

**Meeting Agenda**  
November 15, 2021

- I. Call to Order.
- II. Attendance.
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from October 11, 2021.
- V. Announcements.
  1. Dean Bresciani, President
  2. Margaret Fitzgerald, Provost
  3. Florin Salajan, Faculty Senate President
  4. Dennis Cooley, Faculty Senate Past-President
  5. Anastassiya Andrianova, Faculty Senate President-Elect
  6. Joshua Schroetter, Staff Senate President
  7. Laura Friedmann, Student Body Vice-President
  8. Philip Hunt, Registrar
  9. Alicia Laferriere, NDSU Bookstore
- VI. Committee and Other Reports.
  1. Budget Committee report
- VII. Consent Agenda.
  1. UCC Report
  2. Policy 100
  3. Policy 134.1
  4. Policy 167
  5. Policy 724
- VIII. Unfinished Business.
- IX. General Order.
  1. Proposed amendment to the Faculty Senate Bylaws (Article II, Section 6)
- X. New Business.
  1. Policy 328
  2. Proposal for prior learning assessment for the degree completion program
- XI. Adjournment.

## Meeting Minutes

October 11, 2021

I. Call to Order: 3:02pm

II. Attendance:

Name	Substitution	Present
Aldrich-Wolfe, Laura		x
Amiri, Ali		x
Andrianova, Anastassiya		x
Arnold, Lisa	Ambrosio, T	x
Asa, Eric		x
Berg, Eric		
Burt, Sean		x
Byrd, Christopher		x
Choi, Juwon		x
Christensen, Warren		x
Cooley, Dennis		x
Creese, John	Mataic, D.	x
Emanuelson, Pam		x
Fellows, Kristen	Boonstoppel, S	x
Harringer, Shannon		x
Hassel, Holly		x
Hershberger, John		x
Hong, Yontao (David)		x
Huseth-Zosel, Andrea		x
Jackson, Jeremy		x
Kilina, Svetlana		
Larson, Jamee		x
Limb, Ryan		x
Lin, Zhibin		
March, Raymond		x
McGrath, Ryan	Smith, J.	x
Nordstrom, Onnolee		

O'Rourke, Stephen		x
Overton, Kimberly		x
Peltier, Allison		x
Philbrick, Candace	Wyum, D.	x
Rahman, Mukhlesur		x
Roberts, David		x
Ross, Darrell		x
Salajan, Florin		x
Selekwa, Majura		x
Smith, Matthew		x
Thompson, Sara		x
Tian, Ruilin		
Ungar, Abraham		x
Wood, Scott		x
Wu, Xiangfa		
Yan, Changhui		x
Yan, Guiping		x
Zhang, Qi		x
Zhao, Pinjing		x

III. Adoption of the Agenda: Motion to adopt: Hong/Overton.

1. Motion to amend by removing Policy 154 to new business: Andrianova/Emanuelson
  - i. Motion to amend passed unanimously.
2. Motion to adopt passed unanimously.

IV. Approval of Meeting Minutes from September 13, 2021: Motion to approve: Overton/Burt.

1. Motion to approve passed unanimously.

V. Announcements.

1. Dean Bresciani, President

- i. There will be a special session of legislature in a few days. Their main task is the distribution of funding. There is about \$700 million available with \$13.6 billion in requests for the money.
- ii. 15 October 2021 is the deadline for students to take advantage of NDSU's vaccine initiative.
- iii. NDSU is down to 18 students and 1 employee with COVID. The Western part of the state is struggling.
- iv. Bison Bidders Bowl event brought in \$684,000 in scholarship money.

- v. NDSU presidential search is underway. January is scheduled for on-campus interviews with a February decision date by SBHE. A new president might be installed around 1 July 2022.
- 2. Margaret Fitzgerald, Provost
  - i. No announcements.
  - ii. Question: When will we know what the budget cut is?
    - a. Response from President Bresciani: The person responsible for that is ill. Will get that information out soon.
- 3. Florin Salajan, Faculty Senate President
  - i. To all Senators:
    - a. Reminder to use the TurningPoint voting system provided to them.
    - b. Reminder to use the proxy substitution form and get it in early to assist with the efficient running of the Faculty Senate.
- 4. Dennis Cooley, Faculty Senate Past-President
  - i. No announcements.
- 5. Anastasiya Andrianova, Faculty Senate President-Elect
  - i. No announcements.
- 6. Joshua Schroetter, Staff Senate President
  - i. No announcements.
- 7. Laura Friedmann, Student Body Vice-President
  - i. Not present.
- 8. Philip Hunt, Registrar
  - i. Reminder to submit grades for 8 week classes by 19 October 2021.
  - ii. Reminder that the deadline to complete FERPA training is 18 October 2021. If you are running into problems, then please feel free to contact him.
    - a. He will send out another email to remind faculty.
  - iii. When registration opens, it will be for Spring semester only. They tried to get summer and spring, but could not do it. The summer registration will open in Spring semester.
- 9. Colleen Fitzgerald, Vice President for Research and Creative Activities
  - i. Introduced herself to the Faculty Senate by talking about her background.
  - ii. She is planning on holding listening sessions with each college. Also, she is meeting with deans and others during her early weeks here to gather information, including what should be on her radar.
  - iii. If you see her out and about, she encourages you to introduce yourself to her.

## VI. Committee and Other Reports.

- 1. Budget Committee report
  - i. M. Peterson reported that there is nothing to report. The committee has its next meeting 12 October 2021.

- ii. Questions: Has the budget committee had access to across the board budget cuts information? Does the committee plan to take a more engaged role in budget decision-making?
      - a. Response: They have not seen anything beyond the Huron report. There are plans to become more involved. The committee is meeting with President Bresciani in two weeks. Provost Fitzgerald attends each meeting.
- 2. General Education Committee report
  - i. Sen. Hassel sent out report, but summarized some of what was in it.
    - a. General Education reviewed its bylaws, revised outcomes and answered questions about general education, a primary goal was around assessment, and have been working with J. Boyer.
    - b. New timeline has been adopted. Have to revalidate 20% of courses every year, as per their committee's bylaws.
    - c. Feedback from those AHSS departments most affected by the change in timeline about concerns with revalidating cultural diversity classes. It means some programs will have to do revalidation sooner than they had been planning on. Working with individual departments on prioritizing courses.
    - d. Several workshops are set up to assist faculty.
  - ii. The General Education Report will be distributed to Faculty Senate when it is received.
  - iii. Question: The General Education Committee revalidated only 10 courses out of the 40 classes that were scheduled.
    - a. Response: Committee is moving toward a more systematic approach. At this point it is an accreditation requirement.

VII. Consent Agenda.

- 1. UCC Report
- 2. Policy 153
- 3. Policy 601
- 4. Confirmation of FS Standing Committees
  - i. Consent Agenda passed by unanimous consent.

VIII. Planning and Prioritizing Senate Action for the Year.

- 1. Proposed Priorities
  - i. Budget reductions and strategic planning
    - a. To report at each Faculty Senate meeting for 2021-2022 academic year.
  - ii. Equity, diversity and inclusion
    - a. Besides the work already being done by the standing committee, there were no suggestions on what the Faculty Senate should do.
  - iii. Internationalization and global engagement

- a. Faculty Senate formed an ad hoc committee which has yet to be fully staffed. Three senators still needed to fill the committee. No nominations from the floor. Contact President Salajan with nominations.
    - b. The committee will focus on attracting international students but also figuring out framework for supporting these classes, research, and other initiatives at the university.
  - iv. Shared governance framework development
    - a. This Faculty Senate ad hoc committee was formed last year and did some work on a framework. Part of the framework is to have a common understanding of what shared governance means. Committee worked on for several months and produced a draft policy document.
      - a. Recommendation to use the resources of AAUP (Red Book).
    - b. Need a member from the Faculty Senate to join Sen. Hassel on this committee. Send nominations to President Salajan.
  - v. Innovations to attract, enroll and retain more students.
    - a. The desire is to find students from marginalized populations in the state and other pools not currently being optimized.
    - b. Question: Is there an existing committee on this? Response: Retention Committee exists and can give reports to Faculty Senate. In November they are going to share ideas with deans and departments.
      - a. Sen. Emanuelson is our proposed FS member to this committee.
- 2. Motion to adopt the proposed Faculty Senate priorities: Christensen/Roberts
  - i. Discussion included whether the five topics were ranked.
    - a. Response: They are merely listed, not ranked.
  - ii. Some of the priorities have clearer outcomes than others, such as the budget reductions and strategic planning having clearer outcomes.
    - a. Response: We are talking a bit in generalities, but that might be the nature of the beast.
  - iii. Motion to adopt approved (Q1): 33 Aye, 1 Nay, 1 Abstention.

IX. Unfinished Business.

- 1. None.

X. General Order.

- 1. Proposed amendments to the Faculty Senate Bylaws (Article V, Section 6; Article II, Section 9)
  - i. Motion to approve amendments to the Faculty Senate Bylaws (Article V, Section 6; Article II, Section 9) (Q2): Christensen/Smith
    - a. Discussion:

- a. J. Boyer stated that revisions began in 2020. UAC was updating the work requirements of UAC to include institution assessment. The revisions better reflect committee memberships, for example, removing undergraduate student from membership. Also added some member responsibilities.
  - b. Organization of the Faculty Senate. We need a Secretary for the Faculty Senate. The person will be drawn from the Faculty, will not be a senator, and will be appointed in the same way that the Parliamentarian is.
- ii. Motion to approve amendments passed: 30 Aye, 2 Nay, 0 Abstentions.

XI. New Business.

- 1. Proposed amendment to the Faculty Senate Bylaws (Article II, Section 6)
  - i. Motion to authorize the proposed amendment to be added to the November Faculty Senate meeting agenda (Q3): Burt/Smith
  - ii. Motion to authorize passed: 32 Aye, 1 Nay, 0 Abstentions.
- 2. Policy 154
  - i. Motion to approve Policy 154 (Q4): Roberts/Ambrosio
  - ii. Discussion:
    - a. Concern was registered about the policy and how it raises the bar to prove harassment. Also, might be in violation of SB 2030. One restricts speech and one promotes speech. There could be harmful situations created. Is student harassment of faculty covered in this policy?
    - b. C. Peterson spoke about how this policy is being driven by the FIRE organization, but it is a mandate from the state. There is a general harassment policy that covers under a broad level. Cannot use the code of student conduct to censor or punish language that is not recognized as prohibited language.
    - c. Question was raised about whether the policy language could be changed. Response was that there isn't much that can be changed because it is a mandate from the state. Can change a bit of wording in the introduction and the final section on chalking. The definitions and general provisions are pretty well locked in from the law and policy at the state level.
    - d. Question was raised whether it was possible to vote against this policy and it still being implemented. The vote would register what the senators think about the policy.
  - iii. Motion to approve failed: 7 Aye, 20 Nay, 6 Abstentions.

XII. Adjournment: Motion to adjourn: Jackson/Roberts

- 1. Motion approved unanimously.

Session Name: Ballot 10-11-2021 4-34 PM

Date Created: 10/11/21, 3:59:01 PM      Active Participants: 35 of 35

Average Score: 0.00%      Questions: 4

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## Results Detail

First Name	Last Name	Q1	Q2	Q3	Q4
Warren	Christensen	AYE	AYE	AYE	NAY
Ray	March	NAY	NAY	NAY	AYE
Dena	Wyum	AYE	AYE	AYE	NAY
Sara	Thompson	AYE	AYE	AYE	NAY
Md Mukhlesur	Rahman	AYE	AYE	AYE	ABS
Scott	Wood	AYE	AYE	AYE	NAY
Sean	Burt	AYE	AYE	AYE	NAY
Ryan	Limb	AYE	AYE	AYE	NAY
Dennis	Cooley	AYE	AYE	AYE	AYE
Thomas	Ambrosio	AYE	AYE	AYE	AYE
Yongtao	Hong	AYE	AYE	AYE	NAY
Matthew	Smith	AYE	AYE	AYE	NAY
Darrell	Ross	AYE	-	-	NAY
Qi	Zhang	AYE	AYE	AYE	NAY
Kimberly	Overton	AYE	AYE	AYE	ABS

Sarah	Boonstoppel	AYE	AYE	AYE	NAY
Joseph	Smith	AYE	AYE	AYE	ABS
Pinjing	Zhao	AYE	AYE	AYE	-
Changhui	Yan	AYE	AYE	AYE	ABS
Shannon	Harriger	AYE	AYE	AYE	AYE
Andrea	Huseth-Zosel	AYE	AYE	AYE	ABS
Pamela	Emanuelson	AYE	AYE	AYE	NAY
Dane	Mataic	AYE	AYE	AYE	NAY
John	Hershberger	AYE	-	AYE	AYE
Jeremy	Jackson	AYE	AYE	AYE	AYE
Juwon	Choi	AYE	NAY	AYE	AYE
Anastasiya	Andrianova	AYE	AYE	AYE	NAY
David	Roberts	AYE	AYE	AYE	NAY
Christopher	Byrd	AYE	AYE	AYE	ABS
Allison	Peltier	AYE	AYE	AYE	NAY
Jamee	Larson	AYE	AYE	AYE	NAY
Holly	Hassel	AYE	AYE	AYE	NAY
Laura	Aldrich-Wolfe	AYE	AYE	AYE	NAY
Guiping	Yan	-	AYE	AYE	NAY
Stephen	O'Rourke	AYE	-	-	-

**University Curriculum Committee Report  
For Faculty Senate Meeting on November 15, 2021**

New Programs	
Supply Chain Management (B.S.)	
Graduate Certificate Professional Writing	
Undergraduate Certificate Business Analytics	
Undergraduate Certificate Professional Ethics	

Program Update	
Accounting (B.S.)	Adjusted program electives and removed a required course.

New Courses			
Subject	No.	Title	Effective Term
ABEN	348	Agricultural Technology Exposition	Fall 2022
MRKT	432	Entrepreneurial Sales	Fall 2022
PAG	475	Precision Ag Systems (Capstone)	Spring 2022
PH	781	Foundations of Maternal and Child Health	Spring 2022
PHRM	330	Introduction to Ambulatory Care Pharmacy	Spring 2022

New Special Topics (FYI only)			
Subject	No.	Title	Effective Term
ME	499	Energy Storage Technologies	Spring 2022

Course Reactivations			
Subject	No.	Title	Effective Term
CE	672	Solid and Hazardous Waste Management	Fall 2022
MGMT	752	Organizational Restructuring	Summer 2022
POLS	701	Quantitative Methods for Public Policy	Fall 2022
POLS	702 (Course # change)	Qualitative Methods for Impact Evaluations (formerly POLS 700: Qualitative Methods)	Fall 2022
TL	823	Contemporary Supply Chain Research	Fall 2022

Course Inactivations			
Subject	No.	Title	Effective Term
POLS	720	Theoretical Perspectives to the Study of Political Science	Spring 2022

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Title/Prerequisite/Co-requisite/Description Change	Effective Term
CE	410	Water and Wastewater Engineering	<b>Prereq:</b> CE 370 or ENVE 412 <b>Description:</b> Principles of drinking water treatment system design and principles of the design of wastewater treatment, disposal, reuse, and recycling.	Fall 2022
CE	610	Water and Wastewater Engineering	<b>Prereq:</b> Grad status <b>Description:</b> CE 610. Water and Wastewater Engineering. 3 Credits: Principles of drinking water treatment system design, and principles of design of wastewater treatment, disposal, reuse, and recycling. Also offered for undergraduate credit (CE 410).	Fall 2022
CHP	184	Understanding and Developing Compassion in Patient Care	Requisite removal.	Spring 2022
MGMT	471	<b>New Title:</b> Leading Social Entrepreneurship and Nonprofit Organizations	<b>Old Title:</b> Leading the Nonprofit Organization <b>New Description:</b> This course covers theories, tools, and perspectives for leading and managing social entrepreneurship and nonprofit organizations. This course provides frameworks and case examples to help students on their journey to becoming the leaders we need, leaders who can take action from a place of systems understanding. We explore similarities and differences between nonprofits and business firms, discuss current and controversial issues in the nonprofit sector, and emphasize practical applications for nonprofit leadership in managerial, staff, and volunteer roles.	Fall 2022
MGMT	671	<b>New Title:</b> Leading Social Entrepreneurship and Nonprofit Organizations	<b>Old Title:</b> Leading the Nonprofit Organization	Fall 2022

			<b>Description:</b> This course covers theories, tools, and perspectives for leading and managing social entrepreneurship and nonprofit organizations. This course provides frameworks and case examples to help students on their journey to becoming the leaders we need, leaders who can take action from a place of systems understanding. We explore similarities and differences between nonprofits and business firms, discuss current and controversial issues in the nonprofit sector, and emphasize practical applications for nonprofit leadership in managerial, staff, and volunteer roles.	
PH	750	Epidemiologic Methods I	<b>Prereg:</b> PH 712 replaces PH 731.	Fall 2022
TL	751	<b>New Title:</b> Supply Chain Transport Security	<b>Old Title:</b> Transportation Cyber Physical Security <b>New Description:</b> Fundamentals of multimodal transportation physical security and cybersecurity, crisis management, and best practices to enable a safe and reliable supply chain.	Fall 2022
TL	755	<b>New Title:</b> City Logistics	<b>Old Title:</b> Context Sensitive Solutions <b>New Description:</b> This course studies urban freight distribution, issues and challenges of city logistics, and strategies that can improve the overall efficiency of the movement of goods in cities, while meeting customer demands and mitigating externalities such as congestion and emissions.	Spring 2022
TL	757	<b>New Title:</b> Technologies for Supply Chain Transport Solutions	<b>Old Title:</b> Intelligent Transportation Solutions <b>New Description:</b> Fundamentals of technologies deployed and emerging such as vehicle automation, electrification, sharing, and connectivity. Technologies address critical issues that affect supply chain movements and reliability, such as congestion, safety, security, and energy efficiency.	Spring 2022
TL	786	Public Transportation	<b>New Description:</b> This course focuses on public transportation issues, concepts, and modeling procedures. Topics covered include policy issues, impacts of transit, government's role in transit, service planning, operations, demand analysis, performance evaluation, quality of service concepts and estimation, and bus and rail capacity.	Spring 2022
TL	882	<b>New Title:</b> Transportation Systems	<b>Old Title:</b> Highway Planning and Logistics <b>New Description:</b> This course provides an overview and fundamental introduction of transportation systems in the view of global supply chain management. Highlighted topics include the role and importance of transportation in global supply chains, the economy, transportation technology, costing and pricing, all modes of freight transportation, and transportation issues and challenges for global supply chains.	Fall 2022
TL	885	<b>New Title:</b> Spatial Analysis in Transportation & Supply Chain	<b>Old Title:</b> Spatial Analysis in Transportation & Logistics <b>New Description:</b> Fundamentals of geospatial analysis and optimization with applications in transportation, logistics, and supply chain management. Highlighted topics include mobility optimization, logistical distribution balancing, facility coverage optimization, spatial autocorrelation, and spatial regression.	Spring 2022
TL	888	<b>New Title:</b> Research Methods	<b>Old Title:</b> Research in Transportation and Logistics <b>New Description:</b> This course focuses on the conduct of scientific research in transportation and supply chain management. Students will study quantitative, qualitative, and mixed	Spring 2022

			methods concepts, strategies, and practices. The course will also cover formulating research problems, choosing and applying proper research method design, writing proposals and reports, and presenting results. Critical research issues are highlighted.	
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General Education Changes/Revalidations				
Subject	No.	Title	Action	Category
POLS	215	Problems and Policy in American Government	Revalidation	Social & Behavioral Sciences
POLS	225	Comparative Politics	Revalidation	Social & Behavioral Sciences/Global Perspectives

## Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

\*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to [ndsuscc@ndsu.edu](mailto:ndsuscc@ndsu.edu).

Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

**Policy Number and Name:** Policy 100: Equal Opportunity and Non-Discrimination

**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):**

The addition of: *Violations of this policy will be addressed through [Policy 156: Discrimination, Harassment, and Retaliation Complaint Procedures](#) or [Policy 156.1: Title IX Complaint Procedures](#)* is to provide clarity in how potential violations of this policy are addressed.

**Is this a federal or state mandate:**  Yes  No

**Individual/Department/Committee or Organization submitting the policy change:**  
Heather Higgins-Dochtermann

**Date Submitted to SCC Secretary:** September 13, 2021

**Email address of the person who should be contacted if revisions are requested:**  
[heather.higginsdocht@ndsu.edu](mailto:heather.higginsdocht@ndsu.edu)

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

# North Dakota State University

## Policy Manual

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### SECTION 100

### EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

SOURCE: NDSU President  
SBHE Policy 603.1  
SBHE Policy 603.2

North Dakota State University (NDSU) is fully committed to equal opportunity in its employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and regulations and in furtherance of appropriate affirmative action efforts. NDSU prohibits discrimination and harassment against any individual on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, status as a U.S. veteran, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

Additionally, discrimination against an employee or applicant for employment, with respect to working conditions, work place assignment, or other privileges of employment, merely because the employee's or applicant's spouse is also an employee, is prohibited. Employment in a department or institution headed or supervised by the employee's or applicant's spouse is permitted only if the spouse does not have the power to hire or fire or make evaluations of performance of the employee or applicant.

[Violations of this policy will be addressed through Policy 156: Discrimination, Harassment, and Retaliation Complaint Procedures or Policy 156.1: Title IX Complaint Procedures.](#)

The following two statements must be included in all bulletins, announcements, manuals, publications, guidebooks, brochures, pamphlets, catalogs, application forms, or recruitment materials that are made available to NDSU participants, students, applicants, or employees:

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Dr. Canan Bilen-Green, Vice Provost, Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, Fargo, ND, 58108, 701-231-7708, [ndsuoaa@ndsuo.edu](mailto:ndsuoaa@ndsuo.edu).

This publication is available in alternate format upon request. Please contact the owner of the publication (provide owner phone number).

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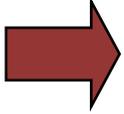
#### HISTORY:

New	May 1972
Amended	April 2, 1991
Amended	April 1992
Amended	August 1993

Amended	August 1999
Amended	February 2005
Amended	December 2007
Amended	June 12 2009
Amended	July 8, 2009
Housekeeping	September 2009
Amended	June 1, 2011
Housekeeping	June 22, 2011
Housekeeping	July 23, 2014
Amended	October 19, 2015
Housekeeping	October 22, 2015
Amended	April 25, 2016
Housekeeping	December 4, 2018
Amended	November 25, 2019
Housekeeping	December 6, 2019

# Policy Change Cover Sheet

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



*If the changes you are requesting include housekeeping, please submit those changes to [ndsuscc@ndsuscc.edu](mailto:ndsuscc@ndsuscc.edu) first so that a clean policy can be presented to the committees.*

## **SECTION:** 134.1: Workplace and Family/Dependent Responsibilities

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: One sentence has been added to this policy to reflect that proposed new policy 328 would supersede 134.1 for non-broadbanded employees.
2. **This policy change was originated by (individual, office or committee/organization):**
  - Office/Department/Name and the date submitted: Commission on the Status of Women Faculty, 4/1/2021
  - Email address of the person who should be contacted with revisions: [lisa.r.arnold@ndsuscc.edu](mailto:lisa.r.arnold@ndsuscc.edu)

*This portion will be completed by Ann Fredrickson.*

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

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

**Senate Coordinating Committee:**

**Faculty Senate:**

**Staff Senate:**

**Student Government:**

**President's Cabinet:**

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsuscc@ndsuscc.edu](mailto:ndsuscc@ndsuscc.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

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### SECTION 134.1

### WORKPLACE AND FAMILY/DEPENDENT RESPONSIBILITIES

SOURCE: NDSU President

1. North Dakota State University respects the importance of balancing work and family/dependent responsibilities and recognizes that there are times when these work responsibilities and family/dependent responsibilities will conflict with each other. Various options for employees to care for their dependents in the form of paid and unpaid leave are provided in the NDSU policies (see sections 130, Annual Leave; 135, Family Medical Leave - Uncompensated; 143, Sick/Dependent Leave; and 149, Leave Without Pay) see <http://www.ndsu.edu/policy/>. For employees with non-broadbanded status, Policy 328 supersedes NDSU Policy 134.1.
2. Occasionally situations arise that are not specifically covered in these policies. When such situations occur, NDSU is committed to addressing them with sensitivity and fairness to all concerned and will consider an employee's request to accommodate the situation, based on the following factors:
  - A. Workplace health, safety, and institutional liability issues related to the request;
  - B. Potential impact on the employee's work accomplishment and performance;
  - C. The employee's performance history;
  - D. Effect on the efficiency and productivity of others in the immediate workplace environment and/or unit;
  - E. Length of time involved in the employee's request;
  - F. Concerns of relevant decision-makers and clientele (for example, county commissioners for county Extension staff).

NOTE: In some cases, the employee may be required to sign a liability waiver.
3. Prior to a decision regarding the employee's request, the employee's immediate supervisor will discuss the situation and the request with his/her supervisor and consult with relevant campus staff such as those in the Office of Human Resources/Payroll to assure that all reasonable options for a mutually satisfactory way to address the employee's situation are explored.
4. With regard to infants and young children, parents/guardians are responsible for arranging regular, appropriate childcare. In the event of an emergency, an employee may need to bring a child(ren) to the workplace for a short period; in these circumstances the employee is expected to
  - A. inform his/her supervisor;
  - B. supervise the child(ren) at all times;
  - C. assure that disruption to co-workers and clientele is minimal; and
  - D. prohibit children from entering hazardous areas.

A child who has an illness that prevents him/her from being accepted by a regular child care provider or from attending school, particularly a child with an infectious illness, should not be brought to the workplace.

The supervisor retains the right to instruct the employee to remove a child from the workplace if these expectations are not met and the factors outlined in #2 above are not satisfactorily addressed.

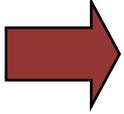
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HISTORY:

New February 2006

# Policy Change Cover Sheet

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



*If the changes you are requesting include housekeeping, please submit those changes to [ndsuscc@ndsuscc.edu](mailto:ndsuscc@ndsuscc.edu) first so that a clean policy can be presented to the committees.*

**SECTION:** Policy Number and Name: 167 – Responsibility Reviews for Non-Faculty Personnel

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: Language was added to reflect previously approved changes to Policy 327.
  - UPDATE 9/20/21: The Commission met on 9/20/21 and we agreed upon some new language for Policy 167. Previously, Matt Hammer’s office said that Policy 167’s language must match Policy 327.
2. **This policy change was originated by (individual, office or committee/organization):**
  - Commission on the Status of Women Faculty, Feb. 9 2021
  - Lisa.r.arnold@ndsuscc.edu

*This portion will be completed by Ann Fredrickson.*

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

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

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President’s Cabinet:

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# North Dakota State University

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### SECTION 167

#### RESPONSIBILITY REVIEWS FOR NON-FACULTY PERSONNEL

SOURCE: NDSU President  
SBHE Policy Manual, Section 604.3  
NDUS Human Resource Policy Manual, Section 17

Performance development is a positive, goal-oriented means to improve individual performance on the job and to recognize improved performance at all levels of employment. Performance development is based on job clarification; improved communication and understanding between supervisor and employee; and upon the definition and review of results for personal, group and organizational achievement.

1. Responsibility reviews are conducted by the supervisor for all non-faculty personnel not covered by NDSU Policy 352 [or Policy 327](#) at least once each year (and at the completion of a broadbanded staff member's probationary period). These reviews will be based on the following principles:
  - 1.1 The mutual review of job responsibilities insuring they continue to accurately represent the employee's role in departmental objectives and the institution's overall mission;
  - 1.2 A mutually agreed upon performance development plan which includes a review and discussion of the progress made in accomplishing goals established within prior year performance plans;
  - 1.3 Determination of an individual's future training needs including necessary resources to achieve the goals as established within the performance development plan; and
  - 1.4 Solicitation and follow-up on suggestions for continuous improvement of organizational processes and systems within which the individual works.
  - 1.5 Supervisors are encouraged to solicit feedback from all relevant stakeholders (including, but not limited to, faculty and staff who interact with the employee) as part of the annual review process. Feedback should be collected through a consistent means, such as letters, interviews or surveys.
2. *The initial review and all subsequent reviews will include a discussion between the employee and his/her supervisor about the employee's work performance based on the employee's job description and feedback from a variety of sources.*
3. *After this discussion, the employee will be asked to sign the supervisor's written account of the Responsibility Review:*
  - 3.1 *Supervisors of broadbanded staff must use the Responsibility Review form available from the Office of Human Resources/Payroll.*
  - 3.2 *Supervisors of non-broadbanded staff may use the Responsibility Review form from the Office of Human Resources/Payroll or may put the evaluation in letter form.*

*The signature is not an indication that the employee agrees with the review, only that the employee has seen it.*

4. *If the employee does not agree with the supervisor's review of his/her performance, the employee may submit a written statement regarding the review which will be attached to the Responsibility Review form or the letter. These reports are a permanent part of the employee's official personnel file.*
  
5. *Initiation of review process*
  - 5.1 *The Office of Human Resources/Payroll will send letters quarterly to remind supervisors of broadbanded staff of the due dates for an employee's Responsibility Review.*
  
  - 5.2 *Supervisors of non-broadbanded staff are responsible for regularly initiating the responsibility review. The Office of Human Resources/Payroll will provide this service for non-broadbanded staff reviews upon a supervisor's request.*
  
6. *All supervisors are responsible for assuring that these reports are filed in the employee's official personnel file (see NDSU Policy 718) when the review is complete.*

For policy on faculty periodic reviews, see Section 352.4.

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HISTORY:

New	October 1991
Amended	June 1996
Amended	December 1999
Amended	September 2001
Housekeeping	December 28, 2010

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### SECTION:

### Policy 724 (Accessibility)

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: Clarify software and cloud licensing responsibility for VPIT and Dean of Library.
2. **This policy change was originated by (individual, office or committee/organization):**
  - Vice President for Information Technology and Disability Services
  - [marc.wallman@ndsu.edu](mailto:marc.wallman@ndsu.edu), [cece.rohwedder@ndsu.edu](mailto:cece.rohwedder@ndsu.edu), [mark.coppin@ndsu.edu](mailto:mark.coppin@ndsu.edu)

*This portion will be completed by Heather Higgins-Dochtermann.*

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

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### SECTION 724 (draft - also, policy number subject to change when further through governance process)

#### DIGITAL ACCESSIBILITY

SOURCE: NDSU President  
SBHE Policy [1203.1](#), Section 3

~~[Matt Hammer to reference relevant federal statutes and NDCC]~~

Commented [MEM1]: The ADA reference is enough.

1. Enforcement and questions of compliance with this policy will be addressed by the university's ADA coordinator. Contact information is available at <https://www.ndsu.edu/accessibility/>.
2. Requirements, standards, and technical resources for accessibility and addressing this policy are available at <https://www.ndsu.edu/accessibility/>.

#### 3. SCOPE

This policy covers all digital media and digital content delivered directly by NDSU or indirectly via third parties. It includes, but is not limited to, the Internet and intranet websites, content delivered in digital form, electronic books and electronic book reading systems, search engines and databases, learning management systems, classroom technology and multimedia, personal response systems ("clickers"), and office equipment such as computers, communication devices, copiers, and fax machines. It also includes any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, creation, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data, information, or communication. This concept includes telecommunication products (such as telephones), information kiosks, transaction machines (e.g. Automated Teller Machines (ATMs) and point of sale devices (POS)), computers, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources.

4. North Dakota State University is committed to the principles of universal design for learning (UDL), honoring diversity and fostering a campus culture of full inclusion for people with disabilities by ensuring that all university constituencies can access its digital information and digital services. This policy pertains to all electronic and information technologies and applies to their procurement, development, implementation, use, and maintenance. All digital information and services to be used by North Dakota State University students, faculty, researchers, staff, program participants, the general public, and other university constituencies is required to be compliant with the non-discrimination provisions of the Americans with Disabilities Act (ADA), as amended, and Section 504 of the Rehabilitation Act.

5. To be compliant with this policy a person with a disability must be afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equitably effective and integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information or service as fully and independently as a person without a disability; as such universal design should be utilized whenever possible.
6. It is the responsibility of all university administrators, faculty and staff to ensure equitable and effective access to electronic and information technology used within their purview. All employees, including students and graduate assistants, shall comply with this policy.
7. North Dakota State University strives to ensure that electronic and information technology (EIT) products developed at, purchased by, or used at the university are accessible to all faculty, students, and staff, including those with disabilities. To reach this goal, those responsible for making decisions about which products to procure must consider accessibility as one of the criteria for acquisition. This is critical for enterprise-level systems and other technologies that affect a large number of students, faculty, and/or staff. See NDSU policy 400 for additional information.
8. All new digital content and services published and available via university web sites, both internally and externally, shall conform to federally required accessibility standards. If that is not technically possible a petition may be made for an exemption. Such requests will be assessed to determine technical viability by the Vice President for Information Technology, business need by the Vice President for Finance and Administration, and impact on persons with disabilities by NDSU's ADA coordinator.
9. For all content and systems created before the adoption of this policy and whose content and use is not fully accessible, each department shall submit an accessibility plan to NDSU's ADA coordinator by July 15, 2021 on how accessibility issues will be addressed.
  - a. The plan will be reviewed and approved by the ADA coordinator and the Office of the Vice President for Information Technology for compliance with policy and law as well as feasibility of implementation.
  - b. Tools and information regarding the accessibility plan can be found at <https://www.ndsu.edu/accessibility/>.
10. More information on the complaint process for alleged violations can be found at <https://www.ndsu.edu/accessibility/>.

Commented [MEM2]: Add new date.

## IX. General Order

### 1. Proposed amendment to the Faculty Senate Bylaws (Article II, Section 6)

This item includes a proposed limited revision to Article II, Section 6 concerning the duties and responsibilities of the Faculty Senate President. One of the unwritten/unspoken expectations for the FS President is to lead the stage party during Commencements. Since this is a formal expectation, it needs to be spelled out in the FS Bylaws (see the inserted text in green as a proposed description of this duty).

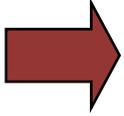
#### **Article II: Organization and Faculty Senate Operation**

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 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 on administrative councils.
9. **Lead the stage party during Commencements.**
10. Provide the Secretary and the incoming President with an annual report summarizing the Senate activities for the preceding year.
11. Moderate the official faculty listserv.

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## SECTION: 328: Workplace and Family/Dependent Responsibilities for Non-Broadbanded Employees

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: This policy has been revised to better meet the needs of faculty who have children and experience unforeseen emergencies that may necessitate bringing children to work for short periods of time. The changes also allow flexibility to units in addressing these situations while recognizing that working conditions vary widely across the institution. This policy proposal has iterated several times over the past few years. The most recent version (submitted as a proposed revision to Policy 134.1) was passed by all three Senates, including the Faculty Senate, and it was approved by Legal Counsel. However, the president declined to sign the policy. The current policy proposal does not differ substantively from the previous policy proposal approved by the Faculty Senate, except that the current proposal is for a new policy that applies solely to non-broadbanded employees. A minor revision to Policy 134.1 is coupled with this proposed revision.
2. **This policy change was originated by (individual, office or committee/organization):**
  - Office/Department/Name and the date submitted: Commission on the Status of Women Faculty, 4/1/2021
  - Email address of the person who should be contacted with revisions: [lisa.r.arnold@ndsuscc.edu](mailto:lisa.r.arnold@ndsuscc.edu)

*This portion will be completed by Ann Fredrickson.*

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# North Dakota State University

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### SECTION 328

### WORKPLACE AND FAMILY/DEPENDENT RESPONSIBILITIES FOR NON-BROADBANDED EMPLOYEES

SOURCE: NDSU President

1. North Dakota State University respects and values the importance of balancing work and family/dependent responsibilities and recognizes that there are times when these responsibilities conflict with each other. Various options for employees to care for their dependents in the form of paid and unpaid leave are provided in NDSU policies (see sections 130, Annual Leave; 135, Family Medical Leave - Uncompensated; 143, Sick/Dependent Leave; and 149, Leave Without Pay). General workplace and family/dependent responsibilities for broadbanded employees are specified under NDSU Policy 134.1. For employees with non-broadbanded status (heretofore referred to as “employees”), the current policy supersedes NDSU Policy 134.1.
2. Occasionally situations arise that are not specifically covered in these policies. When such situations occur, employees can request accommodation. NDSU is committed to addressing these requests with sensitivity and fairness to all concerned and will work to accommodate the situation, based on the following factors:
  - a) Workplace health, safety, and institutional liability issues related to the request;
  - b) Potential impact on the employee's work accomplishment and performance;
  - c) Effect on the efficiency and productivity of others in the immediate workplace environment and/or unit;
  - d) Length of time involved in the employee's request; and
  - e) Concerns of relevant decision-makers and clientele (for example, county commissioners for county Extension staff).
3. With regard to infants and young children, parents/guardians are responsible for arranging regular, appropriate childcare. In the event of an emergency, an employee may need to bring a child(ren) to the workplace for a short period. Each unit shall take the following into consideration before allowing a child(ren) into the workplace.
  - a) The situations where the presence of a child(ren) would create an untenable disruption of the work environment, noting that the onus is on the unit to demonstrate that an untenable disruption would occur in those situations;
  - b) Physical locations in the unit in which the presence of a child(ren) would present a health, safety or liability issue; and

c) The processes and procedures by which approval to bring a child(ren) to the workplace would be approved and utilized.

4. In all instances, the employee shall:

a) Inform their supervisor;

b) Ensure adequate supervision of the child(ren) at all times;

c) Minimize disruption and and impact on the workplace;

d) Prohibit the child(ren) from occupying hazardous areas;

e) Accept responsibility for the actions of the minor, including the safety of the minor and any damage to the property or persons; and

f) Guard against inappropriate disclosure of confidential information.

5. A child who has an illness that prevents them from being accepted by a regular child care provider or from attending school, particularly a child with an infectious illness, should not be brought to the workplace. The supervisor retains the right to instruct the employee to remove a child from the workplace if these expectations are not met.

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HISTORY:

New

## Prior Learning Assessment for the Degree Completion Program

### Goal and Purpose

Create a procedure for Prior Learning Credit at NDSU that includes parameters in which credit will be proposed and evaluated. Eligible students are those that are in the Degree Completion Program and seeking a Bachelor of University Studies degree.

### History and Definition

Prior Learning Assessment (PLA) is defined as “the process for recognizing and awarding credit for college-level learning acquired outside of the classroom” (Garcia & Leibbrandts, 2020, p.1) The concept of PLA first started after WWII when institutions were looking for ways to award credit for veterans’ experiences in the military. The forms of PLA have expanded and changed throughout the years and now include a number of ways in which students can earn credit for experience outside of the traditional college classroom. Standardized examination (eg. AP, CLEP) is one form of PLA for which NDSU already recognizes. Another form of PLA is a portfolio-based assessment in which students have the opportunity to demonstrate learning through non-credit bearing activities. These activities may include work experience, formal non-credit bearing trainings, community involvement, etc.

### Benefits

Having a diverse set of PLA opportunities can mark positive outcomes for adult learners who are trying to finish their degree.

- Based on a study that looked at PLA outcomes at 72 institutions by the Council for Adult and Experiential Learning (CAEL) and Western Interstate Commission for Higher Education (WICHE) over a 7-year period:
  - There was a 17 percent increase in degree completion for students returning to finish their degree. This includes a 24 percent increase for Hispanic students and a 15 percent increase for black students (Klein-Collins, et al., 2020).
  - 55% of pell-eligible adults who received PLA credit completed their degree versus 27% who did not have PLA.
  - PLA saved an average cost of \$3,794 and 9 months for adult students at 4-year public institutions.
  - Students who earned PLA took on average 17.6 more credits at the institution because they were more likely to persist.

### How is prior learning awarded?

#### Outcomes

Credit is awarded based on learning in conjunction with experience. This learning can be demonstrated through a portfolio. Students need to demonstrate they meet at least one of the program outcomes for the Bachelor of University Studies degree, which are as follows:

1. Communicate ideas clearly in both oral and written formats
2. Collaborate effectively in group settings
3. Evaluate their understanding of current or controversial trends in their field(s) of study

#### Portfolio

Students applying for prior learning credit will complete a portfolio, demonstrating their experience and learning. Students will work with an advisor and be enrolled in a non-credit bearing Blackboard course

to put together their portfolio. The portfolio will be reviewed and evaluated by the BUS Program Review Committee. Each portfolio should include the following components.

1. Cover Form
2. Table of Contents
3. Narrative of knowledge gained
  - a. Descriptions of concrete experiences and learning gained from those experiences
  - b. Reflections of learning
  - c. How this learning meets the BUS program outcomes
4. Resume
5. Evidence Documentation (could be)
  - a. Letters of support
  - b. Documented certificates
  - c. Samples of work
  - d. Transcripts
  - e. Job Descriptions
  - f. Performance reviews

**Prior Learning Credits**

Students may request anywhere from 3-9 credits for prior learning. Credit amounts will be determined by the BUS program outcomes that the student meets, in combination with hours worked. Students may earn up to 6 credits per outcome met, with a maximum of 9 credits total of Prior Learning.

Hours are determined by what is currently accepted for field experience at NDSU. 40 hours = 1 credit. See chart below.

	120-239 hours	240+ hours
Meets Outcome 1	3 credits	6 credits
Meets Outcome 2	3 credits	6 credits
Meets Outcome 3	3 credits	6 credits

Credits will appear on the student’s transcript as Prior Learning Credit and count as upper division elective credits that will go towards graduation totals. Credits will not count as residency credits and will not count as 4-year institution credits.

**Portfolio Rubric**

<b>Explanation of Assignment Expectations</b>	<b>Meets Expectations</b>	<b>Does not meet Expectations</b>	<b>Meets/ Doesn't Meet</b>
Cover Form	Cover form is complete	Cover form is incomplete	
Table of Contents	Table of Contents is complete	Table of Contents is incomplete	
Resume Development	Resume is complete, coherent and well-organized. Clearly illustrates prior experience.	Resume is not complete and does not clearly demonstrate experience.	
Presentation of Materials	Narrative is free of grammatical errors, is clear and demonstrates proper flow.	Narrative does not demonstrate basic expectations for academic writing and/or contains substantial errors	

<b>Explanation of Assignment Expectations</b>	<b>Meets Expectations</b>	<b>Does not meet Expectations</b>	<b>Credit Request</b>	<b>Meets/ Doesn't Meet</b>
Program Outcome 1 identified and assessed <ul style="list-style-type: none"> <li>Communicate ideas clearly in both oral and written formats</li> </ul>	Writer uses supporting documents and demonstrates how learning was acquired through professional experiences that strongly support program outcome 1	Writer is unable to clearly demonstrate acquired learning that support program outcome 1		

<b>Explanation of Assignment Expectations</b>	<b>Meets Expectations</b>	<b>Does not meet Expectations</b>	<b>Credit Request</b>	<b>Meets/ Doesn't Meet</b>
Program Outcome 2 identified and assessed <ul style="list-style-type: none"> <li>Collaborate effectively in group settings</li> </ul>	Writer uses supporting documents and demonstrates how learning was acquired through professional experiences that strongly support program outcome 2	Writer is unable to clearly demonstrate acquired learning that support program outcome 2		

<b>Explanation of Assignment Expectations</b>	<b>Meets Expectations</b>	<b>Does not meet Expectations</b>	<b>Credit Request</b>	<b>Meets/ Doesn't Meet</b>
Program Outcome 3 identified and assessed <ul style="list-style-type: none"> <li>Evaluate their understanding of current or controversial trends in their field(s) of study</li> </ul>	Writer uses supporting documents and demonstrates how learning was acquired through professional experiences that strongly support program outcome 3	Writer is unable to clearly demonstrate acquired learning that support program outcome 3		