs to the University. This policy does not require any disclosure, other than intellectual property disclosures as required by policy, or approval process, although individual administrative units may require reporting and approval.

11.4.4. In such cases, it is acceptable for employees to acknowledge an affiliation with NDSU, provided this identification is accurate, is not used as part of any endorsement or promotional activities for business or personal gain, and is in keeping with the actual roles and responsibilities at the University (Policy 700.1). University personnel may use University stationery for activities that are related to their assigned University responsibilities. Such identification does not imply, however, that the employee is acting in anything other than in his or her individual capacity.

11.5. Activities that may be allowable after disclosure, review, oversight, and approval:

11.5.1. Activities in this category have minimal-to-moderate potential for conflict of interest. These activities may be allowable after disclosure and appropriate review, provided prior administrative approval is obtained. Where appropriate or necessary, conditions or provisions for oversight may be imposed. Examples of such activities include, but are not limited to:

11.5.1.1. Any ownership or majority control in a commercial enterprise that conducts activities closely related to the employee's area of academic work;

11.5.1.2. Holding an executive position in a commercial (private or public) enterprise or participation in the day-to-day operation of an enterprise directly related to one's University responsibilities;

11.5.1.3. Assuming a "key" continuing consulting role in an enterprise (including serving as a director of a company);

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- 11.5.1.4. Consulting for additional compensation (e.g., providing services to individuals or firms, presenting educational programs sponsored by private firms or independently by faculty members) through approval (*see Policy 152, Request for Approval*);
- 11.5.1.5. Situations in which the time or creative energy devoted to external activities appear substantial enough so as to compromise the amount or quality of the employee's participation in the instructional, scholarly, or administrative work of the University;
- 11.5.1.6. Situations in which a faculty member directs students in a research area from which the faculty member may realize a financial gain, thereby diminishing the faculty member's ability to render objective, independent judgment on the student's efforts.
- 11.5.1.7. Conducting research for any commercial entity.
- 11.5.2. In such cases, approval is required for use of University resources and facilities that lie outside usual work responsibilities that result in clearly identifiable additional costs to the University. Approval of such situations will generally be conditioned on reimbursement of costs. The executive head of the administrative unit in which the activity occurs must approve exceptions to the requirement for reimbursement. Examples include writing a book for outside compensation, hosting a conference, giving private lessons, performing research utilizing University research instruments for an external entity, or serving as an editor for a journal.
- 11.5.3. In such cases where an activity will personally benefit the recipient approval is required for the use of services of other University employees. If the costs are more than trivial, approval shall only be granted if the requested services are in keeping with the usual University activities of both employees, and the activity is in keeping with the mission of the University.
- 11.5.4. Approval must be granted for student involvement in research activities that have the potential to substantially benefit a business entity in which a University employee has a significant financial interest.
- 11.5.5. Restrictions on publication rights that may adversely impact the fulfillment of degree requirements are permitted only to the extent reasonably necessary to obtain protection of intellectual property rights if they do not prevent publication of student research in a timely manner. In such instances, the student must be informed of the limitations prior to commencing the work and must agree in writing to those limitations.
- 11.6. Activities that are clearly prohibited:

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- 11.6.1. Activities in this category pose such serious conflicts with University policy and such high potential for abuse that they cannot be allowed under any circumstances, and are subject to disciplinary action in accordance with NDSU Policies and Procedures. Examples include, but are not limited to:
 - 11.6.1.1. Any circumstances in which a substantial body of research or services that could and ordinarily would be carried on within the University are conducted elsewhere to the detriment of the University and its legitimate interests;
 - 11.6.1.2. Any activity outside the purview of the University:
 - 11.6.1.2.1. Involves or appears to involve the University significantly through the use of its resources, facilities, or the participation of academic colleagues, students, and staff, except in those cases where prior approval has been granted;
 - 11.6.1.2.2. Involves the use of the University's name or implied endorsement; or,
 - 11.6.1.2.3. Violates any of the principles set forth in the University Research Policy (805) (for example, giving the outside organization the right to censor or prohibit publication rights for research any part of which is performed under University auspices);
 - 11.6.1.3. Any use for personal profit, unpublished information or data emanating from sponsored agreements or confidential University sources, or assisting an outside organization by giving it exclusive access to such information.
 - 11.6.1.4. Consulting with outside organizations that impose obligations upon the faculty member or the University that conflict with the faculty member's or University Intellectual Property Policy or with the University's obligations under sponsored activity.
 - 11.6.1.5. Any use of the University's name in connection with private activities in a manner that inappropriately suggests that the University endorses, sponsors, promotes, advertises, or approves the activities or views of the faculty or staff member.
 - 11.6.1.6. Any evaluation of junior faculty, staff, or students based on participation in (or refusal to participate in) outside activities involving

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business entities in which the evaluating faculty member has a significant financial interest.

- 11.6.1.7. Any assignment of students to research and or creative activities that involve secrecy or confidentiality requirements beyond best institutional practice.
- 11.6.1.8. Any use of uncompensated student labor for research or creative activity outside of the University that will result in personal gain for the supervising University employee.
- 11.6.1.9. Any use of the services of University employees for personal gain such as answering telephones for a private business, typing reports, or conducting research activities or accepting personal compensation for work performed by University employees for external activities.
- 11.6.1.10. Any conduct of library research by librarians on a product/technology for personal gain or any use of University facilities or resources for personal financial gain or conducting a private business and using University supplies for non-university activities.
- 11.6.1.11. Any use of University employees and students, on University time and without reimbursement, for work motivated primarily by commercial concerns or intended to benefit a business entity in which the University employee has a significant financial interest;
- 11.6.1.12. Any soliciting or receiving, either by the University employee or a member of his or her immediate family a gift, compensation, loan of money, or a non-pecuniary gift, the value of which exceeds the amount permitted by state law; any soliciting or receiving of remuneration from a person or business entity that is an actual or potential provider of goods or services to the University, in connection with any transaction between the University and any persons or business entity, or under circumstances where it would tend to influence the University employee's performance of his or her University duties;
- 11.6.1.13. Any use of university resources (databases, subscriptions, tools, software, etc.) for personal gain or for the gain of a business in which the employee has an interest, except in those cases where prior approval has been granted.

12. DEFINITIONS

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- 12.1. **Administrative Head of a Unit** is defined as a department chair or head, dean, director, vice president, president, or equivalent officer who has primary authority for administering an administrative unit.

(In case a conflict exists for an administrative head of a unit, the matter shall be referred to the next level of administrative authority in the normal reporting lines.)

- 12.2. **Conflicts of Commitment** primarily relate to the employee's distribution of effort between obligations to an academic appointment and commitments to external activities. Conflicts of commitment may also occur or exist when professionally related external activities of the employee are so substantial or demanding of the employee's time and attention as to interfere or appear to interfere with the employee's responsibilities to NDSU, to his/her work unit, or to students.

- 12.3. **Conflict of Interest** is said to occur or exist when:

12.3.1. An NDSU employee is involved in an activity, commitment, or interest that may adversely affect, compromise, or otherwise be incompatible with the obligations that the employee has to NDSU; or,

12.3.2. The University is influenced in such a way as to lead to improper financial gain for either the University, its employee, the employee's immediate family* or for others; or,

12.3.3. The employee's involvement in and/or commitment to external activities interferes with the employee's primary obligations to his or her students, colleagues, and the institutional mission.

- 12.4. **Consulting** is defined as a professional activity related to the University employee's academic field or discipline that involves a fee-for-service or equivalent relationship with a third party [See Policy 152].

- 12.5. **External Activities** are defined as activities (e.g., consulting) in which an outside organization or entity provides remuneration directly to the faculty member who, in turn, provides a service directly to the entity. There is no direct university involvement except the employment of the faculty/staff member.

- 12.6. **Financial Disclosure** is defined as the formal filing of information with a designated NDSU administrator, disclosing any direct and indirect financial interests that the employee, or spouse, or any dependent(s) has in the sponsor of a sponsored activity for which the person filing the disclosure is serving or will serve as an investigator.

- 12.7. **Immediate Family** is defined as the spouse, parents, siblings, and children. (*see also under Investigator*).

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12.8. **Incompatible Obligation** is defined as any agreement:

- 12.8.1. Between an NDSU employee and an external entity which is incompatible with the employee's obligations to NDSU;
- 12.8.2. Which unduly restricts or impairs the employee's ability to perform research or other activities at NDSU;
- 12.8.3. Which results in the transfer or compromise of existing or potential NDSU rights in intellectual property; or
- 12.8.4. Which utilizes NDSU resources without prior written approval of the appropriate University official or designee.

12.9. **Intellectual Property** is defined as any ideas, inventions, technology, biological organisms, software, creative expression (and derivatives thereof), in which a proprietary interest may be claimed including, but not limited to, patents, patent applications, plant variety protection, copyrights, trademarks, data sets, know-how, show-how, and biological materials. [See Policy 190).

12.10. **Investigator** is defined as the principal investigator, co-investigator, and any other person at the institution who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by an external sponsor.

(As it relates to financial interests, "Investigator" also includes the investigator's immediate family.)

12.11. **Significant Financial Interest** is defined as:

- 12.11.1. Anything of monetary value, including, but not limited to, salary or other payment for services (e.g., consulting fees or honoraria);
- 12.11.2. Equity interests (e.g., stocks, stock options, or other ownership interests);
- 12.11.3. Intellectual property rights (e.g., copyrights, trademarks, patents, PVP, and royalties for such rights).
- 12.11.4. The term does not include:
 - 12.11.4.1. Salary, royalties, or other remuneration from North Dakota State University or the NDSU Research Foundation if such payments have not originated with the sponsoring agency;

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- 12.11.4.2. Income for seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
 - 12.11.4.3. Income from service on advisory committees or review panels for public or nonprofit entities; or,
 - 12.11.4.4. Financial interests in business enterprises or entities if the value of such interests (industry equity interests, salary, fees, or other continuing payments) does not exceed \$10,000 per annum or represents more than 5% ownership interest for any one enterprise or entity when aggregated for the investigator, the investigator's spouse, and children.
- 12.12. **Sponsored Activity** is defined as research, training, instruction, construction, and service projects involving funds, materials, or other compensation from outside sources (sponsor) under agreements that contain any of the following:
- 12.12.1. The agreement binds NDSU to a line of scholarly or scientific inquiry or service that is specified to a substantial level of detail;
 - 12.12.2. A line-item budget is involved which details expenses by activity, function, or project period;
(The designation of overhead [indirect costs] qualifies for inclusion in a budget as "line-item.")
 - 12.12.3. Financial reports are required, as also progress, technical, and other reports as appropriate;
 - 12.12.4. The award is subject to external audit;
 - 12.12.5. Unexpended funds must be returned to the sponsor at the conclusion of the agreement;
 - 12.12.6. The agreement provides for the disposition of either tangible (buildings, equipment, records, technical reports, theses, or dissertations) or intangible (rights in data, software copyrights, or inventions), or patent, patent applications, or other intellectual property that may result from activity.
- 12.13. **Technology Transfer** is defined as (and includes) any license, assignment, or conveyance of any legal or equitable interest in intellectual property that is owned by NDSU, or the NDSU Research Foundation including but not limited to, the right to make, market, copy, sell, or use such property in any way.

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POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section

708: ~~Building-Campus~~ Maintenance and ~~Requests for Services~~ Service Requests

Update source and Facilities Management Department name.

Update language as with regards to what Facilities Management is responsible for in terms of maintenance. Also, update language on procedures for service requests.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 4/30/07

Staff Senate -

University Senate –

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

Facilities Management

SECTION 708: ~~BUILDING-CAMPUS~~ MAINTENANCE AND ~~REQUESTS FOR SERVICES~~ SERVICE REQUESTS

SOURCE: NDSU ~~Policies and Procedures Manual~~ President

1. The Facilities Management department ~~assumes the~~ is responsible to ~~costs of operating, maintaining, manage, repair and clean~~ cleaning and repairing all academic and administrative (defined by the State Board of Higher Education as Type I and II) buildings and common building systems, basic classroom furniture ~~and~~ equipment, and appurtenances (accessories) in public areas. Office furnishings are the responsibility of the occupying department.

1.1

Report all maintenance ~~deficiencies~~ problems by calling the ~~Physical Plant~~ Facilities Management department (~~#7944~~) at 231-7911.

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2. A department requiring special ~~educational and/or research~~ equipment, ~~(for example: fume hoods, autoclaves, quality water systems, etc.)~~ unique to its discipline ~~(including office equipment)~~, must pay for its installation, maintenance, repair and replacement.
3. Departments requesting new cabinetry and/or repairs and renovations to cabinetry, ~~through the Cabinet shop etc.~~ will be billed for both the costs of material and ~~the labor. costs associated with the projects.~~
4. General grounds and landscape services are the responsibility of Facilities Management.

24.1

~~Requests for specific departmental services must be made on a Physical Plant work request form. Forms are available from the Physical Plant department.~~
Specialized grounds, turf and landscape services will be billed to the requesting department for both the costs of material and labor.

5. Requests for specific departmental services must be made on a Facilities Management service request form. Forms are available at our web address: www.ndus.edu/facilitiesmanagement.
6. Effective July 2003, all new operating costs for non-academic/administrative (defined by State Board of Higher Education as Type III) buildings will be funded by the functional unit that operates the building.

6.1. For non-academic/administrative buildings prior to July 2003, Facilities Management has financial responsibility to operate, manage, and repair internal building utilities.

77. For more details and building types defined, visit Facilities Management web site at: www.ndsu.edu/facilitiesmanagement

HISTORY: July 1990, Amended July 1993

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University Senate Constitution

ARTICLE I. PREAMBLE

Section 1.

North Dakota State University of Agriculture and Applied Science, hereafter called the University, includes the College of Agriculture, Food Systems, and Natural Resources; the College of Arts, Humanities and Social Sciences; the College of Business Administration; the College of Engineering and Architecture; the College of Human Development and Education; the College of Pharmacy, Nursing, and Allied Sciences; the College of Science and Mathematics; the College of University Studies; the College of Graduate School and Interdisciplinary Studies; the Agricultural Experiment Station; and the NDSU Extension Service. Emanating from these units are three areas of responsibility--~~resident~~ instruction, research, and ~~extension-education~~ service.

Section 2.

With a firm resolve to maintain the highest standards, Faculty and Administrators of North Dakota State University accept the responsibility of collaboratively determining and recommending policies affecting the ~~educational and research~~ instruction, research, and service activities of the University subject to the laws of the State of North Dakota and to the policies and directives of the North Dakota State Board of Higher Education.

Section 3.

~~Faculty and Administrators adopt this Constitution and Bylaws to provide a means for carrying out the University's obligations and responsibilities to the students; to the citizens of North Dakota, who look to this institution for leadership in areas necessary for the cultural, intellectual, economic, and social progress of the State; to the academic world charged with discovering and disseminating knowledge; to the land grant concept nurtured by over a century of experience; and to our country, which expects substantial contribution from its educators and researchers toward enriching the American way of life.~~

ARTICLE II. DEFINITION OF FACULTY AND ADMINISTRATIVE MEMBERSHIP

Faculty membership of the University Senate consists of the elected representatives of those individuals ~~located on the Fargo campus~~ who are appointed in one or more of the areas of ~~resident~~ instruction, research, ~~outreach~~, and/or extension and have the rank of professor, associate professor, assistant professor, or instructor. Elected representatives do not need to be tenure-track faculty.

Permanent administrative membership on the University Senate shall be the following: the University President, the Provost/Vice-President for Academic Affairs, Dean of each College, ~~Dean of the Graduate School~~, Dean of Libraries, and Director of the NDSU Extension Service.

ARTICLE III. FACULTY AND ADMINISTRATIVE RESPONSIBILITY

The Faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction of both on-campus and off-campus education, research, faculty status, and aspects of student life which relate to the educational process.

The Administration holds primary responsibility for leadership and management of the institution or one of its recognized departments or subdivisions. Administrative assignments involve work directly related to management policies or general business operations of the institution, college, department, or subdivision.

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ARTICLE IV. LEGISLATIVE BODY OF THE FACULTY AND ADMINISTRATION

Section 1.

The legislative body of the Faculty and Administration shall be the University Senate (hereafter called the Senate). In addition to elected faculty and permanent administrative members, the Senate may also include such elected student and staff members as the Senate deems necessary to carry out Senate responsibilities. All matters concerning the elected and permanent members of the Senate are described in the Bylaws.

Section 2.

The Senate shall determine University-wide policies and regulations in the areas of ~~resident~~ instruction, research, and ~~outreach~~ **service**. Each college, school, and division shall govern itself, subject to review and action by the Senate when actions of the individual college, school, or division conflict with University-wide policies and regulations.

Section 3.

In addition the Senate shall, from time to time, make recommendations to the proper administrative authority in those areas of administration that are of continuing interest to the community of scholars that comprise the University.

ARTICLE V. AMENDING THE CONSTITUTION

Section 1.

Amendments may be proposed by the Senate or by a petition signed by twenty-five percent of the Faculty and presented to the Senate at a regularly scheduled meeting. The secretary of the Senate shall distribute the proposed changes to all members of the Faculty and to Student Government through the Office of the Student Body President, **and to the President of the Staff Senate** no later than nine days after the meeting.

Section 2.

The Senate shall set a date for voting on the proposed changes which shall be no later than sixty days nor earlier than thirty days after the distribution is made to the Faculty. Faculty voting shall be by written **or secure electronic** ballot. Opportunities for absentee voting shall be provided.

Section 3.

The ballots shall be counted by the Executive Committee; and if the proposed changes are approved by a two-thirds majority of those voting, the amendment shall be sent to the President of the University for concurrence and then forwarded to the North Dakota State Board of Higher Education for consideration.

Section 4.

When approved by the North Dakota State Board of Higher Education, the changes shall become effective immediately.

HISTORY: March 11, 1974. Amended: March 26, 1976; December 9, 1985; February 9, 1987; February 12, 1990; February 8, 1993; May 8, 2000; May 6, 2002; **October , 2007**.

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BYLAWS

As approved by the University Senate with Amendments

PART I. GENERAL

Section 1.

These bylaws are adopted by the Senate in order to carry out its responsibilities as defined in the Constitution.

Section 2.

Recognizing a need for basic responsibility and accountability, provision has been made for permanent members, elected faculty members, staff representatives, and elected student members in the Senate so that each group may be involved in the legislative process of the Senate.

PART II. DEFINITIONS

Section 1. Students

A student is defined as any undergraduate or graduate student who is classified as a full-time student by the University Registrar.

Section 2. Staff

Staff are defined as individuals in non-administrative positions covered by the North Dakota University System Broadbanding System.

Section 3. Representation Units

The words representation unit shall be used in these Bylaws to refer to the following named colleges and schools and any other equivalent academic units as determined by a 2/3 vote of the Senate:

College of Agriculture, Food Systems, and Natural Resources

College of Arts, Humanities, and Social Sciences

College of Business Administration

College of Engineering and Architecture

College of Human Development and Education

College of Pharmacy, Nursing, and Allied Sciences

College of Science and Mathematics

College of University Studies

~~College of~~ Graduate and Interdisciplinary Studies School

Section 4. Graduate School

The Graduate School operates as a separate academic unit with administrative procedures developed by the ~~Graduate Dean~~ Dean of Graduate and Interdisciplinary Studies. There will be a Graduate Council that will consult with and advise the ~~Graduate Dean~~ Dean of Graduate and Interdisciplinary Studies. The make up of the Graduate Council will be determined by the graduate faculty of the University in consultation with the ~~Graduate Dean~~ Dean of Graduate and Interdisciplinary Studies.

PART III. ELECTED FACULTY MEMBERS OF THE SENATE

Section 1. Formula for Number of Senators

Each representation unit (except the College of University Studies and ~~College of Graduate and Interdisciplinary Studies-Graduate School~~) shall have one elected senator for every ten full-time faculty members, or major fraction thereof, assigned to the Fargo campus as of October 1 of each year. Faculty members in the Agricultural Experiment Station and the NDSU Extension Service shall be counted in and vote with their assigned representation unit. A listing of all faculty members, along with the number of senators assigned to each college, shall be prepared by the President's

Office, approved by the University President, and sent to the dean of each college prior to October 15 of each year.

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Section 2. Procedure

The University President shall stagger Senate terms so that approximately 1/3 of the senators from each representation unit are elected each year. For the purpose of determining the number of senators and for the purpose of voting, administrative officers shall be counted with the college that includes their major field of academic training and responsibility, except that permanent members of the Senate shall not be counted for the purpose of determining the number of senators. Faculty members on leave shall not be counted, but their replacements shall be counted.

Section 3. Number of Faculty Senators

When necessary, the University President shall adjust the ratio of senators to faculty members as mentioned in Section 1 so that the total number of elected senators shall be maintained as close to forty-five as possible.

Section 4. Beginning of Term

The term of office for a senator shall begin on the Tuesday following the second Monday in May.

Section 5. Election Procedure

Each of the representation units (except the College of University Studies and College of Graduate and Interdisciplinary Studies~~Graduate School~~) shall hold a meeting to elect, by written or secure electronic ballot, the necessary senators prior to March 15 of each year. Nominations shall be made from the floor and shall continue until there are at least twice as many candidates for election as there are Senate positions to be filled. Voting shall continue until one candidate for each position receives a majority of the votes of those voting. At the time of the election, each representation unit (except the College of University Studies and College of Graduate and Interdisciplinary Studies~~Graduate School~~) shall select, by written or secure electronic ballot, one of its senators, either previously elected or newly elected, to serve as a member of the Executive Committee for the following year. The representation unit of the ~~presiding officer~~President shall elect a representative from among its senators to the Executive Committee for the term of the ~~presiding officer~~President.

Section 6. Length of Term

The term of office of an elected faculty senator shall be three years unless a shorter term has been established prior to the election by the President in the exercise of responsibility under PART III, Section 2.

Section 7. Term Limitation

A period of at least nine months shall elapse before a senator may be re-elected.

PART IV. ADMINISTRATIVE MEMBERSHIP

Permanent members of the Senate shall be the following:

1. President of the University
2. Provost ~~and~~ Vice-President for Academic Affairs
3. Dean of each College
4. Dean of the ~~Graduate School~~Libraries
5. Director of the NDSU Extension Service

PART V. STUDENT MEMBERSHIP

Section 1. Election of Student Members

Student members of the Senate shall be elected by the Student Government in a manner prescribed by that body and shall have the full rights of elected senators in Senate matters except the right to serve as committee chair.

Section 2. Number of Student Members

Student membership to the Senate shall be limited to members at large to make a total of ten students and the student body president.

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Section 3. Student Committee Members

At the appropriate time, the ~~presiding officer~~President of the Senate shall request from the student body president the names of those students who will serve on Senate committees and of those who have been selected to serve in the Senate. In the event of subsequent vacancies on the Senate and/or Senate Committees, the ~~presiding officer~~President shall request replacements from the student body president. Student members of Senate committees shall be selected by the Student Government in a manner prescribed by that body.

PART VI. STAFF MEMBERSHIP

Section 1. Election of Staff Members

The Staff Senate shall select four staff representatives to represent the staff on the University Senate. The four staff representatives shall be selected in a manner prescribed by the Staff Senate, but one shall be the Staff Senate President.

Section 2. Staff Members

Staff representatives shall have the full rights of elected senators in Senate matters, including the right to serve as committee chair.

PART VII. ORGANIZATION AND RULES OF SENATE OPERATION

Section 1. Succession to ~~Presiding Officer~~President

1. The ~~presiding officer~~President-elect shall become the ~~presiding officer~~President of the Senate for a one-year term after the completion of his/her term as ~~presiding officer~~President-elect. The ~~presiding officer~~President will no longer represent his or her unit during the year of office but will serve as representative of the faculty as a whole.

2. As of September 12, 2005, the Presiding Officer and the Presiding Officer-Elect will be referred to as the President and President-elect.

Section 2. Duties of ~~Presiding Officer~~President

Duties of the ~~presiding officer~~President shall include the following:

1. Preside at all meetings of the Senate.
2. Coordinate the dissemination of information relating to Senate activities to the administration, faculty, staff, and student body.
3. Serve as chair of the Executive Committee.
4. Represent the University Senate on the Program Review Committee and various administrative councils.
5. Recommend a parliamentarian.
6. Provide the Secretary of the Senate and the incoming ~~presiding officer~~President with an Annual Report summarizing the Senate activities for the preceding year.

Section 3. Election of ~~Presiding Officer~~President-Elect

The ~~presiding officer~~President-elect shall be elected for a one-year term by the Senate from the elected membership with at least one year of Senate membership remaining at the regular May meeting of the Senate.

Section 4. Duties of ~~Presiding Officer~~President-Elect

Duties of the ~~presiding officer~~President-elect shall include the following:

1. Assist the ~~presiding officer~~President in executing the duties of the office.
2. Preside at the meetings of the Senate in the absence of the ~~presiding officer~~President.
3. Serve as chair of the Executive Committee in the absence of the ~~presiding officer~~President.
4. Represent the University Senate on various administrative councils in the absence of the ~~presiding officer~~President.
5. Represent the University Senate on the Policy Coordination Committee.

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Section 5. Secretary of Senate

The University Registrar shall be the secretary of the Senate. The duties of the secretary shall include the following:

1. Acquire the agenda and related attachments, if any, from the ~~presiding officer~~President, then prepare and disseminate according to PART VII, Section 10, University Senate Bylaws.
2. Maintain a current roster of senators and record attendance to confirm a quorum of voting members.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare, and disseminate meeting minutes according to PART VII, Section 12, University Senate Bylaws.
5. Schedule a room for the regularly scheduled meetings.
6. Maintain a permanent record (~~on microfiche~~) of University Senate minutes.
7. Maintain a permanent file of annual reports submitted by the ~~presiding officer~~President and chairs of University Senate committees (PART VIII, Section 3, University Senate Bylaws).
8. Following approval of revisions to the University Senate Constitution and Bylaws, prepare the updated version for distribution. ~~Maintain a limited supply of supplementary copies.~~
9. Retain a file of each preceding version of the Constitution and Bylaws.
10. Maintain the necessary records of standing committee membership and monitor the provisions of PART VIII, Section 6, University Senate Bylaws.

Section 6. Meetings of the Senate

Regular meetings of the Senate shall be held at 3:30 p.m. on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not in session at least one week prior to the second Monday of the month. Special meetings may be called by the ~~presiding officer~~President, the Executive Committee, or on petition of one-third of the membership on the Senate.

Section 7. Open Meetings

Non-Senate faculty, ~~staff~~, and students may attend Senate meetings but shall not vote or make motions. Such Faculty, ~~staff~~, and students may be invited by the Senate on matters under consideration.

Section 8. Substitutes for Members

A ~~faculty, staff, or student~~ Senate member who is unable to attend a meeting of the Senate may designate any non-Senate faculty, ~~staff~~, ~~member~~ or student, ~~respectively~~, to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

Section 9. Parliamentary Rules

Senate meetings, unless otherwise stated elsewhere in these Bylaws, shall be conducted under *Robert's Rules of Order Newly Revised*. At the first meeting of the Senate in September of each year, the Senate shall confirm the appointment of a person not on the Senate to serve as parliamentarian. Whenever doubt arises on questions of procedure, the ~~presiding officer~~President or a senator may ask the parliamentarian for a ruling.

Section 10. Agenda

The agenda for each regular meeting shall be prepared by the secretary of the Senate and ~~distributed to faculty, staff representatives, and student members of the Senate, as well as the student newspaper and the University Archives in the North Dakota State University Libraries posted to the Senate website~~ one week before each meeting ~~and an announcement with links sent to the faculty, staff, and student e-mail lists~~. Items may be placed on the agenda by any member of the Senate. The consent agenda shall consist of any routine or non-controversial matters the Executive Committee or Senate President (~~presiding officer~~President) adds to the consent agenda. When matters on the consent agenda are called up, they may be considered in gross or without debate or amendment. If one or more senators object to an item on the consent agenda, then it will be removed from the consent agenda to be restored to the ordinary process by which it is placed in line of consideration on the regular agenda. The order of business for a Senate meeting shall be as follows:

1. Approval of the minutes of the previous meeting
2. Announcements

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3. Consent Agenda
4. Committee reports
5. Unfinished business
6. New business
7. Adjournment

Section 11. Quorum

In order to conduct business, a quorum of at least sixty percent of the total voting membership of the Senate shall be present.

Section 12. Minutes of Meetings

The minutes of the meeting, including a summary of the discussion of committee reports, shall be ~~distributed to the University Archives in the North Dakota State University Libraries, the Student Government, through the Office of the Student Body President, and to all the faculty and staff representatives and Staff Senate officers posted to the Senate website~~ by the secretary within one week after the meeting and an announcement with links sent to the faculty, staff, and student e-mail lists; a permanent copy shall be maintained in the office of the secretary and in the University Archives.

Section 13. Vacant Membership

A member of the Senate who does not or is unable to participate may be replaced by a two-thirds vote of the Senate. The vacancy may be filled with a new senator to complete the unexpired term according to procedures prescribed in PART III, Section 5 for faculty; PART V, Section 1 for student; and PART VI, Section 1 for staff vacancies.

PART VIII. SENATE COMMITTEES: GENERAL

Section 1. Committee Types

Faculty committees of the Senate shall consist of two types: standing and special.

Section 2. Senate Confirmation

The Senate shall confirm the membership of all Senate committees with the exception of the Executive Committee, the Standing Committee on Faculty Rights, and the Graduate Council.

Section 3. Committee Rules of Conduct

In general, the committees and subcommittees shall determine their own operational rules, excepting that meetings shall be open to the faculty, staff, and students and that a majority of the members must be present in order to transact business. Each committee will keep such records as necessary to conduct its business.

Following the May Senate meeting every Senate committee will submit to the ~~presiding officer~~President a written summary of its year's work. The ~~presiding officer~~President will submit an annual report to the Senate at its September meeting. After approval by the Senate, the annual report will be placed on permanent file in the University Archives ~~in the North Dakota State University Libraries~~ and with the secretary of the Senate.

Section 4. Membership Eligibility

Unless specifically excluded in the descriptions of standing committees included in PART VIII of the Bylaws, all members of the faculty, staff, as defined in PART II, Section 2 and students as defined in PART II, Section 1, are eligible for committee membership. The chair of each committee will be selected by the committee and need not be a senator.

Section 5. Membership Appointment

Representation units shall be represented by one member on each standing committee. Members of the standing committees will be appointed by the representation units in a manner to be determined by each prior to September. In September, the ~~Presiding Officer~~President shall appoint a Senate liaison person for each standing committee with the exception of the Standing Committee on Faculty Rights, the Academic Affairs Committee, the Academic Integrity Committee, and the Graduate Council. Terms of office for committee membership shall be for one year. At

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its initial meeting in September, each committee shall elect a chair-elect who will become chair commencing the following May. The name of this person shall be forwarded to the ~~Presiding Officer~~ President. Should there be an unanticipated vacancy in the chair's position, the Senate liaison shall call a meeting prior to the next Senate meeting for the purpose of electing a chair. The name of the new chair shall be forwarded to the ~~Presiding Officer~~ President.

Section 6. Membership Limitation

Continuous membership on any one Senate committee is limited to four years unless specified otherwise in the Bylaws. No faculty or student member shall serve on more than three Senate standing committees nor be chair of more than one Senate committee at any one time. The Executive Committee shall enforce the provisions of this section. In the event the bylaws call for a faculty member with the rank of associate or full professor to serve on a committee, and a representation unit does not have a faculty member with such rank who is able to serve on the committee, the representation unit may select an assistant professor to so serve. In the event the Senate liaison person is a member of the committee to which he is elected by the Executive Committee, the Senate liaison person will serve in a dual capacity but have only one vote on the committee.

The Senate liaison person shall not serve as chair of the committee. The chair of all Senate standing committees shall have rank of full or associate professor unless otherwise noted in the bylaws.

Section 7. Senate Review

All Senate committee action is subject to review by the Senate.

Section 8. University-Wide Committees

University-wide committees appointed by the University President or the University Senate shall submit summaries of their work to the Senate yearly and their status will be reviewed every three years. Exceptions are the Honorary Degree Committee and all committees having a term of less than one year.

PART IX. SENATE COMMITTEES: STANDING

Section 1. Membership Confirmation

Membership of Senate standing committees shall be confirmed at the regular Senate meeting in May.

Section 2. Purpose

The standing committees, provided for in PART IX, shall be maintained to carry out the responsibilities of the faculty delegated to the Senate.

Section 3. Executive Committee

1. Membership shall consist of one senator ~~elected by from~~ each representation unit (except the College of University Studies ~~and College of Graduate and Interdisciplinary Studies and the Graduate School~~), the ~~Presiding Officer~~ President, the immediate Past ~~Presiding Officer~~ President, the ~~Presiding Officer~~ President-Elect, the Provost/~~and~~ Vice-President for Academic Affairs, ~~the Dean of the College of Graduate and Interdisciplinary Studies~~, the Staff Senate president, the student body president, and one of the three Council of College Faculties representatives. The ~~Presiding Officer~~ President-Elect shall be an ~~non-voting, ex-officio~~ ex-officio (non-voting) member unless elected to the Executive Committee by his/her representative unit. The Council of College Faculties representative will be appointed by the ~~Presiding Officer~~ President in September to serve a ~~one-year~~ one-year, non-voting, ex-officio ex-officio (non-voting) term on the committee. In the event the immediate Past ~~Presiding Officer~~ President is unable or unwilling to serve, the President will appoint another past ~~Presiding Officer~~ President as a replacement for the immediate Past ~~Presiding Officer~~ President on the committee. The Past ~~Presiding Officer~~ President, or his or her replacement, will serve as chair of an ad-hoc Bylaws committee should one be required.
2. The term of office shall be for one year following the regular May meeting. PART III, Section 5, permits a member to be re-elected during that member's term as senator.
3. During the first week of the new Senate term, the Executive Committee shall meet and organize for the following year.
4. Committee responsibilities are the following:
 - a. Expedite Senate functions by receiving all problems referred by members of the faculty, administration, or student body; by assigning problems to Senate committees; and by reviewing periodically the progress of these committees.

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- b. Serve in a liaison capacity regarding the University Senate, administration, Staff Senate, and Student Senate.
- c. Interpret, when necessary, provisions of the University Senate Constitution and Bylaws.

Section 4. Standing Committee on Faculty Rights

- 1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
- 2. The Standing Committee on Faculty Rights shall consist of five members, preferably from different representation units, elected for a five-year period by members of the faculty. Membership shall consist of non-administrative, tenured faculty with the rank of professor. If no full professor exists or is available, an associate professor may be elected. The Senate Executive Committee shall hold an election during spring semester of each year to select replacements for five-year terms beginning with the next fall semester. The Standing Committee on Faculty Rights shall elect its own chair from within its membership. In the event a member of the committee recuses himself/herself from the committee in a particular case or is recused by committee vote, the committee will appoint a replacement, preferably a prior member of the committee.

Section 5. Faculty Personnel Committee

- 1. Membership shall consist of one ~~elected~~ faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies and the ~~CGraduate School~~ College of Graduate and Interdisciplinary Studies) and the Senate liaison person.
- 2. Committee responsibilities are the following:
 - a. Study current policies and procedures relating to faculty personnel issues such as academic freedom, fringe benefits, retirement, promotion, tenure, and evaluation.
 - b. Review periodically and recommend revision of the personnel sections of the Faculty Handbook containing all current directives of the North Dakota State Board of Higher Education concerning personnel issues for the faculty.
- 3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 6. Teaching and Professional Service Committee

- 1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies) and the Senate liaison person.
- 2. Committee responsibilities are the following:
 - a. Study current policies and procedures relating to faculty teaching and service issues such as advising, grading, academic responsibility, and conduct.
 - b. Review periodically and recommend revision of the teaching and professional service sections of the Faculty Handbook containing all current directives of the North Dakota State Board of Higher Education concerning teaching and professional service issues for the faculty.
 - c. Promote use of valid and reliable procedures by schools and colleges to evaluate teaching.
- 3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 7. Research and Consulting Committee

- 1. Membership shall consist of appointed and permanent members. The Vice President for Research, Creative Activities, & Technology Transfer will make one appointment for a ~~three-year~~ three-year term from each of the representation units except the College of University Studies ~~and the Graduate School~~. Approximately one third of appointed membership will rotate each year, beginning September 1. Permanent members include several voting and several ex-officio (non-voting) representatives. Permanent voting members shall include the Assistant/Associate Vice President for Sponsored Programs Administration, who will act as Chair, the Director of the Agricultural Experiment Station, and the Director of Technology Transfer and Research Foundation. Ex-officio (non-voting) members include the Vice President for Research, Creative Activities, and Technology Transfer; the Director of Restricted Fund Accounting; a staff member from Sponsored Programs Administration (who acts as program coordinator ~~); the Dean of Graduate and Interdisciplinary Studies~~; and the Senate liaison. This totals 10 voting members and ~~4~~ 5 ex-officio (non voting) members.
- 2. Committee responsibilities are the following:
 - a. Review policies related to University research and consulting issues and make recommendations for consideration by the University Senate.

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- b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.
- c. Review periodically and recommend revision of the research and consulting sections of the Faculty Handbook containing all current directives of the University and all directives of the North Dakota State Board of Higher Education.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 8. Faculty Development Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, a representative from the Division of Student Affairs, and the Provost/Vice-President for Academic Affairs.
2. Committee responsibilities are to encourage faculty development through organizing faculty development workshops, providing supplemental funds for developmental leaves, and administering faculty development small grants programs. The committee also will oversee two standing subcommittees, the Faculty Lectureship and Cooperative Sponsorship committees, which will carry out certain responsibilities of the committee. Subcommittee members will be appointed by the chair with the approval of the committee.
3. The Committee shall provide a yearly summary of its activities to the Senate, but routine conduct of its business as previously described shall not need Senate approval.

Section 9. Academic Integrity Committee

1. Members shall be appointed by the University Senate Executive Committee. Membership shall consist of non-administrative, tenured faculty with the rank of professor from each of the representation units (except the College of University Studies). If no full professor exists or is available, an associate professor may be appointed. The Committee shall have staggered three-year terms and annually shall appoint a chair from among its membership.
2. The purpose of the committee is to provide investigative assistance to the University community on cases involving academic misconduct. If a member of the Committee on Academic Integrity feels that a conflict of interest in a particular case may occur, this person shall be excused. The Executive Committee will provide a substitute.
3. Upon receipt of the findings of an inquiry, the Committee on Academic Integrity shall select a panel of three persons competent to investigate the allegations. Because of the specialized nature of the evidence to be investigated, as well as the gravity of the charges, the panel may consist of one or more members chosen from outside the University. Every effort should be made to include a peer with similar rank to the accused.

Section 10. Academic Affairs Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies), two students, the Provost ~~and~~ Vice-President for Academic Affairs, and the University Registrar. The Chair of the Academic Affairs Committee will serve as a liaison to the University Senate Executive Committee.
2. Committee responsibilities are the following:
 - a. Coordinate and recommend actions on the proposals for curriculum and course changes received from the colleges ~~and schools including the Graduate School~~ College of Graduate and Interdisciplinary Studies.
 - b. Recommend policies for the evaluation of transfer credits.
 - c. Recommend policies ~~and candidates~~ for graduation.
 - d. Recommend candidates for graduation.
 - e. Recommend scheduling policies to provide for efficient utilization of classrooms and laboratories.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 11. General Education Committee

1. Membership shall consist of one ~~tenured~~ faculty member from each of the representation units (except the College of University Studies and the College of Graduate and Interdisciplinary Studies ~~Graduate School~~), ~~the Senate liaison person~~, two students, one representative ~~each~~ from the University Assessment Committee, the Division of Student Affairs, and one representative from the NDSU Libraries.
Liaisons from the Deans, the University Registrar, and the Associate Registrar will serve as ex-officio members. The Provost/Vice-President of Academic Affairs' representative will serve as chair and an ex-officio representative

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and pending confirmation by the committee will serve as chair and Senate Liaison. The chair must be a tenured faculty member who has previous experience on the Committee and holds the rank of associate or full professor. Ex-officio representatives may vote on student petitions and matters of committee governance. The following offices will each have an ex-officio and non-voting representative on the committee: University Assessment Committee, the Provost/ and Vice President for Academic Affairs, and the University Registrar.

2. Committee responsibilities are the following:

a. Ensure that all existing courses or experiences, subsequently approved to meet general education requirements, include evidence that they are consistent with the University's mission and that they help students attain ~~one or more~~ two of the General Education Intended Student Outcomes.

b. Develop criteria and procedures for submitting, evaluating, and approving courses or experiences that meet NDSU general education requirements and the general education guidelines of the North Central Accreditation Association.

c. Develop criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.

d. Coordinate and recommend actions to the Senate on proposals for approving general education courses.

e. Provide periodic assessment of students' attainment of intended student outcomes in general education.

f. Study, coordinate, and recommend policies and procedures for continuing improvement in general education.

3. All courses approved by the committee shall be reviewed by the committee every five years. Recommendations on reviewed courses will be forwarded to the Senate for action.

4. The Committee shall provide a yearly summary of its activities to the Senate.

Section 12. University Assessment Committee

1. Membership shall consist of one ~~elected~~ member from each of the representation units (except the College of University Studies), the Senate liaison person, the Provost/ ~~and~~ Vice President for Academic Affairs (non-voting, ex officio), one undergraduate and one graduate student, a representative from the General Education Committee, a representative from the Division of Student Affairs, a representative of the NDSU Extension Service, a representative from the Division of Distance and Continuing Education, the Director of the Office of Institutional Research and Analysis, and the Director of the Office of Accreditation and Assessment.

2. Committee responsibilities are the following:

a. Periodically review the assessment of student learning in the university's undergraduate and graduate programs.

b. Develop procedures for the annual reporting of assessment activities by departments and other academic units.

c. Provide feedback and assistance to departments and other academic units on their assessment activities.

d. Provide a yearly summary of assessment activities to the Provost/ ~~and~~ Vice President for Academic Affairs, the Office of Institutional Research and Analysis, the Office of Accreditation and Assessment, and the Senate.

Section 13. Program Review Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies), the ~~Presiding Officer~~ President of the University Senate, who will serve as the Senate liaison person, two students, the Dean ~~of the College of Graduate and Interdisciplinary Studies~~ Graduate Studies, and the Provost/ ~~and~~ Vice-President for Academic Affairs. An alternate member, preferably tenured, will also be designated from each unit represented.

2. Committee responsibilities are the following:

a. Develop criteria and procedures for review of academic programs.

b. Perform a continuing review of the University's academic graduate and undergraduate programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.

c. Address concerns regarding duplication of programs and courses.

d. Recommend policies for levels of University support to the various programs.

3. The Committee shall consider coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

4. The committee shall provide a yearly summary of its activities to the Senate. Recommendations for program elimination shall be subject to Senate review.

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Section 14. Library Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, two students, a representative from the Staff Senate, a representative from Information Technology Services, and the ~~Director of the NDSU~~ Dean of Libraries.
2. Committee responsibilities are to formulate policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, data bases, electronic, and other services.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 15. Campus Space and Facilities Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, one member appointed by the Staff Senate, one member appointed by the Student Senate, the Provost ~~/and~~ Vice-President for Academic Affairs, and the Vice-President for Business and Finance who shall serve as chair. Ex-officio ~~and (non-voting)~~ members include the Director of the Physical Plant, Chair of the Department of Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, Associate Director of Student Academic Affairs, and the Campus Police/Security Chief.
2. The Campus Space and Facilities Committee is responsible for providing campus-wide representation in decisions that relate to the campus physical environment. Committee responsibilities are the following:
 - a. Provide for the systematic development and review of the Campus Master Plan and Guidelines for Campus Development.
 - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and to review changes in University space allocation.
 - c. Review proposed building projects and major building renovations prior to submission to the President of the University and presentation to the State Board of Higher Education and Legislature.
 - d. Recommend policies for site location for new buildings and for overall landscaping.
 - e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
 - f. Recommend plans for sidewalks, streets, and parking lots.
3. The Committee is required to meet at least once each semester. The Committee shall provide a yearly summary of its activities to the Senate.

Section 16. University Athletics Committee

1. The University Athletics Committee serves as the North Dakota State University Athletics Advisory Board as described in the constitution of the National Collegiate Athletic Association (NCAA).
2. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies and the ~~College of Graduate and Interdisciplinary Studies~~ Graduate School) and the following: ~~two students, two students~~ the student body Vice President and the President of the Student-Athletes Advisory Council; a representative of the Staff Senate; the Director of Intercollegiate Athletics; the Director of Intercollegiate Women's Athletics; the Director of the Office for Equity and Diversity; the Faculty Athletic Institutional Representative ~~to the North Central Intercollegiate Athletic Conference~~, and the Senate liaison person.
3. Committee responsibilities are the following:
 - a. Promote compliance with principles of conduct as defined by the NCAA.
 - b. Act as the Board of Appeals for athletic grievances.
 - c. Formulate policy recommendations to be forwarded to the Senate. Policy recommendations should cover such areas as follows:
 - (1) Guidelines for athletic schedules
 - (2) Guidelines for participation in postseason activities
 - (3) Awards for excellence in athletics
 - (4) Eligibility of athletes
 - d. Review the upcoming issues at intercollegiate conference meetings and recommend institutional position.
 - e. Review the budget of the athletic programs prior to its approval by the University President.
 - f. Stimulate interest in athletic events by the entire University community.
4. The Committee shall provide a yearly summary of its activities to the Senate.

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PART X. SENATE COMMITTEES: SPECIAL

From time to time, the Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

PART XI. GRADE APPEALS BOARD

Section 1. Purpose

A University Senate Grade Appeals Board shall be established with authority to hear charges of inequitable or prejudiced academic evaluations and to provide redress for any improper evaluation as it may find actually to have taken place.

Section 2. Membership

The Board shall consist of the following persons:

1. One faculty member and one alternate from each representation unit (except the College of University Studies), to be elected by the faculty of each college for alternating three-year terms. The term shall commence on the Tuesday following the May Senate meeting.
2. Three full-time students and three alternates, each with a minimum 2.00 grade point average and a standing of at least second semester sophomore, to be appointed by the Student Senate. Terms shall be for one year, commencing on the Tuesday following the May University Senate meeting.
3. A chair, in addition to the foregoing members, to be elected by the Senate membership. The chair shall serve for three years with the term to commence on the Tuesday following the May Senate meeting of the first year for which he/she was elected.

Section 3. Procedure

The Grade Appeals Board shall act in accordance with procedures approved by the Senate ([Policy 337](#)).

PART XII. ELECTION TO COUNCIL OF COLLEGE FACULTIES

Section 1. Membership

Membership, responsibilities, and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 2. Election and Term of Office

The University representatives on the Council of College Faculties shall consist of three faculty members elected to staggered three-year terms by members of the faculty. The representatives shall be non-administrative faculty members. The Senate Executive Committee shall hold an election during spring semester of each year to select a replacement for the three-year term beginning with the next fall semester.

Section 3. Appointment to the Senate Executive Committee

One of the three Council of College Faculties representatives will be appointed by the ~~Presiding Officer~~ [President](#) of the Senate in September to serve a one year, non-voting, ex-officio term on the Executive Committee.

PART XIII. FACULTY CAUCUS

Section 1. Membership

The Faculty Caucus consists of all non-administrative faculty, full-time lecturers, and any administrative faculty member who is serving as the elected Senator from his or her representation unit. ~~(Administrative faculty includes the University President, Vice Presidents, Directors, Deans, Associate or Assistant Deans, and Department Chairs.)~~

Section 2. Agenda

Any member of the Senate can call a meeting of the Faculty Caucus to address any matter of faculty concern. If the matter is on the agenda of the next Senate meeting, the Faculty Caucus will ordinarily meet on the Monday before the scheduled meeting of the Senate.

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Section 3. Meetings

The ~~presiding officer~~President-elect will give notice to the faculty of the time and place of the meeting and act as Chair of the Faculty Caucus. All members of the Faculty Caucus shall be entitled to vote on matters before the caucus. Any resolution or motion passed by the Faculty Caucus shall be presented by the ~~presiding officer~~President-elect to the Senate.

PART XIV. AMENDMENTS

Section 1. Initiation

Amendments and additions to the Bylaws may be proposed by the Senate or by a petition signed by twenty-five percent of the faculty and presented to the Senate at a regularly scheduled meeting. The secretary of the Senate shall distribute the proposed changes to all faculty members no later than nine days after the meeting. The Executive Committee may appoint an ad hoc Bylaws Committee, typically chaired by a Past ~~Presiding Officer~~President, to review the Bylaws and make recommendations for Bylaws amendments and/or additions.

Section 2. Procedure

No later than thirty days nor earlier than seven days after distribution, the Senate shall vote on the proposed changes, either in a regular or a special meeting. If approved by a two-thirds majority of the total membership of the Senate, the secretary shall forward the changes to the University President for consideration.

Section 3. Effective Date

When approved by the University President, the changes become effective immediately.

HISTORY: March 11, 1974. Amended: March 26, 1976; February 24, 1978; February 9, 1981; November 14, 1983; December 9, 1985; February 9, 1987; February 12, 1990; September 18, 1991; March 16, 1992; February 8, 1993; April 11, 1994; May 8, 1995; April 15, 1996; May 4, 1998; May 8, 2000; May 6, 2002; May 12, 2003; May 8, 2006.

APPROVED:

Joseph A. Chapman
President

9/4/2003
Date

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**North Dakota State
University
Spring 2007 Graduates
Degree Date: May 11, 2007**

**College of Agriculture,
Food Systems and
Natural Resources**

Bachelor of Arts

Reimbaeva, Maya

Bachelor of Science

Aipperspach, Benjamin
Anderson, Corey
Arnold, Nathan
Batra, Namita
Beaudine, Katherine
Berg, Derek
Berg, Kari
Binstock, Levi
Boehler, Christopher
Bolgrean, Kari
Brag, Krista
Briss, Derek
Burns, Kerry
Carr, Nathan
Christenson, Cole
Cook, Nathan
Didier, Dustin
Dolezal, Justin
Drietz, Thomas
Duckwitz, Lisa
Eitreim, Valerie
Elvehjem, Katie
Enerson, Eric
Erbes, Joshua
Erdman, Scott

Erickson, Patrick
Fettig, Jonathan
Fewell, Jason
Fiesel, Jason
Fiesel, Justin
Fletcher, Erin
Fox, Steven
Frey, Dustin
Galbreath, Justin
Gallagher, Daniel
Garrison, Ross
Gates, Matthew
Gegner, Sarah
Gilbery, Trent
Grinde, Justin
Grosz, Katie
Hanna, Rebecah
Hanson, Lindsey
Hanson, Diana
Hayes, Peter
Hennes, Jesse
Herges, Grant
Hertsgaard, Tarrand
Hoffer, Cameron
Holm, Adam
Hoppe, John
Houghton, Justin
Hust, Derek
Jacobson, Steven
Jennen, Brent
Johnson, Andrew
Johnson, Gerald
Kaffar, Mark
Kaur, Harmeet
Keating, Andrew
Kessler, Andrew
Klein, Tyffani
Koester, Anja

Kramer, Mitchell
Kubischta, Lindsey
Kurth, Andrew
Larson, Alisha
Larson, Jeffrey
Legge, Evan
Lensing, Kurt
Lingle, Cari
Mairs, Garrett
Malotky, Tyler
Markestad, Evan
Marthaler, Tyler
Meder, Marcus
Michael, Leah
Mitchell, Justin
Mittal, Nitin
Mueller, Katie
Murdoff, Marc
Myers, Joey
Nannenga, Jill
Nevins, Jonathan
Nies, Celeste
Nordlund, Samuel
Nordquist, Jacob
Norheim, Heather
Novotny, Erin
Parisian, Shawn
Paul, Janell
Peeters, Michael
Peterson, Amy
Peterson, Derek
Peterson, Lucas
Popiel, Nathan
Powell, Daniel
Preskey, Karen
Preszler, Justin
Rabenberg, Kirk
Ressler, Bryan

Riemer, Dale
Riopel, Jason
Roise, Jason
Rysgaard, Trevor
Sagaser, Samuel
Schlecht, Amanda
Schneider, Carolyn
Schneider, Lacey
Selthun, Alissa
Seydel, Jena
Shekhawat, Manish
Sinha, Anurag
Spear, Kimberly
Speich, Tyler
Stein, Jarvis
Steinberger, John
Strutz, Amanda
Studenski, Nicole
Sukut, Bruce
Thomas, Jason
Thomasson, Johann
Thompson, Angela
Thomson, Kyle
Tollerud, Brent
Turner, Amber
Van Maanen, Rebecca
Vanerem, Jenna
Voigt, Lindsey
Wagner, Justin
Wilkins, Jayme
Wolf, Verne
Wunderlich, Chris
Zahler, Randy
Zimmerman, Cris
Zimmerman, Jay

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Master of Science

Carlson, Andrea
Huang, Fengqin
Kumar, Sunil
Lehrke, Linda
Mabasa, Lawrence
Mathew, Febina
Mathew, Sudeep
Nelson, Kristylayne
Piper, Carl
Silva, Fernanda
Vinje, Daniel
Willard, Deborah

Doctor of Philosophy

Fan, Zhaosheng
Lee, Seong-Hee
Luther, Justin
Osorno, Juan
Skyberg, Jerod
Wang, Tao
Ward, Marcy
Zhang, Guorong
Zhao, Bin

College of Arts, Humanities and Social Sciences

Bachelor of Arts

Chapweske, Eric
Childs, Cheryl
Colby, Jessica
Dodge, Kristina
Eichenberger, Aaron
Eidsmoe, Emily
Elvehjem, Katie
Engel, Alana

Gunter, Katie
Haman, Gregory
Hanson, Eric
Hanson, Suzanne
Hasbargen, Alison
Haugen, Anne
Haugrud, Timothy
Herbst, Jennifer
Heyl, Jonas
Hoshaw, Robert
Johnson, Amber
Kanenwisher, David
Markman, Christopher
Mathers, Angela
Moen, Katie
Pfeifer, Neil
Preskey, Karen
Ruelle, William
Ruth, Susan
Startz, Robert
Stewart, Jacqueline
Tkach, Olivia
Unterseher, Jacob
Uthus, Amy
Wagner, Jessica
Waller, David
Wegner, Jenny
Wessels, Jackie
Zubrod, Philip

Bachelor of Fine Arts

Burkholder, Matthew
Eide, Amanda
Fagerstrom, Andrea
Lewellyn, David
Lofgren, Lori
Poitra, Arion

Bachelor of Music

Mueller, Sarah

Bachelor of Science

Albers, Katherine
Anderson, Elizabeth
Beechie, Nicole
Benson, Glenn
Bloch, Katie
Bohn, Samantha
Boreen, Nicholas
Bozovsky, Jeffrey
Braun, Dustin
Braun, Jessica
Bromeling, Kim
Brustad, Shauna
Burkhartsmeier, Shaun
Christiansen, Wendy
Christianson, Bradley
Cooper, Andrew
Cory, Ben
Crosby, Brian
Daigle, Rebecca
Deckert, Brandon
Dracy, Danielle
Edwards, Daniel
Enger, Trisha
Erickson, Anthony
Falconer, Sean
Faulkner, Tracy
Ferris, Chase
Fetzer, John
Fick, Ashley
Fier, Brian
Fischer, Ashley
Fitzthum, Sarah
Forman, Tyrell
Franck, Alissa

Groth, Andrew
Hagen, Kathryn
Hall, Megan
Haverland, Megan
Heintzelman, Danielle
Hills, Justin
Hubert, Tosha
Hurst, Alyssa
Johnson, Jessica
Jones, Kimberly
Kasson, Sean
Keller, Matthew
Kevorkian, Kris
Kirklewski, Melissa
Klaman, Amanda
Kotta, Janelle
Kraft, Levi
Kristjanson, Ashley
Lester, John
Lewis, James
Lilligren, Josiah
Locket, Lacey
Malok, Abraham
Mathew, Christopher
Mattern, David
McComas, Natalie
McHugh, Jesse
McKinney, Ted
Mewes, Eric
Migler, Jakob
Miller, Chrissa
Moe, Derek
Moe, Molly
Naujokas, Kate
Nicholson, Michael
Nosie, Billie
Olmscheid, Justin
Olson, Greg

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Otis, James
Overboe, Kristin
Passanante, Angela
Peske, Timothy
Phillips, Krista
Portra, Michael
Ptacek, Cassandra
Ramsey, Andrew
Redlin, Melissa
Reinhart, Damien
Schmidt, Trevor
Schreck, Jonathan
Smith, Rebecca
Smith, Sarah
Stine, Quinn
Stoneburner, Laura
Stowman, Charles
Sundby, Elizabeth
Swartz, Anthony
Thielke, Patrick
Thomas, Sarah
Troup, Erin
Underdahl, Tanya
Vanderwal, Camille
Watson, Joshua
Westberg, Jeffrey
Western, Jennifer
Whitney, Kathryn
Wolf, Mary
Zenker, Abraham

Master of Arts

Listopad, Steven
Reierson, Jennifer
Vidoloff, Kathleen

Master of Science

Atherton, Donna

Ferris, Kade
Quenette, Andrea
Watson, Sarah
West, Kristie

Doctor of Philosophy

Brown, Amanda
Gold, Abby
Veil, Shari

College of Business

Bachelor of Accountancy

Aller, Jeffrey
Armbrust, Rebecca
Bott, Jessica
Dewald, Elizabeth
Edgerly, Ethan
Fingarson, Cody
Hall, Jessica
Heiser, Amber
Koepplin, Jessica
Nagel, Stephanie
Nordsven, Kevin
Nordsven, Kyle
Schmidt, Darren
Schmidt, Heather
Ziemer, Darin

Bachelor of Science

Allen, Timothy
Ames, Justin
Armstrong, Chad
Baumann, Shawn
Bohnsack, John
Bolluyt, Jason
Bredeson, Holly
Brendel, Jason

Brucks, Christopher
Chang, Cho-I
Dettler, Derek
Diederick, Matthew
Dietrich, Thomas
Dockter, Kamie
Dodd, Suzanne
Drechsel, Jessica
Eberhardt, Nils
Eckberg, Joel
Elhard, Amber
Engelhart, Taylor
Erickson, Jacob
Evenson, Lindsay
Ferkinhoff, Brandon
Friberg, Joshua
Friez, Lindsey
Froehlich, Nathaniel
Frolek, Stacey
Fugleberg, Megan
Grant, Cory
Halvorson, Kimberly
Hansen, Eric
Hassenstab, Mark
Hedtke, Carla
Heinle, Sarah
Hermann, Matthew
Holland, Jacob
Huether, Breanne
Isaak, Aaron
Jaspers, Erin
Johnson, Eric
Johnson, Joel
Johnson, Joshua
Kempfer, Aaron
Kern, Derek
Kingsley, Alex
Kranda, Kyle

Kratky, Brennen
LaLonde, Michelle
Larson, Wendy
Linneman, Robert
Mashek, Daniel
Miller, Jesse
Miller, Randy
Mitchell, Joel
Morsching, Samantha
Muehlberg, Cristin
Myhre, Ashley
Nelson, Steven
Odegard, Jason
Oleson, Jessica
O'Rourke, Anna
Oster, Jennifer
Owens, Samuel
Palmer, Scott
Pedersen, Carla
Perry, Heather
Reisenauer, Neil
Rheingans, Kali
Schaan, Amber
Schue, Randall
Skjoiten, Andrea
Skoy, Matthew
Snyder, Brian
Spitzer, Darin
Steffes, Kyle
Stroh, Tara
Stroh, Taylor
Summerfield, Kathryn
Sund, Josh
Tennefos, Jacob
Thompson, Benjamin
Thompson, Bryan
Tvrdik, Andrew
Vaniman, Matthew

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Vannelli, Stephen
Vega, Reece
Vorgert, Kathryn
Weigel, Jonica
West, Jayme
Wiley, Allyson
Woodbury, Nathanael
Worwa, Brent
Zeltinger, Scott
Zenker, Paul

Master of Business Administration

Albano, Christian
Allmendinger, Shane
Asleson, Stacey
Berg, Justin
Biwer, John
Brandon, Christopher
Brutger, Eric
Dhall, Kanika
Famakinwa, Oladayo
Garg, Abhishek
Groszhans, Kurt
Haney, Khara
Hanson, Darian
Johnson, Bradley
Miljkovic, Tatjana
Mounts, Robert
Olson-Tingelstad, Jeffrey
Owen, Laura
Peshwa, Kuldeep
Pike, Thad
Reems, Brandon
Russell, Mathew
Saxena, Vineet
Settingsgard, Jon
Singla, Shaifali

Stoy, Daniel
Wallner, Kassie

College of Engineering and Architecture

Bachelor of Architecture

Sonbol, Alyaa

Bachelor of Landscape Architecture

Bischoff, Travis
Boyle, Peter
Brandriet, Christopher
Brown, Jamie
Burgstahler, Jacob
Duncomb, Susan
Fahrenkamp, Jessica
Flock, Benjamin
Hagan, Chris
Haukos, Derek
Jonas, Jason
Kaldor, Marshall
Mahar, William
Meyer, Jason
Rasche, Andrew
Silewski, Christopher
Thisius, Stephanie
Volker, Jennifer

Bachelor of Science

Aakre, Benjamin
Aarestad, Andrew
Albrightson, Erik
Anderson, Benjamin
Anderson, Brandon
Anderson, Jason
Andvik, Marc

Anvik, Tobias
Appel, Wade
Ascherman, Bethany
Baranko, Christopher
Baseflug, Daphne
Bata, Joseph
Battaglia, Stephen
Bauer, Kelly
Beise, Logan
Bell, Merideth
Bernier, Benjamin
Besser, Chad
Bischoff, Travis
Bjornberg, Corey
Black, Stuart
Boehm, Everette
Bowman, Samantha
Boyle, Peter
Brandriet, Christopher
Braseth, Nolan
Bros, Isaac
Brossart, Travis
Brown, Jamie
Brown, Melissa
Budke, Tyler
Bunde, Jacob
Burgess, Nathan
Burgstahler, Jacob
Cayko, Lance
Christensen, Jon
Christensen, Wade
Clark, Darwin
Cluever, Peter
Connoy, Daniel
Coombs, Jason
Cumber, Russell
Czech, Tiffany
Dahl, Brian

Daigle, Jesse
Dally, Eric
Davidson, Adam
DeAustin, Cynthia
DeAustin, Kristopher
Deminck, Travis
Dinkins, Blake
Duchscher, Jason
Duncomb, Susan
Echternach, Naomi
Ehlen, John
Elijah, Shari
English, Laura
Erdle, Mitch
Ericson, Jason
Eskelson, Shane
Evans, Nicholas
Fahrenkamp, Jessica
Fahy, Lee
Fettig, Brian
Fischer, Jason
Fischer, Robert
Flock, Benjamin
Fredrickson, Daniel
Gefroh, Bryan
Gehl, Justin
Glasnapp, Adam
Goettle, Stephen
Goltz, Brandon
Gore, Alexander
Grabow, Katie
Gross, Christopher
Hagan, Chris
Hall, Noah
Haman, Joseph
Hanson, Martin
Hardy, Amy
Hartman, Justin

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Haugen, Anna
Haukos, Derek
Heckman, Micah
Hegge, Leslie
Henderson, Daniel
Hendrickson, Chad
Hendrickson, Shane
Ho, Ka
Ho, Ka
Hoerl, Alexander
Hoff, Calvin
Houkom, Austin
Huotari, Derek
Hyland, Robbie
Jensen, Jesse
Jilk, Benjamin
Johnson, Christine
Johnson, Cole
Johnson, Gregory
Johnson, Kerby
Jonas, Jason
Jorgenson, Dallas
Kaldor, Marshall
Kalibabky, Jeremy
Karls, Jessica
Kautzman, Kristina
Klein, Terri
Klocker, David
Knutson, Joseph
Kottke, Daniel
Kuisle, Benjamin
Kujala, Brian
Kukachka, Jason
Kuntz, Jacob
Langhorst, Michael
Larson, Benjamin
Larson, Derek
Leaf, Amber

Lillegaard, Anna
Lindsay, Ryan
Little, Geoffrey
Lowe, Ryan
Lowry, Jonathan
Lueker, David
Lussenden, Jonathan
Lyman, Brent
Mahar, William
Maruska, Zachary
Mastel, Andrew
Matson, Dustin
Matzke, Todd
Mayfield, Jason
McNeal, Amber
Meyer, Jason
Meyer, Nathan
Middaugh, Scott
Miedema, Justin
Miller, Brent
Mitchell, Stephen
Monson, Lance
Moody, James
Moore, Brian
Morisch, Joshua
Mork, Alexander
Mosset, Tyler
Motzko, Jackson
Muehlberg, Nathan
Mullin, Garrett
Nagel, Brian
Nazari, Shawheen
Nelson, John
Nemec, John
Nevland, Raylin
Ngong, Alfred
Nguyen, Tony
Nickila, Benjamin

Nieuwsma, Derek
Norton, Tucker
Opp, Joel
Owen, Gregory
Perpich, Steven
Perry, Matthew
Peterson, Jonah
Peterson, Justin
Phipps, Shaun
Polansky, Peter
Prunty, Gregory
Puhalla, Joseph
Pulkrabek, Brooke
Rasche, Andrew
Reineke, Daniel
Reule, Curtis
Richard, Lyle
Rindahl, Paul
Ringgenberg, Jesse
Ringgenberg, Justin
Ritchie, Jared
Rivard, Kenneth
Rood, Corey
Rudebusch, Jeffrey
Runia, Sara
Russell, Matthew
Sack, Kyle
Saeger, Brandon
Sand, Travis
Saxton, Christopher
Schaible, Niccole
Scheer, Brian
Scherbing, Aaron
Schiele, Kris
Schmitz, Suzanne
Schraw, Luke
Schulz, Sarah
Schwan, Anthony

Schwartz, Daniel
Seibel, Kara
Sem, Kimberly
Septon, Michael
Silewski, Christopher
Simonson, Brock
Simonyak, Joel
Sloan, Nicholas
Smith, Tucker
Soules, Peter
Staloch, Tyler
Steinert, Ryan
Stenson, Matthew
Thapa, Ashish
Thisius, Stephanie
Thompson, Danielle
Thompson, Justin
Thompson, Tyler
Tomoson, Dustin
Tracy, Laurel
Twogood, Dustin
Twogood, Jared
Urban, Heather
Vanoverschelde, Nicholas
Volk, Joseph
Volker, Jennifer
Wahl, Cameron
Weisbeck, Nicholas
Weum, Nicole
Wieland, Eric
Wiesen, Jeremy
Winans, Michael
Wolf, Anthony
Wunderlich, Brent
Yanagi, Aki
Yunker, Jacob

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Master of Architecture

Abeln, Daniel
Adahl, Joni
Asker, Jessica
Baethke, Whitney
Behrend, Christine
Benusa, Brent
Bielejeski, Katie
Bischof, Rodney
Blestrud, Kya
Boreen, Matthew
Brehmer, Matthew
Brozo, Amanda
Burke, Jennifer
Cole, Chad
Curran, Timothy
Dodge, Kristina
Eitreim, Andrew
Endreson, Christopher
Engel, Braden
Fedor, Sarah
Grote, Joshua
Grothman, John
Hanson, Christine
Humphrey, Kaitlyn
Hyink, Diane
Johnson, Chad
Joneson, Mindy
Knutson, Paul
Lipetzky, Daniel
Luchtenburg, Lacie
Magedanz, Charles
Martinson, Brock
May, Krystal
McLean, Michael
Mehmedovic, Lejla
Menne, Benjamin
Moore, Matthew

Nguyen, Tony
Olson, Matthew
Otto, Anna
Randell, Ronald
Reardon, Neil
Roelofs, Mark
Rudiger, Rachel
Samuelson, Holly
Sandbulte, Kimberly
Schafer, Heather
Schlanser, Mark
Thor, A
Thueringer, Kevin
Tiedman, Michael
Walker, Erik

Master of Science

Fischer, Robert
Flemming, Leslie
Gan, Lu
Gautam, Brajesh
Gunasekaran, Keerthi
Gundurao, Bharathi
Hussain, Zakir
Khatttri, Hareesh
Khedr, Mohamed
Lee, EunSu
Li, Dalong
Minumala, Kirankumar
Petersen, Loren
Peterson, Kurt
Rautela, Deepak
Shi, Yixin
Wang, Shirui
Woznica, Szymon

Doctor of Philosophy

Ghosh, Pijush

College of Graduate and Interdisciplinary Studies

Doctor of Philosophy

Kalk, Brian

Master of Science

Dullea, Shannon
Geaumont, Benjamin
Karlsson, Peter
McConnell, Melody
Rush, Renae
Sharp, Michael
Theis, Matthew
Triebold, Isaac
Tuscherer, Sheldon
Yousaf, Mohammad

College of Human Development and Education

Certificate

Bicknase, Shanna
Celner, Emily
Kemp, Micheal

Bachelor of Arts

Bode, Kristin
Grady, Jennifer

Bachelor of Science

Abrahamson, Karen
Allen, Cole
Anderson, Amanda
Anderson, April
Anderson, Tisha
Archer, Allison

Bahr, Heather
Barnnick, Jodi
Beaton, Casey
Beck, Sarah
Becker, Katherine
Beckstrand, Andrea
Benson, Melissa
Berg, Annika
Berg, Loree
Bitker, Kari
Boeser, Matthew
Bontjes, Jennifer
Bourquin, Danette
Breyer, Kara
Brixy, Heather
Brodal, Lucy
Budde, Sara
Buckle, Melissa
Carpenter, Megan
Christensen, Cassie
Cluka, Tara
Curley, Bridget
Dahl, Jamie
Dale, Cassandra
Danielson, Richard
Deal, Elsie
DelaBarre, Andrew
Diffley, James
Dihle, Sarah
Dinga, Shantel
Doboszinski, Kimberly
Dodge, Cari
Doerfler, Scott
Dunham, Kelly
Dunlop, Amanda
Duursma, Susan
Dzarnoski, Marisa
Eldridge, Tammi

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Ensign, Kristine
Enz, Jennifer
Femling, Amy
Finley, Ryan
Folden, Trisha
Gaddie, Susan
Gardner, Brianna
Gehrig, Anthony
Geiser, Cody
Girodat, Amanda
Gronfur, Carmen
Gruber, Elizabeth
Gunlikson, Casey
Hall, Brandon
Halland, Samantha
Ham, Sarah
Handy, Jennifer
Hanson, Eric
Hastad, Jessica
Haugen, Sasha
Helgeson, Amy
Herdina, Meaghan
Hill, Shera
Hillestad, Nancy
Hoben, Rachel
Hoffert, Angelene
Hoffman, Dana
Holm, Lindsay
Ingeman, Katie
Ihrke, Joshua
Israelson, Megan
Jabs, Kirsten
Johnson, Jamie
Johnston, Ellen
Kaiser, Ellen
Karlin, Karin
Kilichowski, Shannon
Kinney, Trina

Kjellerson, Michael
Klammer, Deveny
Kluck, Megan
Knutzen, Kathryn
Kobetsky, Kyra
Koehmstedt, Jon
Kolle, Ryan
Kollman, Kyle
Larson, Jessi
Laverdure, Monica
Linneman, Elizabeth
Lura, Jocelyn
Mathiason, Amanda
Matthees, Heather
Melquist, Michelle
Miller, Julianne
Milligan, Kimiko
Mills, Megan
Mohagen, Thomas
Montonye, Matthew
Moulton, Lindsey
Murie, Kyle
Muske, Kara
Nathan, Michelle
Neff, Chad
Newman, Shauna
Ninefeldt, Jessica
Noeske, Jeffrey
Nyberg, Michelle
Nyberg, Nicole
Oestreich, Kali
Olschlager, Jenna
Olson, Ryan
Paulzine, Andrea
Pederson, Shekae
Peterson, Jessica
Peterson, Krystal
Pfingsten, Christine

Quam, Brandon
Ranfranz, Rachel
Ransom, Dawn
Rassel, Ashley
Richter, Michelle
Robertson, Brian
Robertson, Lindsey
Rodenbiker, Mary
Roiger, Miranda
Ronning, Sara
Rupprecht, Ann
Rust, Amy
Sagness, Laura
Sanden, Laura
Savary, Ashley
Schaff, Jaimee
Schaff, Jennifer
Schneider, Amy
Scott, Jessica
Severson, Holli
Sitzmann, Roberta
Smetana, Ryan
Spahr, Laura
Steckler, Jamie
Stoltenow, Emma
Stone, Jamie
Strenkowski, Julie
Syverson, Rebekah
Tokvam, Troy
Trosen, Lindsey
Truxal, Nicholas
Tungseth, Laura
Vaughan, Jessica
Vaux, Ashley
Vold, Shana
Volk, Heather
Wateland, Joseph
Watson, Kristen

Weinstein, Marisa
Wellman, Jessica
Welt, Matthew
Whalen, Amber
Wubbena, Linda
Zerface, Ashley
Zietz, Janelle
Zingg, Bill

Master of Education

Bartsch, Jennifer
Bryant, Jancy
Buringrud, Terry
Bushy, Christine
Dwyer, Patricia
Essler, Kinsey
Hanson, Tyler
Hendrickson, Barry
Holder, Dan
Kinzler, Randa
Kjos, Sarah
Laducer, Melvin
Laqua, Steven
Lindberg, Heather
Mahrer, Kristi
Meier, Amy
Neufeld, Carlyss
Nygaard, Eric
Schwarz, Jason
Sebastian, Larry
Sheehan, Jeffrey
Simmons, Amy
Skoglund, Erica
Wiebusch, Nancy
Wolf, Polly

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Master of Science

Arnold, Micah
Celner, Emily
Erzar, Matthew
Goldmann, Michelle
Grams, Winnie
Gundala, Kavitha
Hemberger, Kimberly
Linde, Sarah
Lucier, Julie
Owen, Kim
Peltier, Lance
Pinske, Kimberly
Saxena, Divya
Shafer, Michael
Ziegler, George

Education Specialist

Taylor, Gregory

Doctor of Philosophy

Dohman, Gloria
Pigatti, Leah

College of Pharmacy, Nursing and Allied Sciences

Bachelor of Science

Aasen, Isaac
Anderson, Trent
Axvig, Kara
Barr, Alexis
Barron, Carl
Bernard, Lesley
Bjerken, Kristen
Bladow, Steven
Bowman, Alanna
Carlson, Shelby

Dilse, Philip
Draxton, Sarah
Dyk, Hannah
Ende, Erin
Engelman, Brian
Entzel, Heather
Erickson, Sara
Fries, Nicole
Glarum, Lucas
Glessing, Michael
Gorder, Anne
Greutman, Chelsea
Gussiaas, Kristin
Haas, Brandon
Hacker, Brendan
Haefner, Ashley
Hanson, Lee
Haugen, Jocelyn
Hermans, Sara
Hughes, Kacie
Jacobson, Marci
Johnson, Amy
Kadrmass, Nicolas
Kallenbach, Erica
Kapsner, Matthew
Keel, Jonathan
Kelly, Matt
Kelsch, Chelsea
Kertz, Jill
Kertz, Kayla
Kettler, Lola
Kirkham, Kylian
Knain, Kimberly
Knorr, Rebecca
Kovar, McCall
Krause, Emily
Lange, Malory
Lee, Brett

Leftwich, Kyle
Lentz, Emily
Lewis, Kelley
Loff, Carmen
Lundell, Amber
Ma, Jeffrey
Mahinfalah, Ardalan
Marihart, Michelle
Mayfield, Tonya
Miller, Aaron
Mohl, Kirby
Monson, Lynde
Moore, Charles
Naegeli, John
Netland, Patrick
Noeske, Stephanie
Nowak, Michael
Olander, Kevin
Opsahl, Dana
Ostlie, Jennifer
Patel, Ami
Pepelnjak, Jenna
Petrich, Ryan
Phipps, Ben
Rogers, Nicholas
Ross, Andrew
Rudolph, Ashley
Rue, Jesse
Spaeth, Dena
Sperl, David
Stang, Crystal
Stern, Erin
Surma, Hannah
Syverson, Stephen
Tauer, Maria
Tofte, Danielle
Tron, Emily
Wax, Jillian

Weir, Andrew
Welton, Victoria
Zimbelman, Ashlee

Bachelor of Science in Nursing

Anderson, Micara
Baumgart, Stacy
Behnke, Rebecca
Bergeron, Sara
Billing, Alicia
Bohan, Justin
Brekhus, Tonya
Bremner, Krista
Campbell, Ashley
Carlson, Laura
Cushing, Rachael
Dahl, Chelsea
Deutsch, Daniel
Draxton, Anne
Ebeling, Christy
Fisher, Janelle
Funk, Christina
Gregory, Joel
Hansen, Carrie
Haug, Brenda
Haugen, Kasey
Henderson, Gina
Kent, Charles
Krick, Julie
Krupa, Krystyna
Lura, Jessie
Maack, Sarah
McArthur, Justine
McDonald, Jesse
Michelson, Nicole
Mindeman, Sarah
Mork, Julie

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Morlock, Lisa
Mutchler, Alison
Niemeyer, Rachael
Odegaard, Beth
Opat, Steven
Pommerening, Laura
Quam, Jennifer
Randall, Maureen
Rodke, Katie
Sauvageau, Therese
Schneibel, Debra
Schoenberg, Becky
Sheldon, Ashley
Skatvold, Sara
Skorheim, Laura
Smolen, Jessica
Syverson, Perry
Tandeski, Theresa
Thorson, Annemarie
Vrchota, Sara
Wagner, Emily
Weisz, Brenda
Zirbel, Melinda

Master of Science

Niu, Hongmei
Peng, Ming
Zhu, Tianying

Doctor of Nursing Practice

Kleindl, Jessica

Doctor of Pharmacy

Aasen, Marcus
Allex, Wendy
Anderson, Garrett
Anderson, Jessica

Anderson, Michael
Anderson, Rebecca
Arafah, Azher
Axtman, Megan
Bach, Jennifer
Bennett, Adam
Bilicki, Andrew
Blegen, Pamela
Blevins, Regina
Bodmer, Jennifer
Boike, Jackie
Braaflat, Jeffrey
Breker, Phillip
Brinkman, Dustin
Carlson, Brian
Cole, Olivia
Cossette, Jason
Cueva, Laura
Efta, Danielle
Eng, Erin
Fjeldheim, Renae
Forsberg, Preston
Freeman, Christopher
Gabriel, Heidi
Gabrielson, Davis
Gilles, Jamie
Gilles, Rachel
Gohdes, Brianna
Gratz, Gabriel
Gronneberg, Lisa
Halland, Ryan
Hardy, Mark
Hartman, Brooke
Haus, Kristi
Holmquist, David
Hulm, LeAnne
Johnson, Barry
Kadrmass, Elizabeth

Keller, Nicole
Killough, Lindsey
Knudsen, Young-Ah
Kraemer, Katti
Kram, Shawn
Krump, Ashley
Marchus, Amy
Matson, Andrea
Matthews, Colleen
McAtee, Molli
Moch, Jacob
Mork, Jeana
Morland, Rebecca
Nord, Melissa
Olson, Ole
Raadt, Kyle
Rasch, Katie
Richard, Justin
Richards, Allison
Richards, Benjamin
Roberg, Joanna
Roller, Brent
Satterlund, Leslie
Saunders, Amy
Schluter, Chelsey
Schroeder, Darcy
Sibanda, Dawn
Skifstad, Molly
Stevens, Kent
Swearingen, Jason
Teich, Daniel
Thomas, Nicholas
Thompson, Angela
Tischer, Stacey
Traut, Raymond
Weber, Katherine
Weiler, Kyle
Wessling, Christopher

Zeltinger, Chelsey

College of Science and Mathematics

Certificate

Zeng, Hai

Bachelor of Arts

Fangsrud, Charles
Peterson, Tanya
Statler, Seth
Tarasenko, Melissa
Wadeson, Heather
Zabelina, Darya

Bachelor of Science

Alic, Selvedin
Anderson, Jordan
Anderson, Emilee
Bellew, Lisa
Blaufuss, Timothy
Brejcha, Patrick
Buell, Alex
Buntrock, Benjamin
Carlson, Paul
Chikara, Shireen
Childress, Geoffrey
Christianson, Michael
Coler, Emily
Condon, Desiree
Davidson, Christopher
Dhuyvetter, Amanda
Dinius, Jeremy
Doeden, Lance
Dolezal, Tyler
Doll, Jodee
Ebert, Scott

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Attachment 6

Eiler, Daniel
Ferderer, Tyler
Finley, Erica
Fisher, Justin
Forseth, Christopher
Forward, Brennan
Foshag, Lynnae
Gabel, Joseph
Goldade, Tyler
Goodin, Lindsay
Gruber, Tamber
Gupta, Ankit
Haber, Tori
Hagen, Heather
Halsey, Cody
Hokkanen, Brian
Hoshaw, Robert
Huether, Ashley
Kappel, Karisa
Katzenmeyer, Eric
Kauk, Carol
Kelsch, Emily
Kerzman, Kayla
Kooren, Joel
Kramer, Anthony
Krings, Michael
Ladage, Kshitij
Lavant, Martial
Leslie, Brian
Lesnar, Tamara
Locken, Chad
Makosky, Matthew
Mancuso, Bryan
Marty, Melinda
Mason, Matthew
McCamy, Brad
Mellem, Rebecca
Miller, Adam

Moszer, Taralynn
Neubauer, Katherine
Norbeck, Lindsey
Olson, Nathan
Podoll, Andrew
Pray, Courtney
Radermacher, Alex
Radunz, Amanda
Randa, Jacob
Reddy, Abraham
Reinbold, Samantha
Riley, Leah
Rogers, Lindsay
Rouse, Daniel
Scarski, Michael
Schauer, Megan
Schimek, Megan
Schultz, David
Shook, Jayten
Swenson, Carissa
Swenson, Darin
Tafelmeyer, Lewis
Terres, Derek
Thielen, Angela
Thorson, Ryan
Townsend, Victoria
Trana, Jesse
Veit, Michael
Viele, Megan
Vincent, April
Visconti, Kari
Voth, Jesse
Wallace, Linnea
Walter, Jason
Walter, Michael
Watkins, Christina
Wegner, Lindsey
Wein, Jordan

Wenzel, Benjamin
Whitaker, Lawrence
Wohl, Adam
Zurn, Nicholle

Master of Science

Abraham, Rina
Allen, Jaryn
Dixon, John
Heimerdinger, Sarah
Hoffman, Scott
Kenning, Don
Kou, Zhifeng
Li, Qun
Mangipudi, Venkata
Pearce, Elizabeth
Randall, Ashley
Rothstein, Scott
Smith, Matthew
Vasepalli, Srikanth

Doctor of Philosophy

Al-Badri, Zoha
Balgopal, Meena
Ekin, Abdullah
Mospan, Yevgeny
Rahman, Syed
Shedlosky, Tara
Waters, Cathy
Zimmerman, Jake

College of University Studies

Bachelor of University Studies

Breneman, John
Brooks, James

Ekdahl, Alisa
Fewell, Teresa
Hanson, Melissa
Harr, Verlane
Johnson, Lindsey
Lammers, Kimberly
Messner, Holly
O'Shaughnessy, Kenzie
Perez, Jessica
Sandstrom, Shelly
Schmidt, Neil
Steckler, Jeffrey
Strathe, Laura
Wertish, Meredith

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The University Senate met at 3:30 p.m. in the Memorial Union North Ballroom with Dr. D. Terbizan presiding and the following senators present: D. Anderson, B. Bahrami, S. Bergeson, W. Bowlin, A. Brown, U. Burghaus, X. Cai, T. Carlson, L. Christianson, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, T. Esslinger, B. Fier, B. Geeslin, J. Glower, R. Gordon, P. Hansen, A. Hirani, M. Hoag, B. Johnson, K. Katti, M. Kelsch, E. Khan, L. Kreklau, M. Lee, D. Li, J. Martin, K. McCaul, C. McEwen, J. Norris, O. Obadina, R. O'Connor, C. Peterson, R. Pieri, B. Randall, J. Ransom, R. Rathge, D. Redmer, J. Reimnitz, D. Rider, T. Riley, R.C. Schnell, C. Urness, J. Wageman, A. Werremeyer, and D. Wittrock

Substitutions: S. Gajan for D. Andersen, F. Casey for M. Boetel, R. Harrold for K. Grafton, R. Haugen for D. Hauck, J. Sheng for S. Mallik, N. Mueller for E.J. Miller, M. Bauer for J.W. Schroeder, D. Katti for G. Smith

Previous Minutes

MOTION (Cook/Reimnitz): to approve the minutes of the September 10, 2007, meeting as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Riley/Cook): to approve the Consent Agenda as posted. Included was a report from the Academic Affairs ([Attachment 1](#)), as well as the following policies for information only from the Policy Coordination committees:

- 1) [Policy 100.2 - Use of Service Animals](#)
- 2) [Policy 147 - Leave Sharing Program](#)
- 3) [Policy 164 - Emergency Procedures](#)
- 4) [Policy 350.1 - Board Regulations on Academic Freedom and Tenure; Academic Appointments](#)
- 5) [Policy 515 - Travel](#)
- 6) [Policy 713 - Records Retention](#)
- 7) [Policy 719 - Audit and Advisory Services](#)
- 8) [Policy 821 - Personnel Activity Confirmations](#)
- 9) [Policy 822 - Employee Activity Confirmations](#)

MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

1. *Provost and Vice President for Academic Affairs Schnell:*

Provost Schnell reported the following:

- The homecoming alumni awards dinner recognized the talents and contributions of a number of outstanding alumni.
- Tuition charges for distance education courses across the state are being studied.
- NDSU has the highest full-time equivalent (FTE) enrollment in the state.

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- The University System is exploring common dates and deadlines at NDUS institutions. The proposed common deadlines are ten calendar days for the last day to add and the last day to drop with no record, and ten weeks for the last day to drop (with record). Of these, the only date that differs from NDSU's dates and deadlines is the last day to drop, which currently is at week 14. Brief discussion was held on the rationale for moving the last day to drop up to week ten as proposed by the state.
2. *University Senate President:*
- D. Terbizan reported the following:
- The NCAA certification on-site visit is scheduled for October 15-17.
 - Policy 190 was pulled from the agenda and sent back to chair of the Research and Consulting Committee for further discussion.
3. *Dance Marathon:*
- NDSU student John Foss promoted the upcoming Dance Marathon benefit for the Children's Miracle Network at MeritCare. It is an event commonly held at peer institutions, and is scheduled for December 1, 7 p.m. (15 hour event). The entire campus community is invited and encouraged to participate. The event will include live bands, free food and shirts, and kids' events.

Committee Reports

1. *Academic Affairs Committee* ([Attachment 2](#)):
- Carlos Hawley presented an addendum to the Academic Affairs report. MOTION (Cook/Fier): to approve the Academic Affairs addendum as presented.
2. *Policy Coordination Committee:* No report
3. *General Education Committee:* No report
4. *Council of College Faculties:*
- T. Barnhardt reported the following:
- The State Board of Higher Education (SBHE) has acknowledged concerns related to promotion, salaries and retirement, and these issues have been incorporated into state-level documentation.
 - A committee on professional development has been formed to explore extending opportunities and funding for faculty, particularly at the smaller institutions, to pursue advanced degrees at the state's graduate and research institutions.
 - The Board is studying faculty worthiness.
 - A P-16 committee has met to discuss issues related to preparedness of in-state students entering colleges and universities.

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- A North Dakota Legislative Interim Committee on Higher Education received consultation from the Chancellor of the University of Maryland on efficiency and effectiveness in higher education.
- Studies show that the state of North Dakota has a highly educated workforce and high graduation rates, but citizens largely are underemployed. The University System is exploring ways to become involved in creating higher paying careers for graduates in the state.
- The SBHE's theme is human capital, and as such, it is seeking ways to leverage capital through the North Dakota University System.

Unfinished Business:

1. University Senate Constitution Changes:

D. Terbizan announced that voting on the proposed changes to the Constitution will open on October 19th and will close on November 18th.

2. University Senate Bylaws Changes:

D. Terbizan announced that all requested changes have been incorporated into the Bylaws ([Attachment 3](#)). MOTION (Cook/C. Peterson): to approve the University Senate Bylaws changes as posted. The following senators or their substitutes voted aye: D. Andersen, B. Bahrami, S. Bergeson, M. Boetel, W. Bowlin, U. Burghaus, X. Cai, T. Carlson, L. Christianson, M. Christoffers, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, T. Esslinger, B. Geeslin, J. Glower, R. Gordon, P. Hansen, A. Hirani, M. Hoag, B. Johnson, K. Katti, M. Kelsch, E. Khan, M. Lee, D. Li, S. Mallik, J. Martin, E. John Miller, J. Norris, R. O'Connor, B. Randall, J. Ransom, R. Rathge, D. Rider, J.W. Schroeder, C. Urness, J. Wageman, A. Werremeyer, V. Clark Johnson, K. Grafton, D. Hauck, C. Peterson, T. Riley, G. Smith, D. Wittrock, R. Craig Schnell, D. Anderson, A. Brown, B. Fier, L. Kreklau, C. McEwen, O. Obadina, J. Reimnitz. MOTION PASSED WITH UNANIMOUS CONSENT.

3. Confirmation of Summer 2007 graduates:

MOTION (Cook/Fier): to approve the graduates of summer 2007 ([Attachment 4](#)).
MOTION PASSED WITH UNANIMOUS CONSENT.

Adjournment:

The meeting adjourned at 4:05 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Courses							
Dept.	No.	Title					Crs.
HNES	108	Tae Kwon Do I					1
Course Deletions							
HNES	210*	Human Sexuality					3
HNES	212*	Psychological Aspects of Drug Use and Abuse					3
HPER	200	Introduction to Parks and Recreation					2
Changes in Course Prefix, Number, Title, and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
CSCI	159	Computer Science Problem Solving	2-3	CSCI	159	Computer Science Problem Solving	3
MUSC	141	Symphonic Literature	2	MUSC	441/641	Symphonic Literature	2
MUSC	142	Operatic Literature	2	MUSC	442/642	Opera Literature	2
MUSC	143	Keyboard Literature	2	MUSC	443/643	Keyboard Literature	2
NUTR	240	Principles of Nutrition	3	HNES	200	Principles of Nutrition	3

*Deletion of course cross-listing with HNES. These courses will continue to be offered under the prefix of PSYC.

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Attachment 2

Academic Affairs Committee Addendum to October 8, 2007, University Senate Agenda

Approved Curricular Recommendations

New Courses			
Dept.	No.	Title	Crs.
ARSC	362	Colts in Training	2
CLS	300	Phlebotomy and Specimen Collection	2
HNES	109	Beginning Aikido	1
HNES	121	Intermediate Aikido	1
HNES	125	Tai Chi II	1
HNES	142	Yoga II	1
MUSC	304	University Symphony Orchestra	1
PHRM	125	Medical Terminology for Health Professionals	1
SAFE	401/601	Food Safety Information & Flow of Food	1
SAFE	402/602	Foodborne Hazards	1
SAFE	403/603	Food Safety Risk Assessment	1
SAFE	404/604	Epidemiology of Foodborne Illness	1
SAFE	405/605	Costs of Food Safety	1
SAFE	406/606	Food Safety Crisis Communication	1
SAFE	407/607	Food Safety Risk Management	1
SAFE	408/608	Food Safety Regulatory Issues	1
SAFE	409/609	Food Safety Risk Communication & Education	1
SOIL	721	Environmental Field Instrumentation and Sampling	2
SOIL	733	Modeling Environmental Fate and Transport	2
Course Deletions			
ADFH	382	Women in Management	3
CFS	431/631	Food Unit Operations Laboratory	1
HNES	121	Swimming II	1
HNES	125	Folk and Square Dance	1
HNES	230	Sports Officiating	1
SAFE	450/650	Food Safety for the Food Industry & Consumers	3
SAFE	464/664	Etiology of Foodborne Illness	3

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Changes in Course Prefix and Title							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
HNES	170	Introduction to Human Performance and Fitness	2	HNES	170	<i>Introduction to Exercise Science</i>	2
HPER	100	Concepts of Fitness and Wellness	2	<i>HNES</i>	100	Concepts of Fitness and Wellness	2
HPER	217	Personal and Community Health	3	<i>HNES</i>	217	Personal and Community Health	3

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BYLAWS

As approved by the University Senate with Amendments

PART I. GENERAL

Section 1.

These bylaws are adopted by the Senate in order to carry out its responsibilities as defined in the Constitution.

Section 2.

Recognizing a need for basic responsibility and accountability, provision has been made for permanent members, elected faculty members, staff representatives, and elected student members in the Senate so that each group may be involved in the legislative process of the Senate.

PART II. DEFINITIONS

Section 1. Students

A student is defined as any undergraduate or graduate student who is classified as a full-time student by the University Registrar.

Section 2. Staff

Staff are defined as individuals in non-administrative positions covered by the North Dakota University System Broadbanding System.

Section 3. Representation Units

The words representation unit shall be used in these Bylaws to refer to the following named colleges and schools and any other equivalent academic units as determined by a 2/3 vote of the Senate:

College of Agriculture, Food Systems, and Natural Resources

College of Arts, Humanities, and Social Sciences

College of Business Administration

College of Engineering and Architecture

College of Human Development and Education

College of Pharmacy, Nursing, and Allied Sciences

College of Science and Mathematics

College of University Studies

College of Graduate and Interdisciplinary Studies School

Section 4. Graduate School

The Graduate School operates as a separate academic unit with administrative procedures developed by the ~~Graduate Dean~~ Dean of Graduate and Interdisciplinary Studies. There will be a Graduate Council that will consult with and advise the ~~Graduate Dean~~ Dean of Graduate and Interdisciplinary Studies. The make up of the Graduate Council will be determined by the graduate faculty of the University in consultation with the ~~Graduate Dean~~ Dean of Graduate and Interdisciplinary Studies.

PART III. ELECTED FACULTY MEMBERS OF THE SENATE

Section 1. Formula for Number of Senators

Each representation unit (except the College of University Studies and College of Graduate and Interdisciplinary Studies-Graduate School) shall have one elected senator for every ten full-time faculty members, or major fraction thereof, assigned to the Fargo campus as of October 1 of each year. Faculty members in the Agricultural Experiment Station and the NDSU Extension Service shall be counted in and vote with their assigned representation unit. A listing of all faculty members, along with the number of senators assigned to each college, shall be prepared by the President's

Office, approved by the University President, and sent to the dean of each college prior to October 15 of each year.

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Section 2. Procedure

The University President shall stagger Senate terms so that approximately 1/3 of the senators from each representation unit are elected each year. For the purpose of determining the number of senators and for the purpose of voting, administrative officers shall be counted with the college that includes their major field of academic training and responsibility, except that permanent members of the Senate shall not be counted for the purpose of determining the number of senators. Faculty members on leave shall not be counted, but their replacements shall be counted.

Section 3. Number of Faculty Senators

When necessary, the University President shall adjust the ratio of senators to faculty members as mentioned in Section 1 so that the total number of elected senators shall be maintained as close to forty-five as possible.

Section 4. Beginning of Term

The term of office for a senator shall begin on the Tuesday following the second Monday in May.

Section 5. Election Procedure

Each of the representation units (except the College of University Studies and College of Graduate and Interdisciplinary Studies~~Graduate School~~) shall hold a meeting to elect, by written or secure electronic ballot, the necessary senators prior to March 15 of each year. Nominations shall be made from the floor and shall continue until there are at least twice as many candidates for election as there are Senate positions to be filled. Voting shall continue until one candidate for each position receives a majority of the votes of those voting. At the time of the election, each representation unit (except the College of University Studies and College of Graduate and Interdisciplinary Studies~~Graduate School~~) shall select, by written or secure electronic ballot, one of its senators, either previously elected or newly elected, to serve as a member of the Executive Committee for the following year. The representation unit of the ~~presiding officer~~President shall elect a representative from among its senators to the Executive Committee for the term of the ~~presiding officer~~President.

Section 6. Length of Term

The term of office of an elected faculty senator shall be three years unless a shorter term has been established prior to the election by the President in the exercise of responsibility under PART III, Section 2.

Section 7. Term Limitation

A period of at least nine months shall elapse before a senator may be re-elected.

PART IV. ADMINISTRATIVE MEMBERSHIP

Permanent members of the Senate shall be the following:

1. President of the University
2. Provost ~~and~~ Vice-President for Academic Affairs
3. Dean of each College
4. Dean of the ~~Graduate School~~Libraries
5. Director of the NDSU Extension Service

PART V. STUDENT MEMBERSHIP

Section 1. Election of Student Members

Student members of the Senate shall be elected by the Student Government in a manner prescribed by that body and shall have the full rights of elected senators in Senate matters except the right to serve as committee chair.

Section 2. Number of Student Members

Student membership to the Senate shall be limited to members at large to make a total of ten students and the student body president.

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Section 3. Student Committee Members

At the appropriate time, the ~~presiding officer~~President of the Senate shall request from the student body president the names of those students who will serve on Senate committees and of those who have been selected to serve in the Senate. In the event of subsequent vacancies on the Senate and/or Senate Committees, the ~~presiding officer~~President shall request replacements from the student body president. Student members of Senate committees shall be selected by the Student Government in a manner prescribed by that body.

PART VI. STAFF MEMBERSHIP

Section 1. Election of Staff Members

The Staff Senate shall select four staff representatives to represent the staff on the University Senate. The four staff representatives shall be selected in a manner prescribed by the Staff Senate, but one shall be the Staff Senate President.

Section 2. Staff Members

Staff representatives shall have the full rights of elected senators in Senate matters, including the right to serve as committee chair.

PART VII. ORGANIZATION AND RULES OF SENATE OPERATION

Section 1. Succession to ~~Presiding Officer~~President

1. The ~~presiding officer~~President-elect shall become the ~~presiding officer~~President of the Senate for a one-year term after the completion of his/her term as ~~presiding officer~~President-elect. The ~~presiding officer~~President will no longer represent his or her unit during the year of office but will serve as representative of the faculty as a whole.

2. As of September 12, 2005, the Presiding Officer and the Presiding Officer-Elect will be referred to as the President and President-elect.

Section 2. Duties of ~~Presiding Officer~~President

Duties of the ~~presiding officer~~President shall include the following:

1. Preside at all meetings of the Senate.
2. Coordinate the dissemination of information relating to Senate activities to the administration, faculty, staff, and student body.
3. Serve as chair of the Executive Committee.
4. Represent the University Senate on the Program Review Committee and various administrative councils.
5. Recommend a parliamentarian.
6. Provide the Secretary of the Senate and the incoming ~~presiding officer~~President with an Annual Report summarizing the Senate activities for the preceding year.

Section 3. Election of ~~Presiding Officer~~President-Elect

The ~~presiding officer~~President-elect shall be elected for a one-year term by the Senate from the elected membership with at least one year of Senate membership remaining at the regular May meeting of the Senate.

Section 4. Duties of ~~Presiding Officer~~President-Elect

Duties of the ~~presiding officer~~President-elect shall include the following:

1. Assist the ~~presiding officer~~President in executing the duties of the office.
2. Preside at the meetings of the Senate in the absence of the ~~presiding officer~~President.
3. Serve as chair of the Executive Committee in the absence of the ~~presiding officer~~President.
4. Represent the University Senate on various administrative councils in the absence of the ~~presiding officer~~President.
5. Represent the University Senate on the Policy Coordination Committee.

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Section 5. Secretary of Senate

The University Registrar shall be the secretary of the Senate. The duties of the secretary shall include the following:

1. Acquire the agenda and related attachments, if any, from the ~~presiding officer~~President, then prepare and disseminate according to PART VII, Section 10, University Senate Bylaws.
2. Maintain a current roster of senators and record attendance to confirm a quorum of voting members.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare, and disseminate meeting minutes according to PART VII, Section 12, University Senate Bylaws.
5. Schedule a room for the regularly scheduled meetings.
6. Maintain a permanent record (~~on microfiche~~) of University Senate minutes.
7. Maintain a permanent file of annual reports submitted by the ~~presiding officer~~President and chairs of University Senate committees (PART VIII, Section 3, University Senate Bylaws).
8. Following approval of revisions to the University Senate Constitution and Bylaws, prepare the updated version for distribution. ~~Maintain a limited supply of supplementary copies.~~
9. Retain a file of each preceding version of the Constitution and Bylaws.
10. Maintain the necessary records of standing committee membership and monitor the provisions of PART VIII, Section 6, University Senate Bylaws.

Section 6. Meetings of the Senate

Regular meetings of the Senate shall be held at 3:30 p.m. on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not in session at least one week prior to the second Monday of the month. Special meetings may be called by the ~~presiding officer~~President, the Executive Committee, or on petition of one-third of the membership on the Senate.

Section 7. Open Meetings

Non-Senate faculty, ~~staff~~, and students may attend Senate meetings but shall not vote or make motions. Such Faculty, ~~staff~~, and students may be invited by the Senate on matters under consideration.

Section 8. Substitutes for Members

A ~~faculty, staff, or student~~ Senate member who is unable to attend a meeting of the Senate may designate any non-Senate faculty, ~~staff, member~~ or student, ~~respectively~~, to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

Section 9. Parliamentary Rules

Senate meetings, unless otherwise stated elsewhere in these Bylaws, shall be conducted under *Robert's Rules of Order Newly Revised*. At the first meeting of the Senate in September of each year, the Senate shall confirm the appointment of a person not on the Senate to serve as parliamentarian. Whenever doubt arises on questions of procedure, the ~~presiding officer~~President or a senator may ask the parliamentarian for a ruling.

Section 10. Agenda

The agenda for each regular meeting shall be prepared by the secretary of the Senate and ~~distributed to faculty, staff representatives, and student members of the Senate, as well as the student newspaper and the University Archives in the North Dakota State University Libraries posted to the Senate website~~ one week before each meeting ~~and an announcement with links sent to the faculty, staff, and student e-mail lists~~. Items may be placed on the agenda by any member of the Senate. The consent agenda shall consist of any routine or non-controversial matters the Executive Committee or Senate President (~~presiding officer~~President) adds to the consent agenda. When matters on the consent agenda are called up, they may be considered in gross or without debate or amendment. If one or more senators object to an item on the consent agenda, then it will be removed from the consent agenda to be

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restored to the ordinary process by which it is placed in line of consideration on the regular agenda. The order of business for a Senate meeting shall be as follows:

1. Approval of the minutes of the previous meeting
2. Announcements
3. Consent Agenda
4. Committee reports
5. Unfinished business
6. New business
7. Adjournment

Section 11. Quorum

In order to conduct business, a quorum of at least sixty percent of the total voting membership of the Senate shall be present.

Section 12. Minutes of Meetings

The minutes of the meeting, including a summary of the discussion of committee reports, shall be ~~distributed to the University Archives in the North Dakota State University Libraries, the Student Government, through the Office of the Student Body President, and to all the faculty and staff representatives and Staff Senate officers posted to the Senate website~~ by the secretary within one week after the meeting and an announcement with links sent to the faculty, staff, and student e-mail lists; a permanent copy shall be maintained in the office of the secretary and in the University Archives.

Section 13. Vacant Membership

A member of the Senate who does not or is unable to participate may be replaced by a two-thirds vote of the Senate. The vacancy may be filled with a new senator to complete the unexpired term according to procedures prescribed in PART III, Section 5 for faculty; PART V, Section 1 for student; and PART VI, Section 1 for staff vacancies.

PART VIII. SENATE COMMITTEES: GENERAL

Section 1. Committee Types

Faculty committees of the Senate shall consist of two types: standing and special.

Section 2. Senate Confirmation

The Senate shall confirm the membership of all Senate committees with the exception of the Executive Committee, the Standing Committee on Faculty Rights, and the Graduate Council.

Section 3. Committee Rules of Conduct

In general, the committees and subcommittees shall determine their own operational rules, excepting that meetings shall be open to the faculty, staff, and students and that a majority of the members must be present in order to transact business. Each committee will keep such records as necessary to conduct its business.

Following the May Senate meeting every Senate committee will submit to the ~~presiding officer~~ President a written summary of its year's work. The ~~presiding officer~~ President will submit an annual report to the Senate at its September meeting. After approval by the Senate, the annual report will be placed on permanent file in the University Archives ~~in the North Dakota State University Libraries~~ and with the secretary of the Senate.

Section 4. Membership Eligibility

Unless specifically excluded in the descriptions of standing committees included in PART VIII of the Bylaws, all members of the faculty, staff, as defined in PART II, Section 2 and students as defined in PART II, Section 1, are eligible for committee membership. The chair of each committee will be selected by the committee and need not be a senator.

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Section 5. Membership Appointment

Representation units shall be represented by one member on each standing committee. Members of the standing committees will be appointed by the representation units in a manner to be determined by each prior to September. In September, the ~~Presiding Officer~~President shall appoint a Senate liaison person for each standing committee with the exception of the Standing Committee on Faculty Rights, the Academic Affairs Committee, the Academic Integrity Committee, and the Graduate Council. Terms of office for committee membership shall be for one year. At its initial meeting in September, each committee shall elect a chair-elect who will become chair commencing the following May. The name of this person shall be forwarded to the ~~Presiding Officer~~President. Should there be an unanticipated vacancy in the chair's position, the Senate liaison shall call a meeting prior to the next Senate meeting for the purpose of electing a chair. The name of the new chair shall be forwarded to the ~~Presiding Officer~~President.

Section 6. Membership Limitation

Continuous membership on any one Senate committee is limited to four years unless specified otherwise in the Bylaws. No faculty or student member shall serve on more than three Senate standing committees nor be chair of more than one Senate committee at any one time. The Executive Committee shall enforce the provisions of this section. In the event the bylaws call for a faculty member with the rank of associate or full professor to serve on a committee, and a representation unit does not have a faculty member with such rank who is able to serve on the committee, the representation unit may select an assistant professor to so serve. In the event the Senate liaison person is a member of the committee to which he is elected by the Executive Committee, the Senate liaison person will serve in a dual capacity but have only one vote on the committee.

The Senate liaison person shall not serve as chair of the committee. The chair of all Senate standing committees shall have rank of full or associate professor unless otherwise noted in the bylaws.

Section 7. Senate Review

All Senate committee action is subject to review by the Senate.

Section 8. University-Wide Committees

University-wide committees appointed by the University President or the University Senate shall submit summaries of their work to the Senate yearly and their status will be reviewed every three years. Exceptions are the Honorary Degree Committee and all committees having a term of less than one year.

PART IX. SENATE COMMITTEES: STANDING

Section 1. Membership Confirmation

Membership of Senate standing committees shall be confirmed at the regular Senate meeting in May.

Section 2. Purpose

The standing committees, provided for in PART IX, shall be maintained to carry out the responsibilities of the faculty delegated to the Senate.

Section 3. Executive Committee

1. Membership shall consist of one senator ~~elected by from~~ each representation unit (except the College of University Studies ~~and College of Graduate and Interdisciplinary Studies and the Graduate School~~), the ~~Presiding Officer~~President, the immediate Past ~~Presiding Officer~~President, the ~~Presiding Officer~~President-Elect, the Provost/~~and~~ Vice-President for Academic Affairs, ~~the Dean of the College of Graduate and Interdisciplinary Studies~~, the Staff Senate president, the student body president, and one of the three Council of College Faculties representatives. The ~~Presiding Officer~~President-Elect shall be an ~~non-voting, ex-officio~~ex-officio (non-voting) member unless elected to the Executive Committee by his/her representative unit. The Council of College Faculties representative will be appointed by the ~~Presiding Officer~~President in September to serve a ~~one-year~~one-year, ~~non-voting, ex-officio~~ex-officio (non-voting) term on the committee. In the event the immediate Past ~~Presiding Officer~~President is unable or unwilling to serve, the ~~President~~ will appoint another past ~~Presiding Officer~~President as a replacement for the immediate Past ~~Presiding Officer~~President on the committee. The Past ~~Presiding Officer~~President, or his or her replacement, will serve as chair of an ad-hoc Bylaws committee should one be required.

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2. The term of office shall be for one year following the regular May meeting. PART III, Section 5, permits a member to be re-elected during that member's term as senator.
3. During the first week of the new Senate term, the Executive Committee shall meet and organize for the following year.
4. Committee responsibilities are the following:
 - a. Expedite Senate functions by receiving all problems referred by members of the faculty, administration, or student body; by assigning problems to Senate committees; and by reviewing periodically the progress of these committees.
 - b. Serve in a liaison capacity regarding the University Senate, administration, Staff Senate, and Student Senate.
 - c. Interpret, when necessary, provisions of the University Senate Constitution and Bylaws.

Section 4. Standing Committee on Faculty Rights

1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. The Standing Committee on Faculty Rights shall consist of five members, preferably from different representation units, elected for a five-year period by members of the faculty. Membership shall consist of non-administrative, tenured faculty with the rank of professor. If no full professor exists or is available, an associate professor may be elected. The Senate Executive Committee shall hold an election during spring semester of each year to select replacements for five-year terms beginning with the next fall semester. The Standing Committee on Faculty Rights shall elect its own chair from within its membership. In the event a member of the committee recuses himself/herself from the committee in a particular case or is recused by committee vote, the committee will appoint a replacement, preferably a prior member of the committee.

Section 5. Faculty Personnel Committee

1. Membership shall consist of one ~~elected~~ faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies and the ~~C Graduate School~~ College of Graduate and Interdisciplinary Studies) and the Senate liaison person.
2. Committee responsibilities are the following:
 - a. Study current policies and procedures relating to faculty personnel issues such as academic freedom, fringe benefits, retirement, promotion, tenure, and evaluation.
 - b. Review periodically and recommend revision of the personnel sections of the Faculty Handbook containing all current directives of the North Dakota State Board of Higher Education concerning personnel issues for the faculty.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 6. Teaching and Professional Service Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies) and the Senate liaison person.
2. Committee responsibilities are the following:
 - a. Study current policies and procedures relating to faculty teaching and service issues such as advising, grading, academic responsibility, and conduct.
 - b. Review periodically and recommend revision of the teaching and professional service sections of the Faculty Handbook containing all current directives of the North Dakota State Board of Higher Education concerning teaching and professional service issues for the faculty.
 - c. Promote use of valid and reliable procedures by schools and colleges to evaluate teaching.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 7. Research and Consulting Committee

1. Membership shall consist of appointed and permanent members. The Vice President for Research, Creative Activities, & Technology Transfer will make one appointment for a ~~three-year~~ three-year term from each of the representation units except the College of University Studies ~~and the Graduate School~~. Approximately one third of appointed membership will rotate each year, beginning September 1. Permanent members include several voting and several ex-officio (non-voting) representatives. Permanent voting members shall include the Assistant Associate Vice President for Sponsored Programs Administration, who will act as Chair, the Director of the Agricultural Experiment Station, and the Director of Technology Transfer and Research Foundation. Ex-officio (non-voting)

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members include the Vice President for Research, Creative Activities, and Technology Transfer; the Director of Restricted Fund Accounting; a staff member from Sponsored Programs Administration (who acts as program coordinator); ~~the Dean of Graduate and Interdisciplinary Studies~~; and the Senate liaison. This totals 10 voting members and 4-5 ex-officio (non voting) members.

2. Committee responsibilities are the following:

a. Review policies related to University research and consulting issues and make recommendations for consideration by the University Senate.

b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

c. Review periodically and recommend revision of the research and consulting sections of the Faculty Handbook containing all current directives of the University and all directives of the North Dakota State Board of Higher Education.

3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 8. Faculty Development Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, a representative from the Division of Student Affairs, and the Provost/Vice-President for Academic Affairs.

2. Committee responsibilities are to encourage faculty development through organizing faculty development workshops, providing supplemental funds for developmental leaves, and administering faculty development small grants programs. The committee also will oversee two standing subcommittees, the Faculty Lectureship and Cooperative Sponsorship committees, which will carry out certain responsibilities of the committee. Subcommittee members will be appointed by the chair with the approval of the committee.

3. The Committee shall provide a yearly summary of its activities to the Senate, but routine conduct of its business as previously described shall not need Senate approval.

Section 9. Academic Integrity Committee

1. Members shall be appointed by the University Senate Executive Committee. Membership shall consist of non-administrative, tenured faculty with the rank of professor from each of the representation units (except the College of University Studies). If no full professor exists or is available, an associate professor may be appointed. The Committee shall have staggered three-year terms and annually shall appoint a chair from among its membership.

2. The purpose of the committee is to provide investigative assistance to the University community on cases involving academic misconduct. If a member of the Committee on Academic Integrity feels that a conflict of interest in a particular case may occur, this person shall be excused. The Executive Committee will provide a substitute.

3. Upon receipt of the findings of an inquiry, the Committee on Academic Integrity shall select a panel of three persons competent to investigate the allegations. Because of the specialized nature of the evidence to be investigated, as well as the gravity of the charges, the panel may consist of one or more members chosen from outside the University. Every effort should be made to include a peer with similar rank to the accused.

Section 10. Academic Affairs Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies), two students, the Provost ~~and~~ Vice-President for Academic Affairs, and the University Registrar. The Chair of the Academic Affairs Committee will serve as a liaison to the University Senate Executive Committee.

2. Committee responsibilities are the following:

a. Coordinate and recommend actions on the proposals for curriculum and course changes received from the colleges ~~and schools including the Graduate School College of Graduate and Interdisciplinary Studies~~.

b. Recommend policies for the evaluation of transfer credits.

c. Recommend policies ~~and candidates~~ for graduation.

d. Recommend candidates for graduation.

~~e.~~ Recommend scheduling policies to provide for efficient utilization of classrooms and laboratories.

3. The Committee shall provide a yearly summary of its activities to the Senate.

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Section 11. General Education Committee

1. Membership shall consist of one ~~tenured~~ faculty member from each of the representation units (except the College of University Studies and the ~~College of Graduate and Interdisciplinary Studies~~~~Graduate School~~), ~~the Senate liaison person~~, two students, one representative ~~each~~ from the ~~University Assessment Committee~~, the Division of Student Affairs, and one representative from the NDSU Libraries.

~~Liaisons from the Deans, the University Registrar, and the Associate Registrar will serve as ex-officio members. The Provost/Vice-President of Academic Affairs' representative will serve as chair and an ex-officio representative and pending confirmation by the committee will serve as chair and Senate Liaison. The chair must be a tenured faculty member who has previous experience on the Committee and holds the rank of associate or full professor. Ex-officio representatives may vote on student petitions and matters of committee governance. The following offices will each have an ex-officio and non-voting representative on the committee: University Assessment Committee, the Provost/ and Vice President for Academic Affairs, and the University Registrar.~~

2. Committee responsibilities are the following:

- a. Ensure that all existing courses or experiences, subsequently approved to meet general education requirements, include evidence that they are consistent with the University's mission and that they help students attain ~~one or~~ ~~more~~two of the General Education Intended Student Outcomes.
 - b. Develop criteria and procedures for submitting, evaluating, and approving courses or experiences that meet NDSU general education requirements and the general education guidelines of the North Central Accreditation Association.
 - c. Develop criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
 - d. Coordinate and recommend actions to the Senate on proposals for approving general education courses.
 - e. Provide periodic assessment of students' attainment of intended student outcomes in general education.
 - f. Study, coordinate, and recommend policies and procedures for continuing improvement in general education.
3. All courses approved by the committee shall be reviewed by the committee every five years. Recommendations on reviewed courses will be forwarded to the Senate for action.
4. The Committee shall provide a yearly summary of its activities to the Senate.

Section 12. University Assessment Committee

1. Membership shall consist of one ~~elected~~ member from each of the representation units (except the College of University Studies), the Senate liaison person, the Provost/~~and~~ Vice President for Academic Affairs (non-voting, ex officio), one undergraduate and one graduate student, a representative from the General Education Committee, a representative from the Division of Student Affairs, a representative of the NDSU Extension Service, a representative from the Division of Distance and Continuing Education, the Director of the Office of Institutional Research and Analysis, and the Director of the Office of Accreditation and Assessment.

2. Committee responsibilities are the following:

- a. Periodically review the assessment of student learning in the university's undergraduate and graduate programs.
- b. Develop procedures for the annual reporting of assessment activities by departments and other academic units.
- c. Provide feedback and assistance to departments and other academic units on their assessment activities.
- d. Provide a yearly summary of assessment activities to the Provost/~~and~~ Vice President for Academic Affairs, the Office of Institutional Research and Analysis, the Office of Accreditation and Assessment, and the Senate.

Section 13. Program Review Committee

1. Membership shall consist of one faculty member, with the rank of associate or full professor, from each of the representation units (except the College of University Studies), the ~~Presiding Officer~~President of the University Senate, who will serve as the Senate liaison person, two students, the Dean ~~of of the College of Graduate and Interdisciplinary Studies~~Graduate Studies, and the Provost/~~and~~ Vice-President for Academic Affairs. An alternate member, preferably tenured, will also be designated from each unit represented.

2. Committee responsibilities are the following:

- a. Develop criteria and procedures for review of academic programs.

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- b. Perform a continuing review of the University's academic graduate and undergraduate programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
- c. Address concerns regarding duplication of programs and courses.
- d. Recommend policies for levels of University support to the various programs.
3. The Committee shall consider coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.
4. The committee shall provide a yearly summary of its activities to the Senate. Recommendations for program elimination shall be subject to Senate review.

Section 14. Library Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, two students, a representative from the Staff Senate, a representative from Information Technology Services, and the ~~Director of the NDSU~~ Dean of Libraries.
2. Committee responsibilities are to formulate policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, data bases, electronic, and other services.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Section 15. Campus Space and Facilities Committee

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, one member appointed by the Staff Senate, one member appointed by the Student Senate, the Provost ~~and~~ Vice-President for Academic Affairs, and the Vice-President for Business and Finance who shall serve as chair. Ex-officio ~~and (non-voting)~~ members include the Director of ~~the Physical Plant~~ Facilities Management, Chair of the Department of Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, Associate Director of Student Academic Affairs, and the Campus Police/Security Chief.
2. The Campus Space and Facilities Committee is responsible for providing campus-wide representation in decisions that relate to the campus physical environment. Committee responsibilities are the following:
 - a. Provide for the systematic development and review of the Campus Master Plan and Guidelines for Campus Development.
 - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and to review changes in University space allocation.
 - c. Review proposed building projects and major building renovations prior to submission to the President of the University and presentation to the State Board of Higher Education and Legislature.
 - d. Recommend policies for site location for new buildings and for overall landscaping.
 - e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
 - f. Recommend plans for sidewalks, streets, and parking lots.
3. The Committee is required to meet at least once each semester. The Committee shall provide a yearly summary of its activities to the Senate.

Section 16. University Athletics Committee

1. The University Athletics Committee serves as the North Dakota State University Athletics Advisory Board as described in the constitution of the National Collegiate Athletic Association (NCAA).
2. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies and the ~~College of Graduate and Interdisciplinary Studies~~ Graduate School) and the following: ~~two students, two students~~ the student body Vice President and the President of the Student-Athletes Advisory Council; a representative of the Staff Senate; the Director of Intercollegiate Athletics; the Director of Intercollegiate Women's Athletics; ~~the Executive Director/Chief Diversity Officer of the Office for Equity and Diversity~~; the ~~Faculty Athletic Institutional Representative to the North Central Intercollegiate Athletic Conference~~, and the Senate liaison person.
3. Committee responsibilities are the following:
 - a. Promote compliance with principles of conduct as defined by the NCAA.
 - b. Act as the Board of Appeals for athletic grievances.

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c. Formulate policy recommendations to be forwarded to the Senate. Policy recommendations should cover such areas as follows:

- (1) Guidelines for athletic schedules
- (2) Guidelines for participation in postseason activities
- (3) Awards for excellence in athletics
- (4) Eligibility of athletes

d. Review the upcoming issues at intercollegiate conference meetings and recommend institutional position.

e. Review the budget of the athletic programs prior to its approval by the University President.

f. Stimulate interest in athletic events by the entire University community.

4. The Committee shall provide a yearly summary of its activities to the Senate.

PART X. SENATE COMMITTEES: SPECIAL

From time to time, the Senate may create such special committees as it deems necessary for the execution of its responsibilities; such special committees shall be discharged upon the completion of their assigned duties.

PART XI. GRADE APPEALS BOARD

Section 1. Purpose

A University Senate Grade Appeals Board shall be established with authority to hear charges of inequitable or prejudiced academic evaluations and to provide redress for any improper evaluation as it may find actually to have taken place.

Section 2. Membership

The Board shall consist of the following persons:

1. One faculty member and one alternate from each representation unit (except the College of University Studies), to be elected by the faculty of each college for alternating three-year terms. The term shall commence on the Tuesday following the May Senate meeting.
2. Three full-time students and three alternates, each with a minimum 2.00 grade point average and a standing of at least second semester sophomore, to be appointed by the Student Senate. Terms shall be for one year, commencing on the Tuesday following the May University Senate meeting.
3. A chair, in addition to the foregoing members, to be elected by the Senate membership. The chair shall serve for three years with the term to commence on the Tuesday following the May Senate meeting of the first year for which he/she was elected.

Section 3. Procedure

The Grade Appeals Board shall act in accordance with procedures approved by the Senate (Policy 337).

PART XII. ELECTION TO COUNCIL OF COLLEGE FACULTIES

Section 1. Membership

Membership, responsibilities, and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 2. Election and Term of Office

The University representatives on the Council of College Faculties shall consist of three faculty members elected to staggered three-year terms by members of the faculty. The representatives shall be non-administrative faculty members. The Senate Executive Committee shall hold an election during spring semester of each year to select a replacement for the three-year term beginning with the next fall semester.

Section 3. Appointment to the Senate Executive Committee

One of the three Council of College Faculties representatives will be appointed by the ~~Presiding Officer~~ President of the Senate in September to serve a one year, non-voting, ex-officio term on the Executive Committee.

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PART XIII. FACULTY CAUCUS

Section 1. Membership

The Faculty Caucus consists of all non-administrative faculty, full-time lecturers, and any administrative faculty member who is serving as the elected Senator from his or her representation unit. ~~(Administrative faculty includes the University President, Vice Presidents, Directors, Deans, Associate or Assistant Deans, and Department Chairs.)~~

Section 2. Agenda

Any member of the Senate can call a meeting of the Faculty Caucus to address any matter of faculty concern. If the matter is on the agenda of the next Senate meeting, the Faculty Caucus will ordinarily meet on the Monday before the scheduled meeting of the Senate.

Section 3. Meetings

The ~~presiding officer~~President-elect will give notice to the faculty of the time and place of the meeting and act as Chair of the Faculty Caucus. All members of the Faculty Caucus shall be entitled to vote on matters before the caucus. Any resolution or motion passed by the Faculty Caucus shall be presented by the ~~presiding officer~~President-elect to the Senate.

PART XIV. AMENDMENTS

Section 1. Initiation

Amendments and additions to the Bylaws may be proposed by the Senate or by a petition signed by twenty-five percent of the faculty and presented to the Senate at a regularly scheduled meeting. The secretary of the Senate shall distribute the proposed changes to all faculty members no later than nine days after the meeting. The Executive Committee may appoint an ad hoc Bylaws Committee, typically chaired by a Past ~~Presiding Officer~~President, to review the Bylaws and make recommendations for Bylaws amendments and/or additions.

Section 2. Procedure

No later than thirty days nor earlier than seven days after distribution, the Senate shall vote on the proposed changes, either in a regular or a special meeting. If approved by a two-thirds majority of the total membership of the Senate, the secretary shall forward the changes to the University President for consideration.

Section 3. Effective Date

When approved by the University President, the changes become effective immediately.

HISTORY: March 11, 1974. Amended: March 26, 1976; February 24, 1978; February 9, 1981; November 14, 1983; December 9, 1985; February 9, 1987; February 12, 1990; September 18, 1991; March 16, 1992; February 8, 1993; April 11, 1994; May 8, 1995; April 15, 1996; May 4, 1998; May 8, 2000; May 6, 2002; May 12, 2003; May 8, 2006.

APPROVED:

Joseph A. Chapman
President

9/4/2003
Date

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**North Dakota State University
Summer 2007 Graduates
Degree Date: August 3, 2007**

***College of Agriculture, Food
Systems, and Natural Resources***

Bachelor of Arts

Loidolt, Michael

Bachelor of Science

Jenson, Carrie
Mattson, Laressa
Hoyt, Cory
Lamm, Stephanie
Christianson, Clifford
Geihl, Laura
Wohlk, Darnell
Vigen, Sara
Rudolf, Lacy
Stockert, Crystal
Galow, Mandy
Hentges, Jesse
Knudson, Jennifer
Kramer, Rachel
Strahl, Heather
Smolley, Amber
Seppelt, Tracy
Oliver, Kathryn
Cutler, Shannon
Vashisht, Ashwini
Lamba, Vibha
Gupta, Anindita
Krishan, Gopal
Gautam, Anirudh
Gambhir, Aakansha

Master of Science

Hovde, Scott

Effertz, Cary
Hapka, Amy
Kong, Fanbin
Ghosh, Pradyot
Krippner, Sara
Neville, Bryan

Doctor of Philosophy

Anderson, Karin
Lin, Rongshuang
Alamri, Mohammed

***College of Arts, Humanities and
Social Sciences***

Bachelor of Arts

Loken, Jeff

Bachelor of Science

Martin, Quentin
Mathew, Trevor
Grover, JoRelle
Geske, Rhys
Cook, Christina
Helgoe, Kristjan
McCarthy, Jocelyn
Abdulkarim, Fartun
Short, Danny
Schumacher, Alicia
Cromell, Katherine
Dauksavage, Stacy
Jacobs, Heather
Arhart, Ryan
Nordling, Douglas
Bechtold, Tiffany
Larson, Rebecca
Schmidt, Justin
Red Day, Desiree
Hirchert, Jonathan

Master of Arts

Broten, Louise
Harveland, Marilou
Hernandez, Joshua
Kruckenberg, Janet
Ecker, Elizabeth
Kvanvig, Danielle

Master of Science

Balken, Shane
Bergstrom, Aaron
Kemp, Micheal
Atouba Ada, Yannick

Doctor of Musical Arts

Nero, Jonathan

Doctor of Philosophy

Child, Jeffrey

College of Business

Bachelor of Accountancy

Johnson, Andrea
Fenske, Troy

Bachelor of Science

Tunseth, Kathryn
Wald, James
Ystebo, David
Anderson, Thaddeus
Vetter, Clinton
Tchida, Kevin
Tester, Lindsey
Halverson, Ross
Dotzenrod, Ashley
Dahlen, Katie
Nicola, William

Nicholas, Michael

Master of Business

Administration

Fogarty, Thomas
Wold Janke, Kimberly
Chadha, Arjun

***College of Engineering and
Architecture***

Bachelor of Landscape

Architecture

Hartberg, Benjamin
Kneip, Paulo
Schwartz, Aaron

Bachelor of Science

Christopherson, Dylan
Mevold, Jan
Holt, Patrick
Kuettel, Ann
Kneip, Paulo
Braaten, Kristopher
Helleen, Mitchell
Schwartz, Aaron
Taube, Michael
Maher, Derek
Hacker, Nathaniel
Doll, Cody
Schaunaman, Andrew
Dalland, Chris
Gustafson, Andrew
Klava, Brent
Sharma, Piyush
Elsenpeter, Laura

Master of Architecture

Mevold, Jan

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Master of Science

Hoey, Justin
Patwardhan, Ranjit
Zeng, Hai
Shoeb, Juline

College of Graduate and Interdisciplinary Studies

Doctor of Philosophy

Nde, Chantal

Master of Military Logistics

Bane, Brad
Garay Rodriguez, Sharon
Coleman, Hugh
Sullivan, Adrian
Dixon, Kevin
Gannon, James
Leslie, William
Haffey, Christine
Hirsch, Joshua
Irby, Eugene
Jennings, Sara
Johnston, James
Lee, Andrew
Chilson, Nicole
Jurkowski, Robert
Pennington, Stacy
Hammond, Michael

Master of Science

Allen, Joseph

College of Human Development and Education

Bachelor of Arts

Takizawa, Miku

Bachelor of Science

Heid, Kirsten
Lunday, Sarah
Sims, Chris
Pedersen, Brian
Stokka, Ashley
Peterson, Timothy
Bachmeier, Chelsea
Richter, Matthew
Ketterling, Joseph
Kloster, Nickolas
Nix, Jessica
Ross, Erik
Johnson, Natalie
Amuro, Kyuma
Parrish, Sheila
Romanyshyn, Jesse
Myers, Michelle
Markusen, Jenna
McCabe, Kristin
Johnson, Nichole
Nelson, Tabitha
Gault, Sarah
Bombenger, Chaz
Folkert, Jamie
Lusignan, Jennifer
Stortroen, Sarah
Stroh, Sara
Berglund, Heather
Geske, Leah
Miller, Shannon
Sheeley, Tara
Maus, Anna

Weber, Melissa
Lillehoff, Tressa
Nelson, Katie
Brixius, Ashley
Rick, Jenee
Quickstad, Barry
Crapeau, Caleb
Kasperson, Jeremy

Master of Education

Hallquist, Deborah
Hersch, Julie
Black, Gilbert
Beck-Nelson, Gail
Lietz, Karen
Conway, John
Brenden, Patrick
Lee, Todd
Maciver, Karalee
Ridl, Crystal
Schafer, Jean
Dvorak-Rehurek, Linda
Erbes, Cynthia
Mastrud, Jenifer
Klaman, Matthew
Love, Katherine
Gay, Sheila

Master of Science

Retzlaff, Jason
Hogen, Victoria
Steinhaus, Jennifer
Claus, Jody
Sobolik, Joey
Henke, Tegan
Schmautz, Melissa
Zins, Tiffany
Bicknase, Shanna

Doctor of Philosophy

Staiger, Scott
Bjelde, Kristine
Aronson, Louella
Placek Welk, Janet
Stastny, Sherri

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

Amedi, Delveen
Khaleel, Siar
Bryce, Joseph
Jensen, Mandy
Hylden, Vanessa
Prestegaard, Ryan
Seltvedt, Hannah
Hage, Megan
Goehring, Tyler
Weber, Lacey
Machtell, Rhonda
Fischer, Samantha
Clow, Eryn
Koehn, Jill
Jackson, Tara
Motis, Kari
Dezeeuw, Jacob
Anderson, Michelle

Bachelor of Science in Nursing

Schmaltz, Susan

Doctor of Nursing Practice

Unterseher, Jeanne

Doctor of Pharmacy

Heiser, Justin

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College of Science and Mathematics

Certificate

Caffarel, Juan

Bachelor of Arts

Benavidez, Nestor

Bachelor of Science

Morstad, Cheri

Christiansen, Zachariah

Schumacher, Jennifer

Theis, Kelly

Kraft, Savannah

Andersen, Donna

Halldorson, Michael

Makamba, Thuwein

Carlstrom, Katherine

Groesbeck, Gabriel

College of University Studies

Bachelor of University Studies

Harmon, Christina

Unruh, Lynnelle

Frost, Joshua

Nordlie, John

Buckwalter, Justin

Klug, Heather

Oberloh, Annie

Smith, Phillip

Master of Science

Phillippi, Jay

Mamun, Abdullah

Christianson, Jodi

Mehto, Vikram

Miteva, Martina

Oruganti, Ravi

Francis, Curtis

Doctor of Philosophy

Chang, Chia-Hao

Xu, Weifeng

Mammenga, Brenda

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November 19, 2007

The University Senate met at 3:30 p.m. in the Plains Room of the Memorial Union with Dr. D. Terbizan presiding and the following senators present: D. Anderson, B. Anderson, B. Bahrami, S. Bergeson, M. Boetel, W. Bowlin, A. Brown, X. Cai, T. Carlson, L. Christianson, M. Christoffers, V. Clark Johnson, D. Comez, J. Coykendall, B. Duncan, J. Glower, R. Gordon, P. Hansen, G. Heller, A. Hirani, M. Hoag, B. Johnson, M. Kelsch, E. Khan, L. Kreklau, M. Lee, S. Mallik, J. Martin, C. McEwen, F. Michael, S. Neate, O. Obadina, R. O'Connor, L. Peterson, R. Pieri, C. Presser, B. Randall, J. Ransom, R. Rathge, J. Reimnitz, D. Rider, T. Riley, J.W. Schroeder, G. Smith, W. Teder-Salejarvi, and A. Werremeyer

Substitutions: E. Kadossov for U. Burghaus, S. Rasmussen for G. Cook, G. Bromley for B. Geeslin, W. Gordon for R. Gordon, J. Venette for K. Grafton, D. Lin for S. Panigrahi, K. Vess Halbur for C. Peterson, and W. Slinger for R.C. Schnell

Previous Minutes

MOTION (Rathge/L.Peterson): to approve the minutes of the October 8, 2007, meeting as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Pieri/L.Peterson): to approve the Consent Agenda as posted. Included were reports from the Academic Affairs ([Attachment 1](#)), General Education ([Attachment 2](#)), and the following policies for information only from the Policy Coordination committees:

- 1) [Policy 100 – Equal Opportunity and Non-Discrimination Policy](#)
- 2) [Policy 104 – Recruitment Period for Position Announcements](#)
- 3) [Policy 146 – Military Leave](#)
- 4) [Policy 516 – Travel – Non-employees](#)

MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

1. *President Chapman*: No report, not present
2. *Provost Schnell*: No report, not present
3. *University Senate President Terbizan made the following announcements:*
 - Senate Web Site - A new University Senate web site, with links to standing committee sites, is available at <http://senate.ndsu.edu/>.
 - Ombuds Committee – E. Berry is chairing a committee exploring the establishment of an ombuds position for faculty and staff on campus. A report of the campus survey on this topic will be made at the December Senate meeting.
 - Dead Week – An email reminding faculty of the Dead Week policy was sent out by the Provost.

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Committee Reports:

1. *Academic Affairs:*

L. Manikowske, chair, presented two additional courses that were not included on the consent agenda: BIOL 478/678 (new course) and IME 330 (course change) – (see [Attachment 1](#)). MOTION (Pieri/Halbur): to approve the addendum as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

2. *General Education:*

L. Peterson, chair, announced that courses up for five-year review must now be submitted electronically to the General Education Committee (instructions are available on the General Education web site at <http://senate.ndsu.edu/gened/>).

3. *Policy Coordination Committee:*

D. Comez presented the following policies for Senate discussion and input:

- Policy 112: Pre-Employment and Current Employee Criminal Record Disclosure ([Attachment 3](#)) – Policy was amended to require employees to notify their supervisor and the Director of Human Resources within five days of being arrested or charged with a crime covered under Policy 112. MOTION (D. Anderson/Reimnitz): to approve changes to Policy 112 as presented. MOTION PASSED WITH UNANIMOUS CONSENT.
- Policy 708: Building Maintenance and Requests for Services ([Attachment 4](#)) – Amended policy title to ‘Campus Maintenance and Service Requests,’ and amended language with updated maintenance responsibilities for Facilities Management, as well as procedures for service requests. MOTION (Pieri/Reimnitz): to approve changes to Policy 708 as presented. MOTION PASSED WITH UNANIMOUS CONSENT.
- Policy 711: Environmental Health and Safety Office: Hazardous Materials and Chemical Management/Radiation Safety/Asbestos ([Attachment 5](#)) – Policy title was amended to ‘Safety Office: Hazardous Materials and Chemical Management/Radiation Safety/Asbestos,’ and updates were made to source and department names. MOTION (Pieri/Reimnitz): to approve Policy 711 as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

4. *Council of College Faculties:*

T. Barnhart reported the following on behalf of CCF –

- Faculty salaries continue to be a topic of discussion and interest at the state level.
- The next Arts and Humanities Summit is slated for October 2008 in Bismarck.

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- The Compensation Committee has proposed to increase by 15% the TIAA-CREF retirement contributions for faculty who have been employed within the NDUS for at least 15 years.
- There is an initiative to share with legislators the value of faculty contributions to the state in order to help increase awareness and funding for future legislative cycles.

5. *Other Committee Reports* – There were no other University Senate Standing Committee reports.

Unfinished Business:

- *Constitution Changes* - The vote to amend the University Senate Constitution took place between October 19 and November 19. Ballots will be counted at the Senate Executive Committee meeting on November 26, and announced at the December Senate meeting.

New Business:

1. *COACHE Survey* - The COACHE Survey update by Provost Schnell has been postponed to December Senate meeting.
2. *Sustainability Task Force* ([Attachment 6](#)) - G. Bromley, on behalf of Staff Senate, invited representatives from University Senate to serve on a Sustainability Task Force. The purpose of the task force is to explore the avenues by which NDSU can lead the way toward campus, community, state and regional sustainability. Its responsibilities would include examining the opportunities and challenges of sustainability for the University, and determining priorities and recommendations for change. The task force will explore the means toward incorporating environmentally sustainable principles into areas of curriculum and research, policy, planning and operations, communication, and outreach.

Adjournment

The meeting adjourned at 4 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

Suspension of Program							
Athletic Training (Undergraduate Major)							
New Courses							
Dept.	No.	Title					Crs.
BIOL	478/678	Methods in Animal Physiology					3
CJ	734	Advanced Criminal Justice Methods					3
CM&E	203	Building Construction: Methods and Materials					3
CPM	451/651	Laboratory, Chemical, Radiation, and Biological Safety					1
ECE	432	Computational Methods in Power Systems					3
GERM	220	German Culture & Society					3
HNES	231	Officiating Football					1
HNES	232	Officiating Basketball					1
HNES	483	Community Sports Internship					6
MATH	757	Topics in Functional Analysis					3
MATH	767	Topics in Applied Mathematics					3
ME	676*	Mechatronics					3
ME	488/688	Introduction to Aerodynamics					3
MIS	479	Decision Support and Intelligent Systems					3
THEA	362	Dance Styles for Theatre					1
Course Deletions							
SAFE	470/670	Economic Epidemiologic and Regulatory Issues in Food Safety					3
Changes in Course Prefix and Title							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
HNES	467	EKG Monitoring Physiology	2	HNES	467	<i>EKG Monitoring</i>	2
HNES	475	Human Performance and Fitness Internship	12	HNES	475	<i>Exercise Science Internship</i>	12
HPER	210	First Aid and CPR	2	HNES	210	First Aid and CPR	2
IME	330	Manufacturing Processes I	2-3	IME	330	<i>Manufacturing Processes</i>	3
MATH	724	Theory of Rings I	3	MATH	724	<i>Topics in Commutative Algebra</i>	3
SOIL	655	Soil Chemistry	3	SOIL	755	Soil Chemistry	3
SOIL	763	Soil Physics	3	SOIL	763	<i>Advanced Soil Physics</i>	3
For Information Only: Changes in Description, Prerequisites/Corequisites, & Restrictions							
Dept.	No.	Title	Crs.	Restrictions			
HNES	141	Food Sanitation	1	Restricted to Dietetics, Hospitality, Family Consumer Science, Food Science, & Food Safety Majors/Minors			

*ME 476 was approved by University Senate in May 2007.

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Attachment 2

General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Courses Approved for General Education (New)

Course No.	Course Title	Recommended Categories	Recommended Outcomes
ENGL 322	Creative Writing I	C	1, 6

Courses Withdrawn from General Education List of Approved Courses

Course No.	Course Title	Categories	Dept or GE Request
AGEC 220	World Agricultural Development	B, D	Dept. Request

Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes

Course No.	Course Title	Categories	Outcomes
H&CE 341	Leadership and Presentation Techniques	B	1, 4

Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes

Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
RELS 100	Introduction to Religion	A	1, 3, 4, 6	3, 6

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Attachment 3

Version 3, 10/9/07

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section

112: Pre-Employment and Current Employee Criminal Record Disclosure

Amend policy to require employees to notify their supervisor and the Director of Human Resources within five days of being arrested or charged with a crime covered under Policy 112.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 9/17/07; 10/19/07

Staff Senate -

University Senate –

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel

SECTION 112: PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINAL RECORD DISCLOSURE

SOURCE: NDSU President

1. All applicants for employment at NDSU, whether full-time or part-time, including student employment, must sign the criminal record disclosure form
<http://www.ndsu.edu/equal_opportunity/forms/CriminalDisclosure.pdf>
prior to being hired. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.
2. A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.

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Version 3, 10/9/07

3. The form shall be kept in the employee's official personnel file (<http://www.ndsu.nodak.edu/policy/718.htm> <718.htm>) (or, for individuals not hired, with the applicant's file).
4. Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, Executive Director, Chief Diversity Officer in the Office of Equity and Diversity (for non broadbanded positions), Director or Human Resources/Payroll (for broadbanded positions), General Counsel, or their Department Chair or Dean.

5. Current Employees

5.1

Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies; and misdemeanors involving violence and theft; or any offense requiring one to register as a sex offender) to their supervisor and the Director of Human Resources/Payroll. See Policy 155 for arrests and convictions involving drugs and alcohol in the workplace. Additional evidence about the conviction (example, the judgment of conviction) may be placed in the employee's official personnel file. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined by the supervisor after consultation with appropriate personnel. (See section 4 above.) The employee can request that the conviction information be removed from the employee's official personnel file after misdemeanors are over 5 years old and 10 years for felonies.

5.2

Information regarding this subsection shall be provided to employees as part of the NDSU Annual Notice of Policies Covered under the ND Risk Management Program.

5.3

All current employees ~~will be~~ are required to sign a Criminal Record Disclosure Form. ~~This one time event will be accomplished as part of the next Annual Notice of Policies notice after this policy goes into effect.~~

5.4

Employees arrested or charged by summons to appear for crimes covered by this policy, or for a crime otherwise job related (e.g., a DUI if driving is a job requirement), have a duty to notify their supervisor and the Director of Human Resources/Payroll within five days of the arrest or receipt of the summons. While an arrest is not a conviction, NDSU will determine any potential actions or consequences on a case by case basis.

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Attachment 4

Draft 2 - 9/10/07

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section

708: ~~Building Campus~~ Maintenance and ~~Requests for Services~~ Service Requests

Update source and Facilities Management Department name.

Update language as with regards to what Facilities Management is responsible for in terms of maintenance. Also, update language on procedures for service requests.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 4/30/07; 5/18/07; 9/17/07; 10/19/07

Staff Senate – 5/9/07

University Senate – 5/7/07; 9/10/07

President's Council – 5/1/07

3. This policy revision was originated by (individual, office or committee/organization):

Facilities Management

SECTION 708: ~~BUILDING CAMPUS~~ MAINTENANCE AND ~~REQUESTS FOR SERVICES~~ SERVICE REQUESTS

SOURCE: NDSU ~~Policies and Procedures Manual~~ President

1. The Facilities Management department ~~assumes the is responsible to costs of~~ operating, maintaining, manage, repair and clean cleaning and repairing all academic and administrative (defined by the State Board of Higher Education as Type I and II) buildings and common building systems, basic classroom furniture and/equipment, and appurtenances (accessories) in public areas. Office furnishings are the responsibility of the occupying department.-

1.1

Report all maintenance ~~deficiencieies problems~~ by calling the ~~Physical Plant~~ Facilities Management department ~~(#7911)-at 231-7911.~~

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Attachment 4

Draft 2 - 9/10/07

2. A department requiring special ~~educational and/or research~~ equipment, ~~(for example: fume hoods, autoclaves, quality water systems, etc.)~~ unique to its discipline (including office equipment), must pay for its installation, maintenance, repair and replacement.
3. ~~Departments requesting new cabinetry and/or repairs and renovations to cabinetry; through the Cabinet shop etc. will be billed for both the costs of material and the labor. costs associated with the projects.~~
4. General grounds and landscape services are the responsibility of Facilities Management.

24.1

~~Requests for specific departmental services must be made on a Physical Plant work request form. Forms are available from the Physical Plant department. Specialized grounds, turf and landscape services will be billed to the requesting department for both the costs of material and labor.~~

5. Requests for specific departmental services must be made on a Facilities Management service request form. Forms are available at our web address: www.ndus.edu/facilitiesmanagement.
 6. Effective July 2003, all new operating costs for non-academic/administrative (defined by State Board of Higher Education as Type III) buildings will be funded by the functional unit that operates the building.
- ~~6.1. For non-academic/administrative buildings prior to July 2003, Facilities Management has financial responsibility to operate, manage, and repair internal building utilities.~~
- ~~77..For more details and building types defined, visit Facilities Management web site at: www.ndsu.edu/facilitiesmanagement~~

HISTORY: July 1990, Amended July 1993

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Attachment 5

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section

711: ~~Environmental Health and~~ Safety Office: Hazardous Materials and Chemical Management/Radiation Safety/Asbestos

Update source and department names.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 4/30/07; 5/18/07; 10/19/07
Staff Senate -
University Senate –
President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

Facilities Management
University Police & Safety Office

Draft 3 (9/21/07)

**SECTION 711: ~~OCCUPATIONAL SAFETY AND ENVIRONMENTAL HEALTH~~
~~OFFICE SAFETY OFFICE~~: HAZARDOUS MATERIALS AND CHEMICAL
MANAGEMENT/RADIATION SAFETY/ASBESTOS**

SOURCE: NDSU ~~Policies and Procedures Manual~~President

1. Chemicals and other hazardous substances should be used only by persons familiar with their hazardous characteristics. Safety precautions need to be followed as appropriate and must include the use of appropriate personal protective equipment to include, at a minimum, laboratory apparel, safety goggles, respirators, and/or fume hoods.

1.2

The disposal of all hazardous substances is handled by the ~~Occupational Safety and Environmental Office, Physical Plant Department~~ Safety Office, of the University

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Attachment 5

- Police and Safety Office (UP&SO). Hazardous items may not be disposed of in common trash containers ~~nor or~~ in the University sewer system. If in doubt as to whether or not a substance is hazardous, the employee should contact the ~~Occupational Safety and Environmental Health Office~~ Safety Office (231-7759).
2. Radioactive materials can be used by University personnel only after authorization has been granted by the University Radiation Safety Committee. The ~~Occupational Safety and Environmental Health Office~~ Safety Office, UP&SO should be contacted to obtain an application for radioactive material usage, or for any other questions on radiation safety related matters.
 3. All University buildings identified as potentially containing asbestos material have been surveyed for ~~asbestos- the substance~~ by means of sampling and evaluation. Where buildings have not been surveyed (e.g., new or newly renovated buildings), documentation is available indicating that no asbestos containing material was used during the construction process. Existing asbestos has been encapsulated such that the asbestos fibers are nonfriable. This means the fibers cannot become airborne and therefore cannot be inhaled by persons occupying the rooms.
 4. NDSU has developed a Safety & Risk Management Program to protect its employees whose jobs place them at risk of exposure or injury due to on-the-job hazards. Safe Operating Procedures/Standards have been developed to establish uniform requirements for all chief hazards. These standards are available to all employees for review from the ~~Occupational Safety and Environmental Health Office, Physical Plant Department~~ Safety Office.
- HISTORY: July 1990; Amended May 1996

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Attachment 6

Sustainability Task Force

Proposed by Gretchen Bromley, Vice President for Staff Senate, 8/22/07

Approved by the NDSU Staff Senate 9/12/07

An Invitation

NDSU Staff Senate invites representatives from Student Government and University Senate to participate jointly in a Sustainability Task Force.

Purpose

The purpose of the Sustainability Task force will be to explore the avenues by which our land-grant university can lead the way toward campus, community, state and regional sustainability with the “energy and momentum” set forth in our mission.

Specifically, the task force would:

- Explore tenets of sustainability;
- Examine the opportunities and challenges that a sustainability paradigm and its implementation present for university stakeholders;
- Determine priorities for change and make a report to the President with suggested recommendations for our shared future.

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Attachment 6

Focus Areas

The Sustainability Task Force would be an on-campus group representing Staff Senate, Student Government, University Senate, and other interested staff, students and faculty, working to explore the means toward incorporating environmentally sustainable principles into areas of:

- curriculum and research,
- policy, planning and operations,
- communication and outreach.

Recommended actions could include any (all or more) of the following:

Potential Focus Areas	Examples of programs & practices...	...currently implemented at:
University Commitment to Sustainability	Signatory to a national or international initiative like <i>American College & University President's Climate Commitment</i> to become carbon neutral –OR– the <i>Talloires Declaration</i>	Utah State University (NDSU peer institution) http://www.presidentsclimatecommitment.org/ Ithaca College http://www.ithaca.edu/sustainability/ Minnesota State University – Moorhead http://www.mnstate.edu/sci/talloires_declaration.htm
Integration into General Education	General Education "Unifying Theme" engaging students in focused discussion & reflection on Global Warming	University of Central Florida http://gep.ucf.edu/
Solid Waste	Reduce, reuse, restore, recycle programs	University of North Carolina http://www.ncsu.edu/facilities/recycling/programs/
Energy	Energy conservation education/action initiative	Stanford University http://facilities.stanford.edu/conservation/
Water	Water conservation education/action initiative	University of Georgia http://www.uga.edu/aboutUGA/water_tips.html
Transportation	Bike programs; expanded bus service	University of Colorado, Boulder http://www.colorado.edu/bicycleprogram/
Buildings/Infrastructure	Green buildings; green roofs; life-cycle analysis	Duke University http://www.dukenews.duke.edu/2007/10/green.html
Open Space/Land Use	Native prairie plantings; tree planting	University of Iowa http://www.uiowa.edu/~fyi/issues/issues2003_v41/08012003/cultivating.html

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Attachment 6

Background

What is “sustainability”? In 1987, the Brundtland Report, titled "Our Common Future," was presented by Gro Harlem Brundtland, former prime minister of Norway, to the United Nations Commission on the Environment and Development. The report's definition of “sustainable development” has become a standard around the world:

**Meeting the needs of the present generation
without compromising the ability of future generations to meet their needs.**

The following is excerpted from <http://www.millenniumassessment.org/en/Index.aspx>

Why take action now? Initiated in 2001, The Millennium Ecosystem Assessment (MA), requested by UN Secretary-General Kofi Annan, examined the consequences of ecosystem change for human well-being and the scientific basis for action needed to enhance the conservation and sustainable use of those systems and their contribution to human well-being.

The MA involved the work of more than 1,360 experts from 95 countries worldwide. The findings of the assessment are the consensus view of the largest body of social and natural scientists ever assembled to assess knowledge in this area and provide a state-of-the-art scientific appraisal of the condition and trends in the world's ecosystems and the services they provide (such as clean water, food, forest products, flood control, and natural resources) and the options to restore, conserve or enhance the sustainable use of ecosystems.

The main finding is that over the past 50 years, humans have changed ecosystems more rapidly and extensively than in any comparable period of time in human history, largely to meet rapidly growing demands for food, fresh water, timber, fiber and fuel.

The bottom line: human actions are depleting Earth's natural capital, putting such strain on the environment that the ability of the planet's ecosystems to sustain future generations can no longer be taken for granted. At the same time, the assessment shows that with appropriate actions it is possible to reverse the degradation of many ecosystem services over the next 50 years, but the changes in policy and practice required are substantial and not currently underway.

The time for ACTION is now. We can make this a priority and lead the way in the region!

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The University Senate met at 3:30 p.m. in the Plains Room of the Memorial Union with Dr. D. Terbizan presiding and the following senators present: D. Anderson, B. Anderson, B. Bahrami, S. Bergeson, W. Bowlin, A. Brown, U. Burghaus, X. Cai, T. Carlson, L. Christianson, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, T. Esslinger, B. Fier, B. Geeslin, J. Glower, K. Grafton, P. Hansen, D. Hauck, G. Heller, A. Hirani, M. Hoag, B. Johnson, R. Johnson, L. Langley, M. Lee, S. Mallik, J. Martin, K. McCaul, C. McEwen, M. Meister, F. Michael, E. J. Miller, R. O'Connor, S. Panigrahi, C. Peterson, L. Peterson, R. Pieri, C. Presser, B. Randall, R. Rathge, J. Reimnitz, T. Riley, J.W. Schroeder, G. Smith, C. Urness, J. Wageman, A. Werremeyer, and D. Wittrock

Substitutions: J. Heilman for L. Jyoti, D. Scott for M. Kelsch, S. Gajan for E. Khan, and M. Breker for L. Kreklau

Previous Minutes

MOTION (Pieri/Heller): to approve the minutes of the November 19, 2007, meeting as posted.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Reimnitz/Heller): to approve the consent agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

- A. Academic Affairs ([Attachment 1](#))
- B. General Education – L. Peterson ([Attachment 2](#))
- C. Policy Coordinating Committee

For Information only:

- 1) [Policy 144 - Worker's Compensation](#)
- 2) [Policy 152 - External Professional Activities](#)
- 3) [Policy 180 - Separation Procedure](#)
- 4) [Policy 515 - Travel - Employees](#)
- 5) [Policy 712 – Contract Review](#)
- 6) [Policy 714 – Policy Coordination Committee](#)

General Announcements

- A. President Chapman provided the following updates and announcements:
 - *Enrollment* – With the upswing in enrollment, funding has been secured for 60 new faculty/staff positions on campus in the coming year, including new academic advising positions.
 - *Legislative Update* – In preparation for the next legislative session, there will be much discussion in the coming months on the Governor's budget, which is due out in March. Equity and parity funding will be of particular interest to NDSU, with special attention on scholarship and one-time project funding. Facility upgrades have been and continue to be

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made, including additional facilities and classroom/lab improvements for quality instruction. Approximately 35 classrooms and labs were upgraded recently.

B. Provost/Vice-President Schnell – No report

C. University Senate President Terbizan made the following announcement:

- *Valentine's Ball* – Three or four volunteers are needed to serve on the Valentine's Ball planning committee. Interested individuals should notify Terbizan.

Committee Reports

A. *Academic Affairs* – ([Attachment 3](#))

L. Manikowski, chair, presented an addendum to the Academic Affairs report. MOTION (Pieri/Anderson): to approve the addendum as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

B. *General Education* – No report.

C. *Policy Coordinating Committee* -

E. Berry presented the following policy for University Senate input:

- Policy 153 – Smoking policy ([Attachment 4](#))

Over past two years, two ad hoc committees have looked into smoking on campus. The first committee did not render a formal report, and the second committee proposed a total ban on campus. After open forums, a survey, and feedback from the various senates, a new committee was established to rewrite the policy. The new draft language permits smoking outdoors at least 50 feet from doors and air intake areas, and includes some building exceptions (i.e., Northern Crops Institute, Extension Centers, Newman Outdoor Field, FargoDome).

Discussion ensued on the inclusion of windows, outdoor eating areas, outside childcare facilities, and banning smoking from within 50 feet of buildings generally. The survey data showed that approximately 47.5% of respondents believed smoking to be a problem on campus. There was brief discussion on the definition of tobacco, the potential draw of smokers to NCI, and whether a smoking ban would be easier to enforce.

Unfinished Business

- *University Senate Constitution*

Senate President Terbizan reported that voting on the Constitution changes closed in mid-November, and that the changes passed with a vote of 73-2. The Bylaws are final upon receipt of President Chapman's signature, while the Constitution needs to go to both President Chapman and the State Board of Higher Education.

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New Business

A. *Commencement* –

Provost Schnell reminded the Senate that NDSU's winter commencement is scheduled for Friday, December 14, 5 p.m., at the FargoDome.

B. *Remembrance* –

A moment of silence was observed for former NDSU professors Floyd Patterson and James Stone.

C. *COACHE Survey* – ([Attachment 5](#))

Provost Schnell reported results from the COACHE Survey (Collaborative on Academic Careers in Higher Education – Harvard University). The data is fostering a deeper understanding of the current climate, culture and needs on issues of gender and race within the academic community at NDSU. The survey was conducted during spring 2007. A total of 135 questionnaires were distributed with 85 responses for a return rate of 65%. The survey focused on themes of tenure, nature of work, policies/practices, climate/culture and collegiality, and global satisfaction. NDSU was surveyed, along with other institutions, including Clemson, Iowa State, Kansas State, and the University of Connecticut. The areas in which NDSU scored in the lower tier will be studied further and improvements will be planned. It was recommended that NDSU look at these issues beyond just our peer group. Questions or requests for additional information related to this survey may be directed to the Provost's Office.

D. *Records Retention* – ([Attachment 6](#))

K. Wold-McCormick and M. Hoag shared information on the Records Management Initiative at NDSU. The Records Management Task Force currently is collecting records data from departments and will review prior to sending to the Information Technology Department in Bismarck. More information may be found on the Records Management web site at <http://recordsmanagement.ndsu.edu/>.

Adjournment

Meeting adjourned at 4:40 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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December 10, 2007

Attachment 1

Academic Affairs Committee

Curricular Recommendations

New Course							
Dept.	No.	Title					Crs.
STAT	772	Computational Statistics					3
Course Deletions							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
IME	112	Computer/Software Applications in Engineering					2
IME	310	Survey of Industrial and Systems Engineering Applications					3

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Attachment 2

Approved General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes

Course No.	Course Title	Categories	Outcomes
ENGL 225	Introduction to Film	A	1, 6

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Attachment 3

Academic Affairs Committee Addendum to December 10, 2007, University Senate Agenda

Approved Curricular Recommendations

New Program							
Community Development (Master’s Degree)				New Prefix: CED			
Change in Department Title							
From: Department of History				To: Department of History, Philosophy, and Religious Studies			
New Courses							
Dept.	No.	Title					Crs.
AGEC	791	Community and Regional Economics					3
BIOL	480/680	Ecotoxicology					3
CED	711	Community Development I: Principles & Strategies of Community Change					3
CED	713	Community Development II: Organizing for Community Change					3
CED	715	Community Analysis: Introduction to Methods					3
CED	717	Community & Regional Economic Policy & Analysis					3
CED	719	Community Natural Resource Management					3
CHEM	747	Heterocyclic Chemistry					2
CHEM	748	Total Synthesis of Natural Products					2
CM&E	460/660	Infrastructure Management					3
CM&E	465/665	Bridge Engineering and Management					3
CM&E	470/670	Information Technologies for Construction Managers					3
ME	483/683	Introduction to Computational Fluid Dynamics					3
MUSC	384	Composition I					1
MUSC	484	Composition II					1
THEA	263	Dance Studio					2
Changes in Course Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
ABEN	478/678	Machinery Analysis & Design	2	ABEN	478/678	Machinery Analysis & Design	3
IME	111	Introduction to Industrial and Manufacturing Engineering	1	IME	111	Introduction to Industrial and Manufacturing Engineering	3
IME	451/651	Logistics Engineering and Management	2	IME	451/651	Logistics Engineering and Management	3

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December 10, 2007

Attachment 4

SECTION 153: Smoking Policy

Definitions:

For the purpose of this policy, “smoking” is defined as having in one’s possession a lighted tobacco product such as a cigarette, cigar or pipe.

Policy:

1. Smoking is prohibited in North Dakota State University campus buildings, residence halls and enclosed structures.
2. Outdoor smoking is permitted only in those outdoor areas at least 50 feet from building entryways or air exchange equipment.
 - 2.1 Entities exempted from this section of the policy include private companies in the NDSU Research and Technology Park, leased properties, Northern Crops Institute, and Newman Outdoor Field.
3. Smoking is prohibited in state-owned or leased vehicles and motorized equipment.
4. The smoking prohibition does not apply to specific activities used in connection with the practice of traditional spiritual or cultural ceremonies. Ceremonial use exceptions must be approved in advance by the Vice President for Student Affairs.
5. Faculty, staff, students and visitors to NDSU are covered by this policy.

HISTORY: June 1990, April 2006

COACHE

COLLABORATIVE ON ACADEMIC CAREERS IN HIGHER EDUCATION
(Harvard University)

- Broad brush portrait of the satisfaction and experiences of full time, pre-tenure, tenure-track faculty.
- Further divided by gender (M/F) and ethnicity (W/C)

NDSU	130 questionnaires	85 responses	65%
	81 males	51 responses	63%
	49 females	34 responses	69%
	100 white	62 responses	62%
	30 people of color	23 responses	77%

Interpretation

Green - favorable (top 1 or 2)

Red – unfavorable (bottom 5 or 6)

Yellow – mixed

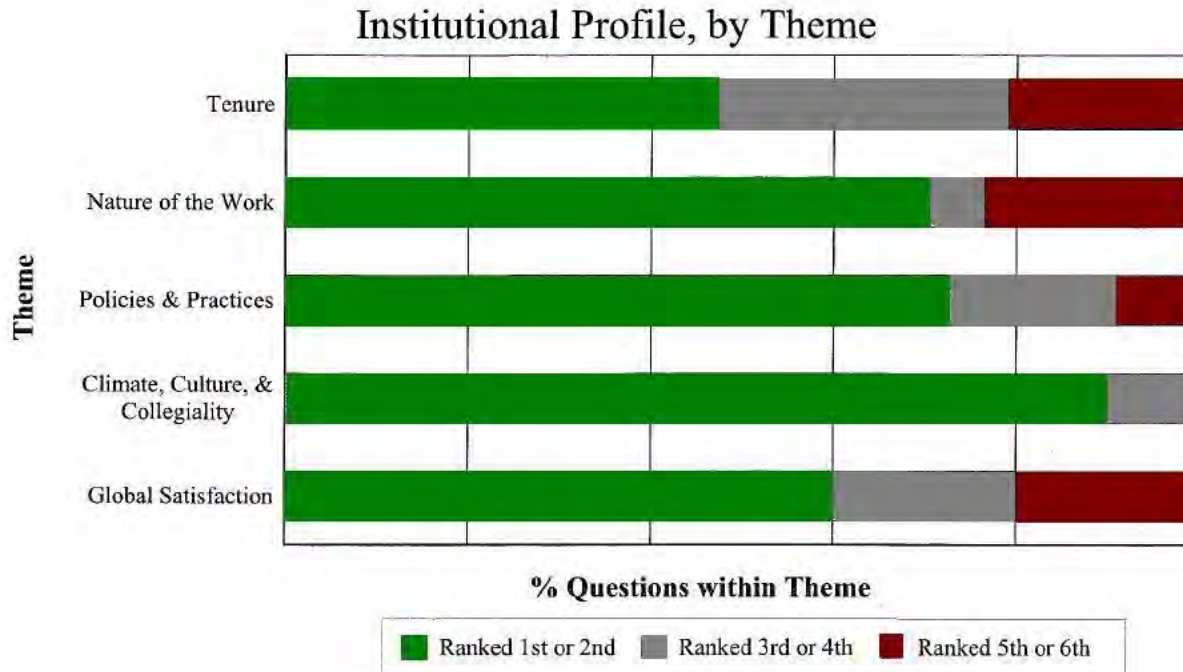
Gray – other (middle 3 or 4)

INSTITUTIONAL PROFILE, BY THEME

The COACHE survey is organized around five themes:

- I. Tenure
- II. Nature of the work
- III. Policies and practices
- IV. Climate, culture, and collegiality
- V. Global satisfaction

This chart summarizes your institution's mean scores *relative to your peer group* (see chart) for each theme taken as a whole. Green, grey, and red bars indicate the percentage of survey items within each theme whose scores at your institution rank in the top two, middle two, or bottom two of your peer group.



Who are my peers? At the conclusion of COACHE survey administration, we asked your institutional representative to select five peer COACHE institutions that would form the comparison group for this report. In alphabetical order, those peers are:

- Clemson University
- Iowa State University
- Kansas State University
- University of Connecticut
- Washington State University

RESULTS PRESENTED BY THEME

Theme I. Tenure			1	2	3	4	5	6
		Mean Score	NDSU Score	Peer Comparison			Differences at Your	
				Overall	Gender	Race	Gender	Race
Q19	clarity of the tenure process.	3.68	3.96	+	M+/F+	W+/C+		
Q24a	clarity of the expectations for performance as a scholar.	3.81	3.87		F+	W+/C-		
Q20	clarity of the criteria for tenure.	3.60	3.86	+	M+/F+	W+		
Q27a	perception that tenure decisions are based primarily on performance.	3.60	3.79	+	M+/F+	W+/C+		
Q25a	reasonableness of the expectations for performance as a scholar.	3.87	3.78			C-		
Q25b	reasonableness of the expectations for performance as a teacher.	3.97	3.77	-	M-	W-/C-		
Q23	clarity of their own prospects for earning tenure.	3.64	3.67		M-/F+	C+		
Q22	clarity of the body of evidence that will be considered in making decisions about their own tenure.	3.51	3.65	+	M+/F+	W+/C+		
Q24b	clarity of the expectations for performance as a teacher.	3.64	3.65		M-/F+	W+/C-		
Q25d	reasonableness of the expectations for performance as a department colleague.	3.76	3.59	-	M-	C-		
Q21	clarity of the standards for tenure.	3.28	3.56	+	M+/F+	W+/C+		
Q26	receiving consistent messages from senior colleagues about the requirements of tenure.	2.95	3.52	+	M+/F+	W+/C+		
Q25c	reasonableness of the expectations for performance as a student advisor.	3.65	3.48	-	M-	W-/C-		
Q25e	reasonableness of the expectations for performance as a campus citizen.	3.58	3.38		M-	C-	F > M	W > C
Q25f	reasonableness of the expectations for performance as a community member.	3.58	3.34	-	M-	W-/C-	F > M	
Q24d	clarity of the expectations for performance as a department colleague.	3.22	3.31	+	F+	W+		
Q24c	clarity of the expectations for performance as a student advisor.	3.18	3.27	+	M+/F+	W+		
Q24e	clarity of the expectations for performance as a campus citizen.	3.06	3.14		M-/F+	W+/C-	F > M	
Q24f	clarity of the expectations for performance as a community member.	2.92	2.96	+	M-/F+	W+/C-		

RESULTS PRESENTED BY THEME (cont.)

Theme II. Nature of the Work			1	2	3	4	5	6
		Mean Score	NDSU Score	Peer Comparison			Differences at Your	
				Overall	Gender	Race	Gender	Race
Q29d	satisfaction with the discretion they have over the content of the courses they teach.	4.64	4.74	+	M+/F+	W+/C+		
Q29c	satisfaction with the influence they have over which courses they teach.	4.17	4.55	+	M+/F+	W+/C+		
Q230d	satisfaction with the influence they have over the focus of their research.	4.41	4.54	+	F+	W+/C+		
Q29a	satisfaction with the level of the courses they teach.	4.15	4.33	+	M+/F+	W+		
Q29b	satisfaction with the number of courses they teach.	3.96	4.23	+	M+	W+		
Q33a	satisfaction with the quality of clerical/administrative services.	3.58	3.94	+	M+/F+	W+/C+		
Q28	satisfaction with the way they spend their time as faculty members.	3.75	3.80	+	M+	C+		
Q29e	satisfaction with the number of students they teach.	3.89	3.77	-	F-	W-		
Q33c	satisfaction with the quality of teaching services.	3.54	3.68	+	M+/F+	W+		
Q29f	satisfaction with the quality of undergraduate students with whom they interact.	3.35	3.47	+	F+	W+/C-		
Q33d	satisfaction with the quality of computing services.	3.55	3.45	-	M-/F-	C-		
Q29g	satisfaction with the quality of graduate students with whom they interact.	3.61	3.41	-	M-/F-	W-		
Q33b	satisfaction with the quality of research services.	3.20	3.22		M-/F+	W+/C-		
Q30c	satisfaction with the amount of research funding they are expected to find.	2.87	3.21	+	M+/F+	W+/C+		
Q31	satisfaction with the quality of facilities.	3.33	3.15	-	M-	C-		
Q30b	satisfaction with the amount of time they have to conduct research.	2.86	3.11	+	M+/F+	W+/C+		C > W
Q32	satisfaction with the amount of access they have to Teaching Fellows, Graduate Assistants, et al.	2.85	2.96	+	M-/F+	W+/C-		

RESULTS PRESENTED BY THEME (cont.)

Theme III. Policies and Practices			1	2	3	4	5	6
		Mean Score	NDSU Score	Peer Comparison			Differences at Your	
				Overall	Gender	Race	Gender	Race
Q35c	departmental colleagues do what they can to make having children and the tenure-track compatible.	3.45	4.00	+	M+/F+	W+/C-		W > C
Q36b-07	effectiveness of travel funds to present papers or conduct research.		3.94	+	M+/F+	W+		
Q35d	departmental colleagues do what they can to make raising children and the tenure-track compatible.	3.43	3.85	+	M+/F+	W+/C-		W > C
Q34b-03	effectiveness of periodic, formal performance reviews.		3.69	+	M+	W+		
Q34b-11	effectiveness of an upper limit on teaching obligations.		3.64			W+/C-		
Q34b-04	effectiveness of written summary of periodic performance reviews.		3.62	+	M+/F+	W+/C-		
Q34b-06	effectiveness of professional assistance for improving teaching.		3.54	+	M+/F+	W+		
Q34b-15	effectiveness of stop-the-tenure-clock for parental or other family reasons.		3.50	+	M+/F+	W+		
Q34b-10	effectiveness of an upper limit on committee assignments.		3.43	+	F+	W+		
Q34b-08	effectiveness of paid or unpaid research leave during the probationary period.		3.43	+	M+/F+	W+/C+		
Q34b-09	effectiveness of paid or unpaid personal leave during the probationary period.		3.40	+	M+/F+	W+/C+		
Q34b-12	effectiveness of peer reviews of teaching and research.		3.39	+	F+	W+	F > M	
Q34b-02	effectiveness of informal mentoring.		3.28	-	F-	C-		
Q34b-16	effectiveness of spousal/partner hiring program.		3.15	+	M+	W+/C-		W > C
Q34b-13	effectiveness of childcare.		3.06	+	M+/F+	W+		
Q37	satisfaction with the balance they are able to strike between professional time and personal or family time.	2.81	2.98	+	M+/F+	W+/C+		
Q34b-01	effectiveness of formal mentoring program.		2.94					
Q36b	satisfaction with compensation.	3.24	2.90	-	M-	W-/C-	F > M	
Q34b-05	effectiveness of professional assistance in obtaining externally funded grants.		2.90	+	F+	W+/C+		
Q35a	institution does what it can to make having children and the tenure-track compatible.	2.75	2.84		M+	W+/C-	M > F	
Q35b	institution does what it can to make raising children and the tenure-track compatible.	2.65	2.81		M+	W+/C-	M > F	
Q34b-14	effectiveness of financial assistance with housing.		2.66	+	M+/F+	W+/C+		

RESULTS PRESENTED BY THEME (cont.)

Theme IV. Climate, Culture, and Collegiality			1	2	3	4	5	6
		Peer Mean	NDSU Score	Peer Comparison			Differences at Your	
				Overall	Gender	Race	Gender	Race
Q40	satisfaction with how well they "fit" in their department.	3.79	4.09	+	M+/F+	W+/C-		W > C
Q39d	satisfaction with the amount of personal interaction they have with junior colleagues in their dept.	3.92	4.08	+	M+/F+	W+/C-		W > C
Q43	sense that their department treats junior faculty fairly compared to one another.	3.85	4.04	+	M+/F+	W+/C-		W > C
Q38a	satisfaction with the fairness of their immediate supervisor's evaluation of their work.	4.02	4.03		M-	W+/C-		
Q39b	satisfaction with the amount of personal interaction they have with senior colleagues in their dept.	3.59	4.00	+	M+/F+	W+		W > C
Q39c	satisfaction with the amount of professional interaction they have with junior colleagues in their dept.	3.86	3.97	+	F+	W+/C-		W > C
Q38b	satisfaction with the interest senior faculty take in their professional development.	3.45	3.69	+	M+/F+	W+/C-		
Q39a	satisfaction with the amount of professional interaction they have with senior colleagues in their dept.	3.43	3.67	+	M+/F+	W+/C-		W > C
Q38c	satisfaction with their opportunities to collaborate with senior faculty.	3.36	3.42	+	M-/F+	W+/C-		
Q41	satisfaction with the intellectual vitality of the senior colleagues in their department.	3.35	3.36	+	F+	W+/C-		

Theme V. Global Satisfaction			1	2	3	4	5	6
		Mean Score	NDSU Score	Peer Comparison			Differences at Your	
				Overall	Gender	Race	Gender	Race
Q45a	satisfaction with their departments as places to work.	3.85	4.03	+	F+	W+/C-		W > C
Q48	sense that if they had to do it over again, they would accept their current position.	3.99	3.92	-	M-	C-		W > C
Q45b	satisfaction with their institution as a place to work.	3.58	3.75	+	F+	W+/C-		W > C
Q50	rating their institution as a place for junior faculty to work.	3.74	3.71		M-/F+	W+/C-		W > C
Q46b	satisfaction that the CAO at their institution seems to care about the quality of life for junior faculty.	3.20	3.53	+	M+/F+	W+/C-		

POLICIES AND PRACTICES SUMMARY

Table 1. Policies rated by faculty as *important* and *effective*

This table shows, for each of 16 policies, 1) the number of faculty who provided a valid response for both the importance and the effectiveness questions (34a and 34b); and 2) the percent of your junior faculty (overall and grouped by gender and race) who rated the policy as *fairly or very important to their success*, and *fairly or very effective*. The policies and practices with the highest percent of faculty with this response pattern can be viewed as exemplars of successful policies at your institution.

Policy or practice for junior faculty	Valid <i>n</i>	At Your Institution				
		Overall	Males	Females	White Faculty	Faculty of Color
Travel funds to present papers or conduct research	83	73% (1)	67% (1)	83% (1)	73% (1)	73% (1)
Periodic, formal performance reviews for junior faculty	79	68% (2)	66% (2)	71% (2)	70% (2)	63%* (2)
Written summary of periodic performance reviews for junior faculty	78	64% (3)	61% (3)	70%* (3)	68% (3)	52% (5)
An upper limit on teaching obligations	74	56% (4)	59% (4)	51%* (7)	61% (4)	41% (8)
Professional assistance for improving teaching	79	55% (5)	51% (5)	60% (6)	52% (6)	63%* (2)
Stop-the-clock for parental or other family reasons	40	50% (6)	31% (9)	70%* (3)	60% (5)	27% (13)
Peer reviews of teaching or research/creative work	78	49% (7)	36% (8)	70%* (3)	48% (8)	51% (6)
Informal mentoring	76	46% (8)	45%* (6)	47% (9)	50% (7)	31% (12)
An upper limit on committee assignments for tenure-track faculty	73	44% (9)	45%* (6)	41% (11)	40% (9)	53% (4)
Paid or unpaid personal leave during the pre-tenure period	53	39% (10)	30% (10)	51%* (7)	39% (10)	38% (9)
Paid or unpaid research leave during the pre-tenure period	61	32% (11)	26% (13)	42% (10)	27% (12)	44% (7)
Spousal/partner hiring program	40	30% (12)	29% (11)	32%* (12)	36% (11)	15% (15)
Formal mentoring program for junior faculty	74	27% (13)	27% (12)	25% (14)	24% (13)	35% (10)
Professional assistance in obtaining externally funded grants	71	26% (14)	22%* (14)	32%* (12)	23% (14)	33% (11)
Childcare	45	21% (15)	22%* (14)	20% (15)	20% (15)	23% (14)
Financial assistance with housing	48	4% (16)	3% (16)	5% (16)	3% (16)	6% (16)

Table 2. Policies rated by faculty as *important*, but *ineffective*

This table shows, for each of 16 policies, 1) the number of faculty who provided a valid response for both the importance and the effectiveness questions (34a and 34b); and 2) the percent of your junior faculty (overall and grouped by gender and race) who rated the policy as *fairly or very important to their success*, but *fairly or very ineffective (or not offered)* at your institution. The policies and practices with the highest percent of faculty with this response pattern should be targeted for improvement.

Policy or practice for junior faculty	Valid <i>n</i>	At Your Institution				
		Overall	Males	Females	White Faculty	Faculty of Color
Paid or unpaid research leave during the pre-tenure period	61	36%* (1)	34% (3)	40% (3)	39% (3)	27%* (3)
An upper limit on committee assignments for tenure-track faculty	73	36%* (1)	35% (2)	36%* (4)	44% (1)	9%* (13)
Formal mentoring program for junior faculty	74	34% (3)	29% (5)	44% (2)	40% (2)	14%* (8)
Financial assistance with housing	48	33% (4)	38% (1)	24% (10)	25% (8)	48% (1)
Professional assistance in obtaining externally funded grants	71	32% (5)	33% (4)	32% (7)	34%* (4)	27%* (3)
Informal mentoring	76	29% (6)	27% (6)	34% (6)	34%* (4)	14%* (8)
An upper limit on teaching obligations	74	27%* (7)	22% (9)	36%* (4)	30% (7)	19%* (6)
Childcare	45	27%* (7)	11% (11)	52% (1)	32% (6)	13%* (10)
Spousal/partner hiring program	40	26% (9)	26% (7)	27% (9)	21% (9)	41% (2)
Stop-the-clock for parental or other family reasons	40	18% (10)	25% (8)	10% (14)	20% (10)	13%* (10)
Paid or unpaid personal leave during the pre-tenure period	53	17% (11)	7% (14)	31% (8)	19% (11)	11% (12)
Peer reviews of teaching or research/creative work	78	15% (12)	21% (10)	7% (15)	14%* (12)	19%* (6)
Written summary of periodic performance reviews for junior faculty	78	13% (13)	10%* (12)	17% (11)	14%* (12)	9%* (13)
Professional assistance for improving teaching	79	12% (14)	10%* (12)	15% (12)	8% (15)	23% (5)
Periodic, formal performance reviews for junior faculty	79	9% (15)	6%* (15)	13% (13)	10% (14)	5% (16)
Travel funds to present papers or conduct research	83	6% (16)	6%* (15)	6% (16)	5% (16)	9%* (13)

Note: The values in parenthesis indicate the vertical rank of that response. A ** indicates a tie.

BEST AND WORST ASPECTS

Question 44a. Check the two *best aspects* about working at your institution.

Question 44b. Check the two *worst aspects* about working at your institution.*

These items were most frequently rated as the <u>best aspects</u> about working at your institution.*			These items were most frequently rated as the <u>worst aspects</u> about working at your institution.*		
# of institutions where item ranked among the top four responses			# of institutions where item ranked among the top four responses		
	YOUR PEERS (n = 5)	ALL UNIVERSITIES (n = 54)		YOUR PEERS (n = 5)	ALL UNIVERSITIES (n = 54)
Overall					
1. My sense of "fit" here	3	44	1. Compensation	4	41
2. Support of colleagues	5	37	2. Geographic location	4	21
2. Quality of colleagues	3	41	3. Too much service/too many assignments	4	17
4. Teaching load	2	12	3. Quality of facilities	0	11
Male					
1. My sense of "fit" here	3	47	1. Compensation	4	41
2. Quality of colleagues	3	45	2. Geographic location	3	19
3. Support of colleagues	4	26	3. Quality of facilities	1	17
4. Academic freedom	2	9	4. Lack of support for research/creative work (e.g., leave)	2	30
			4. Too much service/too many assignments	1	9
Female					
1. Support of colleagues	3	40	1. Compensation	2	35
2. My sense of "fit" here	3	42	2. Too much service/too many assignments	2	21
3. Teaching load	1	17	3. Geographic location	4	22
4. Opportunities to collaborate with colleagues	0	4	3. Quality of facilities	0	10
4. Quality of colleagues	3	36			
White Faculty					
1. My sense of "fit" here	4	46	1. Compensation	4	41
2. Support of colleagues	4	38	2. Geographic location	4	19
2. Quality of colleagues	4	44	3. Too much service/too many assignments	5	19
4. Teaching load	1	12	4. Quality of facilities	1	16
Faculty of Color					
1. My sense of "fit" here	2	32	1. Compensation	3	36
2. Academic freedom	2	10	2. Quality of facilities	0	8
3. Support for teaching	0	5	3. Geographic location	4	23
3. Cost of living	4	28	4. Quality of graduate students	2	18

* See Appendix A for percent of respondents choosing each aspect (overall, by gender, and by race).

NDSU RECORDS MANAGEMENT INITIATIVE 2007

WHY

1. Law
2. Policy
3. Security & Liability
4. Space
5. Management

Definition of a Record

NDCC 54-46-02 defines a record as “A document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law in connection with the transaction of official business.”

A document is a record if:

- Your office created it.
- Your office received it for action or acted on it.
- Your office is designated as the custodian (copyholder).
- Your office needs it to document decisions.
- It has value (fiscal, administrative, legal, historical)
- Records may include student files, research files, personnel files, budget files, etc.

Records Forms and Media

- Paper files (loose and bound)
- Computer databases, computer files
- Email messages
- Microfiche and microfilm
- Other imaged records

Records Management Process

- Each department has assigned one or more Records Coordinators for their area.
- An inventory of records is completed and submitted to Records Management Task Force.
- The inventory includes retention schedules and destruction methods for each records series.

Records Management Process

- NDSU Records Management Taskforce will prepare a Records Retention Schedule for the University based on the inventory records.
 - This will be submitted to ITD in Bismarck.
- Disposal Process
 - Records Coordinator will notify departments annually of records that no longer need to be retained based on their inventory
 - Records Coordinators fill out online form and submit to NDSU Records Coordinator
 - Records Coordinators follow disposal process (shred, retain, recycle, Archive)

Timeline

- Records inventories due December 31, 2007
- Task Force to submit University Records Retention Schedule to Information Technology Department (Bismarck) by February 15, 2008
- Initial records purge scheduled for October-December 2008

Resources

NDSU

Records Management Website

www.ndsu.edu/recordsmanagement

Audit & Advisory Services

701-231-9413 or ndsu.Internal.Audit@ndsu.edu

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 14, 2008

The University Senate met at 3:30 p.m. in the North Ballroom of the Memorial Union with Dr. D. Terbizan presiding and the following senators present: D. Andersen, B. Bahrami, M. Boetel, W. Bowlin, A. Brown, T. Carlson, M. Christoffers, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, B. Fier, B. Geeslin, R. Gordon, K. Grafton, P. Hansen, M. Harvey, A. Hirani, M. Hoag, K. Katti, M. Kelsch, E. Khan, L. Kreklau, L. Langley, M. Lee, D. Li, S. Mallik, J. Martin, K. McCaul, C. McEwen, F. Michael, E. J. Miller, S. Neate, R. O'Connor, O. Obadina, C. Peterson, L. Peterson, R. Pieri, C. Presser, B. Randall, J. Ransom, R. Rathge, J. Reimnitz, D. Rider, T. Riley, J.W. Schroeder, G. Smith, W. Teder-Salejarvi, C. Urness, J. Wageman, and D. Wittrock

Substitutions: T. McDonald for B. Anderson, H. Heger for S. Bergeson, E. Kadossov for U. Burghaus, J. Osorno for X. Cai, K. Sizer for L. Christianson, W. Martin for V. Clark Johnson, J. Heilman for G. Heller, A. Grazul-Bilska for D. Redmer, R.S. Krishnan for R.C. Schnell, and A. Drummond for A. Werremeyer

Previous Minutes

MOTION (Pieri/McEwen): to approve the minutes of the December 10, 2007, meeting as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Pieri/McEwen): to approve the consent agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

- A. Academic Affairs ([Attachment 1](#))
- B. General Education – L. Peterson ([Attachment 2](#))

General Announcements

- A. Senate President Terbizan reported the following:
 - *Constitution and Bylaws*- The updated University Senate Constitution and Bylaws have been signed by President Chapman. The Bylaws will be posted to the University Senate Web site. The Constitution changes will go forward to the State Board of Higher Education for approval.
 - *Policy 352: Promotion, Tenure & Evaluation* - Open forums on the new policy are planned in January. Notices will be sent across the faculty list. The policy is available on the Senate website <http://senate.ndsu.edu/>.
- B. Deland Myers, NCAA Faculty Athletic Representative, presented on his role and plans for NDSU:
 - The role of the Faculty Athletics Representative (FAR) for a NCAA institution is to serve as the official representative and

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January 14, 2008

liaison to the NCAA on behalf of the institution and its faculty. As such, faculty members are encouraged to share ideas and concerns with him. He has access to a number of areas of athletics, such as athletic director meetings and coaches' meetings, but reports directly to President Chapman in this role.

- Examples of the work done by a FAR include signing waivers and writing letters of recommendation for student athletes. His goal is to ensure that the student athlete experience is the best it can be as it relates to academics, particularly because of the demands placed on student athletes in regard to their schedules and high profiles.
- Myers reported that he will call on faculty as needed for assistance related to academics and athletics. He would like to meet with University Senate at least annually to share information about how student athletes are doing academically, and to answer questions.

Committee Reports

- A. Academic Affairs – no report
- B. Policy Coordinating Committee – no report
- C. General Education – no report
- D. Council of College Faculties (CCF) – T. Barnhart made the following announcements:
 - According to the draft *Faculty Compensation Report* ([Attachment 3](#)):
 - An average of 7.2 percent of faculty have left their NDUS job per year since 2002, and the turn-over rates are significantly higher for the past two years, as high as 10.2 percent.
 - Nearly half of NDUS faculty are over 50 years of age, and 12% are over 60 years of age.
 - ND faculty salaries are ranked last in the nation.
 - A report directed at legislators to make faculty salaries competitive is being prepared.
 - Other topics of discussion at the January SBHE meeting include the Sioux logo issue and Presidential searches at NDUS institutions (LRSC, VCSU, and UND).
- E. No other University Senate standing committee reports were made.

University Senate Minutes

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North Dakota State University

January 14, 2008

Unfinished Business

A. *Policy 153: Smoke-Free Facilities:* ([Attachment 4](#))

MOTION (Pieri/L. Peterson): to approve Policy 153 as presented. Discussion ensued on exemptions, which refer to outdoor smoking in non-NDSU buildings, and how this relates to ND Century Code. Questions were raised about the decision to permit smoking fifty feet from buildings, which allows for smoking in vehicles and parking lots. The feasibility of policy enforcement and the honor system was raised.

MOTION PASSED WITH A VOTE OF 57-6. *The following senators or their substitutes voted aye:* B. Anderson, B. Bahrami, S. Bergeson, M. Boetel, W. Bowlin, A. Brown, U. Burghau, X. Cai, T. Carlson, L. Christianson, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, W. Dai, B. Fier, B. Geeslin, R. Gordon, K. Grafton, P. Hansen, M. Harvey, G. Heller, A. Hirani, M. Hoag, K. Katti, M. Kelsch, E. Khan, L. Langley, M. Lee, D. Li, S. Mallik, J. Martin, K. McCaul, C. McEwen, E.J. Miller, S. Neate, O. Obadina, R. O'Connor, S. Panigrahi, C. Peterson, L. Peterson, R. Pieri, C. Presser, B. Randall, J. Ransom, D. Redmer, J. Reimnitz, D. Rider, T. Riley, R.C. Schnell, J.W. Schroeder, G. Smith, W. Teder-Salejarvi, C. Urness, J. Wageman, A. Werremeyer, and D. Wittrock. *The following senators or their substitutes voted no:* D. Andersen, J. Coykendall, B. Duncan, L. Kreklau, F. Michael, and R. Rathge

B. *Focus the Nation* - R. Pieri announced that NDSU will be joining over 1,000 other institutions in a Focus the Nation event focusing on environmental change and global warming solutions (January 31). This event will exemplify measured intellectual approach to attacking a problem.

Adjournment

Meeting adjourned at 4:15 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

University Senate Minutes

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North Dakota State University

January 14, 2008

Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

Organizational Name and Structure Changes							
From School of Natural Resources Management to School of Natural Resource Sciences (effective fall 2008) – Restructured school will house programs in Soil Science, Range Science, Natural Resources Management, and Entomology.							
From Department of Animal and Range Sciences to Department of Animal Sciences (effective fall 2008) – Restructured department will house programs in Animal Science, Veterinary Technology, and Equine Science.							
Termination of Department of Soil Science (effective fall 2008) – Academic programs will move to School of Natural Resource Sciences.							
Termination of Department of Entomology (effective fall 2008) – Academic programs will move to School of Natural Resource Sciences.							
New Programs (division of current academic program)							
<i>Undergraduate (B.S. and minor) and Graduate (M.S. and Ph.D.) programs in Animal and Range Sciences will become the following separate programs:</i>							
Animal Science (effective fall 2008)							
Range Science (effective fall 2008)							
Program Termination							
Animal and Range Sciences (effective at the close of summer 2013)							
New Prefixes							
ANSC – Animal Science (effective fall 2008)							
RNG – Range Science (effective fall 2008)							
Termination of Prefix							
ARSC – Animal and Range Sciences (effective fall 2008)							
New Courses							
Dept.	No.	Title				Crs.	
COMM	714	Marriage & Family Communication				3	
ECE	632	Computational Methods in Power Systems				3	
MATH	749	Topics in Geometry and Topology				3	
ME	726	Fracture Mechanics				3	
Course Changes							
From:				To:			
Dept.	No.	Title	Crs.	Dept	No.	Title	Crs.
ABEN	486	Design Project I	1	ABEN	486	Design Project I	2
HNES	750	Human Digestion/Metabolism	4	HNES	750	Advanced Human Nutrition	3
IME	411/ 611	Human Factors Engineering	2	IME	411/ 611	Human Factors Engineering	3

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Attachment 2

Approved General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Courses Approved for General Education (New)

Course No.	Course Title	Recommended Categories	Recommended Outcomes
GERM 220	German Culture and Society	A, G	3, 6

Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes

Course No.	Course Title	Categories	Outcomes
ENGR 312	Impact of Technology on Society	B, G	3, 6

Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes

Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
ART 130	Drawing I	A	1, 4, 6	1, 6

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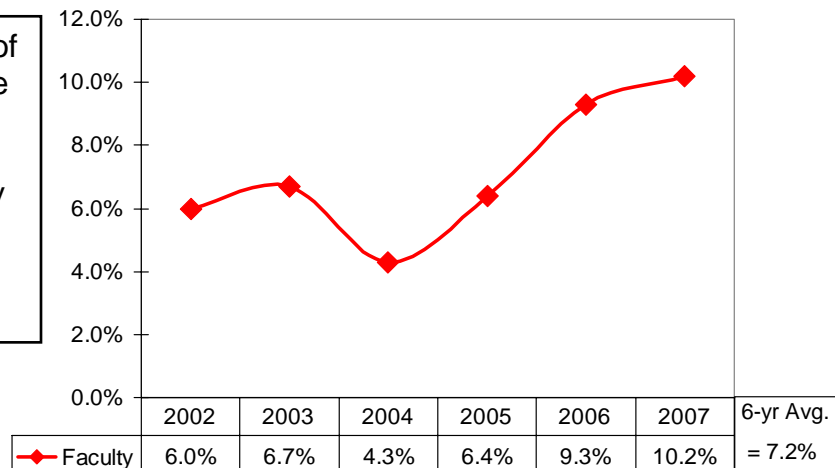
Attachment 3

FACULTY EXHIBITS

F	Faculty Turnover Statistics.....	14
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J	Average Faculty Salary Trends and the Cost of Living....	18
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North Dakota University System Faculty Turnover Statistics 2002 through 2007

Even though an average of 7.2 percent of faculty have left their NDUS job per year since 2002, the turnover rates are significantly higher for the past two years, at 9.3 percent and 10.2 percent.



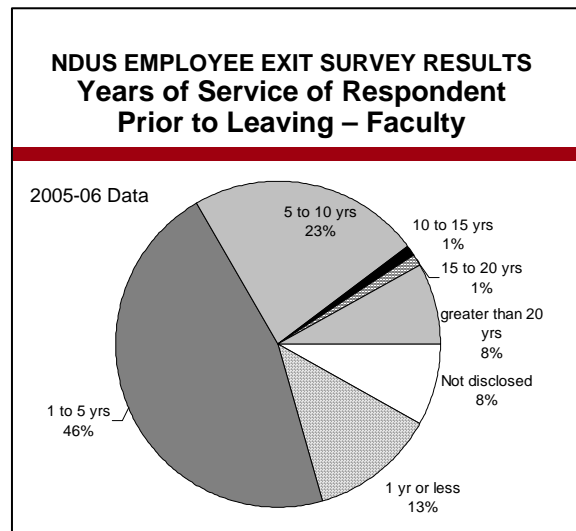
	2002 Turnover		2003 Turnover		2004 Turnover		2005 Turnover		2006 Turnover		2007 Turnover	
	#	Ratio	#	Ratio	#	Ratio	#	Ratio	#	Ratio	#	Ratio
BSC	1	0.9%	10	9.4%	6	4.5%	12	10.8%	4	3.6%	8	7.4%
DSU	0	0.0%	8	10.7%	1	1.2%	4	4.7%	8	9.0%	13	14.9%
LRSC	3	8.3%	0	0.0%	4	10.8%	2	5.4%	1	2.8%	2	5.6%
MaSU	5	11.1%	1	2.2%	6	15.0%	5	12.5%	6	15.8%	2	4.9%
MiSU*	17	8.0%	21	9.9%	7	3.7%	11	5.7%	9	5.4%	22	13.4%
MiSU-BC*									3	13.6%	1	4.5%
NDSCS	13	10.3%	10	7.9%	7	5.5%	9	7.0%	24	19.5%	23	18.5%
NDSU	55	6.2%	54	6.1%	24	4.3%	33	5.9%	61	11.0%	65	11.7%
UND	43	5.5%	48	6.1%	25	3.7%	48	6.6%	50	7.4%	47	7.0%
VCSU	4	6.6%	2	3.3%	3	5.2%	2	3.4%	10	16.4%	8	13.8%
WSC	1	2.9%	4	11.4%	2	4.4%	1	2.2%	3	7.4%	4	10.5%
TOTAL	142	6.0%	158	6.7%	85	4.3%	127	6.4%	179	9.3%	195	10.2%

* MiSU ratios include MiSU-Bottineau Campus through 2005. They are reported separately, beginning 2006

Source: NDUS payroll records

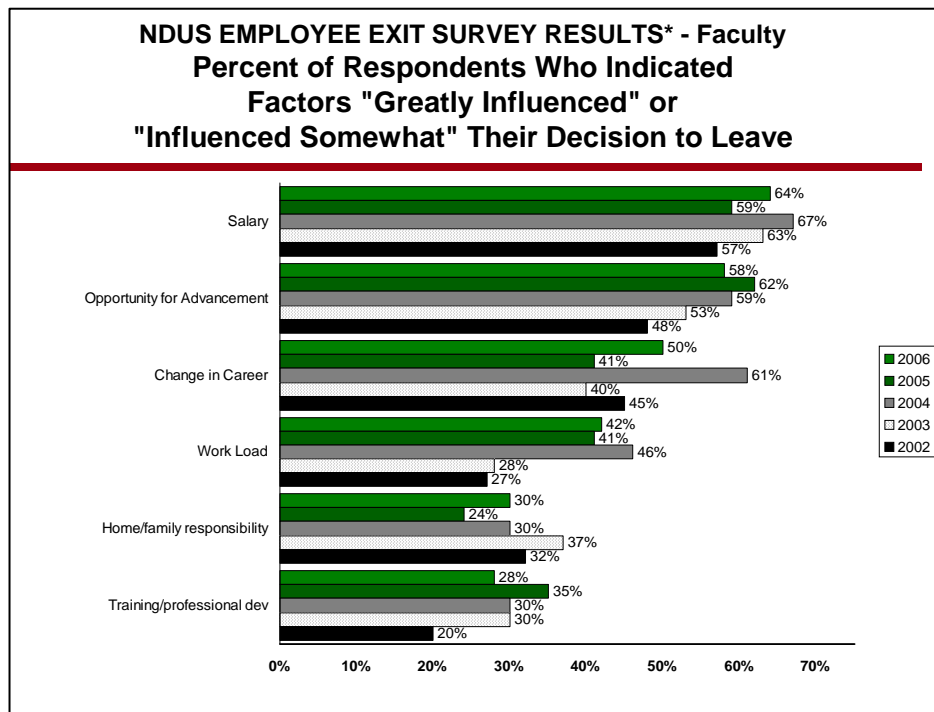
59 percent of faculty leaving the NDUS in 2005-06 were employed less than five years prior to leaving.

Exhibit G



Source: NDUS Exit Interviews (32 percent response rate)

Over the past five years, faculty have identified low salary as the major factor influencing their decision to leave the NDUS.

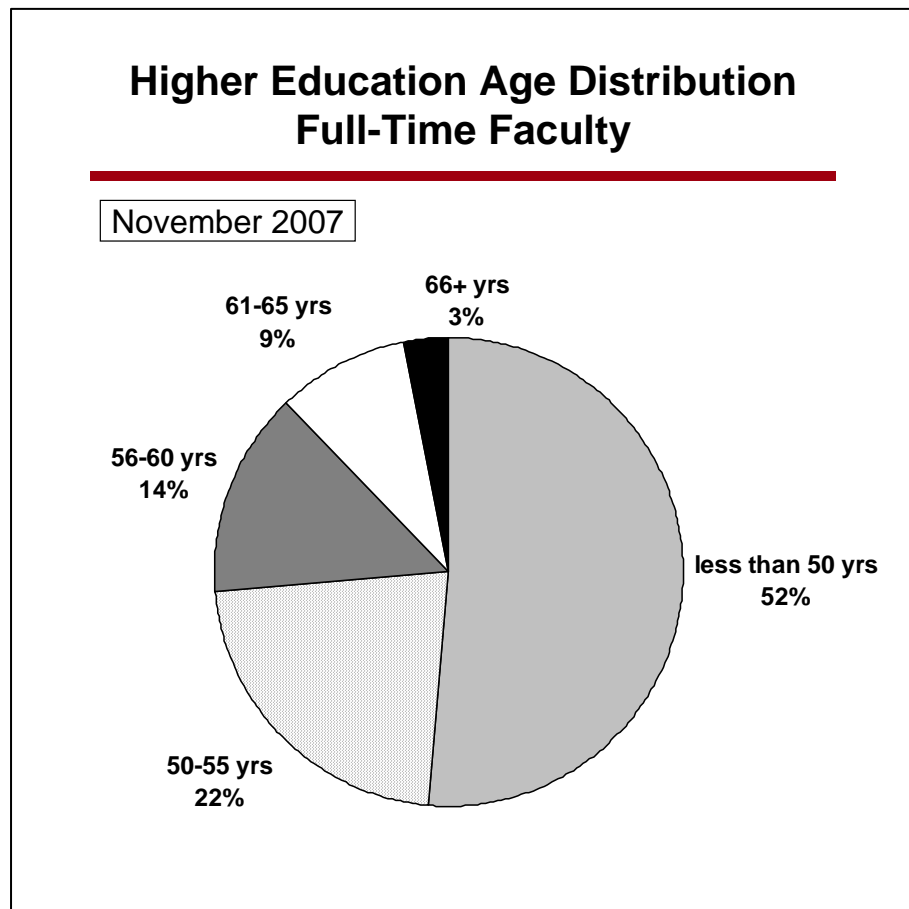


Source: NDUS exit interviews (32 percent response rate)

* Other reasons include fringe benefits, facilities, pursue education, funding, equipment, spouse, library resources, poor health/disability and other.

Exhibit H

Nearly half of NDUS faculty members are 50 years of age or over. Twelve percent of faculty are older than 60 years of age. The high percentage of younger faculty leaving their institutions suggests fewer and fewer faculty and staff will be available to follow veteran employees into seniority.



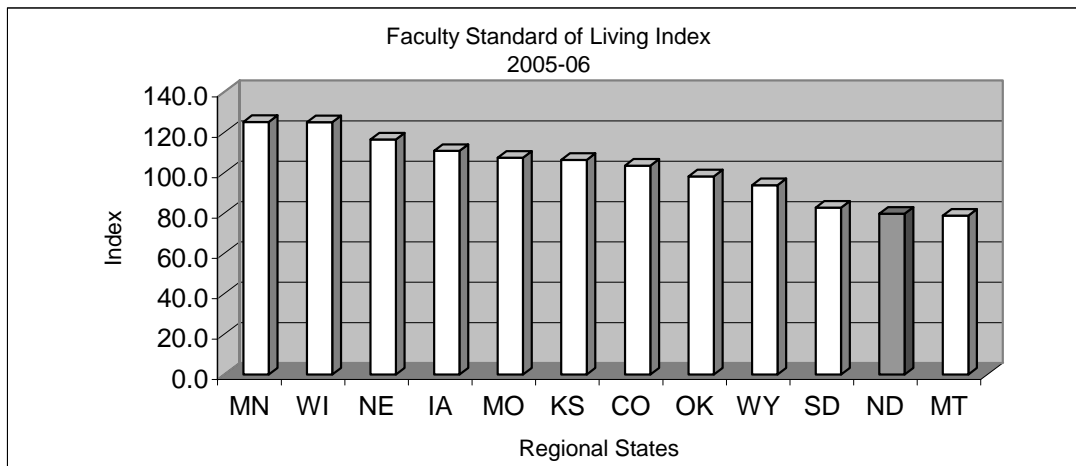
Source: NDUS Payroll Records

North Dakota's average standard of living, as measured by the Cost of Living Factor and Average Faculty Salary Factor, is below the average standard of living for the region.

Exhibit I

Regional Standard of Living – Faculty

	Regional Avg. Faculty Salary Factor (2005-06) ¹	National Composite Cost of Living Factor (2nd Qtr 2007) ²	Regional Composite Cost of Living Factor (2nd Qtr 2007) ³	Regional Standard of Living Index ⁴	Std of Living Rank
Minnesota	133.1	100.8	106.3	125.2	1
Wisconsin	125.2	95.0	100.2	125.0	2
Nebraska	111.1	90.5	95.4	116.5	3
Iowa	108.4	92.8	97.9	110.8	4
Missouri	102.1	90.1	95.0	107.4	5
Kansas	102.6	91.5	96.5	106.4	6
Colorado	111.6	102.2	107.8	103.5	7
Oklahoma	97.5	94.1	99.2	98.2	8
Wyoming	95.0	96.0	101.2	93.9	9
South Dakota	81.7	93.7	98.8	82.7	10
North Dakota	80.1	95.4	100.6	79.7	11
Montana	84.6	101.9	107.4	78.7	12
Average	100.0	94.8	100.0	100.0	



¹ Regional Avg. Faculty Salary Factor

Indicates how the state's average faculty salary compares to the region as a whole. The regional figure is represented by the number 100.0. A factor higher than 100 indicates the state's average faculty salary is higher than average, and vice versa.

Data Source: 2005-06 regional average faculty salaries for public universities from Chronicle of Higher Education, 2007 Almanac.

² National Composite Cost of Living Factor

Indicates how the state's living expenses (housing, food, etc.) compare to the nation as a whole. All states are combined to develop the national average, which is represented by the number 100.0. A factor higher than 100 indicates the state's cost of living is higher than average, and vice versa.

Data Source: 2nd quarter, 2007 MERIC Composite Cost of Living Index (www.missourieconomy.org/indicators/cost_of_living)

³ Regional Composite Cost of Living Factor (composite cost of living index ÷ avg regional composite cost of living index)

Compares each state's composite cost of living index to the average composite cost of living for the region. The regional average is then represented by an index of 100.0. An index of less than 100.0 indicates the state's cost of living is lower than the average for the region.

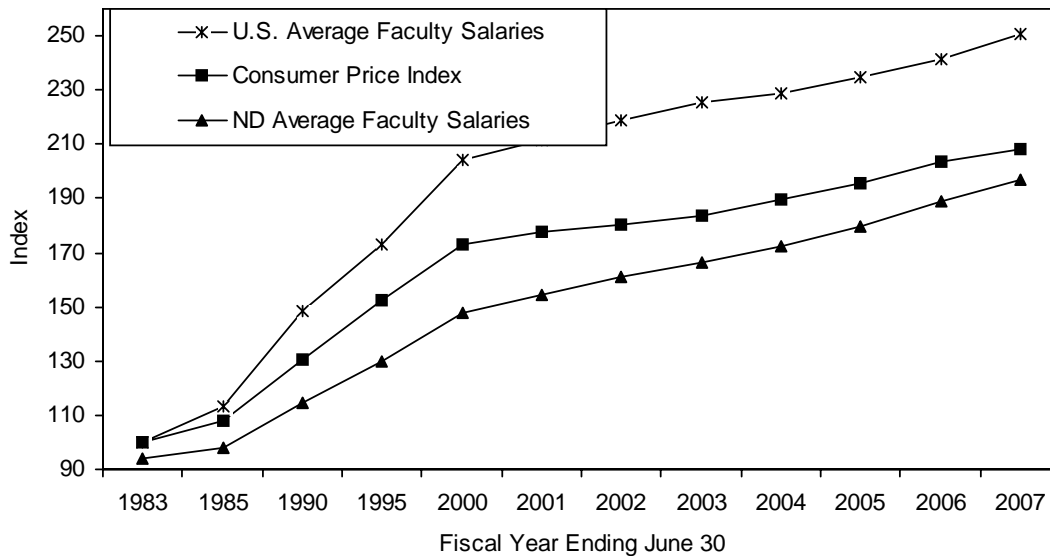
⁴ Standard of Living Index (Reg. Avg. Fac. Salary Factor ÷ Reg. Composite Cost of Living Factor)

Compares regional cost of living to average faculty salary to derive a state's relative standard of living for the average faculty member. An index number less than 100.0 indicates real purchasing power is lower than the regional average purchasing power. Presumably, standard of living is relatively lower for faculty in these states. And vice, versa for an index number greater than 100.0.

Exhibit J

Average faculty salary increases in the NDUS have exceeded the changes in U.S. average faculty salaries and changes in the consumer price index, since 2001. However, due to the significant lag in increases in the 10 years preceding 2001, significantly larger increases are needed to catch up.

Average Faculty Salary Trends and the Cost of Living

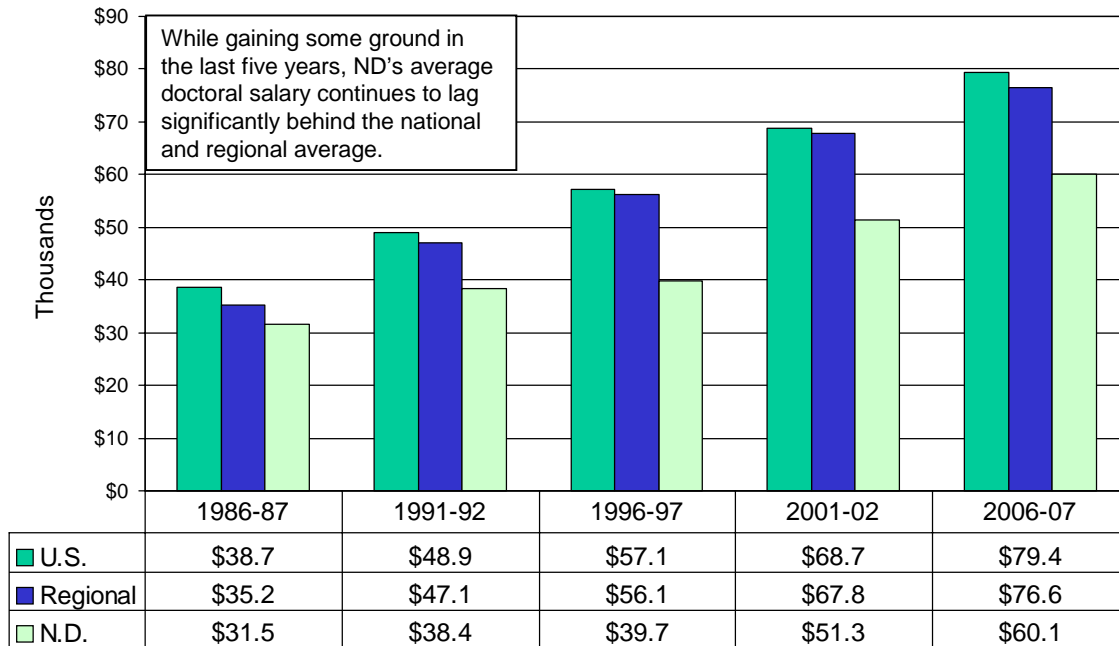


Data Sources: American Association of University Professors, *Academe*, Annual Reports
U.S. Department of Labor Consumer Price Index: July 1983 = 100

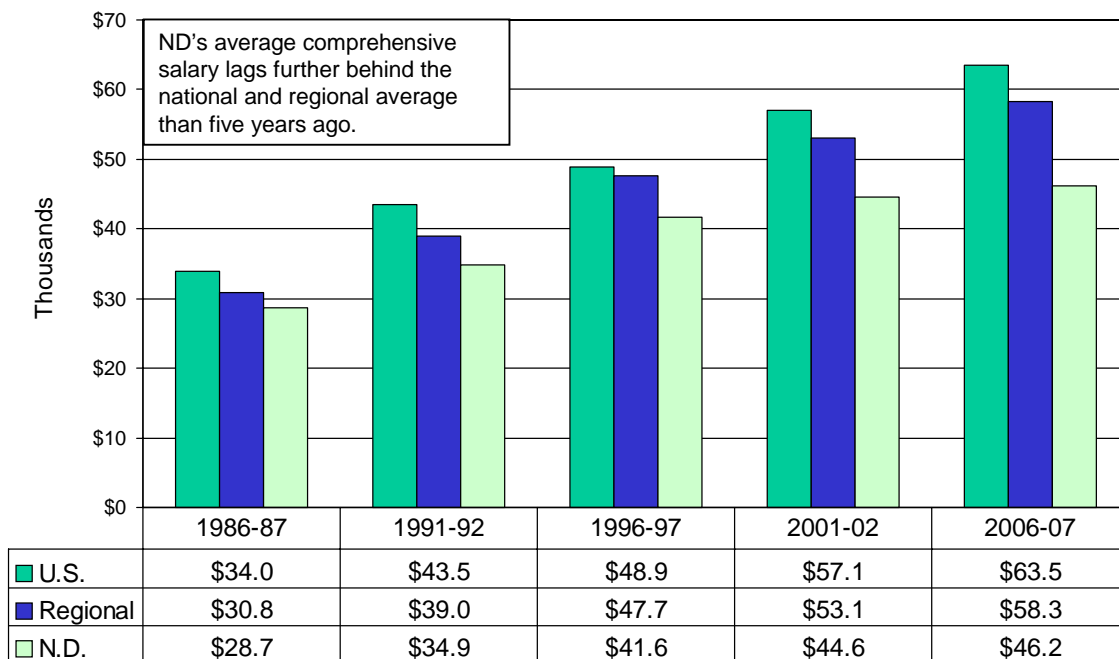
Exhibit K1

Average Faculty Salaries By Type of Institution (U.S., Regional and NDUS)

Doctoral Institutions (NDSU, UND)



Comprehensive (Masters) Institutions (MiSU)



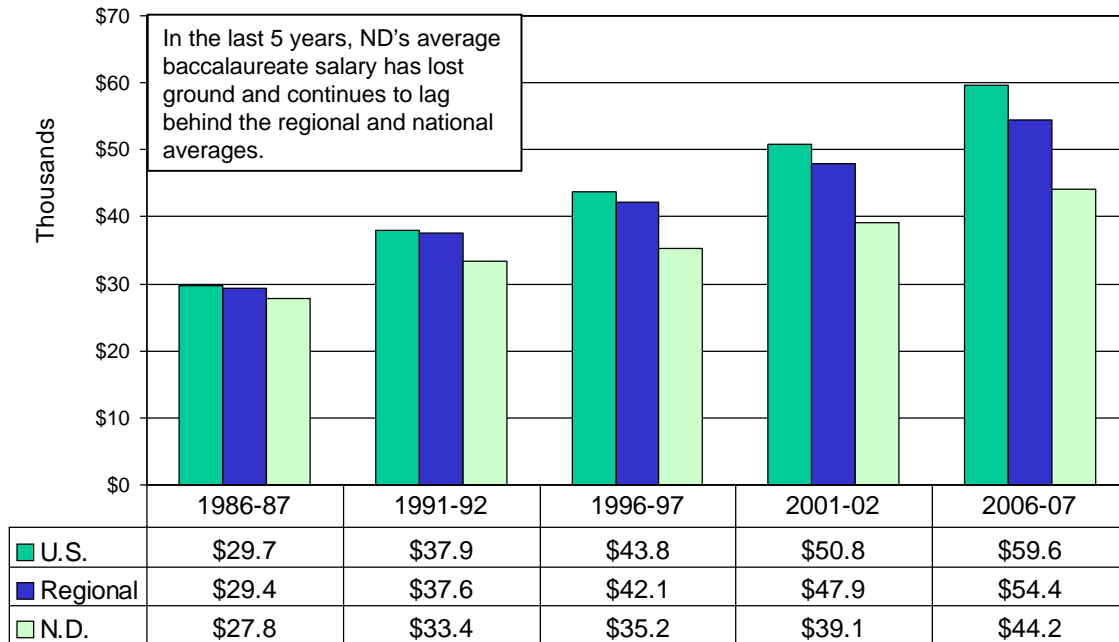
Source: AAUP, *Academe*, Annual Reports

Regional states include: CO, IA, KS, MN, MO, MT, ND, NE, OK, SD, WI and WY.

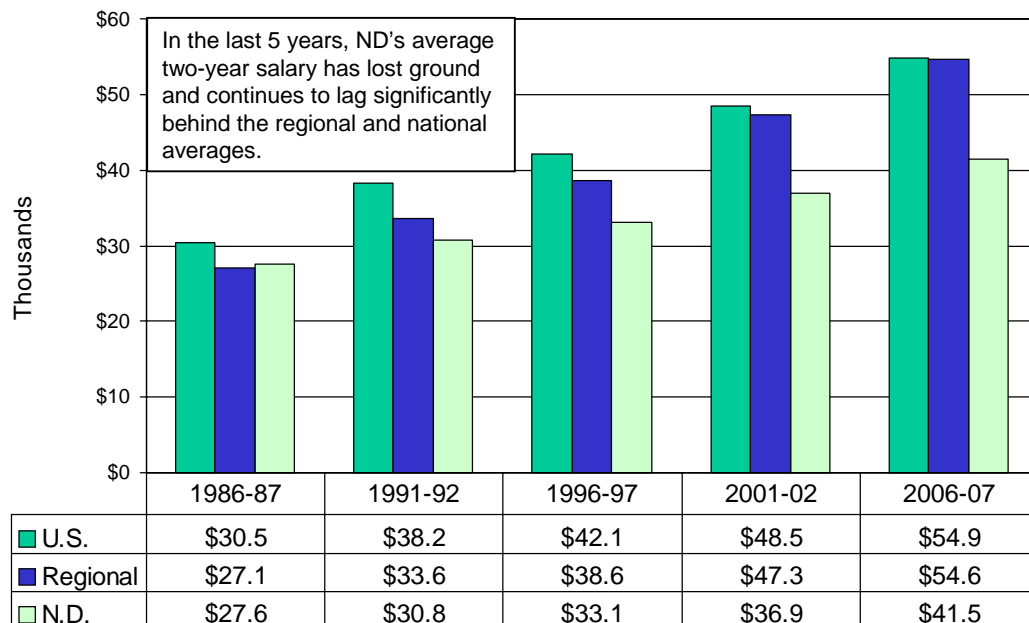
Exhibit K2

Average Faculty Salaries By Type of Institution (U.S., Regional and NDUS)

Baccalaureate Institutions (DSU, MaSU, VCSU)



Two-Year Institutions (BSC, LRSC, MiSU-BC, NDSCS, WSC)



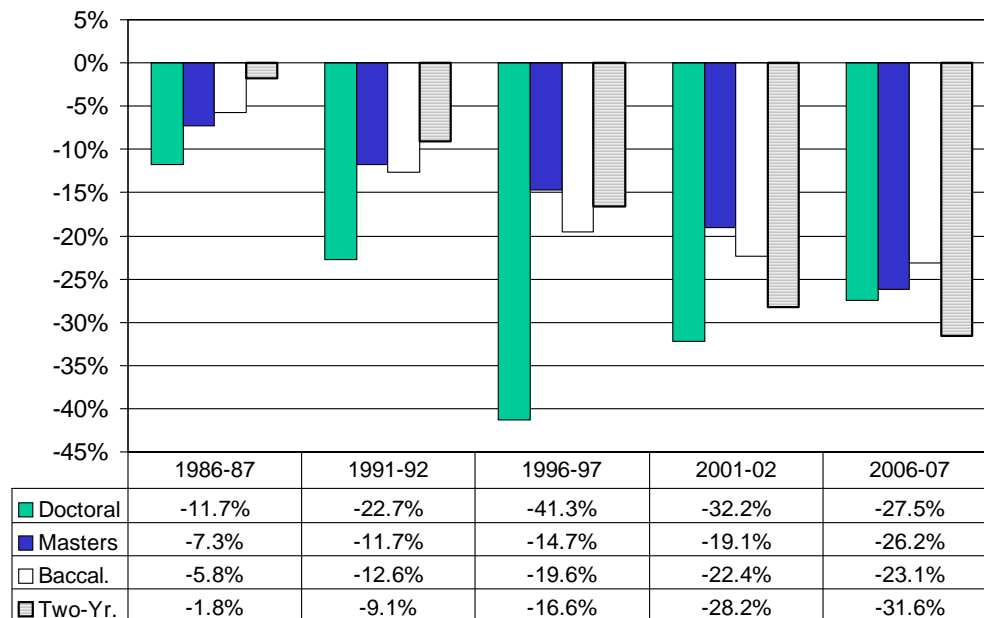
Source: AAUP, *Academe*, Annual Reports

Regional states include: CO, IA, KS, MN, MO, MT, ND, NE, OK, SD, WI and WY.

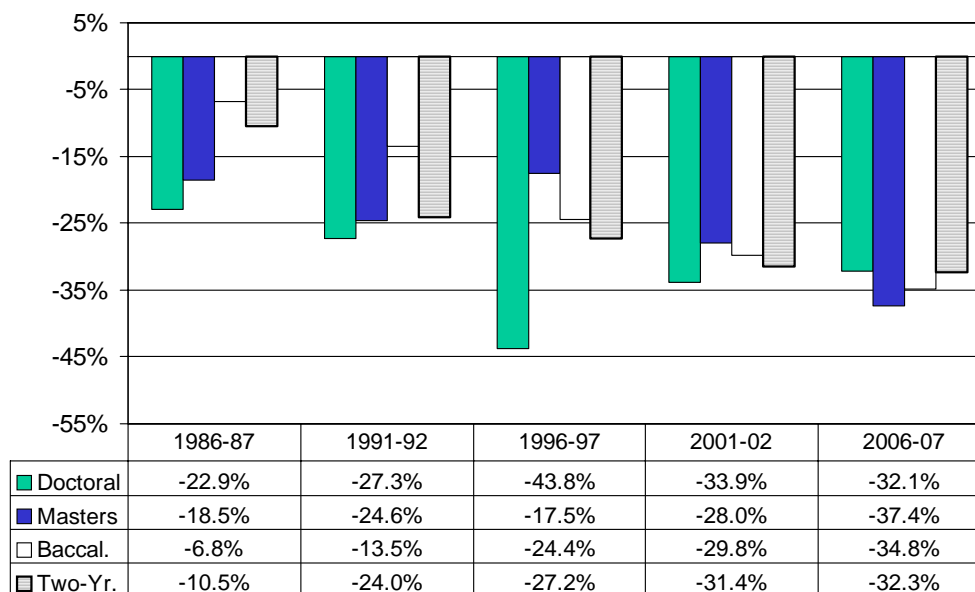
Exhibit K3

While the average doctoral and masters faculty salary gap has decreased slightly in the last five years, the baccalaureate and two-year average salary gaps have increased. All remain significantly below their respective regional and national averages.

NDUS Faculty Salary Lag Behind Regional Averages



NDUS Faculty Salary Lag Behind National Averages

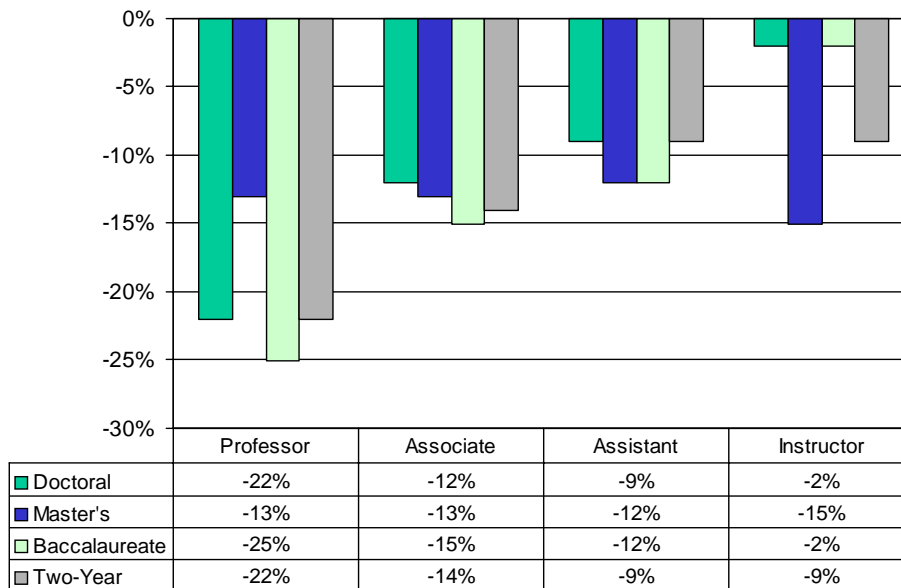


Source: AAUP, *Academe*, Annual Reports and NDUS annual budget data.
Regional states include: CO, IA, KS, MN, MO, MT, ND, NE, OK, SD, WI and WY.

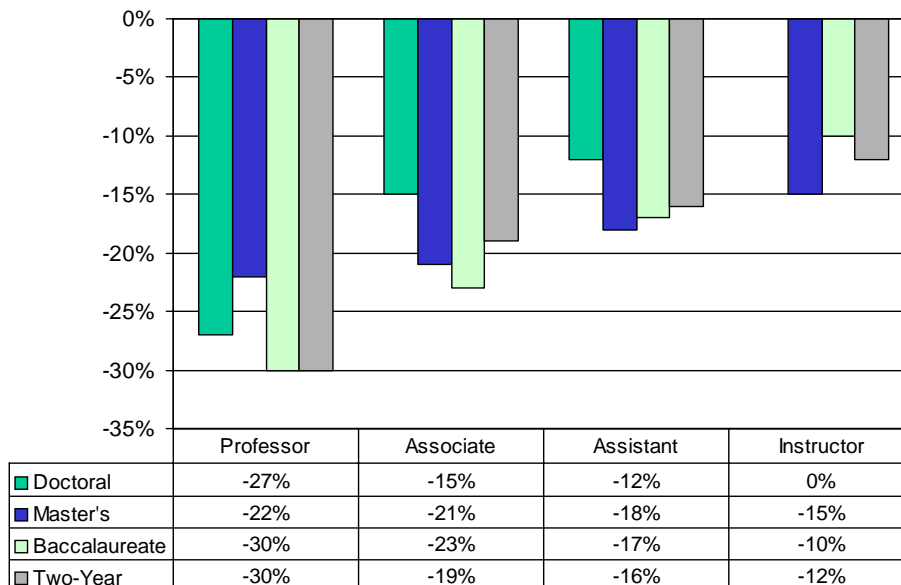
As faculty progress in rank at all types of institutions, their pay disparity with the national and regional averages grows wider.

Exhibit K4

NDUS Faculty Salary by Rank, 2006-07 Lag Behind Regional Averages



NDUS Faculty Salary by Rank, 2006-07 Lag Behind National Averages



Source: AAUP, *Academe*, Annual Reports and NDUS annual budget data.

Regional states include: CO, IA, KS, MN, MO, MT, ND, NE, OK, SD, WI and WY.

Exhibit L1

Listing of States by Rank of Average Salary for 9/10 Month Faculty of Public Higher Education Institutions in 50 States and DC

Public Doctoral Universities, 2005-06

In 2005-06, ND ranked 50th nationally and 12th regionally in salaries among 9/10 month faculty at public universities.

05-06 Data (2007 Almanac)			03-04
State	Avg Salary	Rank	Rank
California	\$104,391	1	1
Washington	\$90,807	2	24
Minnesota*	\$90,410	3	4
New Jersey	\$89,741	4	2
Connecticut	\$89,268	5	5
Michigan	\$86,674	6	6
Maryland	\$86,055	7	7
Wisconsin*	\$85,082	8	3
Massachusetts	\$83,657	9	13
Delaware	\$82,710	10	8
Pennsylvania	\$81,912	11	9
New York	\$81,754	12	10
North Carolina	\$80,784	13	11
Virginia	\$80,432	14	14
New Hampshire	\$79,727	15	20
Arizona	\$78,879	16	15
Nevada	\$77,908	17	18
Georgia	\$76,942	18	19
Florida	\$76,911	19	16
Texas	\$76,550	20	23
Colorado*	\$75,782	21	21
Rhode Island	\$75,570	22	12
Nebraska*	\$75,506	23	22
Illinois	\$73,710	24	29
Iowa*	\$73,669	25	17
South Carolina	\$72,900	26	31

*Central States Region

05-06 Data (2007 Almanac)			03-04
State	Avg Salary	Rank	Rank
Hawaii	\$72,846	27	28
Indiana	\$72,000	28	30
Kentucky	\$71,458	29	26
Alabama	\$70,997	30	35
Ohio	\$70,900	31	25
Tennessee	\$70,359	32	27
Kansas*	\$69,719	33	36
Missouri*	\$69,339	34	32
Arkansas	\$68,187	35	37
Utah	\$67,372	36	34
Louisiana	\$67,042	37	33
Oklahoma*	\$66,219	38	44
Vermont	\$65,630	39	43
New Mexico	\$65,618	40	38
Wyoming*	\$64,563	41	39
Oregon	\$64,158	42	41
West Virginia	\$63,444	43	42
Maine	\$63,119	44	40
Alaska	\$62,188	45	47
Idaho	\$59,151	46	45
Mississippi	\$58,663	47	46
Montana*	\$57,448	48	48
South Dakota*	\$55,484	49	50
North Dakota*	\$54,446	50	49
Dist. Of Columbia	n/a	n/a	n/a
U.S.	\$76,388		

Source: Chronicle of Higher Education, Annual Almanacs

**Average Faculty Salary
Public Doctoral Universities - 2005-06**

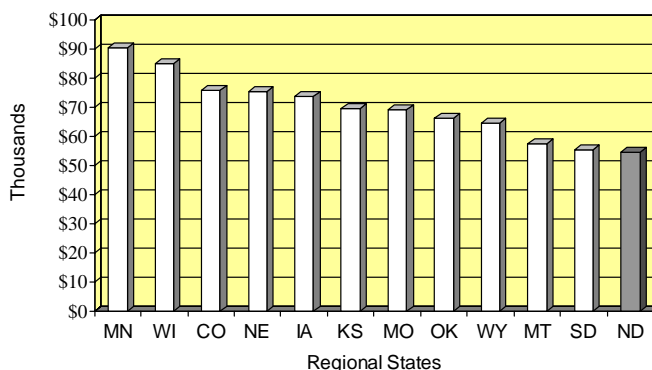


Exhibit L2

Listing of States by Rank of Average Salary for 9/10 Month Faculty of Public Higher Education Institutions in 50 States and DC

Public 4-Year Institutions, 2005-06

In 2005-06, ND ranked 50th nationally and 11th regionally in salaries among 9/10 month faculty at four-year institutions.

05-06 Data (2007 Almanac)			03-04	05-06 Data (2007 Almanac)			03-04
State	Avg Salary	Rank	Rank	State	Avg Salary	Rank	Rank
New Jersey	\$78,219	1	1	Wisconsin*	\$56,977	27	18
California	\$76,143	2	2	Missouri*	\$56,966	28	28
Connecticut	\$69,711	3	7	Tennessee	\$56,701	29	24
Nevada	\$68,439	4	3	Alabama	\$56,309	30	37
New York	\$68,309	5	4	Indiana	\$56,132	31	29
Dist. of Columbia	\$68,037	6	17	South Carolina	\$56,001	32	38
Massachusetts	\$67,222	7	5	Colorado*	\$55,839	33	33
Virginia	\$66,658	8	8	Hawaii	\$55,501	34	31
Pennsylvania	\$65,443	9	6	Kentucky	\$55,038	35	36
Florida	\$64,186	10	12	Maine	\$55,032	36	32
New Hampshire	\$63,645	11	19	Kansas*	\$53,920	37	34
Michigan	\$62,598	12	10	South Dakota*	\$53,261	38	40
Delaware	\$62,494	13	21	Oregon	\$53,038	39	35
Minnesota*	\$61,958	14	13	Louisiana	\$51,834	40	39
Maryland	\$61,511	15	11	Utah	\$51,416	41	43
Illinois	\$61,397	16	15	Arkansas	\$51,343	42	45
Iowa*	\$61,382	17	16	Mississippi	\$50,631	43	41
Ohio	\$61,272	18	9	Idaho	\$50,314	44	42
North Carolina	\$60,833	19	22	West Virginia	\$50,253	45	46
Georgia	\$60,363	20	14	Oklahoma*	\$50,227	46	49
Arizona	\$60,215	21	23	New Mexico	\$50,156	47	44
Rhode Island	\$60,173	22	20	Vermont	\$47,920	48	48
Washington	\$59,646	23	27	Montana*	\$47,538	49	47
Texas	\$59,208	24	25	North Dakota*	\$43,780	50	50
Alaska	\$58,439	25	30	Wyoming*	n/a	n/a	n/a
Nebraska*	\$57,098	26	26				

* Central States Region

U.S. \$62,511

Source: Chronicle of Higher Education, Annual Almanacs

**Average Faculty Salary
Public 4-Year Institutions - 2005-06**

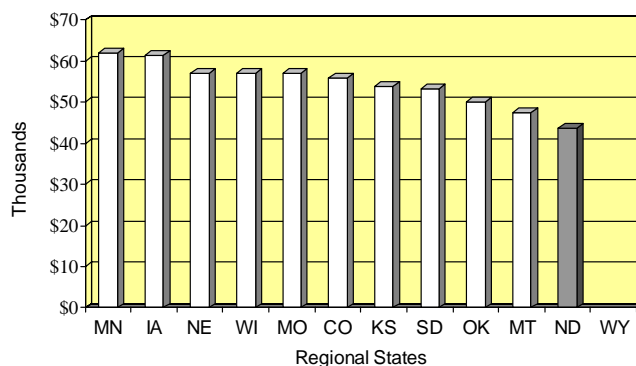


Exhibit L3

Listing of States by Rank of Average Salary for 9/10 Month Faculty of Public Higher Education Institutions in 50 States and DC

Public 2-Year Colleges, 2005-06

In 2005-06, ND ranked 49th nationally and 12th regionally in salaries among 9/10 month faculty at two-year institutions.

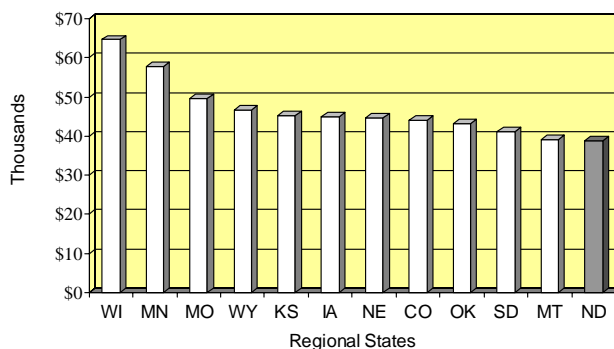
05-06 Data (2007 Almanac)			03-04
State	Avg Salary	Rank	Rank
California	\$72,402	1	1
Michigan	\$69,814	2	2
Alaska	\$69,531	3	4
New Jersey	\$65,320	4	3
Wisconsin*	\$64,609	5	5
Arizona	\$62,495	6	8
Connecticut	\$62,198	7	6
New York	\$61,314	8	7
Delaware	\$61,199	9	14
Nevada	\$60,872	10	18
Illinois	\$60,270	11	9
Maryland	\$59,168	12	11
Minnesota*	\$57,718	13	13
Pennsylvania	\$55,508	14	12
Rhode Island	\$55,184	15	15
Hawaii	\$55,138	16	16
Oregon	\$53,636	17	17
Ohio	\$53,139	18	19
Massachusetts	\$52,737	19	10
Florida	\$49,933	20	21
Missouri*	\$49,650	21	22
Maine	\$49,412	22	25
Texas	\$49,278	23	23
Washington	\$48,739	24	20
Virginia	\$48,659	25	24
Alabama	\$47,094	26	28

* Central States Region

05-06 Data (2007 Almanac)			03-04
State	Avg Salary	Rank	Rank
Wyoming*	\$46,630	27	27
Kentucky	\$46,462	28	26
Idaho	\$46,269	29	34
Tennessee	\$45,379	30	37
Kansas*	\$45,215	31	30
Iowa*	\$44,943	32	31
Nebraska*	\$44,472	33	41
New Hampshire	\$44,249	34	35
Colorado*	\$44,013	35	33
New Mexico	\$43,945	36	40
Utah	\$43,899	37	38
Mississippi	\$43,596	38	32
South Carolina	\$43,594	39	42
Oklahoma*	\$43,243	40	44
Georgia	\$42,991	41	29
West Virginia	\$42,004	42	43
Indiana	\$41,809	43	36
South Dakota*	\$41,164	44	45
Louisiana	\$41,040	45	39
North Carolina	\$40,989	46	46
Arkansas	\$40,094	47	47
Montana*	\$39,199	48	48
North Dakota*	\$38,853	49	49
Dist. of Columbia	n/a	n/a	n/a
Vermont	n/a	n/a	n/a
U.S.	\$55,405		

Source: Chronicle of Higher Education, Annual Almanacs

**Average Faculty Salary
Public 2-Year Institutions - 2005-06**



The state of North Dakota offers a comprehensive benefit package to NDUS employees. According to the Central States Compensation Association (CSCA), the value of North Dakota's benefit package, based on a normalized average salary, ranks 8th among the 12 states in our region. Based on actual benefits paid out per hour, ND ranks 9th.

Exhibit M

Regional Faculty Benefits Analysis January 2007

BASED ON REGIONAL AVERAGE SALARY (TO NORMALIZE BENEFITS)

State	Salary Rank ⁴	Average Faculty Salary (9 months)	Hourly Faculty Salary (9 months)	Normalized Benefits Per Hour ¹								Benefits Rank
				Holidays	Health Insurance ²	Life Insurance ²	Dental Insurance ²	Retirement ²	Social Security	Medicare	Total Benefits	
Wyoming	9	\$64,563	\$ 41.39	\$ 1.55	\$ 8.72	\$ 0.112	\$ 0.19	\$ 5.03	\$ 2.77	\$ 0.65	\$ 19.02	1
Missouri	7	69,339	44.45	2.07	7.53	0.079	0.04	5.75	2.77	0.65	18.89	2
Wisconsin	2	85,082	54.54	1.55	8.52	0.083	-	4.83	2.77	0.65	18.41	3
Nebraska	4	75,506	48.40	2.07	9.01	0.021	-	3.35	2.77	0.65	17.87	4
Iowa	5	73,669	47.22	1.89	8.39	0.017	0.25	2.71	2.77	0.65	16.68	5
Minnesota	1	90,410	57.96	1.89	8.25	-	0.36	1.79	2.77	0.65	15.72	6
Colorado	3	75,782	48.58	1.72	4.36	-	0.32	5.15	2.77	0.65	14.97	7
North Dakota	(12)	54,446	34.90	1.81	5.07	0.001	-	4.25	2.77	0.65	14.55	(8)
Oklahoma	8	66,219	42.45	1.72	3.65	0.031	-	5.59	2.77	0.65	14.42	9
Montana	10	57,448	36.83	1.81	4.28	0.189	0.35	3.09	2.77	0.65	13.13	10
South Dakota	11	55,484	35.57	1.98	3.47	0.040	-	2.68	2.77	0.65	11.59	11
Kansas	6	69,719	44.69	1.72	2.04	-	0.37	2.58	2.77	0.65	10.14	12
Regional Average		\$69,806	\$44.75	\$1.81	\$6.11	\$0.048	\$ 0.27	\$3.90	\$2.77	\$0.65	\$15.45	

BASED ON EACH STATES ACTUAL AVERAGE SALARY

State	Salary Rank ⁴	Average Faculty Salary (9 months)	Hourly Faculty Salary (9 months)	Actual Paid Benefits Per Hour ³								Benefits Rank
				Holidays	Health Insurance ²	Life Insurance ²	Dental Insurance ²	Retirement ²	Social Security	Medicare	Total Benefits	
Wisconsin	2	\$ 85,082	\$ 54.54	\$ 1.89	\$ 8.52	\$ 0.083	-	\$ 5.89	\$ 3.38	\$ 0.79	\$ 20.55	1
Missouri	7	69,339	44.45	2.05	7.53	0.079	0.04	5.71	2.76	0.64	18.81	2
Nebraska	4	75,506	48.40	2.23	9.01	0.021	-	3.63	3.00	0.70	18.60	3
Wyoming	9	64,563	41.39	1.43	8.72	0.112	0.19	4.66	2.57	0.60	18.27	4
Minnesota	1	90,410	57.96	2.45	8.25	-	0.36	2.32	3.59	0.84	17.82	5
Iowa	5	73,669	47.22	2.00	8.39	0.017	0.25	2.86	2.93	0.68	17.12	6
Colorado	3	75,782	48.58	1.87	4.36	-	0.32	5.59	3.01	0.70	15.85	7
Oklahoma	8	66,219	42.45	1.63	3.65	0.031	-	5.31	2.63	0.62	13.87	8
North Dakota	(12)	54,446	34.90	1.41	5.07	0.001	-	3.32	2.16	0.51	12.46	(9)
Montana	10	57,448	36.83	1.49	4.28	0.189	0.35	2.54	2.28	0.53	11.66	10
Kansas	6	69,719	44.69	1.72	2.04	-	0.37	2.58	2.77	0.65	10.13	11
South Dakota	11	55,484	35.57	1.57	3.47	0.040	-	2.13	2.21	0.52	9.93	12

Data Sources:

2007 Central States Compensation Association - Benefit Survey:

¹Based on regional average hourly salary (to normalize the data) and 1,560 hours.

²Employer paid benefits for employee + family coverage.

³Based on each state's average faculty salary and 1,560 hours.

Chronicle of Higher Education, 2007 Almanac:

⁴Salary rank of 9 and 10 month faculty of public higher ed institutions - 2005-06.

Other EXHIBITS

N Estimated Cost of Salary Increase Recommendation.....	14
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Exhibit N

Estimated Cost of Salary Increase Recommendation

	Total 2009-11 Biennium	Biennium total for 1% per year
BSC	\$0	\$0
DSU	0	0
LRSC	0	0
MASU	0	0
MISU	0	0
MISU-B	0	0
NDSCS	0	0
NDSU ³	0	0
UND ³	0	0
VCSU	0	0
WSC	0	0
Subtotal - Campuses	\$0	\$0
NDUS Office	\$0	\$0
UND Med School	0	0
Forest Service	0	0
UGPTI	0	0
Northern Crops Institute	0	0
Agronomy Seed Farm	0	0
Extension Service	0	0
Research Centers	0	0
Subtotal - Others	\$0	\$0
Total - NDUS (salary only)	\$0	\$0
Total - NDUS (including fringe)	\$0	\$0

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January 14, 2008

Attachment 4

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section : 153: Smoke-Free Facilities

Policy was revised by a University Senate Ad Hoc committee.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 12/19/07

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

University Senate (12-13-07)

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January 14, 2008

Attachment 4

Draft 2 (12/28/07)

SECTION 153: SMOKE-FREE FACILITIES

SOURCE: SBHE Policy Manual, Section 917

North Dakota Century Code 50-11.1-02.2

NDSU President

Definitions:

For the purpose of this policy, “smoking” is defined as having in one’s possession a lighted tobacco product, such as a cigarette, cigar or pipe.

Policy:

1. ~~Except as provided by subsection 2, smoking~~ Smoking is prohibited in ~~all~~ North Dakota University System State University buildings, residence halls and enclosed structures, ~~and facilities.~~
2. ~~Institutions may establish smoking and nonsmoking apartments and residences, including private rooms in residence halls and dormitories, provided that smoking is prohibited in all common areas and areas to which the public has access. Institutions may permit smoking areas in outdoor arenas, provided that smoking is prohibited in all restrooms and other enclosed areas. Smoking is not permitted in a child care facility or near children enrolled in the facility. (ND Century Code 50-11.1-02.2)~~
3. Outdoor smoking is permitted only in those outdoor areas at least 50 feet from buildings.
 1. Entities exempted from Policy 153, Section 3 include private companies in the NDSU Research and Technology Park, leased properties, Northern Crops Institute, and Newman Outdoor Field.
4. Smoking is prohibited in state-owned or leased vehicles and motorized equipment.
5. The smoking prohibition does not apply to specific activities used in connection with the practice of traditional spiritual or cultural ceremonies. Ceremonial use exceptions must be approved in advance by the Vice President for Student Affairs.
6. Faculty, staff, students and visitors to NDSU are covered by this policy.

~~NDSU Guidelines: Smoking is not permitted in any areas of the residence halls or apartments. Smoking is permitted in outdoor arenas or other open-air outdoor facilities.~~

HISTORY: June 21, 1990, April 2006

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February 11, 2008

The University Senate met at 3:30 p.m. in the North Ballroom of the Memorial Union with Dr. D. Terbizan presiding and the following senators present: D. Andersen, B. Bahrami, S. Bergeson, M. Boetel, A. Brown, U. Burhaus, X. Cai, M. V. Clark Johnson, Cristoffers, D. Comez, J. Council, J. Coykendall, W. Dai, B. Duncan, T. Esslinger, B. Geeslin, J. Glower, P. Hansen, M. Harvey, D. Hauck, A. Hirani, M. Hoag, R. Johnson, K. Katti, M. Kelsch, E. Khan, M. Khan, L. Kreklau, L. Langley, M. Lee, D. Li, S. Mallik, J. Martin, C. McEwen, F. Michael, E. J. Miller, S. Neate, R. O'Connor, C. Peterson, L. Peterson, R. Pieri, C. Presser, B. Randall, J. Ransom, D. Redmer, J. Reimnitz, D. Rider, T. Riley, R.C. Schnell, G. Smith, W. Teder-Salejarvi, and D. Wittrock

Substitutions: B. Anderson for M. Breker, R. Hadland for B. Fier, J. Venette for K. Grafton, J. Foss for G. Heller, W. Bleier for K. McCaul, R. Storhaug for O. Obadina, D. Lin for S. Panigrahi, K. Vonnahme for J.W. Schroeder, S. Duffield for J. Wageman, and A. Drummond for A. Werremeyer

Previous Minutes

MOTION (Pieri/McEwen): to approve the minutes of the January 14, 2008, meeting as posted.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Reimnitz/McEwen): to approve the consent agenda as posted.

- Academic Affairs ([Attachment 1](#))

MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

A. President Chapman provided the following updates:

1. Enrollment –

- Enrollment figures are looking strong for fall because NDSU has become the University of choice for the northern Great Plains.
- A recent survey by ACT asked prospective students about their first college choice, and NDSU was the top institution in North Dakota by a broad margin. Minnesota students also indicated NDSU as high on their list after the University of Minnesota.
- An enrollment increase of approximately 2-3% is expected for this fall. An Enrollment Task Force, chaired by David Wittrock and Kate Haugen, is determining institutional needs to accommodate this growth. It is important to not just set goals, but to manage enrollment and make certain that the facilities and resources are in place for all to receive a quality experience here (students, faculty, etc.).

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- A consulting group is working on a campus master plan to address space and growth on campus. The consultants are examining parking structures, classroom and laboratory buildings, lecture halls, faculty offices, library resources, etc.
2. *Construction* – Several construction projects are planned and/or are underway, with the challenge of getting them online quickly enough.
 - Richard H. Barry Hall, which will include 17 new classrooms, may be ready for occupancy as early as December 2008. The transition of offices and classes to downtown are being determined.
 - Classroom and lab needs continue to be analyzed. Classroom and lab upgrades have been done and will continue to be made.
 - The 12th Avenue viaduct is being redone and will eventually serve as the new gateway into the campus.
 - A new hazardous materials center (chemical storage and management center) will be ready by fall.
 3. *Faculty Salaries* – Salaries continue to be a priority, and NDSU received a 5% budget adjustment from legislature.
 4. *Alumni Support* - A recent alumni meeting in Arizona was very successful. NDSU brought a group of students from the Division of Fine Arts. Alums have shown tremendous support for the institution. This is demonstrated by the capital campaign that just concluded, which raised \$40 million over the goal.
- B. Provost Schnell made the following announcements:
1. *Faculty Lectureship* - Mark Harvey was selected as this year's faculty lectureship recipient.
 2. *Chancellor's Cabinet* recently discussed the following –
 - Emergency Notification Systems: Two software companies are being considered, as is the issue of how to deal with cell phones and text messaging in the classroom setting.
 - Budget for the next biennium: Parity is an area of concern, and health insurance premiums are expected to increase about 10%. North Dakota is one of the few states that cover insurance for spouses/dependents of faculty and staff.
- C. Senate President Terbizan reported the following:
1. *Policy 352*: Two forums on PTE were held for faculty input. The policy was reworked and is on its way back to the Policy Coordinating Committee.

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2. *President-Elect Candidates* for the 2008-2009 University Senate are being sought (see Bylaws for responsibilities). Senators with one year remaining on their Senate term are eligible (20 potential candidates).

Committee Reports

- A. Academic Affairs – no report
- B. General Education – no report
- C. Council of College Faculties – no report
- D. Policy Coordinating Committee – no report
- E. Other Committee Reports – no reports

Unfinished Business

- *Policy 153 – Smoking Policy:*

Terbizan reported that an implementation date was not included in the motion to approve this policy at the January meeting, and is needed unless the policy is to take immediate effect. MOTION (L. Peterson/Reimnitz): to make the smoking policy effective July 1, 2008. MOTION PASSED WITH UNANIMOUS CONSENT.

Terbizan indicated that the next stage is to convene an ad hoc committee to develop an implementation plan. Interested individual should contact Terbizan via email. Ideally, there will be equal representation from staff, students, and faculty, as well as Facilities Management.

New Business

- *Confirmation of Fall 2007 Graduates ([Attachment 2](#)):*

MOTION (Pieri/Storhaug): to confirm the fall 2007 graduates as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

Adjournment

Meeting adjourned at 4:00 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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February 11, 2008

Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Programs							
Minor in Neuroscience (See attached)							
Ph.D. in Science, Technology, Engineering and Mathematics (STEM) Education (See attached)							
New Courses							
Dept.	No.	Title					Crs.
ARB	201	Second-Year Arabic I					3
ARB	202	Second-Year Arabic II					3
FREN	340	The French-Speaking World					3
FREN	360	Studies in Language and Style					3
FREN	365	Advanced Conversation Through Contemporary Culture					3
FREN	370	Translation: Practice and Theory					3
FREN	401	Approaches to Literature					3
FREN	420	Themes & Topics in French Literature & Culture					3
FREN	422	Genres in French Literature					3
LANG	101	Basic ESL: Integrated Skills (remedial ESL program: no degree credit granted)					1-20
RNG/ NRM	454/ 654	Wetland Resources Management					3
RNG	462/ 662	Rangeland Planning and Analysis					3
Course Deletions							
FREN	411	17 th & 18 th Century French Literature					3
Changes in Course Number, Prefix, and Title							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
ARSC	114	Introduction to Animal Sciences	3	<i>ANSC</i>	114	Introduction to Animal Sciences	3
ARSC	123	Feeds and Feeding	3	<i>ANSC</i>	123	Feeds and Feeding	3
ARSC	220	Livestock Production	3	<i>ANSC</i>	220	Livestock Production	3
ARSC	222	Meat Animal Evaluation	2	<i>ANSC</i>	222	Meat Animal Evaluation	2
ARSC	225	Natural Resource and Agro-Ecosystems	3	<i>RNG</i>	225	Natural Resource and Agro-Ecosystems	3
ARSC	260	Introduction to Equine Studies	2	<i>ANSC</i>	260	Introduction to Equine Studies	2
ARSC	260L	Equine Care and Management Practicum	1	<i>ANSC</i>	260L	Equine Care and Management Practicum	1
ARSC	261	Basic Equitation and Horsemanship	1	<i>ANSC</i>	261	Basic Equitation and Horsemanship	1
ARSC	263	Introduction to Animal Biotechnology	3	<i>ANSC</i>	263	Introduction to Animal Biotechnology	3

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Attachment 1

ARSC	320	Dairy Cattle Selection	1-2	<i>ANSC</i>	320	Dairy Cattle Selection	1-2
ARSC	323	Fundamentals of Nutrition	3	<i>ANSC</i>	323	Fundamentals of Nutrition	3
ARSC	326	Modeling of Range and Agro-Ecosystems	3	<i>RNG</i>	326	Modeling of Range and Agro-Ecosystems	3
ARSC	330	Meat Selection, Grading and Judging	1-2	<i>ANSC</i>	330	Meat Selection, Grading and Judging	1-2
ARSC	331	Livestock Selection	1-2	<i>ANSC</i>	331	Livestock Selection	1-2
ARSC	336	Introduction to Range Management	3	<i>RNG</i>	336	Introduction to Range Management	3
ARSC	340	Meat Science and Technology	3	<i>ANSC</i>	340	Meat Science and Technology	3
ARSC	344	Fundamentals of Meat Processing	2	<i>ANSC</i>	344	Fundamentals of Meat Processing	2
ARSC	357	Animal Genetics	3	<i>ANSC</i>	357	Animal Genetics	3
ARSC	361	Intermediate Horsemanship	1	<i>ANSC</i>	361	Intermediate Horsemanship	1
ARSC	362	Colts in Training	2	<i>ANSC</i>	362	Colts in Training	2
ARSC	363	Equine Nutrition and Physiology	3	<i>ANSC</i>	363	Equine Nutrition and Physiology	3
ARSC	365	Equine Evaluation	2	<i>ANSC</i>	365	Equine Evaluation	2
ARSC	435/ 635	Nutrition Laboratory Techniques	3	<i>ANSC</i>	435/ 635	Nutrition Laboratory Techniques	3
ARSC	450/ 650	Range Plants	3	<i>RNG</i>	450/ 650	Range Plants	3
ARSC	452/ 652	Geographic Information Systems in Range Survey	3	<i>RNG</i>	452/ 652	Geographic Information Systems in Range Survey	3
ARSC	453/ 653	Rangeland Resources Watershed Management	3	<i>RNG</i>	453/ 653	Rangeland Resources Watershed Management	3
ARSC	454/ 654	Range Ecosystems	3	<i>RNG</i>	454/ 654	Range Ecosystems	3
ARSC	456/ 656	Range Habitat Management	3	<i>RNG</i>	456/ 656	Range Habitat Management	3
ARSC	458/ 658	Grazing Ecology	3	<i>RNG</i>	458/ 658	Grazing Ecology	3
ARSC	460/ 660	Plant Ecology	3	<i>RNG</i>	460/ 660	Plant Ecology	3
ARSC	461	Advanced Horsemanship & Equitation	1	<i>ANSC</i>	461	Advanced Horsemanship & Equitation	1
ARSC	463/ 663	Physiology of Reproduction	3	<i>ANSC</i>	463/ 663	Physiology of Reproduction	3
ARSC	463L/ 663L	Physiology of Reproduction Laboratory	1	<i>ANSC</i>	463L/ 663L	Physiology of Reproduction Laboratory	1
ARSC	464	Reproductive Management Procedures	2	<i>ANSC</i>	464	Reproductive Management Procedures	2

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ARSC	466	Principles of Mixed Feed Technology, Production and Management	2	ANSC	466	Principles of Mixed Feed Technology, Production and Management	2
ARSC	470	Applied Nutrition	4	ANSC	470	Applied Nutrition	4
ARSC	480	Equine Industry and Production Systems	3	ANSC	480	Equine Industry and Production Systems	3
ARSC	482	Sheep Industry and Production Systems	2	ANSC	482	Sheep Industry and Production Systems	2
ARSC	484	Swine Industry and Production Systems	2	ANSC	484	Swine Industry and Production Systems	2
ARSC	486	Beef Industry and Production Systems	2	ANSC	486	Beef Industry and Production Systems	2
ARSC	488	Dairy Industry and Production Systems	2	ANSC	488	Dairy Industry and Production Systems	2
ARSC	716	Agrostology	3	RNG	716	Agrostology	3
ARSC	717	Aquatic Vascular Plants	2	RNG	717	Aquatic Vascular Plants	2
ARSC	721	Biology of Lactation	2	ANSC	721	Biology of Lactation	2
ARSC	728	Advanced Reproductive Biology	3	ANSC	728	Advanced Reproductive Biology	3
ARSC	730	Growth Biology	2	ANSC	730	Growth Biology	2
ARSC	736	Experimental Nutrition Methods	1	ANSC	736	Experimental Nutrition Methods	1
ARSC	740	Data Analyses and Designs of Experiments	3	ANSC	740	Data Analyses and Designs of Experiments	3
ARSC	755	Advanced Meat Science	2	ANSC	755	Advanced Meat Science	2
ARSC	765	Analysis of Ecosystems	3	RNG	765	Analysis of Ecosystems	3
ARSC	773	Energy Metabolism	3	ANSC	773	Energy Metabolism	3
ARSC	774	Nitrogen Metabolism	3	ANSC	774	Nitrogen Metabolism	3
ARSC	775	Vitamins and Minerals	3	ANSC	775	Vitamins and Minerals	3
ARSC	776	Digestive Physiology	3	ANSC	776	Digestive Physiology	3
ARSC	x9x	Uniform Course Numbers	Var.	ANSC	x9x	Uniform Course Numbers	Var.
ARSC	x9x	Uniform Course Numbers	Var.	RNG	x9x	Uniform Course Numbers	Var.
FREN	380	Women in French Literature	3	FREN	345	Women in French Literature	3
FREN	410	French Literature to 1600	3	FREN	410	<i>French Literature & Culture before 1800</i>	3
FREN	412	19 th and 20 th Century French Literature	3	FREN	412	<i>French Literature & Culture since 1800</i>	3

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Attachment 1

For Information Only: Changes in Prerequisites				
Dept.	No.	Title	Crs.	Restrictions
CSCI	366	Files for Database Systems	3	Pre-Requisites: CSCI 161
CSCI	445	Software Projects Capstone	3	Pre-Requisites: CSCI 366
CSCI	467	Algorithm Analysis	3	Pre-Requisites: MATH 166, CSCI 161, CSCI 222 or MATH 270
CSCI	489	Social Implications of Computers	3	Pre-Requisites: CSCI 372
FREN	315	Introduction to French Civilization	3	Pre-Requisites: FREN 312 or dept. consent
PSYC	260	Introduction to Neuroscience	3	Eliminate Pre-Requisite: PSYC 111
PSYC	460	Sensation & Perception	3	Pre-Requisites: PSYC 351 or PSYC 260
PSYC	465	Psychobiology	3	Pre-Requisites: PSYC 351 or PSYC 260
PSYC	481	Health Psychology	3	Pre-Requisites: PSYC 350 or PSYC 260
PSYC	486	Neuropsychology	3	Pre-Requisites: PSYC 351 or PSYC 260

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Attachment 2

December 2007 Graduates Degree Conferral Date: December 14, 2007

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Science

Ashley Alana Leeann Abey
Benjamin Martin Bakko
Kristine Ann Boen
Corey Ray Brinkman
Steven Herbert Czczok
James G. Dodd
Michael Dennis Dosch
Emeric A. Erickson
Austen John Germolus
Wade Steven Gerner
Andrew James Gordon
Benjamin Wayne Griffith
Tara Nicole Grimes
Sarah Marie Gubbels
Adam C. Guy
Erin M. Haanen
Alyssa Ann Hoffert
Ryan Leigh Hunt
Aaron Michael Johnson
Tara Dawn Johnson
Sheri Ann Kemnitz
Jaycie Lynn Klabunde
William Henry Mack
Jacob Levi Manly
Katrina Anne Mickelsen
Joshua Jon Monson
Taylor Cody Musland
Brenton F. Nesemeier
Lucas Allan Palczewski
Samuel Ryan Petersen
Brett Robert Peterson

Derik James Pulvermacher
Jonathan David Rieger
Adam Riesen
Ray Rivas
Rebecca Lynn Rogne
Morgan Alisha Sager
Ashley Rose Sandy
Daniel Aaron Sawatzky
Steven Paul Schuster
Salena Catherine Shipley
Jacob James Snyder
Jason D. Stafslie
David Ryan Sticha
Scott T. Strahm
Christopher Patrick Thomas
Jade C. Ulmer
Kanupriya Whig
Ilene Ida Wiste
Tyler John Woitzel
Fui Yuen Wong
Paul Steven Wyum
Carl Adam Zeltinger

Master of Science

Karen Ballou
Sijesh Chavarattil Aravindhakshan
Rolando Estrada
Mohua Haque
Robbie Alan Holthusen
Matthew Musial
Angela Esther Sebelius
Shaohong Yuan

Doctor of Philosophy

Marisol Tatiana Berti
Suresh Bhamidimarri
Evan Carter Lampert
Maboko Mphosi
Christine Elaine Oliver
Jacob John Reed
Danfeng Song
Yongliang Sun
Jasper Teboh
Diego Carlos Vilaro

College of Arts, Humanities and Social Sciences

Bachelor of Arts

David Tyler Andrews
Mara Christine Brust
Douglas Adrian Carrier
Kathryn Dinneen
Heather B. Gale
Victoria Umoh Efiom Iyamba
Emily Josephine Jacobs
Renee D. Latterell
Amy L. Narvesen
Matthew Sather
Darren Le Schultz
Katie Geneva Sonsthagen

Bachelor of Fine Arts

Ryan A. Graba
Emmalee Jean Hazer
Jenna M. Heinle
Aaron Paul Pavlicek
Kimberly C. Watts

Bachelor of Music

Rena Renae Vacha

Bachelor of Science

Allison Marie Achtenberg
Benjamin James Austinson
Brittany Lynn Baker
Carmen L. Baker
Tracy Lynn Bell
Matthew Robert Daniel Boe
Kathryn Mary Bridge
Stephanie Anne Bylsma
Alysa Ashleann Erickson
Kalah Nicole Erickson
Laura Catherine Farrell
Mark T. Farrell
Alex Michael Finken
Daniel Garvens
Daniel Duane Grahm
Morgan Adele Gravos
Shaneille Ann Gustafson
Sarah Anne Gustin
Kelly Daniel Hansen
Emilie Jayne Hanson
Laura Adrianna Harris
Erin Callie Haugeberg
Melissa Dawn Hennen
Michael A. Honl
Miranda Lee Huseh
Andrea Katherine Johnson
Mackenzie Quin Kelsen
Callie Rae Klosterman
Stephen M. Koranda
Jacob Norman Kubela
Teri Lyn Martin

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Attachment 2

Stephanie Rose Meier
Adam David Melquist
Peter L. Monson
Courtney E. Mulhern
Katherine Marilyn Naumann
Andrew James Payne
Anthony J. Quernemoen
Jared D. Raabe
Jessica Ann Ridgway
Amanda J. Salisbury
Amanda Rae Schaff
April Marie Serr-Haugen
Allison Elizabeth Silk
Sarah M. Starkey
Erin Marie Strahm
Jared Douglas Sullivan
Steven Duane Symons
Nicholas Wayne Thilmony
Kirk Locario Thomson
Jessica Sue Vanhoever
Andrew Patrick Whaylen
Megan J. Winter
Crystal Jane Winter
Stephanie Rae Worrell
Adam J. Ziegler

Master of Arts

Sucheta Bhattacharya
Marta Mariana Caballero
Hasmik Ghazaryan
Joshua David Kern
Rich Lodewyk
Branden McKnight
Heather Ann Nesemeier
Elizabeth Schwartz

Master of Music

Sarah Ann Marohl

Master of Science

Candace Fay Decker
Paul T. Emch
Matthew William Hoekstra
David Hohn
Jessica Anne Leifeld
Roxanne Elizabeth Mullenberg
Danielle Louise Stuckle
Amy B. VanSurksum

Doctor of Philosophy

Gregory Carlson
Deneen Ann Gilmour
Jeremy J. McIntyre
Jon Pike

College of Business

Bachelor of Accountancy

Alyssa Hope Berland
Jacquelyn Michelle Carity
Melissa Ann Dehne
Mark John Ellefson
Katie Ann Gallatin
Michael Adam Schaefer
Marci Lyn Smith

Bachelor of Arts

Sally Ann Hunt

Bachelor of Science

Katie J. Althoff
Brandon P. Asker
Mitchell Lee Atherton

Elizabeth Marie Bachmeier
Kayla Ann Berger
Tracie Ann Bodnar
Laura Ann Breker
Kimberly Ann Breuer
Kade Michael Club
Adam Kenneth Collins
Ciapha Kiazolu Diggs
Brittany Drew Ehliis
Erika J. Fryslie
Tyler R. Gagner
Ryan George Gannaway
Brandon Daniel Geffre
Jessica B. Gehring
Eric B. Glass
Christina Marie Greenwood
Cody John Grenz
Shannon D. Gullickson
Jeffrey W. Hall
Elizabeth Ann Hanson
Justin Lee Honebrink
Whitney Ellen Huber
Joshua Ian Imdacha
Wing Yee Ip
Cassandra Lee Jaunich
Kelly Patrick Johnson
Michael James Johnson
Andrew Joseph Kerzmann
Scott Wesley King
Matthew Eugene Koble
Robert Lynn Kozojed
Justin W. Kutzer
Dustin Richard LaFleur
Ross A. Larson
John R. Lyngstad
Rebecca Jean Mayers
Cody Joseph Meduna

Bryan Mark Mesich
Kyle E. Migler
Jonathan William Mohr
Chelsey Nicole Nichols
Patrick Robert Nicklay
Maiko Nicklos
Kyle L. Nylander
Kyle Edward Olstad
Brandon P. Oss
Eric Darby Palmquist
William Oscar Peterson
Dacia C. Pickell
Tonia Marie Richards
Timothy James Rooney
Jason D. Schell
Ryan Michael Schmitz
Jonathan Thomas Schofield
Karan Sharma
Faraz Siddiqui
Andrew Edward Simonitch
Megan Ann Skadberg
Michel Raymond Tietz
Justin Joe Torrez
Kyla R. Tracy
Kenyon K. Vetter
Joseph R. Volk
Zachary E. Volk
DeAnn Wagenman
Jessica Tomi Watson
Matthew R. Watson
Teri Lynn Wolf
Cory Joseph Wynn

Master of Business Administration

Jacob Anthony Belanger
Lee Mathew Brooks

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Attachment 2

David A. Durick
Daniel Gary Flatau
Kathy J. Jenson
Mohammad Khan
Aaron Duane Lambrecht

College of Engineering and Architecture

Bachelor of Architecture

Matthew William Serra

Bachelor of Science

Deepak Agarwal
Jacob Anthony Bauer
Phillip M. Cleaveland
James Richard Cosmano
Andrew Ira Engebretson
Oluwayemisi Fayemiwo
Saurabh Garg
Joshua Allen Hahn
Lee James Havig
Nicholas Paul Ibach
Brian P. Janski
Tom James Jerstad
Jeremy Robert Johnson
Shelly Ann Rolandson
Matthew William Serra
Eric George Stratford
Andrew Teevens
Luke Allan Wiese

Bachelor of Science in Agriculture & Biosystems Engineering

Peter Alan Gates

Robert Michael Leiseth
Joel Lee Skalet

Bachelor of Science in Civil Engineering

David Michael Adams
Waylon Dean Erdmann
Rebecca Marie Espinoza
Kyle T. Hafliger
Garrett Rodney Hartl
Brian Joseph Hauth
Michael Jon Henrich
Nicholas Duane Hofland
Tyler Knute Johnson
Kelly M. Kaufmann
Alan James Kemmet
Keith A. Koser
Andrew James Krebs
Eric J. Lee
Jonathan Wallace Martin
Christopher Joseph Miller
Melissa Anne Mistelski
Kelsey Allysa Sand
Justin James Schlosser
Travis Lee Schmit
Reid Nathaniel Strain
Joseph Mark Wagner
Haley R. Watson

Bachelor of Science in Construction Engineering

Luke Daniel Bjerketvedt
Nicholas Jared Salonek

Bachelor of Science in Electrical Engineering

Mohamed E. Ahmed

Lindi Celice Braun
Brian Eric Christensen
Jamie Cochran
Andrew Jacob Dehn
Jacob J. Doyle
Matthew Ryan Fryslye
Cyle Allen Johnson
Adam Michael Lawler
Jordan D. Lucht
Matthew John Morrison
Kellen J. Nesvig
Sarah Nicole Panzer
Diptesh S. Patel
James Robert Sanden
Joshua Patrick Schroeder
Tyler Joseph Schumacher
Edward P. Schwind
Landon Douglas Wagner
Adam Michael Wahler
Tyler J. Weiers
Daniel Thomas Williams
John Michael Zietz

Bachelor of Science in Industrial Engineering Management

Ivan F. Anheluk
Mark P. Henning
Chase H. Kelner
John O. Kline
Jason Joseph Materi
Eric Randall Vasko

Bachelor of Science in Manufacturing Engineering

Damon Michael Anderson
Sean E. Bittle
Jason David Melcher

Bachelor of Science in Mechanical Engineering

Jason D. Bratton
Scott Andrew Breeggemann
Lucas Allen Burger
Joseph B. Goerges
Leon Hubert Huot
David Ray Olien
Andrew Paul Roufs
Russell Bruce Satrom
Christopher John Schaff
Joey Ryan Specht
Derek Michael Thalberg
Theodore James Wald
Brady Paul Walter

Master of Science

Gom Ale
Siva Rama Prasad Ancha
Yuriy Atanasov
Nicholas Lloyd Butts
Nipun Choudhary
Manish Dangol
Pradeep Gharti Chettri
Christopher L. Giese
Soumen Jana
Aaran Lee Joneson
Levent Kaan
Ananth Kuchimanchi
Seth Nels Lynne
Udit Molakatalla
Sanjay Neema
Jay Michael Norton
Benjamin Alan Rime
Robert Allan Sailer
Visvanathan Srinivasan
Venkata Vayuvegula

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Attachment 2

Bruce Allen Wheeler
Xiangjun Xu
Kamaldeen Yusuff

Doctor of Philosophy

Xiaoyu Ruan
Debashis Sikdar

College of Graduate and Interdisciplinary Studies

Master of Science

Nurlan Sagintaev Aldassugurov
Rebecca Lea Andres
Lori Lynn Clark
Anthony Thomas Perlinski

Doctor of Philosophy

Chandra Shekar Bapanpally
Rahul Bhowmik
Subhro Mitra
Mafany Ndiva Mongoh
Luke Walter Samuel
Huimin Zhang

College of Human Development and Education

Certificate

Dawn Christine Feltus
David Kahl Jr
Lynnette Marie Leone
Ellis McGee
Rebecca Ms Mink
Heather Ann Nesemeier
Jennifer Newbrey
Kevin Michael Pena

Kristine Jayne Steffen
Kimberly Marie Weismann

Bachelor of Arts

Molly Elizabeth Henn
Shawn P. Johnson

Bachelor of Science

Sheila Marie Anderson
Carah C. Barrett
Andrea Marie Blommel
Alonna Beth Brady
Erica Ann Browne
Mandi Marie Clausnitzer
Stephanie A. Collins
Kathryn Mary Cribbin
Emily Jean Daniels
Julia M. Falck
Megan Marie Fleck
Holly M. Freiborg
Amy Christine Garrett
Meghan E. Gowan
Adam Kevin Gumke
Brittany M. Gustafson
Gregory Lyle Hagen
Kaitlynn Marie Hegeholz
Jessica Ann Helmers
Ashley Anne Hesse
Nolan Alex Higdem
Jeffrey Scot Hille
Emily Louise Hunt
Nirosh N. Ismail
Zachary M. Ista
Nicole Lee Janisch
Chelsey Faye Jorgenson
Danielle Marie Kamrud
Kari Dawn Killoran

Kara Brittany Kopp
Kristen Michelle Kosmatka
Kathryn Marie Kowalski
Melissa Joan Larson
Lindsey Marie Lauf
Susan Liebelt
Katie Jean Loff
Melissa M. Mallett
Sarah Ann McClure
Leigh Matthew McNichols
Matthew James Miller
Jordan Randall Morman
Amy Lynn Morrison
Jennifer A. Morse
Brittni Anne Myhre
Erin E. Neal
Alisha Lea Ann O'Hara
Chelsey Rae Olivier
Derek David Ouren
Jenni Lynn Peters
Chelsea Ann Phipps
Gregory Scott Plecki
Sarah Jean Prososki
Monica Ann Reis
Robert Daniel Roehrich
Ryan Kelley Rustad
Quaya Rae Schock
Grace T. Sium
Suzanne Marie Skogen
Kayla Jeannette Smith
Kathryn M. Steve
Ashley Jean Svenningsen
Stephanie M. Tauer
Tanya Thompson
Allison Marie Ulrich
Alison R. Uscensky
Michael Dale Wald

Barry James Watkins
Kari Lynn Weis
Brook L. Wolff

Master of Education

Brent T. Aasby
Iris Ann Brandt
Randal Ray Brockman
Elizabeth Sue Bue
Blake Andrew Dahlberg
Christopher Mark Eckart
Steve D. Hockert
Daren Duane Kurler
Leverrett O. Larsen
Chris Mack
Bret Robert Maughan
Wade D. Meschke
Charles Bruce Michaelson
Timothy Johan Schaffer
Kraig Steinhoff
Melissa Nicole Wright

Master of Science

Huda Hilal Almashari
Robby Kyle Beyer
Anna Jean Bratsch
Catherine Alison Craw
Brandee L. Eisel
John Flatt
Marciano Victor Garcia
Gayle L. Gette
Carma Joanne Hackey
Curtis Jackson
Erik Monson
Justin James Olson Swanson
Neil Leroy Ostlund
Jacinta Marie Riedinger

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Attachment 2

Jared Charles Slinde
Jodi Lee Swedlund
Oybek Turayev
Mary K. Uong-Kaale
Li Zhong

Doctor of Philosophy

Coleen Ann Bremer
Michael Joseph Deutsch
Sheila Jane McLeod
Ann Marie Miller
Robertta Ruth Nelson
Carol Azuka Okigbo
Desiree Leigh Tande
Shanda Traiser
James Anthony White

*College of Pharmacy, Nursing,
and Allied Sciences*

Bachelor of Science

Nathan Micheal Albertson
Tausha L. Bolluyt
Moga Dafala Kareem
Kerrie Lynn Klier
Lisa Lenore McBroom

Bachelor of Science in Nursing

Amy Lynn Bowles
Joetta Lynne McLean
Jodi Lynn Reiffenberger
Audra Sorensen

Doctor of Nursing Practice

Manuel K. James
Aaron Kevin Lindstrom

Georgia Gayle Nygaard
Luann Joy Stromme

Doctor of Pharmacy

Kanal V. Badiyani
Beena Vishnubhai Patel
Kyle Michael Schwandt
Jeffrey Scott Shorten

Doctor of Philosophy

Khaled Al-Tahami
Kristine Jayne Steffen

*College of
Science and Mathematics*

Certificate

Dmitriy Akimov

Bachelor of Arts

Aimee Anne Hochstein
Toan Ngoc Phan

Bachelor of Science

Scott Covin Ayash
Lisa K. Benko
Patrick Christopher Blaufuss
Ryan James Bombeck
Bridget June Borchardt
Andrew J. Brammer
Peter Douglas Bucholz
Jessica B. Clark
Kelly S. Crabtree
Jared Joseph Doom
Hope Elizabeth Freadrich
Nicole M. Gilbertson
Paul Michael Gilbertson
Katy Ann Gilderhus

Krystal A. Goodyear
Briana Joy Grossman
Chelsea Lane Hersel
Jeremy Andrew Honl
Tyler Kevin Johnson
Heather Emily Joyce
Justin Matthew Kalvoda
Jenilee Ann Kanenwisher
Kristine A. Kemmet
Laura Beth Ketcher
Shawna M. Lang
Spicer Grant Lattu
Shanda Deleen Lauer
Jessica L. Lemer
Kristi Lynn Lupke
Katie Ann Malheim
Stephanie Janine Melquist
Ben Michael Meyer
Alissa Diane Mundt
Amanda Rose Myhre
Kenta Obata
Eric Tyson Odegaard
Adrienne Marie Paul
Michael Christopher Pederson
Garrett Alan Pollert
Alexander Gerald Pratt
Shayla R. Rasmussen
Vanessa Rae Rittgers
Carissa Marie Roerick
Derek John Schaefer
James Vincent Schanandore
Alice Mary Scharnweber
Christopher Ryan Simpson
Nathan A. Stroh
Mark D. Suchy
Tabitha Renee Talkington
Joshua John Teicher

Tatum Renee Trautman
Megan D. Ulmer
Shannon Marie Van Ort
Amer Vattres
Christopher Alan Vetter
Elizabeth J. Welch
Sarah A. Wild

Master of Science

Lindsay Nichole Anderson
Shireesha Baddam
Prashanth Balakrishnan
Carrie Marie Brower Breitwieser
Srinivas Challagolla
Xunfen Chen
Robert Anthony Cosmano
Dhananjay Dimri
Vijaya Gorla
Lindsey Joyce
Kiran Kattakindi
Amber Koblitz
Melissa Konsti
Jared Lee Ladbury
Hua Ling
Vijaya Aditya Manneppalli
Rebecca Ms Mink
Thiep Phong Phan
Marie Angela Schaaf
Uday Srichinta
Anthony Phillip Stamness
Grant Edward Striemer
Elampiraii Thamizh Pandian
Sundee Vanga
Jason Lars Vinje
Desiree Joy Zielke

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Attachment 2

Doctor of Philosophy

Verena Bonitz
Mahmuda Naznin
Jennifer Newbrey
Michael Newbrey
Amal Perera
Jonathan Stack
Duhua Wang

College of University Studies

Bachelor of University Studies

Cody J. Crawford
Laura Leeanne Eberhardt
Jessica Ann Flack
Avery Scott Hays
Megan Renee Heisinger
A.J Autumnjoy Kremer
Kyle S. Locket
Erica Jean Nelson
Megan Elizabeth Olson
Megan Ann Pinke
Thomas John Ray
Joshua J. Stenson

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The University Senate met at 3:30 p.m. in the Plains Room of the Memorial Union with Dr. D. Terbizan presiding and the following senators present: D. Anderson, B. Bahrami, S. Bergeson, M. Boetel, W. Bowlin, U. Burghaus, X. Cai, L. Christianson, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, T. Esslinger, B. Fier, B. Geeslin, J. Glower, R. Gordon, P. Hansen, M. Harvey, D. Hauck, A. Hirani, M. Hoag, B. Johnson, K. Katti, M. Kelsch, M. Khan, M. Lee, D. Li, J. Martin, K. McCaul, C. McEwen, F. Michael, S. Neate, R. O'Connor, C. Peterson, L. Peterson, R. Pieri, C. Presser, B. Randall, J. Ransom, R. Rathge, D. Redmer, J. Reimnitz, D. Rider, T. Riley, J.W. Schroeder, G. Smith, and W. Teder-Salejarvi

Substitutions: J. Hektner for T. Stone Carlson, N. David for M. Christoffers, R. Harrold for K. Grafton, S. Gajan for E. Khan, R. Storhaug for L. Kreklau, J. Sheng for S. Mallik, R.S. Krishnan for R.C. Schnell, and A. Drummond for A. Werremeyer

Previous Minutes

MOTION (Pieri/Duncan): to approve the minutes of the February 11, 2008, meeting as posted.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Pieri/Reimnitz): to approve the consent agenda as posted.

- A. Academic Affairs ([Attachment 1](#))
- B. Policy Coordinating Committee -
 - For Information only:
 - 1. [Policy 135 - Family Medical Leave-Uncompensated](#)
 - 2. [Policy 143 - Sick/Dependent Leave](#)
 - 3. [Policy 147 - Leave Sharing Program](#)

MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

- D. Terbizan, University Senate President announced that nominations are still being sought for University Senate president-elect for 2008-2009.

Committee Reports

- A. *Academic Affairs* - no report
- B. *General Education* - no report

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C. Council of College Faculties – ([Attachment 2](#))

CCF Constitution Changes:

H. Hatterman-Valenti presented proposed changes to the constitution of the CCF. The changes would allow the NDUS and the CCF representative to the SBHE to use system resources for training purposes. MOTION (Pieri/L. Peterson): to approve the changes as presented. Clarification was sought on the January/February nomination deadlines. MOTION PASSED WITH UNANIMOUS CONSENT.

D. Policy Coordinating Committee –

D. Comez presented the following policies for input:

1. Policy 713 - Records Retention ([Attachment 3](#))

MOTION (Pieri/Harvey): to approve policy updates as presented. Concern was raised about the definition of a record, definition of department, student homework being considered a record, and the feasibility of retaining all types of records.

MOTION FAILED WITH A VOTE OF 11-45-2. The following senators or their substitutes voted aye: Bergeson, Carlson, Christianson, Clark Johnson, Duncan, Geeslin, Grafton, Hoag, L. Peterson, B. Randall, and R.C. Schnell. The following senators or their substitutes voted no: Andersen, Bahrami, Boetel, Bowlin, Burghaus, Christoffers, Comez, Cook, Coykendall, Dai, Esslinger, Fier, Glower, Gordon, Hansen, Harvey, Hauck, Hirani, B. Johnson, Katti, Kelsch, E. Khan, M. Khan, Kreklau, Lee, Li, Mallik, Martin, McEwen, Michael, Neate, O'Connor, C. Peterson, Pieri, Presser, Ransom, Rathge, Redmer, Reimnitz, Rider, Riley, Schroeder, Smith, Teder-Salejarvi, and Werremeyer. The following senators or their substitutes abstained: Cai and McCaul.

2. Policy 352 - Promotion, Tenure, and Evaluation ([Attachment 4](#))

A committee, chaired by J. Council, was charged with the task of reviewing the PTE policy, gathering faculty input, and proposing changes to the current policy. MOTION (Pieri/Teder-Salejarvi): to approve the policy revisions as presented. Due to the significance and scope of the policy, the Senate reviewed each section.

Section III. C. - MOTION (Duncan/Coykendall): to change the wording from 'For probationary faculty, the basis of review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position,' to '...shall be the promotion and tenure guidelines and criteria which were in effect at the time of the promotion and tenure decision.' Discussion ensued on the fairness to faculty when changes in criteria are made close to the time of review, and fairness when two candidates are going up for review at the same time with different criteria and

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standards. Brief discussion also took place on the requirements for promotion to full professor.

MOTION FAILED WITH A VOTE OF 8-45-5. The following senators or their substitutes voted aye: Bahrami, Burghaus, Cai, Comez, Duncan, Glower, Katti, and Lee. The following senators or their substitutes voted no: Andersen, Bergeson, Boetel, Bowlin, Carlson, Christianson, Christoffers, Clark Johnson, Cook, Dai, Esslinger, Fier, Geeslin, Gordon, Grafton, Hansen, Harvey, Hauck, Hirani, Hoag, B. Johnson, Kelsch, E. Khan, M. Khan, Li, Mallik, Martin, McCaul, Neate, O'Connor, C. Peterson, L. Peterson, Pieri, Presser, Randall, Ransom, Rathge, Redmer, Rider, Riley, Schnell, Schroeder, Smith, Teder-Salejarvi, and Werremeyer. The following senators or their substitutes abstained: Cai and McCaul. The following senators or their substitutes abstained: Coykendall, Kreklau, McEwen, Michael, and Reimnitz.

Section III. D. – Concern was expressed with the definition of academic previous experience, and how relevant professional experience was considered. MOTION (Cook/Coykendall): to strike the parenthetical statement of ‘(first academic position).’ MOTION PASSED WITH UNANIMOUS CONSENT.

Section III. E. – A question was raised about the last line of section E stating, ‘Any exceptions to Section E. must be approved by the President.’ No action was taken.

Section III. F. 1. MOTION (Randall/Duncan): to split the first sentence into two sentences to read, “A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period. Written notification to the Provost/VPAA must be provided by the Department Chair/Head and the Dean of the college within one year of the event and prior to the year in which the portfolio is due.” Discussion ensued on the option of declining the extension and other exceptions. MOTION PASSED WITH UNANIMOUS CONSENT.

- A request was made to clean up the outline formatting of the policy.

Section VI. G. - Rationale was sought on why deans should not see PTE committee review feedback. The PTE committee considered undue influence between the committee and dean when developing this language. Interest was expressed on deans seeing committee reports, but committees not seeing dean reports. MOTION (McCaul/Cook): to delete the second sentence that reads, “To ensure independence, neither the Dean nor the PTE committee shall have access to the other party’s evaluation prior to submission of their reports to the Provost/VPAA. MOTION PASSED WITH UNANIMOUS CONSENT.

Section VI. L. – Significant discussion took place on the matter of joint appointments, and which college or both should submit reviews. MOTION (Rathge/McEwen): to reinsert the original first line of this section. Concern was

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raised on the discrepancy in standards of different colleges submitting reviews on the same individual's dossier.

MOTION FAILED WITH A VOTE OF 4-46-4. The following senators or their substitutes voted aye: Bowlin, Burghaus, Rathge, and Teder-Salejarvi. The following senators or their substitutes voted no: Andersen, Bahrami, Bergeson, Boetel, Cai, Carlson, Christianson, Christoffers, Clark Johnson, Comez, Cook, Coykendall, Dai, Duncan, Esslinger, Fier, Geeslin, Glower, Gordon, Grafton, Hansen, Harvey, Hirani, Hoag, B. Johnson, Katti, Kelsch, E. Khan, Kreklau, Lee, Li, Mallik, Martin, McCaul, Neate, O'Connor, C. Peterson, L. Peterson, Pieri, Presser, Randall, Ransom, Redmer, Riley, Smith, and Werremeyer. The following senators or their substitutes abstained: Cai and McCaul. The following senators or their substitutes abstained: McEwen, Michael, Reimnitz, and Schroeder.

MOTION (L. Peterson/Riley): to put a period after 'effort' in the current last sentence of Section VI. L., and the last sentence read, 'This input from other units shall be included in the portfolio.' **MOTION PASSED WITH UNANIMOUS CONSENT.**

Section VI. M. - MOTION (Pieri/L. Peterson): to change the wording '...may solicit...' to "...shall solicit" so it is consistent with the rest of the policy. Discussion was held on the difference of the wording in this scenario. **MOTION FAILED WITH A VOTE OF 13-34-7.**

The following senators or their substitutes voted aye: Andersen, Bahrami, Bergeson, Burghaus, Geeslin, Grafton, O'Connor, L. Peterson, Pieri, Presser, Rathge, Smith, and Teder-Salejarvi. The following senators or their substitutes voted no: Boetel, Bowlin, Cai, Carlson, Christianson, Christoffers, Clark Johnson, Comez, Cook, Coykendall, Dai, Duncan, Esslinger, Fier, Gordon, Hansen, Hoag, B. Johnson, Katti, Kelsch, E. Khan, M. Khan, Kreklau, Lee, Li, Mallik, Martin, McCaul, Neate, C. Peterson, Randall, Ransom, Redmer, and Werremeyer. The following senators or their substitutes abstained: Glower, Harvey, McEwen, Michael, Reimnitz, Riley, and Schroeder.

MOTION TO APPROVE POLICY 352: PROMOTION, TENURE, AND EVALUATION AS AMENDED PASSED WITH A VOTE OF 52-3. The following senators or their substitutes voted aye: Andersen, Bahrami, Bergeson, Boetel, Bowlin, Burghaus, Cai, Carlson, Christianson, Christoffers, Clark Johnson, Comez, Cook, Coykendall, Dai, Duncan, Esslinger, Fier, Geeslin, Glower, Gordon, Grafton, Hansen, Harvey, Hirani, Hoag, B. Johnson, Katti, Kelsch, Kreklau, Lee, Li, Martin, McCaul, McEwen, Michael, Neate, O'Connor, C. Peterson, L. Peterson, Pieri, Presser, Randall, Ransom, Rathge, Redmer, Reimnitz, Riley, Schroeder, Smith, Teder-Salejarvi, and Werremeyer. The following senators or their substitutes voted no: E. Khan, M. Khan, and S. Mallik.

E. No other committee reports.

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Unfinished Business

No unfinished business.

New Business

No new business.

Adjournment

The meeting adjourned at 5:05 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee

Curricular Recommendations

Departmental Name Change							
From: Department of Apparel, Design, Facility and Hospitality Management				To: <i>Department of Apparel, Design and Hospitality Management</i>			
Departmental Prefix Change							
From: ADFH (Apparel, Design, Facility and Hospitality Management)				To: <i>ADHM</i> (Apparel, Design and Hospitality Management)			
New Courses							
Dept.	No.	Title					Crs.
ADHM	101	Beginning Apparel Construction					3
ANTH EMGT	464/664	Disaster and Culture					3
CHEM	472/672	Surface Chemistry					2
HNES	777	Current Research Practices in Athletic Training					3
Changes in Course Prefix and Title							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
HNES	270	Consumer Issues in Food and Nutrition	3	HNES	270	<i>Current Issues in Nutrition</i>	3
MUSC	789	D.M.A. Thesis	4	MUSC	789	D.M.A. Thesis	<i>1-4</i>
PHRM	535	PTDI: Neoplastic Diseases	2	PHRM	535	PTDI: Neoplastic Diseases	3
PHYS	413/613	Lasers for Scientists and Engineers	2	PHYS	413/613	Lasers for Scientists and Engineers	3
STAT	750	Time Series	3	STAT	<i>472/672</i>	Time Series	3
For Information Only: Changes in Descriptions and/or Prerequisites/Corequisites							
Dept.	No.	Title	Crs.	Restrictions			
ANSC	365	Equine Evaluation	2	Change in Description			
BUSN	350	Foundations of Management	3	PSYC 111 is no longer a prerequisite			

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Attachment 2

Proposed change in the constitution of the CCF

Passed unanimously 2/12/08

Requires ratification by faculty governance bodies at 2/3 of the NDUS institutions

Requires SBHE approval

WHY do it? NDUS & CCF Rep to the SBHE could take advantage of system resources to provide training that would facilitate the receive training/work of the CCF/SBHE rep in the year to come.

VI

QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS

Section A. Qualifications

1. Any member of the Council shall be eligible to hold any office.
2. Any member completing his or her term on the Council remains eligible to serve as representative to the SBHE for a period of two years following the end of that Council term.

Section B. Nominations

Nominations shall be made from the floor or in writing at any meeting prior to the May-February meeting of the academic year, but no later than April-Jan 15th.

Section C. Election

The election of officers will be by majority vote of the members voting at the May-February meeting. If more than two candidates are competing for an office, and no one receives a majority, a run-off between the top two will be held at the same meeting.

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Attachment 3

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section: 713 RECORDS ~~RETENTION~~ MANAGEMENT

The policy was renamed and completely rewritten to bring NDSU further into compliance with NDCC 54-46, NDCC 44-04-18, NDCC 12.1-11-05 and NDCC 55-02.1-05. As a state institution, all records produced in the daily course of business at NDSU are subject to state and federal laws/regulations, including retention and disposal.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 2/19/08

University Senate:

Staff Senate:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

NDSU Records Management Task Force (February 2008)

Draft 2, 2/22/2008

SECTION 713: RECORDS ~~RETENTION~~ MANAGEMENT

SOURCE: NDSU President

NDCC 12.1-11-05, NDCC 44-04-18, NDCC 54-46, NDCC 55-02.1-05

The objective of the Records Management Program is to assist University departments in managing their records throughout the entire record life cycle; from creation or receipt, through the use and maintenance stage, until final disposition. As a state institution, all records produced in the daily course of business at NDSU are subject to state and federal laws/regulations, including retention and disposal.

1. This policy and NDSU procedures are based on the NDCC 54-46, Records Management Law [Link: <http://www.legis.nd.gov/cencode/t54c46.pdf>], in consultation with the North Dakota Information Technology Department Records Management.

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2. The NDSU Records Retention Schedule [Link: http://www.ndsu.edu/recordsmanagement/records_retentiondisposal_schedule/] specifies the criteria for records management procedures.
3. NDSU Audit and Advisory Services is responsible for coordinating the records management program with the assistance of unit records coordinators.
4. Detailed procedures and instructions for compliance are available at the NDSU Records Management Web site [Link: <http://www.ndsu.edu/recordsmanagement>].
5. Some records may be restricted and subject to special disposition due to specific laws and/or regulations.
6. The NDSU Institute for Regional Studies & University Archives is the official depository for all NDSU records determined to have archival value, pursuant to NDCC 55-02.1-05, so designated by the State Archivist of North Dakota, dated November 29, 2007.
7. To assure compliance with all regulatory agencies as well the records retention program, NDSU Audit and Advisory Services may be contacted (NDSU.recordsmanagement@ndsu.edu).

1. ~~The records retention period is the length of time records must be retained. NDSU will retain a State Board of Higher Education approved Records Retention Schedule.~~
2. ~~The Records Retention Schedule specifies the criteria for the management of active records, provides for the systematic transfer of inactive records from the active storage areas to inactive storage areas, specifies the length of time records need to be maintained, and establishes the proper destruction method for those obsolete records.~~

~~2.—~~

~~—2.1~~

- ~~—The "Instructions for Completing Records Disposal Request" and the "Records Disposal Request Form" are included in the Records Retention Schedule, which is currently under revision. If you have any questions concerning records disposal, please contact the Audit & Advisory Services Office at 701-231-9413 or ndsu.Internal.Audit@ndsu.edu.~~
3. ~~Generally if a department is not a primary or official record holder, records need only be retained for departmental operating purposes. Records may also be maintained to document policies and procedures, and for reference to archival value, etc.~~
4. ~~Decisions on what to retain and for how long should take into account the legal, audit, administrative, fiscal, and historical considerations, as well as state and federal laws, affecting the record.~~
3. ~~To assure compliance with all regulatory agencies as well as the Records Retention Schedule, the internal auditor of the University may be contacted regarding either the retention or disposition of records.~~

Last updated: August 20, 1996; January 22, 2002; June 11, 2007, August 1, 2007, September 2007

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POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section : 352: Promotion, Tenure and Evaluation

Policy was rewritten by University Senate.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 10/19/07; 11/21/07; 12/19/07; 1/18/08; 2/19/08

University Senate:

Staff Senate:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

University Senate (9/11/07)

SECTION 352: PROMOTION, TENURE, and EVALUATION

SOURCE: NDSU President & NDSU University Senate

1.I. INTRODUCTION

- A. ~~1.1~~ The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional

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work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.

B. 1.2—From the University's mission flows the expectation that each faculty member will make contributions of high quality to the areas of teaching, research, and service. "Teaching" includes all forms of instruction both on- and off-campus. "Research" includes basic and applied research and other creative activities. "Service" includes public service, service to the University, college, and department, and service to the profession. Because of the University's mission, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. But, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to exhibit equal levels of accomplishment in all areas. Moreover, disciplines will vary with respect to the kinds of evidence produced in support of quality of contributions. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally.

C. 1.3—The policies and standards of each college should be congruent with the University's mission and its policies on promotion and tenure, and also should reflect the college's unique expectations of its faculty members. The policies and standards of academic units within each college should be consistent with the missions of the University and college and their policies on promotion and tenure, and also should designate evidence of how faculty in the academic unit meet the expectations of the college and University.

2.II. UNIVERSITY PROMOTION, TENURE, POST-TENURE, AND EVALUATION: CRITERIA AND EVIDENCE

A. 2.1—Promotion and granting tenure are not automatic ~~and no formulas apply~~. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background, and experience, ~~and time in rank~~.

B. 2.2—The evaluation of a candidate's performance shall be based on the individual's assigned responsibilities in contributions to teaching, research, and service, on- and off-campus, in regional, national, or international areas activities. Judgments will be based on evidence of both the quality and significance of the candidate's work.

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1. TEACHING

CRITERIA

In the areas of teaching, ~~research, and service~~ (as defined above), the following criteria ~~will serve as general standards for~~ apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:-

~~2.2.1 A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence of the following:~~

- ~~i. 2.2.1.1~~ The effective delivery of instruction to and the stimulation of learning by students and/or clients;
- ~~ii. 2.2.1.2~~ the continuous improvement of courses or instructional programs;
- ~~iii. 2.2.1.3~~ the effective advising and mentoring of undergraduate and/or graduate students.

b. 2.2.2 EVIDENCE

A candidate demonstrates quality of ~~research~~ teaching (encompassing both instruction and advising) by providing evidence ~~of and information from multiple sources such as:~~

- ~~i. the receipt of awards or special recognition including certification or licensing for teaching;~~
- ~~ii. peer-, student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge;~~
- ~~iii. peer evaluation of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods;~~
- ~~iv. the dissemination of best practices in teaching;~~
- ~~v. evaluation by advisees of the quality of graduate and undergraduate advising.~~

2. RESEARCH

a. CRITERIA

In the areas of research and creative activities (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:

- ~~i. 2.2.2.2 furthering of or original~~ contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or
- ~~ii. 2.2.2.3~~ creative activities and productions that are related to the candidate's discipline.

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b. EVIDENCE

~~2.2.3~~ A candidate demonstrates quality of ~~service research~~ by providing evidence of completed original work (i.e., published/in press, exhibited, or funded) from multiple sources such as:

- i. presentation of scholarly or professional papers, and publication of books or articles;
- ii. juried or invited presentations or productions in the theater, music, or visual arts, design, and architecture;
- iii. the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property;
- iv. peer evaluation of research by colleagues from an individual's discipline or area of expertise;
- v. the receipt of awards or special recognition for research;
- vi. the receipt of grants or other competitive awards.

3. SERVICE

a. CRITERIA

In the areas of service (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure and post-tenure review:

- i. ~~2.2.3.1~~ contributions to the welfare of the department, college, university, or profession, and/or
- ii. ~~2.2.3.2~~ contributions to the public that make use of the faculty member's academic or professional expertise.

b. EVIDENCE

A candidate demonstrates quality of service by providing evidence and information from multiple sources such as:

- i. the receipt of awards or special recognition for service;
- ii. evaluation of an individual's service contributions by peers, administrators, and constituents;
- iii. active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;
- iv. active participation and leadership in University governance and programs at the department, college, university, and system levels;
- v. effective management or improvement of administrative procedures or programs.
- vi. contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;
- vii. contributions to the operation of state or federal agencies.

~~2.3 The evaluation of a candidates performance shall be based on the individual's assigned responsibilities in teaching, research, and service, on or~~

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~~off-campus, in regional, national, or international areas. Judgments will be based on evidence of both the quality and significance of the candidate's work. In evaluating the candidate's performance, evidence and information from multiple sources shall be considered such as:~~

- ~~— 2.3.1 the receipt of awards or special recognition including certification or licensing, whether for teaching, research, professional activity, or service;~~
- ~~— 2.3.2 presentation of scholarly or professional papers, and publication of books or articles;~~
- ~~— 2.3.3 juried or invited presentations of shows, music or fine art;~~
- ~~— 2.3.4 the development and public release of new products, research techniques, copyrights, and patents or other intellectual property;~~
- ~~— 2.3.5 peer, student, and client evaluation of course materials, of expertise and ability to communicate knowledge, and of respect for students and receptivity to their questions and concerns in all instructional settings;~~
- ~~— 2.3.6 peer evaluation of course content and design, of teaching methods, and of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods;~~
- ~~— 2.3.7 peer evaluation of the development or implementation of innovative courseware tools that support technology-enhanced learning;~~
- ~~— 2.3.8 evaluation by advisees of the quality of graduate and undergraduate advising;~~
- ~~— 2.3.9 peer evaluation of research by colleagues from an individual's discipline or area of expertise;~~
- ~~— 2.3.10 evaluation of an individual's service contributions by peers, administrators, and constituents;~~
- ~~— 2.3.11 active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;~~
- ~~— 2.3.12 active participation and leadership in University governance and programs at the department, college, university, and system levels;~~
- ~~— 2.3.13 effective management or improvement of administrative procedures or programs;~~

C. 2.4 The foregoing list ~~is are~~ not exhaustive, and other forms of information and evidence might be produced in support of the quality and significance of the candidate's work. The mission statements and specific promotion and tenure criteria of the individual academic units are important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

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3.III. COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

A. 3.1. Each academic unit is responsible for refining the University promotion, tenure, post-tenure, and evaluation criteria and applying those criteria within the special context of the unit. Thus, each academic unit will develop specific promotion, tenure, post-tenure, and evaluation criteria and designate the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. Within the framework of the University's promotion and tenure criteria, each academic unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service.

B. 3.2. A statement of promotion, tenure, post-tenure, and evaluation criteria specific to each college shall be developed by the Promotion, Tenure, and Evaluation (PTE) committee of the college in consultation with the Dean and approved by the faculty of the college. The faculty of each department shall also develop a statement of criteria for promotion, tenure, post-tenure, and evaluation that shall be reviewed and approved by the college PTE committee and the Dean to assure consistency with the college promotion, tenure, post-tenure, and evaluation criteria. The college and departmental statements, and any subsequent changes, shall be reviewed and approved by the Provost ~~and~~ Vice President for Academic Affairs (Provost/VPAA) to assure consistency with University and State Board of Higher Education (SBHE) policies.

C. For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and /or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.

~~3.3 The basis for review of the candidate's dossier and any recommendations on promotion and/or tenure shall be the promotion and tenure criteria of the academic unit which are in effect at the time of the promotion and/or tenure decision. For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and /or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The responsibility to provide these documents to the appointee rests with the dean or director of the college or equivalent unit. Candidates for promotion to professor~~

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~~shall be evaluated by the criteria in effect at the time of application.~~

D. Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic-relevant experience (~~first academic position~~), eligibility for tenure requires a probationary period of six years. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. However, exceptional academic accomplishments may warrant early promotion prior to the completion of the six years of the probationary period. Petitions for early promotion shall be initiated by department heads/chairs, and not by faculty members themselves.

E. Faculty Hired with Previous Relevant Experience

A faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original hiring contract. Tenure recommendations and recommendations for appointment at the rank of Associate Professor or Professor for new hires (administrators or faculty with prior experience) are made by the respective Department and the College PTE Committee. The process of review is initiated by the Chair/Head.

There are two options:

1. Faculty may be given one to three years (maximum allowed) of credit. For example, given one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service.
2. Faculty may be given the full six year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service.

For either option, failure to achieve tenure will lead to a terminal year contract. Any exceptions to Section E. must be approved by the President.

F. Extension of Probationary Period

At any time during the probationary period but prior to the sixth year (or prior to the year in which the portfolio is due), a faculty member may request an extension of the probationary period not to exceed three years based on personal or family circumstances, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are eligible for this extension. The request must be in writing and will be reviewed and forwarded sequentially with recommendation by the Chair/Head, Dean, and Provost/VPAA to the President who will

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approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4.

1. Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will, upon written notification to the Provost/VPAA by the Department Chair/Head and the Dean of the college, automatically be granted a one-year extension of the probationary period. Written notification to the Provost/VPAA must be provided by the Department Chair/Head and the Dean of the college within one year of the event and prior to the year in which the portfolio is due. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year must be requested under the provisions of III.F, above.

Extensions due to childbirth or adoption may not exceed three years.

(Granting extensions does not increase expectations for performance.)

G. Each academic unit shall establish the criteria for promotion and tenure, including early promotion, as part of its statement on promotion, tenure, post-tenure review, and evaluation.

3.4 Ordinarily, to be eligible for tenure, a faculty member must complete a probationary period of six years of continuous academic service to the institution and meet the criteria for tenure. However, in exceptional circumstances, a faculty member who satisfies the criteria for early tenure may be granted tenure prior to the completion of the probationary period. Each academic unit will establish the criteria for such early tenure as part of its statement on promotion, tenure, post tenure review, and evaluation. Candidates are required to complete the full probationary period before being considered for tenure. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.

—Each academic unit shall establish the criteria for promotion and tenure, including early promotion, as part of its statement on promotion, tenure, post tenure review, and evaluation.

—Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic relevant experience (first academic position), eligibility for tenure requires a probationary period of six years. However, exceptional academic accomplishments may warrant early promotion prior to the completion of the six years of the probationary period. Petitions for early promotion shall be initiated by department heads/chairs, and not by faculty members themselves.

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~~— Faculty Hired with Previous Relevant Experience~~

~~A faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original hiring contract. Tenure recommendations and recommendations for appointment at the rank of Associate Professor or Professor for new hires (administrators or faculty with prior experience) are made by the respective Department and the College PTE Committee. The process of review is initiated by the Chair/Head.~~

~~There are two options:~~

~~— Faculty may be given one to three years (maximum allowed) of credit. For example, give one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service.~~

~~— Faculty may be given the full six year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service. For either option, failure to achieve tenure will lead to a terminal year contract.~~

~~— Extension of Probationary Period~~

~~At any time during the probationary period but prior to the sixth year (or prior to the year in which the portfolio is due), a faculty member may request an extension of the probationary period not to exceed three years based on personal or family circumstances, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are eligible for this extension. The request must be in writing and will be reviewed and forwarded sequentially with recommendation by the Chair/Head, Dean, and Provost/VPAA to the President who will approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4.~~

~~Extension of Probationary Period for Childbirth or Adoption~~

~~A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will, upon written notification to the Provost/VPAA by the Department Chair/Head and the Dean of the college, automatically be granted a one year extension of the probationary period. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year must be requested under the provisions of III.E.3. Extensions due to childbirth or adoption may not exceed three years.~~

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4.IV. PERIODIC REVIEW

- A. ~~4.1~~ Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration ~~with-in~~ delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.
- B. ~~4.2~~ The procedures for periodic review that are developed by each academic unit shall be reviewed and approved by the college PTE committee and the Dean.
- C. ~~4.3~~ All full-time faculty will be reviewed annually. Unless college or department procedures provide otherwise, annual reviews of non-tenured faculty shall be conducted ~~prior to February 1 (see deadlines for non-renewal, SBHE Policy 350.3). For tenured faculty, the annual review shall be conducted prior to April 1 of the academic year in which the review is to be conducted. Formal mid-probationary reviews are to be optional within each unit. When requested by any party to the tenure process, formal feedback shall be provided to the individual by the department chair, dean, college committee, and the academic vice-president, so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.~~
- D. Probationary faculty hired into tenure-track positions must receive special review during their third year of service to the institution. This third-year review shall recognize and reinforce areas of strength as well as point out areas of weakness that could jeopardize the case for promotion and tenure. Specific formative evaluations shall be provided to help candidates prepare their strongest case for promotion and tenure. Any extension granted prior to the third year review will delay the review by an equal period.
- E. ~~4.4~~ Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the reviews and the communication of ~~its-their~~ results. Periodic reviews shall result in a written report to the faculty member being reviewed. The report shall state expectations and goals for the coming review period. For probationary faculty, the report shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should the periodic reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for nonrenewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the

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end of the probationary period. ~~Should periodic reviews indicate that a faculty member's progress toward tenure has been detrimentally affected by exceptional circumstances beyond the faculty member's control, other than exceptional personal or family circumstances governed by Policy 350.1, the report may include a recommendation for an extension of the six-year probationary period or a waiver of the continuous service requirement. The recommendation will be governed by the procedures set forth in Policy 350.1 for an extension or waiver request based on personal or family circumstances.~~

F. 4.5 ~~For tenured faculty, the report shall include an evaluation of the faculty member's performance, including progress toward promotion when appropriate, and any recommendations for improvement. Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance relative to the current position description. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements.~~ Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.

G. 4.6 The faculty member being reviewed shall have 14 days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file.

5.V. COMPOSITION OF PTE COMMITTEES

A. 5.1 ~~Each college shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. 5.1. The college PTE committee should shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. Each college will shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college.~~ Ordinarily, at least three departments or sub-units of a college will be represented on the committee, and usually no more than one member of the same department may serve on the committee at one time.

B. 5.2 Only tenured faculty members who have completed three years of full-time appointment with the University and who have attained the rank of associate professor or above are eligible for election to a college or department PTE Committee. Faculty members being considered for promotion may not serve while under consideration.

C. 5.3 The PTE committee is part of a process of peer review. Thus, faculty holding administrative appointments, including those with interim status, are

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not eligible. ("Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, or Department Chair or ~~head~~ Head, or Director of an academic unit.)

6.VI. PTE PROCEDURES

A. 6.1 ~~The candidate shall ensure that the portfolio is current, accurate and complete for review at the department level using procedures consistent with department and college policies. The candidate's dossier will be submitted to the department chair or head of the academic unit for review at the departmental level using procedures developed by the department.~~ The chair or head ~~will~~ shall forward the ~~dossier portfolio~~ together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the college's PTE Committee no later than November 1.

B. 6.2 ~~The candidate shall ensure that the dossier is complete, current, accurate, and ready for review no later than November 1. Materials added to the dossier after that date will be limited to recommendations made pursuant to this policy and to any response made to the recommendations by the candidate. After November 1, the information that may be added to the portfolio is limited to~~

- a) Recommendations by the evaluating units considering the portfolio at that time;
- b) the candidate's response to those recommendations;
- c) any materials requested by the evaluators.

1. Candidates may petition the college Dean and PTE committee to add additional materials after the deadline, but the decision to include such materials is solely at the discretion of the evaluators. The Dean and PTE committee must both agree in order for additional material to be added.
2. Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.

C. Unsolicited ~~individual~~ faculty input is limited to the department level of review.

D. Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's ~~dossier portfolio~~ before being sent forward to the next level of review. At the time that any written materials are added to the candidate's ~~dossier portfolio~~, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and included in the ~~dossier portfolio~~ for review at the next level.

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- E. Allegations of misconduct discovered after November 1 that could be detrimental to a candidate's case (e.g., academic misconduct) shall be handled through the appropriate University policy and mechanisms. In such cases, the PTE process will be suspended until the allegations are resolved. Once the PTE process resumes, the candidate may update the portfolio.
- F. Colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.
- G. ~~6.3~~ The college PTE Committee and the college Dean ~~will~~ shall separately and independently review and evaluate the candidate's ~~dossier~~ portfolio. ~~To ensure independence, neither the Dean nor the PTE committee shall have access to the other party's evaluation prior to submission of their reports to the Provost/VPAA.~~
- H. The ~~college~~ PTE Committee ~~will~~ shall prepare a written report, including recommendations and an explanation of the basis for them, that ~~will~~ shall be ~~included in the candidate's dossier~~ added to the candidate's portfolio by January 15. The report and recommendations shall be submitted to the Provost and Vice President for Academic Affairs by January 15. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.
- I. ~~6.4~~ The College Dean ~~will~~ shall prepare a separate written report, including recommendations and an explanation of the basis for them, that ~~will~~ shall be included in the candidate's ~~dossier~~ portfolio. The Dean ~~will~~ shall forward the report and recommendations, and the ~~dossier~~ portfolio of the candidate, to the Provost ~~/VPAA and Vice President for Academic Affairs~~ by January 15. A copy of the Dean's report shall be sent to the PTE committee, the chair or head of the academic unit, and the candidate.
- J. ~~6.5~~ The Provost ~~/VPAA and Vice President for Academic Affairs~~ shall review the candidate's materials and the recommendations of the department, college PTE Committee, and College Dean. The Provost ~~/VPAA Vice President~~ shall make a recommendation in writing, including an explanation of the basis for it, by March 31, to the President. ~~who shall then either make the final recommendation to the SBHE for tenure and/or promotion or shall notify the candidate of nonrenewal promotion or nonselection for promotion.~~ Copies of the Provost ~~/VPAA's Vice President's~~ written recommendation shall be sent to the candidate, the department chair ~~/head~~, the College Dean, and the college PTE Committee. The Provost/VPAA may solicit input from a nonvoting advisory committee consisting of tenured, nonadministrative faculty representing each college.

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March 10, 2008

Attachment 4

Draft 5 (2/14/08)

K. When appropriate, the President shall then make the final recommendation to the SBHE for tenure. When appropriate, the President shall notify the candidate of promotion or denial of promotion.

L. ~~6.6~~ In the case of faculty holding joint appointments the PTE Committees of each college concerned shall review and recommend only for those activities and responsibilities of the candidate which are defined within their college. Prior to the PTE review, the deans of the respective colleges will consult and determine, with the approval of the Provost and Vice President for Academic Affairs, which PTE Committee shall have primary responsibility for the review. In the case of joint appointments, the primary responsibility for the review rests with the department and the college that hold the majority or plurality of the appointments. Such department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort. This input from other units ~~which~~ shall be included in the portfolio.

M. ~~6.7~~ Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. When evaluating faculty participating in interdisciplinary programs, the primary department may solicit input from the director of the interdisciplinary program as appropriate to the allocation of effort.

7.VII. APPEALS

A. ~~7.1.~~ Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Section 353.

B. ~~7.2.~~ Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

VIII. DOCUMENT RETENTION

Electronic copies of portfolios shall be maintained indefinitely by the appropriate college for the length of time specified by the university records management policy. Disposal of these documents, as well as filing of archival copies, will also conform to the university records management policy.

HISTORY: May 13, 1974; Amended February 10, 1975; December 12, 1988; May 14, 1990,; April 1992; December 12, 1994 (Effective date July 1, 1995); June 1997; November 2000, October 2001, October 2007.

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section 143: *Sick/Dependent Leave*

Language added to section 7 per Board Policy change. This change formalizes the process for deducting any sick leave that was taken in advance of accumulation (from the employees' last paycheck), provided the employee has signed an authorized agreement to do so.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 10/19/07; 11/21/07; 12/19/07; 1/18/08

University Senate:

Staff Senate:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

Office/Department Name (Date submitted)

SECTION 143: SICK/DEPENDENT LEAVE

SOURCE: SBHE Human Resource Policy Manual
NDSU President

1. Sick leave is a benefit granted by the University to eligible employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses. *Abuse of this benefit may be grounds for disciplinary action or termination.* Employees are responsible for informing their supervisors prior to the start of their work schedule of their sickness.

1.1

The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave.

1.2

The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.

2. Sick leave is granted on the basis of continuous service from date of employment for benefited staff employees, *and benefited 12-month academic staff and other non-banded staff.*
3. Sick leave for full-time eligible employees accrues based on rate per hour at a rate equivalent to 12 days per year. Sick leave for eligible part-time employees working 20 hours or more per week is granted on a prorated basis. Sick leave accumulation is unlimited.
4. Sick leave may be granted to employees who become ill while on vacation provided satisfactory medical proof of such illness is submitted.
5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.
6. Upon termination, employees with ten years of continuous state service will receive a payment equivalent to 10% of the dollar value of their accrued sick leave. The amount is computed on the basis of the employee's salary at the time of termination and shall be in the form of a lump-sum payment.
7. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll, an employee may be granted sick leave in advance of the accumulation thereof. Any sick leave taken in advance of accumulation ~~shall~~ may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction. This agreement must be submitted to and approved by the Office of HR/Payroll prior to the employee obtaining a negative accrual balance.
8. *Unless an approved leave of absence has been granted, an employee who is off the payroll for one year shall lose unused sick leave.*

9. Accrued sick leave is transferable from any state agency to the employing institution if employment with the institution occurs within one calendar year of separation of service with the state agency. In the event of a Reduction in Force, sick leave is transferable if reemployment occurs within two calendar years.

10. Sick leave may be used by the employee when:

10.1

The employee is ill or injured and is unable to work.

10.2

The employee has an appointment for the diagnosis or treatment of a medically related condition.

10.3

The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member.

10.4

Sick leave used for the purposes described in 10.3 shall not exceed forty (40) hours per calendar year. Once the forty (40) hours have been exhausted, the employee must then use annual leave for situations outlined in 10.3.

11. *The accrual of sick leave shall be prorated for the pay period in which employment begins or ends.*

12. *Sick leave is not accrued during developmental leaves or leaves of absence without pay.*

13. *Accumulated sick leave may be used for any period(s) of actual disability caused or contributed to by pregnancy. Beyond the period of disability, an employee may request use of annual leave, family leave, and/or leave without pay to provide for an extended post-delivery period away from work.*

14. *"Notification of Employee Leave" cards are processed on an on-going basis. Each department is responsible for verifying the Departmental Leave Report. Late leave cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or corrections.*

HISTORY: July 1990; Amended April 1992; July 1997, April 2002, January 2004; November 2005; January 2007

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The University Senate met at 3:30 p.m. in the Prairie Rose Room of the Memorial Union with Dr. D. Terbizan presiding and the following senators present: B. Bahrami, S. Bergeson, W. Bowlin, A. Brown, U. Burghaus, T. Carlson, L. Christianson, M. Christoffers, V. Clark Johnson, D. Comez, J. Council, J. Coykendall, W. Dai, B. Duncan, T. Esslinger, B. Geeslin, J. Glower, R. Gordon, P. Hansen, M. Harvey, G. Heller, A. Hirani, M. Hoag, K. Katti, M. Kelsch, E. Khan, M. Khan, L. Kreklau, L. Langley, M. Lee, D. Li, S. Mallik, J. Martin, K. McCaul, C. McEwen, F. Michael, E. J. Miller, S. Neate, R. O'Connor, L. Peterson, R. Pieri, C. Presser, B. Randall, J. Ransom, R. Rathge, D. Redmer, J. Reimnitz, T. Riley, G. Smith, W. Teder-Salejarvi, C. Urness, J. Wageman, A. Werremeyer, and D. Wittrock

Substitutions: S. Sauther for B. Anderson, L. del Rio Mendoza for M. Boetel, N. Rogers for B. Fier, J. Venette for K. Grafton, I. Justitz for J. Norris, D. Lin for S. Panigrahi, D. Scott for C. Peterson, J. Heilman for C. Presser, G. Youngs for R. Rathge, and R.S. Krishnan for R.C. Schnell

Previous Minutes

MOTION (Reimnitz/Heller): to approve the minutes of the March 10, 2008, meeting as posted.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Reimnitz/Heilman for Presser): to approve the consent agenda as posted.

- A. Academic Affairs ([Attachment 1](#))
- B. General Education ([Attachment 2](#))
- C. Policy Coordinating Committee

For information only:

- [Policy 103, Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings](#)

MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

- A. D. Terbizan, University Senate President, announced the following:
 - Policy 190 - Employee Responsibility and Activities: Intellectual Property is with the Research and Consulting Committee for further review, and will come back to the Senate some time next year.
 - Policy 713 - Records Retention is being revisited by the committee. The committee has requested volunteers to assist with refining academic records definitions as they pertain to faculty. The committee expects to convene a few times over the summer months. Interested faculty should contact D. Terbizan.

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Committee Reports

- A. *Academic Affairs* – L. Manikowske, chair - no additional report
- B. *General Education* – L. Peterson, chair, presented a proposed change to General Education policy language ([Attachment 3](#)).

MOTION (L. Peterson/Michael): to strike General Education Policy language that states, “No more than two courses from any given department may be double counted in a curriculum.” The rationale is that this primarily only applies to science courses, and it is very difficult to track during degree audit and graduation clearing. MOTION PASSED WITH UNANIMOUS CONSENT.

- C. *Council of College Faculties* - T. Barnhart shared and discussed a presentation entitled, *Creating a University System for the 21st Century: A Report of the State Board of Higher Education’s Committee on Employee Compensation* ([Attachment 4](#)). He urged senators to contact their legislators to support funding for higher education salaries.
- D. *Policy Coordinating Committee* - D. Comez – no additional report

New Business

- A. *Policy 352: Promotion, Tenure, and Evaluation* ([Attachment 5](#))

J. Council, chair of the PTE review committee, led a discussion on proposed amendments to the policy changes that were approved at the March 2008 Senate meeting. The committee raised concern that the elimination of the sentence, “To ensure independence, neither the Dean nor the PTE committee shall have access to the other party’s evaluation prior to submission of their reports to the Provost/VPAA,” inadvertently and fundamentally changed the PTE review process at the college level. The PTE committee, in turn, proposed amended policy language. MOTION (L. Peterson/Teder-Salejarvi): to approve the committee-amended language in Section VI: PTE Procedures, Part H, as follows:

H. The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate’s portfolio. The report and recommendations shall be submitted to the Provost/VPAA by January 15. ~~added to the candidate’s portfolio by January 15.~~ A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

Discussion ensued on how the two reports could be maintained separately, and submitted in a parallel process. Concern was expressed over the appearance of influence in the case of conflicting reviews, and deans not being able to see feedback of an important committee and process. There was brief discussion on deadlines, and the timeframe in which the committee could get its report to the dean. The committee emphasized the importance of the process remaining

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transparent, and of peer review being maintained. It was reinforced that this is a PTE policy for the university, and that these processes are further delineated by colleges and departments.

MOTION PASSED WITH A VOTE OF 36-19-6. The following senators or their substitutes voted aye: Bahrami, Boetel, Brown, Burghaus, Carlson, Christianson, Christoffers, Dai, Esslinger, Fier, Grafton, Hansen, Harvey, Heller, Kelsch, E. Khan, M. Khan, Langley, Lee, Li, Martin, Michael, Neate, Norris, Panigrahi, C. Peterson, L. Peterson, Presser, Randall, Ransom, Rathge, Redmer, Reimnitz, Teder-Salejarvi, Wageman, and Werremeyer. The following senators or their substitutes voted no: Bergeson, Bowlin, Clark Johnson, Comez, Coykendall, Duncan, Geeslin, Glower, Gordon, Hirani, Hoag, Katti, Mallik, McCaul, E. J. Miller, O'Connor, Urness, Riley, and Wittrock. The following senators of their substitutes abstained: Pieri, Schnell, Smith, B. Anderson, Kreklau, and McEwen.

B. *Senate President-Elect:*

D. Terbizan reported that there are no candidates at this time, and clarified that eligible candidates may have one or two years remaining on their Senate term. Candidates must be identified prior to the next Senate meeting in order for a vote to take place, according to University Senate Constitution and Bylaws.

C. *University Senate Dates and Standing Committees: 2008-2009*

- Dates for next year's committee meetings have been set and are posted on the University Senate web site, <http://senate.ndsu.edu/>.
- Senate standing committees for next year are being updated by the colleges and will be posted to the web site soon.

D. *Senate Elections, Misc.:*

Terbizan reported that the following positions need to be filled for the coming academic year:

- Council of College Faculties (CCF) delegate
- Standing Committee on Faculty Rights member

More information will be sent via the Senate and Faculty email lists in the coming weeks.

Adjournment

Meeting adjourned at 4:30 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee

Curricular Recommendations

New Programs			
B.S. in Finance			
B.S. in Marketing			
B.S. in Management			
Master of Accountancy			
New Courses			
Dept.	No.	Title	Crs.
ACCT	640	Management Control Systems	3
ACCT	735	Applied Professional Research	3
ACCT	750	Accounting Theory	3
ACCT	755	Financial Statement Analysis	3
BUSN	730	Legal Aspects of Business	3
CDFS	710	Foundations of Youth Development	1
CDFS	711	Youth Development	3
CDFS	712	Community Youth Development	3
CDFS	713	Adolescents and Their Families	3
CDFS	714	Contemporary Youth Issues	3
CDFS	715	Youth in Cultural Contexts	3
CDFS	716	Youth Professionals as Consumers of Research	3
CDFS	717	Program Design, Implementation, and Evaluation	3
CDFS	718	Administration and Program Management	3
CDFS	719	Youth Policy	3
EMGT	261	Disaster Preparedness	3
EMGT	262	Disaster Mitigation	3
EMGT	263	Disaster Response	3
EMGT	264	Disaster Recovery	3
GEOL	210	Dinosaurs: Rulers of the Mesozoic	2
HIST	429/629	History of the American South to 1850	3
SPAN	443	Spanish American Women Writers	3
Course Deletions			
SAFE	486	Capstone Experience in Food Safety	2

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Attachment 1

Changes in Course Prefix, Number, Title and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
ACCT	411	Advanced Fraud Examination	3	ACCT	411/ 611	Advanced Fraud Examination	3
ANSC	730	Growth Biology	2	ANSC/ BIOL	730	Growth Biology	3
EMGT	201	Introduction to Emergency Management	3	EMGT	101	<i>Emergencies, Disasters, and Catastrophes</i>	3
PHRM	352L	Introductory Pharmacy Practice Experience	1	PHRM	352L	<i>Introductory Pharmacy Practice Experience I</i>	1
PHRM	451L	Introductory Pharmacy Practice Experience	1	PHRM	451L	<i>Introductory Pharmacy Practice Experience II</i>	1
PHRM	452L	Pharmaceutical Care Laboratory III	1	PHRM	452L	<i>Pharmaceutical Care Laboratory II</i>	1
PHRM	551L	Pharmaceutical Care Laboratory V	1	PHRM	551L	<i>Pharmaceutical Care Laboratory III</i>	1
PHRM	552L	Pharmaceutical Care Laboratory VI	1	PHRM	552L	<i>Pharmaceutical Care Laboratory IV</i>	1
SAFE/ MICR	484/684	Food Safety Practicum	2	SAFE	484/684	Food Safety Practicum	<i>1-3</i>
For Information Only: Changes in Description, Prerequisites/Corequisites, & Restrictions							
Dept.	No.	Title	Crs.	Restrictions			
CPM	472/672	Environmental and Chemical Industries	2	Change in Description; Add Prerequisite: Chem 121; Remove Prerequisite: Chem 341; Offered Fall term every two years			
CPM	473/673	Polymers Synthesis	3	Change in Description; Offered Fall term			
CPM	474/674	Coatings I	3	Change in Description; Offered Fall term			
CPM	475/675	Coatings II	3	Change in Description; Offered Spring term			
CPM	484/684	Coatings I Laboratory	2	Change in Description; Offered Fall term			
CPM	485/685	Coatings II Laboratory	2	Change in Description; Offered Spring term			
CPM	486/686	Corrosion and Its Control by Coatings	2	Change in Description; Offered Spring term every two years			
CPM	771	Modern Methods of Polymer Characterization	3	Change in Description; Offered Fall term every two years			
CPM	773	Organic Chemistry of Coatings	3	Change in Description; Offered Spring term every two years			
CPM	775	Color and Appearance	3	Change in Description; Offered Spring term every two years			
CPM	778	Physical Chemistry of Polymers	4	Change in Description; Offered Spring term every two years			

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CPM	782	Physical Chemistry of Coatings	3	Change in Description; Offered Fall term every two years
HNES	224	Event Management in Sport	3	Restricted to students in Sport & Rec Studies, Physical Ed – Community Sports Option
HNES	225	Camp Management and Outdoor Recreation Skills	3	Restricted to students in Sport & Rec Studies, Physical Ed – Community Sports Option
HNES	250	Nutrition Science	3	Prerequisites/Corequisites: CHEM 117 or CHEM 121
HNES	253	Motor Learning and Performance	3	Prerequisite: HNES major or minor, coaching minor
HNES	255	Professional Preparation in Middle School Physical Education	3	Prerequisites: HNES 110, 150, 154, 253, 256; HPE Professional Standing
HNES	256	Professional Preparation in High School Physical Education	3	Prerequisites: HNES 110, 150, 154, 253; HPE Professional Standing
HNES	261	Food Selection and Preparation Principles	3	Prerequisite: HNES 141
HNES	300	Curriculum, Standards and Assessment in Physical Education	3	Prerequisites: HNES 253, 255, 256; HPE Professional Standing
HNES	326	Recreation Programming	3	Restricted to students in Sport & Rec Studies, Physical Ed – Community Sports Option
HNES	350	Fitness Education Activities and Materials	3	Prerequisites: HNES 253, 255, 256, 300, 367; HPE Professional Standing
HNES	351	Metabolic Basis of Nutrition	4	Restricted to students in Professional Dietetics Program
HNES	352	Physical Education Activities and Materials	3	Prerequisites: HNES 253, 255, 256, 300, 367; HPE Professional Standing
HNES	354L	Introduction to Medical Nutrition Therapy Lab	2	Change in Description;
HNES	361L	Food Production Management Laboratory	2	Change in Description
HNES	382	Injury Recognition and Evaluation of the Head, Neck and Spine	3	Change in Description
HNES	426	Sport and Recreation Administration	3	Restricted to students in Sport & Rec Studies, Physical Ed – Community Sports Option
HNES	430	Socio-Cultural Dimension in Sport	3	Restricted to students in Sport & Rec Studies, Physical Ed – Community Sports Option
HNES	431	Governance in Sport	3	Restricted to students in Sport & Rec Studies, Physical Ed – Community Sports Option
HNES	436	Issues in Sport Management Economics	3	Restricted to students in Sport & Rec Studies, Physical Ed – Community Sports Option

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Attachment 1

HNES	461	Administrative and Social Aspects of Physical Education and Athletics	3	Prerequisites: HNES 300, 350; 352, 367; Senior Standing; HPE Professional Standing
HNES	480	Dietetics Practicum (Capstone Experience)	12	Change in Description
HNES	491	Seminar	1-5	Restricted to students in Sport & Rec Studies, Physical Ed – Community Sports Option
NRM	225	Natural Resources and Agrosystems	3	Change in Description
PLSC	315, 315L	Genetics/Genetics Lab	3/1	Change in Description
PLSC	753	Action and Fate of Herbicides	2	Change in Description; Remove prerequisite: BIOC 460/660
PLSC	763	Laboratory Methods – Weed Science	2	Change in Description; Remove prerequisite: BIOC 460/660
RNG	456/656	Range Habitat Management	3	Change in Description
SOIL	210	Introduction to Soil Science	3	Change in Description
SOIL	433/633	Soil Physics	3	Change in Description; Offered Fall term; Repeatability
SOIL	447/647	Microclimatology	3	Change in Description; Offered Fall term every two years; Repeatability
SOIL	763	Advanced Soil Physics	3	Change in Description; Offered Spring term every two years; Repeatability

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Attachment 2

General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Courses Approved for General Education (New)

Course No.	Course Title	Recommended Categories	Recommended Outcomes
FREN 360	Studies in Language & Style	C	1, 6

Courses Withdrawn from General Education List of Approved Courses

Course No.	Course Title	Categories	Dept. or GE Request
POLS 215	Problems & Policies in American Government	B	Department
POLS 442	Global Policy Issues	B, G	Department
THEA 180	Dramatic Literature & Style	A	Department

Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes

Course No.	Course Title	Categories	Outcomes
ENGL 340	19 th Century American Novel	A, D	1, 6
ENGL 341	20 th -Century American Novel	A, D	1, 6
ENGL 345	Themes in American Culture	A, D	1, 2, 3
ENT 210	Humans, Insects, & the Environment	S (n)	2, 3, 5
PHIL 101	Introduction to Philosophy	A	3, 6

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Attachment 3

Appendix General Education

General Education Administrative Policy Change

The General Education Committee recommends a change to the General Education Administrative Policies as presently listed in the 2007-2008 *NDSU Bulletin*, page 22.

1. General education courses may be used to satisfy requirements for both general education requirements and the major, minor, and program emphases. ~~No more than two courses from any given department may be double counted in a curriculum.~~

**North Dakota
University System**

Creating a University System

For the 21st Century

REPORT OF THE STATE
BOARD OF HIGHER
EDUCATION'S COMMITTEE
ON EMPLOYEE
COMPENSATION



COMPENSATION COMMITTEE

Faculty Compensation Committee, Council of College
Faculties:

Patti Heisler, MaSU

Shirley Wilson, BSC

Thomas Barnhart, NDSU

Jon Jackson, UND

Human Resources Council:

Joann Kitchens, LRSC

Wes Matthews, MiSU

Broc Lietz, NDSU

Staff and technical support provided by the NDUS
System Office

GOALS

- The primary goals for these recommendations are:
 - Enable NDUS institutions to compete more effectively for faculty and staff positions.
 - Bring salaries to regional averages in four years, by 2013.
 - Stabilize employment by reducing turnover

RECOMMENDATIONS

Based on the findings within this report, the following actions are recommended:

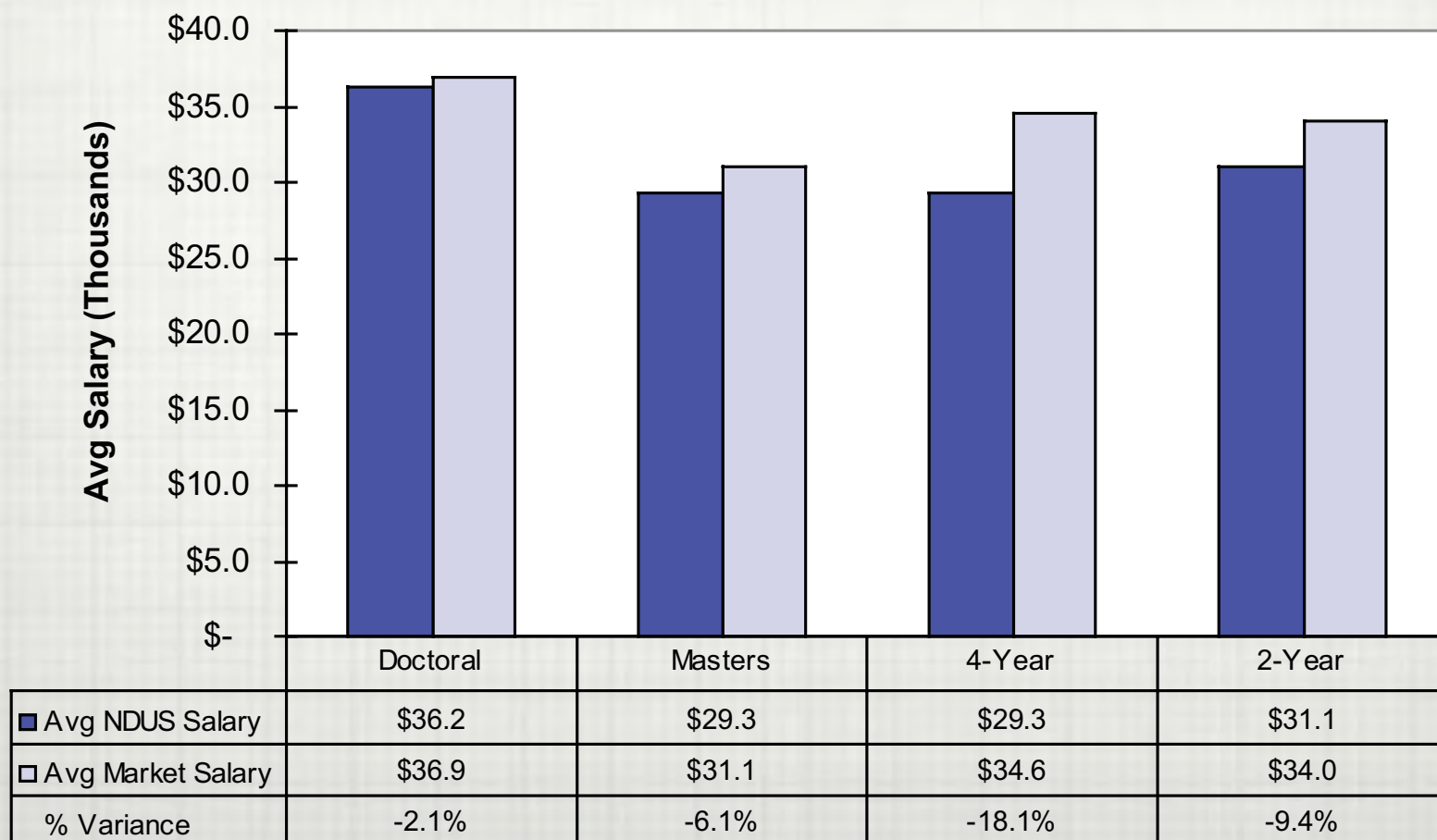
- 1. Support 6.5 percent salary increases for each of the next two years (2009-10 and 2010-11) for both faculty and staff, at a projected cost to the state general fund of approximately \$31 million.** This percentage provides for inflation increases at 3.5 percent (average for fiscal years 2006 and 2007) and market value increases at 3 percent.
- 2. Provide a pool of funds for individual campuses to primarily address faculty salary issues specific to that institution.**
 - a. A total of \$15 million in funds will enable individual institutions to address and resolve salary issues associated with changes in the local economy, gaps in pay for positions which are highly specialized, wage compression, and other pay differentials.
 - b. The pool of funds is to be used, primarily to address faculty salaries, but may also be used to address staff salary issues that are at least as critical as the faculty salaries at any of the campuses.
 - c. This pool of funds must be specifically earmarked for faculty salaries and cannot be applied to facilities, other infrastructure, or non-salary expenses.
- 3. Continue funding 100 percent of employee health insurance premiums with no changes to deductibles or co-payments.**
- 4. The long-term recommendation of the committee is to provide annual increases of at least 6.5 percent for the next two biennia, as well as a \$15 million salary equity pool in 2009-11, in order to close the regional gap by 2013.** This assumes regional average faculty salary increases continue at the previous 5-year average rate of 3 percent per year.

LONG TERM RECOMMENDATION

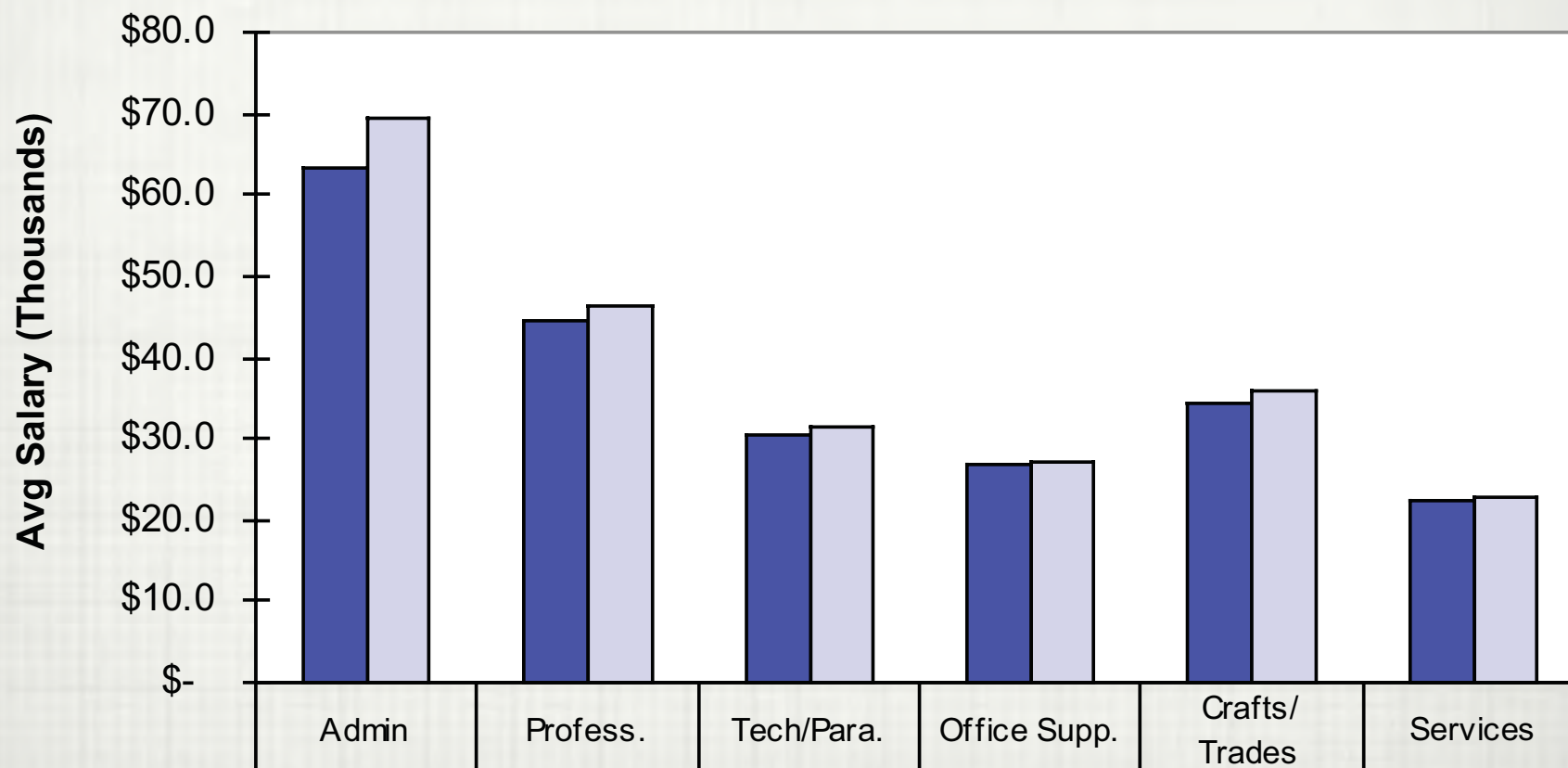
- ☐ **Provide annual increases of at least 6.5 percent for the next two biennia, as well as a \$15 million salary equity pool in 2009-11, in order to close the regional gap by 2013.**

STAFF

**2007 NDUS Weighted Broadband Staff Salaries
Compared to Regional Job Market
By Type of Institution**



2007 NDUS Weighted Broadband Staff Salaries Compared to Regional Job Market By Broadband Category



■ Avg NDUS Salary	\$63.5	\$44.4	\$30.5	\$26.7	\$34.3	\$22.3
□ Avg Market Salary	\$69.6	\$46.3	\$31.5	\$27.1	\$36.0	\$22.7
% Variance	-9.6%	-4.3%	-3.4%	-1.7%	-5.1%	-2.0%

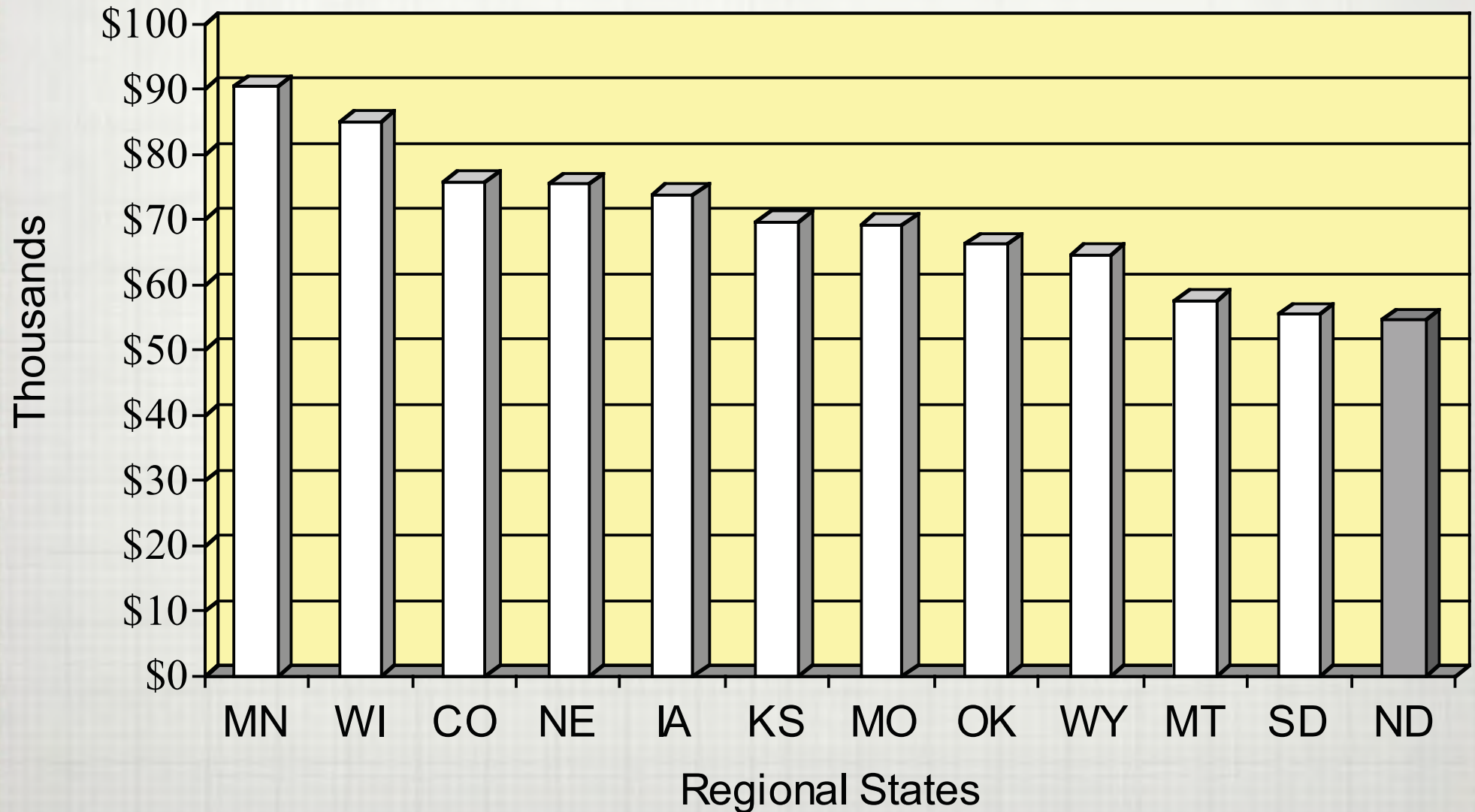
FACULTY

In 2005-06, ND ranked 50th nationally and 12th regionally out of 12 states in salaries among 9/10 month faculty at public universities.

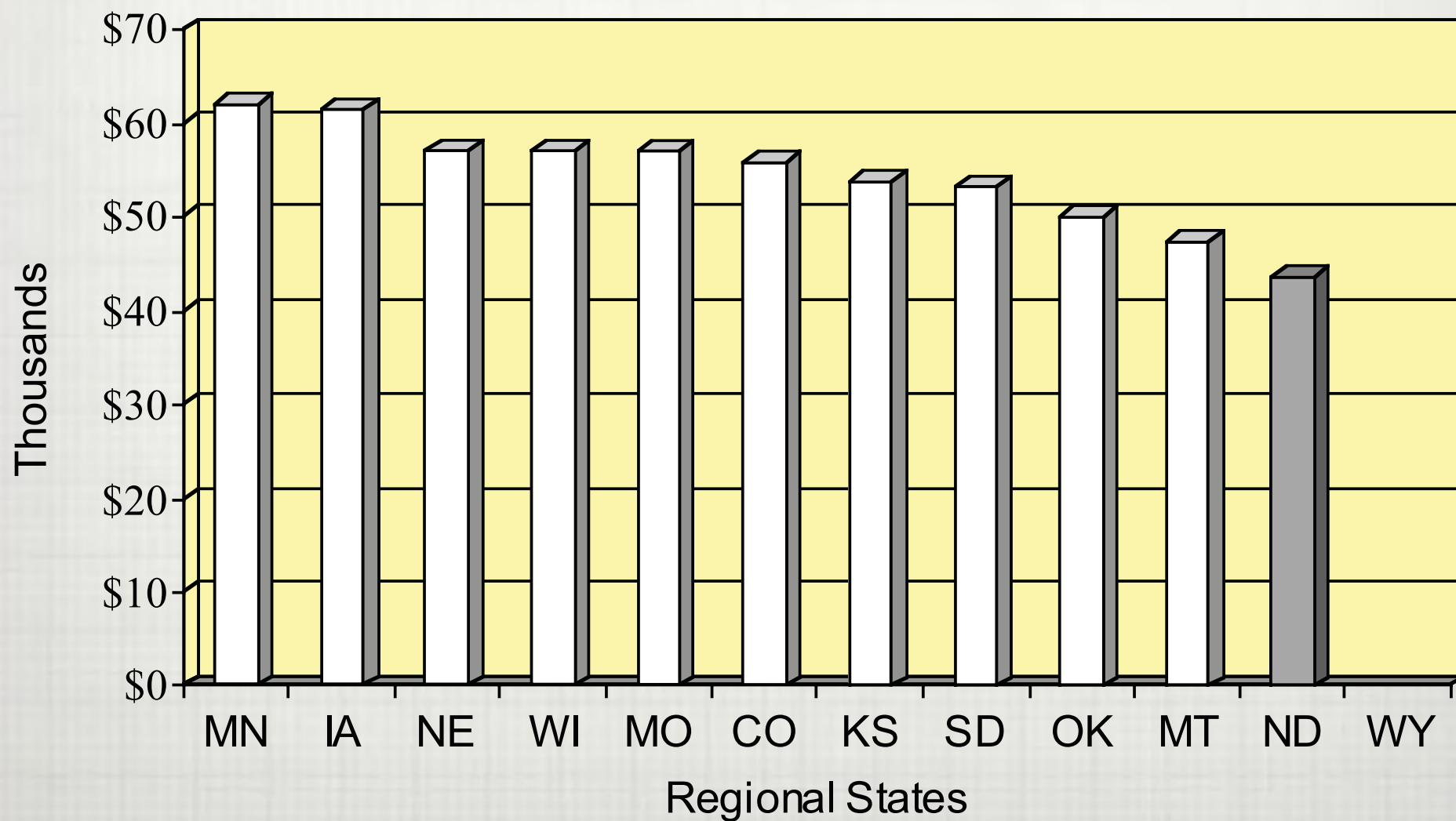
Average Faculty Salary

Public Doctoral Universities - 2005-06

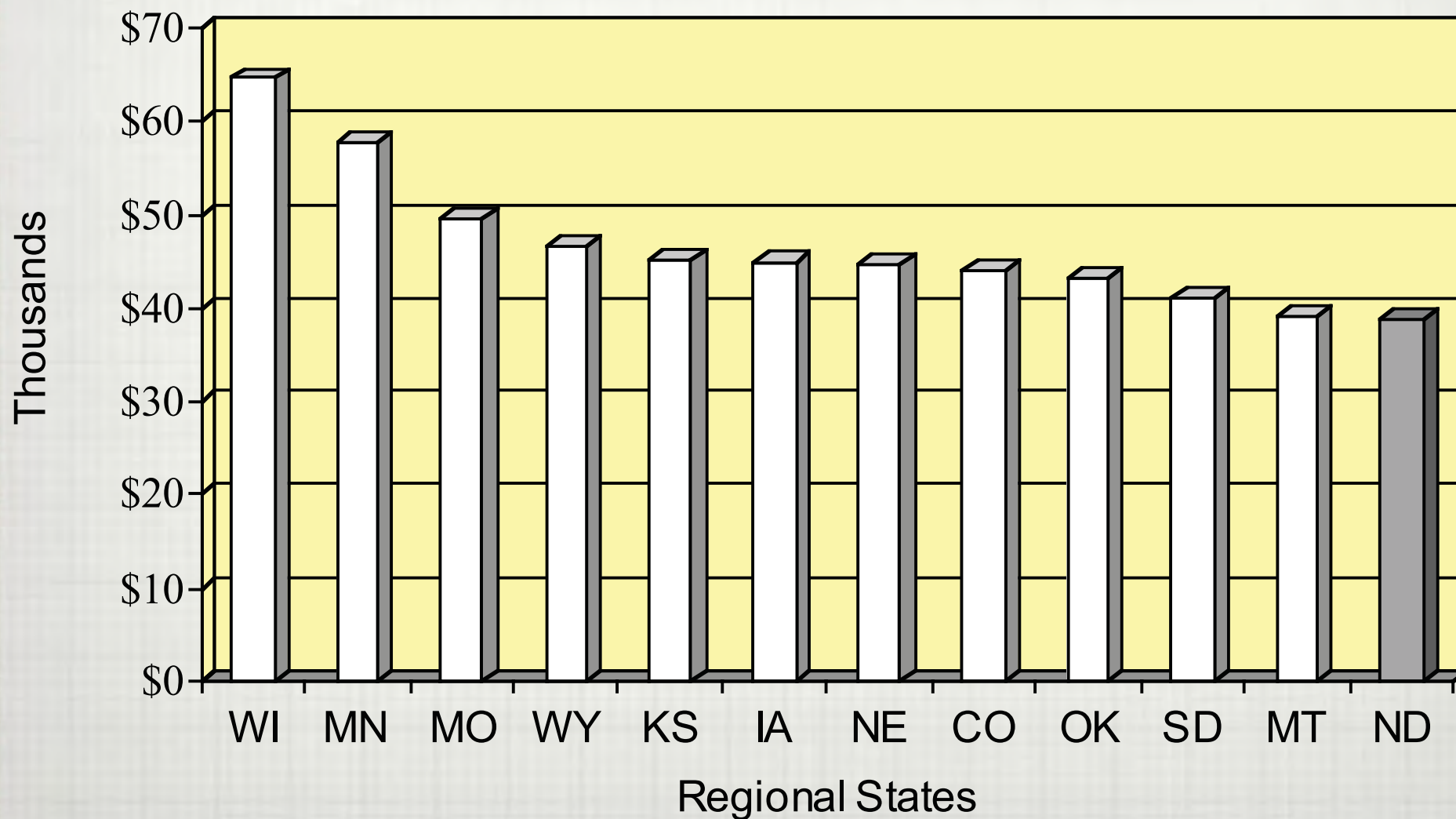
31



Average Faculty Salary Public 4-Year Institutions - 2005-06



Average Faculty Salary Public 2-Year Institutions - 2005-06



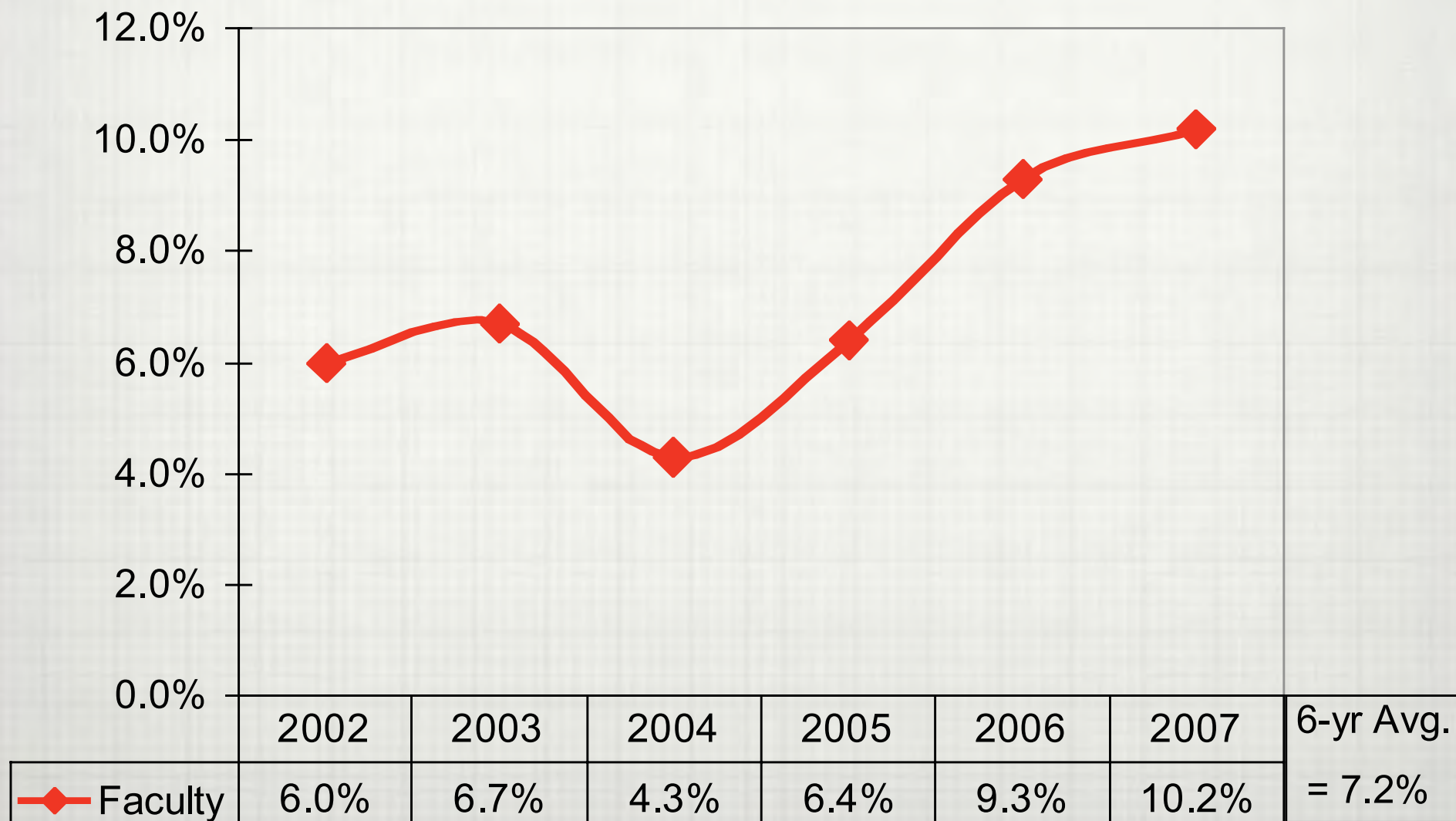
Where should North Dakota faculty salaries be ranked?

31

- North Dakota has the 31st highest cost of living index in the nation and is 5th highest in the 12 states in the central states region.
- The 2005-06 average faculty salaries of Ohio, the state that is ranked 31st for doctoral schools, is \$70,900 compared to \$54,446 in North Dakota.
- Indiana, who ranked 31st for four-year schools, had an average salary of \$56,132, compared to \$43,780 in North Dakota.
- The average salaries of Kansas, the state that is ranked 31st for two-year schools, was \$45,215 compared to \$38,853 in North Dakota.

NDUS Faculty Turnover Statistics 2002 through 2007

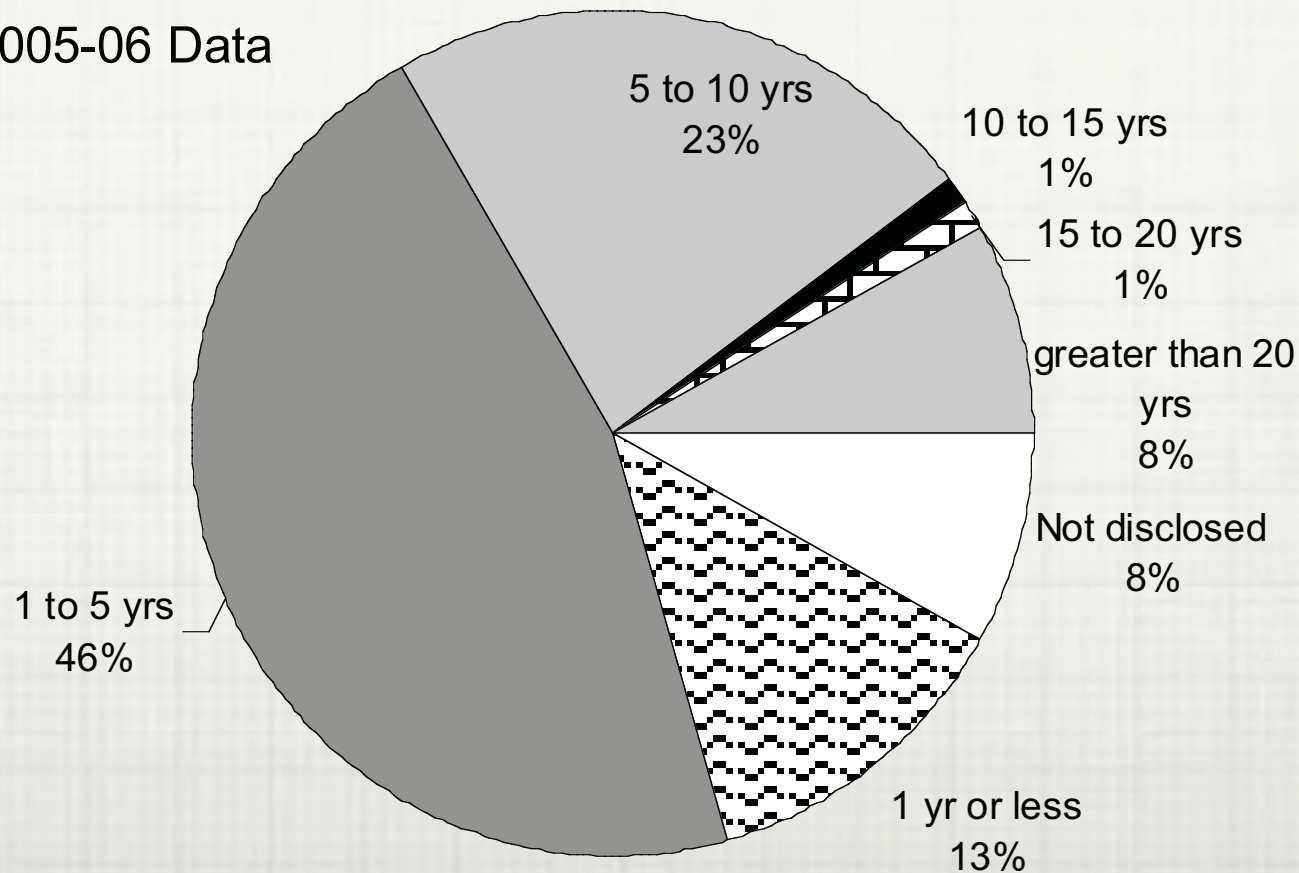
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NDUS EMPLOYEE EXIT SURVEY RESULTS

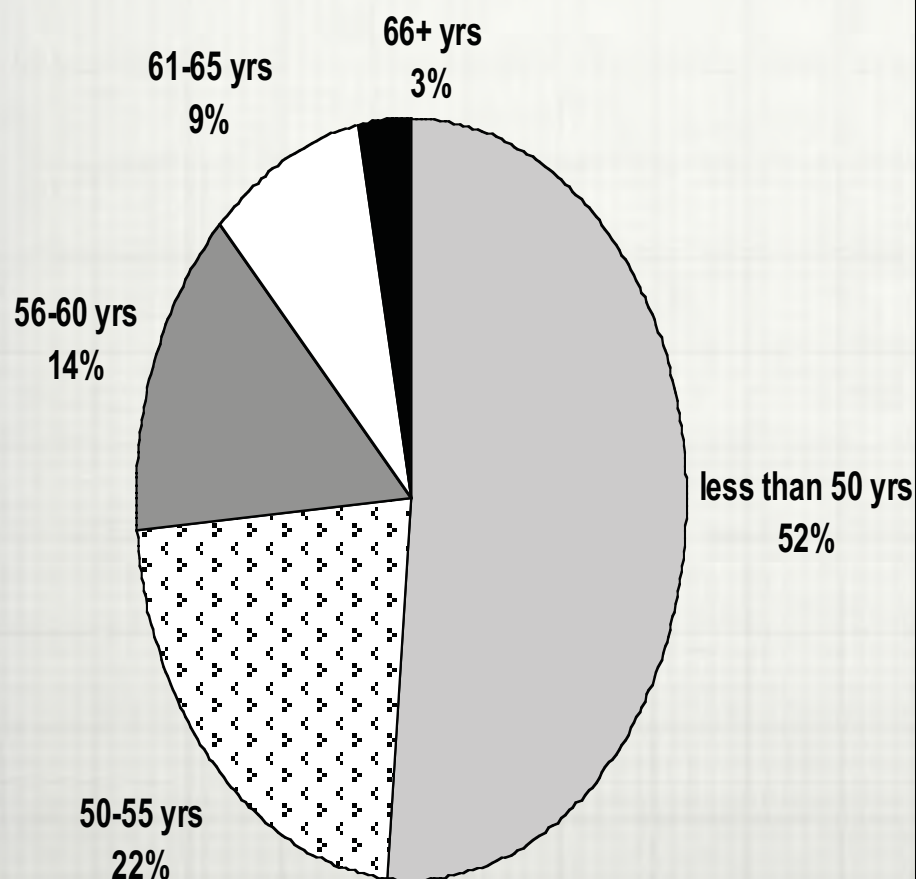
Years of Service of Respondent Prior to Leaving – Faculty

2005-06 Data



Higher Education Age Distribution Full-Time Faculty

November 2007



Nearly half of NDUS faculty members are 50 years of age or over. Twelve percent of faculty are older than 60 years of age. The high percentage of younger faculty leaving their institutions suggests fewer and fewer faculty will be available to follow more experienced employees into seniority.

BASED ON REGIONAL AVERAGE SALARY (TO NORMALIZE BENEFITS)

State	Salary Rank ⁴	Average Faculty Salary (9 months)	Hourly Faculty Salary (9 months)	Normalized Benefits Per Hour ¹								Benefits Rank
				Holidays	Health Insurance ²	Life Insurance ²	Dental Insurance ²	Retirement ²	Social Security	Medicare	Total Benefits	
Wyoming	9	\$64,563	\$ 41.39	\$ 1.55	\$ 8.72	\$ 0.112	\$ 0.19	\$ 5.03	\$ 2.77	\$ 0.65	\$ 19.02	1
Missouri	7	69,339	44.45	2.07	7.53	0.079	0.04	5.75	2.77	0.65	18.89	2
Wisconsin	2	85,082	54.54	1.55	8.52	0.083	-	4.83	2.77	0.65	18.41	3
Nebraska	4	75,506	48.40	2.07	9.01	0.021	-	3.35	2.77	0.65	17.87	4
Iowa	5	73,669	47.22	1.89	8.39	0.017	0.25	2.71	2.77	0.65	16.68	5
Minnesota	1	90,410	57.96	1.89	8.25	-	0.36	1.79	2.77	0.65	15.72	6
Colorado	3	75,782	48.58	1.72	4.36	-	0.32	5.15	2.77	0.65	14.97	7
North Dakota	(12)	54,446	34.90	1.81	5.07	0.001	-	4.25	2.77	0.65	14.55	(8)
Oklahoma	8	66,219	42.45	1.72	3.65	0.031	-	5.59	2.77	0.65	14.42	9
Montana	10	57,448	36.83	1.81	4.28	0.189	0.35	3.09	2.77	0.65	13.13	10
South Dakota	11	55,484	35.57	1.98	3.47	0.040	-	2.68	2.77	0.65	11.59	11
Kansas	6	69,719	44.69	1.72	2.04	-	0.37	2.58	2.77	0.65	10.14	12
Regional Average		\$69,806	\$44.75	\$1.81	\$6.11	\$0.048	\$ 0.27	\$3.90	\$2.77	\$0.65	\$15.45	

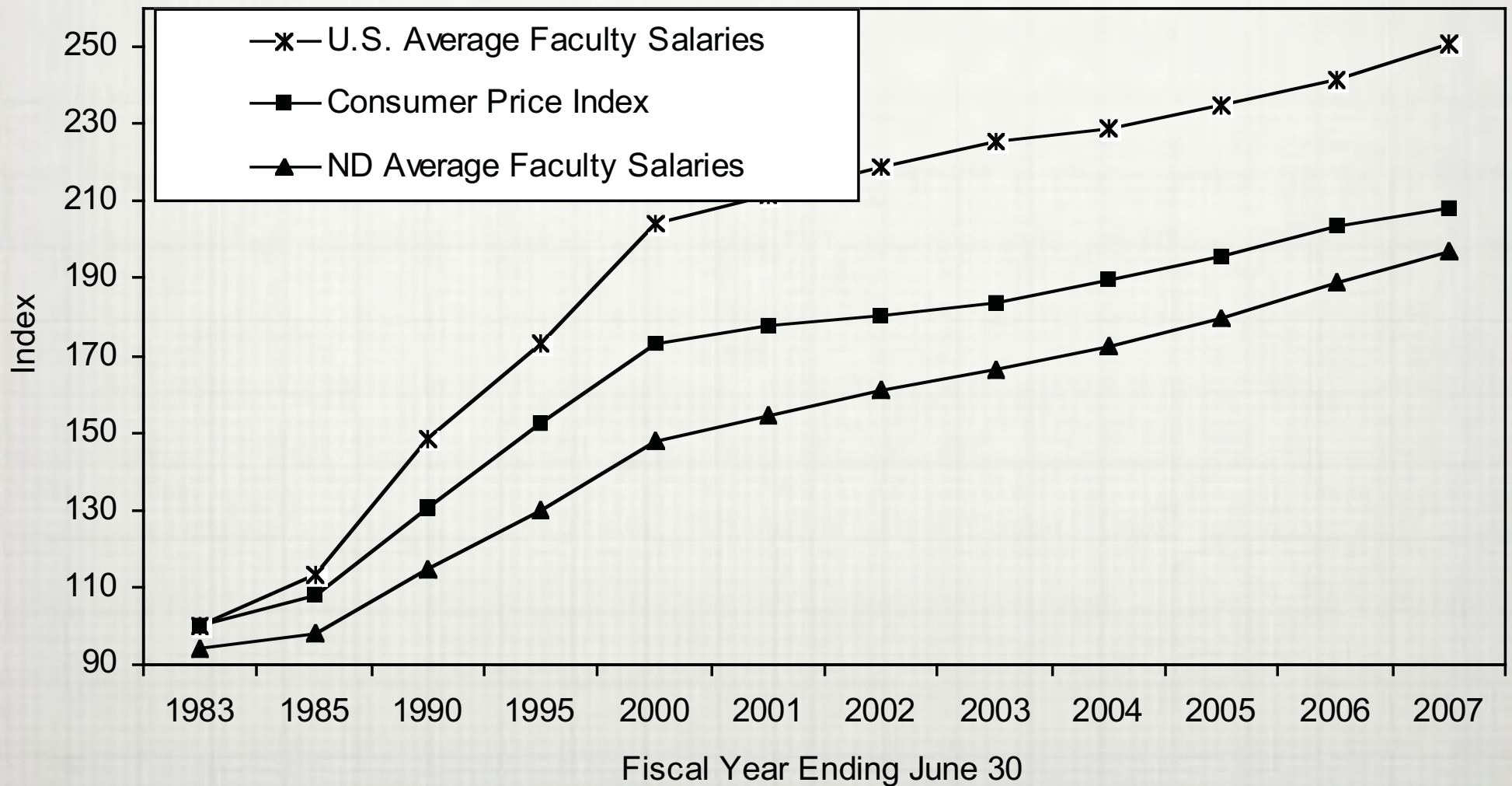
BASED ON EACH STATES ACTUAL AVERAGE SALARY

State	Salary Rank ⁴	Average Faculty Salary (9 months)	Hourly Faculty Salary (9 months)	Actual Paid Benefits Per Hour ³								Benefits Rank
				Holidays	Health Insurance ²	Life Insurance ²	Dental Insurance ²	Retirement ²	Social Security	Medicare	Total Benefits	
Wisconsin	2	\$ 85,082	\$ 54.54	\$ 1.89	\$ 8.52	\$ 0.083	-	\$ 5.89	\$ 3.38	\$ 0.79	\$ 20.55	1
Missouri	7	69,339	44.45	2.05	7.53	0.079	0.04	5.71	2.76	0.64	18.81	2
Nebraska	4	75,506	48.40	2.23	9.01	0.021	-	3.63	3.00	0.70	18.60	3
Wyoming	9	64,563	41.39	1.43	8.72	0.112	0.19	4.66	2.57	0.60	18.27	4
Minnesota	1	90,410	57.96	2.45	8.25	-	0.36	2.32	3.59	0.84	17.82	5
Iowa	5	73,669	47.22	2.00	8.39	0.017	0.25	2.86	2.93	0.68	17.12	6
Colorado	3	75,782	48.58	1.87	4.36	-	0.32	5.59	3.01	0.70	15.85	7
Oklahoma	8	66,219	42.45	1.63	3.65	0.031	-	5.31	2.63	0.62	13.87	8
North Dakota	(12)	54,446	34.90	1.41	5.07	0.001	-	3.32	2.16	0.51	12.46	(9)
Montana	10	57,448	36.83	1.49	4.28	0.189	0.35	2.54	2.28	0.53	11.66	10
Kansas	6	69,719	44.69	1.72	2.04	-	0.37	2.58	2.77	0.65	10.13	11
South Dakota	11	55,484	35.57	1.57	3.47	0.040	-	2.13	2.21	0.52	9.93	12

STANDARD OF LIVING

	Regional Avg. Faculty Salary Factor (2005-06)¹	National Composite Cost of Living Factor (2nd Qtr 2007)²	Regional Composite Cost of Living Factor (2nd Qtr 2007)³	Regional Standard of Living Index⁴	Std of Living Rank
Minnesota	133.1	100.8	106.3	125.2	1
Wisconsin	125.2	95.0	100.2	125.0	2
Nebraska	111.1	90.5	95.4	116.5	3
Iowa	108.4	92.8	97.9	110.8	4
Missouri	102.1	90.1	95.0	107.4	5
Kansas	102.6	91.5	96.5	106.4	6
Colorado	111.6	102.2	107.8	103.5	7
Oklahoma	97.5	94.1	99.2	98.2	8
Wyoming	95.0	96.0	101.2	93.9	9
South Dakota	81.7	93.7	98.8	82.7	10
North Dakota	80.1	95.4	100.6	79.7	11
Montana	84.6	101.9	107.4	78.7	12
Average	100.0	94.8	100.0	100.0	

FACULTY SALARIES 1983-2007



RESEARCH CONTRIBUTIONS

31

ACCORDING TO THE *2007 ACCOUNTABILITY MEASURE REPORT* PUBLISHED BY THE NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION RESEARCH HAS GROWN BY 27 PERCENT FROM \$92 MILLION IN FY 2003 TO \$116.76 MILLION IN FY 2007.

STAFF

- Average salaries for NDUS staff employees lag their respective market rates (by type of institution) by 6.9 percent to 20.3 percent

THE GOAL IS TO BE **31st**

While the cost of living is not the only factor that influences average salaries around the nation, it seems reasonable that North Dakota faculty salaries should be ranked much closer to 31st instead of 50th in the nation.

TO BE 31st

- North Dakota faculty salaries lag the states that are ranked 31st in average faculty salaries by:

23.2 percent for doctoral

22 percent for four-year

14.1 percent for two-year

THE TARGET GOAL



31st

Rationale:

1. Inadvertently, the elimination of the sentence "To ensure independence, neither the Dean nor the PTE committee . . ." fundamentally changed the PTE review process at the college level. The current reading suggests the loss of independence and the subordination of the peer review process to the Dean's administrative review.
2. PTE is part of a process of peer review.
3. At the college level, there are separate, parallel administrative and faculty peer reviews.
4. To preserve the transparency of the process and ensure the integrity of the peer review process, the committee recommends the adoption of the language proposed.

POLICY 352 as approved by the Senate on March 10, 2008:

G. The college PTE Committee and the college Dean shall separately and independently review and evaluate the candidate's portfolio. ~~To ensure independence, neither the Dean nor the PTE committee shall have access to the other party's evaluation prior to submission of their reports to the Provost/VPAA.~~

H. The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be added to the candidate's portfolio by January 15. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

I. The College Dean shall prepare a separate written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The Dean shall forward the report and recommendations, and the portfolio of the candidate, to the Provost/VPAA by January 15. A copy of the Dean's report shall be sent to the PTE committee, the chair or head of the academic unit, and the candidate.

POLICY 352 with the committee's proposal for additional language underlined and omission struck through:

G. The college PTE Committee and the college Dean shall separately and independently review and evaluate the candidate's portfolio.

H. The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The report and recommendations shall be submitted to the Provost/VPAA by January 15. ~~added to the candidate's portfolio by January 15.~~ A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

I. The College Dean shall prepare a separate written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The Dean shall forward the report and recommendations, and the portfolio of the candidate, to the Provost/VPAA by January 15. A copy of the Dean's report shall be sent to the PTE committee, the chair or head of the academic unit, and the candidate.

POLICY 352 before 2007-08 revision by 352 committee:

6.3

The college PTE Committee and the college Dean will independently review and evaluate the candidate's dossier. The PTE Committee will prepare a written report, including recommendations and an explanation of the basis for them, that will be included in the candidate's dossier. The report and recommendations shall be submitted to the Provost and Vice President for Academic Affairs by January 15. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

6.4

The College Dean will prepare a separate written report, including recommendations and an explanation of the basis for them, that will be included in the candidate's dossier. The Dean will forward the report and recommendations, and the dossier of the candidate, to the Provost and Vice President for Academic Affairs by January 15. A copy of the Dean's report shall be sent to the PTE committee, the chair or head of the academic unit, and the candidate.

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North Dakota State University

May 5, 2008

The University Senate met at 3:30 p.m. in the North Ballroom of the Memorial Union with Dr. D. Terbizan presiding and the following senators present: D. Andersen, B. Bahrami, S. Bergeson, M. Boetel, W. Bowlin, U. Burghaus, L. Christianson, M. Christoffers, V. Clark Johnson, D. Comez, J. Council, W. Dai, B. Duncan, B. Geeslin, R. Gordon, M. Harvey, D. Hauck, A. Hirani, M. Hoag, B. Johnson, R. Johnson, K. Katti, M. Kelsch, E. Khan, M. Lee, D. Li, J. Martin, K. McCaul, C. McEwen, M. Meister, E. J. Miller, R. O'Connor, S. Panigrahi, C. Peterson, L. Peterson, C. Presser, B. Randall, J. Ransom, R. Rathge, T. Riley, R.C. Schnell, J.W. Schroeder, G. Smith, W. Teder-Salejarvi, C. Urness, J. Wageman, A. Werremeyer, and D. Wittrock

Substitutions: J. Hektner for T. Stone Carlson, S. Rasmussen for G. Cook, S. Sather Wagestaff for J. Coykendall, J. Venette for K. Grafton, A. Brundt for P. Hansen, S. Markell for M. Khan, B. Ostafin for L. Langley, J. Sheng for S. Mallik, I. Justitz for J. Norris, and J. Heilman for J. Reimnitz

Previous Minutes

MOTION (Heilman/McEwen): to approve the minutes of the April 14, 2008, meeting as posted.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

It was requested to remove from the Consent Agenda select courses from the Academic Affairs report, the Academic Affairs addendum, and the entire CCF report. MOTION (McEwen/Harvey): to approve the following items on the Consent Agenda:

- A. Academic Affairs ([Attachment 1](#)) – EXCEPT for undergraduate ME courses with proposed professional program (BSMCE) restrictions (moved to Academic Affairs Committee report)
- B. General Education ([Attachment 2](#))

MOTION TO APPROVE REMAINING CONSENT AGENDA ITEMS PASSED WITH UNANIMOUS CONSENT.

General Announcements

Provost Schnell made the following announcements and acknowledgements:

- President Chapman recently returned from Korea, where he and other NDSU representatives worked to establish partnerships with several institutions.
- Spring Commencement is scheduled for Friday, May 9, 5 p.m., at the FargoDome. Record participation is expected, and honorary doctorate degrees will be bestowed upon Dr. Calvin Fercho and Judge Myron Bright.

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North Dakota State University

May 5, 2008

- Valley City State University has proposed a new graduate program in Education. Dickinson State University and Mayville State University also are planning to enter the graduate education arena. If approved, these additional programs and course offerings could have a significant impact on higher education offerings in the state.
- Thanked Donna Terbizan for an outstanding job as University Senate President, and announced that a plaque will be presented to her in the fall.

Committee Reports

A. *Academic Affairs:*

- L. Manikowske, chair, presented the addendum to the Academic Affairs report ([Attachment 1a](#)). MOTION (L. Peterson/Duncan): to approve the Academic Affairs addendum as presented. MOTION PASSED WITH UNANIMOUS CONSENT.
- Per the request from the Senate floor, the Undergraduate Mechanical Engineering (ME) courses with professional program restrictions following were removed from the Consent Agenda and presented for discussion:

MOTION (Andersen/McCaul): to approve the professional program restrictions as presented in the committee report. Concern was expressed that these courses might appeal to students in other majors. Discussion ensued on the issuance of class permits to interested and qualified students, and on precedence for programmatic restrictions in other disciplines. MOTION TO APPROVE PASSED WITH A VOTE OF 37-9-10. The following senators or their substitutes voted aye: Boetel, Burghaus, Carlson, Christoffers, Cook, Council, Dai, Geeslin, Gordon, Grafton, Hansen, Harvey, Hauck, Hirani, Hoag, B. Johnson, R. Johnson, Kelsch, E. Khan, M. Khan, Martin, McEwen, Meister, Miller, O'Connor, C. Peterson, L. Peterson, Presser, Randall, Ransom, Rathge, Reimnitz, Schroeder, Smith, Teder-Salejarvi, Urness, and Werremeyer. The following senators or their substitutes voted no: Andersen, Bahrami, Bowlin, Comez, Duncan, Katti, Li, Panigrahi, and Schnell. The following senators or their substitutes abstained: Bergeson, Christianson, Clark Johnson, Coykendal, Langley, McCaul, Norris, Riley, Wageman, and Wittrock.

B. *General Education:*

L. Peterson, chair, reported that the UNIV 189 task force concluded its review and submitted a report of its findings and recommendations to the General Education Committee. The committee will analyze the report and determine next steps in the fall.

C. *Council of College Faculties:* No report

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D. *Policy Coordinating Committee:*

1. D. Comez presented the following policies for Senate input:

- Policy 166 - Institutional Safety ([Attachment 3](#)) – Language, references and links were updated. MOTION (R. Johnson/Teder-Salejarvi): to approve Policy 166 updates as presented. MOTION PASSED WITH UNANIMOUS CONSENT.
- Policy 509 - Electronic Financial Transaction Policy ([Attachment 4](#)) – This policy was removed from the Senate agenda by Executive Committee for further review by the PCC.
- Policy 710 - Computer and Electronic Communications Facilities ([Attachment 5](#)) – Language, references, and links were updated. MOTION (Hoag/Heilman): to approve Policy 710 changes as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

2. The following policies were removed from the Consent Agenda and reintroduced for discussion. MOTION (Schnell/Duncan): to acknowledge the following policies:

- [Policy 127- Salary – Temporary Appointment](#)
- [Policy 182 - Timeslip Payroll](#)

MOTION PASSED WITH UNANIMOUS CONSENT.

- Statement of Ethics – Provost Schnell emphasized the importance of the University having a statement of ethics. However, such a statement must have an opportunity for review, discussion and input by the Senate, and not presented for information only. It was reiterated that any new policy needs to go through the University Senate. NO MOTION WAS MADE, NO ACTION TAKEN.

E. *Other Committee Reports* – No other reports were made.

Unfinished Business

A. [Policy 352 – Promotion, Tenure & Evaluation:](#)

General Counsel R. Johnson proposed the following amendment to the previously approved PT&E policy:

Section 6.7 - The college PTE Committee and the college Dean shall separately and independently review and evaluate the

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candidate's portfolio. (Note: This subsection does not prevent the PTE Committee and the Dean from meeting and/or otherwise discussing their separate recommendations prior to those recommendations going to the Provost/VPAA.

MOTION (Duncan/Bowlin): to approve the amendment proposed by General Counsel. Concern was expressed that procedures and principles should be in place to provide for consistency in process regardless of who is serving in deans' offices. Comment also was made that the current has been in place for over ten years with few, if any, presented problems, and that the proposed changes may open the door for future challenges. MOTION TO APPROVE THE AMENDMENT FAILED with a vote of 26-26-4. The following senators or their substitutes voted aye: Bowlin, Carlson, Christianson, Clark Johnson, Comez, Council, Duncan, Geeslin, Gordon, Hauck, Hirani, Hoag, R. Johnson, E. Khan, M. Khan, Langley, Lee, Mallik, McCaul, McEwen, Miller, C. Peterson, Randall, Rathge, Teder-Salejarvi, and Wittrock. The following senators or their substitutes voted no: Andersen, Bahrami, Bergeson, Boetel, Burghaus, Christoffers, Cook, Dai, Grafton, Harvey, B. Johnson, Kelsch, Li, Martin, Meister, Norris, O'Connor, Panigrahi, L. Peterson, Presser, Ransom, Reimnitz, Smith, Urness, Wageman, and Werremeyer. The following senators or their substitutes abstained: Coykendal, Schnell, Schroeder, and Terbizan.

Provost Schnell recommended language that would permit the dean and the college PTE committee to separately and independently review and evaluate, and for the PTE committee to share its recommendation with the dean after it has been submitted to the Provost. Discussion ensued on how to time the two separate reports. MOTION (L. Peterson/E.J. Miller): to amend the dates provided in section 6.8 as follows:

The report and recommendations shall be submitted to the Provost/VPAA by January 10 ~~15~~, and a copy sent to the Dean.

PTE Committee representative Hektner indicated that the committee intentionally recommended two separate, simultaneous and independent processes so that one is not subordinate to the other. It was expressed that the college PTE committee can submit its letter in advance if so desired, so a change in date is not necessary. MOTION TO APPROVE THE AMENDMENT FAILED WITH A VOTE OF 22-26-7. The following senators or their substitutes voted aye: Bahrami, Bergeson, Bowlin, Christianson, Duncan, Gordon, Harvey, Hoag, B. Johnson, R. Johnson, Lee, McCaul, McEwen, Miller, Norris, C. Peterson, L. Peterson, Presser, Ransom, Teder-Salejarvi, Urness, and Wittrock. The following senators or their substitutes voted no: Andersen, Boetel, Burghaus, Carlson, Christoffers, Comez, Cook, Council, Coykendal, Dai, Geeslin, Grafton, Katti, Kelsch, E. Khan, M. Khan, Li, Martin, Meister, O'Connor, Panigrahi, Randall, Rathge, Reimnitz, Wageman, Werremeyer. The following senators or their substitutes abstained: Clark Johnson, Hirani, Langley, Mallik, Schnell, Schroeder, and Smith.

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B. *Council of College Faculties and Standing Committee on Faculty Rights:*

Terbizan reported that elections are underway until May 9th on Blackboard for the CCF and the Standing Committee on Faculty Rights.

Election Results (as of 5/9/08):

- Standing Committee on Faculty Rights = Thomas Barnhart, Department of Health, Nutrition and Exercise Science
- Council of College Faculties = Michael Thrasher, Division of Fine Arts (Music) and Cristina Popovici, Department of Mathematics

New Business

A. *University Senate President-Elect Election:*

A unanimous ballot was cast for Dr. Mark Meister, Department of Communication, as Senate President-Elect for 2008-2009.

B. *Senate Standing Committees:*

Terbizan reported that nearly all colleges have submitted their standing committee appointments and replacements. Once this list is complete, it will be posted to the University Senate web site.

Passing of the Gavel

Outgoing President Terbizan thanked the Senate for a memorable and good year, and passed the gavel to 2008-09 University Senate President Dogan Comez. Comez thanked Terbizan for her hard work and contributions as Senate President during the past year.

Adjournment

President Comez adjourned the meeting at 4:40 p.m.

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Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Option to Child Development and Family Science (M.S. degree program)

Youth Development Option

New Courses

Dept.	No.	Title	Crs.
ANSC	210	Introduction to Therapeutic Horsemanship	3
ANSC	310	Principles of Therapeutic Horsemanship Instruction	3
ANSC	360	Equine Nutrition	3
ANSC	364	Equine Anatomy and Physiology	3
ANSC	375	Methods of Horsemanship Instruction	2
ANSC	410	Therapeutic Horsemanship Teaching Practicum	1
ARCH	474	International Design Studio	6
EMGT	414/614	Spatial Analysis in Emergency Management	3
ENGL	752	Writing: Invention to Innovation	3
ENGL	782	Studies in Irish Literature	3
HNES	729	Grant Writing for the Health Professional	3
HNES	732	Foodservice Operation Management	3
HNES	740	Maternal and Child Nutrition	3
HNES	741	International Nutrition	3
HNES	752	Phytochemicals	3
HNES	755	Advanced Clinical Nutrition	3
HNES	756	Pediatric Clinical Nutrition	3
MUSC	703	Foundations of Music Education	3
SOC	404/604	Community Assessment	3
SPAN	453	Spanish Women Writers	3

New Trial Course

Dept.	No.	Title	Crs.
ABEN	791	Bioprocess Engineering	3

Course Deletions

Dept.	No.	Title	Crs.
ANTH	447/647	Science and Celebrity in Anthropology	3
ARSC	363	Equine Nutrition and Physiology	3

Changes in Course Prefix, Number, Title and Credits

Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
HNES	483	Community Sports Internship	6	HNES	483	Community Sports Internship	9

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Attachment 1

TL	711	Logistic Systems	3	TL	711	Logistics Systems	4
TL	721	International Logistics Management	2	TL	721	International Logistics Management	4
For Information Only: Changes in Prerequisites, Corequisites, & Restrictions							
Dept.	No.	Title	Restrictions				
ADFH	155	Apparel Construction and Fit	Prerequisite: ADFH 101				
ADFH	181	Aesthetics and Visual Analysis of Apparel Products	Prerequisite/Corequisite: ADFH 150				
ADFH	251	Interior Design Studio I: Residential	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	253	Interior Design Studio II: Office Design	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	254	Interior Design Studio III: Small	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	261	Interior Design Graphics II	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	351	Interior Design Studio IV: Advanced Residential	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	353	Interior Design Studio V: Large Scale Contract Design	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	362	Codes for Interiors	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	363	Commercial Lighting Design and Building Systems	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	372	Global Retailing	2.5 GPA & Junior Standing				
ADFH	402	Professional Catering Management	Prerequisite: HNES 141, HNES 261 & Lab Remove Prerequisite: HNES 361, 361L, & ADFH 400				
ADFH	404	Restaurant Operations Management	Prerequisite: HNES 141; HNES 261 & Lab Remove Prerequisite: HNES 361 & 361L				
ADFH	450	Research and Project Development in Interior Design	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	452	Comprehensive Interior Design Project	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	460	Career Development & Professional Practice	Prerequisite: Grade of C or higher in all prerequisite courses				
ADFH	479	Hospitality Industry Management Strategies	Prerequisite: ADFH 241 Remove Prerequisite: ADFH 435				
CM&E	212	Construction Graphic Communications	Prerequisite: CM&E 200				
CM&E	240	Financial Cost Concepts for Construction Managers	Remove Prerequisite: ACCT 102				

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Attachment 1

CM&E	301	Construction Technology and Equipment	Remove Prerequisites: CE 309, CM&E 325, CE 316, IME 440
CM&E	320	Soils and Foundations	Prerequisite: CM&E 250 Remove Prerequisites: ME 223, CM&E 325
CM&E	380	Construction Estimating: Quantities and Costs	Prerequisite: CM&E 200
CM&E	420	Labor Productivity in Construction	Remove Prerequisite: CM&E 411
CM&E	450	Steel Design for Technologists	Prerequisite: CM&E 250 Remove Prerequisite: ME 223
CM&E	453	Concrete Design and Construction	Prerequisite: CM&E 250 Remove Prerequisite: ME 223
HNES	261L	Food Selection and Preparation Principles Laboratory	Prerequisite: HNES 141
HNES	452/652	Nutrition, Health, and Aging	Prerequisite: HNES 200 Remove Prerequisite: NUTR 240
HNES	455/655	Sports Nutrition	Prerequisite: HNES 240 or equivalent HNES 455 restricted to Sophomore standing
HNES	724	Nutrition Education	Prerequisite: HNES 200 Remove Prerequisite: HNES 240
ME	213	Modeling of Engineering Systems	Corequisite: MATH 266
ME	331	Engineering Materials I	Course restricted to students in BSMCE – Mechanical Engineering
ME	332	Engineering Materials II	Course restricted to students in BSMCE – Mechanical Engineering
ME	341	Mechanics of Machinery	Course restricted to students in BSMCE – Mechanical Engineering
ME	352	Fluid Dynamics	Course restricted to students in BSMCE – Mechanical Engineering
ME	353	Thermodynamics II	Course restricted to students in BSMCE – Mechanical Engineering
ME	412	Engineering Measurements	Course restricted to students in BSMCE – Mechanical Engineering
ME	415	Emerging Technologies in Mechanical Engineering	Remove Prerequisite: CHEM 121 Course restricted to students in BSMCE – Mechanical Engineering
ME	421	Theory of Vibrations	Course restricted to students in BSMCE – Mechanical Engineering
ME	423	Intermediate Mechanics of Materials	Course restricted to students in BSMCE – Mechanical Engineering
ME	433/633	Composite Materials Science and Engineering	Prerequisite: ME 331; Remove Prerequisite: ME 442; Course restricted to students in BSMCE – Mechanical Engineering

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ME	435	Plastics and Injection Molding Manufacturing	Course restricted to students in BSMCE – Mechanical Engineering
ME	442	Machine Design I	Course restricted to students in BSMCE – Mechanical Engineering
ME	454	Heat and Mass Transfer	Course restricted to students in BSMCE – Mechanical Engineering
ME	457	Thermal Systems Laboratory	Course restricted to students in BSMCE – Mechanical Engineering
ME	461	Design Project I	Course restricted to students in BSMCE – Mechanical Engineering
ME	462	Design Project II	Course restricted to students in BSMCE – Mechanical Engineering
ME	471/671	Stress Analysis	Prerequisite: ME 423; Course restricted to students in BSMCE – Mechanical Engineering
ME	472	Fatigue and Fracture of Metals	Course restricted to students in BSMCE – Mechanical Engineering
ME	473/673	Polymer Engineering	Prerequisite: ME 331; Remove Prerequisite: ME 423; Corequisite: ME 423; Course restricted to students in BSMCE – Mechanical Engineering
ME	474/674	Mechanics of Composite Materials	Prerequisite: ME 331; Remove Prerequisite: ME 423; Corequisite: ME 423; Course restricted to students in BSMCE – Mechanical Engineering
ME	475	Automatic Controls	Course restricted to students in BSMCE – Mechanical Engineering
ME	476	Mechatronics	Course restricted to students in BSMCE – Mechanical Engineering
ME	477	ME Finite Element Analysis	Course restricted to students in BSMCE – Mechanical Engineering
ME	479	Fluid Power Systems Design	Course restricted to students in BSMCE – Mechanical Engineering
ME	480	Advanced Fluid Dynamics	Course restricted to students in BSMCE – Mechanical Engineering
ME	481/681	Fundamentals of Energy Conversion	Prerequisite: ME 351; Remove Prerequisite: ME 353; Course restricted to students in BSMCE – Mechanical Engineering
ME	482	Fuel Cell Science and Engineering	Course restricted to students in BSMCE – Mechanical Engineering
ME	483	Introduction to Computational Fluid Dynamics	Course restricted to students in BSMCE – Mechanical Engineering
ME	484/684	Gas Turbines	Remove Prerequisite: ME 353 Course restricted to students in BSMCE – Mechanical Engineering
ME	485	Heating, Ventilation, and Air Conditioning	Course restricted to students in BSMCE – Mechanical Engineering

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ME	486	Nanotechnology and Nanomaterials	Course restricted to students in BSMCE – Mechanical Engineering
ME	487	Internal Combustion Engines	Course restricted to students in BSMCE – Mechanical Engineering
ME	488	Introduction to Aerodynamics	Course restricted to students in BSMCE – Mechanical Engineering
ME	489/689	Vehicle Dynamics	Prerequisite: ME 213; Remove Prerequisites: ME 341, ME 421; Course restricted to students in BSMCE – Mechanical Engineering
ME	712	Advanced Finite Element Analysis	Change Prerequisite to Recommended: ME 477/677
ME	717	PC Based Measurements and Controls	Change Prerequisite to Recommended: ME 412/612
ME	721	Advanced Dynamics and Vibrations	Change Prerequisite to Recommended: ME 421/621
ME	722	Mechanics of Deformable Solids	Change Prerequisite to Recommended: ME 223
ME	723	Experimental Stress Analysis	Change Prerequisite to Recommended: ME 471/671
ME	725	Advanced Mechanics and Failure of Composites	Change Prerequisite to Recommended: ME 474/674, ME 477/677
ME	731	Mechanical Behavior of Materials	Change Prerequisite to Recommended: ME 331, or basic materials science course
ME	734	Smart Materials and Structures	Any basic materials science (ME 331), solid state physics (PHYS 401 or 485) or CPM 472/672, 474/674
ME	743	Biomechanics of Impact	Change Prerequisite to Recommended: ME 331
ME	751	Advanced Thermodynamics	Change Prerequisite to Recommended: ME 353
ME	753	Gas Dynamics	Change Prerequisite to Recommended: ME 352
ME	754	Boundary Layer Theory	Change Prerequisite to Recommended: ME 352
ME	755	Multiscale Fluid Dynamics	Change Prerequisite to Recommended: ME 352
ME	761	Heat Transmission I	Change Prerequisite to Recommended: ME 454/654

Program Restriction:

The Department of Construction Management and Engineering is raising the minimum CGPA for all transfer students (internal and external) to 2.50. Currently the minimum CGPA for all new transfer students and current NDSU students who change their major to either Construction Management or Construction Engineering is 2.00.

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Academic Affairs Committee Addendum to May 5, 2008, University Senate Agenda

Approved Curricular Recommendations

New Certificate in Veterinary and Microbiological Sciences

Animal Health Management Certificate

New Minor

Manufacturing Engineering Minor

Natural Resources Management Minor

New Program

Master's in Anthropology (M.A. & M.S.)

New Courses

Dept.	No.	Title	Crs.
CM&E	609	Highway Construction	3
CM&E	701	Construction Technology and Equipment	4
CM&E	705	Building Construction	3
CM&E	710	Managing For Quality in Construction Organizations	3
CM&E	715	Construction Specifications and Contracts	3
CM&E	720	Geotechnical Construction	3
CM&E	725	Underground Construction	3
CM&E	740	Financial and Economic Concepts for Construction Managers	3
CM&E	753	Concrete Design and Construction	3
CM&E	775	Facilities Management	3
CM&E	780	Construction Systems and Temporary Structures	3
HNES	730	Fundamentals of Leadership	3
MICR	370	Beef Cattle Health Management	1
MICR	371	Dairy Cattle Health Management	1
MICR	372	Sheep Health Management	1
MICR	373	Equine Health Management	1
MICR	374	Swine Health Management	1
MICR	375	Bison Health Management	1
MICR	376	Feline Health Management	1
MICR	377	Canine Health Management	1
SPAN	430	Approaches to Literature	3

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Course Deletions

Dept.	No.	Title	Crs.
ATHL	118	Fall Semester First-Year Intercollegiate Sports	1
ATHL	123	Spring Semester First-Year Intercollegiate Sports	1
ATHL	213	Fall Semester Second-Year Intercollegiate Sports	1
ATHL	313	Fall Semester Third-Year Intercollegiate Sports	1
ATHL	413	Fall Semester Fourth-Year Intercollegiate Sports	1
ATHL	423	Spring Semester Fourth-Year Intercollegiate Sports	1
ATHL	433	Fall Semester Fifth-Year Intercollegiate Sports	1
ATHL	434	Spring Semester Fifth-Year Intercollegiate Sports	1
TL	713	Global Value Chain Management	3
TL	717	Freight Transportation and Logistics	3

Changes in Course Credits

Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
ANSC	755	Advanced Meat Science	2	ANSC	755	Advanced Meat Science	3
CM&E	409	Highway Construction	2	CM&E	409	Highway Construction	3
CM&E	411/611	Construction Cost Estimating	2	CM&E	411/611	Construction Cost Estimating	4
TL	721	International Logistics Management	2	TL	721	International Logistics Management	4
TL	727	Organizational Change Management	2	TL	727	Organizational Change Management	3
TL	735	Acquisition Contracts: Law and Management	2	TL	735	Acquisition Contracts: Law and Management	3

For Information Only: Changes in Prerequisites and New Option

Dept.	No.	Title	Restrictions
CM&E	403/603	Scheduling and Project Control	Prerequisite: CM&E 380 Remove Prerequisite: CM&E 411
CM&E	412/612	Construction Management Capstone	Remove Prerequisite: CM&E 403
CM&E	430/630	Land Development	Prerequisite: CM&E 212
CM&E	470/670	Information Technologies for Construction Managers	Prerequisite: CM&E 200, CM&E 212

New Option in Master of Music:

Music Education Option

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Attachment 2

General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Courses Approved for General Education (New)

Course No.	Course Title	Recommended Categories	Recommended Outcomes
HIST 390	Historical Research and Writing	C	1, 6
SPAN 401	Advanced Spanish Writing and Grammar	C	1, 6

Courses Withdrawn from General Education List of Approved Courses

Course No.	Course Title	Categories	Dept or GE Request
MUSC 104	Introduction to Music Literature to 1825	A	Department
MUSC 105	Intro to Music Literature: 1825 to Present	A	Department
MUSC 112	Varsity Band	A	Department
MUSC 115	University Chorus	A	Department
MUSC 303	Concert Band	A	Department
MUSC 306	Concert Choir	A	Department
PSYC 221	Psychology in Business & Industry	B	Department

Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes

Course No.	Course Title	Categories	Outcomes
ABEN 189	Skills for Academic Success	F	2, 4
BIOL 220	Human Anatomy & Physiology I	S(n)	5, 6
BIOL 220L	Human Anatomy & Physiol. Lab I	S(n)	5, 6
CDFS 135	Family Science	B	3, 4
CHEM 121L	General Chemistry I Lab.	S(p)	5, 6
HD&E 189	Skills for Academic Success	F	2, 4
HNES 270	Consumer Issues in Food and Nutrition	W	2, 7
PHYS 212	College Physics II	S(p)	5, 6
PHYS 212L	College Physics II Laboratory	S(p)	5, 6
PLSC 111	Genetics and You	S(n)	5, 6
PLSC 211	Horticulture Science Lab	S(n)	5, 6
PLSC/BIOL/ BOT/ZOO 315	Genetics	S(n)	5, 6
PLSC/BIOL/ BOT/ZOO 315L	Genetics Laboratory	S(n)	5, 6
UNIV 189	Skills for Academic Success	F	2, 4

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Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
ART 210	Art History I	A	1, 2, 3, 4, 6	3, 6
ART 211	Art History II	A	1, 2, 3, 4, 6	3, 6
CHEM 117	Chemical Concepts & Applications	S(p)	2, 5	5, 6
CHEM 117L	Chem. Concepts & Applications Lab	S(p)	2, 5	5, 6
CHEM 122L	General Chemistry II Lab	S(p)	2, 5	5, 6
GEOL 105	Physical Geology	S(p), G	2, 3, 5	3, 5
GEOL 105L	Physical Geology Laboratory	S(p)	2, 3, 5	3, 5
HNES 250	Nutrition Science	W	2, 5, 6	2, 5
HPER 217	Personal & Community Health	W	2, 4, 6, 7	2, 6
PSCY 250	Developmental Psychology	B	3, 4, 5	4, 5
Continued Approval (5-Year Renewal) for General Education with Changes in Categories				
Course No.	Course Title	Previous Categories	Recommended Categories	Outcomes
CDFS 468	Families and Work	B	B, G	2, 3

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POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section: (New Policy) ~~724~~166: University Health & Safety Policy

As part of the North Dakota State Risk Management Division's, Risk Management Program compliance regulations, state agencies are required to implement policies to comply with the elements of the program.

The Risk Management Program elements outline the required customized policies and procedures as set forth by Risk Management to qualify for the Risk Management Fund Contribution Discount Program.

The policy will also act as an integral part of the University Safety Program as it incorporates University, local, state, and federal requirements that are not addressed elsewhere in policy. It will also act as a catalyst in the safety requirements addressed in the employee annual responsibility reviews. Currently, there are no consequences for non compliance with University safety requirements. Our hope is that through policy, the safety culture will grow to provide a safe and healthy work environment.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 2/19/08; 3/18/08; 4/16/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

University Police & Safety Office

(Jolean Pederson, Associate Director Public Health & Safety)

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Attachment 3

**Draft #1 23 8 (2/07/08 2/19/08 3/7/08
4/16/08)**

SECTION 721166: University Health & Safety Policy

SOURCE: NDSU President, North Dakota Office of Management & Budget-Risk Management Division

1. Purpose

To establish a comprehensive safety policy that facilitates the protection of life and property by providing a safe University work and learning environment that is free of recognized hazards that could cause injury, illness or property damage.

The policy will set forth safety and environmental responsibilities, to provide support for safety rules, regulations and procedures, and to establish basic guidelines for safe practices, activities, programs and training for the successful implementation of the University's occupational and environmental safety program. However, it cannot be assumed that all necessary warnings and precautionary measures are contained in this document, or that other or additional information or measures may not be required. Users of this policy should consult pertinent local, state, and federal laws and legal counsel prior to initiating their own safety program.

2. General Policy

The University has a strong commitment to the health and safety of all employees, students, and visitors at NDSU. In keeping with this commitment, the University Health & Safety Policy is as follows:

- 2.1 In the interest of providing ~~the a safest~~ environment ~~possible~~ for employees, students and visitors, all University activities should be conducted in accordance with applicable safety codes such as City of Fargo, State of North Dakota, County, NFPA, ANSI and by all governmental safety and environmental standards such as OSHA, EPA, DOT, NRC and other similar agencies that govern the design, construction, operations, use and maintenance of University facilities. Guidelines of the State Office of Risk Management will form the foundation for the University Health & Safety Program.
- 2.2 The University Police and Safety Office (UP&SO) will work closely with departments, safety committees, employees, and students throughout the University to promote compliance with this policy.

3. Procedures/Responsibilities

3.1 University President

The University President is committed to the implementation of the University's Health and Safety Policy at all facilities under University control. See 3.6 of this Policy.

3.2 Vice Presidents, Associate Vice Presidents, Deans

Vice Presidents, Associate Vice Presidents, and Deans are committed to the implementation of the Health and Safety Policy in all facilities and operations under their control. See 3.6 of this Policy.

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3.3 University Loss Control Committee

The University has established the Loss Control Committee as a University Operational Committee with the authority to oversee University compliance with the Health and Safety Program. http://www.ndsu.edu/ndsu/police_safety/safety/LossControlCommitee.htm

3.4 Directors/Department Heads/Chairs

- 3.4.1 Implement the Health and Safety Policy and communicate its requirements for faculty, students, and staff. See 3.6 of this Policy.
- 3.4.2 Under the guidance of the Safety Office, designate or empower safety representatives for departments, units, or sections to promote compliance with the Health and Safety Policy and program requirements.
- 3.4.3 Direct individuals, including but not limited to principal investigators, supervisors, regular part time and temporary employees, visiting professors, and students, to obtain any required safety training before they work with hazardous chemicals, biohazardous agents, radiation, or physical/mechanical hazards in their working or learning environments.
- 3.4.4 Report all incidents, work related illnesses, and work site injuries to the UP&SO **within 24 hours**. Also, conduct a review and investigation of all work related illnesses, incidents, and work related injuries as needed to complete the Supervisors Investigation Report and to identify if there are workplace hazards that need to be corrected. <http://www.ndsu.nodak.edu/policy/144.htm>
- 3.4.5 Determine whether safety needs for unit/departments are met (e.g., training, personal protective equipment, and corrective measures including non-mandated items identified in safety audits).
- 3.4.6 Incorporate workplace safety requirements and responsibilities into the position description and responsibility review. Workplace expectations should be communicated to each employee annually and at the time of hire.
- 3.4.7 Conduct periodic safety self-audits of work areas and/or facilities. For assistance, refer to the NDSU Self Inspection Checklist. http://www.ndsu.edu/ndsu/police_safety/safety/Forms/SafetyChecklist.pdf
- 3.4.8 Communicate emergency action plans to all personnel to provide familiarity and coordination between facility personnel and emergency responders. Refer to the NDSU Personal and Safety Manual. http://www.ndsu.edu/ndsu/police_safety/police/safetysecurity_fall2007.pdf
- 3.4.9 ~~Ensure~~**The** use of all flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace will be in compliance as outlined in the Annual Safety Notice and the written safe operating procedures. These procedures are living documents and will change as standards and regulations change. They will also be documented in the annual inspection check list.

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3.5 Faculty, Principal Investigators, and Supervisors

- 3.5.1 Provide guidance in the implementation of the University's Health and Safety Policy and all other University Safety Programs in work areas under their supervision/control. See 3.6 of this Policy.
- 3.5.2 Direct faculty, staff members and students under their supervision to ~~attend~~ attend, and comply with:~~and maintain current required safety training:~~
- Annual Baseline Safety Training
 - Annual Supervisor Safety Training
 - Defensive Driving Training (for those who drive State Fleet vehicles or NDSU leased vehicles)
 - Substance Abuse Policy & required elements
<http://www.ndsu.nodak.edu/policy/155.htm>
 - Annual Notice of Policies and Designated Medical Provider
 - All institutional department and protocol specific training
 - All grant specific required training
 - All state and federal required training
- 3.5.3 Maintain workplaces and equipment under their control in a safe, well-kept condition.
- 3.5.4 ~~Hazards are proactively identified~~ and ~~corrected~~ potential hazards proactively by ~~following~~implementing the Near Miss Program, engineering or administrative controls, or by assuring use of necessary personal protective equipment.
- 3.5.5 Report all incidents, work related illnesses, and work site injuries to the UP&SO **within 24 hours**. Complete the investigation report form as required.
<http://www.ndsu.nodak.edu/policy/144.htm>
- 3.5.6 Document compliance with the Safety Policy through the Annual Responsibility Review.
- 3.5.7 Properly dispose ~~at~~ of waste in accordance with University, state and federal requirements.

3.6 All Employees ~~and Staff~~

- 3.6.1 Comply with this policy and all other University health and safety programs.
- 3.6.2 Attend and comply with:~~health and safety training~~
- Annual Baseline Safety Training
http://www.ndsu.edu/ndsu/police_safety/safety/Presentations.htm
 - Annual Supervisor Safety Training
http://www.ndsu.edu/ndsu/police_safety/safety/Presentations.htm
 - Defensive Driving Training (for those who drive State Fleet vehicles or NDSU leased vehicles)
 - Substance Abuse Policy & required elements
<http://www.ndsu.nodak.edu/policy/155.htm>
 - Annual Notice of Policies and Designated Medical Provider
 - All institutional department and protocol specific training
 - All grant specific required training
 - All state and federal required training

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- 3.6.3 Inform a supervisor or instructor of any safety or health hazards in the workplace or NDSU property.
- 3.6.4 Report all incidents, work related illnesses, and work injuries to the UP&SO **immediately or within 24 hours.** <http://www.ndsu.nodak.edu/policy/144.htm>
- 3.6.5 ~~Refer to Claims and reporting of injuries by third parties (students and visitors) are addressed in Policy 159.~~ <http://www.ndsu.nodak.edu/policy/159.htm>
- 3.6.6 Comply with all State Fleet, leased and rented vehicle rules and regulations. Report all accidents immediately. The driver is responsible for completing the Risk Management Fund Motor Vehicle Accident Report Form. To comply with state requirements, the University has a Motor Vehicle Accident Review Committee and all accidents will be reviewed by this committee.
http://www.ndsu.edu/ndsu/police_safety/safety/AccidentReviewBoard.html

3.7 Contractors

- 3.7.1 Architects, Engineers, Contractors and Subcontractors will comply with the North Dakota State University Facilities Management Design Standards.
http://facilities-mgmt.ndsu.nodak.edu/maint_const/NDSU_Design_Standards_110907.pdf

3.8 University Police and Safety Office (UP&SO)

- 3.8.1 Advise the University community of its responsibilities regarding the Health and Safety Policy. See 3.6 of this Policy.
- 3.8.2 Provide guidelines for programs to assist with individual and University compliance as it relates to relevant environmental, health, and safety laws, regulations, policies, and guidelines.
- 3.8.3 Recommend programs and actions for compliance.
- 3.8.4 Consult with regulators and other external entities on behalf of the University.
- 3.8.5 Provide guidance and assistance in identifying, evaluating and correcting safety and health hazards.
- 3.8.6 Conduct investigations and analyses of occupational incidents, injuries and illnesses.
- 3.8.7 Identify noncompliant situations and recommend improvements for those who are responsible for departments, laboratories, units, and work areas.
- 3.8.8 Provide guidance for proper disposal of hazardous materials and dispose of properly when accepted.
- 3.8.9 Execute responsibilities involving inspections and enforcement delegated by any standing University safety committee.
- 3.8.10 In cases of imminent danger to life or health, order cessation of hazardous activity until the danger from such a condition is abated or adequate measures have been taken.

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4. References - Applicable Links:

~~**Disclaimer:** The materials contained in this policy have been prepared for use by North Dakota State University. In an effort to provide a basic safety manual, its contents are compiled from sources believed to be reliable and to represent the best opinions on the subject. No warranty, guarantee, or representation is made by the University as to the accuracy or sufficiency of the information contained herein and the University assumes not responsibility in connection therewith. For additional information and links, please see the UP&SO website at www.ndsu.edu/ndsu/police_safety/safety/index.shtml. This policy is intended to provide basic guidelines for safe practices; therefore, it cannot be assumed that all necessary warnings and precautionary measures are contained in this document, or that other or additional information or measures may not be required. Users of this policy should consult pertinent local, state, and federal laws and legal counsel prior to initiating their own safety program.~~

~~University System Human Resources Policy Manual~~

~~http://www.ndsu.nodak.edu/policies/human_resources/policy.asp?id=106&printable=1~~

~~NDSU Risk Management Program Manual~~

~~http://www.ndsu.edu/ndsu/police_safety/safety/NDSU_RMP/RiskManagementProgram_2005.pdf~~

~~NDSU Personal Safety Manual~~

~~http://www.ndsu.edu/ndsu/police_safety/police/safetysecurity_fall2007.pdf~~

~~Accident Review Board~~

~~http://www.ndsu.edu/ndsu/police_safety/safety/AccidentReviewBoard.html~~

~~Radiation Information~~

~~http://www.ndsu.edu/ndsu/police_safety/safety/NDSU%20Safety%20Officer%20Homepage_files/radiation.htm~~

~~Chemical & Lab Information~~

~~http://www.ndsu.edu/ndsu/police_safety/safety/NDSU%20Safety%20Officer%20Homepage_files/chemical.htm~~

~~Biosafety Information~~

~~http://www.ndsu.edu/ndsu/police_safety/safety/NDSU%20Safety%20Officer%20Homepage_files/biosafety.htm~~

~~And~~

~~<http://www.ndsu.nodak.edu/policy/166.htm>~~

~~Asbestos Information~~

~~http://www.ndsu.edu/ndsu/police_safety/safety/ehs/asbestos/index.html~~

~~This policy was originated by the University Police and Safety Office~~

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Attachment 4

Draft #4

03/26/2008

POLICY COVER SHEET

1. Effect of policy

Section 509: Electronic Financial Transaction Policy

This policy reflects the requirements and standards needed to comply with the Payment Card Industry Data Security Standard and the Gramm Leech Bliley Act, which protect personal financial information.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee:

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

Vice President for Finance and Administration

Vice President for Information Technology

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Attachment 4

Draft #4

03/26/2008

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 509: Electronic Financial Transaction Policy

**SOURCE: NDSU President
NDSU VP for Finance and Administration
NDSU VP for Information Technology**

1. All NDSU departments and colleges that conduct electronic-based financial transactions of NDSU which involve the transfer of credit/debit card or Electronic Funds Transaction (EFT) information must be compliant with Payment Card Industry Data Security Standards (PCI DSS), all applicable laws and mandates, and North Dakota University System and NDSU policy and procedures.
2. All electronic-based financial transactions of NDSU that involve the transfer of credit/debit card or EFT information must be performed through the North Dakota University System application, TouchNet, or through an NDSU approved third party vendor, or on systems provided by Information Technology Services (ITS) for this purpose. All specialized servers and other electronic equipment which have been approved for this activity must be housed within ITS, and administered in accordance with the requirements as set forth by PCI DSS, all applicable laws and mandates, and North Dakota University System and NDSU policy and procedures.
3. Entities wishing to use TouchNet must file a request with the NDSU Customer Account Services Department (ndsu.customer.account@ndsu.edu). Entities that use TouchNet for a purpose other than that which was approved will be required to stop electronic payment transactions.
4. Exceptions to this policy may be granted only after a written request from the unit has been reviewed and approved by the Vice President for Finance and Administration and the Vice President for Information Technology or their designees.
5. Definitions
 - a. Electronic Funds Transaction: The term is used for a number of different concepts such as cardholder-initiated transactions, where a cardholder makes use of a payment card (e.g., credit or debit card); electronic payments by businesses, including salary payments, electronic check clearing.
 - b. TouchNet: Third party vendor and software for campus online billing and payment processing which follow applicable PCI DSS standards and guidelines.

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03/26/2008

- c. Payment Card Industry Data Security Standards (PCI DSS): The PCI DSS was developed by the major credit card companies as a guideline to help organizations that process card payments prevent credit card fraud, hacking and various other security issues. A company processing, storing, or transmitting credit card numbers must be PCI DSS compliant or they risk losing the ability to process credit card payments. The current version of the standard (1.1) specifies 12 requirements for compliance, organized into six logically related groups called control objectives. For more information please see https://www.pcisecuritystandards.org/pdfs/pci_dss_v1-1.pdf

For related procedures see the [Electronic Financial Transaction Procedure #509](#).

HISTORY: January 2008.

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POLICY CHANGE COVER SHEET

Last Updated: 04/14/2008

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section 710: COMPUTER AND ELECTRONIC COMMUNICATIONS FACILITIES

Changes have been made to add new provisions for security of servers, remove references to CICS, add references to SBHE policy and NDUS procedures, and do some general housekeeping.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 4/16/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

Vice President for Information Technology

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Attachment 5

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu Draft #1 (04/14/2008)

SECTION 710: COMPUTER AND ELECTRONIC COMMUNICATIONS FACILITIES

SOURCE: NDSU President

1. Section 158 and ~~cited SBHE policies and NDUS procedures, particularly NDUS Procedure 1901.2~~ (link to: <http://www.ndus.nodak.edu/policies/ndus-policies/subpolicy.asp?ref=2551>), govern acceptable use of electronic communications devices and provide definitions used in this section.
2. ~~If someone suspects that another individual has access to their access credentials (i.e., UserID and/or password) or has evidence of any other security breach, it should be immediately reported to the NDSU Information Technology Security Officer [mailto:NDSU.ITSO@ndsu.edu] and supervisor. Batch and interactive access to the administrative computer systems (e.g. ConnectND, CICS) must be authorized by a designated access control officer. To locate the appropriate access control officer for a system, contact the Office of Accounting, Human Resources/Payroll, or Registration and Records (student systems), respectively. Supervisors of users with access to the administrative computer systems are responsible for notifying the appropriate access control officer(s) when the user changes jobs or terminates employment with the University.~~
3. ~~Support for access to other campus and NDUS computer and network resources is provided through the NDSU Information Technology Services Help Desk (1-8685).~~
3. ~~Batch and interactive access to the administrative computer systems (e.g. ConnectND) must be authorized by a designated access control officer. To locate the appropriate access control officer for a system, contact the Office of Accounting, Human Resources/Payroll, or Registration and Records (student systems), respectively. Supervisors of users with access to the administrative computer systems are responsible for notifying the appropriate access control officer(s) when the user changes jobs or terminates employment with the University. If someone suspects that another individual has access to their access credentials (e.g. i.e., UserID and/or password) or has evidence of any other security breach, it should be immediately reported to the applicable access control officer, the supervisor, and the NDSU Information Technology Security Officer in Information Technology Services.~~
4. In order to protect the campus data networks, the NDSU Vice President for Information Technology (VPIT) reserves the right to control network access establish requirements and procedures for network access, including. ~~Procedures may include~~ forms of registration and/or authorization before devices are able to access the network. In the event of imminent threats or network disruption, it may also be necessary to temporarily block specific types of network traffic or to isolate portions of the network. ~~Any d~~Devices may be removed from the network or have its network access blocked without notice if ~~they~~its connection to the network poses a threat to the network, to the device itself, or to the user(s) of the device. Examples of reasons why a device might be removed from the network, or blocked include, but are not limited to, the following:

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~~54.1. A device does not meet current device requirements. A device is used for unauthorized uses or by unauthorized users (see Policy Section 158).~~

~~54.2. A device is used for unauthorized uses or by unauthorized users (see Policy Section 158). Network addresses are unauthorized, misappropriated or have been modified to avoid restrictions.~~

~~54.3. Network addresses are unauthorized, misappropriated or have been modified to avoid restrictions. A device does not meet current device requirements.~~

~~54.4. Or a device's connection to the network poses a threat to the network network or data security as a result of improper configuration or the user because of vulnerabilities, compromises, incompatibilities with the network, or other reasons.~~

5. Requests for data and networking services must be made to Information Technology Services (ITS). The following procedures apply:

~~65.1.~~ Work requests: Request for Data / Networking Services forms are available on the web at http://www.ndsu.edu/its/professional_services/network_services/data_request/. If you have questions, please contact the ITS Help Desk (phone 231-8685 option 1). There is a charge for materials and labor. ITS personnel will provide an estimated cost of the project prior to installation, if requested.

~~65.2.~~ All wiring for data circuits, for example Local Area Networks (LAN), in campus buildings must be installed and tested by ITS personnel or with their approval before it can be connected to the campus communications backbone.

~~65.3.~~ Departmental (or Building) LANs connected to the Campus Communication backbone must be linked through equipment authorized by Information Technology Services.

~~65.4.~~ Wireless access points and other radio communications devices, modems, or other remote access devices connected to the campus network must be authorized by Information Technology Services.

~~65.5.~~ Unauthorized mechanical or electrical alteration of any part of the network infrastructure (e.g., wall jacks, wire closets, building wiring or circuits, ~~etc.~~) is prohibited. Employees and VPIT approved third party contractors are responsible for promoting the physical security of electronic computing devices and network infrastructure at all times. Access to wiring closets and other locations with computer or electronics communications equipment ~~should~~ shall be limited and strictly controlled.

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~~65~~6. Assignment of network addresses (e.g., Internet Protocol addresses, domain names, etc.) is coordinated by ITS. Contact the Help Desk (231-8685 option 1) for more information.

6. The Vice President for Information Technology (VPIT) reserves the right to establish requirements and procedures for connecting servers to the NDSU networks. Servers are integral to many computer systems and networks. They provide, by their nature, special challenges to ensure the confidentiality, integrity, and availability of computer and network resources.
- 6.1. A “server” is defined as any device that provides computing service to multiple computers or individuals. See NDUS Procedure 1901.2 section 1 (link to <http://www.ndus.nodak.edu/policies/ndus-policies/subpolicy.asp?ref=2551#DEF>).
- 6.2. All servers on the NDSU networks or operated by NDSU entities must be registered with the Vice President for Information Technology (VPIT) [link to <http://www.ndsu.edu/vpit>].
- 6.3. All servers are subject to established NDUS and NDSU policies, procedures, and standards. See NDUS Procedure 1901.2 section 3.5 (link to <http://www.ndus.nodak.edu/policies/ndus-policies/subpolicy.asp?ref=2551#3.5>), the “NDUS Server Information Technology Security Procedures” (link to <http://www.ndus.nodak.edu/uploads/document-library/839/1901.2-SERVER.PDF>), and NDSU VPIT Server Procedures (link to future Web page in <http://vpit.ndsu.edu/>).
- 6.4. Servers holding private and/or confidential data, defined in the “NDUS Data Classification and Information Technology Security Standards” (link to <http://www.ndus.nodak.edu/uploads/document-library/834/1901.2-DATA.PDF>), are especially critical and must be individually evaluated by the VPIT or designee. The factors to be evaluated include, but are not limited to, the following:
- 6.4.1. The physical, logical and environmental security of the server.
- 6.4.2. The professional training of the server administrator.
- 6.4.3. The configuration of the server with regard to security.
- 6.4.4. The provision for the regular audit and review of the server.

HISTORY: July 1990; Amended February 1993; June 1996; March 1998; October 2004, October 2007