

NDSU Faculty Senate
April 18, 2016
Prairie Rose, Memorial Union
Agenda

- I. Call to Order
- II. Attendance and substitutions
- III. Approval of previous meeting minutes from March 2016
- IV. Consent agenda
 - a. Academic Affairs Report ([attachment 1](#))
 - b. Policy changes ([attachment 2](#)) (All housekeeping changes/information only)
 - o Policy 818 - PROCUREMENT STANDARDS ON FEDERAL AGREEMENTS
- V. Announcements
 - a) Dean Bresciani, President
 - b) Beth Ingram, Provost
 - c) Dennis Cooley, Faculty Senate President
 - d) Katie Gordon, Faculty Senate President-Elect
- VI. Senate Committee Reports
 - a. CCF – Gina Kelley ([attachment 3](#))
- VII. Unfinished Business
 - a. New Bylaw changes ([attachment 4](#))
 - b. Proposal to merge Academic Affairs and General Education committees ([attachment 5](#))
- VIII. New Business
 - a. Policy 718 - Public/Open/Restricted Records ([attachment 6](#))
 - b. Council of College Faculty elections
 - i. Member to replace T. Ambrosio.
 - ii. Alternate member.
 - c. VALOR – Carol Cwiak
 - d. General Education Committee – Joe Mike Jones and Crosswalk ([attachment 7](#))
- IX. Adjourn

**Academic Affairs Committee Report
For Faculty Senate Meeting on April 18, 2016**

| New Program/Options | |
|--|--|
| M.S. in Extension Education | |
| B.S. in Nursing – new option: LPN to BSN track | |

| Program Changes | |
|--|--|
| Minor in Agribusiness – increasing required number of credits from 16 to 18 | |
| B.S. in Business Administration – adding MATH 144 as a required course | |
| B.S./B.A. in HDF5: Adult Development and Aging – adding HDF5 480 as a required course | |
| B.S./B.A. in HDF5: Social Work – correction of a typo in the degree name | |
| B.S. in Management – adding MATH 144 as a required course | |
| B.S. in Marketing – adding MATH 144 as a required course | |
| B.S. in Horticulture – adding PLSC 370 as a required course and making electives more flexible | |

| New Courses | | | | |
|--------------------|-----------------------------|--|------|----------------|
| Subject | No. | Title | Crs. | Effective Term |
| ANSC | 756 | History and Perspectives in Animal Breeding | 1 | Fall 2016 |
| ANSC | 855 | Molecular Biological Techniques in Animal Sciences | 3 | Fall 2016 |
| ECE | 772 | Low Power Circuit and System Design | 3 | Summer 2016 |
| LA | 422 | Planting Theory and Practice | 3 | Spring 2017 |
| MATH | 439/639 | Topics in Algebra and Discrete Mathematics | 3 | Fall 2016 |
| MATH | 449/649 | Topics in Topology and Geometry | 3 | Fall 2016 |
| MATH | 454/654 | Introduction to Functional Analysis | 3 | Fall 2016 |
| MATH | 459/659 | Topics in Analysis | 3 | Fall 2016 |
| MATH | 485/685 | Topics in Applied Mathematics | 3 | Fall 2016 |
| NURS | 300 | Pharmacology for Nursing | 3 | Fall 2016 |
| NURS | 326 | Immersion I | 1 | Fall 2016 |
| NURS | 356 | The Essence of Nursing | 3 | Fall 2016 |
| PLSC | 370 | Landscape Management | 3 | Fall 2016 |
| PLSC | 386 | Arboriculture Climbing and Rigging Operations | 2 | Fall 2016 |
| Uniform | 179, 279, 479, 679 | Study Tour Abroad | 1-6 | Summer 2016 |

| Course Changes | | | | | | | | |
|-----------------------|---------|--|------|------------|---------|--|------|----------------|
| From: | | | | To: | | | | |
| Subject | No. | Title | Crs. | Dept | No. | Title | Crs. | Effective Term |
| ANSC | 466 | Principles of Feed Technology, Production and Management | 2 | ANSC | 426 | Feed Technology | 2 | Fall 2016 |
| CJ | 752 | Criminogenic Commodities | 3 | CJ | 752 | Crime and the Life Course | 3 | Fall 2016 |
| HNES | 761 | Physiological and Fitness Assessment in Exercise and Nutrition Science | 3 | HNES | 761 | Physiological and Fitness Assessment in Exercise Science | 3 | Fall 2016 |
| PHRM | 125 | Medical Terminology for Health Professionals | 1 | CHP | 125 | Medical Terminology for Health Professionals | 1 | Fall 2016 |
| PHRM | 341 | Pathophysiology II | 4 | PHRM | 342 | Pathophysiology II | 3 | Spring 2017 |
| PHYS | 462/662 | Heat and Thermodynamics | 3 | PHYS | 462/662 | Thermal and Statistical Physics | 3 | Fall 2016 |
| PHYS | 481/681 | Introduction to Solid State Physics | 3 | PHYS | 481/681 | Condensed Matter Physics | 3 | Spring 2017 |

| Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions | | | | |
|--|---------|--|--|----------------|
| Subject | No. | Title | Prerequisite/Co-requisite Change | Effective Term |
| ANSC | 426 | Feed Technology | Prereq: ANSC 223, ANSC 324 or ANSC 360 | Fall 2016 |
| CJ | 752 | Crime and the Life Course | Desc: The life course will be examined as a theoretical orientation, a research methodology, and as an empirical field of study with special reference to crime and deviance. Key conceptual and research issues will be analyzed and discussed. | Fall 2016 |
| MATH | 450/650 | Real Analysis I | Desc: Differentiation and Riemann integration in the real numbers. Sequences and series of functions; uniform convergence and power series. Prereq: MATH 346. | Fall 2016 |
| PHRM | 341 | Pathophysiology II | No prerequisites | Spring 2017 |
| PHRM | 352 | Introduction to Health Care Systems | No prerequisites | Fall 2016 |
| PHRM | 552L | Pharmaceutical Care Laboratory IV/Introductory Pharmacy Practice Experience IV | Prereq: PHRM 551L | Summer 2016 |

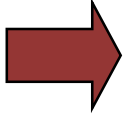
| Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions (continued) | | | | |
|---|---------|--------------------------------------|--|----------------|
| Subject | No. | Title | Prerequisite/Co-requisite Change | Effective Term |
| PHRM | 565 | Pharmacy-Based Immunization Delivery | Prereq: MICR 470 | Spring 2017 |
| PHYS | 462/662 | Thermal and Statistical Physics | Desc: Classical postulates and laws of thermodynamics; cyclic processes and entropy; thermodynamic potentials, equilibrium, stability, and phase transitions; Maxwell-Boltzmann distribution, applications to classical gases and magnets; quantum statistics, Bose-Einstein and Fermi-Dirac distributions, applications to quantum gases. Prereq: PHYS 350 | Fall 2016 |
| PHYS | 481/681 | Condensed Matter Physics | Desc: Introduction to the physics of soft condensed matter, composed of polymers, colloids, amphiphiles, and liquid crystals, and of hard condensed matter, including metals, semiconductors, and superconductors, emphasizing phase transitions and materials properties (electrical, magnetic, optical, elastic). Co-req: PHYS 486 | Spring 2017 |
| | | | | |

| Course Inactivations | | | | |
|----------------------|-----|---|------|----------------|
| Subject | No. | Title | Crs. | Effective Term |
| CHEM | 260 | Elements of Biochemistry | 4 | Spring 2017 |
| HDFS | 481 | Gender and Aging | 3 | Fall 2016 |
| HDFS | 774 | Foundations of Couple and Family Therapy II | 3 | Fall 2016 |
| HDFS | 776 | Clinical Applications of Couple and Family Therapy II | 3 | Fall 2016 |
| HDFS | 777 | Diagnosis and Assessment in Couple and Family Therapy | 3 | Fall 2016 |
| HDFS | 780 | Ethics and Professional Issues in Couple and Family Therapy | 3 | Fall 2016 |
| HDFS | 783 | Dynamics of Parent-Child Relations | 3 | Fall 2016 |
| PLSC | 360 | Horticultural Food Crops | 4 | Fall 2016 |

| New Special Topics | | | | |
|--------------------|-----|--|------|----------------|
| Subject | No. | Title | Crs. | Effective Term |
| PSCI | 499 | Biochemistry and Molecular Biology for Pharmacists | 1-5 | Summer 2016 |

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to ndsu.policy.manual@ndsu.edu first so that a clean policy can be presented to the committees.

SECTION: **Policy Number and Name** 818 PROCUREMENT STANDARDS ON FEDERAL AGREEMENTS

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 - Is this a federal or state mandate? ☒ Yes ☐ No
 - Describe change:
 - The new Uniform Guidance allows for an extension for implementing the new Procurement guidelines but requires us to note in our policies that we won't be implementing the new guidelines until 7/1/2017.
2. **This policy change was originated by (individual, office or committee/organization):**
 - **Office/Department/Name and the date submitted:** Grant & Contract Accounting/Ann Young & Gary Wawers
 -
 - **Email address of the person who should be contacted with revisions** gary.wawers@ndsu.edu and ann.young@ndsu.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

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

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 818

PROCUREMENT STANDARDS ON FEDERAL AGREEMENTS

SOURCE: NDSU President

1. The acquisition of goods, services, or equipment is subject to the following standards.
 - 1.1 Procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
 - 1.2 Positive efforts shall be made by the University to utilize small business and minority-owned business sources of supplies and services. Such effort should allow these sources the maximum feasible opportunity to compete for contracts utilizing federal funds.
 - 1.3 All proposed sole source contracts for purchase or where only one bid or proposal is received in which the aggregate expenditure is expected to exceed \$5,000 shall be subject to prior approval at the discretion of the federal sponsoring agency.
 - 1.4 The Office of Grant and Contract Accounting will review purchase requisitions or request for payments which exceed \$5,000.
 - 1.5 NDSU will be implementing the new Uniform Guidance Purchasing requirements effect July 1, ~~2016~~2017.

HISTORY:

| | |
|---------|---------------|
| New | July 1990 |
| Amended | April 1992 |
| Amended | August 2007 |
| Amended | June 22, 2015 |

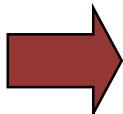
From Faculty Senate meeting minutes of December 2015

- a. Policy 133.1 – Tuition Waivers - Spouse/Partner and Dependents (attachment 6)
 - Committee comprised of faculty and staff reviewed Policy 133.1
 - Updated language in policy to include same sex partners for tuition discounts for individuals who complete the Declaration of Domestic Partnership for Purpose of Tuition Discount Eligibility form
 - Edits remove gender specific language
 - Please note that the form will have to be changed so that all domestic partnerships are included

MOTION (Christensen/Smith): to approve Policy 133.1. MOTION CARRIED WITH UNANIMOUS CONSENT.

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SECTION: Policy 133.1 Tuition Waiver – Spouse/Partner and Dependents

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☒ No
 - Describe change: Adding clarifying language to policy regarding use with other tuition waivers, specific programs and removing the in or out of state tuition waiver information.
 -
2. This policy change was originated by (individual, office or committee/organization):
 - HR/Payroll & Customer Account Services April 22, 2015
 - Brittnee.nikle@ndsu.edu and Karin.Hegstad@ndsu.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

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

Senate Coordinating Committee: 5/8/2015

Faculty Senate:

Staff Senate: 5/14/2015

Student Government: 5/14/2015

President's Cabinet:

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

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SECTION 133.1

TUITION WAIVER – SPOUSE/PARTNER AND DEPENDENTS

SOURCE: *NDSU President*

SBHE Policy Manual, Section 820.1

The North Dakota State Board of Higher Education allows campuses to adopt tuition waivers which are consistent with an institution's mission. The spouse/partner and dependent tuition waiver is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse/partner and dependents of regular (broadbanded staff must be off probation), benefitted NDSU employees are eligible for the waiver effective Fall 2002.
 - 1.1 Dependents are defined as those unmarried children (25 years of age or under if they are a full-time student, otherwise age 22 and under), who rely on the parent(s) for significant financial support.
 - 1.1.1 A spouse/partner or dependent who is also a regular, benefitted employee is only eligible for the employee tuition waiver outlined in Section 133 (Educational Policy).
 - 1.1.2 A spouse/partner or dependent who is eligible for this educational benefit is not eligible for the graduate assistant tuition waiver, the cultural diversity tuition waiver or other waivers which may duplicate benefits.
 - 1.2 Partners are those who have completed and filed a Declaration of Domestic Partnership for Purpose of Tuition Discount Eligibility <http://www.ndsu.edu/forms/> or <https://www.ndsu.edu/fileadmin/hr/docs/Declaration.pdf> with the Office of Human Resources/Payroll.
 - 1.3 The spouse/partner and/or dependents must meet admission standards and register for classes through regular registration procedures.
 - 1.4 The employee must be actively employed on the first day of each semester to be eligible for the waiver.
2. The tuition waiver is 50% of the tuition for NDSU classes (excluding internships that require tuition to be paid to the site for student placement and Professional Development non-degree eligible courses) per spouse/partner or dependent.
 - 2.1
 - 2.1 The maximum waiver for the spouse/partner or dependent of more than one eligible employee is 50%.
 - 2.2 Fees are not waived.

2.3 The waiver applies to undergraduate, professional (Pharmacy) and graduate level classes.

2.4 Early Entry students will be eligible according to the terms of this policy.

3. Procedure

3.1 A Spouse/Partner and Dependent Tuition Waiver application needs to be submitted to the Office of Human Resources/Payroll by the Monday two weeks prior to the start of classes for which the waiver is requested. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.

3.2 Proof of marriage, domestic partnership, and/or dependency may be required.

3.3 In accordance with federal regulations, the tuition waiver will be used as a financial resource and become part of the student's financial aid package. The Student Financial Services Office may need to adjust aid if the amount of the tuition waiver, along with other financial aid, exceeds the total cost of attendance.

3.4 No employee, spouse/partner or dependent who has an overdue accounts receivable balance with the University may receive a spouse/partner and dependent tuition waiver.

3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee's last paycheck of the semester, or, at the employee's written request, deducted on a prorated basis throughout the semester.

HISTORY:

| | |
|--------------|-------------------|
| New | April 2002 |
| Amended | July 2003 |
| Amended | April 2005 |
| Amended | October 18, 2010 |
| Housekeeping | November 17, 2011 |
| Housekeeping | July 29, 2013 |
| Amended | March 23, 2014 |
| Amended | November 7, 2014 |
| Housekeeping | January 2, 2015 |

Article II: Organization and Faculty Senate Operation

Section 8.

The administrative role of Secretary of the Senate shall be appointed by the Provost; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with [Section 13](#).
2. Maintain a current roster of senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare and disseminate meeting minutes according to [Section 15](#).
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.
12. Perform other appropriate tasks as assigned by the Faculty Senate President in consultation with the Provost.

Section 9.

Regular meetings of the Senate shall be held at 3:00 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Current Bylaws**Article IV: Faculty Senate Standing Committees****Section 1. Academic Affairs**

1. Voting members shall consist of one faculty member, with the rank of full or associate professor, from each of the representation units, a representative of the Dean of Graduate and Interdisciplinary Studies, and two students.
2. Non-voting members shall consist of the Provost (or designee) and the University Registrar.
3. Committee responsibilities include:
 1. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges
 2. Recommending policies for the evaluation of transfer credit
 3. Recommending policies for graduation
 4. Recommending candidates for graduation
 5. Recommending the scheduling of policies for the efficient utilization of classrooms and laboratories

Section 10. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.
2. Non-voting members shall consist one representative from each of the following: the NDSU Library, Registration and Records, the professional advisers (at least 50% of load is advising), and the Provost (or designee). There is no term limit for non-voting members.
3. Committee responsibilities include:
 1. Ensuring that existing courses and experiences meet general education requirements.
 2. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.
 3. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
 4. Coordinating and recommending actions to the Faculty Senate on proposals for approving general education courses.
 5. Providing periodic assessment of students' attainment of intended student outcomes in general education.
 6. Studying, coordinating, and recommending to the Faculty Senate policies and procedures for continuing improvement in general education.
 7. Selecting two representatives and one alternate for the North Dakota General Education Council.

University Curriculum Committee (UCC)

1. Voting members shall consist of one tenured faculty member from each of the representation units, a tenured faculty representative appointed by the Dean of the College of Graduate and Interdisciplinary Studies, and two students – one graduate and one undergraduate - appointed by the Student Government.

The Provost, Registrar, and Dean of Libraries shall each appoint one non-voting representative.

- a. Terms shall be four years. Voting members shall not serve consecutive terms. Terms shall be staggered so that no more than one-third of the members are new.
 - b. One faculty member will be elected as chair. Neither the Provost's, Registrar's, nor Dean of Libraries' representative shall serve as chair.
 - c. The chair shall have served at least one year on the committee.
 - d. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
2. Committee responsibilities are:
 - a. Developing criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.¹
 - b. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges.
 - c. Overseeing the general education program, including:
 - a. Validating/revalidating courses and experiences to ensure that general education outcomes are met.
 - b. Coordinating periodic assessment of students' attainment of intended student outcomes in general education.
 - d. Requesting the formation of ad hoc Faculty Senate committees to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed², and
 - e. Performing other appropriate duties as assigned by the Faculty Senate.

¹ Designates an overlapping function.

² Designates a new authority.

Purpose of change

1. To create a committee that focuses on NDSU's curriculum as a whole.
 - A. Enables the committee to have a more comprehensive understanding of the curriculum to create a consistent, coherent, practical curriculum for students, faculty, and staff.
2. To redirect the focus to the committee's Faculty's expertise rather than doing administrative work. They would become an executive committee.
3. Create a more efficient workflow.

Phases

Phase 1: August-September 2016 - Colleges elect their representatives to the UCC, the other members are appointed.

Phase 2: Fall 2016 - UCC members attend AA and GE meetings to orient themselves to the relevant work. During this time, they should be thinking about what portions of the work can be:

- A. Administrative work not performed by faculty members – The Provost's office is providing a great deal of administrative support through Vice Provost for Academic Affairs, her administrative assistant, and other ex-officios.
 1. Before the committee sees a petition or application, the ex-officios can determine if the documents are adequately prepared. If not, they can be returned to the originator.
 2. Courseleaf or Sharepoint to make workflow for efficient and transparent,

OR

- B. Reduced through process change –
 1. Petitions take up an enormous amount of GE's time. RaNelle Ingalls has stated that petitions out of UNIV 189 are often unnecessary. They could be eliminated by either educating advisors that a student with 24 hours credits coming into NDSU does not need UNIV 189 to graduate, or a note could be put on the petition form page stating that fact so that students do not submit the form in the first place.
 1. Based on existing course evaluations we do for transfer credits from other universities, other petitions could be sent to the relevant programs for them to evaluate. Since those programs are experts in their own area, then they can do this most efficiently.
 2. The recommendation would be returned to UCC for their executive decision to accept or decline.
 3. A timely deadline for a departmental or other decision should be included with the request to evaluate the petition.
 2. Creating or updating templates for fill in blanks course proposals.
 1. Templates for undergraduate only, graduate only, and undergraduate/graduate classes exist. Those areas, such as instructor, office number and hours, academic honesty, accommodation, etc. will already be filled out. (<https://www.ndsu.edu/facultysenate/acadaffairs/syllabi/>, and has been available for many years)
 2. Only the areas relevant for evaluation of the proposal shall be live for the proposer to fill in.

3. This work is already partially completed?
3. Training for the colleges' curriculum committees
 1. If the curriculum committees know what UCC wants, then it is easier to do that.
4. Moving evaluations or work to the areas best able to process it.
 1. A poorly filled out proposal should be returned to the originator with instructions how to change it.
5. Using Courseleaf or Sharepoint to monitor workflow and move materials directly to where they need to go.

Phase 3: Spring 2017 – UCC goes online

- A. The Vice Provost for Academic Affairs will provide continuity and direction for the committee.
- B. UCC will request an ad hoc General Education Recertification Committee or devise another efficient process to focus on recertifying all General Education courses to the New Model's outcomes. This process shall be considered by the Faculty Senate
 - a. Consider requiring that all faculty members teaching general education courses explain in their course what general education is, why it is required of students, why the particular course is a component of general education, and what outcome it fulfills and how. Periodically during the semester, each general education instructor should tie in what she or he is doing to the what, why, why, what above.
 - b. Probably good enough to send an email note out to general education instructors reminding them to do this? No need for additional monitoring? How would this be done?
 - c. Use statistical sampling to evaluate proposals-revisions to alleviate workload, unless there is a system with far better outcomes to use. (Find out how businesses do this to review their projects.)
- C. Evaluate UCC's process. If changes can be made to fulfill the reduced duties more efficiently without sacrificing quality, and the committee can do it for itself, then it would make these changes.
- D. AA and GE representatives act as consultants to UCC.

Phase 4: May 2017 – Report to Faculty Senate

- A. If there are issues the Faculty Senate needs to address, such as adding additional members to the committee, then that shall be brought to the Faculty Senate for discussion.
- B. Faculty Senate would take whatever action it deems appropriate.

Phase 5: May 2018 – Report to Faculty Senate

- A. If there are issues the Faculty Senate needs to address, such as adding additional members to the committee, then that shall be brought to the Faculty Senate for discussion.
- B. Faculty Senate would take whatever action it deems appropriate.

Responses to concerns raised

- a. Both GE and AA have significant workloads, both committees meeting more than once per month presently and moving business along at a relatively quick pace. To merge them may overburden the members of the super committee.
 - o **IQAOCResponse:** The committee workload is being reduced, as can be seen by the reduced duties in the Bylaws, as well as the process changes, etc.
 - o **IQAOCResponse:** Instead of overloading faculty with administrative work, they will be able to more freely use their expertise in their executive roles.
 - o **IQAOCResponse:** Use statistical sampling instead of examining each case, if that proves a far more efficient system with adequate outcomes. The idea is to retain processes that cannot be changed, but to

change processes that are not resulting in sufficient efficiency to achieve desirable outcomes of freeing committee members to focus on the vision of a unified curriculum for the university.

- b. Reading documents for Academic Affairs issues and GE issues requires considering different criteria. Therefore, we think either the review will not be effective in some area, or the time for reading will increase for those individuals having to develop expertise in both areas.
 - **QAOCResponse:** It is better for the university to have an overall curriculum that is coherent, cohesive, and practical through one committee having one vision.
 - **QAOCResponse:** The committee researched this issue in great depth. It found that our peer institutions do not separate these two functions into different committees, with the exception of one university. So the standard is a UCC rather than separate AA and GE committees. (One committee member raised concerns about the strength of this conclusion based on his personal records of the committee's research.)
- c. The GE committee has, in the last year or two, worked to really streamline some processes so that it can take more of a leadership role regarding general education on campus and can do some things that they have not been able to get to in the past, such as revamping the GE web presence and having some oversight over assessment of GE (even if that assessment still happens in the colleges and departments, having some campus wide coordination will be important).
 - **QAOCResponse:** This activity can be facilitated far more with a reduction in administrative workload and refocus on faculty expertise.
- d. Without either a GE committee or a GE Director, and with the intense workload represented by the merger of the committees, we fear GE will suffer from inattention.
 - **QAOCResponse:** General Education will be better integrated into a student's overall curriculum with one group focusing on the issue. The idea would be to increase the effectiveness and values of both major(s), minor(s), and general education.
- e. The merger may be trying to solve problems that are no longer. AA has made its systems for syllabus review better; GE has created some policies and guidelines to make its processes more efficient. Nonetheless, there is still plenty of work for both committees, and the idea that the two committees are primarily redundant seems flawed.
 - **QAOCResponse:** There are still significant problems with the processes that cause frustrations for both committee members and those faculty working with them. The length of time it takes to get a course approved for AA has been greatly reduced by Courseleaf. If a General Education step is added, then one set of faculty members can evaluate both AA and GE concerns simultaneously to determine if the course coherently, cohesively, and practically fits NDSU's curriculum.

Activities of the NDSU Faculty Senate Academic Affairs and General Education Committees for Academic Years 14/15 and 15/16 as of 3-7-16

The information summarized below is based on Faculty Senate and committee meeting minutes.

Academic Affairs Committee

| Action | Academic Year 14/15 | Academic Year 14/15 |
|-----------------------|---|--|
| Policy Discussions | <p>Sep – IQAOC questions; R&R query to check contact hours vs credits</p> <p>Oct – course approvals obtained one semester ahead of schedule?; academic freedom statement; guidelines for courses descriptions for smoother transfer evaluation</p> <p>Nov – AP cr</p> <p>Dec – CourseLeaf</p> <p>Mar – cr matrix and HLC compliance guidelines; course description for individual study</p> <p>Apr – CIM software demo; input on CIM fields</p> <p>May – Project lead the way</p> | <p>Aug – CIM update; colleges asked to discuss major clusters for advisement; PERC</p> <p>Sep – CIM update</p> <p>Oct – keep 400/600 together for review even though CIM lists separately; attendance policy 333 discussion re health center new policy</p> <p>Dec – uniform course number for undergrad teaching; pol 333</p> <p>Jan - uniform course number for undergrad teaching</p> <p>Feb – final exam scheduling; IQAOC update and feedback</p> |
| New Courses | <p>Oct – 7</p> <p>Nov – 8</p> <p>Dec – 23</p> <p>Jan – 2</p> <p>Mar – 10</p> <p>Apr – 26</p> <p>May – 27 TOTAL = 103</p> | <p>Oct – 4</p> <p>Nov – 13</p> <p>Dec – 7</p> <p>Jan – 1</p> <p>Feb – 6 TOTAL = 31</p> |
| Course Deletion | May - 3 | |
| Course Inactivation's | <p>Oct- 8</p> <p>Nov – 9</p> <p>Dec – 2</p> <p>Mar – 4</p> <p>Apr – 9</p> <p>May 15 TOTAL = 47</p> | <p>Oct – 17</p> <p>Nov -27</p> <p>Dec – 6</p> <p>Jan – 2 TOTAL = 52</p> |

| | | |
|---------------------------------|---|---|
| Course Reactivation | Jan – 1 Apr – 1 May – 1 TOTAL = 3 | |
| Course Changes | Oct – 26 Nov – 9 Dec – 13 Mar – 10 Apr – 20 May – 10 TOTAL = 88 | Oct – 11 Nov – 8 Dec – 8 Jan – 1 Feb – 3 TOTAL = 31 |
| Change in pre/co/req/descrip | Oct – 2 Nov - 4 Dec – 4 Jan – 2 Mar – 27 Apr 14 TOTAL = 56 May - 3 | Oct – 13 Nov – 8 Dec – 18 Jan – 10 Feb – 10 TOTAL = 59 |
| New special topics | Oct – 1 Nov – 2 Dec – 4 Apr – 2 May – 2 TOTAL = 11 | Oct – 1 Nov – 3 Dec – 3 TOTAL = 7 |
| New prefix | May - 2 | |
| New Program/option | Oct – 1 Dec – 2 Apr – 2 May – 4 TOTAL = 9 | |
| Accelerated/combined degree | Mar - 1 | |
| Program changes | Mar - 1 | Feb - 6 |

| | | |
|----------------------|-----------------------------------|--|
| Program Inactivation | Dec – 1 Mar – 2 TOTAL = 3 | |
| Program Termination | Mar - 2 | |

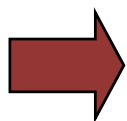
General Education Committee

| Action | Academic Year 14/15 | Academic Year 14/15 |
|---|--|--|
| Priorities for Fall | <ul style="list-style-type: none"> • continued petitions review • pilot assessment • alignment with CULE work | |
| Priorities for Spring | <ul style="list-style-type: none"> • continued petitions review • streamlining policy and process to make room for leadership work • pilot assessment/assessment planning • alignment with CULE work | |
| Petitions | Sep – 12 Oct – 7 Nov – 5 Dec – 4 Jan - 4 Feb – 3 Mar – 1 Apr – 7 TOTAL = 43 | Sep – 9 Oct – 4 Nov – 1 Dec – 3 Jan – 2 Feb – 6 TOTAL = 25 |
| Request to waive | one | |
| New courses | 1 considered – PHRM 101 | ENGL 226, RELS History of religion courses |
| Bylaws Change | 1 - changes to membership | |
| Establishing blanket exception for study abroad | Approved | |
| Upper division substitution request | 1 for computer engineering | 1 in fall for BIOL course |
| Military basic training waiver for wellness | Approved, but with no course credit | |
| Upper division languages | Approved to meet Humanities/Fine Arts cr | |

| | | |
|--|--|--|
| Course equivalency discussions | One in spring | |
| Provided information to the IQOAC | Addressed questions and decide to meet more frequently; i.e. 2 times/mo vs 1 time/mo | Updated and raised concerns |
| Number of courses removed from Gen Ed | 1 – HDFS 468 | |
| ENGR 291 for 189 | approved | |
| Handbook revision discussions | several | |
| Discussion of QUEST, how to approve new courses, make exceptions, review existing course, and how to analyze transfer cr | All spring | All fall |
| Senate charge of Crosswalk | | All spring so far |
| Capstone assessment discussion | | Discussion late fall through early spring |
| Remaining potential agenda items | | <ul style="list-style-type: none"> • Discussion regarding mapping new outcomes onto the SERU • Course re-evaluation cycle: timing? Documents needed? • Build faculty learning communities (FLCs) around the outcomes, communicate with the FLCs re the outcomes and teaching for them • Program review overall (with external evaluators, as UND has done?) • Changing the language from GE to something more like core or essential or foundations, to overcome the “general” bias • How do we: 1- think of GE as a program or connected curriculum 2- communicate more regularly with faculty about GE, not just to the Senate • Over the long run, develop some regular cycle of program assessment (direct + indirect assessment), including the question of whether we should build some requirements for Capstones that might be considered at Senate |

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **Policy Number and Name** 718 Public/Open/Restricted Records

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☒ Yes ☐ No
 - Describe change:
 - Policy has been updated and rewritten to separate policy from procedures and to accurately reflect current changes in NDSU governance and policy regarding litigation hold.
 - Policy and procedure have been reviewed and commented on by the NDSU SAG's representative.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted
Information Security/Records Management, Theresa Semmens, CISO & Director, Records Management, Division of Information Technology
Submitted: February 8, 2016
 - Email address of the person who should be contacted with revisions:
Theresa.Semmens@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

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

Senate Coordinating Committee:

Faculty Senate:

Staff Senate

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 718

PUBLIC/OPEN/~~RESTRICTED-CONFIDENTIAL~~ RECORDS

SOURCE: NDSU President
SBHE Policy 1912

Pursuant to N.D.C.C. Section 44-04-18, ~~Except except~~ as otherwise specifically provided by law ~~or this policy~~, all records of the State Board of Higher Education, the North Dakota University System and its institutions North Dakota State University are, pursuant to N.D.C.C. Section 44-04-18, public records, open and accessible for inspection during regular office hours. NDSU shall comply with the public records laws. NDSU will not disclose information which is considered exempt under the public records laws.

This policy applies to all records, including all University information and University resources, regardless of format.

Definitions

| | |
|--|---|
| <u>Record</u> <u>N.D.C.C 44-04-17.1.16</u> | <u>"Recorded information of any kind, regardless of the physical form or characteristics by which information is stored, recorded, or reproduced, which is in the possession or custody of NDSU or its agent and which has been received or prepared for use in connection with public business or contains information relating to public business. 'Record' does not include unrecorded thought processes, but does include preliminary drafts and working papers."</u> |
| <u>Closed Record</u> <u>N.D.C.C 44-04-17.1.2)</u> | <u>"All or part of an exempt record that NDSU, in its discretion, has not opened to the public."</u> |
| <u>Confidential Record</u> <u>N.D.C.C. 44-04-17.1.3</u> | <u>"All or part of a record that is either expressly declared confidential or is prohibited from being open to the public."</u> |
| <u>Exempt Record</u> <u>N.D.C.C. 44-04-17.1.5</u> | <u>"All or part of a record that is neither required by law to be open to the public, nor is confidential, but may be open in the discretion of NDSU."</u> |
| <u>Public Record</u> <u>N.D.C.C. 44-04-18.1</u> | <u>"All records of a public entity are public records, open and accessible for inspection during reasonable office hours."</u> |
| <u>Public Employee</u> <u>N.D.C.C. 44-04-18.1</u> | <u>Public employee includes any individual who has applied for employment, is employed, or has been employed by a public entity.</u> |

| | |
|--|--|
| | |
|--|--|

I. Public/Open Records

- A. Copies of records classified as public shall be provided upon request, after all exempt and/or confidential material has been removed from the records.
- B. State law mandates that responses to open record requests cannot be unreasonably delayed; these requests must be given a high priority.

II. Confidential Records

A. Student Records

- 1. Student education records are confidential, and access to those records is restricted according to the Family Education Rights and Privacy Act (FERPA) of 1974.

B. Personnel Records

- 1. Personnel records, other than personnel records that relate to individuals employed as a result of his or her status as a student, are public records and open to inspection by the public.
- 2. Employee medical and employee assistance program records are confidential and are not to be placed in an employee's personnel file and are not to be released without written consent of the employee.
- 3. Personal information, as defined in N.D.C.C. Section 44-04-18.1, including a person's home address; home telephone number; photograph; medical information; motor vehicle operator's identification number; Social Security number; payroll deduction information; the name, address, phone number and date of birth of any dependent or emergency contact; credit, debit or electronic fund transfer card number; and any account number at a bank or other financial institution, are exempt from the open records law and may be released only as required by law, pursuant to an institution policy or with the employee's written consent.

C. Campus Police Records

- 1. Access to, and disclosure of, campus police records is governed by N.D.C.C. Section 44-04-18.7. Accordingly, active criminal intelligence information and active criminal investigative information are exempt from the open records law. Other law enforcement records which are exempt include, but are not limited to:
 - a. Law enforcement records and files concerning a child, as that term is defined in N.D.C.C. Ch. 27-20, shall be kept separate from the records and files of adults, shall not be open to public inspection and may not be disclosed except according to the provisions of N.D.C.C. Ch. 27-20.
 - b. Records of undercover law enforcement officers are confidential and exempt from the open records law as provided by N.D.C.C. Section 44-04-18.3.

III. Procedures and Materials

Procedures and materials required to support and enforce this policy will be developed and maintained by the Records Management Advisory Committee and the Director of Records Management.

IV. Imposition of Sanctions

Failure to follow and comply with this policy may result in employee discipline, including termination of employment.

SECTION 718**PUBLIC/OPEN RECORDS PROCEDURES****I. Public Records Procedures**

- A. Responses to open records requests, other than routine requests in the normal course of business in an office or department, shall be coordinated as follows:
 - 1. Through the Office of the Vice President for University Relations, if the request is from a media source.
 - 2. Through the Chief of Staff to the University President, if the request is from a non-media source.
- B. Copies shall be made of records and documents in the format filed, or kept in the normal course of business.
- C. Employees are not required to retrieve, collate and/or summarize data or prepare other special reports or documents not required by law or otherwise prepared in the normal course of business.
- D. A fee for allowing access to documents may not be assessed; however, each institution shall establish and collect a fee to cover reasonable copying costs, including reasonable costs of computer generated documents. The fee for standard paper copies may not exceed twenty-five cents per copy.
- E. A fee not to exceed twenty-five dollars per hour, excluding the first hour, may be charged per request for locating records if locating the records requires more than one hour.
- F. A fee not to exceed twenty-five dollars per hour, excluding the first hour, may be charged per request for excising confidential or closed material if doing so requires more than one hour.
- G. Access to electronically stored records is free if the records are recoverable without the use of a computer backup. If a request is made for access to records on a backup for copies of electronically stored records, a reasonable fee may be charged to cover costs attributable for retrieving the information.

II. Student Education Records

- A. Student education records, including those of former students, are confidential, and access to those records is restricted according to FERPA.
- B. Pursuant to FERPA, NDSU will:
 - 1. Annually notify currently enrolled students of their rights under FERPA.
 - 2. Except as provided under FERPA and 34 CFR Section 99.31, relating to conditions under which personally identifiable information may be disclosed without consent, obtain a signed and dated written consent of a student before disclosing personally identifiable information from the student's education records;
 - 3. The University will:
 - a. Maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student as required by FERPA, 34 CFR Section 99.32;
 - b. Provide required notice concerning disclosure of directory information pursuant to FERPA, 34 CFR Section 99.37;
 - c. Adopt procedures implementing FERPA provisions governing release and transfer of confidential student disciplinary records;
 - d. Comply with all other requirements of FERPA and applicable regulations;
 - e. Eliminate the use of the Social Security number (SSN) as an identification number for university-related business transactions;

- f. Increase awareness of the confidential information; and
- g. Ensure appropriate and consistent handling of confidential information throughout the University.

III. Personnel Files

- A. N.D.C.C. Section 54-06-21 states that the “official” personnel file is “the file maintained under the supervision of the agency head or designated representative.” At NDSU, the “official file” location is designated as follows:

| <u>Non-Broadbanded Employees</u> | |
|--|--|
| <u>Faculty (ranked)</u> | <u>Dean’s Office</u> |
| <u>Lecturers and Graduate assistants</u> | <u>Dean’s Office</u> |
| <u>Extension/Ag. Experiment staff</u> | <u>VP of Agriculture</u> |
| <u>Other non-broadbanded staff</u> | <u>Office of Human Resources/Payroll</u> |
| | |
| <u>All Broadbanded employees</u> | <u>Office of Human Resources/Payroll</u> |

- B. Personnel files must include an access record. The access record must contain the date and name of any person viewing the file except when the custodian of the file is inserting salary, insurance, medical, tax, Workers Compensation, pretax benefits, deferred compensation information or employment forms pursuant to N.D.C.C. Section 54-06-21.

~~Student education records are confidential and access to those records is restricted according to the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Pursuant to FERPA, each institution shall:~~

- ~~a) Adopt a policy as required by 34 CFR Section 99.7;~~
- ~~b) Annually notify students currently in attendance of their rights under FERPA;~~
- ~~c) Except as provided under FERPA and 34 CFR Section 99.31, relating to conditions under which personally identifiable information may be disclosed without consent, obtain a signed and dated written consent of a student before it discloses personally identifiable information from the student's education records;~~
- ~~d) Maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student as required by 34 CFR Section 99.32;~~
- ~~e) Provide the notice required by 34 CFR Section 99.37 concerning disclosure of directory information;~~
- ~~f) Adopt procedures implementing FERPA provisions governing release and transfer of student disciplinary records. Consistent with FERPA, student disciplinary records are confidential and may be released only as permitted under FERPA and implementing institution procedures; and~~
- ~~g) Comply with all other requirements of FERPA and applicable regulations.~~

NDSU Guidelines:

NDSU provides an annual notice informing students of their FERPA rights which constitutes its FERPA policy. Other provisions related to FERPA rights can be found in Policy 601 Code of Student Behavior.

- ~~Records of former students, including deceased former students, are confidential except that records of deceased former students may be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena.~~
- ~~Access to and disclosure of campus police records is governed by N.D.C.C. Section 44-04-18.7. Accordingly, active criminal intelligence information and active criminal investigative information are exempt from the open records law. Each campus law enforcement agency shall maintain a list of all files containing active criminal intelligence and investigative information which have been in existence for more than one year, which shall be subject to disclosure under N.D.C.C. Section 44-04-18.~~
 - a) ~~Campus police records which are open and must be disclosed under Section 44-04-18.7 include: arrestee description; facts concerning the arrest; conviction information; disposition of all warrants; a chronological list of incidents, including initial offense report information; a crime summary, including a departmental summary of crimes reported and public calls for service; radio log; and general registers.~~
 - b) ~~Law enforcement records and files concerning a child, as that term is defined at N.D.C.C. ch.27-20, shall be kept separate from the records and files of adults and shall not be open to public inspection and may not be disclosed except according to the provisions of N.D.C.C. ch. 27-20.~~
 - c) ~~Records of undercover law enforcement officers are confidential and exempt from the open records law as provided by N.D.C.C. Section 44-04-18.3.~~
- ~~Personnel records, other than personnel records that relate to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student, are public records open to inspection by the public. However, pursuant to N.D.C.C. Section 44-04-18.1, employee medical and employee assistance program records are confidential and may not be placed in an employee's personnel file and may not be released without the written consent of the employee. Further, personal information as defined in section 44-04-18.1, including a person's home address, home telephone number, photograph, medical information, motor vehicle operator's identification number, social security number, payroll deduction information, the name, address, phone number, date of birth of any dependent or emergency contact, any credit, debit or electronic fund transfer card number, and any account number at a bank or other financial institution, are exempt from the open records law and may be released only as required by law, pursuant to an institution policy or with the employee's written consent. Placement of documents in an employee's personnel file is governed by N.D.C.C. Section 54-06-21.~~

NDSU Guidelines:

- a) ~~N.D.C.C. Section 54-06-21 states that the "official" personnel file is "the file maintained under the supervision of the agency head" or designated representative. At NDSU, the "official file" location is designated as follows:~~

Non-Broadbanded employees~~Faculty (ranked), lecturers and graduate assistants ————— Deans Office~~~~Extension/Ag. Experiment, Staff ————— VP of Agriculture Office~~~~Other non-broadbanded staff ————— Office of Human Resources/Payroll~~~~All Broadbanded employees ————— Office of Human Resources/Payroll~~

~~b) Official files must include an access record. The access record must contain the date and name of any person viewing the file except when the custodian of the file is inserting salary, insurance medical, tax, Workers Compensation, pretax benefits, deferred compensation information or employment forms pursuant to N.D.C.C. Section 54-06-21.~~

• ~~Additional records exempt from the open records law include (without limitation):~~

~~a) Information pertaining to an employee's retirement account balance, disability applications and benefits, and surviving spouse applications and benefits under N.D.C.C. ch. 54-52 or a plan adopted by the board (N.D.C.C. Section 54-52-26);~~

~~b) Certain economic development records (N.D.C.C. Section 44-04-18.2);~~

~~c) Trade secret, proprietary, commercial and financial information (N.D.C.C. Section 44-04-18.4 and SBHE Policy 611.6);~~

~~d) Computer software programs or components for which a copyright, patent or license is acquired (N.D.C.C. Section 44-04-18.5);~~

~~e) Attorney work product (N.D.C.C. Section 44-04-19.1);~~

~~f) Social security number, which is confidential under N.D.C.C. Section 44-04-28~~

• ~~Copies of records not exempt from section 44-04-18 shall be provided upon request. Copies shall be made of records and documents in the form filed or kept in the normal course of business and employees are not required to retrieve and collate or summarize data or prepare other special reports or documents not required by law or otherwise prepared in the normal course of business. A fee for allowing access to documents may not be assessed; however, each institution shall establish and collect a fee to cover reasonable copying costs, including reasonable cost of computer generated documents. The fee for standard paper copies may not exceed twenty five cents per copy as provided under section 44-04-18. A fee not to exceed twenty five dollars per hour, excluding the first hour, may be charged per request for locating records if locating the records requires more than one hour or for excising confidential or closed material if excising the material requires more than one hour. Access to electronically stored records is free if the records are recoverable without the use of computer backup; if a request is made for access to a record on a back-up or for a copy of an electronically stored record an additional reasonable fee may be charged to cover costs attributable to the use of information technology resources.~~

NDSU Guidelines:

- ~~a) NDSU departments may charge a fee up to twenty five cents per page for paper copies provided to persons requesting copies under the Open Records Act. A reasonable fee can be charged for electronic copies as well as costs for the use of technology resources. A fee of up to \$25/hour, excluding the first hour, can be charged for locating records or redacting information that is not open.~~
- ~~b) Monies collected from the persons making such requests must be deposited at the NDSU Customer Account Services Office at least weekly, daily if amounts collected are \$200 or greater (see policy 508.)~~
- ~~c) Responses to open records requests, other than routine requests in the normal course of business in an office or department, shall be coordinated through:

 - ~~1. From the media: The Office of the Vice President for University Relations.~~
 - ~~2. From other sources: The Assistant Attorney General assigned to the University.~~~~
- ~~d) State law mandates that responses to open records cannot be unreasonably delayed, so that such requests must be given a high priority.~~

NDSU Policy on Restricted Personally Identifiable Information

- ~~a) North Dakota State University recognized that it collects and maintains confidential/sensitive information relating to its students, employees, and individuals associated with the university and is dedicated to ensuring the privacy and proper handling of this personally identifiable information (PII).~~
- ~~b) Social Security Numbers (SSN) and other restricted personally identifiable information are confidential and legally protected data. The university is committed to maintaining the privacy and confidentiality of an individual's personally identifiable information including, but not limited to, Social Security Numbers. Therefore, the use of the SSN as an identification number shall be limited.~~
- ~~c) NDSU recognizes the use of the North Dakota University System ID number (EmplID) as the primary identification number for students, employees, and any person with a recurring business, educational, and/or research relationship with NDSU.~~
- ~~d) The Federal Privacy Act of 1974 and related amendments establish guidelines regarding state agency requests for the social security number. It is the duty of the university to inform individuals whether a given use of social security numbers is mandatory and the legal authority therefore, the principal purpose(s) for the request, and the effects of not providing it. Data confidentiality is also mandated by NDCC sec. 44-04-28, 44-04-18.9 and 44-04-27; NDUS Procedure 1901.2 and its NDUS Data Information Technology Security Standard; other state and federal laws and regulations; system and NDSU policies, and various industry regulations.~~
- ~~e) This policy and derived procedures provide guidelines and procedures on the proper use and disclosure of Social Security Numbers and other restricted PII such as credit/debit card numbers. Goals of the policy and procedures are to:~~

- ~~i. Eliminate use of the SSN as a publicly visible identification number for university-related business transactions.~~
- ~~ii. Increase awareness of the confidential nature of restricted PII such as Social Security Numbers and credit/debit card numbers.~~
- ~~iii. Reduce reliance upon the SSN for identification purposes.~~
- ~~iv. Ensure appropriate and consistent handling of SSNs and other restricted PII throughout the university.~~
- ~~v. Provide for assessments and audits of processes, applications, or systems used by or for NDSU entities. The assessments will be done by the NDSU IT Security Officer and the NDSU Audit and Advisory Services office. Audits will be done by Audit and Advisory Services.~~
- ~~f) Procedures and materials required to support and enforce this policy will be developed and maintained by the NDSU IT Security Officer and the NDSU Audit and Advisory Services Office.~~

HISTORY:

| | |
|--------------|-----------------|
| New | May 1998 |
| Amended | April 2003 |
| Amended | October 2005 |
| Amended | October 2007 |
| Amended | November 2008 |
| Housekeeping | October 2, 2015 |

Table mapping NDSU's Existing GE Categories to the New Undergraduate Learning Outcomes

(created by the GE Committee in response to the December 14, 2015 charge from the Faculty Senate)

| Existing NDSU Categories | Core New Undergraduate Learning Outcome for Each Category | Possible Secondary New Undergraduate Learning Outcomes for Each Category |
|--|---|---|
| First Year Experience (F) | Personal & Social Responsibility | |
| Communication (C) | Communication | Critical Thinking, Diversity and Global Perspectives, Technology, Personal & Social Responsibility |
| Quantitative Reasoning (R) | Critical Thinking, Creative Thinking, and Problem Solving | Diversity and Global Perspectives, Communication, Technology, Personal & Social Responsibility |
| Science & Technology (S) | Natural and Physical Sciences or Technology | Critical Thinking, Diversity and Global Perspectives, Communication, Personal & Social Responsibility |
| Humanities & Fine Arts (A) | Human Societies | Critical Thinking, Diversity and Global Perspectives, Communication, Technology, Personal & Social Responsibility |
| Social & Behavioral Sciences (B) | Human Societies | Critical Thinking, Diversity and Global Perspectives, Communication, Technology, Personal & Social Responsibility |
| Social & Behavioral Sciences –Wellness (W) | Personal and Social Responsibility | Critical Thinking, Diversity and Global Perspectives, Technology, Communication, Personal & Social Responsibility |
| Cultural Diversity (D) (embedded in other category) | Human Societies | Diversity and Global Perspectives |
| Global Perspectives (G) (embedded in other category) | | |
| General Education Categories that do not follow standard review procedures | | |
| Upper Division Writing (approved by the GE Committee after review from the English Department Writing in the Disciplines Committee) | Communication | Critical Thinking, Diversity and Global Perspectives, Technology, Personal & Social Responsibility |
| Capstone in major (not presently reviewed by the GE Committee) | Critical Thinking, Creative Thinking, and Problem Solving | Communication, Diversity and Global Perspectives, Technology, Personal & Social Responsibility |

For Faculty Senate:

Approved General Education Recommendations

For Faculty Senate Meeting on (month/year): April 18

| | | | | |
|--|----------------------------------|-------------------------------|--|-----------------------------|
| Outcomes Key: <ol style="list-style-type: none"> 1. Communicate effectively in a variety of contexts and formats. 2. Locate and use information for making appropriate personal and professional decisions. 3. Comprehend the concepts and perspectives needed to function in national and international societies. 4. Comprehend intrapersonal and interpersonal dynamics. 5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society. 6. Integrate knowledge and ideas in a coherent and meaningful manner. 7. Comprehend the need for lifelong learning. | | | | |
| Courses Approved for General Education (New) | | | | |
| Course No. | Course Title | Recommended Categories | Recommended Outcomes | |
| ENGL 229 | Introduction to Creative Writing | Humanities and Fine Arts | Primary - Human Societies, Secondary - Communication | |
| | | | | |
| Courses Withdrawn from General Education List of Approved Courses | | | | |
| Course No. | Course Title | Categories | Dept or GE Request | |
| | | | | |
| | | | | |
| Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes | | | | |
| Course No. | Course Title | Categories | Outcomes | |
| | | | | |
| | | | | |
| Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes | | | | |
| Course No. | Course Title | Categories | Previous Outcomes | Recommended Outcomes |
| | | | | |
| | | | | |

| Returned to Department/Instructor for Revision/Further Information/Clarification | | |
|--|--------------|-------------------|
| Course No. | Course Title | Reason for Return |
| | | |
| | | |
| | | |