

Meeting Agenda

March 20, 2023

- I. Call to Order.
- II. Attendance.
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from February 13, 2023.
- V. Announcements.
 1. David Cook, President
 2. David Bertolini, Provost
 3. Anastassiya Andrianova, Faculty Senate President
 4. Florin Salajan, Faculty Senate Past-President
 5. Warren Christensen, Faculty Senate President-Elect
 6. Fred Hudson, Staff Senate President
 7. Christian Walth, Student Body President
 8. Phil Hunt, Registrar
 9. Tim Greives, Chair of the Graduate Council
- VI. Committee and Other Reports.
- VII. Consent Agenda.
 1. UCC Report
- VIII. Unfinished Business.
- IX. General Order.
 1. Policy 164
- X. New Business.
 1. Amendments to the CCF Constitution
- XI. Adjournment.

Meeting Minutes

February 13, 2023

- I. Call to Order: 3:00pm.
- II. Attendance: See Appendix 1.
- III. Adoption of the Agenda.
 1. Motion to approve: Roberts/Fellows
 - i. Approved unanimously.
- IV. Approval of Meeting Minutes from January 23, 2023.
 1. Approved by unanimous consent.
- V. Announcements.
 1. David Cook, President
 - i. Not present.
 2. David Bertolini, Interim Provost
 - i. Reminder that the comment period for NDSU Transform closes on Feb 15. Received hundreds of emails and comments from alumni, faculty, staff, and students. Please keep it coming.
 - ii. Potentially good news from the House Appropriations regarding the budget, including funding for the Engineering building.
 - a. Question from Sen. Selekwa: the building used by NDSU Agriculture Systems is to be demolished? Prov. Bertolini: Yes. Sen. Selekwa: Is it possible to postpone demolishing it until Engineering gets a new building? Space in Engineering has been a problem for a long time. It is very congested. Prov. Bertolini: Don't know, but will ask.
 3. Anastassiya Andrianova, Faculty Senate President
 - i. Second the reminder to share feedback on NDSU Transform by Feb. 15.
 - ii. Listening sessions with Pres. Cook and Prov. Bertolini on March 1 at 3:00pm in MU Anishinaabe Theater.
 - iii. Legislative update:
 - a. SB 2247: modified to use "specified" concepts, excludes research and teaching from prohibitions, but still includes biannual surveys on climate. Received DO PASS from

committee. This bill is intended to instill fear in teaching about diversity and race.

- b. HB 1531: prohibition of application fee waivers based on “certain characteristics” (race, ethnicity, gender). Amended to include all educational costs and aid. Pres. Cook, Pres. Armacost of UND, and SBHE spoke in opposition to this bill that would impact recruitment/retention efforts.
- c. HB 1446: tenure review bill. Chancellor spoke neutral on this bill, with testimony from faculty and students opposed to it. CCF spoke in opposition, BSC and DSU submitted oral/written testimony.
- d. Q from Christensen: Why is the Chancellor neutral? The SBHE did not take an official position on the bill. Comes down to politics.

4. Florin Salajan, Faculty Senate Past-President

- i. Noted the tragedy in Turkey and Syria. 33,000 victims and could be impacting students and colleagues here at NDSU. Reach out to colleagues impacted and offer support. Comment from Sen. Selekwa: Can the Faculty Senate make statements on the oppression of students and faculty of Iran? Past Pres. Salajan: the Faculty Senate executive leadership issued a statement in October in support of students and faculty repressed by their governments in Iran and Sri Lanka. If Senators want to follow-up with a resolution, any member of the Senate can bring it to the floor.
- ii. Comment from Pres. Andrianova: If there is a resolution for any cause, submit resolution to FSEC representatives.

5. Warren Christensen, Faculty Senate President-Elect

- i. No announcements.

6. Fred Hudson, Staff Senate President

- i. One bill we are monitoring is HB 1040 relating to the public employee defined benefit retirement plan. ND Legislature thinks there will be a \$2 billion shortfall. Hearing tomorrow. Directly impacts staff, not faculty. But it impacts employees who may consider coming to work here. When the state makes it harder to get people here, that affects all of us. Keep in mind.
- ii. Forum with Provost and President: Issues about NDSU Transform, continue in March. It’s for staff, but you’re more than welcome to attend.
- iii. Gunkelman Award: nominations due in March.

- iv. This is Kindness Week: culminates on Friday, which is random acts of kindness day. Staff does this regularly, and recommends faculty do it too. Surprise somebody.
- v. Question from Sen. Smith: has your group talked about gun regulations on campus? Yes, staff opposed to them. It is more difficult to draft resolutions on the staff side, but we encourage them to talk directly to their legislators.

7. Christian Walth, Student Body President

- i. Kudos to Seth Lumley, one of our student legislative affairs committee members who is serving as our Legislature liaison.
- ii. Thrift store project: April 25th and 26th, 2:00-5:00pm in the Sandbox, will be open in the Union near the coffee shop. Please buy clothes, all proceeds go to the student emergency fund.
- iii. Student Gov. created 10 priorities on which they will focus. Priority #3 is Dead Week, something the students are not happy about, they feel overwhelmed, looking to re-imagine it.
- iv. Making NDSU greener is also an important focus.

8. Phil Hunt, Registrar

- i. R&R hosting a training session on CLSS on Feb 21st, online. The zoom link will be sent out and the session recorded and posted for future reference.

VI. Committee and Other Reports.

1. Budget

- i. Huron Report and last week's townhall. We have a new tuition incentive model, likely to be adopted, and reps on the Senate Budget Committee should have forwarded for your information. Because this was rather confusing, created own version of how the tuition reimbursement model would work. Example: a student signs up for 15 credits. There are some initial amounts that are skimmed off. Then there is 75% that's left over. 75% of THAT will go to college of instruction and 25% of THAT will go to the college of record.
- ii. Give feedback, ask questions about what you want to learn about. This will be compiled by the Budget Committee and provided to the Provost/President. We need to figure out how this will be implemented.
 - a. Question from Sen. Rao: Will this be applicable only to in-state or to out-of-state students?

- b. Question from Sen. Selekwa: Does the 25% go to the department or college? Goes to the college, and dean reallocates. Prov. Bertolini: If course is cross-listed, it goes with the instructor who taught it, regardless of where it was taught.
- c. Question from Sen. Roberts: Have they done an analysis breakdown by department? Prov. Bertolini: They are doing a more granular analysis to look at a breakdown by department rather than by college. That hasn't been done, but I have asked for that analysis.
- d. Question from Sen. Huseynov: Would it affect any planning for the colleges to hire for next years? Dr. Petersen: This is going to have a bit of a grace period, to make adjustments. Goal is for deans, Provost to have solid discussions on proposing new programs and how they can be resourced/financed. Sen. Huseynov: If I am a dean, does this model help me figure out strategic allocations? Dr. Petersen: It's a one-year lag, so there will be info on making a decision, but will be more useful for making projections into the extended future. The first year they're going to run two systems to see how the new system is different than the old model. Currently holding 14% of some pool of money for strategic investment. Sen. Huseynov: Can faculty see how this compares to the old/current model? Dr. Petersen: This was not available as a clear model, so there is no good unit of comparison. Comparison would not be meaningful.
- e. Question from Sen. Berg: Will there be a request for transparency for the deans reporting funding/reallocating decisions? Prov. Bertolini: I really can't comment, that's up to the deans. Sen. Berg: It would be useful to have software in place to check. Sen. Huseynov: Info can be accessed on PowerBI.

VII. Consent Agenda.

- 1. UCC Report
- 2. Policy 153
- 3. Policy 159
- 4. Policy 811
 - i. Approved by unanimous consent.

VIII. Unfinished Business.

IX. General Order.

X. New Business.

1. Policy 164

i. Motion to approve: Smith/Selekwa

a. Discussion

- a. Comment from Sen. McGrath: Some faculty/colleagues from unit of representation concerned with the language about class cancellations during university closure. Some programs require certain hours to meet for accreditation. VP Bilen-Green: suggestion to put in place faculty continuity plans, at the department, course level. When the University is closed, classes are cancelled. You can't meet on campus. You can't have synchronous zoom calls. You can still have reading assignments or watching a recorded lecture asynchronously. Pres. Andrianova: This is also a liability. Plus, tech folks are also not available when campus is closed.
- b. Question from Sen. Brynjulson: If students are located in other states, they are not affected by weather/closures. Does it still apply to those students? VP Bilen-Green: this is up to the department. This applies to FM area.
- c. Question from Sen. Peltier: If weather is bad in FM, but okay in Bismarck, we still meet asynchronously. Can there be any clarification on that? Follow-up Pres. Andrianova: doesn't seem equitable if some students are affected by a power outage in the affected closed area. VP Bilen-Green: the policy does not respond to that, this would be at the program/department level.
- d. Question from Sen. Hong: when classes are canceled and have agreements with other universities, how will that be addressed? Other university students take our courses, and our students take courses at other universities, as well. How do we meet our obligations? Faculty who have the means to teach synchronously should be allowed to do so. Look at the language: "Class Delivery Format may not be

modified.” Believes it goes against FS priorities. Sen. Hong teaches once per week for 3 hours. If the campus is closed, he loses one full chapter and can’t make it up.

- i. Motion to amend by adding text in point a) below: Hong/Selekwa

- 1. Discussion

- a. Text: “In the event of campus closures or class cancellations, in-person class meetings shall not be held. To ensure that students receive uninterrupted education, instructors should have contingency plans for online class delivery and clearly communicate their plans to students at the start of each semester.”

- b. Comment from Past Pres.

Salajan: In light of this discussion including various concerns, maybe revisions would be wise to add clarifying language.

- i. Motion to postpone to the next regular FS meeting on March 20th:

Salajan/Roberts

- ii. Question from Sen.

Selekwa: What was the motivation to revise the policy? VP Bilen-Green: Multiple closures and faculty tried to have classes, tried to give exams. Because of Tech investments by NDSU folks thought it might be okay to move to online when campus was closed.

But this caused a lot of confusion and complaints from students and parents.

iii. Question from Sen.

Tangen: Could we go back and comment on some of these issues? Past Pres.

Salajan: Please send comments to the FSEC, so we can discuss and make revisions.

iv. Motion passed: 30 AYE; 10 NAY; 0 ABSTAIN (See Appendix 2: Q1)

2. Faculty Senate Resolution in Opposition to HB 1446

i. Motion to approve: Hong/Akhmedov

a. Discussion

a. FSEC statements were included, support for CCF resolution was added.

i. Motion passed: 37 AYE; 1 NAY; 1 ABSTAIN
(See Appendix 2: Q2)

II. Adjournment at 4:23pm: Fellows/Smith

1. Passed unanimously.

Appendix 1: Attendance

Last Name	First Name	Substitution	Present
AKHMEDOV	Azer		X
AMIRI	Ali		X
AMBROSIO*	Tom		
ANDRIANOVA	Anastassiya		X
ARNOLD	Lisa		X
BARABANOV*	Nikita		X
BERG	Eric		X
BRYNJULSON	Rebecca		X
CHOI	Bong-jin		X
CHOI	Juwon		X
CHRISTENSEN	Warren		X
CREESE	John		X
EMANUELSON	Pam		X
FELLOWS	Kristen		X
GAO	Jerry		
HAUG	Karla		X
HERSHBERGER	John		
HONG	David		X
HUSETH-ZOSEL	Andrea		X
HUSEYNOV	Fariz		X
JEONG	Inbae		X
KILINA	Svetlana		
KIRKPATRICK	Sarah		X
KIRKWOOD	Matthew		
KRYJEVSKAIA	Mila		X
LARSON	Jamee		X
LAW	Quincy		X
LIN	Zhibin		X
MARCH	Raymond		X
MATTHEW	Sijo		X
MCGRATH	Ryan		X
NORDSTROM	Onnolee		X
PELTIER	Allison		X
PHILBRICK	Candace		X
RAHMAN	Mukhlesur		X
RAO	Jiajia		X
ROBERTS	David		X
ROSS	Darrell		X
SALAJAN	Florin		X

SECOR	Gary	DEL RIO MENDOZA, L.	X
SELEKWA	Majura		X
SMITH	Matthew		X
TANGEN	Jodi		X
TRAVERS	Steve		X
VOLD	Jessica	JIANG, L.	X
WOOD	Scott		X
YAN	Guiping		X
ZHANG	Qi		X

* = Alternates

Appendix 2: Voting Record

Session Name	Active Participants	Question Count
02-13-2023 4:13 PM	37	2

Participant	Q1	Q2
AKHMEDOV, Azer	AYE	AYE
ARNOLD, Lisa	NAY	AYE
BERG, Eric	AYE	AYE
BRYNJULSON, Rebecca	AYE	-
CHOI, Bong-Jin	AYE	AYE
CHOI, Juwon	AYE	AYE
CHRISTENSEN, Warren	AYE	AYE
CREESE, John	AYE	AYE
DEL RIO MENDOZA, Luis	AYE	AYE
EMANUELSON, Pamela	NAY	AYE
FELLOWS, Kristen	NAY	AYE
HAUG, Karla	AYE	AYE
HONG, Yongtao	AYE	AYE
HUSETH-ZOSEL, Andrea	AYE	AYE
HUSEYNOV, Fariz	-	AYE
JEONG, Inbae	NAY	AYE
KIRKPATRICK, Sarah	NAY	AYE
KRYJEVSKAIA, Mila	NAY	AYE
LARSON, Jamee	NAY	AYE
LAW, Quincy	AYE	AYE
LIN, Zhibin	AYE	AYE
MARCH, Ray	AYE	ABS
MCGRATH, Ryan	AYE	AYE
NORDSTROM, Onnolee	NAY	AYE
PHILBRICK, Candace	AYE	AYE
RAHMAN, Md Mukhlesur	-	AYE
RAO, Jaja	AYE	NAY
ROBERTS, David	-	AYE
ROSS, Darrell	AYE	AYE
SALAJAN, Florin	-	AYE
SELEKWA, Majura	AYE	AYE
SMITH, Matthew	AYE	AYE

TANGEN, Jodi	NAY	AYE
TRAVERS, Steven	AYE	AYE
WOOD, Scott	AYE	AYE
YAN, Guiping	-	AYE
ZHANG, Qi	-	AYE

Some Senators were unable to access online voting. Their voice votes are recorded below:

Q1: AYE: Barabanov, Jiang (proxy), Matthew, Rahman, Roberts, Salajan, Yan, Zhang;

NAY: Huseynov; ABSTAIN: 0.

Q2: AYE: Barabanov, Jiang (proxy), Matthew; NAY: 0; ABSTAIN: 0.

Brief Summary of Proposed Change to Graduate Teaching Assistantship Policy

In fall 2022, the NDSU Graduate Council was tasked by the College of Graduate and Interdisciplinary Studies (CGIS) dean with reviewing the 2022 [Tuition Waiver Working Group document](#), which can be found on the Provost's NDSU Transform website.

As part of this work, the Graduate Council discussed the proposal to instate a requirement for a minimum number of credits a graduate student would need to be enrolled for to hold an assistantship during the fall/spring semester. A motion was made to require 6 credit minimum (a higher minimum may be imposed by programs), and this motion carried.

Discussion on this motion addressed that this minimum was likely to support progress towards degree and retention. Discussion also noted a need to allow flexibility for programs that differ in their curriculum. This requirement would not apply to a student who requires fewer than six credit hours to complete the program, and would not apply during the summer term.

**University Curriculum Committee Report
For Faculty Senate Meeting on March 20, 2023**

Program Update	
B.F.A. Theatre Arts-Design and Tech Track - Adjusting degree requirements to accommodate reduced staffing and teaching loads. THEA 385 is going through approval.	
B.F.A. Theatre Arts-Musical Theatre Track - Adjusting degree requirements to accommodate reduced staffing and teaching loads.	
B.F.A. Theatre Arts-Performance Track - Adjusting degree requirements to accommodate reduced staffing and teaching loads.	
B.S. Environmental Design – Course updates as a result of renumbering of courses.	
Minor Logistics Management – Changes being made to make this minor available to a larger number of students.	
Minor Landscape Architecture - Credit change from 19 to 21 credits. Course changes due to course numbering updates.	
Minor Public Health - Added a writing course to the choices. Removed the HNES course that is no longer offered and replaced with HNES 250.	
Graduate Certificate Enterprise Resource Planning - Program delivery method change. Original program request left delivery method blank so it defaulted to face to face. The method should be online.	
Graduate Certificate Food Protection – Program inactivation.	
M.S. Food Safety – Program inactivation.	
M.S. Entomology – Program inactivation. SNRS has decided to combine it's 4 separate graduate programs into one program with 4 different tracks. New program will be Natural Resource Sciences.	
M.S. Range Science - Program inactivation. SNRS has decided to combine it's 4 separate graduate programs into one program with 4 different tracks. New program will be Natural Resource Sciences.	
M.S. Soil Science - Program inactivation. SNRS has decided to combine it's 4 separate graduate programs into one program with 4 different tracks. New program will be Natural Resource Sciences.	
Ph.D. Entomology - Program inactivation. SNRS has decided to combine it's 4 separate graduate programs into one program with 4 different tracks. New program will be Natural Resource Sciences.	
Ph.D. Food Safety - Program inactivation. SNRS has decided to combine it's 4 separate graduate programs into one program with 4 different tracks. New program will be Natural Resource Sciences.	
Ph.D. Range Science - Program inactivation. SNRS has decided to combine it's 4 separate graduate programs into one program with 4 different tracks. New program will be Natural Resource Sciences.	
Ph.D. Soil Science - Program inactivation. SNRS has decided to combine it's 4 separate graduate programs into one program with 4 different tracks. New program will be Natural Resource Sciences.	
B.S. Management Information Systems - Program update. Changes in curriculum are being made to make the MIS major more attractive to a broader set of College of Business students and make it a better fit for transfer students.	
Minor Biomedical Engineering - Program update. Adding BME 220 and changed elective requirements.	
Minor Spanish - Program update. Added SPAN courses as electives for the minor.	
B.S./B.A. Interior Design - Program update. Removing ADHM 152 and adding ADHM 451 and ADHM 462.	
B.S. Microbiology – Program update. Added additional elective options and alternative ethics courses to allow more flexibility in that required element of the program.	
B.S./B.A. Mathematics – Program update. Allowing students that major in Math and in Math Ed to count EDUC 487 towards the the Math major.	
B.S./B.A. Human Development & Family Science: Social Work - Program update. PHIL 210 is now required for admission to the social work program and a specific BIOL course is no longer required.	
B.S. Supply Chain Management – Program update. Adding courses that were omitted from the initial submission in error.	

New Program	

New Courses			
Subject	No.	Title	Effective Term
MICR	455	Microbial Biotechnology	Fall 2023
MICR	655	Microbial Biotechnology	Fall 2023

NURS	463	Leadership and Interprofessional Health Care	Fall 2023
FIN	454	Retirement Planning	Fall 2023
HNES	380	Exercise Behavior	Fall 2023
NURS	828	An Introduction to Primary Care	Fall 2023
CE	724	Advanced Fluid Mechanics	Fall 2023
ADHM	407	Restaurant Entrepreneurship	Fall 2023
FIN	455	Estate Planning	Fall 2023
CSCI	105	Introduction to Cybersecurity	Fall 2023

Course Inactivations			
Subject	No.	Title	Effective Term
ADHM	404L	Restaurant Operations Management Laboratory	Fall 2023
FIN	397	FE/Coop Ed/Internship	Fall 2023
FIN	413	Finance Service Internship	Fall 2023
ENGR	729	Machine Learning for Engineers	Fall 2023
ENGR	312	Impact of Technology on Society	Fall 2024
RELS	460	Theory and Methods of Religious Studies	Fall 2023
RELS	660	Theory and Methods of Religious Studies	Fall 2023

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Title/Prerequisite/Co-requisite/Description Change	Effective Term
STAT	Old # 774 New # 874	Generalized Linear Models	Course number update.	Fall 2023
STAT	Old # 786 New # 886	Advanced Inference	Course number update.	Fall 2023
ADHM	151	Design Fundamentals	Removing ADHM 152 and ADHM 160 as corequisites.	Fall 2023
ADHM	160	Interior Design Careers	Removing prerequisite of Interior Design or Apparel, Retail Merchandising and Design major.	Fall 2023
ADHM	161	Introduction to Manual Drafting	Removing prerequisite of Apparel, Retail Merchandising and Design majors. Removing corequisites of ADHM 152 and ADHM 160.	Fall 2023
ADHM	404	Restaurant Operations Management	Course prerequisite change. Add ADHM 140 or ADHM 141 and remove ADHM 404L as corequisite.	Fall 2023
CM&E	240	Financial Cost Concepts for Construction Managers	Updated prereq from ECON 105 or ECON 201 and ECON 202 to only requiring one of these courses.	Fall 2023
HDFS	802	Old title: Teaching Developmental Science New title: Teaching and Learning in the Human Sciences	Course title and description update. Old Description: Introduction to research and theory on college teaching, including course preparation, grading, and classroom management. Emphasis on acquiring skills related to teaching in developmental science. New Description: Introduction to research and theory on college teaching, including course preparation, grading, and classroom management. Emphasis on acquiring skills related to teaching in the human sciences.	Fall 2023

MICR	486	Old title: Capstone Experience in Microbiology - Research Project New title: Capstone Experience in Microbiology II: Reflection and Dissemination	Course title and description update. Old Description: The capstone experience is the culmination of earlier course work that will allow students to integrate their knowledge of microbiology. The research project course will focus on implementation of the experiments proposed in the experimental design course. New Description: Students will support each other through peer mentoring activities and reflect on their capstone experience in relation to the outlined goals. The course culminates in the dissemination of the knowledge gained from their experience at a designated event open to the department.	Fall 2023
Old: UNIV New: MCIR	720	Scientific Integrity	Course prefix change.	Fall 2023
PHRM	572	Old title: Pharmacy Law and Ethics New title: Pharmacy Law and Ethical Considerations	Course title change.	Fall 2023
MIS	375	Database Design for Business Application	Prerequisite update. Keeping MIS 320 and removing CSCI 228 as prereq. Adding College of Business major or minor with a 2.50 minimum NDSU GPA.	Fall 2023
ENTR	201	Introduction to Entrepreneurship	Course description update and propose General Education category B. Old description: Business majors and minors, non-business majors, and non-degree seeking students will receive an introduction to the entrepreneurial process, evaluating the market feasibility of new product and business ideas, and launching an entrepreneurial venture. Students will develop an understanding of the business concept and business model. They will develop a general understanding of the basic functional areas of business, and will have the opportunity to evaluate what entrepreneurship involves. New description: Business majors and minors, non-business majors, and non-degree seeking students will receive an introduction to the entrepreneurial process, evaluating the market feasibility of new product and business ideas, and launching an entrepreneurial venture. Students will develop an understanding of the business concept and business model. Students will analyze social structures that predict human behaviors and affect consumer decision making, through practical hands-on exercises. Building on researched theories surrounding various ideation methods, such as design thinking, they will apply higher-level problem-solving skills to discover core customer problems and generate original solutions.	Fall 2023
EMGT	Old # 425 New # 325	World Disasters	Course number update and general education revalidation.	Fall 2023

MIS	350	Enterprise Systems	Prerequisite update. Removing CSCI 161 and CSCI 228 as prereqs and adding College of Business major or minor with a 2.50 minimum NDSU GPA. Keeping MIS 320 as prereq.	Fall 2023
MIS	470	Information Systems	Prerequisite update. Changing prereq from MIS 375 and CSCI 315 to MIS 320. Removing coreq of MIS 376.	Fall 2023
PAG	475	Precision Ag Systems Capstone	Prerequisite update. Removing PAG 115, PAG 115L, PAG 215, and PAG 455 as prereqs. Keeping PAG 315 and PAG 454 and senior standing.	Fall 2023
HNES	476	Exercise Testing Laboratory	Course credit change from 2 credits to 3 credits. Required course and increase in credit needed for new accreditation standards.	Fall 2023
MIS	315	System Analysis and Design	Prerequisite update. Removing CSCI 161 and CSCI 228 as prereqs and adding College of Business major or minor with a 2.50 minimum NDSU GPA.	Fall 2023
COMM	245	Old Title: Principles of Broadcast Production New title: Introduction to Video Production	Old description: Creation, critique, and analysis of audio production and single camera video productions with special emphasis on radio and television news. New description: Creation, critique, and analysis of single camera and mobile video production with special emphasis on news reporting.	Fall 2023
COMM	445	Old Title: Advanced Broadcast Production New title: Advanced Video Production	Prerequisite change from COMM 345 to COMM 245. Old description: Development of skills in the creation, critique, and analysis of television productions in the studio and in the field. New description: Developing advanced skills in the creation, critique, and analysis of video production encompassing news and associated genres, including PSA, commercials, music videos, and documentaries, etc.	Fall 2023
ENVE	Old # 211 New # 112	Analysis and Design Methods for Environmental Engineers	Course number change.	Fall 2023
ENGL	754	Old title: Rhetorics of Science and Technology New title: Rhetorics of Science, Technology, and Medicine	Course description update. Old description: The study and critique of the rhetorics of science and technology, informed by rhetorical theory and by the philosophy of and the social studies of science and technology. New description: The study of the rhetorics of science, technology, and medicine, including how both specialists and nonspecialists use language to advance arguments about these fields with public and social impacts.	Fall 2023
NURS	300	Pharmacology & Pathophysiology for Nursing	Prerequisite update. Removing NURS 252 and NURS 360 as prereqs and NURS 342 as corequisite. Adding Admission to the Nursing program and BIOL 220, BIOL 220L, BIOL 221 and BIOL 221L as prereqs.	Fall 2023
NURS	Old # 230 New # 301	Introduction to Nursing and Evidence Based Practice	Course number update.	Fall 2023
NURS	303	Old title: Prof Nurs Practice III New title: Introduction to the Nursing Profession	Course title change.	Fall 2023
NURS	342	Adult Health Nursing I	Prerequisite update. Removing all prereqs and adding NURS 360 as the only remaining prereq.	Fall 2023

NURS	352	Family Nursing I	Prerequisite change. Removing NURS 341 and NURS 342 and adding NURS 360.	Fall 2023
NURS	360	Health Assessment	Prerequisite change. Removing NURS 210 and NURS 250. Adding admission to the Nursing major.	Fall 2023
NURS	362	Family Nursing II	Prerequisite change. Removing NURS 341, NURS 342, PSYC 250 or HDFS 230, HDFS 320, HDFS 340. Adding NURS 360.	Fall 2023
NURS	372	Expanded Family Nursing I	Removing corequisite of NURS 374.	Fall 2023
NURS	374	Expanded Family Nursing II	Removing corequisite of NURS 372.	Fall 2023
NURS	382	Clinical Applications	Prerequisite change. Removing NURS 341 and NURS 342 and adding NURS 360. Removing coreq of NURS 352.	Fall 2023
NURS	402	Mental Health Nursing	Changing prerequisites from NURS 352 and NURS 362 to NURS 300 and NURS 360.	Fall 2023
NURS	403	Adult Health Nursing II	Prerequisite update. Removing NURS 352 and NURS 362 and adding NURS 300 and NURS 360 as prereqs.	Fall 2023
NURS	404	Adult Health III	Prerequisite update. Removing NURS 403 and admission to the program as prereqs. Adding NURS 300 and NURS 360 to NURS 342 as prereqs.	Fall 2023
NURS	406	Community & Public Health Nursing	Prerequisite update: Removing NURS 250, 402, 403, 289. Change to: NURS 360 & NURS 306 OR NURS 360 & NURS 303 OR NURS 360 & NURS 305.	Fall 2023
NURS	410	Research and Redesign	Prerequisite update. Removing NURS 210, NURS 342, NURS 360 and admission to the nursing program as prereqs. Adding NURS 301 as prereq.	Fall 2023
NURS	450	Nursing Syntheses/Practicum	Requisite update. Removing CHP 400, NURS 250, 251, 252, 341, 342, 352, 360, 362, 402, 403 as prereqs. Adding NURS 463. Removing corequisites of NURS 404 and NURS 406.	Fall 2023
BIOC	473	Methods of Biochemical Research	Credit change from 3 credits to 4 credits and prerequisite changed from BIOC 461 to BIOC 460.	Fall 2023
BIOC	673	Methods of Biochemical Research	Credit change from 3 credits to 4 credits and prerequisite update. Removed prerequisite of BIOC 661 and corequisite of BIOC 701. New prerequisites are BIOC 701, BIOC 660 or equivalent.	Fall 2023
ENVE	Old # 350 New # 240	Microbiological Principles for Environmental Engineers	Course number change and prerequisite change. Removing ENVE 250 as a prerequisite.	Fall 2023
ENGL	449	Usability and User Experience	Course description update. Old description: This course will form the basis for teaching the core competencies for working in the English department UX lab. Additionally, it will prepare students to collaborate with design teams to create better documentation, to create fuller user understandings of user inscription preferences, and to craft information strategies. This course will teach user inquiry methods, data collection, genre conventions, and rhetorical strategies for user advocacy. New description: This course focuses on principles that drive strong user-centered design. Additionally,	

			it will prepare students to collaborate with design teams to create better documentation, to create fuller user understandings of user inscription preferences, and to craft information strategies. This course will teach user inquiry methods, data collection, genre conventions, and rhetorical strategies for user advocacy.	
ENGL	649	Usability and User Experience	<p>Course description update.</p> <p>Old description: This course will form the basis for teaching the core competencies for working in the English department UX lab. Additionally, it will prepare students to collaborate with design teams to create better documentation, to create fuller user understandings of user inscription preferences, and to craft information strategies. This course will teach user inquiry methods, data collection, genre conventions, and rhetorical strategies for user advocacy.</p> <p>New description: This course focuses on principles that drive strong user-centered design. Additionally, it will prepare students to collaborate with design teams to create better documentation, to create fuller user understandings of user inscription preferences, and to craft information strategies. This course will teach user inquiry methods, data collection, genre conventions, and rhetorical strategies for user advocacy.</p>	
General Education Changes/Revalidations				
Subject	No.	Title	Action	Category
ANTH	111	Introduction to Anthropology	Revalidation	Categories B and D.
ENTR	201	Introduction to Entrepreneurship	Adding General Education	Category B.
EMGT	325	World Disasters	Revalidation	Categories B and G.

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 nds.scc@nds.edu.

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

Policy Number and Name: 164. EMERGENCY PROCEDURES

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):

New Section 2.1.4 clarifies that when the University is closed or classes are cancelled due to severe weather, all class meetings in any format are cancelled. Following a campus closure or class cancellation as outlined in section 2, holding classes in any format not only creates confusion but is also inconsistent with policy 164.

Further justification for adding 2.1.4:

- In consideration for student equity and student access to technology and other resources whether on or near campus or in their own homes.
- A campus closure, while may be inconvenient for instructors and students, should not be ignored because of new understandings of educational technology and instructional delivery methods.
- Continuing to hold classes in a modified format may directly create liability issues for the University as well as instructors.
- Update 1/5/2023: Legal proposed new language to clarify section 2.1.4

Is this a federal or state mandate: ☐ Yes ☒ No

This policy applies to (check all that apply): ☒ Students ☒ Staff ☒ Faculty ☐ Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:

Canan Bilen-Green, Office of the Provost/Faculty Affairs, UCC Chair Adam Marx.

Date Submitted to SCC Secretary: 1/5/2023

Email address of the person who should be contacted if revisions are requested:

canan.bilen.green@nds.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The <i>social</i> impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).		X		Revision clarifies policy
The <i>economic</i> impact on students, staff, faculty, others was considered.		X		
The <i>physical health</i> impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).		X		
The <i>mental health</i> impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).		X		
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	X			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			Revision developed in response to inquiries, comments from faculty, staff, students, parents.
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			UCC
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			Revision clarifies policy
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.		X		
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	X			Revision clarifies policy

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.

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University

Policy Manual

SECTION 164

EMERGENCY PROCEDURES

SOURCE: NDSU President

The purpose of the following emergency procedures is to provide for an immediate and orderly response to situations so the well-being of faculty, staff, students, and visitors will be assured.

1. EMERGENCY SERVICES

- 1.1 Ambulances/Fire/Police/Sheriff: **911**
When dialing, remain on the line, give location and describe problem.
- 1.2 Employees should become familiar with evacuation procedures and guidelines in the ["Personal Safety & Security on the NDSU Campus" handbook](#).
- 1.3 The Communication Call Center will serve as an Emergency Control Center in the event of campus emergencies.

2. SEVERE WEATHER / NATURAL DISASTER

- 2.1 During periods of severe weather, one of the following three statements will be made through area media by the University and, when necessary, by department heads: 1) the University will be in full operation, 2) classes are to be canceled, or 3) the University is closed.
 - 2.1.1 Employees who are unable to report to work when the University remains open during inclement weather shall notify their supervisor at the beginning of their work day and take annual leave or leave without pay.
 - 2.1.2 When classes are simply canceled, all personnel will be on regular duty even though classes are not held.
 - 2.1.3 Only "key employees" may be required to work during the period when the institution is officially closed. All other employees will be granted leave with pay for hours which they would normally work during the storm period. "Key employees" shall be designated in writing by each department. During the emergency the department head may authorize other *regular* employees to work as "key employees."

2.1.4 When classes are cancelled (2.1.2) or the University is closed (2.1.3), there shall be no class meetings of any kind, regardless of class delivery format. Class delivery format may not be modified in response to a cancellation or closure. class meetings in any format are to be cancelled. Class delivery format may not be modified by the instructor of record.

2.2 Upon reopening of the University, regular policies and procedures will be in effect.

3. TORNADO

- 3.1 When the threat of a tornado is imminent, the city/campus emergency sirens will be activated.
- 3.2 Stay calm and seek an area of safety immediately and monitor local weather announcements if possible.
- 3.3 If you are outside, seek shelter in a nearby sturdy building if time permits, or lie flat in a ditch or low-lying area.
- 3.4 If you are inside a building, seek shelter immediately in the lower level or interior hallway or room of the building, get under something sturdy, stay away from outside windows and walls, and assume a crouched position with arms over your head.
- 3.5 If you are in a vehicle in the immediate path of the tornado, get out immediately and seek an area of safety if time permits, or if unable to leave the vehicle, ensure the lap/shoulder belt is on, and cover your head with your arms and/or any other protective items available to you such as coats, blankets or cushions.
- 3.6 Remain in an area of safety until the all clear has been provided by the weather announcements or other emergency authorities.

4. CHEMICAL/RADIATION ACCIDENT

- 4.1 In the event of a serious chemical or radiation spill or accident, call 911, or report the circumstances to the Safety Office, 231-7759.
 - 4.1.1 Be prepared to give specifics (e.g. chemical/radioactive material, building name, room number, person[s] injured, etc.)
 - 4.1.2 If necessary, evacuate the building by activating the fire alarm. Refer to building evacuation instructions posted in the building.

5. BOMB THREAT

If you need information regarding a bomb threat, please contact the University Police (231-8998).

6. FIRE REPORTING AND BUILDING EVACUATION PROCEDURES

- 6.1 Know how to activate the fire alarm system, and sound the nearest alarm in the building.
- 6.2 Alert the Fire Department at 911 from the nearest telephone from which you can safely call. Provide them with:

1. Your name (calling from NDSU)
 2. Location of the fire (building name, room #)
 3. Extent of the fire, and
 4. If applicable, indicate that someone will be at a specific entrance to the building to give directions.
-
- 6.3 Calmly alert people in the building and evacuate the building by following the EXIT signs. **DO NOT USE THE ELEVATORS.** When a fire alarm is activated, **ALL PERSONS MUST EVACUATE THE BUILDING IMMEDIATELY!**
 - 6.4 Once an alarm has been activated and immediate attention has been given by emergency personnel to the safety of others, and **if it is safe to do so**, close corridors, windows, doors, and stairwells to prevent the spread of fire and smoke.
 - 6.5 Remain outside of the building at a safe distance.
 - 6.6 Meet police or fire personnel upon their arrival to direct them to the fire.
 - 6.7 Emergency fire systems, such as fire extinguishers and fire alarms, must be in a state of readiness at all times. It is a criminal offense to tamper with firefighting equipment or to sound a false alarm. In instances where the fire alarm is utilized to evacuate buildings as in the case of a bomb threat, the alarm is to be activated **only** upon authorization of the main administrative office in the building.
-

HISTORY:

New	July 1990
Amended	December 1992
Amended	June 1994
Amended	May 1995
Amended	January 1996
Housekeeping	March 21, 2013
Housekeeping	October 2, 2014
Amended	June 5, 2015

Proposed Amendments to Policy 164

From Sen. Hong, seconded by Sen. Selekwa:

“In the event of campus closures or class cancellations, in-person class meetings shall not be held. To ensure that students receive uninterrupted education, instructors should have contingency plans for online class delivery and clearly communicate their plans to students at the start of each semester.”

From Sen. McGrath:

“In the event of campus closures or class cancellations, in-person class meetings shall not be held. To ensure that students receive uninterrupted education **for certain classes**, instructors should have contingency plans for online class delivery and clearly communicate their plans to students at the start of each semester.”

THE CONSTITUTION OF THE NORTH DAKOTA UNIVERSITY SYSTEM'S COUNCIL OF COLLEGE FACULTIES

The faculties of the campuses in the North Dakota University System, to organize for their mutual benefit a structure within which they may:

- (a) identify the interests shared among System faculty;
- (b) identify interests in teaching, research, and service shared by faculty appointed to institutions with like roles and missions; and compare them with interests not necessarily shared by faculty appointed to institutions with differing roles and missions;
- (c) work together to find ways to agree regarding their interest as System faculty;
- (d) assist the System and the State Board of Higher Education in their duty to improve higher education by ministering to the needs and proper development of each institution, in harmony with the best interests of the people of North Dakota;
- (e) assist the System in its duties to coordinate and correlate the diverse work in the different institutions and to develop cooperation among the institutions;
- (f) reach agreement on, and identify disagreement in, the views of faculty matters of interest to or pending before the System and the State Board of Higher Education;
- (g) communicate their agreement or disagreement to the System and the Board in a manner which respects and presents any disagreement as clearly as it reports agreement;
- (h) communicate to the System and the Board, through the faculty representative to the Board, the agreement of faculty at institutions with like roles and missions, as well as issues with which faculty at other institutions are not in accord;
- (i) proceed in a manner that informs the System and the Board of the diversity of views on issue(s) so that the Board might perform its governing role for the benefit of the entire system;

do establish this Constitution of the North Dakota University System.

I

NAME

The name of this organization shall be North Dakota University System Council of College Faculties referred to hereafter as the Council.

II

PURPOSE

The purpose of the Council shall be to foster quality in scholarly activities, teaching, and learning, and to consider all issues and conditions of employment which apply to the faculty at all campuses of the system. Furthermore, the Council's representative to the

State Board shall articulate these concerns to the SBHE, the System, and other organizations

III

MEMBERSHIP

(a) The Council membership shall consist of faculty representatives from each campus as selected by procedures defined by and for each campus in the System. The representative members and alternates from each institution shall have full rights to discussion and deliberation. An alternate may vote only in the absence of a member from that campus. No proxy votes will be allowed.

(b) Each representative shall serve a three-year term.

(c) Representatives must act as a liaison between the Council and their respective campus faculty governance organizations.

(d) The number of representatives from each institution shall be based on its rolling three-year average percentage of the Primary Total Faculty of the NDUS. The Primary Total Faculty is defined and calculated using data obtained from the HR office of the NDUS. This rolling average will include the current year and the two previous years of allotment data.

0.0 to 3.00% merits one representative

3.01 to 10.00% merits two representatives

more than 10.00% merits three representatives

Adjustments to the number of representatives shall be made annually by the CCF based on NDUS data as of February 1 of each year. Representation shall be certified as an agenda item of the March meeting. Representatives will assume duties at the first meeting following September 1 of each year.

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Faculty at a given campus as established by the SBHE,

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IV

MEETINGS

The Council must meet at least three times throughout the academic year, including a meeting in May. Additional meetings may be called as deemed necessary by the President of the Council or by a majority vote of the members. Meetings will be conducted according to Robert's Rules of Order, the latest addition. Fifty (50) percent of the membership plus one (1) shall constitute a quorum.

V

OFFICERS

The elected officers shall consist of a president, a vice president, a secretary, a parliamentarian, and a representative to the SBHE. Election of the president, vice president, secretary and parliamentarian for the next academic year will occur at the April meeting. The election of the CCF representative to the State Board of Higher Education will occur at the

March meeting in order to comply with SBHE Policy 30.29. The terms of office shall be for one year commencing June 1st, except for the representative to the SBHE, whose term shall be for one year commencing July 1st.

Section A. President

1. The President shall preside at Council meetings and otherwise act as the chief executive officer of the council

Section B. Vice President

1. The Vice President shall preside at meetings in the absence of the president, act as liaison to the Academic Affairs Council, and carry out duties as assigned.

Section C. Secretary

1. The Secretary shall record and maintain a file of minutes of the Council meetings and distribute copies within two weeks after each meeting to all Council members, SBHE members, the Chancellor, and the members of the Chancellor's Cabinet. The minutes will be placed on the NDUS website within one month after approval at the next Council Meeting.
2. The Secretary shall keep a record of the membership and activities of the Council.

Section D. Parliamentarian

1. The Parliamentarian shall advise the Council on parliamentary procedure, and act as liaison to the Student Affairs Council.

Section E. Representative to the SBHE

1. The Council shall be the organization identified in Chapter 15-10 "The State Board of Higher Education" Section 15-10-02.2 "Membership of state board of higher education-Advisor" of the North Dakota Century Code that shall select the SBHE representative.
2. The Representative to the SBHE shall report to the SBHE the actions and concerns of the Council as agreed to by the Council.
3. The Representative to the SBHE shall report to the Council the actions and concerns of the SBHE.

Section F. Vacancies

1. Vacancies occurring during a term of office shall be filled by a vote at the next scheduled meeting after the vacancy occurs.

Section G: Advisory members.

1. Immediate past officers of the CCF may serve as advisory members of the Council and shall not have voting privileges, unless currently serving as elected delegates to the Council,

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VI

QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS

Section A. Qualifications

1. Any member of the Council shall be eligible to hold any office.

2. Any member completing his or her term on the Council remains eligible to serve as representative to the SBHE for two years following the end of that Council term.

Section B. Nominations

Nominations shall be made from the floor at any meeting by March 15 or in writing no later than March 15th.

Section C. Election

The election of officers will be by majority vote of the members voting at the April meeting. If more than two candidates are competing for an office, and no one receives a majority, a run-off between the top two will be held at the same meeting.

VII

RATIFICATION AND AMENDMENTS

Section A. Ratification

This constitution must be approved by at least two-thirds (2/3) of the members of the Council of College Faculties present and voting. After approval by the Council of College Faculties, this constitution must be submitted to the faculty governing bodies in the North Dakota University System and ratified by two thirds (2/3) of those bodies. After consideration and approval by the State Board of Higher Education, this constitution shall become effective immediately.

Section B. Amendments

Amendments to the constitution may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered.

Amendments must be approved by at least two-thirds (2/3) of the members present and voting of the Council. After approval by the Council, amendments must be submitted to the faculty governing bodies in the North Dakota University System and approved by two-thirds (2/3) of them. After consideration and approval by the State Board of Higher Education, amendments shall become effective immediately.

VIII

The council may establish by-laws consistent with this constitution.

BY-LAWS

Section I. Council Agenda

The President, with advice from officers and members, will set an agenda before each

scheduled meeting. The agenda must be distributed to all campus representatives, SBHE members, the Chancellor, and the Chancellor's Cabinet at least one week in advance of the meeting.

Section II. Council Functions

1. Liaisons

The Council shall establish formal liaisons with the SBHE, Academic Affairs Council, Chancellor's Cabinet, and other groups deemed appropriate by the Council.

2. Recall and Initiative

Any motion passed by the Council may be rescinded by a vote of two-thirds (2/3) of the campus faculty governance organizations. Motions may be placed on the Council agenda for consideration by a two-thirds (2/3) vote of campus faculty governance organizations.

3. Faculty Compensation Committee

A. Purpose:

The Faculty Compensation Committee shall consult with the Chancellor on faculty compensation issues.

B. Membership:

The committee shall consist of the Executive Board of the Council of College Faculties (president, vice-president, secretary, parliamentarian and SBHE representative), a faculty member from each of the NDUS Campuses, and representative of the NDUS Staff (Vice Chancellor for Administrative Affairs/CFO and Director, Human Resources) as ex-officio, nonvoting members. The campus representative faculty member will be selected by procedures defined by and for each campus in the system.

C. Responsibilities:

1. The committee will assist the Chancellor with a study of faculty compensation and the findings.
2. The committee will submit recommendations to the Chancellor and the State Board of Higher Education before submission of the biennial budget request.
3. The committee will present its recommendation to the Council of College Faculties, the Chancellor, and any other person or group deemed necessary.
4. The responsibilities of this committee include all direct and indirect facets of faculty compensation.)

Section III. Amendments to By-Laws

Amendments to the By-Laws may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered. Amendments must be approved by two-thirds (2/3) of the members present and voting.

History

- Approved by the North Dakota University System Council of College Faculties February 12, 1992. Ratified by the institution senates of the campuses in the North Dakota University System by May 1992.
- Amended January 26, 1999, by unanimous consent of the CCF and ratified by the campuses by April 20, 1999. Approved by the SBHE April 29, 1999.
- Amended February 2008 by unanimous consent of the CCF and ratified by the campuses in September of 2008.
- Amended January 19, 2021 by unanimous consent of the CCF and ratified by the campuses by March 30, 2021.
- Amended November 2, 2021 by unanimous consent of the CCF and ratified by the campuses by March 3, 2022.