

NDSU Faculty Senate Agenda

November 18, 2019

- I. Call to order
 - a. Meeting called to order at 3:01 pm
- II. Attendance
 - a. Marcela Perett for Anastassiya Andrianova
 - b. Christina Hargiss for Ryan Limb
- III. Adoption of Agenda
 - a. MOTION: Move to Approve (Jones/Gillam)
 - b. Motion approved by acclamation
- IV. Approval of previous meeting minutes from October 14th
 - a. MOTION: Move to Approve (Sassi/McCourt)
 - b. Motion approved by acclamation
- V. Announcements
 - a. Dean Bresciani, President
 - i. Update on the “In Your Hands” fundraising campaign
 - Very successful so far
 - Increased donor understanding of importance of faculty endowments
 - ii. Application numbers are substantially higher than they were this time last year
 - Does not necessarily translate to final enrollment numbers
 - iii. News story about return to idea of a state-endowed research fund for UND and NDSU
 - Legislative support for revisiting this topic in the next legislative session
 - iv. State revenues higher than anticipated
 - Hopeful for reinvestment in higher education in next legislative session
 - v. Lyman requested update on hiring of Interim Provost, VPRCA, Director of Accreditation
 - Bresciani: Been holding off on Provost and VPRCA positions – getting close to being ready to pursue those positions.
 - vi. Werremeyer: Update on Policy 134.1 (Workplace and Family Dependent Responsibilities Policy)
 - Bresciani: consulted with other campuses and got little support for changes to this policy
 - vii. McCourt: What are new endowed faculty lines and what do they look like?
 - Bresciani: Does not have numbers, but has received five endowed business faculty and an endowed dean of business. Cannot recall others, but they are diverse

- b. Ken Grafton, Interim Provost
 - i. Laura Oster-Aaland heading up the search for an interim and replacement for Rhonda Kitch (University Registrar). Committee will be formed soon
 - ii. 3 candidates for Director of Accreditation and Assessment being brought in for an on-campus interview before the end of the semester
 - iii. Update on CSM Dean Search for both the permanent Dean position and the Interim Dean position (Jan-April 2020)
 - iv. Has met twice with the ad hoc Faculty Senate Summer School Committee
 - v. Director of Ag interviews beginning today
 - vi. Provided information about the goal of the ad hoc Budget committee
 - Standardize data received from each dean to a similar format so that it can be more effectively evaluated by the Faculty Senate Executive Committee
 - Provided information about the makeup of the committee
 - vii. Science Hall update – L-shaped building, four stories tall, likely skywalk connections with adjacent buildings
 - viii. Sassi: Search for MPH leader has been suspended [*Following the meeting this information was clarified by P. Johnson, Chair Dept. of Public Health, that the Search Committee meeting for an MPH faculty member has been postponed, not suspended*] –requested details why
 - Grafton: Unaware that the search was suspended
 - c. Molly Secor-Turner, Faculty Senate President
 - i. Letter to President Bresciani for information—**Attachment 1**
 - Provided background on the letter
 - d. Carlos Hawley, Faculty Senate President-Elect
 - i. No announcements
 - e. Elizabeth Cronin, Staff Senate President
 - i. No announcements
 - f. Mason Rademacher/Joe Vollmer, Student Government
 - i. Last meeting of Student Senate on December 8th
 - ii. Newsletter distributed to the campus
- VI. Committee Reports
- a. Faculty Senate Budget Committee, Don Miller, **Minutes from 10/24/19**
 - i. Please fill out the Faculty Senate Budget Survey
 - ii. McCourt: requested input on what our needs in terms of cuts are right now
 - \$5.5 million this year due to enrollment reductions, but additional reductions likely to come, partially because of how money is appropriated to NDSU by the state legislature
 - b. University Athletics Committee, Majura Selekwa—**Attachment 2**
 - i. Selekwa sent out the University Athletics report
 - ii. No questions from the floor

VII. Consent agenda

- a. UCC Report (Attachment 3); Policy 154: Freedom of Speech, Expression, and Assembly; Policy 158: Acceptable Use of Electronic Communication Devices; Policy 710: Computer and Electronic Communications Facilities
- b. MOTION: Move to Approve (Johnson/Jones)
 - Motion approved by Acclamation

VIII. Unfinished Business

- a. None

IX. New Business

- a. Faculty Senate Bylaw Revisions—General Education Committee—**Attachment 4**
- b. MOTION: Move to Approve (Pieri/Hassel)
- c. Pieri: Recommend one representative from each college, rather than two representatives from certain colleges that teach the most general education courses
- d. Johnson: This is based on who teaches the courses, not who takes them
- e. MOTION TO AMEND: Modify the proposal that representation is the same from all units (one member from each college) (Pieri/Jones)
 - i. Hassel: Proportionality rather than equality because colleges differ in their investment in the general education curriculum
 - ii. Lyman: Slippery slope due to proportionality given upcoming budget committees (could be extended to other committees, university business, etc)
 - iii. VOTE on AMENDMENT: 25 YES (Aldrich-Wolfe; Aly Ahmed; Asperin; Daigh; del Rio Mendoza; DeSutter; Green; Jackson; Jones; Limb; Liu; Lyman; McCourt; Nelson; O'Rourke; Overton; Pieri; Reindl; Riggins; Rodgers; Swanson; Tian; Ungar; Wahl; Zhao); 15 NO (Andrianova; Baranko; Creese; Dahms; Dorfmeister; Gillam; Hassel; Hawley; Johnson; Larson; Lepper; Pemstein; Sassi; Secor-Turner; Werremeyer); 0 ABSTAIN
 - AMENDMENT PASSES
- f. Lepper: Question about whether we are moving to an outcomes-based model
 - Gillam: Not a set thing – just an option, but if we went down that path, it would be a large undertaking and not appropriate for an ad hoc committee
- g. Lyman: How would formation of this new committee impact the work of UCC and will there be communication with the UCC?
 - i. Gillam: Yes, the UCC has been consulted and it is clear that a solid transition plan has to be in place.
- h. VOTE on MOTION AMENDMENT: 36 YES (Creese; Aldrich-Wolfe; Aly Ahmed; Andrianova; Asperin; Baranko; Dahms; Del Rio Mendoza; DeSutter; Gillam; Green; Hassel; Hawley; Jackson; Johnson; Jones; Larson; Limb; Liu; Lyman; McCourt; Nelson; O'Rourke; Overton; Pieri; Reindl; Riggins; Rodgers; Sassi; Secor-Turner; Swanson; Tian; Ungar; Wahl; Werremeyer; Zhao); 5 NO (Daigh; Dorfmeister; Lepper; Pemstein; Woods); 0 ABSTAIN
- i. MOTION WITH AMENDMENT PASSES

X. Adjourn

- a. Motion to Adjourn (Pieri/Johnson)
- b. Adjourned at 3:58pm

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 - c. Molly Secor-Turner, Faculty Senate President
 - i. Letter to President Bresciani for information—**Attachment 1**
 - d. Carlos Hawley, Faculty Senate President-Elect
 - e. Elizabeth Cronin, Staff Senate President
 - f. Mason Rademacher/Joe Vollmer, Student Government
- VI. Committee Reports
 - a. Faculty Senate Budget Committee, Don Miller, **Minutes from 10/24/19**
 - b. University Athletics Committee, Majura Selekwa—**Attachment 2**
- VII. Consent agenda
 - a. UCC Report —**Attachment 3**
 - b. Policy 154: Freedom of Speech, Expression, and Assembly
 - c. Policy 158: Acceptable Use of Electronic Communication Devices
 - d. Policy 710: Computer and Electronic Communications Facilities
- VIII. Unfinished Business
 - a. None
- IX. New Business
 - a. Faculty Senate Bylaw Revisions—General Education Committee—**Attachment 4**
 - i. Additional information related to bylaw revision—**Attachment 5**
- X. Adjourn

Attachment 1: Letter sent to President Bresciani

October 31, 2019

Dear President Bresciani,

On behalf of the Faculty Senate, we would like to communicate concern regarding the eminent budget cuts to our university budget. While it is clear that these will be difficult decisions, the faculty have unique concerns related to decisions that will impact the Academic Affairs of this university.

In the face of declining enrollment, we as faculty stand committed to maintaining a strong infrastructure in order to ensure that we can fulfill our obligations of high-quality teaching, research, and service to the university.

Disproportionately high cuts to Academic Affairs will indeed threaten the core elements of this institution. If faculty are continually challenged to meet these demands in the face of diminishing resources, the ability to provide high-quality teaching, research, and service will be compromised. Additional cuts to Academic Affairs within the university will likely lead to more faculty departures, thereby threatening our ability to sustain a high-quality academic infrastructure and increasing the difficulty of recruiting students and competitive faculty to NDSU.

We urge that you seriously consider alternatives to further cuts in Academic Affairs, alternatives that will reflect the strong commitment of NDSU to providing leadership in the state as the premier land-grant, student focused university.

Faculty and students are by nature what define a university and it is imperative that faculty and administration work collaboratively to maintain high quality academic affairs on our campus. For this to happen effectively, meaningful engagement with the pursuit of budget solutions is vital, in order to meet the needs of the campus community while maintain the integrity of the university's core mission. This is most effectively achieved in a climate characterized by a clear and transparent exchange of information about budget decisions. As you know, the faculty senate budget committee, according to faculty senate by-laws, meets regularly in order to exchange information between the university administration and faculty senate. This committee is charged with both, reporting budget matters to the faculty, and communicating faculty budget concerns to administrators via faculty senate.

In addition to the exchange with the Faculty Senate Budget Committee, we request consistent and clear communication with the entire campus community regarding the budget decision making process from the executive administration. Providing information about the timeline, process, challenges, and solutions will demonstrate commitment to clear and transparent exchange of factual information and reflect the dedication of our campus leadership to finding solutions to the problems that we face while assuring NDSU remain a place students and faculty are excited to learn and work.

As the faculty senate executive team, we look forward to working with you.

Sincerely,

Molly Secor-Turner, PhD, RN, FSAHM
Faculty Senate President

Carlos Hawley, PhD
Faculty Senate President-elect

Erin Gillam, PhD
Faculty Senate Past President

Attachment 2: Report from UAC Meeting (M. Selekwa 10/28/19)

Several administrative matters, both local and national, were presented at the meeting for information; these include information on how the department has absorbed the 10% budget cut and staff movements. It was reported that academic performance for all NDSU teams has maintained an excellent level with a cumulative GPA of 3.4 GPA across the board. This performance resulted in a highest APR (Academic Progress Rate) in our history, which has qualified NDSU to receive a portion of the NCAA's academic based revenue distribution.

The athletics department held a number of annual events for this year. Notable events include the Annual Luncheon, at which it inducted six former student-athletes into the Hall of Fame, the Annual Ceremony where approximately 100 current student-athletes received their letter jackets, and the Endowment Luncheon which recorded an increased number attendees. The department has about 182 endowments totaling about \$32.9 million to provide scholarships opportunities of our student-athletes.

The meeting also discussed planned facility improvements, which include converting the Taylor VIP Room in the SHAC to the Taylor Hall of Fame Room for showcasing past and current achievements, building a \$30-32 million indoor practice facility, renovating the 20-year-old outdoor track complex and other facilities. NDSU will host the 2022 Summit League Outdoor Track Championship, so some of these projects need to be completed before that time.

Attachment 3: UCC Report

University Curriculum Committee For Faculty Senate Meeting on November 18, 2019

New Programs
Master of Business Administration in Agribusiness
New minor – Pre-Law

Program Changes
B.S.: Agricultural Systems Management – replacing PAG 454 with PAG 115 as a requirement on the curriculum and updating other related courses required.
Bioengineering minor – added BIOL 151 as a required course and removed CHEM 121 as a required course.
B.S.: Finance – adding required courses and elective courses and giving students more flexibility when choosing 300-400 level courses.
German minor – reorganizing the courses to include a study abroad component.
M.S.: Industrial Engineering & Management – removing the project thesis option and adding a non-thesis option.
M.S.: Manufacturing Engineering - removing the project thesis option and adding a non-thesis option.
Military Science minor – adding Concordia history courses as acceptable electives for the minor.
B.S.: Natural Resources Management – reorganizing program into one major (NRM) with six emphasis areas.

Program Deactivation
M.S.; International Infectious Disease – deactivated as of Fall 2019

General Education Recommendations
BIOL 100L, Non-Majors Biology Lab – recommended for approval for the Science and Technology category
ECON 105, Elements of Economics – revalidation for Social and Behavioral Sciences and Global Perspectives
ECON 201, Principles of Microeconomics – revalidation for Social and Behavioral Sciences and Global Perspectives
ECON 202, Principles of Macroeconomics – revalidation for Social and Behavioral Sciences and Global Perspectives
ENGL 340, 19 th Century American Fiction – revalidation for Humanities & Fine Arts and Cultural Diversity categories
FREN 220, French and Francophone Culture – recommended for approval for Humanities & Fine Arts and Cultural Diversity categories
HIST 103, U.S. to 1877 – revalidation for Humanities & Fine Arts
HON 251, Leadership Development – recommended for approval for Social & Behavioral Sciences – Wellness category
RELS 230, New Testament – recommended for approval for Humanities & Fine Arts category
RELS 335, History of Judaism – recommended for approval for Humanities & Fine Arts and Global Perspectives categories
SOC 412, Sociology of Gender – revalidation for Social & Behavioral Sciences and Cultural Diversity categories

New Courses			
Subject	No.	Title	Effective Term
BIOL	100L	Non-Majors Biology Lab	Fall 2020
FREN	220	French and Francophone Culture	Spring 2020
HON	251	Leadership Development	Fall 2020
PAG	115	Introduction to Precision Agriculture	Fall 2020
PHIL	221	Indian Philosophical Tradition	Fall 2020

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
NURS	300	Pharmacology for Nursing	3	NURS	300	Pharmacology & Pathophysiology for Nursing	4	Spring 2020
ZOO	470	Limnology	4	BIOL	470	Freshwater Ecology and Limnology	3	Spring 2020

Changes in Prerequisites/Co-Requisites/Course Descriptions				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
ACCT	312	Intermediate Accounting II	Prereq: no longer a requirement to have either junior or senior classification.	Spring 2020
ACCT	318	Taxation in Management Decisions	Prereq: no longer a requirement to have either junior or senior classification.	Spring 2020
ACCT	410	Fraud Examination	Prereq: no longer a requirement to have either junior or senior classification.	Spring 2020
ACCT	411	Advanced Fraud Examination	Prereq: no longer a requirement to have either junior or senior classification.	Spring 2020
BIOL	470	Freshwater Ecology and Limnology	Desc: Freshwater ecology is the study of the relationship between freshwater organisms and their environment. Limnology is the study of inland waters, including lakes, reservoirs, rivers, streams, wetlands and groundwater. This course	Spring 2020

			will provide an overview of freshwater ecology & limnology, emphasizing fundamental interactions and processes. Prereq: BIOL 150 and BIOL 151.	
Changes in Prerequisites/Co-Requisites/Course Descriptions (continued)				
ENGR	402	Engineering Ethics and Social Responsibility	Prereq: junior or senior standing.	Spring 2020
HIST	103	U.S. to 1877	Desc: This course explores key events, trends, and concepts in American history from before European contact until the Civil War. Through readings, lectures, and discussion, students will engage with social, economic, political, and cultural factors at play in the development of the United States to 1865. The course will examine the motivations and effects of European colonization in North America; the causes of the American Revolution and its political, social, and cultural ramifications; the growth of market capitalism and its effects on American society; the course and nature of westward expansion during the nineteenth century; and the emergence, expansion, and eventual end of slavery in the United States.	Spring 2020
MUSC	358	Jazz Methods	Prereq: music majors only.	Fall 2020
NURS	300	Pharmacology & Pathophysiology for Nursing	Desc: Principles of pharmacology and pathophysiology are presented in an integrated manner to provide a basis for study of prototype medications in major drug classifications. Emphasis is given to the nursing role in developing a comprehensive approach to the clinical application of drug therapy through the use of the nursing process.	Spring 2020
PHRM	553	Pharmacy-Based Point-of-Care Testing Certificate Program	Grading basis changing from standard letter grading to Pass/Fail grading.	Spring 2020
RELS	230	New Testament	Desc: Survey of the religious, political, and social history of the New Testament and other early Christian literature.	Fall 2020

Course Reactivations			
Subject	No.	Title	Effective Term
MUSC	358	Jazz Methods	Fall 2020
BIOL (ZOO)	470	Freshwater Ecology and Limnology	Spring 2020

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 professor 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, Humanities, and Social Sciences
3. College of Business
4. College of Engineering
5. College of Human Development and Education
6. College of Health Professions
7. College of Science and Mathematics

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 consecutive terms.

Section 6.

If a Senator must vacate her/his seat, the vacancy shall be filled by a special election within the unit from which she/he was 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-third 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 her/his 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 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 she/he loses eligibility, voluntarily resigns with eligibility or is 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-third vote at a regular Senate meeting, followed by a two-third 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 by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete her/his 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 she/he will start her/his originally elected term.
 - a. The removed President will not serve as Immediate Past President.
 - b. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. This appointment does not necessarily imply automatic elevation to the full position of President-Elect at the end of the term.
4. 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 she/he will convene and preside 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. Provide the Secretary and the incoming President with an annual report summarizing the Senate activities for the preceding year.
10. Moderate the official faculty listserv.

Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Executive Committee.
4. Serve on the Senate Coordinating Council.
5. 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. 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 administrative role of Secretary shall be appointed by Office of the Provost; 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. Schedule a room for all Senate meetings.
7. Maintain a permanent record of Senate minutes.
8. Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
9. Maintain records of standing committee membership.
10. Prepare updated versions of the Constitution for distribution.
11. Archive all past versions of Constitutions and Bylaws.
12. Verify the eligibility of Senators and committee members.
- ~~13. Perform other appropriate tasks as assigned by the President in consultation with Office of the Provost.~~

Section 10.

Regular meetings of the Senate shall be held at 3:00 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or State holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

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 or a Senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

Section 14.

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

following matters:

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

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

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

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. Planning and prioritizing Senate action for the year.
6. 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 Secretary 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.

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 at the last Senate meeting of the spring semester, unless otherwise specified.

Section 5.

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.

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. Such committees shall be discharged upon the completion of their assigned duties. 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. Special committees shall be commissioned by a majority vote of the full Senate.

Article IV: Faculty Senate Standing Committees

Section 1. Academic Integrity

1. Voting membership (seven 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 (eight members):
 - a. One faculty member from each representation unit.
 - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
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 one third of the committee 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 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.
 - b. These faculty members are recommended by the Executive Committee and appointed by the President.
 - c. No two committee members may have primary appointments in the same representation unit.
 - d. In the event that a member of the committee recuses her/himself 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.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Three-year term.
 - b. No restriction on consecutive terms.
- 4. Responsibilities:
 - a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

Section 5. Equity and Diversity

1. Voting membership (six members):
 - a. Five faculty members.
 - 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 (ten members):
 - a. One Senator from each representation unit.
 - b. The President.
 - c. The Immediate Past President.
 - d. The President-Elect.
2. Non-voting membership (five 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. The Secretary.
 - e. The Parliamentarian.
3. Terms and limits:
 - a. One year starting immediately following the regular May Senate meeting.
4. Committee responsibilities:
 - a. Meet and organize for the academic year during the first week of the fall semester.
 - b. Delegate tasks to Senate 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.

Section 7. Faculty Affairs

1. Voting membership (seven members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (two members):
 - a. One faculty representative from the Commission on the Status of Women Faculty
 - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
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 9. Faculty Rights

1. Voting membership (five members):
 - a. Five members, each from different representation units.
 - 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 recuses her/himself 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 four 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 10. General Education Committee

- 1. Voting membership (10 members):
 - 1. One faculty member from each of the following Colleges: Agriculture, Food Systems, and Natural Resources; Business; Engineering; and Health Professions
 - 1. Each representative College shall also select an alternate faculty member to serve in case of recusal or absence.
 - 2. Two faculty members from each of the following Colleges: Arts, Humanities and Social Sciences; Human Sciences and Education; Science and Mathematics
 - 3. One undergraduate student, appointed by the Student Government.
 - 4. 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 (four members):
 - 1. Director of Assessment and Accreditation
 - 2. One representative of the Registrar's Office, designated by the Registrar.
 - 3. One representative of the Libraries, designated by the Dean of Libraries.
 - 4. One representative from Institutional Research, designated by Institutional Research.
- 3. Terms and limits:
 - 1. Three-year terms
 - 2. No consecutive terms for voting members. No restriction for non-voting members.
 - 3. Terms shall be staggered so that no more than one-third of the members are new.
- 4. Committee responsibilities:
 - 1. Review new general education courses to ensure and validate that the general education outcomes are being met.
 - 2. 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.
 - 3. Review General Education Appeal petitions.
 - 4. Develop and maintain a plan for assessment of General Education Program-level learning outcomes.
 - 5. Conduct periodic assessment of students' attainment of general education learning outcomes.
 - 6. Develop a university policy governing the policy and procedures for general education revalidation
 - 7. Perform other appropriate duties as assigned by the Senate.
 - 8. Selecting two representatives and one alternate for the North Dakota General Education Council.

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Section 141. 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 (twelve members; ten alternates):
 - a. One faculty member and one alternate from each representation unit.
 - i. These faculty are elected by their representation unit.
 - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - c. 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.
 - d. One representative from the Provost's Office, who will also serve as Board Chair
3. Non-voting membership:
4. Terms and limits:
 - a. Three-year term.
 - b. No consecutive term-limit has been designated.
5. 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.

Section 142. Program Review

1. Voting membership (eleven 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 Graduate School, designated by the Dean of the Graduate School.
 - c. One faculty representative of the Provost's Office, designated by the Provost.
 - d. 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 recommendation 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 133. Research and Consulting

- 1. Voting membership (eight members):
 - a. One faculty member from each representation unit.
 - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
- 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 recommendation 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 134. Technology and Instructional Services

- 1. Voting membership (eight members):
 - a. One faculty member from each representation unit.
 - b. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
- 2. Non-voting membership (one member):
 - a. Three representatives from 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 145. University Curriculum

1. Voting membership (ten 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 or absence.
 - b. One tenured faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - c. Two students, one graduate and one undergraduate, 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~~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.
 - ~~c. One representative of the Libraries, designated by the Dean of Libraries.~~

4.3 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.

5.4 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. Oversee the general education program, including:
 - ~~— Validation/revalidation of courses and experiences to ensure that general education outcomes are met.~~
 - ~~— Coordination of periodic assessment of students' attainment of intended student outcomes in general education.~~~~
- f.c. Request the formation of an *ad hoc* Senate committee(s) to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.
- g.d. Perform other appropriate duties as assigned by the Senate.

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
 - b. President. 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..
 - d. Faculty Senate President.
 - e. Staff Senate President.
 - f. Student Body President.
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. 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 on to appropriate channels at NDSU for final approval.
 - d. Serve in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and Administration.

Section 2. Campus Space & Facilities

1. Voting membership (seventeen 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. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - e. Provost (or designee).
 - f. Registrar.
 - g. 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 (thirteen 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. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - f. 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 (sixteen 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 6. University Assessment

1. Voting membership (seventeen members):
 - a. One faculty member from each representation unit.
 - b. One representative from the General Education Committee.
 - c. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - d. Provost (or designee).
 - e. Two students (one undergraduate and one graduate), appointed by Student Government.
 - f. One representative from the Division of Student Affairs and Enrollment Management.
 - g. One representative from the NDSU Extension Service.
 - h. One representative from the Office of Institutional, Research and Analysis.
 - i. One representative from Distance and Continuing Education.
 - j. 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, within the units in the Division of Student Affairs and Enrollment Management and in the NDSU Extension Service.
- b. Develop procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs and Enrollment Management, and the NDSU Extension Service on their assessment activities.
- c. Provide feedback and assistance to departments and other academic units on their assessment activities.
- d. Provide a yearly summary of assessment activities to the Senate, the Provost, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

Section 1.

Amendments to the bylaws may be proposed by the Senate 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-third 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.

Section 2.

The Secretary of the Senate 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 two-third of the ballots cast, the change will be submitted to the University President.

Section 4.

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

Attachment 5: GE Program Recommendations

NDSU General Education Program Recommended Action Steps

Rationale

The General Education Ad Hoc Committee has identified the following issues in its work:

- a) A need to revise the Gen Ed Learning Outcomes in response to feedback and concerns from faculty and instructors as well as an upcoming report and assessment from the [Higher Learning Commission](#).
- b) A need to develop a learning-focused and academic outcomes assessment of General Education at the program level, which is currently absent from the work of program assessment at NDSU
- c) A need to have an elected, shared governance body that specifically does this work; the elimination of the General Education committee in 2016 though intended to be more efficient, we believe, removed a dedicated body from our established governance structure with specific responsibility for this important part of our curriculum and assessment. The responsibility held by the University Committee to provide continuing review of curriculum proposals for outcome designation is a maintenance task while the work required for intentional work that involves ongoing assessment of the learning outcomes themselves (Are they measuring what we think they measure?) as well as designing a systematic, program-level¹ assessment process that would tell us whether and how students are achieving those outcomes lacks attachment to a specific governance body.
- d) The University Assessment Committee focuses primarily on what we would call department assessment or that is sometimes referred to as program assessment--assessing at the level of undergraduate or graduate degrees (though some institutions create assessments of other kinds of academic credentials like certificates, minor, emphasis, or other kinds of subspecialties attached to a major).
- e) The Institutional Research office and the Office of Teaching and Learning (OTL) do not have a model or method for gathering *general education program* data which is missing from our current approach. At this time, there is not an entity on campus that has designated responsibility for this work previously, an Assessment Task Force was assembled to address the concerns raised in the HLC report (See Appendix XYZ).
- f) An Ad Hoc group should not be responsible for making decisions about a core program like Gen Ed.

Current Exigencies:

- In our previous work on General Education Learning Outcomes, one of the primary objections to moving toward an outcomes-focused model (which has been the national movement for over a decade, see [AACU](#) documents and site on General Education, Outcomes Assessment, and the [VALUE rubrics](#)) was that the NDUS system-level policy constrained this ability. However, the North Dakota General Education Council and

¹ Throughout this document, we refer to a General Education Program, recognizing that “program” is often used to refer to departmental programs or major programs. What we call for here is acknowledgement that General Education should be considered *as a program* rather than constellations of courses that do not have a cohesive/coherent set of learning outcomes and goals for students.

NDUS system Academic Affairs Committee (composed of the chief academic officers--provosts or AVCs of the constituent campuses) has been working on and is poised to approve this semester a proposal that would allow institutions to propose alternative general education models that would still fulfill the current practice of allowing students to complete their general education requirements and seamlessly transfer them between campuses (called [GERTA](#)) so that institutions in the system who would like to move toward the nationally recognized models that offer best practice for General Education can do so within the current structure.

- The previous Higher Learning Commission report identified assessment of student learning as an area that required monitoring (a separate report) that is due in June 2020; however, a significant problem for this is that the previous HLC visit took place at the time when the CULE model was under development, and in the report it is assumed that it would be adopted. That is not what happened. What that means is that they are under the assumption that we have been using a model that we did not ultimately implement. We will need to be able to address a) how we created an alternative model, b) why it only assesses 60% of the learning outcomes (which ultimately doesn't tell us in a valid or reliable way whether our students are achieving those, on the program level, because it is possible to move through all the coursework and not be assessed on all of them), c) how we plan to move forward with a revision that produces genuine evidence of student achievement of the learning outcomes.
- Assessment of General Education at the program Level is currently absent from our practice.
 - The only data we have that is at a high level is a senior student survey conducted in the Spring of 2019 that is a self reported account of student general ed learning; a limitation to this is that it is retrospective and self-reported (does not include evidence of student learning assessed by disciplinary experts), and the response rate was 9% which by all empirical research standards is an insufficient sample size.
 - The current structure in which syllabi are assessed and validated by a curriculum committee serves the purpose of determining whether course syllabi are describing activities that align outcomes with assessment activities, but no evidence of student learning is collected in a systematic way that can document the program effectiveness.
- At the start of the year, a new Director of Assessment and Accreditation will be hired. We see this as an opportune time to convene a General Education Committee who will collaborate with the new director and develop a process and plan to move forward that can a) create a set of Gen Ed learning outcomes that reflect the core goals we have for students at our university and what they should have achieved after completing those 36 credits, intellectually and dispositionally, b) a plan for how that data will be collected in a rigorous and intentional way.

Recommendations and Specific Action Steps

- Reconstitute the General Education Committee for the purposes of having a dedicated committee, with a focused set of responsibilities, under the auspices of representative shared governance to return to the General Education Learning outcomes revision, undertaken with specific attention to the relationship to the university curriculum committee and the assessment committee.

- Introduce the proposal at the November senate meeting, with approval in December
- Constitute the committee to begin work on General education outcome revision at the start of the spring semester, in collaboration with the University Assessment Committee, the University Curriculum Committee, and the Director of Assessment and Accreditation. We expect that the General Education Committee would be primarily responsible for developing, maintaining, and monitoring the effectiveness of the General Education learning outcomes; the University Curriculum Committee would retain responsibility for the ongoing review/revalidation of courses other than the General Education-designated courses. In the case of new course proposals that are requesting General Education designations, the new course would be reviewed at the GEC level prior to being moved ahead to the UCC, much like the process used to approve graduate courses.
- Committee Constitution: We recommend streamlining the committee membership from the previous General Education Committee. We suggest the committee be comprised of **1 representative each from the Colleges of Health Professions, Agriculture, Engineering, and Business; the colleges of Arts, Humanities, and Social Sciences; Human Sciences and Education; and Science and Math shall each have 2 representatives** to reflect the greater offerings in the General Education program. One student shall serve as a member.
- The Senate Executive Committee should give the GEC a set of charges which include developing revised learning outcomes, drawing from the existing rich body of research and publication on general education (see attached resources list), as well as drawing from prior work that has taken place in the institution. The charge should explicitly include the development of a coordinated plan for assessment of the General Education Outcomes *at a program level that includes evidence of student achievement of the learning outcomes.*
- The Director of Assessment and Accreditation and a representative from the Office of Registration and Records should serve ex officio on the committee in order to directly connect the work of General Education learning outcomes with Gen Ed program-level assessment.
- A representative from the NDSU libraries, as an ex officio, non-voting member

Timeline

- **October 30th** - Ad Hoc meeting with UCC
- **November 4th** - have proposal prepared for Faculty Senate Executive Council meeting, request placement on the 11/18 agenda.
- **November 18th** present proposal to recreate Gen Ed Committee to Faculty Senate (change to bylaws)
- **December 9th** Faculty Senate present again (vote)
- **December** - January call for Gen Ed Committee members
- **January** - First meeting of Gen Ed Committee

Transition from UCC to General Education Committee (GEC)

1. Faculty members to serve on the GEC will include members of the Ad Hoc General Education Committee as well as past or current UCC members.

2. UCC will continue to approve new General Education courses through May 2020. The GEC will begin approving new GE courses starting Fall 2020.
3. UCC will continue to revalidate current General Education courses through May 2020. The GEC will begin the duties of revalidation starting fall 2020.
- 4.

Process for new General Education Courses

1. New general education courses will be submitted to the General Education Committee first. The Committee will review the course to ensure it meets the General Education Learning Outcomes.
2. After approval by the General Education Committee, the course will be submitted to UCC for review and approval.
3. Once approved in UCC, courses will move to approval at the Faculty Senate.

Appendix A: Resources on General Education Assessment

The primary source of information for the assessment of general education is the AACU website;

<https://www.aacu.org/publications-research/periodicals/assessing-general-education-learning-outcomes>.

Here is the TOC for a special issue on this topic in 2013.

- [Overview](#)
- [From the Editor](#)
- [Emerging Evidence on Using Rubrics](#)
- [Measuring Student Progress with E-Portfolios](#)
- [Assessing General Education Learning Outcomes](#)
- [Assessing Early Integrative Learning](#)
- [Fostering Integrative Knowledge and Lifelong Learning](#)
- [Staying On Track With Rubric Assessment](#)
- [Using VALUE Rubrics to Evaluate Collaborative Course Design](#)
- [Increasing the Validity of Outcomes Assessment](#)
- [How Reliable Are the VALUE Rubrics?](#)
- [Our Primitive Art of Measurement](#)

Some Other Campus Gen Ed Assessment Programs:

- Assessment at UNCW: <https://uncw.edu/assessment/general/process.html>
 - [ePortfolio Pilots](#)
 - [Trends and Emerging Practices in General Education](#)
 - [Using Research to Bring Interactive Learning Strategies into General Education Mega-Courses](#)

- [Rubrics Used in General Education Assessment Process](#)
- [General Education Plans and Schedules](#)
- Three Levels for General Education Assessment: Tomorrow's Teaching and Learning Stanford: <https://tomprof.stanford.edu/posting/719>
- Missouri State: <https://www.missouristate.edu/assessment/general-education-assessment.htm>
- From California State: Assessing General Education Programs (book chapter) https://learn.nsu.edu/iea/iea/image/assessing_GE_program.pdf
- George Washington University: <https://assessment.gwu.edu/brief-guide-general-education-assessment>
- University of Nebraska-Omaha: https://www.unomaha.edu/general-education/_docs/17-18-gened-assessment-guide-template.pdf

Appendix B: Additional Information and Resources

The excerpt from the HLC report on assessment is available online but here is the relevant criterion:

4.B - Core Component 4.B The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

- 1. The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.
- 2. The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs.
- 3. The institution uses the information gained from assessment to improve student learning.
- 4. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members. The complete comments on that criterion of assessment of student learning is on page 37 of the final report. https://www.ndsu.edu/fileadmin/accreditation/accreditation/NDSU_Final_Report.pdf

Review Summary

Interim Report(s) Required

Due Date

6/30/2019

Report Focus

The report should provide assurance that:

- Every academic unit has identified learning outcomes;
 - Mapped the learning outcomes to the curriculum;
 - Developed rubrics for assessing student learning for each outcome (both at the course level and program-wide);
 - Completed at least one cycle of assessment; and
 - Made changes, where necessary, to the curriculum and teaching as a result of the assessments.
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Conclusion

Although North Dakota State University provided much written evidence, evidence the visiting team was able to verify during the visit, to assure that the University meets the Higher Learning Commission's five Criteria, the team found an insufficiency of supportive evidence for Criterion 4, Core Component 4.B. Thus, the visiting team recommend the above referenced Interim Report. The visiting team found that NDSU meets all other Criteria and Core Components.

Overall Recommendations

Criteria For Accreditation

Met With Concerns