NDSU NORTH DAKOTA STATE UNIVERSITY

NDSU Faculty Senate Agenda
March 18, 2019
Prairie Rose, Memorial Union

I. Call to order

II. Attendance/substitutions

III. Adoption of agenda

IV. Approval of previous meeting minutes from **February 11, 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
g. Marc Wallman, Vice President of Information and Technology

VI. Consent agenda

a. UCC Report **(Attachment 1)** and UCC Addendum **(Attachment 2)**

b. UCC General Education Policy Update **(Attachment 3)**

VII. Unfinished Business

a. Edits to the Faculty Senate Bylaws (submitted by the ad hoc Faculty Senate Bylaws Review Committee – updated after Feb 11 Faculty Senate meeting)

i. Track-changed edits to the Faculty Senate Bylaws **(Attachment 4)**

ii. Summary of all proposed changes to the Faculty Senate bylaws **(Attachment 5)**

1. Additions since Feb 11 include Housekeeping #9 and Content #7, 8, 10 and 11

VIII. New Business

a. Policy 334: Field Trips **(Attachment 6)**

b. Policy 611: Student Travel Policy **(Attachment 7)**

c. Policy 611.1/334.1: International Travel for Students **(Attachment 8)**

i. Note that only change is policy number

IX. Adjourn

ATTACHMENT 1

University Curriculum Committee
For Faculty Senate Meeting on March 18, 2019

Program Changes
B.S./B.A. Economics: new option – Business Economics
Coatings and Polymeric Materials minor – allow CHEM 240 to suffice as a prerequisite, list CPM 474 and CPM 475 as required core courses for the minor and add CPM 436 as a course that would count towards the minor electives.

General Education Recommendations
ADHM 315 – History of Interiors I – recommended for revalidation for the Humanities & Fine Arts category
ECON 356 – History of Economic Thought – recommended for approval for upper division writing in the Communication category
PHIL 101 – Introduction to Philosophy – recommended for revalidation for the Humanities & Fine Arts category

New Courses			
Subject	**No.**	**Title**	**Effective Term**
PH	722	Applied Community Health	Fall 2019

Course Changes								
From:				***To:***				
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**	**Effective Term**
ECON	456	History of Economic Thought	3	ECON	**356**	History of Economic Thought	3	Summer 2019
THEA	276	Lighting and Sound Design for the Theater	3	THEA	**373**	Lighting and Sound Design for the Theater	3	Fall 2019

Changes in Prerequisites/Co-Requisites/Course Descriptions				
Subject	**No.**	**Title**	**Prerequisite/Co-requisite/Description Change**	**Effective Term**
ECON	356	History of Economic Thought	Desc: Development of economic thought from philosophical foundations to the Neoclassical School. Prereq: ECON 201, ECON 202, ENGL 120	Summer 2019
STAT	471	Introduction to the R Language	Prereq: STAT 330 or STAT 368	Spring 2020

Course Inactivations			
Subject	**No.**	**Title**	**Effective Term**
ACCT	342	Fundamentals of Financial Planning	Summer 2019
ACCT	412	Computer, Crime, Forensics and Investigation	Summer 2019
ACCT	430	Tax Practice & Research	Summer 2019
ADHM	245	Contemporary Issues of Controlled Beverages	Summer 2019
ADHM	300	Design Resource Management	Summer 2019
ADHM	356	Pattern Drafting and Grading	Summer 2019
AGEC	220	World Agricultural Development	Summer 2019
ANSC	123	Feeds and Feeding	Summer 2019
ANSC	335	Competitive Equine Evaluation	Summer 2019
ANSC	343	Humane Slaughter and Meat Cutting	Summer 2019
ANSC	378	Animal Health Management	Summer 2019
ANSC	464	Reproduction Management Procedures	Summer 2019
ANSC	470	Applied Nutrition	Summer 2019
ARB	101	First-Year Arabic I	Summer 2019
ARB	102	First-Year Arabic II	Summer 2019
ARB	201	Second-Year Arabic I	Summer 2019
ARB	202	Second-Year Arabic II	Summer 2019
ART	285	Graphic Design & Digital Media	Summer 2019
CLAS	101	First-Year Latin I	Summer 2019
CLAS	102	First-Year Latin II	Summer 2019
CLAS	289	Biblical Hebrew I	Summer 2019
CLAS	290	Biblical Hebrew II	Summer 2019
ENT	410	Integrated Management of Pests	Summer 2019
ENTR	302	Entrepreneurship Toolbox 2	Summer 2019
GEOL	210	Dinosaurs: Rulers of the Mesozoic	Summer 2019
HIST	260	Women In America	Summer 2019
HIST	261	American Indian History	Summer 2019
HIST	382	Canada	Summer 2019
HDFS	110	Introduction to HDFS	Summer 2019
HDFS	185	Financial Survival for College Students	Summer 2019
HDFS	310	Citizenship & Social Activism	Summer 2019
HNES	108	Tae Kwon Do I	Summer 2019
HNES	119	Beginning PADI Open Water Scuba	Summer 2019
HNES	122	Advanced PADI Open Water Scuba	Summer 2019
Course Inactivations (continued)			
HNES	123	Yoga	Summer 2019

HNES	124	Tai Chi	Summer 2019
HNES	127	Self Defense	Summer 2019
HNES	136	Beginners Open Water Scuba Diving – SSI	Summer 2019
HNES	142	Yoga II	Summer 2019
HNES	210	Professional Rescuer CPR/AED and First Aid	Summer 2019
HNES	335	Coaching Volleyball	Summer 2019
HNES	420	Needs Assessment and Program Planning in Health Education	Summer 2019
HNES	455	Sports Nutrition	Summer 2019
HNES	482	Community Health Internship	Summer 2019
LEAD	205	Peer Leader Development	Summer 2019
LEAD	206	Peer Leader Practicum	Summer 2019
LEAD	225	Level II Leadership	Summer 2019
MIS	277	Introduction to Unix	Summer 2019
MIS	412	Computer Crime, Forensics & Investigation	Summer 2019
MIS	415	Managing Information Technology Security	Summer 2019
MIS	460	Enterprise Infrastructure I	Summer 2019
PHRM	462	Stress Management for Health Care Professionals	Summer 2019
PHRM	463	Current Issues in Hospital Pharmacy	Summer 2019
PHRM	485	Economic Outcomes Assessment and Relevant Issues	Summer 2019
PHRM	555	Introduction to Pharmacy Practice Experience III	Summer 2019
PHYS	220	Physics for Designers	Summer 2019
PSCI	400	Vaccinology Research Experience	Summer 2019
PSCI	443	Toxicology	Summer 2019
RNG	326	Modeling of Range and Agro-Ecosystems	Summer 2019
SOC	427	Public Health Law and Policy	Summer 2019
VETS	440	Zoonoses	Summer 2019

ATTACHMENT 2

University Curriculum Committee Addendum
For Faculty Senate Meeting on March 18, 2019

Program Changes
B.S.C.E. – Civil Engineering: change in # of credits for CE 204 from 4 to 3 so change in total number of credits needed for a degree from 133 to 132.
PhD – Psychology: adding PSYC 763 as a didactic course and eliminating specialty tracks and requiring all students to complete the same core set of courses.
B.S.; Radiologic Sciences – eliminating elective categories and moving electives all together into one group.

General Education Recommendations
HON 151: Sapien Logic – recommended for approval in the Humanities & Fine Arts category

New Courses			
Subject	**No.**	**Title**	**Effective Term**
HON	151	Sapien Logic	Fall 2019
LANG	406/606	Oral English Language Strategies and Skills for Presentation	Spring 2019
PHIL	157	Critical Thinking and Informal Logic	Fall 2019
PSYC	763	Grant Writing for Psychological Scientists	Fall 2020
UNIV	220	Career and Graduate School Preparation	Fall 2019

Course Changes								
From:				***To:***				
Subject	**No.**	**Title**	**Crs.**	**Dept**	**No.**	**Title**	**Crs.**	**Effective Term**
BIOL	270	Antibiotic Drug Discovery	3	BIOL	270	**Undergraduate Research Experience: Antibiotic Drug Discovery**	3	Fall 2019
CNED	712	Dynamics of Self	3	CNED	712	**Counseling Across the Lifespan**	3	Summer 2019
POLS	446	Current Topics in International Law	3	POLS	446	**International Criminal Law**	3	Spring 2020
SOIL	763	Advanced Soil Physics	3	SOIL	763	**Advanced Soil Hydrology and Physics**	3	Fall 2019
THEA	277	Costume Design for the Theatre	3	THEA	**375**	Costume Design for the Theatre	3	Fall 2019

Changes in Prerequisites/Co-Requisites/Course Descriptions				
Subject	**No.**	**Title**	**Prerequisite/Co-requisite/Description Change**	**Effective Term**
CNED	712	Counseling Across the Lifespan	Desc: Application of personality theory and the life stages to human behavior, family dynamics, and the counseling process.	Summer 2019
FREN	340	The French-Speaking World	Desc: Study of works by Francophone writers and the history and cultures that influence their writings. Taught in French. Repeatable for credit. Prereq: FREN 312 or equivalent	Fall 2020
MATH	473	Cryptology	Prereq: MATH 270 and MATH 329	Fall 2019
PHRM	575	Pharmacy Management	Desc: This course introduces students to management techniques applicable to the contemporary practice of pharmacy in community and institutional settings. Prereq: PHRM 350, PHRM 352, PHRM 452L all completed with a grade of C or higher.	Fall 2019
POLS	446	International Criminal Law	Desc: Examines international criminal law. Topics will include war crimes, crimes against humanity, genocide, aggression, and other related issues. Prereq: POLS 220 or POLS 225.	Spring 2020
SOIL	763	Advanced Soil Hydrology and Physics	Desc: Theory of the fate and transport of water, heat, and solutes in soils with focus on analytical and numerical modeling across scales of individual pores, soil horizons, the vadose zone, and the critical zone.	Fall 2019

Course Reactivations			
Subject	**No.**	**Title**	**Effective Term**
CE	472/672	Solid Waste Management	Fall 2019

Course Inactivations			
Subject	**No.**	**Title**	**Effective Term**
ADHM	485/685	Global Consumer Analysis	Summer 2019
ANSC	435/635	Nutrition Laboratory Techniques	Summer 2019
ANSC	677	Animal Preventive Medicine	Summer 2019
ANSC	721	Biology of Lactation	Summer 2019
ANSC	736	Experimental Nutrition Methods	Summer 2019
ARCH	475/675	Design Build Studio	Summer 2019
CED	735	Policy and Politics of Coastal Areas	Summer 2019
ECON	656	History of Economic Thought	Summer 2019
EDUC	122	Interpersonal Relationships	Summer 2019

Course Inactivations (continued)			
EDUC	124	Career Planning	Summer 2019
EDUC	125	Assertiveness Training	Summer 2019
EDUC	126	The Art of Living	Summer 2019
EDUC	480	Stress Management	Summer 2019
ENGR	715	Engineering Systems	Summer 2019
ENGR	741	Systems-Linear and Nonlinear Concepts	Summer 2019
ENGR	762	Heat and Mass Transfer	Summer 2019
ENGR	780	Electromagnetic Theory	Summer 2019
ENGR	789	Advanced Research Methods in Engineering	Summer 2019
ENT	765	Biological Control of Insects and Weeds	Summer 2019
GEOL	440/640	Quaternary Biology	Summer 2019
GEOL	670	Remote Sensing	Summer 2019
H&CE	487P	Student Teaching	Summer 2019
HDFS	703	Research Methods in HDFS	Summer 2019
HDFS	764	Family Economics	Summer 2019
HNES	706	Injury Prevention, Care and Management	Summer 2019
HNES	721	Health Promotion Programming	Summer 2019
HNES	783	Athletic Training Clinical Education I	Summer 2019
HNES	784	Athletic Training Clinical Education II	Summer 2019
HNES	785	Athletic Training Clinical Education III	Summer 2019
HNES	789	Athletic Training Clinical Education IV	Summer 2019
MNT	783	Nanomechanics	Summer 2019
NURS	623	The Nurse as Educator	Summer 2019
NURS	624	Advanced Transcultural Nursing	Summer 2019
NURS	640	Adult Nursing I	Summer 2019
NURS	641	Adult Nursing II	Summer 2019
NURS	641P	Adult Nursing Practicum II	Summer 2019
NURS	726	Evaluation and Assessment in Nursing Education	Summer 2019
NURS	728P	Nurse Educator Practicum I	Summer 2019
NURS	729P	Nurse Educator Practicum II	Summer 2019
PH	710	Healthcare Delivery in the U.S.	Summer 2019
PH	712	Health Outcomes Research	Summer 2019
PHRM	675	Pharmacy Management	Summer 2019
PHRM	685	Economic Outcomes Assessment/Relevant Issues	Summer 2019
PHRM	710	Health Care Systems	Summer 2019
PHRM	716	Social and Administrative Sciences Research	Summer 2019
PHYS	463/663	Statistical Mechanics	Summer 2019
PSCI	718	Techniques in Pharmaceutical Research	Summer 2019
RNG	460/660	Plant Ecology	Summer 2019

ATTACHMENT 3

General Education Policy Update
2/26/19

Humanities and Fine Arts Category

1. Are ART 130 and THEA 161 classified as "Performance" courses?
    a. Answer: No
        i. This would eliminate the need for first bullet "No more than 3 of the 6 credits may be in fine arts performance" because there are no "performance" courses with these being removed from that subcategory.
        ii. Action: Remove the bullet statement from the General Education Course listing
        iii. No change to General Education **Policy**
    b. ART 130 and THEA 161 become "regular" Humanities and Fine Arts general education courses without the subcategory of Fine Arts Performance
2. Per the Arts, Humanities and Social Sciences College Curriculum Committee the second bullet "Any fine arts performance courses must be in addition to those required for the student's major" can be removed (email from Kim Bromley)
    a. Action: Remove the bullet statement from the General Education Course listing
    b. No change to General Education **Policy**

No General Education policy formalization for the HUM/FA category is needed as a result of these changes and input by the AHSS Curriculum Committee.

Science and Technology Category

1. Bullets currently listed in the Science and Technology General Education Course listing should be moved to General Education policy per the recommendation of the College of Science and Mathematics Curriculum Committee:
    a. Students must complete at least four credits of natural or physical sciences in the Science and Technology category. Also in this category, a student must complete a one credit lab taken as a co-requisite with an approved general education science and technology lecture course, unless the approved science and technology course has an embedded lab experience equivalent to one-credit (ex. BIOL 111 and BIOL 111L or PLSC 110)
    b. Action: Forward to Faculty Senate for approval

ATTACHMENT 4

NDSU Faculty Senate Bylaws

Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected Faculty Senatorsenator (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, assistant/associate/full professor of 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 SenateFaculty 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 SenateFaculty Senate President (hereto within referred to as "President") with the assistance of the SenateFaculty Senate Secretary of the Senate (hereto within referred to as "Secretary") will stagger Senate terms so that approximately one-third1/3 of the Senatorsenators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary Senatorsenators 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 Senatorsenator shall be three years. Senators cannot be reelected for consecutive terms.

Section 6.

If a Senatorsenator must vacate her/hisher or his seat, the vacancy shall be filled by a special election within the unit from which she/heshe 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 Senatorsenator may be removed from office by way of a two-thirds majority vote at a regular SenateFaculty Senate meeting, followed by a two-third2/3 majority vote at the next meeting. This action may never be part of a consent agenda. In the event a Senatorsenator is removed, the SenateFaculty Senate President will inform the relevant academic unit to elect another Senatorsenator before the Senatesenate meets in its next regular meeting.

Section 8.

All Senatorsenators are expected to:

1. Attend all SenateFaculty Senate meetings. If unable to attend the meeting, the Senatorsenator must find a competent substitute (who is not already a Senatorsenator) to act as her/hisher or his proxy at the meeting. Said proxy will have all rights and privileges accorded a regular Senatorsenator. The Senatorsenator must provide signed notification of the substitution to the Secretary of the SenateFaculty Senate prior to start of the meeting.
2. Prepare for SenateFaculty 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 SenateFaculty Senate.
4. Disseminate SenateFaculty Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning SenateFaculty Senate activity.
6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.

Administrative officers of the SenateFaculty 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 SenateFaculty Senate at the last meeting of the SenateFaculty 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/hehe/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-third2/3 vote at a regular Senate meeting, followed by a two-third2/3 vote at a special meeting of the Senate convened in not more than two2 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/hishis/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/hehe/she will start her/hishis/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 Ppast Ppresident 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~~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~~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.~~
9.
~~11.~~10. 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 Senate 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 Office of 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 Senator~~senator~~s 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~~.
5. ~~4.~~ Disseminate meeting minutes according to Article II, Section 16.
6. ~~5.~~ Schedule a room for all Senate~~Faculty Senate~~ meetings.
7. ~~6.~~ Maintain a permanent record of Senate~~Faculty Senate~~ minutes.
8. ~~7.~~ Maintain a permanent record of annual reports submitted by the President and C~~c~~hairs of Senate~~Faculty Senate~~ committees.
9. ~~8.~~ Maintain records of standing committee membership.
10. ~~9.~~ Prepare updated versions of the Constitution for distribution.
11. ~~10.~~ Archive all past versions of Constitutions and Bylaws.
12. ~~11.~~ Verify the eligibility of Senator~~senator~~s and committee members.
13. ~~12.~~ ~~Perform other appropriate tasks as assigned by the President in consultation with~~ Office ~~of 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~~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~~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~~senator~~s to speak and/or provide reports. However, only Senator~~senator~~s may make motions and only Senator~~senator~~s 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: Faculty Senate Committees

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 Senate~~senate~~ 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

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. Vice Provost for Faculty Affairs and Equity.
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~~

- ~~Membership:~~
    - ~~All active Senators~~
- ~~Terms and limits:~~
    - ~~The entirety of their term as Senator.~~
- ~~Procedures:~~
    - ~~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.~~
    - ~~The President (or designee) shall ask the Senators for nominations from the pool and hold a vote among Senators.~~
    - ~~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 generated, that list shall be sent by the 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

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

i. Restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.

ii. Elected by the faculty each spring by secure electronic ballot.

b. 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 to serve for that case.

i. The replacement will preferably be a faculty member who has previously served on the committee.

ii. 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.

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

2. Non-voting membership:

a. There are no non-voting members for this committee.

3. Terms and limits:

a. Five-year term.

b. Begins and ends on August 15.

c. No consecutive term limit has been set.

4. Committee responsibilities:

a. Responsibilities and procedures are determined by directives of the North Dakota State Board of Higher Education.

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

3. Non-voting membership:

4. Terms and limits:

a. Three-year term.

b. No consecutive term-limit has been designated.

5. Committee responsibilities:

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 SenateFaculty Senate Executive Committee and appointed by the SenateFaculty 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 SenateFaculty Senate.~~

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

~~Acting in accordance with procedures approved by the SenateFaculty 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 SenateFaculty Senate Executive Committee and appointed by the SenateFaculty 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~~

SenateFaculty 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 SenateFaculty 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 SenateFaculty 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 SenateFaculty Senate.~~

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Voting membership (~~nine~~ six members):
    a. One representative of the Faculty Senate as appointed by the Faculty Senate President. ~~Two representatives from the Faculty Senate.~~
    b. One representative of the Staff Senate as appointed by the Staff Senate President~~Two representatives from the Staff Senate~~.
    c. One representative of Student Government appointed in accordance with the Student Government Code.~~Two representatives from the Student Senate~~.
    d. Faculty Senate President.
    e. Staff Senate President.
    f. Student Body President.
2. Non-voting membership (three~~five~~ members):
    ~~Provost (or designee).~~
    ~~Vice President for Student Affairs and Enrollment Management (or designee).~~
    a. Vice President for Finance and Administration (or designee).
    b. Two representatives from Office of the Provost to facilitate meetings and maintain records
    ~~Two 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.~~
        i. 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~~

- ~~Voting membership (eighteen members):~~
    - ~~Six faculty members.~~
        - ~~Appointed by the Faculty Senate President in consultation with the Faculty Senate Executive Committee.~~
    - ~~Six students appointed by the Student Government President.~~
    - ~~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.~~
- ~~Non-voting membership:~~
    - ~~There are no non-voting members for this committee.~~
- ~~Terms and limits:~~
    - ~~No term or limit on consecutive terms has been designated.~~

- ~~Committee responsibilities:~~
  - ~~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.

~~Section 1. Senate Coordinating Council~~

- ~~Voting membership shall consist of two representatives each from the Faculty, Student, and Staff Senates, the SenateFaculty 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 SenateFaculty 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 SenateFaculty 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

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-third~~s~~ 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-third~~s~~ 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.

ATTACHMENT 5

Faculty Senate Bylaws Revision Notes

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 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.
9. In Article 1, Section 2, clarified that members of representation units include professors of practice, professors of research, and professors (assistant, associate and full designated for each type). The previous wording said the same but was less clear “professors of practice, research faculty and assistant/associate/full professors”.

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.
4. ~~3.~~ 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 SenateFaculty 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 SenateFaculty Senate President may allow other non-Senatorsenators to speak and/or provide reports. However, only Senatorsenators may make motions and only Senatorsenators 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

NOTE: The only place this change has NOT been made is Article 4, Section 5: "Equity and Diversity Standing Committee". For this committee, the "Vice Provost for Faculty Advancement (or designee)" has been replaced with "Vice Provost for Faculty Affairs and Equity". This change was made because the prior position no longer exists and it is the explicit job of the Vice Provost for Faculty Affairs and Equity to oversee issues covered by this committee.

8. Article 4, Section 8: This section (Faculty Pool for Administrative Search Committees" has been struck from the bylaws. The motivation for this is that this pool and its use is a policy, hence does not belong in the bylaws. Further, administrators do not use this pool, so unless we are going to begin enforcing use of this, there is no function in having this standing committee.

9. 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

10. Article 5, Section 1. Membership of the Senate Coordinating Council has been updated to reflect approved changes to Policy 714. Specific language changes shown below:

Section 1. Senate Coordinating Council

1. Voting membership (~~nine~~ six members):
    a. One representative of the Faculty Senate as appointed by the Faculty Senate President. ~~Two representatives from the Faculty Senate.~~
    b. One representative of the Staff Senate as appointed by the Staff Senate President~~Two representatives from the Staff Senate~~.
    c. One representative of Student Government appointed in accordance with the Student Government Code.~~Two representatives from the Student Senate~~.
    d. Faculty Senate President.
    e. Staff Senate President.
    f. Student Body President.
2. Non-voting membership (three~~five~~ members):
    ~~Provost (or designee).~~
    ~~Vice President for Student Affairs and Enrollment Management (or designee).~~
    a. Vice President for Finance and Administration (or designee).
    b. Two representatives from Office of the Provost to facilitate meetings and maintain records
    ~~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.

11. Article 5, Section 5. The Equal Opportunity Hearing Panel is no longer needed; hence, it has been struck from the bylaws as a joint standing committee. It was referred to as part of Policy 156 (Discrimination, Harassment and Retaliation Complaint Procedures), but has been removed from that policy since 2016 when the Policy was revised through a resolution agreement with OCR.

ATTACHMENT 6

Policy Change Cover Sheet

Policy *334* Version 1 *12/07/18*

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 334 Field Trips

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 reporting office and process for student travel has been changed, and Policy 334 and Policy 611 are being combined into one policy so that all of the student travel information can be found in one place. The updates will be reflected in Policy 334, and the name of the policy will be changed from Field Trips to Student Travel Policy. Once the changes for Policy 334 have been approved, Policy 611 can be removed from the policy manual.
2. This policy change was originated by (individual, office or committee/organization):
   - Office/Department/Name and the date submitted – Student Affairs 12/7/18
   - Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu or matthew.skoy@ndsu.edu

This portion will be completed by SCC Secretary (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):

Legal Review:

Responsible Office:

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

Provost:

President:

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 334
~~FIELD TRIPS~~STUDENT TRAVEL POLICY

SOURCE: NDSU President

~~The Dean of Student Life should receive notification of any proposed trip out of town and a listing of names of the students who are going, their expected time of return, names of instructors/advisors accompanying students, and emergency contact information.~~

~~Instructors should obtain, at a minimum, informed consent from students going on field trips outlining the expectations of students, any unusual risks, and consent for emergency medical treatment. In some cases, releases of liability may be appropriate. Instructors can contact the Assistant Vice President/Dean of Student Life for assistance.~~

1. **INTRODUCTION:** The opportunity to represent North Dakota State University throughout the state, the nation, and the world is one of the many benefits of being a member of the NDSU student body. When it comes to the safety and concern for our students, it is expected that, for each student traveling, an academic department and/or university unit will follow the required process. The types of activities and events covered by this process include course related field trips, co-curricular departmental student travel, and meetings of academic organizations or governance entities where a student is officially representing the University.

   This policy pertains to student travel within the United States. For information about traveling overseas (Study Abroad), contact the Office of International Student and Study Abroad Services and see Policy 334.1 International Travel for Students.

2. **STUDENT TRAVEL PROCESS:** Notification of any proposed field trip out of town must be provided. Examples of trip information to be provided include a list of all student participants/passengers, their expected time of departure/return, and names of instructors/advisers accompanying students~~, and emergency contact information.~~ Student drivers must comply with ND SBHE Policy 512.

   All student travel must be in compliance with University policy regarding the use of State Fleet vehicles for student travel as follows:

   - Use of State Fleet vehicles must be reviewed and approved in advance.
   - Use of State Fleet vehicles for student travel is limited to that which is on behalf of and authorized by NDSU.
   - Use of State Fleet vehicles for academic purposes must be authorized by the dean of the respective college.
   - Student employees acting within the scope of employment on behalf of NDSU is authorized use.

3. **REQUIRED FORMS:** Students must use required travel forms.

   3.1 **Travel Notification Form**
   A Travel Notification Form is required:

- For all travel involving students, except for student employee travel. Employees include student employee, research assistant, graduate assistant, etc., where the student is acting within the scope of the job he or she has been hired to complete.
- For sponsored events or activities. A sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
- For all recognized student organizations traveling.

3.2 Student Travel Waiver

A Student Travel Waiver is required:

- For any travel not listed on a class syllabus.
- For any travel completed by a non-employee of the University. Employees include student employee, research assistant, graduate assistant, etc., where the student is acting within the scope of the job they have been hired to complete.
- For students traveling with a recognized student organization as per CSO guidelines.

Questions may be directed to the Office of Student Activities.

HISTORY:

New	July 1990
Amended	October 2001
Amended	October 2007
Amended	November 2008
Housekeeping	September 2015

ATTACHMENT 7

Policy Change Cover Sheet

Policy *611* Version 1 *12/07/18*

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 611 Student Travel Policy

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 334 and Policy 611 are being combined into one policy. Policy 611 can be removed from the policy manual when the updated changes for Policy 334 have been approved.

2. This policy change was originated by (individual, office or committee/organization):
   - Office/Department/Name and the date submitted – Student Affairs 12/7/2018
   - Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu or matthew.skoy@ndsu.edu

This portion will be completed by SCC Secretary (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):

Legal Review:

Responsible Office:

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

Provost:

President:

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

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SECTION 611
STUDENT TRAVEL POLICY

SOURCE: NDSU President
North Dakota SBHE Policy 512

1. **INTRODUCTION:** This policy defines requirements and expectations for student travel in the interest of promoting and benefiting the health and welfare of students. This policy applies to student travel sponsored by an academic department, university unit, or Congress of Student Organization (CSO) recognized student organizations. Student drivers must comply with the NDSU student travel procedures and ND SBHE Policy 512.

   This policy pertains to student travel within the United States. For information about traveling overseas (Study Abroad), contact the Office of International Programs, and more specifically, the Study Abroad site.

2. **SCOPE:** The opportunity to represent North Dakota State University throughout the state, the nation, and the world is one of the many benefits of being a member of the NDSU student body. This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are consistent with the North Dakota State Board of Higher Education (SBHE) Policy 512, applicable state law, and state fleet rules which are:

   a. organized or sponsored by the University; **or**

   b. funded by the University or the NDSU Student Government; **or**

   c. undertaken using a vehicle owned or leased by the University.

   The types of activities and events covered by this policy include course related field trips, and meetings of academic organizations or governance entities where a student is officially representing the University.

   The policy does not apply to travel undertaken by individual students solely for personal interests and benefits (including, but not limited to, out of town athletic events, or to engage in student-teaching, internships, practicum or clinical experiences, observations or research, unless the research is organized by a member of the faculty).

   Questions about whether or not this policy applies to a particular type of student travel may be directed to the Office of Student Affairs.

3. **DEFINITIONS:**

   a. An **organized event** is one that is initiated, planned, and arranged by a member of the University's faculty or staff.

   b. A **sponsored event** or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

c. An **enrolled student** is one who has been admitted to and is attending classes at the University.

4. **STUDENT TRAVEL:** All student travel must be in compliance with University policy and the NDSU student travel procedures.

a. Use of State Fleet vehicles must be reviewed and approved in advance. Use of State Fleet vehicles for student travel is limited to that which is on behalf of and authorized by NDSU.
   i. Use of State Fleet vehicles for academic purposes must be authorized by the dean of the respective college.
   ii. Student employees acting within the scope of employment on behalf of NDSU is authorized use.

b. All participants must be provided information regarding potential risks associated with the trip and travel arrangements. All participants must sign the completed NDSU Student Field Trip Informed Consent, Assumption of Risk and Release form.

c. Student Responsibilities:
   i. The privilege of traveling on behalf of the university comes with certain responsibilities for individual students.
   ii. Students must make their own arrangements with faculty for missed classes. Faculty members are not required to excuse student absences.
   iii. Students are expected to comply with the NDSU Rights and Responsibilities: A Code of Student Conduct at all times. Concerns regarding inappropriate conduct must be reported to the Vice Provost for Student Affairs and Enrollment Management for consultation and resolution. Resolution may involve a conduct hearing upon return to NDSU. The Vice Provost for Student Affairs and Enrollment Management or designee, in consultation with the respective academic dean as appropriate, has the right to impose limitations on a student's participation at any time during the planning process or during the trip (i.e. may not drive vehicle). In the event a student's conduct is so disruptive as to require their termination of participation from the trip, the student will be responsible for their own arrangements for returning to NDSU, including, but not limited to, any cost of transportation, lodging, and meals. Removal from the trip does not release a student from their financial obligations for the trip, as agreed to prior to departure.
   iv. All student drivers who are duly authorized for State Fleet use must have automobile insurance and must be in good standing with the University system.
   v. Student drivers must comply with and enforce the Student Travel procedures.

This policy is in accordance with the North Dakota SBHE Policy 512.

HISTORY:

New June 19, 2014
Housekeeping September 30, 2015
Housekeeping August 22, 2017

ATTACHMENT 8

Policy Change Cover Sheet

Policy *611.1* Version *1* *12/07/18*

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: 611.1 International Travel for Students

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: Changing policy number
     Explanation: Policy 334 and Policy 611 are being combined into one policy, Policy 334. Policy 611 will be removed from the policy manual when the updated changes for Policy 334 have been approved. Therefore, Policy 611.1 needs to be moved under Policy 334 as Policy 334.1 at that time as well.

2. This policy change was originated by (individual, office or committee/organization):
   - Office/Department/Name and the date submitted – Student Affairs 12/7/18
   - Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu or matthew.skoy@ndsu.edu

This portion will be completed by SCC Secretary (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):

Legal Review:

Responsible Office:

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

Provost:

President:

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 ~~611.1~~334.1
INTERNATIONAL TRAVEL FOR STUDENTS

SOURCE: NDSU President

1. **POLICY STATEMENT**- North Dakota State University (NDSU) promotes the health, safety, and security of all students while traveling outside the United States for University-related purposes. The University, in consultation with the program leader or appropriate administrator, reserves the right to cancel any international activity at any time due to health, safety, or other concerns. Any planned or anticipated travel to a country or region under a travel warning or travel alert as designated by the U.S. Department of State is subject to review and approval and modifications or cancellations by appropriate administrators and the Office of International Student and Study Abroad Services. Current travel conditions can be reviewed on the U.S. Department of State website at: http://travel.state.gov.

2. **SCOPE** - This policy applies to student travel outside of the United States for University-related purposes. Examples of such travel, which may include, but is not limited to, are to study; to perform research; to participate in internships; to perform service; to present work at conferences; to teach; to perform or participate in athletic competitions. For purposes of this policy, outside of the United States refers to locations not included in the fifty states and District of Columbia (Washington, D.C.).

   2.1 Student travel that falls under this policy may be sponsored by an academic department, university unit, or Congress of Student Organization (CSO) recognized student organization. This policy applies to NDSU-affiliated student travel with or without university funding.

   2.2 Questions about whether or not this policy applies to a particular type of student travel may be directed to the Office of International Student and Study Abroad Services.

3. **DEFINITIONS**

   a. An **organized event** is one that is initiated, planned, or arranged by a member of the University's faculty or staff, or by the members of a recognized student organization, and is approved by an appropriate administrator.
   b. A **sponsored event or activity** is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
   c. An **enrolled student** is one who has been admitted to and is attending classes at the University.
   d. An **appropriate administrator**, for the purpose of student travel, is the President, Provost, dean, department chair, or head of an administrative unit, or their delegate.
   e. A **program leader** is the faculty or staff responsible for managing or coordinating all aspects of group student travel in coordination with the Office of International Student and Study Abroad Services.

f. A **student program leader** is the individual responsible for managing all aspects of the student travel, including participation in the program. The program leader serves as a liaison between the group and the University. Student program leaders must be in good standing (academic and conduct) with NDSU.

4. **TRAVEL AUTHORIZATION** - International travel governed by this policy must be authorized in advance. In order for students to obtain travel authorization, they must complete the appropriate process by the corresponding deadlines that occur each semester. If the travel experience does not have a set application process, the required process should be completed according to the general study abroad deadlines of March 1 and October 1, respectively, or on a case-by-case basis. Completion of the required process is based on the type of program outlined below:

   4.1 **(For Academic Credit)** – Acceptance into an officially recognized exchange, direct, affiliate or faculty-led program or by following the approval process to participate on a non-NDSU program. In these instances, please complete the steps as outlined through the application process for study abroad options through the Office of International Student and Study Abroad Services.

   (Not for Academic Credit) – Submit all required information through the International Travel Registry as outlined through the Office of International Student and Study Abroad Services to provide detailed information about international travel dates and destinations and purchase university approved health insurance that cover the dates of travel.

Participant Category	Required Process
Individual Student (for academic credit)	Study Abroad Application
Individual Student (not for academic credit)	International Travel Registry
Group Travel with Program Leader (for academic credit)	Study Abroad Application
Group Travel with Program Leader (not for academic credit)	International Travel Registry
Student Organization Group Travel with Student Program Leader	Student Organization Travel Registry

5. **CONDITIONS OF PARTICIPATION, RELEASE FORMS AND EMERGENCY SITUATIONS –** Students must read and electronically sign the Conditions of Participation agreement. This agreement outlines requirements, expectations, and responsibilities when participating in any NDSU study abroad program. Students may be required to sign other release forms as necessary; students are required to complete a health questionnaire after acceptance into a study abroad program.

   5.1 In the event of an emergency, students are required to follow the instructions provided by ISSAS including any applicable health insurance provider instructions relevant to the program. Students agree to update ISSAS with current and correct contact information, including email address, physical address and phone number.

6. **STUDENT CONDUCT AND REMOVAL FROM PROGRAM** - While abroad, students are bound by policies in the *NDSU Rights and Responsibilities: A Code of Student Conduct,* by the rules of the

foreign institutions, and by the laws of the geographical location of the program. NDSU may take disciplinary action against students who violate the Code of Student Conduct while participating in a study abroad program.

6.1 The program leader or institutional representative is granted reasonable discretion in determining what constitutes a violation and determining appropriate handling of such matters as they arise. Program leaders have the option of initiating reasonable disciplinary actions for misconduct.

6.2 If the program leader or institutional representative determines, in consultation with the Associate Vice Provost for Student Affairs or designee, that the student's continued association with the program poses a significant risk of harm to the student or puts the health or safety of other program participants, the academic integrity of the program, or the relationship with the foreign institution or other partners or country at risk, the student may be immediately removed from the program. All expenses incurred due to such removal, including any costs associated with program enrollment, are the responsibility of the student.

6.3 In the event of removal from the program, the student must vacate the facilities provided by the program and will be withdrawn from all course work associated with the program. In the event of removal, the student remains responsible for all costs associated with program enrollment, without recourse to a refund.

7. NON-COMPLIANCE - Students who fail to comply with this policy will be subject to disciplinary action under the processes outlined in the Code of Student Conduct. Faculty and staff who are negligent in complying with this policy may have their right to participate in study abroad programs involving students revoked in addition to any other sanctions that may be imposed by NDSU. Appeals of sanctions follow normal NDSU policy.

HISTORY:

New	April 26, 2017
Housekeeping	August 28, 2017