

University Senate Minutes

Fargo, ND 58105

North Dakota State University

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. Slanger 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.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 19, 2007

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.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 19, 2007

- 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

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 19, 2007

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	<i>HNES</i>	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.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 19, 2007

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

University Senate Minutes

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.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 19, 2007

Attachment 3

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.

University Senate Minutes

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

University Senate Minutes

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

HISTORY: July 1990, Amended July 1993

University Senate Minutes

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

University Senate Minutes

- 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

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 19, 2007

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.

University Senate Minutes

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

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 19, 2007

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!