

**Meeting Agenda**

April 17, 2023

- I. Call to Order.
- II. Attendance.
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from March 20, 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
- VI. Committee and Other Reports.
  1. DEI
- VII. Consent Agenda.
  1. UCC Report
  2. Policy 156
  3. Policy 503
- VIII. Unfinished Business.
  1. Amendments to the CCF Constitution
  2. Policy 164
- IX. General Order.
- X. New Business.
  1. Formation of an Ad Hoc Committee to Revise the Faculty Senate Bylaws, consisting of the Faculty Senate President, Past-President, Parliamentarian, and at least one Senator
- XI. Adjournment.

**Meeting Minutes**

March 20, 2023

- I. Call to Order: 3:02pm.
- II. Attendance: See Appendix 1.
- III. Adoption of the Agenda.
  1. Motion to approve: Smith/Huseynov
    - i. Approved unanimously.
- IV. Approval of Meeting Minutes from February 13, 2023.
  1. Approved by unanimous consent.
- V. Announcements.
  1. David Cook, President
    - i. Would like to have a conversation and receive feedback from faculty. There's a conversation tomorrow.
    - ii. General update with the legislature. From a legislative perception, budget perspective pretty positive, but from policy perspective there are still discussion being held. On budget, there's good movement; feeling good about it, there's still a lot of work to be done. We have two major budget bills to go through, but Ag has its own bill to go through a different committee. On the university side, some of the positives are the salary forecasts. In the first biennium we are getting \$4 million, and in the next biennium another \$4 million. We have some dollars for mental health, for research ideas. We have an engineering building for which we have a good chance of getting funding, it helped to add precision Ag; it's at \$84 million. There are some dollars for challenge grants. Will be testifying Thursday morning along with UND President Armacost, and Minot President Shirley on the value of research and the legacy fund. We wanted operational funding, but if the session ended today, we would be in good shape. At the moment we have the one-time \$7.6 million from the Legislature and we have to figure out how to spend it. On the Ag side, a lot of that money goes out to the State. The Waldron building is scrutinized because it doesn't have a match, so there are discussions now on where the match will come from. The facilities are there, the "hold harmless" is still there.

- a. Question from Sen. Travers: Baffled about the dissolution of the Geosciences, how that is consistent with maintaining our R1 status. A faculty member with NSF funding was let go, there's a lot of concern about retention and recruitment. Are you worried about these matters? Answer Pres. Cook: Yes, he is worried about all these things; but his hope is that we can do better in retention by making it a priority and creating new programs; also, paying attention to diversity and first-generation college students could help us turn things around. Trying to change the across-the-board cuts, and we need to change that around. Sen. Travers: why was cutting a department a choice? Prov. Bertolini: we looked carefully at the programs, and this was not an easy decision. Projection from the fall was 11%, so based on that assessment, we did what we could to minimize the impact. Sen. Travers: will faculty from those programs be moved to other departments? Prov. Bertolini: not decided yet.
- b. Question from Proxy Peters: You noted that the NDSU degree is undervalued. Pres. Cook: We have to figure out how to make ourselves more equal with other universities on the tuition model. My position is that we should try to keep tuition as low as possible.
- c. Question from Sen. Smith: The concern is that you opened up for feedback, but when the proposal came out it seemed like a done deal. Faculty are concerned these decisions are made between deans and upper admin, and lot of them feel like it's not a shared governance process. They feel as though they are not in the loop and are a bit disgruntled. Pres. Cook: From his first day as president, he met with the cabinet, then with the deans and shared ideas publicly. Then came back with the proposal in January, after which more feedback informed the revised proposal in February.
- d. Question from Sen. Kryjevskaja: I understand some programs may no longer be desirable, and with the budget you said you have to reinvest, letting the faculty lines go will impact us and will be hard to recruit faculty. Did you consider reassigning dismissed faculty to other programs/departments? Pres. Cook: None of this was done lightly. We did not dismiss that this was hard to do. Once

you draw the line and it's time to make decisions, but these were decisions that had to be made five years ago. We have some challenges, similar to other institutions, but to set us up for success, we had to take these decisions.

- e. Question from Sen. Huseynov: Are we sticking with the current enrollment model? Pres. Cook: We're going to try to be strategic in moving forward. Sen. Huseynov: How can you address the perception of a void of shared governance when the faculty are asked to provide input, but it seems that decisions are made at the deans' level. Pres. Cook: There are tangible changes in the decision process and these were incorporated. He meets with the Senate executive leadership and he's open to any ideas from the faculty.
- f. Question from Sen. Arnold: As these cuts play out, as we shrink, there's a situation by which we're asked to act at the R1 level, but we're too small for that. She's wondering how you are thinking about that. Prov. Bertolini: We are thinking about all these matters, and the new incentive model is part of that. It is a big issue, but we're all in a tough spot, so the question is how do we balance this. Speaking about shared governance, we have been as transparent as possible and believe in this. Ultimately a decision has to be made, and the question is what the decision is.

2. David Bertolini, Provost

- i. Moving forward on the steering committee on the college mergers. They will receive the charge, from PTE to bylaws, etc.
- ii. We're working on the advising and retention priorities, to help students stay at NDSU.

3. Anastassiya Andrianova, Faculty Senate President

- i. Not present.

4. Florin Salajan, Faculty Senate Past-President

- i. Update on bills HB1446 and SB2247. Both are in committees and are yet to be scheduled for a second vote in the opposite chambers. Consider submitting testimony when they are scheduled for a vote.

5. Warren Christensen, Faculty Senate President-Elect

- i. Submit (self)nominations for the Council of College Faculties. This is a three-year term for which you will be serving.
- ii. Tri-Summit, organized by students next month.
- iii. Listening session with the Provost in Anishinaabe at 3pm.

- iv. Amendments to the FS Bylaws will have to be made as a result of the reorganization. Elections for the FS will be held as the units stand, then a transition period will follow until the new unit structure is determined.
6. Kristi Steinmann, Staff Senate President-Elect
- i. Gunkelman Award nominations are due by March 26. Consider nominating someone who makes the campus a better place. A nominee can be a student, staff, or faculty.
  - ii. The ASK group (Admins Sharing Knowledge) is a Teams group dedicated to connecting staff across our campus with resources and each other. It's a place where people are free to post questions, tips, and seek advice on the various platforms and tools we use at NDSU. ASK has been in existence for a while now, and we are stronger with every member. Consider following [ASK on Teams](#)!
7. Christian Walth, Student Body President
- i. Student Government elections are under way, we have three tickets for president/vice-president.
  - ii. Will forward official thrift store email about where to donate and buy clothes.
  - iii. Tri-summit next month, heard from presidents.
  - iv. Student Govt. to participate in the NSGA, applied and won against other student government associations in the country (e.g., Harvard), and presenting on 3R (rapport, recruit, retain).
  - v. Submitted testimony against several bills on the ND Legislature.
  - vi. His last meeting as Student Government President, we made improvements. Has three more goals before leaving, including creating a green team to work on sustainability.
  - vii. Comment from Philbrick: Appreciated his ideas, enthusiasm, and energy.
8. Phil Hunt, Registrar
- i. Not present.
9. Tim Greives, Chair of the Graduate Council
- i. Grad Council spent a lot of time talking about tuition waivers. Created a report that captures all discussion, posted to the Grad School website. There will be a change in the catalog about GS policy, related to tuition waivers and assistantship. GS decided to have a 6-credit minimum for assistantship, which will increase credit hour production, and will allow students to graduate in a timely fashion.

- VI. Committee and Other Reports.
- VII. Consent Agenda.
  - 1. UCC Report
    - i. Approved by unanimous consent.
- VIII. Unfinished Business.
- IX. General Order.
  - 1. Policy 164
    - i. Motion on the floor from previous meeting, to approve, then amend Policy 164 revision (see minutes from 2/13/23)
      - a. Discussion
        - a. Sen. Travers: faculty thought they should not be required to provide alternate plans when the university is closed. The policy amendment would privilege students who have access to the internet and would create additional pressure on faculty to hold class online.
        - b. Sen. Arnold: Faculty may feel they would not have a choice in the situation in which they would be expected to hold class online.
        - c. Sen. Wood: Heard concerns about academic freedom, as faculty would have to provide instruction in a situation they are not forced to.
        - d. Sen. Smith: There is gray area in the amendment, which is left up to interpretation. If there is an amendment, it should be clear.
        - e. Sen. Huseynov: Had several class meetings canceled, is there any language to provide an exception?
        - f. Sen. Brynjulson: Clinical rotation requires students to be in class, so they need to have a certain number of class sessions. The issue is assessment where that is only possible in in-person classes. This affects more than just one class period.
        - g. Sen. Akhmedov: Some students were not able to show up for exams, as they were expected to drive to campus. Supports the comments from previous Senators.
          - i. Motion to approve amendment
            - 1. Motion failed: 9 AYE; 25 NAY; 1 ABSTAIN (See Appendix 2: Q1)

- ii. Revert to main motion to approve initial revision to Policy 164
  - a. Discussion
    - a. Sen. Smith: Opposed previous amendments, in favor of initial amendment. It does not mean we cannot make up for content, it just means we cannot ask students to risk safety and mental health to attend class.
    - b. Sen. Kirkpatrick: For this, in general, but if there is an extended closure, is there something in policy that allows for additional guidance.
      - i. Motion to amend: Brynjulson/Arnold;  
text of the proposed amendment: “2.1.4 When classes are cancelled (2.1,.2) or the University is closed (2.1,.3), there shall be no class meetings. Faculty will follow the instructional continuity plan of their college.”
        - 1. Discussion
          - a. Sen. Smith: point of order; meeting is overtime and Senator’s schedules should be considered.
          - b. President-Elect Christensen called for adjournment; item will go to Old Business on the next FS Meeting Agenda.

X. New Business.

1. Amendments to the CCF Constitution

- i. Due to adjournment, item to be placed as Old Business on the next FS Meeting Agenda.

XI. Adjournment at 4:32pm: Smith/Peters

- 1. Passed unanimously.

## Appendix 1: Attendance

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



SECOR	Gary		X
SELEKWA	Majura		
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
03-20-2023 4:13 PM	29	1

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Participant	Q1
ARNOLD, Lisa	NAY
BERG, Eric	NAY
BOONSTOPPEL, Sarah	NAY
BRYNJULSON, Rebecca	NAY
CHOI, Bong-Jin	NAY
CHOI, Juwon	AYE
CHRISTENSEN, Warren	NAY
CREESE, John	NAY
HASSEL, Holly	NAY
HAUG, Karla	NAY
HONG, Yongtao	AYE
HUSETH-ZOSEL, Andrea	NAY
HUSEYNOV, Fariz	ABS
KIRKWOOD, Matthew	NAY
KRYJEVSKAIA, Mila	NAY
MATHEW, Sijo	AYE
MCGRATH, Ryan	AYE
NORDSTROM, Onnolee	NAY
PETERS, Thomas	NAY
PHILBRICK, Candace	AYE
RAHMAN, Md Mukhlesur	NAY
RAO, Jaja	AYE
ROSS, Darrell	NAY
SECOR, Gary	AYE
SMITH, Matthew	NAY
TANGEN, Jodi	NAY
TRAVERS, Steven	NAY
WOOD, Scott	NAY
ZHANG, Qi	NAY

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

Q1: AYE: Jiang (proxy), Yan; NAY: Akhmedov, Lin, Kirkpatrick, Salajan; ABSTAIN: 0.

**University Curriculum Committee Report For  
Faculty Senate Meeting on April 17, 2023**

<b>Program Update</b>
Gr Cert Transportation & Urban Systems – Program deactivation.
M.T.U.S. Transportation & Urban Systems – Program deactivation.
M.S. Transportation & Urban Systems – Program deactivation.
B.S. Animal Science – Adding a track for an accelerated masters in public health to the program.
B.S./B.A. Philosophy, Ethics, and Applied Humanities – Title change. Old title: B.S./B.A. Philosophy/Ethics. Program course updates made as well.
Minor Philosophy, Ethics, and Applied Humanities - Program title and requirement change. Old title: Philosophy/Humanities
B.S. Food Science – Program course updates.
D.N.P. Advanced Nursing Practice - Program update to include additional courses due to changes in accreditation and practice standards.
B.S. Emergency Management – lowering the electives required to 4, the total credits associated with the electives to 12 and the total for the major to 42.
B.S./B.A. Spanish - Program update due to loss of German and French courses. No longer require second language requirement.
B.S.Mfg.E. Manufacturing Engineering – Adding IME 453 to program electives.
M.Cons.M. Construction Management - Program requirement update. Removing CM&E 793 (AC Exam)

<b>New Program</b>

<b>New Courses</b>			
<b>Subject</b>	<b>No.</b>	<b>Title</b>	<b>Effective Term</b>
HIST	111	History and Morality of War	Fall 2023
NURS	323	Skills and Concepts of Clinical Nursing	Fall 2023

<b>Course Inactivations</b>			
<b>Subject</b>	<b>No.</b>	<b>Title</b>	<b>Effective Term</b>
MUSC	114	University Summer Band	Fall 2023
MUSC	115	University Chorus	Fall 2023
MUSC	250	Basic Conducting	Fall 2023
MUSC	332	Survey of Choral Literature	Fall 2023
MUSC	350	Vocal Methods & Pedagogy II	Fall 2023
MUSC	734	Analytical Techniques	Fall 2023
MUSC	767	Vocal Literature I-Baroque/Classical	Fall 2023
MUSC	768	Vocal Literature II-Romantic	Fall 2023
MUSC	769	Vocal Literature III-20 <sup>th</sup> Century/Contemporary	Fall 2023
NURS	210	Orientation to Research and Evidence-Based Practice	Fall 2023

<b>Changes in Course Descriptions and/or Requisites</b>				
<b>Subject</b>	<b>No.</b>	<b>Title</b>	<b>Title/Prerequisite/Co-requisite/Description Change</b>	<b>Effective Term</b>
ENGL	313	Literary Publications	Old title: Literary Publications II Prerequisite update: Adding ENGL 120 as a prereq.	Fall 2023
HNES	304	Sport Promotion and Public Relations	Prerequisite update. Removing HNES 224 and the word professional for the program description.	

HNES	465	New title: Exercise Physiology Old title: Physiology of Exercise	Course title, prerequisite and description update. Old description: Effects of exercise on the physiology of the human body. Includes aerobic systems, strength/muscle adaptations, body composition, training programs, and other areas related to training. New description: Effects of exercise on the physiology of the human body, including aerobic systems, strength/muscle adaptations, body composition, training programs, and other areas related to training. Prerequisite update: Removing restriction of Exercise Science majors only.	
HNES	New # 465L Old # 466	New title: Exercise Physiology Laboratory Old title: Physiology Exercise Laboratory	Course number, title, prerequisite and description update. Old description: Laboratory exercises to test aerobic and anaerobic capacity, strength, body composition, dietary analysis. New description: Laboratory exercises to test aerobic and anaerobic capacity, strength, body composition, and dietary analysis. Prerequisite update: Removing restriction of Exercise Science majors only.	
HNES	485	Sport Management Internship	Prerequisite update. Removing HNES 224 and the word professional for the program description.	
HNES	404	Adapted Physical Activity	Course number change from HNES 376 to HNES 404.	
HNES	426	Sport Administration	Prerequisite update. Removing HNES 224 and the word professional for the program description.	
HNES	431	Sport Law	Prerequisite update. Removing the word professional for the program description.	
NRM	720	Natural Resource Administration & Policy	Prerequisite update: removing all prerequisites.	
SOC	418	Social Psychology	Prerequisite update: Removing SOC 110 as prereq.	
SOC	701	Quantitative Methods	Prerequisite update: Removing STAT 725 as prereq.	
HDFS	186	New title: Smart Spending and Saving Old title: Consumer and Society	Course title and description change. Old description: Consumer rights, responsibilities, and consequences of consumer decision-making. Overview of advertising, fraud, and other issues. New description: A foundation for managing financial resources effectively for life-long financial wellbeing. Focus is on the skills and tools needed to organize and manage personal finances with an emphasis on consumer decision making. General Education Category B	
HIST	311	History of Technology	Cross-listing with ENGR 311.	
PPTH	760	New title: Fungal Genetics Old title: Advanced Mycology	Old description: Biology and classification of fungi. Emphasis on identification, growth and development, physiology, and etiology of fungi. 2 lectures, 2 laboratories. F (odd years) New description: Biology and genetics of fungi. Emphasis on genes, genomes, and genetic control of growth and development, physiology, and etiology of fungi. 2 lectures, 2 laboratories. F (odd years)	

CSCI	227	New title: Computing Fundamental in Python I Old title: Computing Fundamentals I	Course title and description update. Old description: Two-semester sequence focused on problem solving and writing computer programs in a modern high-level programming language in a state-of-the-art programming environment. Second semester includes an introduction to the object-oriented programming paradigm. New description: Introduction to programming concepts, with focus on flow control, basic data structures, and functions. The course is the first in a three-course sequence using the Python programming language.	
CSCI	228	New title: Computing Fundamental in Python II Old title: Computing Fundamentals II	Course title and description update. Old description: Two-semester sequence focused on problem solving and writing computer programs in a modern high-level programming language in a state-of-the-art programming environment. Second semester includes an introduction to the object-oriented programming paradigm. New description: Introduction to programming concepts, with focus on the object-oriented programming paradigm, linear data structures, positional lists, iterators, and basic algorithm analysis. The course is the second in a three-course sequence using the Python programming language.	
PHIL	New # 470 Old # 370	Social and Political Philosophy	Course number change.	
EDUC	703	Research, Measurement and Program Evaluation	Old description: Methodology and design of research studies; organization, reporting analysis, and interpretation of research. New description: A broad overview of methodology and design of research studies in education.	
EDUC	750	Reflective Practice and Research in Education	Old description: An examination of teaching and professional practice based on reflective practice. Analyze educational research as related to and informs practice. New description: The development of reflective practices in educational settings for the purpose of improvement and growth. An overview of educational research aligned with the goal of informing practice and improving educational institutions.	
MUSC	116	Cantemus	Old description: A non-auditioned women's choir which will perform music of all style periods. May be repeated for credit. New description: A non-auditioned soprano/alto choir which will perform music of all style periods. May be repeated for credit.	
MUSC	117	Statesmen of NDSU	Old description: A non-auditioned men's choir which will perform music of all style periods. New description: A non-auditioned tenor/bass choir which will perform music of all style periods. May be repeated for credit.	

MUSC	160	Piano Class I	Old description: Group instruction in the basic fundamentals of playing the piano. Designed primarily to meet the basic piano proficiency requirements for music education majors. New description: Group instruction in the basic fundamentals of playing the piano. Designed primarily to meet the basic piano proficiency requirements for music education majors, performance majors, composition majors, and musical theatre majors.	
MUSC	744	New title: 20th & 21st Century Music History Old title: 20th Century Music History	Course title update.	
PSYC	440	Experimental Methods	Old description: Intermediate experimental design and data analysis with emphasis on the analysis of variance. Laboratory includes data analysis on the computer. New description: Intermediate experimental design and data analysis with emphasis on the general linear model and computer-based approaches to data analysis. Also offered for graduate credit.	
NURS	341	Foundations of Clinical Nursing	Prerequisite update. Removing several prereqs and keeping the following prereqs: NURS 321, NURS 360 and BIOC 260.	
NURS	New # 321 Old # 251	Skills and Concepts for Nursing	Course number change and prerequisite update. Removing NURS 250 and admission to the program as prereqs and adding NURS 301 or NURS 303 as prereq.	
ADHM	705	New title: Interdisciplinary Perspectives in Environments for Aging Old title: Environment and Aging	Course title, prerequisite and description update. Old description: Analysis of the built environment and how it impacts the aging population. New description: This course overviews theoretical perspectives in environments for aging, as well as factors involved in the continuum of environments for aging including aging in place, retirement communities, long term care, memory care, and end of life care. Students will be introduced to a wide range of overlapping domains such as environmental psychology, cognitive science, sociology, physiology, architectural and interior design, human geography and urban/rural planning. Prerequisite update: changing HD&E to HSE and adding Psychology graduate student.	
COMM	313	New title: Multimedia Editing Old title: Editorial Processes	Course title update.	Fall 2023
VETS	455	Veterinary Applied Pharmacy Practices	Prerequisite update: Adding MATH 103, MATH 104, MATH 105 or an equivalent course. Keeping Admission into the Veterinary Technology program.	
VETS	460	Veterinary Anesthesiology	Prerequisite update: Adding acceptance to Veterinary Technology program, VETS 267, VETS 267L and VETS 455 as prereqs. Removing VETS 357, VETS 385 and VETS 386. Keeping VETS 460L as corequisite.	

IME	461	Quality Assurance and Control	Removing variable credit option and setting course credits at 3.	
IME	661	Quality Assurance and Control	Removing variable credit option and setting course credits at 3.	
IME	640	Engineering Economy	Removing variable credit option and setting course credits at 3.	
H&CE	468	New title: Foundations of Family and Consumer Sciences Education Old title: Methods of Teaching Family and Consumer Sciences I: Techniques	Course title and description update. Old description: Preparation for teaching in the unique field of Family and Consumer Sciences by providing a foundation of practical methods, techniques, and assessments for students of all ages and in various environments. New description: Preparation for a career in the unique field of Family and Consumer Sciences Education by providing a foundation of history, practical methods, and alternative assessments for students of all ages and in various environments.	
H&CE	668	New title: Foundations of Family and Consumer Sciences Education Old title: Methods of Teaching Family and Consumer Sciences I: Techniques	Course title and description update. Old description: Preparation for teaching in the unique field of Family and Consumer Sciences by providing a foundation of practical methods, techniques, and assessments for students of all ages and in various environments. New description: Preparation for a career in the unique field of Family and Consumer Sciences Education by providing a foundation of history, practical methods, and alternative assessments for students of all ages and in various environments.	
H&CE	482	New title: Methods of Teaching Family and Consumer Sciences  Old title: Methods of Teaching Family and Consumer Sciences II: Professional Practices	Course title and description update. Old description: Preparation for teaching in the unique field of Family and Consumer Sciences through discussion of programmatic issues; experiences in planning and implementing lessons, units, and courses; and opportunities to examine and practice professionalism. New description: Preparation for teaching in the unique field of Family and Consumer Sciences through discussion of programmatic issues; experiences in planning labs and assessments as well as lessons, units, and courses; and opportunities to examine and practice teaching techniques, classroom management, and professionalism.	
H&CE	682	New title: Methods of Teaching Family and Consumer Sciences  Old title: Methods of Teaching Family and Consumer Sciences II: Professional Practices	Course title and description update. Old description: Preparation for teaching in the unique field of Family and Consumer Sciences through discussion of programmatic issues; experiences in planning and implementing lessons, units, and courses; and opportunities to examine and practice professionalism. New description: Preparation for teaching in the unique field of Family and Consumer Sciences through discussion of programmatic issues; experiences in planning labs and assessments as well as lessons, units, and courses; and opportunities to examine and practice teaching techniques, classroom management, and professionalism.	

H&CE	740	New title: Advanced CTE Philosophy and Policy Old title: Vocational Philosophy and Policy	Course title and description change. Old description: Philosophy in developing, planning, and conducting vocational education programs at federal, state, and local levels. Importance of legislation on state and local policy-making. New description: A historical and contemporary overview of the philosophies associated with the development, planning, and conducting of Career and Technical Education programs at the local, state, and federal levels, while addressing the role and importance of policy and research.	
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General Education Changes/Revalidations				
Subject	No.	Title	Action	Category
ENGL	240	World Literature Masterpieces	Revalidation	Categories A and G.
ANTH	206	Introduction to Cultural Anthropology: Peoples of the World	Revalidation	Categories B and D.
POLS	120	Terrorism	Change	Adding Category G. Now will be B/G.
HDFS	186	Smart Spending and Saving	Add	Category B.



## 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@ndsusd.edu](mailto:ndsuscc@ndsusd.edu).

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

**Policy Number and Name:** Policy 156: Discrimination, Harassment, and Retaliation Complaint 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):

Section 6.2: Adds language regarding complaint dismissal when pertinent information is not available during early stages of complaint process.

Section 8.7: Adds language that Review Committee members' diversity and representation will be considered when committees are formed. (This is already practiced. Adding language to policy makes this explicit.)

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:**

Heather Higgins-Dochtermann, Equal Opportunity & Title IX Compliance Director

**Date Submitted to SCC Secretary:** January 26, 2023

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

[heather.higginsdocht@ndsusd.edu](mailto:heather.higginsdocht@ndsusd.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			Diversity, Inclusion, and Respect (DIR) are part of NDSU's mission and strategic plan. Adding Section 8.7 aligns with this.
The <i>economic</i> impact on students, staff, faculty, others was considered.	x			Diversity, Inclusion, and Respect (DIR) are part of NDSU's mission and strategic plan. Adding Section 8.7 aligns with this.
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			Diversity, Inclusion, and Respect (DIR) are part of NDSU's mission and strategic plan. Adding Section 8.7 aligns with this.
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			Diversity, Inclusion, and Respect (DIR) are part of NDSU's mission and strategic plan. Adding Section 8.7 aligns with this.
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	x			This was previously done.
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy			x	
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			x	
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	x			
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			

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

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### SECTION 156

### DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINT PROCEDURES

SOURCE: NDSU President

#### 1. INTRODUCTION

- 1.1 North Dakota State University (NDSU) prohibits discrimination in its employment decisions and educational programs and activities 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, spousal relationship to current employee, status as a U.S. veteran, or participation in lawful activity off NDSU's premises during nonworking hours which is not in direct conflict with the essential business-related interests of NDSU, or other protected classes as defined by federal, state, or local law. (See [NDSU Section 100, Equal Opportunity and Non-Discrimination Policy](#)).
- 1.2 NDSU is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of its university community. Specifically, NDSU is committed to taking action to:
  - 1) Stop discrimination;
  - 2) Remedy the effects of discrimination;
  - 3) Prevent the recurrence of discrimination; and
  - 4) Educate the university community about their rights and responsibilities regarding discrimination.
- 1.3 NDSU has committed itself to the establishment and adoption of procedures to resolve complaints of discrimination in violation of NDSU's Equal Opportunity and Non-Discrimination Policy, including complaints of harassment or retaliation. A central purpose of these complaint procedures is to provide a system at NDSU to conduct adequate, reliable, and impartial investigations of complaints of discrimination. NDSU's primary concern is to enact and implement complaint procedures that encourage reporting of discrimination and that ensure the rights of NDSU students, employees, and all other participants in its educational programs and activities are protected.

#### 2. DEFINITIONS

- 2.1 **Discrimination** – Different or unequal treatment of an individual (or group), based on one or more of the protected classes of the individual (or group), except as where permitted or required by law, that negatively affects their education, employment, or other participation in educational programs or activities.
  - 2.1.1 Protected classes for purposes of these procedures are: age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, status as a U.S.

veteran, or participation in lawful activity off NDSU's premises during nonworking hours, which is not in direct conflict with the essential business-related interests of NDSU. (See [NDSU Section 100, Equal Opportunity and Non-Discrimination Policy](#)).

- 2.2 **Discrimination complaint** – A complaint alleging discrimination in violation of NDSU's Equal Opportunity and Non-Discrimination Policy, including complaints of harassment or retaliation.
- 2.3 **Harassment** - A form of discrimination; unwelcome oral, written, graphic, or physical conduct, based on one or more of the protected classes (see 2.1.1) of an individual (or group), that is sufficiently severe, persistent, or pervasive so as to unreasonably interfere with their education, employment, or other participation in educational programs or activities or that creates a working, learning, or educational program or activity environment that a reasonable person would find hostile, intimidating, or abusive. Harassment may include, but is not limited to the following, when a part of conduct that meets the standard set forth above: threats, physical contact or violence, offensive jokes, insults or put-downs, slurs or name calling, vandalism/graffiti, or offensive objects or pictures. Petty slights, annoyances, and isolated incidents (unless very serious) typically do not rise to the level of harassment.

### 3. FILING A DISCRIMINATION COMPLAINT

- 3.1 Current or former NDSU students or employees, applicants for admission or employment, or any other participants in NDSU's educational programs or activities, or any group thereof, are encouraged to file a complaint if they believe they have been discriminated against in violation of NDSU's Equal Opportunity and Non-Discrimination Policy, which may include a complaint of harassment or retaliation. A complaint may be filed concerning alleged discriminatory conduct that occurred on NDSU's premises or off campus.

- 3.1.1 **How to file a discrimination complaint** - A discrimination complaint is initiated by completing a NDSU Discrimination/Harassment/Retaliation Complaint Form (Complaint Form) and filing it with the Equal Opportunity and Title IX Compliance Director. The Complaint Form is available online at [https://www.ndsu.edu/equity/filing\\_a\\_report\\_or\\_complaint/](https://www.ndsu.edu/equity/filing_a_report_or_complaint/) and then clicking on File a Complaint or by contacting the Equal Opportunity and Title IX Compliance Office in Old Main 201, NDSU Main Campus, Fargo, ND 58108, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu). The Equal Opportunity and Title IX Compliance Office is available to assist with completing the Complaint Form as needed.

The Equal Opportunity and Title IX Compliance Office will investigate all discrimination, harassment, retaliation, and sexual misconduct complaints involving employees utilizing the procedures set forth in this policy and will coordinate the resolution of those complaints.

The Equal Opportunity and Title IX Compliance Office may delegate discrimination, harassment, retaliation, and sexual misconduct complaints to another appropriately trained individual or office as needed if the complaint identifies an alleged violation by a student. The resolution of the complaint, including pre-hearing, hearing and appeals, will be conducted by the Dean of Students Office, in coordination with the Equal Opportunity and Title IX Compliance Office, pursuant to NDSU Policy 601. Additionally, the Equal Opportunity and Title IX Compliance Office may delegate discrimination, harassment, retaliation, and sexual misconduct complaints to Human Resources if the complaint identifies an alleged violation by a staff member.

- 3.1.2 **Deadline for filing a discrimination complaint** - NDSU encourages those who believe they have been discriminated against to file a discrimination complaint as soon as possible.
- 3.1.3 **Confidentiality cannot be guaranteed** - Depending on the nature of the discrimination complaint, NDSU will keep the complaint and its investigation confidential to the extent that it is possible. However, confidentiality cannot be guaranteed under these procedures as NDSU may have an obligation to take specific actions once aware of alleged discriminatory conduct.
- 3.1.4 **Confidential support resources** - If seeking a confidential resource, NDSU students may contact the NDSU Counseling Center at 212 Ceres Hall, NDSU Main Campus, 701-231-7671 and the Student Health Service (Wallman Wellness Center, NDSU Main Campus, 701-231-7331). The Faculty/Staff Assistance Program, as described in [NDSU Section 134](#), is a confidential resource for NDSU employees. Additionally, the Ombudsperson is a confidential resource for NDSU faculty and NDSU graduate students. The Ombudsperson may be contacted at the NDSU Main Library, Lower Level, Room 20C, 701-231-5114, or [kristine.paranica@ndsu.edu](mailto:kristine.paranica@ndsu.edu).
- 3.1.5 **Anonymous reporting** - NDSU students, faculty, and staff may submit an anonymous form to report acts of bias, bigotry, or hate at NDSU. NDSU may be limited in its ability to respond to a report if it is submitted anonymously. Additionally, in very limited circumstances, NDSU may need to take action to learn the identity of an individual who submitted an anonymous report. For more information, see [https://www.ndsu.edu/equity/filing\\_a\\_report\\_or\\_complaint/](https://www.ndsu.edu/equity/filing_a_report_or_complaint/)

#### 4. RETALIATION PROHIBITED

- 4.1 NDSU encourages reporting of discrimination and will not discipline any individual (or group) who makes a good faith report of discrimination. Any individual (or group) reporting discrimination or otherwise participating in these procedures is entitled to protection from retaliation as a result of their activity under these procedures. Retaliation may include, but is not limited to, intimidation, harassment, reprisal, or other negative changes in education or employment. Anyone who believes they have been retaliated against for their participation under these procedures is encouraged to file a Complaint Form, which will be processed under these procedures as a separate matter from the originally filed discrimination complaint, if any. Anyone found responsible for retaliation will be subject to disciplinary action, up to and including termination or expulsion.

#### 5. REMEDIAL MEASURES

- 5.1 Upon receipt of a discrimination complaint or as otherwise informed of alleged discrimination under these procedures, NDSU will, where appropriate, take reasonable steps to remedy the harm to those affected by discriminatory conduct. Remedial measures may include, but are not limited to, a no contact directive, a safety plan, residence modifications, academic modifications and support, work schedule and/or location modifications, parking modifications, referral to counseling or other health services, administrative leave, temporary suspension, or any other measure deemed appropriate by NDSU.

## 6. PRELIMINARY EVALUATION OF DISCRIMINATION COMPLAINT

- 6.1 **Preliminary evaluation determination** - The Equal Opportunity and Title IX Compliance Director will evaluate the discrimination complaint and decide to either: (1) pursue further action; or (2) dismiss the discrimination complaint. A discrimination complaint may be dismissed if: (1) it fails to allege any facts that suggest discrimination, harassment, or retaliation; or (2) an appropriate resolution or remedy has already been achieved. NDSU will not dismiss a complaint because it alleges discriminatory conduct that took place off campus. Rather, in the course of its investigation of the complaint, NDSU will determine whether the alleged off-campus conduct: (1) occurred within the context of an educational program or activity; and/or (2) has created or reasonably may create a hostile educational or work environment.

Unless there are extenuating circumstances, the preliminary evaluation will be completed within ~~three~~3 business days of receipt of the discrimination complaint and the decision will be provided in writing to the individual (or group) who filed the complaint. If the Equal Opportunity and Title IX Compliance Director requires further information from the individual (or group) who filed the discrimination complaint before making a decision, the decision will be made within ~~three~~3 business days of receipt of the additional information requested. In the case of a dismissal, the Equal Opportunity and Title IX Compliance Director may provide information or guidance regarding other avenues for support or resolution of the complaint, if appropriate and available.

If the complaint is dismissed, the Reporting Party may submit a request for reconsideration of the complaint within ~~3~~-~~three~~ business days of receipt of the preliminary evaluation determination. The Reporting Party may submit additional documentation or information that supplements the original complaint. This may include, but is not limited to, additional evidence or names of witnesses. Complaints resubmitted with no additional information will not be reviewed for reconsideration. Submit all reconsiderations to the Equal Opportunity and Title IX Compliance Director or by contacting the Equal Opportunity and Title IX Compliance Office in Old Main 201, NDSU Main Campus, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu). As needed, the Equal Opportunity and Title IX Compliance Office is available to facilitate finding a resource to assist the party with completing a request for reconsideration.

- 6.2 **Notice of action** – If the Equal Opportunity and Title IX Compliance Director determines that further action on a discrimination complaint is warranted, the Equal Opportunity and Title IX Compliance Office will provide written notice to the individual (or group) who filed the discrimination complaint and the individual (or group) against whom the complaint was filed (collectively, the Parties) within ~~three~~3 business days of the determination made pursuant to 6.1 unless there are extenuating circumstances that delay the proposed timeline. The written notice will include, at a minimum: (1) the names of the Parties; (2) the basis for the discrimination complaint; (3) a statement that retaliation is prohibited; (4) a statement that requested responses or documentation must be provided in a timely manner; and (5) a description of the resolution process, including a copy of the relevant procedures. A modified notice of action may also be provided to an administrator, supervisor, or the Dean of Students Office who has control over the environment in which the alleged discriminatory conduct took place. The intent of the modified notice of action is to preserve confidentiality to the extent possible while also putting the administrator, supervisor, or Dean of Students Office on notice of their responsibility to monitor for retaliation or further discrimination.



In situations where additional information, which was not available at the time the Notice of Action was issued, the Equal Opportunity and Title IX Compliance Director may dismiss the complaint if the additional information indicates the complaint (1) fails to allege any facts that suggest discrimination, harassment, or retaliation; or (2) an appropriate resolution or remedy has already been achieved. Additionally, the complaint may only be dismissed if an informal or formal resolution has not commenced. If the complaint is dismissed, the Reporting Party may submit a request for reconsideration of the complaint within three business days of receipt of the Notice of Action. The Reporting Party may submit additional documentation or information that supplements the original complaint. This may include, but is not limited to, additional evidence or names of witnesses. Complaints resubmitted with no additional information will not be reviewed for reconsideration.

## 7. INFORMAL RESOLUTION

- 7.1 **Informal resolution defined** - Informal resolution is a process in which the Parties attempt to agree upon the resolution of a discrimination complaint without a comprehensive investigatory and determination process. Unless there are extenuating circumstances, the entire informal resolution process will be completed within 30 calendar days of its initiation.
- 7.2 **Informal resolution is optional** - When providing the notice of action to the Parties, the Equal Opportunity and Title IX Compliance Office may inquire if the Parties are interested in attempting to resolve the discrimination complaint through informal resolution. The Parties will have three 3 business days to individually decide if they would like to use informal resolution and should inform the Equal Opportunity and Title IX Compliance Office of their decisions in writing. The informal resolution process will only be used upon mutual agreement of the Parties. Either party may inform the Equal Opportunity and Title IX Compliance Office at any time that they want to discontinue their participation in the informal resolution process and the formal resolution process will commence. The Equal Opportunity and Title IX Compliance Director reserves the right to deny the Parties the option of using the informal resolution process if it is deemed to be inappropriate or inadequate as applied to a particular discrimination complaint.
- 7.3 **Informal resolution process** - Informal resolution may involve the Equal Opportunity and Title IX Compliance Office, the Dean of Students Office, HR, administrators, supervisors, and/or external moderators working with the Parties to arrive at an appropriate and mutually agreeable resolution of the discrimination complaint. The informal resolution process will not require that the Parties meet face-to-face to resolve the discrimination complaint but may allow it, depending on the nature of the complaint and the power differential between the Parties.
- 7.4 **Informal resolution agreement** - If the Parties resolve the discrimination complaint through the informal resolution process, the Equal Opportunity and Title IX Compliance Office will draft an informal resolution agreement, which the Parties will sign. A signed copy of the informal resolution agreement will be provided to the Parties, as well as to any administrator, or supervisor provided with a modified notice of action as described in 6.2. There is no available appeal of a signed informal resolution agreement.

## 8. FORMAL RESOLUTION



- 8.1 **Formal resolution applicability** - The formal resolution process will commence if: (1) either party elects to use the formal resolution process instead of the informal resolution process; (2) the Parties are unable to mutually agree upon a resolution under the informal resolution process; or (3) the Equal Opportunity and Title IX Compliance Director determines the informal resolution process is inappropriate or inadequate as applied to a particular discrimination complaint.
- 8.2 **Comprehensive investigation** – A properly trained investigator(s) will conduct a comprehensive investigation under the formal resolution process in an adequate, reliable, and impartial manner. Unless there are extenuating circumstances, including when the Parties are unable to mutually agree upon a resolution under the informal resolution process, a comprehensive investigation will commence within 5 business days of providing the notice of action to the Parties as described in 6.2. A comprehensive investigation will include the following steps, as relevant and available:

- (1) An interview with each of the Parties;
- (2) Interviews with witnesses identified by the Parties or determined otherwise;
- (3) A review of evidence provided by the Parties or collected otherwise; and
- (4) An opportunity for the parties to submit questions of each other and/or the witnesses. Upon receipt of any such questions, the investigators will determine which questions, if any are relevant, and present them to the intended recipient for a response.

Equal opportunity will be given to the Parties to access and present evidence during the investigation. The Parties will be provided with periodic status updates throughout the course of the investigation.

- 8.3 **Investigator(s)** - A staff member(s) in the Equal Opportunity and Title IX Compliance Office may conduct the comprehensive investigation of the discrimination complaint or the Equal Opportunity and Title IX Compliance Director may delegate investigative duties to another properly trained investigator(s). Within ~~three~~3 business days of notice of the identity of an investigator(s), either party may provide the Equal Opportunity and Title IX Compliance Director with a written request asking that another investigator(s) be assigned if the party believes there is a conflict of interest with the investigator(s). Where appropriate, a new investigator(s) will be assigned and the Equal Opportunity and Title IX Compliance Director will provide the Parties with written notice of the newly assigned investigator(s).
- 8.4 **Responsibilities of the Parties** – Deadlines for completing actions under these procedures will be communicated in writing to the Parties, who must make every effort to comply with the deadlines communicated to them. Timeliness is particularly important under the formal resolution process as determinations may be made based on available information if a party fails to respond in a timely manner to action requested by an investigator(s). In extenuating circumstances, an extension to a deadline may be granted by the Equal Opportunity and Title IX Compliance Director and will be communicated in writing to the Parties.
- 8.5 **Standard of proof** – In all cases, the applicable standard of proof for determining responsibility for an alleged violation is “preponderance of the evidence” – meaning, in order for an individual (or group) against whom a discrimination complaint was filed to be held responsible for discrimination, it must be determined that it is *more likely than not* that the individual (or group) violated NDSU’s Equal Opportunity and Non-Discrimination Policy, which may include harassment or retaliation.

In cases involving an alleged violation by an employee, the determination of responsibility shall be made by the investigator(s).

In cases involving an alleged violation by a student, the determination of responsibility shall be made by the Hearing Officer, consistent with the procedures detailed in NDSU Policy 601.

- 8.6 **Preliminary investigative report** – After an investigator(s) has finished the comprehensive investigation of a discrimination complaint, the investigator(s) will draft a preliminary investigative report.

For complaints involving an alleged violation by a student, the report shall include the findings of the investigation along with a recommendation for dismissal of the complaint or a recommendation of pursuing action. If there is reasonable cause to believe that a violation has occurred, the recommendation shall be to pursue action; if such reasonable cause is not present, the complaint shall be dismissed. Reasonable cause is a lower standard than preponderance of the evidence, and shall mean that there are just or legitimate grounds to believe that a violation has occurred.

For all other complaints, the report shall include the findings of the investigation along with a determination whether the individual (or group) against whom the discrimination complaint was filed is responsible for discrimination, including harassment or retaliation.

The report will also include, at a minimum, a summary of the relevant information gathered during interviews and otherwise that informed the preliminary investigation. Unless there are extenuating circumstances, the report will be drafted within 90 calendar days or a reasonable amount of time after initiation of the comprehensive investigation. If the report is not completed within 90 days, the Investigator will notify Parties and communicate the reason for the delay. The report will be provided to the Parties and, if applicable, a Review Committee as determined by the Equal Opportunity and Title IX Compliance Office (see 8.7). The Parties will have 5 business days from receipt of the report to respond to the preliminary investigative report and/or any information found in the report in writing. Parties may request an extension, which may or may not be granted. As needed, the Equal Opportunity and Title IX Compliance Office is available to facilitate finding a resource to assist a party with putting its response in writing.

- 8.7 **Review Committee** – A Review Committee, at the discretion of the Equal Opportunity and Title IX Compliance Office, may be utilized to provide feedback on the preliminary investigative report. Unless there are extenuating circumstances, a Review Committee will meet within 10 calendar days of issuance of the preliminary investigative report in order to finalize the investigative report. The Review Committee will be comprised of no fewer than three (3) properly trained NDSU faculty or staff members that do not have a conflict of interest with the Parties. The Review Committee will be created by the Equal Opportunity and Title IX Compliance Director with attention to diversity and representation. -If a party believes there is a conflict of interest with a member(s) of the Review Committee, the party should follow the procedures and deadline established in 8.3 to dispute the member(s). Prior to meeting, Review Committee members will review the preliminary investigative report and any written response to the report made by the Parties. The Review Committee may ask the investigator(s) who issued the preliminary investigative report to be available during their meeting in order to answer questions related to the investigation and to provide access to documentation in the investigative file as needed. In limited circumstances, the Review Committee may request that the investigator(s) gather additional information if the committee decides it cannot make a recommendation without the additional information. In

that case, each party will be provided with the additional information gathered and will have the opportunity to respond to it in writing.

- 8.8 Final investigative report** – Upon completion of any feedback provided by a Review Committee, the preliminary investigation report will become the final investigative report. For complaints involving an alleged violation by a student, the final report shall be provided to the Dean of Students Office along with a recommendation for dismissal of the complaint or a recommendation of pursuing action. If there is reasonable cause to believe that a violation has occurred, the recommendation shall be to pursue action; if such reasonable cause is not present, the complaint shall be dismissed.

The final investigative report for employees will include recommended disciplinary action, if any, in addition to a finding as to whether, discriminatory conduct, including harassment or retaliation, occurred. The final investigative report as well as notice of the right to appeal for employees as afforded in 8.12, will be provided in writing to the Parties.

- 8.9 Disciplinary action for discriminatory conduct** – NDSU does not tolerate discrimination, including harassment or retaliation, and will take appropriate disciplinary action against anyone found responsible for discrimination. Students found responsible for discrimination under the procedures in Rights and Responsibilities of Community: A Code of Student Conduct (Section 601) will be subject to disciplinary action, up to and including expulsion. Employees found responsible for discrimination under these procedures will be subject to disciplinary action, up to and including termination. The disciplinary action recommended by the Review Committee will depend on the severity of the discriminatory conduct and whether the individual (or group) was previously found responsible for discrimination.

- 8.10 Imposition of disciplinary action** – If neither party exercises the right to appeal as afforded in 8.12, the Equal Opportunity and Title IX Compliance Director will either: (1) notify any administrator or supervisor provided with a modified notice of action as described in 6.2 that the matter has been resolved without recommended disciplinary action; or (2) provide the final investigative report to the appropriate administrator, supervisor, whether previously provided a modified notice of action as described in 6.2 or otherwise, and consult with the administrator or supervisor regarding imposition of the recommended disciplinary action. If either party exercises the right to appeal, (1) or (2) will be conducted by the Equal Opportunity and Title IX Compliance Director once the appeal process has concluded.

Disciplinary action will be imposed for employees by the appropriate administrator or supervisor on behalf of NDSU. If the administrator or supervisor disagrees with the recommended disciplinary action, the administrator or supervisor must provide a basis for disagreement in writing to the Equal Opportunity and Title IX Compliance Director within ~~three~~<sup>3</sup> business days of receipt of the final investigative report.

- 8.11 Conclusion of formal resolution** – The formal resolution process shall be carried out using reasonably prompt time frames and without deliberate indifference pursuant to these Procedures and any applicable NDSU policies.

- 8.12 Appeal of investigative report** – Within 5 business days of receipt of the investigative report either party may appeal the report by completing a NDSU Discrimination Appeal Form (Appeal Form) and filing it with the Equal Opportunity and Title IX Compliance Director. The Appeal Form is available online at [https://www.ndsu.edu/equity/filing\\_a\\_report\\_or\\_complaint/](https://www.ndsu.edu/equity/filing_a_report_or_complaint/) and clicking on Discrimination/Harassment/Retaliation/Sexual Misconduct Appeal Form or by contacting

the Equal Opportunity and Title IX Compliance Office in Suite 201, Old Main, NDSU Main Campus, 701-231-7708, [ndsueoaa@ndsuedu](mailto:ndsueoaa@ndsuedu). The Appeal Form can be submitted via email at [ndsueoaa@ndsuedu](mailto:ndsueoaa@ndsuedu) or by bringing it to the Equal Opportunity and Title IX Compliance Office. As needed, the Equal Opportunity and Title IX Compliance Office is available to facilitate finding a resource to assist a party with completing the Appeal Form.

The grounds upon which a party can request an appeal are: (1) the recommended disciplinary action is substantially disproportionate to the findings; (2) procedural error led to an improper investigative report; and/or (3) new evidence that was previously unavailable should be considered as it could have had a significant impact on the investigative report. If an appeal is granted by the Equal Opportunity and Title IX Compliance Director under (3), the Equal Opportunity and Title IX Compliance Director will require that the Review Committee meet again to determine if the investigative report should be altered in light of the new evidence. The party who did not provide the new evidence will have the opportunity to respond to the evidence in writing. If the investigative report is altered under (3), the Parties will be afforded the opportunity to appeal again under (1) and/or (2) within 5 business days of receipt of the altered investigative report. If an appeal is granted under (1) or (2), the Equal Opportunity and Title IX Compliance Director will evaluate the investigative report in an impartial manner in light of the information found in the Appeal Form and will alter or reaffirm the investigative report accordingly. Unless there are extenuating circumstances, the appeal process will be completed within 10 business days of submission of the Appeal Form and the results will be provided in writing to the Parties. In cases in which there is a conflict of interest, such as when the grounds for appeal involve action taken by the Equal Opportunity and Title IX Compliance Director, the Vice Provost for Faculty Affairs and Equity will conduct the appeal process.

## 9. INTERSECTION WITH OTHER RELEVANT NDSU POLICIES

- 9.1 The procedures described above do not eliminate the rights of a party to participate subsequently in pre-disciplinary action review and/or an appeal as afforded elsewhere under NDSU policy. Furthermore, for purposes of these procedures, an appeal process available to the individual (or group) against whom a discrimination complaint was filed must be available to the individual (or group) who filed the discrimination complaint.
- 9.2 **Nonbanded, nonacademic staff** – The applicable policy for nonbanded, nonacademic staff regarding subsequent pre-disciplinary action review and/or an appeal is NDSU [Section 183, Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff](#).
- 9.3 **Regular staff employees** – The applicable policies for regular staff employees regarding subsequent pre-disciplinary action review and/or an appeal are NDSU [Section 220, Staff Job Discipline/Dismissal](#) and NDSU [Section 231, Appeal Procedure for Disciplinary and Reduction in Force Actions](#).
- 9.4 **Faculty** – The applicable policies for faculty regarding subsequent pre-disciplinary action review and/or an appeal are NDSU [Section 350.3, Board Regulations on Nonrenewal, Termination or Dismissal of Faculty](#) and NDSU [Section 350.4, Board Regulations on Hearings and Appeals](#).

## 10. NOTICE OF MANDATORY REPORTING RESPONSIBILITIES AND TRAINING

- 10.1 It is the responsibility of the entire university community to foster a safe and non-discriminatory learning, living, and working environment. NDSU employees have specific responsibilities when they observe discrimination or receive a report of discrimination. NDSU employees must not dissuade an individual (or group) from providing them with a report of discrimination but should inform the individual (or group) of their mandatory reporting responsibilities as described below.

**10.1.1 Observance of discrimination** – All NDSU employees who observe discrimination, including harassment or retaliation, must document the discrimination and contact the Equal Opportunity and Title IX Compliance Office in accordance with 10.2.

**10.1.2 Report of discrimination** – All NDSU employees who receive a report of discrimination *involving a student*, including harassment or retaliation, must document the report and contact the Equal Opportunity and Title IX Compliance Office in accordance with 10.2. NDSU supervisors, managers, department heads, deans, directors, or administrators who receive a report of discrimination *involving employees*, including harassment or retaliation, must document the report and contact the Equal Opportunity and Title IX Compliance Office in accordance with 10.2. The provisions of 10.1.2 do not apply to confidential support resources providing services as described in 3.1.4.

- 10.2 To comply with 10.1.1 or 10.1.2, NDSU employees must promptly complete and submit an NDSU Discrimination/Harassment/Retaliation Report Form (Report Form) to the Equal Opportunity and Title IX Compliance Director. The Report Form is available online at [https://www.ndsu.edu/equity/filing\\_a\\_report\\_or\\_complaint/](https://www.ndsu.edu/equity/filing_a_report_or_complaint/) and clicking on File a Report or by contacting the Equal Opportunity and Title IX Compliance Office in Suite 201, Old Main, NDSU Main Campus, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu). The Equal Opportunity and Title IX Compliance Office can assist with completing the Report Form as needed. The Equal Opportunity and Title IX Compliance Office is the official university record holder for documentation under these procedures.

- 10.3 Upon receipt of a Report Form, NDSU will initiate its discrimination complaint procedures.

- 10.4 **Mandatory training** - All new NDSU employees must complete in-person equal opportunity and non-discrimination training within 60 days of their employment start date. Additionally, all fulltime employees must complete in-person equal opportunity and non-discrimination training every three years. In addition to mandatory training, employees are encouraged to contact the Equal Opportunity and Title IX Compliance Office with any questions they may have related to equal opportunity and non-discrimination at NDSU, including inquiries regarding their responsibilities as mandatory reporters. If a new or fulltime employee does not complete this required training, the employee will not be eligible for salary adjustments until this required training is completed per [NDSU Policy 129: Salary Administration](#). Training compliance is tracked by the Equal Opportunity and Title IX Compliance Office. For questions regarding training compliance, please call 701-231-7088 or email [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).

## 11. DISCRETIONARY INVESTIGATION

- 11.1 The Equal Opportunity and Title IX Compliance Office reserves the right to initiate an investigation under these procedures at its discretion in the absence of a discrimination complaint or report of discrimination in order to fulfill NDSU's commitment to taking action to stop discrimination, remedy its effects, and prevent its recurrence.

## 12. FILING WITH AN EXTERNAL AGENCY

- 12.1 An individual (or group) also has the right to file a discrimination complaint with one or more of the following external agencies. Please note that these agencies have their own deadlines for filing a discrimination complaint. Please contact the agencies directly for more information about applicable deadlines.

National Science Foundation (NSF)

Phone: 703-292-8020

TTD: 800-281-8749

[programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov)

[https://nsf.gov/pubs/policydocs/pappg20\\_1/pappg\\_11.jsp#XIA](https://nsf.gov/pubs/policydocs/pappg20_1/pappg_11.jsp#XIA)

National Institutes of Health (NIH)

Phone: 301-480-6701

TTY: 301-402-9612

[granteeharassment@nih.gov](mailto:granteeharassment@nih.gov)

<https://grants.nih.gov/grants/policy/harassment/actions-oversight/allegation-process.htm>

North Dakota Department of Labor and Human Rights

Phone: 1-800-582-8032

TTY: 1-800-366-6888

[humanrights@nd.gov](mailto:humanrights@nd.gov)

[www.nd.gov/labor](http://www.nd.gov/labor)

U.S. Department of Education

Office for Civil Rights

Phone: 1-800-421-3481

TDD: 1-800-877-8339

[OCR@ed.gov](mailto:OCR@ed.gov)

[www2.ed.gov/ocr](http://www2.ed.gov/ocr)

U.S. Equal Employment Opportunity Commission

Phone: 1-800-669-4000

TTY: 1-800-669-6820

[info@eeoc.gov](mailto:info@eeoc.gov)

[www.eeoc.gov](http://www.eeoc.gov)

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#### HISTORY:

New	December 20, 1977
Amended	September 1993
Amended	January 1996
Amended	June 2000
Amended	October 2007
Housekeeping	September 2009
Amended	March 16, 2010
Housekeeping	February 14, 2011
Amended	April 25, 2016
Housekeeping	May 20, 2016
Amended	August 22, 2017
Housekeeping	February 6, 2019
Amended	March 15, 2021
Amended	March 29, 2022
Amended	January 4, 2023



## 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 [ndsu.scc@ndsu.edu](mailto:ndsu.scc@ndsu.edu).

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

Policy Number and Name: 503: Receipting

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): Language change to reflect actual depositing procedures followed by Customer Account Services office.

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: Customer Account Services

Date Submitted to SCC Secretary:

2/28/2023

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

carrie.a.petersen@ndsu.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).			N/A	
The <i>economic</i> impact on students, staff, faculty, others was considered.	Yes			
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).			N/A	
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).			N/A	
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).			N/A	
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	Yes			
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			N/A	
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.			N/A	
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.			N/A	
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	Yes			

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

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### SECTION 503 RECEIPTING

SOURCE: NDSU President

All monies received shall be recorded accurately and on a timely basis. All University departments shall maintain appropriate receipt records. All monies received by departments must be deposited in full, on a daily basis, to the Customer Account Services Office, where the official receipt system is maintained.

Exceptions to this policy are as follows:

1. Grant and contract receipts should be sent directly to the Grant & Contract Accounting Office.
2. Units affiliated with Agriculture must deposit their non-grant & contract receipts at the Agriculture Budget Office, where they will be processed and forwarded to the Customer Account Services Office.
3. Incidental amounts (less than \$500) must be deposited at least weekly.
4. Other exceptions and further details will be in the Accounting Office guidelines.

The Customer Account Services Office must deposit monies received intact, ~~on a daily basis, at a frequency dictated by the volume of funds received, and occurring no less than twice per week~~ to a local clearing bank account, as authorized by state law (NDCC 15-10-12) or directly to the Bank of North Dakota.

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#### HISTORY:

New	February 26, 2001
Amended	October 2002
Amended	June 2007
Housekeeping	September 21, 2012

## **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,

Deleted: FTE faculty allotment.

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Deleted: 4

Deleted: SBHE

Deleted: April 15

Deleted: May

### 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,

**Deleted:** Ex-Officio

**Deleted:** , may serve as ex-officio officers of the Council

## **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.**

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#### **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.

## Policy Change Cover Sheet

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\*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: 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@ndsu.edu](mailto:canan.bilen.green@ndsu.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

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### 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

X. New Business.

1. Formation of an Ad Hoc Committee to Revise the Faculty Senate Bylaws, consisting of the Faculty Senate President, Past-President, Parliamentarian, and at least one Senator

Because any amendments to the Faculty Senate Bylaws require two regular meetings, a two-thirds vote, and a signature from the University President (as per Article VI of the FS [Bylaws](#)), and because the new college reorganization (from seven to five colleges) won't take effect until July 1, 2023, the Faculty Senate executive leadership has decided to use AY2023-2024 as a transition year and to keep the current seven-college structure in place in the meantime.

To make all the necessary changes to the FS Bylaws, the Senate needs to form an ad hoc committee that will commence its work over the summer (if funds are available) or otherwise in Fall 2023 and, in conversation with the full Senate with input from all faculty, will produce the necessary changes.