

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

The University Senate met at 3:30 p.m. in the Century Theatre with Dr. E. Berry presiding and the following senators present: D. Andersen, B. Bahrami, S. Beck, S. Bergeson, M. Boetel, U. Burghaus, X. Cai, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, B. Duncan, T. Esslinger, B. Fier, J. Garden-Robinson, H. Hatterman-Valenti, M. Harvey, H. Hatterman-Valenti, D. Hauck, A. Hirani, R. Johnson, K. Katti, D. Klenow, K. Koch, L. Langley, D. Li, A. Little, M. Mallett, S. Mallik, J. Martin, K. McCaul, F. Michael, D. Miller, E.J. Miller, A. Montgomery, S. Neate, R. O'Connor, V. Olson, S. Panigrahi, C. Peterson, L. Peterson, B. Randall, J. Ransom, R. Rathge, D. Rider, T. Riley, R.C. Schnell, J.W. Schroeder, D. Scott, W. Teder-Salejarvi, D. Terbizan, J. Wageman, and D. Wittrock

Substitutions: B. Scheen for D. Eiler, S. Rainville for R. Gordon, J. Venette for K. Grafton, and D. Katti for G. Smith

President Berry asked the University Senate to observe a moment of silence for the victims of the Virginia Tech massacre which occurred earlier in the day.

Previous Minutes

MOTION (J. Venette/M. Harvey): to approve the minutes of the March 19, 2007, meeting. A statement was added regarding employees that work zero hours per week per the request of J. Glower. MOTION TO APPROVE MINUTES AS MODIFIED PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
- B. General Education ([Attachment 2](#))
- C. Policy 609 – E-Mail as an Official Communication Medium to Students – New Policy ([Attachment 3](#) and [Attachment 4](#))

MOTION (M. Boetel/C. Peterson): to approve the Consent Agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

A. *Provost Schnell:*

- Legislative Updates:
 - House Bill 1003- ND University System Appropriations Bill – the NDUS recommended 5% and 5% faculty/staff salary increases, as well as a 5% cap on tuition. Rep. Monson came in with a number of late amendments, including trimming \$7 million from the Higher Education budget. This may not be supported by the Senate.
 - House Bill 1020- NDSU Extension and Research Appropriation Bill has been appointed to a conference committee.

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- NDSU anticipates another robust fall enrollment of approximately 12,500 students. NDSU has the largest on-campus (traditional classroom) enrollment.
- Announced and congratulated the following faculty award recipients:
 - 49th Faculty Lectureship - Mark Sheridan
 - Chamber of Commerce Distinguished Professor - Don Schwert
 - Odney Award for Excellence in Teaching – Dogan Comez
 - Peltier Award for Innovation in Teaching –Kalpana Katti
 - Waldron Award for Excellence in Research – Michael Robinson
- In light of instances at Virginia Tech, President Chapman plans to develop a communication protocol for tragedies, and will prepare a statement for posting on the NDSU web site.

B. *E. Berry, President of University Senate:*

- Smoking Open Forum-

The University Senate's Ad Hoc Committee studying NDSU's smoking policy scheduled two open forums for April 18. All members of the NDSU community were encouraged to attend and discuss smoking issues on campus. The committee will consider ideas and feedback expressed by students, staff, and faculty when preparing its final recommendation.

- Race, Criminal Justice System, and the Media: Town Hall is scheduled for April 25, 3-5 p.m., in Century Theatre.
- The Celebration of Faculty Excellence awards ceremony is scheduled for May 9, 3 p.m., Alumni Center

C. *L. Dorn and G. Taylor, NDSU Athletics ([Attachment 5](#)):*

The NCAA Certification Committee scheduled Open Forums for April 16 and 17 for the NDSU Community and April 24 (7 p.m., Alumni Center) for Team Makers and the general public.

Dorn presented details on the certification process which ensures integrity in athletics. She discussed the composition of the steering committee as well as measurable standards of the five operating principles: governance and commitment to rules compliance, academic integrity, gender equity, diversity, and student-athlete welfare. Overall, while some deficiencies and areas for improvement were identified, it was determined that Athletics is very consistent and connected with academic and student services established for and available to the general student body.

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The NCAA Certification site visit is scheduled for October 2007, and will entail a very detailed and comprehensive review of athletic and student-athlete programs and services. More information about the report or the certification process is available at www.gobison.com.

Unfinished Business

A. *Policy 352 Promotion, Tenure & Evaluation Review Update:*

J. Council, chair, announced that policy revisions will be presented to the Senate at the May meeting. The committee has added language regarding the incorporation of new materials after the deadline; third year review; electronic, indefinite storage of materials; split-appointments and faculty involved in interdisciplinary programs; and extension of the tenure clock for new parents. A vote by the University Senate will be expected early fall semester.

B. *Review of University Senate Standing Committees:*

- Research and Consulting Committee-

Berry met with VP Boudjouk regarding the status of the Research and Consulting Committee. They discussed past programs and policies reviewed or established through this committee. The committee has been idle due to discontinued grant-in-aid programs and lack of new research policies. However, they determined that such a committee would be an appropriate place for faculty to express ideas and concerns related to research on campus. Berry agreed to draft new Bylaws language reshaping the responsibilities of the Research and Consulting Committee.

- Feedback and updates are being sought on the responsibilities and activities for each standing committee as listed in the Bylaws.

New Business

A. MOTION (D. Miller/Mallett): for the University Senate to offer condolences to those affected by the tragedy at Virginia Polytechnic and State University. MOTION PASSED WITH UNANIMOUS CONSENT.

B. President-Elect of the 2007-2008 University Senate:

- Berry called for nominations for President-Elect of next year's Senate. A vote will be held at the May meeting. Berry will distribute via the faculty e-mail list, the names of all senators eligible for the President-Elect position.

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- Since the President and President-Elect moderate the official faculty e-mail list (as well as the Senate list), feedback on how the lists are working for faculty is welcomed and may be sent to Berry or D. Terbizan.

E. National Library Week

J. Council invited senators and the NDSU community to a picnic on April 17, 11-1, in front of the NDSU Library, in celebration of National Library Week.

The meeting adjourned at 4:20 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary, University Senate

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Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Courses				
Dept.	No.	Title	Crs.	Restrictions
AGEC	791	Economic and Fiscal Impact Analysis	1	
CJ	225	Punishment and the Death Penalty	1	
EDUC	755	Exceptional Learners in the Secondary School Classroom	3	
THEA	262	Introduction to Dance	2	
THEA	265	Script Analysis	3	
THEA	286	Theatrical Design Studio I; Collaboration and Concept	3	
THEA	287	Theatrical Design Studio II; Materials and Techniques for Design	3	
THEA	381	Technical Theatre Seminar	1	
THEA	386	Theatrical Design Studio III; Design for Alternative Venues	3	
THEA	387	Theatrical Design Studio IV; Research in the Studio	3	
THEA	486	History of Dress and Décor I; The Foundations of Western Style	3	
THEA	487	History of Dress and Décor II; Western Style Since 1800	3	
Course Deletions				
THEA	200	Introduction to Theatre Practicum	1	
THEA	271	Costume Construction	3	
THEA	276	Makeup Design II	3	
THEA	377	Lighting for the Stage	3	
THEA	378	Sound Design	3	
THEA	440	Advanced Projects in Production	3	
THEA	475/ 675	Design for the Stage I	3	

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Attachment 1

Course Deletions (Cont.)									
THEA	476/ 676	Design for the Stage II					3		
THEA	477/ 677	Design for the Stage III					3		
Changes in Course Prefix, Number, Title, and Credits									
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.		
ENGL	324	Writing in the Sciences	3	ENGL	324	Writing in the Sciences	3	Junior Status	
THEA	270	Stagecraft	3	THEA	273	Stagecraft	3		
THEA	275	Makeup Design I	3	THEA	275	<i>Theatrical Makeup Design</i>	3		
THEA	361	Movement for the Actor	2	THEA	361	<i>Acting III: Advanced Realism</i>	3	BFA Plan	
THEA	371	Technical Drawing	3	THEA	272	<i>Drawing for the Theatre</i>	3		
THEA	375	Introduction to Stage Design	3	THEA	274	Introduction to Stage Design	3		
THEA	461	Acting Styles: Verse Drama	3	THEA	461	<i>Period Styles for the Actor</i>	3	BFA Plan	
THEA	462	Acting Styles: Modern & Contemporary Non-Realism	3	THEA	462	<i>Modern Nonrealistic Styles for the Actor</i>	3	BFA Plan with Performance Subplan	
THEA	466	Advanced Voice for the Actor	2	THEA	466	Advanced Voice for the Actor	3	BFA Plan with Performance Subplan	
THEA	467	Advanced Movement for the Actor	2	THEA	467	Advanced Movement for the Actor	3	BFA Plan	
THEA	468	The Business of Acting	3	THEA	368	<i>Business of Acting</i>	3	BFA Plan	

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Attachment 2

Five Year Review of General Education Courses

General Education Recommendations

Outcomes Key:

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

Continued Approval for General Education with Changes in Outcomes

Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
THEA 110	Introduction to Theatre Arts	A	1, 4, 6	1, 4

Continued Approval for General Education with No Changes in Outcomes

HIST 271	Introduction to Latin American History	A, D	3, 6	3, 6
PHYS 110	Introductory Astronomy	Sp	5, 6	5, 6

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DRAFT REVISED 2007-03-09

SECTION 609: E-MAIL AS AN OFFICIAL COMMUNICATION MEDIUM TO STUDENTS

SOURCE: NDSU President

1. **POLICY STATEMENT:** Electronic mail (e-mail), like postal and campus mail, is an official means by which the University may communicate with students. NDSU exercises the right to send e-mail communication to students and expects that e-mail communication is received and read by students in a timely manner.
2. **RATIONALE:** Students often have several addresses registered with NDSU. Determining where to send official communication can be challenging, especially when school is not in session. Expanding reliance on electronic communication among students, faculty, staff and administration, coupled with the convenience, speed, cost-effectiveness and environmental advantages of using electronic communication, make e-mail an effective and efficient means by which to communicate with students enrolled at NDSU. As e-mail is readily available from any Internet connection in the world, it has been designated as an official communication medium by the University.
3. **DEFINITIONS:**
 - 3.a. Official e-mail address: An e-mail address assigned to an individual by NDSU Information Technology Services.
 - 3.b. Official e-mail communication: An e-mail message regarding official University business sent from an NDSU faculty, staff, or departmental representative to a student or a group of students.
 - 3.c. Official student mailing list: A mailing list populated with official e-mail addresses used by administration and University offices for official mass communication to the student body. Students are expected to read all messages, and act appropriately on, all messages sent to this list.
 - 3.d. Redirected e-mail: E-mail redirected from an official e-mail address to an address not issued by NDSU Information Technology Services (e.g., jane@yahoo.com, john@english.ndsu.edu).
4. **SCOPE:** This policy applies to all admitted and enrolled students at North Dakota State University.

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5. STUDENT USE & RESPONSIBILITIES:

Security: As with any other online service, students are required to comply with all institutional and University System policies and procedures, especially NDUS 1901.2 Computer and Network Usage, and NDSU 158: Acceptable Use of Electronic Communications Devices, and relevant local, state, and federal law. It is a violation of policy to share usernames and passwords as potentially sensitive information may be transmitted via e-mail.

- 5.a. Account Monitoring: Students are responsible for frequently monitoring their e-mail for official campus communication. Students have the responsibility to recognize that certain communication is time sensitive.
- 5.b. Special Accommodation: Students with a disability who are unable to use e-mail as an official University communication may request an exemption to this policy in the form of an alternate format accommodation. To request the accommodation, students should contact NDSU Disability Services. Students will be required to submit documentation from a licensed professional that states the disability and the functional limitations.
- 5.c. E-mail Problems: So as to not interfere with the receipt of official University communication, students must report any technical problems in accessing or using their official e-mail addresses to the NDSU Information Technology Services (ITS) Help Desk.
- 5.d. Additional Requirements: Additional requirements may be imposed by other departments. Faculty and staff may assume that students are accessing their e-mail on a frequent basis as specified in this policy.

6. UNIVERSITY USE OF E-MAIL:

- 6.a. Campus Wide Announcements: The University works to minimize the number of messages sent to the entire student body. Messages sent to the entire student body are sent through the official student mailing list. This list is moderated by NDSU officials. Guidelines for distributing messages via the official student mailing list are available on the NDSU web site.
- 6.b. Mail Formatting: The message body of official campus communications shall be sent as plain text messages. Contact information for the originating department must be clearly denoted in the message signature.
- 6.c. Attachments: In order to facilitate the timely operation of NDSU's e-mail system and to minimize the amount of storage required to deliver this service, attachments may not be used in e-mail announcements sent to large groups such as the entire student body or all students in a given college.

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- 6.d. Instructional Use of E-mail: Instructors may determine how e-mail or other forms of electronic communication (i.e., Blackboard) shall be used to facilitate teaching and learning, but must specify the requirements in the course syllabi. Instructors may establish e-mail lists to communicate with students (e.g., regarding class assignments) and may expect that students are accessing their e-mail on a regular basis as specified in this policy.
- 6.e. E-mail Sent by Students: In efforts to protect student privacy and better ensure student authenticity, University personnel may require that e-mails received from students, which request a response, be sent via their official e-mail address.

7. E-MAIL SERVICE REQUIREMENTS

- 7.a. Initial E-Mail Assignment and Service Setup: E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically setup for new and returning students by Information Technology Services upon admission or readmission to the University. E-mail addresses are free of charge and remain active as long as a student is enrolled at the University.
- 7.b. Activating E-mail: After initial e-mail account setup by Information Technology Services, students activate their e-mail addresses and accounts. Instructions are available online.
- 7.c. Redirecting of NDSU E-mail: Official University electronic communication is sent to students' @ndsu.edu address, and the redirecting of @ndsu.edu e-mail is discouraged. However, if students choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, AOL), they do so at their own risk. NDSU is not responsible for the handling of e-mail by outside providers or from non-ITS servers. Failure to receive official University messages when using a non-official e-mail address does not absolve students from the responsibilities associated with official communication sent to their @ndsu.edu addresses.
- 7.d. Privacy and Confidentiality: Communication via e-mail is subject to all of the same public information, privacy, and records retention laws as other forms of communication. While NDSU e-mail affords some measure of privacy, the redirecting of e-mail by students to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to students by the University.
- 7.e. University Spam Policy: In an effort to reduce the amount of spam the NDSU e-mail system must process, some messages considered to be spam or sent from known spammers are blocked. Use of additional spam fighting tools that delete official e-mail before it is read does not exempt individuals from the policy outlined in this document.

For more information on the e-mail assignment process and how to change your default e-mail address, visit <http://www.ndsu.edu/its>.

North Dakota State University E-Mail Lists

Official Student E-Mail List Guidelines:

North Dakota State University operates an electronic mailing list populated with students' official NDSU e-mail addresses. This list is used by administration and University offices for sending official mass electronic communication to the student body. Students are expected to read all messages, and act appropriately on, all messages sent to this list.

Official e-mail communication is defined as e-mail regarding official University business sent from an NDSU faculty, staff, or departmental representatives to a student or a group of students.

Communication sent via the official e-mail list includes notices that impact the progress, status or well-being of students generally, as well as messages from NDSU central administration.

Examples of official messages posted on the official e-mail list include:

- Messages from Central Administration (President and Vice Presidents)
- Notices that impact all or most of the student body (not specialized populations of students)
- Weather-related announcements (University closings and delays)
- Health and safety alerts (meningitis clinics, flu shots, pandemic notices, etc.)
- Financial Notices (financial aid disbursement, payment deadlines, book buy backs)
- Academic Notices (academic dates and deadlines, registration times and schedules, commencement/graduation notices, etc.)

Messages may be sent to the official student e-mail list at NDSU-student-official@listserv.nodak.edu. The list is moderated by the Registrar and the University News Director. Students may not unsubscribe from the official e-mail list.

Student Announce (Non-Official) E-Mail List:

Individual student e-mail notices and e-mail lists established for specialized use by departments, faculty, student organizations, etc. are not included in the above guidelines.

Non-official messages may be posted on the Student Announce e-mail list, available at NDSU-student-announce@listserv.nodak.edu. Rules & Procedures may be accessed at www.ndsu.edu/bisonweb/tech, click on the 'Listserv' link).

The Student Announce list is controlled by the Technology Commission of Student Senate. This mission of this list is to enable NDSU students to have current knowledge of events and organizations on campus, as well as to receive announcements and information that may be of interest to them. Students may unsubscribe from the announce e-mail list.

NCAA Athletic Certification

Self-Study

Introduction

- In August 2006, North Dakota State University President Joseph A. Chapman announced that NDSU would begin a year-long, campus-wide effort to study the athletic program as a part of the NCAA Division I certification program.

Purpose

- To help ensure integrity in the institution's athletics operations. As a result of this study, there has been an increased campus wide awareness and knowledge of the athletics program, a confirmation of the strength of the athletic program, and a plan developed for improvement in areas of concern. The specific areas covered in the study are academic integrity, governance and rules compliance, equity, diversity, and student-athlete welfare.

Steering Committee

- The steering committee was comprised of a cross section of individuals and included President Chapman; Committee Chair Prakash Mathew, Vice President of Student Affairs; members of the university faculty and staff; community members; and athletics department personnel.

- Senior Administration
- Athletics
- Student Affairs
- Faculty
- Staff Senate
- External
- Student Representation
- Ex officio

Observations and Comments

- Using the NCAA Self-Study Instrument as the template and the measurable standards for each of the five operating principles of the association, the following observations and comments summarize the findings.

Governance and Commitment to Rules Compliance:

- The **oversight and policy formulation** for athletics is consistent with the policies and stated responsibilities for all other units within the university.
- President Chapman has **clear and direct oversight** of the athletic program.
- There are identifiable individuals and groups external to the athletic department that have **meaningful input in the formulation and implementation of policies**.

- The university should provide evidence that all individuals inside and outside the athletic department with responsibilities to athletics understand existing statements regarding the **importance of rules compliance**.
- The university was subject to an **external comprehensive review** of its entire rules compliance program by Mr. Chris Schoemann, Bond, Schoeneck & King, PLLC, a professional consultant for the NCAA who possesses a significant knowledge of NCAA compliance.

- As assigned by the President, the Director of Athletics has **accountability for rules compliance**.
- **Compliance policies and procedures are functioning**, are documented in writing, and are the responsibility of individuals internal and external to athletics.
- Compliance education internal and external to athletics is **ongoing and encompasses a wide spectrum of constituents**.

Academic Integrity:

- **Student-athletes are governed by the admission policies that apply to all students**; the responsibility for certification of academic standing and evaluation of academic performance of student-athletes is vested in the same agencies that govern other students.
- The committee analyzed and addressed deficiencies between the three class average **graduation rate** of student-athletes and the three class average general student graduation rate.
- **Academic standards and policies** for student-athletes were determined to be consistent with the standards for the general student body.

- The university should establish written policies regarding the **scheduling of practice and competition** to minimize student-athlete conflicts with class time and/or final examination periods.
- **Academic support services** are available to student-athletes through institutional programming and are clearly communicated to student-athletes.
- Student-athletes with **documented learning disabilities and/or other special needs** are provided in a manner consistent with the general student body.

- At least once every three years, NDSU shall conduct a **comprehensive written review** of the academic support services external to athletics and create a process for the conduct of such a review.

Gender Equity:

- The Gender Equity Task Force analyzed the Equity in Athletics Disclosure Act reports and conducted a thorough and written review of each of the 13 program areas.
- The Task Force expanded athletics five-year written Gender Equity Plan, addressed each of the 13 program areas, and created an action plan to address any deficiencies.

Diversity:

- The Diversity Task Force conducted a thorough written review of each of the eight program areas.
- The Task Force blended athletics' five-year written plan into the university's written Diversity Strategic Plan, and created an action plan to address areas of deficiency.

Student-Athlete Welfare:

- The **student-athlete exit interview** and the end of the season program survey are comprehensive and include questions related to academic success and measurements of the institution's commitment to the well-being of student-athletes.
- The university **Student-Athlete Advisory Council**, comprised of two representatives from each team, is an active and engaged group of student-athletes who lead their teammates in policy formation, community service projects and who serve as student voices to the athletic administration.

- Collectively, the university and athletics have a **comprehensive written grievance and/or appeals procedure** for student-athletes, including but not limited to financial aid, transfers, and harassment matters.
- The **health and safety** of all student-athletes is paramount as evidenced by the level of effort and commitment to overseeing the welfare of student-athletes.

- The university and athletics is responsible for reviewing the **travel policies** as they relate to athletics and to communicate these policies to the athletics administration, coaching staff, student-athletes and the University Athletics Committee.

Conclusions and Recommendations:

- Action Items
- www.GoBison.com