

**NDSU Faculty Senate Agenda**

February 11, 2019

Prairie Rose, Memorial Union

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- I. Call to order
- II. Attendance/substitutions
- III. Adoption of agenda
- IV. Approval of previous meeting minutes from **January 14, 2019**
- V. Announcements
  - a. Dean Bresciani, President
  - b. Ken Grafton, Provost
  - c. Erin Gillam, Faculty Senate President
  - d. Molly Secor-Turner, Faculty Senate President-Elect
  - e. Amanda Booher, Staff Senate President
  - f. Marisa Pacella, Student Body Vice President
- VI. Consent agenda
  - a. UCC Report (**Attachment 1**)
- VII. Unfinished Business
  - a. None
- VIII. New Business
  - a. Resolution Regarding the General Education Program at North Dakota State University (submitted by the ad hoc General Education Review Committee) (**Attachment 2**)
    - i. For reference, a document detailing the recent history of the General Education program at NDSU is included (**Attachment 3**)
  - b. Edits to the Faculty Senate Bylaws (submitted by the ad hoc Faculty Senate Bylaws Review Committee)
    - i. Track-changed edits to the Faculty Senate Bylaws (**Attachment 4**)
    - ii. Summary of all proposed changes to the Faculty Senate bylaws (**Attachment 5**)
- IX. Adjourn

**University Curriculum Committee  
For Faculty Senate Meeting on February 11, 2019**

<b>Program Changes</b>
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B.S./B.A.; Economics – Business Economics – new option
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<b>General Education Recommendations</b>
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MUSC 379 – Study Tour Abroad – recommended for cultural diversity and Human Societies categories
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**Resolution Regarding the General Education Program at  
North Dakota State University**

Authored by the ad hoc General Education Review Committee

**Whereas**, in Fall 2018, a conflict arose between the University Curriculum Committee (UCC) and some NDSU faculty members regarding the General Education course revalidation process, in that the UCC provided a 3-month lead time for faculty with General Education courses up for revalidation in that semester to modify their syllabi to demonstrate 100% alignment with the learning outcomes for a given General Education category, and

**Whereas**, this committee's procedural change substantially increased the workload of some faculty, as well as college curriculum committees, since previously faculty had only been required to meet 60% of the stated outcomes, and

**Whereas**, evidence from online documents from the Core Undergraduate Learning Education (CULE) team, which designed the category-specific General Education outcomes, as well as direct conversations with previous members of the CULE team, provide evidence that the intent of CULE was that 60% alignment with category-specific outcomes be maintained.

**Whereas**, there is no evidence that 100% alignment with category outcomes has been the long-term goal of the University Curriculum Committee since its formation in 2015, and that faculty were not given reasonable notice about the upcoming change from 60% to 100%, and

**Whereas**, the high workload of the UCC has meant that the General Education program at NDSU has not been properly overseen and evaluated in the last three years, which is of much concern given the June 2020 interim report that will be due to the Higher Learning Commission.

**Therefore, be it resolved** that the University Curriculum Committee restart the General Education course revalidation process in such a manner that they evaluate if courses have met at least 60% of the stated outcomes from the CULE model. If the 60% alignment has been met, along with other requirements of the revalidation process, a course will be revalidated for the NDSU General Education program.

**Be it further resolved**, given that the Higher Learning Commission does not have detailed guidelines that must be met for a General Education program, but rather want

to see that a program is regularly being evaluated and adjusted based on input, we suggest that the following model will not jeopardize our standing in the June 2020 interim report. Further, the information provided in this resolution provides evidence-based documentation of the previous successes and failures of the General Education program at NDSU and demonstrates the need for adaptation and improvement of the General Education model based on those data.

**Be it further resolved,** that this is a stopgap measure to deal with the immediate problem of course revalidation, and it is recommended that a permanent standing committee of the Faculty Senate be formed to oversee the General Education revalidation process. Further responsibilities of the committee may be to develop a revised timeline for future revalidation, consider restructuring of categories and associated outcomes, assess the functionality of the General Education model, and provide further guidance on how we can improve this model over time.

## **History of General Education and the Current Learning Outcomes**

The previous General Education program at NDSU had seven program-level outcomes. Classes with General Education status had to meet one or more of these outcomes. These were as follows:

The intended student outcomes resulting from General Education include the following abilities:

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

In August 2010, Provost R. Craig Schnell charged a group of thirteen faculty and staff representing colleges and departments to:

1. Design a student-centered, intellectually exciting curriculum, focusing on what NDSU graduates will need to be well-rounded world citizens.
2. Focus on student learning outcomes, not on credits in categories.
3. Design a curriculum that integrates the learning outcomes for General Education and for majors.
4. Create a General Education program to provide an integrated, coherent, and meaningful experience for students.
5. Design an undergraduate curriculum with integrated assessment.
6. Implement the recommendations of the UNIV 189 Task Force to develop a philosophy of NDSU's First Year Experience, online teaching modules, and shared resources for faculty.
7. Create an undergraduate curriculum aligned with NDSU's mission and vision.
8. Review current campus mechanisms for recommending possible changes to coordinate, evaluate, and revise the curriculum.

This group formed Core Undergraduate Learning Experiences (CULE). The group gathered feedback and input from the Higher Learning Commission (NDSU's accrediting body), State Board of Higher Education and Faculty.

The CULE group also developed NDSU QUEST which was a new General Education model that utilized the approved category-specific learning outcomes. QUEST was presented to Faculty Senate in Spring 2015 but never passed. After QUEST failed to pass, no further changes were made or presented to Faculty Senate related to General Education.

## History of CULE and QUEST proposals at Faculty Senate

- 05/6/13: Initial changes to the learning outcomes were approved by Faculty Senate
- 04/4/2014 and 3/10/15: Additional revisions to the learning outcomes were approved at Faculty Senate
- 5/9/2016: Dissolution of the Academic Affairs and General Education Standing Committees and formation of the University Curriculum Committee.
- 5/9/2016: The QUEST General Education model failed at Faculty Senate.
- 1/25/2016 and 4/18/2016: The mapping of The Core Undergraduate Learning Outcomes ([General Education Outcomes Table](#)) onto the existing NDSU General Education categories was introduced and approved by Faculty Senate (in linked document, column 2 was mapped onto column 1)
- 5/8/2017: The mapping of category-specific Undergraduate Learning Outcomes onto the existing NDSU General Education Categories was approved by Faculty Senate (in the above linked document, column 3 was mapped onto column 1, creating the final 3-column document). These final category-specific Undergraduate Learning Outcomes replaced the previous seven General Education program outcomes (listed above). These Learning Outcomes were approved with the expectation that General Education courses would meet 60% of the specific outcomes for a given category.
- 8/17/2018: University Curriculum Committee announced that courses being revalidated for the General Education program in Fall 2018 need to exhibit 100% alignment with category-specific learning outcomes. This change was not approved by the Faculty Senate.

In conclusion, the current Learning Outcomes were approved based on the idea that the QUEST model would eventually be used, not the current General Education model. This is evidenced in the General Education Outcomes table by the mapping of the Core Undergraduate Learning Outcomes (column 2 in linked document) onto the existing (non-QUEST) categories (column 3 in linked document).

For more information about CULE, Learning Outcomes and QUEST, please go to:

<https://www.ndsu.edu/cule/>

# NDSU Faculty Senate Bylaws

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## Article I: Faculty Senate Membership

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### Section 1.

Each representation unit shall have one elected ~~Faculty Senator~~ ~~senator~~ (hereto within referred to as "Senator") for every fifteen eligible faculty members (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the representation unit as of October 1 of ~~the previous academic~~ ~~each~~ year. Faculty members, regardless of their location (*e.g.*, Agriculture Experimental Station and the NDSU Extension Service), shall be counted in and vote with their assigned representation unit.

### Section 2.

Members of representation units, including senior lecturers, assistant/associate/full professors of practice, research faculty, ~~assistant/~~ ~~associate/~~ ~~and~~ full professors, chairs/heads/or their equivalents, assistant/associate deans, and deans shall be eligible to vote for representatives.

### Section 3.

The following are considered representation units for the purposes of determining ~~Senate~~ ~~Faculty Senate~~ (hereto within referred to as "Senate") seats:

- ~~a.~~ 1. College of Agriculture, Food Systems, and Natural Resources
- ~~b.~~ 2. College of Arts, Humanities, and Social Sciences
- ~~c.~~ 3. College of Business
- ~~d.~~ 4. College of Engineering
- ~~e.~~ 5. College of Human Development and Education
- ~~f.~~ 6. College of Health Professions
- ~~g.~~ 7. College of Science and Mathematics

### Section 4.

The ~~Senate~~ ~~Faculty Senate~~ President (hereto within referred to as "President") with the assistance of the ~~Senate~~ ~~Faculty Senate~~ Secretary ~~of the Senate~~ (hereto within referred to as "Secretary") will stagger Senate terms so that approximately ~~one-third~~ ~~1/3~~ of the ~~Senators~~ ~~senators~~ from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary ~~Senator~~ ~~senator~~ by April 15 of each year for the term to begin in May of that year.

### Section 5.

Terms of office shall begin on the Tuesday following Spring Commencement. The term of office of an elected ~~Senator~~ ~~senator~~ shall be three years. Senators cannot be reelected for consecutive terms.

### Section 6.

If a ~~Senator~~ ~~senator~~ must vacate ~~her/his~~ ~~her or his~~ seat, the vacancy shall be filled by a special election within the unit from which ~~she/hes~~ ~~he or he~~ was elected. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

### Section 7.

A ~~Senator~~ may be removed from office by way of a two-thirds majority vote at a regular ~~Senate Faculty Senate~~ meeting, followed by a ~~two-third~~<sup>2/3</sup> majority vote at the next meeting. This action may never be part of a consent agenda. In the event a ~~Senator~~ is removed, the ~~Senate Faculty Senate~~ President will inform the relevant academic unit to elect another ~~Senator~~ before the ~~Senate~~ meets in its next regular meeting.

### Section 8.

All ~~Senators~~ are expected to:

1. Attend all ~~Senate Faculty Senate~~ meetings. If unable to attend the meeting, the ~~Senator~~ must find a competent substitute (who is not already a ~~Senator~~) to act as ~~her/his~~<sup>her or his</sup> proxy at the meeting. Said proxy will have all rights and privileges accorded a regular ~~Senator~~. The ~~Senator~~ must provide signed notification of the substitution to the Secretary ~~of the Senate Faculty Senate~~ prior to start of the meeting.
2. Prepare for ~~Senate Faculty Senate~~ meetings, including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings, as long as doing so advances the business of the ~~Senate Faculty Senate~~.
4. Disseminate ~~Senate Faculty Senate~~ information to their individual representation units.
5. Gather opinions and other information from their representation units concerning ~~Senate Faculty Senate~~ activity.
6. Show proper decorum during meetings.

## Article II: Organization and Faculty Senate Operation

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### Section 1.

Administrative officers of the ~~Senate~~Faculty Senate consist of the President, the President-Elect, and the Immediate Past President.

### Section 2.

The President-Elect shall be elected for a one-year term by the ~~Senate~~Faculty Senate at the last meeting of the ~~Senate~~Faculty Senate in the academic year. The President-Elect will be elected from the roster of current or former Faculty/University Senators.

### Section 3.

At the end of the term, the President will assume the role of the Immediate Past President, and the President-Elect will succeed the President for a one-year term of office. In the event the outgoing President is unable or unwilling to serve as the Immediate Past President, the President will appoint another past Faculty/University Senate President as a replacement for the position of Immediate Past President.

### Section 4.

During their respective terms the President-Elect, the President, and the Immediate Past President will not represent their representation units in the Senate.

### Section 5.

The authority of the President-Elect, the President, and the Immediate Past President will be terminated before the end of its term if she/he/she loses eligibility, voluntarily resigns with eligibility or is removed from office by the Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President, President-Elect or Immediate Past President by the Senate requires a ~~two-third~~2/3 vote at a regular Senate meeting, followed by a ~~two-third~~2/3 vote at a special meeting of the Senate convened in not more than ~~two~~2 weeks after the first meeting. The second meeting will be convened and presided by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete her/his/his/her term as a Senator.
3. In the event that the authority of the President is terminated, but the President-Elect is still in good standing, the President-Elect will assume the role of President to finish the term left by the removed President and then she/he/she will start her/his/his/her originally elected term.
  - a. The removed President will not serve as Immediate Past President.
  - b. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. This appointment does not necessarily imply automatic elevation to the full position of President-Elect at the end of the term.
4. In the event that the authority of the President-Elect is terminated, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible ~~P~~past President to serve in that capacity.

6. In the event that the authority of both the President and the President-Elect is terminated at the same time:
  - a. If the authority of the Immediate Past President is still in good standing, then ~~she/he~~~~she~~ will convene and preside the Senate meeting to elect a new President and the President-Elect in not more than two weeks.
  - b. If the authority of the Immediate Past President is also terminated, then a Special Returning ~~O~~fficer appointed by the Senate will convene and preside ~~over~~of the election of the President and the President-Elect in not more than two weeks. [Article II](#), Section 5.5 ~~above~~ will then be used to fill the position of the Immediate Past President.

## Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the ~~Senate~~~~Faculty Senate~~ in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council.
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the ~~Senate~~~~Faculty Senate~~ on administrative councils.
9. Provide the Secretary of the Senate and the incoming President with an annual report summarizing the Senate activities for the preceding year.
10. Submit policies or actions approved by the ~~Senate~~~~Faculty Senate~~ to the University President for consideration.
11. Moderate the official faculty listserv.

## Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the ~~Senate~~ Executive Committee.
4. Serve on the Coordinating Council.
5. Represent the ~~Senate~~~~Faculty Senate~~ to the Staff Senate and the Student Government.

## Section 8.

Duties of the Immediate Past President shall include the following:

1. Advise the President and the President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over ~~regular~~the Senate ~~regular~~meetings in the absence of both the President and the President-Elect.
3. Serve on the ~~Senate~~ Executive Committee.
- 3.4. Undertake duties outlined in Article II, Section 9.2-9.4 in the absence of the Secretary at a Faculty Senate ~~the~~ meeting.

## Section 9.

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 [Article II](#), 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 and prepare and disseminate meeting minutes according to Section 15.~~
- 4.5. ~~Disseminate meeting minutes according to Article II, Section 16.~~
- 5.6. Schedule a room for all ~~Senate~~ meetings.
- 6.7. Maintain a permanent record of ~~Senate~~ minutes.
- 7.8. Maintain a permanent record of annual reports submitted by the President and ~~Chairs~~ of ~~Senate~~ committees.
- 8.9. Maintain records of standing committee membership.
- 9.10. Prepare updated versions of the Constitution for distribution.
- 10.11. Archive all past versions of Constitutions and Bylaws.
- 11.12. Verify the eligibility of ~~Senators~~ and committee members.
- 12.13. Perform other appropriate tasks as assigned by the President in consultation with the Provost.

## Section 10.

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.

## Section 11.

Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

## Section 12.

Meetings of the ~~Senate~~ shall be open to the public; ~~however, debate on some of the agenda items through the Committee and Other Reports agenda item. Following this agenda item, the meeting may be deemed closed at the discretion of the Senate. For closure to occur, a motion to close the meeting enter executive session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators and non-invited guests will be asked to leave except the Secretary and Parliamentarian-; the Senate can also exempt some invited guests to stay in the executive session.~~

-At each Senate meeting the ~~University~~ President ~~of the University~~, the Provost, the Student Body President, and the Staff Senate President will be invited to make announcements. The ~~Senate~~ President may allow other non-~~Senators~~ to speak and/or provide reports. However, only ~~Senators~~ may make motions and only ~~Senators~~ may vote on motions before the Senate.

### Section 13.

~~SenateFaculty Senate~~ meetings shall be conducted under Robert's Rules of Order, Newly Revised. The ~~SenateFaculty Senate~~ will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a ~~Senatorsenator~~ may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

### Section 14.

The primary business of the ~~SenateFaculty Senate~~ is to review, propose, and approve of policy with respect to the following matters:

- ~~a.~~1. Academic freedom, including rights and responsibilities.
- ~~b.~~2. All curricular matters, including establishment, dissolution, and substantial changes to degree programs.
- ~~c.~~3. Research and scholarship.
- ~~d.~~4. Admissions standards and prerequisites.
- ~~e.~~5. Requirements for regular certificates and degrees.
- ~~f.~~6. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
- ~~g.~~7. Teaching quality.
- ~~h.~~8. Professional standards and criteria for positions accorded academic rank.
- ~~i.~~9. Policies and procedures for promotion, tenure, and evaluation.
- ~~j.~~10. \_\_\_\_\_ And other academic matters.

The agenda for each regular meeting shall be posted to the ~~SenateFaculty Senate~~ website at least one week before each meeting. Any member of the ~~SenateFaculty Senate~~ may request of the President ~~of the SenateFaculty Senate~~ that an item be placed on the agenda. The order of business for ~~SenateFaculty Senate~~ meetings shall be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes ~~of the previous meeting~~.
3. Announcements.
4. Committee and other reports.
5. Consent agenda.
- ~~6. Committee and other reports.~~
- ~~7.~~6. Unfinished business.
- ~~8.~~7. New business.
- ~~9.~~8. Adjournment.

At the October meeting, the primary order of business will be planning and prioritizing ~~SenateFaculty Senate~~ goals for the academic year. The order of business for this meeting will be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes ~~of the previous meeting~~.
3. Announcements.
4. Consent agenda.
5. Planning and prioritizing ~~SenateFaculty Senate~~ action for the year.
6. Adjournment.

The President, in consultation with the Executive Committee, may add an urgent piece of new or committee business to this meeting if the timing is critical.

**Section 15.**

A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

**Section 16.**

The minutes of the meeting shall be posted to the Senate website by the Secretary within one week after the meeting.

## Article III: Senate Committees

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### Section 1.

Duties of standing committees include:

1. Selecting a ~~C~~chair who will serve as a liaison to the ~~Senate~~[Faculty Senate](#).
2. Initiating and reviewing policy and policy changes in their areas of responsibility.
3. Providing their recommendations to the ~~Senate~~[Faculty Senate](#) for action.
4. Consulting with and providing advice to the ~~Administration~~[administration](#), students, and staff when requested to do so.
5. Promptly and responsively discharging their duties.

### Section 2.

The ~~Faculty~~ Senate shall confirm the membership of all standing committees, except the Standing Committee on Faculty Rights.

### Section 3.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every ~~Senate~~[Faculty Senate](#) Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress ~~to the Senate (five5 minutes) at the May meeting of the Senate~~[Faculty Senate](#), or, at the President ~~of the Senate~~[Faculty Senate](#)'s request. Committees will also ~~submit~~ a written report at the end of the academic year.

### Section 4.

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Unit representatives shall be faculty members as defined by the ~~Senate~~[Faculty Senate](#)'s Constitution, unless otherwise specified under the committee description. Such membership shall be presented to the ~~Senate~~[Faculty Senate](#) at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. Committee service begins and ends at the last ~~Senatesenate~~ meeting of the spring semester, unless otherwise specified.

### Section 5.

After the ~~Faculty~~ Senate has approved membership in the standing committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate. [The Senate Executive Committee has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties.](#)

### Section 6.

All ~~Faculty~~ Senate committee action is subject to review and approval by the Senate.

### Section 7.

The ~~Senate~~[Faculty Senate](#) may create special committees as it deems necessary. Such committees shall be

discharged upon the completion of their assigned duties. The duties of a special committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by said standing committee. Special committees shall be commissioned by a majority vote of the full Senate.

## **Article IV: Faculty Senate Standing Committees**

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### **Section 1. Academic Integrity**

1. Voting membership (seven members):
  - a. One tenured faculty member from each representation unit.
    - i. Full professor is preferred.
    - ii. An associate professor may be appointed.
2. Non-voting membership:
  - a. There are no non-voting members for this committee.
3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive years (two terms).
  - c. No designation about non-consecutive terms.
4. Committee responsibilities:
  - a. Provide investigative assistance on cases involving academic misconduct as described in Policy 326.
  - b. Select panels composed of three persons competent to investigate allegations. Such panels may include members from outside the University.
  - c. Review and recommend policies pertaining to academic integrity.

### **Section 2. Budget**

1. Voting membership (eight members):
  - a. One faculty member from each representation unit.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
2. Non-voting membership (two members):
  - a. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance and Administration (or designee).
3. Terms and limits:
  - a. Three-year term
  - b. Limit of two consecutive terms (six years).
  - c. Terms shall be staggered, so that new members have at least one year to become familiar with the committee and its work.
  - d. Unless by necessity, no more than one third of the committee may be in their first year of service to the committee.
  - e. To maintain continuity within ongoing budgetary discussions, the outgoing Chair of the committee will continue to serve for at least the year following their term.
    - i. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity.
    - ii. If the outgoing Chair is reappointed/re-elected to represent their academic unit, then they will return to normal committee membership.
4. Committee responsibilities:

- a. Become familiar with the University budget process.
- b. Develop a set of guiding principles which align with strategic priorities, with the intent of informing University budget decisions from a faculty perspective.
- c. Solicit input regarding the budget process from a wide range of faculty and on an ongoing basis.
- d. Serve as a resource for the Provost in budget matters.
- e. Act as a conduit of information between faculty and Administration for budget discussions and decisions.

### **Section 3. Conflict of Interest Advisory**

1. Voting membership (five members):
  - a. Five tenured faculty members.
  - b. These faculty members are recommended by the Executive Committee and appointed by the President.
  - c. No two committee members may have primary appointments in the same representation unit.
  - d. In the event that a member of the committee recuses her/himself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.
2. Non-voting membership:
  - a. There are no non-voting members for this committee.
3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive years (two terms).
4. Committee responsibilities:
  - a. Serve as an advisory body to the Administration on the issue of conflict of interest.
  - b. Initiate and review policies concerning conflict of interest and make recommendations regarding such policy to the Senate.
  - c. Hear and rule on appeals of decisions in conflict of interest cases.
  - d. Act in accordance with procedures approved by the Senate, specifically Policy 151.1.

### **Section 4. Council of College Faculties**

1. Voting membership (three members):
  - a. Three faculty members elected to staggered three-year terms.
  - b. The faculty shall elect each spring by secure electronic ballot a faculty member to serve.
2. Non-voting membership:
  - a. There are no non-voting members for this committee.
3. Terms and limits:
  - a. Three-year term.
  - b. No restriction on consecutive terms.
4. Responsibilities:
  - a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

## **Section 5. Equity and Diversity**

1. Voting membership (six members):
  - a. Five faculty members.
  - b. One faculty representative from the Commission on the Status of Women Faculty
    - i. Recommended by the Executive Committee. The Executive Committee shall strive for representation from diverse groups.
    - ii. Appointed by the President.
2. Non-voting membership (one member):
  - a. Provost (or designee).
3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive terms.
4. Committee responsibilities:
  - a. Review, revise, and propose policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.
  - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, LGBTQ (lesbian, gay, bisexual, transgender, and/or queer) people.

## **Section 6. Executive Committee**

1. Voting membership (ten members):
  - a. One Senator from each representation unit.
  - b. The President.
  - c. The Immediate Past President.
  - d. The President-Elect.
2. Non-voting membership (five members):
  - a. One faculty representative of the Graduate School, designated by the Dean of the Graduate School
  - b. One faculty representative of the Provost's Office, designated by the Provost.
  - c. One faculty representative from the Commission on the Status of Women Faculty.
  - d. The Secretary.
  - e. The Parliamentarian.
3. Terms and limits:
  - a. One year starting immediately following the regular May Senate meeting.
4. Committee responsibilities:
  - a. Meet and organize for the academic year during the first week of the fall semester.
  - b. Delegate tasks to Senate committees
  - c. Review the progress of Senate committees.
  - d. Set the agenda for upcoming Senate meetings.
  - e. Interpret, when necessary, provisions of the Constitution and the Bylaws.

## **Section 7. Faculty Affairs**

1. Voting membership (seven members):
  - a. One faculty member from each representation unit.
2. Non-voting membership (two members):
  - a. One faculty representative from the Commission on the Status of Women Faculty
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive years (two terms).
  - c. No designation about consecutive terms.
4. Committee responsibilities include:
  - a. Review policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching, and service.
  - b. Review and recommend revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
  - c. Review the Ombudsperson's annual report and perform an annual interview and written evaluation of the Ombudsperson and office (to be submitted to the Ombudsperson and Provost at the end of each fall semester). The review and evaluation shall be conducted by a subcommittee comprised of at least three faculty members with broad college representation who do not possess any actual or perceived conflict of interest with the Ombudsperson's Office.

## **Section 8. Faculty Pool for Administrative Search Committees**

1. Membership:
  - a. All active Senators
2. Terms and limits:
  - a. The entirety of their term as Senator.
3. Procedures:
  - a. For each administrative search out of the Provost office, the Provost shall send a request to the President, listing the number of faculty members from the faculty pool the Provost will seat on the search committee.
  - b. The President (or designee) shall ask the Senators for nominations from the pool and hold a vote among Senators.
  - c. A list with the names of the top candidates shall be generated. The number of candidates on this list shall be the number requested by the Provost, plus one.
  - d. Once an adequate list of qualified candidates is generated, that list shall be sent by the President (or designee) to the Provost.
  - e. The Provost shall select from that list the number of faculty members she/he indicated are needed for that search committee.

## **Section 9. Faculty Rights**

1. Voting membership (five members):
  - a. Five members, each from different representation units.



- a. Hear charges of inequitable or prejudiced academic evaluations and provide redress for improper evaluation.
- b. Act in accordance with procedures approved by the Senate, specifically Policy 337.

### **Section 11. Program Review**

- 1. Voting membership (eleven members):
  - a. One tenured faculty member from each representation unit.
    - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - c. One faculty representative of the Provost's Office, designated by the Provost.
  - d. Two students selected by the Student Government.
- 2. Non-voting membership:
  - a. There are no non-voting members for this committee.
- 3. Terms and limits:
  - a. Four-year term.
  - b. Limit of two consecutive terms.
- 4. Committee responsibilities:
  - a. Develop criteria and procedures for review of academic programs.
  - b. Perform a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
  - c. Address concerns and make recommendation to the Senate regarding duplication of programs and courses.
  - d. Recommend policies for University support to individual programs.
  - e. Coordinate the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

### **Section 12. Research and Consulting**

- 1. Voting membership (eight members):
  - a. One faculty member from each representation unit.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
- 2. Non-voting membership (one member):
  - a. One representative of the Vice President for Research and Creative Activities, designated by the Vice President for Research and Creative Activities.
- 3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive terms.
- 4. Committee responsibilities:
  - a. Initiate and review policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.

- b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

### **Section 13. Technology and Instructional Services**

1. Voting membership (eight members):
  - a. One faculty member from each representation unit.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
2. Non-voting membership (one member):
  - a. ~~One~~Three representatives from Information Technology (IT) Division.
  - b. One student representative from appointed by Student government
3. Terms and limits:
  - a. Two-year term.
  - b. Limit of four consecutive terms.
4. Committee responsibilities:
  - a. An annual review of IT support services to the NDSU teaching and research communities.
  - b. Make recommendations for Senate approval of any changes proposed by the IT Division regarding policy, implementation procedures, or classroom and instructional technologies.
  - c. Formulate recommendations regarding needs of the faculty that are unmet by the IT Division.
  - d. Serve as the liaison between the Senate and the IT Division's administration.

### **Section 14. University Curriculum**

1. Voting membership (ten members):
  - a. One tenured faculty member from each representation unit.
    - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
  - b. One tenured faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - c. Two students, one graduate and one undergraduate, appointed by the Student Government.
  - d. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
2. Non-voting membership (three members):
  - a. One representative of the Provost's Office, designated by the Provost.
  - b. One representative of the Registrar's Office, designated by the Registrar.
  - c. One representative of the Libraries, designated by the Dean of Libraries.
3. Terms and limits:
  - a. Four-year term.
  - b. No consecutive terms for voting members. No restriction for non-voting members.
  - c. Terms shall be staggered, so that no more than one-third of the members are new.

4. Committee responsibilities:

- a. Develop criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
- b. Coordinate and recommend actions on proposals for curriculum and course changes that have been received from the colleges.
- c. Oversee the general education program, including:
  - i. Validation/revalidation of courses and experiences to ensure that general education outcomes are met.
  - ii. Coordination of periodic assessment of students' attainment of intended student outcomes in general education.
- d. Request the formation of an *ad hoc* Senate committee(s) to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.
- e. Perform other appropriate duties as assigned by the Senate.

Section 1. Academic Integrity

Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.

Committee responsibilities include:

Providing investigative assistance on cases involving academic misconduct as described in Policy 326.

Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.

Reviewing and recommending policies on academic integrity.

Section 2. Budget

Voting members shall consist of one faculty from each representation unit, and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean.

Each term is three years, and a member may serve no more than two consecutive terms.

Terms shall be staggered so that new members have at least one year to become familiar with the committee and its work. Unless by necessity, no more than one third of the committee may be in their first year of service to the committee.

To maintain continuity within ongoing budgetary discussions, the outgoing Chair of the Committee will continue to serve for at least the year following their term. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity. If the outgoing chair is reappointed/re-elected to represent their academic unit, then they will return to normal Committee membership.

Non-voting members shall consist of the Provost (or designee) and Vice President for Finance (or designee).

Committee responsibilities include:

Becoming familiar with the Universityuniversity budget process.

Developing a set of guiding principles which align with strategic priorities, with the intent of informing Universityuniversity budget decisions from a faculty perspective.

Soliciting input regarding the budget process from a wide range of faculty and on an

ongoing basis.

Serve as a resource for the Provost in budget matters.

Acting as a conduit of information between faculty and administration for budget discussions and decisions.

### Section 3. Conflict of Interest Advisory

Committee membership shall consist of five tenured faculty recommended by the Senate Faculty Senate Executive Committee and appointed by the Senate Faculty Senate President.

No two committee members may have primary appointments in the same representation unit.

Committee responsibilities include:

Serving as an advisory body to the administration on the issue of Conflict of Interest.

Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Senate Faculty Senate.

Hearing and ruling on appeals of decisions in conflict of interest cases.

Acting in accordance with procedures approved by the Senate Faculty Senate, specifically Policy 151.1.

In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.

### Section 4. Council of College Faculties

Membership shall consist of three faculty members elected to staggered three year terms.

Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.

Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

### Section 5. Equity and Diversity

Voting membership shall consist of five faculty members and a faculty representative from the Commission on the Status of Women Faculty recommended by the Senate Faculty Senate Executive Committee and appointed by the Senate Faculty Senate President. The Executive Committee shall strive for representation from diverse groups.

Non-voting membership shall consist of the Vice Provost for Faculty Advancement (or designee).

Committee responsibilities include:

Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.

In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, LGBTQ (lesbian, gay, bisexual, transgender, and/or queer) people.

#### Section 6. Executive Committee of the SenateFaculty Senate

Voting membership shall consist of one Senatorsenator from each representation unit, the President, the immediate Past President, and the President Elect. The term of office shall be for one year following the regular May meeting.

Non voting membership shall consist of a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Provost's Office designated by the Provost, a faculty representative from the Commission on the Status of Women Faculty, the SenateFaculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.

During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.

Committee responsibilities are the following:

Delegating tasks to SenateFaculty Senate committees.

Reviewing the progress of SenateFaculty Senate committees.

Setting the agenda for upcoming SenateFaculty Senate meetings.

Interpreting, when necessary, provisions of the SenateFaculty Senate Constitution and Bylaws.

#### Section 7. Faculty Affairs

Membership shall consist of one faculty member from each representation unit, a non-voting faculty representative from the Commission on the Status of Women Faculty, and a non-voting faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean.

Committee responsibilities include:

Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.

Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.

Reviewing the ombudsperson's annual report and performing an annual interview and written evaluation (to be submitted to the Ombudsperson and Provost at the end of each Fall semester) of the ombudsperson and office. The review and evaluation shall be conducted by a subcommittee comprised of at least three faculty members with broad college representation who do not possess any actual or perceived conflict of interest with the ombudsperson office.

#### Section 8. Faculty Pool for Administrative Search Committees

Membership shall consist of all active Senatorsenators for the entirety of their term.

For each administrative search out of the Provost office, the Provost shall send a request the SenateFaculty Senate President listing the number of faculty members from the faculty pool the Provost will seat on the search committee.

The SenateFaculty Senate President (or designee) shall ask the Senatorsenators for nominations (from the pool) and hold a vote (among Senatorsenators). A list with the names of the top candidates shall be generated. The number of candidates on this list shall be the number requested by the Provost plus one.

Once an adequate list of qualified candidates is created, that list shall be sent by the

Senate Faculty Senate President (or designee) to the Provost.

The Provost shall select from that list the number of faculty members she/he indicated are needed for that search committee.

#### Section 9. Faculty Rights

Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.

Membership consists of five members, from different representation units, elected for five year terms by the faculty. Membership is restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.

Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Standing Committee on Faculty Rights. Committee members' terms will begin and end on August 15.

In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case, preferably a faculty member who has previously served on the committee. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other four members if reasonably possible.

Members sitting on an appeal shall complete that appeal even if the member's term expires while the appeal is pending.

#### Section 10. Grade Appeals Board

The purpose of this Board is to provide an avenue for students to challenge any grade they believe to have been unfairly assigned. Membership shall consist of one faculty member and one alternate from each representation unit, the Associate Vice President of Academic Affairs, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, three students and three student alternates selected by the Student Government. The Associate Vice President of Academic Affairs will serve as Board Chair, and Policy 337 governs process.

Faculty shall be elected for three year terms by their representation unit.

Students should be full-time students with a minimum 2.00 cumulative grade point average and junior standing.

Committee responsibilities include:

Hearing charges of inequitable or prejudiced academic evaluations and to provide redress for improper evaluation.

Acting in accordance with procedures approved by the Senate Faculty Senate, specifically Policy 337.

#### Section 11. Program Review

Membership shall consist of one tenured faculty member from each representation unit, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, a faculty representative of the Provost's Office designated by the Provost, and two students selected by the Student Government. Each representation unit shall also select an alternate faculty member to serve in case of recusal.

Each representation unit's member term shall be four years, with a maximum of two

consecutive terms.

Committee responsibilities include:

Developing criteria and procedures for review of academic programs.

Performing a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.

Addressing concerns and making recommendation to the SenateFaculty Senate regarding duplication of programs and courses.

Recommending policies for University support to individual programs.

Coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

#### Section 12. Research & Consulting

Voting membership shall consist of one faculty member from each representation unit and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean.

Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.

Committee responsibilities include:

Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the SenateFaculty Senate.

Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

#### Section 13. Technology and Instructional Services Committee

Voting membership shall include one faculty member from each of the representation units and a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean. Non-voting membership shall include one representative from Information Technology Division (IT).

Committee responsibilities shall include:

An annual review of IT support services to the NDSU teaching and research communities.

Making recommendations for SenateFaculty Senate approval of any changes proposed by the IT Division regarding policy, implementation procedures, or classroom and instructional technologies.

Formulating recommendations regarding needs of the faculty that are unmet by the IT Division.

Serving as the liaison between the SenateFaculty Senate and the IT Division's administration.

#### Section 14. University Curriculum Committee

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.

~~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.~~

~~One faculty member will be elected as chair. Neither the Provost's, Registrar's, nor Dean of Libraries' representative shall serve as chair.~~

~~The chair shall have served at least one year on the committee.~~

~~Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.~~

~~Committee responsibilities are:~~

~~Developing criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.~~

~~Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges.~~

~~Overseeing the general education program, including:~~

~~Validating/revalidating courses and experiences to ensure that general education outcomes are met.~~

~~Coordinating periodic assessment of students' attainment of intended student outcomes in general education.~~

~~Requesting the formation of ad hoc Senate/Faculty Senate committees to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed, and~~

~~Performing other appropriate duties as assigned by the Senate/Faculty Senate.~~

## Article V: Joint Standing Committees

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### Section 1. Senate Coordinating Council

1. Voting membership (nine members):
  - a. Two representatives from the Faculty Senate.
  - b. Two representatives from the Staff Senate.
  - c. Two representatives from the Student Senate.
  - d. Faculty Senate President.
  - e. Staff Senate President.
  - f. Student Body President.
2. Non-voting membership (five members):
  - a. Provost (or designee).
  - b. Vice President for Student Affairs and Enrollment Management (or designee).
  - c. Vice President for Finance and Administration (or designee).
  - d. Two representatives of one of these Vice President's offices, one of whom will facilitate meetings and one of whom will maintain records.
    - i. The Vice President's offices will rotate responsibility for calling meetings and maintaining records every three to five years.
    - ii. The council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.
3. Terms and limits:
  - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
  - a. Review policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
  - b. Coordinate the distribution of policies to the appropriate Senate body consistent with the Faculty Senate, Staff Senate, and Student Government constitutions.
  - c. Send policies that have been voted on to appropriate channels at NDSU for final approval.
  - d. Serve in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and Administration.

### Section 2. Campus Space & Facilities

1. Voting membership (seventeen members):
  - a. One faculty member from each representation unit.
  - b. Three staff members, appointed by the Staff Senate.
  - c. Three student members (graduate, undergraduate, and on-campus), appointed by the Student Government.
  - d. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - e. Provost (or designee).
  - f. Registrar.

- g. Vice President for Finance and Administration (or designee).
- 2. Non-voting membership (four members):
  - a. Director of Facilities Management.
  - b. Chair of the Department of Architecture and Landscape Architecture.
  - c. Assistant to the Director of the North Dakota Agricultural Experiment Station.
  - d. One representative of the Libraries, designated by the Dean of Libraries.
- 3. Terms and limits:
  - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
  - a. Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.
  - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and review changes in University space allocation, including classrooms and laboratories.
  - c. Review proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
  - d. Recommend policies for site location for new buildings and for overall landscaping.
  - e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
  - f. Recommend plans for sidewalks, streets, and parking lots.

### **Section 3. Library**

- 1. Voting membership (thirteen members):
  - a. One faculty member from each representation unit.
  - b. Two students (one undergraduate and one graduate), appointed by the Student Government.
  - c. One staff member, appointed by the Staff Senate.
  - d. One representative from Information Technology Services
  - e. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - f. Dean of Libraries.
- 2. Non-voting membership:
  - a. There are no non-voting members for this committee.
- 3. Terms and limits:
  - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
  - a. Formulate policy recommendations for the NDSU Libraries.

### **Section 4. University Athletics**

- 1. Committee purpose:
  - a. The University Athletics Committee serves as the NDSU Athletics Advisory Board, as described in the constitution of the National Collegiate Athletics Association (NCAA).
- 2. Voting membership (sixteen members):

- a. One faculty member from each representation unit.
  - b. Two students.
  - c. Student Body Vice President.
  - d. President of the Student-Athletes Advisory Council.
  - e. Two representatives of the Staff Senate.
  - f. Director of Intercollegiate Athletics.
  - g. Senior Women's Administrator.
  - h. Faculty Athletics Representative.
3. Non-voting membership:
- a. There are no non-voting members for this committee.
4. Terms and limits:
5. Committee responsibilities:
- a. Promote compliance with principles of conduct as defined by the NCAA.
  - b. Act as the Board of Appeals for athletic grievances.
  - c. Initiate and review policies concerning University athletics and make recommendations for consideration of said policy to the Senate. Such areas of concern include guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, and eligibility of athletes.
  - d. Review upcoming issues at intercollegiate conference meetings and recommend institutional positions.
  - e. Review the budget of the athletic programs prior to its approval by the University President.
  - f. Stimulate interest in athletic events throughout the University community.

### **Section 5. Equal Opportunity Hearing Panel**

1. Voting membership (eighteen members):
- a. Six faculty members.
    - i. Appointed by the Faculty Senate President in consultation with the Faculty Senate Executive Committee.
  - b. Six students appointed by the Student Government President.
  - c. Six staff members appointed by the Staff Senate President.
  - d. Each President shall strive for diverse representation (gender, ethnicity, etc.) in her/his group of appointees.
2. Non-voting membership:
- a. There are no non-voting members for this committee.
3. Terms and limits:
- a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
- a. Act in accordance with procedures and policy approved by the Senate, specifically Policy 156.

### **Section 6. University Assessment**

1. Voting membership (seventeen members):

- a. One faculty member from each representation unit.
  - b. One representative from the General Education Committee.
  - c. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - d. Provost (or designee).
  - e. Two students (one undergraduate and one graduate), appointed by Student Government.
  - f. One representative from the Division of Student Affairs and Enrollment Management.
  - g. One representative from the NDSU Extension Service.
  - h. One representative from the Office of Institutional, Research and Analysis.
  - i. One representative from Distance and Continuing Education.
  - j. Director of the Office of Accreditation and Assessment.
2. Non-voting membership:
- a. There are no non-voting members for this committee.
3. Terms and limits:
- a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
- a. Periodic review of the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and Enrollment Management and in the NDSU Extension Service.
  - b. Develop procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs and Enrollment Management, and the NDSU Extension Service on their assessment activities.
  - c. Provide feedback and assistance to departments and other academic units on their assessment activities.
  - d. Provide a yearly summary of assessment activities to the Senate, the Provost, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

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#### Section 1. Senate Coordinating Council

- ~~— Voting membership shall consist of two representatives each from the Faculty, Student, and Staff Senates, the Senate Faculty Senate President, the Staff Senate President, and the Student Body President.~~
- ~~— Non-voting membership shall consist of the Provost (or designee), the Vice President for Student Affairs (or designee), the Vice President for Finance and Administration (or designee), and representatives of one of these Vice President's offices, one of whom will facilitate meetings and one of whom will maintain records. The Vice President's offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.~~
- ~~— Committee responsibilities include:~~
  - ~~— Reviewing policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.~~
  - ~~— Coordinating the distribution of policies to the appropriate Senatesenate body consistent~~

- with the Senate Faculty Senate, Staff Senate, and Student Government Constitutions.
- Sending policies that have been voted on to appropriate channels at NDSU for final approval.
- Serving in a liaison capacity regarding the Senate Faculty Senate, administration, Staff Senate, and Student Government.

## Section 2. Campus Space & Facilities

- Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, the Provost (or designee), the Registrar, and the Vice President for Finance and Administration (or designee).
- Non-voting members shall consist of the Director of Facilities Management, the Chair of the Department of Architecture and Landscape Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, and a representative of the Dean of Libraries.
- Committee responsibilities include:
  - Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.
  - Recommending policies and procedures to meet the current and future needs for all physical facilities and reviewing changes in University space allocation including classrooms and laboratories.
  - Reviewing proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
  - Recommending policies for site location for new buildings and for overall landscaping.
  - Recommending traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
  - Recommending plans for sidewalks, streets, and parking lots.

## Section 3. Library

- Membership shall consist of one faculty member from each representation unit, one undergraduate and one graduate student appointed by the Student Government, a staff member appointed by the Staff Senate, a representative from Information Technology Services, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, and the Dean of Libraries.
- Committee responsibilities include:
  - Formulating policy recommendations for the NDSU Libraries.

## Section 4. University Athletics

- Membership consists of one faculty member from each representation unit, two students, the Student Body Vice President, the President of the Student Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, Senior Women’s Administrator, and the Faculty Athletic Representative.
- The University Athletics Committee serves as the NDSU Athletics Advisory Board as described in the constitution of the National Collegiate Athletics Association (NCAA).
- Committee responsibilities include:

- Promoting compliance with principles of conduct as defined by the NCAA.
- Acting as the Board of Appeals for athletic grievances.
- Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the SenateFaculty Senate. Such areas of concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.
- Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.
- Reviewing the budget of the athletic programs prior to its approval by the University President.
- Stimulating interest in athletic events throughout the University community.

#### Section 5. Equal Opportunity Hearing Panel

- Membership shall consist of six faculty members appointed by the SenateFaculty Senate President in consultation with the Senate Executive Committee, six students appointed by the Student Government President, and six Staff members appointed by the Staff Senate President.
- Each President shall strive for diverse representation (gender, ethnicity, etc) in her/his group of appointees.
- Committee responsibilities include:
  - Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

#### Section 6. University Assessment

- Membership shall consist of one faculty member from each representation unit, a representative from the General Education Committee, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, the Provost (or designee), one undergraduate student, and one graduate student appointed by the Student Government, a representative from the Division of Student Affairs, a representative from the NDSU Extension Service, a representative from the Office of Institutional, Research and Analysis, a representative from Distance and Continuing Education, and the Director of the Office of Accreditation and Assessment.
- Committee responsibilities include:
  - Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.
  - Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.
  - Providing feedback and assistance to departments and other academic units on their assessment activities.
  - a. Providing a yearly summary of assessment activities to the SenateFaculty Senate, The Provost, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

## **Article VI: Amending the Bylaws**

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### **Section 1.**

Amendments to the bylaws may be proposed by the ~~Senate~~Faculty Senate or by a petition signed by twenty-five percent of the Faculty. At a meeting of the ~~Senate~~Faculty Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular ~~Senate~~Faculty Senate meeting. If two-thirds of the votes cast are in favor of the bylaws change, it will be added to the agenda for the next regular meeting of the ~~Senate~~Faculty Senate.

### **Section 2.**

The Secretary of the ~~Senate~~Faculty Senate will distribute the proposed amendment to all members of the faculty no later than nine days after the ~~Senate~~Faculty Senate votes to consider the amendment at their next regular meeting.

### **Section 3.**

At the next regular meeting of the ~~Senate~~Faculty Senate, if approved by two-thirds of the ballots cast, the change will be submitted to the University President.

### **Section 4.**

When approved by the University President, the changes shall become effective immediately.

## Faculty Senate Bylaws Revision Notes

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### Housekeeping Changes

1. All instances of "senators" have been revised to "Senators" (title case).
2. All unnecessary/additional spaces have been removed.
3. The phrases "she or he" or "her or his" have been changed to "she/he" or "her/his", respectively. To keep consistent, all instances of "he/she" or "his/her" have also been changed to "she/he" or "her/his", respectively.
4. "Senate", "Senator", or "President" have been explicitly denoted to indicate "Faculty Senate", "Faculty Senator", and "Faculty Senate President" throughout the remainder of the document to avoid misinterpretation with Staff/Student Senate/Senator and University President). In instances where appropriate, adjectives such as "Faculty" or "University" have been added for clarification.
5. Oxford commas have been used throughout for consistency.
6. Fractions (*i.e.*, 1/3, 2/3) have been replaced by text (*i.e.*, one-third, two-third).
7. Any number less than 20 has been changed to text.
8. In instances where a Senator could have been a previous Faculty Senate Senator OR a previous University Senate Senator, the term "Faculty/University Senate/Senator" has been used.

### Content changes

1. Article 2, Section 8: added a responsibility of the Immediate Past President to take on secretarial duties in the absence of a secretary. Specific language added:

#### Section 8.

Duties of the Immediate Past President shall include the following:

1. Advise the President and the President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over ~~regular~~the Senate ~~regular~~meetings in the absence of both the President and the President-Elect.
3. Serve on the ~~Senate~~Executive Committee.

~~3.4. Undertake duties outlined in Article II, Section 9.2-9.4 in the absence of the Secretary at a Faculty Senate the-meeting.~~

2. Article 2, Section 12: added the ability of the Senate to enter an executive session in after Announcements and Committee reports. If a motion is made, seconded and a majority vote is achieved, then non-Senators will be asked to leave. Specific language added/modified:

#### Section 12.

Meetings of the ~~Senate~~Faculty Senate shall be open to the public; ~~however, debate on some of the agenda items through the Committee and Other Reports agenda item. Following this agenda item, the meeting may be deemed closed at the discretion of the Senate. For closure to occur, a motion to close the meeting enter executive session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators and non-invited guests will be asked to leave except the Secretary and Parliamentarian;~~ the Senate can also exempt some invited guests to stay in the executive session.

-At each Senate meeting the ~~University~~ President ~~of the University~~, the Provost, the Student Body President, and the Staff Senate President will be invited to make announcements. The ~~Senate~~Faculty Senate President may allow other non-~~Senator~~senators to speak and/or provide reports. However, only ~~Senator~~senators may make motions and only ~~Senator~~senators may vote on motions before the Senate.

3. Article 2, Section 14: Changed the position of “Committee and Other Reports” in the order of business from after the “Consent Agenda” to before that item. This allows reports to be completed before the Senate begins their primary business, which starts with the consent agenda. Specific language modified:

The agenda for each regular meeting shall be posted to the [SenateFaculty-Senate](#) website at least one week before each meeting. Any member of the [SenateFaculty-Senate](#) may request of the President ~~of the SenateFaculty-Senate~~ that an item be placed on the agenda. The order of business for [SenateFaculty-Senate](#) meetings shall be as follows:

1. Adoption of the agenda.
2. Approval of the [previous meeting](#) minutes ~~of the previous meeting~~.
3. Announcements.
4. [Committee and other reports](#).
5. Consent agenda.
- ~~6. Committee and other reports.~~
- ~~7.6.~~ Unfinished business.
- ~~8.7.~~ New business.
- ~~9.8.~~ Adjournment.

4. Article 3, Section 3: removed requirement that most standing committees are required to give a 5-minute report at the May Faculty Senate meeting. This was removed since it is generally not done. Specific language modified:

**Section 3.**

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every [SenateFaculty-Senate](#) Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress [to the Senate \(five5 minutes\) at the May meeting of the SenateFaculty-Senate, or,](#) at the President ~~of the SenateFaculty-Senate~~'s request. Committees will also ~~,~~ submit a written report at the end of the academic year.

5. Article 3, Section 5: Gives the Faculty Senate Executive Committee the ability to remove a chair of a standing committee if they are not performing their duties. Specific language added:

**Section 5.**

After the [Faculty-Senate](#) has approved membership in the standing committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate. [The Senate Executive Committee has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties.](#)

6. Articles 4 and 5: The structure of the information about each standing or joint committee has been changed to make it standardized across sections and easier to identify important information about each committee. No content changes have been made, but given the extensive reformatting, this goes beyond simple housekeeping changes. Example of restructuring:

## Section 1. Academic Integrity

1. Voting membership (seven members):
    - a. One tenured faculty member from each representation unit.
      - i. Full professor is preferred.
      - ii. An associate professor may be appointed.
  2. Non-voting membership:
    - a. There are no non-voting members for this committee.
  3. Terms and limits:
    - a. Two-year term.
    - b. Limit of four consecutive years (two terms).
    - c. No designation about non-consecutive terms.
  4. Committee responsibilities:
    - a. Provide investigative assistance on cases involving academic misconduct as described in Policy 326.
    - b. Select panels composed of three persons competent to investigate allegations. Such panels may include members from outside the University.
    - c. Review and recommend policies pertaining to academic integrity.
7. Articles 4 and 5: In committee membership, any mention of the “Vice President for Academic Affairs” being a part of the committee has been changed to “Provost (or designee)”. This change was requested by Provost Grafton since this position may not be filled in the near future, and more generally, hamstrings committee membership if a future Provost restructures their offices and eliminates the Vice President for Academic Affairs position. Example of the change:

*Old format with mention of VP of Academic Affairs:*

### Section 10. Grade Appeals Board

The purpose of this Board is to provide an avenue for students to challenge any grade they believe to have been unfairly assigned. Membership shall consist of one faculty member and one alternate from each representation unit, the Associate Vice President of Academic Affairs, a faculty representative of the College of Graduate and Interdisciplinary Studies designated by the Dean, three students and three student

*New format with mention of representative from the Provost's office:*

### Section 10. Grade Appeals Board

1. Committee purpose:
  - a. To provide an avenue for students to challenge any grade they believe to have been unfairly assigned.
2. Voting membership (twelve members; ten alternates):
  - a. One faculty member and one alternate from each representation unit.
    - i. These faculty are elected by their representation unit.
  - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
  - c. Three students and three student alternates selected by the Student Government.
    - i. Students should be full-time students.
    - ii. Students should have a minimum 2.00 cumulative grade point average.
    - iii. Students should be of junior standing.
  - d. One representative from the Provost's Office, who will also serve as Board Chair

8. Article 4, Section 13: Increased representation on the Technology and Instructional Services committee to include three non-voting representatives from the IT division (current bylaws state only one IT representative can be a member of the committee) and one student representative appointed by Student Government. These changes are made at the request of the current Technology and Instructional Services committee, who feel that increased information from key IT staff and from a student perspective would be valuable in fulfilling their committee responsibilities. Specific language changed highlighted in yellow (no track changes since all of Article 4 has been modified into a new format):

**Section 13. Technology and Instructional Services**

1. Voting membership (eight members):

- a. One faculty member from each representation unit.
- b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.

2. Non-voting membership (one member):

- a. ~~One~~Three representatives from Information Technology (IT) Division.
- b. One student representative ~~from~~appointed by Student government