

Meeting Agenda

January 22, 2024

- I. Call to Order.
- II. Adoption of the Agenda.
- III. Approval of Meeting Minutes from December 11, 2023.
- IV. Announcements.
 1. David Cook, President
 2. David Bertolini, Provost
 3. Warren Christensen, Faculty Senate President
 4. Erin Gillam, Faculty Senate Past-President
 5. Jeremy Jackson, Faculty Senate President-Elect
 6. Kristi Steinmann, President of Staff Senate
 7. Kaylee Weigel, President of Student Government
- V. Committee and Other Reports.
 1. Ad Hoc Committee on Policy 352
- VI. Consent Agenda.
 1. UCC Report
 2. 152.2 MEMBERSHIP IN PROFESSIONAL AND SERVICE ORGANIZATIONS
- VII. General Order.
 1. Modification of Faculty Senate By-laws to include gender neutral language
 2. Modification of Faculty Senate By-laws related to committee structure and membership
- VIII. New Business
- IX. Adjournment.

Meeting Minutes
December 11, 2023

- I. Call to Order
 - Meeting called to order at 3:01pm
- II. Attendance (See Appendix 1)
 - Harmon for Ross
 - Law for Howatt
- III. Adoption of the Agenda
 - MOTION to Adopt the Agenda (Hearne/Magel)
 - MOTION passed unanimously un
- IV. Approval of Meeting Minutes from November 13, 2023
 - No changes or objections noted – minutes passed by unanimous consent
- V. Announcements
 1. David Cook, President
 - Introduction of Kathryn Kloby, VP of Communications & Marketing
 - Will be working on website, internal communications, media relations
 2. David Bertolini, Provost
 - No announcements
 3. Warren Christensen, Faculty Senate President
 - Thanks for all the work that everyone does
 - Survey on campus well-being rolling out soon
 - Follow-up on how TAs and LAs were added to courses
 - Met with IT team last week, will be communicating information soon
 4. Erin Gillam, Faculty Senate Past-President
 - No announcements
 5. Jeremy Jackson, Faculty Senate President-Elect
 - No announcements
 6. Kristi Steinmann, President of Staff Senate
 - Co-wrote a statement with Faculty Senate to convey the results of both the Faculty Senate and Staff Senate survey results
 7. Austin Anderson, Vice President of Student Government
 - Library no longer offering 24-hour schedule during finals week
 - gathering information on student impacts
 - Working on reorganization of Student Government to include at-large members
 8. Philip Hunt, Registrar
 - No announcements

- VI. Committee and Other Reports
1. General Education Committee Report (Karla Haug)
 - Summary from Gen Ed Committee: This year the General Education Committee will be presenting regular updates to the Faculty Senate. The goal will be to update and educate the Senate on items General Education is working towards accomplishing. As seen in an email sent in September, Gen Ed has paused revalidation of courses this year. The goal of this pause is to spend time on reviewing and suggesting changes to Gen Ed. The Committee will be reviewing the Gen Ed learning outcomes as well as the current Gen Ed program as a whole. We have no changes currently but will focus on engaging units across campus for input and as we begin a bigger discussion as to what Gen Ed should look like at NDSU. A few items we have moved forward with including approving Global Seminars (so 499 courses) for Global Perspective. We are also working in collaboration with English to review Upper Division Writing. Please reach out to myself (Karla Haug) or your College Gen Ed Representative if you have any questions.
 2. Commission on the Status of Women Faculty Report (Lisa Arnold)
 - 8 general recommendations and 3 specific recommendations for President and Provost
- VII. Consent Agenda
1. UCC Report
 - MOTION to Approve (Benton/Hearne)
 - MOTION Passes unanimously
- VIII. General Order
1. Policy 103 - EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS
 - Not yet ready, will be discussed in the future
- IX. Unfinished Business
1. Policy 601 - RIGHTS AND RESPONSIBILITIES OF COMMUNITY: A CODE OF STUDENT CONDUCT
 - Introduced by Matthew Diischer, Assistant Dean of Students
 - Mostly minor updates to policy
 - MOTION to Approve (Magel/Smith)
 - Hearne – not comfortable with level of students having to inform on each other. Also concern with fentanyl test strips being considered drug paraphernalia
 - Diischer – students have options to not report on each other, drug overdose response kits available in dorms
 - MOTION Passes (36 AYE; 1 NAY; 3 ABSTAIN)
 - See Q1 in Appendix 2 for voting record

2. Consider Revision of Faculty Senate Bylaws
 - MOTION to Approve (Haug/Smith)
 - Christensen ⇒ background on how college restructuring created a need to update the by-laws
 - Amiri ⇒ revisions will be sent out within 9 days of this meeting to gather feedback/revisions
 - Benton ⇒ Who is working on this?
 - Senator Haug, FS President Christensen, and FS Parliamentarian Amiri
 - MOTION Passes unanimously (38 AYE; 2 ABSTAIN)
 - See Q2 in Appendix 2 for voting record
 3. Resolution for Initiating an Immediate National Search for a Provost
 - MOTION to Approve (Wood/Vold)
 - Wood introduced background on why the resolution was written
 - MOTION to enter Executive Session (Hearne/Huseynov)
 - MOTION Passes (33 AYE; 4 NAY; 3 ABSTAIN)
 - See Q3 in Appendix 2 for voting record
 - MOTION to Vote by Ballot (Magel/Akhmedov)
 - MOTION Passes (31 AYE; 4 NAY; 5 ABSTAIN)
 - See Q4 in Appendix 2 for voting record
 - MOTION to Approve Resolution for Initiating an Immediate National Search for a Provost Passes (22 AYE; 18 NAY; 0 ABSTAIN)
 - MOTION to Exit Executive Session (Steig/Roberts)
 - MOTION Passes by voice vote (1 NAY - Hearne)
 4. Resolution of Articulated Actions for Ensuring Shared Governance
 - MOTION to Approve (Smith/Roberts)
 - MOTION Passes unanimously (37 AYE; 3 ABSTAIN)
 - See Q5 in Appendix 2 for voting record
- X. New Business
1. Charge for Ad Hoc Committee on Policy 352
 - The Faculty Senate hereby charges the Ad Hoc Committee on Policy 352 to draft changes for Policy 352 as they pertain to post tenure review. After a recent evaluation, we understand that the language across units (departments/schools/colleges/etc) pertaining to post tenure review could use some clarification and specificity. We ask that you develop policy changes that are commensurate with our peer institutions as identified on the OIRA NDSU Website. We request that the policy changes provide a framework for colleges and units to follow that could include timing, procedural steps to consider, examples of causes for post-tenure review and possible actions. As we work to more equitable practices across campuses, we want to ensure that faculty are treated fairly and equitably across units.

- MOTION to Approve Charge for Ad Hoc Committee (Haug/Smith)
 - Montplaisir introduction to SBHE discussion of post-tenure review process. SBHE took on post-tenure review at the 11 institutions after legislative session. Policies must identify what is post-tenure review and associated triggering of the process. If this is not done by each of the 11 campuses, SBHE will create policy for us
 - **Policy changes must be approved by the last Thursday in April for the SBHE to not draft policy related to post-tenure review**
 - Magel ⇒ what is the makeup of the Policy 352 committee that is working on post-tenure review at NDSU?
 - Ambrosio ⇒ representative from Faculty Affairs committee, representative from Promotion to Full Professor Task Force, representative from CSWF, 2-3 members at large
 - MOTION Passes (39 AYE; 0 NAY; 1 ABSTAIN)
 - See Q6 in Appendix 2 for voting record
 - 2. Creation of Ad Hoc Committee on Policy 322 Equitable Workload
 - This Ad Hoc Committee will work with Faculty Fellow Erin Gillam and Provost Bertolini to refine the Equitable Workload Policy (Policy 322) based on Feedback from Faculty Senate and the Faculty. One representative from each of the previously existing Colleges will be sought to populate this Ad Hoc Committee along with Dr. Gillam and Provost Bertolini.
 - MOTION to Approve (Jackson/Hearne)
 - Secor – clarification that Policy 322 does not currently exist in NDSU policy (proposed policy was new)
 - Huseynov – would the Faculty Affairs committee work on this?
 - Christensen – already has a full load, better to have an ad hoc committee look at it.
 - MOTION Passes (38 AYE; 0 NAY; 2 ABSTAIN)
 - See Q7 in Appendix 2 for voting record
- XI. Adjournment.
1. MOTION to Adjourn (Benton/Hearne)
 2. MOTION passes unanimously
 - Meeting adjourned at 4:31pm

Appendix 1: November 13 2023 Faculty Senate Attendance

Last Name	First Name	Dec 11
Akhmedov	Azer	X
Ambrosio*	Tom	
Amiri	Ali	X
Barabanov*	Nikita	
Benna	Justin	X
Benton	Brad	X
Boonstoppel	Sarah	X
Choi	Bong-jin	X
Choi	Juwon	
Christensen	Warren	X
Gao	Jerry	X
Gillam	Erin	X
Haug	Karla	X
Hearne	Robert	X
Hershberger	John	
Hong	David	X
Huseth-Zosel	Andrea	X
Huseynov	Fariz	X
Jackson	Jeremy	X
Jeong	Inbae	X
Kilina	Svetlana	X
Kirkpatrick	Sarah	X
Kryjevskaja	Mila	X
Larson	Jamee	X
Law	Quincy	P
Li	Jin	X
Magel	Ken	X
Mathew	Febina	X
Mataic	Dane	X
Matthew	Sijo	X
McGrath	Ryan	X
McWood	Leanna	
Nelson	Kjersten	X
Peltier	Allison	X
Philbrick	Candace	X
Rahman	Mukhlesur	X
Rao	Jiajia	X
Roberts	David	X
Ross	Darrell	P
Secor	Gary	X
Smith	Matthew	X
Steig	Jayme	X
Sun	Rex	
Tangen	Jodi	X
Travers	Steve	X
Vold	Jessica	X
Wood	Scott	X
Wu	Xiangfa	X

*indicates Alternate 45 voting senators
 Quorum = 24.8 (25 senators must be present)
 X = Present P = Proxy

Appendix 2: December 11 2023 Faculty Senate Voting Record. Unrecorded votes (-) are tallied as ABSTAIN in the voting record reported in the minutes.

Participant	Q1	Q2	Q3	Q4	Q5	Q6	Q7
Azer Akhmedov	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Justin Benna	ABSTAIN	AYE	AYE	AYE	-	AYE	AYE
Bradley Benton	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Sarah Boonstoppel	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Bong-Jin Choi	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Jerry Gao	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Erin Gillam	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Jason Harmon (P)	-	-	-	AYE	AYE	AYE	AYE
Karla Haug	AYE	AYE	NAY	NAY	AYE	AYE	AYE
Robert Hearne	NAY	AYE	AYE	AYE	AYE	AYE	AYE
Yongtao Hong	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Andrea Huseth-Zosel	AYE	AYE	NAY	ABSTAIN	AYE	AYE	AYE
Fariz Huseynov	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Jeremy Jackson	AYE	AYE	ABSTAIN	AYE	AYE	AYE	AYE
Inbae Jeong	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Svetlana Kilina	AYE	AYE	AYE	ABSTAIN	-	AYE	AYE
Sarah Kirkpatrick	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Mila Kryjevskaja	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Jamee Larson	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Quincy Law (P)	AYE	AYE	ABSTAIN	AYE	AYE	AYE	AYE
Jin Li	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Kenneth Magel	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Dane Mataic	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Febina Mathew	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Sijo Mathew	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Ryan McGrath	AYE	AYE	AYE	ABSTAIN	AYE	AYE	AYE
Leanna McWood	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Kjersten Nelson	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Candace Philbrick	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Mukhlesur Rahman	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Jiajia Rao	AYE	AYE	AYE	AYE	AYE	AYE	AYE
David Roberts	AYE	AYE	AYE	-	AYE	AYE	AYE
Gary Secor	AYE	AYE	AYE	NAY	AYE	AYE	AYE
Matthew Smith	AYE	AYE	NAY	NAY	AYE	AYE	AYE
Jayne Steig	AYE	AYE	NAY	NAY	AYE	AYE	AYE
Jodi Tangen	AYE	AYE	AYE	AYE	AYE	-	-
Steven Travers	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Jessica Vold	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Scott Wood	AYE	AYE	AYE	AYE	AYE	AYE	AYE
Xiangfa Wu	-	-	AYE	-	-	AYE	-

**University Curriculum Committee Report
For Faculty Senate Meeting on January 22, 2024**

Program Update
B.S./B.A. Criminal Justice – Removing GPA requirements in CJ prefix classes. Eliminating the one retake per course.
Minor Criminal Justice – Removing GPA requirements in CJ prefix classes. Eliminating the one retake per course.
Minor Microbiology – Adding new electives to the list with new course developments and dropping the GPA requirement.

New Program
Undergraduate Certificate Water Resources

New Courses			
Subject	No.	Title	Effective Term
HNES	415	The Olympic Games and Mega-Sporting Events	Fall 2024
HNES	416	Foundations in African Sport	Fall 2024
HNES	616	Foundation in African Sport	Fall 2024
HNES	601	Principles of Intercollegiate Athletics Administration	Fall 2024
HNES	614	Global Perspectives in Sport	Fall 2024
HNES	615	The Olympic Games and Mega-Sporting Events	Fall 2024
HNES	617	Foundations in European Sport	Fall 2024
HNES	626	Foundations in Sport Management	Fall 2024
HNES	745	Intercollegiate Sport Leadership	Fall 2024
HNES	749	Governance in College Sport	Fall 2024
HNES	768	Socio-cultural and Ethical Issues in Intercollegiate Sport	Fall 2024
POLS	447	U.S. National Security Law	Fall 2024

Course Inactivations			
Subject	No.	Title	Effective Term

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Title/Prerequisite/Co-requisite/Description Change	Effective Term
CSCI	622	Fundamentals of Data Engineering	Cross-listing with DATA prefix.	Fall 2024
FIN	452	Real Estate Lending	Removing FIN 430 as a prerequisite and changing GPA to over 2.50 instead of 2.50 minimum NDSU GPA.	Fall 2024
FIN	453	Risk Management in Banking	Removing FIN 430 as a prerequisite and changing GPA to over 2.50 instead of 2.50 minimum NDSU GPA.	Fall 2024
HNES	414	Old title: International Sport New title: Global Perspective in Sport	Title change and adding dual listing of HNES 614.	Fall 2024

HNES	658	Advanced Medical Nutrition Therapy	<p>Updated prerequisite to: HNES 354 and Accelerated Coordinated Program In Nutrition Science and Dietetics Major. Restrictions: Section 1: Non-GPIDEA, Accelerated Coordinated Program In Nutrition Science and Dietetics Major, Section 2 and 3: Registered Dietitian (RD) or be RD-eligible, In GPIDEA Dietetics Program and Accelerated Coordinated Program In Nutrition Science and Dietetics Major.</p> <p>Old prerequisite: HNES 354. Restrictions: Section 1: Non-GPIDEA, Dietetics Professional Standing Section 2 and 3: Registered Dietitian (RD) or be RD eligible, In GPIDEA Dietetics Program</p>	Fall 2024
HNES	700	<p>Old title: Research in Physical Education and Sport</p> <p>New title: Research in Sport Management</p>	<p>New course description: This course is intended to prepare sport management students to conduct research in a variety of sport settings by discussing basic research designs and methods. Students will begin to develop topics, write research questions, and identify appropriate methods to answer the questions.</p> <p>Old course description: This course is designed to help teachers and coaches in the field better understand the process of conducting classroom/sport setting research through practitioner inquiry.</p>	Fall 2024
HNES	707	<p>Old title: Sport in American Society</p> <p>New title: Sport and Society</p>	<p>New course description: This course provides students with a better understanding of the relationship of sport to culture and society. Course materials focus on the application of the sociological perspective to a variety of topics.</p> <p>Old course description: This course provides students with a better understanding of the relationship of sport to American culture and society. Course materials focus on the application of the sociological perspective to a variety of topics.</p>	Fall 2024
PLSC	750	Crop Stress Physiology	<p>New course description: Application of physiological principles to enhancement of stress tolerance in crops. Background knowledge in plant physiology is needed. S (odd years)</p> <p>Old course description: Application of physiological principles to enhancement of stress tolerance in crops. S (odd years)</p> <p>Removing prerequisite of PLSC 686.</p>	Fall 2024
POLS	446	International Criminal Law	Removing prerequisites POLS 220 or POLS 225	Fall 2024

General Education Changes/Revalidations				
Subject	No.	Title	Action	Category
MATH	144	Mathematics for Business	Adding Gen Ed	Quantitative Reasoning

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion. Gender-inclusive language should be used in revised and new policies submitted to SCC.

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

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

Policy Number and Name: 152.2 Membership in Professional and Service Organizations

Effect of policy addition or change: When representing NDSU, dues and membership fees should not be the responsibility of the employee.

Current Policy 812.12 contradicts Policy 152.2.

Policy 152.2 states that dues and membership fees are the employee's personal responsibility, where as 812.12 states the cost of individuals' memberships, which are incurred primarily to represent the institution in business, technical, and professional organizations are allowable.

Delete the policy that dues and membership fees are an employee's personal responsibility and replace the language in 152.2.2 with the language from Policy 812.12, which currently allow these costs.

Update 10/11/23: Further changes made from Controller/Finance Administration

Is this a federal or state mandate: Yes No

This policy applies to (check all that apply): Students Staff Faculty Other (please describe):

Individual/Department/Committee or Organization submitting the policy change:

Senator Gary Secor

Date Submitted to SCC Secretary:

10/11/2023

Email address of the person who should be contacted if revisions are requested:

gary.secor@ndsuscc.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal Checklist*. Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The <i>social</i> impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).			x	
The <i>economic</i> impact on students, staff, faculty, others was considered.	x			
The <i>physical health</i> impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).			x	
The <i>mental health</i> impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).			x	
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).			x	
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	x			
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.		x		
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	x			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.		x		
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	x			

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

* The President's Council for Campus Wellbeing is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive and negative—on the communities and the people they affect. In fact, the World Health Organization estimates that the social, economic and environmental factors of a community influence up to 55% of a person's wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making.

North Dakota State University Policy Manual

SECTION 152.2 MEMBERSHIP IN PROFESSIONAL AND SERVICE ORGANIZATIONS

SOURCE: NDSU President

1. Employees are encouraged to join and participate in professional and service organizations.

2. The University may pay organization or institutional fees in professional and service organizations when the membership is regarded, either by the organization or the University, as an institutional membership or is otherwise considered directly beneficial to the University. ~~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, and the subscription benefits the university.~~ In such cases, all benefits of membership, such as resource materials, belong to the University. All such funded memberships must be approved by the employee's supervisor who has budgetary responsibility for the unit or division. For the colleges of the University, this shall mean the Dean. ~~Individuals must have funds available in the form of discretionary or grant funds for membership costs to ensure no financial burden is put on the university.~~

3. Paid membership fees in professional and service organizations are also allowable when they are an allowable cost pursuant to a sponsored grant or contract pursuant to NDSU Policy 812(12).

HISTORY:

New December 1993

Deleted: Normally, dues and membership fees are the employee's own personal responsibility.

Deleted: .

Formatted: Strikethrough

Commented [TW1]: This is the major change with this version to address the issue of a financial burden on the university when Dr. Bresciani thought that the university would be funding all of the memberships. Rework as needed.

Commented [HK2]: I do not feel this sentence is necessary, since the funding the employee with budgetary responsibility approves the funding. Appropriated sources might be the right source in some instances.

Deleted: <#>

Deleted: <#>Approval must still be obtained pursuant to subsection 2. ↵

No other funded memberships are authorized unless specifically approved by a Vice President or the President. ' ↵

NDSU Faculty Senate Bylaws

Article I: Faculty Senate Membership

Section 1.

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

Section 2.

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

Section 3.

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

1. College of Agriculture, Food Systems, and Natural Resources
2. ~~College of Arts, Humanities, and Social Sciences~~ → Arts and Sciences
3. College of Business
4. College of Engineering
5. ~~College of Human Sciences and Education~~
- 6.5 ~~College of Health Professions~~ → Health and Human Sciences
7. ~~College of Science and Mathematics~~

Commented [HK1]: College Name changes and number changes based on college changes are in Orange

Section 4.

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

Section 5.

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

Section 6.

If a Senator must vacate ~~her/his~~ **their** seat, the vacancy shall be filled by a special election within the unit from which she/he was elected. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

Commented [HK2]: Change to gender neutral language is in teal

Section 7.

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

Section 8.

All Senators are expected to:

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

Article II: Organization and Faculty Senate Operation

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

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

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

Section 6.

Duties of the President shall include the following:

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

Section 7.

Duties of the President-Elect shall include the following:

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

Section 8.

Duties of the Immediate Past President shall include the following:

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

Section 9.

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

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

Section 10.

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

Section 11.

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

Section 12.

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

Section 13.

Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure ~~the President may make a ruling with the advice from the Parliamentarian. or a~~

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

Section 14.

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

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

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

The order of business for Senate meetings shall be as follows:

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

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

At the October meeting, the primary order of business will be planning and prioritizing Senate goals for the academic year. The order of business for this meeting will be as follows:

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

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

Section 15.

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

Section 16.

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

Article III: Faculty Senate Committees

Section 1.

Duties of standing committees include:

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

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

Section 6.

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

Section 7.

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

Article IV: Faculty Senate Standing Committees

Section 1. Academic Integrity

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

Section 2. Budget

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

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

Section 3. Conflict of Interest Advisory

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

Section 4. Council of College Faculties

- 1. Voting membership (three members):
 - a. Three faculty members elected to staggered three-year terms.
 - b. The faculty shall elect each spring by secure electronic ballot a faculty member to serve.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Three-year term.
 - b. No restriction on consecutive terms.
- 4. Responsibilities:
 - a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

Section 5. Diversity, Equity and Inclusion

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

Section 6. Executive Committee

1. Voting membership (~~ten~~ eight members):
 - a. One Senator from each representation unit.
 - b. ~~The Faculty Senate~~ President.
 - c. ~~Faculty Senate~~ ~~The~~ Immediate Past President.
 - d. ~~The Faculty Senate~~ President-Elect.
2. Non-voting membership (five members):
 - a. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - b. One faculty representative of the Provost's Office, designated by the Provost.
 - c. One faculty representative from the Commission on the Status of Women Faculty.
 - d. The Secretary.
 - e. The Parliamentarian.
3. Terms and limits:
 - a. One-year term.
 - b. Limit of two consecutive terms.
4. Committee responsibilities:
 - a. Meet and organize for the academic year during the first week of the fall semester.
 - b. Delegate tasks to Senate committees.
 - c. Review the progress of Senate committees.
 - d. Set the agenda for upcoming Senate meetings.
 - e. Interpret, when necessary, provisions of the Constitution and the Bylaws.

Section 7. Faculty Affairs

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

Section 8. Faculty Rights

1. Voting membership (~~seven~~-five members):
 - a. One faculty member from each representation unit.
 - i. Restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.
 - ii. Elected by the faculty each spring by secure electronic ballot.
 - b. In the event that a member of the committee is on leave, unavailable, or recuses her/himself themselves from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case.
 - i. The replacement will preferably be a faculty member who has previously served on the committee.
 - ii. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other six members, if reasonably possible.
 - iii. Members sitting on an appeal shall complete that appeal even if the member's term expires while the appeal is pending.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Five-year term.
 - b. Begins and ends on August 15.
 - c. No consecutive term limit has been set.

4. Committee responsibilities:
 - a. Responsibilities and procedures are determined by directives of the North Dakota State Board of Higher Education.

Section 9. General Education Committee

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

Section 10. Grade Appeals Board

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

Section 11. Program Review

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

- e. Coordinate the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research and Consulting

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

Commented [HK3]: Committee is similar to the President's Research Council consider removing

Section 13. Technology and Instructional Services

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

Section 14. University Curriculum

1. Voting membership (~~nine~~ eight members):
 - a. One tenured faculty member from each representation unit, ~~except for Arts and Sciences, which will have two.~~
 - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.

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

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

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

Section 2. Campus Space & Facilities

1. Voting membership (~~sixteen~~ fourteen members):
 - a. One faculty member from each representation unit.
 - b. Three staff members, appointed by the Staff Senate.
 - c. Three student members (graduate, undergraduate, and on-campus), appointed by the Student Government.
 - d. Provost (or designee).
 - e. Registrar.
 - f. Vice President for Finance and Administration (or designee).
2. Non-voting membership (four members):
 - a. Director of Facilities Management.
 - b. Chair of the Department of Architecture and Landscape Architecture.
 - c. Assistant to the Director of the North Dakota Agricultural Experiment Station.

- d. **One representative of the Libraries, designated by the Dean of Libraries.**
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.
 - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and review changes in University space allocation, including classrooms and laboratories.
 - c. Review proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
 - d. Recommend policies for site location for new buildings and for overall landscaping.
 - e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
 - f. Recommend plans for sidewalks, streets, and parking lots.

Section 3. Library

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

Section 4. University Athletics

- 1. Committee purpose:
 - a. The University Athletics Committee serves as the NDSU Athletics Advisory Board, as described in the constitution of the National Collegiate Athletics Association (NCAA).
- 2. Voting membership (sixteen fourteen members):
 - a. One faculty member from each representation unit.
 - b. Two students.
 - c. Student Body Vice President.
 - d. President of the Student-Athletes Advisory Council.
 - e. Two representatives of the Staff Senate.
 - f. Director of Intercollegiate Athletics.

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

Section 5. University Assessment and Accreditation

1. Voting membership (~~fourteen~~ twelve members):
 - a. One faculty member from each representation unit.
 - b. One faculty member appointed by the Provost (or Provost).
 - c. Two graduate students, appointed by Student Government based on student preparation through assessment-related education, training, and/or experience.
 - d. One representative from the Office of Institutional, Research and Analysis.
 - e. One representative from the Office of Teaching and Learning.
 - f. Associate Dean of Libraries for Research and Learning.
 - g. Director of the Office of Accreditation and Assessment.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Periodic review of the assessment of student learning in undergraduate and graduate academic programs.
 - b. Develop procedures for annual reporting of assessment activities by departments and other academic units.
 - c. Provide feedback and guidance to departments and other academic units on their assessment activities, working in conjunction with the Director of Assessment and Accreditation.
 - d. Provide a yearly summary of assessment activities to the Faculty Senate and the Provost.
 - e. Develop an action plan for the upcoming academic year based on review of unit feedback about the assessment process and patterns of strengths and weaknesses in reports.

Develop and maintain a University Assessment Plan in collaboration with the Director of Assessment.

5. Member responsibilities:

a. All members:

- i. Complete NDSU's baseline training regarding NDSU assessment processes prior to beginning service on UAC.
- ii. Undertake ongoing professional development related to program assessment and related topics based on guidance from the Director of Assessment and Accreditation.
- iii. Participate in providing assessment support to campus based on availability and comfort with form of support (e.g., referrals, workshop, webinar, coaching).

b. Academic unit representatives:

- i. Participate in annual review of program assessment reports.
- ii. Pursue opportunities to provide updates on assessment activities, timelines, and results at College meetings.

Article VI: Amending the Bylaws

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

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