

Agenda
University Senate Meeting

*Meeting place and time: 3:30 pm, Monday, September 8, 2008
Memorial Union, Plains Room*

I. Substitutions - K. Wold-McCormick

II. Approval of May 5, 2008, minutes

III. Consent Agenda

Policy Coordinating Committee

For information only:

[Policy 223 - Reduction in Force](#)

Any member can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

A. President Chapman

B. Provost/VPAA Schnell

C. D. Cómez, President of University Senate

D. Other

V. Committee Reports

A. Academic Affairs

B. General Education - L. Peterson

C. Council of College Faculties - C. Popovici

D. Policy Coordinating Committee - M. Meister

For input:

Policy 718 - Public/Open/Restricted Records ([Attachment 1](#))

E. Other Committee Reports

VI. Unfinished Business

VII. New Business

A. Sustainability Task Force Initiative - G. Bromley ([Attachment 2](#))

B. Report on HERI Survey - Provost/VPAA Schnell

VIII. Discussion

IX. Adjournment

Draft #1 05/16/2008

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section: 718: PUBLIC/OPEN/RESTRICTED RECORDS

NDSU language has been added for handling of restricted personally identifiable information (PII) such as Social Security Numbers and credit/debit card numbers (see item 7). The name has been updated to reflect the addition.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 5/21/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

Vice President for Information Technology

Vice President for Finance & Administration

For any questions please send e-mail to:
NDSU.Policy.Manual@ndsu.edu
<mailto:NDSU.Policy.Manual@ndsu.edu>

SECTION 718: PUBLIC/OPEN/RESTRICTED RECORDS

SOURCE: SBHE Policy 1912
NDSU President

Except as otherwise specifically provided by law or this policy, all records of the State Board of Higher Education, the North Dakota University System and its institutions are, pursuant to N.D.C.C. Section 44-04-18, public records, open and accessible for inspection during regular office hours.

1. Student education records are confidential and access to those records is restricted according to the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Pursuant to FERPA, each institution shall:
 - a. Adopt a policy as required by 34 CFR Section 99.7 ;
 - b. Annually notify students currently in attendance of their rights under FERPA;
 - c. Except as provided under FERPA and 34 CFR Section 99.31, relating to conditions under which personally identifiable information may be disclosed without consent, obtain a signed and dated written consent of a student before it discloses personally identifiable information from the student's education records;
 - d. Maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student as required by 34 CFR Section 99.32;
 - e. Provide the notice required by 34 CFR Section 99.37 concerning disclosure of directory information;
 - f. Adopt procedures implementing FERPA provisions governing release and transfer of student disciplinary records. Consistent with FERPA, student disciplinary records are confidential and may be released only as permitted under FERPA and implementing institution procedures; and
 - g. Comply with all other requirements of FERPA and applicable regulations.

NDSU Guidelines:

NDSU provides an annual notice informing students of their FERPA rights which constitutes its FERPA policy. Other provisions related to FERPA rights can be found in Policy 601-Code of Student Behavior.

2. Records of former students, including deceased former students, are confidential except that records of deceased former students may be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena.
3. Access to and disclosure of campus police records is governed by N.D.C.C. Section 44-04-18.7. Accordingly, active criminal intelligence information and active criminal investigative information are exempt from the open records law. Each campus law enforcement agency shall maintain a list of all files containing active criminal intelligence and investigative information which have been in existence for more than one year, which shall be subject to disclosure under N.D.C.C. Section 44-04-18.
 - a. Campus police records which are open and must be disclosed under Section 44-04-18.7 include: arrestee description; facts concerning the arrest; conviction information; disposition of all warrants; a chronological list of incidents, including initial offense report information; a crime summary, including a departmental summary of crimes reported and public calls for service; radio log; and general registers.
 - b. Law enforcement records and files concerning a child, as that term is defined at N.D.C.C. ch.27-20, shall be kept separate from the records and files of adults and shall not be open to public inspection and may not be disclosed except according to the provisions of N.D.C.C. ch. 27-20.
 - c. Records of undercover law enforcement officers are confidential and exempt from the open records law as provided by N.D.C.C. Section 44-04-18.3.
4. Personnel records, other than personnel records that relate to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student, are public records open to inspection by the public. However, pursuant to N.D.C.C. Section 44-04-18.1, employee medical and employee assistance program records are confidential and may not be placed in an employee's personnel file and may not be released without the written consent of the employee. Further, personal information as defined in section 44-04-18.1, including a person's home address, home telephone number, photograph, medical information, motor vehicle operator's identification number, social security number, payroll deduction information, the name, address, phone number, date of birth of any dependent or emergency contact, any credit, debit or electronic fund transfer card number, and any account number at a bank or other financial institution, are exempt from the open records law and may be released only as required by law, pursuant

to an institution policy or with the employee's written consent. Placement of documents in an employee's personnel file is governed by N.D.C.C. Section 54-06-21.

NDSU Guidelines:

- a. *N.D.C.C. Section 54-06-21 states that the "official" personnel file is "the file maintained under the supervision of the agency head" or designated representative. At NDSU, the "official file" location is designated as follows:*

Non-Broadbanded employees

<i>Faculty (ranked), lecturers and graduate assistants</i>	<i>Deans Office</i>
<i>Extension/Ag. Experiment Staff</i>	<i>VP of Agriculture Office</i>
<i>Other non-broadbanded staff</i>	<i>Office of Human Resources</i>

All Broadbanded employees

Office of Human Resources

- b. *Official files must include an access record. The access record must contain the date and name of any person viewing the file except when the custodian of the file is inserting salary, insurance, medical, tax, Workers Compensation, pretax benefits, deferred compensation information or employment forms pursuant to N.D.C.C. Section 54-06-21.*

5. Additional records exempt from the open records law include (without limitation):

- a. Information pertaining to an employee's retirement account balance, disability applications and benefits, and surviving spouse applications and benefits under N.D.C.C. ch. 54-52 or a plan adopted by the board (N.D.C.C. Section 54-52-26);
- b. Certain economic development records (N.D.C.C. Section 44-04-18.2);
- c. Trade secret, proprietary, commercial and financial information (N.D.C.C. Section 44-04-18.4 and SBHE Policy 611.6);
- d. Computer software programs or components for which a copyright, patent or license is acquired (N.D.C.C. Section 44-04-18.5);
- e. Attorney work product (N.D.C.C. Section 44-04-19.1);
- f. Social security number, which is confidential under N.D.C.C. Section 44-04.28

6. Copies of records not exempt from section 44-04-18 shall be provided upon request. Copies shall be made of records and documents in the form filed or kept in the normal course of business and employees are not required to retrieve and collate or summarize data or prepare other special reports or documents not required by law or otherwise prepared in the normal course of business. A fee for allowing access to documents may not be assessed; however, each institution shall establish and collect a fee to cover reasonable copying costs, including reasonable cost of computer generated documents. The fee for standard paper copies may not exceed twenty-five cents per copy as provided under section 44-04-18. A fee not to exceed twenty-five dollars per hour, excluding the first

hour, may be charged per request for locating records if locating the records requires more than one hour or for excising confidential or closed material if excising the material requires more than one hour. Access to electronically stored records is free if the records are recoverable without the use of a computer backup; if a request is made for access to a record on a back-up or for a copy of an electronically stored record an additional reasonable fee may be charged to cover costs attributable to the use of information technology resources.

NDSU Guidelines:

- a. *NDSU departments may charge a fee up to twenty-five cents per page for paper copies provided to persons requesting copies under the Open Records Act. A reasonable fee can be charged for electronic copies as well as costs for the use of technology resources. A fee of up to \$25/hour, excluding the first hour, can be charged for locating records or redacting information that is not open*
- b. *Monies collected from the persons making such requests must be deposited at the NDSU Customer Account Services Office at least weekly, daily if amounts collected are \$200 or greater (see policy 508.)*
- c. *Responses to open records requests, other than routine requests in the normal course of business in an office or department, shall be coordinated through:*
 - (1) *From the media: The Office of the Vice President for University Relations.*
 - (2) *From other sources: The Office of General Counsel.*
- d. *State law mandates that responses to open records cannot be unreasonably delayed, so that such requests must be given a high priority.*

7. NDSU Policy on Restricted Personally Identifiable Information

- a. North Dakota State University recognizes that it collects and maintains confidential/sensitive information relating to its students, employees, and individuals associated with the university and is dedicated to ensuring the privacy and proper handling of this personally identifiable information (PII).
- b. Social Security Numbers (SSN) and other restricted personally identifiable information are confidential and legally protected data. The university is committed to maintaining the privacy and confidentiality of an individual's personally identifiable information including, but not limited to, Social Security Numbers. Therefore, the use of the SSN as an identification number shall be limited.
- c. NDSU recognizes the use of the North Dakota University System ID number (EmplID) as the primary identification number for students, employees, and any person with a recurring business, educational, and/or research relationship with NDSU.
- d. The Federal Privacy Act of 1974 and related amendments establish guidelines regarding state agency requests for the social security number. It is the duty of the university to inform individuals whether a given use of social security numbers is mandatory and the legal authority therefore, the principal purpose(s) for the request, and the effects of not providing it. Data confidentiality is also mandated by NDCC sec. 44-04-28, 44-04-

18.9 and 44-04-27; NDUS Procedure 1901.2 and its NDUS Data Information Technology Security Standard; other state and federal laws and regulations; system and NDSU policies, and various industry regulations.

- e. This policy and derived procedures provide guidelines and procedures on the proper use and disclosure of Social Security Numbers and other restricted PII such as credit/debit card numbers. Goals of the policy and procedures are to:

 - i. Eliminate use of the SSN as a publicly visible identification number for university-related business transactions.
 - ii. Increase awareness of the confidential nature of restricted PII such as Social Security Numbers and credit/debit card numbers.
 - iii. Reduce reliance upon the SSN for identification purposes.
 - iv. Ensure appropriate and consistent handling of SSNs and other restricted PII throughout the university.
 - v. Provide for assessments and audits of processes, applications, or systems used by or for NDSU entities. The assessments will be done by the NDSU IT Security Officer and the NDSU Audit and Advisory Services office. Audits will be done by Audit and Advisory Services.
- f. Procedures and materials required to support and enforce this policy will be developed and maintained by the NDSU IT Security Officer and the NDSU Audit and Advisory Services office.

HISTORY: May 1998; revised April 2003, October 2005, October 2007.

Review of the Sustainability Task Force (STF)

Initiated by the NDSU Staff Senate
with student, staff and faculty representation

Purpose of the STF

The purpose of the Sustainability Task force will be to explore the avenues by which our land-grant university can lead the way toward campus, community, state and regional sustainability with the “energy and momentum” set forth in our mission.

Specifically, the task force will:

- Explore tenets of sustainability;
- Examine the opportunities and challenges that a sustainability paradigm and its implementation present for university stakeholders;
- Determine priorities for change and make a report to the President with suggested recommendations for our shared future.

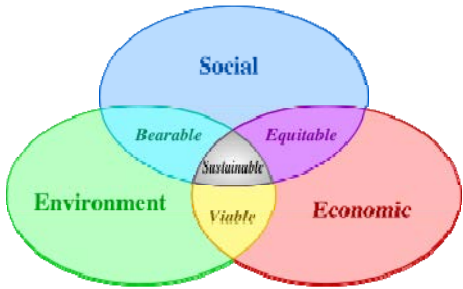
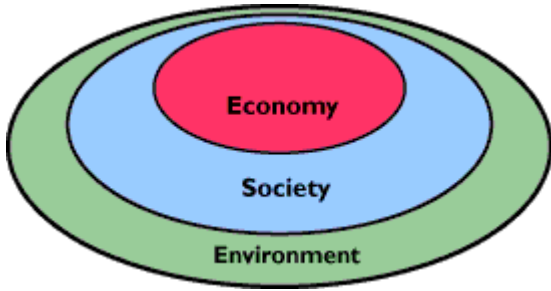
Chronology of STF Activities

Refer to Appendix A – Chronology of STF Activities To-date

Definition of Sustainability

A common definition of sustainability is “development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (UN Division for Sustainable Development, U.S. Environmental Protection Agency). One of the basic tenets is that environmental sustainability requires that human activity only uses nature’s resources at a rate at which they can be replenished naturally.

Sustainability is often envisioned as a three-legged stool or “interdependent and mutually reinforcing pillars”: economic development, social development, and environmental protection (i.e., “Sustainable Development”). Two ways of visualizing the intersections of these pillars are:

Scheme of sustainable development	A view of community as three concentric circles: the economy exists within society, and both the economy and society exist within the environment.
	
<p>Source: http://en.wikipedia.org/wiki/Sustainable_development</p>	<p>Source: http://www.sustainablemeasures.com/Sustainability/ABetterView.html</p>

In addition, cultural diversity is increasingly considered the fourth policy area of sustainable development. According to the UNESCO Universal Declaration on Cultural Diversity, cultural diversity is “as necessary for humankind as biodiversity is for nature” and is “one of the roots of development understood not simply in terms of economic growth, but also as a means to achieve a more satisfactory intellectual, emotional, moral and spiritual existence.”

The Millenium Ecosystem Assessment (MA)

The Millenium Ecosystem Assessment, called for by the United Nations and initiated in 2001, assessed “the consequences of ecosystem change for human well-being and the scientific basis for action needed to enhance the conservation and sustainable use of those systems and their contribution to human well-being. The MA has involved the work of more than 1,360 experts worldwide. Their findings...provide a state-of-the-art scientific appraisal of the condition and trends in the world’s ecosystems and the services they provide (such as clean water, food, forest products, flood control, and natural resources) and the options to restore, conserve or enhance the sustainable use of ecosystems...(and argue that)...human actions are depleting Earth’s natural capital, putting such strain on the environment that the ability of the planet’s ecosystems to sustain future generations can no longer be taken for granted. At the same time, the assessment shows that with appropriate actions it is possible to reverse the degradation of many ecosystem services over the next 50 years, but the changes in policy and practice required are substantial and not currently underway.
<http://www.millenniumassessment.org/en/index.aspx>

Relevance to NDSU

According to NDSU’s Mission, Vision, Core Values and Campus Themes Statements, NDSU strives to:

- reflect and serve geographically and culturally diverse populations;
- meet the needs of people in a changing world;
- be globally identified as a contemporary institution;
- care about the current and future welfare of students, staff, and faculty;
- provide a superior teaching and learning environment;
- maintain integrity through principled action and ethical decision-making; and
- contribute to our region’s economic prosperity and improve the quality of life.

Student Support

Refer to APPENDIX C – Student Government Resolution passed February 2008

Community Awareness

We as a community are increasingly recognizing sustainability as an important social concern and see the need to move in more sustainable directions. Illustrations of how people are thinking about the issue in Fargo-Moorhead and at NDSU include:

- That Fargo has received national recognition for its efforts to protect the environment; the Earth Day Network ranked Fargo as the number one urban environment in its evaluation of 72 cities across the country based on seven factors, including air quality, toxics and waste, and drinking and surface water.
- Fargo’s current “green” initiatives, which are discussed on the City of Fargo website. These include promoting public transportation and use of biodiesel, participating in curbside and drop-off recycling, utilizing the online Freebee program, energy production at the landfill, use of energy-efficient equipment, climate protection fact sheets, and the city’s Renewable Energy and Conservation Committee.
- Mayor Walaker’s commitment to the Mayors for Climate Protection group.
- A March 2008 event offered by the United Way of Cass-Clay on “Going Green”
- A focus in the recent “Open” magazine of Fargo-Moorhead on ways to go green
- The creation of the Sustainability Task Force by the NDSU Staff Senate to study the issue of sustainability on campus.
- A list of NDSU’s current “green” and sustainability efforts compiled by Bruce Frantz, Director of Facilities Management (March 2008).

STF Focus Areas

- I. Reduction, reuse, recycling
- II. Water
- III. Energy
- IV. Sustainable agriculture/food procurement/food waste
- V. Transportation
- VI. Sustainable design

For each of the six focus areas, we will examine several dimensions (report template):

- A. Statement of the issue/topic
- B. Example programs
- C. Facts/data
- D. What NDSU is doing now (**Refer to the APPENDIX B – What NDSU is Already Doing**)
- E. Opportunities for NDSU; for each opportunity (E1, E2, E3, etc.), include:
 - a. Costs/savings
 - b. Stakeholder perspectives (Students, Staff, Faculty/Administration, Greater Community)
 - c. Strengths
 - d. Challenges
 - e. Resources on campus for additional information

Contact Persons

Front matter: Defining sustainability for NDSU. Contact Gretchen.Bromley@ndsu.edu or 1-5619.

I. Reduction, Reuse, Recycling. Contact Shauna.Pederson@ndsu.edu or 1-8056

II. Water. Contact Pierre.Freeman@ndsu.edu or 1-8114

III. Energy. Contact Carl.Pedersen@ndsu.edu or 1-5833

IV. Sustainable Agriculture/Food Procurement/Food Waste. Contact Ramona.Danielson@ndsu.edu or 1-9496

V. Transportation. Contact Rob.Lynch@ndsu.edu

VI. Sustainable Design. Contact Gretchen.Bromley@ndsu.edu or 1-5619

End matter: Models for an Office of Sustainability. Contact Kelly.Todd@ndsu.edu or 1-5785

Front Matter

- **University Commitment to Sustainability**

Signatory to a national or international initiative like *American College & University President's Climate Commitment* to become carbon neutral – or – *Talloires Declaration*

Utah State University (**NDSU peer institution**)

<http://www.presidentsclimatecommitment.org/>

Ithaca College

<http://www.ithaca.edu/sustainability/>

Minnesota State University – Moorhead

http://www.mnstate.edu/sci/talloires_declaration.htm

- **Integration into required General Education**

University of Central Florida

<http://gep.ucf.edu/>

I. Reduction, reuse, recycling (Refer also to APPENDIX D – Supplemental information from regional institutions)

B. Example programs

- *Recycling: University of Colorado at Boulder*

The University has created a recycling program that is diverting 1600 tons from landfills annually (and has saved the campus about \$2.4 million in avoided costs over the past three years alone).

<http://www.colorado.edu/chancellor/speeches/sustainability022107.html>

- *Recycling: Brigham Young University*

BYU implemented a campus-wide recycling program in 1990, largely due to escalating landfill fees. Today the program is one of the most successful in the country and can serve as a model for other

universities and communities. In its best year, 1995, the recycling program paid off all its debt and yielded a surplus of more than \$220,000. The 2001 surplus was \$72,000.
<http://magazine.byu.edu/print.php?a=1024>

- *Recycling: Harvard University*
 Because of the recycling program, the University saves money. This can translate into more money for student needs, such as space, housing improvements, etc. Harvard pays \$87 per ton to have its waste hauled to a landfill in South Carolina, but receives up to \$85 per ton for recyclables.
http://www.uos.harvard.edu/information/dep_fac_sol_faq.shtml
- *Packaging waste: Brown University*
 Dining services' "to go" containers at Brown University are made of corn starch and are predicted to break down (in appropriate conditions) in as little as 2 years, as opposed to styrofoam which may never decompose.
http://www.brown.edu/Student_Services/Food_Services/community/recycling.php
- *Solid Waste: University of North Carolina* <http://www.ncsu.edu/facilities/recycling/programs/>

II. Water

B. Example programs

- *Water conservation: University of Colorado at Boulder*
 The University has pioneered water conservation programs that save over 110 million gallons annually on campus.
<http://www.colorado.edu/chancellor/speeches/sustainability022107.html>
- *Water conservation, education initiative: University of Georgia*
http://www.uga.edu/aboutUGA/water_tips.html
- *Native prairie plantings: University of Iowa*
http://www.uiowa.edu/~fyi/issues/issues2003_v41/08012003/cultivating.html

III. Energy

B. Example programs

- *Energy: Colorado State University*
 The University is building 25 wind turbines to power their entire campus. Since the CSU Green Power Project will generate more wind power than the electrical needs of campus, it could produce up to an additional \$30 million in revenue for the university over the life of the project, which is about 25 years.
http://agnews.colostate.edu/index.asp?page=news_item_display&news_item_id=558506397
- *Energy: Stanford University*
<http://facilities.stanford.edu/conservation/>

IV. Sustainable agriculture/food procurement/food waste

B. Example programs

- *Food waste: Brigham Young University*
 Food leftovers are combined with other sources of "green" waste (trees, lumber, theatrical sets, etc.) at BYU. The mix is cooked at 140 degrees for three to six weeks, creating a compost that, when used as a soil amendment, can reduce water usage by 33 percent.
<http://magazine.byu.edu/print.php?a=1024>
- *Food waste: Brown University*
 Brown Dining runs a "Pig Bucket" program. Leftover food along with all organic matter generated from meal preparation are placed into large plastic tubs. Twice a week, a farmer picks up these bins to bring back to his pig farm. This reduces food waste and supports a local farmer. According to the Chronicle of Higher Education (April 6, 2001), this program has saved Brown University approximately \$50,000 annually since 1991.
http://www.brown.edu/Student_Services/Food_Services/community/recycling.php
- *Sustainable agriculture: Montana State University - Bozeman*
 MSU currently spends 10% of its food budget on products that are grown and processed in Montana - which means \$300,000 per year goes towards Montana farmers, ranchers, processors

and distributors. Buying local food reduces the mileage traveled by vehicles thus eliminating harmful emissions and contributes to a sustainable Montana agricultural system.
http://www.montana.edu/ufs/Montana_Made.php

V. Transportation

B. Example programs

- *Bike programs and expanded bus service:* University of Colorado, Boulder
<http://www.colorado.edu/bicycleprogram/>

VI. Sustainable design

B. Example programs

- *Green buildings, green roofs and life-cycle analysis:* Duke University
<http://www.dukenews.duke.edu/2007/10/green.html>

Front matter/End matter:

- *Sustainability overall: Willamette University*
 Their sustainability initiative incorporates the “four Es” of sustainability: Equity, Environment, Economics and Education. They have programs like: “Farm to fork to farm”; a shared commitment to sustainability with international partner, Tokyo International University; building green facilities; and the Willamette Center for Sustainable Communities.
<http://www.willamette.edu/about/sustainability/>
- *Sustainability overall: University of British Columbia*
 The University of British Columbia is Canada’s leader in campus sustainability having established a sustainable development policy in 1997. Their Office of Sustainability vision: To earn the respect of future generations for the social, ecological and economic legacy we create. Their mission: To create a culture of sustainability at UBC. They facilitate a dozen focused programs that aim to reduce energy and resource consumption on campus, encourage the construction of green buildings and involve all members of the campus in this ongoing goal to make the university a fully sustainable community. Since 1999, they have saved resources equivalent to over 24 million dollars in savings.
<http://www.sustain.ubc.ca/about.html>

Bibliography

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<http://www.fao.org/sard/common/ecg/2785/en/Cultureas4thPillarSD.pdf>
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- “Sustainable Development.” Retrieved Mar. 12, 2008, from
http://en.wikipedia.org/wiki/Sustainable_development
- UN Department of Economic and Social Affairs Division for Sustainable Development. Retrieved Feb. 22, 2008, from <http://www.un.org/esa/sustdev/>. More information about the definition is available here: http://www.unngocsd.org/CSD_Definitions%20SD.htm
- . “Sustainable Development Issues.” Retrieved Mar. 18, 2008, from
http://www.un.org/esa/sustdev/documents/docs_sdissues.htm
- “UNESCO Universal Declaration on Cultural Diversity.” Retrieved Mar. 12, 2008, from
<http://unesdoc.unesco.org/images/0012/001271/127160m.pdf>.

APPENDIX A -- Chronology of STF Activities To-Date

- A) Summary presented to NDSU Staff Senate March 12, 2008
- B) Summary of activities March 2008 – Present

A) Summary presented to NDSU Staff Senate March 12, 2008

August 2007

A task force proposal is presented by Senator Gretchen Bromley to the Staff Senate Executive Committee on August 22 for input. The request is for Staff Senate to establish a task force with the following objectives: (See Attachment A)

1. Explore tenets of sustainability;
2. Examine the opportunities and challenges that this new paradigm and its implementation present for university stakeholders;
3. Determine priorities for change and make a report to the President with suggested recommendations for our shared future.

The proposal includes information about the findings of the Millennium Ecosystem Assessment (MA), which has the stated objective of assessing “the consequences of ecosystem change for human well-being and the scientific basis for action needed to enhance the conservation and sustainable use of those systems and their contribution to human well-being.”

September 2007

September 12. The Sustainability Task Force proposal is presented to the Staff Senate. The proposal includes a request that students and faculty be invited to participate. A motion is made to study the issue, led by Gretchen Bromley. The task force is required to report back to the Senate. Under later advisement of Staff Senate President Geeslin, an invitation to participate is extended to all staff.

November 2007

Bromley meets with Student President Reimnitz and University Senate President Terbizan. An invitation to students, faculty and additional staff is extended:

- November 12 at Student Senate;
- November 19 at University Senate;
- November 29: via the staff listserv

December 2007

An initial meeting is held on December 7 with students, staff and faculty attending. Alan Breuer, Safety Administrator for Environmental Health & Safety from MSUM is invited as a guest speaker to share some history about sustainability initiatives on the MSUM campus and where it is today with those activities. A brainstorming activity is held asking (summary available on Blackboard):

1. What does the word/concept of “sustainability” or “sustainable” mean to you? What does it not mean?
2. What are we doing today at NDSU that is in line with what you believe to be sustainable policies, practices, programs, actions?
3. What would we be doing differently here at NDSU 10 years from now if we made an institutional commitment to sustainability? How do you envision that future?

A Blackboard site is created and access is made available to everyone on campus.

January 2008

Meetings are held Jan 22 & 23 (duplicate meeting agendas to accommodate schedules) with discussions producing an impressive array of thoughts and fresh ideas on the subject. However, everyone struggles with defining sustainability and whether the term should even be used given its vagueness and multiple applications. It is decided to gather as a whole group, facilitated by an objective individual, in order to work effectively on this part of our charge.

An article about the STF appears in the Messenger.

February 2008

Weekly meetings held Wednesdays at 11:30.

The after-hours working meeting is held February 19. Marie Sivtzen, director of Rural Leadership North Dakota, facilitates. (Synopsis available on Blackboard.)

Student Resolution SR-09-08. The task force begins to look at what its role might be with regard to the Master Plan (MP). The MP Committee is scheduled to accept input from university stakeholders March 25-27. Students on the task force decide to put together a resolution and present it to the Student Senate which, if approved, could then be presented to the Master Plan Committee. It includes information and Web sites that demonstrate what other universities are doing and requests that sustainable development be included in the Master Plan and the Strategic Plan. The resolution passes (**see Attachment B**).

Information is collected from Facilities Management Director (available on Blackboard):

- Interview with Bruce Frantz
- "NDSU 'Green'" and Sustainability Efforts

B) Summary of activities March 2008 – Present

We have a steering committee that continues to meet regularly. Have met with presidents of Staff Senate, University Senate, and Student Body regarding a combined group in the coming year (expand jurisdiction of STF, which is currently part of Staff Senate). Have designated working groups which are meeting on their own schedules to gather information on their focus area. Activities have slowed during summer months. Discussed the need for further information and interest in the assistance of the Hanover Group.

APPENDIX B -- What NDSU is Already Doing

A) Summary from Bruce Frantz, Facilities Management

B) Summary from Jack Donahue, Dining Services

A) Summary from Bruce Frantz, Facilities Management

According to a list compiled in March 2008 by NDSU Director of Facilities Management, Bruce Frantz, NDSU's current "green" and sustainable efforts include the following 39 points:

1. Design, construction and operation of the Downtown Campus (Northern School Supply building) is to achieve LEED (Leadership in Energy and Environmental Design) certification; U S Green Building Council is currently reviewing the application.
2. Heating Plant is multi-fuel (coal, natural gas and fuel oil) plant that primarily burns non-lignite coal from Montana because of it's high BTU-output, low sulfur and CO2 emission to meet EPA permit.
3. Roof insulation of R-34 is our standard requirement; a green roof feasibility was reviewed for the Stevens Hall roof replacement, but additional structural support was required for the higher roof loading.
4. Low-e glass and films are used to provide better insulation and to reduce heat gain in spaces that would then require more cooling.
5. Benton Bunker window replacement project will install a Kal-Wal window system that is energy efficient and provides translucent light.
6. Building designs attempt to bring more light into spaces to reduce dependency on artificial lighting.
7. Full-building emergency generators have been installed in buildings that have a high energy load and critical systems; this allows load-shedding during high regional electricity demands by the electricity provider and reduces the need for them to construct new generating facilities.
8. T-5 ballasts are the most energy efficient ballasts available today; they are used in all new construction, renovation and major re-lamping.
9. LED (light emitting diode) lights are used where possible; mostly in exit signage and other continuously lighted applications.
10. Sidewalk and parking lot lighting is being upgraded over several phases and in conjunction with other projects to provide for more energy efficiency and more lumens per fixture for better security.
11. Energy efficient motors are standard with any piece of major equipment.
12. Occupancy sensors are used in classrooms, rest rooms and other locations that would typically have lights on for long periods of time without occupants.
13. Lighting controls have been installed on the dining area lights in Residence Dining Center to gradually come on as it gets darker.
14. Building metering and sub-metering is being installed in all new construction and renovation projects instead of relying on a few master meters; this helps to identify energy that is being wasted and how much is being saved.
15. Air-cooled chillers are replacing traditional chillers with cooling towers to reduce the use of water and chemicals and to provide quicker response to the changing seasons for people comfort; cooling systems using ice storage are being reviewed for possible application.
16. Direct digital controls (DDC) are replacing pneumatic controls for better control of space temperatures and more efficient use of the heating and cooling system.
17. Heat recovery is used in research and other buildings that require 100% outside air to help reduce high energy use and to re-use the heat that would typically go up an exhaust stack.
18. Life-cycle cost is considered for any major piece of equipment and not just the initial cost to install.
19. Electro-static filters and other high efficiency filters are used to provide better filtration of outside air and to reduce the likelihood of indoor air quality (IAQ) problems.
20. Instantaneous hot water heaters are being installed to eliminate large hot water storage tanks and the energy required to maintain water temperature in the tanks.
21. Geo-thermal is reviewed for each new building project; this will be used for the Pioneer and Lincoln Mutual buildings in downtown Fargo.
22. The EPA Phase II National Pollution Discharge Elimination System (NPDES) and the subsequent Stormwater Pollution Program Plan (SWPP) is in the 5th year of a 5-year plan to prevent run-offs into the groundwater and other bodies of water; the plan has had a tremendous effect on construction sites and how they are managed.
23. Detention ponds have been constructed to help reduce stormwater run-off.

24. Even though the irrigation system is expanding because of the growth of the campus and the new turf areas, use of more native plants and grasses across campus will help reduce the amount of water needed.
25. Planting new trees and different varieties near roads and parking lots will help reduce the "heat island effect"; using "long-lived" trees will have a more lasting positive environmental affect than quick growth trees.
26. Protecting and saving mature trees during construction projects is difficult, because of the additional square footage needed by the university to meet program needs; each tree is reviewed for significance and importance and attempts are made to either save and protect.
27. Facilities Management is partnering with the Student Environmental Advisory Council (SEAC) to increase recycling across campus; SEAC has been the sponsor of the annual campus clean-up the past two years; grant funding is being requested to help expand the recycling program; it is critical that students are a part of any recycling effort to be successful.
28. Old concrete and asphalt is recycled and used for base in new parking lots and roadways.
29. Reviewing the applicability of "porous" asphalt to allow water to percolate through into the groundwater; this may have limited use in the Red River Valley because of the heavy clay soil and cold temperatures.
30. Black soil and clay from construction sites are stored and re-used on the project or stockpiled and used on other projects.
31. "Beet juice" is used to supplement our salt application for snow/ice melt; the juice is more environmentally-friendly, reduces the amount of salt, better for vegetation, but the negative is it tracks into buildings so it is only applied in parking lots and streets.
32. Rocks that have traditionally been used for bedding and weed control are being removed and mulch used; the mulch comes from a stockpile made from chipped tree branches and limbs and other vegetation. Reducing the amount of chemicals in turf areas and landscaping through aeration, mulching and top-dressing.
33. Using the newer recycled plastic instead of wood for benches and other applications.
34. Constructing residence halls help reduce the use of vehicles by having more students reside on campus and reduce the use of the automobile to commute to campus.
35. Bio-diesel is now used year round. NDSU is a motor pool dispatch site for ND Department of Transportation vehicles for the campus and Fargo area and hybrid and flex-fuel vehicles are continually being added to the fleet.
36. The campus shuttle system continues to expand to reduce the dependency on vehicles to move within and around the campus.
37. The number of bicycle racks across campus have increased to encourage an alternative to the automobile as a means of travel.
38. The use of "green" cleaning supplies continues to expand.
39. A wind study was undertaken to determine the feasibility of wind energy on campus; the location of the campus near the airport and the unreliable winds in the Fargo area did not make it feasible; however, the Equine Science Center and ND Horse Park would be viable with a larger connected load; the growth of this area will continue to be monitored as a potential site.

B) Summary from Jack Donahue, Dining Services

Meeting Minutes: Meeting with Jack Donahue, Director of NDSU Dining Services

STF members: Gabe Carter, Ramona Danielson, Phil Sarnoff

May 8, 2008

Biodegradable tableware

- Has previously discussed this with Gabe and Wes
- Jack gathered numbers on conventional flatware
- Jack aid that the cost difference is negligible, but threw supplier for a loop
- are heat sensitive, so need to test them out first

Going trayless

- 2,600 on meal plan
- Food costs are soaring

- Can only charge what market can bear – 6% increase won't cover cost increases (so therefore less % to fund other projects)
- Experimental trayless experience this semester (same menu six weeks apart) showed remarkable decrease in food waste
- Consider commercial buffets – no trays
- Not reducing service, is an operational change
- Plan to start trayless with fall semester

Food procurement

- already buying ND as much as possible

Usable food waste

- Meals on Wheels
- Donate to Daily Bread

Solid food waste/composting

- working with organic farm on taking NDSU's frying oil (to convert to biodiesel fuel)
 - they have to provide receptacle and pick it up regularly
 - purchasing didn't have any problem with it
- composting – collect and send to research farms?

Recycling

- already recycling cardboard
- need for plastics recycling!!
 - used to do it, staff interested/willing, but saw it was being tossed into garbage anyway
 - need containers (Jack would buy – if someone would pick them up; what they need is regular arrangement to have stuff hauled away)
 - have room to put containers in Auxiliary Building
- aluminum cans
- newspapers

Coffee Mug Program

- how tell same size? So sell their own
- tried lid program (lid on pillow of every student in dorm); only portion were redeemed so had to order bunch of lids
- not worried about making money off the mugs (could sell at cost essentially)

Need for Education

- portion size
- why going trayless

APPENDIX C -- Student Government Resolution passed February 2008

SR-09-08

In Support of Sustainable Development at NDSU

WHEREAS, NDSU strives to: meet the needs of people in a changing world; be globally identified as a contemporary institution; care about the current and future welfare of students, staff, and faculty; provide a superior teaching and learning environment; maintain integrity through principled action and ethical decision-making; and contribute to our region's economic prosperity and improve the quality of life (NDSU Office of the President), and

WHEREAS, NDSU Student Government works to "Leave the University better than when they came" (NDSU Student Government), and

WHEREAS, NDSU student government is a representative voice for the student body, and

WHEREAS, sustainability is commonly defined as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs" (UN Division for Sustainable Development, U.S. Environmental Protection Agency), and

WHEREAS, responsible and sustainable uses of resources can provide for a more economically, environmentally, and ethically sound institution that will translate into benefits for students.

THEREFORE LET IT BE RESOLVED, that the NDSU Student Senate recognizes the importance of sustainability for the current and future well being of NDSU, its students, and the greater community, and

LET IT BE FURTHER RESOLVED, that the NDSU Student Senate encourages all members of the university community to engage in sustainable practices, and

LET IT BE FURTHER RESOLVED, that the student senate encourages the university to strengthen our institution as a functional model by incorporating sustainable development into NDSU's Master Plan and NDSU's Strategic Plan.

Respectfully Submitted,

Jessica Wachter
Student

Joe Heilman
Off-Campus

Chris McEwen
Apartment Style Living

APPENDIX D – Supplemental information from regional institutions

A) Recycling resources

B) Interview with MSU-Moorhead's Al Breuer about MSUM's recycling program, May 16, 2008

A) Recycling resources

St. Cloud State Dining Service/Sustainability

<http://www.scsudining.com/social.html>

University of Manitoba Office of Sustainability

http://www.umanitoba.ca/campus/physical_plant/sustainability/inaction/524.htm

University of Minnesota-Twin Cities

<http://www1.umn.edu/recycle/quadsystem.html>

<http://www1.umn.edu/recycle/operations.html>

University of Minnesota-Morris

<http://www.morris.umn.edu/services/recycling/index.shtml>

<http://www.morris.umn.edu/services/recycling/stats.htm>

St. Olaf, Northfield MN

<http://www.stolaf.edu/green/report/status/7.html>

Concordia College, Moorhead, MN

<http://www.cord.edu/About/sustainability/index.php>

B) Interview with MSU-Moorhead's Al Breuer about MSUM's recycling program, May 16, 2008

\$3.00 student fee (fall & spring semesters) dedicated to sustainability

- Student labor
- Bags & containers
- Permanent bike racks (that fit all bikes) – these were student designed. They are Laske Fabrication in Moorhead manufactures and installs them.
- Purchased 75 (12 foot) trees & planted on campus
- Student travel – workshops, conventions

To be effective, students need to work with an administrative person, not necessarily a faculty member.

- At Moorhead: Sustainable Campus Initiative Committee with bylaws & operating rules.
- “Ideas are cheap; show me a plan and I'll help you develop that plan”
- Making progress with sustainability projects is a political process. It requires knowing who will cause roadblocks & reasons why; “know your enemy”.
- Lobbying is a necessary skill. Before presenting plan to decision makers, it is necessary to have a common agreement between those with the same goal, but different ideas about how to reach that goal – between the “Earth Huggers and the Student Senate” for example. “Dread locks vs. conservatives” Must think with *minds* vs. heart. The specialties of both groups will compliment each other if group is led well.
- Before ideas can be implemented, feasibility studies must be conducted
- Grant money for pilot projects

Recycling tips

- Students motivate students – marketing, promotions, and media. However, cannot *make* people recycle.
- Convenience and location most important if recycling to be successful.
- Do NOT put garbage container next to recycling containers. Recycling becomes contaminated.
- Concordia has one locked corral where students (paid) empty recycling containers 1-2 times /week. Minkota picks it up from corral; cheaper than if they make pick-ups from several locations
- Separate blue containers for Aluminum, office paper, plastic bottles, magazines
- Start with above. Cardboard should be folded up before place in dumpster. There is a market for electronics. No market for glass.

People who might be helpful:

1. Jessie Rock, NDSU, Earth Science, Geology
2. Karen Brandon, UMN
3. Beth Senn, UMN
4. Mary Aldridge, Minkota Recycling

Agenda
University Senate Meeting

*Meeting place and time: 3:30 pm, Monday, October 13, 2008
Memorial Union, Plains Room*

I. Substitutions - K. Wold-McCormick

II. Approval of September 8, 2008, minutes

III. Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
- B. General Education ([Attachment 2](#))
- C. Policy Coordinating Committee

For information only:

[Policy 509 – Electronic Financial Transaction](#)

Any member can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- A. President Chapman
- B. Provost/VPAA Schnell
- C. D. Cómez, President of University Senate
- D. V. Olson, President of Staff Senate
- E. J. Heilman, President of Student Senate

V. Committee Reports

- A. Academic Affairs
- B. General Education - L. Peterson
- C. Council of College Faculties - C. Popovici
- D. Policy Coordinating Committee - M. Meister
- E. Other Committee Reports

VI. Unfinished Business

VII. New Business

- A. Confirmation of Spring 2008 graduates ([Attachment 3](#))
- B. Confirmation of Summer 2008 graduates ([Attachment 4](#))

VIII. Discussion

IX. Adjournment

Academic Affairs Committee

Curricular Recommendations

Program Title Change							
From: Master of Military Logistics				To: <i>Master of Managerial Logistics</i>			
New Courses							
Dept.	No.	Title					Crs.
CDFS	310	Citizenship & Social Activism					3
MUSC	440/640	History of Choral Literature					2
Changes in Course Prefix and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
HNES	361L	Food Production Management Lab	2	HNES	361L	Food Production Management Lab	3
MUSC	780	Recital	4	MUSC	780	Recital	2-4
PHRM	352L	Introductory Pharmacy Practice Experience I	1	PHRM	352L	Introductory Pharmacy Practice Experience I	3
PHRM	452	Pharmaceutical Care IV	1	PHRM	452	Pharmaceutical Care IV	2
PSCI	340	Pathophysiology I	4	<i>PHRM</i>	340	Pathophysiology I	4
PSCI	341	Pathophysiology II	4	<i>PHRM</i>	341	Pathophysiology II	4
PSCI	369	Pharmaceutics II	3	PSCI	369	Pharmaceutics II	2
For Information Only: Changes in Prerequisites & Restrictions							
Dept.	No.	Title	Restrictions				
ACCT	421/621	Auditing I	Prerequisite: Acct 311; remove prerequisite: Acct 312				
HNES	271	Techniques of Strength and Conditioning	Restricted to students in Exercise Science				
HNES	272	Techniques of Cardiovascular Conditioning	Restricted to students in Exercise Science				
HNES	371	Fitness Programming and Management	Restricted to students in Exercise Science				
NURS	251	Skills and Concepts for Nursing	Prerequisite: NURS 250; Restricted to students in Nursing Professional level				
NURS	252	Gerontologic Nursing	Prerequisite: NURS 240 & NURS 250; Restricted to students in Nursing Professional level				
NURS	340	Leadership and Ethical Reflection	Prerequisite: Second year level nursing courses; Restricted to students in Nursing Professional level				
NURS	341	Foundations of Clinical Nursing	Prerequisite: Second year level nursing courses; Restricted to students in Nursing Professional level				

NURS	342	Adult Health Nursing I	Prerequisite: Second year level nursing courses; Restricted to students in Nursing Professional level
NURS	352	Family Nursing I	Prerequisite: Second year level nursing courses, NURS 340, NURS 341, NURS 342, PHRM 300; Restricted to students in Nursing Professional level
NURS	360	Health Assessment	Admission to Professional program
NURS	362	Family Nursing II	Prerequisite: Second year level nursing courses, NURS 340, NURS 341, NURS 342, PHRM 300; Restricted to students in Nursing Professional level
NURS	402	Mental Health Nursing	Prerequisite: Second year level nursing courses, NURS 340, NURS 341, NURS 342, PHRM 300; Restricted to students in Nursing Professional level
NURS	403	Adult Health Nursing II	Prerequisite: Second year level nursing courses, NURS 340, NURS 341, NURS 342, PHRM 300; Restricted to students in Nursing Professional level
NURS	404	Adult Health Nursing III	Prerequisite: Second and third year level nursing courses, NURS 402, NURS 403, NURS 440; Restricted to students in Nursing Professional level
NURS	406	Public Health Nursing	Prerequisite: Second and third year level nursing courses, NURS 402, NURS 403, NURS 440; Restricted to students in Nursing Professional level
NURS	430	Nursing Management	Prerequisite: Second year level nursing courses, NURS 340, NURS 341, NURS 342; Restricted to students in Nursing Professional level
NURS	450	Nursing Synthesis/Practicum	Prerequisite: Second, third and other fourth-year level nursing courses; Restricted to students in Nursing Professional level
PHRM	300	Principles of Clinical Pharmacology	Non-Pharmacy majors only

General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Courses Withdrawn from General Education List of Approved Courses

Course No.	Course Title	Categories	Dept or GE Request
ART 124	Three-Dimensional Design	A	Department

NORTH DAKOTA STATE UNIVERSITY
May 2008 Graduates
Degree Conferral Date: May 9, 2008

Attachment 3

***College of Agriculture, Food
Systems, and Natural Resources***

Bachelor of Arts

Gerard Beaubrun

Bachelor of Science

Jacob Aakre
Adam Aarestad
Benjamin Anderson
Jason Anderson
Shayla Anderson
Leonard Artz
Ambika Badh
Brandon Beaudoin
Jarred Billadeau
Brandon Biwer
Elizabeth Brandt
Olivia Breker
Eric Broten
Rachel Brudvik
Jack Buckley
Kelly Burchill
Tyson Burkle
Kolby Clingan
Justina Cooper
Benjamin Crockett
Tanner Davison
Brittany Demay
Thor Didrikson
Dustin Ehli
Paul Ellefson
Michael Ende
Jody Englin
Stacilyn Erdmann
Melissa Erickson
Bradley Fettig
Thomas Fish
Jill Forsberg

Patrick Foster
Brian Frenette
Justin Frick
Trent Froemming
Lohit Garg
Alicia Gates
Thomas Gauderman
John Gerde
Kevin Gruber
Kimberly Halls
Christine Hanson
Erin Harris
Haylee Hawkins
Kendra Hinnenkamp
Michael Hoerner
Lacey Holen
Laura Houglum
Heidi Hughes
Thunyaporn Jeradechachai
Ashley Johnson
Jaclyn Keenan
Sarah Keizer
Angela Keller
Tyler Kirkeide
Matthew Labarre
Mark Lenling
Suet Yee Leong
Adam Lichtsinn
Jacob Linneman
Adam Little
Amanda Lofgren
Luke Longtin
Arti Manohar
Tyler Maus
Amanda Miller
Daniel Miller
DantΘ Miller
Megan Minten
Emily Mootz

Justin Mosset
Bradley Neva
Kyle Nieuwsma
Joel Ostendorf
Brittani Oyster
Elizabeth Pfeifer
Deepak Poudyal
Mark Purfeerst
Rochelle Reddig
Eric Reimche
Ryan Reiswig
Mikki Rethwisch
Lee Rindel
Vicki Riveland
BrieAnna Robins
Geffrey Rodlund
Matthew Schlepp
Chad Schulz
Richard Shea
Daniel Shippy
Erin Slinden
Karin Sorgaard
Kristen Spohr
Veronica Stans
Ryan Starr
John Stenger
Behzod Tashtemirov
Clayton Thorson
Michael Trautman
Seth Twedt
Katherine Tymchuck
Aaron Vadnais
Marc Van Ray
Tess Verlinde
Annie Vogel-Ciernia
Eric Voller
Aaron Walsh
Charles Wicklund
Anthony Zieman

Master of Science

Ricky Abrahamson
Colins Eno
Collin Galbreath
Emma Gamotin
Abhishek Goel
Jian Gong
Adam Johnson
James Loken
Victoria Magnusson
Shahera McKoy
Elvis Mokake Ndembe
Brian Otteson
Erica Peterson
Joshua Peterson
Bahadir Sezegen
Andrea Swanberg
Jessica Thorsness
David Torpen
Sheril Tzul

Doctor of Philosophy

Pawel Borowicz
Juan Caffarel
Vijaya Varanasi
Yingying Xu

***College of Arts,
Humanities and Social Sciences***

Bachelor of Arts

John Andrews
Nadia Anfinson
Luke Armstrong
Ernesto Atkinson
Damon Barta
Garrett Boyer
Caleb Drahosh
Rachel Erstad

Joshua Eslinger
James Fries
Abigail Gaugert
Erin Gores
Ronald Groninger
Kristin Gruber
William Harris
Daniel Helm
Elizabeth Horab
Jenna Josephson
Matthew Kraemer
Kimberly Larson
Raeann Levang
Adam Little
Abbey Malheim
Cara McClean
Kaitlyn McLagan
Daniel Musgrave
Jadyn Nelson
Joyce Oliver
Carla Ramsett
Angel Ray
Blake Ritteman
Ree Seminole
Cody Symanietz

Bachelor of Fine Arts

Chantelle Albers
Ezra Desjarlais
Paige Greenwood
Leila Rastegar
Anthony Reinfeld
Taylor Schatz
Carissa Thorlakson

Bachelor of Music

Anne Gassmann
Clara Presser

Bachelor of Science

Julie Abeld
Jeremiah Adelman
Nezira Ahmed
Ryan Andrus

Kimberly Backman
Jacob Beecher
Joshua Block
Chelsea Body
Nicholas Boening
Shanna Bolin
Ryan Boom
Suzanne Brossart
Monica Bruhn
Lee Burkhartsmeier
Dallas Carlson
Stephanie Caron
Mark Casler
Brandon Clifton
Keith Dickhudt
Carrie Dobrovolny
David Earl
Gabriel Eberhardt
Samantha Evenson
Karolyn Fagnan
Jayme Fjeld
Jeanne Fosmark
Dennis Frohlich
Jamey Gahner
Michele Haider
Gabriel Hayes
Jordan Henricks
Linsey Hillmer
Simon Hochstein
Adam Hoekstra
Gregory Holmes
Paul Iverson
Curtis Johnson
Jacob Johnson
Jamie Johnson
Bradley Jones
Sarah Joyce
Jessica Julson
Toni Kemmer
William Kennedy
Matthew Knoff
Erika Kociemba
Joshua Koehn
Kenton Kossan

Breigh-Ann Kretschmar
Adrienne Larsen
Noel Lehmkuhl
Amanda Leingang
Jeremy Lembke
Jeffrey Leppart
Paul Lindquist
John Loes
Christine Mader
Matthew Magnus
Reyne Marigny
Brandon Martinez
Paul Mattson
Charles McCormack
Fred McLaughlin
Anthony Meyer
Mark Miller
Dana Miller
Courtney Milner
Brandin Mischel
Sara Monson
Adam Montgomery
Kathryn Muehe
Abdulrahman Noor
Joshua Nyberg
Oladotun Obadina
Aleesha Oletzke
Brooke Olson
Audrey Omar
Rebekah Ongstad
Megan Paradis
Ryan Parsons
Adam Pool
Mark Potts
Kevin Quinn
Lisa Rath
Josh Reimnitz
Erich Richter
Stephanie Richter
Danica Rifleman
Craig Rood
Joshua Saylor
Heidi Selzler
Rebecca Serfling

Lea Shulstad
Joshua Skjoldal
Megan Slator
Evan Sorenson
Anna Stansbery
Dave Stensland
Jeremy Stokes
David Suda
Nathan Swensen
Jason Swenson
Amanda Thomas
Ashley Trageser
Alicia Tri
Danielle Troske
Sarah Van Trump
Amy Vangsness
Kelly Vivant
Jerrod Wagner
Stacy White
Ashley Willert
Chris Ziniel
Anne Zmyslinski
Jessica Zsedeny
Traci Zuhlsdorf

Master of Arts

Darren Buttke
Michelle Forness
Liliana Herakova
Marsha Johansen
Derek Jorgenson
Anna Kudak
Margaret Marcusen
Dianne Scott
Kimberly Weismann
Amy Wieser Willson

Master of Music

Jeremy Meinert

Master of Science

Tammy Karlgaard
Jean Kramer
James Landrum III

Misti Mowery
William Poley
Jeffrey Reibestein
Michael Speck

Doctor of Musical Arts

David Fandrich
Charlette Moe
Katherine Noone
Bruce Southard

Doctor of Philosophy

Mary Casper
Kristen Chamberlain
Lori DeWitt

College of Business

Bachelor of Accountancy

Mark Ellefson
Matthew Haught
Ryan Hillerson
Reid Mattson
Shannon Monroe
Alexander Shima

Bachelor of Science

Liza Adams
Ashley Anderson
Joseph Banken
Mark Barutt
Lisa Benz
Shreyas Bharti
Michael Bohrer
Lana Bowers
Dylan Bradley
Cayla Brosz
Kelly Brown
Titus Brue
Aaron Chapman
Aric Christiansen
Irma Ciber
Ryan Clemson
Jordan Cook

Brandon Currie
Christy Dauer
Chris Debevec
Melissa Dessonville
Tessa Duchsherer
Erik Eggert
Kyle Engelhardt
Mark Evans
Erin Faller
Jacob Fedje
Kelsey Ferkinhoff
Alexandria Fischer
Peter Forward
Rikki Fugleberg
Christopher Geiger
Mark Germain
Tawna Giffey
Michael Gullickson
Bethany Hall
Brandon Halvorson
Rachel Harlan
Bradley Hartsoch
Benjamin Hendricks
Peter Hoffelt
Kevin Hovda
Mandy Hudyma
Kyle Jaeger
Brittany Janousek
Daniel Johnson
Michael Johnson
Joshua Jorgenson
Peter Jothen
Chad Kapfer
Bryan Klick
Nathan Knuth
Keri Kobbervig
Brent Kopischke
Michael Kraft
Andrea Kramer
Kayla Kraus
Nathan Kuseske
Chase Kusterer
Jill Lacina
Gregory Liebl

Bradley Lindemann
Ryan Maddock
Joey Marvig
Michelle Mayo
Antony Motl
Vanessa Nagel
Daniel Narloch
Brock Nelson
Elliot Ness
Shaun Ness
Eric Odland
Cory Olson
Jordan Oxborough
Lee Peterson
Tammy Powers
Andrea Puppe
Erica Rice
Skyler Rinehart
Stephanie Robinson
Mallori Roiger
Mitchell Rowe
Noelle Rybak
Nathaniel Rychlik
Karl Sabrowsky
Melissa Sack
Nathan Safe
Benjamin Saine
Eric Sanders
Kaytlin Schafer
Joseph Scheidecker
Dustin Schmidt
Nathan Schweigert
Bryce Scovill
Sandra Shelstad
Paul Shumate
Tyler Simonson
Nathan Sis
Nathan Sjostrom
Kay Snyder
Stephen Stafki
Suzanne Staples
Trevor Steenholdt
Tiffany Stiles
Naomi Takahashi

Chelsey Thomas
Brian Toops
Amy Tran
Marc Vetsch
William Voltzke
Steven Walker
Jeremie Wallin
Ann Walsh
Sally Walz
Travis Wigdahl
Paul Wilburn
Lacey Winther
Adam Wudel

**Master of
Business Administration**

Robert Arends
Roman Assilbekov
Donald Beutler
Robert Boser
Randolph Christianson
Tarun Garg
Nicole Haugen
Tamara Johnson
Kusha Khanna
Craig Kilber
Brian Kugel
Allen Lee
Zachary Lee
Matthew Linneman
Jennifer Miller
Brandon Neeb
Denise Nordsvén
Jason Osborn
Shawn Rehm
Travis Scheving
Brandon Sis
Warren Sundet
Mary Ulmer
Corey Wahlund

***College of Engineering and
Architecture***

Bachelor of Architecture

Eric Lundquist

**Bachelor of Landscape
Architecture**

Nicholas Bigelow
Jonathan Braski
Joshua Cook
Jeffrey Deitner
Steven Foss
Nathaniel Hellzen
Ryan Jaeger
Keith Kinnen
Tyler Kirchner
Travis Kratcha
Kelsey Linnertz
Joseph Lucht
Eric Miller
Kayla Odell
Stephanie Paavola
Jacqueline Wurts

Bachelor of Science

Lindsay Beukhof
Nicholas Bigelow
Jonathan Braski
Timothy Bungert
Scott Campbell
Joshua Cook
Jeffrey Deitner
Carrie Downing
Scott Engberg
John Fahnhorst
Brittany Fawcett
Steven Foss
Brian Glueckert
Sara Graf
Meghan Gruber
John Hagemeyer
Nathaniel Hellzen
Nathaniel Hitt

Mark Honzay
Sarah Hooge
Ryan Jaeger
Scott Johnke
Andrea Johnson
Tyler Johnson
Jeremiah Johnson
Jason Kann
John Kiger
Keith Kinnen
Tyler Kirchner
Cody Klimek
David Kohlmeyer
Kendra Kozak
Travis Kratcha
Christopher Kroeger
Brian Lapham
Kelsey Linnertz
Joseph Lucht
Matthew Lunde
Eric Lundquist
Ian McAteer
Eric Miller
Ryan Murphy
Brent Nelson
Justin Nelson
Kayla Odell
Stephanie Paavola
Teri Peterson
Dana Petricka
Nathan Rooney
Adam Ruhland
Daniel Salyards
Dustin Schulze
Jordan Skelcher
Robert Smith
Josh Stanz
Godfrey Tadeo
Margaret Tarr
Dorisa Tranby
Aaron Traxler
Matthew Turner
Jenessa Van Deen
Alec Walz

Charles Warga
Alyssa Weber
Nakina Wegman
Travis Wilke
Michael Wretling
Jacqueline Wurts
Timothy Zelazny

**Bachelor of Science in
Agriculture &
Biosystems Engineering**

Badger Koepplin
Danny Middlestead
Steven Wosick

**Bachelor of Science in
Civil Engineering**

Ryan Anderson
Aaron Biffert
Andrew Brown
Derek Brown
David Bruins
Nathan Chilson
Matthew Ellingson
Daniel Farnsworth
Paul Fiechtner
Aaron Fisk
Nathan Fitterer
Justin Flatau
Nicole Flint
Jay Forthun
Megan Fuchs
Mark Fuller
Brian Gaddie
Scott Harpole
Matthew Helleen
Zachary Herrmann
Jacob Higgins
Jared Hoerner
Molly Holleman
Travis Holthaus
Emily Huettl
Jacob Huwe
Kristen Karnick

Joshua Krieger
Darin Lindblom
Joshua Loegering
Mark Loidolt
Maria Mandoza
John McMahon
Joseph Membah
Andrew Meyer
Aaron Miller
Matthew Neppel
Michael Payne
Cody Rand
Randall Sandvig
Anthony Satrang
Sara Schmidt
Douglas Schopp
Matthew Smith
Lindsay Swank
Craig Wald
Michael Welch

**Bachelor of Science in Computer
Engineering**

Cole Aldridge
Shefali Dhaka
Matthew Gronbeck
Paul Klapperich
Ravi Mahana
Jed Priebe

**Bachelor of Science in
Construction Engineering**

Blake Colby
Scott Harpole
David Juma
Barry Kinnischtzke
Garth Loen
Aaron Miller
Kyle Novacek
Lance Peters
Tyrel Rau
Donald Wilcox
Stephen Wirtz
Gregory Wolter

**Bachelor of Science in
Construction Management**

Brandon Baus
Justin Berdan
Scott Blonigen
Hali Dushane
Marja Ekola
Robert Fogarty
Anthony Ghilani
Amber Hook
Derek Iverson
Matthew Kram
Lucas Kreklau
Samuel Lauer
Mark Lissick
Darrick Lundstrom
Justin Miller
Andrew Moriarity
Steven Picha
Shawn Reichenbach
Jarrett Rix
Kurt Ruzicka
Ryan Sather
Scott Schell
Kayne Schmidt
Matthew Tolsma
Daniel Wacker
Luke Weinstein
Timothy Wolfgram
Craig Zappe

**Bachelor of Science in
Electrical Engineering**

Temi-Tope Akingboye
Enrique Alvarez Vazquez
Peter Arendt
Matthew Bates
Adam Black
Kathleen Breeggemann
Anthony Brown
Matthew Busch
Benjamin Cox
David Cunningham
Jordan Dahl

Nathan Fandrich
Jeremy Fischer
Sachin Garg
Andrew Giefer
Kapila Gunasekera
Tushar Gupta
Benjamin Hest
Ajay Jyoti
Munir Kaderbhai
Dustin Krueger
David Kurien
Ryan Kuschel
Tyler Lekang
Darren Lindner
Chad Mason
Vernon Miller
Timothy New
James Pachan
Jyotsana Phull
Nicholas Rasmussen
Casey Roshau
Oluwasijibomi Saula
Christopher Schrom
Matthew Sharpe
Matthew Steele
Richard Timm
Qamar Warraich
Alex Weigel
Mitchel Wilkinson
Aaron Zuther

**Bachelor of Science in Industrial
Engineering Management**

Jared Baldwin
Joshua Brantner
Jeffrey Comegys
Jordan DeBilzan
Andrea Hopf
Jesse Johnson
Douglas Peterson
Jonathan Reimche
Christopher Rivard

**Bachelor of Science in
Manufacturing Engineering**

Jennifer Vad

**Bachelor of Science in
Mechanical Engineering**

Evan Aluisse
Blake Anderson
Tim Banttari
Samuel Boraas
Daniel Braus
Aaron Brixius
Christopher Daigle
Zachary Ditter
Luke Esboldt
Andrew Friebohle
Dustin Gagner
Nicholas Goenner
Adam Goldade
Robert Hager
Bradley Halverson
Matthew Heil
Steve Hoepfner
Mike Hougard
Eric Kerr-Anderson
Kimberly Kramer
Kurt Kruger
Brett Kuper
Aaron Muehlberg
Chad Nelson
Lindsay Nolan
Jason Norlien
Jeffrey Nostdahl
David Presler
Nathan Rausch
Adam Reich
Shaun Riveland
Bradley Ruhlman
Nathan Sailer
Ryan Schuette
Aaron Seelig
Lea Shulstad
Jory Skalsky
Nathan Speiser

Tyler Stousland
Eric Turner
Matthew Verby
Daniel Wacha
Kevin Watson
Travis Yoch
Matthew Zuehls

Master of Architecture

Erik Albrightson
Jason Anderson
Bethany Ascherman
Kelly Bauer
Isaac Bros
Jacob Bunde
Lance Cayko
Adam Davidson
Blake Dinkins
Naomi Echternach
Shari Elijah-Lemna
Alexander Gore
Katie Grabow
Anna Haugen
Cole Johnson
Gregory Johnson
Lisa Jorgenson
Terri Klein
Geoffrey Little
Derek Maher
Justin Miedema
James Moody
Shawheen Nazari
John Nelson
Brian Prunty
Sara Runia
Kyle Sack
Andrew Schaunaman
Sarah Schulz
Kimberly Sem
Joel Simonyak
Nicholas Sloan
Justin Thompson
Dustin Tomoson
Laurel Tracy

Dustin Twogood
Jared Twogood
Heather Urban
Nicole Weum
Jeremy Wiesen
Anthony Wolf

Master of Science

Raghavendra Adharapurapu
Tahsina Alam
Divya Bais
Kyle Bjorkman
Siegfried Feierabend
Andrew Jacobson
Xin Liu
Morteza Tatlari

***College of Graduate and
Interdisciplinary Studies***

Master of Science

Travis Almquist
Kendall Goltz
Nurlan Isaev
Ruth Lewis
Breanna Paradeis
Xiana Santos
Preeti Sule
George Watland

Doctor of Philosophy

Anuradha Boddeda
Junwook Chi
Kevin Gyolai

***College of Human
Development and Education***

Bachelor of Arts

Megan Bloms
Erika Dyk
Kelsey Filpula
Lisa Graff
Lauren Williams

Bachelor of Science

Megan Aaseth
Lindsey Abel
Brittney Ammon
Courtney Anderson
Eric Anderson
Heather Anderson
Andrew Anundson
Ashley Barr
Whitney Basgaard
Amber Bennett
Sarah Berger
Krista Bjornson
Kristy Blaine
Matthew Bowar
Sheila Braun
Samantha Brodal
Megan Brophy
Alaina Brown
Michael Brown
Nicole Bruder
Amanda Bulat
Nicole Burkel
Brekka Carlson
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Tiffany Christianson
Patricia Christie
Erin Cuomo
Bethany DelaBarre
Raylene Demontigny
Nichole DeSautel
Molly Dick
Katie Diekman
Kari Draeger
Kurt Easterday
Brittany Easton
Kristen Eggers
Darin Eller
Mary Erickson
April Fors
Shauna Franchuk
Alyssa Freeberg
Daryl Gartner
Elyce Gatzke

Rachel Gladue
Erica Glaser
Katie Green
Denise Greff
Shannon Grondahl
Christopher Gudding
Angela Hagen
Bryan Hanlan
Jessica Hanson
Kashia Haskin
Jill Hasse
Danielle Haugen
Katelyn Hawley
Kayla Henrich
Amy Henseler
Holly Herauf
Kristina Hermann
Elizabeth Horner
Christy Houmann
Michelle Huseby
Danielle Jangula
Kelly Jensen
Annalicia Johnson
Emilee Johnson
Kathryn Johnson
Brianna Just
Amy Kasowski
Samantha Kegler
Ashley Keller
Kayla Kelsch
Brian Kirchhoff
Rita Kittock
Andrea Klisch
Jedidiah Kobernusz
Amanda Kosel
Shawn Krinke
Lindsay Labrosse
Elizabeth Lane
Jayme Lassle
Renee Lawler
Haley Lecount
Zachary Leitch
Nick Lenoue
Emily Licht

Samual Lindemeier
Chance Lindsey
Natalie Linn
Tracy Litzenberg
Andrea Lyons
Jena Malmquist
Alison Martin
Tessa Martin
Joseph Mays
Diane McArthur
Melissa McCanney
Kellie McDonald
Aarika Michel
Jenna Miller
Jessica Miller
Stephanie Miller
Roxanna Moen
Lynn Molzahn
Brooke Moritz
Sarah Motzko
Ericka Muenchow
Andrew Muhs
Jayson Murdoff
Lauren Nahurski
Jessica Nei
Kristine Ness
Sarah Ness
Philip Niemela
Lindsey Nitschke
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Casey Nordling
Bethany Novak
Chris Nygard
Rachel Ohlheiser
Tyler Olson
Tyne Olson
Kyle Oostra
Lindsay Ostlie
Erin Ott
Jamie Overman
Caitlin Pandolfo
Courtney Perkins
Breann Peterson
Grete Peterson

Jolynn Petrich
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Dustin Schmidt
Ashley Schoening
Jennifer Schultz
Ryan Schulz
Clare Shields
Brianna Shiue
Ashley Siebrecht
Megan Simonson
Tamara Smith
Jayme Sorenson
Raelyn Spanier
Sarah Svihl
Emily Tarr
Elizabeth Taylor
Courtney Thomas
Melissa Thoreson
Vanessa Thorsett
Marisa Timmerman
Sarah Tobkin
Christopher Underwood
Christopher Urban
Ashley Vangsness
Denise Vetter
Nichole Volesky
Carrie Walker
Kelly Weisgarber
Kristin Wierenga
Amanda Williamson
Betsy Wilson
Richard Wilson
Trisha Wolf

Jenna Wolff
Katherine Wolsky
Angela Woodbury
Kirsten Zaudtke

Master of Education

Jason Baumgartner
Joshua Boschee
Alyssa Brandt
Michele Caputo
Phyllis Clemens
Mary Cremer
Lindsey Crowston
Elizabeth Eye
Kathleen Farahmand
Debberlee Fetting
Sharon Fineday
Marlys Fix
Justin Fletschock
Erika Gilbertson
Delwyn Groninger
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Gordon Lee
Margie Lindemann
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Nathalie Miller
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Diane Pettit
Amber Rudolph
Kelly Schutt
Anna Sell
Patricia Sitter
Michael Skogen
Jennifer Toso
Jay Townsend
Samantha Wede

Master of Science

Jennifer Banford
Jess Bartelt
Caroline Homan
Randy Jewett

Dena Kemmet
Joseph Kittell
Jeffrey Miller
Jennifer Miller
Taryn Neva
Cindy Peterson
Kristen Saxon
Scott Senger
Victoria Soltis

Doctor of Philosophy

Kristi Loberg
Nancy Paul
Kristina Peterson
Candace Philbrick
Sonia Zimmerman

***College of Pharmacy, Nursing,
and Allied Sciences***

Bachelor of Science

Roland Achenjang
David Anderson
Troy Anderson
Cody Behm
Tasha Bekkerus
Cole Bemboom
Tanya Boehm
Amanda Boo
Elizabeth Brisk
Jill Brokke
Aaron Brummer
Jennifer Brummer
Jenna Bryce
Todd Chapin
Robert Choiniere
Kurt Christianson
Steven Collison
Kayla Dahlen
Ramona Danks
Dana Dassinger
Gabriel Davidson
Katherine Deering
John Deutsch

Katie Deutsch
Pamela Ekern
Erica Engel
Nicole Engelmeyer
Kristina Erickson
Marissa Erlandson
Kelly Frank
Benjamin Fritchman
Bhushan Gadam
Amanda Gapp
Michaela Goodin
Casey Halcrow
Paul Heim
Garrett Hendrickson
Lynn Herbranson
Maureen Hickey
Virginia Howe
Mark Janku
John Jepperson
Christine Johnson
Brenna Kane
Nadine Kanyana
Ashlee Kinzel
Elliot Klapperich
Kayla Knudsen
Jessica Korsten
Blaine Kremer
John Krier
Kevin Krogstad
Gabriel Lautenschlager
Thomas Lofgren
Maari Loy
Mandy Maasjo
Nicholas Maddux
Alissa Maloney
Jema Marsolek
Heather McGinnis
Sean McLister
Nazih Mergoum
Erin Miller
Jessica Miller
Farhad Mustafa
John Ness
Benjamin Niebaum

Bethany Olander
Christopher Olson
Stephanie Olson
Kathryn Pedersen
Megan Peters
Michael Peterson
Luke Ratchenski
David Reardon
Alexi Riedlinger
Elizabeth Rinke
Sarah Rustad
Andrew Schlicht
Jared Schmitz
Kayla Schroeer
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Kathryn Shulstad
LaNell Staroba
Alicia Thole
Andrew Thoreson
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Brent Vesta
Sara Vopat
Margaret Wallace
Tyler Waller
Stacy Warpula
Siri Waytulonis
Faith Wentzel
Lindsay Werre
Shelly Witt
Gregory Ziegler

Bachelor of Science in Nursing

Rebecca Baird
Carisa Bergquist
Kara Bodmer
Kelsey Brand
Aftin Bye
Ashley Chandler
Heather Conlon
Kelsey Dieken
Tiffany Dschaak
Britni Duerre
Michael Ezezue
Danielle Fischer

Kaye Fortin
Marie Gail
Lynn Grangaard
Mary Grosz
Kayla Gullicks
Megan Habel
Justin Henderson
Katherine Henninger
Benjamin Holten
Cassandra Hoskins
Joseph Hounshell
Erica Jennen
Tuula Kallioniemi
Kuldeep KC
Lori Kitzan
Catherine Krawczak
Sharri Lacher
Riley Laine
Stacy Lund
Megan Maxey
Annika McIntyre
Natalie McPherson
Livia Morton
Monique Moser
Bethany Myhre
Heidi Oelkers
Cammy Olivier
Karlea Opsal
Cyndal Orwig
Kristen Rau
Lexie Reisenauer
Sarah Rolf
Emily Rommesmo
Amy Satrang
Rebecca Seymour
Ashleigh Syverson
Sarah Twedt
Gretchen Van Vlaenderen
Christopher Weickert
Leasa Welter
Sarah Winkler
Brenda Zens
Heather Zimmerman

Master of Science

Nancy Moore
Melissa Mostad
Roberta Solberg

Doctor of Nursing Practice

Tosha Bayer
Adam Hohman

Doctor of Pharmacy

Ryan Albrecht
Brienne Allison
Jill Anderson
Kevin Bartels
Daniel Beiswenger
Krista Berge
Jennifer Beyer
Shawn Bjorndal
Aftin Boling
Katey Briski
Jennifer Brummer
Jennifer Cameron
Nicole Cariveau
Emily Case
Caroline Chang
Michael Cinnamon
Travis Condon
Shawna Deminck
John Deutsch
Amanda Eastman
Sara Ecklund
Heidi Eukel
Carrie Feickert
Ruth Fonder
Scott Frank
Stacy Gaugert
LeNeika Gebauer
Molly Gunkelman
Catherine Hall
Dylan Hall
Ryan Hansen
Andrea Hanson
Melissa Hauge
Nicholas Hewitt

Joshua Holland
Nathan Holmquist
Susan Jacobs
Melissa Jirava
Sean Johnson
Kyle Jost
Ashley Keltgen
Matthew Kessler
Katherine Kincaid
Kimberly Korstjens
Kraig Kraft
Emily Kuchera
Alicia Lauf
Cody Leff
Coralyn Lennberg
Timothy Lindgren
Lisa Loken
Kody Lura
Tammy Martin
Amanda Meyer
Bryan Miller
Jessina Mohl
Rebecca Moos
Amber Nelson
Joshua Nelson
Cuong Ngo
Lindsey Nokleberg
Belma Nurkic
Erin Olson
Jonathan Paschke
Loren Podoll
Daniel Popowski
Samantha Pula
Faly Rakotomahenina
Tara Robberstad
Kyle Roos
Sarah Rustad
Rachel Schaan
Jennifer Schlauderaff
Alaina Stadheim-Olson
Katie Swisher
Nathan Trunnell
Amy Vogt
Adam Waage

Nicole Wald
Pamela Weigel
Brianna Wilcox
Melisa Williams
Kimberly Wollenhaupt

Doctor of Philosophy

Ashwin Basarkar
Adekunle Elegbede
Shobhan Gaddameedhi
Yufen Zhang

***College of
Science and Mathematics***

Certificate

Dibakar Bhowmick
Scott Schram
Shamayne Smith

Bachelor of Arts

Mary Freitag
Kyle Knudsen
Stefan Olson

Bachelor of Science

Jessica Allhoff
Rachel Attebery
Anoklase Ayitou
Jessica Becker
Chad Bergan
Aaron Bernhardt
Jason Bivens
Travis Bjordahl
Cory Blixt
Megan Bouret
Miranda Bovy
Evan Braaten
Jason Braunberger
Jennifer Brottlund
Grace Brown
Ken Brown
Tyler Carlson
Christopher Chapman

Anthony Christenson
Jessica Cox
Lisa Dalquist
Preston Debele
Carrie Eback
Katie Elkin
Nathan Ellenson
Erin Ellsworth
Timothy Engelking
Sarah Estrem
Christopher Fall
Roger Feltman
Dustin Fick
Kristin Fleegel
Brandon Foster
Brian Frank
Mizuki Funada
Alexander Galt
Kari Gerbig
Petra Gerde
Vandana Ghai
Patrick Gjorven
Justin Gronfur
Brandilyn Gronvold
Rodney Gross
Dhruv Gupta
Vikas Gupta
Ashley Hanel
Andrea Hanson
Joel Hartleib
Kristen Hasbargen
Laura Haselhorst
Nicholas Hauschild
Shashank Hazrati
Ryan Heintz
David Helm
Adam Helsene
Jonathan Hoffman
Tharemy Hopkins
Kyla Hornbacher
William Huhn
Randy Imholte
Ryan Jensen
Vanessa Johansen

Elliott Johnson
Kelsey Johnson
William Johnson
Ikana Kaale
Chahak Kakar
Heather Kamphuis
Sasha Kean
Ashish Khanna
Lee Kiedrowski
Kristi Kilen
Marissa Knutson
Daniel Krippner
Justin Lampert
Megan Larson
Elizabeth Lee
Raeann Levang
Nathan Levi
Jacqueline Line
Victoria Loe
Jack Lubka
Ashley Madson
Christine Malzer
Veselin Marinov
Jared Marquardt
David Mart
Brenda Mbipeh
Thomas Meyer
Scot Mickelson
Ryan Miller
Coree Mueller
Veronica Nagel
Alexander Ness
Steven Novotny
Jessica Nyberg
Kyle Olmstead
Molly Orton
Rohit Parvathaneni
Neelmani Pathak
Nicole Penrod
Sarah Perius
Holly Peterson
Phillip Reindl
David Richardson
Nicholas Richter

Meghan Rolfsrud
Ripunjaya Saran
Kristin Satren
Clint Sauer
Brianna Schneck
Andrea Schraw
Satwant Singh
Megan Sis
Brittany Stoa
Suzanne Stone
Mark Swan
Ryan Swanson
Andrew Swenson
Lance Tarver
Westen Thomas
Samantha Tucker
Steven VanSickle
Eugenia Vazquez
Tanush Wadhawan
Ericka Wentz
Erin Wilkinson
Kellyn Wolff
Benjamin Wymore
Inna Yerisov
Kristin Young

Master of Science

Darrin Albert
Kishore Alla
Lakshmi Anantha Raman
Arunprakash Ayyarsamy
Arunkumar Balasubramanian
Surjeet Banga
Otto Borchert
Sharath Bukkapatnam
Michael Burak
Katrina Canonizado
Wilfredo Cruz
Anoop Kheerwal
Yishu Li
Tian Lu
Megha Manan
Ye Miao
Karthik Namasivayam

Shyam Narayanan Kutty
Ramesh Natarajan
Inderjeet Oberoi
Ja In Park
Sritej Perubhotla
Maxfield Pool
Manoj Pushpala Vijay
Treasure Sims
Lee Sprouls
Roopashree Suryanarayana
Jun Wen

Doctor of Philosophy

Izzat Alsmadi
Maria Canton
Shamus Funk
Ryuji Hayashi
Robert Kargbo
Levi Stanley
Benjamin Wilkowski

College of University Studies

Bachelor of University Studies

Gabriel Aher
Cinque Chapman-Pratt
Nicole Getz
Dustin Johnson
Jason Kosmatka
Christy Matson
Michael Meger
Sebastian Miles
Travis Oliver
Lisa Overbo
Lisa Petik
Kirk Pierce
Jared Schwebach
Dan Sifuentes
Melissa Stotz
Kiersten Yost

NORTH DAKOTA STATE UNIVERSITY

Summer 2008 Graduates

Degree Conferral Date: August 1, 2008

Attachment 4

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Science

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Nicole Bardon
Jeanie Bixby
Steven Brooks
Amy Duchsherer
Daneen Fiesel
Kristin Foss
Navdeep Gupta
Sanjaquiline Helm
Erin Iveland
Erin Klocke
Kody Kylo
Jenifer Leonard
Carly Moen
Daniel Oberholtzer
Kristin Olson
Brandon Oppelt
Kayla Reger
Kazandra Riopel
Sarah Schweigert
Daniel Thorstad
Amanda Uhlmann
Jenna Waldock
Matthew Ziegelmann

Master of Science

Wendy Arndt
Steven Condon
Gregory Danzeisen
Dawn Feltus
Jacob Ihle
Jenna Jansen
Craig Kritsky
Matthew Laubach
Angelia Pinkerton

Zoe Roberson Zetina
Miranda Vlamincik
Bin Xu
Michael Zimanski

Doctor of Philosophy

Chenggen Chu
Aruna Varanasi
Kiersten Wise

College of Arts, Humanities and Social Sciences

Bachelor of Arts

Jessica Anderson
Cody Halsey
Anna Larson
Derek Poehls

Bachelor of Science

Megan Arvig
Erica Bjornstad
Jude Chabot
Robert Frey
Sean Hagen
Tenneille Klein
Jacob Lavelle
Akol Makeer
Kristofer Martell
Katie McMillen
Admira Peco
Michelle Phillips
Megan Robley
Darrin Schroeder

Master of Arts

Robert Hutchings
Sarah Nissen

Michael Tomanek
Michele Willman

Master of Science

Diana Swenson-Siegel

Doctor of Philosophy

M Barrett
Kerri Spiering
Adam Tyma

College of Business

Bachelor of Science

Nicholas Ballard
Krista Carson
James Crawford
Jonathan Erdmann
Adam Field
Bonni Geiger
Ryan Grussing
Adam Gunkel
Christopher Heydt
Justin LaGosh
Christa Lavey
Nicholas Leigh
Andrew Link
Brienne Montgomery
Collins Mutegi
Demetrios Papademetriou
Tristan Pollock
Nicole Sander
Shreya Singh
Andrew Wroblewski
Margaret Zich

College of Engineering and Architecture

Bachelor of Architecture

Eric Froelich

Bachelor of Science

Justin Agnew
Brett Barry
Mary Cook
Gregory Elsner
Casey Feltz
Eric Froelich
Trisha Grant
Thomas Haugrud
Shane Kosloske
Jenna Larson
Joseph Lorsung
Cory Miskowicz
Julianne Nilsen
Jonathan Ogaard
Nicholas Peake
Kevin Ruhland
Matthew Saatkamp
Masashi Saito
Jackson Strom
Christina Tapper

Bachelor of Science in Civil Engineering

Dustin Dale

Bachelor of Science in Construction Engineering

Kyle Parisien

Bachelor of Science in Electrical Engineering

Daniel Schwandt

Bachelor of Science in Industrial Engineering Management

Bradley Buck
Michael Hedlund

Bachelor of Science in Mechanical Engineering

Eric Bossert
Charles Eiden
Matthew Haugen
Andrew Jacobs
Jordan Lemer
Stephanie Meier
Matt Meyer
Christopher Northrup

Master of Science

Jason Baker
Cherish Bauer Reich
Nicholas Grundman
Sunil Gyawali
Brent Hanson
Christopher Hill
Shilesh Malliyoor
Jessica Martin
Cassie McNames
Trent Museus
Lyndon Pease
Anupama Sadasiva
Vyasa Sai
Jerilyn Swenson
Ramanjaneyulu Tatiraju
Jay Thompson

Master of Architecture

Nathaniel Hacker

Doctor of Philosophy

Jayendra Amamcharla

College of Graduate and Interdisciplinary Studies

Certificate

Ngemunang Ngale Lyonga

Master of Military Logistics

Ronald Burnside
Jeffry Carlson
Charles Costello
David Kelley
Gerald LaCross
Joshua LaMotte
Mark Lampert
Keith Mixon
George Schneider
Damon Schwan
Stephen Turner

Master of Science

Jesse Beckers
Josia Halwoodi
Kalpeshkumar Parmar
Ali Tackett
Megan Townsend

Doctor of Philosophy

Derek Crompton
Jack Norland

College of Human Development and Education

Certificate

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Bachelor of Science

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Allison Bakke
Courtney Becker
April Berndt
Katie Bishoff
Jason Bolan
Crista Bukoskey

Shane Bushland
Kristie Caylor
Paul Christianson
Shera Dutoit
Lee Firminger
Anne-Marie Fitz
Melanie Fjestad
Elizabeth Fredrickson
Kathryn Furth
Melissa Gagner
Laura Girodat
Casey Griffith
Rebecca Gross
Staci Honeyman
Nikki Hoovestol
Rheanna Kautzman
Sarah Krieger
Lauren Martin
Dacotah Melicher
Michelle Nelson
Tara Nesser
Erin Ostenson
Shonna Paluga
Bridget Piatz
Teri Prashek
Jennifer Reiser
BreeAnna Schott
Ashley Schultz
Jacob Waldner
Brianna Wardien
Sarah Wells
Seth Whitlock
Danielle Williams

Master of Education

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Tessa Borkenhagen
Kristen Cameron
Kimberly Eckroth
Jennifer Erp
Lisa Foulkes
Shawn Kuntz
Troy Roesler

Master of Science

Kaylee Knoff
Theresa Leiphon
Jessica Neumann
Angela Senne

Doctor of Philosophy

James Egeberg
Charles Fountaine

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

Shelly Aldrich
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Jenna Baune
Tanya Berdahl
Renee Black
Mandi Christensen
Stephanie Daul
Amanda Davidson
Tiffany Johnson
Howard Klingbeil
Jenna Leingang
Joe Leiser
Delvin Lufkins
Tiffaney Maly
Andrea Oknick
Brittany Swanson
Erin Swyter
Abby Waisanen
Katherine Wallace
Christopher Watt
Tyson Williams
Sharlene Windjue

Master of Science

Jenna Myrom

Doctor of Pharmacy

Justin Grueneich
Kyle Krenzke

Doctor of Philosophy

Ruchita Kapoor
Chandrasekar Manoharan

***College of
Science and Mathematics*****Bachelor of Science**

Michael Adams
Niti Agarwal
Astha Ahuja
Surekha Anand
Kenneth Anderson
Meenu Baloda
Apurav Chadha
Rebecca Clement
Russell Conklin
Anant Gurung
Erik Hanson
Netiggya Harsh
Akanksha Jaidev
Mansi Johri
Anureet Kaur
Pankaj Kumar
Heidi Malkuch
Jessica Monzelowsky
Akshay Mudgal
Shannon Plum
Pradhuman Rana
Shweta Sah
Jitender Saroha
Christopher Schauer
Madhulika Sharma
Varun Sheoran
Amar Singh
Kunal Singh
Leah Swanson
Rohan Tayal
Anurag Tiwari
Karan Verma
Sneha Vivekanandhan
Jillaine Williams

Master of Science

Jessica Brooks
Lindsey DiPietro
John Goering
Umar Islambekov
Satoshi Kawamura
Abu Khalique
Nicole Kiewel
Magali Laitem
Joel Lischefski
Tavishi Loomba
Asha Pannem
Xixi Song
Daniel Stout
Sumanth Tadasina
Dhinuraju Vijayan
Andrea Wadeson

Doctor of Philosophy

Renee Magnan
Amanda Matson
Angela Pile
John Reber
Christopher Stopera
Quan Su
Jingpeng Tang
Ankit Vora

College of University Studies**Bachelor of University Studies**

Kenneth Bichler
Thomas Campbell
Kyle Mikkelsen
Christopher Paterson
Mindy Rath
Andrew Teigen

Agenda
University Senate Meeting

*Meeting time and place: 3:30 p.m., Monday, November 10, 2008
Memorial Union, Plains Room*

I. Substitutions - K. Wold-McCormick

II. Approval of October 13, 2008, minutes

III. Consent Agenda

A. Academic Affairs ([Attachment 1](#))

B. Policy Coordinating Committee

For information only:

1. [Policy 105 – Applicant Flow Information](#)
2. [Policy 112 – Pre-Employment and Current Employee Criminal Record Disclosure Policy](#)
3. [Policy 128 – Timeslip Payroll and Electronic Timekeeping/Temporary Staff](#)
4. [Policy 133 – Educational Policy](#)
5. [Policy 334 – Field Trips](#)
6. [Policy 700.2 – Taking Equipment Off-Campus](#)
7. [Policy 705 – Parking](#)
8. [Policy 713 – Records Management](#)
9. [Policy 810 – Allowable Cost Policies – Equipment](#)
10. [Policy 816 – Rebudgeting on Sponsored Agreements](#)

Any member can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- A. President Chapman
- B. Provost/VPAA Schnell
- C. D. Cómez, President of University Senate
- D. V. Olson, President of Staff Senate
- E. J. Heilman, President of Student Senate
- F. Other

V. Committee Reports

- A. Academic Affairs - J. Caton
- B. General Education - L. Peterson
- C. Council of College Faculties - C. Popovici
- D. Policy Coordinating Committee - M. Meister
- E. Other Committee Reports

VI. Unfinished Business

VII. New Business

VIII. Discussion

IX. Adjournment

Academic Affairs Committee

Curricular Recommendations

Course Deletion			
Dept.	No.	Title	Crs.
TL	784	Intermodal Freight Transportation	3
For Information Only: Changes in Prerequisites & Restrictions			
Dept.	No.	Title	Descriptions
TL	782	Transportation Systems I	This course provides an overview of transportation systems, including relationships among transportation, the economy, environment, and land use. The focus is on highway and freight transportation (including demand, capacity, cost, service, and investment analysis) with applications to multimodal corridor planning.
TL	783	Transportation Systems II	This course focuses on railroads and freight multimodal planning. It includes an introduction to railroads, an overview of the railroad industry and services, cost, models, regulations, energy requirements, route analysis, operations, line capacities, intermodal terminals, environmental considerations, and multimodal freight issues.

Clarification of the October 13, 2008, Minutes - Degree title change instead of Program Title change from Master of Military Logistics to *Master of Managerial Logistics*

Agenda

University Senate Meeting

*Meeting time and place: 3:30 pm, Monday, December 8, 2008
Memorial Union, Plains Room*

I. Substitutions - K. Wold-McCormick

II. Approval of November 10, 2008, Minutes

III. Consent agenda

- A. Academic Affairs ([Attachment 1](#))
- B. General Education ([Attachment 2](#))
- C. Policy Coordinating Committee

For information only:

- 1. [Policy 700.2 - Taking Equipment Off-Campus](#)
- 2. [Policy 705 - Parking](#)

Any member can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- A. President Chapman
- B. Provost/VPAA Schnell
- C. D. Cómez, President of University Senate
- D. V. Olson, President of Staff Senate
- E. J. Heilman, President of Student Senate
- F. Other

V. Committee Reports

- A. Academic Affairs – A. Brunt
- B. General Education – L. Peterson
- C. Council of College Faculties – H. Hatterman-Valenti
- D. Policy Coordinating Committee – M. Meister
 - Policy 112 - Pre-Employment and Current Employee Criminal Record Disclosure Policy ([Attachment 3](#))
- E. Other

VI. Unfinished business

VII. New Business

- A. Policy 350.1 – Board Regulations on Academic Freedom and Tenure; Academic Appointments ([Attachment 4](#))
- B. Provost/VPAA C. Schnell - CLA Presentation

VIII. Discussion

IX. Adjournment

Academic Affairs Committee Report for December, 2008, University Senate Meeting

Curricular Recommendations

New Degree							
Master of Software Engineering (M.S.E.) - to be awarded as part of a new distance-delivered masters program in Software Engineering (M.S. in Software Engineering is already an approved program at NDSU)							
New Courses							
Subject	No.	Title				Crs.	
CJ	210	Introduction to Policing				3	
ME	361	Introduction to Mechanical Engineering Profession				1	
CDFS	484	Developmentally Appropriate Practices Across the Adult Lifespan				3	
GEOG/ GEOL	470/ 670	Remote Sensing				3	
Course Deletions							
Subject	No.	Title				Crs.	
MS	114	Basic Pistol Marksmanship				1	
MS	115	Basic Rifle Marksmanship				1	
MS	213	Basic Camp: Camp Challenge				3	
MS	214	U.S. Military History				2	
MS	313	Advanced Camp				3	
CDFS	382	Implementing Creative Activities for Children				2	
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Subject	No.	Title	Crs.
IME*	335	Welding Technology	2	IME	335	Welding Technology	3
CDFS	381	Creative Activities for Children	3	CDFS	483	Developmentally Appropriate Practices from Birth through Adolescence	3
Change in Prerequisites – For Information Only							
Subject	No.	Title		Prerequisite Change			
ECE	470	Digital Design II		Prereq: ECE 375			

General Education Recommendations University Senate Meeting – December 8, 2008

Outcomes Key:				
1. Communicate effectively in a variety of contexts and formats.				
2. Locate and use information for making appropriate personal and professional decisions.				
3. Comprehend the concepts and perspectives needed to function in national and international societies.				
4. Comprehend intrapersonal and interpersonal dynamics.				
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.				
6. Integrate knowledge and ideas in a coherent and meaningful manner.				
7. Comprehend the need for lifelong learning.				
Courses Approved for General Education (New)				
Course No.	Course Title	Recommended Categories	Recommended Outcomes	
ENGL 326	Writing in the Design Professions	C	1, 6	
Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes				
Course No.	Course Title	Categories	Outcomes	
GEOL 304	Eastern North Dakota Field Course	S(p)	5, 6	
HNES 111	Wellness	W	2, 6	
SOIL 217	Introduction to Meteorology and Climatology	S(n)	5, 6	
Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
CLAS 101	First-Year Latin I	A	1, 2, 3, 4, 6	1, 6
CLAS 151	First-Year Greek I	A	1, 2, 3, 4, 6	1, 6

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

SECTION 112: PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINAL RECORD DISCLOSURE

This policy needs to be changed due to the PeopleAdmin system. We still capture this information, but no longer do we use a form to do it. The policy has been changed to reflect how this is now done.

Language has also been added to implement procedures based on the SBHE's passing of policy 602.3: Job Applicant/Employee Criminal History Background Checks.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 10/15/08
University Senate:
Staff Senate:
Student Senate/Executive Board:
President's Council:

3. This policy was originated by (individual, office or committee/organization):

Office of Equity, Diversity & Global Outreach
Office of HR/Payroll

SECTION 112: PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINAL RECORD DISCLOSURE

SOURCE: NDSU President

SBHE Policy Manual, Section 602.3

1. Job Applicants – Criminal Record Disclosure.

1.1 All applicants for employment at NDSU, whether full-time or part-time, including student employment, must answer sign the criminal record disclosure questions form prior to being hired. Depending-The nature of on the position (full-time or part-time) will determine if the form is used or if this information is captured through the online PeopleAdmin system. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.

2. 1.2 A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.

3-2. 1.3 The information form shall be kept in the employee's official personnel file (<http://www.ndsu.nodak.edu/policy/718.htm>) (or, for individuals not hired, with the applicant's file).

4-3. 1.4 Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, Vice PresidentExecutive Director, Chief Diversity Officer in the Office of Equity, and Diversity and Global Outreach (for non broadbanded positions), Director of Human Resources/Payroll (for broadbanded positions), University General Counsel, or their Department Chair or Dean.

2. Criminal History Background Checks.

4- 2.1 A nationwide FBI criminal history background check is authorized

for the following positions:

a. All benefited positions; and

b. The following positions, whether benefited or non-benefited:

1. Chancellor, institution president and vice presidents;

2. Police officer and security guard;

3. Resident hall and apartment manager or director and

assistants;

4. Information technology staff;
5. Employees responsible for or with unsupervised access to cash, credit, debit or other financial transactions or numbers, or confidential or other protected information, including medical records, social security numbers, tax, retirement, or vendor or contractor proprietary or other confidential information;
6. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;
7. Child care employees and other employees who have unsupervised contact with children;
8. Part-time instructional staff;
9. Employees responsible for or with access to controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances; and
10. Counselors and coaches.

2.2As stated in Policy 602.3, a nationwide FBI criminal history background check is required before beginning employment in the following positions:

a. Police officer; and

b. Security guard.

2.3North Dakota State University will conduct a criminal history check, which may be North Dakota BCI check, a FBI nationwide check or check of another state or multiple jurisdictions on all new hires, before beginning employment. The level of check will be determined by the hiring department upon consultation with the central administrative office conducting the search. This check will be required before beginning employment in the following positions:

- a. Chancellor, president and vice presidents;
- b. Resident hall and apartment manager or director and assistants;
- c. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;
- d. Child care employees and other employees who have unsupervised contact with children;

- ~~e. Employees responsible for or with access to controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances; and~~
- ~~f. Counselors and coaches.~~

~~5.~~ 3. Current Employees

~~35.~~ 35.1

Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies; and misdemeanors involving violence and theft; or any offense requiring one to register as a sex offender) to their supervisor and the Director of Human Resources/Payroll. See Policy 155 for arrests and convictions involving drugs and alcohol in the workplace. Additional evidence about the conviction (example, the judgment of conviction) may be placed in the employee's official personnel file. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined by the supervisor after consultation with appropriate personnel. (See section 4 above.) The employee can request that the conviction information be removed from the employee's official personnel file after misdemeanors are over 5 years old and 10 years for felonies.

~~35.~~ 35.2

Information regarding this subsection shall be provided to employees as part of the *NDSU Annual Notice of Policies Covered under the ND Risk Management Program*.

~~35.~~ 35.3

All current employees are required to sign a Criminal Record Disclosure Form.

~~35.~~ 35.4

Employees arrested or charged by summons to appear for crimes covered by this policy, or for a crime otherwise job related (e.g., a DUI if driving is a job requirement), have a duty to notify their supervisor and the Director of Human Resources/Payroll within five days of the arrest or receipt of the summons. While an arrest is not a conviction, NDSU will determine any potential actions or consequences on a case by case basis.

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section: ***NDSU Policy 350.1: Board Regulations on Academic Freedom and Tenure;
Academic Appointments***

Added paragraphs 4.c.(12) regarding Research Professorships and 4.c.(13) regarding Professor of Practice.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 10/15/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

Provost/VP for Academic Affairs (9/11/08)

General Counsel (9/11/08)

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 350.1: BOARD REGULATIONS ON ACADEMIC FREEDOM AND TENURE; ACADEMIC APPOINTMENTS

SOURCE: SBHE Policy Manual, Section 605.1, 605.2, 605.3, 605.4

1. General Principles

- a. A college or university is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. Academic freedom and tenure are both important in guaranteeing the existence of such a forum. This policy is intended to enable institutions under the authority of the Board to protect academic freedom.
- b. The purpose of tenure is to assure academic freedom. Academic freedom applies to all scholarly pursuits. Freedom in scholarship is fundamental to the advancement of knowledge and for the protection of the rights of the faculty members and students. It carries with it duties and responsibilities correlative with rights. These duties and rights are set forth in policy 401.1, relating to Academic Freedom, and the **1940 Statement of Principles on Academic Freedom and Tenure** (Rev. 1990), adopted by the American Association of University Professors and the Association of American Colleges. These policies apply to all institution faculty unless otherwise indicated.
- c. Tenure is awarded by the Board upon recommendation of the Chancellor, following review and recommendations made pursuant to the procedures established at the institution and a recommendation by the institution's president to the Chancellor. A favorable recommendation means that the applicant meets all of the prerequisites and criteria and the award of tenure is consistent with the sound fiscal management and academic priorities of the institution and the system of education under the control of the Board. Tenure recommendations submitted to the Board shall include a brief summary of the candidate's qualifications and reasons for the recommendation. Tenure is not an entitlement, and the granting of tenure requires an affirmative act by the Board. Tenure is limited to the academic unit or program area in the institution in which tenure is granted and shall not extend to an administrative or coaching position.

2. Definitions of terms used in sections 605.1, 605.2, 605.3 and 605.4 of Board Policy (350.1, 350.2, 350.3, 350.4 NDSU Policy Manual):

- a. "Academic Year" means the period, approximately nine months in duration, starting with the beginning of the Fall semester and ending following completion of the Spring semester.
- b. "Board" means the North Dakota State Board of Higher Education.

- c. "Faculty" means all members of the academic staff, excluding only coaches and administrators in their capacities as coaches or administrators.
- d. "Receipt" means either actual or constructive receipt. Constructive receipt means the sending party has taken all reasonable steps to ensure that the receiving party has received actual notice.

"Academic unit or program area" shall be defined as the department or comparable unit. Comparable unit shall be determined by the President after consultation with relevant department, college, and university faculty and representatives.

"Head of an academic unit" shall be defined as the department chair or equivalent administrative appointment. Equivalent administrative appointment includes faculty coordinating a program area who have administrative responsibility for evaluating probationary and tenured faculty and making recommendations for tenure, promotion, renewal or nonrenewal, dismissal, or termination.

3. General Procedures

- a. Because of the variety of scope and organizational structure of the institutions under the control of the Board, the faculty governance structure at each institution, in accordance with section 305.1 of these policies, shall recommend procedural regulations to the president to implement policies 605.1, 605.2, 605.3 and 605.4, including:

The faculty governance structure at North Dakota State University is the University Senate.

- 1) procedures for continuing evaluation of both probationary and tenured faculty members; and
- 2) criteria and procedures by which faculty members are evaluated and recommended for tenure.

Procedures for the continuing evaluation of both probationary and tenured faculty members, and criteria and procedures by which faculty members are evaluated and recommended for tenure are published in the NDSU Policy Manual, Section 352.

- b. The criteria for tenure evaluation and continuing evaluation of probationary and tenured faculty shall include scholarship in teaching, contribution to a discipline or profession through research, other scholarly or professional activities, and service to the institution and society. Institutions may adopt additional criteria. The regulations defining these criteria shall be consistent with the nature and mission of the institution.

- 1) Institutions shall establish various tenure "plans" appropriate to the diverse missions of individual institutions, designed to encourage emphasis on research, scholarship in teaching (including, for example, utilization of technology in teaching and innovative teaching methods), service (including, for example, technology transfer and economic development) and other areas of emphasis. Institution regulations shall include guidelines for determining weight to be given each of the criteria for tenure evaluation and continuing evaluation. The guidelines shall provide for varying emphasis on the enumerated criteria based upon the faculty member's plan, the needs of the institution and the background, abilities and interests of the faculty member.
 - 2) Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The contracts shall specify the weight to be given the criteria for evaluating performance. The contract provisions shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.
- c. Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution, during which the faculty member is evaluated at least annually according to an evaluation process designed to foster continuous improvement. The term may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances. Institutions shall establish procedures for granting extensions or waivers of the continuous service requirement in exceptional circumstances, which must include maternity or parental leave and appropriate accommodations for faculty members with disabilities. Institution procedures may define additional exceptional circumstances including, for example, family emergencies or extended illness.

A faculty member desiring an extension of the six-year probationary period or a waiver of the continuous service requirement based on exceptional personal or family circumstances shall make a written request for an extension or waiver to the department chair or head of the academic unit. The written request shall be made within 90 days from the time of the exceptional circumstances justifying the extension or waiver request. The chair or head of the academic unit shall forward a recommendation on the request to the Dean who shall also review the matter and forward a recommendation on the request to the Provost and Vice President for Academic Affairs. Approval of the extension or waiver request rests with the Provost and Vice President for Academic Affairs and the President of the University. Denial of an extension or waiver request is a matter related to promotion and tenure appealable pursuant to Policy 350.

- d. An institution may, subject to procedural requirements stated in this policy and sections 605.2, 605.3, and 605.4, decline to renew the contract of probationary faculty without cause at any time during the probationary period.

4. Faculty appointments shall be probationary, tenured or special.

- a. PROBATIONARY APPOINTMENTS are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service, excluding extensions to the term or exceptions to the continuous service requirement granted in exceptional circumstances.

- 1) An individual with previous professional experience may, at the discretion of the institution, be given tenure credit not to exceed three years for this experience, with such credit to be regarded as academic service to the institution for the purpose of these regulations. The faculty member shall be informed in writing of this policy and the institution's decision prior to or at the time of appointment.

Acceptability of tenure credit shall be evaluated by the department chair and the dean or director of the college or equivalent unit. Approval of credit toward tenure rests with the Provost and Vice President for Academic Affairs and the President of the University.

- 2) Time spent on leave of absence or developmental leave may be counted, up to a maximum of two years, as academic service for the purposes of these regulations. The amount shall be determined, and the faculty member informed in writing, including any applicable conditions, prior to authorization of the leave.

*Approval **for leave credit** is required by the department chair, dean, and the Provost/VPAA.*

- b. TENURED APPOINTMENTS recognize a right, subject to Board policy, to continuous academic year employment in an academic unit or program area as defined by an institution and stated on the contract. A faculty member shall qualify to be recommended for a tenured appointment by satisfying the criteria for tenure developed in accordance with subsection 3 of this policy.

- 1) The following persons are not eligible for tenured appointment:

- i. Faculty members with a part-time or temporary appointment. However, faculty members who have been awarded part-time tenure as established by previous Board policy and those who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.
- ii. An institution's president:

The President's Office maintains the list of faculty members who have been awarded part-time tenure under previous Board policy.

- 2) The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to an institution's chief academic officer or to any other person appointed to the faculty who has not met the eligibility requirement of subdivision 3 (c) of this policy, provided that the person, at the time tenure is granted has:
 - i. held a tenured appointment at another institution, or
 - ii. been a faculty member at the institution for at least one prior academic year.
- 3) The Board may, following review and recommendation made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to any person appointed to the faculty who has not met the eligibility requirements of subdivisions 3(b) and 3(c) of this policy, provided that the person has a documented record of outstanding achievement and consistent excellence in a discipline or profession gained through research, scholarly or professional activities, or service.

Materials in support of a candidate for tenure under exceptional circumstances shall be submitted to the department or academic unit in which tenure is sought. The materials shall be reviewed at the department or unit level and the chair or head of the academic unit shall forward the unit's recommendation to the Dean and the college PTE committee, who will review the materials and unit recommendation and make independent recommendations to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will review the materials and recommendations and provide a recommendation to the President who will make a final recommendation to the State Board of Higher Education.

- c. SPECIAL APPOINTMENTS do not involve either tenure credit or status. Special appointments are all appointments except tenured or probationary appointments, including:
 - 1) Courtesy adjunct appointments awarded in accordance with Board policy to professional people who contribute to the academic or research program of the institution;
 - 2) Visiting appointments for people holding academic rank at another institution of higher education;
 - 3) Appointments of retired faculty members on special conditions;
 - 4) Initial appointments supported wholly or partially by other than state appropriated funds;

- 5) Appointments clearly limited to a brief association with the institution, as defined by the institution;

A brief association, as defined at NDSU, will be a maximum duration of six consecutive years. Exceptions to this policy must be approved by the chair, dean and the Provost/VPAA.

- 6) Terminal appointments given with notice of non-renewal to faculty members who were previously on probationary appointment. A terminal appointment with notice of nonrenewal must be given to a faculty member no later than the end of the sixth year of probationary appointment if the decision is made to deny tenure;
- 7) Part-time faculty;
- 8) Lectureship appointments, which shall be for performance of specifically assigned academic duties only, without general faculty responsibilities;

*Lecturers provide the services defined in the letter of appointment, which are generally limited to teaching specific courses or advising a certain number of students; participation in faculty governance is not provided for. These appointments are compensated and may be for one **or two semesters** at a time. Full-time lectureship appointments are considered temporary. Service beyond a total of six **consecutive** years **requires a written justification by the department and approval by the dean and the Provost/VPAA.***

A Senior Lecturer appointment is also available for academic staff of distinguished merit and ability when a probationary faculty appointment is either inappropriate or unavailable. Factors to be considered in awarding a Senior Lecturer appointment include the academic degree and years of experience of the candidate, as well as the level of courses taught and the quality of instruction. Although senior lecturers may be expected to participate in college activities and committees, they are not eligible for governance activities or committee assignments provided for the University's faculty by its Constitution or Bylaws.

Senior Lecturers shall be appointed annually (or for a longer period with the approval of the Provost and Vice President for Academic Affairs) at a salary appropriate for their qualifications, responsibilities and department.

Notice of termination of a Senior Lecturer appointment must be given by March 1 of the first full year of academic service, or by December 15 of the second or subsequent year of service, in order for the termination to be effective as of the end of that fiscal year of service.

- 9) Graduate teaching assistant appointments.

10) Postdoctoral fellowships and clinical appointments; and

11) Other faculty appointments, not probationary or tenured, that are designed to help fulfill the institution's mission or meet long-term needs. The appointments shall be subject to an agreement describing the faculty member's duties and goals, criteria and weight assigned each criteria for evaluation. The term of an appointment and agreement, or renewal thereof, may not exceed three years. The faculty member's performance and achievement of goals shall be evaluated during the final year of an appointment. An appointment may be renewed only if the evaluation demonstrated satisfactory performance.

12) Research Professorships

- i. **Research Professorships** shall be for faculty members whose primary function is research in a position that is supported entirely by extramural funding. Research Professorships are offered to individuals with experience and scholarly qualifications comparable to regular faculty members at the same rank. Thus, the appointments may be made at the levels of a) Research Assistant Professor, b) Research Associate Professor, or c) Research Professor. Research Professorships shall be hired using existing university policies and guidelines, and the appointment must be associated with an academic department and/or a research unit within an academic department. It may, however, be made in one or more departments. If the appointment is a joint appointment between two units, the appointment must exceed 50% in one of the units, and the Chair/Head in the majority unit would take primary responsibility for annual evaluations.
- ii. The duration of the appointment is based upon extramural funding. Research Professorships neither carry tenure nor are eligible for tenure.
- iii. The position is typically 100% research. No teaching or university service is expected, but professional service (e.g., reviewing submissions; presenting at conferences) is an inherent responsibility of the position. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending departmental meetings, voting on departmental issues). Research Professorships will not typically involve formal classroom teaching. In rare cases in which a Research Faculty is considered for a teaching assignment, a separate part-time teaching appointment is required, and the Research Faculty should reduce their research effort accordingly. All non-research activities are, of course, subject to constraints imposed by the funding agencies providing support for the primary appointment.
- iv. Research Professorships are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate

education shall be governed by the department and by the existing policies of the Graduate School.

- v. An annual written evaluation will be completed by the department Chair/Head. If the Research Faculty is working within a research group, then the Chair/Head shall consult with the Research Director or Principal Investigator for input on the appointee's evaluation. It is essential that the evaluation be based upon a current position description. One component of the annual review will be the assessment of past and upcoming funding for the position.
- vi. Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure, and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically, promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in research, publications and extramural funding (i.e., demonstration of knowledge dissemination in his/her field, supervision of graduate researchers, and/or continued funding support.
- vii. A Research Faculty member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean, and the Provost, up to 3 years prior experience in a Research Professorship can be counted toward tenure.

13) Professor of Practice

- i. The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline and carry out other responsibilities assigned at the discretion of the department and or college, including apportionment of their time to service and or other professional responsibilities. Appointments at the Assistant, Associate, and Full Professor of Practice are based on academic qualifications, as described below.
 - a) **Assistant Professor of Practice.** For appointment as Assistant Professor of Practice, candidates must have a terminal degree or equivalent professional experience, and demonstrated professional or industrial/business experience. The length of appointment may be 1-3 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice, the teaching load exceeding that of the tenure-track faculty in the unit/department.
 - b) **Associate Professor of Practice.** For appointment as Associate Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of leadership in instructional activity in

academic or professional instruction that has had a significant impact on the department, college, university, or profession. The length of appointment may be 1-4 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice, the teaching load exceeding that of the tenure-track faculty in the unit/department.

c) **Professor of Practice.** For appointment as Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of contributions to advancing learning in the field (i.e. national visibility in dissemination of instructional methods and or materials, successful grant funding for instructional activities/innovations, leadership in professional organizations). The length of appointment may be 1-5 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice, the teaching load exceeding that of the tenure-track faculty in the unit/department.

ii. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending departmental meetings, voting on departmental issues). Professorships of Practice are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate education shall be governed by the department and by the existing policies of the Graduate School. An annual written evaluation will be completed by the department Chair/Head.

iii. The position of Assistant, Associate, or Professor of Practice neither carries tenure nor eligibility for tenure, though promotion is possible through ranks, based on time in rank and satisfactory evaluation of assigned responsibilities. Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure, and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically, promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.

iv. A faculty of practice member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean, and the Provost, up to 3 years prior experience in a Professorship of Practice can be counted toward tenure probation.

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5. The general terms and conditions of appointment shall be provided the appointee in a written contract. The contract shall state whether the appointment is probationary,

tenured or special. The term of a contract, except contracts made pursuant to paragraph 4(c)(11), shall generally not exceed one year. A multiple-year contract must be subject to termination upon discontinuance of the program in which the faculty member is employed, non-appropriation or loss of funds, or other financial exigency.

For a faculty appointment, the contract consists of the letter offering the position, the current job description of the individual faculty member, and the current policies and procedures of NDSU and the State Board of Higher Education. The department chair or head of an academic unit will ensure that all faculty have job descriptions that are periodically reviewed and updated. Each job description will be signed by the Dean, the Chair or head of the academic unit, and the faculty member and filed in the faculty member's official personnel file. Each job description shall specify how a faculty member's assigned responsibilities will be allocated among teaching, research, and service which will determine the weight to be given to each area of responsibility for tenure, promotion, and continuing evaluations.

6. The institutional process for evaluation of faculty, the criteria and minimum expectations for promotion and for tenure, and provisions concerning required notices, shall be made known to the appointee at the time of appointment. This disclosure may be accomplished by a published description of the process, criteria, and expectations in a faculty handbook or similar document. Such provisions are subject to change according to processes established for adoption or amendment of Board and institutional policies. Institution procedures shall provide for annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract. Evaluations of all teaching faculty must include significant student input.

At the time of appointment, the appointee shall be provided with information, which contains the institutional process for evaluation of faculty, as well as minimum expectations for promotion and tenure. In addition, specific departmental and college guidelines for promotion, evaluation and tenure, if applicable, will be made available to the appointee.

The dean or director of the college or equivalent unit will be responsible for providing these documents to the appointee.

Note: Since this Policy repeats Board Policy, the section numbers in the Board Policy refer to Board Policy numbers. The italicized portions of Policies 350.1-350.4 are NDSU Policy which implement or supplement Board Policy.

| HISTORY: Replaces portions of Policy 605, SBHE Minutes April 25, ~~1995~~, 1995, pg 6554. Amended April 25, 1995; July 1, 1996; January 1997; June 1997; February 2001, October 2001, August 2003, October 2005, October 2007.

Agenda

University Senate Meeting

*Meeting time and place: 3:30pm, Monday, January 26, 2009
Memorial Union, Plains Room*

I. Substitutions - K. Wold-McCormick

II. Approval of December 8, 2008, minutes

III. Consent agenda

- A. Academic Affairs ([Attachment 1](#))
- B. General Education ([Attachment 2](#))
- C. Policy Coordinating Committee
 - 1. [Policy 122 – Payroll Check - Distribution](#)
 - 2. [Policy 133 – Educational Policy](#)

Any member can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- A. President Chapman
- B. Provost/VPAA Schnell
- C. D. Cómez, University Senate President
- D. V. Olson, Staff Senate President
- E. J. Heilman, Student Senate President
- F. Other

V. Committee Reports

- A. Academic Affairs – A. Brunt
- B. General Education – L. Peterson
 - 1. NDSU General Education Wellness Requirements ([Attachment 3](#))
- C. Council of College Faculties – H. Hatterman-Valenti
- D. Policy Coordinating Committee – M. Meister
 - 1. Policy 721 – Campus Emergency Notification Systems ([Attachment 4](#))
- E. Other

VI. Unfinished business

VII. New Business

- 1. Update on Sustainability Task Force Initiative – G. Bromley, Chair
- 2. “Students Are Paramount” Presentation – P. Mathew, Vice President for Student Affairs

VIII. Discussion

IX. Adjournment

**Academic Affairs Committee Report
January 26, 2009**

Curricular Recommendations

New Graduate Program							
Transportation and Urban Systems (M.S., M.T.U.S., Graduate Certificate)							
New Graduate Degree							
Master of Transportation & Urban Systems (M.T.U.S.)							
New Courses							
Dept.	No.	Title					Crs.
CDFS	791	Aging and Mental Health: Clinical Perspectives					3
CED	709	Community Development Orientation					1
CED	721	Introduction to Native Community Development					3
CED	723	Building Native Community and Economic Capacity					3
CED	727	Indian Country Agriculture and Natural Resources					1
CED	728	Role of Tribal Colleges in Economic Development					1
CED	731	Ecological Economics					3
CED	733	Sustainable Communities					3
CED	735	Policy and Politics of Coastal Areas					3
CED	741	Economic Development Strategies and Programs					3
CED	742	Economic and Fiscal Impact Analysis					1
CED	743	Cost-Benefit Analysis					1
CED	744	Local Economic Analysis					1
CED	745	Land Management Planning					3
CED	752	Basic Grant Development and Management					3
CED	753	Not-for-Profit Management					3
CED	755	Community Leadership and Capacity Building					3
TL	751	Transportation Systems Security					3
TL	752	Transportation Planning and Environmental Compliance					3
TL	753	Transportation System Modeling					3
TL	754	Urban Transportation Systems Analysis					3
TL	755	Context Sensitive Solutions					2
TL	756	Transportation Systems Laboratory					3
Course Deletions							
ASM	259	Measurements in Natural Resource Systems					1
HIST	333	Unites States Environmental History					3
Course Changes							
From:				To:			
Dept.	No.	Title	Crs.	Dept	No.	Title	Crs.
ENT	350	General Entomology	5	ENT	350	General Entomology	3
TL	785	Spatial Analysis of Transportation Systems	4	TL	785	<i>Spatial Analysis in Transportation</i>	3

University Senate – January 26, 2009

General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes				
Course No.	Course Title	Categories	Outcomes	
CDFS 186	Consumer and Society	B	2, 3	
SOC 412	Sociology of Sex Roles	B, D	3, 4	
Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
GEOG 151	Human Geography	B, G	1, 2, 3, 6	3, 6

PROPOSED CHANGE:**NDSU General Education Requirements**

These requirements apply to all NDSU students in pursuit of a baccalaureate degree. Refer to www.ndsu.edu/registrar for a current and complete listing of General Education course offerings, policies and transfer procedures. Only courses approved by the General Education Committee and University Senate may fulfill category requirements.

Total Required General Education Credits.....40

The General Education core is 40 credits for students enrolling at NDSU fall 2007 and later (39 credits for students who transfer 24 or more semester credits). Students who enrolled prior to fall 2007 must complete a 37-credit general education core (36 credits if 24 or more semester credits were transferred). Some programs of study require additional or specific general education requirements. Consult your curriculum guide or advisor.

Courses Approved for General Education

Credits

First Year Experience Course (F)..... 1

-A first-year experience course is required of all new students who transfer fewer than 24 semester credits to NDSU.

ABEN/AGRI/BUSN/HD&E/ME/UNIV 189:

Skills for Academic Success 1

Category 1: Communication (C) 12
(9 credits if enrolled prior to fall 2007)

COMM 110: Fundamentals of Public Speaking 3

Nine Credits must be in Writing, three at Upper-Level:

ENGL 110: College Composition I 3

or ENGL 111: Honors Composition I 3

or ENGL 112: ESL College Composition I 4

ENGL 120: College Composition II 3

or ENGL 121: Honors Composition II 3

or ENGL 122: ESL College Composition II 4

Upper-Level Writing:

ENGL 320: Business and Professional Writing 3

ENGL 321: Writing in the Technical Professions 3

ENGL 322: Creative Writing I 3

ENGL 323: Creative Writing II 3

ENGL 324: Writing in the Sciences 3

ENGL 325: Writing in the Health Professions 3

ENGL 357: Visual Culture and Language 3

ENGL 358: Writing in the Humanities/Social Sci 3

ENGL 459: Research and Writing Grant Proposals..... 3

FREN 360: Studies in Language & Style 3

HIST 390: Historical Research and Writing 3

MICR 354: Scientific Writing..... 3

SPAN 401: Advanced Spanish Writing & Grammar.. 3

Category 2: Quantitative Reasoning (R).....3

CSCI 122: Beginning BASIC/Visual BASIC 3

CSCI 125: Beginning COBOL 3

CSCI 159: Computer Science Problem Solving 3

MATH 104: Finite Mathematics..... 3

MATH 146: Applied Calculus I..... 4

MATH 165: Calculus I 4

STAT 330: Introductory Statistics 3

Category 3: Science & Technology (S)..... 10

-Includes natural and physical science, and technology courses

-At least four credits must be in natural or physical sciences.

-A 1-credit lab must be taken as a co-requisite with a general education science/technology course unless the course includes an embedded lab experience equivalent to a one-credit course.

Natural Science (Sn):

BIOL 111/111L: Concepts of Biology/Lab 3/1

●BIOL 124/124L: Environmental Science/Lab..... 3/1

BIOL/ZOO 126: Human Biology 3

BIOL 150/150L: General Biology I/Lab 3/1

BIOL 151/151L: General Biology II/Lab 3/1

BIOL 220/220L: Human Anatomy & Phys I/Lab .. 3/1

ENT 210: Insects, Humans, & the Environment 3

HNES 250: Nutrition Science..... 3*

MICR 202/202L: Intro Microbiology/Lab..... 2/1

●NRM/RNG 225: Nat Res & Agro-ecosystems..... 3

●PLSC 110: World Food Crops/Lab 3

PLSC 111: Genetics and You 2

PLSC 210/211: Horticulture Science/Lab 3/1

PLSC/BIOL/BOT/ZOO 315/315L: Genetics Lab ... 3/1

Physical Science (Sp):

CHEM 117/117L: Chemical Concepts & Appl/Lab 3/1

CHEM 121/121L: General Chemistry I/Lab 3/1

CHEM 122/122L: General Chemistry II/Lab 3/1

●GEOL 105/105L: Physical Geology/Lab 3/1

●GEOL 106/106L: The Earth Through Time/Lab .. 3/1

GEOL 304: Eastern North Dakota Field Course 1

PHYS 110/110L: Introductory Astronomy/Lab 3/1

PHYS 120/120L: Fundamentals of Physics/Lab 3/1

PHYS 211/211L: College Physics I/Lab 3/1

PHYS 212/212L: College Physics II/Lab 3/1

Technology (St):

CSCI 114: Microcomputer Packages..... 3

OR CSCI 116: Business Use of Computers..... 4

SOIL 217: Intro to Meteorology & Climatology 3

Category 4: Humanities & Fine Arts (A)..... 6

-No more than three credits may be in fine arts performance.

ADHM 310: History of Fashion 3

ADHM 315: History of Interiors I..... 3

ADHM 316: History of Interiors II..... 3

■ADHM 410: Dress in World Cultures..... 3

■ADHM 411: Food and World Cultures 3

●ARCH 321: History of Architecture I 3

ARCH 322: History of Architecture II 3

■ART 110: Introduction to the Visual Arts..... 3

●ART 111: Introduction to Art History..... 3

ART 210: Art History I 3

ART 211: Art History II 3

CLAS 101: First-Year Latin I..... 4

CLAS 151: First-Year Greek I 4

ENGL 220: Introduction to Literature 3

ENGL 225: Introduction to Film 3

ENGL 251: British Literature I..... 3

ENGL 252: British Literature II 3

ENGL 261: American Literature I..... 3

ENGL 262: American Literature II 3

■ENGL 330: British/American Women Writers 3

■ENGL 335: Multicultural Writers 3

●ENGL 336: Literature and the Environment 3

■ENGL 340: 19th-Century American Fiction 3

■ENGL 341: 20th-Century American Fiction 3

Category 4: Humanities & Fine Arts (A) continued:

■ENGL 345: Themes in American Culture	3
ENGR 311: History of Technology in America.....	3
ENVD 101: Introduction to Environmental Design....	3
●FREN 101: First-Year French I.....	4
●FREN 102: First-Year French II.....	4
■FREN 201: Second-Year French I.....	3
■FREN 345: Women in French Literature	3
●GERM 101: First-Year German I.....	4
●GERM 102: First-Year German II.....	4
■GERM 201: Second-Year German I.....	3
●GERM 220: German Culture & Society.....	3
HIST 101: Western Civilization I.....	3
HIST 102: Western Civilization II.....	3
HIST 103: U.S. to 1877	3
HIST 104: U.S. Since 1877.....	3
■HIST 135: Race in U.S. History	3
■HIST 261: American Indian Story.....	3
■HIST 271: Introduction to Latin American History .	3
●HIST 381: Australia & New Zealand	3
■HIST 431: The North American Plains	3
■HON 386: World Lit: Imaginary Homelands	3
LA 322: History of Landscape Architecture	4
MUSC 100: Music Appreciation	3
MUSC 103: Introduction to Music History	3
■MUSC 108: Roots of American Popular Music	3
■MUSC 201: World Music.....	3
PHIL 101: Introduction to Philosophy.....	3
■PHIL 215: Contemporary Moral Issues.....	3
RELS 100: Introduction to Religion	3
●SPAN 101: First-Year Spanish I	4
●SPAN 102: First-Year Spanish II	4
■SPAN 201: Second-Year Spanish I.....	3
THEA 110: Introduction to Theatre Arts	3
■THEA 115: World Film.....	3
■THEA 280: World Theatre	3
■WS 110: Introduction to Women's Studies.....	3

Fine Arts Performance:

-Any performance courses must be in addition to those required for the student's major.

ART 124: Three-Dimensional Design	3
ART 130: Drawing I.....	3
THEA 161: Acting I.....	3

Category 5: Social & Behavioral Sciences 8**5.1. At least six credits must be taken from the following list of Social & Behavioral Sciences courses (B) 6**

ADHM 486: Dress & Human Behavior.....	3
■ANTH 111: Introduction to Anthropology.....	3
CDFS 135: Family Science.....	3
CDFS 186: Consumer & Society	3
CDFS 230: Life Span Development	3
●CDFS 468: Families and Work	3
■CDFS 475: Children & Families Across Cultures....	3
COMM 112: Understanding Media/Social Change	3

Category 5: Social & Behavioral Sciences continued:

COMM 114: Human Communication	3
COMM 212: Interpersonal Communication.....	3
■COMM 216: Intercultural Communication.....	3
●ECON 105: Elements of Economics	3
●ECON 201: Principles of Microeconomics.....	3
●ECON 202: Principles of Macroeconomics	3
●ENGR 312: Impact of Technology on Society.....	3
●GEOG 151: Human Geography	3
●GEOG 161: World Regional Geography	3
H&CE 341: Leadership & Presentation Techniques .	3
POLS 110: Introduction to Political Science.....	3
POLS 115: American Government.....	3
●POLS 120: Terrorism.....	3
●POLS 220: International Politics.....	3
PSYC 111: Introduction to Psychology.....	3
PSYC 210: Human Sexuality	3
PSYC 211: Introduction to Behavior Modification....	3
PSYC 212: Psych Aspects/Drug Use/Abuse	3
PSYC/SOC 214: Social Interaction	3
PSYC 250: Developmental Psychology	3
PSYC 270: Abnormal Psychology	3
SOC 110: Introduction to Sociology	3
■SOC 202: Minorities & Race Relations	3
■SOC 412: Sociology of Sex Roles	3

5.2. At least two credits must be taken from the following list of Social/Behavioral Science –**Wellness (W) credits:..... 2**

-Required is a social/behavioral science course that integrates at least two areas of lifelong wellness: emotional well-being, nutrition, physical activity, and psychological development.

CDFS 182: Wellness and Aging.....	3
CDFS 242: Couples, Marriages, and Families.....	3
HD&E 220: Individual & Family Wellness.....	2
HNES 100: Concepts of Fitness & Wellness.....	2
HNES 111: Wellness	3
HNES 200: Principles of Nutrition.....	3
HNES 217: Personal & Community Health	3
HNES 270: Consumer Issues in Nutrition	3

*The 2-credit Wellness requirement may also be satisfied with HNES 250: Nutrition Science from Category 3: Science & Technology. However, it may only fulfill Wellness if taken in addition to the 10 credits required in Science & Technology. It may not be counted in more than one category.

■ Category 6: Cultural Diversity (D)

-This requirement is met by completing any general education course designated with a square indicating it also is approved for Cultural Diversity. No additional credit is required.

● Category 7: Global Perspectives (G)

-This requirement is met by completing any general education course designated with a circle indicating it also is approved for Global Perspectives. No additional credit is required.

Category 8: Communication Activities in Upper-Division Major Courses**Category 9: Comprehension of Personal and Professional Ethics Integrated into Majors****Category 10: Capstone Experience in All Majors**

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section 721: CAMPUS EMERGENCY NOTIFICATION SYSTEMS (CENS)

SBHE Policy 1902 stipulates that each institution adopt policy and implementing procedures for campus emergency notification systems by mid-January 2009. This new policy takes language for the listed requirements in SBHE 1902 directly from that policy and resulting NDUS procedure and adds to it NDSU's requirements in italics.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 12/10/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

University Police & Safety Office (11/14/08)

Vice President for Finance & Administration (11/14/08)

SECTION 721 – CAMPUS EMERGENCY NOTIFICATION SYSTEMS (CENS)

Draft # 2
12/10/08

Source: NDSU President
SBHE Policy Manual 1902, NDUS Procedures 1902, Higher Education Act

1. Effective with the beginning of the fall 2008 semester, each institution and the NDUS office shall have in place an emergency notification system. An "emergency notification system" means a system established for the purpose of and dedicated to enabling institution or system officials to quickly contact or send messages to employees and students in event of an emergency. An "emergency" means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities.
 - 1.1 Beginning with the fall 2008 semester, the system office and all institutions shall subscribe to the NotiFind emergency notification system, in partnership with OMB Risk Management Division and other state agencies. Thereafter, the system office and NDUS institutions shall continue to participate in NotiFind or other single, uniform system for all institutions, approved by the NDUS CIO. The NDUS CIO shall approve all NDUS or institution contracts for emergency notification systems.
 - 1.2 Implementing procedures shall, as mandated by the 2008 amendments to the Higher Education Act, provide for activation of an emergency notification system to "immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency."
2. All NDUS employees must participate in the emergency notification system. Participation means employees shall submit emergency notification information and update that information as provided in the institution's or system's emergency notification system policy and procedures.
 - 2.1 *All NDSU employees, including graduate and undergraduate student employees, must participate in the emergency notification system. Employees shall submit emergency notification information and update that information as requested by the university or as employees become aware of changes in their personal information. This verification process will be completed in PeopleSoft/Oracle in a manner established by ConnectND.*
3. Students other than student employees, although not required to participate, shall be notified of their opportunity to participate in the emergency notification system and encouraged to do so during registration or as otherwise provided under an institution's emergency notification system policy or procedures. All student employees, including undergraduate and graduate student employees, must participate in the emergency notification system.
 - 3.1 *Participation means students shall submit emergency notification information and update that information as requested by the university or as students become aware of changes in their personal information. **At a minimum**, verification of data should occur at least once a semester to assist in having the most current information available during the emergency notification process.*
4. Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records laws as provided in [SBHE Policy 1912.4](#) and may be released only as provided in that policy. Student emergency notification information, or contact information

such as phone numbers or email addresses submitted for purposes of participation in an emergency notification system, shall be excluded from directory information and is, therefore, confidential as provided under the Family Educational Rights and Privacy Act (FERPA). However, if a student phone number or email or other address submitted for the purpose of participation in an emergency notification system is also contained in other institution records used for other purposes, the information contained in the other institution records is directory information and not confidential, unless a student has exercised the student's right to refuse to permit disclosure of directory information.

5. Emergency notification systems must be tested periodically and at least once during each semester.
 - 5.1 *The University Police & Safety Office will be responsible for the testing of the CENS on a monthly basis, which will be the first Wednesday of each month at 2:00 p.m. Central Standard Time.*
6. *The only personnel authorized to **approve** an emergency message are the NDSU President, members of the President's Cabinet, the Director of the University Police & Safety Office (UP&SO) or a designated representative(s) of these officials.*
 - 6.1 *The designated representative(s) must be identified in writing to the UP&SO by the appropriate authorized personnel listed in section 6 above.*
 - 6.2 *When an emergency notification message is authorized, it becomes the responsibility of the office or department originating the message to provide any follow-up and/or end of emergency messages for release. It is also the responsibility of the originating office or department to coordinate any media contact through University Relations at the time of the notification and/or during the emergency, unless an otherwise designated media protocol is established as part of the NDSU Crisis Management Response Team plan.*
7. *Emergency notification messages may only be transmitted through the UP&SO Communications Call Center, which operates on a 24/7 basis.*
 - 7.1 *An emergency notification message must receive authorization from a person listed in section 6 above.*
 - 7.2 *The Communications Call Center operator will give priority to the transmission of the emergency notification message and utilize the NDSU Campus Emergency Notification System (CENS).*
 - 7.3 *Communication Call Center operators will document the receipt and transmission of all emergency notification messages.*
8. Instructors will be permitted to require students to turn cell phones off in class only if the instructor has a registered cell phone or other phone or means of receiving emergency messages in use at all times students are required to turn their cell phones off.
 - 8.1 *Instructors may not require students' cell phones to be turned off in a class, unless the instructor has a cell phone registered within the NDSU CENS, in use and on his/her person during class or another phone or means of receiving NDSU CENS notices is available in the classroom.*
9. *To report an emergency, call 911 for ambulances/fire/police/sheriff. When calling remain on the line, give location and describe the emergency.*

- 9.1 *Employees and students should become familiar with evacuation and shelter-in-place procedures and guidelines in the **Personal Safety & Security on the NDSU Campus** handbook available in hard copy from UP&SO or on-line at the [University Police website](#).*

(NOTE: This portion is not a part of NDSU Policy 721 - these are the requirements that come from SBHE Policy 1902. The information in parenthesis denotes the section of NDSU Policy 721 where the item is incorporated.)

SBHE Section: 1902.5 Emergency Notification Systems

Each institution shall adopt an emergency notification system policy and implementing procedures including:

Statement that employee, including student employee, participation is mandatory; **(SECTION 2.1)**

Provision for student participation; **(SECTION 3)**

Restrictions on use only for an emergency as defined in this policy and authorized tests, which must be conducted at least once each semester; **(SECTIONS 5, 6, 7)**

Policy governing student use of cell phones in class, including a provision permitting instructors to require students to turn cell phones off in class only if the instructor has a registered cell phone or other phone or other means of receiving emergency messages in use at all times students are required to turn their cell phones off; **(SECTION 8)**

Procedures governing updates and refreshing data, including a requirement that data be refreshed at least once each semester; **(SECTION 3.1)**

Identification of officials authorized to activate the system; **(SECTION 6)**

Instructions to employees and students for reporting emergency situations or incidents, including offices and telephone numbers of designated officials to whom emergency situations or incidents should be reported; **(SECTION 9)**

Guidelines regarding notice to or contacts with media; **(SECTION 6.2)**

Procedures for additional notifications as appropriate depending on circumstances. **(SECTION 6.2)**

Agenda

University Senate Meeting

*Meeting time and location: 3:30 pm Monday, February 9, 2009
Plains Room, Memorial Union*

I. Substitutions - K. Wold-McCormick

II. Approval of minutes from January 26, 2009 meeting

III. Consent Agenda

A. Academic Affairs ([Attachment 1](#))

- December 2008 graduation list ([Attachment 2](#))

B. General Education

- Recommendation from the Final Report of the University 189 Task Force ([Attachment 3](#))

Any member can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- A. President Chapman
- B. C. Schnell – Provost/VPAA Schnell
- C. D. Çömez – University Senate President
- D. V. Olson – Staff Senate President
- E. J. Heilman – Student Senate President
- F. Other

V. Committee Reports

- A. Academic Affairs – A. Brunt
 - 1. Course Challenge Policy proposal ([Attachment 4](#))
 - 2. Field Experience Credits proposal ([Attachment 5](#))
- B. General Education – L. Peterson
- C. Council of College Faculties – H. Hatterman-Valenti
- D. Policy Coordinating Committee – M. Meister
- E. Other Committee Reports

VI. Unfinished business

VII. New Business

VIII. Discussion

IX. Adjournment

**Academic Affairs Committee Report
February 9, 2009**

Curricular Recommendations

New Graduate Degree			
Masters in Athletic Training (M.A.T)			
New Graduate Programs			
Athletic Training (M.A.T.)			
Advanced Athletic Training (M.S.)			
New Courses			
Dept.	No.	Title	Crs.
ADHM	425/ 625	Experiential Retailing	3
CDFS	786	Advanced Human Development III: Middle through Late Adulthood	3
CE	403/ 603	Civil Engineering Materials II: Steel, Wood and Polymers	2
CE	463/ 663	Geotechnical Earthquake Engineering	3
CE	476/ 676	Watershed Modeling	3
ENGL	326	Writing in the Design Professions	3
HNES	388	Concepts of Athletic Training	3
HNES	783	Athletic Training Clinical Experience I	2
HNES	784	Athletic Training Clinical Experience II	2
HNES	786	Diagnostic Evaluation of Athletic Injuries	3
HNES	787	Advanced Therapeutic Modalities	3
HNES	788	Technology in Athletic Training	3
ME	443/ 643	Machine Design II	3
MUSC	704	Graduate Music History Survey	2
PSCI	410/ 610	Pharmaceutical Biotechnology	2
PSYC	216	Cultural Psychology	3
Course Deletions			
IME	320	Aircraft Corrosion Theory and Control	2
IME	420/ 620	Aircraft Design for Manufacturing	3
IME	422	Aircraft Structural Repair and Overhaul	3
IME	425	Aircraft Component Failure Analysis	3

Course Changes							
<i>From:</i>				<i>To:</i>			
Dept.	No.	Title	Crs.	Dept	No.	Title	Crs.
CE	441/ 641	Finite Element Analysis	2	CE	441/ 641	Finite Element Analysis	3
CE	657	Pavement Management Systems	2	CE	757	<i>Pavement Evaluation and Rehabilitation</i>	3
HIST	434/ 634	History of Environmental Science	3	HIST	434/ 634	<i>Environmental History</i>	3
HNES	785	Athletic Training Clinical Experience	1-10	HNES	785	<i>Athletic Training Clinical Experience III</i>	2
ME	331	Engineering Materials I	4	ME	331	Materials Science and Engineering	4
For Information Only: Changes in Prerequisites, Co-Requisites							
Dept.	No.	Title	Restrictions				
CE	303	Civil Engineering Materials	Remove prerequisite: CM&E 320				
CM&E	301	Construction Technology and Equipment	Remove prerequisite: CM&E 320				
ME	457	Thermal Systems Laboratory	Remove prerequisite: ME 454 Add Corequisite: ME 454				
PHYS	370	Introduction to Computational Physics	Prerequisites: Phys 251, Math 166, and CS 160 or ECE 173; Co-requisite: Phys 252				

NORTH DAKOTA STATE UNIVERSITY
Fall 2008 Graduates
Degree Conferral Date: December 20, 2008

***College of Agriculture, Food
Systems, and Natural Resources***

Bachelor of Arts

Andrea Van Winkle

Bachelor of Science

Andrew David Aipperspach
 Jacob Allan Bailey
 Justin Keith Balsdon
 Nathan John Berald
 Mary Jo Marie Bohl
 Matthew Dean Brantner
 Dane Curtis Braun
 Tessa Leigh Bummer
 Brandon Gary Charboneau
 Carey Jean Christopher
 Ashley S. Collins
 Tyler John Doeling
 Charles Rueben Elhard
 Sean Ross Estenson
 Jason Matthew Fisher
 Jena L. Flaten
 Meagan Dee Gelinske
 Daniel Leek Geu
 Allison Jean Gibbs
 Derek Lee Hanson
 Shanna Raylene Hauck
 Emma Lynn Johnson
 Ronald Milfred Johnson
 Curtis Victor Krapp
 Logan Langerud
 Daniel John Latt
 Krystal Kay Leidholm
 Daniel Owen Liane
 Elizabeth Anne Lundstrom
 Nathaniel James David Lungren

Kayla Rae Mattson
 Kyle T. McMahon
 Kevin Robert Moore
 Dustin J. Morast
 David Warren Oberg
 Thomas D. Paulson
 Jameson Peters
 Matthew David Peterson
 Thomas Arthur Ritteman
 Katrina Marie Ritten
 Molly J. Ronning
 Matthew Ernest Schreier
 Gregory Charles Siems
 Justin Kenneth Topp
 Patrick Christopher Ullery
 Corey Matthew Vetter
 Robert Volesky
 James E. Wavra
 Tracey James Weber
 Chad Michael Wheeler
 Kristi Renee Williams
 Calli Jo Wold
 Riston Warren Zielke
 Brian Keith Zimmerman
 Kolesa Wendy Zink

Master of Science

Mu'een Zaid Abraham Abu Qamar
 Nicholas Roland Bork
 Pragyan Burlakoti
 Jane Amy Coleman
 Javier Delgado
 Angela Jo Kazmierczak
 Jacklin Marroquin
 Chol Permina Mayom
 Jason Middleton
 Kevin Michael Pena

Rusty Alan Rybolt
 Mary C. Schuh
 Beth Anna Stoltenow
 Jennifer Frances Thorson
 Felipe Zabala
 Inessa Zhelo

Doctor of Philosophy

Rishi Burlakoti
 Melissa R. Huhn
 Jennifer Leupp
 Paul Thomas Sadosky
 Vineeta Singh
 Neerja Tyagi

***College of Arts,
Humanities and Social Sciences***

Bachelor of Arts

Jenna M. Barenthsen
 Christopher W. Brademeyer
 Amy Lynn Dockter
 Patricia Marie Jacobsen
 Cassandra Jo Kiecker
 Amy Marie Lewis
 David John Neill
 Benjamin D. Schafer

Bachelor of Fine Arts

Neil Wayne Anderson
 Hannah C. Bell
 Michael Bryan Chappo

Bachelor of Music

Christopher Heldt

Bachelor of Science

Carrie Marie Anderson
 Jason Morris Anderson
 Kyle Christopher Bergh
 Max David Besner
 Jami Marie Bobby
 Joseph Milo Braaten
 Alexis Dianne Brinkman
 Christi Jo Carlson
 Christon Blake Dallas
 Catherine-Michel DeLos Daugherty
 Emily J. Ergen
 Elizabeth Ruth Ferwerda
 Carmen Caitlin Gonzales
 Crystal Sue Graening
 Bethany Sue Hauger
 Krista Lynn Hellman
 Kyle E. Henning
 Todd D. Holdman
 Abigail A. Ihrke
 Katie Lynn Johnson
 Maggie May Johnson
 Ryan Scott Kahly
 Charles Robert Kaspari
 Tiffany Marie Kimball
 Candice Rose Kolhei
 Erica Dawn LaMere
 Cassy Ann Larson
 Chad Michael Larson
 Justin Craig Lervik
 Lual Lual
 Anthony Steven Mastrian
 Dustin James Metz
 Shinwar Abdulsamad Mohammad
 Austin Jarret Morris
 Erik H. Nygren
 Nicholas C. Oberholtzer
 Bjorn G. Pederson

Amber J. Rasche
 Ryan Albert Salvatore
 Samantha Phyllis Saure
 Dana Rose Schlepp
 Jenna Schroeder
 Jonathan Horton Schroeder
 Aaron M. Sprout
 Taylor L. Stang
 Meghan Amber Tegtmeier
 Andrew Richard Thomas
 Theodore William Truedson
 Eric Bradley Vosika
 Rebecca Ann Wangler
 Jessie McCorkell Wilkinson

Master of Arts

Janet Marie Fritzhuspen
 John J. Johanson
 Garvis Dwaine Semore
 Jennifer Ann Sondag
 Tennley Vik

Master of Music

Erin Marissa Oberlander

Master of Science

Michael Richard Fowler

Doctor of Philosophy

David Kahl, Jr.
 Anthony Ocana

College of Business

Bachelor of Accountancy

Alyssa Marie Adelman
 Scott David Baumann
 Christine Jo Breberg
 Kyle A. Ewing
 Stephanie S. Hejna
 Timothy John Schmidt
 Travis C. Wegner

Bachelor of Science

Jessica Ann Anderson
 Kasey Danielle Anderson
 Zachery Thomas Anhorn
 Stephanie Jo Anton
 Sarah Ann Baker
 Karissa Jean Beckius
 Laken Kristine Beeler
 Colleen E. Belian
 Derrick M. Berg
 Nathan John Bergman
 Kristi Nicole Berndt
 Shashi Bhatia
 Megan Marie Bindas
 Jaclyn Rose Boroski
 Joseph T. Braun
 Jordan William Brown
 Jacob W. Bryce
 Allison Burggraff
 Joshua Dean Buth
 Stephen Allan Cochran
 Jennifer Jean Davis
 Megan Elizabeth Dickey
 Ryan Mark Dockter
 Cody Ray Eckroth
 Anthony John Elshaug
 Brett Allan Endrud
 Jacob Olaf Flaten
 Andrew Dylan Giddings
 Marcie Leigh Gordor
 Steven Zachary Gould
 Alec H. Grande
 Jennifer Ann Guthmiller
 Jared Dale Hanson
 Blake Hamlin Headley
 Alexander James Herz
 Andrew J. Hofer
 Lance Michael Holden
 Amanda Lynn Johnson
 Gregory Reed Kellar
 Kristopher Robert Kent
 Jyotjeev Kohli

Ryan Luke Kohlman
 Blake David Krueger
 Monica Ann Kruger
 Jacob Allen Laber
 Shawn Daniel Larson
 Amber Marie Lenzmeier
 Amy Marie Lewis
 Katie Alison Long
 Katie Christine Mathews
 Aditi Mohpal
 Aditya Mohpal
 Michael L. Monda
 Alexander John Myers
 Mitch A. Otte
 Shetal Pravin Patel
 Aaron Graham Paterson
 Trisha Marie Quam
 Jeffrey Ardell Rasmusson
 Nicole Christena Richard
 Patricia Romeo
 Nathan Lee Sather
 Caleb Steven Saum
 Karl David Saxowsky
 Beth Lynn Scheidecker
 Robin Lynn Schiltz
 Malory A. Schultz
 Joshua C. Sheets
 Elizabeth Mary Sherwood
 Anna-Louise Elizabeth Sholl
 Jennifer Lynn Solomonson
 Bruce Everett Stevens
 Samuel John Thompson
 Ryan Bradley Timm
 Kristi Lynn Walter
 Katie Lynn Weaver
 Cory R. Williamson
 Stephen Francis Wurm
 Jerimiah C. Wurzbacher
 Jacob C. Zach
 Robert Adam Zins
 Steven Allen Zottnick

Master of Business

Administration

Evelina Abramyan
 Brianne Nicole Berge
 William John Bienek
 Deepak Goel
 Tracy E. Hanson
 Muhammad Iftexharul Islam
 Erin Angela Jarolimek
 Tabish Javed
 Mariya Paige Rzaszutak

College of Engineering and Architecture

Bachelor of Science

Melissa Donna Harmon

Bachelor of Science in Agricultural and Biosystems Engineering

Justin Keith Balsdon
 Wyatt J. Goettle
 Michael James Gross
 Nicholas P. Hodnefield
 Steven Michael Mickolichuk
 Curtis Peder Thoreson

Bachelor of Science in Civil Engineering

Andrew Lee Bratlien
 Thomas Jordan Demke
 Timothy D. Durham
 Stacy Jean Flaten
 Brian Michael Kujala
 Kristin Nadiene Moorhouse
 Alexander George Nelson
 John Joseph Pouliot
 Thomas Anthony Schmit
 Matthew Jay Stamness
 Madeline M. Steffenson
 Michael R. Strom

Stephanie Ellen Swanson
Paul Vukonich
Lee Charles Winters
Andrew John Wrucke

**Bachelor of Science in
Construction Engineering**

Tyler John Drewes
Joshua William Stalboerger

**Bachelor of Science in
Construction Management**

Matthew Aaron Benson
Tyler J. Bosch
Anthony D. Christoffels
Paul Robert Deis
William J. George
Lucas M. Jurek
Charles Edward Kaiser
Derek Ray Klosterman
Christopher Ryan Locken
Ryan J. McShane
Amy Elizabeth Monson
Matthew Alan Olson
Cody Allan Panasuk
Michael J. Pofert
Andrew Richard Pringle
Derek Daniel Schmit
Eric P. Trnka
Jason P. VanValkenburg
Andrew Jacob Wolters

**Bachelor of Science in Computer
Engineering**

Sarthak Ahuja
Sheldon Lee Aldridge
Brent Peter Bachmeier
Ryan J. Cofell
Meghna Ghosal
Joel Gregory Millage
Arul Paul
Kyle L. Scudder

Sudhanshu Singh
Vikramjeet Singh
Philip Joel Westby
Asha Yadav

**Bachelor of Science in
Electrical Engineering**

Mathew W. Arnold
Karan Batra
Michael D. Benson
Ryan S. Boeshans
Chad D. Braaten
Ronald A. Cummings
Paul M. Fetzer
Scott M. Hanson
Christopher W. Horne
Sidhant Jain
Gabriel S. Kainz
Peter Kannianen
Kenneth Donald Kuisle
Jacob Joseph Lien
Nathan Ernest Livingston
Kalana Chamal Maldeniya
Pulkit Malhotra
Moura Mendi Mbipheh
David John Neill
John Thomas Nelson
Kevin John Novacek
Manish Patel
Benjamin D. Peightal
Pushpanjali Prasad
Robert P. Scheeler
William Nicholas Schulz
Casey John Schumaker
Setondji Senou
Paul Robert Sobczak
Aaron B. Vander Vorst
Jeremy Ryan Voll
John David Vreugdenhil
Christian Erik Winter
Christopher Michael Woodard
Asha Yadav

**Bachelor of Science in Industrial
Engineering and Management**

David R. Holloway
Ashley Gail Kringle
Andrew Paul Larson
Gretchen Alison Meiser
Robert Anthony Wessel

**Bachelor of Science in
Mechanical Engineering**

Peter W. Barfknecht
Michael Brian Boo
Joseph T. Coughlin
Lori Ann Dionne
Aron M. Fisk
Michael Lee Fugleberg
Chad M. Gibbon
Luke Ryan Gibbon
Michael Kent Gregoryk
Teran Mark Grosz
Joseph Jerrold Gusaas
Gregory Maurice Hayes
Michael Wesley Hemminger, Jr.
Scott A. Hindt
Christopher Allen Hoppe
Gregory Joseph Lauinger
Jonathan Marc Lavoie
Ka-Ho Leung
Erik J. Manthey
Paul Joseph Neis
Peter J. Olson
Drew A. Pavlacky
Joseph W. Pogatchnik, III.
Ross Paul Reverman
Timothy Robert Schmidt
Matthew Joseph Stegmiller
Matthew Allen Stomberg
Leif Carlson Sweet
Andrew Joseph Traver
John David Vreugdenhil
Shafa Wala

Zachary A. Weis
Peter James Weiss
Shawn D. Zabel

**Bachelor of Science in
Manufacturing Engineering**

Nathan Lane Noble

Master of Architecture

Matthew James Perry

Master of Science

Mohammad Faridul Alam
Monobina Bhowmick
Kishore Laxmi Kraleti
Nayan Mohan Reddy
Nathan R. Schneck
Hayssam Suleiman
Dustin A. Vaselaar
Sudhanshu Vaswani
Andrew Jon Wilhelm

Doctor of Philosophy

Sait Mekic
Scott Schram

***College of Graduate and
Interdisciplinary Studies***

Master of Military Logistics

Anita Renee Trepanier

Master of Science

James Rocco Delmedico
Jayd Marshal Kittelson
Stephenie Lynn Laubach
Vanessa Abigail O'Connor
Osvaldo Manuel Pelinganga
Ebot Sahidu Tabe

Doctor of Philosophy

Bedabibhas Mohanty
Leela Reddy

James Sasanya
 Andrea Jean Travnicek
 Devendra Verma
 Zengcui Zhang

***College of Human
 Development and Education***

Certificate

Darci Renae Block
 Hidefusa Okamatsu
 Jennifer Ann Sondag

Bachelor of Science

Natalie J. Altendorf
 Gulistan Muhamed Amedi
 Brittany Jo Andersen
 Jennifer Lynn Anderson
 Chad Michael Baumgartner
 Bradley Harlowe Beyer
 Tara Kae Bohrer
 Bryce Anthony Brunswig
 Penny Jo Brynildson
 Lindsey Burian
 Rochelle Gale Campbell
 Kaela Marie Casavant
 Kelly Cleveland
 Jenny Lynn Colby
 Isaiah Paul Conrad
 Ross Stanley Danielson
 Bradley James Davison
 Aimee Christine Enzler
 Domanie Marie Evans
 Holly Marie Flatau
 Matthew Roger Frie
 Jennifer Ann Froemke
 Allison N. Frost
 Adam Manroy Gehlhar
 Justine Marie Gibbon
 Justin R. Halvorson
 Anna Kristine Harlan

Nikki L. Harris
 Paige Penny Haugland
 Grant Bryan Hedstrom
 Brittany Lee Hendrickson
 Amy Jo Januszewski
 Jacob T. Kincaid
 Brooke Rene Kirkeide
 James Allen Kirkpatrick
 Aaron Peter Kromann
 Jena K. Kunkel
 Leah Jane Kylo
 Ryan John Lesnau
 Sarah Beth Lundquist
 Nicholas Owen Madson
 John Robert Majeski
 Brittany A. Marohl
 Sarah S. Marquart
 Kelly Christine Martin
 Michelle Martinez
 Nicole Marie Moen
 Tyler W. Mohr
 Rebecca Ann Moll
 Emily Danielle Moran
 Vanessa A. Mozinski
 Tonya Marie Neisen
 Jenna Lynn Neubauer
 Kathryn June Nygren
 Kathryn A. Pratt
 Mark Richard Ranum
 Melissa Jo Rindel
 Heather R. Rodin
 Shantel M. Roll
 Jami Renee Rozell
 Michael Steven Samuels
 Kari Marie Satter
 Summitt S. Schettler
 Stephanie Linnea Shaw
 Angela Marie Skaff
 Jessica J. Skunes
 Michael James Smith
 Daniel Frederick Steinlicht
 Jessica Anne Stevens

Catherine Mae Sturn
 Jared Douglas Swenson
 Jerret Scott Thiseth
 Evan Lee Thompson
 Barbora Ungermannova
 LeeAnn Renee Urlacher
 Christina Eve Vasichuk
 Grant Ryan Vigasaa
 Emily Anna Walstead
 Sarah Lynn Weber
 Matthew Gene Wetterling
 Nicole Catherine Zapf

Master of Education

Michael William Armitage
 Timothy Jon Fletcher
 Kevin Michael Froeber
 Stacy J. Jorget
 Tabatha Joyce
 Lynn Ryan Kosel
 Beverly M. Lahlum
 Brodie Odegaard
 Lori Ostrem

Master of Science

Deborah A. Anderson
 Vicky Lynn Bender
 Peter Joseph Champion
 Bobbi Casey
 Katie Ann Dahlstrom
 Valerie Jeanne Gattuso
 Dustin L. Grabowska
 Joseph C. Gress
 Jessica Heilman
 Christina Anne Leonhard
 Helen Camilla Allis Nyquist
 Monica Marie Rock
 Brandon Lee Schlenner
 Christopher Leigh Siegel
 Tracy Ann Tepley
 Eric Viney
 Charles Aloysius Woida

Dena Wyum

Doctor of Philosophy

Nicole Ann German
 Donna M. Grandbois
 Dawn Margaret Hammerschmidt
 Kirsten Lynn Minnerath
 Kimberly Ann Overton
***College of Pharmacy, Nursing,
 and Allied Sciences***

Bachelor of Science

Casey J. Mathern

Bachelor of Science in Nursing

Verna Kay Alverson
 Denise Marilyn Askegaard
 Pamela Sue Cannizzaro
 Kristina Lynn Corcoran
 Amanda Rosa Curwick
 Danielle Nicole Erdmann
 Annette Harris
 Kayla Jean Henderson
 Lana Marie Heydt
 Angela Ann Johnson
 Janna Lynn Langness
 Jadie Linn Oien-Bitker
 Julie Marie Sage
 Janelle Ann Swanson
 Andrea Jean Vigen

Master of Science

Amy Michelle Allard
 Beth Renee Ashmore
 Tina E. Evenson
 Michael David Scott
 Zhen Shan

Doctor of Nursing Practice

Mykell Marie Barnacle
 Tamra Ann Garberg
 Jessica Lynn Hanzel

Kelly A. Kruschke

Doctor of Pharmacy

Hirenkumar Motisinah Mahida
Nehal Baldevbhai Patel
Sandeep Baldevbhai Patel
Tiansheng Wang

Doctor of Philosophy

Alexander Kindem Berg
Yu Tang
Radhika Raman Tunstall

***College of
Science and Mathematics***

Bachelor of Arts

Adam Konieska
Cassandra Marie Wahl

Bachelor of Science

Joseph Darrell Braun
Yen Wei Chang
Hemanshi Chawla
Amanul Islam Chowdhury
Matthew Robert Cuskelly
John Thaddeus Ell
Teri E. Ell
Emily Ann Erickson
Katie M. Frick
Kelly Lyda Gorz
Scott David Guttormson
Justin Scott Hansen
Katie Ann Hofer
Kelsey Hohol
Patrick James Hoolihan
Nicholas Hruska
Erika Elaine Jackson
Ripudaman Jain
Alan Jechort
Luke D. Kading
Sarah Anne Keller

Sara Jean Kemmet
Ishita Kunwar
Juma Digwa Lisok
Shane Robert Loeffler
Nicholas A. Low
Shea Manfred Magstadt
Surbhit Mehrotra
Daniel Royce Montonye
Scott R. Muhs
Gaurav Kumar Nayak
Michael David Olson
Ankur J. Patel
Meredith Lucena Rogers
Ritika Sahni
Erin Christine Saville
James Martin Schiermeister
Braden Floyd Sczepanski
Kami Elyse Seamands
Tanuj Sharma
Chris Chun Yin Shing
Kriti Shrestha
Amanda M. Terveen
Michael Totenhagen
Sachin Verma
Misty Mae Volk

Master of Science

Jeremy M. Brown
Anuj Kumar Singh Chauhan
Elizabeth Ewing Lee
Matthew J. Feist
Megan Lynn Frankl
Sireesha Ganapa
Rajendar Gangannagari
Shannon M. Gaukler
Nora Denise Gayzur
Brandon Allen Gustafson
Shanaka Nuradh Herath
Santosh Kunala
Sara Kimberly Moeller
Scott Byrum Ode
Jason D. Peterson

Sathish Pinagapani
Rajeev Sachdev
Dongmei Shi
Xiaodong Shi
Fahmida Shireen
Brittany Ann Ziegler
Doctor of Philosophy
Chad Martin Amb
Hansen M. Bannerman-Thompson
Dietmar Dorr
Daniel C. McEwen
Li Wen

College of University Studies

Bachelor of University Studies

Vicki Kay Berg
Michael Peter Dragosavich
Mary Katherine Dullea
Paul N. Jaber
Nicholas Dominique Jackson
Marc G. Kloster
Janessa Lynette Morrow
Ryan David Moss
Joshua Lee Norby
Adam S. Nystuen
Robert J. Patton
Angel Laree Stewart

DATE: January 12, 2009

TO: University Senate

FROM: General Education Committee and University 189 Task Force Members (Kristen Aas, Susan Council, Brenda Deckard, Linda Fricker, Nancy Kaler, Margaret Lee, Kevin McCaul, Char Myhre, Oladotun Obadina, Jackie Schluchter, Carolyn Schnell, and Gary Smith)

RE: Recommendation from the Final Report of the University 189 Task Force (April 23, 2008)

Recommended Framework for University 189 Courses with Content Examples

A core of four objectives should be required for all 189 courses replacing the original twelve. Beyond the core objectives, faculty members have the flexibility to customize the course to fit student needs, faculty expertise, or departmental/college needs.

Course description

This course is designed to ease the transition for new students at North Dakota State University. The students will learn skills and techniques used by successful college students. In addition, topics such as navigating campus resources and services, making career-related decisions, and fostering a sense of community will be emphasized.

General Education

Successful completion of this course will serve to meet the General Education First Year Experience academic requirement for students entering NDSU.

Core Objectives

1. Students will be able to identify and navigate campus services.

Examples: NDSU Community rights and responsibilities - A Code of Student Behavior • Bison Connection • Bookstore • Counseling Service • Career Center • TRIO Programs • Registration & Records • Disability Services • Student activities • Multi-Cultural Student Services • Wellness Center • ITS • Library

2. The students will identify/learn techniques and activities for enhancing academic success in higher education.

Examples: Information Technology Services • Library and information skills • ACE • Identify the difference between High School and College • Study skills and test taking strategies • Time management • Goal setting • Personal learning style • Responsible decision making • Rights and responsibilities of community • Academic integrity • Plagiarism • Student support services

3. The class will assist the students in making career-related decisions.

Examples: Getting to know your advisor and department faculty • Getting to know the Career Center and Counseling and Disability Services • Study abroad • Internships and co-ops • Volunteer Network • Program curriculum

4. The class will foster a sense of community.

Examples: The class will ... Become an environment of supportive peers • Encourage individual contact with the course instructor • Encourage individual contact with a student's academic adviser • Include small-group as well as whole-class active participation

The UNIV 189 Task Force reviewed the current description of the course and the original objectives that many courses have adopted or modified:

1. The student will become familiar with the campus and the services offered
2. The student will develop and understanding of personal learning style
3. The student will study techniques for academic success in higher education
4. The student will learn effective goal setting
5. The student will learn effective time management
6. The student will learn effective stress management
7. The student will practice responsible decision making
8. The class will become an environment of supportive peers
9. The class will encourage individual contact with the course instructor
10. The class will encourage individual contact with a student's academic adviser
11. The class will include small-group as well as whole-class active participation
12. The class will assist the student in making career-related decisions

From these twelve, four core objectives were identified that should be included in every University 189 course:

1. Students will be able to identify and navigate campus services.
2. Students will identify/learn techniques and activities for enhancing academic success in higher education.
3. The class will assist the students in making career-related decisions.
4. The class will foster a sense of community.

Beyond the core objectives, faculty members have the flexibility to customize the course to fit unique student needs, departmental or college needs, faculty expertise, common readings, etc.

Course Challenge: Policy Change Proposal

A student who is currently registered may seek credit by challenging a course. A course challenge usually consists of a special comprehensive examination; however, additional types of performance may be required for some courses. A course challenge is only permitted for courses in which the student has no previous record (prior registrations allowable if course was dropped prior to the No Record Drop deadline in a given term) ~~not previously registered for credit~~. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree.

Procedures for pursuing a course challenge include the following:

1. Obtain a Petition for Course Challenge form, available at www.ndsu.edu/bisonconnection.
2. Obtain approval from the academic advisor, the instructor of the course, and the chair of the department offering the course ~~and dean of the college~~. Clarify expectations of the challenge, e.g., examination only or examination plus other performance. Based on the nature of the course and content area, some courses may not be approved for challenge by the department.
3. Pay the course challenge fee at Bison Connection after receiving approval for the challenge (50% of the regular credit tuition charge; not subject to tuition cap).
4. Arrange a mutually convenient date and time for the challenge with the instructor or department.
5. Upon receipt of the signed Petition for Course Challenge form from the department, courses and credits successfully challenged are listed on the student's academic transcript, but are not graded. Unsuccessful challenges are not recorded.

Proposed Changes:

- 1) A course challenge is only permitted for courses in which the student has not previously registered for credit. Change to:
A course challenge is only permitted for courses in which a student has no previous record (prior registrations allowable if course was dropped prior to the No Record Drop deadline in a given term).
- 2) and dean of the college Question: The Academic Affairs Committee believes Dean approval is not necessary for course challenges, and that instructor/chair approval is sufficient in addition to advisor approval.

ACADEMIC AFFAIRS COMMITTEE

Field Experience Credits Proposal

Proposal:

'Field Experience' Catalog Description:

(Prefix) 196, 296, 396, 496 (CCN); 595, 695, 795

Field Experience 1-15

Field-oriented supervised learning activities outside the college classroom that include a preplanned assessment of the experience, registration during the term the experience is conducted, and post evaluation with the instructor. Departmental approval. P/F or S/U grading.

'Academic Credit' Bulletin Definitions:

A credit is a unit used to compute the amount of work required for graduation. One semester credit is equivalent to one lecture period (50 minutes) in class per week for one regular semester. In the case of laboratories, a minimum of two 50-minute periods per week for one semester is equivalent to one credit. Minimum hours are prorated accordingly for variable length courses. ~~Most workshops require one and one half hours per week for one semester for one credit.~~ One credit of field experience (courses numbered 196-496; 595-795) requires a minimum of 40 hours of experience/internship, up to 15 credits, with the number of credits to be determined in consultation with the student's academic advisor/department. Cooperative Education credit limits are determined by the Career Center. On average, students should expect to spend two hours of study or preparation for each hour spent in class. Preparation time varies for laboratories and workshops.

Rationale:

- 1) To provide a university-wide definition and guidance to students and advisors determining the number of credits to assign or allow for field experience/internship-type credits.
- 2) To provide consistency in the grading basis for students participating in field experiences or internships. Currently, 46% of students are assigned a letter grade, hence earning honor points that are calculated into a student's cumulative GPA (data from one full academic year, inclusive of summer term, during which a high number of field experiences are recorded). The remaining students are assigned P/F (undergraduate) or S/U (graduate), of which only F grades are calculated into grade point averages. Of these graded field experiences, 90% of students earn a grade of A, 6% earn Bs, 1% earn Cs or Ds, and < 1% fail the experience. This significantly high percentage of A grades could provide an unfair advantage to students whose advisors or departments choose to use the grading basis v. the P/F grading basis.

Agenda

University Senate Meeting

*Meeting time and location: 3:30pm, Monday, March 9, 2009
Plains Room, Memorial Union*

- I. Substitutions - K. Wold-McCormick
- II. Approval of February 9, 2009, minutes
- III. Consent Agenda
 - A. Academic Affairs ([Attachment 1](#))
 - B. General Education ([Attachment 2](#))

Any member can request that an item on the consent agenda be placed on the regular agenda.

- IV. General Announcements
 - A. President Chapman
 - B. Provost/VPAA Schnell
 - C. D. Cómez, University Senate President
 - 1. President-Elect Eligible Candidates ([Attachment 4](#))
 - D. V. Olson, Staff Senate President
 - E. J. Heilman, Student Senate President
 - F. Other

- V. Committee Reports
 - A. Academic Affairs – A. Brunt
 - B. General Education – L. Peterson
 - C. Council of College Faculties – H. Hatterman-Valenti
 - D. Policy Coordinating Committee – M. Meister
 - 1. Policy 332 – Assessment of Courses and Instruction ([Attachment 3](#))
 - E. Other

VI. Unfinished business

VII. New Business

VIII. Discussion

- A. Dead week
- B. The ND House Bill (ND HB 1348). ([Attachment 5](#))
 - 1. NDSU University Senate Resolution ([Attachment 6](#))

IX. Adjournment

Academic Affairs Committee Report
March 9, 2009

Curricular Recommendations

New Courses							
Subject	No.	Title				Crs.	
CE	403/603	Civil Engineering Materials II: Steel, Wood and Polymers				2	
CPM	487/687	Corrosion and Materials Laboratory				1	
PLSC	150	Introduction to Horticultural Therapy				3	
PLSC	375L	Turfgrass Management Laboratory				1	
PLSC	480/680	Advanced Turfgrass Topics				3	
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
BOT	314	Systematic Botany	3	BOT	314	<i>Plant Systematics</i>	3
CPM	486/ 686	Corrosion and Its Control by Coatings	2	CPM	486/ 686	<i>Corrosion and Materials</i>	3
IME	427/ 627	Electronics Manufacturing	3	<i>ECE/ IME</i>	427/ 627	<i>Packaging for Electronics</i>	3
HNES	190	Introduction to Sport and Recreation Studies	2	HNES	190	Introduction to Sport and Recreation Studies	3
ME	423	Intermediate Mechanics of Materials	3	ME	423/ 623	Intermediate Mechanics of Materials	3
ME	717	PC Based Measurements and Controls	3	ME	717	<i>Advanced Controls for Mechanical Systems</i>	3
ME	722	Mechanics of Deformable Solids	3	ME	722	<i>Advanced Mechanics of Materials</i>	3
PHYS	471	Advanced Physics Laboratory	2	PHYS	360	<i>Modern Physics II</i>	3
PLSC	341	Landscape Bidding and Contracting	1	PLSC	341	Landscape Bidding and Contracting	2
Cross-Listed Courses							
Subject	No.	Title	Crs.	New Cross-Listed Department			
ENGR	771	Probabilistic and Deterministic Methods	3	IME			
Change in Prerequisites & Corequisites – For Information Only							
Subject	No.	Title	Prerequisite Change				
HNES	170	Introduction to Exercise Science	Remove corequisite: HNES 110				
HNES	365	Kinesiology	Remove prerequisite: BIOL 221/221L Must receive a C or higher in BIOL 220/220L				
HNES	370	Activity Benefits and Exercise Prescription in Disease	Add prerequisite: BIOL 220/220L, BIOL 221/221L Remove prerequisite: HNES 271/HNES 272 Must receive a C or higher in BIOL 220/220L				
HNES	465	Physiology of Exercise	Add prerequisite: BIOL 221/221L				
HNES	472	Aerobic Fitness Assessment and Technique	Add prerequisite: HNES 465, HNES 370 Remove prerequisite: HNES 466 Remove corequisite: HNES 467				

HNES	473	Anaerobic Exercise Prescription and Advanced Resistance Training Techniques	Add prerequisite: HNES 368 Remove prerequisite: HNES 271, HNES 365
IME	470/ 670	Operations Research I	Add prerequisite: MATH 129 Remove prerequisite: MATH 265 Add corequisite: IME 460
ME	485/ 685	Heating, Ventilation and Air Conditioning	Add prerequisite: ME 352 Remove prerequisite: ME 353 Remove corequisite: ME 454
ME	489/ 689	Vehicle Dynamics	Add prerequisite: ME 222 Remove prerequisite: ME 213

University Senate Meeting - March 9, 2009

General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes

Course No.	Course Title	Categories	Outcomes
ENGR 311	History of Technology in America	A	3, 6
FREN 345	Women in French Literature	A, D	3, 6
HON 386	World Literature: Imaginary Homelands	A, D	1, 6
MUSC 108	Roots of American Popular Music	A, D	3, 6

Continued Approval (5-Year Renewal) for General Education with Changes in Outcomes

Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
THEA 280	World Theatre	A, D	3, 4, 6	3, 6

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section: ***NDSU Policy 332: Assessment of Courses and Instruction***

Changes intended to clarify that all classes are to be evaluated, encourage instructor to use electronic evaluation process, and that students should be returning the evaluations.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 10/15/08; 1/14/09; 2/11/09

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

General Counsel (8/14/08)

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 332: ASSESSMENT OF COURSES AND INSTRUCTION

SOURCE: NDSU University Senate Policy

The purposes of this policy are to provide direction for faculty in their ongoing efforts to improve the quality of instruction, and to improve student learning, for North Dakota State University.

1. Formative Assessment

During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both, for the purpose of improving instruction. Assistance in selecting appropriate assessment techniques is available from the University Senate Assessment Committee. Completion of formative assessments will be noted in performance evaluations and annual reports.

2. Summative Evaluation

2.1 ~~Each course~~Every section of every class offered at North Dakota State University will be evaluated each term by the students using, as a minimum, the university-wide set of rating items. These items will evaluate student perception of fairness within the course, course quality, student understanding of the principles in the subject, and instructor's ability to communicate effectively. In addition, each instructor, unit or college may develop additional items to include as a part of the evaluation.

2.2 The course evaluation should occur during the final fourth of the term, but not concurrent with examination periods. Someone other than the instructor (including GTA's or individuals under the supervision of the instructor) will administer the instrument, and a student in the class shall collect the evaluations and forward them directly ~~completed forms~~ to the appropriate department/unit head for analysis. The instructor will not be present while the student rating is being completed. All instructors will receive a copy of the analysis for their courses after final grades are submitted. The departmental/unit office will retain a copy of the analysis for use during the annual faculty appraisals and for other administrative purposes. Departments may and are encouraged to utilize an electronic evaluation process as an alternative to paper evaluations. Departments must contact the Group Decision Center (GDC) to have a Student Rating of Instruction set up electronically. Students may access the electronic evaluations via a link the GDC provides to the instructor. This link may also be placed into Blackboard. Instructors choosing to provide the link via Blackboard are able to see that the students have started the evaluations but aren't able to view results. After grades are submitted, the Group Decision Center provides the Department a link to the report of the evaluations. The department/unit head will forward data, on only the university-wide items, aggregated by course level (lower division, upper division, graduate) without reference to specific courses, to the Office of Institutional Research and Analysis.

2.3 All courses ending in 90-series numbers except 95 and 96 will be exempt from this procedure.

HISTORY: December 10, 1973; Amended April 1992; Amended June 1994, January 2004.

<u>Senators with terms ending May 2010</u>	<u>College</u>	<u>Senators with terms ending May 2011</u>	<u>College</u>
Bowlin, William	<i>BUSN</i>	Andersen, Donald	<i>E&A</i>
Carlson, Thomas	<i>HD&E</i>	Bilen-Green, Canan	<i>E&A</i>
Hansen, Pamela	<i>HD&E</i>	del Rio Mendoza, Luis	<i>AFSNR</i>
Johnson, Burton	<i>AFSNR</i>	Elder, John	<i>BUSN</i>
Kelsch, Michael	<i>PHRM</i>	Grazul-Bilska, Anna	<i>AFSNR</i>
Khan, Eakalak	<i>E&A</i>	Hearne, Robert	<i>AFSNR</i>
Khan, Mohamed	<i>AFSNR</i>	Lambert, David	<i>AFSNR</i>
Lee, Maggie	<i>PHRM</i>	Manthey, Frank	<i>AFSNR</i>
Norris, Jim	<i>AH&SS</i>	May, Sylvio	<i>S&M</i>
Werremeyer, Amy	<i>PHRM</i>	Meinhardt, Steven	<i>AFSNR</i>
		Nelson, Paul	<i>AH&SS</i>
		Nielsen, Robert	<i>HD&E</i>
		Rupiper Taggart, Amy	<i>AH&SS</i>
		Sather-Wagstaff, Sean	<i>S&M</i>
		Vonnahme, Kimberly	<i>AFSNR</i>
		Ziejewski, Mariusz	<i>E&A</i>

Sixty-first
Legislative Assembly
of North Dakota

ENGROSSED HOUSE BILL NO. 1348

Introduced by

Representatives DeKrey, Damschen, Uglem, Weisz

Senators Lyson, Wanzek

1 A BILL for an Act to amend and reenact section 62.1-02-05 of the North Dakota Century Code,
2 relating to the possession of a firearm at a public gathering.

3 **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

4 **SECTION 1. AMENDMENT.** Section 62.1-02-05 of the North Dakota Century Code is
5 amended and reenacted as follows:

6 **62.1-02-05. Possession of a firearm at a public gathering - Penalty - Application.**

- 7 1. A person who possesses a firearm at a public gathering is guilty of a class B
8 misdemeanor. For the purpose of this section, "public gathering" includes athletic
9 or sporting events, schools or school functions, churches or church functions,
10 political rallies or functions, musical concerts, and individuals in publicly owned
11 parks where hunting is not allowed by proclamation and publicly owned or
12 operated buildings.
- 13 2. This section does not apply to law enforcement officers; members of the armed
14 forces of the United States or national guard, organized reserves, state defense
15 forces, or state guard organizations, when on duty; competitors participating in
16 organized sport shooting events; gun and antique shows; participants using blank
17 cartridge firearms at sporting or theatrical events; any firearms carried in a
18 temporary residence or motor vehicle; students and instructors at hunter safety
19 classes; or private security personnel while on duty. In addition, a municipal court
20 judge licensed to practice law in this state, a district court judge, and a retired
21 North Dakota law enforcement officer are exempt from the prohibition and penalty
22 in subsection 1 if the individual is otherwise licensed to carry a firearm under
23 section 62.1-04-03 and maintains the same level of firearms proficiency as is
24 required by the peace officers standards and training board for law enforcement

officers. A local law enforcement agency shall issue a certificate of compliance under this section to an individual who is proficient.

3. This section does not apply to an individual licensed to carry a firearm under section 62.1-04-03 when that individual is on the real property comprising a state or private institution of higher education and that individual is on real property that is a dwelling unit or that unit's related parking and shared space. In addition, this section does not apply to an individual with a valid general game license issued by this state or who has successfully completed hunter education in this state or any other state or province, when that individual is on the real property, comprising a state or private institution of higher education and that individual is on the real property that is a dwelling unit or that unit's related parking and shared space. As used in this subsection, dwelling unit does not include a dormitory.

4. This section does not prevent any political subdivision from enacting an ordinance which is less restrictive than this section relating to the possession of firearms at a public gathering. Such an ordinance supersedes this section within the jurisdiction of the political subdivision.

**A Resolution of the NDSU University Senate
Concerning North Dakota HB 1348**

Recognizing the potential danger of adoption of ND HB 1348 on the safety of the students, staff and faculty and on the overall operation of NDUS institutions and, in particular NDSU; and recognizing that weapons on campus:

- negatively impact student safety in classrooms, residence halls and other campus facilities
- impede the ability of the campus security officers and other workers to perform their duties effectively,

as the NDSU University Senate, we are concerned that ND HB 1348 will be detrimental to the existing peaceful and creative climate within the North Dakota State University, the North Dakota University System, as well as other educational institutions of the state.

THEREFORE, LET IT BE RESOLVED that the NDSU University Senate stands opposed to ND HB 1348, on the basis of its potential to create an insecure environment on NDSU and other the NDUS campuses.

THEREFORE, LET IT BE FURTHER RESOLVED that the NDSU University Senate agrees with the position of the North Dakota University System and North Dakota State University Administration in opposing ND HB 1348.

THEREFORE, LET IT BE FURTHER RESOLVED that the NDSU University Senate supports a NO vote from the North Dakota Senate on ND HB 1348.

Agenda

University Senate Meeting

Meeting place and time: 3:30 p.m., Monday, April 20, 2009
Memorial Union, Plains Room

- I. Substitutions - K. Wold-McCormick
- II. Approval of March 9, 2009, minutes
- III. Consent Agenda
 - A. Academic Affairs ([Attachment 1](#))

Any member can request that an item on the consent agenda be placed on the regular agenda.

- IV. General Announcements
 - A. President Chapman
 - B. Provost/VPAA Schnell
 - C. D. Cómez – University Senate President
 - D. V. Olson – Staff Senate President
 - E. J. Heilman – Student Senate President
 - F. Other

- V. Committee Reports
 - A. Academic Affairs
 - B. General Education – L. Peterson
 - C. Council of College Faculties – H. Hatterman-Valenti
 - D. Policy Coordinating Committee – M. Meister

For input/approval:

- 1. Policy 100 – Equal Opportunity and Non-Discrimination Policy ([Attachment 2](#))
- 2. Policy 156 - Equal Opportunity Grievance Procedures ([Attachment 3](#))
- 3. Policy 304 – Academic Staff and Executive/Administrative Positions- Procedures for Filling ([Attachment 4](#))
- 4. Policy 607 - Admissions and Re-Enrollment Safety Risks; Background Checks ([Attachment 5](#))

For feedback:

- 1. Mission, Vision and Core Values and Campus Themes Statements ([Attachment 6](#))

E. Other Committee Reports

VI. Unfinished business

- VII. New Business
 - A. Alcohol & Drug Use Prevention (J. Vangness)
 - B. Textbooks (A. LeFeriére)

VIII. Discussion

IX. Adjournment

Academic Affairs Committee Report April 2009

Curricular Recommendations

New Courses							
Subject	No.	Title				Crs.	
BIOC	720	Scientific Integrity				1	
BIOL	481/681	Wetland Science				3	
CDFS	430/630	Topics in Cognitive Development: (subtopics)				3	
CDFS	435/635	Topics in Socioemotional Development: (subtopics)				3	
CDFS	720	Basic Grant Development and Management				1	
CDFS	724	Advanced Topics in Socioemotional and Development: (subtopics)				3	
CDFS	725	Advanced Topics in Cognitive Development: (subtopics)				3	
CED	725	Wellness in Native Communities				1	
CED	726	Youth Development in Native Communities				1	
CJ	465	Women and Minorities in Criminal Justice				3	
CJ	733	Issues in Institutional Corrections				3	
ECE	424/624	Analog VLSI				3	
ECE	777	System Level Design and Automation				3	
EDUC	707	Foundations of Educational Research				3	
HNES	474	Methods in Resistance Training and Cardiovascular Conditioning				3	
ME	470/670	Renewable Energy Technology				3	
ME	728	Stress Waves in Solids				3	
Course Deletions							
Subject	No.	Title				Crs.	
ENGL	450/650	Contemporary Linguistics				3	
ENGL	451/651	Advanced English Grammar				3	
ENGL	757	Composition Studies				3	
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ANTH	450/ 650	Cultural Anthropology	3	ANTH	450/ 650	<i>Qualitative Methods in Cultural Anthropology</i>	3
CHEM	726	Photochemistry and Photophysics	2	CHEM	726	Photochemistry and Photophysics	4
CDFS	403	Introduction to Research Methods	3	CDFS	250	Introduction to Research Methods	3
FREN	489	Senior Thesis	1-6	FREN	489	Senior Thesis	1
IME	770	Advanced Operations Research Topics	3	IME	773	Advanced Operations Research Topics	3
MUSC	704	Graduate Music History Survey	2	MUSC	704	Graduate Music History Survey	3
PHYS	755	Classical Mechanics	3	PHYS	455/ 655	Classical Mechanics	3
SOC	441/ 641	Sociology of Death	3	ANTH/ SOC	441/ 641	<i>Death and Dying</i>	3
SPAN	489	Senior Thesis	1-6	SPAN	489	Senior Thesis	1

Cross-Listed Courses				
Subject	No.	Title	Crs.	New Cross-Listed Department
ENGR	770	Quantitative Modeling	3	Industrial and Manufacturing Engineering (IME)
SOC	441/ 641	Death and Dying	3	Anthropology (ANTH)
Change in Prerequisites & Corequisites and/or Bulletin Descriptions – For Information Only				
ANTH	450	Qualitative Methods in Cultural Anthropology	Add Prereq: Junior or Senior Standing	
FREN	489	Senior Thesis	Add Prereq: Senior Standing; Study Abroad	
HNES	371	Fitness Programs and Management	Remove Prereq: HNES 271 and 272	
PHYS	455/ 655	Classical Mechanics	Add Prereq: PHYS 352; Add CoReq: PHYS 251, MATH 265 and MATH 266	
SPAN	489	Senior Thesis	Add Prereq: Senior Standing; Study Abroad	

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

SECTION 100: EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

This Policy is being changed to add to and modify the listed protected groups.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee:

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

VP – Division of Equity, Diversity and Global Outreach

North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex (gender), disability, age, Vietnam-Era-status as a U.S. veteran, sexual orientation~~as~~, (meaning actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression,) status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

The following notice must be included in all departmental publication such as bulletins, announcements, manuals, publications, guidebooks, brochures, pamphlets, catalogs, application forms or recruitment materials describing or inviting participation in programs at North Dakota State University. (This notice is not required on departmental homepages.):

Non-Discrimination Policy:

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam-Era-status as a U.S. veteran, sexual orientation, (meaning actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression,) marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Office, Vice President for Equity, Diversity and Global Outreach, 2052 Old Main, (701) 231-7708.

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section: *NDSU Policy 156: Equal Opportunity Grievance Procedures*

This policy is being updated to clarify the equal opportunity grievance process and make it more effective and efficient.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 10/15/08; 11/12/08; 12/10/08; 3/11/09

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

General Counsel

Equity and Diversity

SECTION 156: EQUAL OPPORTUNITY GRIEVANCE PROCEDURES

SOURCE: NDSU President

1. INTRODUCTION

1.1

The purpose of these grievance procedures is to provide a fair and orderly system for review at North Dakota State University of alleged violations, of any federal, state or local equal opportunity laws, regulations, and policies that prohibit discrimination based on ~~race, color, religion, national origin, sex, disability, age, veteran's status or sexual orientation~~ any federal, state or local protected class. ~~These procedures have been approved by the University President, following review by the Presiding Officer of the University Senate, the President of the Staff Senate, the Student Body President, and the President's Council.~~

1.2

Any individual or group filing a grievance under this procedure is entitled to protection from harassment, reprisals or retaliation as a result of having filed the grievance. ~~Any violation of the protection~~ Retaliation may, in itself, constitute grounds for a grievance.

1.3

Parties to a grievance filed under this procedure will make every effort to comply with the established timelines for giving notices and completing actions related to the grievance. In extenuating circumstances, these timelines may be extended by the NDSU ~~Director Vice President of for~~ Equity, and Diversity and Global Outreach ("Diversity Officer") in consultation with the parties.

2. ~~Step 1--~~ADMINISTRATIVE REVIEW OF GRIEVANCE

2.1

Any student, employee of the University, or any group of such persons who ~~feels is~~ substantively affected by an apparent violation of equal opportunity laws, regulations, or policies shall be ~~initially~~ entitled to an administrative review of the grievance.

2.1.1

The review is initiated by completing the NDSU Formal Equal Opportunity Grievance Form (available from the NDSU ~~Office of for the Vice President for Equity, and Diversity and Global Outreach-Office~~) and filing it with the Diversity Officer in the Office ~~of for the Vice President for Equity, and Diversity and Global Outreach~~. Unless the ~~Executive Director, Chief Diversity Officer in the Office of Equity and Diversity~~ stipulates otherwise, the grievance form must be submitted within six months of the alleged violation.

2.1.2

This review shall include: (1) an administrative inquiry into the facts of the case; (2) a discussion of the case by the ~~administrator~~ Diversity Officer with the grievant and, the party whose action is the subject of grievance, ~~and the Executive Director, Chief Diversity Officer in the Office of Equity and Diversity;~~ (3) a conclusion by the ~~administrator~~ Diversity Officer regarding whether or not the case involves a violation of

equal opportunity rights;⁵ (4) an attempt to achieve a mutually acceptable resolution of the grievance;⁵ and (5) a written communication of that conclusion to the grievant and the party whose action is the subject of the grievance. Unless there are extenuating circumstances, the administrative review will be completed within 30 working days after the date of the filing.

2.1.3

As an alternative to this review, a grievant may, ~~of course,~~ pursue any channel of review applicable under another University policy (such as the Grade Appeals Board policy for students [Section 337], the Grievance Procedure for Conditions of Employment or Appeal Procedure for Disciplinary and Reduction In Force Actions [Sections 230 and 231, respectively], or the Board Regulations on Nonrenewal, Termination or Dismissal of Academic Staff, the Board Regulations on Hearings and Appeals, or Grievances - Faculty [Sections 350.3, 350.4 and 353 respectively]).

~~3. Step 2--NEGOTIATION~~ 3. VOLUNTARY MEDIATION

4. 3.1. If the grievant and party whose action is subject to the grievance both agree to mediate, the provisions of Policy 350.5-Mediation shall apply.

3.2 If voluntary mediation is unsuccessful, the grievant may request a hearing of the grievance pursuant to section 4.1.

~~3.1~~

~~If a grievance is unresolved after Step 1, either the grievant or the party whose action is the subject of the grievance may, within 10 working days of the issuance of the administrative determination, make a written appeal to the University's Executive Director, Chief Diversity Officer in the Office of Equity and Diversity for negotiation of the case by a representative of the grievant, a representative of the party whose action is the subject of grievance, and the Director of Equity and Diversity. Within 5 working days of the appeal for negotiation, the two parties should provide the Executive Director, Chief Diversity Officer in the Office of Equity and Diversity with the name of the person who will serve as their representative for this process.~~

~~3.1.1~~

~~The negotiators' responsibilities shall be to (1) determine the facts relevant to the grievance, (2) discuss the application of equal opportunity laws, regulations and policies, (3) attempt to resolve the grievance through further discussion and negotiation and, if that is unsuccessful, (4) refer the case to the hearing committee below or to another duly constituted University hearing committee such as the Grade Appeals Board or a Faculty Special Review Committee. Unless there are extenuating circumstances, the negotiators will complete their work within 30 working days.~~

~~5. 4. Step 3--HEARING COMMITTEE OF GRIEVANCE~~

4.1

~~Upon referral from the negotiators, A grievant will have ten (10) calendar days to appeal the written conclusion in section 2.1.2 or from the termination of an unsuccessful mediation under section 3. Aa~~ grievance shall be heard by a five member equal opportunity hearing committee. The ~~negotiators~~ Student Body President, Presiding

~~Officer- President~~ of University Senate and the Staff Senate President shall designate the chair and other members of this committee from among the University Equal Opportunity Hearing Panel, which shall consist of the following 18 members:

- o 6 NDSU students appointed by the Student Body President,
- o 6 NDSU tenured faculty members appointed by the President ~~enting Officer~~ of the University Senate, and
- o 6 NDSU broadbanded employees appointed by the Staff Senate President.

4.1.1

~~For Each~~ group of panel appointees, those responsible for designating the panel shall strive to include members of both sexes and ethnic/racial diversity. Part-time students and regular employees are eligible for appointment. Committee members shall disclose any conflict of interest they may have to the committee which will determine whether that person will be allowed to sit on the committee. The parties shall be informed of the decision. The parties can also challenge a committee member for a conflict of interest and the committee shall decide the challenge in the same manner. If multiple challenges deplete the committee to two or less members, the Student Body President, President of University Senate, and the Staff Senate President shall assist in deciding whether the challenges have merit. Members disclosing a conflict or being challenged for a conflict may vote on the motion.

4.2

An Equal Opportunity hearing committee shall conduct its hearing in accordance with the following requirements: The committee can may appoint a hearing officer with authority to conduct the pre-hearing meetings, supervise discovery, advise the committee or preside over the hearing. for the chair. The responsibilities for conducting the hearing are then assumed by the hearing officer, subject to decisions by the committee.

4.2.1

Any grievant requesting a hearing must file a written statement with the hearing committee indicating the grounds upon which a violation of equal opportunity is alleged to exist. Upon receipt of this statement, the committee chairperson shall schedule a date for an initial hearing.

4.2.2

The committee shall attempt to schedule hearing sessions only when all of its members are able to be present. If the committee decides, however, that the parties interests are best served by scheduling a session even when one or more of the committee members are not able to be present, then the absent members shall be responsible for reviewing the tape recordings of that session to familiarize themselves with the evidence presented at that time.

4.2.3

Attendance at any hearing shall be limited to the committee members, the parties, and their attorneys or other representatives unless both the parties shall agree to offer an express invitation for a particular hearing or session to the public or representatives of the press.

4.2.4

The committee chairperson shall preside at all sessions, and any party or representative wishing to present evidence, examine witnesses, summarize evidence, or present arguments shall do so only with the consent of the chairperson. The committee shall tape-

record sessions (and/or hire a court reporter) at which testimony is heard and shall allow controlled access to the tape for review or transcription by any party directly involved in the proceedings. The committee shall also keep summary minutes of its proceedings.

4.2.5

At the beginning of a hearing, the committee shall provide an opportunity for opening statements to be made, first by the grievant, then by the party defending the action in question. The committee shall then rely upon the opposing parties to call the necessary witnesses and present relevant evidence. The committee shall reserve the right, however, to call its own witnesses and to act in an investigative capacity itself, should the need arise.

4.2.6

The committee shall consider both oral testimony and written evidence. Upon receipt of any written statement or evidence provided by any party to the committee, the committee shall promptly provide the other party with a copy of such material. The committee can set its own rules for notice deadlines for disclosure of exhibits and witnesses. Any person offering testimony before the committee shall be subject to questioning by the committee members or either party with specific consent of the committee chairperson. The committee shall reserve the right to exclude redundant evidence as determined by a majority committee vote. The committee shall exercise the limit of its authority to secure the testimony of essential witnesses or other relevant evidence. At the conclusion of a hearing, the committee shall provide an opportunity for either party to submit a written summary of its position.

4.2.7

The committee shall vote by secret ballot, and the committee chairperson shall vote on all questions. In order for the committee to find a violation of equal opportunity, the grievant must show by the greater weight of the evidence that such a violation did, in fact, occur. If an alleged harasser in a sexual harassment case claims consent as a defense and the person was in a position of power or control over the grievant, the burden of proof on the issue of consent is on the alleged harasser. The vote required for committee action will be a simple majority of total number of votes eligible to be cast. ~~Without disclosing actual tallies, a~~ All voting results and any recommendations of the committee shall be promptly made available in writing to all of the parties involved in the case and the University President. ~~If the committee has found an equal opportunity violation, t~~ The President shall be responsible for determining an appropriate administrative response to the findings, conclusions and recommendations. The decision of the President is final.

HISTORY: December 20, 1977; Amended September 1993; Amended January 1996; June 2000, October 2007.

VERSION 2 – 3/504/09/09

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

SECTION 304: ACADEMIC STAFF AND EXECUTIVE/ADMINISTRATIVE POSITIONS - PROCEDURES FOR FILLING

This Policy is being changed to account for the new Online Application Process that NDSU started this past August.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee:

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This policy was originated by (individual, office or committee/organization):

VP – Division of Equity, Diversity and Global Outreach

1. All academic staff (instructors, assistant, associate or full professors and lecturers) and other positions with [in the 2000 job codes](#) family and executive/administrative

positions (job family 0000) that qualify for fringe benefits must be filled according to the following procedures. Recruitment areas/methods are found in [Section 103.1](#).

- 1.1 [“Create an Opening” in the Online Employment System and forward through the approval process up to the Office for Equity, Diversity and Global Outreach. Indicate search committee members, where to advertise, and provide any other necessary information or attachments.](#)

~~Complete a Request to Recruit form and circulate with necessary attachments for approval signatures.~~ A notice of approval will be sent from the [Office for Equity, Diversity and Global Outreach](#) ~~Provost and Vice President for Academic Affairs' Office~~ to the search committee chair and the department chair/head or other appropriate unit administrator.

For equal opportunity/affirmative action purposes, particular attention will be given to:

- **completeness** of the position description
- **specificity** of qualifications
- **consistency** of qualifications ~~on Request to Recruit~~ with those in flyers and/or advertisements
- **details** of the recruitment plan which should include:
 - both formal and informal recruitment methods
 - specific efforts to reach those in traditionally underrepresented groups (see [Section 103.1](#) on recruitment areas and methods)

- 1.2 After receiving the notice of approval ~~for the Request to Recruit~~, the department initiates the recruitment efforts described ~~on the Request to Recruit~~ by placing both hard copy and electronic advertisements, distributing position announcements, etc., and retaining documentation for the transaction file (see this section, No. 1.10.41). ~~An electronic copy of the position announcement should be sent to the Equity and Diversity Office for posting on standard web sites: NDSU employment page, Higher Ed Jobs, and Career Fargo.~~ If changes occur in the recruitment plan, please notify The [Equity and Diversity Office](#) ~~for Equity, Diversity and Global Outreach.~~

- 1.3 Once the [Opening Request to Recruit](#) has been completely approved, the [Office for Equity, and Diversity and Global Outreach](#) ~~Office~~ will ~~create a Job Requisition in Recruit Workforce and~~ send the following to the search committee chair:

- ~~a copy of the approved Request to Recruit that includes the Job Requisition number;~~

~~NOTE: The department is responsible for entering and updating applicant information in Recruit Workforce; at least one support staff member in each department has Recruit Workforce access to do this task.~~

- ~~• a supply of applicant flow cards and envelopes (See [Section 105](#));~~
- a copy of the NDSU recruitment brochure (additional copies are available from the [Office for Equity, and Diversity](#) ~~and Global Outreach Office~~ for recruitment activities);
- a list of women and minority doctoral candidates, when available and appropriate.

In addition, for positions that do NOT include teaching responsibilities, a packet of information about the ND Veteran's Preference Law and of the screening process required in order to comply with that law.

The following information for use in the recruitment and hiring process is available online:

- [NDSU Procedures](#) for Recruitment/Selection of Nonbroadbanded Positions Subject to the ND Veteran's Preference Law
 - A form for applicants to use in claiming the [ND veteran's preference](#)
 - ["Legal Watch"](#) on the ND veteran's preference law
- [Employment Inquiry Guide](#) (guidelines for appropriate questioning during reference checking and interviewing)
- [Interviewing Guidelines for ADA Compliance](#)

The following institutional forms may be downloaded and/or completed on-line:

- ~~• [Recruitment Employment Checklist](#)~~
- [Interview Report](#)
- [Request to Offer](#)
- ~~• [Criminal Record Disclosure Form](#)~~
- [NDSU Hiring Form 100/102: Job Data](#)
- [NDSU Change Form: 101](#)

- 1.4 Conduct the screening process using the qualifications ~~indicated given on the Request to Recruit form.~~ (Keeping notes about this process will be helpful in completing the transaction file.) Those who do not meet minimum qualifications should be notified promptly that they are no longer being considered and their lack of qualifications noted in their applicant status in the Online Employment System, on the Recruitment/Employment Checklist.

- 1.5 ~~The search committee, in consultation with the department/unit head, will determine the finalists for whom they want to request interview approval. The department/division/unit head, in consultation with the search committee, will determine the finalists for whom they want to request interview. To do this, the department changes the status of those applicants in the Online Employment System to "Request for an Interview."~~ The Office for Equity, Diversity and Global Outreach will review the search and follow-up if there are any questions.

Conduct interviews and determine the best qualified applicant. For non-teaching positions, see the packet of information on compliance with the veteran's preference law. Please note that the Provost and Vice President for Academic Affairs should be included in the interview schedule for those interviewed for academic department chair positions and, when possible, those interviewed for faculty positions.

- 1.6 Complete the Interview Report forms ~~and Recruitment Employment Checklist~~ noting reasons for selection or non-selection of each applicant based on the minimum and preferred qualifications.
- 1.7 Complete the Request to Offer a Position form in its entirety, and route for required signatures with the following attachments:
- ~~Complete application files for all interviewed applicants or for all applicants included in the final pool (in cases where only one applicant is interviewed on campus). Be sure to include the following:~~
 - Interview Report Forms
 - A list of the questions used in the formal interview, ~~the Recruitment/Employment Checklists,~~
 - ~~A completed and signed Criminal Record Disclosure form. Faxed copies are acceptable. While Criminal Record Disclosure form is required only for the individual hired, the department may want to ask all those interviewed for the position to submit this form in case the first choice applicant does not accept an offer.~~

- ~~The list of applicants with updated dispositions printed from Requisition Activity in Recruit Workforce.~~
 - For faculty and lecturer appointments, a draft of the proposed letter of offer based on the format provided by the Provost and Vice President for Academic Affairs
 - A completed [Degree Verification form](#) for the applicant to whom the department wishes to make the offer if the required degree has been completed. If the applicant's file includes a complete transcript, the Degree Verification is not needed
- 1.8 Upon approval, contact the person selected and send two originals of the letter of offer (one to be signed and returned indicating acceptance). If the person rejects the offer, return to 1.7 above and follow the same procedure for the second ranking applicant. To save time, *as many as* three (3) finalists may be rank ordered and a Request to Offer a Position for each circulated altogether.
- ~~Note: When an individual accepts the offer, the Criminal Record Disclosure form should be sent to the appropriate dean's office to be filed in the individual's official personnel file. The Criminal Record Disclosure form for any other applicant who completes it should remain with that applicant's file and be submitted to the Equity and Diversity Office as part of the transaction file.~~
- 1.9 Once the position has been accepted, promptly notify all remaining applicants of the action.
- 1.10 As soon as possible after the offer is accepted, complete and submit the employing department's portion of the transaction file to the Equity and Diversity Office. If a position is not filled and a new or extended search is planned, contact ~~the~~ [The Office for Equity](#), ~~and~~ [Diversity and Global Outreach Office](#) to determine how to handle the new recruitment.

NOTE: No Hiring form 100/102: Job Data or Change Form 101 will be processed until transaction file has been completed and submitted to the Equity and Diversity Office.

A complete transaction file [for the Online Employment System](#) will include the following:

ITEM		RESPONSIBLE OFFICE
1.10.1	Request to Recruit form	Equity and Diversity Office
1.10.2	Memo appointing the search committee	Equity and Diversity Office

1.10.3	Applicant flow summary	Equity and Diversity Office
1.10.14	Copies of all recruitment efforts including: -Actual advertisement(s) used to recruit with publication names and dates -Samples of position flyer(s) and/or letters with a list of those to whom such mailings were sent	Employing department
1.10.25	Any correspondence related to the recruitment and selection process	Employing department
1.10.36	Notation of telephone or face-to-face contacts	Employing department
1.10.47	<u>Applications and related Letters of reference, reference check notes, and any other applicant materials received for the position</u>	Employing department
1.10.8	Complete Recruitment/Employment Checklists for all applicants	Employing department
1.10.59	A list of the questions used for the phone and/or personal interview	Employing department
1.10.610	Completed Interview Reports for those interviewed by phone or in person	Employing department
1.10.11	A copy of the interview questions used by the search committee	Employing department
1.10.712	A completely signed copy of Request to Offer form	Employing department

1.11 Complete the Hiring Form 100/102: Job Data, attach the following items, and circulate it for signatures:

- A fully signed copy of the Request to Offer
- For faculty, lecturers and graduate teaching/research fellows, a copy of the letter of offer or appointment agreement.
- A completed Degree Verification form if the applicant's file did not include a complete transcript because the degree was not completed at the time the Request to Offer was approved.

- 1.12 To change the status for a current employee, complete the Change Form: 101 instead of the Hiring Form 100/102. The Change Form 101 should be accompanied by either a fully signed Request to Offer form or a memo documenting the means by which the change has been authorized. The Change Form 101 is routed for signatures in the same way as the Hiring Form 100/102.

Transaction files will be reviewed for completeness in the [Office for Equity, and Diversity and Global Outreach Office](#) and stored for three years.

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

| Section 607: Admissions & Re-enrollment Safety Risks: Background Checks

Language is added to implement NDUS Policy 511 and corresponding Procedure 511 for student criminal history background checks. Section 1 was updated and renumbered. All language starting in Section 2 is new to Policy 607.

2. This policy has been reviewed/passed by the following (include dates of official action):

| Policy Coordination Committee – 2/11/09, 3/11/09

University Senate -

Staff Senate

President's Council:

3. This policy revision was originated by (individual, office or committee/organization):

NDSU Student Background Check Committee

General Counsel

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 607: ADMISSIONS & RE-ENROLLMENT SAFETY RISKS: **BACKGROUND CHECKS**

SOURCE: NDSU President; NDUS Policy 511

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 admissions 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 aApplicants have the right to appeal decisions under this policy to the Vice President for Student Affairs within seven calendar days of the date the notice was received. Graduate applicants have the right to may appeal decisions under this policy to the Dean of the Graduate School within the same time frame.
- 1.4. 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. Undergraduate aApplicants have the right to appeal any decision to the Vice President for Student Affairs within seven calendar days of the date the notice was received. Graduate applicants have the right to 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 NDSU Policy 607 pertains to admission and re-enrollment safety risks. Pursuant to that Policy, NDSU has a Safety and Security Committee which reviews domestic undergraduate applications which indicate a criminal background pursuant to the NDSU Criminal Background Disclosure Procedure.

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 undergraduate 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.

~~(1) — International undergraduate 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. However, applicants must still answer the standard criminal background questions on the admissions form. International students transferring from within the United States, however, must follow the admissions process as stated in 2.2.1(1).~~

2.2.2 Graduate Students

2.2.2.1 The Graduate School will process admission applications like NDSU Office of Admission and the Registrar's Office of Registration and Records by sending positive responses through the Safety and Security Committee as described in section 2.2.1.1. ~~once the Graduate School receives the official background check from the applicant.~~

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 for domestic students. 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. ~~Unless admission is denied, the documents will be turned over to the relevant department for a determination of admission to the program. Admission to a graduate program is a condition precedent to admission to the Graduate School.~~

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

~~have to be negotiated with other universities/states.] 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 & Pharmacy). North Dakota BCI checks (or an FBI check) 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), ~~for example.~~

2.3.2 Background checks for ~~Student~~ student teachers are processed through the N.D. Education Standards and Practices Board. ~~which gets~~ The Standards 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 Any private vendor used for a background check must be approved through the Purchasing Department. The University will likely contract with a single vendor (the NDUS may contract with a vendor the the University System which can then be used). Programs can use a private vendor although an FBI check may still be required for some Programs (see 2.3.1 above).~~

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 ~~on students~~ are considered educational records ~~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.

~~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 ~~when no longer needed~~ pursuant to University retention policies. The FBI ~~does conduct~~ audits ~~on~~ how these records are handled.

Draft 2-3
1/21/09-3/4/09

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

This is not a policy, but feedback from Policy Committee, University Senate, Staff Senate, Student Senate/Executive Board and President's Council is requested.

The President's Council on Alcohol and Other Drugs has requested a change to the language of the Core Value, "People" in the NDSU Mission, Vision, Core Values and Campus Themes Statements.

Changes have been made in Campus Themes: "It's About People," "Programs" and "Leveraging Support."

Additional Information:

Mission Statement – approved by SBHE January 2004

Vision and Core Values – approved by Staff Senate, Student Senate, University Senate April 2004

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 12/10/08

University Senate:

Staff Senate:

Student Senate/Executive Board:

President's Council:

3. This revision was originated by (individual, office or committee/organization):

President's Office – November 2008

(Draft ~~1-23~~ – ~~12/2/08~~ ~~1/21/09~~ 3/4/09)

MISSION, VISION, CORE VALUES
AND CAMPUS THEMES STATEMENTS

~~November 02, 2006~~
~~revised December 2008~~
~~revised January 2009~~
~~revised March 2009~~

MISSION

With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

VISION

We envision a vibrant university that will be globally identified as a contemporary metropolitan land-grant institution.

CORE VALUES

NDSU is guided by the following key values and principles:

Land-Grant

We reflect and serve geographically and culturally diverse populations.

We share institutional success across the university.

We anticipate and welcome growth and service that will occur in ways yet to be conceived.

We embrace our unique complexities as a land-grant university on the Northern Great Plains.

We remain committed to serving people globally.

People

We derive strength and vitality from each other and from the diverse communities we serve.

~~We care about the current and future welfare of our students, staff, and faculty.~~
We envision an academic and social environment that is conducive to intellectual and personal development by promoting the safety and welfare of all members of the university community.

We promote excellence through individuals participating in decisions and value cooperation for the common good.

Scholarship

We are an engaged university and acknowledge and pursue scholarship of all forms, including discovery, teaching, integration, and application.

We uphold the rights and responsibilities of academic freedom.

Teaching and Learning

We provide a superior teaching and learning environment within and outside of the traditional classroom.

We promote and value liberal, graduate, and professional education in a collegial environment where divergent ideas can be shared.

We foster an environment that promotes life-long learning with individually-defined goals.

Ethics

We maintain our integrity through principled action and ethical decision-making.

Culture

We will be the land-grant university that we want to be by welcoming and respecting differences in people and ideas.

We support the goals of the North Dakota University System and value collaboration with colleges and universities around the world.

We foster accessibility to our programs and services.

Accountability

We have a special relationship with, and are accountable to, the people of North Dakota.

We actively strive to contribute to our region's economic prosperity and to improve the quality of life.

CAMPUS THEMES

It's About People

North Dakota State University exists as a human endeavor; a means to accomplish a greater good. It's About People; acknowledges the service we do for our fellow citizens, but also emphasizes the institutional commitment to the people of North Dakota State University and our desire to reward those whose efforts are serving the public's interests.

Students are Paramount

In recent years, NDSU has seen tremendous growth in the size of our student body from some 9,700 students in 1999 to our goal of more than 12,000 students. NDSU's growth is grounded in the strength of our existing programs and fueled by the strategic addition of new programs. Undergraduate education remains the foundation of our educational offerings while new graduate programs are retaining and keeping young people in the state. NDSU students are active partners in our institutional transformation.

Programs

In these past few years, we have successfully launched many new undergraduate and graduate programs. ~~Total doctoral enrollment has risen from about 150 to 500 students.~~ We have reinforced the integrity of NDSU's academic offerings by emphasizing our faculty's expertise in research and creative activities while maintaining our focus on teaching and learning.

Leveraging Support

~~NDSU's growth is a major contributor to the state's economy. The direct economic impacts of NDSU growth in Fiscal Year 2000 was about \$14 million and by Fiscal Year 2005 grew to more than \$105 million. Over the past five years, the State of North Dakota has increased state appropriated support of NDSU by \$45.2 million. The University has leveraged those state resources by securing \$433 million from other sources. Thus, for every additional dollar of state support, we have obtained roughly \$9.60 of additional funds. In total, the impact of NDSU's growth over the last six years exceeds \$1 billion.~~

~~North Dakota State University has responded better to the challenge of the Roundtable for Higher Education and aspirations of the North Dakota University System. This is documented in a number of ways, most notably by Moody's Economy.com, which identifies NDSU as an important driver of the North Dakota economy. According to a recent Moody's report, "an increase in North Dakota State University's budget provides evidence that state government is delivering on its commitment to transforming the university into a leading academic institution," and "In the longer term, the funding will provide better resources for students and thereby enhance ND's human capital." This is a highly significant recognition of the transformation of North Dakota State University into a leading academic institution. The economic impact of just our growth in the past 10 years is nearly \$1 billion. For every dollar of state support, NDSU has obtained nearly \$10 in other funds.~~

NDSU has responded to the opportunities ~~of~~ allowed by the Roundtable for Higher Education and the aspirations of the North Dakota University System. For example, F~~or~~ every dollar of state support, NDSU has obtained nearly \$10 in other funds. The economic impact of just the university's growth during the past 10 years is nearly \$1 billion. NDSU's transformation into a leading academic institution received significant acknowledgement, including as recognized by Moody's *Economy.com* in describing. ~~NDSU is recognized~~ as an important driver of the state's economy. A recent Moody's report stated, "In the longer term, (increased state) funding will provide better resources for students and thereby enhance ND's human capital."

Stature

NDSU is experiencing a period of remarkable success. Few universities have experienced our growth in enrollment, research expenditures, program expansion, or growth in campus infrastructure in such a short time. Our faculty, staff and students have seized upon an opportunity to be more and have catapulted this university forward. NDSU's institutional stature also is being increased through a very successful transition in intercollegiate athletics to Division I. We are increasing awareness of our state and representing North Dakota with pride and competitive excellence.

Agenda

University Senate Meeting

*Meeting place and time: Memorial Union, Plains Room
3:30pm, Monday, May 11, 2009*

- I. Substitutions - K. Wold-McCormick
- II. Approval of April 20, 2009, minutes
- III. Consent agenda
 - A. Academic Affairs ([Attachment 1](#))
 - B. General Education([Attachment 2](#))

Any member can request that an item on the consent agenda be placed on the regular agenda.

- IV. General announcements
 - A. President Chapman
 - B. Provost/VPAA Schnell
 - C. D. Çömez, University Senate President
 - D. V. Olson – Staff Senate President
 - E. A. Altsadt – Student Senate President
 - F. Other

- V. Committee Reports
 - A. Academic Affairs – A. Brunt
 - 1. Posthumous Degree proposal- for input/approval ([Attachment 3](#))
 - 2. Graduation Honors Qualifications- for feedback ([Attachment 4](#))
 - B. General Education - L. Peterson
 - C. Council of College Faculties – H. Hatterman-Valenti
 - D. Policy Coordinating Committee – M. Meister
 - E. By-Laws Committee
 - 1. Proposed By-Laws Updates- for feedback ([Attachment 5](#))

- VI. Unfinished Business
 - A. Policy 190 – further discussion and changes ([Attachment 6](#))
 - B. Other

- V. New Business
 - A. Senate President-Elect election –
 - 1. Amy Rupiper Taggart, English Department-see short vita ([Attachment 7](#))
 - 2. Nominations from the floor
 - B. Senate resolution concerning the Flood of 2009 ([Attachment 8](#))
 - C. Other

VI. Discusson

VII. Passing of the gavel – D. Cömez

VI. Adjournment – M. Meister

Academic Affairs Committee Report May 11, 2009

Curricular Recommendations

New Graduate Degree/Program							
Master of Engineering Degree in Electrical and Computer Engineering (M.Engr.)							
Program Title Change							
From: Sport & Recreation Studies				To: Sport and Recreation Leadership			
From: Women's Studies				To: Women and Gender Studies			
New Courses							
Subject	No.	Title				Crs.	
ADHM	162	Interior Graphics II: Commercial				3	
ADHM	485	Global Consumer Analysis				3	
STAT	477/677	Introductory Survival and Risk Analysis I				3	
STAT	478-678	Introductory Survival and Risk Analysis II				3	
Course Deletions							
Subject	No.	Title				Crs.	
ADHM	263	Construction Methods and Technology				3	
CDFS	371	Guidance & Curriculum in Preschool Programs				4	
CDFS	471	Program Administration and Professional Relations				3	
CDFS	480/680	Learning and Cognition in Children				3	
CDFS	486/686	Children in Social Contexts				3	
CM&E	455	Formwork Design				2	
CM&E	782	Public Infrastructure Management and Construction				3	
ENGR	320	Technical Communication				3	
LA	132	Introduction to Landscape Architecture Studio				2	
LA	242	Elements of Surveying				2	
LA	331	Introduction to Planting Design				2-3	
LA	344	Site Development & Detailing Laboratory				2	
LA	351	Landscape Design				3	
ME	463	Plastics Design Project I				3	
ME	464	Plastics Design Project II				3	
NURS	343	Professional Nursing Theories and Concepts				2	
NURS	625	Advanced Parish Nursing				3	
NURS	626	Ethical Considerations of Parish Nursing				3	
PHRM	436	Drugs of Abuse Potential				2	
SAFE	762	Advanced Pathogenic Bacteriology				3	
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ADHM	161	Interior Graphics I	3	ADHM	161	Interior Graphics I: Residential	3
ADHM	261	Interior Design Graphics II	3	ADHM	261	Interior Graphics III	3
CDFS	462/662	Risk, Resilience and Competence in Families	3	CDFS	462/662	Methods of Family Life Education: Models of Family Crisis and Wellness	3
HNES	429	Recreation Internship	12	HNES	429	Sport & Recreation Internship	12
LA	231	Landscape Architecture Graphics	1	LA	231	Landscape Architecture Graphics	3
LA	232	Design Technology	2	LA	232	Design Technology	3

LA	271	Landscape Architecture I	4	LA	271	<i>Introduction to Landscape Architecture Studio</i>	6
LA	272	Landscape Architecture II	4	LA	272	<i>Parks and Open Spaces Studio</i>	6
LA	342	Site Development & Detailing II	3	LA	342	Site Development & Detailing II	4
LA	371	Landscape Architecture III	4	LA	371	<i>Site Planning & Design Studio</i>	6
LA	372	Landscape Architecture IV	4	LA	372	<i>Community Planning & Design Studio</i>	6
LA	441	Site Development & Detailing III	3	LA	441	Site Development & Detailing III	4
LA	471	Advanced Landscape Architecture I	6	LA	471	<i>Urban Design Studio</i>	6
LA	472	Advanced Landscape Architecture II	6	LA	472	<i>Remediation & Planting Design Studio</i>	6
LA	571	Advanced Landscape Architecture Design III	6	LA	571	<i>Environmental Planning Studio</i>	6
NRM	431/631	NEPA & Environmental Impact Assessment	2	NRM	431/631	NEPA & Environmental Impact Assessment	3
PHRM	451L	Introductory Pharmacy Practice Experience II	1	PHRM	451L	Introductory Pharmacy Practice Experience II	4
SOC	412/612	Sociology of Sex Roles	3	SOC	412/612	<i>Sociology of Gender</i>	3
SPAN	442	Introduction to Chicano Literature	3	SPAN	442/642	Introduction to Chicano Literature	3
Delete Cross Listing							
From: ARCH 663/ LA 563		Programming & Thesis Preparation	3	To: ARCH	663	Programming & Thesis Preparation	3
				LA	563	Programming & Thesis Preparation	3
For Information Only							
Subject	No.	Title	Prerequisite/Corequisite Change				
MIS	470	Information Systems	Add prerequisite: MIS 375; Add corequisite: MIS 376 Remove prerequisite: MIS 376; Remove corequisite: MIS 375				
PHRM	451	Pharmaceutical Care III	Remove corequisite: PHRM 451L				
PHYS	252	University Physics II	Prerequisites: PHYS 251 and PHYS 251L or ME 221 and ME 222				
Sport and Recreation Leadership			Restricting admission to professional program (2.5 CGPA)				

General Education Recommendations

Outcomes Key:

1. Communicate effectively in a variety of contexts and formats.
2. Locate and use information for making appropriate personal and professional decisions.
3. Comprehend the concepts and perspectives needed to function in national and international societies.
4. Comprehend intrapersonal and interpersonal dynamics.
5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.
6. Integrate knowledge and ideas in a coherent and meaningful manner.
7. Comprehend the need for lifelong learning.

Continued Approval (5-Year Renewal) for General Education with No Changes in Outcomes

Course No.	Course Title	Categories	Outcomes
ANTH 111	Introduction to Anthropology	B, D	3, 6

Posthumous Degree Proposal

North Dakota State University

Rationale:

Currently, NDSU has no formal policy or set of guidelines for the proposal, approval and awarding of degrees posthumously. When a current or former student's untimely death occurs, having a process in place will guide not only those considering nominating such an individual for a posthumous degree, but will ensure consistency in approving and awarding such a degree.

Policy Proposal:

A deceased student may be considered a candidate for a posthumous degree when nominated by a dean of the college in which the student was enrolled at or prior to their death, and when minimum academic requirements have been verified. Posthumous degrees may be awarded at any career level (UGRD, GRAD or PROF).

Requirements for Nomination:

1. A student must have been in good academic standing with the institution at the time of death. Good standing is defined as not being academically deficient for their classification (academic probation, continued probation, suspension or expulsion).
2. University requirements for earned credits in residence must have been satisfied.
3. Student must either have been enrolled at time of death (summer excluded), or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
4. An undergraduate or professional student must have been within two semesters (30 credits or 75% of degree requirements complete) to be nominated for a posthumous degree.
5. A graduate student must have completed an adequate amount of research/work toward a thesis, paper, dissertation or comprehensive project as determined by the department/college in which the student was enrolled. A graduate student who was not required to complete a disquisition as part of his/her plan of study must have been within 75% of degree completion to be nominated for a posthumous degree.
6. The college in which the student was enrolled recommends the awarding of a posthumous degree.

Nomination/Approval Process:

1. Anybody can identify a candidate for a posthumous degree, but such a suggestion must be made to the dean of the appropriate college for consideration and to begin the formal process.
2. The student's degree audit file should be obtained from Registration and Records (undergraduate and professional students) or the Graduate School (graduate students) to verify program/plan and progress toward degree completion.
3. The dean of the college in which the student was enrolled must recommend the candidate for a posthumous degree in the form of a formal written request to the Provost/Vice President for Academic Affairs. The request must include the name and ID of the

student, the degree/program/plan to be awarded, and the recommended semester for degree conferral. The provost may choose to present this to the college deans council for review/discussion.

4. If supported by the provost, s/he will submit the recommendation to the university president for formal approval. If approved by the president,
 - a. The provost or dean will notify the registrar to begin the process for degree posting and commencement proceedings, if applicable.
 - b. The college dean will inform the immediate family of the university's decision and desire to recognize their student with this honor (this process should be kept confidential until and unless approved at all levels). If the family desires to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the registrar for planning.

Miscellaneous Details/Considerations:

1. A posthumous degree will be printed in commencement programs within the appropriate college section. If the family chooses not to participate, this award may still be read during the ceremony (unless explicitly requested otherwise by the family).
2. If the student had financial debt to the university, this debt will be waived.
3. Exceptions to the aforementioned minimum requirements may be considered in special cases, with support of the dean and provost and approval of the president.
4. The statement 'awarded posthumously' will be printed on the student's academic record, but not on the diploma.

Proposed Changes: Graduation Honors Qualifications

Proposed changes to Graduation with Honor policy:

Graduation with honor applies only to the baccalaureate and Pharm.D. degrees. ~~Graduate students are not included in the computation.~~ Candidates who ~~entered NDSU as freshmen and have earned a minimum of 60 credits in residence at NDSU and~~ who have earned a minimum institutional grade point average of 3.50 will graduate with honor. ~~Candidates with transfer credits must meet the minimum institutional grade point average of 3.50 for all credits earned at NDSU, as well as a cumulative grade point average of 3.50 for all credits earned including those from transfer work.~~ All final grades ~~and all attempts of repeated courses~~ on the NDSU academic record will be included in grade point average calculations for graduating with honor. Students who meet the above academic criteria will graduate according to one of the following honor levels:

- *Cum Laude – equal to or greater than 3.50 and less than 3.70*
- *Magna Cum Laude – equal to or greater than 3.70 and less than 3.90*
- *Summa Cum Laude – equal to or greater than 3.90*

Proposed Changes:

- Remove transfer credits from the cumulative GPA calculation for Graduation with Honor
- Remove prior attempts of repeated courses from cumulative GPA calculation for Graduation with Honor
- Require a minimum of 60 credits to be earned in residence at NDSU to qualify for Graduation with Honor (Current policy states that last 30 credits must be earned in residence; For transfers, 36 credits must be NDSU resident credits and 60 credits must be earned from a four-year institution)

Rationale

- Transfer grades are not computed in the NDSU cumulative GPA, which serves as the academic basis for all institutional academic policies except graduation with honors.
- Manual calculations of transferable coursework introduce a risk of human error, especially when converting quarter to semester hours, considering transfer repeat attempts, using various grading scales in calculations, removing non-degree credit honor points from totals (ie: remedial), etc.
- Approximately 50% of NDSU students have prior credit accepted in transfer to NDSU (includes transfers and freshmen with PSEO/dual credit). The volume of manual recalculations is large and time-intensive with more than 2,000 undergraduate candidates for graduation each academic year.

Benefits and Drawbacks

The benefits for consideration:

- NDSU would consistently apply its institutional GPA to all academic policies and processes.

- Honor status would be achieved from course work performed only at NDSU.
- Reduces the risk of human error in determining 'with honor' status.
- NDSU's GPA would be applied at a face value without manual recalculation of repeat attempts.
- The NDSU GPA displayed on the record would match our graduation honor policy.

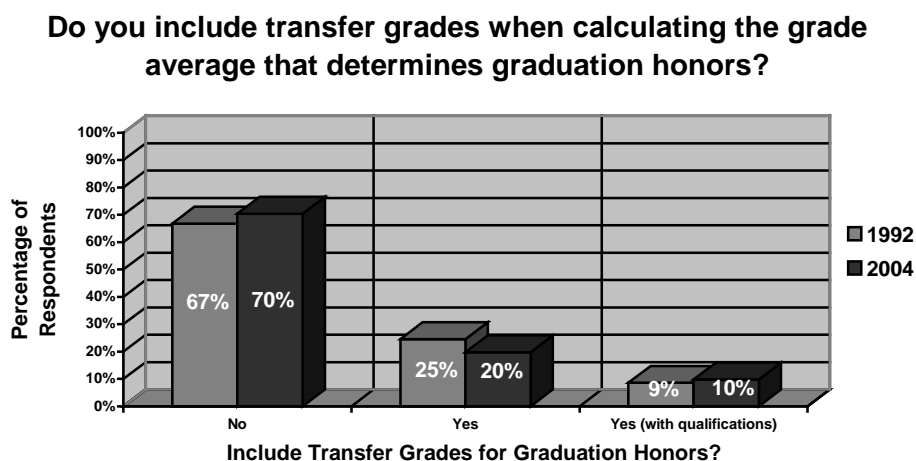
The drawbacks for consideration:

- The 'with honor' status would no longer include the cumulative GPA of all course work a student has completed throughout their undergraduate career (transfer and NDSU).
- While not a frequent occurrence, it is possible for students to transfer to NDSU and meet only the minimum of 36 credits before a degree is granted and 'with honor' is achieved.

Implementation Timeline

If approved, the proposed implementation of the policy change is Fall 2009.

National Trend: AACRAO. (2004). Current Trends in Grades & Grading Practices in Higher Education (Results of the 2004 AACRAO Survey). Washington, DC: Cody Brumfield



Peer Review

The following are how our peer institutions apply transfer grades, repeat attempts and residency for graduation honors:

Institution	Residency Requirement for Graduation	Explanation
MN State University Moorhead	60	Repeats are counted if a course is attempted more than 2x's.
University of MN -Twin Cites	60	Varies between academic colleges
Utah State	40	Varies between academic colleges
Kansas State	60	
Clemson	37 of the last 43 credits	Student may repeat "D" & "F" grades only to a total of 9 hours.
Oregon State University	45 of the last 75 credits	
New Mexico/Main Campus	60	Discretion of the department
University of Arkansas/Fayetteville	1/2 of degree at U of A.	
University of Wyoming	48	
University of Alaska/Fairbanks	48	
South Dakota State University	64	All repeats are included unless the student informs the Registrars Office to remove previous attempts.
University of North Dakota	30	

*Repeat policies vary greatly among institutions. Variations include limiting the number of repeat attempts, to whether the retake or the highest grade gets calculated in cumulative totals, to limiting repeats to only courses in which certain grades were earned.

April 2009; September 2006

PROPOSAL of CHANGES and LANGUAGE in the BY-LAWS

1. *Create a mechanism for replacing a President.*
 - a. Part VII.1.3
 - i. In the event that the President is removed from office for whatever reason, the President-elect shall become the President and serve both the former President's remaining term and the one additional year for which the President-elect was elected.
 - b. Part VII.1.4
 - i. Given the gravity of such an action, removal of the President should only be undertaken on the grounds of malfeasance or inability to fulfil the duties of the Presidency.
 - ii. A motion to remove the President must be made and seconded at any Senate meeting in which a quorum is in attendance. The motion then shall be deferred until the next Senate meeting in which a quorum has been met.
 - iii. In the second meeting, the motion shall be brought back to the floor as unfinished business for a vote after appropriate discussion.
 - iv. The President may be removed from office only by a two-thirds majority vote of the entire senate's membership in favour of removal.
2. *Arrange a mechanism that would allow appointments to positions vacated through unforeseen circumstances.*
 - a. Part IX.3.4.d
 - i. Provided that there are no other procedures in place to appoint or otherwise fill empty offices or positions that fall under the prerogative of the Senate, the Executive Committee shall appoint the first-runner up from the immediately preceding election for the vacated position to serve the remainder of the term.
 - ii. If such election results do not exist, then the Executive Committee shall recruit a replacement who will act as an interim office or position holder by whatever procedure the Executive Committee deems appropriate. On confirmation by a simple majority vote in a regularly convened meeting of the full Senate, the appointee will serve the remainder of the term.
3. *Changes to how members are appointed to RCC*
 - a. Part IX.7.1

Suggested Policy**Section 7. Research and Consulting Committee**

1. Membership shall consist of appointed and permanent members. Each dean, except those of the Colleges of University Studies and Graduate and Interdisciplinary Studies, shall nominate three research active faculty members of his or her unit to be candidates for RCC. The Vice President for Research, Creative Activities, and Technology Transfer shall make one appointment for a three-year term from each of the lists.
2. Alternate Language: The Vice President for Research, Creative Activities, and Technology Transfer shall make one research active faculty appointment from each representative unit, except those of the Colleges of University Studies and Graduate and Interdisciplinary Studies, for a three-year term, after consultation with the relevant dean.
3. Alternate Language: In consultation with the Vice President for Research, Creative Activities, and Technology Transfer, each dean, except those of the Colleges of University Studies and Graduate and Interdisciplinary Studies, shall make one research active faculty appointment from his or her college to serve a three-year term.

4. In consultation with the Dean of the College of Graduate and Interdisciplinary Studies and Vice President of Student Affairs, two students shall be appointed by the Vice President of Research, Creative Activities & Technology Transfer to act as ex-officio (non-voting) members. The two student nominees shall be actively engaged in a research project.
 5. Approximately one third of appointed membership will rotate each year, beginning September 1. Permanent members include several voting and several ex-officio (non-voting) representatives. Permanent voting members shall include the Assistant/Associate Vice President for Sponsored Programs Administration, who will act as Chair, the Director of the Agricultural Experiment Station, and the Director of Technology Transfer and Research Foundation. Ex-officio (non-voting) members include the Vice President for Research, Creative Activities, and Technology Transfer; the Director of Restricted Fund Accounting; a staff member from Sponsored Programs Administration (who acts as program coordinator); the Dean of Graduate and Interdisciplinary Studies; two students; and the Senate liaison. This totals 10 voting members and 7 ex-officio (non-voting) members.
2. Committee responsibilities are the following:
- a. Review policies related to University research and consulting issues and make recommendations for consideration by the University Senate.
 - b. Review periodically and recommend revision of the research and consulting sections of the Faculty Handbook containing all current directives of the University and all directives of the North Dakota State Board of Higher Education.
3. The Committee shall provide a yearly summary of its activities to the Senate.

Current Policy

Section 7. Research and Consulting Committee

1. Membership shall consist of appointed and permanent members. The Vice President for Research, Creative Activities, & Technology Transfer will make one appointment for a three-year term from each of the representation units except the College of University Studies. Approximately one third of appointed membership will rotate each year, beginning September 1. Permanent members include several voting and several ex-officio (non-voting) representatives. Permanent voting members shall include the Assistant/Associate Vice President for Sponsored Programs Administration, who will act as Chair, the Director of the Agricultural Experiment Station, and the Director of Technology Transfer and Research Foundation. Ex-officio (non-voting) members include the Vice President for Research, Creative Activities, and Technology Transfer; the Director of Restricted Fund Accounting; a staff member from Sponsored Programs Administration (who acts as program coordinator); the Dean of Graduate and Interdisciplinary Studies; and the Senate liaison. This totals 10 voting members and 5 ex-officio (non-voting) members.
2. Committee responsibilities are the following:
 - a. Review policies related to University research and consulting issues and make recommendations for consideration by the University Senate.
 - b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.
 - c. Review periodically and recommend revision of the research and consulting sections of the Faculty Handbook containing all current directives of the University and all directives of the North Dakota State Board of Higher Education.

3. The Committee shall provide a yearly summary of its activities to the Senate.

4. *Change to faculty caucus.*

a. Part XIII.1

i. In January of each year, a faculty caucus shall be held to discuss issues concerning the faculty.

2/17/2009 RCC version

SECTION 190: EMPLOYEE RESPONSIBILITY AND ACTIVITIES: INTELLECTUAL PROPERTY

SOURCE: SBHE Policy Manual, Section 611.2

1. General Principles.

The primary purposes of this policy are to encourage and promote research and scholarship based on the traditional principles of the academic profession. These products may constitute Intellectual Property that could be of financial benefit to the individuals involved and the Institution. This policy establishes guidelines to support faculty, staff, and students, in identifying, protecting and administering Intellectual Property and defining the rights and responsibilities of all involved. This policy governs unless a policy on specific Intellectual Property provides a different rule.

2. Definitions.

a. "Author(s)": Person who creates a Copyrightable Work.

b. "Copyrightable Work or Work": An original Work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, journals, software, computer programs, musical work, dramatic works, videos, multimedia products, sound recordings, pictorial and graphical works, etc. A Work may be the product of a single Author or a group of Authors who have collaborated on a project. A Work is created by an Author.

c. "Creator": Either an Inventor(s) in the context of an Invention, or an Author(s) in the context of a Copyrightable Work.

d. "Institution": The individual colleges and universities and the North Dakota University System.

e. "Inventor(s)": Person(s) who creates an Invention. The term "Inventor(s)" includes "Breeder(s)" or "Plant Breeder(s)" as defined by the PVPA, 7 U.S.C. § 2401(a)(2).

(1) In regards to plant variety protection, a "Breeder" is the person(s) who directs the final breeding creating a variety and/or the person(s) who discovers and develops the variety. 7 U.S.C. § 2401(a)(2). Like patent law, persons whose work is directed by the Inventor are not considered the Breeder as they do not direct the breeding process.

f. "Intellectual Property": Collectively, all forms of property created by the mind including, but not limited to, Inventions, Copyrightable Work, Trademarks, and Tangible Research Property.

g. "Invention": A process, method, discovery, device, plant, composition of matter, or other Invention that reasonably appears to qualify for protection under the United States patent law (including, but not limited to, utility patent, plant patent, design patent, certificate of Plant Variety Protection, etc.), whether or not actually patentable. An Invention may be the product of a single Int inventor or a group of Int inventors who have collaborated on a project.

(1) In regards to plant variety protection, "discover" means finding a natural plant which results in breeding a variety, or finding a new variety by performing experiments on results of cross-breeding and realizing that the resulting plant is different and closer in characteristics to a desired variety.

(2) In regards to plant variety protection, "develop" means to make additional selections for (a) cross-breeding and/or (b) developing pure lines. This may lead up to the variety for which protection is sought or may eliminate variance and convert a non-uniform variety to a uniform variety using the desired characteristics.

h. "Mediated Courseware": Teaching aids created and/or deployed electronically. Mediated Courseware may incorporate text, graphics, video, and audio elements. Examples of such materials include, but are not limited to, hypertext modules, simulation software, web sites, and databases containing numbers, images, or text.

i. "Significant Use of University System or Institution Resources": Significant Use of Institution Resources means an Author's use of other employees' time or Institution facilities or equipment that appreciably increases the Institution's costs beyond those normally incurred in support of an employee in the Institution. Significant Use does not include the normal use of Institution employees, facilities, or equipment commonly available to faculty, staff, or the public, such as libraries, Internet access, office space, office equipment, computers, and/or office supplies. Unless otherwise agreed, Significant Use also does not include the use of Institutional developmental leave time, so long as it does not appreciably increase the Institution's costs beyond those normally incurred in support of an employee of the Institution.

j. "Tangible Research Property": Tangible items produced in the course of research including, but not limited to, such items as biological materials, engineering drawings, integrated circuit chips, computer databases, prototype devices, circuit diagrams, and equipment. Individual items of Tangible Research Property may be associated with one or more intangible properties, such as Inventions, Copyrightable Work, and Trademarks. An item of Tangible Research Property may be the product of a single Creator or a group of individuals who have collaborated on the project.

k. "Trademark" (including Service Mark): A distinctive word, design, or graphic symbol, or combination word and design, that distinguishes and identifies the goods and services of one party from those of another, such as names or symbols used in conjunction with plant varieties or computer programs, or the Institutional names, logos, or derivatives thereof.

l. "Work For Hire": Defined pursuant to Federal Copyright Law which includes a Work prepared by an employee within the scope of employment or a Work created pursuant to a written agreement identifying the Work as a Work for Hire.

3. General Patent Policy.

a. The North Dakota State Board of Higher Education encourages the faculty, staff, and others associated with the Institutions under its jurisdiction to seek patents on Inventions as a method of bringing recognition and remuneration to all parties involved. Each Institution shall establish a "patent review procedure" to define the Institution's processing of such Inventions or discoveries, consistent with Board policy. The inventor(s) shall submit to the Institution the conception and/or reduction to practice of all potentially patentable discoveries prior to public "enabling" disclosure.

b. A patentable discovery may arise from the development of a new and useful process, device or apparatus, article of manufacture, composition of matter (including chemical compounds, microorganisms, and the like), plant, or related improvement, or a new use for a known material or device. A public "enabling" disclosure is one which will enable others in the same or a related field to fully understand and practice the Invention. The Institutional "patent review procedure" shall assure provision of guidelines to the inventor(s) in defining what may constitute a public "enabling" disclosure. NDSU's guidelines are found in the Invention Record Application for Patent Screening Form.

c. The Institution shall have the right of first refusal to the title of all patentable discoveries derived with the use of facilities, gifts, grants, or contract funds through the university, subject to restrictions arising from the overriding obligations of the Institution pursuant to gifts, grants, contracts, or other agreements with outside organizations. The inventor(s) shall provide all necessary declarations, assignments, or other documents as may be necessary in the course of Invention evaluation, patent prosecution, or protection of patent rights to assure that title in such Inventions shall be held by the Institution or other parties as may be appropriate under the circumstances.

d. The Institution shall have six months in which to assess the technical and commercial viability and patentability of the discovery in accordance with Institutional procedures. ~~This evaluation period may be extended beyond six months if further research and development activity is required to ensure patentability and/or market or commercial feasibility.~~ If the Institution judges the discovery not to be patentable, or decides not to pursue a patent, and, in the absence of overriding obligations to outside sponsors of the discovery and subject to NDSU procedures (see 3.3(c)), all rights will revert to the inventor. In no instance, and regardless of ownership of the patent, may the Institution's name be used in connection with the marketing of the Invention.

(1) Subject to restrictions arising from overriding obligations of the Institution pursuant to gifts, grants, contracts, or other agreements with outside organizations, the Institution agrees, for and in consideration of the assignment of patent rights, to pay annually to the named inventor(s), or to the inventor(s)' heirs, successors, or assigns, a minimum of 30 percent of the net royalties and fees received by the Institution. Net royalties are defined as gross royalties and fees less the expenses incurred by the Institution in conducting the research and in procuring, protecting, preserving, maintaining, and licensing the patent and related property rights, and such other costs, taxes, or reimbursements as may be necessary or required by law.

(2) When there are two or more inventors, each inventor shall share equally in the inventor's share of royalties, unless all inventors have agreed in writing to a different distribution of such

share. The Institution will have final authority over any agreement purporting to share rights and/or royalties between participating parties.

(3) In addition to the inventor's(s') share, the net royalties shall be disbursed by negotiated agreement with allocations to the originating department, the originating college/school, and the Institution. In the disposition of any net royalty income accruing to Institutional parties, other than the inventor(s), support of research shall receive first consideration. The "patent review procedure" shall outline the negotiation and distribution mechanism at each Institution.

(4) The provisions of this section apply to plant variety protection unless inconsistent with Institution policy.

~~3.1 Plant Variety Protection Policy~~

~~a. NDSU Policy 190 on patents and patent procedure shall apply to the plant variety protection inventorship and proceed distribution process except to the extent it is inconsistent with the terms of this Policy. The term "variety" includes germplasm, natural selections, cultivar, inbred lines, or hybrids. The term "inventor" or "breeder" includes the plural as well.~~

~~b. It is the position of the North Dakota Agricultural Experiment Station ("NDAES") that Intellectual property protection may be obtained on all varieties developed by the NDAES. This protection provides a mechanism to identify ownership of the variety which will be required for subsequent transfer or licensing. A secondary reason for obtaining plant variety protection is to allow the option to collect and to enforce royalties (research fees) from the sale or utilization of these varieties.~~

~~c. The NDAES recognizes the NDSU Research Foundation ("NDSU/RF") as the recipient of assignments of patents, trademarked cultivars, and plant variety protection for NDSU. At the time of release or before plant variety protection is filed, ownership of the varieties is transferred from NDSU on behalf of the NDAES to NDSU/RF. NDSU/RF files for the appropriate intellectual property protection and is responsible for subsequent enforcement.~~

~~d. In any intellectual property development there is an inventor of the discovery. In the case of plant variety development, this inventor is the plant "breeder" as defined by the PVPA, 7 U.S.C. § 2401(a)(2). Per North Dakota law, N.D.C.C. § 15-10-17(9) and NDUS Policy 611.2, the percentage of the net proceeds due the inventor is established pursuant to rules of the State Board of Higher Education and NDSU (See f(1)).~~

~~e.~~

~~(1) An inventor or "breeder" is: (1) the person(s) who directs the final breeding creating a variety and/or (2) the person(s) who discovers and develops the variety. 7 U.S.C. § 2401(a)(2). "Discover" means finding a natural plant which results in breeding a variety, or finding a new variety by performing experiments on results of cross breeding and realizing that the resulting plant is different and closer in characteristics to a desired variety. "Develop" means to make additional selections for (1) cross breeding and/or (2) developing pure lines. This may lead up to~~

~~the variety for which protection is sought or may eliminate variance and convert a non-uniform variety to a uniform variety using the desired characteristics.~~

~~(2) Like patent law, persons whose work is directed by the inventor are not considered the breeder as they do not direct the breeding process.~~

~~(3) Should a scientist(s) believe he/she is a breeder or inventor entitled to a portion of the inventor share and has not been so identified as stated in this section, the scientist must notify the Director, NDAES, in writing of their alleged inventorship before the release of the variety.~~

~~f.~~

~~(1) The NDAES supports the following internal distribution of royalties generated from the utilization of plant varieties developed by the NDAES. The NDSU/RF will be reimbursed for expenses. Then, net proceeds (as defined in NDSU Policy 190) will be distributed as follows: 20% to the NDSU/RF, 30% to the inventor(s), and the remaining 50% to be distributed as directed by NDAES to the contributing departments or units as determined in paragraph 7. The NDAES and the NDSU/RF can negotiate to change the NDAES and NDSU/RF percentages on a case-by-case basis.~~

~~(2) The breeder or his/her immediate supervisor will identify, before a variety release, other scientists who provided inventive activity towards the development of the variety. The breeder and scientists will decide how to divide the inventor share among themselves and will recommend this distribution to the department chairs and Director, NDAES. Any unresolved dispute shall be handled by the Director, NDAES, in consultation with the relevant chairs. The Vice president for Agriculture will serve as final arbiter of any disputes.~~

~~g.~~

~~(1) The distribution of the percentage to the NDAES will be among units with collaborators and inventor(s) that contributed to the development of the variety. This distribution might not be in the same proportion as the inventor share(s). Collaborators may encompass more faculty or other staff than are considered the breeder under the PVPA. Following prerelease, but in no event later than the release, the collaborating departments/units will be identified and the scientists and his/her immediate supervisor involved in the breeding effort will meet and make a recommendation for a fair allocation of the royalty distribution. Based on that recommendation, or, if they are unable to come to an agreement, the respective department chairs will then recommend a fair royalty distribution. The final decision on royalty distribution will be made by the Director, NDAES.~~

~~(2) The collaborators contributing to the variety development may vary from commodity to commodity and variety to variety. The formula for distribution will be reached at the time of release and before any royalties are generated. The formula developed should remain in place for distribution of all future royalties generated from the named variety. The Director, NDAES, the respective department heads/directors, and the NDSU/RF can decide to place the NDAES and/or contributing departments or units share into an endowment with the NDSU/RF to be distributed pursuant to the agreed upon terms of the endowment.~~

~~h. Disputes on inventorship or department/unit distributions shall be handled as set forth in 3.3.d.3 of this policy except the decision panel shall be the Vice President for Research, Creative Activities, and Technology Transfer, the Vice President for Agriculture, Director of the Experiment Station, and the Department Chair(s) involved, in consultation with the General~~

~~Counsel. The Vice President of Agriculture may include an advisory panel of faculty with expertise in the area to advise the decision panel.~~

~~i. Upon termination of employment, an employee must identify to his/her immediate supervisor and the Director of the NDAES any advanced genotype(s) in which s/he claims inventorship. The University and the employee shall negotiate rights in the varieties. If the employee fails to make this disclosure prior to or at the time of termination of employment, employee shall be deemed to have waived any rights to royalties on nondisclosed varieties. Royalties may be paid only for a set term pursuant to the agreement on advanced genotypes released as varieties.~~

~~j. The inventor/breeder shall elect at the time of release of the variety to receive or permanently waive some or all of that share that such employee(s) is/are entitled to receive from net revenue, if any, from the variety.~~

3.23.1 NDSU Procedures:

a. Any Invention developed by faculty, students, employees and associates using NDSU facilities, time or materials, must be reported to the NDSU Technology Transfer Office (TTO). Adjunct faculty are subject to this policy if working on NDSU projects or using NDSU facilities unless expressly exempted by the Vice President for Research, Creative Activities & Technology Transfer. The TTO shall be responsible for determining the procedure to be followed in securing patent protection and the assignment of rights to be made.

b. Ownership of such patent rights normally will be assigned to NDSU except in the following cases:

(1) When NDSU, in turn, elects not to pursue a patent, ownership reverts to the Inventor(s). As a condition of its release of the right to ownership, NDSU may elect to receive up to 30% of any net income (gross income less legal and licensing expenses) received, by the Inventor(s) from the Invention or Work. NDSU may negotiate an equity position in a start-up business. Inventor(s) shall not assign, transfer, or license such intellectual property as a result of a consulting contract or other means so as to avoid payment to NDSU of its share under this section.

(2) When prior agreement between NDSU and an external agency assigned all rights to the agency, usually as a condition of a contract or grant.

c. The Vice President for Research, Creative Activities, & Technology Transfer must approve the conditions of any contract or grant in which

(1) the disposition of patents is specified as being other than to NDSU and/or

(2) in which specific licensing agreements are specified.

d. Profits from patented Inventions and discoveries shall be shared by the Inventor(s), and NDSU. Inventor(s) shall receive a minimum of 30 percent of the net proceeds with the remainder being distributed as per agreement between NDSU or the NDSU Research Foundation and the contributing colleges(s) and department(s).

e. All proceeds received by NDSU shall be devoted to the support of NDSU research program.

f. In no instance, and regardless of the ownership of the patent, may the name of NDSU be used in any connection with the marketing of an Invention.

g. Plant Variety Protection

(1) Unless otherwise provided for below, the general provisions of NDSU Policy 190 shall apply to plant variety protection. The term "variety" includes germplasm, natural selections, cultivar, inbred lines, or hybrids. It is the position of the North Dakota Agricultural Experiment Station ("NDAES") that Intellectual property protection may be obtained on all varieties. defined in 3.1.g(1). This protection provides a mechanism to identify ownership of the variety which will be required for subsequent transfer or licensing. A secondary reason for obtaining plant variety protection is to allow the option to collect and to enforce royalties (research fees) from the sale or utilization of these varieties.

(2) At the time of release or before plant variety protection is filed, ownership of the varieties is assigned transferred from NDSU on behalf of the NDAES to NDSU/RF.

(3) Per North Dakota law, N.D.C.C. § 15-10-17(9) and NDUS Policy 611.2, the percentage of the net proceeds due the Inventor is established pursuant to rules of the State Board of Higher Education and NDSU (See 3.1f(1) 3.2.e).

(4) The NDAES supports the following internal distribution of royalties generated from the utilization of plant varieties developed by the NDAES. The NDSU/RF will be reimbursed for expenses. Then, net proceeds (as defined in NDSU Policy 190) will be distributed as follows: 20% to the NDSU/RF (from in state licensing royalties) (32.5% from out of state licensing royalties and 35% from foreign licensing royalties), 30% to the Inventor(s), and the remaining 50% (from in-state collected royalties) (37.5% from out of state licensing royalties and 35% from foreign licensing royalties) to be distributed as directed by NDAES to the contributing departments or units. as determined in paragraph 7. The NDAES and the NDSU/RF can negotiate to change the NDAES and NDSU/RF percentages on a case by case basis.

(5) The Breeder or his/her immediate supervisor will identify, before a variety release, other scientists who provided inventive activity towards the development of the variety. Following pre-release, but in no event later than the release, the Breeder and scientists will decide how to divide the Inventor share among themselves and will recommend this distribution to the department chairs and Director, NDAES, in consultation with the relevant chairs. Final dispute resolution shall be handled by the procedure in 3.1(h) 3.1(g)6. Any unresolved dispute shall be handled by the Director, NDAES, in consultation with the relevant chairs. The Vice president for Agriculture will serve as final arbiter of any disputes.

(g)

(1) The distribution of the percentage to the NDAES will be among units with collaborators and inventor(s) that contributed to the development of the variety. This distribution might not be in the same proportion as the inventor share(s). Collaborators may encompass more faculty or other staff than are considered the breeder under the PVPA. Following prerelease, but in no event later than the release, the collaborating departments/units will be identified and the scientists and his/her immediate supervisor involved in the breeding effort will meet and make a recommendation for a fair allocation of the royalty distribution. Based on that recommendation, or, if they are unable to come to an agreement, the respective department chairs will then

recommend a fair royalty distribution. The final decision on royalty distribution will be made by the Director, NDAES.

(2) The collaborators contributing to the variety development may vary from commodity to commodity and variety to variety. The formula for distribution will be reached at the time of release and before any royalties are generated. The formula developed should remain in place for distribution of all future royalties generated from the named variety. The Director, NDAES, the respective department heads/directors, and the NDSU/RF can decide to place the NDAES and/or contributing departments or units share into an endowment with the NDSU/RF to be distributed pursuant to the agreed upon terms of the endowment.

(6) Disputes on inventorship or department/unit distributions shall be handled as set forth in 3.e 3.3.d.3 (i.e., cite Patent Review Procedures—Distribution of Proceeds) of this policy except the decision panel shall be the Vice President for Research, Creative Activities, and Technology Transfer, the Vice President for Agriculture, Director of the Experiment Station, and the Department Chair(s) involved, in consultation with the General Counsel. The Vice President of Agriculture may include an advisory panel of faculty with expertise in the area to advise the decision panel.

(7) i. Upon termination of employment, an Inventor or Breeder employee must identify to his/her immediate supervisor and the Director of the NDAES any advanced genotype(s) in which s/he claims inventorship. The Institution University and the Inventor employee shall negotiate rights in the varieties. If the Inventor employee fails to make this disclosure prior to or at the time of termination of employment, Inventor employee shall be deemed to have waived any rights to royalties on nondisclosed varieties. Royalties may be paid only for a set term pursuant to the agreement on advanced genotypes released as varieties.

(8) j. The Inventor/Breeder shall elect at the time of release of the variety to receive or permanently waive some or all of that share that such Inventor(s) employee(s) is/are entitled to receive from net revenue, if any, from the variety.

3.3.2 Patent Review Procedures:

a. North Dakota State University patent policy provides that discoveries or Inventions developed by faculty, staff, students, and associates using NDSU facilities, time, or materials shall be vested in NDSU and must be offered to NDSU through the Office of Sponsored Program Administration or its designee.

b. Faculty, staff, students, and associates with discoveries or Inventions will supply the appropriate materials and descriptions to the Director - Technology Transfer using the Application for Patent Screening form or software disclosure form for processing prior to any public disclosure to prevent loss of patent rights.

c. The NDSU Research Foundation ("NDSU/RF") is the recipient of assignments of patents, trademarked cultivars, and plant variety protection for NDSU. NDSU/RF files for the appropriate Intellectual Property protection and is responsible for subsequent enforcement.

d. North Dakota State University will have a period of six (6) months from full and complete disclosure to evaluate the commercial viability and patentability of the ~~discovery~~ invention. ~~This evaluation may be extended~~ If further research or development activity is required to ensure patentability and/or market or commercial feasibility, this evaluation period may be extended ~~beyond six months~~ for a period not to exceed six (6) months, upon mutual written agreement between the parties. If the discovery is patentable, NDSU will find a mechanism to obtain patents and arrange licenses. If NDSU, in writing, decides not to pursue institutional rights on the discovery, the Inventor will retain ownership and may proceed to file a patent application on his/her own behalf with NDSU waiving all rights with the exception of being reimbursed for all costs incurred, if any, and may elect to retain up to 30% of any net income under (b)(1) above, by NDSU or its assignee.

e. Distribution of Proceeds

(1) Any proceeds received from such patents will first be used to cover the expenses incurred in patenting and licensing.

(2) The remaining net proceeds will be divided so that at least 30% of the net proceeds shall be paid to those responsible for the Invention.

(3) ~~If more than one individual is responsible for the discovery, the appropriate ownership rights among the participating parties shall be determined prior to submission for a patent. If disputes occur, resolution will be made by the Academic Dean(s) involved, the Vice President for Research, Creative Activities, & Technology Transfer in consultation with the university attorney. Such agreements shall be on file in the Office of Sponsored Program Administration and/or Technology Transfer Office.~~

(3) e. If more than one individual is responsible for an Invention the discovery, the appropriate ownership rights among the participating parties shall be determined prior to submission for a patent. If disputes regarding distribution of royalties occur, resolution will be made by the Academic Dean(s) involved and the Vice President for Research, Creative Activities, & Technology Transfer in consultation with the university attorney. Such agreements shall be on file in the Office of Sponsored Program Administration and/or Technology Transfer Office.

Should a scientist believe he/she is a Breeder or Inventor entitled to a portion of the Inventor share and has not been so identified as stated in this section, the scientist must notify the Director, NDAES, in writing of their alleged inventorship before the release of the variety.

(4) The remaining royalty proceeds shall be assigned to the NDSU Research Foundation to be distributed according to an agreement negotiated by the originating College Dean(s), Department Chair(s), and the Vice President for Research, Creative Activities,

& Technology Transfer and the NDSU Research Foundation to support endeavors to enhance Research.

(5) NDSU may assign its rights and responsibilities under this subsection to the NDSU Research Foundation.

4. General Copyright Policy.

a. Except as otherwise explicitly provided under this policy or applicable law, an employee who creates a Work retains copyright ownership of the Work. If there has been Significant Use of University System or Institutional Resources, the provisions of section 4b of this policy shall apply.

b. If there has been Significant Use of Institutional Resources, as defined in section 2 of this policy, to create a Copyrightable Work, the ownership of which is vested in the individual employee, the Institution shall be reimbursed out of the royalties, in accord with an agreement between the employee and the Institution, up to that amount that constitutes the Institution's Significant Use. The Institution shall be reimbursed for the Significant Use of any facilities, personnel or resources, except those considered part of the normal academic environment including library facilities. This pertains to all Copyrightable Work except Copyrightable Software as described in section 6.

c. If employees are employed or commissioned by the Institution or agencies of the Institution for the creation of Work, or if by prior agreement they are assigned to produce or develop Work in the course of their regular duties, and if such Work is deemed appropriate for copyright, it must be reported to the NDSU Technology Transfer Office pursuant to its copyright review procedure. In such instances, the NDSU Technology Transfer Office shall have the first option to secure copyright in the name of the Institution. Should the committee decide, in writing, it would not be appropriate to secure copyright, the employee then may proceed to personally secure the copyright.

d. Royalties received as a result of copyright ownership by the Institution will be disbursed, with at least 30 percent to the employee(s). The remainder would be distributed according to NDSU Procedures.

5. Mediated Courseware.

a. Self-initiated Mediated Courseware. When employees develop Mediated Courseware without specific direction by the Institution, unless otherwise agreed, the ownership of the courseware shall remain with the employee. Normally, no royalty, rent or other consideration shall be paid to the employee when that Mediated Courseware is used for instruction at the Institution and such Mediated Courseware shall not be used or modified without the consent of the employee. While the Creator is under Institutional employment, the Mediated Courseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of the employee's own Institution unless that transaction has received the approval of the chief academic officer of the Institution. The Institution shall have a perpetual, non-exclusive royalty-free right to use such courseware for archival research purposes. Should approval be granted to offer the course outside of the Institution, the provisions of section 4b of this policy shall apply.

b. Institution-directed Mediated Courseware. When the Institution directs in an employment contract the creation of a specific Mediated Courseware, the resulting Mediated Courseware belongs to the Institution and the Institution shall have the right to revise it and decide who will utilize the Mediated Courseware in instruction. The Institution may specifically agree to share revenues, pursuant to the General Patent Policy with the employee(s) receiving a minimum of 30 percent of the net royalties and fees, and control rights with the employee.

c. Development and use of Institution-directed Mediated Courseware shall be reported to the unit head and/or college administrator with a copy to the Technology Transfer Office at the Institution.

6. Copyrightable Software.

Unless a separate written agreement provides otherwise, software created by employees within the scope of their employment and not covered under Mediated Courseware in section 5 of this policy shall be treated as a Work for Hire, owned by the Institution and commercialized pursuant to the General Patent Policy, with the employee(s) getting a minimum of 30 percent of the net royalties and fees.

7. Student Work.

a. The ownership of copyrights in student Work is governed by the following:

(1) Copyright ownership of student Work that is performed in whole or in part by the student with financial support in the form of wages, salaries, stipend, or grants from funds administered by the Institution shall be determined in accordance with the terms of the support agreement, or in the absence of such terms, shall become the property of the Institution.

(2) Copyright ownership of student Work generated by research performed in whole or in part utilizing equipment or facilities provided by the Institution under conditions that impose copyright restrictions shall be determined in accordance with such restrictions.

(3) Students will own the copyrights to their Work not within the provisions of (1) and (2) above; however, a student must, as a condition to a degree award, grant royalty-free permission to the Institution to reproduce and publicly distribute, including by electronic means, copies of the student's Work.

(4) Where there is Significant Use of Institution Resources, copyright ownership shall be determined under section 4b of this policy.

b. Ownership of student Inventions shall be governed by the Patent Policy in section 3 of this policy. *It is the policy of North Dakota State University that this grant of ownership and control extends to any Work products or written and electronic reports of employees that are essential for documentation of any invention or discovery resulting from research administered by the Institution. Graduate student employees who are performing services as teaching assistants or research assistants or who are using university resources shall therefore be required by the departmental administrator to submit the original form of any laboratory notebook, spectral*

information, electronic data, and other written documentation related to University administered research.

(1) Inventions which are done on the student's own time and which do not involve significant use of University System's or Institution Resources shall belong to the student.

(2) Invention ownership of student Work that is performed in whole or in part by the student with financial support in the form of wages, salaries, stipend, or grants from funds administered by the Institution shall be determined in accordance with the terms of the support agreement, or in the absence of such terms, shall become the property of the Institution.

(3) Invention ownership of student Work generated by research performed with significant use of Institution resources (utilizing equipment or facilities provided by the Institution under conditions that impose invention restrictions) shall be determined in accordance with such restrictions.

8. General Trademark Policy

NDSU may develop a Trademark policy that provides for the protection of NDSU Trademarks and Service Marks.

9. NDSU Procedures.

NDSU shall adopt procedures implementing this policy that include:

- a. Procedures for required disclosure of Intellectual Property;
- b. Procedures for review, evaluation, and protection of Intellectual Property;
- c. Rules governing distribution of net royalties or fees;
- d. A process for resolving disputes; and
- e. A process for informing faculty, staff, and students of the rights and responsibilities of Intellectual Property. Upon employment, all regular employees must sign the NDSU Intellectual Property Agreement. Temporary employees may be required to sign as well based on supervisor discretion. A failure to have the Agreement signed in no way changes or lessens the applicability of this Policy.

10. Transfer of Rights

- a. NDSU may assign or transfer ownership rights in Intellectual Property to independent foundations created for the purpose of obtaining or administering and marketing NDSU Intellectual Property, receiving gifts, or supporting or promoting NDSU or NDSU research.
- b. It is the responsibility of employees to ensure that the terms of their consulting agreements with third parties do not conflict with their commitments to the Institution. Each employee shall

make the nature of the employee's obligations to NDSU clear to any third party for whom the employee expects to consult. Specifically, the scope of the consulting services must be distinguished from the scope of research commitments to NDSU.

HISTORY: New policy to reflect SBHE policy 611.2, incorporates NDSU policies 340, 341 and 342, May 2005.

Amy Rupiper Taggart

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North Dakota State University
Fargo, ND 58108-5060
(701) 231-7148**

EDUCATION

Ph.D., English (Composition & Rhetoric), May 2002
Texas Christian University Fort Worth, TX

B.A., English and German, May 1995
University of St. Thomas St. Paul, MN
Universität Trier Trier, Germany 1993-94

PRESENT APPOINTMENT

Assistant Professor of English, Director of Lower Division Writing
North Dakota State University Fargo, ND

Books

Research Matters. McGraw-Hill. (In Development, estimated publication date of 2009 with Rebecca Moore Howard).

A Guide to Composition Pedagogies. New York: Oxford UP, 2001. (Co-edited with Gary Tate and Kurt Schick).

Editing

Guest Edited a Special Issue on "Rewriting Community Writing and Rhetoric Courses." *Reflections: Writing, Service-Learning and Community Literacy* 5 (Spring 2006). (With H. Brooke Hessler).

Selected Peer Reviewed Journal Articles and Book Chapters

"Tensions with Authorship and Evaluation in Community Writing." *Michigan Journal of Community Service Learning* 13 (Spring 2007): pages 53-64.

"*Stasis* and the Reflective Practitioner: Experienced Teacher-Scholars Sustain Community Pedagogy." *Reflections: Writing, Service-Learning, and Community Literacy* 5 (Spring 2006): 153-72. (With H. Brooke Hessler).

"Pentadic Critique for Assessing and Sustaining Service-Learning Programs." *Reflections: A Journal of Writing, Service-Learning, and Community Literacy*. Special Issue on Professional Writing and Service-Learning 4. Eds. Jim Dubinsky and Melody Bowdon. (Winter 2005). 78-102.

"Reciprocal Expertise: Community Service and the Writing Group." *By Any Other Name: Writing Groups Inside and Outside the Classroom*. Eds. Beverly J. Moss, Nels P. Highberg, and Melissa Nicolas. Mahwah, NJ: Lawrence Erlbaum, 2004. 95-112. (With H. Brooke Hessler).

"The Community Writing Sequence." *Teaching Ideas for University English: What Really Works*. Eds. Patricia M. Gantt and Lynn Langer Meeks. Norwood, MA: Christopher Gordon, 2004. 55-68.

“What Are Styles and Why Are We Saying Such Terrific Things about Them?” *Teaching Writing: Landmarks and Horizons*. Eds. Christina McDonald and Rob McDonald. Carbondale: Southern Illinois UP, 2002. 214-227. (With Rebecca Moore Howard, et al.)

TEACHING EXPERIENCE

North Dakota State University Fargo, ND

Assistant Professor, August 2002 to Present

College Composition I; College Composition II; Honors Composition II; Introduction to Writing Studies; Writing in the Humanities and Social Sciences; Advanced Writing Workshop; Literacy, Culture, and Identity; Composition Studies; Composition and Rhetoric; Field Experience

Texas Christian University Fort Worth, TX

Graduate Instructor, August 1997 to May 2002

Introductory Composition, Intermediate Composition, Advanced Composition: "Writing about Pop Culture" (with Gary Tate), Multi-ethnic Literature (with Australia Tarver)

SELECTED SERVICE

- Board Member, *Reflections* journal. (Fall 2007-Present)
- *Member*, Vertical Writing Curriculum Committee. (Spring 2005-Present).
- *Member*. First-year English Committee. NDSU. Fargo, ND. (2002-Present)
- *Member* (2003-2004), *Chair* (2004-2005), Social Outreach and Recognition Committee. NDSU. Fargo, ND.
- *Co-founder and Advisory Board Member*, Write to Succeed, Inc. Fort Worth, TX. (1997-Present).
- *Board Member*, March of Dimes. Fargo, ND. (2004-Present), *Board Vice President* (2008-Present).

**A Resolution of the NDSU University Senate
Concerning the Flood of 2009**

WHEREAS the Fargo/Moorhead area faced considerable danger during the Spring of 2009 due to flooding.

WHEREAS the faculty, staff and students of NDSU rose to the extreme challenge of protecting the citizens and property of the Fargo/Moorhead area.

WHEREAS the faculty, staff and students volunteered their strength, energy and time to meet this challenge.

THEREFORE, LET IT BE RESOLVED that the NDSU University Senate recognizes the heroic efforts of the faculty, staff and students of NDSU in defense of the Fargo/Moorhead area during the flood of 2009.

THEREFORE, LET IT BE FURTHER RESOLVED that the NDSU University Senate appreciates the spirit of service and community displayed by the faculty, staff and students of NDSU during this trial.