



FACULTY SENATE
EXECUTIVE COMMITTEE

Meeting Agenda

November 18, 2024

- I. Call to Order.
- II. Land Acknowledgement
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from 10/14/24
- V. Announcements.
 1. David Cook, President
 2. David Bertolini, Provost
 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 or Christopher Dick, Student Body President or Vice President
- VI. Committee and Other Reports.
- VII. Consent Agenda.
 1. UCC Report
- VIII. General Order:
 1. Policy 607
 2. Approval of Bylaw Change
- IX. New Business.
 1. Shared Governance Guiding Principles adoption
 2. Policy 701 Telecommunications
- X. Adjournment.

Meeting Agenda

October 14, 2024

- I. Call to Order.
 1. Meeting called to order at 3:00 PM
- II. Attendance (See Appendix 1)
 1. Substitutions: (See Appendix 2)
 - i. Hackerott for Kirkpatrick (CAS)
 - ii. Gill for Mathew (AFNSR)
- III. Adoption of the Agenda.
 1. Motion to adopt Magel/Hearne
 2. Christiansen motions to remove UCC consent report/ McWood seconds
 - i. Approved unanimously
 3. Agenda adopted unanimously
- IV. Approval of Meeting Minutes from September 9, 2024.
 1. Hearne moves to approve
 2. Akhmedov seconded
 3. Approved, no corrections
- V. Announcements.
 1. Kathryn Kloby, Vice President for Communication and Marketing
 - i. Presentation on update collaboration between University Relations and IT to rebuild of website (Slides attached – see Appendix 3)
 - a. It is a true rebuild, entire NDSU.edu site will be rebuilt (all pages)
 - b. Modernizing and using Drupal
 - c. Out of scope → Libraries, Career and Advising, Extension, Athletics, others – but will consult with those entities
 - d. 35,000 pages will be rebuilt, gives webs-site a sense of purpose. A cohesive strategy, and synchronized message and support
 - e. Web team built/assembled (infrastructure), common practice;
 - f. Kicked off May 16th, web team is working on coordinating groups, web creators, and structure for the re-build
 - g. Faculty profile templates are being created to help faculty move into new format
 - h. Question (Katti) – how will web-sites integrate with social media
 - a. Units/departments can link their accounts via template
 - b. New website may be updated to also populate to social media
 - c. Mindful of mobile version of new sites as well

- d. Being thoughtful on if new sites can interact with current students as well (notifications)
 - 2. Miranda Rutten– Foundation – NDSU Giving Day
 - i. 24-hour (almost 48 hour) big fund-raising push each year
 - ii. Giving Tuesday – Tuesday after Thanksgiving
 - a. Theme is 1890 (founding year) lasting 1890 minutes
 - b. Goal is 1.5 million (last year was 2.4 million)
 - c. 2000 donor goal, 2500 gifts
 - d. Make sure you share and be aware, Foundation promoted over 35 department funds; talk to chairs and deans to get on Giving Day page
 - 3. Lisa Montplaisir, Faculty Senate President
 - i. ND Measure 4 in this year's election
 - a. Encourage everyone to vote
 - b. Measure 4 is about property taxes, encourages everyone to go look at what would be best for them and higher education. Measure 4 may not be good for Higher education if it passes
 - 4. Warren Christensen, Faculty Senate Past-President
 - i. No Announcements
 - 5. Christina Weber, Faculty Senate President-Elect
 - i. No Announcements
 - 6. Kay Hopkins, President of Staff Senate
 - i. No Announcements
 - 7. Garrett Kuhn or Christopher Dick, President/VP of Student Government
 - i. Filled 22 vacancies, court filled 8
 - ii. Working with other institutions to get NDSU a driving seat in NDSA
 - iii. Spring concert for the students, working with campus partners
 - iv. Students concerned with athletics tickets, working on renegotiation
- VI. Consent Agenda.
 - 1. Policy 152.3 - Foreign Talent Recruitment Programs
 - i. Motion to Approve – Greives/Benton/Conwell
 - ii. Approved unanimously
- VII. Special Order
 - 1. Setting Faculty Senate Priorities
 - i. Recruitment and Retention of Faculty
 - a. Magel – is there any significance to ordering of priorities
 - a. Montplaisir – NONE
 - b. Katti – definitely a priority as we are losing good faculty, not sure on solution, perhaps survey faculty that left
 - c. Boonstoppel – advocate for paying attention to this issue, also makes it difficult to recruit, small programs are really struggling to cover classes and earn student credit hours

- d. Emanuelson – in terms of priority, are they partially pulled from previous year, and if so what progress was made? Would like clarification of progress from previous years
- e. Christensen – committee rework has been initiated and last year other issues detracted from some priority work, FSEC did discuss the implementation of action items to make true progress and benchmarks on these priorities this year
- f. Montplaisir – Shared Governance made progress last year, moving from 2022 priority, many meetings and open forums on Shared governance, including vote/survey on the wordage this semester, legislative update committee had no actions last year as it was not a legislative year, hoping for more buy-in this year
- g. Templeton – for those of us new, asked about current committees (standing) and ad hoc committees, and what openings are there
- h. McWood – some seem assigned to committees already, can we assign it
- i. Katti – motions to adopt this as a priority, to charge the FSEC a committee with this priority and if not, charge for an ad hoc the next meeting
- j. Conwell seconds
- k. Benton – does faculty affairs committee fit this?
- l. Approved unanimously

ii. Shared Governance

- a. McWood motions to assign Shared Governance to Shared Governance Committee
- b. Emanuelson seconded
- c. Boonstoppel – where can we learn more about committees, especially the shared governance committee
- d. Montplaisir updates on committee composition and plan for action this year
- e. Vote approved unanimously

iii. Recruitment and Retention of Students

- a. Benton – there are already a lot of things going on around campus and faculty are already involved, instead of this going to a committee, rather survey efforts
- b. Parsons – clarifying question – can we change the name, don't want to send message that we are not contributing to recruitment and retention, can we reorganize; moving well being up, first being faculty, then having students and staff. – Collapse priorities into 3 more broad categories
- c. Boonstoppel – sense of priorities come from FSEC and are just suggestions; encourage thinking about recruitment and retention

more distinctly (recruitment vs. retention – as they are different in the strategies used for them).

- d. Emanuelson – understanding these are priorities, which is separate from committee charges. We can adopt these are priorities, but then be more deliberate in what we charge the committees with. Asking clarification between priorities and charges.
- e. Benton – feels like there is a lot of knowledge about these topics that faculty do not have while other entities do.
- f. Moves to charge FSEC to compile a list of these efforts (what committees are already working) and ways faculty can support these endeavors, but this would remain as FS Priority
- g. McWood seconds
- h. Online senator (?) – make sure to not just to look at standard committees as other efforts may be out there
- i. Greives – Friendly amendment - FSEC reports back to FS in January meeting on this so that FS has time to respond/act
- j. Approved unanimously

iv. Faculty Senate Bylaws Revisions and Procedures

- a. Haug – motions to include this priority to an Ad hoc committee made up FS members including Haug and FS leadership
- b. Ray seconds
- c. Approved unanimously

v. Well-being of Students, Staff, and Faculty

- a. Hearne – this is valued, would have put recruitment and retention under well-being. Would put well-being as charge of some of the other priorities
- b. Boonstoppel – have a better understanding of student and staff well-being;
- c. McWood – talking about well-being as its own charge, no current committee is a good home. If it is collapsed into other categories, it won't truly be well-being. Should be the sole charge of a committee and collaborate with other committees as needed. Side-note – should AI be a priority
- d. Montplaisir – president has a council on well-being, FS could partner with that committee and use existing resources
- e. Amir – FS could have liaison on well-being committee to relay between FS and well-being committee
- f. Emanuelson – option to consider, have small group of volunteers that meet with other relevant committees and how it intersects with the other priorities/committees.
- g. Boonstoppel – clarifying question, would this be a committee of liaisons?

- h. Emanuelson – more like working group used to coordinate across multiple committees
- i. Benton – President’s Council of Well-being has a large enrollment, MOTION – that PCWB comes to talk to FS about how we can get involved
- j. Parson seconds
- k. Kay Hopkins– Staff Senate has it as a priority, but it is not a to-do item but rather something to be mindful of
- l. Approved unanimously
- vi. Legislative Update Committee
 - a. Moves to set this as a priority, seconded by Ray
 - b. Amir – talked about specifics of forming an ad hoc committee
 - c. Montplaisir – FSEC sought out names for this committee
 - d. Motion is amended that faculty volunteers would be sought to form this committee
 - e. Approved unanimously
- vii. McWood – very clear committee memberships for each of the AI sub-groups; not sure we need to re-invent those, but need to participate

VIII. General Order.

- 1. Policy 352 - Promotion, Tenure, and Evaluation.
 - i. Benton – moved to accept the changes
 - ii. Ray seconds
 - iii. Li – question on original language which stipulated that it was 6th year
 - iv. Secor – state board is dictating, so not shared governance
 - v. Montplaisir – recaps history of this policy
 - vi. Approved (all but 2; 2 Nays)

IX. Adjournment.

- 1. Magel and Secor move to adjourn

*Policy 352 is in response to changes from SBHE after our policy was approved last spring at FS. The changes reflect the discussion of the Open Forum held August 20th. The Colleges are awaiting the final approval of FS so they can submit their college and unit plans by Dec 1.

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							
Amiri	Ali	X	X							
Banerjee	Samiran	X	X							
Benton	Bradley	X	X							
Bhagavathula	Akshaya		X							
Boonstoppel	Sarah	X	X							
Butcher	Kirsten	X								
Chen	Jun (Jeffrey)	X	X							
Christensen	Warren	X	X							
Conwell	Erin	X	X							
David	Shannon	X	X							
Del Rio Mendoza	Luis	X	X							
Emanuelson	Pamela	X	X							
Greives	Timothy	X	X							
Haug	Karla	X	X							
Hearne	Robert	X	X							
Jeong	Inbae	X	X							
Katti	Dinesh		X							
Keller	Stephanie									
Kirkpatrick	Sarah	X								
Kryjevskiaia	Mila	X	X							
Li	Jin	X	X							
Magel	Ken	X	X							
Mataic	Dane	X	X							
Mathew	Febina	X	X							
Mathew	Sijo	X	X							
McWood	Leanna	X	X							
Monono	Ewumbua	X								
Montplaisir	Lisa	X	X							
Nelson	Kjersten	X	X							
Parson	Laura	X	X							
Peters	Tom	X	X							
Rao	Jiajia	X	X							
Ray	Chris	X	X							
Secor	Gary	X	X							
Smith	Matthew	X	X							
Steig	Jayme	X	X							
Sun	Xin (Rex)	X	X							
Tangen	Jodi	X								
Templeton	Karisa	X	X							
Travers	Steve	X	X							
Uppala	Vishal	X	X							
Vanderburg	Kyle	X	X							

Vold	Jessica	X	X							
Weber	Christina		X							
Wu	Xiangfa		X							

*indicates Alternate
X = Present

44 voting senators
P = Proxy

Quorum = 26.4 (27 senators must be present)

Faculty Senate Proxy Vote Agreement

If you are unable to attend a Faculty Senate meeting, you are encouraged to send a substitute from your representation unit. A faculty member who is unable to attend a meeting of the Senate may designate **any non- Senate** faculty to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

I, Febina Mathew, am unable to attend the Faculty Senate meeting on October 14, 2024.

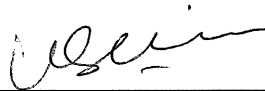
I hereby designate Dr. Upinder Gill to be my substitute at said meeting with all the rights and privileges of the senator.



October 2, 2024

Senator's Signature

Date



Proxy's Signature

10/14/2024

Date

Faculty Senate Proxy Vote Agreement

If you are unable to attend a Faculty Senate meeting, you are encouraged to send a substitute from your representation unit. A faculty member who is unable to attend a meeting of the Senate may designate **any non-Senate** faculty to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

I, Sarah Kirkpatrick, am unable to attend the Faculty Senate meeting

on October 14, 2024.

I, hereby designate Caroline Hackerott to be my substitute at said meeting

with all the rights and privileges of the senator.

Sarah Kirkpatrick
Senator's Signature

10/11/2024
Date

Caroline S. Hackerott
Proxy's Signature

10/11/2024
Date

NDSU Web Rebuild Update

Dr. Kathryn Kloby

VP Communications and Marketing

N O R T H D A K O T A S T A T E U N I V E R S I T Y

Scope of Work

- www.ndsu.edu
- Homepage, colleges, program pages, departments, other
- New CMS (Drupal) and web hosting
- Out of scope – Libraries, Career and Advising Center, Ag Extension and Experiment Station, Athletics, other

Harmonizing Ideas into One Unified Direction

- 35,000+ web pages
- Our purpose: Strategy, Synchronized Messaging, Structure/Support, Templates, Improved User Experience and Performance



NDSU Web Team

- Nathan Althoff, Web Developer, UR
- Lindsay Condry, Web Manager, UR
- Richard Frovarp, Principal Software Engineer and Team Lead, Enterprise Application Development, IT
- Justin Johnson, Senior Web Developer, UR
- Janelle Kistner, Web Designer/Senior Graphic Designer, UR
- Kathryn Kloby, Vice President for Communications and Marketing, UR
- Trevor Knutson, Software Engineer, IT
- Steve Sobiech, Assistant Vice President for Enterprise Computing and Infrastructure, IT
- Kristi Steinmann, Communications and Strategic Partnerships Lead, IT
- Marc Wallman, Vice President for Information Technology, IT

Completed Work

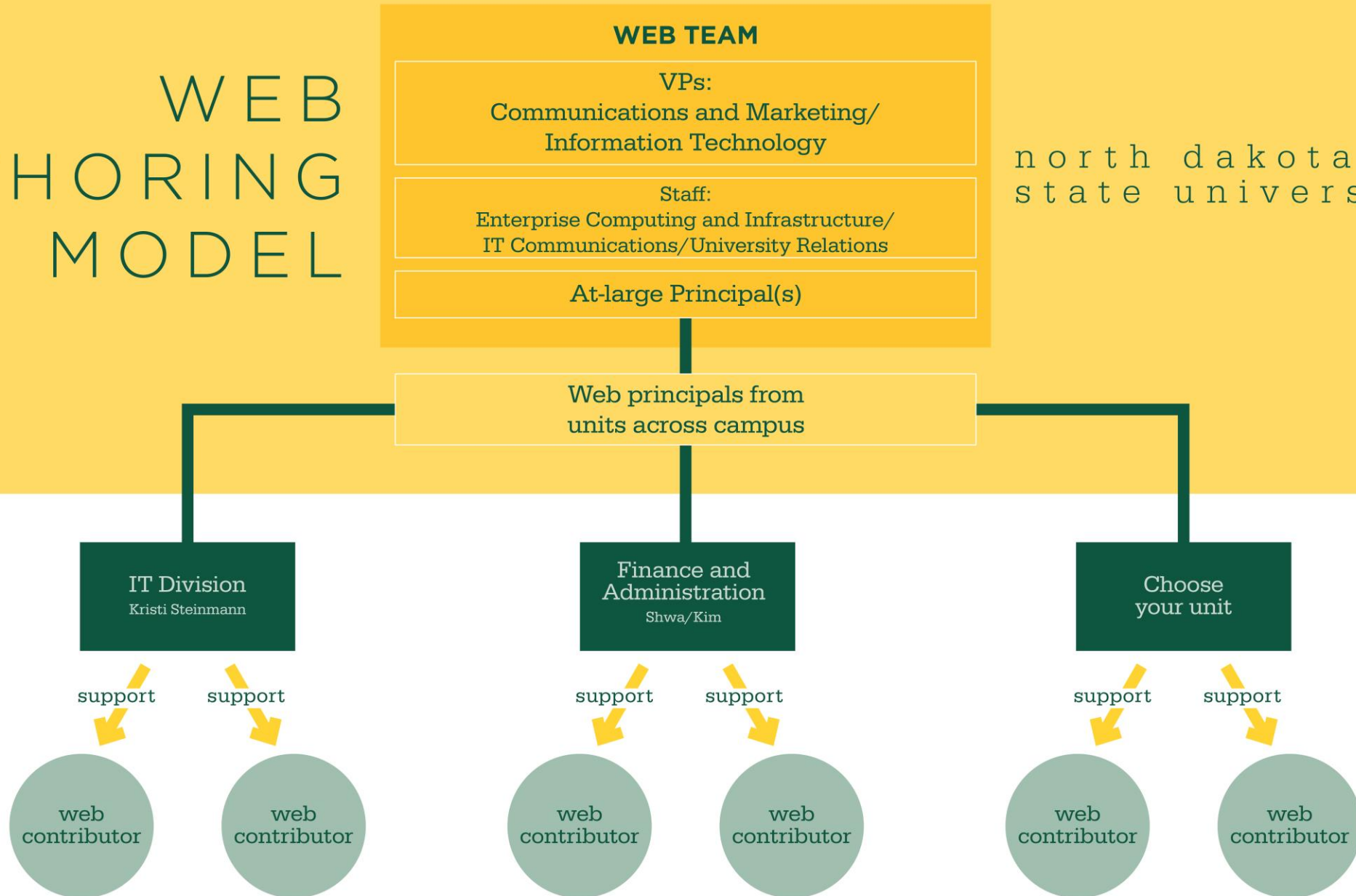
- Project kick off: IT, UR, Four Kitchens - May 16, 2024
- Site editors identified and content cleanup
- Stakeholder interviews and surveys
- Goal-setting workshops held with unit representatives
- Content strategy and management goals
- Internal content platforms and website hosting options evaluated
- Website content inventory completed with help from unit representatives
- Ongoing 1:1, small group and unit discussions
- Ongoing development of site map, styles and information architecture

Discovery Findings

Content should be cleaned up and refreshed
Missed creative opportunities
NO ACCOUNTABILITY TO UPDATE INFORMATION
Afterthought *Poor navigation* *Lacks consistency*
Lack of support
Duplicated content
Used as alternative method for sharing information
SITE SEARCH NEEDS IMPROVEMENT
Needs content governance strategy
JUNK, CLUTTER, AND DATED INFORMATION
Repeated information all over the site *User roles and responsibilities not defined*
UNCLEAR USER PATHWAYS **LACK OF TRAINING**
Multiple CMS's *Editors need support*
Design consistency and appeal
Missing "the Bison spirit" *Hub to throw junk*
Need for governance

WEB AUTHORING MODEL

north dakota
state university



Web Principals

Adam Lundquist	Admission
Lucas Amundson	Admission
Grant Christian	College of AFSNR/Ag Experiment Station/Extension
Betsy Boyer	College of Arts and Sciences
Kay Hopkins	College of Business
Kyle Bosch	College of Engineering
Melissa Eslinger	College of Health and Human Sciences
Lisa Montplaisir (Ex Officio)	Faculty Executive Committee
Joshua Schroetter	Finance and Administration
Kim Matzke-Ternes	Finance and Administration
Tara Ferkinhoff	Finance and Administration
Beth Hill	Forest Service
Melissa Selders-Ortez	Graduate School

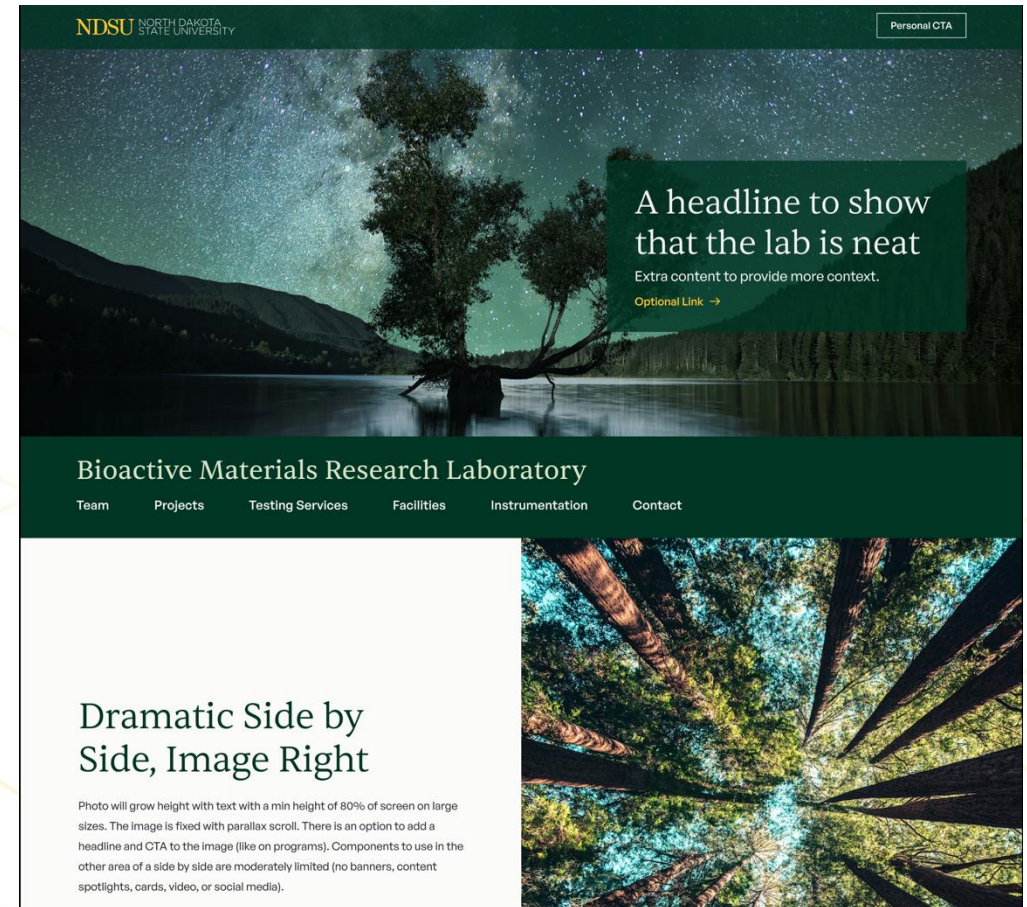
Kristi Steinmann	Information Technology
Nathan Green	Memorial Union
Connie Olson	Office of Teaching and Learning
AJ Klein	One Stop
Kyle Vanderburg	Performing Arts
Janelle Kistner	President
Melissa Lamp	Provost
AJ Klein	Registration and Records
Fred Hudson	Research and Creative Activity
Ben Bernard	School of Design, Architecture and Art
Carin Engler	Student Affairs
Janelle Kistner	University Relations
Merideth Sherlin	Wallman Wellness Center

Content Strategy Progress

- **Audience:** prospective students and their families, current students, community members, researchers, legislators and alumni
- **Purpose:** communicate the university's offerings, achievements and key information
- **Recruitment:** program marketing pages for prospective students - University Relations
- **Retention:** information for current students - college/department

Content Strategy Progress

- Shifting internal content from public-facing website to existing resources (Knowledge Base/Microsoft Teams)
- Template options to include college pages, department pages, labs, centers and more



- People profile templates

- Individual faculty pages created on Typo3 or PubWeb will be going away
- We will communicate to those impacted with next steps

- People profiles include sections for:

- Short bio
- Areas of study and research
- Other research interests
- Courses taught
- Previous work
- Current grants
- Awards and Honors
- Publications
- Presentations
- Links
- University affiliations
- Education
- More information

NDSU NORTH DAKOTA
STATE UNIVERSITY
A Student-Focused, Land Grant, R-1 Research University.

[Apply](#) [Visit](#) [Get Info](#)  

[Home](#) / [Directory](#)


Dr. Levi Meir Clancy

Post Doctoral Research Fellow

STAFF

Biological Sciences

levi.meirclancy@ndsu.edu | [701-231-7087](tel:701-231-7087) | Office: [Stevens 201](#)



Ante etiam tristique pretium donec sagittis mauris augue bibendum. Rhoncus dui iaculis quam elit purus eu eget luctus. Fringilla imperdiet sit arcu metus nibh quisque. Fermentum conubia ornare natoque hendrerit diam odio ac. Viverra tempus a quisque lacus tristique. Risus enim elementum sed luctus mauris penatibus nibh et fringilla. Eleifend tellus curae aliquet turpis justo commodo parturient. Varius sociosqu lorem faucibus mauris faucibus; ac primis.

Molestie augue dignissim litora ad magnis orci mus scelerisque. Consequat sapien est parturient neque tempor sodales non taciti. Justo porttitor a parturient gravida arcu vivamus aliquet auctor.

Areas of Study & Research

Adaptive Crops for Climate Change: This project aims to genetically engineer crops that can thrive in varying climate conditions, focusing on water usage efficiency and resistance to extreme temperatures.

Soil Microbiome and Plant Health: Investigating the role of soil microorganisms in enhancing plant growth and resilience under stress conditions.

Remote Sensing for Crop Management: Utilizing satellite imagery and drone technology to monitor crop health and predict yield outcomes based on environmental data.

LINKS

[personalwebsite.com](#)

[linkedin.com/theirname](#)

UNIVERSITY AFFILIATIONS

[ndsu.edu/plantlab](#)

EDUCATION

- Ph.D. in Plant Biology, University of California, Davis (2018)
- M.Sc. in Environmental Sciences, University of Colorado Boulder (2014)
- B.Sc. in Biology, University of Minnesota (2012)

MORE INFORMATION

[CV](#)

NDSU NORTH DAKOTA
STATE UNIVERSITY
A Student-Focused, Land Grant, R-1 Research University.


[Apply](#)[Visit](#)[Get Info](#)

Computer Engineering

Design & build the future of computing with a degree from a top-ranked university

[Apply Now →](#)[Get Information →](#)

Captured screenshot



COMPUTER ENGINEERING

Needed Info

Curriculum

Less is more

\$150,000

Stat about future job

2 : 10

Stat about students

24

Stat about faculty

#1

Stat about NDSU

Intro text about the program, this is from another program that prepares you to become an Air Force or Space Force Officer. It's a challenge. It's an opportunity. It's a head start on a lifetime of success within the Air Force or Space Force and everything you choose to do. AFROTC provides you with a challenging program to hone your time management, physical fitness and analytical skills - and helps you push yourself to achieve your goals.

Degree Options

B.A.

B.S.

Minor

Certificate

Master of Science (M.S.)

Doctor of Philosophy (Ph.D.)

ABET

Engineering Accreditation Commission



Duis aute irure dolor in reprehenderit
Exepteur sint occaecat cupidatat non proident, sunt in culpa qui officia.

Post-Graduation Career Snapshot

Explore career possibilities within the first five years after graduation with a list of high-demand occupations. Discover how you can advance into more specialized or leadership roles through examples of potential career pathways.

High Demand Occupations

- Embedded Systems Engineer
- Firmware Developer
- Hardware Design Engineer
- Systems Integration Engineer
- Field Application Engineer

National Median Salary

\$100,000

The median salary is based on national job listings for the above occupations that require five years experience or less

Future Career Pathways

As you gain experience, you can advance into more specialized or leadership roles. Here are pathway occupations you might explore:

- Lead Hardware Architect
- Technical Product Manager
- Director of Engineering

Data sourced from Lightcast, a leading provider of labor market analytics and workforce data. 2024.

NDSU has great things headline



Student experience piece

[Create the Best Memories →](#)



Fun campus in a cool city

[Fargo & the Community →](#)



Campus-related offerings, student orgs, etc

[Student Life at NDSU →](#)

Personalize your experience

NDSU students are encouraged to collaborate with an advisor and develop a unique program of study that meets their specific interests.

Computer Architecture/ Digital VLSI

Create the next generation of cutting-edge computing hardware.

Embedded Systems

Design and build the systems that impact daily life.

Cyber Physical Systems

Bridge the gap between physical and digital with intelligent systems that control critical infrastructure.

Computer Systems

Create interactions between the hardware and software that powers our world.

Tuition & financial aid

Ranked as a top value nation-wide duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla. Excepteur sint occaecat.

[Tuition Costs](#) → [Aid Programs](#) → [Scholarships](#) →

Admissions info

Taciti malesuada viverra libero magnis aliquet vitae. Sollicitudin adipiscing aenean scelerisque phasellus justo vulputate tempus.

[International Students](#) → [Transfer Students](#) → [Veterans](#) →



Check out the campus and its perks

[Schedule a Campus Visit](#) →

“Program Quote from student and staff montes finibus morbi per lobortis, conubia tempus enim. Aenean dui luctus tellus ultrices maecenas tempus condimentum. Conubia hac porttitor nec risus class nullam morbi.”

Person Name

Who they are

Explore more Computer Science programs

[Cyber Security →](#)

BS

[Artificial Intelligence →](#)

Minor

[Data Science →](#)

MS

[Computer Science Education →](#)

Certificate

[Software Engineering →](#)

BS, Master's, Certificate

[Computer Science →](#)

BS, BA, Minor, Master's, PhD, Certificate

Questions? We can help.



Admissions Contactname

Get help with applications and admissions.

[Phone Number](#)

[Email](#)

[Schedule a Chat](#)



Undergrad Contactname

Find answers to questions about programs.

[Email](#)



Graduate Contactname

Find and advisor and other graduate needs.

[Email](#)

[Schedule a Chat](#)

With no application fee and a 93% career placement rate, what are you waiting for?

[Apply Now →](#)

[Schedule a Visit →](#)

[Request Info →](#)

Computer Science

IN THE

College of Engineering



Quentin Burdick Building

(701) 231-8562

ndsu.computerscience@ndsu.com



Minard Hall

(701) 231-7494

ndsu.coe@ndsu.com

What's Next?

- Build phase: Aug 2024-Jan 2025
 - Migration planning
 - Communication: leadership assembly, campus update, status web page, presentations
- Brand phase: Jan-Mar 2025
- Launch and post-launch: Mar-Apr 2025
- A dedicated Web Team providing guidelines and training
- For project updates: ndsu.edu/internal/web
- For questions and concerns use this [form](#)

**University Curriculum Committee Report
For Faculty Senate Meeting on November 18, 2024**

Program Update
B.S. Agricultural Technology – Program name change. Old name: B.S. Precision Agriculture Technology & Management
Minor Forensic Science – Adding BIOL 444 to list of electives.
B.S.I.E.Mgt – Industrial Engineering & Management – Removing requirement for a “C or better” in Math, Chemistry & Physics and adding IME 397 as an acceptable Tech elective.

New Program
Certificate of Completion: College to Career Certificate

New Courses			
Subject	No.	Title	Effective Term
ECON/AGEC	784	Empirical International Trade and Policy	Fall 2025
GLBL	330	Globalization and the Digital Age	Fall 2025
IME	484	Scheduling Methods	Fall 2025
SOIL	622	Soil Fertility and Fertilizers	Fall 2025

Course Inactivations			
Subject	No.	Title	Effective Term
ANSC	323	Fundamentals of Nutrition	Spring 2025
ANSC	773	Energy Metabolism	Spring 2025
ANSC	774	Nitrogen Metabolism	Spring 2025
ANSC	776	Digestive Physiology	Spring 2025
ANSC	813	Domestic Animal Endocrinology	Spring 2025
ANSC	875	Vitamins and Minerals	Spring 2025

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Title/Prerequisite/Co-requisite/Description Change	Effective Term
Uniform Course	898	Continuing Enrollment	Change to international student requirement for being eligible to take this course. Remove: International Students must work with the ISSAS office to ensure their eligibility for enrolling in Continuing Enrollment credits. Add: Students with an F-1 or J-1 visa are not eligible to register for this course.	Fall 2025
		Course Level Definitions	See listing * at the end of this report for the proposed new course level definitions.	Fall 2025
CSCI	411	Secure Software Development	Credit change from 2 to 3 credits.	Fall 2025
New: CSCI Old: DATA	New: 770 Old: 787	Data Science Ethics	Course number and prefix change.	Fall 2025
New: ENGR Old: ME	New: 301 Old: 311	Introduction to Aviation	Course prefix and number change only.	Fall 2025
New: ENGR Old: ME	New: 302 Old: 312	Introduction to Flight	Course prefix change, course number change adding ENGR 301 as corequisite.	Fall 2025

PHRM	355	Institutional Introductory Pharmacy Practice Experience	Course description change, credit change and prerequisite updates.	Summer 2025
PHRM	455	Community Introductory Pharmacy Practice Experience	Course description and prerequisite change.	Summer 2025
SOIL	New: 422 Old: 322	Soil Fertility and Fertilizers	Course number and description update.	Fall 2025

General Education Changes/Revalidations				
Subject	No.	Title	Action	Category

*Course Level Definitions

0-99 series courses: Developmental or remedial courses are designed to develop skills for students to prepare them for college-level coursework. These courses are not degree applicable and the grade is not factored into the grade-point average (GPA) unless otherwise stated in academic policy. Course credits for developmental or remedial courses will count for financial aid credit and to determine full- and part-time status.

100 series courses: Introductory classes designed to give first-year students a survey of a specific topic area. Considered lower division.

200 series courses: Intermediate courses designed for students who have taken a foundational course in a specific topic area. Courses expand on ideas central to the discipline. Considered lower division.

300 series courses: Courses contain concepts, methods, and techniques central to a specific discipline. Courses are mostly major specific and prepare students to meet the learning outcomes for the major. Considered upper division.

400 series courses: Courses are designed for students to synthesize, evaluate complex concepts, and master skills within the discipline. Courses are mostly major specific and focus on current terms, techniques and approaches that shape the discipline. Considered upper division.

500 series courses: Courses are designated for professional programs that lead to entry into practice professions or post-baccalaureate programs. Courses are advanced to prepare students for work in a specific field or discipline.

601-699 series courses: Graduate level courses taught concurrently in the same classroom with advanced undergraduates at the 400 level. Courses exist at the 600 level only if there is a 400 counterpart.

700 series courses: Graduate level courses open to students in master's, doctoral, and graduate certificate programs.

800 series courses: Graduate level courses predominately intended for doctoral level graduate students.

2000 courses: Continuing education courses for post-baccalaureate learning; not applicable toward graduate degrees.

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.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to nds.scc@nds.edu.

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

Policy Number and Name: 607

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

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

607 describes the process for the review and decisions regarding (re)admission to NDSU when an applicant has a potential safety/security risk associated with them enrolling due to a criminal background pursuant to NDUS Procedure 511 (Student Criminal History Background Checks).

*The President's Council for Campus Well-being 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 or negative—on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, and environmental factors of a community influence up to 55% of a person's well-being. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making. For more information, see [HiAP at NDSU 2023 Report](#).

Individual/Department/Committee or Organization submitting the policy change:
NDSU Dean of Students/Safety and Security Committee

Date Submitted to SCC Secretary: 7/11/24

Email address of the person who should be contacted if revisions are requested:
matt.diischer@nds.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal: 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	
The <i>financial</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			S&S decisions geared to maintaining a safe environment for all.
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			Reviewed to ensure inclusive language.
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	X			S&S reviewed and gave feedback in revision
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.	X			Input sought from R&R, Admission as well
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	X			Ensures those making decisions about S&S are those trained to make those decisions.
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			Is essentially what is happening currently, updating policy for what practice is.

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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):

With change of SAIE (formerly SAEM), needed to review titles and procedure. In addition, S&S Committee found that if a student wished to appeal a decision (which very rarely occurs, as almost all decisions from that committee allow the [re]applicant to attend in some form), the current process resulted in an appeal where the designated single staff person (who may or may not have training in risk management/threat assessment) was ultimately asking the committee for their recommendation and choosing that decision. The committee also makes and communicates decisions about length of denial of application or conditions required to apply again. Based on this information, proposing the changes in the document to have a single-decision by committee for this process.

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

North Dakota State University

Policy Manual

SECTION 607

ADMISSION & RE-ENROLLMENT SAFETY RISKS; BACKGROUND CHECKS

SOURCE: NDSU President

1. General

- 1.1 North Dakota State University is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment.
- 1.2 The University reserves the right to deny or to place conditions on admission or re-enrollment of applicants and former students if the University determines such person represents a safety risk to persons or property at NDSU.

~~1.3 Undergraduate applicants have the right to appeal decisions under this policy to the Vice Provost for Academic Affairs within seven calendar days of the date the notice was received. Graduate applicants may appeal to the Dean of the Graduate School within the same time frame.~~

- 1.34 The following language will appear in admissions material and University Bulletins:

NDSU reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who NDSU determines represent a safety risk to NDSU students, employees or property. The NDSU Safety and Security Committee will evaluate applicants and reapplicants, and provide communication about decisions to deny or place conditions on admission or re-enrollment. ~~Undergraduate applicants have the right to appeal any decision to the Vice Provost for Academic Affairs within seven calendar days of the date the notice was received. Graduate applicants may appeal any decision to the Dean of the Graduate School within the same time frame.~~

2. Background Checks

2.1 Purpose

- 2.1.1 The purpose of this policy is to implement NDUS Policy 511 and NDUS Procedure 511 pertaining to criminal background checks on students.
- 2.1.2 Employee background checks are covered pursuant to NDUS Policy 602.3, NDUS Procedure 602.3 and NDSU Policy 112. Students who are employees can also be covered under those policies in their employee status.

2.2 Admission to the University

2.2.1 Undergraduate Students

- 2.2.1.1 Pursuant to section 1.2 of this policy, NDSU has a Safety and Security Committee which reviews domestic undergraduate and graduate

applications which indicate a criminal background pursuant to the [NDUS Procedure 511](#).

Field Code Changed

- 2.2.1.2 International applicants must still answer the standard criminal background questions on the admission form. International students transferring from within the United States must follow the admission process as stated in 2.2.1.1 International students applying from outside the United States use the U.S. State Department Nonimmigrant Visa Application and are checked through that process. NDSU considers that background check process to be sufficient.

2.2.2 Graduate Students

- 2.2.2.1 The Graduate School will process admission applications like the NDSU Office of Admission and the Office of Registration and Records by sending positive responses through the Safety and Security Committee as described in section 2.2.1.1.
- 2.2.2.2 International applicants must still answer the standard criminal background check questions on the admission form. International students transferring from within the United States must follow the admission process as stated in 2.2.1.1. International students applying from outside the United States use the U.S. Department Nonimmigrant Visa Application and are checked through that process. NDSU considers that background check process to be sufficient.

- 2.2.3 Students admitted to distance and continuing education courses are required to answer the standard background admission questions so long as they are considered to be NDSU "admitted" students. [Note: There may be some unique multi-state programs (e.g., consortiums) where these requirements will not apply because the student is enrolled in another university.]

2.3 Admission to Specific Programs

- 2.3.1 FBI checks are required in those programs identified in NDUS Procedure 511(1). These checks will be handled through the appropriate College and Program (e.g., Education and Pharmacy). North Dakota BCI checks (or FBI checks) will be handled similarly through the appropriate college and program (see NDUS Procedure 511(2)). Employees coordinating these checks must be properly trained. Checks in some programs may be required twice (e.g., once upon admission to the program and again when students go out for internships or student teaching).
- 2.3.2 Background checks for student teachers are processed through the N.D. Education Standards and Practices Board. This Board receives the background checks directly through BCI, and a letter specifying the outcome of the background check is provided to the Teacher Education Program.

2.4 Private Vendors

- 2.4.1 Use of private vendors for background checks is acceptable. Programs wishing to contract with a private vendor must consult with the Safety and Security Committee and receive approval through the appropriate University channels.

2.5 Recordkeeping, Sharing Information & Other

- 2.5.1 The results of student background checks are considered educational records under FERPA and will be handled via the University recordkeeping policies. Information will only be shared pursuant to those rules and on a need-to-know basis.
- 2.5.2 FBI check results must be secured and kept separate from other background check information. These results must be shredded pursuant to University retention policies. The FBI audits how these records are handled.

HISTORY:

New	October 2001
Amended	July 2, 2009
Housekeeping	March 04, 2011
Housekeeping	July 1, 2015

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 reelected for two consecutive terms.

Commented [HK1]: Sometimes a senator just gets comfortable in the role and the term is over. This provides senators to option to do an additional term.

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.
10. ~~Provide the Secretary and the incoming President with an annual report summarizing the Senate activities for the preceding year.~~
12. ~~Moderate the official mandatory and voluntary faculty listserv.~~
- 13.

Commented [KH2]: Rationale: Rooms must be scheduled in May for the next academic year - so best if president schedules

Commented [LM3]: Do we need to moderate the voluntary listserv? We go into the system to approve but we do not read, screen, edit the messages.

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.
- ~~6.1. Schedule a room for all Senate meetings.~~
- ~~7.6.~~ Maintain a permanent record of Senate minutes.
- ~~8.7.~~ Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
- ~~9.8.~~ Maintain records of standing committee membership.
- ~~10.9.~~ Prepare updated versions of the Constitution for distribution.
- ~~11.10.~~ Archive all past versions of Constitutions and Bylaws.
- ~~12.11.~~ Verify the eligibility of Senators and committee members.

Section 10.

The first meeting of the Senate shall be the week prior to classes start.

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 due to University or State holiday, the president, in consultation with Faculty Senate Executive, will reschedule the meeting and communicate the change to the Senate, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Commented [LM4]: This was suggested to address changes/charges that come out of the legislature, SBHE, or others over the course of the summer.

Formatted: Font:

Commented [HK5]: Rationale: In January due to conflicts, it is difficult to schedule the meeting. This is important in legislative years.

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~~ make recommendations on 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.

At the October meeting, 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.

~~5-6.~~ Unfinished business

Commented [HK6]: SBHE policy link:
<https://ndlegis.gov/cencode/t15c10.pdf#nameddest=15-10-73>

Commented [LM7]: 15-10-73 states
"with input but no authoritative
control from faculty and others through shared
governance"

Commented [LM8]: This would allow things that
happen in early meetings to not have to skip October
and wait until November.

~~6.7.~~ New business.

~~7.8.~~ Adjournment.

~~The President, in consultation with the Executive Committee, may add an urgent piece of new or committee business to this meeting if the timing is critical.~~

Section 15.

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

Section 16.

The minutes of the meeting shall be posted to the Senate website by the 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. ~~Committees will also submit a written report at the end of the academic year.~~

Commented [LM9]: If we haven't been collecting them, why have it in Bylaws?

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.

Commented [LM10]: With meeting approved above to occur in August, then committees can begin in earnest in September.

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.
 - ~~b.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:

Commented [LM11]: This was added to align with CCF bylaws/policies/procedures.

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

Section 5. ~~Diversity, Equity and Inclusion~~ 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 during the first week of the fall semester mid-August, prior to the first Senate meeting.
 - b. Delegate tasks to Senate committees.

Commented [LM12]: To be prepared for August Senate meeting and layout liaison's from FSEC to the each of the University committees.

- c. Review the progress of Senate committees.
- d. Set the agenda for upcoming Senate meetings.
- e. Interpret, when necessary, provisions of the Constitution and the Bylaws.
- f. Meet after the last Senate meeting to close the loop on the year.
- e-g. Meet in the summer, as needed, to address University concerns or issues.

Commented [LM13]: This would be a special call, online only meeting. Given how things appear to happen to NDUS system over the summer and responses to dramatic changes may be necessary. Or could charge FSEC to address and report to Senate.

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. Non-voting membership:~~

~~4.3. Terms and limits:~~

- a. Three-year term.
- b. No consecutive term-limit has been designated.

~~5.4. 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.

b-c. ~~Must meet during the summer to address appeals from spring semester.~~

Commented [LM14]: This was identified as an impact to student being denied registration to fall courses as the current process takes until fall semester has begun.

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 (eight 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. ~~Two One students, one graduate and one undergraduate, appointed~~ 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.

Commented [LM15]: Recommended by committee.

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. ~~Voting~~ membership (~~six members~~):
 - a. ~~One representative of the Faculty Senate as appointed by the Faculty Senate President.~~
 - b. ~~One representative of the Staff Senate as appointed by the Staff Senate President.~~
 - c. ~~One representative of Student Government appointed in accordance with the Student Government Code.~~
 - a. Faculty Senate President.
 - b. Faculty Senate Past-President
 - d. c. Faculty Senate President-Elect
 - d. Staff Senate President.
 - e. Staff Senate Past-President
 - e. 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 (three members):
 - a. ~~Vice President for Finance and Administration (or designee).~~
 - b. Two representatives from Office of the Provost to facilitate meetings and maintain Records.
 - i. Vice Provost for Faculty Affairs
 - c. The council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Review policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
 - b. Coordinate the distribution of policies to the appropriate Senate body consistent with the Faculty Senate, Staff Senate, and Student Government constitutions.
 - c. Send policies that have been ~~voted reviewed and moved~~ recommended by required bodies be moved on to appropriate channels at NDSU for final approval.
 - d. Facilitate the work of Shared Governance between ~~Serve in a liaison capacity regarding~~ the Faculty Senate, Staff Senate, Student Government, and Administration.
 - i. When no policies have required discussion, University business will be reviewed.

Commented [LM16]: All changes were initiated by SCC to reflect how the committee is staffed and operates

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 and Accreditation

1. Voting membership (twelve members):
 - a. ~~One~~ Members must have experience in assessment or an interest in learning and engaging in assessment for their unit. faculty member from each representation unit.
 - b. One faculty member appointed by the Provost (or Provost).
 - 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.

Commented [LM17]: Accreditation should be a strike through also as HLC requires a separate Accreditation team. These changes were suggest by the committee.

Formatted: Strikethrough

Formatted

- g. ~~Vice Provost for Assessment and Strategic Initiatives~~ Director of the Office of Accreditation and Assessment.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Periodic review of the assessment of student learning in undergraduate and graduate academic programs.
 - 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.

Statement of Shared Governance

Shared governance is the collaborative process through which we develop campus policies, practices, and initiatives that support the common good of our institution. As members of the NDSU community, we are committed to living out our institutional mission and values toward our strategic goals and aspirations, in alignment with the shared governance principles of transparency, responsibility, good faith and respect. In doing so through shared governance, we shall adhere to the framework established by the Constitution of North Dakota and the North Dakota Century Code, while acknowledging the delegated authority granted to each institution and their respective presidents by the State Board of Higher Education.

Guiding Principles for Shared Governance at NDSU

[SBHE 305.1.4.a](#) states that each President shall ensure effective and broad-based participation in the decision-making process from faculty, staff, students, and others in those areas in which their interests are affected.

The purpose of this document is to outline and clarify the collective understanding of shared governance operations at NDSU. Shared governance has long been a hallmark of higher education's internal governance model. It is a collaborative process involving relevant stakeholders creating, implementing, and upholding policies that affect the educational and working conditions here at NDSU. With shared governance, stakeholders share both the benefits and the responsibilities of governing NDSU.

NDSU affirms its commitment to shared governance, and while the exact processes involved with shared governance may change over time, four fundamental aspects will always be critical to effective shared governance:

- (1) transparency: stakeholders will share accurate and relevant information with the other stakeholders about both decisions and the processes that supported those decisions.
- (2) responsibility: stakeholders understand that the institution is obligated to be a good steward of its resources.
- (3) good faith: the stakeholders will enter into the process with good intentions, making an ethical commitment to seeing processes through.
- (4) respect: stakeholders participate in deliberations and dialogue with care and regard for the perspectives of other groups.

Each stakeholder, represented by a governance group, has the right to propose new policies and adjust or amend existing policies, through the appropriate process, as outlined in [Policy 714 – Senate Coordinating Council](#). As stated in the policy, the Senate Coordinating Council “does not approve or disapprove policies but facilitates the policy review process by the various Senates.” Policy 714 covers the responsibilities and procedures for our shared governance model at NDSU.

Additionally, all faculty, staff, and students are encouraged to use their voices and actively participate in the existing governance structures to inform decision-making at the university as it seeks to fulfill its mission. It is the prerogative of the faculty, staff, and student governance representatives to voice the concerns of the respective groups they

represent in good faith and fair dealing with the administration, and vice versa.

Shared governance means each governing body has the responsibility to inform, educate, and share with its constituents how shared governance is defined at NDSU and the mechanisms by which they can participate in the work. This may require different approaches for different groups of stakeholders.

Rights and Responsibilities

The role of faculty, staff, and student body presidents is to lead their constituents by operationalizing and upholding the principles of shared governance. In doing so they shall work with the administration to uphold the mission, values and goals of the institution in collaboration with other campus leaders.

Senators are elected by their constituents for the purposes of representing their perspectives, while also upholding the principles of shared governance. Therefore, we affirm that senators in each of the groups adhere to the following:

- as part of their participation in governance activities, consider their role as a representative of the diverse constituencies whom they represent.
- regularly communicate the activities of the governance group to constituents and administration.
- identify multiple clear and transparent opportunities for represented constituents to share views on upcoming items.

In accordance with SBHE policy, the NDSU President along with others in the administration or other campus leadership positions (e.g. ad hoc groups, committees, councils, and etc.) shall adhere to the principles herein and seek feedback from faculty, students, and staff as appropriate and applicable.

I. Definitions

- A. The stakeholder groups (*administration, faculty, staff, and students*) are those defined in [NDSU Policy Manual Section 101](#), “Personnel Definitions” and [NDSU Policy Manual Section 101.1](#) “Employee Group Definitions.”
- B. *Stakeholder* refers to any person or constituency group who is affected by university decisions.
- C. *Constituency* refers to employee groups defined in 101.1 who are represented by governing bodies such as Faculty Senate, Staff Senate, or Student Government.
- D. *Governance body* refers to any formally constituted body that has oversight and decision-making authority about a specific university function, policy, or process (for example, an academic department, a senate or senate committee).
- E. *Transparency* In the context of governance, transparency means visibility of the rationale, thinking, and information that is considered as part of institutional decision-making to the greatest extent possible within the context of policy.
- F. *Consultation* is defined as the process of engaging the appropriate stakeholders or groups in feedback-gathering activities prior to

the finalizing of a decision. Consultation should be focused on gathering perspectives that meaningfully inform the final outcome. Consultation shall occur whenever reasonably possible and appropriate. In instances where consultation has not taken place due to constraints (e.g., legal or budgetary), administration shall share its rationale with the appropriate governance group.

II. Reference Documents: The following resources provide an overview of scope, duties, and membership eligibility for the following areas of shared governance at NDSU.

A. General

1. [State Constitution Article VIII - Education](#)
2. [North Dakota Century Code - State Board of Higher Education](#)
3. [Higher Learning Commission Accreditation - Criterion 5. Institutional Effectiveness, Resources and Planning](#)

B. Faculty

1. [Constitution and Bylaws | Faculty Senate](#)
2. [ND Century Code: Faculties of Institutions under Supervision of State Board of Higher Education](#)

C. Staff

1. [Constitution and Bylaws | Staff Senate](#)

D. Student Governance

1. [Student Body Constitution](#)
2. [Student Government Code](#)
3. ND Century Code, 15-10-19.1: [Nonresidential and Resident Student for Tuition Purposes Defined](#)

E. Administration

1. SBHE Policy: [305.1 Institution President Authority and Responsibilities; Contract Terms](#)
2. [SBHE Policy 304.1 Chancellor/ Commissioner of Higher Education Authority and Responsibilities](#)

F. Senate Coordinating Council Documents (Procedure)

1. [https:// www.ndsu.edu/ fileadmin/ policy/ Senate Coordinating Council Process rev 5.6.2021.pdf](https://www.ndsu.edu/fileadmin/policy/Senate_Coordinating_Council_Process_rev_5.6.2021.pdf)
2. [https:// www.ndsu.edu/ fileadmin/ policy/ 714.pdf](https://www.ndsu.edu/fileadmin/policy/714.pdf)

G. North Dakota Century Code

1. [Chapter 15.10.01-65: The State Board of Higher Education](#)

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.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to nds.scc@nds.edu.

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

Policy Number and Name: 701 Telecommunications

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

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

*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 or negative—on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, 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. For more information, see [HiAP at NDSU 2023 Report](#).

Individual/Department/Committee or Organization submitting the policy change: Vice President for IT

Date Submitted to SCC Secretary: September 3, 2024

Email address of the person who should be contacted if revisions are requested: marc.wallman@nds.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal: 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	
The <i>financial</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			IT Council review this in the spring of 2024.
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			

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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):

1. Modernized policy name (was Telecommunications, is now Unified Communication Services and Infrastructure)
2. Updated language to be consistent with new policy name.
3. Changed responsible department from University Telecommunications to IT Division.
4. Removed a bunch of legacy text (e.g., instructions on calling procedures)
5. Added language on cellular phone reimbursement as required by NDUS policy 807.1.

6. Added a section on text messaging to ensure compliance with FTC regulations stating that the IT Division will provide guidance and rules to govern texting at NDSU. Note: Specifics are not contained in the policy itself.

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.

SECTION 701

TELECOMMUNICATIONS/UNIFIED COMMUNICATION SERVICES AND INFRASTRUCTURE

SOURCE: NDSU President
SBHE Policy 807.1

1. **Overview:** NDSU owns and operates its own Private Branch Exchange (PBX), and is managed by University Telecommunications in the Facilities Management Department. University Telecommunications-The Information Technology Division is responsible for the oversight, planning, procurement, coordination and management of the University's communications transport facilities (pathways, cabling, wireless infrastructure, repeating and switching, etc.), telecommunications switching and voice processing systems, voice processing-unified communications systems, CATV systems, and related software systems, as well as the installation, expansion and 24-hour maintenance of these systems. Telecommunications-The IT Division responsibilities also include the administration, marketing, customer service, and billing of resale systems for departmental unified communications services and student telephone lines, long distance, and other service provided by Telecommunications.
1. University Telecommunications currently contracts to Network Services Division of Information Technology Services on a time and materials basis to engineer, design and maintain the above equipment and systems.
2. **Calling Procedures:** On campus calls are dialed by using the last five digits of the telephone number; local off-campus calls are dialed after first dialing "9." Long distance calls, including international calls, made from a University telephone can be made most cost effectively by dialing direct, with the use of an authorization code. Other calls may be made by personal credit card, calling collect, or through "BISON LINES," NDSU's long distance billing service. The University also provides corporate long distance calling cards for placing calls when traveling on official University business. The use of over the counter long distance calling cards for University business is unauthorized unless approved by the appropriate vice president or provost. (The reasons for this restriction include lack of accountability in auditing of phone calls and the negative effect such cards have on pricing of telecommunications within the University.)
3. **Voice Mail:** Most administrative telephones on campus are equipped to receive and record voice mail messages. Voice mail is also available to students residing in the residence halls on a subscription basis. Follow the directions you hear when you place the call.
4. **TDD/TTY Phones (Telecommunication Device for the Deaf):** The department of Student Financial Services has TDD/TTY equipment to handle incoming and outgoing TDD/TTY calls. To contact other offices at NDSU, dial RELAY NORTH DAKOTA at 1-800-366-6888 (TTY). Requests for hearing devices attached to standard telephones may be made to the Telecommunications department.
- 5.2. Telephone Unified Communications Administrator Program: Designated departmental representatives have been trained to design how the telephone system functions within individual departments, tailoring efficiency potential. It is the telephone administrator's responsibility to represent their respective department and subsequently coordinate its-their department's unified communications needs and requirements with the Telecommunications department IT Division. All

Formatted: Font: Bold

Formatted: Indent: Left: 0.25", Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25", Pattern: Clear (Background 1)

Formatted: Font: Bold

Formatted: Indent: Left: 0.25"

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.25", Pattern: Clear (Background 1)

~~communications~~ Departmental communication regarding ~~telecommunications services unified communications services~~ will also be coordinated through these departmental ~~telephone unified communications~~ administrators. ~~A listing of telephone administrators is maintained in the Telecommunications department.~~

Formatted: Font: Not Bold

Formatted: Font: (Default) Franklin Gothic Book, 12 pt

6.3. Services and Equipment: ~~Basic telephone~~ Voice Unified communication (UC) services ~~is are~~ available to all University departments, ~~which includes a campus telephone line equipped with standard features, a standard analog telephone set, and upon request a standard voice mail box. Monthly line charges~~ are assessed to the respective departments based on actual cost, capital expenditures, and recovery of University costs associated with acquisition, provision and maintenance. ~~In addition, each department is charged for directory assistance, inter and intrastate long distance, and specialized equipment; e.g., multi-line digital telephones, speaker phones, paging systems, etc.~~

Formatted: Indent: Left: 0.25"

Formatted: Font: (Default) Franklin Gothic Book, 12 pt

7.4. Telephone Adds/Moves/Changes: A department requiring a change or addition in ~~telephone service~~ must request ~~makes the request~~ such service ~~them~~ through the designated departmental ~~telephone UC~~ administrator, who will ~~then work with the IT Division to fulfill the request~~ complete and forward the necessary paperwork to the Telecommunications department ~~ugh~~. ~~A "Request for Telephone Service" form may be obtained at~~ http://www.ndsu.edu/telecommunications/staff/.

Formatted: Font: (Default) Franklin Gothic Book, 12 pt

Formatted: Font: (Default) Franklin Gothic Book, 12 pt

8. Telephone Trouble Reporting: ~~Problems or malfunctions in campus telephone service or equipment should be reported to the respective departmental telephone administrator, who will forward the information to the Telecommunications department. In emergency situations after University normal business hours, trouble should be reported to the campus operator (DIAL 0).~~

Formatted: Font: Bold

Formatted: Font: (Default) Franklin Gothic Book, 12 pt, Bold

9. Long Distance Resale: ~~"BISON LINES," an in-house long distance resale program, offers competitive direct dial long distance calling to students, faculty and staff. An authorization code allows users to bill calls made from any campus telephone to their University account. Each user receives an individualized billing via the web. Student billings are summarized on the University accounts receivable system. Payments for eligible faculty and staff are billed through University payroll deduction.~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: (Default) Franklin Gothic Book, 12 pt, Bold

10. Conference Calls: ~~Standard analog telephones on campus have the capability to conference up to three parties (up to six parties if all calls are to campus telephones), while multi-line digital telephones have the capability of conferencing up to six parties. Departments desiring to make conference calls involving more than six parties should contact the North Dakota Interactive Video Network at~~ http://ait.ndsu.edu/. ~~Additional external audio conferencing service vendor names are available from the Telecommunications department.~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: (Default) Franklin Gothic Book, 12 pt, Bold

Formatted: Font: Bold

5. Cellular Telephones Services: All University related ~~cellular mobile phone device and service~~ purchases and usage agreements must be requested and coordinated through ~~University Telecommunications~~ the IT Division in accordance with NDUS Policy 807.1: -

Formatted: Font: (Default) Franklin Gothic Book, 12 pt, Bold

Formatted: Font: Bold

5.1. Departments determine which of their positions are required to have NDSU-supplied mobile devices and services. are responsible for all costs associated with NDSU-supplied mobile devices and services, and determine guidelines for the types of devices and services employees can request through the IT Division.

Formatted: Font: Franklin Gothic Book

Formatted: Indent: Left: 0.5", Hanging: 0.5", Pattern: Clear (Background 1)

5.2. NDSU does not provide employee reimbursement or stipends for mobile devices or services.

Formatted: Font: Franklin Gothic Book

5.3. Use of a state-owned telephone or mobile device generally must be limited to business use, subject to limited use for essential personal purposes as permitted by N.D.C.C. § 54-06-26. Reasonable and appropriate personal use of a state telephone or mobile device must be limited in time and scope, not interfere with NDUS operations, and not interfere with an employee's job duties and responsibilities. When an employee is traveling away from the employee's residence for official business, reasonable and appropriate personal use of a state-owned mobile device authorized under section 54-06-26 includes use at any time in connection with an emergency requiring immediate communication, incidental or unsolicited communication, and occasional communication with family members or others when use of a personal mobile device is impractical.

Formatted: Font color: Auto

6. **Text Messaging:** The FTC regulates text messaging. To ensure compliance with relevant regulations, all units on campus must coordinate text messages for business purposes with the IT Division. For the most current guidance on rules you will need follow, see the IT Division knowledge base at <https://kb.ndsu.edu/it>.

Formatted: Indent: Left: 0.25", Pattern: Clear (Background 1)

Formatted: Font: Franklin Gothic Book

Formatted: No bullets or numbering

11-

HISTORY:

New	July 1990
Amended	December 1995
Amended	October 2003
Amended	February 2006
Amended	June 2007
Housekeeping	February 3, 2012
Housekeeping	April 12, 2012