

University Senate Meeting Minutes December 13, 2004

The University Senate met at 3:30 p.m. in the Peace Garden Room of the Memorial Union with Dr. C. Harter presiding and the following senators present: T. Ambrosio, S. Balaz, S. Beck, E. Berry, M. Bhandary, R. Boeshans, M. Boetel, S. Bornsen, K. Brooks, V. Clark Johnson, D. Comez, J. Cook, J. Council, D. Danbom, L. del Rio Mendoza, L. Disrud, D. Eiler, M. Elnahas, J. Foertsch, J. Garden-Robinson, K. Grafton, A. Grazul-Bilska, C. Gross, R. Groves, W. Hannon, D. Hauck, O. Helweg, J. Hektner, D. Hopkins, I. Justitz, A. Kallmeyer, A. Kamel, D. Katti, C. Kilber, T. Knoepfle, J. Krueger, J. Larson, J. Leitch, H.E. Lindgren, M. Mahinfalah, S. Mallik, D. Miller, C. Musiba, W. Nganje, J. Olsen, C. Peterson, L. Presser, S. Rasmussen, M. Robinson, N. Rogers, R.C. Schnell, D. Scott, L. Sollid, D. Steele, D. Terbizan, B. Welk, A. White, and D. Wittrock.

Substitutions: J. Bitzan for B. Bahrami, R. Hutchison for T. Esslinger, D. Dai for H. Hatterman-Valenti, D. Meyer for K. Howatt, K. Wolfe for L. Manikowske, K. Teigen for A. Montgomery, D. Sullivan for T. Riley.

Reminder: Current senators may not serve as substitute for other senators.

Previous Minutes

MOTION (Helweg/Peterson): to approve the minutes of the November 8, 2004, meeting as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

1. Provost and Vice President Schnell reported the following:

- *Big Sky Conference*-The Big Sky Conference is meeting to discuss its potential expansion and reorganization.
- *UND-Fargo Center*-The SBHE will not allow UND to operate or deliver programs in Fargo under the title of center.
- *Legislative Update*-The governor allocated money earmarked for higher education institutions to the SBHE to distribute to the state's colleges and universities. There is more money in the budget this year and how it is spent will be determined over the next four months. NDSU has identified several plans if equity funding is received.

Sarah Beck is NDSU's student lobbyist who will work closely with VP Bjerke during the upcoming legislative session.

- A decision will be made Thursday as to whether NDSU (and the other remaining institutions) will go live with PeopleSoft as scheduled. The chancellor is reviewing the issues and concerns and will make a determination.
- Commencement is on Friday, December 17, 4 p.m. (FargoDome). General Charles Wald, an NDSU alumnus, will receive an honorary doctorate degree at the ceremony.
- Provost Schnell wished senators luck with finals and other end-of-the-semester activities.

2. Presiding Officer Harter announced the following:

- The trial period for Dead Week will end this semester and will be reviewed and voted upon at an upcoming Senate meeting. He encouraged senators to gather feedback from their peers as to how the trial period went.
- Almost 3,000 responses (and nearly as many e-mails) have been received on the Plus/Minus Grading online survey. The results will be reviewed and reported in the near future.

Committee Reports

1. *Academic Affairs:*

D. Meyer, chair, introduced course/program proposals, changes and deletions ([Attachment 1](#)). MOTION (Meyer/Knoefle) to approve the Academic Affairs proposals as reported. MOTION PASSED WITH UNANIMOUS CONSENT.

One additional new course proposal (NURS 251: Skills and Concepts for Nursing), also was presented. MOTION (Meyer/Ambrosio) to approve NURS 251. MOTION PASSED WITH UNANIMOUS CONSENT.

2. *General Education:*

- L. Peterson, chair, reminded senators that five-year reviews are due on December 15 for courses last reviewed/approved in 1999. He encouraged departments to use the newly revised forms on the General Education web page (<http://www.ndsu.nodak.edu/ndsu/deott/gened/index.shtml>) as well as the new rubrics for learning outcomes.
- The General Education committee is nearing completion of the web-based formative assessment tools (WEBFAT), which will be used to gather student feedback on outcomes.

3. *Policy Coordinating Committee:*

J. Council, chair, presented the following policies:

- Policy 700 – Services and Facilities Usage ([Attachment 2](#)) – for information only. Language was added to establish minimum guidelines for dealing with organizations wanting to film on campus for commercial (including political) purposes. Reference to NDUS Policy 613 was deleted. The ITS department name will be updated as well.
- Policy 157 – Grievance Procedures ([Attachment 3](#)) – for consideration. The policy was updated to clarify that once a person initiates a formal grievance using a formal grievance procedure, that individual cannot use another internal grievance procedure to grieve the same issue. Also, a grievance procedure cannot be changed once it reaches the point where it is filed outside the grievant's work unit. MOTION (Helweg/Kilber) to approve the policy as updated. MOTION PASSED WITH UNANIMOUS CONSENT.
- Policy 353 – Grievances – Faculty ([Attachment 4](#)) – for consideration. Language was added to clarify that a grievance must be filed within 120 calendar days from the date when the grievant is officially notified or becomes aware of the action or grievable condition. An appeal may need to be filed to the Special Review Committee prior to the outcome of the previous steps in order to retain the right of appeal. Section 5.1.3 was updated to identify a chair, and 5.1.6 was deleted. MOTION (Berry/Hannon) to approve the policy as amended. MOTION PASSED WITH UNANIMOUS CONSENT.

Unfinished Business

- Vertical Integration of English ([Attachment 5](#))
The Senate was asked to further discuss, but not yet vote on, the vertical writing program proposal. Questions were raised and discussion held on GERTA impacts, the composition of the proposed review committee, the number of sections needed, 110 exemption alternatives, and level of instructors.

Provost Schnell expressed his support of this concept. He reinforced that additional details still need to be worked out, and that both General Education and Senate would have to review and vote on a final proposal. He will look into financial needs of the program. Implementation likely would be by or before fall 2006.

New Business

- *PRS for Senate Votes-*
S. Mehta proposed that roll call votes at future Senate meetings be conducted through PRS devices. This technology would expedite the voting process, provide immediate results, and minimize the tendency for senators to be influenced by those who voted before them. Technology needs include a computer and receivers, which already are available on campus. MOTION (Beck/Ambrosio) to approve the use of PRS devices for future Senate roll call votes. Discussion was held on how each senator's vote would be displayed. Mehta volunteered to set up a PRS system for the next couple meetings. MOTION PASSED WITH UNANIMOUS CONSENT.
- *Ansal Institute of Technology-*
S. Mehta reported that the National Association of State Universities and Land Grant Colleges is promoting the advantages of internationalizing universities. NDSU is considering the establishment of an off-campus/branch site in India. The NCA Self Study committee plans to include a chapter regarding program offerings in other countries. Mehta already has visited with Senate Executive Committee and Academic Affairs regarding this concept. A draft proposal will be distributed for review and eventual approval at future Senate meetings.

Adjournment

The meeting adjourned at 4:15 p.m.

Kristi Wold-McCormick, Ph.D.

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Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

Termination of Program								
Agricultural Economics minor								
New Courses								
Dept.	No.	Title					Crs.	
AGRI	103	Introduction to Agricultural Communication					3	
NURS	251	Skills and Concepts for Nursing					2	
PLSC	785	Management and Evaluation of Crop Breeding Programs					2	
PSYC	381	Understanding Suicide and Its Impact					3	
PSYC	382	Self-injury: Recognition and Treatment					3	
Course Deletions								
HUM	358	Early Medieval Philosophy					3	
HUM	359	Thomas Aquinas					3	
SOC	350	Social Work I					3	
SOC	351	Social Work II					3	
Changes in Course Prefix, Number, Title, and Credits								
Dept.	No.	From		Crs.	Dept.	No.	To	Crs.
ADFH	384	Wines of the World		3	ADFH	384	<i>Beverage Operations</i>	3

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POLICY CHANGE COVER SHEET

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

Section 700: Services and Facilities Usage

Removed reference to NDUS Policy 613 as it was deleted.

Added language to establish minimal guidelines for dealing with organizations wanting to film on campus for commercial (including political) purposes.

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

Policy Coordination Committee – 11/18/04
Staff Senate -
University Senate –
President’s Council -

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

.....

SECTION 700: SERVICES AND FACILITIES USAGE

SOURCE:

NDSU President
~~SEHE 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, mailing labels ~~produced by the University Computer Center~~, or employee lists maintained by any other University office.

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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. 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 canvassing, placement of brochures and materials, and use of the Student Union and University housing. Door to door campaigning or canvassing 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.
4. All filming, videotaping, and still photography on University property or at University sponsored events for commercial purposes(including political advertising)must be approved and coordinated by the Director of University News, Old Main 204. "Commercial purpose" does not include news media reporting or outside use of University property for personal use (like wedding pictures).

The request must be in writing and include: name of organization, contact person, location, requested 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 of the University. For restrictions on the use of state property for political activities see also, NDSU Policy 160.

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

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POLICY CHANGE COVER SHEET

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

Section 157 - GRIEVANCE PROCEDURES

This revision is intended to clarify a portion of this policy which has been in place for some time; that is, once a person initiates a formal grievance using one of the formal NDSU grievance procedures, the individual cannot use another internal grievance procedure to grieve the same issue.

Some procedures require the individual to start with an immediate supervisor; the revised language means that once the grievance is in writing **and** reaches the point where it is filed outside the grievant's work unit (in the Equal Opportunity Office, in the Office of Human Resources or with the Presiding Officer of the University Senate to request a Special Review Committee) the grieving individual cannot change grievance procedures or grieve the same issue using another procedure.

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

Policy Committee - 9/16/04

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

Equal Opportunity Director

SECTION 157: GRIEVANCE PROCEDURES

SOURCE: NDSU President

1. A grievance exists when an employee is dissatisfied with an aspect of his/her employment over which the employee has no control and on which remedial action is desired, excluding job family assignment and performance evaluations for broadbanded staff and other employees not covered under Section 353. (Section 241).
2. If an employee feels unfairly treated or has a complaint, the employee shall first discuss it with the immediate supervisor. It may be a case of misunderstanding which can be straightened out by frank discussion.
3. All employees have the right to present grievances to their supervisors or department heads and are assured freedom from

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discrimination, coercion, restraint or reprisal in presenting grievances.

4. At each step of the grievance procedure, the employee may be represented by another University employee or by a representative of the employee's choosing.
5. The intent of the University's grievance procedures is to provide a reasonable opportunity for the resolution of an employee's dispute with the University. Depending upon the nature of the grievance, the University has several formal grievance procedures which are available for use by an employee who feels aggrieved or discriminated against and for which informal discussions have not been satisfactory to the employee. If more than one of the University grievance procedures is available for a particular issue, the employee should consult with the Director of Human Resources, the Director of Equal Opportunity (in the case where the issue involves alleged discrimination) or a unit administrator when considering grievance options. Once an employee files a formal grievance in writing with the Equal Opportunity Office, the Office of Human Resources or the Presiding Officer of the University Senate (to initiate a a faculty Special Review Committee),
the employee will not be entitled to grieve the same issue using another internal grievance procedure. If an employee seeks the resolution of a grievance in any external forum, whether administrative or judicial, prior to seeking resolution of the issue by filing a grievance in one of the formal internal grievance procedures listed below or while one of those grievance procedures is in progress, the University may, following notification to the employee, suspend the internal grievance procedure pending a final decision in the external forum.

The Director of Human Resources (and the equal Opportunity Director in a case of alleged discrimination) will act in an advisory capacity, as requested, to all parties involved in the grievance procedure.

All employees

5.1

If the grievance is based on alleged discrimination, that is, an issue related to race, color, religion, national origin, sex (including sexual harassment), disability, age, veteran's status, or sexual orientation any employee may use the Equal Opportunity Grievance Procedure (Section 156). This procedure includes phases for administrative review, negotiation, and if necessary, a hearing before a special hearing committee.

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Faculty

5.2

If the grievance involves a faculty member (instructor, assistant professor, associate professor, or professor), lecturer, adjunct faculty member or graduate teaching assistant and is based on a dismissal, termination, nonrenewal or nonpromotion, grievance procedures are described in Sections 350.3. Grievances based on matters other than dismissal, termination, nonrenewal, or nonpromotion may also be grieved using the procedure described in Section 353.

Broadbanded and all other employees

5.3

If the grievance is based upon an aspect of employment over which an employee has no control and desires remedial action, e.g., salary, working conditions, disciplinary action, etc., the employee uses the Condition of Employment Grievance Procedure (Section 230). This grievance option is limited to regular employees who have completed their probation period.

5.4

If the grievance is based on a suspension without pay, dismissal or demotion which the employee feels is unjust, the employee uses the Grievance Procedure for Termination of Employment (See Section 231). This grievance option is limited to regular employees who have successfully completed their probationary period.

6. The University's Director of Human Resources and Equal Opportunity Director are available to provide assistance to employees in determining, under the given circumstances, which grievance procedure may be most appropriate.

HISTORY: July 1990; Amended April 1992; May 1997; October 1997; October 2002.

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POLICY CHANGE COVER SHEET

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

Section

353: Grievances - Faculty

Language added in section 4.2. to clarify the 120 days period to bring a grievance to the SRC. Language added to clarify who will chair the SRC. Deleting section 5.1.6 referring to guidelines available from General Counsel. Language is unnecessary to the policy.

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

Policy Coordination Committee - 3/19/04

Staff Senate -

University Senate -

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

General Counsel

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SECTION 353: GRIEVANCES - FACULTY

SOURCE: SBHE Policy Manual, Section 612; NDSU ~~University Senate~~
~~Policy~~ President

1. Each institution shall establish procedures to attempt mediation or resolution of faculty grievances.
2. "Grievance" means those actions or conditions defined in the institution's policy adopted pursuant to subsection 4 of this policy. It does not include matters related to dismissals, terminations, non-renewals or any other matter governed by SBHE Policy, Section 605.1, 605.3 or 605.4. Decisions on matters related to tenure and promotion may be appealed under NDSU Policy 350.1- ~~350.4~~ 350.5 and 352. Equal opportunity grievances are governed by NDSU Policy 156.
3. This policy applies only to faculty as defined in SBHE Policy, Section 605.1 of these policies, lecturers, adjunct faculty and graduate teaching assistants. It does not apply to classified staff or to administrators or coaches.

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4. The faculty governance structure at each institution shall by policy define the actions or conditions subject to grievance and procedure for filing a grievance in accordance with SBHE Policy, Section 305.1 of these policies.

- 4.1

Actions or conditions subject to grievances are those which apply personally to the grievant and are administrative decisions affecting terms and conditions of employment, such as salary adjustments, development leave, assignments/duties, periodic reviews and working environment. Grievance does not include matters related to tenure or promotion.

- 4.2

A grievant may initiate the grievance process by 1)communicating with the person whose decision is the subject of the grievance and 2)then discussing the grievance with that person's immediate supervisor. The grievant shall put the basis for the grievance in writing if requested by any supervisor. If the outcome of these steps is unsatisfactory to the grievant, a grievant may then appeal to a Special Review Committee by filing a written grievance with the presiding officer of the University Senate no later than 120 calendar days from the date when the grievant is officially notified of the action or when the grievant becomes aware of a grievable condition that she/he was not made aware of by written means. after the action subject to grievance occurred. The grievant may need to file an appeal to the Special Review Committee prior to the outcome of the previous steps in order to retain the right of appeal.

5. The Special Review Committee shall attempt to resolve the grievance on an informal basis. Should the grievance remain unresolved, the Committee shall make its recommendations in writing to the complainant, head of the academic unit or program area, dean, or academic vice president, and president.

- 5.1

The Special Review Committee shall consist of the following members:

- 5.1.1

A member of the University faculty chosen by the faculty member requesting the review;

- 5.1.2

A member of the University faculty chosen by the person(s) whose action is alleged to constitute violation of the regulations on academic freedom, tenure, and due process;

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5.1.3

A member of the University faculty (who shall be chair) appointed by the Presiding Officer of the University Senate from among a pool of faculty members (one from each of the colleges in the University [excluding University Studies]), appointed by the Senate, upon recommendation of its Executive Committee, for one year terms coinciding with the term of the Presiding Officer of the University Senate. Any faculty member may serve up to four successive terms in such a position.

5.1.4

Emeritus professors are eligible for memberships on the SRC.

5.1.5

Faculty holding administrative appointments are not eligible for membership on the SRC. "Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, or Department Chair or Head of an Academic Unit.

5.1.6

~~A statement entitled "Policies and Instructions for Special Review Committees" has also been approved by the University Senate and is available from the University Attorney.~~

5.2

In the event of a dispute as to whether an action is a matter related to tenure or promotion or is subject to grievance, the university or faculty member subject to the action may request an interpretation from the Standing Committee on Faculty Rights by filing a written request for an opinion. The Committee, after reviewing the matter and considering any written argument from either party, shall issue its opinion within thirty calendar days of the time of the filing of the request for an opinion.

6. The President shall within thirty days of receipt of the recommendation, provide written notice to the grievant of his/her decision concerning the grievance after consideration of the Special Review Committee's recommendation. The President's decision shall be final.

HISTORY: June 26, 1986; Amended November 18, 1990; June 1995; June 1998; November 2000; March 2002.

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Things to consider while discussing the vertical writing program

Status of English 110:

If we discontinue English 110 or no longer require it, we will be out of step with the state's GERTA (General Education Requirement Transfer Agreement). Also doing away with 110 causes difficulty for degree audits in the Registrar's office. There are, therefore, good reasons to retain the English 110 requirement. Nevertheless, if we want an upper division writing requirement, it is in our best interest to exempt as many students as possible from the requirement. The number of students required to take Engl 110 could be reduced through a couple means.

- First, students could be invited to skip 110 and enroll directly in 120 if their ACT scores indicate that they would do well in 120. Upon successful completion of 120, students would then receive either a waiver or credit for 110 (details would need to be worked out with the Registrar's office before policy is set).
- Second, the English department could develop a more straightforward process for challenging English 110 and "quizzing out" of it. The English department is interested in finding ways to exempt qualified students from 110 and would be willing to develop such a program. In this case, students would receive a waiver or credit for Engl 110 upon successful completion of Engl 120, following the same policy as discussed above.

Nature of the upper-division writing requirement:

Under the present proposal, all students are to take a writing course at the 300 or 400 level. Many of these courses would be "discipline-specific" writing courses developed by the English department, but others could be developed by other departments. A problem arises in that writing courses developed by other departments may attract too many students from outside the major, making it difficult for majors in the home department to take the class. If the class is a general education class, it would have to be open to all students.

An alternative to the present proposal would be to amend it so that students are required to take a writing-intensive course at the 300 or 400 level. Departments could propose courses in the major as courses that would carry the "W" designation. Although these courses could be restricted to majors, they would also satisfy the general education requirement for an upper-division writing course. To insure that these courses are indeed legitimate writing courses, faculty who plan to propose such courses would attend a workshop about how to develop and teach disciplinary writing. They would also meet regularly to discuss their classes. These departmental courses would meet "W" course specifications and would be recertified regularly.

For those students whose departments do not develop "W" courses, the English department will develop several discipline-specific courses that would carry the "W" designation. Therefore, students could fulfill the upper division writing requirement in

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one of two ways: by taking a course in their major designated as a “W” course or by taking an upper division writing course offered by English.

GERTA (General Education Requirement Transfer Agreement):

The state agreement indicates that courses completed for the first two years of the general education program should transfer between colleges. Presently, that means English 110 and 120 can be transferred into NDSU from other schools. If we add an upper division writing requirement to our general education requirements, transfer students would still need to meet that requirement here—they would not be exempt from it.

Possible amended proposal General Education Communication Category:

Present List in current Bulletin	Proposed List (amended)
Communication Category (C) 9 cr. <i>Comm 110: Fundamentals of Public Speaking (3)</i> <i>Engl 110: College Composition I (3)</i> <i>(including 111 and 112)</i> <i>English 120: College Composition II (3)</i> <i>(including 121 and 122)</i>	Communication Category (C) 12 cr. <u>These Three Classes:</u> <i>Comm 110: Fundamentals of Public Speaking (3)</i> <i>Engl 110: College Composition I (3)</i> <i>(including 111 and 112)</i> <i>English 120: College Composition II (3)</i> <i>(including 121 and 122)</i> <u>Plus a course carrying a “W” designation or one of the following:</u> <i>Engl 320: Practical Writing (3)</i> <i>Engl 321: Writing for Engineers (3)</i> <i>Engl 322 Creative Writing (3)</i> <i>Engl 323 Creative Writing (3)</i> <i>Engl 358: Intermediate Writing (3)</i> <i>(We anticipate that this list will grow as new courses are developed.)</i>

Submitted to Faculty Senate for consideration by Dale Sullivan, English Department Head