

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 9, 2005

University Senate Meeting Minutes May 9, 2005

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, B. Bahrami, S. Balaz, E. Berry, M. Bhandary, M. Boetel, J. Chapman, V. Clark Johnson, D. Comez, J. Cook, J. Council, D. Danbom, L. del Rio Mendoza, L. Disrud, M. Elnahas, T. Esslinger, J. Foertsch, J. Garden-Robinson, C. Gross, R. Groves, W. Hannon, H. Hatterman-Valenti, J. Hektner, O. Helweg, D. Hopkins, K. Howatt, I. Justitz, A. Kallmeyer, D. Katti, T. Knoepfle, J. Larson, J. Leitch, L. Manikowske, F. Michael, D. Miller, A. Montgomery, D. Moser, W. Nganje, J. Olsen, S. Rasmussen, T. Riley, M. Robinson, R.C. Schnell, D. Scott, C. Skauge, D. Steele, D. Terbizan, A. Thompson, and A. White.

Substitutions: M. Kraemer for S. Beck, J. Trowbridge for S. Bornsen, D. Kirby for K. Grafton, D. Redmer for A. Grazul-Bilska, W. Nganje for C. Gustafson, K. Teigen for C. Kilber, J. Mathern for N. Rogers, Z. Duval for L. Sollid, and T. Cuyper for B. Welk.

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

Approval of Minutes

MOTION (Helweg/Howatt): to approve minutes of the April 11, 2005, meeting as posted.
MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

1. President Chapman provided the following updates:
 - Salaries will increase by an institutional average of 5.5%, with 2% or \$50/month, whichever is greater, as a minimum increase.
 - Professional Development Grants will continue to be awarded so all departments have available travel and development funds regardless of their office size or budget.
 - Approximately 30-40 new faculty and staff positions will be added in the 2005-2006 year.
 - Equity funding was well supported by NDSU representatives during the legislative session. The message was made clear that NDSU does not receive the same level of state support per student that some other institutions do. Two million dollars has been set aside for equity, which cannot be spent as allocated until an outside consultant conducts a study and an interim higher education committee approves a recommendation. The money will not be awarded until the last year of the biennium. Provost Schnell will serve as the NDSU representative on the equity panel.
 - ConnectND has posed challenges, but individuals are working hard on making this software meet the needs of NDSU.

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2. President Chapman shared the following capital improvement projects planned over the next two years:

2005-2006, beginning Summer 2005

- Memorial Union addition (\$22 million) will begin this year, and will be funded primarily by students.
- A new Hazardous Materials Handling Center will be a \$3.5 million facility located next to the Animal Nutrition and Physiology Center near 15th Street (funded by the legislature).
- The NDSU Foundation purchased the Co-Op building, located behind the Turf, for graduate student offices.
- The student residence areas of Bison Court will be ready for use by fall, with the office building estimated for completion in December.
- The West Dining Center is adding a late night dining facility.
- Two new Transportation Centers will be built in the coming year. They will be heated, have electronic message boards, and will enable students to get to any location on/near the campus, including downtown, within ten minutes. Each center is estimated at approximately \$100,000. One will be located near Old Main and the other near the FargoDome.
- Field Stations-Work will begin on the Agronomy Research Building in Minot as well as the Streeter Headquarter building.
- Plans for the new campus hotel is on schedule. When completed, this facility will provide learning opportunities for students enrolled in the Hospitality & Tourism Management program.
- Construction on the new Incubator Building at the Research and Technology Park will begin after matching funds are secured from HUD. The building will be fully occupied by late spring 2006.
- Alien Technology broke ground in early May with completion set for July 2006.
- The Horticulture Demonstration and Research plots are being developed. The Arboretum Committee will review plans for a bike path, which will run down 18th Street from the airport to 12th Avenue.
- Many new sidewalks will be added this summer to improve accessibility for pedestrians.

Summer 2006

- The addition to the Wellness Center will double the size of the facility.
- Fundraising for the new Business Administration building is going well.
- Approximately 40 % of the necessary funds have been raised for renovations to the Bison Sports Arena.
- The Greenhouse Complex renovation received \$2 million from the legislature, and NDSU now is seeking matching funds in the amount of \$5 million.
- Street Work-Major street work will be done on 17th Street; the 19th Street interchange project will begin next year and will require the rerouting of traffic; and 18th Street will be widened to four lanes.

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2007-2008

The City of Fargo plans to widen 12th Avenue to four lanes to T Lot in 2007, and to 10th Street in 2008. These projects will improve the appearance of various entrances to campus.

3. President Chapman also recognized NDSU students for their testimonials at Board meetings. NDSU students spoke highly of their educational experiences and represented the campus very well.
4. Provost and Vice President for Academic Affairs Schnell provided the following updates:
 - One percent, and possibly more, will be committed to dealing with compression (compression is estimated at \$2.5 million).
 - Gary Smith will be the new Dean of the College of Engineering and Architecture. He will serve a two-year term, and will be responsible for seeing the College through the accreditation process.
 - The SBHE approved several new program at NDSU, including a M.S. in Criminal Justice, as well as the change to two departments for 1) Construction Management and Engineering, and 2) Civil Engineering (instead of one division). Student fees were discussed and approved by the Board as well.
5. Presiding Officer Harter announced the following:
 - Commencement is set for Friday, May 13th, 4 p.m. at the FargoDome. All faculty and staff are encouraged to participate.
 - Jim Miller, executive director of the Development Foundation, has reported that the internal campaign is proving to be a success with a higher than anticipated number of contributors and funds raised.
 - Harlene Hatterman-Valenti has been re-elected to the Council of College Faculties for another three-year term.
 - Daniel Klenow has been elected to the Standing Committee on Faculty Rights for a five-year term.
 - Faculty have been named as recipients of the following prestigious awards on campus:
 - Robert Odney Excellence in Teaching Award -Gerald Anderson (History)
 - Fred Waldron Award for Outstanding Research-Mark McCourt (Psychology)
 - Peltier Award for Innovative Teaching-Ed Deckard (Plant Sciences)

Committee Reports

1. *Academic Affairs (Attachment 1)*:
D. Meyer, chair, presented the Academic Affairs report as well as two addendum items: B.Arch. degree program changing to the M.Arch. program, and one new graduate-level Architecture course. MOTION (Berry/Knoepfle): to approve the Academic Affairs report as presented. MOTION CARRIED 50-1-2. The following senators or their substitutes voted aye: Ambrosio, Bahrami, Balaz, Beck, Berry, Bhandary, Boetel, Bornsen, Clark

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Johnson, Comez, Cook, Council, Danbom, del Rio Mendoza, Disrud, Esslinger, Foertsch, Garden-Robinson, Grafton, Grazul-Bilska, Gross, Groves, Hatterman-Valenti, Hektner, Howatt, Kallmeyer, Katti, Knoepfle, Larson, Leitch, Manikowske, Michael, Miller, Montgomery, Moser, Njanje, Olsen, Peterson, Rasmussen, Riley, Robinson, Rogers, Schnell, Skauge, Sollid, Steele, Terbizan, Thompson, Welk, and White. Senator Hannon voted no. The following senators or their substitutes abstained: Justitz and Scott.

2. *General Education (Attachment 2):*

L. Peterson, chair, presented the General Education report along with one additional item, BIOL 124L as a new General Education course with outcomes. MOTION (Ambrosio/Terbizan): to approve the General Education report as presented. MOTION CARRIED 50-1-2. The following senators or their substitutes voted aye: Ambrosio, Bahrami, Balaz, Beck, Berry, Bhandary, Boetel, Bornsen, Clark Johnson, Comez, Cook, Council, del Rio Mendoza, Disrud, Esslinger, Foertsch, Garden-Robinson, Grafton, Grazul-Bilska, Gross, Groves, Hatterman-Valenti, Hektner, Hopkins, Howatt, Justitz, Kallmeyer, Katti, Knoepfle, Larson, Leitch, Manikowske, Michael, Miller, Montgomery, Moser, Njanje, Olsen, Peterson, Rasmussen, Riley, Robinson, Rogers, Skauge, Sollid, Steele, Terbizan, Thompson, Welk, and White. Senator Danbom voted no. The following senators or their substitutes abstained: Hannon and Scott.

3. *Policy Coordination Committee:*

J. Council, chair, presented policies for information and consideration:

- *Policy 231: Appeal Procedure for Disciplinary and Reduction in Force Actions (Attachment 3)* for information—adds language to assist in the appointment of a Staff Personnel Board.
- *Policy 703: ID Card Terms and Conditions (Attachment 4)* for information—includes new language that departments are responsible for paying for the initial issuance of Bison Cards, not the new employees.
- *Policy 336: Examinations and Grading (Attachment 5)* for consideration—Dead Week language was added and other updates made. Discussion was held on the inconsistent language between instructor discretion and Dead Week policy. MOTION (Council/Mathern): to amend the first sentence to add “...in so far as it is consistent with Dead Week policy.” MOTION TO AMEND CARRIED with a vote of 43-5-4. The following senators or their substitutes voted aye: Ambrosio, Bahrami, Balaz, Beck, Berry, Bhandary, Boetel, Bornsen, Clark Johnson, Comez, Council, del Rio Mendoza, Disrud, Esslinger, Foertsch, Garden-Robinson, Grafton, Grazul-Bilska, Gross, Groves, Hektner, Hopkins, Howatt, Kallmeyer, Katti, Manikowske, Michael, Miller, Montgomery, Moser, Njanje, Peterson, Rasmussen, Riley, Robinson, Rogers, Skauge, Sollid, Steele, Terbizan, Thompson, Welk, and White. The following senators or their substitutes voted no: Cook, Danbom, Hannon, Justitz, and Knoepfle. The following senators or their substitutes abstained: Hatterman-Valenti, Leitch, Olsen and Scott.

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Editorial changes were suggested. MOTION (Miller/Moser): to approve policy changes as amended. MOTION CARRIED with a vote of 49-3-2. The following senators or their substitutes voted aye: Ambrosio, Bahrami, Balaz, Beck, Berry, Bhandary, Boetel, Bornsen, Clark Johnson, Comez, Cook, Council, del Rio Mendoza, Disrud, Esslinger, Foertsch, Garden-Robinson, Grafton, Grazul-Bilska, Gross, Groves, Hektner, Helweg, Hopkins, Howatt, Justitz, Kallmeyer, Katti, Knoepfle, Manikowske, Michael, Miller, Montgomery, Moser, Nganje, Olsen, Peterson, Rasmussen, Riley, Robinson, Rogers, Schnell, Skauge, Sollid, Steele, Terbizan, Thompson, Welk, and White. The following senators or their substitutes voted no: Danbom, Hannon, and Leitch. The following senators or their substitutes abstained: Hatterman-Valenti and Scott.

- Policy 714: *Policy Coordination Committee* ([Attachment 6](#)) for consideration— Language added per SBHE policy 305.1, which allows the University President to adopt an interim policy or procedure subject to review within six months. Discussion was held on whether NDSU should adopt a stricter policy. MOTION (Helweg/Council): to approve the policy changes as presented. MOTION CARRIED with a vote of 51-1-1. The following senators or their substitutes voted aye: Ambrosio, Bahrami, Balaz, Beck, Berry, Bhandary, Boetel, Bornsen, Clark Johnson, Comez, Cook, Council, Danbom, del Rio Mendoza, Disrud, Esslinger, Foertsch, Garden-Robinson, Grafton, Grazul-Bilska, Gross, Groves, Hektner, Helweg, Hopkins, Howatt, Justitz, Kallmeyer, Katti, Knoepfle, Leitch, Manikowske, Michael, Miller, Montgomery, Moser, Nganje, Olsen, Peterson, Rasmussen, Riley, Robinson, Rogers, Scott, Skauge, Sollid, Steele, Terbizan, Thompson, Welk, and White. Senator Hannon voted no. Senator Hatterman-Valenti abstained.

4. *Council of College Faculties:*

T. Barnhart reported that the CCF met with the SBHE in Mayville in May. Items of discussion included state-support of IVN, the use of adjunct faculty as full-time permanent faculty, a budget for CCF to provide release time for its president and other officers, equity, and the salary plan.

Unfinished Business

Presiding Officer Harter announced that the Senate's vote (2/14/05) to remove ENGL 110 as a required course and renumber it accordingly is not allowable by SBHE policy/NDUS guidelines that deal with common course numbers and the General Education Transfer Agreement (GERTA). MOTION TO RESCIND (Riley/Foertsch): the previous amendment that removed ENGL 110 as General Education course. MOTION CARRIED with a vote of 51-1-1. The following senators or their substitutes voted aye: Ambrosio, Bahrami, Balaz, Beck, Berry, Bhandary, Boetel, Bornsen, Clark Johnson, Comez, Cook, Council, del Rio Mendoza, Disrud, Esslinger, Foertsch, Garden-Robinson, Grafton, Grazul-Bilska, Gross, Groves, Hatterman-Valenti, Hektner, Helweg, Hopkins, Howatt, Justitz, Kallmeyer, Katti, Knoepfle, Leitch, Manikowske, Michael, Miller, Montgomery, Moser, Nganje, Olsen, Peterson, Rasmussen, Riley, Robinson, Rogers, Scott, Skauge, Sollid, Steele, Terbizan, Thompson, Welk, and White. Senator Danbom voted no. Senator Hannon abstained.

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New Business

1. *Assessment of Advising (Attachment 7):*

On behalf of the Teaching and Professional Service Committee, D. Sellnow presented a recommendation to enhance advising on campus. The committee's charge was to review and consider retention of first-year students, advising of students to degree completion, and the summative nature of advising.

The committee recommends the following:

- Increase contact between first year students and advisors by placing automatic advisor holds until they hit 26 credits
- Completion of Student Review of Advising (SROA)
- Assessment data be included in Departmental Assessment Reports
- Advising for continuing students (after completing the first 26 credits) be voluntary
- Advising Record Checklist to be placed in advising files
- Advise students to request a degree audit after 75 credits (students mailed this information automatically)
- The collection of a Summative Advisor Evaluation when students apply for graduation.

Discussion ensued on the advisor's role in identifying non-academic student needs (ie: depression), and making appropriate referrals, and the application of holds. This recommendation will be discussed further in the coming year.

2. *PeopleSoft Student Records Update:*

K. Wold-McCormick provided updates on changes and new features that will be made available in PeopleSoft in the coming year, including prerequisite building, wait lists, pre-plans, options, and student permissions. She also discussed future training and UserID/Password distribution for student records, and demonstrated use of the fall class schedule available through the online Student Portal.

3. *Confirmation of 2005-2006 University Senate Standing Committees:*

The 2005-2006 Senate Standing Committees are available on the University Senate Web site at http://www.ndsu.edu/ndsu/deott/univ_senate/. Additional appointments will be included as they become known. MOTION (Hannon/Howatt): to approve the 2005-2006 Standing Committee membership as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

4. *Election of Presiding Officer Elect (Attachment 8, Attachment 9, and Attachment 10):*

- Harter presented and passed the gavel to Jim Council as the 2005-2006 Presiding Officer.
- Council announced that Gene Berry was elected Presiding Officer Elect for the coming year.
- Dennis Cooley has been named parliamentarian for 2005-2006.
- The next regular meeting of the University Senate will be September 12th.

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5. Provost Schnell presented Harter with a plaque for his year of service as Presiding Officer.

President Chapman recognized Harter for his outstanding work with the legislature on the equity issue.

Adjournment

The final meeting of the 2004-2005 academic year adjourned at 5:12 p.m.

Submitted,
Kristi Wold-McCormick, Ph.D.

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Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Prefix			
ENVD (Environmental Design)			
New Certificate Program			
Statistics (Graduate Level)			
New Program			
Public History Major (B.S. & B.A.)			
Program Change (degree and career level)			
From: B.Arch. in Architecture		To: M.Arch. in Architecture	
New Courses			
Dept.	No.	Title	Crs.
ARSC	461	Advanced Horsemanship and Equitation	1
CFS	200	Introduction to Food Systems	3
CFS	370	Food Processing I	3
CJ	760	Police and Race Issues	3
CJ	761	Police Effectiveness	3
EMGT	210	Emergencies and Disasters: A Visual Approach	3
ENVD	130	Drawing for Environmental Designers	3
THEA	301	Musical Theatre Troupe	1
Course Deletion			
SOC	413/ 613	Sociology of Work	3

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Changes in Course Prefix, Number, Title, and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
ADFH	281	Aesthetic Analysis in Business and Society	3	ADFH	181	Aesthetic Analysis in Business and Society	3
ADFH	172	Product Development	3	ADFH	272	Product Development	3
ARCH	528	Socio-Cultural Issues	2	ARCH	728	Socio-Cultural Issues	2
COMM	401	Survey of Rhetorical Theory	3	COMM	301	Survey of rhetorical Theory	3
HNES	354	Introduction to Medical Nutrition Therapy	3	HNES	354	Introduction to Medical Nutrition Therapy	4
NURS	362	Family Nursing II	5	NURS	362	Family Nursing II	4
NURS	450	Nursing Synthesis and Practicum	2	NURS	450	Nursing synthesis and Practicum	4
PHIL/ HUM	356	Greek Philosophy	3	PHIL/ HUM	356	<i>Ancient Philosophy</i>	3
PHIL/ HUM	477	20 th Century Philosophy	3	PHIL/ HUM	477	<i>Contemporary Philosophy</i>	3
PHRM	558	PTDI: Gastrointestinal and Nutrition	3	PHRM	558	<i>PTDI: Gastroenterology and Nutrition</i>	2
SOC	233	Social Organization	3	SOC	233	<i>Sociology of Organizations and Work</i>	3
ZOO	460/ 660	Animal Physiology	4	ZOO	460/ 660	Animal Physiology	3

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Attachment 2

Five Year Review of General Education Courses

Approved General Education Recommendations

Outcomes Key:				
1. Communicate effectively in a variety of contexts and formats.		5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.		
2. Locate and use information for making appropriate personal and professional decisions.		6. Integrate knowledge and ideas in a coherent and meaningful manner.		
3. Comprehend the concepts and perspectives needed to function in national and international societies.		7. Comprehend the need for lifelong learning.		
4. Comprehend intrapersonal and interpersonal dynamics.				
Approval for New General Education with Outcomes				
Course No.	Course Title	Categories	Recommended Outcomes	
BIOL 124L	Environmental Science Laboratory	Sn	2, 3	
Continued Approval for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
ADFH 486	Dress and Human Behavior	B	4, 6	4, 5, 6
COMM 216	Intercultural Communication	B, D	1, 3, 4, 6	1, 3
HIST 261	American Indian History	A, D	1, 2, 3, 6	3, 6
Continued Approval for General Education with No Changes				
SOC 110	Introduction to Sociology	B	3, 4, 6	3, 4, 6
SOC 202	Minorities & Race Relations	B, D	3, 4	3, 4
SOC 214	Social Interaction	B	4, 6	4, 6
Course Withdrawn from General Education List of Approved Courses - at Department's Request				
ECE 275	Digital Systems I	St	5, 6	-

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Attachment 3

POLICY CHANGE COVER SHEET

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

Section 231: Appeal Procedure for Disciplinary and Reduction in Force Actions

Language has been added to assist in the appointments of a Staff Personnel Board. Procedures would include having a pool of individuals from which the President would select and appoint for a grievance hearing. Having this new procedure should help to expedite the process of forming a Staff Personnel Board.

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

Policy Coordination Committee - 2/24/05; 3/17/05; 4/21/05

Staff Senate - 4/13/05 (Exec.); 5/11/05

University Senate –

President's Council -

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

General Counsel (2/24/05)

Human Resources (2/24/05)

SECTION 231: APPEAL PROCEDURE FOR DISCIPLINARY AND REDUCTION IN FORCE ACTIONS

SOURCE: NDUS Human Resource Policy Manual, Section 27

1. A Staff Personnel Board shall be appointed by the President to hear employee appeals and employee grievances pursuant to NDSU policy 230. This Board shall consist of three appointed members. The three members shall appoint a chairperson who shall conduct the hearing, unless the Staff Personnel Board appoints a hearing officer pursuant to Section 231.3.

1.1 The Staff Senate Executive Committee shall recommend to the President, on an annual basis, a pool of nine employees, r terms, staggered so two terms for potential appointment to the Board for a specific hearing. Members must have a minimum of 5 years of employment at NDSU and should be generally representative of the different banded categories. Pool members can serve a maximum of three consecutive years. Vacancies in the 9 member pool do not have to be filled during the year, but may be at the discretion of the Executive Committee.

~~1.2~~ Mem

1.2 The President shall assign three members from the pool to be on the Staff Personnel Board for a specific grievance hearing. If a conflict arises and less than three members of the pool are available for a grievance hearing, the Executive Committee shall recommend a replacement for that hearing to the President for approval.

2. Any regular staff employee who has been suspended without pay,

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dismissed for cause, changed to a lower pay rate, or dismissed due to a reduction in force may request a hearing with the Staff Personnel by filing a written notice, accompanied by a specification of the reasons or the grounds upon which the appeal is based and the remedy being sought with the Director of Human Resources. Such appeal must be filed with the Director of Human Resources within five (5) working days following such action. The Staff Personnel Board shall hear both sides of the appeal and, after weighing all evidence presented to the Board, consider whether adequate cause for the institution's action existed, reporting its decision to the President.

3. The Staff Personnel Board may appoint a qualified, institutionally recognized person as a hearing officer with authority to conduct pre-hearing meetings, supervise discovery, advise the Staff Personnel Board or preside over the hearing.

3.1

The Staff Personnel Board may hold joint pre-hearing meetings with the parties in order to (a) simplify issues, (b) effect stipulations of facts, (c) provide for the exchange of documentary or other information, or (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective and expeditious. The employee, NDSU and their representatives shall participate in pre-hearing meetings upon request and comply with the directives of the Staff Personnel Board or its representative.

3.2

The Staff Personnel Board shall serve written notice of hearing on the employee, the department head and the President, or their representatives, at least twenty calendar days prior to the hearing.

3.3

The employee and NDSU may stipulate to a decision on the basis of the written statements, in which case the Staff Personnel Board shall make its decision on that basis.

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3.4

During the proceedings, NDSU is entitled to have counsel or a representative and the employee is entitled to have counsel or a representative of their choice at their own expense. Proceedings concerning the appointment or removal of an employee shall be closed, unless the employee requests that the proceedings be open. Either party of the Staff Personnel Board may invite up to two observers each to attend the proceedings.

3.5

A record of the hearing or hearings shall be made at NDSU's expense and shall be accessible to both parties. The record shall be made by a reporter or a stenographer, or by the use of an electronic recording device. A party shall be provided a copy of the record, or part of the record, at the requesting party's expense.

3.6

The findings of fact, conclusions and the decision shall be based solely on the evidence received by the Staff Personnel Board. The burden of proof that grounds for NDSU's actions exist shall rest with NDSU and be satisfied by a preponderance of the evidence in the record considered as a whole.

3.7

The Staff Personnel Board may admit any evidence which is of probative value in determining the issues or if the interests of justice will best be served by admitting the evidence. Every reasonable effort shall be made to obtain the most reliable evidence available. The Staff Personnel Board shall grant adjournments to enable either party to investigate evidence as to which valid claim of surprise is made.

3.8

The employee shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The institution shall cooperate with the Staff Personnel Board in securing witnesses and making available documentary and other evidence. The employee and the institution shall have the right to confront and cross-examine all witnesses. Testimony may be taken by deposition, including deposition by telephone or witnesses may testify by telephone, facsimile, video or other electronic means, as long as such use does not substantially prejudice the rights of any party. Affidavits may be received into evidence upon stipulation of the parties.

3.9

The Staff Personnel Board's findings of fact, conclusions, and recommendations with supporting reasons, shall be reported, in writing, to the President, the department head, the employee or their representative. If the institution's action was a notice of dismissal and if the Staff Personnel Board concludes that adequate cause for dismissal has been established, but that a lesser penalty would be more appropriate, it may so recommend with supporting reasons. The President shall make a final decision and provide written notice of the decision to the Staff Personnel Board, the department head and the employee within fifteen calendar days of receiving the report.

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Attachment 4

NDSU POLICY MANUAL SECTION 703: ID CARD TERMS AND CONDITIONS PROPOSED CHANGES/ADDITIONS

POLICY CHANGE COVER SHEET

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

Section 703: Bison Card Terms and Conditions (formerly "ID Card Terms and Conditions")

The term "ID Card" has been replaced with "Bison Card" throughout the policy. Policy change language reflects what is currently in practice. A privacy statement is added, and FERPA guidelines are addressed.

Language in section A.10. states it will be each department's responsibility to pay for their employees' initial cards.

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

Policy Coordination Committee – 10/16/03; 2/24/05; 3/17/05; 4/21/05

Staff Senate - 10/8/03; 12/8/04; 1/12/05

University Senate – 11/29/04 (Exec.); 1/10/05 (Exec.); 1/24/05

President's Council – 12/10/04

Routed to President's Cabinet – 3/22/05

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

Bison Card Advisory Group, Wendy Clarin, Support Service Manager, Chair

SECTION 703: **BISON CARD** TERMS AND CONDITIONS

SOURCE: NDSU President

A. BISON CARD. The NDSU **Bison Card** is the official North Dakota State University identification card. All faculty, staff, and students are required to have a Bison Card for identification, security, and access to University buildings and services. The card must be carried at all times while on the NDSU campus. Cardholder must present card for identification if requested by a University official. The card is valuable and should be treated like cash, a credit card or a key. See Policy 707 for policies on card/key access.

North Dakota State University issues an all-campus card subject to the following terms and conditions:

1. To obtain a Bison Card, an individual must first be assigned a university generated identification number.
2. The **Bison Card** is intended for campus use only and must be returned upon request.
3. The **Bison Card** is non-transferable and will be confiscated and returned to the Bison Card Center if found in the possession of another person.
4. The **Bison Card** must be presented upon any request for campus services.
5. The cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing unapproved stickers to the card.

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NDSU POLICY MANUAL SECTION 703: ID CARD TERMS AND CONDITIONS PROPOSED CHANGES/ADDITIONS

6. The Bison Card, transactions and activities related to the use of the card, and any account balances, are the responsibility of the individual cardholder.
 7. IMMEDIATELY report lost, found, or stolen cards to the NDSU Police (701-231-8998).
 8. A replacement Bison Card can be obtained at the Bison Card Center (Memorial Union). A photo ID is required at the time of replacement.
 9. The Bison Card is valid for as long as the person retains their student, faculty, or staff status at NDSU.
 10. A fee is charged for all new cards and a replacement fee is charged for any lost, stolen, or invalid card. The first card for all faculty and staff will be charged to his/her department. Billing information is required at the time of card production. Lost, stolen or invalid cards will be the responsibility of the employee.
 11. Associate Status for any individual/group must have prior approval by the NDSU President or Vice President for Business & Finance Student Affairs. Associate Status is granted to groups or individuals who may work on campus, but are not students or staff of the university.
 - 10.1 Associate Status does not guarantee access to all NDSU activities, events, and facilities.
 12. The Card Department Director, Campus Police or Facilities Management may revoke a Bison Card if it is determined that abuse of the privileges associated with the Bison Card has occurred. Students who misuse their Bison Cards may also be referred to the Dean of Student Life Office for possible disciplinary actions. Faculty or staff misuse will be reported to the faculty or staff members' supervisor.
- B. BISON BUCKS ACCOUNT. Bison Bucks is a debit card service that is linked to the NDSU Bison Card. This benefit is free to ALL students, faculty, and staff. There are NO hidden charges, expenses, or interest.
1. A \$5 minimum is required for opening a Bison Bucks account and for additional deposits.
 2. No minimum balance must be maintained.
 3. Cash refunds are not given for any Bison Bucks purchases at any participating merchants. Credit is returned to the Bison Bucks account.
 4. Bison Bucks balances carry over from semester to semester. Refunds on any balance above \$15 s at the end of the academic year are available by submitting a Dining Services Refund Form on or before June 30th. Refunds on any balance above \$15 during the academic year will be given upon graduation or official withdrawal from the University if requested by the customer. For balances below \$15, the customer is encouraged required to spend out this amount.
 5. Any unclaimed balances after two years become the property of the NDSU Bison Card Center. A \$15 fee will be imposed for accounts that are inactive for more than one year from the date of last transaction.
 6. Customers with checks returned for insufficient funds will have accounts frozen until payment is received.

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NDSU POLICY MANUAL SECTION 703: ID CARD TERMS AND CONDITIONS PROPOSED CHANGES/ADDITIONS

7. Funds are non-transferable.
8. ~~If a customer's Bison Card is lost or stolen, the cardholder is responsible for any purchases made until the card is reported lost.~~ IMMEDIATELY report lost or stolen cards to the NDSU Police (701-231-8998). Once the card has been reported lost, the cardholder is not responsible for any additional purchases. Per federal regulations, the card holder is responsible for up to \$50 if the lost or stolen card is reported within two business days. If the lost or stolen card is not reported within two business days, the card holder can be liable up to \$500 or the total account balance, whichever is lower.

Privacy Statement: Through the Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, data collected on the use of University facilities and services by an individual cardholder will only be used for University purposes within FERPA guidelines. Information regarding a cardholder's account will not be provided to third parties unless required by applicable laws or with written permission of the cardholder.

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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 336: Examinations and Grading

- 1) Policy Updating. This policy has not been reviewed for over ten years. Since its last review, NDSU has converted to the semester system, faculty have begun loading their own grades, and policies have changed.
 - 2) Dead Week. Added language regarding dead week policy approved by Student Senate February 6, 2005 and University Senate February 14, 2005.
2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee: 5/24/04; 12/16/04; 3/17/05
University Senate:
Staff Senate: 4/13/05
Student Senate/Executive Board: 3/28/05
President's Council: 3/28/05
 3. This policy revision was originated by (individual, office or committee/organization):

Office of Registration and Records (5/14/04)

~~NOTE BY KRISTI: Should the Dead Week policy get approved by the Senate in December of 2004 (currently in a trial phase per student gov't request), this policy will need to be revised to include language regarding that change.~~

SECTION 336: EXAMINATIONS AND GRADING

SOURCE: NDSU University Senate Policy

The giving of examinations, their type, and number is up to the individual instructor in so far as it is consistent with Dead Week policy. However, ~~since the end of the seventh week is the latest that a student may drop a course without failure, results of some examinations or other methods of evaluation are encouraged to be provided to students are desirable before this deadline~~ the last day to drop courses (coincides with last day to withdraw to

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zero credits) within a given term. These deadlines are published on an annual basis and typically fall three weeks before the last day of the semester, which includes final examination week, for regular full-term courses. Deadlines for variable length courses vary and are based on the length of the session in which such classes fall.

The schedule for final examinations is determined and published by the Registrar's Office of Registration and Records. Final examinations in one-credit courses are usually given during the last regular class period. Final examinations for all other courses may not be rescheduled during the final examination period, or given prior to the start of the final examination period. According to State Board of Higher Education policy, the examination period is instructional time and, if a final examination is not given, some instructional use of this period is expected. ~~are not permitted at other periods.~~ Final examinations for summer school, distance and continuing education and extension, ~~or~~ ~~night~~ classes are arranged by the instructors.

No student shall be obligated to take more than three final examinations scheduled for the same calendar day. In the event that a student has four or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

Only one exam or quiz per course may be given during the last two weeks of the semester (prorated accordingly for variable length courses), which includes finals week. Exceptions include summer classes, self-paced/correspondence courses, make-up exams, courses in which a laboratory is incorporated with a lecture, one-credit courses, and quizzes that account for less than 5% of the students' overall grade. If a professor chooses to give an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time.

Upon request all instructors shall inform students directly of their approximate mid-term grades before the end of the eighth ~~sixth~~ week of the semester. (University Senate Policy, approved Dec. 21, 1970)

Examinations and grade lists are not to be posted by name, social security number or student ~~NAID~~ Student identification number, and examination and term papers must have the grade denoted inside when they are made available for students to pick up, in order to maximize privacy of grades. (University Senate Policy, approved Feb. 21, 1972)

Final grades are reported on-line by faculty on official class lists and typically are due in the Registrar's Office by the end of the second business day following the conclusion of finals week. Instructions and deadlines are provided each term by the Office of Registration and Records. ~~within 48 hours after the final examination has been given.~~

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Under extraordinary circumstances and at the discretion of the instructor, a student may be assigned a grade of Incomplete (I). The following policies apply to Incomplete grades:

1. The grade of Incomplete is assigned to indicate that satisfactory work has been completed up to within five weeks of the semester end, and that circumstances beyond the student's control prevented completion of the work.
2. The grade of Incomplete is not to be given in any instance where the student has a deficiency of more than five weeks of work including final exam week. (The time period is proportional for variable length courses and summer session.)
3. Grades of Incomplete are initiated by student request. The student must contact the instructor, request an Incomplete grade, and, upon instructor approval, make arrangements to complete the work.
4. Except in courses designated as practicum, internship, individual study, field experience, study abroad, or graduate-level research or investigation, the grade of Incomplete must be removed no later than the end of the seventh week of the next semester enrolled.
5. If alternative arrangements are made between the student and the instructor, there must be a written agreement that the instructor files with the department chair and with the Office of Registration and Records.
6. Grades of Incomplete are removed when the student has completed all course requirements and the instructor of the course files a Grade Reporting Form with the Office of Registration and Records.
7. All grades of Incomplete (except those indicated in section 4 above) that are not removed within the specified time are automatically changed to F grades by the Office of Registration and Records.
8. Grades of Incomplete earned in the last semester of attendance by a student who leaves the University for two or more years may be changed to Withdrawn (W) upon re-enrollment. Requests for this privilege must be filed with the Office of Registration and Records during the first term of re-entry.

~~Incompletes are entered on class lists and must be initialed by the dean of the college in which the course is located. A grade of incomplete can be given only in the case of illness or an equally valid reason and may not be used if the student is deficient more than three weeks' work. Except for special problems courses, graduate courses, research, or investigation courses, a grade of incomplete must be made up by the end of mid term exam week in the student's next term of residence. If the incomplete is not removed within the specified time and unless the instructor notifies the registrar of a time extension, it will automatically be changed to "F" by the Registrar's Office. When the incomplete has been removed by the student, a change of grade form must be sent to the Registrar's Office by the instructor. Thesis and research credits are marked S or U for satisfactory or unsatisfactory. Honor point requirements are covered in the University catalog.~~

HISTORY: January 19, 1970; Amended April 1992, November 1992

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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

714: Policy Coordination Committee

Language added per change to SBHE Policy 305.1, which allows the University President to adopt an interim policy or procedure subject to review within six months.

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

Policy Coordination Committee - 4/21/05

University Senate –

Staff Senate –

President's Council -

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

President Chapman (4/21/05)

General Counsel (4/21/05)

SECTION 714: POLICY COORDINATION COMMITTEE

SOURCE: NDSU President
SBHE Policy 305.1

1. A Policy Coordination Committee is established as a permanent, advisory committee to the President to coordinate the adoption of policies for their placement into the NDSU Policy Manual.
2. The membership of the Policy Coordination Committee is made up of the following individuals or their designees:
 1. Controller
 2. Director, Equal Opportunity
 3. Director, Human Resources
 4. General Counsel
 5. President Elect, Staff Senate
 6. Presiding Officer Elect, University Senate
 7. Vice President for Business and Finance
 8. Vice President for Academic Affairs

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9. Vice President for Student Affairs
10. Vice President for Agriculture Affairs
11. Vice President for Research, Creative Activities and Technology Transfer
12. Vice President for University Relations
13. Chief Information Officer, ITS

The Vice President for Business and Finance shall appoint the committee chair.

3. All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies must be presented to the Policy Coordination Committee for review. Failure to present a policy to the Policy Coordination Committee will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Policy Coordination Committee does not approve or disapprove policies but advises the President on their placement in the manual and potential conflicts or problems created by the proposed policy, if any.
4. After a policy is reviewed by the Policy Coordination Committee and placed in policy manual format, it will be submitted to the President for approval. Following such approval the policy will be returned to the Policy Coordination Committee for distribution and publication in the manual (available on the NDSU web site at www.ndsu.nodak.edu/policy).
5. The President has the authority to adopt interim policies and procedures concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy or procedure must include notice to the University Senate prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the University Senate for review and its decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued.

HISTORY: November 1992; Amended May 1996; January 1998; March 2002; February 2003, October 2004.

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Proposal for Evaluating Advising at NDSU Submitted by the Teaching and Professional Service Committee May 9, 2005

Members: Deanna Sellnow (Chair), Jerome Franckowiak, D. Bruce Erickson, Suranjan Panigrahi, Kaplana Katti, Linda Manikowske, Mary Mooney, Doug Rymph

The Teaching and Professional Service Committee was charged with the task of proposing a university-wide process for evaluating advising. To that end, we propose the following to aid each student's progress toward his or her degree:

1. To aid in **retention**, advising of first-year students must be mandatory and enforced.
 - Semester 1: The committee proposes that an automatic ADVISING-1stYEAR-HOLD be placed on first year students (0-26 credits). The advisor (or other departmental designee) will remove the HOLD after the student has met for counseling about courses for the next term and has completed the Student Rating of Advising (SROA) form (see attached).
 - Subsequent Semesters: The committee proposes that an automatic ADVISING-1stYEAR-HOLD be placed on each first year (0-26 credits) student's registration until after the student has met with their advisor for counseling about courses for the next term and has completed the SROA form.
 - Assessment data from these 1st-year student SROAs will be included in Departmental Assessment Reports.
2. After the first year, the committee proposes that advising be voluntary for students. Many veteran students get advice by visiting web sites and through email correspondence with professors rather than in face-to-face sessions. If these delivery systems are effective for them, it seems unwise to force face-to-face interaction. The committee proposes that advisors keep a checklist (see attached) in each student's file to report when they sought advice and to retain a printout of email correspondence. Students may complete advisor evaluations forms at their own discretion. Upper class students need to be allowed the opportunity to be responsible for their own learning. This includes advising.
3. The committee proposes that students be advised to request a **degree audit** after completing 75 credits for majors comprised of 122-150 total credits. See page 25 of the *Undergraduate Bulletin* for majors comprised of more than 150 total credits.
4. Senior Year: The committee proposes that seniors be required to complete a summative **Advisor Evaluation Form** (see attached) as part of the process of applying for graduation. This form would be provided and collected by the Office of Registration and Records and then forwarded to the appropriate department for university assessment reporting.

Student Rating of Advising (SROA)

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Advisor's Name _____ Date: _____

PART I. DIRECTIONS: Please rate your advising experience below on a scale of 1 to 5 with five being "strongly agree" and 1 being "strongly disagree."

		Strongly Agree				Strongly Disagree
1.	My advisor is knowledgeable about my major.	5	4	3	2	1
2.	My advisor helps me with course selection.	5	4	3	2	1
3.	My advisor helps me with career planning.	5	4	3	2	1
4.	My advisor cares about My academic progress.	5	4	3	2	1
5.	My advisor has a positive attitude toward advising.	5	4	3	2	1
6.	I would recommend my advisor to others.	5	4	3	2	1
7.	I was prepared for my advising meeting.	5	4	3	2	1
9.	I made and kept appointments with my advisor.	5	4	3	2	1

PART II. DIRECTIONS: Please complete the following questions in a few short sentences each.

10. What are the advising strengths of your advisor?
11. What suggestions do you have for your advisor?
12. What suggestions do you have for improving the advising process overall?
13. What is your major?
14. Your Gender: Male Female
(circle one)
15. Your cumulative GPA: <2.00 2.00-2.49 2.5-2.99 3.00-3.49 >3.5
(circle one)

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Advising Checklist

Advisor: _____

Student: _____

Date of Visit (face-to-face or virtual) _____ **Purpose** _____

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Presiding Officer-Elect Candidate

Eugene Berry

I am an Associate Professor in the Department of Veterinary & Microbiological Sciences (VMS). Currently, I am the Director of the (interdisciplinary) B.S. in Biotechnology Program and also the Director of Graduate Programs for VMS. I received a B.S. in zoology and an M.S. in veterinary microbiology from Washington State University, a Ph.D. in biology from Northeastern University, and did postdoctoral research at Oregon State University before coming to NDSU in the fall of 1987.

My research interests at NDSU mostly have focused on the pathogenesis and molecular biology of viruses infecting cattle, pigs, and sheep, while continuing to study a group of viruses from cats and marine mammals. As a result of my laboratory's success, I have been a member of a number of grant review panels for the USDA competitive grant program. Most of the postdoctoral fellows, over 15 graduate students, and numerous undergraduate students who have worked in my research group, have gone on to successful scientific careers.

I believe the primary mission of NDSU is education and, thus, the main focus of my career has been teaching. I have taught courses at nearly every level of our system from introductory students to graduate students, including small (5-10 students) seminar courses, laboratory courses, and large (200+ students) lecture courses. Most of these have been microbiology related (e.g., microbiology, virology, and immunology), although I have also collaborated with colleagues to teach an honors program seminar course and a course in understanding and undoing racism. I am fortunate to have been honored with a number of teaching related awards including the NDSU Odney Award, the Carnegie/CASE North Dakota Professor of the Year, I have been selected as a Mortar Board Preferred Professor several times, and a Bison Ambassadors' "Apple Polisher."

I have served on many departmental, academic program, and college committees over the years. My university service has included being a member of the Graduate Council, Research Council (now Research and Consulting Committee), Advisory Board to Student Affairs, two terms on the University Senate, and currently a member of University Senate Executive Committee (recently elected to second year by the College of Agriculture, Food Systems, and Natural Resources). Currently, I am a member of the Advisory Board to the Memorial Union, the Service-Learning Advisory Board, the President's Diversity Council, and a co-leader of the NDSU TOCAR Anti-Racism Team.

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Presiding Officer-Elect Candidate

Doğan Çömez

Professor
Department of Mathematics
North Dakota State University
Fargo, ND 58105-5075

(701)-231-7490 (office)
Dogan.Comez@ndsu.edu

Professional preparation

B.Sc. *Mathematics*, 1978, Middle East Technical University (METU), Ankara, Turkey.

M.Sc. *Mathematics*, 1980, Middle East Technical University, Ankara, Turkey.

Ph.D. *Mathematics*, 1983, University of Toronto, Toronto, Ontario, Canada.

Professional and academic appointments

7/2001-Present, Professor, Department of Mathematics, NDSU

7/1998-6/2001, Chair, Department of Mathematics, NDSU

8/1997-6/1998, Interim Chair, Department of Mathematics, NDSU

7/1991-6/2001, Associate Professor, Department of Mathematics, NDSU

8/1992-6/1993, Visiting Professor, Akdeniz University, Antalya, Turkey

9/1985-6/1991, Assistant Professor, Department of Mathematics, NDSU

Teaching activities

Undergraduate courses taught: Calculus sequence (1st and 2nd year), Differential Equations, Differential Equations and Vector Analysis, Introduction to Abstract Mathematics, Axiomatic Geometry, Analytic Projective Geometry, Differential Geometry, Abstract Algebra sequence, Linear Algebra and Real Analysis sequence.

Graduate courses taught: Real Analysis, Functional Analysis and Topology.

Student committees in the past eight years: Committee member for 17 graduate students.

Supervised field experience: Supervised one Ph.D. thesis (S. Litvinov) and one Masters thesis (E. Litvinova); supervising one Ph.D. thesis (S. Usmanov). Supervised independent study courses for 4 undergraduate and 2 graduate students

Research

Research: Convergence of additive and superadditive processes, weighted ergodic theorems, ergodic theorems in von Neumann algebras.

Five selected publications in refereed journals:

- a) *Multiparameter superadditive ergodic theorems for mean ergodic contractions*, Probability and Math. Stat., **23**, 173-187, 2003 (Jointly with M. Lin)
- b) *Norm convergence of moving averages for τ -integrable operators*, Rocky Mountain Journal of Mathematics, **30**, 1251-1263, 2000 (Jointly with S. N. Litvinov).
- c) *General and weighted averages of admissible superadditive processes*, Illinois J. M., **43**, 582-591, 1999.
- d) *On the sequences that are good in the mean for positive L - p -contractions*, $1 < p < \infty$, Illinois J. M., **42**, 617-629, 1998. (Jointly with S. Ferrando)
- e) *Weighted ergodic theorems for mean ergodic L_1 -contractions*, Transactions A.M.S., **350**, 100-117, 1998. (Jointly with M. Lin and J. Olsen)

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Articles Accepted for Publication in Refereed Journals:

1. *Ergodic averages with generalized weights*, to appear in *Studia Mathematica*, 22 pages. (Jointly with S. Litvinov)
2. *Ergodic Hilbert transform for admissible processes*, to appear in *Canadian Mathematical Bulletin*, 11 pages.
3. *Multiparameter admissible processes*, to appear in *Colloquium Mathematicum*, 15 pages.

Other refereed articles

1. *Simulation-based predictions of binding affinities of matrix metalloproteinase inhibitors*, *Qsar and Combinatorial Science*, **23**, 754-766, 2004 (Joint work of S. Balaz, A. Khandaval, V. Lukachova, D. Comez, D. Knoll, and S. Raha)
2. *A Comparison of the Binding Sites of Matrix Metalloproteinases and Tumor Necrosis Factor- α Converting Enzyme: Implications for Selectivity*, *J. Med. Chem.*; **48**(7) pp 2361 – 2370, 2005 (Joint work with V. Lukacova, Y. Zhang, D. M. Kroll, S. Raha, D. Comez, and S. Balaz)
3. *Developing a Departmental Assessment Program: NDSU Mathematics*, *MAA-SAUM, New case Studies*, 2003 (http://maa.org/saum/new_case.html). (Jointly with W.O. Martin)
4. *Quantitative Literacy as an Integral Component of Mathematics Curriculum, Case at NDSU*, to appear in *MAA Current Practices in Quantitative Literacy*. (Jointly with W.O. Martin)

Synergistic activities

Current externally funded projects

- PI of *Graduate Student-University-School Collaborative for Science, Mathematics, Engineering and Technology* (GraSUS and GraSUS-II) project. Funded by NSF GK-12. Project duration: GraSUS, March 2001-December 2003; GraSUS-II, June 2004-May 2009.
- PI of *Collaborative for Mathematics and Engineering Scholarships* (CoMES) project. Funded by NSF DUE. Project duration: September 2002-December 2006..

Selected service activities

- Department Chair (1998-2001); Interim Department Chair (1997).
- **University:** University Senate (member, 10/2004-Present); ND EPSCoR Steering Committee (member, 10/2002-5/2004); University Senate Library Committee (member, 9/2001-Present); Academic Integrity Committee (member, 8/2002-5/2004); Dean of College of Science and Mathematics (member, 2000) and Dean of Graduate Studies Search Committees (member, 2002); Faculty Development Committee (member, 1996-1999).
- **Department:** Chaired the Departmental Search Committee (8/2004-Present); Department Program Review Committee (8/2003-Present); Assessment and Peer Evaluation of Teaching Committee (2001, 2002); Sonya Kovalevsky Mathematics Day Organizing Committee (2001-Present).

Service to scientific community

- Refereeing for *Turkish Journal of Mathematics*, 1984-Present.
- Reviewer for *AMS Mathematical Review* and *Zentralblatt MATH*.
- Reviewed for Western Regional Graduate Program (within Western Interstate Commission for Higher Education), 1998.
- Panel reviewer for NSF GK-12 program, 2001 and 2002; NSF-RET Program, 2003; NSF-MSP Program, 2004.
- Co-organizer of *Conference on Reforming Undergraduate Science and Mathematics Education*, May 2002, 2001, 2000, 1999, 1998, Bismarck, ND
- Contributing participant for (NSF-funded) *MAA Supporting Assessment in Undergraduate Mathematics* (SAUM) project.
- Member of American Mathematical Society, 1980-Present.

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Presiding Officer-Elect Candidate

Donna J. Terbizan, Ph.D. is a professor in the Health, Nutrition and Exercise Sciences Department. She has been employed by NDSU for 23 years. In her department, she presently serves as the Coordinator for the undergraduate Human Performance and Fitness major, and as Graduate Coordinator. She has served or is serving on many University committees, including University Senate (presently senator for third time), University Senate Academic Affairs Committee, the Institutional Review Board, the Commission on Health and Wellness, the Technology Fee Advisory Committee, Graduate Council, and the University Awards Committee, among others. She has served the College of Human Development and Education through committee work on the Promotion, Tenure and Evaluation Committee, Academic Affairs Committee, Student Progress Committee, and Dean's Advisory Committee, as well as many committees in her department. Dr. Terbizan is also involved in professional organizations, specifically serving as Executive Director of the North Dakota Association for Health, Physical Education, Recreation and Dance, Central District of the American Alliance for Health, Physical Education, Recreation and Dance, nominations chair for 2005-2006, and as past president (twice) for the Northland Chapter of the American College of Sports Medicine. She has been elected Fellow of the American College of Sports Medicine and the Research Consortium of American Alliance for Health, Physical Education, Recreation and Dance.