Agenda
Faculty Senate Meeting

Meeting place and time:  3:30 pm, Monday, September 10, 2012
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of May 7, 2012, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)
   b. Senate Coordinating Council (SCC)
      For Information Only:
      1) Policy 170: Payment of Meals for Staff and Guests (Attachment 2)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. L. Brodeur, President of Student Body

V. Presentation by Ad-hoc Budget Committee

VI. Senate Committee Reports
   a. Academic Affairs – M. Harris
   b. General Education – L. Peterson
   c. Council of College Faculties – M. Meister
   d. Senate Coordinating Council – T. Stone Carlson, H. Hatterman-Valenti
      For Discussion and Vote
      • Policy 823: Financial Conflict of Interest – Public Health Service Sponsored Research (Attachment 3)

VII. Unfinished Business

VIII. New Business
   • Proposal to create an ad-hoc committee of the Faculty Senate to research and discuss the creation of an ombudsperson position at NDSU

IX. Adjournment
### Curricular Recommendations

#### Program Title Change
*From:* Individual and Family Wellness minor  
*To:* Wellness minor

#### Track Title Change (Master of Public Health)
*From:* Emergency Management  
*To:* Disaster and Emergency Preparedness

#### New Courses

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<tr>
<th>Subject No.</th>
<th>Title</th>
<th>Crs.</th>
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<tr>
<td>HNES 722</td>
<td>Readings in Sports Medicine</td>
<td>3</td>
</tr>
<tr>
<td>MICH 450L/650L</td>
<td>Infectious Disease Pathogenesis Laboratory</td>
<td>2</td>
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<tr>
<td>PPTH 457/657</td>
<td>Landscape Plant Pathology</td>
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#### Course Changes

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<th>Subject No.</th>
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<th>Crs.</th>
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<tr>
<td>ACCT 422/622</td>
<td>Auditing II</td>
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<td>ACCT</td>
<td>722</td>
<td>Advanced Studies in Auditing</td>
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<td>BUSN 730</td>
<td>Legal Aspects of Business</td>
<td>3</td>
<td>ACCT</td>
<td>730</td>
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<tr>
<td>COMM 103</td>
<td>Introduction to Agricultural Communication</td>
<td>3</td>
<td>COMM</td>
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<td>Introduction to Agricultural Communication</td>
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#### New Special Topics

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<th>Subject</th>
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<tr>
<td>CE</td>
<td>499/696</td>
<td>Groundwater Remediation</td>
<td>3</td>
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<tr>
<td>ECE</td>
<td>499/696</td>
<td>RF and Microwave Circuit Analysis and Design for Wireless Systems</td>
<td>3</td>
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<tr>
<td>EDUC</td>
<td>499</td>
<td>AVID Tutorials I: 21st Century Practices</td>
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<td>UNIV</td>
<td>199</td>
<td>Cultural Diversity Scholars</td>
<td>2</td>
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#### Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

<table>
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<th>Subject</th>
<th>No.</th>
<th>Title</th>
<th>Prerequisite/Corequisite Change</th>
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| ACCT    | 418 | Tax Accounting I                   | ACCT 311 with a grade of C or better  
Restricted to College of Business professional major or minor, Jr or Sr classification, and a 2.50 minimum NDSU grade point average |
| COMM    | 345 | Principles of Broadcast Production | Delete all existing prerequisite/s or corequisite/s                                           |
| ECON    | 481 | Natural Resource Economics         | Prereq: ECON 201                                                                                  |
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: 170 Payment of Meals for Staff and Guests

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - Policy 170 – Update NDSU Policy 170, to match the content in SBHE Policy 806.1 and SBHE Procedure 806.1
   - The source for each part of the NDSU Policy is now carefully documented.
   - Most of these changes will have no effect on NDSU’s current practices, just an improved matching of NDSU policy to SBHE policy and procedures.
   - The most significant change from current practices is the SBHE requirement to document the reasonableness of meal costs. Part 6 of NDSU’s Policy 170 addresses the SBHE requirements for upper limit of 125% GSA rate test. However, the detailed examples will be kept out of NDSU policy as they will be available on the NDSU Accounting Office Website.

2. This policy was originated by (individual, office or committee/organization):
   - Gary Wawers, Controller, NDSU Accounting Office, 5/21/2012
   - Gary.wawers@ndsu.edu

3. This policy has been reviewed/passed by the following (include dates of official action):
   - This portion will be completed by Melissa Lamp

   Senate Coordinating Committee:
   Faculty Senate:
   Staff Senate:
   Student Government:
   President’s Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to Melissa.Lamp@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your unders
SECTION 170 PAYMENT OF MEALS FOR STAFF AND GUESTS
SOURCE: SBHE Policy Manual, Section 806.1; SBHE Procedure Manual, Section 806.1

1. Payment or reimbursement of employee travel expenses, including meals or per diem, is governed by N.D.C.C. §§ 44-08-04 (lodging and per diem), 44-04-04.1 (per diem for long-term travel), 44-08-04.2 (travel advances), 54-06-09 (mileage) and 54-06-26 (reimbursement of one long-distance call per day). NDSU shall reimburse officers and employees for eligible travel expenses at the rates set forth in those statutes. However, institutions may, pursuant to subsection 7 of N.D.C.C. § 44-08-04, set a rate for travel expenses outside the state lower than the rates set forth in that statute. In addition to expenses for travel out of town, employees are also entitled to reimbursement for meals attended in the city where they normally work if such attendance is required or requested in connection with their duties. (Source: State Board of Higher Education Policy 806.1, part 1).

(NDSU Interpretation)

a) Staff members must pay for their own meals in the community in which they are employed. Exceptions to this policy are provided for the following:

1.1 Functions attended at the request of and on behalf of the institution, including recruiting of staff and faculty, business meals with university guests, staff retreats (limited to one retreat per year for any one unit). Meal reimbursement will be at actual cost. Activities are subject to the following:

   a) The primary purpose must be business related.
   b) The employee must have either been required to attend or attendance was approved by his or her supervisor or employer.
   c) There must be at least one university guest present at a business meal. A university guest must be a non-employee of NDSU. (Spouses of employees will normally not qualify).

1.2 Meals included in the cost of a conference or seminar are guided by Policy 515, part 6.2.

(Source: State Board of Higher Education Procedure 806.1, part 9.)

b) EXAMPLES of events for which meal expenses may be paid or reimbursed if an employee is required to attend as part of the employee's duties include:

   a. Events associated with recruitment of institution and system employees, including a meal at a local restaurant with a candidate or candidates hosted or attended by an employee as a member of a search committee.
   b. A Chamber of Commerce banquet or similar event.
   c. Annual staff retreat focused on issues specific to planning and assessment.
   d. An organized retirement function.
e. A meal for the primary purpose of conducting business that is scheduled at or about the same time or in lieu of a meal at a paid conference or other event an employee is attending.
f. An organized annual banquet or similar event honoring employees or students.

(Source: State Board of Higher Education Procedure 806.1, part 10.)

c) EXAMPLES of events for which meal expenses may not be paid or reimbursed include:

   a. Regular or recurring staff meetings and activities.
   b. Events attended at an employee's choice and not because the employee is required to attend or as part of the employee's duties.
   c. Holiday celebrations and events.
   d. Alcoholic beverages at any function or event.
   e. Expenses for employee spouses or other family members, except as explicitly authorized under applicable policy or procedure.
   f. Expense for an employee meal if an employee elects to not attend a meal paid for or reimbursed as part of a conference fee, unless it is necessary for the employee to miss the scheduled conference meal for a separate meal scheduled at or about the same time for the primary purpose of conducting business.

2. The university may pay expenses, including meals and costs of coffee and other beverages or snacks, for hosting dignitaries, guests, seminars and conferences; however, institutions may not use public funds to purchase alcoholic beverages. The university may pay expenses of coffee or other nonalcoholic beverages and snacks for institutional meetings or other employee functions. (Source: State Board of Higher Education Policy 806.1, part 2).

   a) The expense may be paid or reimbursement may be claimed individually or for a group. The expense must be reasonable, moderate, and withstand the test of public scrutiny. When feasible, documentation demonstrating reasonableness should be submitted. For example, if a NDUS group hosts a conference and in lieu of rental of conference rooms, a specified cost per meal is paid, a cost comparison should be submitted. (Source: State Board of Higher Education Procedures 806.1, part 5).

   (NDSU Interpretation)

   b) Institutional meetings may include monthly staff meetings where the business purpose of the meeting is clear. The best way to make the purpose clear is to have a formal agenda.

3. As stated in NDCC § 44-08-04, employees may claim reimbursement for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the university. If a meal is included in a registration fee, the applicable quarter allowance cannot be claimed for that meal. If the reasonable cost of a meal attended at the request of and on behalf of the university exceeds the applicable quarter allowance, an employee may claim reimbursement for the actual, reasonable cost of the meal.
3.1 Documentation required for payment or reimbursement of meal expenses for a conference, seminar or other meeting must include:

a. Nature of event and purpose;
b. Location;
c. Date and approximate time;
d. Meal served (i.e., breakfast, lunch, dinner) and;
e. Receipt or invoice; and
f. To the extent it is practical, a list of those in attendance

4. As permitted in NDCC § 44-08-04 and NDUS HR Policy 31, athletic team or other organized group meal and other travel expenses may be documented and paid for the group and employees are not required to submit separate individual travel reimbursement vouchers for expenses detailed and documented on a team or other organized group report. (Source: State Board of Higher Education Policy 806.1, part 4.)

5. NDSU may directly pay the reasonable cost of employee meals, in lieu of individual employee claim for reimbursement of the applicable quarter allowance, for meals attended as part of a conference, seminar or other meeting at the request of and on behalf of the university. For example, if an employee is a member of a system or institution task force or search committee and is expected to attend a meal in connection with task force or search committee duties and responsibilities, the NDUS or NDUS institution may directly pay the actual, reasonable cost of the meal, in which case the employee may not claim the applicable quarter allowance. (Source: State Board of Higher Education Policy 806.1, part 5.)

6. The cost of a meal paid or reimbursed by the university under this policy may not in any case exceed a reasonable amount. The chancellor shall adopt an implementing procedure defining what is reasonable. (Source: State Board of Higher Education Policy 806.1, part 6.)

6.1 The U.S. General Services Administration (GSA) meal per diem rates shall be used as a guideline for determining reasonableness of cost of meals for which per diem reimbursement is not claimed and payment or reimbursement of actual cost is permitted under Policy 806.1 and this Procedure. As a general rule, a meal for which the cost does not exceed 125% of the GSA rate is considered reasonable. Payment or reimbursement for cost of a meal that exceeds 125% of GSA rates is permitted only with written documentation explaining why the expense was reasonable and justified. Employees are not required to document individual employee orders and calculations may be based on an average cost for all participants. (Source: State Board of Higher Education Procedure 806.1, part 7).

(NDSU Interpretation)  
6.2 The NDSU Accounting Office website will provide further details and examples on applying the reasonableness test in part 6.1, above.
7. Payment or reimbursement of an expense that personally benefits an employee (except to pay or reimburse the reasonable cost of a meal or other expense) is prohibited. (Source: State Board of Higher Education Procedure 806.1, part 6).

(NDSU Interpretation)

38. In situations where the Accounting Office disagrees with a department's interpretation that a payment is an allowable expense under this policy, the payment will be routed to the appropriate Vice President for approval.

   a) If the Vice President does not support the purchase, the employee will need to personally fund the expense.

   b) Some expenses may be more appropriately paid for by a source outside of NDSU, such as a foundation or other organization.

   c) (Payment will not be approved for purchase of food or beverages, including coffee breaks for departmental activity unless the activity meets one of the functions described above.)

   d. (Names of either the individuals or official groups attending a meal, as well as the purpose of the activity involved, should be included on a Banquets & Meetings Documentation Form. This documentation form must be attached to the Request for Payment form Accounts Payable Voucher or Invoice, if paid in the department, for payment of any meals under this policy.)

NOTE: Statements in parentheses have been added to assist with the administration of the policies.

__________________________________________________________________________________

HISTORY: New July
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.

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SECTION: 823. Financial Conflict of Interest – Public Health Service Sponsored Research

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

   1) The current Policy 823 was drafted in response to federal agency Financial Conflict of Interest (FCOI) requirements, including those of the Public Health Service (PHS).
   2) As of 8/24/2011, PHS has significantly revised its requirements for evaluation of Financial COI in research projects supported by the agency, effective 8/24/2012 (42CFR50, Promoting Objectivity in Research; and 45CFR94, Responsible Prospective Contractors)
   3) Policy 823 has been changed to reflect the 2011 PHS requirements, and will be limited to only PHS funding at this time.
   4) An institutional policy is already in place to address overall Conflict of Interest (COI) issues at NDSU – Policy 151.1. FCOI for research sponsored by all other external agencies will be covered under Policy 151.1.

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

3. This policy has been reviewed/passed by the following (include dates of official action):
   This portion will be complete by Kim Matzke-Ternes
   – Policy Committee:
   – University Senate:
   – Staff Senate:
   – President’s Council:

If you have any questions regarding this cover sheet, please contact Kim Matzke-Ternes at 1-7080 or kim.matzke-ternes@ndsu.edu

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All suggestions will be considered, however due to policy format guidelines, they may not be possible.
Thank you for your understanding!
Section 823
FINANCIAL CONFLICT OF INTEREST – PUBLIC HEALTH SERVICE SPONSORED RESEARCH

SOURCE: SBHE Policy Manual, Section 611.4
NDSU President

1. INTRODUCTION

1.1. The US Public Health Service (PHS) requires institutions to establish standards that promote the objectivity of research by ensuring that the design, conduct and reporting of such research is free from any potential for bias resulting from Investigator financial conflicts of interest. Investigators should conduct their affairs as to avoid or minimize conflicts of interest, and must respond appropriately when conflicts of interest arise.

1.2. This policy governing financial conflict of interest applies to all Investigators funded by, or submitting proposals for funding to any agency of the PHS, except for Small Business Innovation Research (SBIR) Program Phase I applications. Investigators are required to disclose any external financial interests related to their NDSU responsibilities for review, and any required management, to ensure the design, conduct or reporting of the PHS research is not biased by a financial conflict of interest. Investigators of sponsored projects funded by any other external agency are referred to NDSU Policy 151.1, External Activities and Conflicts of Interest to address conflicts of interest, including financial.

2. DEFINITIONS

2.1. Administrative Head: a Department Chair or Head, Dean, Director, Vice President, President or equivalent officer who has the primary authority for administering an administrative unit, and is responsible for solicitation and review of disclosures of Investigator’s Significant Financial Interests (SFI) related to their institutional responsibilities, including interests of an Investigator’s family members. When a conflict exists for an Administrative Head, refer the matter to the next level of administrative authority in the normal reporting lines. (See also in Policy 151.1.)

2.2. Conflict of Interest Advisory Committee (CIAC): a committee comprised of five members recommended by the Faculty Senate Executive Committee and appointed by the President of the Faculty Senate. The CIAC shall serve as an advisory body to the University administration on conflict of interest issues, and shall also hear appeals of decisions in conflict of interest cases. (See also in Policy 151.1.)
2.3. **Family:** any member of the Investigator’s immediate family, including spouse, parents, siblings, and children.

2.4. **Financial Conflict of Interest (FCOI):** a Significant Financial Interest (SFI) that the University reasonably determines could directly and significantly affect the design, conduct or reporting of NDSU research.

2.5. **Investigator’s Institutional Responsibilities:** the Investigator’s responsibilities associated with his or her institutional appointment or position, such as research, teaching, clinical activities, professional practice, institutional committee memberships and service on panels, such as an Institutional Review Board.

2.6. **Investigator:** the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct or reporting of Research funded by the PHS, or proposed for such funding, which may include collaborators or consultants.

2.7. **Management:** taking action to address a Financial Conflict of Interest (FCOI), which includes a documented plan to reduce or eliminate the FCOI to ensure, to the extent possible, that the design, conduct or reporting of the project will be free from bias.

2.8. **Public Health Service (PHS):** the Public Health Service of the U.S. Department of Health and Human Services, and any components of the PHS to which the authority of the PHS may be delegated. The components of the PHS include, but are not limited to, the Administration for Children and Families, Administration on Aging, Agency for Healthcare Research and Quality, Agency for Toxic Substances and Disease Registry, Centers for Disease Control and Prevention, Federal Occupational Health, Food and Drug Administration, Health Resources and Services Administration, Indian Health Service, National Institutes of Health, and Substance Abuse and Mental Health Services Administration.

2.9. **Research:** a systematic investigation, study, or experiment designed to contribute to generalizable knowledge relating broadly to public health, including behavioral and social-sciences research. The term encompasses basic and applied research (e.g., a published article, book or book chapter) and product development (e.g., a diagnostic test or drug).

2.10. **Retrospective Review:** a review of a financial interest that was either not disclosed, or not reviewed and managed by the University in a timely manner. The review is conducted to determine whether any PHS research conducted prior to the identification and management of the FCOI was biased in the design, conduct or reporting.
2.11. **Significant Financial Interest (SFI):** anything of monetary value received or held by an Investigator or a Family member, whether or not the value is readily ascertainable, that reasonably appears to be related to the Investigator's Institutional Responsibilities. (Note: this exceeds the definition of SFI in Policy 151.1).  

SFI includes:

2.11.1. Salary or other payments for services (e.g., consulting fees, honoraria, or paid authorships for other than scholarly works) when the aggregated value received from a *publicly traded* entity during the 12 month period preceding the disclosure, and the value of any equity interest during the 12 month period preceding or as of the date of disclosure, exceeds $5,000; or

2.11.2. Salary or other payments for services, when the aggregated value received from a *non-publicly traded* entity during the 12 month period preceding the disclosure exceeds $5,000; or

2.11.3. Equity interests (e.g., stocks, stock options, or other ownership interests) in a non-publicly-traded company of any value during the 12 month period preceding or as of the date of disclosure; or

2.11.4. Income related to intellectual property rights and interests (e.g., patents, trademarks, service marks, and copyrights) not reimbursed through NDSU; and

2.11.5. Reimbursed or sponsored travel that is related to Investigator's Institutional Responsibilities. This includes travel that is paid on behalf of the Investigator rather than reimbursed, even if the exact monetary value is not readily available. It excludes travel reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers.

SFI does NOT include:

2.11.6. Salary, royalties, or other remuneration from NDSU;

2.11.7. Income from the authorship of academic or scholarly works;

2.11.8. Income from seminars, lectures, or teaching engagements sponsored by or from advisory committees or review panels for U.S. Federal, state or local governmental agencies; U.S. institutions of higher education; U.S. research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers; or
2.11.9. Equity interests or income from investment vehicles, such as mutual funds and retirement accounts, so long as the Investigator does not directly control the investment decisions made in these vehicles.

3. DISCLOSURE OF SIGNIFICANT FINANCIAL INTERESTS

3.1. Investigators must disclose all SFI related to their Institutional Responsibilities (or certify no SFI) by completing the PHS SFI Disclosure Form [link to form] and submit it to their Administrative Head and Dean for initial review.

3.1.1. PHS proposal submission. Investigators must have a current (within the last 12 months) PHS SFI Disclosure Form on file with the University prior to submitting a Research proposal to PHS as a principal or subrecipient Investigator. A copy of the PHS SFI Disclosure Form is routed with the Proposal Transmittal Form to Sponsored Programs Administration (SPA). (The disclosure does not require review by the Administrative Head and Dean until funding has been awarded, unless otherwise required under Policy 151.1.)

3.1.2. Annual disclosure. Investigators participating in PHS-funded Research are required to submit to their Administrative Head and Dean an updated disclosure at least annually by submission of the PHS SFI Disclosure Form. New investigators must disclose within 30 days of their initial appointment or employment. The disclosure must be reviewed, managed, and reported to PHS when necessary, within 60 days of employment.

3.1.3. New SFI. Investigators participating in, or applying for PHS-funded Research are required to submit an updated disclosure within 30 days of discovery or acquisition (e.g., through purchase, marriage, or inheritance) of a new SFI. The disclosure must be reviewed, managed, and reported to PHS when necessary, within 60 days of identification.

3.1.4. Travel. Investigators participating in, or applying for PHS-funded Research are also required to disclose any reimbursed or sponsored travel related to their Institutional Responsibilities as defined under 2.11.5 above. Such disclosures must include, at a minimum: the purpose of the trip, identity of the sponsor/organizer, destination, duration, and monetary value, if known. The Administrative Head determines if additional information is needed (e.g., the monetary value if not already disclosed) to determine whether the travel constitutes a FCOI with the Investigator’s Research.

4. REVIEW OF SFI DISCLOSURE
4.1. Prior to expenditure of PHS funds, the review and management of any FCOI must be complete, and a copy of the documentation forwarded to SPA. SPA will report any identified FCOI to the PHS agency. If the proposal does not result in an award, FCOI disclosures will be returned to the Administrative Head and Dean for further action if required under Policy 151.1.

4.2. If the Investigator has certified that he/she has no SFI to disclose, the Administrative Head and Dean, if they are in agreement with the Investigator’s disclosure, sign the *PHS SFI Disclosure Form*, acknowledging receipt and agreement, and sending a copy to SPA.

4.3. When the Investigator has disclosed SFI, the Administrative Head and Dean must review the *PHS SFI Disclosure Form(s)* before the expenditure of funds. This review is to determine whether:

4.3.1. The SFI reasonably appears to be related to the PHS Research (e.g., if the SFI could be affected by the PHS Research, or is in an entity whose financial interests could be affected by the Research); and

4.3.2. The interest constitutes a FCOI (e.g., a SFI that may directly and significantly affect the design, conduct, or reporting of PHS-supported Research).

4.4. If the SFI is either found to not be related to the PHS Research, or does not involve a potential FCOI, the Administrative Head and Dean sign the *PHS SFI Disclosure Form*, forwarding a copy to SPA; no further action is needed.

4.5. If the SFI is determined to constitute an actual or apparent FCOI, the Administrative Head and Dean sign the determination, forwarding the *PHS SFI Disclosure Form* to the respective VP, Provost, or the CIAC for additional review and Management, as set forth in Section 5.

4.5.1. Should the VP, Provost or CIAC review result in a determination that no actual or apparent FCOI exists, the final determination is documented on the *PHS SFI Disclosure Form*, a copy is forwarded to SPA, and no further action is required.

4.5.2. In the event the Dean, VP, Provost or CIAC determines that the FCOI cannot be satisfactorily managed, NDSU will refuse the PHS award. The final determination is documented on the *PHS SFI Disclosure Form*, a copy is forwarded to SPA, and no further action is required.

5. MANAGEMENT OF FINANCIAL CONFLICTS OF INTEREST
5.1. Prior to expenditure of PHS funds, the VP, Provost or CIAC are responsible for development of a Management plan including conditions or restrictions to eliminate, reduce or manage the FCOI. The Investigator, Administrative Head and Dean may also be involved in drafting the plan, including conditions such as:

5.1.1. Public disclosure of the conflict when publishing or presenting Research;

5.1.2. For human Research projects, disclosure of the conflict directly to participants;

5.1.3. Appointment of an independent monitor capable of taking measures to protect the design, conduct and reporting of the Research against bias resulting from the conflict;

5.1.4. Modification of the Research plan;

5.1.5. Change of personnel or their responsibilities, or disqualification from participating in all or a portion of the Research;

5.1.6. Reduce or eliminate the SFI; or

5.1.7. Sever relationships that pose a FCOI.

5.2. Upon review and consideration, the Management plan is documented in writing, including:

5.2.1. Role and principal duties of the conflicted Investigator;

5.2.2. Conditions of the Management plan;

5.2.3. How the plan is designed to safeguard objectivity in the Research;

5.2.4. Confirmation of the Investigator’s agreement to the Management plan;

5.2.5. How the plan will be monitored to ensure Investigator compliance; and

5.2.6. Any other information relevant to the management of FCOI.

5.3. The Dean and the VP or Provost signs the Management plan, and appoints an individual to monitor the project until completion of the PHS-funded Research. SPA receives a copy of the approved Management plan, and reports all instances of FCOI to PHS, or the primary awardee institution, including applicable Management plans.
5.4. Where the Research involves human subjects, the Investigator provides a copy of the approved Management plan to the IRB for review with the IRB protocol. The IRB may impose additional, specific conditions or restrictions, where necessary, to ensure protection of the rights and welfare of research participants, but may not alter the Management plan finalized by the VP or Provost.

6. TRAINING

6.1. Investigator training on FCOI, this policy, and their responsibilities regarding disclosure of SFI is:

6.1.1. Recommended prior to submitting a Research proposal to the PHS;

6.1.2. Required prior to expenditure of PHS funds;

6.1.3. Required every 4 years during the period of award;

6.1.4. Required immediately when the FCOI policy is revised, an Investigator is new to a PHS project, or an Investigator is not in compliance with the policy or Management plan.

6.2. Online training modules shall be completed via [www.citiprogram.org](http://www.citiprogram.org). The principal Investigator of each PHS funded project ensures that all applicable individuals involved in the design, conduct or reporting of their Research complete training.
7. SUBRECIPIENT REQUIREMENTS

7.1. PHS requires the awardee institution take reasonable steps to ensure that any subrecipient complies with FCOI requirements.

7.1.1. Subrecipient awards must specify whether the FCOI policy of NDSU, or that of the subrecipient will apply to the subrecipient’s Investigators.

7.1.2. When the subrecipient’s Investigators must comply with the subrecipient’s FCOI policy, the subrecipient award will certify that the subrecipient’s policy complies with PHS regulations, and specify the time period to report all identified FCOI to NDSU, in sufficient time to allow NDSU to report any FCOI to PHS prior to expenditure of funds by subrecipient.

7.1.3. When the subrecipient’s Investigators must comply with NDSU FCOI policy, the subrecipient award will specify the time period to report all SFI disclosures to NDSU, in sufficient time for review, management and reporting of any FCOI to PHS prior to expenditure of funds by subrecipient. In such a case, the subrecipient disclosure and review will follow the same process required by NDSU Investigators in Section 3 and 4.

8. APPEALS

8.1. If Research is determined to be subject to restrictions or conditions due to FCOI, the Investigator may appeal the decision to the Faculty Senate President, as described in Policy 151.1. The CIAC serves to hear appeals of decisions in conflict of interest issues, and shall meet with the appellant Investigator within 15 working days of receipt of the appeal. If a member of the CIAC has any personal or working relationship with the appellant Investigator, that member should recuse him or herself and be replaced by another member appointed by the President of the Faculty Senate. More than one meeting may be scheduled to decide the case, if necessary.

8.2. The appellant Investigator has the right to call any witnesses and produce any evidence that could bear on a recommendation to allow the activity, as well as to have an advisor accompany him/her to any CIAC deliberations. The CIAC, however, will come to its conclusions and write its final recommendations in private. The recommendation to either uphold or change the original decision shall be sent to the appropriate Dean, VP or Provost. If the CIAC finds that the original decision should be upheld, then a final appeal may be made to the President of the University. If the recommendation is to change the original decision, the Dean, VP or Provost shall take appropriate action as he or she
deems fit. All records of the proceedings shall be maintained on file in the office of the appropriate Dean, VP or Provost for three (3) years. A copy of the final recommendations shall be provided to the appellant Investigator.
9. COMPLIANCE AND SANCTIONS

9.1. In the event an Investigator fails to disclose SFI, or the Institution fails to review the disclosure in a timely fashion, PHS requires the Institution to conduct a review within 60 days of knowledge of the failure. If the SFI is found to involve FCOI, an interim Management plan is required, as well as a report to PHS by SPA.

9.2. In the event a FCOI is not identified or managed in a timely fashion, or the Investigator fails to comply with terms of a Management plan, PHS requires that the Institution conduct a Retrospective Review. Within 120 days of identification of the noncompliance, the Dean, VP, Provost or CIAC performs the review to determine whether the Research conducted during the period of noncompliance was biased in its design, conduct or reporting. The process and findings of the review are documented, and reported promptly to PHS by SPA.

9.3. If bias is found, the Institution is required to notify PHS promptly, and submit a mitigation report. The report is prepared with the assistance of the Investigator, Administrative Head and Dean, and shall include a description of the impact of the bias on the Research project and the plan of action to eliminate or mitigate the effect of the bias.

9.4. Violations of this policy shall be subject to disciplinary procedures, including sanctions up to and including suspension and termination of employment at NDSU. In addition, any NDSU employee who has received financial benefit from transactions in violation of this policy shall be liable for repayment (to the appropriate entity) of all financial benefits resulting from such violation. Compliance with this policy may also be enforced through the exercise of administrative oversight of funded Research and management of NDSU facilities and other property. Such enforcement measures may include, but are not limited to:

9.4.1. Freezing Research funds or accounts;

9.4.2. Rescinding contracts entered in violation of this policy or state law; or

9.4.3. Bringing legal action for restitution to the appropriate entity or entities of the amount of financial benefit received by the NDSU employee as a result of the employee’s violation of this policy.

10. REPORTING
10.1. Prior to expenditure of funds, SPA shall report all findings of FCOI to PHS. The report shall include sufficient information to allow the agency to understand the nature of the conflict and appropriateness of the Management plan. It shall include:

10.1.1. Project number; project director or principal Investigator;

10.1.2. Name of Investigator with the conflict, and the entity involved;

10.1.3. Nature of the financial interest (e.g., equity, consulting fee, travel reimbursement, honorarium, etc);

10.1.4. Value of the financial interest (dollar ranges are acceptable), or a statement that value is not readily determined;

10.1.5. Description of how the SFI relates to the PHS Research and the basis for determining that the SFI conflicts with the Research;

10.1.6. Description of the key elements of the Management plan, as described above.

10.2. On an annual basis, SPA reports to PHS the status of any previously identified FCOI, and any changes to the Management plan.

10.3. SPA submits Retrospective Review and mitigation reports promptly to PHS as necessary.

11. RECORDS AND CONFIDENTIALITY

11.1. Records of all disclosures of SFI and of all actions taken to review and manage conflicts will be maintained by the respective Department or College until at least three (3) years after the later of the termination or completion of the award to which they relate, or the resolution of any governmental action involving these records.

11.2. The disclosure and supporting documents filed in compliance with this policy will be maintained as confidential to the extent possible under applicable state and federal requirements and the North Dakota Open Records Act. Whenever requests for such information are requested by any external entity, the individual will be notified.
12. PUBLIC ACCESSIBILITY

12.1. PHS requires NDSU to ensure public accessibility of SFI information related to PHS Research, including an obligation to respond to any requestor within five business days, with information concerning any SFI that meets all the following criteria:

12.1.1. The SFI was disclosed and is still held by the senior/key personnel;
12.1.2. A determination has been made that the SFI is related to the PHS-funded Research; and
12.1.3. A determination has been made that the SFI constitutes an FCOI.

12.2. The information to be made available shall include the Investigator name, title and role in Research, name of entity involved with the FCOI, nature of the interest, approximate dollar amount of interest, or statement that the value is not readily determined.

12.3. The information must be made available for a period of three (3) years from the date that it was most recently updated.

HISTORY:

New June 1995
Amended October 1997
Amended August 2007
Revised August 2012
Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, October 8, 2012
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of September 10, 2012, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)
   b. Confirmation of May 2012 Graduates (Attachment 2) and August 2012 Graduates (Attachment 3)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. J. Beehler, Vice President of Student Body

V. Behavioral Intervention Team

VI. Senate Committee Reports
   a. Academic Affairs – M. Harris
   b. General Education – L. Peterson
      • The Constitution of The North Dakota General Education Council
   c. Council of College Faculties – M. Meister
   d. Senate Coordinating Council – T. Stone Carlson
      For Discussion and Vote
      • Policy 332: Assessment of Teaching (Attachment 4)

VII. Unfinished Business

VIII. New Business

   a. Inclusive Meeting Time Proposal - for information only (Attachment 5)
   b. Priorities for Faculty Senate – Open discussion

IX. Adjournment
# Academic Affairs Committee Report

## Curricular Recommendations

### New Transcriptable Option in Ph.D. Statistics
Sports Statistics

### New Courses

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<th>Subject</th>
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<td>404L</td>
<td>Restaurant Operations Management Laboratory</td>
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<td>HDFS</td>
<td>185</td>
<td>Financial Survival for College Students</td>
<td>2</td>
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<td>NURS</td>
<td>189</td>
<td>Skills for Academic Success</td>
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<td>PHIL</td>
<td>370</td>
<td>Social and Political Philosophy</td>
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<td>PHRM</td>
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### Course Changes

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<td>ADHM</td>
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<td>Lodging Operations Management</td>
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### Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

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<tr>
<td>ADHM</td>
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<td>Beverage Operations</td>
<td>Coreq/Prereq: ADHM 140 or ADHM 141</td>
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<td>ADHM</td>
<td>401</td>
<td>Convention and Meeting Planning</td>
<td>Coreq/Prereq: ADHM 381</td>
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<td>Prereq: HNES 261/261L Coreq/Prereq: ADHM 404L</td>
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<td>479</td>
<td>Hospitality Industry Management Strategy</td>
<td>Prereq: ADHM 435, ADHM 360</td>
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<td>HNES</td>
<td>341</td>
<td>Psychosocial Aspects of Health</td>
<td>Prereq: PSYC 111, HNES 160, and HNES 217</td>
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<tr>
<td>HNES</td>
<td>345</td>
<td>Materials and Concepts of Health Education</td>
<td>Prereq: HNES 160 and HNES 217</td>
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### College of Agriculture, Food Systems, and Natural Resources

**Bachelor of Science**
- Yogesh Aggarwal
- Victoria Lynn Albers
- Kyle Luther Anderson
- Steven Anderson
- Tsogtbayar Baasandorj
- Jessie K. Bateman
- Kyle William Beaudry
- Adam Reginald Bettenhausen
- Jamison Ernest Boehler
- Gage Bollingberg
- Hannah Elizabeth Bowen
- Benjamin Palmer Brettingen
- Alyssa Jo Breuer
- Garret Ross Brown
- Nathan Edwin Brunken
- Nicki Allen Cain, Jr.
- Nichole Marie Chapel
- Marcus Gordon Christenson
- Landen Charles Cole
- Cole Rollin Czech
- Jessica Jo Davis
- Rebekah Anne Donner
- Callie Ann Eisenbeisz
- Jaclyn Michelle Eldredge
- Mandy Marie Erickson
- Paul Thomas Fentlason
- Kyle Jordan Ferebee
- Briana Lynn Ferguson
- Eden Lana Friedrich
- Cheryl Marie Fuller
- Kyle Curtis Funseth
- Matthew C. Gelvin
- Theresa Marie Goering
- Cole Steven Goodwin
- Jon Michael Griffith
- Brandy Jean Grossman
- Alyse Rachael Haas
- Adam Nels Harildstad
- Joshua Clifford Harildstad
- Jordan Wayne Hegna
- Benjamin Jacob Hegseth
- Beth Theresa Hendrickx
- Logan D. Hoffmann
- Kelcey Ann Holm
- Ryan Michael Humann
- Aaron Jay Jackson
- Paras Joshi
- Reed Andrew Kampmeier
- Benjamin Douglas Kettner
- Courtney Marie Kinder
- Karmen Marie Kirkeby
- Marcie Rachel Kohler
- Vincent Joseph Kubischtka
- Joshua James Langley
- Janelle Ann Lanoue
- Connor Jon Larson
- Tyler Kurt Larson
- Emily Marie Lasher
- Brett Duane Lien
- Michael J. Lindman
- Erin Ann Loeb
- Jesse Lee Lunde
- Gus William Magnuson
- Naina Maheshwari
- Washington Guagua Maldonado
- Lindsey Anne Martensen
- Nicolle Brooke Mathis
- Lindsay Rae McMillan
- Kevin Ross Merwin
- Joseph Eric Mettler
- Jacob Daniel Meyer
- Terry James Midstokke, Jr.
- Brandon Lee Montgomery
- Marissa Kibby Moxness
- Erica Irene Nelson
- Kyle David Nelson
- Laura Christine Nessa
- Keri Ann Niederman
- Andrew Michael Otto
- Nicholas Keith Paumen
- Amanda Lee Pavlik
- Kristina Joy Pechacek
- Jena Lee Peine
- Kelsey Jean Phelps
- Luke Joseph Poppel
- Gary Alan Price
- Katie Jean Ramberg
- Thomas Michael Rehling
- Jason Scott Roberts
- Amanda Kay Rothmeier
- Bryant Robert Sanderson
- Travis Paul Sanderson
- Daniel Dean Scheve
- Andrew T. Schneider
- Samuel Brian Schneider
- Brady John Schoeler
- Riley R. Schriever
- George Michael Schuler
- Fangliang Shi
- Cody Alan Slusher
- Lee Steven Slynkerman
- Katherine Lea Sorensen
- Kyle Phillip Speich
- Justin Steven Stamp
- Jill Alcianz Ste Marie
- Aaron John Steckler
- Zachary David Stenstad
- Jessie Hannah Steward
- Rachel Marie Stewart
- Scott A. Stroh
- Natalie Ann Sturlaugson
- Sai Sugandh
- Jamie Marie Sulflow
- Ryan Douglas Sullivan
- Joshua Allan Tanata
- Kacey Lynn Thielbar
- Bryce William Thingelstad
- Philip Jeffrey Thomas
- David James Thompson
- Aaron Dale Tollefson
- Joshua Andrew Tucker
- Deepti Tyagi
- Micaela Rae Wallace
- Zachary Ben Weckwerth
- Dimuthu Weerasinghe
- Holly Anna Weissenthal
- Ryan Gregory Weller
- Brandon James Wendlandt
- Sara Kristine White

**Master of Science**
- Sajin Bae
- Katie Conklin
- Ryan Jay Koslofsky
- Nathaniel James David Lungren
- Dante Alejandro Marino
- Jonathan David Neubauer
- Mory Rugg
- Santosh Sharma
- Behzod Tashtemirov

**Doctor of Philosophy**
- Javier Delgado
- Hieu Duy Hoang
- Yueqiang Leng
- Magan Lynn Lewis
- James Ryan Loken
- Lawrence Mabasa
- James David Magolski
- Susilo Hamberg Poromarto
- Juan Jose Rodriguez La Torre
- Hongxia Wang

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

**Bachelor of Arts**
- Devlin John Allen
- Sara Megan Barutt
- Timothy James Bill
- Gena Noreen Jorgensen
- Sarah Elizabeth Kuntz
- Jessica A. Marts
- Annie Jane McClure
- Emily Sarita McMahon
- Matthew D. Ness
- Joshua Lynn Zeis
- Erin Joyce Behrmann
- Sophie Abigail Johnson
- Matthew D. Ness
- Joshua Lynn Zeis
- Sophie Abigail Johnson
- Matthew D. Ness
- Joshua Lynn Zeis

**Bachelor of Fine Arts**
- Erin Joyce Behrmann
- Sophie Abigail Johnson
- Matthew D. Ness
- Joshua Lynn Zeis
Bachelor of Music
Michael Robert Bartunek
Jessica Lynn Blair
Peter Marshall Buller
Sarah Rose Harlow

Bachelor of Science
Christopher J. Althoff
Alex Charles Amiot
Brett Steven Anderson
Nicholas Robert Anderson
Komivi Thomas Avegnon
Grant Douglas Bartley
Amanda Rose Berg
Travis John Berger
Merrill Adam Binnall
Carly Jo Bishoff
Keith Cyril Bistodeau
Jay Alan Billie
Danielle Mae Boldenow
William LaVance Britt
Melissa Kay Brown
Joshua Kain Buerkley
Lacey B. Bunkelman
Jennifer Rae Burris
Audrianna M. Byrd
Kelsey Lynn Carey
Spencer Morin Carlson
Brandon Michael Clark
Justin Andrew Conant
Carrie Noelle DeHay
William J. Devorak
Marie Joy Dillon
Seth Michael Eberle
Eric Nathan Ebersohl
Jamie Marie Erling
Meghan Mariel Estenson
Jill Elaine Falck
Amber Leah Fetch
Katie Lynn Finken
Danielle Nicole Forner
Zachary George Fowler
Damien James Girodat
Benjamin Richard Gjorven
Katie Jo Goetz
Kyle Elby Hanson
Brayden Kevin Harwood
Vanessa Ann Hellermann
Michael John Hickcox
Anna Diane Hilt
Jordan James Hogness
Amanda Rose Hopper
Samantha Paige Horab
Alyda Serene Hultstrand
John C. Jacobs
Daniel Joseph Jenniges
Dane Allen Johansen
Blain Anthony Johnson
Evan Russell Johnson
Kent Charles Johnson
Joseph Vaughn Kavlie
Matthew Douglas Kirschmann
Brian Daryl Koenig
Helen Marie Kraft
Katie Rose Krebsbach
Anna Rachel Krieg
Laura Jean Kringle
Gabriel P. Kuac
Katherine Rose Laib
Alyssa Sutapa Larson
Marcus Arnold Lee
Tyler John Leverington
Cary Lewis
Katherine May Loegering
David Lorbieck
Andrew Garrett Lundberg
Alicia Marie Martel
Adam Jon Martinson
Emily Audriene Martwick
Evans M. Messer
Mohamed Mustafa Mohamed
Michael James Nagel
Matthew James Nelson
Pamela Nielsen
Sara Beth Nitschke
Alisha Colleen Nord
Kendra John Nygard
Kelli Marie Oberaigner
Joel William Odean
Aja Marie Odegard
Courtney Rose Olson
Jennifer R. Oltman
Glenn James Parker
Daniel Joel Parks
Michael Jon Paulson
Joseph Ryan Paulus
Trevor Mark Pollett
Lisa L. Reibold
Austin Ressler
Jessy Joel Rieman
Leah Marie Rosenow
Nicole M. Rustad
Emily Anne Ryan
Jamie Lee Schaible
David Edward Scheidegger
Brock William Schmeling
Jena Ann Schroeder
Jacob Edward Schroer
Samuel Alexander Schultz
Elliott Richard Schwab
Justin Scott Siegert
Ryan Sinclair
Andrew David Smith
Joshua Gerald Smith
Geoffrey E. Solomonson
Jade Marie Spaeht
Rachel Renea Strobel
Carissa Jane Suter
Brenna Faye Tesson
Jessie Marie Topp
Brittney Leigh Traxinger
Katherine Rebecca Troxell
Adam Leslie Urbatsch
Michael John Walleen
Anna Alicia Jamika Watson
Andrew Frank Weinzierl
Kristen Nicole Whipple
Michael David Wilde
Jordan Gereaux Willi
Oscar Guadalupe Zamora
Abby Joy Zetocha

Master of Arts
Codi Lyn Austreim
Christopher James Mattix
Pamela Osterfeld
Nathan T. Sand

Master of Music
Joseph E. Osowski
Jeffrey Steven Van Oort

Master of Science
Christie Mikyla Chappell
Frank A. Heley

Doctor of Musical Arts
Christina Marie Armendarez
Masashi Kishimoto
Kyle Matthew Norris
Eri Marissa Oberlander

Doctor of Philosophy
Yolanda Arauza
Miles Dwight Lewis

College of Business
Bachelor of Science
Kyle Dean Ames
Ashley Anderson
Michael J. Attewell
Erin Nicole Bailey
Sara C. Bakken
Ariana Michelle Barnick
Anne Margaret Bausman
Carson Sheldon Berger
Kalani Mary Bertsch
Stephanie Michelle Beyer
Erica Michelle Birkeland
Jesse James Bistodeau
Aaron John Bitz
Karen Nanyanathara Boppearachchi
Brian Michael Borr
Kyle Ferguson
Coulter James Boyer
Matthew Allan Buchholz
Marcus Tyler Calkins
Mark Richard Cameron
Chelsea Lynn Case
Justin Loren Cave
Shan Chen
Justin Lee Churchill
Christopher Kim Colwell
Rebecca Ann Cunningham
Kyle Phillip Cuppy
Hemanta Dahal
Kirti Dahiya
Nathan Richard Dalbec
Riley Christopher Dalbey
Shalini De Silva
Ryan Lee Drage
Derek Jay Drege
Justin Scott Duke
Wayne B. Eastman
Douglas James Eaton
Christopher Wayne Elleson
Zachary Drew Emerson
Travis James Emter
Steven Patrick Engelter
Hitomi Enguchi
Brandi Lynn Enzminger
Matthew Lane Erwin
Travis John Evink
Courtney Elaine Feickert
Michael D. Felch
Brian Charles Flesberg
Daniel Harrison Freeman
David Norris Fyre
Michael Lyell Galloway
Kevin Mark Gamelin
Rachel Marie Gemlo
Danielle Marie Gustafson
Nathan Virgil Hall
Ashley Marie Hansen
Aaron John Hanson
Virginia Lea Hausladen
Vanessa Christine Hefti
Amar Ali Hussein
Ryan Andrew Hyllested
Alex Peter Johnson
Jeremiah Johnson
Mallory Ann Johnson
Alexis Jenna Kautzman
Kristen Marie Ketterling
Elliott James Klinger
Grant Charles Koenig
Sara Anne Kolpack
Kellie Marie Case
Zerek R. Kroll
Shawn Kummet
Kyle Adam Lacek
Ethan Lyn Dick
Brett Eidson
Jason Michael Baker
Sandeep Loi
Jared Ross LaBere
Michael Lyell Galloway
Kevin Mark Gamelin
Rachel Marie Gemlo
Danielle Marie Gustafson
Nathan Virgil Hall
Ashley Marie Hansen
Aaron John Hanson
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Vanessa Christine Hefti
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Jeremiah Johnson
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Ryan O'Dell LaBere
Jared John Loegering
Darin Paul Lund
Danielle Ann Mohr
Bianna Cusentino
Nicholas Richard Moore
Brian Jason Moser
Brandon Scott Myran
Michael Allan Nelson
Richard Olson
Mary Francis Pate
Devine Shan Power
Race Troy Rolland
Luke Anthony Sandstrom
Austin Robert Schmidgall
Alex Lee Sprunk
Tyler James Swoboda
Andrew R. Vistad
Derek Vogel
Coleman Victor Wagner
Samuel Robert Welch
Jacob Michael Wognum
Kevin Bradley Young

Bachelor of Science in Agricultural and Biosystems Engineering

Ethan Lyn Dick
Joshua O. Feil
Nathaniel Reuben Holmes
Jesse James Jangula
Andrew Paul Kuch
Sanjeev Katti
Blake Allen Wagner
Wade Michael Woodbury
Mitchell William Zachman

Bachelor of Science in Civil Engineering

Eric Peter Altermatt
Jason Michael Baker
Bjorn Anders Berg
Garrett Randolph Blomstrand
Kyle James Boger
Dylan Thomas Brown
Taylor John Bruhnschwein
Alex Robert Bry
Jacob Daniel Chapek
Paul Joseph Dieter
Thomas Michael Eskro
Michael John Ferrie
Joshua Howard Forsgren
Richard Jerome Fritz
Jarod Roger Griffith
Cody Thor Gronvold
Mackenzie Drake Grunig
Jordan Leo Guck
Kyle Owen Gustofson
Justin Reid Hall
Kyle Lee Horntvedt
Matthew Joseph Huettli
Minh Nhat Cong Huynh
Matthew Alan Indihar
Jon Davis Isremar
Matthew Jack Jacobson-Heck
Adam S. Johnon
Aaron Paul Kellerman
James Stephen Kiedrowski
Daniel Michael Kieffer
Caleb Bret Kjeltland
Michael Scott Klugman

Bachelor of Science in Computer Engineering

Drew Michael Berens
Ankur Bhardwaj
Lucas Andrew Brendel
Derek John Dubbels
Michael Edward Hammann
Kaylee Beth Hofschild
Thomas James Kastl
Karan Mittal
Derek James Sweet

Bachelor of Science in Construction Engineering

Joseph Simon DeGrote
Amir Fazlovic
Chad Douglas Gillespie
Jonathan Julian Gonzales
Benjamin Louis Hamann
Mathew David Hedger
Zackary Eldred Kollman

Bachelor of Science in Construction Management

Lars Gerald Bakken, Jr.
James Randy Birchfield

Bachelor of Science in Electrical Engineering

Benjamin Jeffrey Ahrens
Justin David Almen
Davis Brian Beattie
Layne Albert Berge
Vishwajeet Chikara
Whitney Jo Conmy
Amit Dhingra
Adam Joseph Diemert
Stephen Andrew Farnsworth
David Mendiola Fischer
Christopher Grahn
Feng Guo
Thomas Arthur Haselhorst
Travis John Hettwer
Michael John Hoffman
Akshay Kansal
Nathan Gerard Knudsen
Isha Kukreja
Jacob Marshall
Aaron James Olson
Akshay Raj
Cody Remboldt
Breanna Lee Schneider
Jonathan James Scislow

Bachelor of Science in Environmental Engineering

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Justin David Almen
Davis Brian Beattie
Layne Albert Berge
Vishwajeet Chikara
Whitney Jo Conmy
Amit Dhingra
Adam Joseph Diemert
Stephen Andrew Farnsworth
David Mendiola Fischer
Christopher Grahn
Feng Guo
Thomas Arthur Haselhorst
Travis John Hettwer
Michael John Hoffman
Akshay Kansal
Nathan Gerard Knudsen
Isha Kukreja
Jacob Marshall
Aaron James Olson
Akshay Raj
Cody Remboldt
Breanna Lee Schneider
Jonathan James Scislow
Alysia Nicole Stoffer
Jonathan Robert Streckert
Eric Thomas Surma
Trevor David Tabaka
Bryant Daniel Tauer
Micah Darol Tengesdal
Andy Raymond Wendroth
Matthew K. Williams
Wenxiao Zeng
Yichuan Zhao

Bachelor of Science in Industrial Engineering and Management
Andrew Ricky Berglund
Marcus Paul Bruhn
Jie Chen
Andrew Joseph Dittus
Aayush Gharty Chhetri
Alex Bradley Hawkins
Mark Jeffrey Hendrickson
Elizabeth Jane Holen
Tyler Andrew Johnson
Devin Aaron Kasper
Shawn Michael Kline
Hanzhe Li
Shiyu Li
Joshua Tyler Mangahas
Christian Alan Mocchi
Yong Shin Park
Tucker J. Richardson
Akash Satija
Thomas John Schantz
Shuang Shi
Jingfeng Tan
Patrick Darwin Whelan
Yang Yang
Xing Zhuang
Joseph Douglas Zimmerman

Bachelor of Science in Mechanical Engineering
John Phillip Bellefeuille
Kevin Michael Beussman
Broderick Valin Bjorkquist
Jennifer Ann Blodgett
Maxwell Alan Blom
Peter Anderson Bockhaus
Bevan Leslie Bredeson
Tryg Vernon Bredeson
Andrew Lane Bristow
Michael John Cronin
Nicholas Paul Ekren
Mohamed Insaf Fariz
Alexander Christian Finn
James R. Fraser
Jason David Grimm
John Glenn Imholte
Mukul Jain
Andrew Patrick Kohlmeyer
Paul Leslie Koob
Jonathan Darwin Kulzer
Bethany Michelle Kusler
Jacob Alan Lako
Christopher Paul Leither
Ilya Alexeevich Leontovich
Wen Jing Li
Aaron Paul Locke
Matthew David Lund
Alexander Steven McKay
Michael John Peske
Kenneth James Rohde
Shane Thomas Ruther
Joshua Alan Seppelt
Subin Shahukhal
Darrell Scott Slavick
Chad Jay Thomas
Matthew John Thoof
Travis Joseph Thoof
John Michael Tobin
Daniel Thomas Towle
Trent Daniel Wagner
Ryan John Whitacre
David Allen Zach
Youhao Zhao
Matthew Case Ziebol

Master of Science in Manufacturing Engineering
Ryan Patrick Adams
Weichao Chen
Cody Scott Kofstad
Brandon Charles Miller
Eric David Nelson
Cole Frederick Palloch
Andrey Yevgenyevich Patelslov
Jonathon Steven Thesing
Fangzheng Yuan

Bachelor of Science in Manufacturing Engineering
Tyler John Brandriet
Heather Jewel Bredeson
Aaron John Brown
Melissa Rose Brown
Andrew Wayne Budke
Olivier Busagara
Matthew Colliani
Danielle Marie Cremer
Daniel Tyson Davy
Malini Foobalan
Morgan Lynn Fredrickson
Brittney N. Frey
Brittany Rae Greenwood
Danielle Josephine Hoff
Danielle Joshua Jenny
Jacob Thomas Kieper
Nicholas Kirscht
Peter Kuelbs
Nathan Allen Larson
Nicholas Lawrence Lippert
Ashley Grace Martel
Elizabeth Ann Medd
Jeffrey A. Mielgren
Sean Murphy
Christopher Thomas Nelson
Megan Ann Nelson
Stephen Luke Nienaber
Shane Thomas Nies
Aliska Laverne Osten
Lauren Estelle Peterson
Nicholas John Pietron
Ana-Maria Mariana Popescu
Tyler J. Pritchard
Seann Mikael Ringwall
Kelly R. Sager
Joseph Marc Scallon
Thomas Francis Schneider
Daniel Alan Schommer
Jeffrey W. Schuler
Jeremiah James Simones
Kirsten Leah Staloch
Caralyn Marie Stevens
Casey Tabert
Joseph Veit
Alec John Walsh
Lyle K. Witham
Richard LeRoy Wright
Scott Wullschleger
Ashlynn ReNae Zeien
Jacob Keith Zikmund
Jodi Leah Zoerb

Master of Science
Garrett Floyd Brunell
Michael John Ehresmann
Jacob Eugene Fink
Sushma Gopinath
Aaron Glen Hill
Sooraj Mohandas Mattappadan
Jonathan Nistler
Niccole S. Schaible
Xia Xu

Doctor of Philosophy
Gom Ale
Mohsen Hamidi
Reza Karim

College of Graduate and Interdisciplinary Studies
Certificate
Rahel Dubiwal Gemmeda
Annet Kyomuhangi
Michael Muleme

Master of Natural Resources Management
Timothy Curtis Buer
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Robert Allen Horstmann
Jamie Lee Kienzle
Jason Jeffrey Nelson
Nicholas Lee Schwaegerl
Amanda Wilkens

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Kimberly K. Burgess
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Michael Paul Huffington
Brandon Michael Kowalski
Molly Frances MacGregor
Nitin Mittal
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Drew A. Pavlacky
Cassandra Marie Setter
Jason Wayne Triplett

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Michael Alexander Caruso
Mridull Dilawari
Sujan Henkanaththe Gedara
Miranda Ann Meehan
Stella Opendi Sasanya
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Christie Mikyla Chappell
Wendi Marie Stachler
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Adam Michael Dodd
Misti D. Hofeldt
Jared Larson
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Sarah Jean Aaker
Maggie Marie Abrahamson
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Ashlynn Aman
Jade R. Andrie
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Nichole Jennifer Black
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Mackenzie Marie Borgen
Brian Steven Born
Colin Alexander Brownlee
Maren Elizabeth Buhaug
Whitney Rebecca Burren
Traci Lynn Christensen
Katie Lynn Clark
Stephanie Jo Conley
Stephanie Anne Cwikla
Melissa Michelle Dahl
Katie A. Dahly
Mitchell Jay DeLeeuw
Janna Marie Deyle
Benjamin J. Dickens
Cynthia Dawn Dietz
Elizabeth Ann Dvorak
Nicolette Marie Eberle
MiKayla Eckert
Jenna Lee Ellis
Kelli A. Erhardt
Tara Brittany Eschbach
Patrick Joseph Fahey
Katelyn Ann Fairfield
Krystal Elizabeth Falcon
Alissa Kay Foger
Meghan Rachelle Folkerts
Travis Allen Fritel
Amy Marie Gedrose
Meghan Gelhaye
Jessica Lynn Gerdes
Kathleen Marie Grenz
Cortney Marie Hagen
Courtney Elizabeth Hahn
Toni Kay Hampton
Kelly Hannah
Alexandra Jean Hartwig
Nerissa Lynn Hendrickson
Shauni Lynn Hendrickson
Anthony Joel Herder
Sheyenne Pearl Hill
Cianna Marie Hosie
Rebecca Ann Huckebey
Alicia Marie Jangula
Laura Beth Johnson
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Kris Wright Koll
Megan Diane Korts
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Kenan R. Layden
Onam Joseph Liduba
Sue Sing Lim
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Megan Nicole McFarland
Lisa C. McManus
Megan Jean McManus
Kristen Marie Mehrer
Carly Rose Mellgren
Krista Hope Michlitsch
Christopher Russell Midgarden
Edin Miljanovic
Carrie Nicole Miller
Hanna Phyllese Minnick
Abby Lyn Monson
Graham J. Mootz
Delinda Bethany Mueller
Kaly Jo Mueller
Laura Beth Musselman
Sarah Jean Naaden
Brienna Susanne Nelson
Justin Nickolla Nelson
Alysha Jo Nicolai
Amanda Marie Nord
Grace Ingrid Norton
David Eric Nutzhorn
Nicholas Alexander Obey
Nicole Jean Olson
Melanie Rose O'Neill
Ryan Andrew Pahl
Sarah Ann Paterson
Steven Anthony Pavek
Nicole Pedeliski
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Jenna Marie Prien
Cara Marie Rebsch
Lauren Elizabeth Reed
Alyssa Christine Richter
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Brianna Renae Schneider
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Krystal Amber Schulheisz
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Solveig Ann Skolness
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Xueling Sun
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Samantha Audrey Trill
Elizabeth Patricia Troske
Rachel Anne Trythall
Brooke Vanden Bergh
Donna Mae Vetter
Kristen Marie Vetter

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Matthew Gary Voigtlander
Hannah Kristine Wall
Jieyang Wang
Ryan Mark Weber
Rodney Eli Weigel
Nicholas Gordon Wright

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Candace Lee

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Beverly G. Anderson
Mary Frances Burchill
Jessica Kelly Christmann
Karen Christine Erickson
Drew Theodore Espeseth
Crystal Glanzer
Kallie Jade Heisler
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Cassandra Kay Kisse
Julianne Lowe
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Marvin Dale LeNoe
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College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science
Carter Anthony Breding, II.
Dean Allan Derhaag
Katherine Margaret Grosz
Joanna Marie Haugen
Kelli Joy Helgeson
Tammy Lee Kippley
Samantha Rae Klein
Brandon Douglas Mauch
Kristen Michelle Richter
Tyler Thomas Riedesel
Kelli Jo Ruggles
Kassondra Jo Smaaladen
Kali Lynn Weinand

Bachelor of Science in Nursing
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Corey David Bos
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Mikayla Marlo Dahl
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Nicole Elise Gunnarson
Kathleen J. Hager
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Danielle Hasslinger
Kaylee Heuer
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CeAnn Marie Huber
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Rachel Elaine Kalina
Jared Paul Kemmis
Tara Kay Kimball
Sarah Ann Kjono
Karl James Kooimeiners
Sadie Rae Kraft
Jordan Elizabeth Krah
Denise Lori Kramer
Carissa Ashlee Krueger
Nicholee Jean Lange
Darcy Joy Larson
Michael Jerome Lindemann
Brooke Danielle Marquardt
Holly Lynn Martin
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Abbey Christina Moenkendick
Amanda Monson
Christa La Rae Monson
Dominique Michelle Mosley
Damien Adam Moulton
Janelle Diane Mueller
Carrie Ann Nelson
Dakota Arne Orvedal
Emily Margaret Pankow
Cherisse Martine Parker
Sara Jane Pizzez
Madeleine Rosa Poce
Elissa May Riemer
Keally Ann Schmeets
Ashlie Jordan Seifert
Tanya Siltanen
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Jamie Theresa Sommerfeld
Cassandra Johanna Thompson
Katreece Lauren Thompson
Alina S. Tyulandina
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Amber Sue Wibe
Helen Zeng-Barnett

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Rachel Marie Aipperspach
Amber Rose Altstadt
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Jessica Ascheman
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Jared Hamilton Giroux
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Trisha Hoekstra
Caitlin Marie Hoff
Amanda Leigh Hoffbeck
Jason Daniel Holle
Logan John Hollenkamp
Chelsea Ann Holte
Ryan Lee Hoverson
Jill Maureen Ihry
Rebecca Marie Jackson
Brianna Lynn Johnson
Sean Christian Karpovich
Nathan Thomas Keeler
Adis Keric
Kory Daniel Kowalski
Craig Lawler
Jason Randall Lind
Steven Daniel Maersshbecker
Jessica Ann McClellan
Michelle Rae McKay
Sarah Anne Meichsner
Adel Sharif Mergoum
Anas Moncef Mergoum
Melissa Lea Miller
Laura Jean Morris
Sammie H. Nguyen
David Lawrence Noeske
Aydole Adelola Olimijulo
Brent Steven Olson
Kayla Ann Ottersen
Dilipkumar Sumanbhai Patel
Preeti Raj Patel
Matthew Thomas Perkins
Natasha Jean Petry
Karalyynne Elizabeth Price
Kayla Louise Rachel
Brittney Dyanne Roemmmich
Scott Ernest Rudnicki
Andrew William Schaaf
Angela Irene Scharnowske
Lance Matthew Dean Bragstad
William L. Chale
Nicholas Stephen Dusek
Zachary George Fowler
Jarrett Donald Hart
Lynae Sue Hemming
Zachary Bryan Knight
Lindsey Jean Lee
Janelle M. Meyer
Andrea Renee Tangsru
Hannah Marie Worral
Robert Konrad Wroblewski

Doctor of Philosophy
Kacie Lee Hughes
Preeti Purwaha

Certificate
Sydney Nee Tetteh Addy
Anuradha Vegi
Anthony Joseph Waldenmaier

Bachelor of Arts
Lance Matthew Dean Bragstad
William L. Chale
Nicholas Stephen Dusek
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Hannah Marie Worral
Robert Konrad Wroblewski

Bachelor of Science
Palak Agarval
Kristen Danielle Ahlers
Marquelle Nicole Albrecht
Brandon Charles Alveshere
Maximilian Anders
Alyssa Jo Anderson
Jacob J. Anderson
Daniel W. Augustadt
Casey William Bateman
Benjamin G. Bechtold
Leah Mae Beekman
Andrew Jared Bentz
Erin Lynette Binde

Master of Science
David Dennis Thompson
Nicole Lynn Towne
Matthew Troyer
Chantal Alexis Vance
Kaushlendrakumar Madhubbai
Amanda Marie Volochenko
Ryan David Wall
Anthony William Wieland
Jayme Lynne Wolf
Jordan Alexander Wolf
Andrew Lawrence Zwack

College of Science and Mathematics

Certificate
Sydney Nee Tetteh Addy
Anuradha Vegi
Anthony Joseph Waldenmaier

Bachelor of Arts
Lance Matthew Dean Bragstad
William L. Chale
Nicholas Stephen Dusek
Zachary George Fowler
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Casey William Bateman
Benjamin G. Bechtold
Leah Mae Beekman
Andrew Jared Bentz
Erin Lynette Binde
NORTH DAKOTA STATE UNIVERSITY
Summer 2012 Graduates
Degree Conferral Date: August 3, 2012
Attachment 3

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Science
Laura Ann Anderson
Karson Lynn Beckstrom
Christina R. Bergman
Lindsey Marie Dolezal
Jamie Gayle Erickson
Samantha Kaylynne Fabbri
Dylan Mackenzie Foss
Alisha Marie Freitag
Michael Robert Gill
Wanwei Guan
Andrew J. Hilde
Danielle Hoyum
Aanders Garrett Johnson
Amanda Marie Johnson
Sheila Marie Kaliher
Josh John Kuehn
Kelsey Elizabeth Lako
Sarah Elizabeth Loken
Tiffani Ann Meyhoff
Rachel Gloria Nicole Mitchner
John August Mueller
Jennifer Nguyen
Madhuikia Potukuchi
Adam John Rutten
Katie Ann Smith
Sandra Jean Tuinstra
Michelle Anne Ustipak
April Rose Ann Wiedrich

Doctor of Philosophy
Julie Sherman Pasche

College of Arts, Humanities, and Social Sciences

Bachelor of Arts
Jasmin Mehinagic
Danielle Nichole Verhey

Bachelor of Fine Arts
Cole Luke La Rocque
Megan Elizabeth Roberts

Bachelor of Science
Jacob M. Bechtold
Isaac Stephen Bolin
Shelby Renee Breker
Sydney Elizabeth Cartwright
William John Corwin
Brittany A. Dresser
Grant Ryan Emerson
Kimberly Kay Fredricks
Kyle Christopher Hanson
Elizabeth Anne Haugen
Caillt Ann Johnson
Lauren Elaine Kirkey
Giovanny Leyes
Matthew Gerard Mertes
Ashley Erin Montgomery
Christopher John Nelson
Benjamin Lee Nicholas
Rachel Jacqueline Pond
Tyler Charles Ressler
Cory James Shelton
Elizabeth Jacqueline Sienkaniec
John Martin Timmerman
Molly Beth Weisenburger
Andrew P. Wohlhuter

Master of Arts
Sarah Jane Adams
Ramya Chandrasekaran

Bachelor of Science
Brent Alan Gostanzik
Nigel Douglas Haarstad
Rebecca Joy Hayes
Gretchen Therese Junglas
Chris Aaron Lindgren

Master of Science
Ashton Lea Foreman
Jeremy David Marquardt
David P. Stoddard

College of Business

Bachelor of Science
Kimberly Ann Aagard
Vipul Agarwal
Ali Dhafer Alshehri
Jennifer Margot Benjaminson
Nicholas Adam Buck
Kevin Stewart Docken
Austen Michael Ellenson
Ethan Carl Frank
Zachery Robert Gerardy
Chris Allen Hanson
Aaron Philip Haugen
Yupu Huo
Brandi Lea Kaber
Rebecca Anne Lisson
Yu Liu
Zachary Mark Ljungren
Jared Lee Quast
Tyler Lee Reisch
Yuki Sato
Cody Matthew Schenck
Andrew J. Schrautemyer
Thomas Grant Uhrir
Michael A. Wald
Chelsea Ann Wendlandt
Minami Yamane

Master of Accountancy
Lori Ann Burns
Lisa Elizabeth Dolechek
Alison Joy Green
Timothy Robert Rude
Regina Ann Wollin

Master of Business Administration
Sheena Bhan-Hawley
Randall Thomas Erdman
Sergey Rosliakov
Nicholas Alan Strom

College of Engineering and Architecture

Bachelor of Landscape Architecture
Zachary W. Swanson

Bachelor of Science
Ali Abdul Mohsen Alqattan
Aaron Jacob Blaha
David John Booth
Justin Fuhs
Drew A. Kierzek
Zhe Liu
Ploiphan Saengporm
Samantha Danielle Schultz
Prashanta Singh
Zachary W. Swanson
Kris Matthew Thielen
Ryan Mark Thomsen

Bachelor of Science in Agricultural and Biosystems Engineering
Adam Marvin Borgerding

Bachelor of Science in Construction Management
Owen Marcus Bergh
Thomas Jerome Dahl
Jared James Friedt
Lance Allen Platz
Ryan Christopher Schuette

Master of Accountancy
Lori Ann Burns
Lisa Elizabeth Dolechek
Alison Joy Green
Timothy Robert Rude
Regina Ann Wollin

Master of Business Administration
Sheena Bhan-Hawley
Randall Thomas Erdman
Sergey Rosliakov
Nicholas Alan Strom
Bachelor of Science in Electrical Engineering
Faisal Abdulkarim Alshammari
Ashish Anand
Thsering Angmo
Sushanshi Gupta
Jitao Song
Nicholas John Welch

Bachelor of Science in Industrial Engineering and Management
Alex Anderson
Cory Scott Trana
Guangjing You

Bachelor of Science in Manufacturing Engineering
Christopher Francis Hoffarth

Master of Architecture
Kristopher Loren Kuster
Samantha Jade Parkinson
Alex Austin Vos

Master of Science
Eshita Ahmed
Akhilesh Chandra Ambati
Eric Michieka Atandi
Yaping Chi
Kostyantyn Volodymyrovych Koziy
Ka-Ho Leung
Abrez Mondal
Md. Arifur Rahman
Sayan Roy
Arash Saboori
Sai Sharanya Shanbhogue
Swetha somshekar Sharma
Ataur Rahimn Syed

Master of Science
LaToya Tricia Kissoon
David G. Ripplinger

Master of Managerial Logistics
Matthew Lorensa Alvarez
Nastassia Anne Fay
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Ryan Patrick McDonald
Nicholas John Miller
Preston James Rutherford
Robert Lewis Swearingen
Emanual Velez
Joseph Clint Zabaldano

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Paige Ashley Johnson
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Cassie West Krueger
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Rachel Michelle Roller
Jeffrey James Rustvang
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Mackenzie Irene Sepin
Ryan Anthony Swenson
Kayla Elizabeth Thompson
Leslie Erin Thompson
Stephanie Lynn Wieczorek

College of Human Development and Education
Joanna Martinez-Vasquez

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Ryan Michael Johnson
Leah Samara Juelke
Rory Edward Seeman

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Tanner Jay Adam
Peace Kiden Albert
Andrew Stephen Balzer
Zanik Joseph Bartelt
Mardee L. Besette
Kathryn Maurine Birkel
Diane Elizabeth Adams
Katie Marie Ahmann
Mohamed Sheikh Ahmed
Kayla Elizabeth Anderson
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Nicholas Scott Becher
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Erianne Siena Bright
Lindsey B. Bruner
Shane Matthew Caslava
Margo Alison Christopher
Sarah Elaine Clark
Kimberly Jo Davidson
Benjamin Davis
Dean Derfus
Matthew Lee Dohman
Emma Jayne Durkee
Rebecca Rae Ellington
Alyssa Jo Emerson
Michelle Terese Enerson
Michelle Ann Faber
Michael Jon Fisher
Andrew John Fiske
Hannah Stephanie Fundaun
Jonathan David Funk
Sarah Ann Gabert
Hali Jo Gjermondson
Kathleen Lee Grimes
Jeremy W. Grindeland
Tracey Madelyn Haberman
Jena Joy Hallberg
Lindsay Elizabeth Hanson
Tyler Joseph Haugen
Joseph Sheahan Hanson
William Daniel Hess
Alyssa K. Holmen
April Dawn Huschka
Molly Rae Irsfeld
Tenzin Jangchup
Shalynn Vera Jeske
Paul Stephan Jilek
Katie Lynn Johnke

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Hannah Mariu Aasen
Diane Elizabeth Adams
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Claire Elise Askegaard
Kayli Ann Bardell
Nicholas Scott Becher
Gregory Allan Berg
Angela Sue Betsch
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April Dawn Huschka
Molly Rae Irsfeld
Tenzin Jangchup
Shalynn Vera Jeske
Paul Stephan Jilek
Katie Lynn Johnke
Alice Elaine Johnson
April Marie Johnson
Joseph Robert Kaiser
Fidelis Kamuntu
Amanda Jo Kerr
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Kayla Marie Kortan
Micaela Marie Koster
Katie Marie Kram
Kyle John Laporte
Emilie A. Lisburg
Michelle Jo Luebke
Derek Maattala
Michael Douglas Meier
Corey Scott Melroe
Samantha Jo Helen Metzler
Leah Jean Miller
Patricia Ann Louise Motl
Kristyn Marie Murphy
Lane Dalton Nelson
Trung Tan Nguyen
Melissa Kaye Nigg
Heath John Oetken
Amy Ann Olson
Tania Marie Peters
Chase Michael Peterson
Kevin Pham
Quang Minh Phan
Haylee Marie Preabt
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Jaime Aleeyce Rue
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Britannie Rose Schmeets
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Kelsey Dallas Voigt
Alissa Walter
Brandi Lynn Wersinger
Marc Velo Westby
Jordan Severin Westrum
Tiffany Joy Wiger
Angela Dawn Williams
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Alysia M. Young
Jessica Ann Ziegler

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Robyn Mari Berge

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Michael A. Miller

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Certificate
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Bachelor of Arts
Beth Ann Askegaard
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Spencer McKay Bliss
Cristina Marie Borek
John Charles Bugner
Fawad Mansoor Dawlaty
Joseph Michael Erickson
John Donovan Waite Fielding
Jenna Rae Frye
Nathaniel Charles Grosz
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Phally Hour
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John Paul Lauman-Beltz
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Qingrui Li
Deyan Iov Mihaylov
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Pallavi Roy
Phani Ganga Bhavani Tirupathi

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Iyad Alazzam
Omar Ghazi Al-Azzam
Benjamin John Anderson
Hanzhen Bao
Richard Erwin Hasenauer
Ivan Hevus
Farah Issa Kandah
Mallikharjuna Rao Komarneni
Vinod Upadhyay

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Bachelor of University Studies
Amos Allan Buehner
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Jenna Marie Johnson
Shauntae Michelle Sachs
MacKenzie P. Ternes
Daniel James Vatnsdal
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION:  
Policy 332: ASSESSMENT OF COURSES AND INSTRUCTION

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - This revision expands the assessment of teaching to include input from the individual faculty member as well as peers while simultaneously clarifying the information collected from students.

2. This policy was originated by (individual, office or committee/organization):
   - Faculty Senate Policy 332 Ad Hoc Committee
   - Chris.Ray@ndsue.edu

3. This policy has been reviewed/passed by the following (include dates of official action):
   This portion will be completed by Melissa Lamp
   Senate
   Coordinating Committee:
   Faculty Senate:
   Staff Senate:
   Student Government:
   President's Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsue.edu.

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy.

If you have suggestions on formatting, please route them to Melissa.Lamp@ndsue.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!
SECTION 332
ASSESSMENT OF COURSES AND INSTRUCTION TEACHING

SOURCE: NDSU Faculty Senate Policy

1. INTRODUCTION

1.1. 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 at North Dakota State University. Four guiding principles are emphasized in this policy concerning the purpose of assessment of teaching effectiveness: (1) to clarify and reflect what is meant by teaching effectiveness, including the demonstration of teaching effectiveness; (2) to emphasize the improvement of teaching and learning; (3) to utilize a triangulation approach to measuring teaching effectiveness; and (4) to minimize possible forms of bias such as student motivation and student or instructor demographics.

1.2. Definition of Instructors

1.2.1. For the purpose of this policy, instructors include all individuals, regardless of faculty status (e.g., probationary, tenured/tenure-track, and non-tenure-track faculty, instructors, and graduate teaching assistants) who serve in any teaching capacity as defined below.

1.3. Definition of Teaching

1.3.1. The assessment process reflected in this policy includes all forms of teaching (e.g., classroom, labs, and other instructional supervision activities) at all levels (e.g., undergraduate and graduate). Particular approaches to teaching vary widely, and instructors may demonstrate pedagogical skills in a variety of creative and innovative ways, all of which should be given due consideration.

1.4. Sources of Evidence

1.4.1. The triangulation approach to measuring teaching effectiveness should include data collected from the instructor (see section 2), students (see section 3), and peers (see section 4) for use during faculty appraisals and for other administrative purposes.

2. INSTRUCTOR-PROVIDED MATERIALS

2.1. Individual units should develop a flexible approach to assessment of teaching effectiveness that includes collection of evidence submitted directly by the instructor. It is recommended that this evidence be submitted in the form of a teaching portfolio according to criteria established by the academic unit.
2.2. In addition to the materials submitted for comprehensive peer review (see section 4), the instructor-provided materials may include, but is not limited to, reflective statements concerning the instructor’s philosophy of teaching, teaching effectiveness, and course or curricular changes made as a response to teaching assessments; teaching materials developed by the instructor; video recordings of instructional activities; evidence of scholarly activity related to teaching and learning; evidence of student learning; data from knowledgeable peers; evidence of quality advising; and additional feedback from students.

2.3. During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both, for the primary purpose of improving instruction. Assistance in selecting appropriate assessment techniques is available from the NDSU Office of Accreditation, Assessment, and Academic Advising. While information from such formative assessments is considered property of the instructor and should not be shared without the instructor’s consent, completion of formative assessments will be noted in annual reports.

2.4. Any materials identified by the instructor as relevant to his or her instructional responsibilities should be considered in the teaching evaluation process.

3.1. In accordance with NDUS policy 605.1.6, which states that “evaluations of all teaching faculty must include significant student input,” all instructors must be assessed regularly by students in a manner appropriate to the instructional role.

3.2. University-Wide Course Rating Forms

3.2.1. Every section of every class offered at North Dakota State University will be assessed each term by the students using, as a minimum, the university-wide set of rating items. This set of ratings should consist of items that students are qualified to judge, such as student perception of instructor fairness within the course, perception of overall course quality and usefulness, student understanding of the principles in the subject matter upon course completion, and the instructor’s ability to communicate effectively. In addition, each instructor, unit, or college may is encouraged to develop additional items to include as a part of the course assessment form as appropriate to the academic discipline.
3.2.2. Departments are encouraged to utilize an electronic course assessment process as an alternative to paper assessments. Departments may contact the Group Decision Center (GDC) to have the university-wide rating form set up electronically. Data on only the university-wide items, aggregated by course level (lower division, upper division, graduate) without reference to specific courses, will be forwarded to the Office of Institutional Research and Analysis.

3.2.3. The university-wide course evaluation assessment should occur during the final fourth quarter of the term, but not concurrent with examination periods. Someone other than the instructor, (including Graduate Teaching Assistant’s, or other individuals under the direct supervision of the instructor) will administer the instrument. A student in the class shall collect the evaluations assessments and forward them directly 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 and the dean’s office will retain a copy of the analysis for use during the annual faculty appraisals and for other administrative purposes.

3.2.4. The assessment form should indicate that student responses to the university-wide rating form may be used for evaluative purposes concerning personnel decisions including tenure, promotion, and salary decisions.

4.1.2. Items on the university-wide rating form are subject to approval by the NDSU Faculty Senate and should be examined and controlled for student motivation and other possible bias. Departments 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. 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.

3.2.6. All courses ending in 90-series numbers will be exempt from this procedure/policy concerning the university-wide rating form.

3.3. Additional Student Input

3.3.1. At the discretion of the instructor, other student input may be used to supplement the university-wide ratings. Such supplemental evidence may include, but is not limited to, written comments on the university-wide rating form, student feedback in the form of exit interviews solicited by the department/unit head or immediate teaching supervisor, or other information voluntarily provided by students.

4. PEER REVIEW OF TEACHING
4.1. In addition to assessment data provided by students, each academic unit should conduct a critical peer review of the instructor’s range of teaching activities. The faculty or instructional staff for each academic unit will decide whether this peer review should be conducted by the unit’s faculty or whether the review should be delegated to the department/unit head or the academic dean.

4.2. For all instructors, this peer review process should include the instructor’s knowledge of the subject matter, contributions to the unit’s teaching efforts, and any other teaching contributions such as curricular improvements. Materials for peer review may include, but are not limited to: statement of teaching philosophy; direct assessment of classroom performance; cumulative list of courses taught by the instructor; course syllabi, including course objectives; sample instructional materials, assignments, and examinations; student research supervised by the instructor, including theses and dissertations; development of new or innovative course materials; receipt of teaching awards; and materials advancing the scholarship of teaching and learning in the instructor’s academic discipline.

4.3. This peer-review process should be conducted in a manner appropriate to the academic discipline and should include consideration of instructional activities occurring both within and outside the formal classroom such as traditional instruction, supervision of student research, laboratory instruction, advising, mentoring, and other activities related to student learning.

4.4. Instructors should provide evidence of the peer-review process when applying for promotion and/or tenure and every three years thereafter as part of the post-tenure review process.

HISTORY:
New December 10, 1973
Amended April 1992
Amended June 1994
Amended January 2004
Amended July 2, 2009
Housekeeping February 14, 2011
FORWARD has made a commitment to inclusive meeting scheduling for the 2012-2013 year, which means aiming for times when most, including faculty with families, are able to attend. We encourage other groups and departments to consider doing the same, whenever possible. All stand to benefit, as meetings will run better and less repetition will be needed if there is a quorum or even full attendance and if individuals are not worrying about their other commitments when attending meetings.

Following are some principles and resources you can use if you would like to create schedules that will both encourage participation and respect the importance of balancing personal and professional commitments.

**Principles:** Whenever possible
- Hold meetings between 8:30am and 4:30pm.
- Avoid meetings on days when the public schools are closed.

In addition to holidays observed by the University, consider avoiding scheduling events as much as possible on major holidays of world religions.

**Useful planning resources:**
Fargo Public School calendar:
http://www.fargo.k12.nd.us/education/components/scrapbook/default.php?sectiondetailid=27428

Moorhead Public School calendar:
https://www.moorhead.k12.mn.us/calendar/?calendarid=&Calendar_Current_Events=1&Calendar_Default_View=3&incDate=8/01/2012

Calendars for major holidays of world religions can be found online in many places; here’s one: http://www.interfaithcalendar.org/

FORWARD Event Calendar 2012-13:
http://www.ndsu.edu/fileadmin/forward/resources/CFORW_6568_Internal_EVENT_2012-13_spot_2_-CalendarofEvents.pdf
Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, November 19, 2012
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of October 8, 2012, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)
   b. NDSU Policy 812: Allowable Cost Policies – Miscellaneous (Attachment 2)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. J. Beehler, Vice President of Student Body

V. Behavioral Intervention Team

VI. Senate Committee Reports
   a. Academic Affairs – M. Harris
   b. General Education – L. Peterson
   c. Council of College Faculties – J. Miller
   d. Library Committee – K. Rogers (Attachment 3)

VII. Unfinished Business

VIII. New Business
   a. Inclusive Meeting Time Proposal - for information only (Attachment 4)
   b. Priorities for Faculty Senate – Open discussion

IX. Adjournment
Academic Affairs Committee Report

Curricular Recommendations

**New Certificate**
Certificate in Professional Selling

**New Transcriptable MBA Subplan Option**
Supply Chain and Logistics Concentration
Health Care Industry Concentration

**New Courses**

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<tbody>
<tr>
<td>HDFS</td>
<td>721</td>
<td>Adult Development and Aging</td>
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<td>LEAD</td>
<td>305</td>
<td>Global Leader Development</td>
<td>2</td>
</tr>
<tr>
<td>LEAD</td>
<td>306</td>
<td>Global Leader Experience</td>
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<tr>
<td>MATH</td>
<td>144</td>
<td>Mathematics for Business</td>
<td>4</td>
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<tr>
<td>PLSC</td>
<td>200</td>
<td>Career Preparation in Plant Sciences</td>
<td>2</td>
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<tr>
<td>PHYS</td>
<td>220</td>
<td>Physics for Designers</td>
<td>3</td>
</tr>
<tr>
<td>POLS</td>
<td>423</td>
<td>Public Policy Analysis</td>
<td>3</td>
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<tr>
<td>POLS</td>
<td>446</td>
<td>Current Topics in International Law</td>
<td>3</td>
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<tr>
<td>Uniform</td>
<td>692</td>
<td>Study Abroad</td>
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**Course Deletions**

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<td>354</td>
<td>Architectural Detailing</td>
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<tr>
<td>ARCH</td>
<td>589</td>
<td>Professional Seminar</td>
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<td>EMGT</td>
<td>489</td>
<td>Capstone in Emergency Management</td>
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<td>LA</td>
<td>531</td>
<td>Advanced Landscape Architecture Planting Design</td>
<td>4</td>
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<td>PPTH</td>
<td>761</td>
<td>Advanced Plant Pathology</td>
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<td>Uniform</td>
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<td>Case Studies</td>
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**Course Changes**

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<td>PHRM</td>
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<td>PLSC</td>
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<tr>
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<td>Motor Learning and Performance</td>
<td>3</td>
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<tr>
<td>HNES</td>
<td>254</td>
<td>Curriculum, Standards and Assessment</td>
<td>3</td>
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<tr>
<td>PHRM</td>
<td>537</td>
<td>Renal Disease/Fluid and Electrolytes</td>
<td>3</td>
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<tr>
<td>PLSC</td>
<td>341</td>
<td>Landscape Bidding, Contracting and Operations</td>
<td>2</td>
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<tr>
<td>PSYC</td>
<td>221</td>
<td>Psychology at Work</td>
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**New Special Topics**

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<td>CE</td>
<td>796</td>
<td>Introduction to Intelligent Infrastructure</td>
<td>3</td>
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<tr>
<td>CHEM</td>
<td>199</td>
<td>Chemistry of Renewable Energy and Electric Vehicles</td>
<td>3</td>
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<tr>
<td>MRKT</td>
<td>499</td>
<td>Advanced Professional Selling</td>
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<td>WGS</td>
<td>199</td>
<td>Sexual Assault on Campus: Taking Action, Creating Change</td>
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**Change in Prerequisites/Corequisites and Change in Bulletin Descriptions**

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<td>385</td>
<td>Global Fashion Economics</td>
<td>Prereq: ADHM 171, ECON 105, ECON 201 or ECON 202</td>
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<td>ADHM</td>
<td>481</td>
<td>Apparel &amp; Textiles Capstone Experience</td>
<td>Prereq: ADHM 385 or ADHM 250; ENGL 320, COMM 216, COMM 271, COMM 308, COMM 315 or COMM 383 Junior Standing</td>
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<td>Course Title</td>
<td>Prerequisite/Description</td>
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<td>ARCH</td>
<td>344 Architectural Structures I</td>
<td>Prereq: ARCH 271</td>
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<tr>
<td>ARCH</td>
<td>443 Architectural Structures II</td>
<td>Prereq: ARCH 344 and ARCH 372</td>
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<tr>
<td>ARCH</td>
<td>454 Environmental Control Systems: Active Systems</td>
<td>Prereq: ARCH 453 and ARCH 371</td>
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<tr>
<td>BUSN</td>
<td>341 Business Environment of the European Union</td>
<td>Change in Bulletin Description</td>
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<tr>
<td>CHEM</td>
<td>727 Organometallic Chemistry</td>
<td>Prereq: CHEM 425 or CHEM 625</td>
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<tr>
<td>LA</td>
<td>231 Landscape Architecture Graphics</td>
<td>Prereq: LA major and minor students only Delete ARCH major students</td>
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<tr>
<td>LA</td>
<td>271 Introduction to Landscape Architecture Studio</td>
<td>Prereq: LA major and minor students only</td>
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<tr>
<td>LA</td>
<td>372 Community Planning and Design Studio</td>
<td>Change in Bulletin Description</td>
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<tr>
<td>LA</td>
<td>472 Remediation and Planting Design Studio</td>
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<tr>
<td>PHRM</td>
<td>351 Pharmaceutical Care I</td>
<td>Coreq: PHRM 350 and PHRM 351L</td>
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<td>PHRM</td>
<td>351L Pharmaceutical Care Laboratory I</td>
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<td>452 Pharmaceutical Care II</td>
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<td>480 Drug Literature Evaluation</td>
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<td>PHRM</td>
<td>551 Pharmaceutical Care III</td>
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<td>PHRM</td>
<td>551L Pharmaceutical Care Laboratory III</td>
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<td>PHRM</td>
<td>552 Pharmaceutical Care IV</td>
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<td>PHYS</td>
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<tr>
<td>PSCI</td>
<td>369 Pharmaceutics II</td>
<td>Change in Bulletin Description</td>
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Policy Change Cover Sheet (Policy 812)
This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

ION: NDSU POLICY 812 – Allowable Cost Policies - Miscellaneous

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - Type your description of changes here. Add Paragraph 25. This policy addition is to comply with a recommendation from the National Science Foundation following a monitoring review of NDSU grants policy and procedure in June 2012.

2. This policy was originated by (individual, office or committee/organization):
   - Gary Wawers, Controller, NDSU Accounting Office
   - Karen Hendrickson, Director, Grant and Contract Accounting
   - Office/Department Name and the date submitted
   - Email address of the person who should be contacted with revisions

3. This policy has been reviewed/passed by the following (include dates of official action):
   - Senate Coordinating Committee:
   - Faculty Senate:
   - Staff Senate:
   - Student Government:
   - President’s Council:

This portion will be completed by Melissa Lamp

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to Melissa.Lamp@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!
SECTION 812
ALLOWABLE COST POLICIES – MISCELLANEOUS

SOURCE: NDSU President

1. ADVERTISING COSTS. The term advertising costs means the costs of advertising media, such as magazines, newspapers, radio and television programs, direct mail, and exhibits.

Advertising costs for the recruitment of personnel required for the performance of obligations under the sponsored agreement, the procurement of goods and services for the performance of the sponsored agreement, the disposal of scrap or surplus materials acquired in the performance of the agreement, and other specific purposes necessary to meet the requirement of the sponsored agreement are allowable as direct charges to an agreement.

The dates of the advertisement must correspond to the dates of the agreement to be charged.

If an advertisement benefits more than one sponsored agreement, the cost of the advertisement should be allocated between all agreements benefited.

The Accounts Payable Voucher should include the dates of the advertisement and the content of the ad if the information is not clearly provided on the invoice from the vendor.

1.1 On federal funds, the only allowable public relations costs are those specifically required by sponsored agreements.

Costs of promotional items and memorabilia including models, gifts and souvenirs are unallowable.

2. COMMENCEMENT AND CONVOCATION COSTS. These costs are not allowable as direct charges to sponsored agreements.

3. COMMUNICATION COSTS. Costs incurred for long distance telephone calls and facsimiles are allowable on sponsored agreements. If personal calls are made by an individual within a department, the cost of the call must not be allocated to any sponsored agreement.

3.1 Local telephone costs, which include purchase, installation, and monthly line charges, should normally be charged to a source other than the federal program. This also applies to the cost of pagers, cellular telephone, and facsimile lines, except where required by the projects' scope of work and approved by the sponsor in the project budget.

3.2 Postage should normally be charged to a source other than the federal program, unless the expense can be shown to be a significant part of the project or activity, and the expense is for the sole direct technical benefit of the project. Postage for routine
correspondence, including correspondence with the sponsoring agency should not be directly charged to the project.

4. CONTINGENCY PROVISIONS. Contributions to a contingency fund or any similar provision are unallowable against sponsored agreements.

5. ENTERTAINMENT COSTS. Costs incurred for amusement, social activities, entertainment, and any items relating, such as meals, lodging, rentals, transportation, and gratuities are unallowable.

6. MEALS AND MEETINGS. The costs incurred in hosting official guests are allowable provided the expense incurred has a direct benefit on the agreement being charged. No alcoholic beverages may be reimbursed.

   6.1 Costs of meetings and conferences, when the primary purpose is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, and other items incidental to such meetings or conferences.

   The request for reimbursement should include names of all attendees, date(s) of meeting, and purpose(s) of the meeting.

7. FINES AND PENALTIES. Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local laws and regulations are unallowable except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the contracting officer or equivalent.

Late fees and penalties resulting from failure to pay an invoice in a timely manner are also unallowable against sponsored agreements.

8. INSURANCE AND INDEMNIFICATION. Costs of insurance required or approved and maintained for a specific sponsored agreement are allowable.

If an agency requires the institution to provide a specified amount of liability insurance during the life of the agreement, the sponsored agreement should be directly charged for the cost of the insurance coverage.

9. INTEREST, FUND RAISING, AND INVESTMENTS. Costs incurred for interest on borrowed capital or temporary use of endowment funds are unallowable.

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions are unallowable.

10. MAINTENANCE AND REPAIR COSTS. Cost incurred for necessary maintenance, repair or upkeep of property which neither add to permanent value nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable.

11. MATERIAL COSTS. Costs incurred for the purchase of materials, supplies, and fabricated parts directly or indirectly sponsored agreement are allowable.
If the materials used were taken from stockrooms not recognized as specialized cost centers of the University, the cost of the materials charged should be substantiated by referencing the original purchase transaction for verification of the cost charged.

12. MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITY COSTS. Costs of the institution's membership in business, technical, and professional organizations are allowable. The cost of individuals' memberships, which are incurred primarily to represent the institution in business, technical, and professional organizations are allowable.

Costs of the institution's subscriptions to business, professional, and technical periodicals are allowable. If the subscription is in the name of an individual, the cost is still allowable provided the subscription is received at an on-campus address.

The cost of such memberships, subscriptions, and professional activity costs should be allocated among all activities benefiting from the expense.

When a membership, subscription, or professional activity cost is incurred solely for the benefit of one project, that fact should be explained on the Request for Payment so that clarification is given to the charge.

The dates of the membership, subscription, or professional activity cost should correspond to the effective dates of the agreement. This is not to say that an annual membership for the calendar year may only be charged to an agreement running on the calendar year, but that some benefit from the membership should be recognized during the effective dates of the agreement.

NOTE: Under federal agreements, the above mentioned memberships are allowable only if approved in the budget. Memberships in civic or community organizations are unallowable.

13. OFFICE SUPPLIES: For grant funding received from federal sources, general purpose office supplies are not normally allowable as direct costs. These costs are considered to be part of University overhead and are to be treated as F & A (facilities and administrative costs). Any direct charges need to be budgeted for and approved by the sponsor.

14. PROFESSIONAL SERVICES OR CONSULTANT COSTS. This section applies only to non-employees of North Dakota State University. See Section 805, Compensation for Personal Services, for rules applying to employees.

Costs of professional services rendered by the members of a particular profession who are not employees of the institution are allowable when reasonable in relation to the services rendered.

Certain agencies require prior approval for the use of consultants and/or limit the amount of consultant payments. Contact the Office of Grant and Contract Accounting for assistance.

14.1 When submitting an Accounts Payable Voucher for professional services, the following information should be provided:

1) the name of the consulting firm or individual consultant;
2) the nature of the services rendered and their relevance to the sponsored activity, if not apparent from the nature of the work performed;

3) the date the services were performed;

4) the basis for calculating the fee paid; e.g., rate per day or hour worked or rate per unit of service rendered; and

5) a certification statement from the Principal Investigator as follows:
   "I HAVE REVIEWED AND APPROVED THE WORK PERFORMED BY (name). I FOUND THE WORK TO BE SATISFACTORY AND IN ACCORDANCE WITH THE ESTABLISHED POLICIES OF THE SPONSORED AGREEMENT."

____________________________
Signed Principal Investigator

The University will not issue payment for services until the actual work has been performed.

15. PROPOSAL COSTS. Proposal costs are the costs of preparing bids or proposals, including the development of data necessary to support the institution's bids or proposals and the cost of mailing the information to the agency. These costs are to be treated as indirect costs only. They are unallowable as direct charges to a sponsored agreement.

16. PUBLIC INFORMATION SERVICES COSTS. Cost of news releases pertaining to specific research or scientific accomplishment are allowable, when they result from performance of sponsored agreements.

17. REARRANGEMENT AND ALTERATION COSTS. Costs incurred for ordinary or normal rearrangement and alteration of facilities are allowable. Special arrangement and alteration costs incurred specifically for the project are allowable when such work has been approved in advance by the sponsoring agency.

18. RENTAL COSTS OF BUILDINGS AND EQUIPMENT. Rental costs under "sale and lease back" arrangements are allowable only up to the amount that would be allowed if the institution continued to own the property.

Rental costs under "less-than-arms-length" leases are allowable only up to the amount that would be allowed if the institution owned the property.

The Accounts Payable Voucher should state the period of time the rental costs are covering and the cost of the item if it were being purchased instead of being leased.

19. SCHOLARSHIP AND STUDENT AID COSTS. Costs of scholarships, fellowships, and other programs of student aid are allowable only when the purpose of the sponsored agreement is to provide training to selected participants and the charge is approved by the sponsoring agency.

All scholarship and student aid costs should be reported to the Financial Aids Office to be included with the student's financial support records.
20. STUDENT ACTIVITY COSTS. Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the sponsored agreement.

21. SPECIALIZED SERVICE FACILITIES. The costs of institutional services involving the use of highly complex or specialized facilities such as electronic computers and analysis laboratories are allowable, provided the charge for the service meets the following conditions:

   A. the cost of each service normally shall consist of both its direct costs and its allocable share of indirect costs with deductions for appropriate income;

   B. the cost of such institutional services will be charged directly to users, including sponsored agreements based on actual use of the services and a schedule of rates that does not discriminate between federally and non-federally supported activities of the institution.

21.1 Departments operating a specialized service facility must establish a system of tracking all costs incurred in operating the facility. The costs involved in operating the facility should be allocated among the various services performed by the facility. The Controller’s Office and Office of Grant and Contract Accounting are available to assist with establishing a system for tracking costs and establishing rates for such facilities.

21.2 Activities funded by external grants or contracts shall be subject to a charge for the use of University computer facilities. The charges will be based on the actual costs of operation of such facilities.

All proposals with activities that require computer use shall include a budget item for the amount of estimated use. Current rates may be obtained from the service provider.

Funded proposals of this nature are communicated to the service provider to establish a unique user account number for charges.

Basing rate charges upon the going rate of other commercial or private enterprises is not an acceptable method of establishing verifiable rates. The rates charged must correspond to the costs of operating the facility.

Rates charged for specialized service facilities which are not based upon a costing method as described above, will be unallowable against federally sponsored agreements.

22. LOBBYING. Costs of lobbying activities to influence legislative activity are unallowable. This includes travel costs involved in visiting legislators when the primary purpose of the visit is to seek assistance in securing federal funds. Costs involved in hosting receptions for legislators are also unallowable.

23. HONORARIA. Honoraria are unallowable if the primary intent of the cost is to confer distinction on, or to symbolized respect, esteem, or admiration for, the recipient.
Honoraria that constitute a payment for services rendered, such as a speaker’s fee are allowable. These costs should be called "Speaker Fees" as opposed to Honoraria when submitting the Accounts Payable Voucher.

23.1 The Accounts Payable Voucher should include the following:

A. the name of the individual speaking;
B. the nature of the service provided;
C. the date the service was performed; and
D. the basis for calculating the fee paid.

24. MOVING COSTS. Moving costs incurred by new or relocating employees may not be charged to federal funds without specific approval from the awarding agency.

25. PARTICIPANT SUPPORT COSTS National Science Foundation (NSF). The NSF participant support costs budget category is to be used for direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of, participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects. Participant support allowances may not be paid to individuals receiving compensation from other federal sources while participating in the NSF project.

Amounts allocated in the participant support cost budget category on NSF awards are restricted and may not be reallocated to other budget categories without the written approval of the NSF Program Officer. The participant support cost budget category is also excluded from the indirect cost calculation, but an administrative allowance of 25% of the participant stipend only may be permitted.

To track and manage participant support activity, a separate grant award project which is not coded to incur indirect cost, must be established for any awards containing a participant support cost budget allocation.

Because the participant support cost budget category is restricted and may not be re-allocated to other budget categories, any unexpended balance left in a participant support sub project at the end of the project period will become a de-obligated balance and will not be used to offset expenses in the parent project or any other sub project.

HISTORY:
New July 1990
Amended April 1992
Amended May 1996
Amended September 2007
Amended January 27, 2011
This document is a statement of deep concern by the NDSU Faculty regarding continued deterioration of the Libraries and the inevitable negative impact of that decline on the University's ability to compete for students and to accomplish its land-grant mission.

**Background**

The NDSU library has languished with an inadequate appropriated materials budget for decades. The cumulative effects of this decades-long inadequacy has now manifested in an accelerating decline in the size of the library staff, availability of new resources, and access to existing resources. This decline has put the accessibility of current knowledge and information by NDSU students, faculty and staff far behind that of their peers at other institutions. This includes the University of North Dakota.

Maintenance of even our inadequate holdings has required a growing and increasingly unstable infusion of supplementary funds from the Provost's office near the end of each fiscal year. Table 1 lists the amounts of those “bailout” funds since FY2005. It should be noted here that, in addition to the supplements listed in Table 1, the VPRCAT and Center for Protease Research have made significant contributions to help defray the cost of NDSU’s subscription to Scifinder Scholar. Clearly, this stifling mechanism for funding our libraries has a long history that predates extraneous factors such as the fiscal shortfall left by the Chapman administration and the national economic downturn that began in 2008. This history is consistent with the inadequate funding being endemic to NDSU and punctuates the need for a new approach.

In its ongoing effort to maintain some respectability in its electronic subscriptions and holdings, the Library has cut virtually all paper subscriptions, including journals, magazines, and newspapers. Vacated staff positions have gone unfilled and Library personnel have renegotiated database access wherever possible in order to minimize costs over the past four years. The student library fee was doubled in 2011 and, as shown in Figure 1, that fee increase put the fraction of the FY2013 budget funded by student fees at 19%. Despite these and other increased efficiencies, the FY2013 budget fell $450K short of the cost of the Library's paltry subscriptions. In order to meet the library's contractual obligations, nearly a quarter million dollars was forcibly reallocated from the already pathetic budgets of the colleges. There has been no book budget for the past four years. Additional information regarding the library shortfalls is provided in the Appendix.

In addition to the concern articulated herein, the NDSU Faculty's collective concern was quantified in the 2011-12 COACHE Faculty Job Satisfaction Survey wherein all categories of faculty ranked the NDSU Library in the lowest categories, both among its peers and among all COACHE institutions. Additionally, the 2006, 2008 and 2010 Noel-Levitz Student Satisfaction Inventories showed student satisfaction with the Library resources and services to be significantly lower than their sense of its importance.

**Strength of the University.** Focus on growth in recent years by the NDSU Administration and a dedicated Faculty has resulted in the classification of NDSU as a Research University of Very High Research Activity by the Carnegie Commission on Higher Education. The Faculty takes pride in having achieved this recognition, and in the stature it brings to a degree from NDSU.

**Significant Weakness.** However, it is important to recognize that future success of our University is not a foregone conclusion of this classification. In order to continue its grouping with the 108 research universities in this elite category, NDSU will not only have to sustain, but grow the activity and productivity that earned it's

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**Table 1.**

<table>
<thead>
<tr>
<th>FY</th>
<th>Supplement Amount</th>
<th>Source</th>
</tr>
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<tbody>
<tr>
<td>2013</td>
<td>$420,000</td>
<td>Provost/Colleges</td>
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<tr>
<td>2012</td>
<td>$200,000</td>
<td>Provost</td>
</tr>
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<td>2011</td>
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<tr>
<td>2010</td>
<td>$350,000</td>
<td>Provost</td>
</tr>
<tr>
<td>2009</td>
<td>$150,000</td>
<td>President</td>
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<tr>
<td>2008</td>
<td>$375,000</td>
<td>Provost</td>
</tr>
<tr>
<td>2007</td>
<td>$125,000</td>
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<tr>
<td>2006</td>
<td>$40,000</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>$187,500</td>
<td></td>
</tr>
</tbody>
</table>

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**Figure 1.**
place in that group. Figure 2 reveals that NDSU's only remaining up-to-date access to the World's knowledge base, its electronic database subscriptions, lags severely behind even its IPED peers. It is worthy of note that none of the four institutions in Figure 2 are among the six that are ranked as RU/VH in our IPED group of fifteen universities. Without substantial growth in NDSU's library holdings, the Faculty fears that fulfillment of NDSU's mission, much less maintaining the RU/VH ranking, will soon begin to slip beyond our reach. Hence, we herewith aim to initiate a campus dialog with the goal of developing and implementing a strategy to address the deficiencies in our Libraries.

The Goal

The Faculty strongly encourages the NDSU Central Administration to implement a strategy (vide infra) to grow the library holdings and database access to at least the average level of NDSU's IPED peer institutions. This crisis has been long in its growth and we realize that it will not be alleviated overnight. However, as we see this as a matter of considerable urgency, achievement of this goal should be put on a maximum time line of five years. In the interest of establishing a stable line of funding for the Library, the Faculty recommends that both appropriated and privately endowed funds be aggressively pursued and dedicated to maintaining competitive library holdings. These budget allocations should be adjusted in real time for inflationary increases in materials costs. Additionally, the Libraries should receive supplemental funding to rebuild its current book holdings in both print and electronic formats.

The Faculty feels it would be sadly inappropriate to grow the Library's resources by compromising the fiscal wherewithal necessary for academic departments and colleges to make effective use of them. Therefore, given that NDSU's academic units are already operating with increasingly inadequate budgets, the Faculty strongly contends that additional support of the Libraries should be accomplished with new funds, not by enforcing reallocation of academic department budgets.

Recommended Strategies

The Faculty suggest that the NDSU Administration vigorously explore at least the following three funding streams. Success in putting any or all of these mechanisms in place would contribute significantly to the management of the Library's fiscal crisis and, therefore, to the continued accomplishment of NDSU's mission. Lest we continue to fall further behind the peers with whom we compete for students and funding, it is critical that allowance be made on an ongoing basis for the effects of inflation on the cost of maintaining the Library's holdings and access to modern databases. As our nation recovers from its economic downturn, NDSU should plan for an annual inflation rate of approximately 8% in the cost of materials and databases.

*Increase appropriated funding through the prospective new higher education funding model.* The Faculty has been made aware that NDSU could see a significant increase in its appropriated budget through the anticipated new higher education funding model. In that event, the Faculty recommends that a fraction of those funds be permanently allocated to the Libraries. It is further suggested that such an allocation be sufficient to put the Libraries on a fiscal trajectory to establish at least the average holdings of its peer institutions.

*Increase privately endowed collections and expand private donations to the libraries.* Work with the Development Foundation to launch fund-raising campaigns aimed at establishing endowments for long-term support of the Libraries. The Faculty is aware that there has been hesitancy in launching such campaigns based on the notion that donors do not want to support infrastructure for which the state should be appropriating sufficient funds. However, there is precedence for private support of the Libraries. For example, the Germans...
from Russia Heritage Collection is privately funded. As the NDSU library's status seems to have declined from crisis to imperiled, the University needs to give serious consideration to private funding as a means of avoiding further erosion of this crucial academic resource. One approach that NDSU and the Development Foundation could take is to name the Libraries after a private donor whose generosity is sufficient to endow some specified fraction of the Library's collections. This would be no different in principle to renaming Stevens Auditorium after the corporate donor who funded the renovation of that basic infrastructure.

**Increase the student library fee.** Although the student library fee was doubled last year (*vide supra*) it remains but a small fraction of the total student fees. The Faculty recognizes that it is unreasonable to continue raising student fees to manage this crisis, which has been decades in the making. However, in the light of its relatively small stature among other student fees and the gravity of the Library's decline, the Faculty recommends another doubling of the student library fee. Such an increase would raise the student fee contribution to the materials budget above the current level of 25% (*Figure 3*). However, it would avoid further cuts in holdings and database access for FY2014, thereby providing time for the University to develop and implement a new long-term strategy for funding the Libraries. It is important to recognize that our students have been heroically supportive of their University through its recent budgetary challenges. Therefore, out of respect and appreciation for that support, the Faculty feels that the new funding strategy should not rely on substantial increases in student fees in the near to medium term.

Respectfully submitted by the Faculty Senate Library Committee. 8 November, 2012
Each year supplemental income becomes more important to the Libraries’ budget.

(no supplementals included)
FY 2011-2012 Cuts

- In FY11 the Libraries took a 10% cut, which was made permanent in FY12, and lost all salary savings allocations, also eliminating/impacting services:
  - No appropriated book budget (restricted to endowed accounts)
  - Cut hours at Main Library and Branch Libraries
  - Closed Chemistry Branch to key access only
  - Subscription cuts (local newspapers, print periodicals, microfilm and fiche, continuations)
  - But preserved online database subscriptions
FY 2013 Materials Budget Shortfall

- $420,000 covered by
  - Provost ($200,000)
  - Colleges ($220,000)
- Cut list of print subscriptions $34,000
- No book budget (4th year)
- Gap Analysis – database subscriptions compared with selected peers

Supplemental Materials Funding Student Library Fee

- FY 13: est. $520,000
- FY 12: $515,774
- FY 11: $517,890
- FY 10: $256,164
List of top 63 databases: top 5 take up 59% of budget, or approx $1.2 million

NDSU Libraries' Most Expensive Databases

- #1 - Elsevier ScienceDirect: 28%
- #2 - Wiley Online: 15%
- #3 - SpringerLink: 13%
- #4 - Taylor and Francis Online: 12%
- #5 - SciFinder Scholar (CAS) (Division of American Chemical Society): 8%
- Databases between $89,999 and $50,000: 4 databases (6%)
- Databases between $49,999 and $20,000: 9 databases (5%)
- Databases between $19,999 and $10,000: 11 databases (5%)
- Databases between $9,999 and $5,000: 14 databases (6%)
- Databases between $4,999 and $1,000: 20 databases (6%)

FY13 Material Exp vs. Operating Exp

- Total Operating: 54%
- Total Salaries: 39%
- Total Material: 7%
<table>
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<td>Career Services</td>
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<td><strong>Total per credit</strong></td>
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FORWARD has made a commitment to inclusive meeting scheduling for the 2012-2013 year, which means aiming for times when most, including faculty with families, are able to attend. We encourage other groups and departments to consider doing the same, whenever possible. All stand to benefit, as meetings will run better and less repetition will be needed if there is a quorum or even full attendance and if individuals are not worrying about their other commitments when attending meetings.

Following are some principles and resources you can use if you would like to create schedules that will both encourage participation and respect the importance of balancing personal and professional commitments.

**Principles:** Whenever possible
- Hold meetings between 8:30am and 4:30pm.
- Avoid meetings on days when the public schools are closed.

In addition to holidays observed by the University, consider avoiding scheduling events as much as possible on major holidays of world religions.

**Useful planning resources:**
Fargo Public School calendar:
http://www.fargo.k12.nd.us/education/components/scrapbook/default.php?sectiondetailid=27428

Moorhead Public School calendar:
https://www.moorhead.k12.mn.us/calendar/?calendarid=&Calendar_Current_Events=1&Calendar_Default_View=3&incDate=8/01/2012

Calendars for major holidays of world religions can be found online in many places; here’s one: http://www.interfaithcalendar.org/

FORWARD Event Calendar 2012-13:
http://www.ndsu.edu/fileadmin/forward/resources/CFORW_6568_Internal_EVT_2012-13_spot_2_-_CalendarofEvents.pdf
Agenda  
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, December 10, 2012  
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of November 19, 2012, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)
   b. NDSU Policy 183: Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff (Attachment 2)
   c. General Education Recommendation (Attachment 3)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. J. Beehler, Vice President of Student Body

V. Senate Committee Reports
   a. Academic Affairs – M. Harris
   b. General Education – L. Peterson
   c. Council of College Faculties – J. Miller
   d. Library Committee – K. Rogers
   e. Ad-hoc Omnbudsperson Committee – R. Green (Attachment 4 & Attachment 5)

VI. Unfinished Business
   a. Inclusive Meeting Time Proposal (for information only)
   b. Priorities for Faculty Senate – Open discussion

VII. New Business
    a. Ad-hoc Budget Committee

VIII. Adjournment
# Academic Affairs Committee Report

## Curricular Recommendations

### New Courses

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<th>Subject</th>
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<th>Title</th>
<th>Crs.</th>
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<td>CJ</td>
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<td>Drugs and the Criminal Justice System</td>
<td>3</td>
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<tr>
<td>MPH</td>
<td>731</td>
<td>Biostatistics</td>
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### Course Deletions

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<td>Pharmacodynamics and Applied Therapeutics VI</td>
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### Course Changes

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<td>CJ</td>
<td>489</td>
</tr>
<tr>
<td>MUSC/THEA</td>
<td>228</td>
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## Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

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<thead>
<tr>
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<tbody>
<tr>
<td>CJ</td>
<td>406</td>
<td>Crime and Delinquency</td>
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<td>CJ</td>
<td>407</td>
<td>Deviant Behavior</td>
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<td>CJ</td>
<td>460</td>
<td>Criminalization</td>
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<td>CJ</td>
<td>461</td>
<td>Corrections</td>
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<td>CJ</td>
<td>465</td>
<td>Women and Minorities in Criminal Justice</td>
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<tr>
<td>CJ</td>
<td>489</td>
<td>Senior Capstone in Criminal Justice</td>
<td>Prereq or Coreq: CJ/POLS 325</td>
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<td>MUSC/THEA</td>
<td>228</td>
<td>Development of Musical Theatre</td>
<td>Delete all course prerequisites</td>
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</tbody>
</table>
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to Kim Matzke-Ternes first so that a clean policy can be presented to the committees.

SECTION: Section 183 Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

The Chancellor recommended and the SBHE approved on first reading (waiving second reading) changes to 608.2—NDUS Employees Non-Renewal and Dismissal on September 26, 2012.

The change reduces the notice required for ‘without cause termination’ of system and institution officers excluded from the broadbanding system from twelve to six months, if an employee has been in that position for two years or more.

2. This policy was originated by (individual, office or committee/organization):
   - Office of Human Resources/Payroll – Colette Erickson
   - Colette.ericson@ndsu.edu

3. This policy has been reviewed/passed by the following (include dates of official action):
   This portion will be complete by Melissa Lamp
   Policy Committee:
   University Senate:
   Staff Senate:
   President’s Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp (1-6133 or melissa.lamp@ndsu.edu)

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to melissa.lamp@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!
SECTION 183
NONRENEWAL AND DISMISSAL OF NONBANDED, NONACADEMIC STAFF

SOURCE: SBHE Policy Manual, Section 608.2

1. Employees excluded from the broadbanding system who are not members of the academic staff at an institution may be terminated, without cause, pursuant to written notice of termination in accordance with the following schedule:

   a) At least three months, if written notice is given during the first year of service;
   b) At least six months, if written notice is given during the second year of service or thereafter;
   c) At least twelve months, if written notice is given thereafter.

2. Employees excluded from the broadbanding system who are not members of the academic staff at an institution may be dismissed for just cause or based upon financial exigency as determined by the Board, loss of appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses, in which cases the notice requirements of the preceding section shall not apply. If a dismissal other than for just cause is implemented pursuant to this subsection, no less than 90 days notice shall be given the employee.

3. Just cause means just cause for dismissal of staff employees as defined in the North Dakota University System Human Resource Policy Manual. (See NDSU 220.2) Notice of intent to dismiss for cause, stating the reasons for the proposed action, shall be given by a department head or other designated official unless the employee is a vice president or other officer who reports directly to the institution's chief executive, in which case notice shall be given by the chief executive. The notice shall be given at least five calendar days prior to the date of dismissal and the employee has the right, within that time, to respond in writing and request a pre-termination review. Following notice of intent to dismiss and, if requested by the employee, the pre-termination review, the department head or other designated individual, if the notice of intent to dismiss was not given by the chief executive, shall forward a recommendation to the institution's chief executive. The chief executive shall make a final decision and give written notice of that decision.

4. An employee who is dismissed for just cause pursuant to this policy may, within 20 days of dismissal, appeal the decision by filing a notice of appeal, accompanied by a specification of the reasons or grounds upon which the appeal is based, with the institution's chief executive. The chief executive shall appoint a hearing officer to conduct an evidentiary hearing and submit recommended findings, conclusions and a recommended order to the chief executive. The
hearing officer shall conduct the hearing according to appeal procedures governing hearings conducted by a staff personnel board that are set forth in Section 27 of the North Dakota University System Human Resource Policy Manual (Policy 231 of the NDSU Policy Manual). The chief executive shall make a final decision and provide written notice of that decision to the hearing officer and the employee within 20 calendar days of receiving the hearing officer's recommendation.

5. **Except for positions explicitly exempt as stated in this section 5 or 6, this policy applies to all employees excluded from the broadbanding system who are not members of the academic staff and, with respect to their positions as administrators or other non-academic positions, to employees with appointments to the academic staff. This policy applies to coaches unless the employing institution has adopted a different policy governing coaches and that policy is stated or adopted by reference in a coach's employment contract, in which case the institution's policy applies.** Members of the academic staff **This policy does not apply to faculty; employees with academic appointments** are governed by SBHE Policy Sections 605.1, 605.2, 605.3 and 605.4. Staff employees at the institutions are governed by the North Dakota University System Human Resource Policy Manual.

6. **Dismissal actions of regular staff employees are governed by the NDSU Policies 220, 223, and 232.**

7. **Dismissal actions of temporary staff employees may occur at any time with or without cause (NDUS Human Resource Policy Manual, Section 2).**

8. **Dismissal or non-renewal actions for faculty are governed by NDSU Policy 350.1-350.4 and 352.**

9. **This policy does not apply to the Chancellor and institution presidents.** Subsections 1 and 2 do not apply to student residence hall assistants, work-study students and other students employed on a part-time basis for a limited term. The terms and conditions of employment for student residence hall assistants shall be stated in a written contract.

HISTORY: New June 1994
Amended May 1996
Amended February 1998
Amended July 1999
Amended December 1999
Amended January 2000
# 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.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Categories</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 120</td>
<td>Terrorism</td>
<td>B, G</td>
<td>3, 6</td>
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</table>
Rationale:
The establishment of an Ombudsperson position will facilitate early-stage, informal dispute resolution. An Ombudsperson can help parties negotiate a solution in a manner that is an alternative to the official university channels. A formal grievance is a public, often adversarial, process where each party becomes invested in “winning”. Thus, filing a formal grievance is an extreme step that can be rancorous, time-consuming and unsatisfying to all parties involved. Private consultation is more likely to help individuals work toward a mutually satisfying solution, and an Ombudsperson can help reduce the number of formal grievances filed. An Ombudsperson also serves as a reliable resource to help individuals locate relevant information and properly understand policies and procedures. Further, an Ombudsperson can help identify areas for improvement within the organization.

Description:
An Ombudsperson serves as a confidential, independent, impartial, and informal resource for NDSU faculty, staff, and graduate students. An Ombudsperson reports directly to the NDSU president. The role of an Ombudsperson includes, but is not limited to, assisting with the resolution of conflicts and concerns; providing advice and guidance on the interpretation of policies and procedures; identifying problem areas facing faculty, staff, and graduate students; and recommending areas for improvement to university policies and procedures. An Ombudsperson is not an advocate for individuals or organizations, but rather a facilitator of fairness. An Ombudsperson’s role is not to replace existing, formal resources for conflict resolution. Rather, an Ombudsperson practices neutrality and confidentiality. Many ombudsperson models exist (organizational versus classical, single versus multiple). To improve service continuity, independence, and impartiality, we recommend using two Ombudspersons with staggered two-year terms under an organizational ombudsperson model.

Qualifications:
To qualify for an Ombudsperson role, a candidate must:

- understand university governance as well as knowledge of university rules and policies;
- understand established operating procedures and prevalent cultural norms within the institution;
- display integrity, balance, and the ability to be fair and empathetic;
- possess outstanding communication skills and be able to communicate effectively with the diversity of people within the university;
- have excellent problem-solving skills, be able to gather and analyze information, and help develop appropriate options and actions;
- possess exceptional conflict resolutions skills, including the ability to coach people to better manage conflict on their own;
- encourage and foster civility and mutual respect across the campus community;
- be willing to participate in conflict resolution, mediation, and similar training.

Selection:
An Ombudsperson is appointed to a two-year term, beginning July 1, by a search committee formed by the faculty senate. The search committee shall include, at minimum, a faculty member, a staff member, and a student member. The university is responsible to provide compensation for an ombudsperson, in
the form of salary or time release, that is commensurate with position work load. Further, the university is responsible to ensure availability of appropriate ombudsperson resources, including meeting space and support staff. Ombudspersons may serve multiple terms, if desired. An Ombudsperson should hold no position in the organization that might compromise independence (perceived or actual).

Evaluation and Reporting:
The performance of an Ombudsperson will be evaluated annually by an evaluation committee created by the faculty senate. By April 15 of each year, each Ombudsperson will provide an activity report to the university president and the evaluation committee. This report will present aggregate data that includes the numbers and types of cases, amount of time spent on cases, and the general outcome of cases. In no way should the report contain information that may breach confidentiality. Individuals using an Ombudsperson's services will be asked to complete an anonymous evaluation. By April 15 of each year, support staff will compile the results of these evaluations for distribution to the Ombudsperson, evaluation committee, and president. Evaluation of an Ombudsperson is to be completed by May 15 and must indicate whether or not an Ombudsperson’s performance is satisfactory. If an evaluation indicates unsatisfactory performance, the university president can choose to remove an Ombudsperson from office.

Important Notes:
- The Office of the Ombudsperson is not an office "of record," and speaking to an Ombudsperson does not constitute legal notice to the University that a problem exists. An Ombudsperson does not keep records on behalf of the university; written records that contain identifying information will not be kept.
- An Ombudsperson will keep a record of the number and types of cases and issues, and a log of time spent with each case/issue.
- An Ombudsperson does not perform formal investigations.
- An Ombudsperson will not voluntarily testify or participate in any matters that become the subject of a grievance or legal action.
- An Ombudsperson will help people identify resources, if needed, for formal action and record-keeping.
- An Ombudsperson may decline services in cases where there is a conflict of interest, or if other circumstances exist that would compromise the intent of an Ombudsperson's services.
- Adequate resources are critical to the success of an Ombudsperson including: a neutral and private office; adequate staff support; and staff who can maintain confidentiality.
- An Ombudsperson will provide recommendations for change based on patterns of complaint brought to the office to try to ensure that similar situations will not recur.
- The Office of an Ombudsperson should have a Charter that ensures that an Ombudsperson will function according to the core values of independence, impartiality/neutrality, confidentiality, and informality. The Charter should also specify scope of practice, limitations of authority, and qualifications required for the position.

Recommended Document:
IOA Best Practices: A Supplement to IOA’s Standards of Practice (version 2, March 31, 2008)
Creation of an NDSU Ombudsperson Position

Roger Green (ECE)
Charlene Hall (VMS)
Virginia Johnson (HDE)
Miriam Mara (English)

Fall 2012

Rationale

- Facilitate early-stage informal dispute resolution
- Can help reduce the number of formal grievances filed
- Reliable resource for faculty, staff and graduate students
Description

• Confidential, independent, and impartial
• Assists with the resolution of conflicts and concerns
• Provides advice and guidance on the interpretation of policies and procedures
• Identifies and recommends areas for institutional improvement

Qualifications

• Display integrity, balance, and fairness
• Possess outstanding communication, problem-solving, and conflict resolution skills
• Understand university governance and procedures
• Encourage and foster civility and mutual respect
Selection

• Search committee formed by the Faculty Senate
• University is responsible to provide compensation and appropriate resources
• Recommend two ombudspersons with staggered two-year terms under an organizational ombudsperson model

Evaluation and Reporting

• Performance evaluated annually by an evaluation committee created by the Faculty Senate
• Ombudsperson produces annual activity report
• Ombudsperson reports directly to the university President
Important Notes

• An Ombudsperson does not perform formal investigations and does not provide an “office of record”
• An Ombudsperson may decline services when there is a conflict of interest
• International Ombsudman Association Best Practices document provides excellent guidance and information

Proposed Senate Motion

The NDSU Faculty Senate recommend that the NDSU Provost and President create an NDSU Ombudsperson Office based on the senate ad-hoc committee’s recommendations and report
Agenda  
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, January 14, 2013
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of December 10, 2012, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. J. Beehler, Vice President of Student Body

V. Senate Committee Reports
   a. Academic Affairs – M. Harris
   b. General Education – L. Peterson
   c. Council of College Faculties – J. Miller
   d. Other Committee Reports

VI. Unfinished Business
   a. Priorities for Faculty Senate – Open Discussion
   b. Ad-hoc Budget Committee

VII. New Business
   a. Addition of Budget Committee to Bylaws – For Information and Discussion (Attachment 2)

VIII. Adjournment
### Curricular Recommendations

#### Sub-Plan Title Change in HNES B.A./B.S. Program

From: **Community Sport**  
To: **Sport Management**

#### New Courses

<table>
<thead>
<tr>
<th>Subject No.</th>
<th>Title</th>
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<td>ARCH 475/675</td>
<td>Design Build Studio</td>
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<td>ECE 705</td>
<td>Stochastic Processes</td>
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<td>HNES 758</td>
<td>Clinical Aspects of Nutrition Support</td>
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<td>HNES 759</td>
<td>Nutrition and Immunology</td>
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#### Course Deletions

- MPH 700: Public Health as a Team Endeavor
- MPH 743: Ethics in Public Health

#### Course Changes

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#### Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

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<tr>
<td>ABEN 444/644</td>
<td>Transport Processes in Biological &amp; Environmental Systems</td>
<td>Change in Bulletin Description: Prereq: MATH 266, CE 309 or ME 352, and ABEN 263</td>
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<td>Strategic Cost Management</td>
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<td>MIS 770</td>
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</tr>
<tr>
<td>STAT 730</td>
<td>Biostatistics</td>
<td>Change in Bulletin Description: Prereq: STAT 661 and STAT 468/768</td>
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Section 3. Budget Committee

1. Voting members shall consist of one faculty from each representation unit, and a representative of the Dean of Graduate and Interdisciplinary Studies.

2. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance or (designee).

3. Committee responsibilities include:
   a. Becoming familiar with the university budget process
   b. Developing a set of guiding principles which align with strategic priorities, with the intent of informing university budget decisions from a faculty perspective
   c. Soliciting input regarding the budget process from a wide range of faculty and on an ongoing basis
   d. Serve as a resource for the Provost in budget matters
   e. Acting as a conduit of information between faculty and administration for budget discussions and decisions
Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, February 11, 2013
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of January 14, 2013, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)
   b. NDSU Policy 129: Salary Administration Policy (Attachment 2)
   c. Confirmation of December 2012 Graduates (Attachment 3)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. J. Beehler, Vice President of Student Body

V. Senate Committee Reports
   a. Academic Affairs – M. Harris
   b. Council of College Faculties – J. Miller
   c. Accreditation – L. Peterson
   d. Other Committee Reports

VI. Unfinished Business
   a. Addition of Budget Committee to Bylaws

VII. New Business

VIII. Adjournment
# Academic Affairs Committee Report

## Curricular Recommendations

### Dual Major Option
Double Major in STEM Education with STEM discipline Ph.D.

### New Courses

<table>
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<td>BIOC</td>
<td>350</td>
<td>Fundamentals of Forensic DNA Analysis</td>
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<td>HNES</td>
<td>305</td>
<td>Legal Liability and Ethics in Sport</td>
<td>3</td>
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<td>MUSC</td>
<td>758</td>
<td>Jazz Methods and Pedagogy in Music Education</td>
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<tr>
<td>MUSC</td>
<td>764</td>
<td>Applied Instrumental Literature</td>
<td>1-2</td>
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<td>PLSC</td>
<td>779</td>
<td>Study Abroad: Bioenergy Crops – The European View</td>
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### Course Changes

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<td>MPH</td>
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### New Special Topics

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<td>CFS</td>
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<td>Food Systems: Linking Agriculture to Human Health</td>
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### Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

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<td>Prereq: PHYS 251 or ME 222</td>
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Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed, if not it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: Section 129: Salary Administration Policy

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

   It has been requested, on behalf of the Presidents’ Office, that we remove language in the policy that allows for post-probationary increases. Because of the budget constraints we have been under for the past few years, the President has not been allowing this practice. Now it will be formalized in NDSU policy.

2. This policy was originated by (individual, office or committee/organization):
   Office of Human Resources/Payroll
   colette.erickson@ndsu.edu

3. This policy has been reviewed/passed by the following (include dates of official action):
   This portion will be complete by Kim Matzke-Ternes
   Policy Committee:
   University Senate:
   Staff Senate:
   President’s Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or melissa.lamp@ndsu.edu
SECTION 129 SALARY ADMINISTRATION POLICY

SOURCE: NDSU President NDUS Human Resource Policy Manual, Section 5

1. Philosophy and Objectives

The primary purpose of salary administration at North Dakota State University is to attract and retain well-qualified individuals who can best contribute to the University's stated mission. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively. To provide the University with the ability to use its limited resources most effectively, salary administration aims, in priority order, to:

first, be responsive to market influences with consideration for internal equity (see Definitions portion of this policy);

second, recognize different performance levels among employees;

third, acknowledge the basic financial needs of all employees; and

fourth, take into consideration the costs of turnover (for training, research start-up and indirect as well as direct recruitment) and the adverse effects of inadequate salaries on the need for supervision, employee morale and institutional image.

2. Methods and Guidelines

NOTE: The ability to make salary adjustment decisions at the campus level depends on legislative action and State Board of Higher Education (SBHE) guidelines. In years when no campus discretion is authorized, most of the following process will not be applicable.

2.1 Salary adjustments are divided into two main categories:

a) annual budgeted salary adjustments and

b) other salary adjustments.

2.1.1 Annual budgeted salary adjustments are based on one or more of the types described in Definitions portion of this policy. When campus-wide salary adjustments are provided by legislative and SBHE action, the campus decision process is as follows:

a) President's Office provides any relevant legislative or Board directives regarding salary adjustments after consultation with the NDUS office staff and the Chancellor's Cabinet.

b) The President and Vice Presidents determine priority needs of the institution that require use of salary dollars (faculty promotions, new positions and/or
reallocations) based on information from sources such as deans, directors, department chairs, the Office of Human Resources/Payroll, the Office for Equity, Diversity, and Global Outreach, the Presiding Officer of the Faculty Senate, the President of the Staff Senate, the Program Review Committee, and Planning, Priorities and Resources Committee.

c) The President and the Vice Presidents establish guidelines, using institutionally recognized market and internal equity data and input from the campus community. They communicate the guidelines to be used in making adjustment decisions, indicating the proportion of salary dollars allocated to each type (see Definitions). These types and proportions are determined according to institutional needs and initiatives whenever campus-wide adjustments are possible.

d) Once the types and proportions have been determined, the President and Vice Presidents allocate remaining salary adjustment pools to their respective administrative units.

e) Unit administrators, using the guidelines established by the President and Vice Presidents, allocate the salary pools within their units.

f) Within the units, each administrator/supervisor develops individual salary adjustment recommendations using performance documentation and other data appropriate to that year's guidelines (institutionally recognized internal equity or market studies, for example).

g) Unit administrators review and discuss recommendations and documentation for the recommendations (performance documentation, institutionally recognized market or internal equity data) with the administrator/supervisor, adjust the recommendations and/or forward the recommendations to the appropriate vice president.

h) Prior to recommending the final salary adjustments to the President, each Vice President will consult with the Director of Human Resources/Payroll and/or the Vice President for Equity, Diversity, and Global Outreach to review implications of the recommended adjustments for the campus as a whole and to advise the Vice Presidents on whether there is appropriate documentation for the adjustment, the potential impact on equity generally or whether the proposed adjustment is in compliance with policy.

i) President presents the budget including salary adjustments to the Chancellor.

j) Following SBHE approval of the budget, administrators/supervisors, when possible, will inform each employee of his/her salary for the coming fiscal year and the basis for the salary decision prior to the distribution of the University's annual salary notifications.

2.1.2 Other salary adjustments include post-probationary adjustments for staff, job family or band reassignment adjustments (if applicable), promotions (nonfaculty), market, internal equity and responsibility adjustments including interim appointments and significant administrative assignments (see Guidelines for Other Salary Adjustments portion of this policy.).
Current grievance policies are available as a means to provide an impartial review of a salary adjustment decision. An employee who thinks that the decision concerning his/her salary is inappropriate may request a review by choosing one of the following options.

3.1 The first is based on the type of appointment the individual holds:


b) Faculty: NDSU Policy Manual, Section 353, Grievances - Faculty. This grievance procedure is available to instructors, assistant, associate and full professors, lecturers and graduate teaching assistants.

c) Nonfaculty, nonbanded employees: NDSU Policy Manual, Section 230, Grievance Procedure for Conditions of Employment. The Staff Personnel Board described in Step 4 will consist of other nonfaculty, nonbanded employees.

3.2 The second is available to any employee when his/her salary decision is alleged to have been made on the basis of an employee's race, color, religion, national origin, sex, disability, age, Vietnam Era Veteran's status, sexual orientation, 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: NDSU Policy Manual, Section 156, Equal Opportunity Grievance Procedures.

4. Distribution and Communication of the Policy
To facilitate the understanding of salary administration at NDSU, this policy will be included in the NDSU Policy Manual, the Faculty Handbook and any employee handbooks prepared by units within the University. In addition, an annual notice about this policy will be published in an appropriate spring issue of the University's staff and faculty newsletter (currently It's Happening at State).

5. Definitions
At NDSU, annual salary adjustments are based on one or more of the following:

5.1 Cost of living adjustment is an across-the-board amount related to–but not necessarily the same as–the changes in the cost of living (determined by the Consumer Price Index which reflects the changes in the cost of various consumer items during the previous 12 month period). Cost of living adjustments become part of an individual's salary base.

5.2 Internal equity is a comparison of salaries for similar positions at NDSU (or in the University System and/or State government when there is a limited basis for comparison at NDSU) based on appropriate and relevant data including these factors: previous related experience outside the university, a sustained change in responsibility that is more or less than what is considered normal for that type of position, education, or responsibility level within a group of similar positions at NDSU. Internal equity adjustments become part of an individual's base salary. NOTE: length of service is relevant for internal equity ONLY in the context of performance; that is, consideration of performance should override length of service in salary decisions.
5.3 Market or external equity is the comparison of NDSU salaries with those of other employers in the applicable recruitment area based on bona fide and relevant data. While NDSU may recruit nationally to fill a position, the salary may be established by using institutionally recognized, regional data. Market or external equity adjustments become part of an individual's base salary.

5.4 Performance adjustment is one based on level of performance identified through documentation, including an established review process. Performance adjustments may be made in one of two ways:

a) As a one-time payment when performance has been exceptionally meritorious in the preceding year. This type of adjustment does not become part of the salary base and is made as a single payment. The source of salary funding may dictate the availability of this option.

b) As a range of adjustments based on sustained meritorious performance. This type of adjustment becomes a part of the salary base.

6. Guidelines for Other Salary Adjustments

All staff positions are assigned to a salary band. The bands include job families with market levels for each position. (NDUS Human Resource Policy Manual 5.1)

Individual salary adjustments may be made throughout the year for the following reasons:

6.1 Post probationary adjustments for broadbanded staff. Upon successful completion of the initial six-month probation period an employee may be eligible for a salary adjustment up to 5%. The amount of the adjustment may vary, depending on such factors as performance, internal equity, initial salary and budget. A responsibility review form must be completed and submitted with the NDSU Change Form 101 requesting approval of the probationary adjustment (NDUS Human Resource Policy Manual 5.1.3).

6.2 Non-broadbanded staff. When an employee moves from one position to another involving an increased level of responsibility, the employee may receive a salary adjustment appropriate for the new level of responsibility. The adjustment must be consistent with internal equity and market and is subject to approval of the appropriate dean/director, vice president and the President.

6.3 The equity adjustments for staff are normally limited to ten percent but may exceed that amount with supportive documentation (NDUS Human Resource Policy Manual 5.1.6).

6.3.1 Equity adjustments. On a case-by-case basis, significant internal inequities may arise outside the annual salary review process described in 2.1. In these unusual situations, a request for an adjustment may be initiated. Factors generally considered are directly related experience, job performance and level of responsibility. The decision to request an equity adjustment should include consultation with the Office of Human Resources/Payroll and/or the Vice President for Equity, Diversity, and Global Outreach, whichever is appropriate, and appropriate documentation should accompany the NDSU Change Form 101.

6.3.2 Market adjustments. A market adjustment is intended to mitigate a documented external inequity using North Dakota University System recognized market data. Market adjustments are normally limited to ten percent but may exceed that amount.
with supportive documentation and appropriate administrative approval. Market adjustment proposals must consider institutional internal equity.

6.43 Responsibility adjustments including interim and administrative appointments

6.4.1 Adjustments for substantial, documented reassignments or changes in the duties/responsibilities within the same position may be initiated after consultation with the appropriate vice president or president. Documentation should accompany the NDSU Change Form 101.

6.4.2 For staff employees, rationale will include changes in the level of responsibility as documented by a Position Description; and changes in band and/or job family.

6.4.3 Adjustments for interim appointments and administrative assignments are limited to the period for which these assignments are made and do not become part of the salary base. For staff interim appointments, increases should not be given for interim periods of less than thirty days and staff employees may not retain the higher compensation level for more than thirty days after the interim period ceases to exist. (NDUS Human Resource Policy Manual 5.1.3.1).

6.54 The attainment of a degree or license does not automatically result in a salary adjustment. In some cases an adjustment for market and/or internal equity may be appropriate. Such adjustments should be recommended on the basis of the same type of documentation required for other market or internal equity adjustments.

HISTORY:

New November 1995 Amended
November 1996 Amended January
1997 Amended May 1997
Amended December 1998
Amended July 1999 Amended
August 1999 Amended October
2005 Amended October 2007
Housekeeping July 2010 Amended
October 2010 Housekeeping
February 14, 2011 Housekeeping
April 8, 2011
College of Agriculture, Food Systems, and Natural Resources

Bachelor of Arts
Haram Kim

Bachelor of Science
Brandon Phillip Abell
Jessie Brianna Arneson
Jason Arth
Alexandra Lynn Barber
Andrew Scott Bates
Mitchell James Bauske
Maria Christine Breker
Maggie Mae Carlson
Elim Chin
Kwang Bog Cho
Rachel Gray Colwell
John Nicholas Desautel
Andrew Grayson Dockter
Zachary David Duckstad
Sarah Marie Eslinger
Travis Jerome Evenson
Jacob Edward Fannik
Jordan Paul Fellbaum
Kyle James Fode
Courtney Renae Foss
Jacob Vernon Gehrls
Nathaniel James Gesme
Benjamin Wilson Grann
Dionne Marie Hall
Levi Robert Hall
Derek Alan Haug
Danelle Dawn Hoff
Bryce Thomas Hogness
Merideth Lynn Irsfeld
Adil Nasrat Ismail
Justin Benedict Jacob
Anurad Githrenda Jayasooriya
Brandon William Joos
Jason David Jordahl
Sara James Kingrey
Alyssa Ann Kittelson
Brittany Joy Korynta
John Andrew Kritzberger
Sean Jamison Kveno
Brett Nicholas Kyser
Rachel Ann LaCount

Bachelor of Science
Blake Arden Lampert
Matthew Joel Lau
Da sul Lee
Mattia Ann Lein
Brent Wayne Lende
Eric Charles Lies
Yu Liu
Charithra R. Lokumana
Derek Edward Martinson
Justin Roger Moe
John Thomas Mortenson
William Brian Petersen
Ashley Michelle Randash
David Allen Renton
Kelsey Lynn Rheault
Jadin Leigh Riedesel
Cole Thomas Robertson
Kendra Stacia Rodel
Evan Lee Salsman
Kriti Samadhi
Elizabeth Marie Sauer
Riley Chad Schaefer
Michael Jay Schild
Justin David Schrepel
James William Steinberger
Kevin Patrick Sponsler
James William Tollefson
Joseph Michael Weirrauch
Brittany Helen Weiers
Nicholas Allen Tolleson
Romano Smith Tuya
Josephine Mackenzie Paul Weigel
Joseph Michael Wiehrach
Brittany Helen Weiers
Diane May Williams
Brianne Lyn Zaeske
Marc Simon Ziesmann
Ian Herbert Zimmerman

Master of Science
Darshika Amarakoon Amarakoon
Natami Ardayfio
Keshav Birla
Rahel Dubiwak Gemmeda
Alicia Esther Harstad
Christen Jackson
Thunyaporn Jeradechachai
Annet Kymuhami
Laura B. Lauflmann
Andre Luis Rodrigues Miranda
Kondwani Richmond Msango S.
Robert Mugabi
Herbert Mukibi
Michael Muleme
Christina A. Schwartz
Billiejae Mae Armbrust Shae
Dustin Strong
Emma Louise Swanson
Eric W. Viall
Yan Zhang

Doctor of Philosophy
Pragyan Burlakoti
Kishore Chittineni

College of Arts, Humanities and Social Sciences

Bachelor of Arts
Daniel Justin Baldwin
Megan Elizabeth Davidson
Lydia Ruth DeMaria
Alison Driscoll
Tyler James Fretland
Blaze H. Harmon
Iain Robert Harriman
JuYoone Lee
Maia Beth Randklev
Heather Jean Roelke
Emilee Catherine Ruhlman
Ashleigh Amanda Paige Smith

Bachelor of Fine Arts
Tara Kay Fermoyle
Alison Marie Schaaf

Bachelor of Music
Ashley Anne Jacobson
Evan Ross Montgomery
Chris James Schuster
Blake Seegerholm

Bachelor of Science
Brenna Elizabeth Adams

Jeffrey Dale Alwin
Feliciana L. Anaya
Joshua James Anderson
Taylor Lawrence Arne
Jason Henry Bedsa
Kristin Lee Berg
Brent Thomas Boeddeker
Aaron Scott Boerner
Adam Phillip Boll
Stephanie Anne Bondhus
Seth D. Bowman
Fredrick Jamaal Bussey
John Charles
Suzanne Nicole Degrugillier
Katie Marie Dressler
Bethany Rose Economos
Katelyn Elise Ellison
Andrew Clyde Ejfeldt
Kimberly Gail Fleser
Cainlin Marie Foerster
Kelli Marie Fuchs
Christine Nicole Gass
Jill Maureen Guthrie
Chelsey Marie Hagel
Luke Edward Hall
Jacquelyn Vivian Halonen
Brittny Lee Hamlin
Kate Allison Hauge
Brittney Marie Hein
Matthew Robert Houle
David John Huebner
Kristopher Jacobs
Kaylee Blanche Jangula
Britta Emma Johnson
Connor B. Johnson
Katie M. Kapel
Rebecca Keightley
Jose Patrick Kloos
Jeffrey Steven Kopp
Kelsey Lee Kuller
Daniel John Lentz
Sara E. Lyman
Robert Daniel Mahoney
Glenn Patrick Manning
Mamie Lynn Mastenbrook
Cody Blaine Mattson
Blake Daniel Nelson
Rylee Thomas Nelson
Bachelor of Science in Agricultural and Biosystems
Ethan Curtis Liebswager
Daniel Kenneth Merritt
Chad Gene Lee Sietsema
Roy Charles Swenson

Bachelor of Science in Civil Engineering
Alex Edwin Ausk
John Steven Blank
Alysa Clair Emerson
Kathryn Anne Garceau
Alex James Goerke
Kristal Ann Gruba
Joshua Kevin Hengel
Suyi Hou
Chance Burnett Hutchinson
Steven Craig Jensen
Brian Mark Knorr
Shane Lee Koenig
Megan Diane Lee
Shuai Liu
Shawn David Louwagie
Cameron Peter Miller
Trent Christopher Parks
Derek Wayne Pokrzywinski
Nickolas John Reinke
Ashley Marie Roder
Kyle Michael Rule
James Michael Soltis
Katy JoAnn Waisen
Zachary H. Webber
Daniel Alan Weber
Andrew Kent Wellumson
Douglas Alvin Wencio
Tyler Patrick Yngsdal
William Anton Zidon

Bachelor of Science in Computer Engineering
Jake Lodoen Joraanstad
Zachary Neil Michel
Jamie Lynn Ottmar
Tyler John Pattengale
Austin W. Vandeberg

Bachelor of Science in Construction Management
Cade Anthony Krueger
Thomas Jeffrey Ward

Bachelor of Science in Construction Engineering
Derek Nycklemoe Anderson
Melissa Ann Bartholomay
Jared Michael Cogemys
Duanjian Feng
Kyle Joe Kramer

Bachelor of Science in Construction Engineering
Jason Andrew McKeever
David W. Rokenbrot
Tyler Bart Samelson
Michael James Schnepp
Jordan Bryce Sharp
Hanjiao Tian
Luisa Fernanda Torres
Kathryn Lyn Whelan
Joseph Michael Wolverton, Jr.
Aaron Michael Woytcke

Bachelor of Science in Manufacturing Engineering
Craig Matthew Knochenmus
Tyler Paul Thompson
Matthew Allen Walla

Bachelor of Science in Mechanical Engineering
Michael Duane Anderson
Sloan Oscar Balo
David John Baltes
Matthew David Beilke
Brendan Thomas Bohn
Benjamin Barry Brilz
Justin Howard Cronin
Heath Randy Dahl
Andrew John Dobmeier
Clodine Blaine Erhardt
Nathanial John Grobe
Jacob Floyd Hein
Jason Gene Hemmer
Paul Michael Hollermann
Ross Michael Hollermann
Jessica Joseph Janson
Catherine Marie Kempe
Travis Lee Kunrath
Samuel Leyk
Justin Joel Linder
Ethan Dale Marihart
Jared Steven Martel
Joseph William Matlock
James Allen McTavish
Victoria Paige Nous
Ismir Pekmic
Brett Henry Peterson
Weitian Qin
Austin Lee Quade
Evan Rosu Quist
Adam Thomas Roubinek
Gregory James Schiefelbein
Kyle Joseph Sieberg

Bachelor of Science in Electrical Engineering
Brian Michael Amann
Nicholas Alan Bould
Geetika Chaudhary
Varun Dadas
Nicholas Frederick Engel
Stephanie Fae Erickson
Joshua Gale Ferguson
Huy Xuan Ha
Elliot R. Kirschmann
Qingyu Meng
Ahmed E. Musa Alhowajrah
Garrett Robert Nelson
Preetanjali Prasad
Alexander James Schrautemyer
Dane Ryan Swartz
Brent James Templin
Casey Lee Turnwall
Suhahanth Vethanayagam
Benjamin Albert Whitter
Derek D. Wiseman

Bachelor of Science in Industrial Engineering and Management
Aydar Rimovich Akchurin
Kalyan Ram Athmuri
Vaibhav Mahadev Biradar
Josh L. Haugsdal
Sethu Raaj Munusamy
Md. Zillur Rahman Patwary
Daniel L. Portlock
Munithammuthu Raviprasad
Binod Rijal
Michael Robinson
Nikhil Vijay Shinde
Juan Manuel Vargas-Ramirez

Master of Architecture
Luis Angel Acevedo
Ankit Rawani

Master of Construction Management
Chukwumyen Michael Enyi
Brandon L. Larson
Jeffrey Allan Miller
Michael Sanford

Master of Science
Aydar Rimovich Akchurin
Kalyan Ram Athmuri
Vaibhav Mahadev Biradar
Josh L. Haugsdal
Sethu Raaj Munusamy
Md. Zillur Rahman Patwary
Daniel L. Portlock
Munithammuthu Raviprasad
Binod Rijal
Michael Robinson
Nikhil Vijay Shinde
Juan Manuel Vargas-Ramirez

Doctor of Philosophy
Svyatoslav Chugunov
Justin M. Hoey
Artur Lutfurakhmanov
Shashindra Pradhan
Michael James Schmitz
Halis Simsek

College of Graduate and Interdisciplinary Studies
Certificate
William F. Lyons

Master of Managerial Logistics
Ciaran Kelly

Master of Natural Resources Management
Patrick Ryan Corrigan
Mark S. Flicker
Daniel Kevin Margarit  
Justin Wade Tabaka  
Samantha Marie Brunner  
Aigerim Kenzhebekova  
Shawn Koltes  
Sean Lofgren  
Anthony Ntaate  
Matt P. Stasica  
Gita Thapa  
Nattapong Tuntiwiwattanapun  
Austin R. Vansickle  
Anthony Walekhwa Wamono  

Master of Science  

Master of Transportation & Urban Systems  
Vu Hoang Dang  

Doctor of Philosophy  
Talal Bakheet Almeelbi  
Dante Battocchi  
Sourin Bhattacharya  
Sumit Ghosh  
Wesley E. Newton  
Ajeeh Kumar Pingili  
Brittany Ann Ziegler  

College of Human Development and Education  
Certificate  
Andrea Marie Lang  

Bachelor of Arts  
Megan Bryant  
Naomi Marie Koehler  
Amy Cathleen Marquardt  
Jessie Marie Quaglia  
Jacob Wayne Sundeen  

Bachelor of Science  
Heidi Jo Bachler  
Sydney Kay Becker  
Keith Cameron Bennett  
Sarah Marie Bieber  
Matthew S. Blum  
Shannon Marie Bozovsky  
Kimberly Nicole Braulick  
Briana Jo Burdick  
Carly Marie Camas  
Ashley Kay Campbell  
Anne Marie Carlson  
Maxwell James Casper  
Madison Beth Christenson  
Kelly Catherine Cooper  
Amanda Chaput Crockett  
Ashley Jane Dauner  
Jeffrey Daniel Dentinger  
Michael Shawn Dobberstein  
Jaynell DeRae Dockter-Gust  
Bethany Jane Dufault  
Lukas Robert Dykema  
Shari Ann Elsen  
Emily Margaret Elgroth  
Adam Steven Gronas  
Sarah Beth Hardesty  
Alessa Jo Heinze  
Heidi Elizabeth Horstmann  
Jessica Michelle Hotchkiss  
Kayla Lynn Hovland  
Yifang Jiang  
Ciarra Lane Jorgenson  
Josephine Sophia Jorris  
Blaise Joseph Kautzman  
Kristen Nichole Killoran  
Bryce Delmarr Knaust  
Mikayla Ruth Koble  
Joseph Thomas Koteles  
Kayla Mae Koth  
Ryan Keith Kuphal  
Elizabeth Erin Kusler  
Carly Tere Lenihan  
Devon Katherine Lura  
Ryan Jeffrey Malmer  
Matthew Joseph Melchior  
Sarah Leah Mertz  
Amy Therese Miller  
Alicia Marie Mogen  
Shawn Matthew Motl  
Trent Joseph Murray  
Whitney Rose Myers  
Colette Kay Nagel  
Crystal Kay Nodise  
Shelby Iona Novak  
Lucas John Odegard  
Amanda Kathryn Olson  
Maura Oster  
Mandi J. Palczewski  
Jenny Beth Peterson  
Jaime Leigh Raden  
Alaina Therese Ramstad  
Stephanie Dawn Risser  
Mark J. Roe  
Myca Marie Romfo  
Jacob Michael Sailer  
Brandon Tyler Saude  
Matthew Jeffrey Severns  
Jessica Marie Skadberg  
Brendon A. Smith  
Courtney Lee Snyder  
Braidy Scott Solie  
Darin Lynn Spellhaus  
Aleah Dawn Stangeland  
Erin N. Stedman  
Tyler Jason Steen  
Robert Strickland  
Spencer David Timm  
David John Vanyo  
Courtenay Elizabeth Weck  
Zachary Douglas Wentz  
Hailey Alena Windels  
Alycia Maureen Woodard  

Master of Education  
Larry K. Derr  
Lori Ann Fingarson  
Mary Elizabeth Goulet  
Christina Ann Reynolds  

Master of Science  
Jami Marie Bobby  
Nicolas Aaron Christianson  
Shawn M. Francis  
Emily Catherine Haugen  
Candice Ann Maier  
Tamara Metzen  
Patrick Nicholas Metzger  
Natalie Ann Miklas  
Joanne Mary Powell  
Nico Lea Roberts  
Kara Lynae Muske Welk  
Michael Woodley  
Kelly Kathleen Wysong  

Doctor of Philosophy  
Douglas Duane Darling  
Ralph J. Karl  
Anthony Michael Randles  
Glenda R. Reemts  
Bruce Ralph Schumacher  
Janelle L. Stahl Ladbury  

College of Pharmacy, Nursing, and Allied Sciences  

Bachelor of Science  
Niccolette Josephine DeSautel  
Nidhi Dubey  
Nicholas Scott Gangl  
Rebecca Marie Gemar  
Lalita Jyoti  
Shelly Mae Lux  
Kara Deann Misemer  
Lillian Beth Ratchenski  
John Charles Schwab  

Bachelor of Science in Nursing  
Lindsay Ann Alexander  
Lydia Joy Berry-Koppang  
Brook A. Bruggeman  
Hunter Allan Bultema  
Amy G. Byars  
Amanda Ann Erickson  
Donald Michael Graening  
Sarah Katharine Hamilton  
Kelly L. Johnson  
Lacey Jane Krueger  
Michelle Elizabeth Larsen  
Jennifer L. Sorensen  
Sarah Jean Stark  
Ashley Jean Steffl  
Erica Nicole Stone  
Lisa Anne Thompson  
Naomi Ruth Tofibam  
Carol L. VanderWeyst  
Rebecca Ann Willits  

Doctor of Philosophy  
Rinku Dutta  
Yan Gu  
Michael David Scott  
Praveenkumar Chandranath  

College of Science and Mathematics  

Certificate  
Wesam Abuhammad  
Talal Bakheet Almeelbi  
Aastha Budati  
Julie L. Fudge  
Munmun Gupta  
Febina Mathew  
Elvis Mokake Ndembe  
Erin Kathryn Nyren-Erickson
Mohamed Saif Ur Rahman
Bachelor of Arts
Jessica Nicole Deichert
Michelle Marie Gaffaney
Bachelor of Science
Lauren M. Aamoth
Hannah M. Albrightson
Luke Douglas Anderson
Ryan Michael Anderson
Tricia Lynn Bastian
Kevin Bruce Beidelman
Meghan M. Bennett
Ross Adam Bickle
Holly Lynn Christian
Arthur John Christiansen
Dylan Patrick Church
Charli Rae Crawford
Noah Geffe Dahle
Matthew Paul Dale
Neil William Dotzenrod
Jordan Milo Dyke
Carrie Corinne Fagerland
Brandi Lee Fearing
Shashi Agrani Fernando
Ashton Leigh Fischer
Jordan Andrew Flaten
Jamie Leigh Gay
Tyler Thomas Geffre
Tiffany A. Glass
Christopher Richard Hanson
David Scott Hedden
Matthew Alan Helfrich
Kimberly Lynn Herman
Sonya Marie Hills
John Henry Hoeven
Dillon Tyler Hofsommer
Tyler Vernon Holland
Caitlin Anna Jensen
Andrew Burkhard Jones
Amy Jean Jordahl
Aaron Adam Josephson
Shannon Carrie Kerbaugh
Brandon Aaron Kinzler
Ersa Kose
Katrina L. Koser
Kelsey Blythe Kraft
Jang Mi Lee
Lindsey Kay Levin
Katrina Lee Tank Lybeck
Chase Michael Magalis
Jamil James Maleki
Jayson Craig Marcusen
Bryan Richard Marquardt
Emily Ann Monson
Ashley Nicole Murphy
Lovekesh Narang
Cassey Louann Nelson
Benjamin Vern Nordsven
Justin Lee Nygaard
Nathan Adam Ochsner
Nicole Marie Opperman
Magdalene Iyesogie Ovbiebo
Seyeon Park
Amanda Jo Parsons
Jarrod Michael Rademacher
Heidi Renae Rasmussen
Josiah Gregory Rauser
Jordan Edwin Reinbold
Anna Kirsten Roberts
Mariah Lynn Saint Augustine
Elizabeth Andina Schenfisch
Lacey Lynn Schmaltz
Darin Lee Slusher
Brooke Ann Swanson
Tyler Thorndal
Kushaagri Thukral
Taylor James Valnes
Austin Michael Vetter
Allison Ann Walker
Deanna Jo Webster
Andra Jore Wheeler
Michelle Krumwiede Willard
Sylvia Scarlett Ziejewski
Anthony Zimmerman
Haribabu Bavanari
Ryan Boyd
Satyanarayana Daggubati
Michelle Gastecki
Neha Kale
Ryan James McCulloch
Aditi Mohpal
Matthew J. Piehl
Elizabeth Claire Sand
Pubudu Ruwanmini Wijeyaratne
Deepak Dhankher
Parimal Raj Sharma
Mohammed abd alwahab Akour
Narayananaganesh Balasubramanian
Kevin Robert Betts
Nicona Lynn Burman
Carol Cherry
Karli Jo DeSchepper
Eric James Estes
David John Gerwood
Tracy Ann Geske
Stefan Patrick Ming
Geoffrey Lynn Parker
Donald Paul Redding
Cheyenne Rae Schriefer
Kelsey Christine Wilberg
Blair Marisa Winter
Carter James Woodley
Doctor of Philosophy
Master of Science
Master of Software Engineering
Agenda
Faculty Senate Meeting

Meeting place and time:  3:30 pm, Monday, March 18, 2013
    Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of January 14, 2013, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1 and Attachment 2)
   b. General Education Recommendation (Attachment 3)
   c. NDSU Policy 129: Salary Administration Policy (Attachment 4)
   d. Confirmation of December 2012 Graduates (Attachment 5)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. J. Beehler, Vice President of Student Body

V. Senate Committee Reports
   a. Academic Affairs – M. Harris (Attachment 6)
   b. Council of College Faculties – J. Miller
   c. Accreditation – L. Peterson
   d. Senate Coordinating Council, T. Stone Carlson
      • NDSU Policy 133.1: Tuition Discount (Attachment 7)
   e. Other Committee Reports

VI. Unfinished Business
   a. Addition of Budget Committee to Bylaws

VII. New Business
   a. Proposal to create an ad-hoc Committee on Curriculum Approval and Review (Attachment 8)

VIII. Adjournment
## Academic Affairs Committee Report
### Previously on February 11, 2013 Agenda

### Curricular Recommendations

#### Dual Major Option

Double Major in STEM Education with STEM discipline Ph.D.

### New Courses

<table>
<thead>
<tr>
<th>Subject</th>
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<th>Cr.</th>
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<tbody>
<tr>
<td>BIOC</td>
<td>350</td>
<td>Fundamentals of Forensic DNA Analysis</td>
<td>2</td>
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<tr>
<td>HNES</td>
<td>305</td>
<td>Legal Liability and Ethics in Sport</td>
<td>3</td>
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<tr>
<td>MUSC</td>
<td>758</td>
<td>Jazz Methods and Pedagogy in Music Education</td>
<td>3</td>
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<tr>
<td>MUSC</td>
<td>764</td>
<td>Applied Instrumental Literature</td>
<td>1-2</td>
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<tr>
<td>PLSC</td>
<td>779</td>
<td>Study Abroad: Bioenergy Crops – The European View</td>
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### Course Changes

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<td>Introduction to Health, Nutrition and Exercise Sciences</td>
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<td>Introduction to Health, Physical Education and Sport Management</td>
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<td>HNES</td>
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<td>Event Management in Sport</td>
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<td>224</td>
<td>Sport and Event Management</td>
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<td>MPH</td>
<td>710</td>
<td>Health Care Systems</td>
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<td>Healthcare Delivery in the United States</td>
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<td>Advanced Vocal Pedagogy</td>
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<td>Applied Instrumental Pedagogy</td>
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<td>THEA</td>
<td>462</td>
<td>Modern Nonrealistic Styles for the Actor</td>
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<td>THEA</td>
<td>462</td>
<td>Acting Styles</td>
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### New Special Topics

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<td>CFS</td>
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<td>Food Systems: Linking Agriculture to Human Health</td>
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### Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

<table>
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<th>Prerequisite/Corequisite Change</th>
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</thead>
<tbody>
<tr>
<td>PHYS</td>
<td>252</td>
<td>University Physics II</td>
<td>Change in Bulletin Description</td>
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<td></td>
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<td></td>
<td>Prereq: PHYS 251 or ME 222</td>
</tr>
</tbody>
</table>
Academic Affairs Committee Report  
Faculty Senate – March 18, 2013

Curricular Recommendations

**Suspension of option and minor in Health Education**
Suspend Community Health Education (non-teaching) option within B.S./B.A. in Health Education  
Suspend Health Education minor

**New Program in Psychology Department**
Minor in Managerial Psychology

**New Option in Master of Public Health Program**
American Indian Public Health

**Change in Option Title in Master of Public Health Program**
From: Pharmacy in Public Health  
To: Community Health Sciences

**Delete Certificate Program**
Human Resource Management, College of Business  
Marketing, College of Business

**New Courses**

<table>
<thead>
<tr>
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<th>No.</th>
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<th>Credits</th>
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<tr>
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<td>766</td>
<td>Advanced Animal Behavior</td>
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<td>FIN</td>
<td>413</td>
<td>Finance Service Internship</td>
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<td>FIN</td>
<td>470/670</td>
<td>Analysis of Fixed-Income Securities</td>
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<td>GEOG/</td>
<td>480/680</td>
<td>Geographic Information Systems Pattern Analysis and Modeling</td>
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<td>Beginners Open Water Scuba Diving – SSI</td>
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<tr>
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<td>304</td>
<td>Sport Promotion and Public Relations</td>
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<td>American Indian Health Policy</td>
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<td>American Indian Health Disparities</td>
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<td>Cultural Competence in Indian Health</td>
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<td>Research Issues in Tribal Communities</td>
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<td>Case Studies in Indian Health</td>
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<tr>
<td>PHYS</td>
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<td>Introductory Projects in Physics</td>
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<td>Introduction to Design: Scenic Design</td>
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**Course Deletion**
THEA 180 Dramatic Literature and Style  
3

**Course Changes**

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### Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

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<td>Gerontologic Nursing</td>
<td>Prereq: NURS 250</td>
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<td>341</td>
<td>Foundations of Clinical Nursing</td>
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<td>Genetics and Plant Improvement</td>
<td>Prereq: PLSC 315; PLSC 315L or equivalent</td>
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### Rescission of item previously approved by Faculty Senate

Per department request, rescind Faculty Senate approval (January 14, 2013) of:

Sub-Plan Title Change in HNES, B.A./B.S. Program in Physical Education
From: Community Sport To: Sport Management
General Education Recommendations
For Faculty Senate Meeting on March 18, 2013

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.

<table>
<thead>
<tr>
<th>Previous Course No.</th>
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<th>Course Title</th>
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<td>PHRM 189</td>
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<td>UNIV 189</td>
<td>NURS 189</td>
<td>Skills for Academic Success</td>
<td>F</td>
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</table>
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed, if not it will be sent back to you for completion.

> *If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.*

**SECTION:** Section 129: Salary Administration Policy

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).)
   
   It has been requested, on behalf of the Presidents’ Office, that we remove language in the policy that allows for post-probationary increases. Because of the budget constraints we have been under for the past few years, the President has not been allowing this practice. Now it will be formalized in NDSU policy.

2. This policy was originated by (individual, office or committee/organization):
   
   Office of Human Resources/Payroll
   
   colette.erickson@ndsu.edu

3. This policy has been reviewed/passed by the following (include dates of official action):
   
   This portion will be complete by Kim Matzke-Ternes

   Policy Committee:

   University Senate:

   Staff Senate:

   President’s Council:

> *If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or melissa.lamp@ndsu.edu*
SECTION 129 SALARY ADMINISTRATION POLICY

SOURCE: NDSU President NDUS Human Resource Policy Manual, Section 5

1. Philosophy and Objectives

The primary purpose of salary administration at North Dakota State University is to attract and retain well-qualified individuals who can best contribute to the University's stated mission. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively. To provide the University with the ability to use its limited resources most effectively, salary administration aims, in priority order, to:

first, be responsive to market influences with consideration for internal equity (see Definitions portion of this policy);

second, recognize different performance levels among employees;

third, acknowledge the basic financial needs of all employees; and

fourth, take into consideration the costs of turnover (for training, research start-up and indirect as well as direct recruitment) and the adverse effects of inadequate salaries on the need for supervision, employee morale and institutional image.

2. Methods and Guidelines

NOTE: The ability to make salary adjustment decisions at the campus level depends on legislative action and State Board of Higher Education (SBHE) guidelines. In years when no campus discretion is authorized, most of the following process will not be applicable.

2.1 Salary adjustments are divided into two main categories:

a) annual budgeted salary adjustments and

b) other salary adjustments.

2.1.1 Annual budgeted salary adjustments are based on one or more of the types described in Definitions portion of this policy. When campus-wide salary adjustments are provided by legislative and SBHE action, the campus decision process is as follows:

a) President's Office provides any relevant legislative or Board directives regarding salary adjustments after consultation with the NDUS office staff and the Chancellor's Cabinet.

b) The President and Vice Presidents determine priority needs of the institution that require use of salary dollars (faculty promotions, new positions and/or
reallocations) based on information from sources such as deans, directors, department chairs, the Office of Human Resources/Payroll, the Office for Equity, Diversity, and Global Outreach, the Presiding Officer of the Faculty Senate, the President of the Staff Senate, the Program Review Committee, and Planning, Priorities and Resources Committee.

c) The President and the Vice Presidents establish guidelines, using institutionally recognized market and internal equity data and input from the campus community. They communicate the guidelines to be used in making adjustment decisions, indicating the proportion of salary dollars allocated to each type (see Definitions). These types and proportions are determined according to institutional needs and initiatives whenever campus-wide adjustments are possible.

d) Once the types and proportions have been determined, the President and Vice Presidents allocate remaining salary adjustment pools to their respective administrative units.

e) Unit administrators, using the guidelines established by the President and Vice Presidents, allocate the salary pools within their units.

f) Within the units, each administrator/supervisor develops individual salary adjustment recommendations using performance documentation and other data appropriate to that year’s guidelines (institutionally recognized internal equity or market studies, for example).

g) Unit administrators review and discuss recommendations and documentation for the recommendations (performance documentation, institutionally recognized market or internal equity data) with the administrator/supervisor, adjust the recommendations and/or forward the recommendations to the appropriate vice president.

h) Prior to recommending the final salary adjustments to the President, each Vice President will consult with the Director of Human Resources/Payroll and/or the Vice President for Equity, Diversity, and Global Outreach to review implications of the recommended adjustments for the campus as a whole and to advise the Vice Presidents on whether there is appropriate documentation for the adjustment, the potential impact on equity generally or whether the proposed adjustment is in compliance with policy.

i) President presents the budget including salary adjustments to the Chancellor.

j) Following SBHE approval of the budget, administrators/supervisors, when possible, will inform each employee of his/her salary for the coming fiscal year and the basis for the salary decision prior to the distribution of the University's annual salary notifications.

2.1.2 Other salary adjustments include post-probationary adjustments for staff, job family or band reassignment adjustments (if applicable), promotions (nonfaculty), market, internal equity and responsibility adjustments including interim appointments and significant administrative assignments (see Guidelines for Other Salary Adjustments portion of this policy.).

Current grievance policies are available as a means to provide an impartial review of a salary adjustment decision. An employee who thinks that the decision concerning his/her salary is inappropriate may request a review by choosing one of the following options.

3.1 The first is based on the type of appointment the individual holds:


   b) Faculty: NDSU Policy Manual, Section 353, Grievances - Faculty. This grievance procedure is available to instructors, assistant, associate and full professors, lecturers and graduate teaching assistants.

   c) Nonfaculty, nonbanded employees: NDSU Policy Manual, Section 230, Grievance Procedure for Conditions of Employment. The Staff Personnel Board described in Step 4 will consist of other nonfaculty, nonbanded employees.

3.2 The second is available to any employee when his/her salary decision is alleged to have been made on the basis of an employee's race, color, religion, national origin, sex, disability, age, Vietnam Era Veteran's status, sexual orientation, 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: NDSU Policy Manual, Section 156, Equal Opportunity Grievance Procedures.

4. Distribution and Communication of the Policy

To facilitate the understanding of salary administration at NDSU, this policy will be included in the NDSU Policy Manual, the Faculty Handbook and any employee handbooks prepared by units within the University. In addition, an annual notice about this policy will be published in an appropriate spring issue of the University's staff and faculty newsletter (currently It's Happening at State).

5. Definitions

At NDSU, annual salary adjustments are based on one or more of the following:

5.1 Cost of living adjustment is an across-the-board amount related to--but not necessarily the same as--the changes in the cost of living (determined by the Consumer Price Index which reflects the changes in the cost of various consumer items during the previous 12 month period). Cost of living adjustments become part of an individual's salary base.

5.2 Internal equity is a comparison of salaries for similar positions at NDSU (or in the University System and/or State government when there is a limited basis for comparison at NDSU) based on appropriate and relevant data including these factors: previous related experience outside the university, a sustained change in responsibility that is more or less than what is considered normal for that type of position, education, or responsibility level within a group of similar positions at NDSU. Internal equity adjustments become part of an individual's base salary. NOTE: length of service is relevant for internal equity ONLY in the context of performance; that is, consideration of performance should override length of service in salary decisions.
5.3 Market or external equity is the comparison of NDSU salaries with those of other employers in the applicable recruitment area based on bona fide and relevant data. While NDSU may recruit nationally to fill a position, the salary may be established by using institutionally recognized, regional data. Market or external equity adjustments become part of an individual's base salary.

5.4 Performance adjustment is one based on level of performance identified through documentation, including an established review process. Performance adjustments may be made in one of two ways:

a) As a one-time payment when performance has been exceptionally meritorious in the preceding year. This type of adjustment does not become part of the salary base and is made as a single payment. The source of salary funding may dictate the availability of this option.

b) As a range of adjustments based on sustained meritorious performance. This type of adjustment becomes a part of the salary base.

6. Guidelines for Other Salary Adjustments

All staff positions are assigned to a salary band. The bands include job families with market levels for each position. (NDUS Human Resource Policy Manual 5.1)

Individual salary adjustments may be made throughout the year for the following reasons:

6.1 Post probationary adjustments for broadbanded staff. Upon successful completion of the initial six-month probation period an employee may be eligible for a salary adjustment up to 5%. The amount of the adjustment may vary, depending on such factors as performance, internal equity, initial salary and budget. A responsibility review form must be completed and submitted with the NDSU Change Form 101 requesting approval of the probationary adjustment (NDUS Human Resource Policy Manual 5.1.3).

6.2 Non-broadbanded staff. When an employee moves from one position to another involving an increased level of responsibility, the employee may receive a salary adjustment appropriate for the new level of responsibility. The adjustment must be consistent with internal equity and market and is subject to approval of the appropriate dean/director, vice president and the President.

6.3 The equity adjustments for staff are normally limited to ten percent but may exceed that amount with supportive documentation (NDUS Human Resource Policy Manual 5.1.6).

6.3.1 Equity adjustments. On a case-by-case basis, significant internal inequities may arise outside the annual salary review process described in 2.1. In these unusual situations, a request for an adjustment may be initiated. Factors generally considered are directly related experience, job performance and level of responsibility. The decision to request an equity adjustment should include consultation with the Office of Human Resources/Payroll and/or the Vice President for Equity, Diversity, and Global Outreach, whichever is appropriate, and appropriate documentation should accompany the NDSU Change Form 101.

6.3.2 Market adjustments. A market adjustment is intended to mitigate a documented external inequity using North Dakota University System recognized market data. Market adjustments are normally limited to ten percent but may exceed that amount.
with supportive documentation and appropriate administrative approval. Market adjustment proposals must consider institutional internal equity.

6.43 Responsibility adjustments including interim and administrative appointments

6.4.1 Adjustments for substantial, documented reassignments or changes in the duties/responsibilities within the same position may be initiated after consultation with the appropriate vice president or president. Documentation should accompany the NDSU Change Form 101.

6.4.2 For staff employees, rationale will include changes in the level of responsibility as documented by a Position Description; and changes in band and/or job family.

6.4.3 Adjustments for interim appointments and administrative assignments are limited to the period for which these assignments are made and do not become part of the salary base. For staff interim appointments, increases should not be given for interim periods of less than thirty days and staff employees may not retain the higher compensation level for more than thirty days after the interim period ceases to exist. (NDUS Human Resource Policy Manual 5.1.3.1).

6.54 The attainment of a degree or license does not automatically result in a salary adjustment. In some cases an adjustment for market and/or internal equity may be appropriate. Such adjustments should be recommended on the basis of the same type of documentation required for other market or internal equity adjustments.

HISTORY:

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Arts
Haram Kim

Bachelor of Science
Brandon Phillip Abell
Jessie Brianna Arneson
Jason Arth
Alexandra Lynn Barber
Andrew Scott Bates
Mitchell James Bauske
Maria Christine Breker
Maggie Mae Carlson
Elum Chin
Kwang Bog Cho
Rachel Gray Colwell
John Nicholas Desautel
Andrew Grayson Dockter
Zachary David Duckstad
Sarah Marie Eslinger
Travis Jerome Evenson
Jacob Edward Fannik
Jordan Paul Fellbaum
Kyle James Fode
Courtney Renea Foss
Jacob Vernon Gehrls
Nathaniel James Gesme
Benjamin Wilson Grann
Dionne Marie Hall
Levi Robert Hall
Derek Alan Haug
Danelle Dawn Hoff
Bryce Thomas Hogness
Merideth Lynn Irsfeld
Adil Nasrat Ismail
Justin Benedict Jacob
Anurad Githrenda Jayasooriya
Brandon William Joos
Jason David Jordaahl
Sara James Kingrey
Alyssa Ann Kittelson
Brittany Joy Korynta
John Andrew Kritzberger
Sean Jamison Kveno
Brett Nicholas Kyser
Rachel Ann LaCount

Bachelor of Science
Blake Arden Lampert
Matthew Joel Lau
Da sul Lee
Mattia Ann Lein
Brent Wayne Lende
Eric Charles Lies
Yu Liu

Bachelor of Arts
Brandon Phillip Abell
Jessie Brianna Arneson
Jason Arth
Alexandra Lynn Barber
Andrew Scott Bates
Mitchell James Bauske
Maria Christine Breker
Maggie Mae Carlson
Elum Chin
Kwang Bog Cho
Rachel Gray Colwell
John Nicholas Desautel
Andrew Grayson Dockter
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Travis Jerome Evenson
Jacob Edward Fannik
Jordan Paul Fellbaum
Kyle James Fode
Courtney Renea Foss
Jacob Vernon Gehrls
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Benjamin Wilson Grann
Dionne Marie Hall
Levi Robert Hall
Derek Alan Haug
Danelle Dawn Hoff
Bryce Thomas Hogness
Merideth Lynn Irsfeld
Adil Nasrat Ismail
Justin Benedict Jacob
Anurad Githrenda Jayasooriya
Brandon William Joos
Jason David Jordaahl
Sara James Kingrey
Alyssa Ann Kittelson
Brittany Joy Korynta
John Andrew Kritzberger
Sean Jamison Kveno
Brett Nicholas Kyser
Rachel Ann LaCount

Master of Science
Darshika Amarakoon Amarakoon
Naa Korkoi Ardayfio
Keshav Birla
Rahel Dubiwak Gemmeda
Alicia Esther Harstad
Christen Jackson

Thunyaporn Jeradechachai
Annet Kyomuhangi
Laura B. Laufmann
Andre Luiz Rodrigues Miranda
Kondwani Richmond Msango S.
Robert Mugabi
Herbert Mukiibi
Michael Muleme
Christina A. Schwartz
Billiejo Mae Armbrust Shae
Dustin Strong
Emma Louise Swanson
Eric W. Viall
Yan Zhang

Bachelor of Science
Blake Arden Lampert
Matthew Joel Lau
Da sul Lee
Mattia Ann Lein
Brent Wayne Lende
Eric Charles Lies
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Jason David Jordaahl
Sara James Kingrey
Alyssa Ann Kittelson
Brittany Joy Korynta
John Andrew Kritzberger
Sean Jamison Kveno
Brett Nicholas Kyser
Rachel Ann LaCount

Bachelor of Science
Blame of Philosophy
Pragyan Burlakoti
Kishore Chittineni

Bachelor of Arts
Daniel Justin Baldwin
Megan Elizabeth Davidson
Lydia Ruth DeMarais
Alison Driscoll
Tyler James Fretland
Blaze H. Harmon
Iain Robert Harriman
JuYeon Lee
Maia Beth Randklev
Heather Jean Roelke
Emilee Catherine Ruhland
Ashleigh Amanda Paige Smith

Bachelor of Fine Arts
Tara Kay Fermyoyle
Alison Marie Schaaf

Bachelor of Music
Ashley Anne Jacobson
Evan Ross Montgomery
Chris James Schuster
Blake Segerholm

Bachelor of Science
Brenna Elizabeth Adams

Jeffrey Dale Alwin
Feliciana L. Anaya
Joshua James Anderson
Taylor Lawrence Arne
Jason Henry Bedeaull
Kristin Lee Berg
Brent Thomas Boeddeker
Aaron Scott Boerner
Adam Phillip Boll
Stephanie Anne Bondhus
Seth D. Bowman
Fredrick Jamaal Bussey
John Charles
Suzanne Nicole Degrugillier
Katie Marie Dressler
Bethany Rose Economos
Katelyn Elise Ellison
Andrew Clyde Fjeld
Kimberly Gail Fleier
Cailin Marie Foerster
Kelli Marie Fuchs
Christine Nicole Gass
Jill Maureen Guthrie
Chelsea Marie Hagel
Luke Edward Hall
Jacquelyn Vivian Halonen
Britny Lee Hamblin
Kate Allison Hauge
Brittney Marie Hein
Matthew Robert Houle
David John Huebner
Kristopher Jacobs
Kaylee Blanche Jungula
Britta Emma Johnson
Connor B. Johnson
Katie M. Kapel
Rebecca Keightley
Josef Patrick Kloos
Jeffrey Steven Kopp
Kelsey Lee Kuller
Daniel John Lentz
Sara E. Lyman
Robert Daniel Mahoney
Glenn Patrick Manning
Mamie Lynn Mastenbrook
Cody Blaine Mattson
Blake Daniel Nelson
Rylee Thomas Nelson
Brianna Jean Netter
Peterson Olivier
Jason Thomas Pagan
Daniel Gordon Peterson
Kasey Jean Pulkarak
Matthew Vernon Renfrew
Andrew Joseph Rheault
Austin Jacob Richard
David Andrew Saari
Jeana Renea Scheffler
Ashton Kristine Schwinler
Ashley Kay Smith
Kelsey Jewell Smith
Jalyssa Brooke Sorenson
Rachel Lynn Stokes
Max Von Stueven
Jennifer Joan Thomas
James Lowell Thorson
Tessa Michele Torgeson
Allison Jane Well
Kori Leigh Werner
Shane Paul White
Jennifer Rose Wicklander
Jordan Robert Willoughs
Benjamin Jordan Willms
Sophia Michelle Yohannes-Smadi
Andrew John Young
Michael Stephen Zastoupil
Inessa Mary Zimmerman

Master of Arts
Grael Brian Gannon
Kelli Marie Muzzy
Meghan Joy Perry
Neil Gene Schloesser
Derek Adam Ystebo

Master of Music
Karen W. Morrison

Master of Science
Lisa M. Gulland-Nelson
Daniel David McCollum
Courage Chikombororo Mudzongo
Sarah Jean Sebranek
Ashley Rae Wiertzema

Doctor of Musical Arts
Sarah Kaye Prigge

Doctor of Philosophy
Matthew Attansey

College of Business
Bachelor of Science
Nana Akua Agyeikum
John Michael Albus
Emily Jo Gail Allen
Ali Yahya Alshehri
Amy Lee Anderson
Joseph Timothy Anderson
Nathan Mark Anderson
Michael Joseph Arens
April Lynn Ausk
Brandi Ann Bader
Jordan Michael Ballard
Andrew William Baus
Matthew David Beneke
Angela Ann Berntson
Anushree Bhattarai
Kayleigh Ann Biloki
Brooke Kevin Bjornson
Kelly Rachelle Black
Brandon Boisvert
Mary M. Brown
Jordan Lance Bueling
Amy Lynn Burau
Nichole Jean Burner
Jonathan Steven Carr
Collin Austin Craven
Melissa Lynn Curfman
Betsy Lynn Dahlen
Morgan Celeste DeMike
Rachel Suzanne Deyle
Andrew Robert Diederick
Kyle James Docken
Mitchell Ralph Domiano
Randa Janine Dufault
Jared Allen Finkelson
Karen Marie Flesberg
Dustin Jacob Fridgen
Abdi M. Gedi
Taylor John Gibson
Brock William Gion
Ryan Matthew Goodin
Kristopher Daniel Graulum
Tiffany Joy Grossman
Faith Hannah Halverson
Jamie Lynne Hart
Marc Elliot Hartman
Adam James Hiltner

College of Engineering and Architecture
Bachelor of Science
Samantha Lott

Doctor of Musical Arts
Sarah Kaye Prigge

Bachelor of Science
Thomas Michael Homic
Samantha Lott
Zachary B. Sager

Bachelor of Business Administration
Tushar Agrawal
Autumn Louella Austin
Danielle M. Evenson
Kelsey Lee Jensen
Ganesh Kumar Kanjiravila
Tian Lin
David D. Monke
Austin R. Vansickle

Master of Accountancy
Brittany Marie Anhorn
Ale H. Grande
David Lowell McMahon
Rebecca Joy Menking
Reed Michael Ystaas

Master of Business Administration
Tushar Agrawal
Autumn Louella Austin
Danielle M. Evenson
Kelsey Lee Jensen
Ganesh Kumar Kanjiravila
Tian Lin
David D. Monke
Austin R. Vansickle

Master of Science
Lisa M. Gulland-Nelson
Daniel David McCollum
Courage Chikombororo Mudzongo
Sarah Jean Sebranek
Ashley Rae Wiertzema

Doctor of Musical Arts
Sarah Kaye Prigge

Doctor of Philosophy
Matthew Attansey
Bachelor of Science in Agricultural and Biosystems
Ethan Curtis Liebswager
Daniel Kenneth Merritt
Chad Gene Lee Sietsema
Roy Charles Swenson

Bachelor of Science in Civil Engineering
Alex Edwin Ausk
John Steven Blenker
Alysa Clair Emerson
Kathryn Anne Garceau
Alex James Goerke
Kristal Ann Gruba
Suyi Hou
Chance Burnett Hutchinson
Steven Craig Jensen
Brian Mark Knorr
Shane Lee Koenig
Megan Diane Lee
Shuai Liu
Shawn David Louwagie
Cameron Peter Miller
Trent Christopher Parks
Derek Wayne Pokrzywinski
Nickolas John Reinke
Ashley Marie Roder
Kyle Michael Rule
James Michael Soltis
Katy JoAnn Waisanen
Zachary H. Webber
Daniel Alan Weber
Andrew Kent Wellumson
Doug Alvin Wencel
Tyler Patrick Yngsdal
William Anton Zidon

Bachelor of Science in Computer Engineering
Jake Lodoen Joraanstad
Zachary Neil Michel
Jamie Lynn Ottmar
Tyler John Pattengale
Austin W. Vandeberg

Bachelor of Science in Construction Engineering
Cade Anthony Krueger
Thomas Jeffrey Ward

Bachelor of Science in Construction Management
Derek Nycklemoe Anderson
Melissa Ann Bartholomay
Jared Michael Comegys
Duanjian Feng
Kyle Joe Kramer
Jason Andrew McKeever
David W. Rokenbrodt
Tyler Bart Samuels
Michael James Schnepp
Jordan Bryce Sharp
Hanzhao Tian
Luisa Fernanda Torres
Kathryn Lyn Whelan
Joseph Michael Wolverton, Jr.
Aaron Michael Woytcke

Bachelor of Science in Manufacturing Engineering
Craig Matthew Knochenmus
Tyler Paul Thompson
Matthew Allen Walla

Bachelor of Science in Mechanical Engineering
Michael Duane Anderson
Sloan Oscar Balo
David John Baltes
Matthew David Beilke
Brendan Thomas Bohn
Benjamin Barry Brilz
Justin Howard Cronin
Heath Randy Dahl
Andrew John Dobmeier
Claire Blaine Erhardt
Nathaniel John Grobe
Jacob Floyd Hein
Jason Gene Hemmer
Paul Michael Hollermann
Ross Michael Hollermann
Jesse Joseph Janson
Catherine Marie Kempe
Travis Lee Kunrath
Samuel Leyk
Justin Joel Linder
Ethan Dale Marihart
Jared Steven Martel
Joseph William Matlock
James Allen McTavish
Victoria Paige Nousis
Ismir Pekmic
Brett Henry Peterson
Weitian Qin
Austin Lee Quade
Evan Rusu Quist
Adam Thomas Roubinek
Gregory James Schiefelbein
Kyle Joseph Sieberg
Brandon Mitchell Smith
Chad William Spletstoeszer
Christopher John Strand
Daniel John Towers
Jacob William Vigness
Andrew Weber
Neysia Ann Wimmer

Master of Architecture
Luis Angel Acevedo
Ankit Rauniyar

Master of Construction Management
Chukwumeny Michael Enyi
Brandon L. Larson
Jeffery Allan Miller
Michael Sanford

Master of Science
Aydar Rimovich Akchurin
Kalyan Ram Athmuri
Vaibhav Mahadev Biradar
Josh L. Haugsdal
Sethu Raaj Munusamy
Md. Zillur Rahman Patwary
Daniel L. Portlock
Muniamuthu Raviprasad
Binod Rijal
Michael Robinson
Nikhil Vijay Shinde
Juan Manuel Vargas-Ramirez

Doctor of Philosophy
Svyatoslav Chugunov
Justin M. Hoey
Artur Lutfurakhmanov
Shashindra Pradhan
Michael James Schmitz
Halis Simsek

College of Graduate and Interdisciplinary Studies
Certificate
William F. Lyons

Master of Managerial Logistics
Ciaran Kelly

Master of Natural Resources Management
Patrick Ryan Corrigan
Mark S. Flicker
Daniel Kevin Margarit  
Justin Wade Tabaka  
Samantha Marie Brunner  
Aigerim Kenzhebekova  
Shawn Koltes  
Sean Lofgren  
Anthony Ntaate  
Matt P. Stasica  
Gita Thapa  
Nattapong Tuntiwatthanapun  
Austin R. Vansickle  
Anthony Walekhwa Wamono  

**Master of Science**  

- Master of Transportation & Urban Systems  
  - Vu Hoang Dang

**Doctor of Philosophy**  

- Talal Bakheet Almeelbi  
  - Dante Battocchi  
  - Sourin Bhattacharya  
  - Sumit Ghosh  
  - Wesley E. Newton  
  - Ajeeh Kumar Pingili  
  - Brittany Ann Ziegler

**College of Human Development and Education**

**Certificate**  

- Andrea Marie Lang

**Bachelor of Arts**

- Megan Bryant  
  - Naomi Marie Koehler  
  - Amy Cathleen Marquardt  
  - Jessie Marie Quaglia  
  - Jacob Wayne Sundeen

**Bachelor of Science**

- Heidi Jo Bachler  
  - Sydney Kay Becker  
  - Keith Cameron Bennett  
  - Sarah Marie Bieber  
  - Matthew S. Blum  
  - Shannon Marie Bozovsky  
  - Kimberly Nicole Braulick  
  - Briana Jo Burdick  
  - Carly Marie Camas  
  - Ashley Kay Campbell

- Anne Marie Carlson  
  - Maxwell James Casper  
  - Madison Beth Christenson  
  - Kelly Catherine Cooper  
  - Amanda Chaput Crockett  
  - Ashley Jane Dauner  
  - Jeffrey Daniel Dertinger  
  - Michael Shawn Dobberstein  
  - Jaynell DelRae Dockter-Gust  
  - Bethany Jane Dufault  
  - Lukas Robert Dykema  
  - Shari Ann Elsen  
  - Emily Margaret Eltgroth  
  - Todd Anthony Frie  
  - Adam Steven Gronaas  
  - Sarah Beth Hardesty  
  - Alissa Jo Heinze  
  - Heidi Elizabeth Horstmann  
  - Jessica Michelle Hotchkiss  
  - Kayla Lynn Hovland  
  - Yifang Jiang  
  - Ciarra Lane Jorgenson  
  - Josephine Sophia Jorris  
  - Blaise Joseph Kautzman  
  - Kristen Nichole Killoran  
  - Bryce Delmarr Knaust  
  - Mikayla Ruth Koble  
  - Joseph Thomas Koteles  
  - Kayla Mae Koth  
  - Ryan Keith Kuphal  
  - Elizabeth Erin Kusler  
  - Carly Tere Lenihan  
  - Devon Katherine Lura  
  - Ryan Jeffrey Malmer  
  - Matthew Joseph Melchior  
  - Sarah Leah Mertz  
  - Amy Therese Miller  
  - Alicia Marie Mogen  
  - Shawn Matthew Motl  
  - Trent Joseph Murray  
  - Whitney Rose Myers  
  - Colette Kay Nagel  
  - Crystal Kay Nodise  
  - Shelby Ilona Novak  
  - Lucas John Odegard  
  - Amanda Kathryn Olson  
  - Maura Oster  
  - Mandi J. Palczewski  
  - Jenny Beth Peterson  
  - Jaime Leigh Raden  
  - Alaina Therese Ramstad  
  - Stephanie Dawn Risser  
  - Mark J. Roe  
  - Myca Marie Romfo  
  - Jacob Michael Sailer  
  - Brandon Tyler Saude  
  - Matthew Jeffrey Severns  
  - Jessica Marie Skadberg  
  - Brendon A. Smith  
  - Courtney Lee Snyder  
  - Braidy Scott Solie  
  - Darin Lynn Spellhaug  
  - Aleah Dawn Stangeland  
  - Erin N. Stedman  
  - Tyler Jason Steen  
  - Robert Strickland  
  - Spencer David Timm  
  - David John Vanyo  
  - Courtney Elizabeth Weck  
  - Zachary Douglas Wentz  
  - Hailey Alena Windels  
  - Alycia Maureen Woodard

**Master of Education**

- Larry K. Derr  
  - Lori Ann Fingeran  
  - Mary Elizabeth Goulet  
  - Christina Ann Reynolds

**Master of Science**

- Jami Marie Bobby  
  - Nicholas Aaron Christianson  
  - Shawn M. Francis  
  - Emily Catherine Haugen  
  - Candice Ann Maier  
  - Tamara Metzen  
  - Patrick Nicholas Metzger  
  - Natalie Ann Miklas  
  - Joanne Mary Powell  
  - Nicole Lea Roberts  
  - Kara Lynae Muske Welk  
  - Michael Woodley  
  - Kelly Kathleen Wysong

**Doctor of Philosophy**

- Douglas Duane Darling  
  - Ralph J. Karl  
  - Anthony Michael Randles  
  - Glenda R. Reemts  
  - Bruce Ralph Schumacher  
  - Janelle L. Stahl Ladbury

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

**Bachelor of Science**

- Niccollette Josephine DeSautel  
  - Nidhi Dubey  
  - Nicholas Scott Gangl  
  - Rebecca Marie Gemar  
  - Lalita Jyoti  
  - Shelly Mae Lux  
  - Kara Deann Misemer  
  - Lillian Beth Ratchenski  
  - John Charles Schwab

**Bachelor of Science in Nursing**

- Lindsay Ann Alexander  
  - Lydia Joy Berry-Koppang  
  - Brook A. Bruggeman  
  - Hunter Allan Bul tema  
  - Amy G. Byars  
  - Amanda Ann Erickson  
  - Donald Michael Graening  
  - Sarah Katharine Hamilton  
  - Kelly L. Johnson  
  - Lacey Jane Krueger  
  - Michelle Elizabeth Larsen  
  - Jennifer L. Sorensen  
  - Sarah Jean Stark  
  - Ashley Jean Steffl  
  - Erica Nicole Stone  
  - Lisa Anne Thompson  
  - Naomi Ruth Tofibam  
  - Carol L. VanderWeyst  
  - Rebecca Ann Willits

**Doctor of Philosophy**

- Rinku Dutta  
  - Yan Gu  
  - Michael David Scott  
  - Praveenkumar Chandranath

**College of Science and Mathematics**

**Certificate**

- Wesam Abuhammad  
  - Talal Bakheet Almeelbi  
  - Aastha Budati  
  - Julie L. Fudge  
  - Munmun Gupta  
  - Febina Mathew  
  - Elvis Mokake Ndeme  
  - Erin Kathryn Nyren-Erickson
Mohamed Saif Ur Rahman  
**Bachelor of Arts**  
Jessica Nicole Deichert  
Michelle Marie Gaffaney  

**Bachelor of Science**  
Lauren M. Aamoth  
Hannah M. Albrightson  
Luke Douglas Anderson  
Ryan Michael Anderson  
Tricia Lynn Bastian  
Kevin Bruce Beidelman  
Meghan M. Bennett  
Ross Adam Bickle  
Holly Lynn Christian  
Arthur John Christiansen  
Dylan Patrick Church  
Charli Rae Crawford  
Noah Geffe Dahle  
Matthew Paul Dale  
Neil William Dotzenrod  
Jordan Milo Dyke  
Carrie Corinne Fagerland  
Brandi Lee Fearing  
Shashi Agrani Fernando  
Ashton Leigh Fischer  
Jordan Andrew Flaten  
Jamie Leigh Gay  
Tyler Thomas Geffre  
Tiffany A. Glass  
Christopher Richard Hanson  
David Scott Hedden  
Matthew Alan Helfrich  
Kimberly Lynn Herman  
Sonya Marie Hills  
John Henry Hoeven  
Dillon Tyler Hofsommer  
Tyler Vernon Holland  
Caitlin Anna Jensen  
Andrew Burkhard Jones  
Amy Jean Jordahl  
Aaron Adam Josephson  
Shannon Carrie Kerbaugh  
Brandon Aaron Kinzler  
Ersa Kose  
Katrina L. Koser  
Kelsey Blythe Kraft  
Jang Mi Lee  
Lindsey Kay Levin  
Katrina Lee Tank Lybeck  
Chase Michael Magalis

Jamil James Maleki  
Jayson Craig Marcussen  
Bryan Richard Marquardt  
Emily Ann Monson  
Ashley Nicole Murphy  
Lovekesh Narang  
Cassey Louann Nelson  
Benjamin Vern Nordsven  
Justin Lee Nygaard  
Nathan Adam Ochsner  
Nicole Marie Opperman  
Magdalene Iyesogie Ovbiebo  
Seyeon Park  
Amanda Jo Parsons  
Jarrod Michael Rademacher  
Heidi Renae Rasmussen  
Josiah Gregory Rauser  
Jordan Edwin Reinbold  
Anna Kirsten Roberts  
Mariah Lynn Saint Augustine  
Elizabeth Andina Schenfisch  
Lacey Lynn Schmaltz  
Darin Lee Slusher  
Brooke Ann Swanson  
Tyler Thorndal  
Kushaag Thukral  
Taylor James Valnes  
Austin Michael Vetter  
Allison Ann Walker  
Deanna Jo Webster  
Andra Jore Wheeler  
Michelle Krumwiede Willard  
Sylvia Scarlett Ziejewski  
Anthony Zimmerman

**Master of Science**  
Haribabu Bavanari  
Ryan Boyd  
Satyanarayana Daggubati  
Michelle Gastecki  
Neha Kale  
Ryan James McCulloch  
Aditi Mohpal  
Elangovan Murugaiyan  
Matthew J. Piehl  
Elizabeth Claire Sand  
Pubudu Ruwanmini Wijeyaratne

**Master of Software Engineering**  
Deepak Dhankher  
Parimal Raj Sharma

**Doctor of Philosophy**  
Mohammed abd alwahab Akour  
Narayanaganesh Balasubramanian  
Kevin Robert Betts

**College of University Studies**  
Nicona Lynn Burman  
Carol Cherry  
Karli Jo DeSchepper  
Eric James Estes  
David John Gerwood  
Tracy Ann Geske  
Stefan Patrick Ming  
Geoffrey Lynn Parker  
Donald Paul Redding  
Cheyenne Rae Schriefer  
Kelsey Christine Wilberg  
Blair Marisa Winter  
Carter James Woodley
Degree/Graduation Requirements

To receive a baccalaureate degree from NDSU, students must satisfactorily complete two sets of requirements must be met: a) university-wide requirements and b) college- or department-level requirements, which include curricular requirements for completing majors and minors. College- and department-level requirements for majors and minors are listed in the college sections of this bulletin under the appropriate college listing, and in curriculum guides available online in Registration and Records and in academic departments. Minimum university degree/graduation requirements are as follows:

1. **Academic major requirements:** Satisfactory completion of all requirements of the curriculum in which one is enrolled.
   
   a. Because curricula are subject to change, intended degrees and majors, as well as second majors and minors, must be declared to be official. This may be done at the point of admission or readmission to the University or by submission of a Major Change form to the Office of Registration and Records.
   
   b. Students follow the published curricula in place when a major is declared or from the year of admission to a limited- or selective-enrollment program, whichever applies, to graduation provided enrollment at NDSU has not been discontinued for more than one calendar year.
   
   c. Students who change or declare additional majors, minors, or degrees are subject to meeting the requirements in effect during the academic year in which the new curriculum was declared.
   
   d. Students who advance into limited- or selective-enrollment programs will have their academic degree/plan status changed accordingly based on information provided to Registration and Records by the respective academic department.
   
   e. Students who discontinue enrollment at NDSU for more than one calendar year are subject to meet the curricular requirements in effect at the time during the term of readmission re-entry.
   
   f. Each program of study presented by a candidate for the baccalaureate degree is audited for meeting the degree requirements by the Office of Registration and Records. Degree candidates are certified by the Office of Registration and Records according to total credits and grades earned and other university and degree program requirements.

2. **Total degree credits:** Earn a minimum total of 122 credits in approved coursework.

   Requirements for some academic programs exceed this minimum.

3. **General education requirements:** Satisfactory completion of the general education requirements as specified by the University and in a student’s degree and major.
4. **Scholastic standing requirement:** A minimum institutional grade-point average of 2.00 based on coursework taken at NDSU for which grades have been assigned is required for graduation. When a course is taken and repeated at NDSU, only the last grade and credits earned will be used in computing the cumulative grade-point average; however, all attempts appear on the transcript. Some academic programs require higher minimum grade-point requirements.

5. **Upper-level credit requirements:** At least 37 of the credits presented for graduation must be in courses taken at the 300 and 400 level.

6. **Transfer Students:** Students with transfer credit from another institution must earn a minimum of 60 semester credits from a four-year baccalaureate-degree granting or professional institution. Of these, at least 36 must be NDSU residence credits as defined above. Within these 36 resident credits, minimum requirements include 15 semester credits in courses numbered 300 or above (37 upper-level credits must still be earned in total) and 15 semester credits in the major field of study.

7. **Residence requirements:** Residence credits include credits registered and paid for at NDSU while attending These may include courses offered on the NDSU campus, via Tri-College, or via NDSU distance education. Ordinarily, the last 30 credits must be earned in residence.

   **Exceptions to the Last 30 Credits Requirement:**
   
   a. Courses taken as part of a NDSU-sponsored study abroad or exchange program count as residence credit. Students must still fulfill all other graduation requirements.
   
   b. Students admitted to an accredited non-baccalaureate professional degree program (e.g., Veterinary Medicine, Chiropractic, etc.) at another institution prior to earning their baccalaureate degree from NDSU may be eligible to subsequently earn an NDSU bachelor’s degree through the transfer of earned professional course credits. Professional coursework transferred back to fulfill major requirements must be either department-approved as equivalent to NDSU coursework or be authorized via department-approved substitution form. To be considered for this waiver, students must complete and submit an **Appeal for Exception to Academic Regulations form** to the Office of Registration and Records during their last semester of enrollment at NDSU. Students must still fulfill all other graduation requirements.
c. Courses taken as a part of a required curriculum in an NDSU-approved dual degree or joint program with another institution (i.e., HDFS/Elementary Education with VCSU).

d. Excluding the above exceptions, students who need to complete a limited number of credits (typically not to exceed nine) to fulfill their graduation requirements, and who are unable to take them at or through NDSU may seek an exception by completing and submitting the Appeal for Exception to Academic Regulations form to the Office of Registration prior to enrolling at another institution. To fulfill major requirements, transfer coursework must either be evaluated as equivalent to NDSU courses or be authorized via a department-approved substitution form. Students must still fulfill all other graduation requirements.

8. **Financial obligations:** Satisfy all financial obligations owed to the university.

9. **Application for degree:** All candidates for a baccalaureate or Pharmacy Doctorate degree must indicate their intent to graduate when registering for their last semester. The application forms are available in the Office of Registration and Records, or online at www.ndsu.edu/bisonconnection. Failure to apply by the published graduation application deadline of the planned semester of graduation may delay the awarding of the degree until the following semester. If a student fails to complete the required courses by the intended graduation term, the student must reapply for graduation in a following term.
SECTION 133.1 TUITION DISCOUNT – SPOUSE/ Partner AND DEPENDENTS

SOURCE: NDSU President
SBHE Policy Manual, Section 820.1

The North Dakota State Board of Higher Education allows campuses to adopt tuition waivers which are consistent with an institution's mission. The spouse/ partner and dependent tuition discount is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse/ partner and dependents of regular (broadbanded staff must be off probation), benefitted NDSU employees are eligible for the discount effective Fall 2002.

   1.1 Dependents are defined as those unmarried children qualifying as dependents under the NDPERS health insurance plan (25 years of age or under if they are a full-time student, otherwise age 22 and under), who rely on the parent(s) for significant financial support.

   1.1.1 A spouse/ partner or dependent who is also a regular, benefitted employee is only eligible for the employee tuition waiver outlined in Section 133 (Educational Policy).

1.2 The spouse/ partner and/or dependents must meet admission standards and register for classes through regular registration procedures.

1.3 The employee must be actively employed on the first day of each semester to be eligible for the discount.

2. The tuition discount is 50% of the tuition for NDSU classes (excluding self-supporting, Continuing Education courses and internships that require tuition to be paid to the site for student placement) per spouse and/or dependent.

   2.1 The discount applies regardless of whether paying resident or out-of-state tuition.

   2.2 The maximum discount for the dependent of more than one eligible employee is 50%.

   2.3 Fees are not discounted or waived.

   2.4 The discount applies to both undergraduate and graduate level classes.

   2.5 Early Entry students will be eligible according to the terms of this policy.

3. Procedure

   3.1 A Spouse/Dependent Tuition Discount application needs to be submitted to the Office of Human Resources/Payroll by the Monday two weeks prior to the start of classes for which the
waiver is requested. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.

3.2 Proof of marriage, domestic partnership, and/or dependency may be required.

3.2.1 An affidavit of domestic partnership must be filed with Human Resources.

3.3 In accordance with federal regulations, the tuition discount will be used as a financial resource and become part of the student’s financial aid package. The Student Financial Services Office may need to adjust aid if the amount of the tuition discount, along with other financial aid, exceeds the total cost of attendance.

3.4 No employee who has an overdue accounts receivable balance with the University may receive a spouse/dependent tuition discount.

3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee's last paycheck of the semester, or, at the employee's written request, deducted on a prorated basis throughout the semester.

HISTORY:
New April 2002
Amended July 2003
Amended April 2005
Amended October 18, 2010
Housekeeping November 17, 2011
Ad Hoc Senate Committee on Curriculum Approval and Review

Membership shall consist of at least one member from each of the following committees: Academic Affairs, Assessment, General Education, and Program Review. Preference will be given to incoming or recent committee chairs. Additional members from the four committees will be added to ensure one representative from each academic college. The Dean of Graduate and Interdisciplinary Studies will serve as an ex officio member. The Faculty Senate Executive Committee will designate one of its members to chair the committee.

The responsibilities of the Committee are to:

1. Examine the goals for academic programs and the curriculum the four committees share.
2. Consonant with Higher Learning Commission’s Criteria for Accreditation Criteria 5.C.2. “The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting,” evaluate to what extent these committees and their tasks can be re-structured and re-organized to achieve the shared goals more efficiently, ideally with fewer committees and fewer reports.
3. Report their recommendations to the Faculty Senate.
Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, April 8, 2013
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of March 25, 2013, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. J. Beehler, Vice President of Student Body
   g. C. Wichman, Textbook Requests

V. Senate Committee Reports
   a. Academic Affairs – M. Harris
   b. Council of College Faculties – J. Miller
   c. General Education – A. Mara and S. Ray-Degges (Attachment 3 and Attachment 4)
   d. Ad-Hoc Committee on Assessment of Teaching – C. Ray
   e. Faculty Senate, T. Carlson
      For Discussion and Vote
      • SROI Transition Proposal (Attachment 2)
   f. Other Committee Reports

VI. Unfinished Business

VII. New Business
   a. Proposed Bylaws Change from Commission on Status of Women Faculty

VIII. Adjournment
### Academic Affairs Committee Report
Faculty Senate – April 8, 2013

**Curricular Recommendations**

#### New Program in Human Development and Family Science Department
Ph.D. in Couple and Family Therapy (CFT)

#### New Courses

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<td>CJ</td>
<td>759</td>
<td>Advanced Research Design in Criminal Justice</td>
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<td>NURS</td>
<td>460</td>
<td>Management, Leadership and Career Development</td>
<td>3</td>
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<td>PHRM</td>
<td>705</td>
<td>Global Health</td>
<td>3</td>
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<td>THEA</td>
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#### Course Deletion

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<td>Public Health as a Team Endeavor</td>
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#### Course Changes

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<td>Emergency Management Theory</td>
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#### New Special Topics

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<tr>
<td>MICR</td>
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#### Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

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<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>AGEC</td>
<td>339</td>
<td>Quantitative Methods &amp; Decision Making</td>
<td>Change in Bulletin Description Prereq: ECON 201, MATH 146 and CSCI 116</td>
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<tr>
<td>BUSN</td>
<td>487</td>
<td>Managerial Economics</td>
<td>Prereq: BUSN 350, ECON 201, ECON 202, and MATH 144 or MATH 146 Junior standing or above College of Business major or minor 2.5 CGPA</td>
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<tr>
<td>MATH</td>
<td>760</td>
<td>Ordinary Differential Equations I</td>
<td>Change in Bulletin Description Prereq: MATH 650 or MATH 680 or Consent of instructor</td>
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<tr>
<td>MATH</td>
<td>784</td>
<td>Partial Differential Equations I</td>
<td>Prereq: MATH 650 or MATH 683 or Consent of instructor</td>
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<td>MGMT</td>
<td>360</td>
<td>Operations Management</td>
<td>Prereq: MATH 144 or MATH 146, MGMT 320, and STAT 330 Junior or senior class College of Business major or minor 2.5 CGPA</td>
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<td>MRKT</td>
<td>434</td>
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<td>Marketing Research</td>
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<tr>
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<td>272</td>
<td>Drawing for the Theatre</td>
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Student Ratings of Instruction
Transition Proposal

In 2006, North Dakota State University was ranked second to last from among 222 doctoral institutions in the AAUP Faculty Gender Equity Indicators report. One year later, a Chronicle of Higher Education article followed up on the report, highlighting a campus climate at NDSU that was “toxic” to female faculty. As one effort to improve campus climate and gender equity, Dr. Joey Sprague was invited to present a pedagogical luncheon on March 11, 2010 entitled “Gender and the evaluation of teaching: What we can’t count can hurt us,” prompting examination of the process utilized for students to evaluate teaching effectiveness.

At the January 23, 2012 Faculty Senate meeting, the Commission on the Status of Women Faculty, an interdisciplinary committee of NDSU faculty, presented results of a research project designed to identify possible bias in the current Student Ratings of Instruction (SROI) items, propose new SROI items, and field-test the new items. The result of the study indicated a need to revise both NDSU policy 332 and the SROI items. While efforts are currently underway to revise policy 332, no changes have yet occurred to the SROI items.

Therefore, a transition process is proposed wherein the five current SROI items are supplemented with the five SROI items that were proposed to the Faculty Senate by the Commission on the Status of Women Faculty in January 2012 and five additional items adapted from research literature according to the following timeline and recommendations. This transition process allows consistency in teaching assessment while simultaneously providing probationary faculty a choice concerning how they will be assessed.

**Current SROI Items**
*(Scale: Very Good; Good; In Between; Poor; Very Poor)*

Q1. Your satisfaction with the instruction in this course
Q2. The instructor as a teacher
Q3. The ability of the instructor to communicate effectively
Q4. The quality of this course
Q5. The fairness of procedures for grading this course

**Proposed SROI Items**
*(Scale: Strongly Agree; Agree; Neutral; Disagree; Strongly Disagree)*

Q6. This instructor created an atmosphere that is conducive to learning
Q7. This instructor provided well-defined course objectives
Q8. This instructor provided content and materials that were clear and well organized
Q9. I understood how my grades were assigned in this course
Q10. I met or exceeded the course objectives given for this course

Q11. The instructor was available to assist students outside of class
Q12. The instructor provided feedback to me in a timely manner
Q13. The instructor provided relevant feedback that helped me learn
Q14. The instructor set and maintained high standards that students must meet
Q15. The physical environment was conducive to learning
**Transition Timeline**

Fall 2013    An 8-year SROI transition phase should be implemented that includes administration of both current and proposed SROI items. The duration reflects the need for SROI consistency among current probationary faculty.

Fall 2013 – Summer 2014    Data should be collected by the Office of Institutional Research (see below)

Fall 2014    A Faculty Senate ad hoc committee should be formed to make a recommendation to the Provost, based upon review of available data, concerning final approval of the proposed SROI items, including any revisions.

Fall 2015    All faculty hired beginning this date should be required to use the approved items for the duration of their probationary period.

Spring 2021    The transition phase ends. Only the approved items will be included on the SROI forms after this semester.

**Transition Process Recommendations**

1. Faculty hired before or during the 2013-14 academic year will have the option of reporting data from either the current or proposed SROI items. Faculty selecting the existing SROI items will continue to report data on items 2 and 4 while faculty selecting the proposed SROI items will tentatively report data from items 6, 7, and 8. A final decision must be made after reviewing results from the first set of data and all future reporting must use the same items to ensure consistency. This decision will be documented through a form placed in the instructor’s employment file and added to the PTE portfolio. A line will also be added to the policy and procedures checklist for portfolio evaluation to indicate the form is included.

2. Due to the sensitivity of the results to both sample size and outliers, SROI results should be reported as a mean, median, and range, and the number of responses should also be presented in addition to the number of students enrolled in the course.

3. A review process should occur at least every ten years to re-evaluate the Student Rating of Instruction items based upon available data. As indicated in the timeline above, the first review process should occur in the Fall 2015 semester.

**Data Analysis**

Data should be collected on both the current and proposed SROI rating items, separated by course/section, including, but not limited to, instructor and student gender, instructor race/ethnicity, instructor rank, student classification, academic college, required/elective course, student perception of meeting course outcomes (Q10), and physical environment (Q15) for item analysis purposes. During item piloting, the new and proposed SROI items should be administered in a manner that controls for possible order effects. Statistical analyses also should examine possible biases including, but not limited to gender and race/ethnicity.

---

1. Items 6-10 were developed by the Commission on the Status of Women Faculty and field-tested in Fall 2010 in three classes consisting of approximately 500 students.
DATE: April 3, 2013

TO: Members Faculty Senate and Members of the NDSU Community

FROM: Core Undergraduate Learning Experiences (CULE)

RE: Five Core Questions to Frame Learning Outcomes for NDSU Undergraduates

Based on the feedback we received from 14 campus meetings, from approximately 50 pages of email, and from individuals who provided feedback on the Six Core Questions through the Group Decision Center, the members of CULE have revised the proposed Six Core Questions to Frame Learning Outcomes for NDSU Undergraduates. We are recommending the following revised Five Core Questions to Frame Undergraduate Learning Outcomes for NDSU Undergraduates to the Faculty Senate for the April 8, 2013 meeting:

1. How does the world work?
2. How do we create, expand, or discover knowledge and understand its limitations?
3. What does it mean to be human?
4. What values and practices are worth sustaining for the common good?
5. What are the world’s challenges and how might they be addressed?

We chose questions as a framework because questions encourage students to be curious and to be active learners. Questions help them understand that knowledge and understanding are not fixed and unchanging. We hope a framework of questions will promote a campus culture that values higher education as a gateway to lifelong learning, not just a credential.

We are continuing to revise, sharpen, and consolidate the individual Learning Outcomes into broader Learning Outcome categories. The provisional Learning Outcome categories are:

- Communication
- Critical Thinking and Problem Solving
- Understanding and Applying Technology
- Understanding Natural and Physical Worlds
- Understanding Human Societies
- Personal and Social Responsibility

We intend to present the Learning Outcome categories and their associated individual Learning Outcomes to the campus in late April or early May. If the Faculty Senate approves the Five Core Questions and the Learning Outcomes, CULE will develop a model of a GE program to help students fulfill those outcomes and will present this model to the campus for feedback. Based on the feedback, CULE will craft a recommendation for faculty review and the Faculty Senate’s approval.

CULE members: Marion Harris (AFSNR), Robert Harrold (Assessment, 2010-11), RaNelle Ingalls (Student Affairs), Rajesh Kavasseri (E&A), Andrew Mara (AHSS), Charlene Myhre (Libraries), Cynthia Naughton (PNAS), Lisa Nordick (DCE), Larry Peterson (Provost/Assessment), Seth Rasmussen (S&M), Susan Ray-Degges (HDE), Kent Sandstrom (Deans’ Liaison, replacing Kevin McCaul), Carolyn Schnell (University Studies), and Herbert Snyder (Business).
Five Core Questions Framing Undergraduate Learning Outcomes for NDSU

An example of potential learning outcomes linked to one of the five core questions:

**Communication**

Students will, using a variety of formats, particularly written, oral, and visual methods
- clearly communicate their analyses, knowledge, understanding, and conclusions related to the natural and social worlds
- demonstrate mastery of the appropriate conventions
- demonstrate the ability to communicate effectively with diverse audiences

**Critical Thinking & Problem Solving**

Students will
- explain the nature of evidence used to analyze the natural, physical, and social worlds
- apply quantitative and qualitative methods to collect and analyze data
- evaluate the assumptions, evidence, and logic of competing explanations
- identify methods of inquiry, approaches to knowledge, and their assumptions and limitations in multiple disciplines
- evaluate, synthesize, and apply evidence to understand and address complex, real world problems
- generate reasoned, innovative approaches or solutions to unscripted, real world problems

- Criteria
Agenda
Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, May 6, 2013
Memorial Union, Prairie Rose Room

I. Substitutions - K. Wold-McCormick

II. Approval of April 8, 2013, Faculty Senate Minutes

III. Consent Agenda
   a. Academic Affairs Report (Attachment 1)
   b. General Education Recommendation (Attachment 2)

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

IV. General Announcements
   a. President D. Bresciani
   b. Provost J. B. Rafert
   c. T. Stone Carlson, President of Faculty Senate
     - Meeting Dates for 2013-2014 Faculty Senate
   d. H. Hatterman-Valenti, President-Elect of Faculty Senate
   e. L. DeGeldere, President of Staff Senate
   f. J. Beehler, Vice President of Student Body

V. Senate Committee Reports
   a. Academic Affairs - C. Stevens
   b. Council of College Faculties - J. Miller
     - Minot State Vote of No Confidence in Chancellor Shirvani, For Discussion
       [http://www.minotstateu.edu/senate/]
   c. General Education/Accreditation - L. Peterson
     - CULE Learning Outcomes (Attachment 3)
   d. Senate Coordinating Council - T. Stone Carlson
     - Policy 335: Code of Academic Responsibility and Conduct (Attachment 4)

VI. Unfinished Business

VII. New Business
   a. Proposed Bylaws Change from Commission on Status of Women Faculty
   b. Guidelines for the Use of Instructional Computing and Social Media Tools (Attachment 5)
   c. Passing of the Gavel to Incoming Faculty Senate President Harlene Hatterman-Valenti

VIII. Adjournment
### Curricular Recommendations

**New Transcriptable Options in Master of Education Degree**

Teacher Licensure

### New Courses

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### Course Deletions

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<td>ANTH</td>
<td>452/652</td>
<td>North American Indians</td>
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<td>ANTH</td>
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<td>Indians of the Plains</td>
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<td>ANTH</td>
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<td>Germans from Russia</td>
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### Course Changes

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<td>Introduction to Cultural Anthropology: Peoples of the World</td>
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### New Special Topics

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### Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

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<td>BUSN</td>
<td>780</td>
<td>Business Conditions Analysis</td>
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<td>CM&amp;E</td>
<td>453</td>
<td>Concrete Design and Construction</td>
<td>Change in Bulletin Description</td>
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<tr>
<td>HNES</td>
<td>256</td>
<td>Professional Preparation in High School Physical Education</td>
<td>Prereq: HNES 110</td>
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<tr>
<td>HNES</td>
<td>301</td>
<td>Motor Learning and Performance</td>
<td>Req: Professional Level 2, Completion of required 100 &amp; 200 level courses</td>
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<td>HNES</td>
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<td>Material and Concepts of Health Education</td>
<td>Prereq: HNES 367; Req: Professional Level 2, Instructor Approval</td>
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<td>721</td>
<td>International Logistics Management</td>
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<td>TL</td>
<td>723</td>
<td>Advanced Supply-Chain Planning Across the Enterprise</td>
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<td>Technology Advances and Logistics</td>
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<td>Acquisition Contracts: Law and Management</td>
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**Accelerated/Combined Undergraduate to Graduate Programs** (For Information Only)

- B.S./B.A. to M.S. Degree in Criminal Justice
- B.S. Degree with a Minor in Coatings and Polymeric Materials to M.S. or Ph.D. in CPM
- B.S. in Electrical or Computer Engineering to M.S./M.E. Degrees in Electrical and Computer Engineering

**Rescission of item previously approved by Faculty Senate**

Per department request, rescind Faculty Senate approval (March 25, 2013) of:
- Deletion of THEA 180: Dramatic Literature and Style
For Faculty Senate:
Approved General Education Recommendations
For Faculty Senate Meeting on (month/year): May 6, 2013

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)

<table>
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<td>Physics for Designers</td>
<td>Sp</td>
<td>5, 6</td>
</tr>
<tr>
<td>PHIL 257</td>
<td>Traditional Logic</td>
<td>R</td>
<td>5, 6</td>
</tr>
</tbody>
</table>
**Proposed Undergraduate Learning Outcomes**

**COMMUNICATION**
Students will use a variety of modes, particularly written, oral, artistic, and visual, to
- effectively communicate analysis, knowledge, understanding, expression and/or conclusions
- skillfully use high-quality, credible, relevant sources
- demonstrate appropriate conventions in a variety of communication situations
- demonstrate the ability to communicate effectively with diverse audiences in a variety of contexts

**CRITICAL THINKING, CREATIVE THINKING, AND PROBLEM SOLVING**
Students will
- explain the nature of evidence used for analysis
- apply quantitative and qualitative methods to collect and analyze data
- apply creativity and divergent thinking
- evaluate the assumptions, evidence, and logic of competing views and explanations
- identify methods of inquiry, approaches to knowledge, and their assumptions and limitations in multiple disciplines
- evaluate, synthesize, and apply evidence to understand and address complex, real world problems
- generate creative, reasoned, approaches or solutions to unscripted, real world problems

**UNDERSTANDING AND APPLYING TECHNOLOGY**
Students will
- apply technology to demonstrate creativity and solve problems
- use technology to enhance understanding
- identify the social, aesthetic, and ethical implications of technological decisions
- analyze how technology shapes, limits, and augments our experiences and understandings

**UNDERSTANDING NATURAL AND PHYSICAL WORLDS**
Students will
- analyze the elements and dynamics of natural and physical worlds
- apply the scientific method to investigate and explain natural and physical worlds

**UNDERSTANDING HUMAN SOCIETIES**
Students will
- analyze the components and dynamics of human societies and their artistic, cultural, and historical contexts
- identify the role of aesthetic and creative activities as expressions of human experience
- identify values and contributions of diverse societies, both past and present
- identify how values and contributions of diverse societies provide contexts for individual experiences, values, ideas, artistic expressions, and identities
- analyze how cultural differences, both domestic and international, contribute to and shape solutions to challenges confronting individuals, groups, societies, or the global community

**PERSONAL AND SOCIAL RESPONSIBILITY**
Students will
- examine their own values, biases, and conclusions
- analyze the ethical basis for and implications of personal, professional, and civic decisions
- comprehend and demonstrate appropriate standard of professional behavior
- identify stewardship of the land and its people as integral to a land-grant university
- analyze human impacts on the world and the importance of sustaining its resources for future generations
- engage in service learning
- collaborate with others in diverse interpersonal and intercultural settings

Revised by Core Undergraduate Learning Experiences (CULE) team 04/30/13
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION:

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

The proposed change allows for the possibility for dismissal from the Graduate School as a result of academic misconduct covered by this policy. It also clarifies the process for students in graduate interdisciplinary programs and non-degree students.

2. This policy was originated by (individual, office or committee/organization): David A. Wittrock, Dean of the College of Graduate and Interdisciplinary Studies.

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

   Senate Coordinating Committee:
   Faculty Senate:
   Staff Senate:
   Student Government:
   President's Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to Melissa.Lamp@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding.
SECTION 335 CODE OF ACADEMIC RESPONSIBILITY AND CONDUCT
SOURCE: NDSU Faculty Senate Policy
The academic community is operated on the basis of honesty, integrity, and fair play. This trust is violated when students engage in academic misconduct, either inadvertently or deliberately. This policy serves as the guideline for cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context (e.g., coursework, exams for degree requirements, practical experience, or fieldwork experience). Depending on the nature of the alleged offense, academic misconduct involving graduate or undergraduate research (e.g., thesis, dissertation, honors thesis), may be handled by either this policy or policy 326, ACADEMIC MISCONDUCT. This policy also serves as the guideline for cases in which there is evidence of student academic misconduct in more than one instance.

Procedures established by an academic college (including the College of Graduate and Interdisciplinary Studies) may exceed the minimum standards outlined in this policy. Academic colleges with an approved and published honor commission (or similar mechanism) may employ alternative procedures; however, the standards of expected behavior shall not be less than those in this policy. In all cases, the procedures presented in this policy for tracking academic misconduct must still be followed; see Sections 5.c and 5.d of this policy.

1. Definitions. In this policy, an “instructional staff member” is defined as anyone who has primary responsibility for a course, or other instructional context to which this policy applies. Examples of instructional staff members include tenured and tenure-track faculty members, professors of practice, teaching assistants who have primary responsibility for a course, teaching fellows, instructors, and lecturers.

In this policy, a “student” is defined as anyone enrolled in undergraduate, professional, or graduate coursework at NDSU. These students include individuals in a non-degree status, such as those taking NDSU courses through a collaborative, consortium, exchange, or early admission program, or in a conditional admit status (e.g., Tri-College, NDUS Collaborative Registration, and Early Entry/dual credit program).

2. Examples of behavior constituting academic misconduct. Academic misconduct (intentional or otherwise) includes but is not limited to the following:

a) Plagiarizing, i.e., submitting work that is, in part or in whole, not entirely one’s own, without attributing such portions to their correct sources;

i. Cases of apparently unintentional plagiarism or source misuse must be handled on a case-by-case basis and in the context of the instructor's policies. Unintentional plagiarism may constitute academic misconduct.

ii. Improper attribution of sources may be a symptom of bad writing and not plagiarism. Instructors are encouraged to recognize that citation skills are developed over time and are contextual.
b) Receiving, possessing, distributing or using any material or assistance not authorized by the instructional staff member in the preparation of papers, reports, examinations or any class assignments to be submitted for credit as part of a course or to fulfill other academic requirements;

c) Unauthorized collaborating on individual assignments or representing work from unauthorized collaboration as independent work;

d) Having others take examinations or complete assignments (e.g., papers, reports, laboratory data, or products) for oneself;

e) Stealing or otherwise improperly obtaining copies of an examination or assignment before or after its administration, and/or passing it onto other students;

f) Unauthorized copying, in part or in whole, of exams or assignments kept by the instructional staff member, including those handed out in class for review purposes;

g) Altering or correcting a paper, report, presentation, examination, or any class assignment, in part or in whole, without the instructional staff member's permission, and submitting it for re-evaluation or re-grading;

h) Misrepresenting one's attendance or the attendance of others (e.g., by PRS or attendance sheet) in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect;

i) Fabricating or falsifying information in research, papers, or reports;

j) Aiding or abetting academic misconduct, i.e., knowingly giving assistance not authorized by the instructional staff member to another in the preparation of papers, reports, presentations, examinations, or laboratory data and products;

k) Unauthorized copying of another student's work (e.g., data, results in a lab report, or exam);

l) Tampering with or destroying materials, (e.g., in order to impair another student's performance);

m) Utilizing false or misleading information (e.g., illness or family emergency) to gain extension or exemption on an assignment or test.

3. The university culture of academic honesty. A primary responsibility of the students, instructional staff members, staff members and administrators is to create an atmosphere in which academic honesty, integrity, and fair play are the norm and academic misconduct is minimized.

a) Instructional staff members are responsible for providing guidelines concerning academic misconduct at the beginning of each course in each class syllabus, and should use precautionary measures and security to discourage academic misconduct.
b) Students are subject to disciplinary action even when not enrolled in the course where the academic misconduct occurred.

4. Fairness. Instructional staff members and administrators are responsible for procedural fairness to any student accused of academic misconduct. An instructional staff member who suspects that academic misconduct has occurred in his/her class or other instructional context has an initial responsibility to:

a) inform the student involved of his/her suspicion and the suspicion’s grounds;

b) allow a fair opportunity for the student to respond;

c) make a fair and reasonable judgment as to whether any academic misconduct occurred; and

d) inform the student of the judgment, penalty (if any), and the student’s right to appeal. See also Section 5.c of this policy.

5. Penalties from instructional staff members for academic misconduct. Instructional staff members have the prerogative of determining the penalty for academic misconduct in their classes and other instructional contexts.

a) Penalties may be varied with the gravity of the offense and the circumstances of the particular case. Penalties may include, but are not limited to, failure for a particular assignment, test, or course.

b) If an instructional staff member imposes a penalty, the student may not drop the course in question without the permission of the instructional staff member. (The instructional staff member is responsible for notifying the Registrar to prevent the student from dropping the class.)

c) If an instructional staff member imposes a penalty, the instructional staff member must complete the Student Academic Misconduct Tracking Form and submit copies to the student, the chair/head of the instructional staff member’s primary department, or the program director if the student is enrolled in an interdisciplinary program. It is the chair/head or program director’s responsibility to forward copies of the tracking form to the dean of the college of the student’s primary major, the dean of the instructional staff member’s primary college, the Registrar, and the Provost/VPAA. In the case of graduate student academic misconduct, the Dean of the College of Graduate and Interdisciplinary Studies also must receive a copy of the completed Student Academic Misconduct Tracking Form.

d) Within three class days of receiving the Student Academic Misconduct Tracking Form, the Registrar shall enter the information from the Student Academic Misconduct Tracking Form into a FERPA compliant Student Academic Misconduct Database.

e) In cases of particularly egregious academic misconduct, the dean of the college of the student’s primary major or the dean of the college where the academic misconduct occurred may recommend suspension or expulsion as outlined in Sections 9 and 10 of this policy.
6. Penalties from instructional staff members for students not enrolled in course. If a student involved in a case of academic misconduct is not enrolled in the course in which the academic misconduct occurred, the instructional staff member teaching that course may recommend a penalty to the dean of the instructional staff member’s primary college. If the student is enrolled in a different college, the dean will forward the recommendation to the dean of the college of the student’s primary major.

   a) The dean of the college of the student’s primary major may impose academic warning or probation in the college, according to established college policy.

   b) Alternatively, the dean of the college of the student’s primary major may recommend suspension or expulsion to the Academic Standards Committee (http://www.ndsu.edu/fileadmin/vpaa/POLICIES_FOR_NDSU_UNIVERSITY_ACADEMIC_STANDARDS_COMMITTEE-Rev_6_22_10.doc), as outlined in Sections 9 and 10 of this policy.

7. Penalties for students with multiple instances of academic misconduct. If, when entering an instructional staff member's report into the Student Academic Misconduct Database, it is discovered that the student has a prior record of academic misconduct, the Registrar shall notify the Provost/VPAA and dean of the college of the student's primary major about the student’s repeated academic misconduct.

   a) In case of repeat offenses, the Provost/VPAA and/or the dean of the college of the student’s primary major may recommend additional penalties up to and including dismissal, suspension or expulsion, as outlined in Sections 9 and 10 of this policy.

   b) In the case of graduate student academic misconduct, the dean of the College of Graduate and Interdisciplinary Studies also must be notified.

8. Non-graduate student appeals for penalties from instructional staff members. A student who has received a penalty from an instructional staff member for academic misconduct may appeal the penalty on one or more of the following bases: the penalty was too severe for the offense; the instructional staff member’s decision was made in an arbitrary or capricious manner; the instructional staff member’s decision was not substantiated by adequate evidence; or the student’s rights were violated.

   a) If the student chooses to appeal the instructional staff member’s penalty, the student must initiate the appeal process within fifteen class days after the beginning of the following semester. For spring or summer courses, the appeal must be initiated within fifteen class days of the start of the fall semester. The student must appeal the penalty in writing. The appeal must be pursued in the following sequence: the instructional staff member, the chair/head of the instructional staff member’s primary department, and the dean of the instructional staff member’s primary college.

   b) If the appeals outlined in Section 8.a. are not granted, the student may request a hearing by the Student Progress Committee in the college where the academic misconduct occurred to appeal the penalty. The student may request that two additional students be appointed to the
Student Progress Committee for the hearing: one student shall be a member of the Student Court appointed to the Student Progress Committee by the Chief Justice of the Student Court, and the other student shall be a student senator for that college appointed to the Student Progress Committee by the Student Body President.

i. The outcome of the appeal shall be communicated to the Registrar by the Student Progress Committee within three class days after the Student Progress Committee has made its final decision. The decision of the Student Progress Committee is final.

ii. If the Student Progress Committee decides that no academic misconduct has occurred, then the Registrar shall delete all relevant information relating to the case from the Student Academic Misconduct Database. Otherwise, the Registrar shall enter the decision of the Student Progress Committee into the Student Academic Misconduct Database.

9. Suspension or expulsion at the university level of non-graduate students. In cases of particularly egregious academic misconduct, a student may be suspended or expelled for academic misconduct in accordance with the following procedure:

a) If the dean of the college of the student’s primary major or the dean of the college where the academic misconduct occurred decides that suspension or expulsion is warranted, that dean shall recommend suspension or expulsion to the Academic Standards Committee. At the same time, the dean who recommends suspension or expulsion also shall notify the student of this action and inform the student of the hearing and response options described in Sections 9.b. and 9.c. of this policy.

b) The student has five class days after receiving the dean’s notification to request a hearing from the Student Progress Committee (or Honor Commission or similar body) in the college of the dean who has recommended suspension or expulsion.

i. Such hearings shall be held in accordance with college policy.

ii. The Academic Standards Committee shall take no action on the case before a hearing is concluded.

iii. The Student Progress Committee (or Honor Commission or similar body) shall forward its decision and appropriate hearing information to the student, the dean who recommended suspension or expulsion, the dean of the college of the student’s primary major, and the Academic Standards Committee.

c) The student has five class days after receiving notification to respond to the dean’s recommendation and/or the hearing outcome in a written statement submitted to the Academic Standards Committee.

d) If the Academic Standards Committee decides that suspension or expulsion is warranted, the committee chair shall recommend suspension or expulsion to the Provost/VPAA. At the same time, the committee chair also shall notify the student of its decision and inform the student that
he/she has the right to respond to the recommendation, as described in Section 9.e. of this policy.

e) The student has five class days after receiving the Academic Standards Committee’s notification to respond to the committee’s recommendation in a written statement to the Provost/VPAA.

f) If the Provost/VPAA decides that suspension or expulsion is warranted, he/she shall impose suspension or expulsion. At the same time, the Provost/VPAA shall notify the student of his/her decision and the terms of the decision, and inform the student that he/she has the right to appeal the penalty, as described in Section 9.g. of this policy. At the same time, the Provost/VPAA also shall notify the Registrar and President of the university of the action and its terms.

g) The student may file a written appeal of this penalty with the President of the University within thirty calendar days of receiving the notice of the decision. The President’s decision normally will be made within thirty calendar days after receiving the appeal. The President’s decision on the matter is final.

h) The Office of the President shall notify the following parties of the results of the final decision on suspension or expulsion: the student, the chair/head of the student’s primary major department, the dean who recommended suspension or expulsion, the dean of the college of the student’s primary major, the Academic Standards Committee, the Provost/VPAA, and the Registrar.

10. Procedures for cases involving graduate students. Accusations involving academic misconduct of graduate students will follow the procedure described in Sections 4-7 above, with the following exceptions. Appeals of penalties imposed by instructional staff member must be filed in accordance with the policy described in the NDSU Graduate Bulletin. Also, the dean of the college of the student’s primary major may recommend an additional penalty (including academic warning, academic probation, dismissal, suspension, or expulsion) to the Dean of the College of Graduate and Interdisciplinary Studies. If the student is enrolled in a graduate interdisciplinary program or is a non-degree student, the associate dean of the College of Graduate and Interdisciplinary Studies will review the case and make a recommendation to the dean of the College of Graduate and Interdisciplinary Studies. The imposition of penalties shall be in accordance with the policy described in the NDSU Graduate Bulletin.

a) The Dean of the College of Graduate and Interdisciplinary Studies will provide the student with written notice of the following:

i. additional disciplinary action taken, if any;

ii. description of the graduate student appeal process, as outlined in the NDSU Graduate Bulletin;

iii. the date by which an appeal must be filed by the student, should the student choose to file an appeal.
b) If an appeal is filed, the Dean of the College of Graduate and Interdisciplinary Studies will notify the student of the result following the completion of the appeal process.

c) The following parties shall be notified if the student is dismissed, suspended or expelled: the student, the chair/head of the student’s primary major department, the dean who recommended suspension or expulsion, the dean of the college of the student’s primary major, the Academic Standards Committee, the Provost/VPAA, and the Registrar.

11. Procedures for cases involving individuals who are not NDSU students. If a person who is not an NDSU student (according to the definition in Section 1 of this policy) is involved in academic misconduct, the instructional staff member shall send a written statement describing the academic misconduct to the Provost/VPAA, Vice President for Student Affairs, Registrar, and Director of Admission for appropriate action. Appropriate action may include, but is not limited to, holds being placed on admission or readmission to the university, and notification being sent to the individual’s home institution.

12. Rescission of degrees. A degree previously awarded may be rescinded if it is determined that the graduate’s actions taken to obtain the degree involved academic misconduct. The degree conferring college reserves the right to recommend to the Provost the rescission of any wrongfully obtained degree(s).

a) Written notice of the concerns and recommendation to rescind the graduate’s degree(s) shall be sent via certified mail and email with return receipt to the graduate, with a hold placed on the student’s record. The graduate will have 30 days after the notice was received to respond in writing or request a hearing with the conferring college’s Student Progress Committee for undergraduate degree holder or the Graduate Council for graduate level degree holders. A recommendation by the Committee or Council to the Provost whether to rescind the degree(s) shall be made within 30 days after a response is received or hearing is completed.

b) A decision by the Provost shall be made within 30 calendar days after receiving the recommendation. The graduate has 10 business days after receiving the Committee or Council recommendation to respond, in writing, to the Provost. Notice of the decision whether to rescind the degree(s) shall be sent to the respondent via certified mail with return receipt. The respondent may file an appeal of this decision with the President of the University within 30 calendar days of receiving the notice of the decision. The President’s decision will normally be made within 30 calendar days after receiving the appeal.

c) The Office of Registration and Records will be notified of the results of the final decision on rescinding the degree(s).

GUIDELINES FOR THE USE OF Instructional COMPUTING and Social Media TOOLS

These guidelines are intended to provide assistance and direction to faculty members at NDSU for use of computing and social media resources as educational tools in all courses (online and traditional) at NDSU.

A. INTRODUCTION.

NDSU is guided by its Mission, Vision and Core Values, which provide the context through which NDSU makes decisions about its operations and activities. Within its Core Values, NDSU provides the following guidance about 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.

This Core Value inspires us to recognize technology’s value in the educational process for two important reasons. First, computing technology has created many new tools that can be highly effective as pedagogical devices. Second, computing resources are now ubiquitous in our society, and NDSU needs to help train its students in cutting-edge computing technology in order to prepare them for their roles as employees, entrepreneurs and citizens.

Nevertheless, NDSU must be mindful of legal restraints, privacy concerns, and security issues which exist for computing resources, and particularly the internet and social media. As will be discussed in more detail below, the University must comply with: (i) the Family Educational Rights and Privacy Act ("FERPA") which protects a student’s educational records, including classroom assignments/projects; and (ii) the Americans with Disability Act ("ADA") which requires NDSU to provide academic adjustments and auxiliary aids and services to otherwise qualified students with disabilities (e.g., readers, interpreters, adaptive equipment for classroom use) if these are needed for equality of opportunity.
Moreover, even when FERPA and the ADA are not implicated in the use of a particular computing tool, NDSU must still be mindful of basic security and privacy concerns associated with our students’ information.

It is important to NDSU faculty to provide an innovative, engaging atmosphere for instructional learning and still be mindful of NDSU policy and procedure and all applicable federal and state regulations when creating that environment. To encourage this, the following guidelines have been created and are intended to be flexible enough to foster development of new and exciting computing tools for instructional purposes.

B. WHEN SELECTING YOUR COMPUTING TOOLS.

The first determination to be made is whether to use a computing tool which is (1) provided by NDSU; (2) acquired by a faculty member specifically for a particular class; or (3) a publicly-available non-NDSU social media computing tool such as Facebook, Twitter, etc. This section will provide guidance regarding each of these options.

1. NDSU PROVIDED COMPUTING OPTIONS: NDSU, through its Information Technology Services, provides many tools to support the academic mission. The primary benefits of using NDSU-provided services are the ease of use, cost savings for the instructor, and protection of data. Primarily, these tools are found in Blackboard and present faculty with several instructional benefits including a secure interface for instruction and testing for the students and the faculty that helps support the prevention of cheating or plagiarizing; the ability to facilitate online discussions between students, and between students and the instructor(s); and a secure and safe environment for submitting work.

2. CLASS-SPECIFIC ACQUIRED COMPUTING OPTIONS: There may be circumstances when a faculty member opts to use a 3rd-party computing tool that is not provided by NDSU. Examples of this might be a facilitative, online interactive or a class specific web-based service, including test-taking/grading options. These services/tools may be used by NDSU faculty; however, 3rd party services
raise privacy and security concerns if they are transmitting and receiving student educational records or other protected data. As a result, the University, not the faculty member, will need to enter into an agreement with the 3rd-party provider. Faculty members can contact the Vice President for IT or his/her respective chairperson in order to discuss the process involved with acquiring the tool.

3. **PUBLICLY-AVAILABLE THIRD PARTY SOCIAL MEDIA TOOLS**: Some faculty may choose to utilize publicly available social media tools as pedagogical devices for their class (e.g., Facebook, Twitter, etc.). When using these tools, faculty members must be cognizant of privacy and security issues that can occur in this environment. Listed below are basic guidelines for social media usage:

   (a) When using social media tools, alert the students to their use as soon as possible so that the students can consider whether they want to participate in the class. This can be done through the faculty member’s syllabus by specifying if and which social media tools will be used. Students also need to be informed if classroom material will be publicly available through a social media site.

   (b) If relevant and reasonable, provide the students with an alternative for participation in a way that does not include the social media participation if (1) the student requests such an alternative; or (2) it is necessary to comply with the Americans with Disability Act as determined by NDSU Disability Services.

   (c) If the students, are required by the site to create an account that requires a login and/or password, and the student does not want to use their real name, or the site could potentially provide information that will identify the student and the student’s work to people outside of the classroom, provide a process that permits the students to create an alias or other mechanism (known by the faculty member) that prevents the student from being publicly recognizable.
(d) Encourage students not to provide information that they would not want publicly known, including personal information, medical information, social security numbers, etc.

(e) Beyond personal information, faculty and students must be polite and respectful in their discussions and online presence. An educational exercise/assignment using online social media must follow the same rules of decorum and respect that would occur in a face-to-face classroom.

(f) Many privacy and security issues relate to the fact that these sites can publicly share information such as comments/discussions are available to the public and can be difficult to delete or remove from the site. If possible, when using a social media site for discussion, create a “private group” for the class. Most social media sites have privacy settings; inform the students what those settings are and where they are located. Be sure to explain to them what settings are expected to be used for the duration of the class.

(g) It is highly recommended that faculty members don’t use their personal social media sites for teaching purposes. If the faculty member chooses to use his/her own social media site(s) as an online media tool for instruction, then he/she should treat the personal environment as an extension of his/her classroom.

(h) Class discussions may be conducted via social media but, evaluative comments and grades must not be shared publicly or with other members of the class.

(i) Social media Internet sites have the ability to share information quickly and worldwide, be sure to take precautions to protect all confidential, sensitive, copyright protected and proprietary information to which, you as an NDSU faculty member own or have access to and will be using for the class.
(j) It is recommended to incorporate the Fair Use Guidelines for Online Learning for materials which you don’t own or have formal written permission to use.

(k) Ensure the terms of the Internet site or services you are using are appropriate for the work you are doing. For example, some services store data in foreign countries, some respond to government requests for data without notice to users, and some retain your data even after your account is closed.

(l) Be mindful of NDSU policies and procedures when using computing tools to facilitate student learning within your course. The policies and procedures listed below can be found at www.ndsu.edu/policy.

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NDSU Links and Resources

Legal: www.ndsu.edu/general_counsel/

Fair Use Guidelines: www.ndsu.edu/its/fair_use_guidelines_for_educational_multimedia

Copyright Guidelines: www.ndsu.edu/its/copyright

IT Security Guidelines: www.ndsu.edu/its/security

Contact Information

NDSU’s general counsel office:

Phone: 

Email: 

Web site: www.ndsu.edu/general_counsel

NDSU’s information technology security office:

Phone: 231-5870

Email: ndsu.itso@ndsu.edu

Web site: www.ndsu.edu/its/security

NDSU’s Provost for Academic Affairs:

Phone:

Email:

Web site:

Date: February 27, 2013