NORTH DAKOTA STATE UNIVERSITY

STAFF SENATE MEETING:
MARCH 8, 2006
MINUTES

Visit the Staff Senate Web Site at:
www.ndsu.nodak.edu/staff_senate

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00 a.m.

Upcoming Staff Senate Meetings:

April 10, 2006	9:30-10:30 a.m.	Prairie Rose, Memorial Union
May 10, 2006	9:30-10:30 a.m.	Dakota Ballroom, Memorial Union
June 14, 2006	9:30-10:30 a.m.	Prairie Rose, Memorial Union

Upcoming Executive Committee Meetings:

March 22, 2006	9:30-11:00 a.m.	Badlands, Memorial Union
April 26, 2006	9:30-11:00 a.m.	Crest, Memorial Union
May 24, 2006	9:30-11:00 a.m.	Crest, Memorial Union
June 28, 2006	9:30-11:00 a.m.	Atrium, Memorial Union

All broadbanded staff are encouraged to attend.

I. **Meeting was called to order by President Janine Trowbridge at 9:34 am**.

II. **Substitutions:** (Heather Heger) Remember to check in at the back table. For today's meeting, there was a quorum with 57 senators present, 7 senators absent.

   Substitutions: *Jodi Askew in for Kimberly Groszhans;*

   Kären Bjellum in for Melanie Milam; and

   Rita Prunty in for Gail Schmidt.

   Guests: *Bob Harrold and Provost Craig Schnell*

III. **Approval of Agenda:** Items added/deleted on the agenda are as follows: add meeting room notice to announcements. Susan Bornsen made a **MOTION** to accept the agenda as amended. Carolyn Flink **SECONDED** the **MOTION**. The **MOTION CARRIED**.

IV. **Program: Bob Harrold** shared an update regarding the re-accreditation process. For more information see: http://www.ndsu.nodak.edu/accreditation/. Bob thanked everyone for attending the staff open forum. Approximately 180 staff members were present at the forum. The exit report went well. Moving forward, Dr. Campbell will be sending a report draft to Chicago by next Tuesday. President Chapman should be receiving a draft around the end of this month. It will be reviewed and sent back to Chicago. We'll find out whether we'll have a two-person reader panel or a ten-person review team at the end of November.

   Provost Schnell addressed the proposed IT Committee Structure. See: http://its.ndsu.nodak.edu/documents/ITGovernanceReviewTeamReport.pdf.

   Discussion was held on plans to restructure IT committees. Vote on whether to approve plan will be held under Old Business.

V. **Approval of the February 8, 2006, meeting minutes:** Minutes, as published, were approved by unanimous consent. Staff Senate meeting minutes are available at: http://www.ndsu.nodak.edu/staff_senate/meetings.shtml.

VI. **Treasurer's Report:** Vicki Miller. There are fund balances of $5,295.09 - appropriated funds; and $3,008.95 - local funds.

VII. **Committee Reports:**

   • **Policy Coordination Committee -** Steve Bergeson. **ATTACHMENT 1.**

   For information:
   Policy 107: Employee Qualifications
   Policy 310: Base Salary

   For input:
   Policy 158: Acceptable Use of Electronic Communication Devices
   Policy 339: NDSU Policy of Communication Proficiency
   Policy 700: Services and Facilities Usage

   Steve Bergeson made a **MOTION** to accept Policies 158, 339, and 700 as reviewed. Beryl Lonski **SECONDED** the **MOTION**. **MOTION CARRIED**.

   • **Wellness Center Advisory Board** – Deb Hegdahl. **ATTACHMENT 2**.

   • PR Committee – Gretchen Bromley. **ATTACHMENT 3**.

VIII. Old Business

- **IT Resolution** – President Trowbridge requested a motion to support the Review of the Information Technology Committee System at NDSU found at http://its.ndsu.nodak.edu/documents/ITGovernanceReviewTeamReport.pdf. Discussion was held regarding IT committee structure, the need for staff representation on each ITAG, and Staff Senate leadership having voting rights on the IT Council. Steve Bergeson made a **MOTION** to support the IT Committee structure proposed, with the understanding that it's with the changes suggested by the Executive Committee and supported by Provost Schnell in that there would be a staff person on each ITAG and that Staff Senate has a voting position on the IT Council. Susan Bornsen **SECONDED the MOTION. MOTION CARRIED**.

  The IT Resolution reads as follows:

  Whereas: Information Technology is ever-changing and complex;

  Whereas: a strong, effective IT is necessary for North Dakota State University to be a leading land-grant institution;

  Whereas: a variety of advisory and governing committees related to IT currently operate in conflict of each other's goals and mission;

  Whereas: a review team spent fall 2005 reviewing existing structures, researching current practices, and proposed changes; and

  Whereas: the Vice President of Academic Affairs/Provost and Vice Provost/Chief Information Officer has received recommendations from the review team.

  Now therefore, be it resolved that: North Dakota State University Staff Senate supports the efforts of the Vice President Academic Affairs/Provost and Vice Provost/Chief Information Officer in re-organizing all IT governing and advisory committees to better serve students, staff, and faculty at North Dakota State University.

  Now therefore, let it also be further resolved: North Dakota State University Staff Senate supports the proposed structure with changes, recommended by the Staff Senate Executive Committee and supported by Provost Schnell, concerning staff senate representation on all ITAGs and voting representation from the leadership of Staff Senate, University Senate, and Student Senate on the IT Council.

  Laura Dallman made a **MOTION** to support the IT resolution as drafted by Rian Nostrum. Sharon Morgen **SECONDED** the **MOTION**. **MOTION CARRIED** unanimously.

IX. New Business/Discussion

- **Change in meeting rooms schedule** – <u>ATTACHMENT 4</u>.

X. Advisor Comments: None.

XI. Announcements

- Brian Miller will represent Staff Senate on the Information Safeguarding task force.
- Discounts at FargoDome events are available to NDSU Staff see http://gw.vtrenz.com/?ARTEFLQYNJ.
- Homecoming date set for October 9-14, 2006 and October 1-6, 2007.
- Notice change for next meeting. The April 12th (Wednesday) meeting has been changed to April 10th (Monday). The meeting will be at 9:30 am in the Prairie Rose Room.
- Cindy Kozojed announced information regarding nominations for Staff Senate would be going out sometime next week. Watch for a flier and talk to people in your offices encouraging participation. Nominations may be made through March 24. The election will be April 5 – 14.
- Ellen Puffe has extra handouts from Deb Williams/Ducks in a Row presentation from March 7.
- The Gunkelman Award and NDSU Staff/Team Recognition forms have been sent out to everyone.

XII. Adjourn: Vicki Miller made a **MOTION** to adjourn. Gretchen Bromley **SECONDED** the **MOTION**. The **MOTION CARRIED**, and the meeting was adjourned at 11:00 a.m.

 NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Heather Heger prior to the meeting (1-8293) heather.heger@ndsu.edu.

Respectfully submitted,

Lois Christianson
Secretary

POLICY CHANGE COVER SHEET

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

    Section: 107: Employment Qualifications

     Update Child Labor information.

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

    Policy Coordination Committee – 2/24/06
    University Senate –
    Staff Senate –
    President's Council –

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

     Office of Safety and Environmental Health

SECTION 107: EMPLOYMENT QUALIFICATIONS

SOURCE:

    SBHE Human Resource Policy Manual
    SBHE Policy Manual, Section 603.2
    NDSU President

North Dakota State University will employ persons based on qualifications and performance requirements of the job. Discrimination based upon sex, race, color, religion, age, political affiliation, physical or mental ability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours in appointment, promotion, salary or conditions or employment is prohibited.

Discrimination against an employee or applicant for employment, with respect to working conditions, work place assignment, or other privileges of employment, merely because the employee's or applicant's spouse is also an employee is prohibited. This prohibition does not apply to employment of the spouse of a person who has the power to hire or fire, or make evaluations or performance, with respect to the person involved. Employment in a department or institution headed or supervised by the employee's spouse is permitted only if the spouse does not have the power to hire or fire or make evaluations of performance and such employment is consistent with SBHE Policy.

At NDSU in order to be considered an "applicant", an individual is responsible for the following:

2.1
To submit all materials required as part of the application for an advertised position opening; Individuals who do not submit all the requested materials will not be considered.

Deleted:

2.2
To assure that these materials are postmarked by the announced closing date;
In the cases where the announced date is not an absolute closing date; the hiring official or the search committee will determine a date beyond which they will not review additional applications and that date will be used consistently for all subsequent applications.

2.3
To respond in a timely manner to all requests for additional information or for information about availability for interview.
Potential applicants who fail to respond to correspondence or to return phone calls related to the application process will no longer be considered applicants.

Only materials for specific, advertised position openings will be accepted. Unsolicited resumes will be returned to sender or discarded; they will not be kept in anticipation of a future opening.

Appropriate tests may be required to evaluate qualifications of an applicant for a position.

After a conditional offer of employment, an applicant may be required to complete a medical statement form and may be required to have a physical examination. All such examinations shall be job related and consistent with operational necessity. Examinations will be provided at the expense of the University. Failure to meet the physical requirements for a position may disqualify the applicant. See NDSU Policy Manual, Section 155.1 regarding drug and alcohol testing requirements for some positions following a conditional offer of employment.

5.0 Child Labor: Special provisions apply to the employment of individuals below the age of 18.

5.1 Candidates who have not reached the age of eighteen are ineligible for regular employment. Candidates below the age of 14 are not eligible for any employment.

5.2
Candidates between the ages of 14 to 16 years of age must obtain a work permit and submit it to the Human Resources/Payroll Office. Work permits may be obtained through the school in which the candidate is attending or through the Superintendent of Schools office.

5.3
Candidates between the ages of 16 or 17 years of age may work at any time for unlimited hours in all jobs declared not hazardous. The labor laws do not prohibit 16+ years of age from mowing and tilling. http:www.nd.gov/labor/publications/docs/brochures/001.pdf

5.3.1
Employment in hazardous occupations is prohibited below the age of 18. Hazardous occupations include operating licensed, motor vehicles; working with radioactive and explosive material; operating certain power-driven woodworking (such as circular and band saws), metal working and bakery machinery; operating various types of power-driven hoisting apparatus, such as non-automatic elevators, forklifts and cranes.

5.3.2 Child Labor Agriculture Exemption Regulations for 16+ years of age:
Once a young person turns 16 years old, he or she can do any job in agriculture. Per 29 CFR 570.70, Agriculture includes farming in all its branches and among other things includes the cultivation and tillage of soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities (including commodities defined as agricultural commodities in section 15 (g)of the Agricultural Marketing Act, as amended), the raising of livestock, bees, fur-bearing animals, or poultry, and any practices (including forestry or lumbering operations) performed by a farmer or on a farm as an incident to or in conjunction with such farming operations, including preparation

5.4

Individuals below the age of 16 may not be employed during school hours, for more than eight hours a day, or for more than 40 hours a week. Employment is also prohibited in the hazardous occupations listed above. In addition, employment is prohibited which involves power driven machines such as mowers, hoisting or lifting apparatus, pits, racks, tire repair equipment, and certain processing operations.

HISTORY: July 1990; Amended June 1994; June 1996; July 1997

POLICY CHANGE COVER SHEET

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

        Section   310 – Base Salary

        These revisions update the policy to reflect the change from monthly pay periods to semi-monthly pay periods.

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

        Policy Committee – 2/24/06
        President's Council –
        University Senate –
        Staff Senate -

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

        Equity and Diversity on behalf of HR/Payroll

For any questions
please send e-mail to:
NDSU.Policy.Manual@ndsu.edu <mailto:NDSU.Policy.Manual@ndsu.edu>

SECTION 310: BASE SALARY

SOURCE: NDSU President

1. The base salary for faculty members is normally for the academic
   year with the pay period beginning August 16, and ending May 15,
   or for 12 months with the pay period beginning July 1 and ending
   June 30. *Payday for all employees shall be the last day of the month
   for the period from the first day of the month to the fifteenth day of
   the month, and the fifteenth day of the following month for the period
   from the sixteenth day of the month to the end of the month; however,
   if the pay date should fall on a Saturday, Sunday, or holiday, the
   preceding work day shall be payday.* Deductions as required for income
   taxes, social security, retirement, group health insurance and for
   other purposes as
   authorized by the individual, are withheld from salary payments.
   Salaries for additional activities, including teaching of summer
   school, are also paid on the last working day of the month.

2. Conversion of a 9-month faculty salary to a 12-month salary is
   made according to the following formula: *9-month salary/18 X 24.*
   Twelve-month faculty salaries are converted to 9-month salaries by
   the reverse formula: *12-month salary/22 X 18.* These formulas do not
   include any other salary adjustments based on additional work
   assignments such as administrative responsibility.

HISTORY: July 1990; Amended November 1992; Amended October 1995

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Last Updated: Tuesday, January 22, 2002, 2:31 PM
Published by North Dakota State University

POLICY CHANGE COVER SHEET

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

Section 158: Acceptable Use of Electronic Communications Devices

Language added to subsection (4) stating attempts to conceal one's identity or use a false identity is considered an unacceptable use of electronic communication devices. Communications should accurately identify the author.   Concealment or misrepresentation   of the author's identity to mask irresponsible or offensive behavior would be considered unacceptable.

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

Policy Coordination Committee -   2/24/06
Staff Senate -
University Senate –
President's Council -

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

CIO ITS
General Counsel

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For any questions please send e-mail to:
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NDSU.Policy.Manual@ndsu.nodak.edu <mailto:NDSU.Policy.Manual@ndsu.nodak.edu>
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SECTION 158: ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS DEVICES

SOURCE: SBHE Policy Manual, Section 1901.2 (Computing Facilities)

1. All employees, students, and other users of North Dakota
   University System computing and networking resources shall comply
   with applicable laws, policies, and procedures. The chancellor
   shall adopt procedures establishing rules governing access to and
   use of computing and networking resources.

2. NDUS Procedure 1901.2
   <http://www.ndus.nodak.edu/policies/ndus-
policies/subpolicy.asp?ref=2551>,
   "Computer and Network Usage," contains specific policies,
   procedures, rights, and responsibilities which also apply to NDSU.
   See:
   http://www.ndus.nodak.edu/policies/ndus-
policies/subpolicy.asp?ref=2551.

Of central importance in this document are the definitions of
"Authorized Use" and "Authorized Users" from section 1:

"Authorized use: Use of computing and networking resources shall
be limited to those resources and purposes for which access is
granted. Use for political purposes is prohibited. Use for private
gain or other personal use not related to job duties or academic
pursuits is prohibited, unless such use is expressly authorized
under governing institution or system procedures, or, when not
expressly authorized, such use is incidental to job duties or
limited in time and scope, and such use does not: (1) interfere
with NDUS operation of information technologies or electronic mail
services; (2) burden the NDUS with incremental costs; or (3)
interfere with the user's obligations to the institution or NDUS."

"Authorized user(s): Computing and networking resources are
provided to support the academic research, instructional, outreach
and administrative objectives of the NDUS and its institutions.
These resources are extended to accomplish tasks related to the
individual's status with NDUS or its institutions. Authorized
users are (1) current faculty, staff and students of the North
Dakota University System; (2) individuals connecting to a public
information service (see section 5.3); and (3) other individuals
or organizations specifically authorized by the NDUS or an NDUS
institution. For the purposes of this policy, no attempt is made
to differentiate among users by the user's group. These policies
treat all users similarly, whether student, faculty, staff or
other authorized user, in terms of expectations of the user's

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conduct."

3. Examples of Electronic Communications Devices (ECD) include NDSU provided computers, telephones, cell phones, facsimile (fax) machines, personal digital assistants (PDA's), network equipment and infrastructure, software, information services, peripherals, flash drives, data media, etc. Use of some of these devices may also be affected by other policies or procedures and local, state, and federal laws. In particular, NDSU Policy Section 710 contains further administrative policy on Computer and Electronic Communications Facilities.

4. Examples of uses which NDSU considers to be unauthorized and unacceptable uses of NDSU provided electronic communications devices include but are not limited to: intentionally viewing, listening to, or sharing obscene or pornographic materials including child pornography; political use; personal commercial gain; copyright (DMCA) violations; hacking or other disruption of operations for other ECD's; attempting to conceal one's identity (such as anonymous emails) for an unlawful or improper purpose or use of a false identity; threatening communications; harassment; use contributing to a hostile, intimidating, or offensive work environment; fraud; stalking; luring of minors; and invasion of privacy.

5. The Acceptable Use Review Committee (AURC) is charged with establishing recommended procedures and working with NDSU administrators and the NDSU Information Technology Security Officer to ensure consistent responses to alleged violations of this policy. The members of the AURC are the

   Director of Human Resources
   Director of Equal Opportunity,
   General Counsel, and
   Vice Provost and Chief Information Officer
   or their designees. Procedures are published at
   http://www.ndsu.edu/it/policy/aup.html.

6. Alleged violations of this policy by employees should be reported to the NDSU Information Technology Security Officer and the responsible administrator at the Dean or Director level or higher. The administrator and NDSU IT Security Officer in turn will work with the AURC to assess the situation and recommend an appropriate course of action. The person accused of the violation should not be notified until this discussion has taken place. Allegations concerning students who are not employed by NDSU are guided by the Code of Student Behavior (See Policy Section 601). The outcome of an investigation might include a finding of no violation, a violation of policy or law, and/or referral to law enforcement for criminal investigation.

7. Sanctions for violations of policy or law include but are not limited to one or more of the following actions: verbal caution; letter of warning; loss of computer and/or network access;

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referral to the Employee Assistance Program, training, or education; letter of reprimand; suspension with or without pay; and termination of employment.

8. Employee questions about acceptable use should be directed to their supervisors. Supervisors and administrators may contact AURC members or the NDSU IT Security Officer in Information Technology Services (231-8685 option 1) if they have questions.

HISTORY: April 15, 1988, October 2004.

POLICY CHANGE COVER SHEET

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

    Section
    339: NDSU Policy on Communication Proficiency

    Procedural language is being removed from policy.   Specific requirements to verify communication skills will be determined by the Graduate School and posted in the *Graduate Bulletin*.

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

    Policy Coordination Committee -   2/24/06
    Staff Senate -
    University Senate –
    President's Council -

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

    Graduate School

SECTION 339: NDSU POLICY ON COMMUNICATION PROFICIENCY

SOURCE:
University Senate Policy
SBHE Policy Manual, Section 609
N.D.C.C. Section 15-10-13.1

1. PURPOSE: NDSU has established a process for verifying
   communication skills for all personnel whose appointments include
   classroom instruction. Communication, both oral and written, is,
   by definition, an interchange involving both the sender and the
   receiver. The NDSU Task Force on Communication Proficiency has
   taken both sender and receiver into account when developing
   communication skills verification. The policy affirms the
   university commitment to cultural diversity, as articulated by the
   NDSU mission statement, general education outcomes, and proposed
   strategic themes.

   The policy is supportive of all NDSU instructional personnel and
   their efforts to continuously improve their communication skills.

2. PROCESS AND STANDARDS FOR VALIDATING AND ASSESSING PROFICIENCY

   2.1
       New Faculty and Other Instructional Staff:

       Every faculty recruiting committee will include faculty from
       the unit and at least one student. A unit may wish to include
       both an undergraduate and a graduate student on the committee.
       The minimum qualifications for the position will include
       "effective oral and written communication skills." To assist
       the recruiting committee, each unit must have procedures for
       obtaining faculty and student input concerning communication
       proficiency of each candidate who is formally interviewed.
       Faculty involvement should be unit wide at this point in the
       process. Student(s) should be selected by the unit and should
       be representative of the type(s) of student(s) that the
       candidate will be teaching if he/she is hired. Comments and
       evaluations concerning communication proficiency received by
       the recruiting committee from faculty and students from the
       unit should be stated on the interview form. Academic Deans
       will verify that these procedures have been followed prior to
       forwarding a Request to Offer.

   2.1.1

Validating written communication proficiency:

Candidates who are formally interviewed must provide materials
suitable for evaluating written communication proficiency.
Such materials should include a letter of application and
samples of their written work(s). In addition, the recruiting
committee may wish to specifically request that letters of
reference include comments concerning communication.

Members of the recruiting committee, with assistance from
faculty and students as described above, will use categories
of excellent, satisfactory, or unsatisfactory in evaluating
written communication proficiency. An overall rating of
satisfactory is considered to be a minimal qualification.

2.1.2
Validating spoken communication proficiency:

Candidates who are formally interviewed will make an oral
presentation suitable for evaluating communication
proficiency. Members of the recruiting committee, with
assistance from faculty and students as described above, will
use categories of excellent, satisfactory, or unsatisfactory
in evaluating spoken communication proficiency. An overall
rating of satisfactory is considered to be a minimal
qualification.

2.2
Graduate Teaching Assistants (GTAs):

Before an academic unit assigns a teaching responsibility to a
graduate student (or an undergraduate student in unusual
cases), the Graduate School and University requirements
described below must be met. There may be additional
requirements in units with special needs.

2.2.1
~~Test of~~ Comprehensive English ~~as a Foreign~~ Language Proficiency
~~(TOEFL)~~:

All potential teaching assistants whose first language is not
English must submit ~~a Test~~ evidence of comprehensive English ~~as a~~
~~Foreign L~~language proficiency. Evidence may consist of the results
from a standardized test of English language proficiency. Specific
requirements will be determined by the NDSU Graduate School and
posted   in the *Graduate Bulletin.*
~~(TOEFL) score of no less than 600 (or equivalent computer~~
~~score) to the Graduate School office. A score of 600 is~~
~~considered to demonstrate near native proficiency in listening~~
~~comprehension, the ability to understand English as spoken in~~
~~North America, structure and written expression, the ability~~
~~to recognize language that is appropriate for standard written~~
~~English, vocabulary and reading comprehension, and the ability~~

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to understand nontechnical reading matter. The TOEFL
examination is administered throughout the year locally,
regionally, and in the students' homelands.

2.2.32
Requirements for spoken communications proficiency:

All Ppotential teaching assistants whose first language is not
English must provide evidence of spoken communication proficiency
in the English language. Evidence may consist of the results
from a standardized test of English spoken language proficiency.
Specific requirements will be determined by the NDSU Graduate
School   and posted in the *Graduate Bulletin*. obtain a minimum score
of 225 on   the Test of Spoken English (TSE). This locally administered
                 examination assesses oral language proficiency of English
spoken in   North America. It evaluates a person's overall
comprehensibility,
                 pronunciation, grammar, and fluency. A score of 225 indicates
                 that the individual is generally comprehensible to Americans
                 who are not used to listening to speakers whose first language
                 is not English. Table 1 provides descriptions of TSE test
                 score ranges and their meanings.

Table 1. Generic Description of TSE Test Score Ranges

150-199 Generally comprehensible but with frequent errors in
pronunciation, grammar, choice of vocabulary items, and with some
pauses and rephrasing.
200-249 Generally comprehensible with some errors in
pronunciations, grammar, choice of vocabulary items, or with
pauses or occasional rephrasing.
250-300 Completely comprehensible in normal speech, with
occasional grammatical or pronunciation errors in very colloquial
phrases.

The TSE is administered and evaluated by faculty in the Department
of Modern Languages who are trained in language assessment and
have expertise in teaching English as a Second Language. Test
scores are forwarded to the Graduate School office. By
successfully completing the Intensive English Language Summer
Program and attaining a minimum score of 225 on the Test of Spoken
English, a student will have met the University's spoken language
proficiency requirements. Potential teaching assistants whose
first language is English will be evaluated within individual
departments through procedures such as interviews and sample
presentations. Table 2 provides information concerning the
relationship between TSE scores and duties that Graduate
Assistants are allowed to perform.

Table 2. Relationship Between Minimum TSE Scores

and Allowable Teaching Responsibilities

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250 Classroom Instructor Responsible for developing and delivering lecture materials to undergraduate students. The overall plan for the course is the responsibility of a full-time faculty member, but the specific classroom material is the responsibility of the graduate student. The graduate student presents new material to students and evaluates their performance through testing, etc
225 Laboratory Teaching Assistant Responsible for guiding undergraduate students during the performance of laboratory experiments, assuring that the experiments are carried out safely. The experiments performed and the laboratory instruction sheets are the responsibility of the full-time faculty member. The graduate assistant reviews material that is pertinent to the experiment, answers questions that arise, and oversees the students' experimental procedure. He/she also grades the laboratory reports that are submitted.
225 Recitation Teaching Assistant Responsible for working assigned homework problems in front of a class of 20 to 30 students and answering questions students ask about these problems. Full written solutions to the homework are prepared by the faculty member responsible for the lecture part of the course. The Recitation Teaching Assistant is given these solutions to study several days before the recitation class meets.
225 Tutor Responsible for assisting students to develop understanding of concepts and other material covered in courses. Tutors students on a regularly scheduled basis or during scheduled office hours. Meets with course instructor on a weekly basis to discuss potential difficulties in course content.
225 Grading Assistant Responsible for grading papers and problems submitted by students to a full-time faculty member in a lecture course. The full-time faculty member is responsible for selecting the assigned homework to be graded. The grader has no direct contact with the students.

2.2.23
    Requirements for written communication proficiency:

    All potential teaching assistants must provide evidence of their proficiency in written communication skills in the English Language. Evidence may consist of previous coursework in the English composition or technical writing, the results of a standardized test of English written language proficiency, or successful completion of an intensive English language program. Specific requirements will be determined by the NDSU Graduate School and posted in the *Graduate Bulletin*. by submitting evidence of one or more of the following:

    2.2.2.1
      Completion of at least one course in English Composition at an accredited institution of higher learning in the United States with a grade of B or better.

    2.2.2.2
      Completion of an advanced English writing course, e.g.,

~~technical writing, at an accredited institution of higher~~
~~learning in the United States with the grade of B or better.~~

~~2.2.2.3~~
~~Completion of a writing sample that has received a "pass"~~
~~grade by two readers designated by the Graduate Dean. One of~~
~~the readers will be from the student's department. The sample~~
~~may be submitted in advance with verification that it is his~~
~~or her own work. The sample and grades are kept on file in the~~
~~Office of Graduate Studies and Research.~~

~~2.2.2.4~~
~~Completion of the Test of Written English (TWE) with a score~~
~~of 5.0 or higher for teaching assistants whose first language~~
~~is not English and who do not meet any of requirements 1-3~~
~~above. This examination can be taken at the same time as the~~
~~TOEFL examination at many, but not all, test sites. Each essay~~
~~is scored by two independent Educational Testing Service~~
~~readers. A score of 5.0 demonstrates competence in writing on~~
~~both the rhetorical and syntactic levels, though the essay~~
~~will probably have occasional errors.~~

~~2.2.2.5~~
~~Completion of North Dakota State University's five-week~~
~~Intensive English Language Summer Program for teaching~~
~~assistants whose first language is not English and who do not~~
~~meet any of requirements 1-3 above. The program is designed to~~
~~improve participants' four language skills: listening,~~
~~speaking, reading, and writing.~~

~~2.2.2.6~~
~~Completion of English 112-114 (Writing for Non-native~~
~~Speakers) with a grade of B or better for teaching assistants~~
~~whose first language is not English and who do not meet any of~~
~~requirements 1-3 above.~~

2.3
Temporary Instructional Staff:

Departments/units are responsible for determining and
documenting the communication proficiency of temporary or
part-time instructional staff who are not hired through an
open search process (see Section 1~~.0~~ above).

3. DETERMINATION OF PROFICIENCY PRIOR TO EMPLOYMENT:

As described within Section ~~A~~2, potential teaching assistants and
faculty are evaluated for proficiency prior to employment.

4. CONTINUOUS IMPROVEMENT OF COMMUNICATION PROFICIENCY

Each NDSU instructor is evaluated annually within the unit in which he/she works, using specific procedures developed within the unit. The head of the unit is always involved, but others may be involved as well.

All instructors provide course evaluation forms to the students in each class that they teach. These forms include an item concerning the evaluation of communication proficiency of the instructor. This item was developed by the Teaching and Professional Service Committee at NDSU. The student response to this item can be associated with a numerical score, for which a mean and variance can be calculated. In general, annual evaluation procedures within units must include quantitative assessment measures and should include the student evaluation information.

Other procedures that units might employ in evaluation of communication proficiency include classroom visits, consideration of materials generated for classroom use and other purposes, seminars and other presentations, and solicitation of input from peers and students. Based on the results of the evaluation within the unit, an instructor may chose to or be required to participate in an improvement program.

The University is continuously engaged in programs and mechanisms to improve communication proficiency. Example means of improvement may include:

*

    Mentoring

*

    Workshops sponsored by the Teaching Support Center, the Office of Assessment and Institutional Research, the Institute for the Study of Cultural Diversity, and other campus organizations

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    Personal and professional development materials and initiatives, such as video and audio tape, training software (e.g., Speech works), and audio cassette training materials.

*

    Programs led by persons with training in improving articulation, intonation, rhythm, and other presentation skills

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    Programs led by persons with training in diminishing accents, stuttering, stress, and other barriers to effective presentation

5. REGISTRATION OF CONCERNS

The resolution of conflicts concerning communication proficiency is best solved as close to the source as possible. Students are urged to contact the instructor to discuss concerns. If the

conflict cannot be resolved with the instructor, the student may meet with the chair of the department, the dean of the college, and the Provost and Vice President for Academic Affairs or the Provost and Vice President's designee. Administrators who receive formal complaints must respond and take appropriate action within 15 days. Students should move from one level to another only if an acceptable resolution cannot be reached at the lower level.

At any time, the student may contact the Associate Director, Student Rights and Responsibilities for advice concerning how to register a communication proficiency complaint, or for assistance if the process above cannot be utilized for any reason. The Associate Director, Student Rights and Responsibilities will report complaints to the appropriate chair and to the Associate Vice President for Academic Affairs.

The ultimate responsibility for the resolution of such complaints will reside with the Office of the Provost and Vice President for Academic
Affairs. This office will be responsible for verifying the appropriate remedial action, if needed, is carried out. At the direction of the Provost and Vice President for Academic Affairs or the designee, the Associate Director, Student Rights and Responsibilities will convey a summary of any actions taken to the student complainant.

A statement describing the process will be included in the document Rights and Responsibilities of Community: A Code of Student Conduct and in the NDSU Bulletin.

6. REVIEWING EFFECTIVENESS OF THE POLICY

This policy will be reviewed periodically but at an interval of not less than every two years by the Provost and Vice-President for Academic Affairs or designee.

7. COMPLIANCE WITH FEDERAL AND STATE LAWS

Employees who feel that they may have been discriminated against by the application of this policy may utilize the Equal Opportunity grievance process at the University.

HISTORY: June 1994, May 2004

POLICY CHANGE COVER SHEET

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

    Section
    700: Services and Facilities Usage

    Language has been added to NDSU Policy 700 to cross-reference with NDSU Policy 601 and 150 limiting solicitations on campus.

    Deleted: regarding

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

    Policy Coordination Committee -   2/24/06
    Staff Senate -
    University Senate –
    President's Council -

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

    General Counsel

For any questions please send e-mail to:
NDSU.Policy.Manual@ndsu.nodak.edu <mailto:NDSU.Policy.Manual@ndsu.nodak.edu>

SECTION 700: SERVICES AND FACILITIES USAGE

   SOURCE:
   NDSU President
   SBHE Policy Manual, Section 613

1. As a general rule, campus services may be used only by: 1)
   University employees for purposes related to their official
   responsibilities, or 2) off-campus organizations for non- profit,
   nonpolitical purposes, provided that the specific use of a campus
   service is sponsored by a University department or
   University-related organization as a part of its official function.

   1.1
       The administrator directly in charge of any such service shall
       have the authority to allow an exception to this general rule
       in any case involving unusual circumstances and appropriate
       justification.

   1.2
       This policy is specifically applicable to the University Copy
       Centers, the campus mail system, and mailing labels produced by
       the University Computer Center, or employee lists maintained
   by any other University office.

2. Computer generated name and address lists or labels of higher
   education employees may only be prepared for individuals and
   organizations directly affiliated with the University to assist in
   performing a bonafide University activity. Such individuals and
   organizations must request lists or labels from the Office of
   Human Resources.

   2.1
       Other individuals and commercial or non-profit organizations
       may obtain employee names, addresses, and telephone numbers
       from the University directory, available for purchase at the
       Varsity Mart.

   3. Unauthorized sales or solicitations are not allowed on campus.
Unauthorized sales or solicitations at any time in the residence halls,
University apartments, or in any other campus buildings, including academic
and administrative buildings, are prohibited. For questions regarding sales
in the Memorial Union, see the Memorial Union Director. For questions
regarding sales in Residence Life facilities, see the Associate Director of
Residence Life. For questions concerning sales in any other areas, contact

Deleted: See NDSU .Policy 601, subsection 4.19 and section 8.

Inserted: Policy 601, subsection 4.19 and section 8.

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the Dean of Student Life Office, Memorial Union. See also NDSU Policy 601, subsection 4.19 and section 8, and Policy 150.

34. Candidates for political or public office who wish to use campus facilities must comply with University rules and regulations. NDSU has adopted specific campaign procedures for local, state, and national elections. Copies of the policies can be obtained from the Office of the Vice President for Student Affairs. These policies govern canvasing, placement of brochures and materials, and use of the Student Union and University housing. Door to door campaigning or canvasing is not permitted in academic buildings. These buildings are restricted to educational purposes. For use of facilities by University employees, see Policy 160, number 13.

45. All filming, videotaping, and still photography on University property or at University sponsored events for commercial (including political) purposes must be approved by the Office of Vice President for University Relations. Any request will be coordinated by the Director of University News, Old Main 204.

The request must be in writing and include: name of organization, contact person, location, dates and detailed description of project. A contract must be signed prior to any activity beginning on University property or at a University sponsored event. The project can't disrupt normal operations at the University.

HISTORY: April 15, 1976, March 14, 1986; Amended March 1993; November 1995

Report for the Feb 9, 2006 Wellness Center Advisory Board Meeting
Gary Fisher gave updates on the bid opening for the Wellness Center Expansion. Bids were opened on 2/16/06. The Wellness Center will remain open during construction. There was concern expressed about high costs of construction materials (especially concrete), Gary noted that this has leveled off and should not affect the bids.

The Health Fair will be 04/11/06

Gary mentioned the new Tobacco Cessation Program at the Wellness Center. They are now offering 3 months of Free Wellness Center Access to those who quit smoking and 4 training sessions with a Personal Trainer upon completion of the program.

Barb Lonbaken talked about spring enrollment numbers, 11,328 which is a new record.

Brent Parmer let us know that there are 93 signed up for the training program for the Fargo Marathon and they hope to have 100 participants signed up when they start with the training for the ½ marathon. On 2/13 KVLY did a story on the Wellness Center and their training classes for the Fargo Marathon. Brent is taking suggestions for ways to increase the Wellness Center usage during and after Spring Break. They see a decrease in usage of approximately 400 users per day.

Connie Martz gave a report on their grant. There are 8 families using the grant funds, which pays approximately 70-80% of their daycare bill while in school. The daycare center is starting the BookIT program, where children can earn a Pan Pizza from Pizza Hut for meeting their reading goals. The daycare center is experiencing sound problems and is open to any & all suggestions to reduce their problems. If anyone has any suggestions they are open to them & will to let you assist them with this.

March 8, 2006
PR Committee Report
Gretchen Bromley and Holly Erdmann, co-chairs

The PR Committee has two items to report on:

1) **Wellness Fair Booth:** Staff Senate will once again be having a booth at the annual Wellness Fair, April 11, in the Memorial Ballroom. We are looking for some volunteers to provide coverage for the booth in ½ hour slots. This should be a lot of fun this year—the Wellness Fair theme is "Passport to Health", so our booth will invite visitors to vicariously sample a little bit of Italy: music, art, and of course, food! Our door prize is an "Italian Dinner for Two" basket, complete with nutritious, low-fat pasta, salad fixings and desert. The Dept. of Food and Nutrition is providing us with interactive activities and a handout on the Food Pyramid. So, please sign up and if you are so inclined, "dress the part"!

2) **Newsletter:** The spring Staff Senate newsletter, *The Messenger*, was published last week and went out to all staff on campus. The PR Committee will be evaluating the newsletter's effectiveness in keeping NDSU staff informed about staff activities and accomplishments. Please take a moment this morning and complete the short questionnaire provided today on the tables. We appreciate your comments and suggestions.

Staff Senate meetings scheduled 9:30-11:00:
(Generally run one hour)
Confirmed
March 8, 2006 Prairie Rose
April 10, 2006 Prairie Rose
May 10, 2006 Dakota Ballroom
June 14, 2006 Prairie Rose
July 12, 2006 Prairie Rose (Committee meetings)
August 9, 2006 Prairie Rose (Committee meetings)

Executive committee meetings scheduled 9:30-11:00:
Confirmed
March 22, 2006 Badlands
April 26, 2006 Crest
May 24, 2006 Crest
June 28, 2006 Atrium
July 26, 2006 Crest
August 23, 2006 Crest

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