



FACULTY SENATE
EXECUTIVE COMMITTEE

Meeting Agenda

February 10, 2025

- I. Call to Order.
- II. Land Acknowledgement
- III. Shared Governance
- IV. Adoption of the Agenda.
- V. Approval of Meeting Minutes from 01/21/25.
- VI. Announcements.
 - 1. President Cook/Chief of Staff Jace Beehler
 - 2. Provost Bertolini
 - 3. Lisa Montplaisir, Faculty Senate President
 - 4. Warren Christensen, Faculty Senate Past-President
 - 5. Christina Weber, Faculty Senate President-Elect
 - 6. Kay Hopkins, Staff Senate President
 - 7. Garret Kuhn, Student Body President
- VII. Committee and Other Reports.
- VIII. Consent Agenda.
 - 1. UCC Report
- IX. Special Order
 - 1. FS Bylaw Revision
 - i. Article IV, Section 6
- X. New Business
 - 1. Discussion of bills that CCF is addressing (HB 1161, 1179, 1220, 1437, 2242)
- XI. Adjournment.



Meeting Agenda

January 21, 2025

- I. Call to Order.
 1. Call to order at 3:00 PM
- II. Attendance
 1. See Appendix 1
- III. Land Acknowledgement
- IV. Shared Governance Statement
- V. Adoption of the Agenda.
 1. Motion to adopt: McWood/Peters
 - i. Unanimously approved
- VI. Approval of Meeting Minutes from 12/09/24.
 1. Approved by unanimous consent
- VII. Announcements.
 1. Seinqis Leinen, Director of Strategic Enrollment Management
 - i. Update on SEM and enrollment for Spring
 - ii. Spring numbers are not official at this point
 - iii. Shared slides, link included in minutes – but expires 1/31/25
 - a. [NDSU Spring 2025 SEM highlights](#)
 - iv. Up 45 students from last Spring, down 675 scheduled credit hours though
 - v. PT enrollment is up, FT enrollment is down
 - a. This is a national trend
 - vi. Biggest increase in enrollment is online undergraduate programs
 - vii. 39% increase in online enrollment
 - viii. Montplaisir – asked about scheduled credit hours and budget formula
 - a. Seinqis reaffirmed how state funding formula worked in regards to credit hours
 - ix. Montplaisir – clarified perspective of increase in online in regards to total credits online (~10% online)
 - a. Seinqis – majority of students are in person, growing trend for PT students is online only
 - x. For Fall, up 2% in first year applications, up 14% in transfer applications
 1. Garret Kuhn, Student Body President
 - i. Not able to attend
 - ii. No updates or announcements
 - iii. They did speak in Bismarck with UND Study Body President with state legislators
 - a. Speech was well received by those in attendance.
 2. Kay Hopkins, Staff Senate President

- i. Will be opening staff senate scholarship for staff and staff dependents
 - ii. Legislative session representatives visited with their executive group
 - iii. Upcoming dates: Day of Honor – February 11th, 2 PM; Nominations for Gunkelman Award, ceremony in May.
- 3. Lisa Montplaisir, Faculty Senate President
 - i. House bill 1437 – state board discussed last week
 - a. Prohibits tenure are 2-year institutions July 1 2026
 - b. Does still impact NDSU directly and indirectly
 - c. Identified that not enough was done with tenure and post tenure review since last legislative session
 - d. CCF is in unanimous agreements against this bill, asked each senate to write a testimonial
 - e. Legislative committee may need to speak on behalf of the senate
 - ii. House Bill 1220 – remove General Education credits from high demand career degrees
 - a. Huge financial impacts on institution and students, perhaps accreditation
 - b. Karla Haug did testify on this one and posted a response
 - iii. House Bill 1221 – Workforce development funds
 - a. Gives \$24 million in workforce development
 - iv. Another potential tenure bill coming, has not come out yet
 - v. Of the 700 available last Friday, 140 of them would impact Higher Education
 - vi. Expecting 1100-1200 bills coming out this session, anything that makes it through committee with pass requires floor vote
 - vii. Hearing for week announced Friday at 10 AM before
 - a. There is often very little time to respond
 - viii. Bill 1365 -would allow guns in public places
- 4. Warren Christensen, Faculty Senate Past-President
 - i. Point Solutions ID emailed out
- 5. Christina Weber, Faculty Senate President-Elect
 - i. No announcements
- 6. President Cook/Chief of Staff Jace Beehler
 - i. Was not in attendance
- VIII. Committee and Other Reports.
 - 1. FSEC – FS Priorities Report
- IX. Consent Agenda.
 - 1. Policy 714: Senate Coordinating Council
 - i. Motion to pass without UCC: Ray/Mathews
 - ii. Approved Unanimously
- X. New Business
 - 1. Proposed change to Faculty Constitution
 - i. Motion to discuss to propose change of Constitution: Steig/Christensen
 - ii. Article 2, Section 1 – ***See Appendix 2 for proposed change***

- a. The Faculty Senate is the University's legislative body responsible for the review and approval recommendations of policy with respect to the following matters: (same as currently exists)
 - iii. Montplaisir explained proposed change and reasoning behind it
 - iv. Vote via Point Solutions
 - a. Results – See Appendix 3
 - b. Passes/carries: 96% Aye, 1 abstention
- 2. Faculty Senate Bylaw Revision
 - i. Montplaisir explains rationale
 - ii. Strike 4A and 4F from Article 4, Section 6 to be less specific/restrictive
 - iii. Motion to discuss bylaw revision: Mendoza/Boonstoppel
 - iv. Amiri clarified this is just approval to discuss
 - v. Point Solutions vote: See Appendix 3
 - a. Carries: 1 abstention, 97% Aye (32 votes)
- 3. Weber – Motion to add new item of business to agenda: allow FSEC Legislative group to act for Faculty Senate in response to proposed Bills rather than sending it out to all FS for approval
 - i. Motion is to just add third item of new business
 - ii. Christenson seconds
 - iii. Voice vote
 - a. Unanimously approved
 - iv. Added to New Business: FSEC Legislative Group to act in place of Faculty Senate
 - v. Hearne – cautioned that it should not speak for FS unless all FS was at least emailed, could just respond as FSEC
 - vi. Haug – response time is short and even email approvals may take too long
 - vii. Christensen – point of clarification – what is being proposed is the FSEC Legislative group would make a statement on behalf of the FS as a whole
 - viii. Motion: We all FSEC Legislative Group to make statements or testimony on behalf of the FS
 - a. Weber/Christensen
 - ix. Boonstoppel – resolution or statement?
 - x. Montplaisir – this would only be statements or testimonies, no resolutions as those require FS vote
 - xi. McWood – would it be this group only that makes statements or only if there is not enough time for input.
 - xii. Boonstoppel – clarification/question – would you share statements with FS after the fact?
 - xiii. Christensen – support this motion, individuals have stepped up and done lots of work on FS behalf, great opportunity that our voices are heard in these time constraints
 - xiv. Boonstoppel – speaks in support of motion, this is what committees and working groups are for

xv. Point Solutions Vote: see Appendix 3

a. Carries – 97% in favor and 1 abstain

4. Boonstoppel – having a committee that makes statements for us is valuable, but individuals should still provide statements/testimonials if you can – talk to your legislators

XI. Adjournment.

1. Motion to adjourn: Hearne/Boonstoppel

2. Approved unanimously

2024-2025 Faculty Senate Attendance

Last Name	First Name	9-Sep	14-Oct	18-Nov	9-Dec	21-Jan	10-Feb	17-Mar	14-Apr	12-May
Akhmedov	Azer		X	X	X	X				
Amiri	Ali	X	X	X		X				
Banerjee	Samiran	X	X	X		X				
Benton	Bradley	X	X	X	X					
Bhagavathula	Akshaya		X	X	X					
Boonstoppel	Sarah	X	X	X	X	X				
Butcher	Kirsten	X		X	X	X				
Chen	Jun (Jeffrey)	X	X	X	X	X				
Christensen	Warren	X	X	X	X	X				
Conwell	Erin	X	X	X	X	X				
David	Shannon	X	X	X	X	X				
Del Rio Mendoza	Luis	X	X	X	X	X				
Emanuelson	Pamela	X	X	X		X				
Greives	Timothy	X	X	X	X					
Haug	Karla	X	X	X	X	X				
Hearne	Robert	X	X	X	X	X				
Jeong	Inbae	X	X	X	X					
Katti	Dinesh		X	X	X	X				
Keller	Stephanie	X	X	X	X	X				
Kirkpatrick	Sarah	X		X	X	X				
Kryjevskiaia	Mila	X	X	X	X	X				
Li	Jin	X	X	X	X					
Magel	Ken	X	X	X	X					
Mataic	Dane	X	X	X	X	X				
Mathew	Febina	X	X	X	X	X				
Mathew	Sijo	X	X	X	X	X				
McWood	Leanna	X	X	X	X	X				
Monono	Ewumbua	X		X	X	X				
Montplaisir	Lisa	X	X	X	X	X				
Nelson	Kjersten	X	X	X	X	X				
Parson	Laura	X	X	X	X	X				
Peters	Tom	X	X		X	X				
Rao	Jiajia	X	X	X						
Ray	Chris	X	X	X	X	X				
Secor	Gary	X	X	X	X					
Smith	Matthew	X	X	X	X	X				
Steig	Jayme	X	X	X	X	X				
Sun	Xin (Rex)	X	X	X	X	X				
Nelson	Jill	X		X	X	X				
Templeton	Karisa	X	X	X	X	X				
Travers	Steve	X	X	X	X	X				
Uppala	Vishal	X	X	X	X	X				
Vanderburg	Kyle	X	X	X	X	X				

Vold	Jessica	X	X	X	X	X				
Weber	Christina		X	X	X	X				
Wu	Xiangfa		X	X		X				

*indicates Alternate
X = Present

44 voting senators
P = Proxy

Quorum = 25 (25 senators must be present)

NDSU Faculty Senate Constitution

Article I: Preamble

Section 1.

The administration and faculty of North Dakota State University share responsibility for governance and effective management of the academic affairs of the University. In addition, shared governance mandates involving stakeholders in all aspects of the University mission. As such, faculty, staff, and students exercise this responsibility in their respective domains. To this end, the faculty accepts the responsibility of crafting, reviewing, and approving policies concerning the Academic and Extension missions of NDSU.

Article II: Responsibilities

Section 1.

The Faculty Senate is the University's legislative body responsible for the review and ~~approval~~ recommendations of policy with respect to the following matters:

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

Section 2.

The Faculty Senate will also review, recommend, and participate in the formulation and exercise of policy with regard to:

- a. Institutional priorities
- b. The allocation of institutional resources
- c. Academic organization
- d. Administrative procedures and organizational structure
- e. Appointment and promotion of administrators
- f. Issues related to intellectual property
- g. Honorary degrees
- h. Other matters of interest to the faculty

Article III: Membership

Section 1.

Membership in the Faculty Senate consists of elected representatives from non-administrative, half-time or greater appointments from the following groups: faculty who hold the academic rank of professor, associate professor, assistant professor, professor of practice, associate professor of practice, assistant professor of practice, senior lecturer, instructor, or research faculty.

Section 2.

The following, whether full or part time or interim, are considered administrative positions: Chair/Head/or equivalent, Assistant/Associate Dean, Dean, Vice President, Assistant/Associate Vice President, Provost, and President.

Article IV: Amendments

Section 1.

Amendments to the Constitution may be proposed by the Senate or by a petition signed by twenty-five percent of the faculty. The Secretary of the Senate will distribute the proposed amendment to all faculty no later than nine days after the amendment is submitted for approval.

Section 2.

No later than thirty days nor earlier than seven days after the amendment is distributed, the faculty shall vote by secure electronic ballot on the proposed changes. If approved by two-thirds of the ballots cast, the change will be submitted to the University President for concurrence and then forwarded to the North Dakota State Board of Higher Education for consideration.

Section 3.

When approved by the North Dakota State Board of Higher Education, the changes shall become effective immediately.

Results Detail

Session Name

January Faculty Senate

Date Created

Tuesday, January 21, 2025
9:23:29 PM

Active Participants

31

Total Participants

46

Average Score

-

Question Count

3

Participant	Email	Score	Percentage	Q1	Q2	Q3
Answer Key						
Azer Akhmedov	azer.akhmedov@nds	-	-	A	A	A
Samiran Banerjee	samiran.banerjee@n	-	-	-	-	A
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Shannon David	shannon.david@nds	-	-	A	A	-
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Christina Weber	christina.d.weber@n	-	-	A	A	A

**University Curriculum Committee Report
For Faculty Senate Meeting on February 10, 2025**

Program Update
B.S. Data Science – Program update.
M.S. Exercise and Nutrition Sciences – Title change. Old title was M.S. Health, Nutrition and Exercise Science
Ph.D. Exercise and Nutrition Sciences – Title change. Old title was Ph.D. Exercise Science & Nutrition
Minor Microbiology – Program course offering update.
M.S. Data Science – Program course offering update.
M.Engr. in Mechanical Engineering – Program course offering update.
D.N.P. Family Nurse Practitioner – Title change. Old title was Advanced Nursing Practice.
Minor Precision Agriculture – Program course offering update.
M.S. Agribusiness & Applied Economics – CIP code change and program course offering update.
B.S.Mfg. Manufacturing Engineering – Program updates.
GR Cert Enterprise Resource Planning – Program course offering update.
M.Ed. Family & Consumer Science Education – Program course offering update.
B.S. Exercise Science – Elimination of Field Experience requirement.
B.S./B.A. Human Development & Family Science – Program update.
Minor Public Health – Program course updates.
B.S. Management Information Systems – Program course updates.
Ph.D. Applied Economics – Program inactivation.

New Program
GR Cert Advanced Coaching Education
GR Cert Supervision and Management in Physical Education and Coaching
UG Cert Applied AI for All Careers

New Courses			
Subject	No.	Title	Effective Term
ARCH	671	Architectural Design V	Fall 2025
ARCH	672	Architectural Design VI	Fall 2025
ARCH	643	Architectural Structures II	Fall 2025
HDFS	140	Navigating Technology and Family Life	Fall 2025
UNIV	131	Campus Fundamentals	Fall 2025
UNIV	136	Work Place Communication and Social Navigation II	Fall 2025
UNIV	133	Self-Advocacy Skills and Executive Management	Fall 2025
CSCI	170	Social Impacts of Artificial Intelligence	Fall 2025
CPM	789	Corrosion and Electrochemical Systems	Fall 2025
GLBL	311	Global to Personal Wellbeing	Fall 2025
ME	331L	Materials Science and Engineering Laboratory	Fall 2025
ANSC	115	Introduction to Livestock Health Management and Welfare	Fall 2025
HNES	175	Sport in the Ancient World	Fall 2025
IME	684	Scheduling Methods	Fall 2025
CSCI	121	Artificial Intelligence for Everyone	Fall 2025
NURS	710	Introduction to Acute Care Practice, Advanced Therapeutics & Diagnostics	Fall 2025
NURS	711	Adult-Gerontology Acute Care Management I	Fall 2025
ME	660	Product Design and Development	Fall 2025
PH	461	Injury Prevention	Fall 2025
PH	432	Cultural Competence for Health Professionals	Fall 2025
PH	462	Global Health	Fall 2025
PH	465	Women's Health	Fall 2025
SOIL	722	Soil Testing Basics	Fall 2025
SOIL	723	Soil Carbon	Fall 2025
SOIL	724	Soil Salinity and Sodicity	Fall 2025

SOIL	725	Soil Reclamation	Fall 2025
SOIL	726	Soil Conservation for Practitioners	Fall 2025
PLSC	623	Principles of Weed Science	Fall 2025
SCM	463	Business Location Analytics	Fall 2025
ABEN	677	Finite Element Analysis in Agricultural and Biosystems Engineering	Fall 2025
CM&E	730	Construction Automation and Robotics	Fall 2025

Course Inactivations			
Subject	No.	Title	Effective Term
MICR	352L	Critical Skills in Microbiology Laboratory Research	Fall 2025
PPTH	454	Diseases of Field and Forage Crops	Fall 2025
PPTH	654	Diseases of Field and Forage Crops	Fall 2025
PPTH	455	Plant Disease Management	Fall 2025
PPTH	655	Plant Disease Management	Fall 2025
PPTH	756	Fungicides: Development, Modes of Action, and Development of Resistance	Fall 2025
PPTH	324	Introductory Plant Pathology	Fall 2025
PPTH	755	Population Biology of Plant Pathogens	Fall 2025

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Title/Prerequisite/Co-requisite/Description Change	Effective Term
MATH	165	Calculus I	Prerequisite update.	Fall 2025
HPER	128	Golf	Making course repeatable for credit.	Fall 2025
HPER	133	Volleyball	Making course repeatable for credit.	Fall 2025
HPER	115	Bowling	Making course repeatable for credit.	Fall 2025
HPER	116	Billiards	Making course repeatable for credit.	Fall 2025
MIS	720	New Title: Data Visualization Old Title: Visualization and Reporting	Title change, course description and requisite update.	Fall 2025
ME	331	Materials Science and Engineering	Course credits and requisite update.	Fall 2025
H&CE	774	New Title: Teaching with Technology Old Title: Family and Consumer Science with Technology	Course title and description update.	Fall 2025
MIS	740	New Title: Predictive Analytics Old Title: Advanced Business Analytics Methods	Course title, course description and requisite update.	Fall 2025
New: GLBL Old: INTL	401	Life and Politics of US-Mexico Borderlands	Course prefix change.	Fall 2025
NURS	323	Skills and Concepts of Clinical Nursing	Course credit change from 4 to 5 credits.	Fall 2025
NURS	430	New Title: Comprehensive Adult Health II Old Title: Comprehensive Adult Health	Title and course description update.	Fall 2025
New: GLBL Old: UNIV	411	Global Learning	Course prefix change.	Fall 2025
IME	440	Engineering Economy	Course description update.	Fall 2025
IME	640	Engineering Economy	Course description update.	Fall 2025
IME	460	Evaluation of Engineering Data	Course description and requisite update.	Fall 2025
ANSC	223	Introduction to Animal Nutrition	Course description and credit change.	Fall 2025
HDFS	705	Quantitative Methods in Developmental Science	Course requisite update.	Fall 2025
NURS	362	New Title: Pediatric Nursing Old Title: Family Nursing II	Course title update.	Fall 2025
NURS	356	The Essence of Nursing	Course description update and course credit change from 3 to 4 credits.	Fall 2025
NURS	366	Quality and Safety in Nursing	Course credit update.	Fall 2025
NURS	407	Adult Health: Complex Problems	Course requisite update.	Fall 2025

NURS	352	New Title: Maternal Newborn Nursing Old Title: Family Nursing I	Course title change.	Fall 2025
ME	111	Introduction to Mechanical Engineering	Course prerequisite update.	Fall 2025
ME	New: 460 Old: 361	Product Design and Development	Course number change in order to dual list with new course ME 660.	Fall 2025
CE	499	Special Topic	Urban Transportation Planning	Fall 2025
CE	696	Special Topic	Urban Transportation Planning	Fall 2025
NURS	830	Clinical Applications	Course description and prerequisite update.	Fall 2025
PH	New: 661 Old: 761	Injury Prevention	Course number change in order to dual-list with new PH 461 course.	Fall 2025
PH	New: 632 Old: 765	New Title: Cultural Competence for Health Professionals Old Title: Cultural Competence in Health Professions	Course number, title and description update in order to dual-list with new PH 432 course.	Fall 2025
PH	New: 662 Old: 705	Global Health	Course number, description and requisite update in order to dual-list with new PH 462 course.	Fall 2025
PH	New: 665 Old: 785	Women's Health	Course number, description and requisite update in order to dual-list with new PH 464 course.	Fall 2025
NURS	446	New Title: Population Health Nursing Old Title: Population Focused Nursing Care	Course title and credit change from 3 to 4 credits.	Fall 2025
NURS	462	Nurses as Leaders	Course credit change from 3 to 4 credits.	Fall 2025
NURS	463	Leadership and Interprofessional Health Care	Course requisite update.	Fall 2025
HPER	130	Rock Climbing	Request to make course repeatable for credit.	Fall 2025
HPER	139	Dodgeball	Request to make course repeatable for credit.	Fall 2025
PLSC	New: 423 Old: 323	Principles of Weed Science	Course number change.	Fall 2025
ABEN	New: 477 Old: 377	New: Finite Element Analysis in Agricultural and Biosystems Engineering Old: Numerical Modeling in Agricultural and Biosystems Engineering	Course number, title and prerequisite update.	Fall 2025
ME	461	Design Project I	Course description and requisite update.	Fall 2025
ME	462	Design Project II	Course description and requisite update.	Fall 2025
SCM	New: 461 Old: 453	Financing the Supply Chain	Course number, prerequisite and cross-listing with FIN updates.	Fall 2025

General Education Changes/Revalidations				
Subject	No.	Title	Action	Category
HDFS	140	Navigating Technology and Family Life	New Gen Ed	NDSU Science & Tech-Technology
CSCI	121	Artificial Intelligence for Everyone	New Gen Ed	NDSU Science & Tech-Technology and Global Perspectives

Other Business	
Repeated Course Procedure	See attached Edits to Repeated Course Procedure document.

NDSU Repeated Courses (catalog copy – would take effect Fall 2025)

At NDSU, repeating a course is defined as retaking ~~the same~~ a course that appears on a student's NDSU academic transcript in an attempt to improve a grade. The course repeat option is available to students who have not graduated. ~~Repeats are processed at the end of a semester after grades have been posted. Exceptions to this repeated courses policy are not considered due to the GPA impact of the NDSU student record.~~ The following criteria applies:

1. Credit earned in any given course (or equivalent course) is applicable to a degree requirement only once unless otherwise noted on the program curriculum or in the course description of a course; therefore, the course repeat option to improve the cumulative GPA is only available to students who have not earned a degree. Repeat attempts made in semesters following a degree posting will remain on the academic record along with the new grade, but the credit and honor points are excluded from cumulative GPA and credit calculations, and the repeated course will be marked "Repeated: Post Degree-Not Included in Cum Totals."

- ~~2. If a course is completed at NDSU first and an attempt is made to repeat that course at another institution, the credit is considered duplicate and is not eligible for transfer back to NDSU.~~

- ~~3. An NDSU student may register for a Tri-College course to repeat a course previously taken at NDSU. Tri-College enrollment rules and restrictions apply.~~

- ~~4. All grade entries remain on the student's academic record, but only the credits, grades and related honor points for the most recent attempt are calculated in the cumulative grade point average and credits for graduation. Students forfeit the previous letter grade no matter what letter grade was earned. Previous letter graded attempts are excluded from cumulative totals and marked as 'Repeat Excluded' on the record. The most recent letter graded course is marked 'Repeat Included' on the record.~~

For courses repeated at NDSU, all prior grades remain on the student's academic record, but only the credits, grades and related honor points for the most recent attempt are calculated into the cumulative GPA and apply to degree requirements. Previous letter graded attempts are excluded from cumulative totals and marked as "Repeat Excluded" on the record. Only the most recent letter grade is marked as "Repeat Included" on the record.

For courses repeated elsewhere, NDSU administrative transfer credit policy applies, in which transfer grades are recorded but not computed in the institutional cumulative GPA at NDSU. The previous letter graded attempt is excluded from cumulative totals and marked as "Repeat Excluded" on the record. The most recent letter grade earned in transfer is marked as "Repeat Included" on the advising transcript, and the credit is included in the cumulative credit totals from the sending institution on the official transcript.

5. There is no limit to the number of different courses that may be repeated unless otherwise restricted by an academic department. ~~The academic department repeat restrictions should be clearly detailed on the official curriculum.~~
- ~~6. Courses initially taken with A-F letter grading may not be repeated if the Pass-Fail grading option is elected in the repeat attempt.~~ Courses initially completed with a letter grade may not be repeated with the Pass-Fail grading basis.

It should be noted that repeating courses can have an impact to financial aid eligibility and affect a student's completion rate (satisfactory academic progress).

NDSU Faculty Senate Bylaws

Article I: Faculty Senate Membership

Section 1.

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

Section 2.

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

Section 3.

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

1. College of Agriculture, Food Systems, and Natural Resources
2. College of Arts and Sciences
3. College of Business
4. College of Engineering
5. College of Health and Human Sciences

Section 4.

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

Section 5.

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

Section 6.

If a Senator must vacate their seat, the vacancy shall be filled by a special election within the unit from which they were elected. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

Section 7.

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

Section 8.

All Senators are expected to:

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

Article II: Organization and Faculty Senate Operation

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

The authority of the President-Elect, the President, and the Immediate Past President will be terminated before the end of its term if they lose their eligibility, voluntarily resign with eligibility, or are removed from office by the Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President, President-Elect or Immediate Past President by the Senate requires a two-thirds majority vote at a regular Senate meeting, followed by a two-thirds majority vote at a special meeting of the Senate convened in not more than two weeks after the first meeting. The second meeting will be convened and presided over by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete their term as a Senator.
3. In the event that the authority of the President is terminated, but the President-Elect is still in good standing, the President-Elect will assume the role of President to finish the term left by the removed President and then they will start their originally elected term.
 - a. The removed President will not serve as Immediate Past President.
4. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. The appointment as acting President-Elect shall terminate at the end of the academic year. The acting President-Elect may choose to run for the full position of President-Elect. In the event that the authority of the President-Elect is terminated, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible Past President to serve in that capacity.

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

Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council.
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Senate on administrative councils.
9. Represent the Senate to the Staff Senate and the Student Government.
10. Schedule a room for all Senate meetings.
11. Lead the stage party during winter and spring Commencements.
12. Moderate the official mandatory and voluntary faculty listserv.

Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Executive Committee.
4. Serve on the Senate Coordinating Council.
5. Assist the president in moderating the official mandatory and voluntary faculty listserv.
6. Represent the Senate to the Staff Senate and the Student Government.

Section 8.

Duties of the Immediate Past President shall include the following:

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

Section 9.

The Senate will confirm the appointment of a person not on the Senate to serve as Secretary; the Secretary is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Article II, Section 13.
2. Maintain a current roster of Senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record and prepare meeting minutes.
5. Disseminate meeting minutes according to Article II, Section 16.
6. Maintain a permanent record of Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of Senators and committee members.

Section 10.

Regular meetings of the Senate shall be held at 3:00 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a university or State holiday. In event of a conflict, the president, in consultation with Faculty Senate Executive, will reschedule the meeting and communicate the change to the Senate.

Section 11.

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

Section 12.

Meetings of the Senate shall be open to the public; however, debate on some of the agenda items may be deemed closed at the discretion of the Senate. For closure to occur, a motion to enter executive session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators will be asked to leave except the Secretary and Parliamentarian; the Senate can also exempt some invited guests to stay in the executive session. At each Senate meeting the University President, Provost, Student Body President, and Staff Senate President will be invited to make announcements. The President may allow other non-Senators to speak and/or provide reports. However, only Senators may make motions and only Senators may vote on motions before the Senate.

Section 13.

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

Section 14.

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

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

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

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

In consultation with the Senate Executive Committee, general and special-order items can be added to the agenda as necessary.

During one of the first 3 meetings, the primary order of business will be planning and prioritizing Senate goals for the academic year. The order of business for this meeting will be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Consent agenda.
5. Special order: Planning and prioritizing Senate action for the year.
6. Unfinished business
7. New business.
8. Adjournment.

Section 15.

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

Section 16.

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

Article III: Faculty Senate Committees

Section 1.

Duties of standing committees include:

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

Section 2.

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

Section 3.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress to the Senate at the President's request.

Section 4.

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Unit representatives shall be faculty members as defined by the Senate's Constitution, unless otherwise specified under the committee description. Such membership shall be presented to the Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. Committee service begins and ends on the Tuesday following Spring Commencement, unless otherwise specified.

Section 5.

In the first meeting of the Senate, membership of all Senate committees will be approved. After the Senate has approved membership in the standing committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate. The Senate Executive Committee has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties. Faculty members with part time or interim appointment as chair/head or equivalent may be eligible to serve on Faculty Senate Standing Committees. In special circumstances faculty with greater than 50% appointments as chair/head or equivalent may serve on Faculty Senate Standing committees with the approval of Faculty Senate.

Section 6.

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

Section 7.

The Senate may create special committees as it deems necessary. Special committees shall be commissioned by a majority vote of the full Senate. The Faculty Senate President shall appoint members of special committees. However, Senate approval by a majority vote is required for appointment of special committee members who are not members of the Faculty Senate. The duties of a special committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by said standing committee. Such committees shall be discharged, by the President upon the completion of their assigned duties.

Article IV: Faculty Senate Standing Committees

Section 1. Academic Integrity

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

Section 2. Budget

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

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

Section 3. Conflict of Interest Advisory

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

Section 4. Council of College Faculties

1. Voting membership (three members):
 - a. Three faculty members elected to staggered three-year terms.
 - b. The faculty shall elect each spring by secure electronic ballot a faculty member to serve.
 - c. Each spring elect an alternate to a one-year term. Alternate is a voting member when serving in the absence of another elected member.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Three-year term.
 - b. No restriction on consecutive terms.
4. Responsibilities:

- a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

Section 5. Access and Opportunity

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

Section 6. Executive Committee

1. Voting membership (eight members):
 - a. One Senator from each representation unit.
 - b. Faculty Senate President.
 - c. Faculty Senate Immediate Past President.
 - d. Faculty Senate President-Elect.
2. Non-voting membership (six members):
 - a. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - b. One faculty representative of the Provost's Office, designated by the Provost.
 - c. One faculty representative from the Commission on the Status of Women Faculty.
 - d. One faculty representative from the Council of College Faculties
 - e. The Secretary.
 - f. The Parliamentarian.
3. Terms and limits of voting members:
 - a. One-year term.
 - b. Limit of two consecutive terms.
4. Committee responsibilities:
 - ~~a. Meet and organize for the academic year after August 16, prior to the first Senate meeting.~~

- ~~b.a.~~ Delegate tasks to Senate committees.
- ~~e.b.~~ Review the progress of Senate committees.
- ~~d.c.~~ Set the agenda for upcoming Senate meetings.
- ~~e.d.~~ Interpret, when necessary, provisions of the Constitution and the Bylaws.
- ~~f.~~ ~~Meet after the last Senate meeting, on or before May 15th, to close the loop on the year.~~

Section 7. Faculty Affairs

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

Section 8. Faculty Rights

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
 - i. Restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.
 - ii. Elected by the faculty each spring by secure electronic ballot.
 - b. In the event that a member of the committee is on leave, unavailable, or recuses her/himself themselves from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case.
 - i. The replacement will preferably be a faculty member who has previously served on the committee.
 - ii. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other six members, if reasonably possible.
 - iii. Members sitting on an appeal shall complete that appeal even if the member's term expires while the appeal is pending.
2. Non-voting membership:

- a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Five-year term.
 - b. Begins and ends on August 15.
 - c. No consecutive term limit has been set.
- 4. Committee responsibilities:
 - a. Responsibilities and procedures are determined by directives of the North Dakota State Board of Higher Education.

Section 9. General Education Committee

- 1. Voting membership (eight members):
 - a. One faculty member from each of the following Colleges: Agriculture, Food Systems, and Natural Resources; Business; Engineering; Health and Human Sciences;
 - b. Three faculty members from the College of Arts and Sciences.
 - c. One undergraduate student, appointed by the Student Government.
 - d. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
- 2. Non-voting membership (three members):
 - a. Vice Provost for Assessment and Strategic Initiatives
 - b. One representative of the Registrar's Office, designated by the Registrar.
 - c. One representative from Career and Advising Center/Professional Advisors, designated by Career and Advising Center Director
- 3. Terms and limits:
 - a. Three-year terms
 - b. No consecutive terms for voting members. No restriction for non-voting members.
 - c. Terms shall be staggered so that no more than one-third of the members are new.
- 4. Committee responsibilities:
 - a. Review new general education courses to ensure and validate that the general education outcomes are being met.
 - b. Complete the revalidation of courses and experiences on a periodic, five-year timeline to ensure that general education outcomes are being met. The course revalidation should be staggered to review approximately 20% of the general education courses each year.
 - c. Review General Education Appeal petitions.
 - d. Develop and maintain a plan for assessment of General Education Program-level learning outcomes.
 - e. Conduct assessment of students' attainment of general education learning outcomes.
 - f. Develop a university policy governing the policy and procedures for general education revalidation
 - g. Perform other appropriate duties as assigned by the Senate.
 - h. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 10. Grade Appeals Board

1. Committee purpose:
 - a. To provide an avenue for students to challenge any grade they believe to have been unfairly assigned.
2. Voting membership (nine members; eight alternates):
 - a. One faculty member and one alternate from each representation unit.
 - i. These faculty are elected by their representation unit.
 - b. Three students and three student alternates selected by the Student Government.
 - i. Students should be full-time students.
 - ii. Students should have a minimum 2.00 cumulative grade point average.
 - iii. Students should be of junior standing.
 - c. One representative from the Provost's Office, who will also serve as Board Chair.
3. Terms and limits:
 - a. Three-year term.
 - b. No consecutive term-limit has been designated.
4. Committee responsibilities:
 - a. Hear charges of inequitable or prejudiced academic evaluations and provide redress for improper evaluation.
 - b. Act in accordance with procedures approved by the Senate, specifically Policy 337.
 - c. Must meet during the summer to address appeals from spring semester.

Section 11. Program Review

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

Section 12. Research and Consulting

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (one member):
 - a. One representative of the Vice President for Research and Creative Activities, designated by the Vice President for Research and Creative Activities.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. Initiate and review policies related to University research and consulting issues and make recommendations for consideration of said policy to the Faculty Senate.
 - b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services

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

Section 14. University Curriculum

1. Voting membership (seven members):
 - a. One tenured faculty member from each representation unit, except for Arts and Sciences, which will have two.
 - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
 - b. One student appointed by the Student Government.

- c. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
- 2. Non-voting membership (two members):
 - a. One representative of the Provost's Office, designated by the Provost.
 - b. One representative of the Registrar's Office, designated by the Registrar.
- 3. Terms and limits:
 - a. Four-year term.
 - b. No consecutive terms for voting members. No restriction for non-voting members.
 - c. Terms shall be staggered, so that no more than one-third of the members are new.
- 4. Committee responsibilities:
 - a. Develop criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
 - b. Coordinate and recommend actions on proposals for curriculum and course changes that have been received from the colleges.
 - c. Request the formation of a special (*ad hoc*) Senate committee to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.
 - d. Perform other appropriate duties as assigned by the Senate.

Section 15. Policy 352: Promotion, Tenure and Evaluation Committee

- 1. Voting membership (eight members):
 - a. One tenured faculty member from each representation unit (5)
 - b. One member from Faculty Affairs Committee
 - c. One member from the Commission on the Status of Women Faculty
 - d. One member from the Promotion to Professor Task Force
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Three-year term.
 - b. Limit of two consecutive terms (six years)
- 4. Committee responsibilities:
 - a. Review Policy 352: Promotion, Tenure and Evaluation in light of our changing and more complex university
 - b. Initiate and propose policy changes to Policy 352: Promotion, Tenure and Evaluation
 - c. Serve as a forum for faculty members to bring concerns about Policy 352: Promotion, Tenure and Evaluation

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Membership
 - a. Faculty Senate President.
 - b. Faculty Senate Past-President
 - c. Faculty Senate President-Elect
 - d. Staff Senate President.
 - e. Staff Senate Past-President
 - f. Staff Senate President-Elect
 - g. Student Body Vice President (or proxy).
 - h. One representative of Student Government appointed in accordance with the Student Government Code.
 - i. One member from each of the represented bodies (Faculty Senate, Staff Senate, Student Government) would hold voting privileges if a vote is required.
2. Non-voting membership (two members):
 - a. Two representatives from Office of the Provost:
 - i. One of who shall be facilitate meetings and maintain records
 - ii. Vice Provost for Faculty Affairs
 - b. The council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Review policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
 - b. Coordinate the distribution of policies to the appropriate Senate body consistent with the Faculty Senate, Staff Senate, and Student Government constitutions.
 - c. Send policies that have been reviewed and recommended by required bodies be moved on to appropriate channels at NDSU for final approval.
 - d. Facilitate the work of Shared Governance between the Faculty Senate, Staff Senate, Student Government, and Administration.
 - i. When no policies have required discussion, University business will be reviewed.

Section 2. Campus Space & Facilities

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

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

Section 3. Library

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

Section 4. University Athletics

- 1. Committee purpose:
 - a. The University Athletics Committee serves as the NDSU Athletics Advisory Board, as described in the constitution of the National Collegiate Athletics Association (NCAA).
- 2. Voting membership (fourteen members):
 - a. One faculty member from each representation unit.

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

Section 5. University Assessment

1. Voting membership (twelve members):
 - a. One faculty member from each representation unit.
 - i. Members must have experience in assessment or an interest in learning and engaging in assessment for their unit.
 - b. One faculty member appointed by the Provost or designee.
 - c. Two graduate students, appointed by Student Government based on student preparation through assessment-related education, training, and/or experience.
 - d. One representative from the Office of Institutional, Research and Analysis.
 - e. One representative from the Office of Teaching and Learning.
 - f. Associate Dean of Libraries for Research and Learning.
 - g. Vice Provost for Assessment and Strategic Initiatives
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Periodic review of the assessment of student learning in undergraduate and graduate academic programs.

- b. Develop procedures for annual reporting of assessment activities by departments and other academic units.
 - c. Provide feedback and guidance to departments and other academic units on their assessment activities, working in conjunction with the Director of Assessment and Accreditation.
 - d. Provide a yearly summary of assessment activities to the Faculty Senate and the Provost.
 - e. Develop an action plan for the upcoming academic year based on review of unit feedback about the assessment process and patterns of strengths and weaknesses in reports. Develop and maintain a University Assessment Plan in collaboration with the Director of Assessment.
- 5. Member responsibilities:
 - a. All members:
 - i. Complete NDSU's baseline training regarding NDSU assessment processes prior to beginning service on UAC.
 - ii. Undertake ongoing professional development related to program assessment and related topics based on guidance from the Director of Assessment and Accreditation.
 - iii. Participate in providing assessment support to campus based on availability and comfort with form of support (e.g., referrals, workshop, webinar, coaching).
 - b. Academic unit representatives:
 - i. Participate in annual review of program assessment reports.
 - ii. Pursue opportunities to provide updates on assessment activities, timelines, and results at College meetings.

Article VI: Amending the Bylaws

Section 1.

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

Section 2.

The Secretary of the Senate, or in the absence of a Secretary the President, will distribute the proposed amendment to all members of the faculty no later than nine days after the Senate votes to consider the amendment at their next regular meeting.

Section 3.

At the next regular meeting of the Senate, if approved by a two-thirds vote, the change will be submitted to the University President.

Section 4.

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