

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 11, 2006

The University Senate met at 3:30 p.m. in the Prairie Rose Room of the Memorial Union with Dr. E. Berry presiding and the following senators present: D. Andersen, E. Ash, B. Bahrami, S. Beck, S. Bergeson, M. Boetel, X. Cai, V. Clark Johnson, D. Comez, J. Coykendall, W. Dai, B. Duncan, D. Eiler, T. Esslinger, B. Fier, J. Garden-Robinson, J. Glower, R. Gordon, C. Gross, H. Hatterman-Valenti, D. Hauck, A. Hirani, R. Johnson, K. Katti, T. Knoepfle, K. Koch, A. Little, M. Mallett, J. Martin, M. Meister, F. Michael, D. Miller, A. Montgomery, S. Neate, R. O'Connor, S. Panigrahi, L. Peterson, R. Petrich, R. Pieri, B. Randall, R. Rathge, D. Redmer, D. Rider, T. Riley, N. Rogers, D. Scott, C. Skauge, G. Smith, D. Sperl, S. St. Aubin, D. Terbizan, J. Wageman, and D. Wittrock

Substitutions: K. Howatt for M. Christoffers, J. Venette for K. Grafton, L. Horvik for M. Harvey, C. Weber for D. Klenow, W. Gordon for L. Langley, M. Scott for S. Mallik, C. Urness for R. Pinkston, R. S. Krishnan for C. Schnell, and A. Grazul-Bilska for D. Redmer

Previous Minutes

MOTION (Comez/Sperl): to approve the minutes of the May 7, 2006, meeting. MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

MOTION (Riley/D. Miller): to approve changes to the following policies as recommended by the Policy Coordinating Committee:

- [Policy 101 – Personnel Definitions](#)
- [Policy 103 – Equal Opportunity/ Affirmative Action Policy on the Announcement of Position Openings](#)
- [Policy 337 – Grade Appeals Board](#)

MOTION TO APPROVE THE CONSENT AGENDA PASSED WITH UNANIMOUS CONSENT.

General Announcements

1. *Provost Schnell reported the following:*

- Enrollment is strong (official third week=12,258).
- North Central Association approved the reaccreditation of NDSU for another ten years. Schnell thanked the committee and others who dedicated their time and talent on this campus-wide effort. The assurance and accreditation reports are available on the Accreditation and Assessment web site at <http://www.ndsu.edu/ndsu/accreditation/index.shtml>.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 11, 2006

- NDSU Athletics has been accepted into the Mid-Continent Conference (for most sports).
- English Language Proficiency Bill was passed more than a year ago in an effort to provide students a means by which they can file complaints regarding English proficiency levels of instructors. The author of the bill has indicated that colleges are not promoting ways for students to complain, and Dr. Schnell would like student government to be the conduit for these types of student complaints. Student complaints may be anonymous as long as they provide the name of the instructor, class, when/where it meets, etc.
- SBHE Policy 402.4 - Admission Policies-Transfer Applicants has been modified to include new language that students denied or dismissed from a four-year institution in North Dakota be provided information about transfer opportunities at ND community colleges. Schnell discussed the faculty-supported purposes of a time-out period during a suspension. NDSU honors suspensions of other institutions and does not accept transfer credit earned elsewhere during a suspension period. However, if suspended students request prior approval and a plan to enroll elsewhere during a suspension period, transfer credit will be considered for acceptance (except for repeated courses).
- Equity Funding-NDSU requested that funding for extension and experiment stations be excluded from student funding formulas, and the SBHE supported this by a vote of 8-0.

2. *E. Berry, President of University Senate*

- Thanked Council for making Bylaws changes so that Senate meetings can be run more efficiently. He reminded senators of the importance of reviewing consent agenda items and removing any items that require additional discussion or clarification. He also emphasized the need for senators to discuss and ask questions on any item under discussion at the Senate.
- Berry's presidential project this year will deal with anti-racism and diversity.
- A NCAA Athletics Certification Committee has been formed and has begun work on this effort. Updates will be provided on a monthly basis.

Committee Reports

1. *Academic Affairs:*

R. Pieri, chair - no report.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 11, 2006

2. *Policy Coordinating Committee:*

D. Terbizan, chair, presented Policy 335–Code of Academic Responsibility and Conduct ([Attachment 1](#)) for input.

Language was added to this policy to clarify the process for graduate students. MOTION (Terbizan/Venette): to approve the policy changes as presented. Discussion ensued on wording related to substantial evidence (in original policy).

MOTION (L. Peterson/Horvik): to approve the policy changes as presented and refer to the PCC for further clarification. MOTION WAS APPROVED WITH UNANIMOUS CONSENT.

3. *General Education:*

L. Peterson, chair – no report

4. *Council of College Faculties:*

T. Barnhart reported that the following items are being discussed by CCF this fall:

- Proposed theft policy
- Last day for No Record Drop statewide
- Professional liability for student interns
- Budgets and faculty salaries/productivity (joint meeting with SBHE on 9/22)

New Business

1. *Confirmation of Spring 2006 Graduates ([Attachment 2](#)):*

MOTION (Peterson/Venette): to confirm the graduates of May 2006. MOTION PASSED WITH UNANIMOUS CONSENT.

2. *Approval of Parliamentarian:*

MOTION (Coykendall/Eiler): to approve Dennis Cooley as University Senate parliamentarian for 2006-2007. MOTION PASSED WITH UNANIMOUS CONSENT.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 11, 2006

3. *Nominations for Chair of Grade Appeals Board:*

Nominations were made at the May Senate meeting, but no vote was held, so additional nominees were requested. Berry will send email reminders, and a vote will be held at the October Senate meeting.

4. *PTE Advisory Group:*

Provost Schnell asked the University Senate to again support an advisory committee for the PTE process this year. MOTION (Coykendall/Horvik): to approve as presented. MOTION APPROVED WITH UNANIMOUS CONSENT.

Discussion focused on the addition of materials to a portfolio after its been submitted for review; annual appraisals and evaluations; the status for portfolio purposes of publications in preparation, in editorial offices, and manuscripts forthcoming. Each unit will need to define the process for letters of support from external reviewers.

5. *Library:*

J. Council, dean, reported on the status of the library budget and holdings. Faculty input has been solicited via academic deans to determine appropriate budget cuts (serials and databases). The book budget has been cut in half for the year, and some journals were cut because of a consortium arrangement with MN and SD. These efforts will allow NDSU to retain its access to Elsevier titles. Faculty awareness has been increased on the importance of having a good, research (Division I) library. Additionally, students have expressed the need for a quality library by working on a funding/consultant proposal. The Library Committee will be active this year assessing needs and developing a plan.

6. *Senate Membership and Standing Committees:*

Berry announced that Senate membership and membership to standing committees is posted to the University Senate web site. Committees are to let either Berry or Wold-McCormick know the name of their committee chair, so this information may be updated in the database and used for communication to the various committees.

7. *Graduation with Honors Proposal:*

Provost Schnell introduced a potential change in the graduation honors policy. Proposed changes entail the removal of transfer credits from calculating graduation honors, as well as adding the requirement of at least 60 credits earned in residence to be eligible. NDSU uses an institutional GPA (without the inclusion of transfer grades) as the basis for all other academic policies. This issue will be discussed further and voted on at a future Senate meeting.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 11, 2006

8. *Faculty and Student Satisfaction Surveys:*

Provost Schnell shared some of the results of recent student and faculty surveys, which included comparisons of peer institutions and of other public universities of medium selectivity. Data shared related to faculty responses included items such as: sentiment on academic preparedness of students, quality of students, and job satisfaction. Students surveys asked questions related to preparation time for class, hours worked off/on campus, amount of time spent relaxing and socializing, satisfaction with student affairs areas, etc. While NDSU appeared to score higher in most categories than its peers, there are areas of concern that will be the focus of future discussion on campus. Brief discussion ensued on sample sizes and longitudinal data.

Adjournment

Meeting adjourned at 5 p.m.

Kristi Wold-McCormick, Ph.D.
Secretary

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 11, 2006

Attachment 1

POLICY CHANGE COVER SHEET

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

Section

335: Code of Academic Responsibility and Conduct

Language has been added to clarify process for graduate students.

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

Policy Coordination Committee -

Staff Senate -

University Senate -

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

Dean of the Graduate School

SECTION 335: CODE OF ACADEMIC RESPONSIBILITY AND CONDUCT

SOURCE: NDSU University Senate Policy

The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This Code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred and an established procedure has not been approved by the faculty of a college such as the Honor System of the College of Agriculture.

1. The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.
 - a. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.
 - b. Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 11, 2006

Attachment 1

disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

2. The faculty member and the administration are responsible for procedural fairness to the accused student or students in accordance with the following procedure:
 - a. Faculty members who suspect that prohibited academic conduct has occurred in their class have an initial responsibility for informing the student or students involved of their suspicion and the grounds thereof, of allowing a fair opportunity to refute them, and of making an impartial judgment as to whether or not any prohibited academic conduct occurred only upon the basis of substantial evidence.
 - b. Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes. Faculty members may fail the student for the particular assignment, test, or course involved, or they may recommend that the student drop the course in question, or these penalties may be varied with the gravity of the offense and the circumstances of the particular case. Faculty members will provide a written statement of the action to the department chair, dean, and vice-president for academic affairs. In the case of graduate students, the graduate dean will also be notified.
 - c. In addition to the prerogative above, or if the student is not enrolled in his or her course, the faculty member may recommend a disciplinary sanction to the dean of the college in which the infraction occurred. If the student is not enrolled in this college, the dean will forward the charge to the dean of the student's home college. That dean may impose academic warning or probation in the college, or the dean may recommend suspension or expulsion to the Academic Standards Committee as outlined in Section 4 [of this policy]. If the student is not enrolled in the college where the infraction occurred, the dean of the college for the student must be informed before the disciplinary sanction is imposed and may impose a disciplinary sanction for that college, also.

Accusations involving academic misconduct of graduate students will follow the procedure described with the following exception. The dean of the home academic college will recommend a sanction (including academic warning, academic probation, suspension, or expulsion) to the graduate dean, not the Academic Standards Committee. The graduate dean will provide the student with written notice of the action, describe the graduate student appeal process, and indicate to the student the date by which an appeal must be filed. Failure to file an appeal will result in implementation of the specified action. If an appeal is filed, the graduate dean will notify the student of the result following the completion of the appeal process.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

September 11, 2006

Attachment 1

- d.
 - If a person not currently enrolled at NDSU is involved in prohibited academic conduct, the Vice President for Academic Affairs, Vice President for Student Affairs, and the Director of Admission shall be informed of the violation.
- 3. A student who has received a penalty or a disciplinary sanction for prohibited academic conduct may appeal the decision.
 - a.
 - The student must consult with the instructor, the department chair, and the Dean, in sequence, to resolve the conflict.
 - b.
 - Then, the student may request a hearing by the Student Progress Committee in the college where the violation occurred. In addition, the student may request that two students be appointed to the Student Progress Committee for the hearing; one student shall be a member of the Student Court appointed by the Chief Justice of the Student Court, and the other student shall be a student senator for that college appointed by the student body president.
- 4. A student may be suspended or expelled for prohibited academic conduct by the Academic Standards Committee in accordance with the following procedure:
 - a.
 - The dean must notify the student that they will recommend suspension or expulsion to the Academic Standards Committee, but the student must be given two school days to file a written notice of appeal with the Student Progress Committee before the recommendation is presented to the Academic Standards Committee.
 - b.
 - The student may appeal the recommendation of suspension or expulsion to the Student Progress Committee as outlined in section 3.b. above.
 - c.
 - The Academic Standards Committee may impose suspension or expulsion, if an appeal with the Student Progress Committee is not in progress.

HISTORY: December 10, 1973; Amended May 12, 1975; April 1992

North Dakota State University

Attachment 2
September 11, 2006

Date of these diplomas: May 12, 2006

Bachelor of Fine Arts

Cherie Lynn Thurlow ... Cum Laude

Bachelor of Arts

College of Arts, Humanities & Social Sciences

Seth Andrew Archer
Steven L. Bishop ... Magna Cum Laude
Theodore J. Blotsky
Frank Russell Clemens ... Summa Cum Laude
Cole O. Davidson ... Magna Cum Laude
Amanda Lynn Fitzsimmons
Kelly Lynn Greger
Rachel Katherine Hall ... Cum Laude
Tyler Jon Jorgenson
Darlene Faye Kordonowy
Nathaniel Lucas Lutovsky ... Summa Cum Laude
Jessica Yen Manzey
Daniel Martin Nasset ... Cum Laude
Joel D. Porter
Alisa Marie Priebe
Janine Alisha Schneibel
Rachel E. Sinness ... Magna Cum Laude
Cody Benard Stanley
Craig P. Vasek
Miranda Lynne Wilson
Melissa Lynn Woinarowicz ... Cum Laude

College of Human Development & Education

Emily L. Bue ... Magna Cum Laude
Heidi Jean Johnson
Amanda Beth Peterson ... Magna Cum Laude
Jessica Jade Raile ... Cum Laude
Leah Jo Ramstad ... Cum Laude
Kristie Katherine Sullivan

College of Science & Mathematics

Clinton Josh Bergstrom
Jill Marie Cuchna
Andrea Renae Heggeness ... Magna Cum Laude
Julie Rebecca Jenkins ... Summa Cum Laude
Lindsay Anne Merchant ... Magna Cum Laude
Sharif Tarequr Rahman
Matthew Jay Zeltwanger ... Summa Cum Laude

Bachelor of Science

College of Agriculture, Food Systems, & Natural Resources

Brady Michael Anderson
Noah C. Anderson
Steven Eric Anderson
Elizabeth Kay Andreas
Erik Thomas Barwicki
Mark M. Bata
Joshua Lavern Behrens
Amy Kay Bergan
Jamie Lynn Bergstedt ... Summa Cum Laude
Emily Van Berkum
Robert G. Blaufuss ... Magna Cum Laude
Grant Thomas Bollingberg
Joshua R. Brandt
Jennifer Ann Brown
Elizabeth A. Bruins ... Magna Cum Laude
Carly Ann Bye
Stephanie R. Cook
Benjamin Luther Dahl
Gregory T. Danzeisen
Michael J. Davis
Joseph A. Dittmar
Michelle Christine Duppong ... Summa Cum Laude
Steven Jerome Ebertowski
Sarah M. Effertz ... Cum Laude
Thomas Orville Ellison
Tyler Scott Engstrom
Luke W. Erickson
William Joseph Espeseth
Timothy Robert Fleege
Christopher Steven Girodat
Joshua Kristoffer Gonser
Tony Michael Guggisberg
Amy Jean Gunderson
Kevin W. Hall
Kelcee Ann Hanna
Leslie C. Hanson ... Cum Laude
Jamie L. Hauff
David Bryan Heinz
Luke Douglas Heitmann
Kari Jo Hellandsaas
Daniel Aaron Hogfoss
Nathan A. Holtegaard
Nathaniel T. Horner ... Cum Laude
Timothy V.G. Jaehning
Matthew John Jennen
Loren John Jesch
Leslie Ann Job
Jolene Madonna Kelzer ... Summa Cum Laude

Laura Elizabeth Kenyon
Aaron Nicholas Kiemele
Patrick Aaron Kilzer ... Magna Cum Laude
Landon James Kimball ... Summa Cum Laude
Cody James Kjergaard
Christopher Rodney Kluge
Ashley R. Krause ... Cum Laude
Andrew T. Kristensen
Suzanna Sadie Kuchera ... Cum Laude
Adam A. Larson ... Summa Cum Laude
Justin William LeBlanc ... Summa Cum Laude
Jennifer Lee Livingston ... Magna Cum Laude
Andrew Lee Mauch
Kevin Scott Michener ... Magna Cum Laude
Thomas Joel Moen
Cody Shane Nelson
Michael Kelly Nordlund
Matthew Jerome Olson
Michael Hal Ostlie
Matthew David Pap
Joshua Milan Peterson
Thatcher S. Peterson ... Cum Laude
Traci L. Peterson
Brian Robert Quinn
Christy Mae Randall
Jaclyn Marie Rasmussen
Jess Daniel Reimche
Jeremiah Wesley Reiser
Jessie DuWayne Rieger
Liza Mari Ronholdt
Jordan William Sagert
Storm Gavin Sammon
Jeffrey Dean Sather
Edward Ervin Schmidt, Jr.
Kelly Ann Schmuser
Kacie Annette Selle ... Cum Laude
Nevada Daniel Silha
Aaron J. Skarsgard
Tara Ann Snyder
Nathan James Spickler
Kelsey Elizabeth Steenblock
Tyler Wade Stegman
Michael Douglas Strand
Joshua Jeffrey Szczech
Aimee L. Thapa
Meghan A. Thiede
Daryl J. Timmerman
Shane Edward Trautner
Marty Farrell Udem
Jessica Kaye Unruh
Darin Lee Vandrovec
Andrew Mitchell Vick
Troy Elliott Viland

Justin Todd Vogel
Chad Napoleon Walock ... Cum Laude
Paula Jo Wolff

College of Arts, Humanities & Social Sciences

Justin M. Abrams
Amy Jo Adahl
Sara Elizabeth Anderson
Derek James Arndt ... Cum Laude
Dhor Santino Arol
Marie Elizabeth Bakke
Michael G. Baso
Theo Raymond Baspaly
Courtney Rae Battey
Troy Raymond Bock
Joshua Scott Brottlund
Jessica Eve Brown
Rachel Ann Bruner ... Magna Cum Laude
Teri Lynn Bylander ... Summa Cum Laude
Tiffany Jo Carter
Annabelle Marie Condon
Chelsea Lynn Cronin
Angela Pauline Denner
Nathan D. Dicks
Matthew Andrew Durfee ... Summa Cum Laude
Amber Marie Egan
Katherine Marie Elijah
Erienne L. Fawcett ... Summa Cum Laude
Gloria M. Flanders
Sara Jane Folkestad
Tara Beth Freed ... Cum Laude
Lauri Marie Gapp
Nathan Timothy Geist
Matthew Daniel Gerber
Brandee J. Gibbs
Bonnie J. Gregoire ... Summa Cum Laude
Sarah Christian Meyers Gress
Stephanie Nicole Guler
Andrea Christine Halverson
Cody Ross Harmon ... Magna Cum Laude
Corey Allen Hartley ... Cum Laude
Ryan David Hegle
Dara Jean Helgeson
Kara E. Helgeson
Thea Elizabeth Herme
Adam John Hlebain
Brent C. Johnson
Kachoul Mel Kachoul
Sean Patrick Kelly
Angela Edith Kilzer
Sharli J. Kiner ... Cum LauSeptember 11, 2006

Chelsee Kristina Knudson ... Cum Laude
Misty U. Koskela
E. Bryan Lang
Adam Ordell Lund
Rudie Lee Martinson
Emily K. Mattson
Joshua J. Maynard
Michael John McGath ... Magna Cum Luade
Carrie Elizabeth McPherson
Kitra Jolynn Nelson
Karin E. Nordling
Teresa Faye Oe ... Magna Cum Laude
Ann Maree Oksendahl
Justin James Olson Swanson
Amy Marie Oster ... Magna Cum Laude
Adam Lee Owen
Kara Jo Pekarski
Jesse Lynn Perkins
Phillip M. Perry
Jackie Louise Pommerer
Kevin Thomas Roach
Rosemary Robb
Brent R. Rockswold
Samantha Eleanor Roth
Lisa Marie Sanden
Kimberley Anne Sava
Kari Lynn Schatzke
Heather M. Schneider
Jennifer Marie Schwartzbauer ... Cum Laude
Steven Sherman Seward
Brett A. Thompson
Rebekah Emily Thompson
Erin Claire Tierney
Jessica Mae Trnka
Tyler Jay Van Bruggen
Heather Katherine Vierkant
Bethany Marie Walsvik
Chad Michael Wenzel
Angela Beth Wheaton
Alycia Jean Whetter
Ruth Anne Wirtz
Mirranda Lynn Wolters
Andrea Susan Yan ... Magna Cum Laude
Marla A. Yellowbird
Kole W. Zimmerman

College of Business

Jessica Ann Alfson
Landon R. Anderson
Hamza Ali Baba
Robert Thomas Babich ... Cum Laude
Benedikt Baer
Elias Baer ... Cum Laude
Jerit Thomas Billberg
Daniel W. Blotske
Steven M. Boehm
Angela Marie Boyer
Thomas John Branca
William Jacob Brandt
Adam Bryce Braunberger

Benjamin John Buresh ... Cum Laude
Nicholas Andrew Campbell
Gerald Michael Cerrato
Emily S. Deal
Jennifer Lynn Diederick
Kori Lynn Dobitz
Eric Edward DuChene ... Cum Laude
Travis James Durick
Dane James Eastman
Hamid Echane
Kelsey Ann Ellefson
Jason Michael Enger
Marcie Ann Erickstad
Levi Marvin Erman
Danielle Nichole Feist
Ashley Elizabeth Field
Turner Steven Fixen ... Summa Cum Laude
Carla Mae Fregien
Ryan D. Funfar
Jeremy Steven Gilbertson
Bethany A. Gonser ... Summa Cum Laude
Charles Joseph Gooding
Robert Benjamin Graham
Richard Lawrence Haberman
Rachel Katherine Hall ... Cum Laude
Jay H. Haug
Kyle M. Haugland
Vanessa Rae Heil
Joshua James Herbold ... Magna Cum Laude
Michael James Herman ... Summa Cum Laude
Samantha Dawn Heth
Lloyd O. Hoffarth
Ryan Bradley Holtan
Amanda Lee Hommerding ... Cum Laude
Ryan Thomas Huls ... Cum Laude
Aaron D. Hystead ... Cum Laude
Charles A. Iverson
Darin Alan Jacobson
Brandon Ross Johnson
Brett Allen Johnson
Michael Gregory Johnson
James Gregory Jones
Kristle A. Kaldahl
Nathan D. Kary ... Summa Cum Laude
Jeremy Jay Kendall
Craig Joseph Kilber
Jeremy Carl King
Marc P. Knutson
Brian Craig Kramer
Christopher James Kupfer
Jeffrey Alan Landblom
Dean Curtis Lefor
Randy Robert Lewis
Lance Philip Minnichsoffer
Aaron G. Mitchell
Jessica A. Mitchell ... Summa Cum Laude
David Wayne Motschenbacher
Andrew Michael Nielsen ... Cum Laude
Clay R. Ostlund
Jay Douglas Peltier
Anthony David Petersen

Eric M. Peterson
Michael James Reinhardt
Katherine Ann Riedinger
Kayla L. Rygh
Thomas Richard Sanders ... Magna Cum Laude
Isaac R. Sando ... Summa Cum Laude
Lindsey Beth Sandvig
John Henry Scheibel
Amber Rae Smith
Christine J. Southam
Nicole Kimberly Springer ... Summa Cum Laude
Ryan Lee Steiner
Daniel Jens Tennesfos
Danielle M. Thompson
Kristin Lynne Thompson
Michael Samuel Tripp
Laurie Ann Tuma
Stephanie Ann Turner
Jerry L. Tveidt
Lane Kenneth Volesky
Michael James Wahl
James Robert Widner
Matthew Thomas Woinarowicz
Michael Allen Wonenberg
Annie Rosemarie Zander

College of Engineering & Architecture

Brian Henry Abeld
Daniel Jonathon Abeln
Joni Solberg Adahl
Joshua Royce Adamson ... Cum Laude
Tyler Jacob Aman ... Summa Cum Laude
Bryon J. Amble
Jason Adam Anderson
Nathan R. Arnold
Cody Kyle Axness
Levi A. Baer
Whitney A. Baethke ... Magna Cum Laude
Justin Craig Baggenstoss
Stefan Balaz
Brianna Elizabeth Balint
Crystal Kelly Barr ... Magna Cum Laude
Thomas Ryan Beatch ... Magna Cum Laude
Adam Matthew Becker
Karl Matthew Becker ... Magna Cum Laude
Christine M. Behrend
Matthew Scott Belleville
Brent John Benusa
Caleb Kenneth Berge
Derek Lee Berube
Rodney Bischof, Jr. ... Magna Cum Laude
Gabriel Loy Bladow ... Cum Laude
Kya Jean Blestrud ... Cum Laude
Jonathan William Blixt
Grant L. Boeshans ... Cum Laude
Nathan Lee Brandenburger
Matthew J. Brehmer
Sarah Ingrid Bremer ... Magna Cum Laude
Nathan Michael Bren
Jarrod Sterling Breuer ... Cum Laude
Jarrod Scott Brown
Amanda Min Brozo
Nicholas John Bruhn
Nicholas John Bruns
Andrew Phillip Buchwitz
Adam Edmund Buckhouse
Jennifer Anne Burke ... Cum Laude
Angela Marie Carlson
Grant Theodore Carlson ... Cum Laude
Samuel G. Chapman
Justin David Cherney
Bryan Jon Christensen
John J. Christensen
Jacob Mitchell Chrzanowski
Kailen Joseph Collette
Chad Douglas Consoer
Brandon Justin Cormier
Stefanie R. Correll
Jeremy Paul Cossitt ... Cum Laude
Chad Allen Cowley
Timothy Michael Curran
Andrew Ray Dahlquist ... Cum Laude
Justin Joshua Dally
Jacob R. DeCock ... Magna Cum Laude
Christopher Bryce DeHaan
Brent Charles DeKrey
Kristina Tiersa Dodge
Rachel Ann Dorry
Brittany Ann Douglas
Christopher Conrad Dumont
Kyle Lee Dworshak
Eric Michael Eckman ... Cum Laude
Andrew D. Eitreim ... Magna Cum Laude
Cody David Ellingson
Christopher Michael Endreson
Harlan S. Engberg
Braden Ross Engel ... Cum Laude
Colin David Engel
Steven Wayne Eskildsen
Anthony Kenneth Eukel
Katie Lucille Evans
Michael J. Faust
Sarah Justine Fedor
Siegfried Paul Feierabend ... Magna Cum Laude
Nicholas Russell Fernstrom
Brian Patrick Feser
Traci Lynn Fisher
Justin R. Flack ... Magna Cum Laude
Daniel Gary Flatau
Eric Jeffrey Fosmo ... Magna Cum Laude
Jesse Lee Frey
Kimberly Marie Gedde ... Cum Laude
David John George ... Magna Cum Laude
Todd Lewis Gibbon ... Magna Cum Laude
Gary Michael Glasser
Joshua Lee Gornowicz
Anthony William Gosse
Luke Aaron Grandlund
Jason Greenwood
Brandon Steven Grimes ... Magna Cum Laude
Joshua S. Grote ... Magna Cum Laude

John Ray Grothman
Adam John Guderian
Aaron David Gunderson
Nathan Arne Haaland
Travis Wade Hakanson
Bryan D. Halvorson ... Cum Laude
Christine A. Hanson ... Magna Cum Laude
Wyatt Dion Hanson ... Cum Laude
Craig Dale Harper
Geoffrey Carl Hartway
Brady Scott Haugo
Justin Roland Hayes
Nathan W. Helbling
Brady Paul Helland
John Michael Heller
Michael John Hemann ... Cum Laude
Ross Elvin Henjum ... Magna Cum Laude
Alan Michael Heuring ... Magna Cum Laude
David C. Hinkemeyer ... Magna Cum Laude
Nathan P. Hoffmann ... Summa Cum Laude
Scott Thomas Hofmeister ... Magna Cum Laude
David Thomas Holien
Justin P. Holland
Cody Lea Holmes
Andrew Charles Holmgren ... Magna Cum Laude
Jesse Alan Holtan
Philip Jeffrey Homan
Benjamin Arthur Horejsi
Jason Joel Howard
Kaitlyn Elizabeth Humphrey
Ryan J. Husfeldt ... Magna Cum Laude
Diane N. Hyink ... Cum Laude
Nathan David Illies
Samuel B. Jacobson
Eric Patrick Jerke ... Summa Cum Laude
Benjamin John Johnson
Brittany Jeanette Johnson
Bryce D. Johnson
Chad W. Johnson
Dana Kristen Johnson
Gregory S. Johnson
Jessica Anne Johnson
Timothy Philip Johnson
Mindy Marie Joneson
Chestin Scott Josewski
Philip James Kannianen ... Cum Laude
Mitchell Ralph Keller ... Magna Cum Laude
Tristan James Kendall
Lynn R. Keszler
Matthew Scott Klingenstein
Thomas A. Knakmuhs
Jesse Alan Knudsen
Justin V. Kofoed ... Magna Cum Laude
Derek Jon Kohlhase
Jeremy Alan Korczak
Andrew C. Kotticks
Kurt Charles Krumwiede ... Cum Laude
Matthew C. Kueper ... Magna Cum Laude
Dominic Leonard Landman ... Cum Laude
Brian S. Larson
Holly Anne LaVan

Jeremy W. Lee
Wyatt Christopher Leininger
Derek James Leuer ... Magna Cum Laude
Tyler Daniel Lindeman
Stephanie Marie Lindemann
Brian Walter Lintgen ... Magna Cum Laude
Timothy James Lipetzky ... Magna Cum Laude
Michael Milan Long
Lacie Kay Luchtenburg
Benjamin Sauter Luther
Kurt Robert Lysne ... Cum Laude
Timothy John Mack
Nicholas S. Mairs
Jace Virgo Manning ... Magna Cum Laude
Kary Stephanie Martin ... Cum Laude
Steven Scott Martineau
Brock T. Martinson
Krystal R. May ... Cum Laude
Daniel Lee McGinnis
Adam Steven McLane
Charlotte Lynne McLean
Michael Robert McLean ... Magna Cum Laude
Hugh R. Medall ... Cum Laude
Lejla Mehmedovic ... Magna Cum Laude
Joseph Adam Miessen
Kevin D. Miller ... Cum Laude
Logan Charles Miller
Nathan Stanley Miller
Rachael Grace Miller
Trenton W. Mohl
Matthew A. Moore
Adam Klevberg Naastad
Daniel Ngumi
Joseph Paul Nigg
Jacob Joel Nikle
Pedro Pablo Nunez
Kristin Lee Nuss
Heather Marie Ohnstad
Justin Roger Oleson
Jason Darrold Olheiser ... Cum Laude
Kirk Andrew Olson
Matthew L. Olson
Ryan Dean Olson
Jason D. Osborn ... Magna Cum Laude
Anna R. Otto
Brandon Lee Oye
Brian Thomas Pattengale
Jason Edward Perius
Adam Lee Peterson ... Magna Cum Laude
Jason Christopher Picka
James Matthew Pladson
Alexander Michael Porter
Megan Lynn Prescott
Michael Loren Prom
Sharla J. Proulx
Kurt Martin Pulczynski ... Summa Cum Laude
Jeremy Don Purcell
Meredithe L. Quinn ... Magna Cum Laude
Ronald Scott Randell ... Cum Laude
Jesse Daniel Rasmusson
Neil G. Reardon

Shannon Lee Reardon
Amanda Lenore Reeck
James Thomas Rhode, Jr. ... Magna Cum Laude
Mark James Roelofs
Kyle L. Rolfson
Michael Edward Rosendahl
Eric Allen Rossland
Rachel A. Rudiger ... Cum Laude
Jessica Ann Rust
Brooks R. Sabot
Holly Kristeen Samuelson
Kimberly Joy Sandbulte
Zainab Yetunde Sanusi
Adam Conrad Sathre
Erin Marie Sauer
Joseph Charles Saxton
Heather Ann Schafer
Adam Lee Scheibel
Ryan Alan Schiermeister
Mark John Schlanser
Christopher James Schmitt
Corey Lee Schmitt
Jacob Francis Schnabel ... Summa Cum Laude
Thomas Michael Schoeberl
Daniel Lynn Schriock
Lance Gregory Schuer
Peter William Sedgeman ... Summa Cum Laude
Robert W. Sehm ... Magna Cum Laude
Jeremy J. Seiler ... Magna Cum Laude
Joseph Wade Senger
Bret J. Shiers
William Christian Shulstad ... Cum Laude
Ryan Michael Siggerud
Brian D. Simmons
Jessica D. Sivertson
Cary John Slominski
Joni Patricia Smith
Kyle Charles Smith
Mitchell L. Sorby
Philip O. Spande ... Magna Cum Laude
Adam Lee Spitzer
Joseph Andrew Staiert
Tyler Wayne Steffan
Dustin James Stein
Adam Donald Steinke
Dustin D. Steward
Shay Alan Stockstad
Grant Edward Striemer
Steve W. Stroschein
Chad N. Swenson ... Summa Cum Laude
Trisha Marie Teunissen
Nikolas Gabriel Thomalla
Joseph Leore Thomas
Tia Marie Thomas
Darrin James Thompson
A Thor
Corey Paul Thorson
Lance Scott Thorson ... Cum Laude
Kevin David Thueringer ... Summa Cum Laude
Michael Gabriel Tiedman
Jason Joseph Tomanek

Scott Ray Torgerson ... Magna Cum Laude
Jeremiah J. Undem
Adam C. Vail
Brandon R. Voller ... Magna Cum Laude
Christopher Lee Vondemkamp
Erica Rae Wachter
John Joseph Wald
Erik Dean Walker
Melinda Michelle Wargo
Cody Dustin Weaver ... Cum Laude
Timothy James Wellner
Betty Ann Wey
Bradley Michael Wheeler
Aaron Michael Zabel ... Cum Laude

College of Human Development & Education

Abby Gail Ahmann
Joshua Emanuel Aman
Bobbi Jo Anklaam ... Magna Cum Laude
Stacy Jeanne Aultman
Stacey A. Bahls
Emily R. Bair ... Summa Cum Laude
Danika Jade Batcher-Johnson
Melissa Kay Bates
Beth Marie Bicknese
Kevin Roger Bobbe
Bradley John Bonk
Ryan Timothy Bosch
Amber Rita Bowman
Sarah Lyn Braaten
Michael Eugene Breker ... Summa Cum Laude
Rocky Joe Brown
Jennifer M. Brudwick
Matthew W. Buchanan
Amanda Leigh Bummer
Callie May Cavett
Anna Lee Christensen
Nicolas Aaron Christianson
Jennifer Rose Claus
Jedd William Danielson ... Cum Laude
Katia Rae Derserly
Jill Marie Dows
Jared Wayne Eagle
Andrea Karen Edwards
Patrick Ryan Engelhardt
Gracia Beth Erickson ... Summa Cum Laude
Aubrey L. Foltz ... Cum Laude
Katina Marie Fonio
Jenny Ann Fowler
Christina Lynne Fox
Ariane Michelle Fricke
Jessica Lynn Froemke
Kabie D. Fuchs
Amber Suzanne Garrett
Sheldon James Gerhardt ... Summa Cum Laude
David John Gervais
Andrew T. Gilbertson
Mathew David Gorman
Kimberly Anna Grettum

Rebecca Jo Ann Gruhlke ... Cum Laude
Tyler Andrew Gylland
Jennifer L. Habib ... Magna Cum Laude
Tony Richard Halland
Jessica L. Hammer
Kimberly Ann Hebl
Stephanie Kay Heinzen ... Cum Laude
Amanda LaRae Helbling
Paul David Hensrud
Dana Lynn Hoffman
Jenica Lee Hogness
Amy Lynn Holmvig
Nathan Lee Hust
Kayla Ann Jackson
Jessica Ann Jarve
Marques J. Johnson
Paul Micheal Johnson
Valerie L. Johnson
Amy Lynn Jundt
Kristi Jo Kapitan
Andrew D. Kelchen
Stacy Rae Kemerling
Sheena Rae Kindseth
Joseph Jeffrey Kittell
Cody Allen Kittelson
Katie Jo Kline
Dylan Charles Knipple
Rebecca K. Knutson ... Cum Laude
Nicole Marie Lefebvre
Krystle Ellen Lieberman ... Cum Laude
Jewel Marie Lyons
Amanda Jo Miller ... Cum Laude
Courtney Jo Mittleider
Dustin Dean Moser
Heather Leahann Moser
Mindy Rose Muller ... Cum Laude
Jennifer Lynn Nordick
Hidefusa Okamatsu
Tess Alisha Olofson ... Cum Laude
Karen Faye Olson
Keira Ann Oscarson
Joseph E. Oswowski
Katie Lynn Ovrebo
Jacob Robb Oyster
Nicole Lynn Petersen
Monica Lee Pieper ... Cum Laude
Rachel Emerise Poitra
Lindsay Jo Pollestad
Christopher T. Prescott
Heidi Lee Rogahn
Amanda Marie Rost
James E. Russell
Anna Marie Schaan
Lexie Kate Schaub
April M. Schmidt
Shannon M. Schmidt
Jared Lee Schroeder ... Cum Laude
Sanna Mourita Shields
Kristin Kay Sisk ... Magna Cum Laude
Rebecca Lee Skrypek ... Magna Cum Laude
Kirsten M. Solomonson ... Summa Cum Laude

Jason Eugene Soyring
Clarissa Mary Sparkman ... Summa Cum Laude
Andrea Mary Strey
Amanda Marie Stroh
Scott J. Surla
Sarah Ann Swenson
Renee Marie Syverson
Marisa Catherine Tauer
Jennifer Joy Theis ... Cum Laude
Jessica Laneal Theurer
Tanna Janel Torkelson
Laura Celia Tschepen
Anna J. Vannelli ... Summa Cum Laude
Angela Marie Vetter ... Cum Laude
Amy Marie Webster
Shannon Marie Weinmann ... Magna Cum Laude
Ann C. Welle
Mari Victoria Wevley ... Cum Laude
Heather Marie Wilder
Tyler Wayne Woeste
Cody Michael Wolf
Jenifer Kimberlee Wollman
Sarah Joy Wolters
Dena M. Wyum ... Magna Cum Laude

College of Pharmacy, Nursing & Allied Sciences

Ryan J. Albrecht ... Cum Laude
Jill Marie Anderson ... Cum Laude
Jennifer Marie Applegren
Kevin Alan Bartels
Daniel Beiswenger
Krista Dawn Berge ... Summa Cum Laude
Shawn Jason Bjorndal
Aftin Leigh Boling ... Summa Cum Laude
Katey A. Briski ... Magna Cum Laude
Melissa Sue Brossart ... Cum Laude
Nicole Andrea Cariveau ... Magna Cum Laude
Ruth Elizabeth Carlson ... Summa Cum Laude
Emily Jean Case ... Magna Cum Laude
Caroline Yen Chang ... Magna Cum Laude
Catherine Christine Cluever
Tammy Louise Compson ... Summa Cum Laude
Travis Wayne Condon
Shawna Leigh Deminck ... Magna Cum Laude
Sara Ann Ecklund ... Cum Laude
Mykke Patricia Fandrich
Carrie Rose Feickert ... Magna Cum Laude
Scott Michael Frank ... Magna Cum Laude
Robin Mary Fried
Heidi Naomi Fritz ... Summa Cum Laude
Stacy A. Gaugert ... Magna Cum Laude
LeNeika Dawn Gebauer ... Magna Cum Laude
Molly Anne Gunkelman ... Cum Laude
Dylan P. Hall
Rachel May Hampton
Sarah Jean Hamre
Ryan Joseph Hansen ... Summa Cum Laude
Melissa Marie Hauge
Nicholas A. Hewitt

Jennifer Marie Hinman
Joshua Michael Holland
Nathan Albin Holmquist
Amanda Jean Hulst ... Summa Cum Laude
Sean Andrew Johnson
Kyle W. Jost ... Magna Cum Laude
Ashley Marie Keltgen ... Magna Cum Laude
Brianna Leigh Kent ... Cum Laude
Matthew Lee Kessler ... Magna Cum Laude
Rachel Lynn Killmer ... Magna Cum Laude
Katherine Ann Kincaid ... Summa Cum Laude
Amanda Joy Kittelson ... Magna Cum Laude
Linda J. Klapp ... Cum Laude
Kimberly Kay Korstjens
Kraig Allen Kraft ... Magna Cum Laude
Kyle Ryan Krenzke
Emily Aline Kuchera
Kimberly L. Larson
Alicia Rae Lauf
Cody James Leff ... Magna Cum Laude
Coralyn E. Lennberg ... Magna Cum Laude
Timothy Michael Lindgren
Kody Jay Lura
Mar Puoch Mar
Mary Cecile Matthews ... Cum Laude
Michelle Rae Mehling
Amanda Marilyn Meyer ... Cum Laude
Bryan Dean Miller ... Cum Laude
Jessina Nicole Moe
Rebecca Ann Moos ... Cum Laude
Jennifer A. Nagel ... Cum Laude
Amber Lee Nelson ... Magna Cum Laude
Joshua Michael Nelson
Lindsey Jean Nokleberg ... Summa Cum Laude
Belma Nurkic
Erin Gail Olson
Jonathan James Paschke ... Cum Laude
Nicole Renee Peters ... Summa Cum Laude
Loren M. Podoll
Samantha Jo Pula ... Cum Laude
Nathaniel Howard Remmich
Tara Lynn Robberstad
Kyle Joseph Roos ... Cum Laude
Jennifer Suzanne Schlauderaff ... Magna Cum Laude
Brandon Paul Sis
Courtney J. Smith
Alaina M. Stadheim ... Magna Cum Laude
Katie Lynn Swisher
Nathan Harold Trunnell ... Magna Cum Laude
Amy Marie Vogt
Adam J. Waage ... Magna Cum Laude
Pamela Jean Weigel ... Magna Cum Laude
Brianna Jean Wilcox
Melisa Dawn Williams
Kimberly Rae Wollenhaupt

College of Science & Mathematics

Nicholas A. Akers
Brett James Alstad
Lynelle Diane Anderson

Brady L. Augeson
Tyler Harry Bennett
Lydia Joy Berry-Koppang ... Cum Laude
Jessica Jo Binstock
Kristin Bless ... Cum Laude
Daniel Paul Boll
Jacob Lee Boomgaarden ... Summa Cum Laude
Matthew Lawrence Booth
Leah Nicole Brady ... Summa Cum Laude
Marshall T. Bremer
David Tyler Cariveau
Sarah Estelle Carlson ... Cum Laude
Paula J. Comeau
Miles Marlin Cook ... Cum Laude
Leyna Rae Deal
Ariann Marie Doe
Troy D. Driscoll
Dustin Dean Dukart
Denise Renae Dyer
Jonathan Richard Eklof ... Cum Laude
Rebecca Jane Fetting
Whitney A. Fleck ... Cum Laude
Kristina A. Fox
Danielle M. Fraser
Justin Lee Fredrickson
Patrick Eliase Fylling
Brian L. Gussiaas
Randy Charles Haaland
Haley Marie Hamre
Amanda L. Hanson
Allyson R. Hanten ... Magna Cum Laude
Michelle Lynn Hartmann
Brittany Rae Hasbargen
Tyrel Josh Hegland
David Donald Hughes
Jeffrey Thomas Hunt
Jyoti Govindram Iyer ... Summa Cum Laude
Brian P. Johnson ... Summa Cum Laude
Adam Michael Jones
James Daniel Jorissen ... Summa Cum Laude
Michael Andrew Kalkhoff
Briana Rae Kappes ... Magna Cum Laude
Sean Thomas Keating
Kevin James Ketcher ... Cum Laude
Sarah Elizabeth Klein ... Summa Cum Laude
Wesley Albert Knudsen
Curtiss Simon Kovash, Jr. ... Cum Laude
Jonathan Patrick Krei
Aaron B. Krueger
James T. Kupferschmidt
Jason Patrick Lambertz
Holly Marie Langord
Daniel L. Larsen ... Magna Cum Laude
Amy Marie Larson
Christopher Jay Larson
Jason M. Lavanger
Wendy A. Lehti
Nichole Sherry Lien
Michael Eric Lorentz
Nichole K. Lysne ... Cum Laude
Craig Richard Massee

Leah A. Meredith ... Cum Laude
Jeremy Joel Mertz ... Cum Laude
Kari Beth Meyer
Monica Rae Meyer ... Magna Cum Laude
Leighton James Mohl
Shanna Lea Morlock ... Magna Cum Laude
Sarah B. Neigum
Grant D. Neuharth
Alayna M. Neuman
Chalsey D. Niece ... Cum Laude
Heather P. Nigg
Jean DaVon Nynas
Ashley Kay Olson ... Magna Cum Laude
Jennifer Lynn Olson
Scott Andrew Olson
Chad Michael Oukrop
Megan Frances Palmer
Roshan R. Patel
Tyrus Shimon-Hakeem Powe
Travis John Rasinski
Justine Elise Redlin ... Magna Cum Laude
Dustin Robert Rising ... Magna Cum Laude
Aaron James Rosecrans
Svetlana K. Sampson ... Magna Cum Laude
Cordell J. Schaff
Travis Steven Scharnweber ... Summa Cum Laude
Jessica Ann Schlieve
Erika Leigh Schloesser
Austin Paul Schuch ... Cum Laude
Kyle Allan Schwalbe
Bradley John Seifert
Robert James Sell
Marina Serdiouk
Stefanie Kaye Shaw
Heather Rae Sherven
Richard Michael Sonju
Chad E. Stockert ... Cum Laude
Daniel M. Stout ... Magna Cum Laude
Zachary M. Thurn ... Magna Cum Laude
Lyndsi Jo VanderWal
Tim Ryan Veldkamp
Mark Russell Voigt
Daniel Donald Weihrauch ... Cum Laude
Matthew Richard Wolden ... Magna Cum Laude

Bachelor of Nursing

Sarah Michelle Amundson ... Summa Cum Laude
Megan E. Anderson ... Cum Laude
Holly Lynn Bergo
Tracy Lynn Braun ... Cum Laude
Bridget Maureen Brendel
Amanda Dawn Brenny ... Summa Cum Laude
Jennifer Leigh Ching ... Magna Cum Laude
Alyssa Dawn Chisholm
Jenna Merrin Clark ... Cum Laude
Brenda R. Collins
Dawn Kristine Cox ... Cum Laude
Margaret M. Ebert
Sheila M. Friedt ... Magna Cum Laude
Amy M. Galle ... Summa Cum Laude

Natalia J. Ginsbach
Heidi Jo Hagen ... Cum Laude
Ashley Jean Hansen ... Cum Laude
Ginna Helen Hardie ... Cum Laude
Patrick C. Jahn ... Cum Laude
Lindsay H. Johnston ... Magna Cum Laude
Sara Marie Kiefert ... Summa Cum Laude
Melissa D. Laffen ... Magna Cum Laude
Marit Victoria Lervik
Jianhua Liu
Alicia Kay Mastrian ... Magna Cum Laude
Carolyn O. McKinney
Jessica Marie Nelson
Noah Joseph Nelson
LeAnn Mary Olden
Nerline Olivier
Kayla Rae Preskey ... Summa Cum Laude
Jennifer Lynn Prudlick ... Cum Laude
Corrie Beth Redmer
Paul Ronald Rodenbiker ... Cum Laude
Heather Marie Rud ... Cum Laude
Karla Marie Schmidt ... Magna Cum Laude
Angela Marie Schuler
Bridgette A. Sime
Jennifer Marie Smith ... Cum Laude
Pamela Marie Solseng
Sarah Lynn Specht
Lisa Ann Steffen ... Summa Cum Laude
Tara Rae Stundahl ... Summa Cum Laude
Denise Lynn Tollefson
Linda Uong
Brittany L. Vigen ... Magna Cum Laude
Matthew David Vincent ... Cum Laude
Angela M. Voigt ... Cum Laude
Deborah L. Warnsholz
Lindsay Dawn Weidler
Shanna Rae Wohlenhaus ... Magna Cum Laude
Travis Wayne Wolforth ... Cum Laude

Bachelor of Accountancy

Jacob Elliot Anderson ... Summa Cum Laude
Corey Daniel Bormann
Katrina Denise Heine ... Summa Cum Laude
Jennifer Beth Herr ... Magna Cum Laude
Jenny Marie Lacina ... Magna Cum Laude
Christopher Ray Rettig ... Magna Cum Laude
Michael A. Schaffer ... Cum Laude
David Robert Stachon
Jennifer Joanne Trzpuć
Jason Michael Weyer
Jason Alan Zillmer

Bachelor of University Studies

Benton Reece Bakke
David Robert Charlet
Emily Judith Clark
Earla E. Croll ... Cum Laude

Amber Mary Efta
Jordan Randolph Graff
Tyler J. Hest
Allen Clair Hoverson
Joseph Charles Jaskowskiak
Brian Nguyen
Daniel James O'Day
Jessica L. Olander ... Summa Cum Laude
Shannon Nicole Orth
Misty Jo Purfeerst ... Magna Cum Laude
Adam Carl Rosengren
Russ Mathew Steffens
Erin A. Sturlaugson
Sheri Lynn Swanson
Rodney Allen Thompson
Travis S. Ware

Bachelor of Architecture

Stefan Balaz
Caleb Kenneth Berge
Sarah Ingrid Bremer ... Magna Cum Laude
Nicholas John Bruhn
Angela Marie Carlson
Grant Theodore Carlson ... Cum Laude
Andrew Ray Dahlquist ... Cum Laude
Brittany Ann Douglas
Katie Lucille Evans
Brian Patrick Feser
Traci Lynn Fisher
Justin Roland Hayes
Andrew Charles Holmgren ... Magna Cum Laude
Benjamin John Johnson
Jessica Anne Johnson
Lynn R. Keszler
Derek Jon Kohlase
Kurt Charles Krumwiede ... Cum Laude
Daniel Lee McGinnis
Adam Steven McLane
Rachael Grace Miller
Justin Roger Oleson
Kirk Andrew Olson
Jason Edward Perius
Adam Lee Peterson ... Magna Cum Laude
Jason Christopher Picka
Megan Lynn Prescott
Jessica Ann Rust
Corey Lee Schmitt
Robert W. Sehm ... Magna Cum Laude
Ryan Michael Siggerud
Tia Marie Thomas
Christopher Lee Vondemkamp
Erica Rae Wachter
Cody Dustin Weaver ... Cum Laude

Timothy James Wellner

Bachelor of Landscape Architecture

Cody Kyle Axness
Justin Craig Baggenstoss
Andrew Phillip Buchwitz
Samuel G. Chapman
David John George ... Magna Cum Laude
Luke Aaron Grandlund
Philip Jeffrey Homan
Holly Anne LaVan
Joseph Paul Nigg
Erin Marie Sauer
Lance Gregory Schuer
Nikolas Gabriel Thomalla
Corey Paul Thorson
Jason Joseph Tomanek
Jeremiah J. Undem
Melinda Michelle Wargo

Bachelor of Music

Jenny Lyn Thompson ... Summa Cum Laude

Doctor of Pharmacy

Donell Jean Adam
Shmeylan Alharbi
Mohammed Ali T. Aseeri
Kimberly Janice Ault
Donavan Anthony Axtmann
Randy Charles Brenny
Elise Rose Carlson
Sara Lynn Carpenter
Aubrey Marie Carter
Erin Marie Cary
Stacey L. Christ
Matthew William Cruser
Nicolette Rose DeMoe
Derek Brennon Deutscher
Mark Steven Dick
Stacy Lynn Dickhoff
Tricia Lyn Disimore
Shayla M. Donnelly
Joshua John Dozak
Teryn Brooke Ebert
Christy Lynn Erickson
Danelle Mary Erickson
Jeffrey Alan Ferber
William Mark Fugate
Michelle R. Gail
Kimberly Joy Gish
Kimberly Ann Grabowska
Jayme Brent Gronneberg
Kristen Marie Gronwold
Stephanie Brook Gustafson
Kathleen Rose Haivala
Rachelle Ann Hemmer
Ross Benjamin Hemmer
Andrea L. Henderson
Natalie Layne Horner
Cristin Sara Huffsmith

Hung Ngai Hui
Chad Allan Hutchins
Kyle Ross Ihry
Natasha Renae Ishaug
Diana Marie Jendro
Benjamin Dellas Jensen
Nicole Renae Johnson
Robin Beth Kenner
Katherine F. Klein
Kimberly Rae Koosmann
Timothy John Krause
Jesse Joe Lane
Andrea Nicole Larson
Huy Le
Cindy Van Lu
Brody Jonathan Maack
Emily Jay McDowell
Amy Lu Miller
Kelli Marie Miller
Kelly B. Morgan
Amber Marie Morkrid
Sky Nicole Nitschke
Tracy Jo Nogowski
Ebony Nicole Norberg
Alicia Marie Nygren
Daniel Wayne Oakland
Nathan Charles Olander
Lisa Marie Parizek
Kimberly Anne Radig
Stephanie Marie Richman
Monte Lon Roemmich
Brandon Lowell Rolland
Rachelle Marie Schommer
Rondi Rae Scoular
Julie Marie Sethre
Allison Nicole Snyder
Eric Scott Sonsalla
Tonya M. Soper
James Joseph Stage
Sara Gayle Teiken
Lam Le Thai
DeAnne Lea Trenda
Katy A. Vesel
Jessi Janelle Walker
Christina Lynn Weber
Shannon Marie Weigel
Erin Ruth Westby
Jacquelyn Sue Wienbar
Catherine Marie Wieser
Kaila Beth Wilner
William David Wrigley
Jennica Estelle Yatskis

Master of Arts

Stephen C. Disrud
Lori Ann Listopad

Master of Business Administration

Nicole Lyn Bakkegard
Kelly Bisek
Ryan Michael Bohnsack
Sharon Beth Connell
Charles Wesley Cooper
Benjamin Corwin
Danielle Jo Efta
Brenda Kay Erickson
Azra Fazlovic
Abhishek Gupta
Michael Joseph Hager
Nicholas Michael Henke
Renu Jyoti
Christopher Michael Kildahl
Bradley Alan Kraft
Yevgeniya Kravchenko
Brett Matthew Lindemann
Sugandha Mahendra
Patricia Mohamed
Paul Daryl Mund
William Lewis Robinson
Robert Brian Ruud
Sharleen Jo Sylvester
Kathleen M. Wahlberg

Master of Education

Terry L. Baesler
Bobbi Jo Bingeman
Lindsey Brooke Braaten
Elizabeth Ann Brossart
Christopher Lee Brunt
Jeff D. Carpenter
Andrew Stephen Currie
Julie Dotzenrod
James Fleming
Kathryn Lynn Glennon
Jessica Marie Gorder
Eric Kent Henrickson
Linda Marie Hope
Jeanne Jacobs
Joyce Marie James
Alonna Michelle Johnson
Sarah Levin
Constance A. Lunde
Monty Alan Mayer
Victoria Jolene Miller
Doreen Simpson Oakland
Brian Lee Palmer
Meghan Joy Phillippi
Ryan Michael Riehl
Brent Alden Ruff
Cara L. Schagunn
Jason A.W. Schwabe
Mark William Seeba
Taya DeAnn Spelhaug

Master of Science

Mohammad Rastgaar Aagaah
Joshua Michael Anderson
Hector Aybar
Jagadish Beeram
Christina Grimsrud Burns
Wade Kyle Burns
Helene de Chastenet
Xunfen Chen
James Church
Yue Cui
Vijay Dandamudi
Snigdharani Dash
Sagar Deshpande
Christina G. Ferebee
Lisa Ann Floeter
Alegra M. Galle
Lindsey Marie Graham
Jinmei Guo
Miki Hachiya
Sarah Elizabeth Halvorson
Anni Huang
Corey Jon Isaak
Marilyn Jayachandran
Ajay Kumar Jha
Joni Lynn Johnson
Justin Ole Johnson
Gretchen Renae Johnston
Chelsea Juricek
Anurata Kannan
Kurtis Lee Langner
Dana Marie Lawrence
Lesley A. Lubenow
Chad Michael Lystad
Harish Mukhami
Gauri Nazre
Jennifer J. Obrigewitch
Mitch Alan Okeson
Jonathan Michael Pikalek
John Charles Reber
John James Ross
Xiaoyu Ruan
Inderjit Saini
Dan Edward Schimek
Krithika Seetharaman
Patrick P. Stahl
Nathan L. Stover
Wei Sun
Christopher A. Swenson
Ranapratap Syamala
Thane E. Underdahl
Rhonda VanNorman
Hannah Vanorny
Cory Dean Wagner
Jaclynn L. Wallette
Michael Thomas Wingert

Education Specialist

Carolyn Eide

Doctor of Philosophy

Melvin Dennis Bolton
John Davies
Gregory Forcey
Zhaohui Liu
Kumar V. K. Mangipudi
Jody Louise Mattern
Justin P. Meyer
Dath Mita
Sang Moon
Kirk D. Mundal
Motokatsu Ogawa
Jarod Swant
Shannon Carole VanHorn
Ju Wang
James G. Worden

University Senate Minutes

Fargo, ND 58105

North Dakota State University

October 9, 2006

The University Senate met at 3:30 p.m. in 114 Loftsgard Hall with Dr. E. Berry presiding and the following senators present: D. Andersen, E. Ash, B. Bahrami, S. Beck, S. Bergeson, M. Boetel, U. Burghaus, X. Cai, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, D. Eiler, T. Esslinger, B. Fier, J. Garden-Robinson, J. Glower, R. Gordon, C. Gross, A. Hirani, K. Koch, D. Li, A. Little, M. Mallett, S. Mallik, J. Martin, K. McCaul, M. Meister, F. Michael, D. Miller, E.J. Miller, A. Montgomery, R. O'Connor, C. Peterson, L. Peterson, R. Petrich, R. Pieri, B. Randall, J. Ransom, R. Rathge, D. Rider, T. Riley, N. Rogers, D. Scott, C. Skauge, G. Smith, D. Sperl, D. Terbizan, and D. Wittrock

Substitutions: A. Williamson for S. Beck, J. Venette for K. Grafton, R. Haugen for D. Hauck, K. Khan for K. Katti, K.V. Halbur for C. Peterson, R.S. Krishnan for R.C. Schnell

Previous Minutes

MOTION (Comez/Sperl): to approve the minutes of the September 11, 2006, meeting.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
- B. Policy Coordinating Committee
 - [Policy 100.2 – Service Animals](#)
 - [Policy 124 – Payroll Status](#)
 - [Policy 180 – Separation Procedure](#)
 - [Policy 331 – Classroom Assignments, Class Lists, and Instructor Initiated Drop](#)
 - [Policy 606 – Guidelines for Student Requests for Reasonable Accommodation](#)
- C. General Education ([Attachment 3.1](#))

MOTION to approve Consent Agenda as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

- A. E. Berry, President of University Senate, made the following announcements:
 - A 'Preventing Sexual Harassment' online training program is now required for all University employees. This training takes approximately 45 minutes to complete online and may be found on the Equity and Diversity site, http://www.ndsu.edu/equal_opportunity/.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

October 9, 2006

- A Bias Reporting link has been added to the NDSU main page, and many departmental pages. It is recommended that all departments have this linked to their sites.
- Berry's special project as University Senate president will focus on diversity and anti-racism on campus. He plans to introduce a series of events related to race and the judicial system, with the first one on the administration of justice on November 20th.

B. *NCAA Certification Process:*

Gene Taylor and Lynn Dorn updated the Senate on the NCAA Certification process and efforts to date. The purpose of the Certification self-study is to provide opportunity to examine the role of intercollegiate athletics within NDSU as we continue the transition to Division I. Through the process, strengths and areas/action plan for improvement will be identified to build support for intercollegiate athletics both at the institution and in the greater community. While the NCAA began requiring this self-assessment of all member institutions approximately ten years ago, this is the first Athletics Certification cycle for NDSU. Certification allows institutions to participate in post-season competition and to receive more funding.

President Chapman appointed Prakash Mathew, Vice President for Student Affairs, as the chair of the steering committee. The 26 member steering committee is comprised of individuals internal and external to the university and to athletics, including faculty, staff, administrators, students, athletics representatives, and community leaders.

Sub Committees of the Steering Committee include: Governance and Commitment to Rules Compliance, Academic Integrity, Equity and Student-Athlete Welfare (includes Gender Issues, Diversity Issues, and Student-Athlete Welfare Issues). The committees are expected to have draft reports prepared by the end of fall semester, so a master report may be prepared and finalized during the spring/summer. An Evaluation site visit by the NCAA will be held in October 2007. The final NCAA self-study report will be made available to the university and community.

Committee Reports

A. *Academic Affairs (Attachment 2):*

R. Pieri, chair, reported that Academic Affairs will be conducting a one-year trial of electronic course/program submission and review. This should expedite the review process and save paper. It is anticipated that courses will be reviewed within three weeks of receipt by Academic Affairs, and Special Topics courses will continue to be reviewed

University Senate Minutes

Fargo, ND 58105

North Dakota State University

October 9, 2006

for approval upon receipt. Questions or feedback may be directed either to Pieri or to the respective college representative on the committee.

B. *General Education (Attachment 3.2):*

L. Peterson, chair, shared results of a study the General Education Committee conducted on capstone courses that was conducted in 2004. These results were shared with college deans last academic year. Recommendations from the study include having capstones reviewed on a five-year schedule similar to other general education courses, and identifying capstone courses in appropriate university publications and on curriculum guides. The annual call for curricular updates and revisions will likely include a request for the identification of capstone courses for each program. It was recommended to the General Education Committee that unique needs and differences in department capstone experiences be considered in this evaluation process.

C. *Council of College Faculties:*

T. Barnhart reported the following:

- NDSU is scheduled to host the statewide Arts and Humanities Summit, October 27-28. The two-day summit is sponsored by the North Dakota University System and the Council of College Faculties. Approximately 300 individuals already have registered for the event, which will be held at NDSU and at the Plains Art Museum.
- It has been recommended that faculty in the NDUS receive a 5% salary increase in the next budget cycle.
- CCF is proposing that legislators participate in a 'Faculty for a Day' program to gain better understanding of the important role played by and demands placed on college faculty.

Unfinished Business

A. *Nominations and Election for Chair of Grade Appeals Board:*

Berry reported that nominations were sought last spring for chair of the Grade Appeals Board. Because the nominees did not accept, new nominations were sought from the floor of the Senate. J. Miller nominated Matthew Patnode from Fine Arts to serve in this capacity. MOTION (L. Peterson/Cook): to cease nominations and to cast a unanimous ballot for Patnode. MOTION PASSED WITH UNANIMOUS CONSENT.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

October 9, 2006

B. *Ad Hoc Committee on Smoking on Campus:*

Berry shared results from a survey that was conducted by a smoking ad hoc committee last year. Nominations were sought for a chair to complete the task of studying and potentially formulating a policy on smoking on campus. It was recommended that Janine Trowbridge, Staff Senate, resume this role. Berry indicated that he would contact Trowbridge regarding this possibility.

C. *Senate Membership and Standing Committees:*

Berry reminder the Senators who serve on standing committees to notify either him or Wold-McCormick once committee chairs have been named, so that the master log may be updated accordingly.

New Business

A. *Confirmation of Summer, 2006, graduates ([Attachment 4](#)):*

MOTION (C. Peterson/Miller): to confirm the summer graduates as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

B. Policy 352 – Ad Hoc Committee for Revision

Berry announced that he will appoint a committee of faculty to work on revisions to this policy. J. Council, as past president of Senate, will chair the committee. Recommendations of faculty from each college to serve on this committee should be directed to Berry.

Adjournment

Meeting adjourned at 4:25 p.m.

Kristi Wold-McCormick, Ph.D.
Secretary

University Senate Minutes

Fargo, ND 58105

North Dakota State University

October 9, 2006

Attachment 1

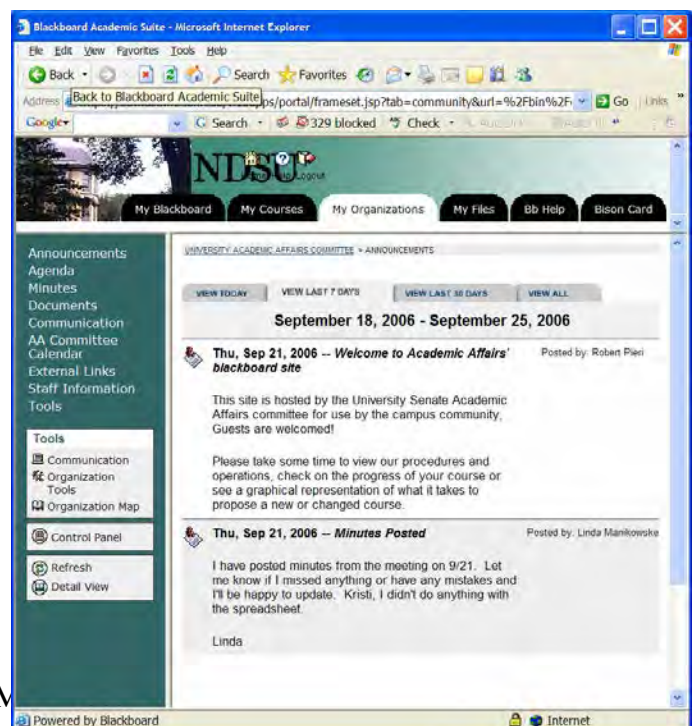
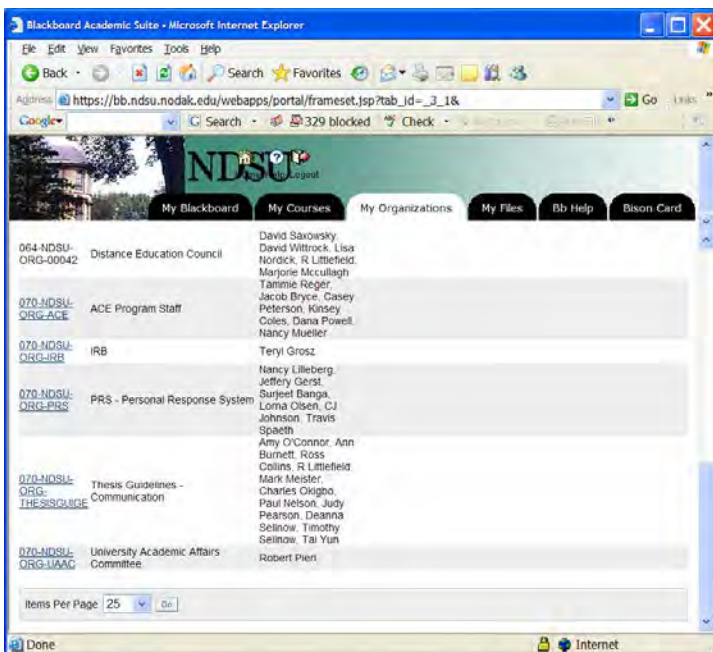
Academic Affairs Committee

Approved Curricular Recommendation

New Courses			
Dept.	No.	Title	Crs.
HUM	405	Topics in Philosophy	3

Trial Procedural & Informational Innovations for Academic Affairs Committee

- Intent is to BETTER implement process
 - Broader the knowledge base & understanding >> Higher Efficiency
 - Open the actions of the committee to the campus community
 - Apply new technologies to help process
- Paper/Copy tracking is primary issue
 - Multiple levels, Multiple directions of suggestions
 - Feedback appears slow and spotty
 - Lots of trees killed just to keep track of copies
- New resource available this year
 - Trying Blackboard Organization
 - Tried before as straight “course” >> lack of interest was problem??
 - System appears more robust now and ease of use still high
 - Many Colleges are using some form of electronic meeting system
- Propose one year operational trial
 - Only one year & report back to senate
 - Ask for only basic additives to existing operation
 - Offering increased value and utility within system
 - Details:
 - New AA form (probably change anyway)
 - Submission deadlines for semesters, *both effective 2007*
 - For Fall semesters >>>> 15 February
 - For Spring semesters >> 15 September
 - Submitted package includes one electronic copy of documents
 - Blackboard site would admit “Guests” to monitor status of activities.



University Senate Minutes

Fargo, ND 58105

North Dakota State University

October 9, 2006

Attachment 3

Five Year Review of General Education Courses

3.1. Approved General Education Recommendations

Outcomes Key: 1. Communicate effectively in a variety of contexts and formats. 2. Locate and use information for making appropriate personal and professional decisions. 3. Comprehend the concepts and perspectives needed to function in national and international societies. 4. Comprehend intrapersonal and interpersonal dynamics. 5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society. 6. Integrate knowledge and ideas in a coherent and meaningful manner. 7. Comprehend the need for lifelong learning.			
Courses Recommended for Withdrawal from General Education List of Approved Courses—at Department's Request			
Course No.	Course Title	Categories	Outcomes
ENGL 342	19 th Century American Short Story	A	1,6
ENGL 343	20 th Century American Short Story	A	1, 2, 6
POLS 225	Comparative Politics	B, G	3, 6
POLS 240	Political Ideologies	A	3, 6

3.2. Report

Category 12: Capstone Experience in All Majors

NORTH DAKOTA STATE UNIVERSITY

Date of these diplomas: August 4, 2006

Bachelor of Fine Arts

College of Arts, Humanities & Social Sciences

Adam Drew Ferguson

Bachelor of Arts

College of Arts, Humanities & Social Sciences

Kathryn Louise Dunlap
Ryan John Lesnau
Bettina Marisa Villamil

Bachelor of Science

College of Agriculture, Food Systems, and Natural Resources

Michelle Lee Brandt ... Summa Cum Laude
Rachel Jean Cebula
Christopher Joseph Duchsherer ... Magna Cum Laude
Cheryl L. Duvall ... Summa Cum Laude
Kristin Joy Faleide
Justin Robert Fry
Stephanie L. Geisinger
Jodie Lynn Gilbertson ... Cum Laude
Kari Lynn Giles
Tony Steven Johnson
Shantel Latteice Julius
Kelli Rae Jundt ... Cum Laude
Laine Marie Kartes
Jessica Lynn Kirk
Benjamin Jeffrey Kuhn
Alisha L. LePage ... Cum Laude
Megan Joann Luke
Jacee Lynn Lund ... Cum Laude
Cassandra Lynn Metcalf
Kasandra Claire Miller
Mark J. Milligan
Jessica Ranae Severtson
Ann Renae Timmerman ... Cum Laude

College of Arts, Humanities & Social Sciences

Kimberly A. Beauchamp
Laura Beauchamp
Rebecca Ann Boone
Thomas Andrew Erdmann
Kendra Nicole Erickson ... Magna Cum Laude
Joshua Daniel Flute
Nicole L. Fred
Joshua Wade Getty

Nicole Marie Grund
Levi Gene Holter
Dustin Scott Ihry
Heidi Marie Jorgensen
Ashley Ruth Kuntz
Tasa Gene Leikvoll
James William Murphy
Joseph Elmer Quinn
David A. Raugust
Trevor Edward Scherr
Erika Lynn Schuler ... Summa Cum Laude
Shannon Lynn Stundahl ... Magna Cum Laude
Thad S. Thorsness
Melissa Jo Torgerson

College of Business

Jodi Lynn Brendel
Brett David Erickson
Brittany Lee Feickert
Mallory J. Froelich
Benjamin Anthony Karsky
Steve Edmund Korf
Rachel Susan Laurent
Zachary Jordan Lee
Eric Michael Lund
Abraham Majak Mach
Jodi Kay Mahar
Alicia Michelle Mindermann
Laura E. Otis
Tylor Allan Pinks
Emily Marie Port
Chelsey R. Pozarnsky
Jenna M. Schroeder
Jennifer Marie Shafer
Brent Neil Strande
Kevin Davis Thompson
Joseph A. Underwood
Medora Caroline West

College of Engineering and Architecture

Patrick E. Ackerman
Ryan James Allery
Jill Eleanor Anderson
Patrick William Beaver
Matthew Franklin Boreen ... Magna Cum Laude
Chad D. Cole
Jeremy Wayne Ekren
Zachariah James Glueckert
Corrie Lou Gralow
Gary Allen Hager
Forrest W. Johnson

Michael Patrick Keim
Paul E. Knutson
Matthew Richard Levchak
Travis Lynn Lutman
Thomas E. MacPherson
Charles Hugo Magedanz
Aaron Patrick Maley
Jeffrey Daniel Martian
Randy A. McCullum
Kelly Michael O'Brien
Daryl James Platz
Sasha J. Pross
Gregory A. Regenscheid
Natalie Wanda Schroeder
Josh Patrick Scraper
Charles W. Sloan
Joshua Duane Spooner
Richard Bernard Staier
Nathan John Tabbut

College of Human Development and Education

Karley Ann Balgaard
Melody Rose Beloskur
Tara Lynn Benson
Britt Elizabeth Engel ... Magna Cum Laude
Carissa Dawn Erickson
Dianna Kay Erickson
Justin L. Fischer
Ericka Leone Freed
Erin M. Hultman
Samantha Lane Irion ... Cum Laude
Jacob Mark Januszewski
Lisa Marie Jordan
Linsay Monica Lacher ... Magna Cum Laude
Wayne Douglas LaMont
Ashley Linn Leier
Nicholas L. Magee
Jenny Lee Mondry
Justin Robert Monson
Carrie Ann Mueller
Mary Ollor Onungwe
Lindsey A. Opdahl
Rebecca Jo Roehrich ... Magna Cum Laude
Lindsey Kay Ruhn
Ryan Robert Schmit
Chelse Ione Schmitt
Becky Jo Shelton
Katrina Beth Shirey ... Magna Cum Laude
Bryanna Renee Thomes
Amy Beth Vanderlinden
Joseph Lee Vetter ... Magna Cum Laude
Scott M. Walter ... Magna Cum Laude
Stephanie Ann Weispfenning ... Cum Laude

Heather Marie Welch
Renee Lynn Wiechman
Laura Rose Williams

College of Pharmacy, Nursing, & Allied Sciences

Trisha Linda Baumann
Jessica B. Bertsch
Nicole Angelic Brien
Kylee Mae Dvorak
Jeffrey Jay Endres
Danielle Marie Englehorn
Matthew Douglas Grenz
Kylie Lynn Hersel
Rachel Ann Lange
Lisa Lynn Misialek
Jennifer Rae Nielson ... Cum Laude
Katie A. Pappa
Daniel J. Popowski ... Cum Laude
Carrissa Opal Rasmusson
Laura Belle Saunders ... Cum Laude
Jason Lyle Schaffer ... Cum Laude
Heather Noelle Schmidt ... Cum Laude
Angela Dawn Swarthout ... Cum Laude
Tessa Michelle Terras

College of Science and Mathematics

Ann Elizabeth Beaudoin ... Cum Laude
Derek J. Buchfink
Jessi Lynn Dohrmann
Calvin Lee Erickson
Evan M. Erickson ... Magna Cum Laude
Aleaha Jane Fettig ... Cum Laude
Clement Atanasio Harambe
Jillian Rae Huwe ... Magna Cum Laude
Charles Andrew Peterson
Dennis Ivan Reindl
Justin Allen Tripp
Riley Richard Verret
Deanne Lynn Whitney

Bachelor of Nursing

Locki Ann Carlson

Bachelor of Accountancy

Kate Louise Vettel

Bachelor of University Studies

Emily I. Ehalt
Aaron Allen Green
Wendy Renee Lindvall ... Magna Cum Laude
Jamie Lynn Martinek
Stephanie Brooke Morken
Lee Thomas Teigen

Bachelor of Architecture

Michael Patrick Keim

Bachelor of Music

Jason B. Baker ... Magna Cum Laude

Master of Arts

Kelly Cameron
Zachary John Frohlich
Lisa Kayann Houle

Melissa Ann Vosen

Master of Business Administration

Dijon Duncan
Abdullah Mamun
Penny Lou McLagan

Master of Education

Jill Christine Backlund
Susan Christine Duffy
Jodie R. Filpus
Jordan L. Franzen
Shon Daniel Horgan
Kristin K. Johnson
Kelly J. Keidel
Steven G. Keller
Jennifer G. Kraft
Karri Lea Landeis
Tracey Lee Lawson
Hugh Arthur Long
Cairra Gail Pfau
Kelly Dawn Readell
Gerry Lee Scherbenske
Jamie Trachsel
Scott A. Weigum

Master of Science

Izzat Alsmadi
Tariq Azam
Angela Grace Beach Bagne
Lindsey Bergeron
Todd A. Boonstra
Premprakash Borse
Priti Premprakash Borse
Aaron Leonard Carlson
Ryan Casavan
Xianzhe Chen
Shiqiang Dai

Sarah L. DeJean
Mohamed Diab
Wenzhen Ding
Pramod Dureddy
Jared A. Essler
Jessica Marie Evoniuk
Kevin P. Feeney
Ridha Ferdhiana
Matthew Lucas Fischer
Tofayel Forhad
Jia Guo
Carly Jo Hager
Bobby Alan Haley
Benjamin Henry
Jason Paul Henry
Feng Hou
Ujwal Jalgaonkar
James Anthony Klein
Daniel Mark Larson
Fredrik Hans Leinfelt
Brandon Gerhard Lemer
Justin Lipp
Scott David Miedema
Ahmed Mohammed
Mafany Ndiva Mongoh
Darren Michael Mueller
Mohammad Naser
Jamie E. Nelson
Ryan David Nord
Jackie Lynn Olson
Mi Hee Park
Heidi Jo Peterson
Sara Ruch
Susmit Sarker
Carrie Elizabeth Schumacher
Donna Kimberly Strandberg
Ping Wang
Tiansheng Wang
William Jay Werk
Bing Xiao
Na Zhang
Xuan Zhang

Doctor of Philosophy

Taufik Fuadi Abidin
Ewa Borowczyk
Zhigang Chen
Tridib Dutta
George H. Hamer
Erin D. Elsperger Klingenberg
Qiongzhen Li
Min Liu
Aaron Matthew Lynne
Ayanava Majumdar
Marcelo Melani
Lisa ReNae Muftic
Julie Novak
Kalyani Patil
Joshua Pauli
Anton Schorno
Rachelle Vettern
Jay M. Volk
Wei Wang

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

The University Senate met at 3:30 p.m. in Dakota Ballroom with Dr. E. Berry presiding and the following senators present: D. Andersen, E. Ash, B. Bahrami, S. Beck, S. Bergeson, M. Boetel, U. Burghaus, X. Cai, M. Christoffers, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, D. Eiler, T. Esslinger, B. Fier, J. Garden-Robinson, J. Glower, C. Gross, H. Hatterman-Valenti, A. Hirani, T. Knoepfle, K. Koch, L. Langley, A. Little, M. Mallett, S. Mallik, J. Martin, K. McCaul, M. Meister, F. Michael, D. Miller, S. Neate, R. O'Connor, V. Olson, S. Panigrahi, L. Peterson, R. Petrich, R. Pieri, B. Randall, J. Ransom, R. Rathge, D. Redmer, D. Rider, T. Riley, N. Rogers, R.C. Schnell, D. Scott, D. Sperl, W. Teder-Salejarvi, D. Terbizan, and J. Wageman

Substitutions: C. Friesen for R. Gordon, R. Harrold for K. Grafton, B. Strand for V. Clark Johnson, S. Gajan for K. Katti, C. Weber for D. Klenow, W. Law for E.J. Miller, K.V. Halbur for C. Peterson, and D. Wadholm for C. Skauge

Previous Minutes

MOTION (Cook/Comez): to approve the minutes of the October 9, 2006, meeting. MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

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

MOTION (Miller/Hatterman-Valenti): to approve Consent Agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

- A. Provost Schnell reported the following:
 - An Honorary Doctorate degree has been approved for Russell Freeman for the fall commencement ceremony. Freeman, who is a local attorney, has served as ambassador to Belize and has contributed a significant level of service to the University.
 - Schnell recently served as a consultant evaluator for an on site accreditation visit for well-known institution. Based on his findings and experiences, NDSU is further along in many areas, and the campus community should be proud of our accomplishments and status.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

B. Senate President Berry reminded the Senate of an upcoming Race and Judicial System

Panel scheduled for November 20, 7 p.m., in Century Theatre. It will be the first in a three-part series. Email messages to the student, faculty and staff lists will be sent announcing this event.

C. NCAA Certification Process

On behalf of NDSU Athletics, Berry reported that various task forces are meeting to gather data so that a self-study report document may be drafted by early-mid spring semester.

Committee Reports

- *Academic Affairs:*

MOTION (Pieri/Halbur): to add new course, NURS 710-Health Promotion and Disease Prevention (2 credits) to the Academic Affairs agenda for consideration. MOTION PASSED WITH UNANIMOUS CONSENT.

Unfinished Business

A. *Policy 151.1: External Activities and Conflict of Interest – Updated policy ([Attachment 3](#))*

Schnell reported that this policy was approved by the University Senate last year. However, the attached version subsequently has gone through reformatting, removal of duplications, editing, and the addition of hot links.

MOTION (Schnell/Rathge): to approve this policy as amended. Brief discussion ensued on definitions and references to monetary percentages, intellectual property, and part-time employment. In addition, minor edits were suggested.

MOTION PASSED WITH A VOTE OF 54-2. The following senators or their substitutes for aye: Andersen, Ash, Bahrami, Beck, Bergeson, Burghaus, Cai, Cristoffers, Clark Johnson, Comez, Cook, Coykendall, Dai, Duncan, Eiler, Esslinger, Fier, Franklin, Gordon, Grafton, Gross, Hatterman-Valenti, Hirani, Katti, Klenow, Knoepfle, Koch, Langley, Little, Martin, McCaul, D. Miller, E.J. Miller, Montgomery, Neate, Olson, C. Peterson, L. Peterson, Petrich, Pieri, Randall, Ransom, Rathge, Redmer, Rider, Riley, Rogers, Schnell, Scott, Skauge, Sperl, Teder-Salejarvi, Terbizan and Wageman. The following senators or their substitutes voted no: Mallet and Meister.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

B. *Policy 326: Academic Misconduct (Attachment 4)*

Schnell reported that this policy has been completely rewritten since originally presented (spring 2006). Additional changes were suggested so that it is ready for routing to the Policy Coordinating Committee (PCC) to begin the formal review/approval process. Schnell presented changes to the policy, discussed the various phases, and reported that the policy is now applicable to both employees and students.

He discussed the notification process after an allegation is made and the factors used to determine if an allegation should be moved on to investigation: definition, credibility and specificity. If the committee decides an allegation is not worthy of an investigation, the accuser may ask for an appeal to the Committee on Academic Integrity. If an allegation is supported, appropriate sanctions will be determined. Along with this, a tentative filing/document retention period of three to seven years was discussed.

Applicable federal policies will be followed in investigations. Confidentiality and sensitivity will be maintained as best possible with consideration to both parties, even though North Dakota open records laws subjects these to public access. Misconduct associated with false accusations will be dealt with, and suspension of research activity to protect the interests of involved parties may be considered.

Inquiry committees will be ad hoc and unique to each investigation. An investigation committee will be an appointed committee with members elected by their representation units annually. Additional discussion ensued on the handling of frivolous allegations, a process for withdrawal of allegation, and the period over which records will be retained.

C. *Faculty Service Survey Results (Attachment 5):*

J. Council, past Senate president, presented the results of the faculty service survey he conducted last year. Some of his findings based on academic administrator feedback include inconsistencies in: 1) how service is defined, 2) sentiment regarding burden on female committee involvement, 3) sentiment on whether assistant professors are sheltered from or overburdened with service obligations. Also, he found there is no formal means to reward service and committee involvement on campus. Council asked that these findings serve as a springboard for future discussion, and welcomed further comments and questions.

D. *Ad Hoc Smoking Committee:*

An ad hoc committee has been formed to complete the work of last year's group that began studying the feasibility of establishing a smoking policy on campus. The committee is comprised of students, faculty and staff.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

E. *Policy 352- PTE:*

Berry is finalizing the formation of this committee, which will be chaired by J. Council. He asked that any questions, comments or concerns regarding the PTE policy be directed to either him or Council.

F. *Tri-College Credit/Enrollment Update:*

Beginning with spring 2007, NDSU will require students to register for at least one credit at NDSU in order to register and maintain enrollment in Tri-College courses (summer session excluded).

New Business

- *Library Update*

J. Council, library dean, reported that three working groups for the library have been established: building, web design, and constituency. The goal of these groups is to increase the quality of service and accountability of the Library. Reorganization of Library management and some new action plans already have been identified.

MS&R architectural firm (which also redesigned the Fargo Public Library) is conducting a feasibility study, which will include interviews and focus groups with students and faculty. Students also are taking a leadership role in identifying needs for a newly designed library. In addition, the Library's web developer is seeking volunteers to review updates to the Library web page.

Council asked that any feedback be directed to a member of the University Senate's standing Library Committee.

Adjournment

The meeting adjourned at 4:35 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Courses							
Dept.		No.	Title				Crs.
ARSC/ZOO		463L/663L	Physiology of Reproduction Laboratory				1
ME		433/633	Composite Materials Science and Engineering				3
MNT		735	Optoelectronics Materials and Processing				3
NURS		710	Health Promotion and Disease Prevention				2
PHRM		351L	Pharmaceutical Care Laboratory I				1
PHRM		352L	Introductory Pharmacy Practice Experience II				1
PHRM		451L	Introductory Pharmacy Practice Experience III				1
PHRM		452L	Pharmaceutical Care Laboratory IV				1
PHRM		551L	Pharmaceutical Care Laboratory V				1
PHRM		552L	Pharmaceutical Care Laboratory VI				1
Changes in Course Title and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
ARSC/ ZOO	463/ 663	Physiology of Reproduction	4	ARSC/ ZOO	463/ 663	Physiology of Reproduction	3
ME	473/ 673	Engineering Plastics for Design	3	ME	473/ 673	<i>Polymer Engineering</i>	3
PHRM	351	Pharmaceutical Care I	2	PHRM	351	Pharmaceutical Care I	<i>1</i>
PHRM	352	Pharmaceutical Care II	2	PHRM	352	Pharmaceutical Care II	<i>1</i>
PHRM	451	Pharmaceutical Care III	2	PHRM	451	Pharmaceutical Care III	<i>1</i>
PHRM	452	Pharmaceutical Care IV	2	PHRM	452	Pharmaceutical Care IV	<i>1</i>
PHRM	551	Pharmaceutical Care V	2	PHRM	551	Pharmaceutical Care V	<i>1</i>
PHRM	552	Pharmaceutical Care VI	2	PHRM	552	Pharmaceutical Care VI	<i>1</i>

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 2

Five Year Review of General Education Courses

Approved 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.

Approval for New General Education with Outcomes

Course No.	Course Title	Categories	Recommended Outcomes
ENGL 323	Creative Writing II	C	1, 6

Continued Approval for General Education with No Changes

Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
BIOL 150	General Biology I	S	2, 5	2,5
BIOL 150L	General Biology I Lab	S	2, 5	2, 5

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

POLICY CHANGE COVER SHEET

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

Section

151.1 External Activities and Conflicts of Interest

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

Policy Coordination Committee - 2/24/05; 3/17/05; 11/17/05; 12/15/05; 1/27/06; 4/21/06;
6/27/06; 9/22/06

Staff Senate -

University Senate – 2/13/06; 3/20/06; 4/10/06

President's Council -

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

Provost and Vice President for Academic Affairs (2/24/05)

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

v. 11-2-06

SECTION 151.1: EXTERNAL ACTIVITIES AND CONFLICTS OF INTEREST

SOURCE: SBHE Policy Manual, Section 611.4
NDSU President
NDSU University Senate

1. PHILOSOPHY AND NEED

- 1.1. Beyond the traditional academic responsibilities of teaching, research, and service, and in response to the rapidly changing external realities, universities and their employees are increasingly involved in external activities*, including economic development, technology transfer*, consulting*, and other types of public service.
- 1.2. North Dakota State University recognizes the need, and actively encourages its employees, to participate in sponsored activities* and external activities as an important component of its land-grant mission. NDSU also recognizes that this may create conflicts of interest and/or commitment with the traditional academic responsibilities. An investigator's* engagement in sponsored and external activities is subject to the principles that:
 - 1.2.1. Full-time employees have as their primary responsibility their professional obligation to NDSU.
 - 1.2.2. Employee conduct must conform to the highest standards of professional integrity and ethics, thereby avoiding even the appearance of impropriety.

** These and other terms marked with an asterisk are defined in Section XII – Definitions. [hot link to definitions section] See especially Conflict of Interest and Conflict of Commitment. [Hot link each of these terms to their definition in Section XII.]*

2. APPLICABILITY

- 2.1. This policy applies at all times to all full and part-time NDSU employees. *(Exceptions to the application of this policy should be negotiated with the administrative head, appropriate Vice Presidents, and the Provost/VPAA at the time of hire.)*

3. GUIDING PRINCIPLES AND MAJOR CONSIDERATIONS: INSTITUTIONAL

- 3.1. **Institutional Approval.** Institutional approval must be obtained prior to engaging in any external activity in which there is a potential or actual conflict. Full-time NDSU employees owe their primary loyalty and professional commitment to the institution during the terms of their employment. They must not neglect their university responsibilities to seek financial interest or advantage for themselves, their immediate

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

families, their close associates, or a business over which they or their families have a direct or indirect financial interest. Any commitment of time and effort to serve another institution, agency, or industrial organization other than NDSU, therefore, should be made only after satisfying an employee's primary commitment to NDSU and after appropriate disclosure and approvals.

3.1.1. Where potential for conflict exists, it must be disclosed, analyzed and dealt with immediately and directly. Although not all conflicts can be prevented or avoided, failure to disclose, properly supervise, or manage an identified conflict will constitute a violation.

3.1.2. Conflict of interest is categorized as

3.1.2.1 Clearly allowable;

3.1.2.1 Allowable after disclosure, review, approval and oversight;

3.1.2.1 Not allowable or prohibited.

3.1.3. Upon receipt of the disclosure, the process should be completed within 20 working days unless there are circumstances which can be documented to indicate reasons for exceeding this 20 working day period.

3.2. **Institutional Encouragement.** When a relationship enhances the professional skills of NDSU employees or constitutes public service, interactions involving service, consulting, and research activities between institutional employees and external entities for reasonable periods of time and for personal remuneration are acceptable and encouraged.

(The reasonableness of time allowable will vary among individuals, discipline, activity, and will be affected by specific departmental or unit needs).

3.3. **Institutional Benefit.** Participation by NDSU employees in the activities that serve the interests of NDSU is encouraged, where such participation affords experience and exposure to the individual, and accrues standing to NDSU. Donation of professional services to external organizations and professional societies, and serving as officers of such societies for reasonable periods of time without substantial allocation of NDSU resources is encouraged.

3.4. **Institutional Resources.** Subject to law and policy, NDSU permits some use of its facilities, space, equipment, or support staff for external activities. If a substantial allocation of NDSU resources is required to support an external activity, there must be a prior written financial arrangement has been agreed upon that adequately compensates NDSU for their use.

3.5. **Confidentiality of Disclosure Information.** NDSU will assure the confidentiality of individual disclosure information to the extent possible under applicable state and federal requirements and/or the North Dakota Open Records Act. Whenever requests

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

for such information are requested by any external entity, the individual will be notified.

4. GUIDING PRINCIPLES AND MAJOR CONSIDERATIONS: EMPLOYEE

- 4.1. **Employee Disclosure.** As a public institution, NDSU must possess sufficient information and control to discharge its obligations of public accountability responsibility. NDSU employees have the responsibility to report promptly and in sufficient detail, all activities that may involve actual or potential conflicts. Regular, timely, and full disclosure is a key element in this policy and is necessary to identify, resolve, or manage any actual or potential conflict of interest situation. The requirement of disclosure cannot be waived by any university employee.
- 4.2. **Employee Obligations.** When arranging relationships with external agencies, NDSU employees are expected to make known their NDSU obligations. Where appropriate, they should provide copies of relevant NDSU policies to their contracted entities and inform the external agencies that their work is contracted in their individual capacity and does not in any way represent NDSU. Listing of an employee's institutional affiliation in public or commercial documents needs to comply with Policies 152-External Professional Activities and 700.1-Use of University Name.
- 4.3. **Academic Freedom.** Subject to University policies and requirements, NDSU employees are free to choose the subject matter and strategies of their individual teaching and research activities on the basis of scientific or scholarly criteria, insofar as they are unencumbered by external commitments.
- 4.4. **Freedom to Publish.** Subject to limited delays to permit filing of document(s) to protect intellectual property*, or findings as in a patent application, NDSU will vigorously ensure its employees' free and open dissemination of information including the right to publish.

(See also NDSU Policy regarding Classified Research, Policy 344) [\[hot link\]](#)

- 4.5. **Accountability for Review.** NDSU expects that responsible individuals will exercise their duty and responsibility, at all levels of review and action, to evaluate carefully all potential conflict situations disclosed or known to them before acting to approve or disapprove the same.
- 4.6. **Time Commitment.** NDSU will allow an average of up to one day per week (40 days for academic year and 52 days for calendar year appointments) within the contract period for acceptable and approved external professional activities (Policy 152). This released time, subject to unit needs, is not an automatic entitlement but is approved at the administrative head's discretion. Such released time is not available for:

4.6.1. Activities or businesses that are purely personal in nature.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

4.6.2. Activities that are neither related nor contribute to the advancement of the employee's professional skills.

4.6.3. Activities, which do not provide an opportunity for professional growth.

5. SPECIFIC RESPONSIBILITIES

- 5.1. **NDSU employees** are required and expected to take the initiative to report promptly and in detail to the administrative head of their units, for prior written approval, all activities or situations which may involve, or appear to involve, a conflict of commitment, a conflict of interest, or an incompatible obligation* or commitment, and to respond to inquiries from the administrative head in connection with any such report. The mere existence of a conflict, real or potential, however, will not necessarily preclude a particular activity.

(See also NDSU Policies 151 – Conflict of Interest and 152 – External Professional Activities.) [HOT LINK to these policies]

- 5.2. **Administrative heads of units*** have the duty and responsibility to evaluate carefully all potential conflict situations reported or known to them before acting to approve or disapprove the same. As a public institution, NDSU is expected to possess sufficient information and control to discharge its obligations of public accountability.

- 5.2.1. In a specific conflict situation, it may be appropriate for the administrative head to inquire into a number of factors, including:

- 5.2.1.1 The extent of time commitment to external entities by academic staff member from consulting activities;
- 5.2.1.2 The extent of financial or other interest the academic staff member or staff member's family have in external entities;
- 5.2.1.3 The extent to which such financial or other interests may influence or affect the entities' general policy or specific decision.

- 5.2.2. Careful scrutiny is called for when:

- 5.2.2.1 The employee's acquisition of financial interests or assumptions of external executive or administrative responsibilities appear to be in conflict with the employee's duties and obligations to NDSU;
- 5.2.2.2 Activities may influence research or business decisions in ways that could lead to the employee's direct or indirect personal financial gain, or give improper advantage to the employee's immediate family, associates, or others.

- 5.2.3. In such circumstances, if the proposed activities are to be approved, appropriate control mechanisms must be established and reduced to writing, and be subject to continuous review and monitoring. Such monitoring may include, among other requirements appropriate to the circumstances, higher administrative level

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

review of expenditures (including those for travel), periodic detailed reviews of programmatic objectives and/or progress, removal of the affected employee from decision making authority, granting a leave of absence without pay when the external commitment is inappropriate to the employee's University duties or responsibilities.

- 5.2.4. Provision might be made for consulting authorization request approval process, whereby if the duration of the activity is longer than one year, or is indefinite, indeterminate, occasional or ongoing for a period longer than one year, for the authorization to be renewed annually through electronic correspondence, provided there are no material changes to the original activity. Substantial changes to the activity would require formal reauthorization.
- 5.3. Research agreements with external sponsors must maintain basic academic values and must not promote a secrecy that will harm the development of knowledge, impair the educational experience of students or postdoctoral fellows, diminish the role of NDSU as a credible and impartial resource, interfere with the choice by employees of the scientific or scholarly subjects they pursue, or divert an employee's energies or NDSU resources from primary educational and research missions.
- 5.4. Those situations are to be avoided or remedied in which academic staff members, through use of their University positions or by their conduct, may be tempted to disregard the interests of the University and its students, or to dilute or divert their attention from their NDSU responsibilities in order to seek direct or indirect advantage for themselves, their families, or close associates, or exert sufficient influence over a business to be able to affect its general policy or specific decision.

6. DISCLOSURE

- 6.1. The policy on disclosure is the key mechanism to identify potential conflict(s) of interest and commitment for further evaluation, oversight, and remediation. Usually, and most importantly, this will involve financial disclosure*. For situations subject to review and approval, an NDSU employee shall submit a request in writing, explaining all pertinent circumstances, to the administrative head of the unit in which he or she is employed. Items that need consideration in the written request may include:
 - 6.1.1. Listing any consulting relationship, managerial role, or a significant financial interest* in a company that does business with the University;
 - 6.1.2. Disclosing a company that is involved with or sponsors activities related to the field of research and or service;
 - 6.1.3. Listing any non-University income-producing activities that involve NDSU students or other staff.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

- 6.1.4. Employees of NDSU authorized (including delegated authority) by NDSU Policy 712 [\[hot link\]](#) to enter into contracts on behalf of the University must sign the North Dakota State University Conflict of Interest Disclosure Statement. All other employees will be provided notice about this Policy but need only sign the statement if they have a conflict. Notices and collection of statements shall be administered by the Purchasing Office.
- 6.2. If an actual or potential conflict of interest is not believed to exist, the reviewing authority will complete the Administrative Review Form. [\[hot link\]](#) One copy each will be returned to the individual submitting the form, forwarded to the respective Vice President, and retained on file with the Administrative Head. The action requested may be approved, provided it is in compliance with all other University policies and procedures.
- 6.3. If an actual or potential conflict of interest is determined to exist, there are three options. These include:
 - 6.3.1. Permitting the requested action or activity.
 - 6.3.2. Attaching conditions to the approval.
 - 6.3.3. Prohibiting the activity.
- 6.4. If the administrative head believes that an actual or potential conflict of interest situation exists, he or she shall refer the matter to the appropriate Vice President. The Vice President shall exercise his or her authority to approve, disapprove, or approve with conditions any actual or potential conflict of interest, or refer the matter to the Conflict of Interest Advisory Committee (CIAC; see Section IX) for recommendation. Where special arrangements to accommodate an actual or potential conflict of interest are desired, they shall be reduced to writing, on the basis of which the Vice President may appoint an individual to monitor the approved arrangement.
- 6.5. The Vice President shall indicate his or her decision on the Administrative Review Form, [\[hot link\]](#) a copy each of which will be forwarded to the individual submitting the request, the initial reviewing authority, and filed with the office of the Vice President.
- 6.6. Upon receipt of the disclosure, the process should be completed within 20 working days unless circumstances which can be documented to indicate reasons for exceeding this 20 working day period.

7. CONFLICTS INVOLVING ADMINISTRATORS

- 7.1. In the case of potential conflicts of interest and/or commitment involving administrators at the level of dean, director, or higher, initial disclosure shall be made with the appropriate Vice President, who shall then make a recommendation consistent with policy, and who may exercise the option to make the final decision. Disclosures

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

for Vice Presidents shall be filed with the President, who shall have the final approval authority, but who may also consult with CIAC for its recommendation.

8. UNIVERSITY REVIEW OF SPONSORED ACTIVITIES

- 8.1. Any sponsored program agreement between the University and external sponsor(s) must be authorized in advanced through established University review procedures to ensure conformity of the proposed activity to the academic, administrative, fiscal, space utilization, and other policies of the University. In addition, such an agreement must not conflict with the rights of other University scholars, with other University commitments, or with the basic academic values of the institution.

9. REVIEW AND APPEALS

- 9.1. A Conflict of Interest Advisory Committee (CIAC) shall be established, comprised of five members recommended by the University Senate Executive Committee and appointed by the President of the University Senate. The Committee 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.
- 9.2. If an activity is subject to restrictions or prohibited, the employee concerned may request a hearing by the CIAC. After the written request is received by the President of the University Senate, the CIAC should meet with the appellant within 15 working days. If a member of the CIAC has any personal or working relationship with the appellant, that member should recuse him or herself and be replaced by another member appointed by the President of the University Senate. More than one meeting may be scheduled to decide the case, if necessary.
- 9.3. The appellant 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 committee deliberations. The committee, 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 Vice President. If the committee 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 Vice President 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 Vice President for three years. A copy of the final recommendations shall be provided to the appellant.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

10. VIOLATIONS

10.1. Violation of this policy shall be subject to disciplinary procedures, including sanctions up to and including suspension and termination of employment at the University. 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 not be limited to:

- 10.1.1. Freezing research funds or accounts.
- 10.1.2. Rescinding contracts entered in violation of this policy or state law.
- 10.1.3. 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.

11. EXAMPLES OF CONFLICT OF INTEREST SITUATIONS

11.1. Conflict of Interest situations are not always easy to identify. This section categorizes and identifies activities that have differing potentials for presenting a risk. The list below represents examples of possible conflict situations that may be of some concern and is not meant to be exhaustive. Each situation, therefore, calls for an analysis of the potential benefits and risks. The administrative head or the CIAC must decide if the benefit is worth the risk.

11.2. Potential conflict situations/activities may also be categorized as:

- 11.2.1. Adverse effects on educational programs;
- 11.2.2. Bias/subversion of research agendas;
- 11.2.3. Unreasonable impairment of the flow of information/knowledge;
- 11.2.4. Misuse of NDSU resources and facilities for private gain; and
- 11.2.5. Theft and/or misuse of NDSU intellectual property.

11.3. Potential conflict situations/activities may also be categorized as:

- 11.3.1. Clearly allowable;
- 11.3.2. Allowable after disclosure, review, approval, and oversight;
- 11.3.3. Not allowable or prohibited.

11.4. Activities that are clearly allowable:

- 11.4.1. Activities in this category have very low potential for conflict of interest. Participation does not require disclosure and is allowable if it is consistent with other NDSU policies such as those regarding time commitment and employee's

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

ability to meet job obligations. Examples of such activities include, but are not exclusive to:

- 11.4.1.1. Acceptance of royalties and honoraria for published scholarly works and intellectual property (if disclosed to and managed by NDSU or the NDSU Research Foundation), occasional lectures, commissioned papers, and creative works;
- 11.4.1.2. Acceptance of honoraria or payment for service as a special reviewer or service on a review panel for academic, government, and not-for-profit entities;
- 11.4.1.3. Acceptance of royalties under NDSU or another academic institution's royalty policies insofar as the employee does not have any other relationship with the royalty-granting entities.

(See NDSU Policies 323, 323.3.1, and 152.4.3 [\[hot link\]](#) for exceptions and exclusions to receiving honoraria and royalties.)

- 11.4.2. In such cases, the use of NDSU property or facilities is acceptable, if the use of such property or facilities has a legitimate relationship to the University employee's responsibilities, provided such use is not significant. No disclosure or approval is required in these situations by this policy, although individual administrative units may have their own approval or scheduling procedures. Examples include using institutional resources to author a book, host a meeting, conduct research related to one's disciplinary field(s), or to serve a professional organization as an officer.
- 11.4.3. In such cases, it is acceptable to utilize institutional employees (e.g., research assistants, secretaries, work study students) to provide assistance, provided the work activity is in keeping with the responsibilities of both parties, does not interfere with the performance of their primary activities, and does not result in significant additional costs to the University. This policy does not require any disclosure, other than intellectual property disclosures as required by policy, or approval process, although individual administrative units may require reporting and approval.
- 11.4.4. In such cases, it is acceptable for employees to acknowledge an affiliation with NDSU, provided this identification is accurate, is not used as part of any endorsement or promotional activities for business or personal gain, and is in keeping with the actual roles and responsibilities at the University (Policy 700.1). University personnel may use University stationery for activities that are related to their assigned University responsibilities. Such identification does not imply, however, that the employee is acting in anything other than in his or her individual capacity.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

11.5. Activities that may be allowable after disclosure, review, oversight, and approval:

11.5.1. Activities in this category have minimal-to-moderate potential for conflict of interest. These activities may be allowable after disclosure and appropriate review, provided prior administrative approval is obtained. Where appropriate or necessary, conditions or provisions for oversight may be imposed. Examples of such activities include, but are not limited to:

11.5.1.1. Any ownership or majority control in a commercial enterprise that conducts activities closely related to the employee's area of academic work;

11.5.1.2. Holding an executive position in a commercial (private or public) enterprise or participation in the day-to-day operation of an enterprise directly related to one's University responsibilities;

11.5.1.3. Assuming a "key" continuing consulting role in an enterprise (including serving as a director of a company);

11.5.1.4. Consulting for additional compensation (e.g., providing services to individuals or firms, presenting educational programs sponsored by private firms or independently by faculty members) through approval (*see Policy 152, Request for Approval*);

11.5.1.5. Situations in which the time or creative energy devoted to external activities appear substantial enough so as to compromise the amount or quality of the employee's participation in the instructional, scholarly, or administrative work of the University;

11.5.1.6. Situations in which a faculty member directs students in a research area from which the faculty member may realize a financial gain, thereby diminishing the faculty member's ability to render objective, independent judgment on the student's efforts.

11.5.1.7. Conducting research for any commercial entity.

11.5.2. In such cases, approval is required for use of University resources and facilities that lie outside usual work responsibilities that result in clearly identifiable additional costs to the University. Approval of such situations will generally be conditioned on reimbursement of costs. The executive head of the administrative unit in which the activity occurs must approve exceptions to the requirement for reimbursement. Examples include writing a book for outside compensation, hosting a conference, giving private lessons, performing research utilizing University research instruments for an external entity, or serving as an editor for a journal.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

11.5.3. In such cases where an activity will personally benefit the recipient approval is required for the use of services of other University employees. If the costs are more than trivial, approval shall only be granted if the requested services are in keeping with the usual University activities of both employees, and the activity is in keeping with the mission of the University.

11.5.4. Approval must be granted for student involvement in research activities that have the potential to substantially benefit a business entity in which a University employee has a significant financial interest.

11.5.5. Restrictions on publication rights that may adversely impact the fulfillment of degree requirements are permitted only to the extent reasonably necessary to obtain protection of intellectual property rights if they do not prevent publication of student research in a timely manner. In such instances, the student must be informed of the limitations prior to commencing the work and must agree in writing to those limitations.

11.6. Activities that are clearly prohibited:

11.6.1. Activities in this category pose such serious conflicts with University policy and such high potential for abuse that they cannot be allowed under any circumstances, and are subject to disciplinary action in accordance with NDSU Policies and Procedures. Examples include, but are not limited to:

11.6.1.1. Any circumstances in which a substantial body of research or services that could and ordinarily would be carried on within the University are conducted elsewhere to the detriment of the University and its legitimate interests;

11.6.1.2. Any activity outside the purview of the University:

11.6.1.2.1. Involves or appears to involve the University significantly through the use of its resources, facilities, or the participation of academic colleagues, students, and staff, except in those cases where prior approval has been granted;

11.6.1.2.2. Involves the use of the University's name or implied endorsement; or,

11.6.1.2.3. Violates any of the principles set forth in the University Research Policy (805) (for example, giving the outside organization the right to censor or prohibit publication rights for research any part of which is performed under University auspices);

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

- 11.6.1.3. Any use for personal profit, unpublished information or data emanating from sponsored agreements or confidential University sources, or assisting an outside organization by giving it exclusive access to such information.
- 11.6.1.4. Consulting with outside organizations that impose obligations upon the faculty member or the University that conflict with the faculty member's or University Intellectual Property Policy or with the University's obligations under sponsored activity.
- 11.6.1.5. Any use of the University's name in connection with private activities in a manner that inappropriately suggests that the University endorses, sponsors, promotes, advertises, or approves the activities or views of the faculty or staff member.
- 11.6.1.6. Any evaluation of junior faculty, staff, or students based on participation in (or refusal to participate in) outside activities involving business entities in which the evaluating faculty member has a significant financial interest.
- 11.6.1.7. Any assignment of students to research and or creative activities that involve secrecy or confidentiality requirements beyond best institutional practice.
- 11.6.1.8. Any use of uncompensated student labor for research or creative activity outside of the University that will result in personal gain for the supervising University employee.
- 11.6.1.9. Any use of the services of University employees for personal gain such as answering telephones for a private business, typing reports, or conducting research activities or accepting personal compensation for work performed by University employees for external activities.
- 11.6.1.10. Any conduct of library research by librarians on a product/technology for personal gain or any use of University facilities or resources for personal financial gain or conducting a private business and using University supplies for non-university activities.
- 11.6.1.11. Any use of University employees and students, on University time and without reimbursement, for work motivated primarily by commercial concerns or intended to benefit a business entity in which the University employee has a significant financial interest;
- 11.6.1.12. Any soliciting or receiving, either by the University employee or a member of his or her immediate family a gift, compensation, loan of money, or a non-pecuniary gift, the value of which exceeds the amount

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

permitted by state law; any soliciting or receiving of remuneration from a person or business entity that is an actual or potential provider of goods or services to the University, in connection with any transaction between the University and any persons or business entity, or under circumstances where it would tend to influence the University employee's performance of his or her University duties;

- 11.6.1.13. Any use of university resources (databases, subscriptions, tools, software, etc.) for personal gain or for the gain of a business in which the employee has an interest, except in those cases where prior approval has been granted.

12. DEFINITIONS

- 12.1. **Administrative Head of a Unit** is defined as a department chair or head, dean, director, vice president, president, or equivalent officer who has primary authority for administering an administrative unit.

(In case a conflict exists for an administrative head of a unit, the matter shall be referred to the next level of administrative authority in the normal reporting lines.)

- 12.2. **Conflicts of Commitment** primarily relate to the employee's distribution of effort between obligations to an academic appointment and commitments to external activities. Conflicts of commitment may also occur or exist when professionally related external activities of the employee are so substantial or demanding of the employee's time and attention as to interfere or appear to interfere with the employee's responsibilities to NDSU, to his/her work unit, or to students.

- 12.3. **Conflict of Interest** is said to occur or exist when:

12.3.1. An NDSU employee is involved in an activity, commitment, or interest that may adversely affect, compromise, or otherwise be incompatible with the obligations that the employee has to NDSU; or,

12.3.2. The University is influenced in such a way as to lead to improper financial gain for either the University, its employee, the employee's immediate family* or for others; or,

12.3.3. The employee's involvement in and/or commitment to external activities interferes with the employee's primary obligations to his or her students, colleagues, and the institutional mission.

- 12.4. **Consulting** is defined as a professional activity related to the University employee's academic field or discipline that involves a fee-for-service or equivalent relationship with a third party [See Policy 152].

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

- 12.5. **External Activities** are defined as activities (e.g., consulting) in which an outside organization or entity provides remuneration directly to the faculty member who, in turn, provides a service directly to the entity. There is no direct university involvement except the employment of the faculty/staff member.
- 12.6. **Financial Disclosure** is defined as the formal filing of information with a designated NDSU administrator, disclosing any direct and indirect financial interests that the employee, or spouse, or any dependent(s) has in the sponsor of a sponsored activity for which the person filing the disclosure is serving or will serve as an investigator.
- 12.7. **Immediate Family** is defined as the spouse, parents, siblings, and children. (*see also under Investigator*).
- 12.8. **Incompatible Obligation** is defined as any agreement:
- 12.8.1. Between an NDSU employee and an external entity which is incompatible with the employee's obligations to NDSU;
 - 12.8.2. Which unduly restricts or impairs the employee's ability to perform research or other activities at NDSU;
 - 12.8.3. Which results in the transfer or compromise of existing or potential NDSU rights in intellectual property; or
 - 12.8.4. Which utilizes NDSU resources without prior written approval of the appropriate University official or designee.
- 12.9. **Intellectual Property** is defined as any ideas, inventions, technology, biological organisms, software, creative expression (and derivatives thereof), in which a proprietary interest may be claimed including, but not limited to, patents, patent applications, copyrights, trademarks, data sets, know-how, show-how, and biological materials. [See Policy 190).
- 12.10. **Investigator** is defined as the principal investigator, co-investigator, and any other person at the institution who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by an external sponsor.
- (As it relates to financial interests, "Investigator" also includes the investigator's immediate family.)*
- 12.11. **Significant Financial Interest** is defined as:
- 12.11.1. Anything of monetary value, including, but not limited to, salary or other payment for services (e.g., consulting fees or honoraria);

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

12.11.2. Equity interests (e.g., stocks, stock options, or other ownership interests);

12.11.3. Intellectual property rights (e.g., copyrights, trademarks, patents, PVP, and royalties for such rights).

12.11.4. The term does not include:

12.11.4.1. Salary, royalties, or other remuneration from North Dakota State University the NDSU Research Foundation if such payments have not originated with the sponsoring agency;

12.11.4.2. Income for seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;

12.11.4.3. Income from service on advisory committees or review panels for public or nonprofit entities; or,

12.11.4.4. Financial interests in business enterprises or entities if the value of such interests (industry equity interests, salary, fees, or other continuing payments) does not exceed \$10,000 per annum or represents more than 5% ownership interest for any one enterprise or entity when aggregated for the investigator, the investigator's spouse, and children.

12.12. **Sponsored Activity** is defined as research, training, instruction, construction, and service projects involving funds, materials, or other compensation from outside sources (sponsor) under agreements that contain any of the following:

12.12.1. The agreement binds NDSU to a line of scholarly or scientific inquiry or service that is specified to a substantial level of detail;

12.12.2. A line-item budget is involved which details expenses by activity, function, or project period;

(The designation of overhead [indirect costs] qualifies for inclusion in a budget as "line-item.")

12.12.3. Financial reports are required, as also progress, technical, and other reports as appropriate;

12.12.4. The award is subject to external audit;

12.12.5. Unexpended funds must be returned to the sponsor at the conclusion of the agreement;

University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 13, 2006

Attachment 3

12.12.6. The agreement provides for the disposition of either tangible (buildings, equipment, records, technical reports, theses, or dissertations) or intangible (rights in data, software copyrights, or inventions), or patent, patent applications, or other intellectual property that may result from activity.

12.13. **Technology Transfer** is defined as (and includes) any license, assignment, or conveyance of any legal or equitable interest in intellectual property that is owned by NDSU, or the NDSU Research Foundation including but not limited to, the right to make, market, copy, sell, or use such property in any way.

SECTION 326: ACADEMIC MISCONDUCT

SOURCE: NDSU President & NDSU University Senate Policy

1. PHILOSOPHY & PURPOSE

- 1.1 North Dakota State University is committed to upholding the highest standards of integrity of its endeavors in the pursuit of academic activities including research, instruction, and service. The University will promote an open and honest atmosphere in reviewing and reporting possible academic misconduct.
- 1.2 Scholarly inquiry creates the expectation for strict integrity in its pursuit. Integrity is defined to mean that the results reported are honest and accurate and in keeping with generally accepted research practices of the discipline.¹ Because misconduct in scholarly inquiry, including the proper expenditure of funds, threatens the confidence in the academic endeavor, it is the responsibility of the University to foster an academic environment that discourages misconduct in all endeavors of scholarly activity and to develop policies and procedures to deal forthrightly with possible misconduct associated with scholarly activity.
- 1.3 These policies and procedures deal with academic misconduct and define a process to report, review, investigate, and resolve, allegations of academic misconduct. They are directed toward governing behaviors to maintain integrity in the pursuit of scholarly, academic activities, and they are consistent with the principle of self-regulation in maintaining integrity in scholarly inquiry.²

2. APPLICABILITY

- 2.1 These policies are applicable to all persons employed at NDSU and associated with NDSU through academic activities. This would include, but is not limited to faculty, adjunct faculty, research professors, lecturers, collaborators, staff, technicians, post-doctoral fellows and volunteer assistants. Allegations against graduate and undergraduate students are handled under NDSU Policy 335: Code of Academic Responsibility and Conduct.
- 2.2 While this policy deals with internal allegations, any NDSU employee wanting to charge misconduct against an individual(s) outside the University must have discussed the allegations with the Department Chair, Dean, and Provost before proceeding with such allegations.

3. DEFINITIONS

- 3.1 **Academic or scientific misconduct** shall mean fabrication, falsification, plagiarism, misrepresentation of sources, breach of confidentiality, or other practices, including fiscal impropriety, that seriously deviate from those that are commonly accepted within the scientific community for proposing, for conducting, or reporting research; or material failure to comply with a sponsor's requirements that uniquely relate to the conduct of the research. It does not include honest error, or honest differences in interpretations or judgments of data.
- 3.2 **Allegations** shall mean any written or oral accusation by any University official or other Complainant, from inside or outside of NDSU, of possible misconduct that is forwarded to the Office of the Provost/Vice President for Academic Affairs

- 3.3 **Complainant** means any person who makes a formal allegation of research or scholarly misconduct under this Policy.
- 3.4 **Fabrication** is making up data or results and recording or reporting them.
- 3.5 **Falsification** is manipulation of research materials, equipment, processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- 3.6 **Inquiry** shall mean informal information gathering and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
- 3.7 **Investigation** shall mean the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.
- 3.8 **Plagiarism** shall mean taking over ideas, methods, or written words of another without acknowledgment of and with the intention that they be credited as the work of the deceiver. Different academic disciplines may have their own separate definition which may add additional elements that need to be taken into consideration in an allegation of plagiarism.
- 3.9 **Respondent** shall refer to the accused or the person against whom an allegation of research misconduct is directed or who is the subject of a research misconduct proceeding.
- 3.10 **Scholarly inquiry, creative activity, and research** shall be considered synonymous terms.

4. PRINCIPLES

- 4.1 Due to the wide variety of endeavors of scholarly activity, no one set of guidelines can cover all situations. Also, because of the seriousness of the nature of this subject, several basic principles must be used to guide the processes.
- 4.2 Allegation(s) must receive immediate, appropriate, thorough, and impartial consideration.
- 4.3 The ComplainantComplainant who in good faith reports apparent academic misconduct shall be protected from recrimination. Good faith allegations are those that are made with the honest belief in the truth of the allegation based on the information the Complainant had reasonable access to at the time of the allegation.
- 4.4 The RespondentRespondent, ComplainantComplainant, and committee members must be afforded confidential treatment during the entire process to the extent reasonably possible. Disclosure of the charges and evidence under this policy will be made only as specified in the regulations of the sponsoring agency or as required by the North Dakota Open Records Act. Any violation of this rule is also considered a matter for disciplinary action. Further, the Respondent must be afforded confidential treatment to the extent reasonably possible while being given an opportunity to respond to the allegations and provide a defense during the Inquiry or Investigation phases.
- 4.5 From receipt of the initial allegation to the completion of the investigation, every effort will be made to obtain and secure evidence that will be directly applicable to the case. All evidence must be carefully weighed to determine whether an allegation has been made in good faith or malice.

- 4.6 In order to determine misconduct, NDSU must find (1) that there was a significant departure from accepted practices of the relevant academic or professional community; (2) it was committed intentionally, knowingly, or recklessly; and (3) the allegation must be proven beyond a preponderance of the evidence.
- 4.7 If allegations of apparent academic misconduct are shown to be unfounded and have been made with the malicious intent of destroying a career and reputation, the evidence of this fabrication is to be presented to the Provost/Vice President for Academic Affairs or, if the Complainant is a student, the Vice President for Student Affairs or Graduate Dean for appropriate examination and possible disciplinary action.
- 4.7.1. Malicious allegations to harm or harass other individuals will not be tolerated by the University, nor will retaliation against the Respondent, Complainant, or inquiry or investigative committee members. Further actions against Complainants who have acted in bad faith, may be taken under NDSU policies that apply to employment and termination procedures. Actions that may be taken by NDSU could include, but are not limited to, termination of employment or expulsion.
- 4.8 Any University action in imposing sanctions must comply with the procedural requirements of the applicable personnel or student policies (see Policies 220, 335, 350.3, or 601).

5. ACADEMIC MISCONDUCT PROCEDURES

In dealing with academic misconduct allegations, NDSU will follow a three phase process: (1) Phase I - receipt of the allegation; (2) Phase II - an immediate inquiry of the allegation; and (3) Phase III – if warranted, an investigation of the allegation which may lead, where applicable, to recommendations for appropriate sanctions and reporting. Actual sanctions and appeals will be considered separately and will be handled through other administrative processes.

6. PHASE I: RECEIPT OF ALLEGATION

- 6.1 Initially, the Complainant should report the allegation and provide evidence to the university official who is the immediate supervisor of the Respondent. The person receiving the allegation is hereafter referred to as the receiver of the allegation.
- 6.1.1 Any National or Federal agency involved could also be notified by the Provost. Most agencies will not investigate initially and will allow NDSU to proceed as the primary investigating body. The funding agency will review the submitted reports to determine if further actions need to be taken. Federal agencies expect each institution to handle these proceedings and will only take charge if there is an immediate need to handle the case themselves.
- 6.2 Upon receipt of an allegation, the receiver of the allegation must immediately inform the Provost/Vice President for Academic Affairs (or specified designee) formally, in writing of the nature of the allegation. The Provost will inform the President.
- 6.3 Allegations of academic misconduct by a Complainant (other than the University acting through its administration) must normally be received within six years from the time when alleged academic misconduct occurred. Other exceptions include: (1) the Respondent continues or renews any incident of alleged research misconduct that occurred outside the six-year limit through the citation, republication or other use for the

potential benefit of the Respondent of the research record that is the subject of the allegation; (2) NDSU, following consultation with appropriate agencies, determines that the alleged misconduct, if it occurred, would possibly have a substantial adverse effect on the health or safety of the public; or (3) there is an allegation of fraud which prevented the discovery of the alleged misconduct. Allegations older than six years will normally not be accepted.

7. PHASE II: INQUIRY

- 7.1 Upon receipt of an allegation, the Provost will prepare a statement of allegation which identifies the Complainant, and notifies the Respondent, the appropriate department chair(s), and academic dean(s) of the allegation with available evidence.
- 7.2 The Respondent and Complainant will be offered initial consultation at the time of the receipt of the allegation to assist all parties in understanding the extent of this policy on procedures, and the potential and real consequences.
- 7.3 The Provost shall appoint an inquiry committee of one to three persons consisting of non-administrative, tenured faculty with the rank of professor (emeritus and emerita professors are eligible). Members of the committee may be external to the University and non-faculty members may be appointed if a specific case warrants their inclusion to review the allegation(s).
 - 7.3.1 The inquiry committee will determine if there is sufficient basis to conduct an investigation based on whether (1) the allegation falls within the definition of academic misconduct as defined above; (2) the allegation is sufficiently, credible; and (3) the allegation is specific enough so that potential evidence of academic misconduct may be identified. "Sufficient basis" means that there is enough evidence that could be adequate to establish a violation if proven.
 - 7.3.2 Interviews must be conducted with both the Respondent and the Complainant and any other persons who may have information relevant to the allegation and purpose of the inquiry. The Complainant and the Respondent must comply with appropriate requests by the inquiry committee for documents and other relevant evidence.
 - 7.3.3 The committee may seek an opinion by a recognized authority in the Respondent's field.
 - 7.3.4 Upon completion of the inquiry, the committee will prepare a report which shall include: (1) the name and position of the Respondent(s); (2) a description of the allegation of misconduct; (3) list of persons interviewed; (4) a summary of the evidence; (5) the conclusions of the inquiry; and (6) a rationale for the recommendation that the alleged misconduct did or did not warrant an investigation.
- 7.4 The Complainant and Respondent shall be given a complete copy of the report. Each will be given 10 working days to respond to the report and their comments will become part of the record.
- 7.5 The inquiry report will be completed and submitted to the Office of the Provost within 60 calendar days from the receipt of the initial allegation, unless circumstances which can be documented indicate reasons for exceeding this 60 day period.

- 7.6 If it is determined that there is no basis to conduct an investigation, a copy of the inquiry report shall be maintained for a period of three years in the Office of the Provost/Vice President for Academic Affairs. This is to permit a later, independent assessment of the reasons for determining that an investigation was not warranted should this be requested by an appropriate agency.
- 7.7 Three years after the completion of the inquiry, all documentation shall be destroyed.
- 7.8 If, at any time, the documentation is requested by any party, the Respondent shall be notified.
- 7.9 All work of those involved should, to the extent possible, remain confidential. Breaches of confidentiality may be subject to appropriate sanctions.
- 7.10 The Complainant can appeal a decision not to conduct an inquiry to the Committee on Academic Integrity within five (5) working days of receiving notice that an inquiry is not warranted.

8. PHASE III: INVESTIGATION

- 8.1 If the findings from the inquiry provide sufficient basis for conducting an investigation, the investigation must be initiated within a thirty (calendar) day period after written notification to the Respondent. At the initiation of the investigation, NDSU will notify all applicable agencies.
- 8.2 The investigation will be conducted by the standing committee of the University Senate, the Committee on Academic Integrity http://www.ndsu.edu/ndsu/deott/univ_senate/constitution.pdf.
- 8.3 The Provost shall forward the inquiry report to the Committee on Academic Integrity (Investigation Committee) which shall investigate the allegations.
- 8.4 The Investigation Committee shall comply with the following guidelines:
 - 8.4.1 Respondent must be notified in writing that an investigation is being conducted, must be interviewed by the Investigation Committee, and has the right to call any witnesses or produce any evidence in defense. In addition, the Respondent has the right to have an attorney accompany him/her/them to the interview. If an attorney for the Respondent is present, the Investigation Committee may request that the University provide legal counsel to assist it as well.
 - 8.4.2 The Investigation Committee may request any evidence considered necessary to conduct a complete investigation of the allegation. Whenever possible, interviews should be conducted of all individuals involved including the Respondent and the Complainant as well as other individuals who might have information regarding key aspects of the allegations. Because of the possible specialized nature of the evidence to be investigated, the Committee may seek advice from experts within or from outside the University. Complete summaries of these interviews should be prepared and provided to the interviewed person(s) for comment and shall be included as part of the investigation file and furnished to the Respondent.

- 8.4.3 The Investigation Committee will deliberate and reach its conclusions and write its final report in executive session. Further, the Investigation Committee must prepare and maintain all documentation to substantiate its findings.
- 8.4.4 The investigation by the Investigation Committee is to remain confidential unless disclosure is required by the North Dakota Open Records Act or by the sponsor's guidelines.
- 8.5 If it is determined that the allegations of misconduct are groundless, a report with supporting documentation shall be forwarded to the Office of the Provost to be retained appropriately for a period of three years.
- 8.6 If the allegations are substantiated by a preponderance of the evidence, the Investigation Committee shall forward the report to the Provost/Vice President for Academic Affairs and the President with recommendations for appropriate disciplinary action (sanctions).
- 8.7 All persons and agencies involved in the investigation shall be notified of the conclusion. A copy of all documents shall be furnished to the Respondent and the Complainant. If the documents are requested by any party, the Respondent shall be notified.
- 8.8 In the case of a federal grant, a final report prepared by the Provost describing policies and procedures under which the investigation was conducted, the nature of the allegations, how information was obtained, all persons interviewed with text or summary of interviews, the findings, the basis for the final decision, and a description of disciplinary action taken by the institution, must be sent to the appropriate agency.³
- 8.9 It shall be the responsibility of the Provost to communicate the results of the investigation to collaborators, journals, publishers, professional societies, and sponsoring agencies with whom the accused has had professional contact.
- 8.10 The investigation should ordinarily be completed within 120 calendar days of its initiation. If it cannot be completed within that time, then documentation for the reasons for exceeding this period must be made available in the report.

9. SPECIAL REPORTING REQUIREMENTS

- 9.1 Normally, the inquiry or investigation will be conducted in such a manner as to protect the privacy/confidentiality of all involved.
- 9.2 However, if at any stage of the inquiry or investigation, any of the following conditions exist, there must be immediate notification to the sponsoring agency or other affected parties:
 - 9.2.1 there is an immediate health hazard involved;
 - 9.2.2 research activities should be suspended;
 - 9.2.3 there is an immediate need to protect agency funds or equipment;
 - 9.2.4 there is an immediate need to protect the interests of the person(s) making the allegation or the individuals who are subject to the allegations as well as his/her co-investigators and associates;
 - 9.2.5 it is probable that the alleged incident is going to be reported publicly;
 - 9.2.6 there is reasonable indication of possible criminal violation. In this instance, the institution must inform the appropriate sponsoring agency, if necessary, within 24 hours of obtaining that information; or

9.2.7 there is a reasonable belief that the research community or public should be informed.

10. SANCTIONS

- 10.1 NDSU administration may implement specific sanctions congruent with the misconduct.
- 10.2 Sanctions resulting from academic misconduct may include, but are not limited to, termination of employment or student status, termination of current research activity, special prior review of future research activities, written reprimand, probation for a specific period of time, and/or suspension of rights and responsibilities.
- 10.3 In cases of students, recommendations for sanction or disciplinary actions will be forwarded to the VP for Student Affairs or the Graduate Dean to determine appropriate administration of any sanctions.
- 10.4 In deciding what final actions are appropriate when misconduct is found, NDSU officials should consider:
 - 10.4.1 the seriousness of the misconduct;
 - 10.4.2 the degree to which the misconduct was knowing, intentional, or reckless;
 - 10.4.3 whether the misconduct was an isolated event or part of a pattern of behavior;
 - 10.4.4 whether it had a significant impact on the research record, research subjects, other researchers, institutions, or the public welfare; and
 - 10.4.5 other relevant circumstances.

11. APPEALS

- 11.1 Appeals of the Committee on Academic Integrity finding of misconduct will be handled through federal agencies of oversight where applicable or through NDSU's President's Office.
- 11.2 NDSU appeals must be made directly in writing to the President of NDSU within 30 days of the notice of determination by the Committee on Academic Integrity.
- 11.3 Review of the appeal is by the President. The President has the option to appoint a technical review committee for advice.
- 11.4 NDSU may suspend an internal appeal until further determination by the agencies.
- 11.5 NDSU appeals will be restricted to the evidence presented and will be limited to the University's failure to follow published procedures or arbitrary or capricious decision making.
- 11.6 Upon review of the appeal, the determination made by the President of the University is final.
- 11.7 Grievances and appeals to sanctions and disciplinary actions will be handled accordingly to the applicable policies. Faculty (policy 157, 305.3, 353); Staff/employee (policy 157, 230, 231); and Students (policy 601 and 335).

-
- ¹ The Responsible Conduct of Research in Health Sciences, Institute of Medicine, National Research Council, (1989).
- ² See Office of Science and Technology's Research Misconduct Policy (2000) http://www.ostp.gov/html/001207_3.html In addition, these policies and procedures are necessary since the federal government requires that each entity applying for research grants or agreements under the Public Health Service must establish explicit, uniform policies and procedures for investigating and reporting instances of alleged or apparent misconduct involving research activities that are supported with funds made available under the Public Health Service Act. The appropriate acts providing authority are: 42 CFR Part 50, Section 493, Public Health Service Act, as amended, 99 Stat. 874-875, (42 u.s.c. 289b); Section 501(f), Public Health Service Act, as amended, 102 Stat. 4213(42 u.s.c. 290aa(f)).
- ³ For example, the Office of Scientific Inquiry, in the Office of the Director of the National Institutes of Health.

HISTORY: May 14, 1990; Amended April 1992; June 1995, December 2002, October 2003.

Survey on Faculty Service
Expectations, Evaluations, and Remunerations

James R. Council and Darya Zabelina

We conducted a telephone survey to determine how faculty service is assigned, evaluated, and rewarded at NDSU. Service was broken down to three main areas: service to NDSU, to the profession and to the community. Within each category, we assessed how service is weighted in promotion/ tenure, annual pay increases, and awards for service. We also assessed whether a faculty member's gender might play a role in service assignments.

The interview was conducted with Academic deans, and department/division chairs and heads. We developed separate structured telephone interviews (attached) for deans and chairs/heads. There was a great degree of overlap, but some questions were unique to each sample. The emphasis for Deans was on University and College Service, and the emphasis for Chairs and Heads was on Department Service.

Since we felt that there was some potential to publish or present the results of this survey, we had the protocol approved by the NDSU Institutional Review Board before collecting data. This study was funded by the NDSU Office of the Provost and Vice President for Academic Affairs.

Our goal was to get complete participation for this survey, and we were able to interview 29 Chairs and Heads, and 7 Deans participated. No individuals, departments, or colleges are identified in this presentation of the results. However, some specific responses and comments that are particularly cogent are presented to illustrate the data.

What is Meaningful Service?

We began with the question, "How do you define "meaningful service" at each of the following faculty ranks (Assistant/Associate/Full Professor)? *In your definition, be sure to address aspects of service specific to your college and the university.*"

There was a wide range of variability in the responses. In some cases, the respondent seemed to include aspects of teaching and research in his or her definition of "meaningful service." To a large degree, the particular field of the respondent influenced the definitions – for example, departments that emphasize service courses would stress the importance of service to students. Many of the responses also focused on quantity rather than quality of service (e.g., "2 or 3 committees at the associate professor level," vs. leadership, importance to mission, etc.).

Assistant Professors

Despite the common belief that Assistant Professors are sheltered from service obligations, there was only one department in which assistant professors had no service obligations. Sixty-two percent reported that assistant professors had minimal service obligations of 1-2 committee assignments, while 33% reported that faculty at this rank had no shelter from service at all. Most definitions at this level (57%) did not emphasize quality or importance of service, just that faculty were expected to serve on some number of committees. Examples of responses at this level were:

1. "Try not to put too much pressure. Do want to see some service. At dept. level: 1-2 committees. Perhaps 1 college or university committee."
2. "Primary focus is department, college, undergrads. Number one service is to students: Effective student learning. In addition to that, should serve on two to three department or college committees, any capacity from member to chair. Service to the discipline is research/presentation-one article per year. Again, primary focus is still the students-meeting their needs."

Associate Professors

Definitions were more specific at the associate level, although some responses confused service with research and teaching obligations (e.g., dissertation advising). Most responses at this level (75%) defined specific service activities and quality or importance of service. An emphasis on leadership appeared that was missing at the assistant level. About 2/3 of the responses stated that expectations were greater than at the assistant level. Some typical responses included:

1. "Larger regional influence, participatory leadership, collaborative efforts, invited participation."
2. "Start service on PT&E committees, upper university committees, expect a little more service at higher level committees."

We found one particularly thoughtful response that seemed to capture the nature of expectations at this level:

"Meaningful service for a tenured person at this rank would mean actual work on the curriculum committee or graduate committee in the department or significant service for the college (for example, PTE committee, curriculum committee, appeals committee). Service on the university senate or any graduate school, or university committee (if they actually did more than attend meetings) would be perceived as meaningful

service. Faculty would be expected to serve in professional organizations and on review boards for publications. Research and publication trump any service activity.”

Full Professors

At this level, almost 2/3 of the responses indicated still greater service expectations than at the associate level. Most definitions (2/3) were qualitative and emphasized specific and prominent activities. Some aspect of leadership appeared in many definitions. Examples include:

1. “National and international activities, focused on nationally recognized activities. High levels of leadership, respected authority, applying expertise to issues of national interest.”
2. “Demonstrates leadership, serves on policy making bodies, evaluates other faculty, provides leadership within department, chairs committees on college and university levels, holds chairs on professional organizations, and assumes leadership in community organizations.”

Again, one definition seemed particularly well thought-out:

“Meaningful service at the full professor level would include chairing and providing leadership in committees in the department and the college, especially the “heavy duty” committees. They would also be expected to serve on more college and university committees, at least sometimes in leadership positions. Service on some university committees like the university curriculum committee and the assessment committee would merit the university equivalent of the military “purple heart” award for pain and suffering. Full professors should be highly active in the profession either as leaders in associations or, better yet, as reviewers for professional journals. Full professors would get some positive attention also for community involvement, especially where that involvement might enhance town-gown relationships.”

Importance of Service and Estimated Participation

Mean ratings indicated that Department Chairs and Heads ranked service at the Assistant Professor level “somewhat to moderately important, at the Associate level as “moderately important” and at the Full Professor level as moderately to very important. Estimated participation ranged from 83% for Associate Professors to 86% for Full Professors.

Deans ranked service at the Assistant Professor level as “somewhat to moderately important,” at the Associate level as “moderately to very important” and at the Full Professor level as “moderately to very important.” Estimated

participation ranged from 96% for Associate Professors to 98% for Full Professors.

Method of Committee Assignment

Chairs and Heads did not report differentiating between ranks when assigning faculty to service. Twelve percent of Chairs and Heads reported that committee assignments were voluntary, 71% reported using voluntary assignment plus encouragement, and 17% assigned service duties.

Deans indicated that Assistant and Associate Professors are recruited by voluntary assignment plus encouragement. Full professors were assigned voluntarily by 17% of the Deans, and through voluntary plus encouragement by 83%.

Gender Effects

Since there seems to be a common belief that female faculty bear a greater service burden than male faculty, we addressed this issue with specific questions for each rank.

Chairs and Heads believed that at all ranks no undue service burden on has been placed on women. (Does gender affect service load?: Yes – 26%; No – 74%). Overall, male faculty were believed to have slightly more committee assignments.

Deans felt that there was an equal burden on Assistant and Full Professors, however, female Associate professors were reported to be on twice as many committees (3.3 vs. 1.6) as men. (Does gender affect service load?: Yes – 33%; No – 67%.)

Again, we have picked out a particularly cogent remark to quote for this section:

“Yes, I have been a teacher and administrator for 40 years. I observe that women are more likely to want to serve. They often agree while men sometimes refuse. Also, they are more likely to conform to authority when a full-professor male (usually the chair) “requests” that they “volunteer” for some task. The women in our department do considerably more service and are asked to do so more often than the men. They are often asked to do the thankless tasks (library liaison, plan the annual conference, etc.) while males more often like and strive for positions like chair of an important committee. Women do tend to do a better job of planning conferences, collaborating and cooperating, but those assets do not count much in the larger scheme of things. As in the rest of our culture we devalue what women like to do. Service is third in the lineup and it is more

like pass-fail than graded activity. Has anyone not been tenured because of a weak service load?"

Weight Assigned to Service in Hiring, Promotion, and Compensation, and Relative Weights of Areas of Service by Rank

According to Chairs and Heads, service is somewhat to moderately important in hiring, promotion, and compensation decisions for Assistant professors, and moderately important for Associate and Full professors. Deans agreed for assistant and associate professors, but ranked service as having moderate to very much importance for Full professors.

Regarding specific areas of service, Chairs and Heads felt that departmental service is more important at the assistant level, that College service is more important for Associates, and professional service is more important for Full professors. Deans viewed college service as more important for Assistants and Associates, that professional service as more important for Full professors. Community service was valued least overall.

Evaluation and Awards

In evaluations of service activities, Chairs, Heads, and Deans place qualitative factors (e.g., importance, visibility) over quantitative factors (e.g., number of committee assignments).

Recognizing service activities through formal awards is relatively rare at NDSU. Only two departments (17%) reported having service awards, although one department has ten awards. At the college level, half reported having two service awards, and half have none. There are no university awards solely for service.

Conclusions and Recommendations

No one denies that faculty service is essential to the governance of the university and conduct of its business. However, the administrators we surveyed showed a meaningful lack of consistency in the ways that they defined meaningful service. Despite beliefs to the contrary, Assistant professors do not seem to be sheltered from service in most units, and female faculty are not reported as having an undue service burden. As expected, service is weighted less heavily than teaching and research in hiring, promotion, and compensation decisions. College and professional service, as well as leadership, becomes increasingly important with seniority. There are few formal awards in place at NDSU to recognize outstanding service.

Certainly, the issue of assigning, recognizing, and reward service at NDSU is important and deserves further study. A faculty survey will be important to determine whether faculty perceptions match those of administrators.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

December 11, 2006

The University Senate met at 3:30 p.m. in Dakota Ballroom with Dr. E. Berry presiding and the following senators present: D. Andersen, E. Ash, B. Bahrami, S. Beck, S. Bergeson, U. Burghaus, J. Chapman, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, W. Dai, B. Duncan, D. Eiler, T. Esslinger, B. Fier, J. Garden-Robinson, C. Gross, A. Hirani, R. Johnson, K. Katti, D. Klenow, T. Knoepfle, K. Koch, D. Li, A. Little, M. Mallett, S. Mallik, J. Martin, K. McCaul, D. Miller, A. Montgomery, R. O'Connor, V. Olson, S. Panigrahi, C. Peterson, L. Peterson, R. Petrich, R. Pieri, B. Randall, R. Rathge, D. Redmer, T. Riley, R.C. Schnell, J.W. Schroeder, D. Scott, G. Smith, D. Sperl, D. Terbizan, and J. Wageman

Substitutions: S. Foster for M. Boetel, R. McArthur for X Cai, J. Venette for K. Grafton, L. Horvik for M. Harvey, C. Lee for J. Ransom, G. Goreham for R. Rathge, J. Knodel for D. Rider, and D. Wadholm for C. Skauge

Approval of Minutes

MOTION (D. Miller/Pieri): to approve the minutes of the November 13, 2006, meeting as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

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

MOTION (Pieri/McCaul): to approve Consent Agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

- A. President Chapman provided the following updates regarding budget recommendations and capital projects ([Attachment 3](#)). Adjustments in equity would result in the addition of faculty and staff. He believes this is the best budget he's seen since he arrived because it addresses growth.
 - NDSU requested a \$95 million budget and the executive recommendation is for \$99 million.
 - A request was made to maintain salaries at 5% of each year of the biennium, along with full health insurance coverage.
 - The total adjusted base will go from \$78.3 million to \$91.5 million in this biennium, with parity and equity added in.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

December 11, 2006

- Significant increases are slated for research stations, NDSU's Extension Service, Upper Great Plains Transportation Institute, Northern Crops Institute, and the Forest Service.
- NDSU received a \$5 million cash adjustment for renovations to Minard Hall and \$2.5 million for other one time requests.
- ConnectND funding will be discussed by the State Board of Higher Education.
- Several capital projects are planned. They include, but are not limited to:
 - New home for Bison basketball. Eight-million dollars has been raised thus far for improvements to the Bison Sports Arena. Other possibilities being discussed for future Bison basketball include a new venue in south Fargo and the addition of a smaller arena to the FargoDome.
 - Downtown expansion with a new business building and facilities for architecture. The decision to acquire the Pioneer and Lincoln buildings was reached through a combination of fundraising efforts, the desire to expand the downtown campus, the goal to bring the entire architecture program together again, contributions from downtown businesses, and a partnership with the City of Fargo. President Chapman shared architectural renderings displaying 12 state of the art classrooms, offices and conference rooms, and additional instructional space with 250-seat auditoriums. The Lincoln building will include a third story for high quality architectural studios. These acquisitions should meet NDSU's needs for growth in these areas. Groundbreaking will occur in April 2007 with both facilities being operational in 14 months, by fall 2008. Discussions ensued on security, private development, scheduling, and transportation between the main campus and downtown.
 - 12th Avenue improvements (between Independent Study and Credit Union) are planned with a mall and apartment complexes.
 - A block-size area at 19th and University, near Stop-N-Go, will be replaced with housing development and a mall.
 - A restaurant may be going in near one of campus hotels and the new AppleBees opens this month. The City plans to put a pedestrian overpass between the FargoDome and the restaurants on 19th Avenue.
- Other budgetary plans include:
 - 40% increase in student financial aid programs
 - 5% tuition increases in both years of biennium
 - \$310,000 increase in EPSCoR match
 - \$4.1 million in equity funding
 - \$2.5 million deferred maintenance

University Senate Minutes

Fargo, ND 58105

North Dakota State University

December 11, 2006

B. NCAA Certification Process

Lynn Dorn discussed the certification process of NDSU's athletics program, which parallels the university reaccreditation process. A large number of people have been involved with data collection, and a draft of the self-study will be developed in early spring semester. The committee will focus on areas that need to be enhanced. In addition, a diversity survey will be conducted to gather feedback from student athletes. The NCAA is interested in obtaining a copy of the survey for future use by other institutions as well. A gender equity survey will be conducted with all students on campus to look for trends and shifts over the past ten or more years.

Committee Reports

A. *General Education:*

L. Peterson, chair, reported that five year course reviews are coming due this spring.

B. *Council of College Faculties:*

T. Barnhart announced there is a statewide CCF meeting this week. To be discussed is the FlexComp program out of which the ND University System opted out. Also, the CCF participated in the development of the budget brochure distributed by President Chapman.

Unfinished Business

A. Policy 326 – Academic Misconduct update

Provost Schnell reported that the previously offered suggestions for change have been incorporated into the new policy draft. For clarification from a previous discussion, once an accusation is formally submitted, it may be removed from consideration, but a record will remain.

B. Continuing Review of Senate Standing Committees

Notify Berry if any standing Senate committees have not met yet and do not plan to meet.

New Business

A. Code of Academic Responsibility and Conduct (policy 335)

Provost Schnell reported that in Paragraph 2.b of this policy, faculty members have the prerogative of determining the penalty for academic misconduct in their classes. Faculty members may fail the students for the particular assignment, test or course involved, or

University Senate Minutes

Fargo, ND 58105

North Dakota State University

December 11, 2006

they may recommend that the student drop the course in question. These penalties may vary with the gravity of the offense and the circumstances of the particular case. In some situations, students may not be permitted to drop the course in question. This will come forward for a formal vote at a future Senate meeting.

B. Suspension policy ([Attachment 4](#))

In light of recent changes in State Board policy regarding admission of transfer students, Provost Schnell presented a proposed change in NDSU's suspension policy. This will be brought back to the Senate for a vote at the January meeting.

Adjournment

The meeting adjourned at 4:40 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

University Senate Minutes

Fargo, ND 58105

North Dakota State University

December 11, 2006

Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Courses							
Dept.	No.	Title					Crs.
ARSC	466	Principles of Mixed Feed Technology, Production and Management					2
MNT	783	Nanomechanics					3
TL	735	Acquisition Contracts: Law/Management					2
Changes in Course Title and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
TL	719	Crisis Management and Homeland Security	3	TL	719	<i>Crisis Analysis and Homeland Security</i>	3
TL	721	International Logistics Management	3	TL	721	International Logistics Management	2
TL	727	Organizational Change Management	3	TL	727	Organizational Change Management	2

University Senate Minutes

Fargo, ND 58105

North Dakota State University

December 11, 2006

Attachment 2

Review of General Education Courses

Approved General Education Recommendations.

Outcomes Key:

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

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

Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
POLS 110	Introduction to Political Science	B	1, 3, 4, 6	3, 6

2007-09 NDSU Budget Highlights

Requested and Executive Recommendation

1 ☐ 2007-09 NDSU

Budget Highlights

Requested and Executive Recommendation

2 ☐ NDSU Budget Request

and Executive Recommendation

3 ☐ Research Stations, Extension Service, UGPTI, NCI, Forest Service

4 ☐ Some Building Projects

- Wellness Center
- Memorial Union
- Material Handling Facility
- Living Learning Center West/Ceres Hall
- Minard Hall
- Center for Enterprise (Incubator)
- Pioneer Mutual Building
- Lincoln National Building
- Bison Sports Arena
- 17th Avenue between University and Albrecht
- Main Station Greenhouse
- Carrington, Hettinger, Minot buildings
- Dakota Coteau Field School
- Center for Transportation Studies
- Ellig Sports Complex
- various privately funded projects

5 ☐ Budget Highlights

- Salaries funded at 5% and 5% (agencies funded 4%)
- Maintains fully funded health insurance
- \$4.1M in equity funding
 - 40% increase in student financial aid programs
 - Budget assumes 5% tuition increases
 - \$310,000 increase in EPSCoR match
 - One-time capital funding \$1.5M deferred maintenance

6 ☐

7 ☐

8 ☐

9 ☐

10 ☐

NDSU Budget Request and Executive Recommendation

	GF Request	Executive Recommendation	Over (Under)
<i>2005-07 Adjusted Base</i>	\$78.3M	\$78.3M	-
<i>2007-09 Needs Based Request</i>			-
Capital Assets	\$987,741	0	(\$987,741)
Parity	\$8.9M	\$8.9M	(0)
Equity	\$4.1M	\$4.1M	(0)
Total GF Base	\$92.5M	\$92.5M	(0)
State funded projects	-	\$5M	\$5M
1-time requests	\$2.5M	\$2.5M	(0)
TOTAL	\$95M	\$99M	\$3.9M

Research Stations, Extension Service, UGPTI, NCI, Forest Service

2005-07 GF	\$58.6M
2007-09 Request	\$59.7M
Exec. Recommendation	\$78.4
Increase from 2005-07	\$19.3M*

* Includes \$10.6M one-time funding

Some Building Projects

- Wellness Center
- Memorial Union
- Material Handling Facility
- Living Learning Center West/Ceres Hall
- Minard Hall
- Center for Enterprise (Incubator)
- Pioneer Mutual Building
- Lincoln National Building
- Bison Sports Arena
- 17th Avenue between University and Albrecht
- Main Station Greenhouse
- Carrington, Hettinger, Minot buildings
- Dakota Coteau Field School
- Center for Transportation Studies
- Ellig Sports Complex
- various privately funded projects

Budget Highlights

- Salaries funded at 5% and 5% (agencies funded 4%)
- Maintains fully funded health insurance
- \$4.1M in equity funding
- 40% increase in student financial aid programs
- Budget assumes 5% tuition increases
- \$310,000 increase in EPSCoR match
- One-time capital funding \$1.5M deferred maintenance



Site Development Plan

College of Business & Dept. of Agribusiness and Applied Economics



T.L. STROH
ARCHITECTS
AND INTERIORS



South Entrance

College of Business & Dept. of Agribusiness and Applied Economics



T.L. STROH
ARCHITECTS
AND INTERIORS



North East Entrance
College of Business & Dept. of Agribusiness and Applied Economics



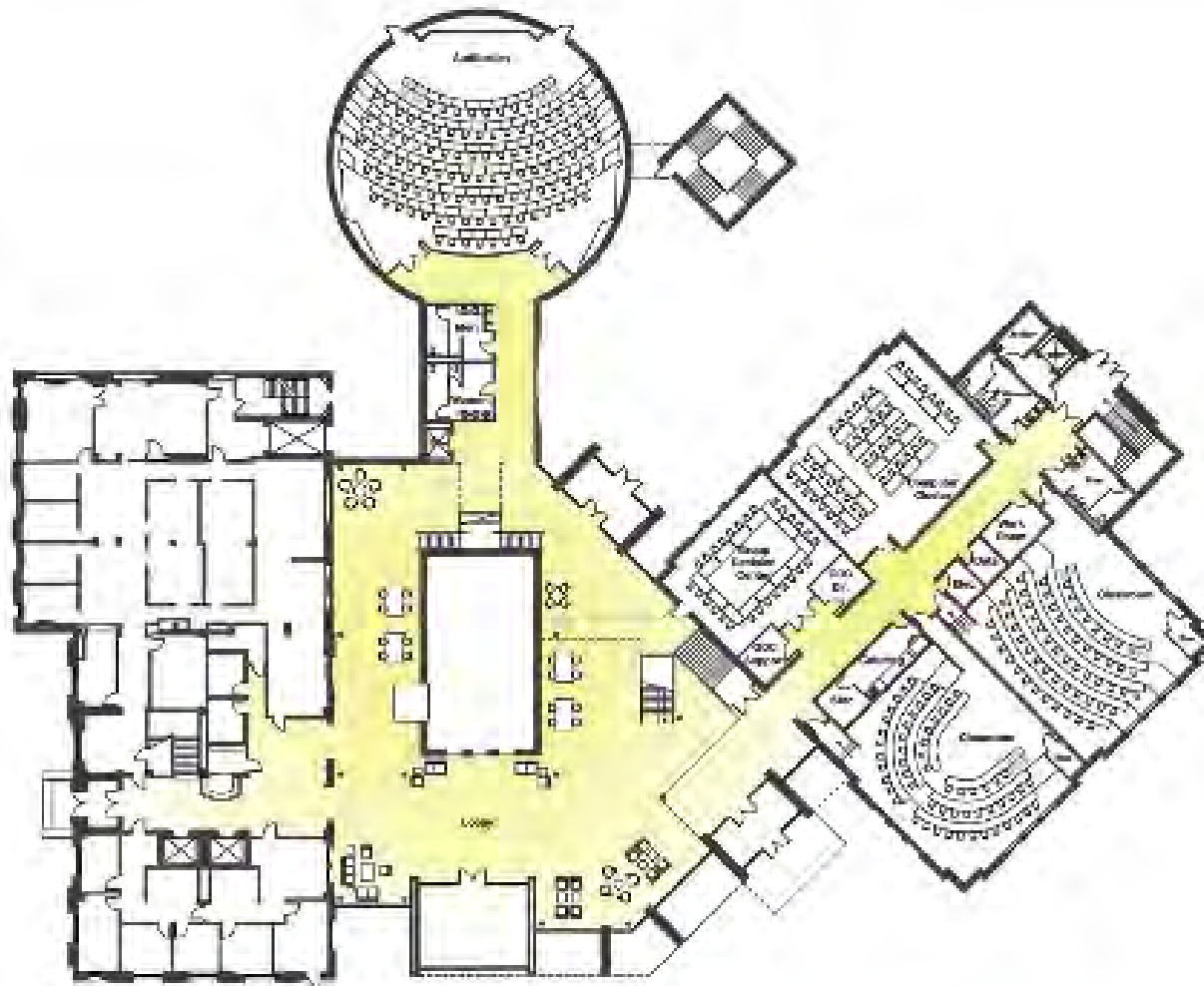


Second Avenue

College of Business and Department of Architecture and Landscape Architecture



T.L. STROH
ARCHITECTS
AND INTERIORS



First Floor
College of Business & Dept. of Agribusiness and Applied Economics



University Senate Minutes

Fargo, ND 58105

North Dakota State University

December 11, 2006

Attachment 4

Academic Suspension

Academic suspension may be issued when the academically deficient student does not demonstrate an improvement in his or her institutional GPA. Registration for the following full semester or for summer courses that are completed prior to the start of the standard eight week session will be canceled. A student may not be considered for readmission for two grading periods following an academic suspension. An academic suspension appears on the student's academic record. Academic suspension may be issued after two or more terms in residence for the following:

1. A student who entered the grading period on either probation or continued probation whose semester GPA and institutional GPA are both deficient for the student's classification.
2. A student who entered the grading period on ~~continued~~probationary status (academic probation or continued probation) for the third consecutive ~~probationary~~ term and whose institutional GPA is still deficient for the student's classification.

Suspension Appeals

A student who has been suspended may appeal the suspension if there were extraordinary circumstances beyond the student's control. Following the imposition of suspension, appeals must be submitted in writing at the Office of Registration and Records no later than the close of business on the semester start date (or the first day of the standard 8-week summer courses) following the imposition of suspension.

Suspended Students

NDSU honors suspensions of other institutions. Further, students suspended from NDSU or any other institution may not transfer course work into NDSU that was completed during the suspension period unless prior approval, through an appeal process, has been granted. Transfer and returning students who fail to report all previous college work are subject to dismissal or loss of credit or both.

Repeated Coursework

Courses previously completed at NDSU may only be repeated at NDSU, with the exception that Tri-College courses may be taken to repeat NDSU coursework (See Repeated Courses Policy Section for more details).

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

The University Senate met at 3:30 p.m. in Century Theatre, Memorial Union, with Dr. E. Berry presiding and the following senators present: D. Andersen, E. Ash, B. Bahrami, U. Burghaus, X. Cai, J. Chapman, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, B. Duncan, D. Eiler, T. Esslinger, B. Fier, J. Garden-Robinson, J. Glower, R. Gordon, K. Grafton, C. Gross, M. Harvey, H. Hatterman-Valenti, D. Hauck, R. Johnson, D. Klenow, T. Knoepfle, K. Koch, L. Langley, M. Mallett, S. Mallik, J. Martin, K. McCaul, M. Meister, E.J. Miller, A. Montgomery, S. Neate, R. O'Connor, V. Olson, C. Peterson, L. Peterson, R. Pieri, B. Randall, J. Ransom, R. Rathge, D. Redmer, D. Rider, T. Riley, R.C. Schnell, D. Scott, C. Skauge, G. Smith, D. Sperl, and D. Terbizan

Substitutions: B. Geeslin for S. Bergeson, J. Hwang for A. Hirani, A. Bezbaruah for K. Katti, D. Anderson for R. Petrich, A. Grazul-Bilska for D. Redmer, and C. Friesen for W. Teder-Salejarvi

Approval of Minutes

MOTION (Peterson/Cook): to approve the minutes of the December 11, 2006, meeting as posted.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
- B. Policy Coordinating Committee
 - 1) Policy 101 - Personnel Definitions ([Attachment 2](#))
 - 2) Policy 143 - Sick/Dependent Leave ([Attachment 3](#))
 - 3) Policy 148 - Payroll Deduction Services ([Attachment 4](#))
 - 4) Policy 169 - Employee Responsibility and Activities: Theft and Fraud ([Attachment 5](#))
 - 5) Policy 169.1 - Employee Misuse of Property Reports - Protections ([Attachment 5](#))

MOTION (Peterson/Cook): to approve the Consent Agenda. A request was made to remove Policy 101 from the Consent Agenda to discuss the definition of student employees as it relates to this policy. It was moved to Committee Reports, Section B. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

- A. *President Chapman provided the following updates:*

Legislative:

- The overall tenor of this legislative session has been very positive to date.
- An *Expanded Support for Deferred Maintenance Bill* focuses on one-time money for deferred maintenance.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

- Salary packages are staying together at 5% and 5% (salary and tuition). A group of legislators recently requested how much a 5% tuition increase would be (approximately \$21.7 million). They are considering including this amount in base adjustments to help keep tuition down.
- NDSU students have done a terrific job, and NDSU agencies are getting well-deserved attention in the legislature.

Chancellor Search:

- The pool of candidates for the ND University System chancellor position has been narrowed to five. The committee, on which President Chapman serves, is charged with bringing three or four candidates to the SBHE. It is anticipated that a new chancellor will be named by February 24.

Downtown Projects:

- Fundraising efforts for these projects are going strong.
- The two new downtown building renovations should begin on schedule in April with both buildings ready for occupancy by Fall Semester 2008.
- A Logistics Committee will look at classroom space, transportation, parking, etc. The City is committed to making this downtown expansion work, and is considering bike trails, walking paths, etc.

Enrollment

- Spring enrollment numbers are strong.
- Most of the enrollment growth is in three key areas: graduate students, students from Minnesota and other states, and international students. Enrollment growth in ND students remains steady.

B. *E. Berry, President of University Senate reported the following:*

Smoking Policy

An ad hoc committee has developed a draft smoking policy, which recommends that NDSU become a smoke free campus by July 2008. The policy proposes that smoking be allowed only in parking lots at least 50 feet from buildings. A phase-in plan is being discussed. More feedback will be provided and sought at future meetings.

NCAA Certification Process

Drafts of subcommittee reports are going to the Athletics Department for review. By mid-February, draft reports will be sent to Dave Wahlberg, lead writer, for editing and assembly into a master document. In March or April, open forums will be held for the campus and community review and feedback. The on-campus visit is scheduled for early fall semester.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Committee Reports

A. *Academic Affairs:* R. Pieri – no report

B. *Policy Coordinating Committee:*

D. Terbizan presented the following reports for input:

- **Policy 139 - Leave With Pay** ([Attachment 6](#))

-Language was added regarding eligibility for storm pay. MOTION (Terbizan/Cook): to approve the policy as presented. Concern was raised that the policy may be unfair to staff who have requested leave time in advance. It was reported that Staff Senate is planning to propose different policy language. MOTION (Rathge/Sperl): to postpone a vote on this policy until a final report is provided by Staff Senate. MOTION PASSED WITH UNANIMOUS CONSENT.

- **Policy 335 - Code of Academic Responsibility and Conduct** ([Attachment 7](#))

-Language was added to clarify the definition of ‘substantial evidence.’ MOTION (Terbizan/Cook): to approve the policy as presented. Discussion ensued on substantial evidence, and the relevance of leaving legal language in the policy. MOTION TO AMEND (Bahrami/E.J. Miller) as follows: Section 2.a., omit remaining text after the word ‘occurred.’ In Section 2.a.(3), add language so it reads ‘...make a fair and reasonable judgment...’ In subsequent discussion, it was determined that who makes fair and reasonable judgment could be appealed to the Grade Appeals Board (or other appropriate committee). MOTION TO AMEND THE PROPOSED POLICY PASSED WITH UNANIMOUS CONSENT. THE ORIGINAL MOTION AS AMENDED PASSED WITH UNANIMOUS CONSENT.

- **Policy 805 - Allowable Cost Policies - Compensation for Personal Services** ([Attachment 8](#))

-In regard to work performed on sponsored agreements, language was changed to redefine faculty and exempt staff overload pay to not exceed 20% of base salary on an annualized basis. MOTION (Terbizan/Harvey): to approve the policy changes as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

- **Policy 101- Personnel Definitions** ([Attachment 2](#))

-MOTION (Terbizan/Sperl): to approve the policy as presented. MOTION (Sperl/Terbizan): to postpone definitely for further clarification from Human Resources and/or the Policy Coordinating Committee on the definition of student employees.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

C. *General Education*: L. Peterson – no report

D. *Council of College Faculties (CCF)*:

H. Hatterman-Valenti provided the following updates:

- CCF requested that the 5% salary increases not be used for promotion increases.
- There will be the opportunity to extend FlexComp benefits for 2 ½ months into following year beginning with the 2007 plan year. This benefit had been available in the past, but not put into place by the ND University System.
- A HERI report is being put together to look at faculty accountability and how faculty time is spent at the NDUS campuses.
- CCF is looking at the reporting lines between the council and the SBHE.
- Questions may be directed to Harlene Hatterman-Valenti, Tom Barnhardt, or Neil Mueller.

Unfinished Business

- *Suspended Students policy* – found on page 30 of the 2006-2008 NDSU Bulletin. Provost Schnell presented the following change to the existing policy regarding suspended students at NDSU:

NDSU honors suspensions of other institutions. Further, students suspended from NDSU or any other institution may not transfer course work into NDSU that was completed during the suspension period unless prior approval, through an appeal process, has been granted. Transfer and returning students who fail to report all previous college work are subject to dismissal or loss of credit or both.

Repeated Coursework

Courses previously completed at NDSU may only be repeated at NDSU, with the exception that Tri-College courses may be taken to repeat NDSU coursework (See Repeated Courses Policy Section Bulletin pg. 29 for more details).

MOTION (Schnell/Cook): to approve the policy change as presented. Schnell briefly discussed different philosophies in the state on this subject. MOTION PASSED WITH UNANIMOUS CONSENT.

New Business

- *F-M Chamber of Commerce*:

Dori Reich, Marketing Coordinator, F-M Chamber of Commerce, visited with the Senate about leadership and involvement opportunities available to NDSU employees. She reported that the Chamber of Commerce has opportunities in advocacy, regional collaboration, education and connectivity. Specific committees and professional opportunities include: Regional Issues, Membership Services, Business Training,

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Fargo Moorhead Leadership (nine leadership capacities studied over nine month period), Young Professionals Network (21-30 year olds), Ambassadors, Youth Leadership and Operation Thank You.

NDSU is a community builder and the Chamber recognizes NDSU for this status. *Building Bridges* and *Get Involved: Rising to a New Day* brochures were distributed and are available from Berry.

Adjournment

The Senate adjourned at 4:30 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

Program Termination							
Termination of Nutrition minor							
Department Name Change							
From: Department of Sociology/Anthropology		To: <i>Department of Sociology, Anthropology, and Emergency Management</i>					
New Courses							
Dept.	No.	Title	Crs.				
HNES	116	Billiards	1				
HNES	123	Yoga	1				
HNES	124	Tai Chi	1				
HNES	127	Self Defense	1				
HNES	128	Golf	1				
HNES	130	Rock Climbing	1				
HNES	131	Pilates	1				
HNES	132	Ultimate Frisbee	1				
HNES	133	Volleyball	1				
HNES	134	Basketball	1				
HNES	135	Badminton	1				
HNES	136	Hockey	1				
HNES	137	Tennis	1				
HNES	138	Flag Football	1				
HNES	139	Dodgeball	1				
HNES	140	Strength Training	1				
HUM	357	Medieval Philosophy	3				
SPAN	332	Introduction to Hispanic Cinema	3				
Changes in Course Prefix, Number, Title, and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
ATHL	223	Spring Semester Second-Year Intercollegiate Sports	1	ATHL	223	<i>Intercollegiate Sports Participation</i>	1
ATHL	323	Spring Semester Third-Year Intercollegiate Sports	1	ATHL	323	<i>Intercollegiate Sports Participation</i>	1
CSCI	235	Theoretical Computer Science I	3	CSCI	335	Theoretical Computer Science I	3
CSCI	236	Theoretical Computer Science II	3	CSCI	336	Theoretical Computer Science II	3
PSYC	733	Judgment and Decision Making	3	PSYC	733	<i>Social Judgment</i>	3

Department of Health, Nutrition and Exercise Sciences is reinstating the Physical Education Non-Teaching option, under a new title of Physical Education Community Sports option.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 2

POLICY CHANGE COVER SHEET

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

Section 101 – Personnel Definitions

Language changes made in section 2.2 to make it more clear when to use the seventeen and one-half rule and when to use twenty-week rule regarding temporary status.

Additionally, changes were made repealing section 2.2.2, based on NDUS Human Resource policy, subsection 2.4. The board felt that the policy is confusing because it does not include guidelines concerning how prior credit is determined, or whether it should be tied to number of hours worked, in addition to number of years and months of temporary employment. This resulted in different interpretations among the campus. Further, because temporary employees are not entitled to leave accrual, some HR officers question whether a provision granting entitlement to service credit made sense. HRC Council voted to recommend repeal of section 2.4. Chancellor's cabinet considered and concurred.

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

Policy Coordination Committee – 6/27/06; 9/22/06; 12/20/06

President's Council – 8/28/06

University Senate – 8/14/06

Staff Senate – 8/14/06

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

Office of Human Resources

SECTION 101: PERSONNEL DEFINITIONS

CLASSIFICATION STATUS

1.1

Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

1.2

Non-Banded Employee

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 2

1.2.1

Academic Staff

Faculty (instructors, assistant, associate or full professors), lecturers, and graduate assistants.

1.2.2

Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation, including coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

EMPLOYMENT STATUS

2.1

Regular Employee

A staff employee, who satisfactorily completes a probationary period, or a non-banded employee, who is employed at least seventeen and one-half hours per week if hired before August 1, 2003 or twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year.

2.1.1

Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2

Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches 6 or more credits for two or more consecutive semesters in the same department. Credits taught through Continuing Education are not applicable for purposes of this definition.

2.2

Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week, or less than five months per year, if hired before August 1, 2003, or twenty hours per week ~~or less than five months per year~~ or less than 20 weeks per year if hired on or after August 1, 2003 (this includes graduate assistants and student employees whose employment is incidental to their student status).

2.2.1

A seasonal position is one in which a person works less than eight months per year during an institutionally designated "season", such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

~~2.2.2~~

~~When a temporary employee (excluding graduate assistants and student employees) is changed to regular status, credit will be given for the employee's prior length of service for the purpose of determining annual leave accrual rates.~~

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 2

OVERTIME ELIGIBILITY STATUS

3.1

Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2

Exempt Employee

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

HISTORY: July 1990; Amended April 1996; August 1997; August 1998; July 1999; December 1999; December 2000; February 2001, October 2001, April 2005.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 3

POLICY CHANGE COVER SHEET

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

SECTION 143: SICK/DEPENDENT LEAVE

A request was made by Staff Senate Executive Committee to give clarification to section 10.4 of this policy. They felt it would be helpful to explain what type of leave is available once the 40 hours of sick leave for dependent care has been exhausted.

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

Policy Coordination Committee – 12/20/06

President's Council -

University Senate -

Staff Senate -

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

Office of Human Resources/Payroll

SECTION 143: SICK/DEPENDENT LEAVE

SOURCE: SBHE Human Resource Policy Manual

1. Sick leave is a benefit granted by the University to eligible employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses. Abuse of this benefit may be grounds for disciplinary action or termination. Employees are responsible for informing their supervisors prior to the start of their work schedule of their sickness.

1.1

The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave.

1.2

The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 3

2. Sick leave is granted on the basis of continuous service from date of employment for benefited staff employees, and benefited 12-month academic staff and other non-banded staff. Sick leave for full-time eligible employees accrues based on rate per hour at a rate equivalent to 12 days per year.
3. Sick leave for eligible part-time employees working 20 hours or more per week is granted on a prorated basis. Sick leave accumulation is unlimited.
4. Sick leave may be granted to employees who become ill while on vacation provided satisfactory medical proof of such illness is submitted.
5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.
6. Upon termination, employees with ten years of continuous state service will receive a payment equivalent to 10% of the dollar value of their accrued sick leave. The amount is computed on the basis of the employee's salary at the time of termination and shall be in the form of a lump-sum payment.
7. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll, an employee may be granted sick leave in advance of the accumulation thereof. Any sick leave taken in advance of accumulation shall be deducted from the employee's last paycheck.
8. *Unless an approved leave of absence has been granted, an employee who is off the payroll for one year shall lose unused sick leave.*
9. Accrued sick leave is transferable from any state agency to the employing institution if employment with the institution occurs within one calendar year of separation of service with the state agency. In the event of a Reduction in Force, sick leave is transferable if reemployment occurs within two calendar years.
10. Sick leave may be used by the employee when:
 - 10.1 The employee is ill or injured and is unable to work.
 - 10.2 The employee has an appointment for the diagnosis or treatment of a medically related condition.
 - 10.3 The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the employee's spouse, parent(natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the purpose of the employee providing care to the family member.
 - 10.4 Sick leave used for the purposes described in 10.3 shall not exceed forty (40) hours per calendar year. Once the forty (40) hours have been exhausted, the employee must then use annual leave for situations outlined in 10.3.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 3

11. *The accrual of sick leave shall be prorated for the pay period in which employment begins or ends.*
12. *Sick leave is not accrued during developmental leaves or leaves of absence without pay.*
13. *Accumulated sick leave may be used for any period(s) of actual disability caused or contributed to by pregnancy. Beyond the period of disability, an employee may request use of annual leave, family leave, and/or leave without pay to provide for an extended post-delivery period away from work.*
14. *"Notification of Employee Leave" cards are processed on an on-going basis. Each department is responsible for verifying the Departmental Leave Report. Late leave cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or corrections.*

HISTORY: July 1990; Amended April 1992; July 1997, April 2002, January 2004; November 2005

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 4

POLICY CHANGE COVER SHEET

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

Section 148: Payroll Deduction Services (Insurance)

The removal of the word “insurance” in the title is to help clarify that these deductions are just that, and not a form of insurance. The changes to #6 reflect the change in administrators of Provident Dental, as well as the criteria that no longer is in effect. #8 & #9 are deductions that are currently available, but were not indicated anywhere within the policy manual.

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

Policy Coordination Committee – 12/20/2006

University Senate -

Staff Senate -

President’s Council -

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

Office of HR/Payroll

SECTION 148: PAYROLL DEDUCTION SERVICES ~~(INSURANCE)~~

SOURCE: NDSU President

1. The University provides payroll deduction service for certain types of voluntary group insurance. Detailed information is not available on campus but is available through the providers named.

2. Supplemental Life Insurance (ReliaStar Life Insurance Co.-TriTerm Policy)

This optional life insurance program provides term insurance for employees. Coverage is also available for spouse and children. Basic amounts of coverage are \$10,000 or \$20,000 or \$30,000 for the employee, with additional amounts available for spouse and children. Options are also available to increase employee coverage to a maximum of \$250,000. Insurance may be continued by direct billing or the policy may be converted to a whole-life policy at the employee's option upon termination of employment.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 4

Applications must be made within the first 60 days of employment in order for the employee's basic coverage to be obtained without health questions. Spouse and dependent insurance will require the medical questions to be answered and approval through ReliaStar.

3. Accident Insurance (Reliance Standard Life Insurance Co.)

An optional group accidental death and dismemberment program is available to all employees with a minimum coverage of \$10,000 and additional increments of \$5,000 to a maximum of \$300,000 coverage. Family coverage is also available.

4. Cancer Indemnity Insurance (AFLAC-American Family Life Assurance Co. of Columbus)

This optional supplemental health insurance plan provides for benefits when hospitalized for definitive cancer treatment. This includes both inpatient and outpatient services. The benefits are paid directly to the insured to assist with out-of-pocket expenses.

5. Hospital Intensive Care Insurance (AFLAC-American Family Life Assurance Co. of Columbus)

An optional insurance plan which provides benefits for confinement in a hospital intensive care unit. The benefits are paid directly to the insured to assist with out-of-pocket expenses.

6. ~~ProviDent Dental Plan (closed to new hires; currently enrolled participants only)(Total Dental Administrators, Inc.)~~

This optional dental maintenance program is available at the employee's expense. The plan requires the choice of a participating dentist in the program. ~~Therefore, enrollment is contingent on the availability of participating dentists. The plan covers bitewing X rays and an annual cleaning at no cost beyond the monthly subscriber's fee. Other treatments, including office visits and oral exams, involve co payments.~~

7. Group Long-Term Care Insurance (CNA Insurance Company)

An optional insurance plan to cover specific expenses for home health care, community-based services, and/or nursing home care. New employees and their spouses may enroll within 30 days of employment. Rates are determined by age at time of enrollment. Premiums are paid through payroll deduction.

8. UnumProvident Longer Term Care Insurance

An optional insurance plan to cover specific expenses for home health care, community-based services, and/or nursing home care. Anytime enrollment, however, during first 30 days of employment, there is no medical underwriting for policies under \$6000. Rates are determined by age at time of enrollment.

9. Savings Bonds

EE or I bonds can be purchased using payroll deduction.

HISTORY: July 1, 1990; Amended April 1992; January 1995; April 1996; August 1996; May 1997; December 1999; October 2000; November 2000; June 2001, March 2002; November 2005.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 5

POLICY CHANGE COVER SHEET

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

**Sections: 169: Employee Responsibility and Activities: Theft and Fraud; and
169.1: Employee Misuse of Property Reports - Protections**

At its September 21, 2006, meeting, the State Board of Higher Education approved a new policy (611.10) which outlines employee responsibilities regarding theft and fraud. The Office of State Auditor recommended the University System review its procedures, policies, and practices and provide a minimum level of assurance that the University System personnel are required to review and report any potential or actual fraud.

This new policy will be NDSU's Policy 169. NDSU's current Policy 169 has been renumbered to 169.1 as a subset to the new Policy 169 (SBHE Policy 611.10).

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

Policy Coordination Committee - 12/20/06

University Senate –

Staff Senate –

President's Council –

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

General Counsel

SECTION 169: EMPLOYEE RESPONSIBILITY AND ACTIVITIES: THEFT AND FRAUD

SOURCE: SBHE Policy Manual, Section 611.10

1. Each employee, as a basic condition of employment, assumes responsibility for safeguarding and preserving the assets and resources of the state and university system and its institutions, particularly those for which the employee is responsible.
2. Each institution and the system office shall develop and implement controls designed to minimize opportunities for theft, fraud or unlawful or improper use of public resources, including funds, supplies and property. The controls must include a process for reporting of suspected theft, fraud or unlawful or improper use of public resources, designation of an officer with responsibility for receiving and investigating such reports, a process for investigation, audit or referral to law

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 5

enforcement officials if there is reasonable basis to suspect theft, fraud, or unlawful or improper use of public resources and a report summarizing findings, disposition and, if appropriate, recommendations for additional controls to prevent recurrence.

3. Each employee is expected to report suspected theft, fraud or unlawful or improper use of public resources to a supervisor, department head, chief fiscal officer or other institution or system officer designated with responsibility for receiving and investigating such reports.
4. An employee found to have engaged in theft, fraud or unlawful or improper use of public resources, or an employee with knowledge of such acts by another who unreasonably fails to report such information as required by this policy, is subject to discipline, up to and including dismissal.
5. As used in this policy, "theft, fraud or unlawful or improper use of public funds or property" includes:
 - a. stealing, larceny or embezzlement;
 - b. making or altering documents or files with the intent to defraud;
 - c. purposely inaccurate accounting or financial reporting at any level;
 - d. fraudulent conversion or misappropriation of public resources, including funds, supplies or other property;
 - e. improper handling or reporting of financial transactions;
 - f. authorizing or receiving compensation for goods not received, services not performed or hours not worked, including payment or receipt of a bribe, kickback or other unlawful or unauthorized payment.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 5

SECTION 169.1: EMPLOYEE MISUSE OF PROPERTY REPORTS - PROTECTIONS

SOURCE: NDSU President

1. State law protects an employee from negative job reprisals for, in good faith, reporting violations of law or misuse of public resources. N.D.C.C. 34-11.1-04. An employee can report such violations, without fear of reprisal, to the President, Directors of Human Resources/Payroll or Internal Audit, the employee's supervisor, to any other appropriate personnel at the University, to the local state's attorney, or to any employee organization.
2. A supervisor or other appropriate University employee who receives a report of violations of law or misuse of public resources must take action on such reports. He/she is responsible for referring the issue to the department head or appropriate Vice President for follow-up. The determination made by the department head or Vice President as to the accuracy of the report of the violation of law or misuse of public property, and any subsequent disciplinary action taken, will be documented.
3. Employees who make such reports cannot be dismissed from employment, have salary increases or employment-related benefits withheld, be transferred or reassigned, be denied a promotion which they otherwise would have received, be demoted, or be discriminated against in any other term or condition of employment on the basis that they made such report. However, an employee who intentionally furnishes false information is subject to disciplinary action, including suspension or dismissal.
4. It is the policy of NDSU to encourage employees to come forward with such reports of misuse and to attempt to see that they are resolved initially with their supervisor or other appropriate personnel at the University.

HISTORY: November 1, 1999, October, 2001.

Last Updated: Wednesday, September 7, 2005, 5:49 PM

Published by North Dakota State University

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 6

POLICY CHANGE COVER SHEET

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

Section 139 – Leave with Pay

The HR council recommended two changes to subsection 139.4: 1) insertion of the word “regular” in front of the word “employees” to clarify that only regular employees (and not temporary and part-time employees) are entitled to storm day benefits; and 2) language providing that an employee who had previously scheduled annual or other leave on a day the institution is closed due to severe weather is not entitled to “storm pay.” This was approved by the SBHE.

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

Policy Coordination Committee – 9/22/06; 12/20/06

University Senate –

Staff Senate –

President’s Council -

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

Office of HR/Payroll

SECTION 139: LEAVE WITH PAY

SOURCE: NDUS Human Resource Policy Manual, Section 20

1. Funeral Leave - An approved absence from work, with pay, of up to twenty-four working hours, may be provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse.
 - 1.1 Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.
 - 1.2 Funeral leave for employees working less than 40 hours per week will be prorated.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 6

2. Jury Duty - An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.
 - 2.1 Where an employee is called as a witness on behalf of the state, and the University reimburses the employee for mileage, sustenance and room which it may do), no witness fee or mileage may be claimed by said employee and no time shall be deducted from the absence of such employee and such employee shall be deemed to be performing duties or services for the State.
 - 2.2 Where an employee is called as a witness when the University is not a party to the action and the University does not reimburse such employee for mileage, sustenance and room, the employee may collect witness fees and mileage from the proper party and retain same without loss of time or pay.
 - 2.3 An employee who is personally interested in or a party to a criminal or civil action or who voluntarily appears as a witness may charge his/her absence against earned annual leave or request leave without pay.
3. Conference or Convention Leave - Two days per year shall be allowed for conference/convention leave. Attendance is limited to three institutional officers, any state officers on campus, one delegate at large, and one delegate for each 50 members. If the conference/convention is held on a working day, the delegates will be paid as usual. If it is not a working day there will be no reimbursement. Leave may be denied if the employee's absence would unduly disrupt the operations or services of the institution.
4. Storm Days - All regular employees properly authorized to work (see Section 164 - Emergency Procedures) shall receive additional pay at straight time rates for hours worked during the official closing (see Section 212-Overtime). If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, and the university is closed as a result of a storm, the employee must use either annual leave or sick leave.

HISTORY: July 1990; Amended April 1996; August 1997; September 2001

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 7

POLICY CHANGE COVER SHEET

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

Section

335: Code of Academic Responsibility and Conduct

Language has been added to clarify the definition of “substantial evidence” as used in subsection 2.a.

A change is made in section 2.b. to manage the situations in which a student would simply withdraw from a course to avoid an academic misconduct issue being raised against him/her. In order for the student to drop the course in question, permission from the instructor would be required.

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

Policy Coordination Committee - 12/20/06

Staff Senate -

University Senate -

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

General Counsel (2.a.)

Provost and Vice President for Academic Affairs (2.b.)

SECTION 335: CODE OF ACADEMIC RESPONSIBILITY AND CONDUCT

SOURCE: NDSU University Senate Policy

The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This Code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred and an established procedure has not been approved by the faculty of a college such as the Honor System of the College of Agriculture.

1. The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.
 - a. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 7

b.

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

2. The faculty member and the administration are responsible for procedural fairness to the accused student or students in accordance with the following procedure:

a.

Faculty members who suspect that prohibited academic conduct has occurred in their class have an initial responsibility to: 1) for informing the student or students involved of their suspicion and the grounds; thereof, of 2) allowing a fair opportunity to refute them respond; and 3 of making an impartial a fair judgment as to whether or not any prohibited academic conduct occurred. only upon the basis of substantial evidence. The faculty member's decision shall be based upon substantial evidence. "Substantial evidence" means such relevant evidence as a reasonable mind might accept as adequate to support a conclusion. It is something less than the greater weight of the evidence and, in other words, is something less than a preponderance of the evidence.

[A QUESTION I HAVE IS FIRST, WHETHER WE WANT TO STATE A BURDEN OF PROOF HERE AT ALL, AND SECONDLY, WHETHER WE WANT ONE (SUBSTANTIAL EVIDENCE) WHICH IS DIFFERENT, IT'S LESS, THAN WHAT THE NEW 337 ON THE GRADE APPEALS BOARD PROVIDES, WHICH IS A PREPONDERANCE OF THE EVIDENCE, WHICH IS THE STUDENT'S BURDEN? WE CAN DO IT THIS WAY, THAT IS, REQUIRE THE FACULTY MEMBER TO HAVE SUBSTANTIAL EVIDENCE, WHICH IS LESS THAN A PREPONDERANCE, BUT IS NOT ARBITRARY AND IS MORE THAN JUST A LITTLE BIT OF EVIDENCE, SO TO SPEAK, AND STILL LOGICALLY REQUIRE THE STUDENT, BEFORE THE GAB, TO MEET A HIGHER STANDARD. RDJ]

b.

Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes. Faculty members may including but not limited to, among other sanctions, fail the student for the particular assignment, test, or course involved. , or they may recommend that the student drop the course in question, or these. pPenalties may be varied with the gravity of the offense and the circumstances of the particular case. In this situation, the student may not drop the course in question without the permission of the instructor. Faculty members will provide a written statement of the action to the department chair, dean, and vice-president for academic affairs. In the case of graduate students, the graduate dean will also be notified.

c.

In addition to the prerogative above, or if the student is not enrolled in his or her course, the faculty member may recommend a disciplinary sanction to the dean of

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 7

the college in which the infraction occurred. If the student is not enrolled in this college, the dean will forward the charge to the dean of the student's home college. That dean may impose academic warning or probation in the college, or the dean may recommend suspension or expulsion to the Academic Standards Committee as outlined in Section 4 [of this policy]. If the student is not enrolled in the college where the infraction occurred, the dean of the college for the student must be informed before the disciplinary sanction is imposed and may impose a disciplinary sanction for that college, also.

Accusations involving academic misconduct of graduate students will follow the procedure described with the following exception. The dean of the home academic college will recommend a sanction (including academic warning, academic probation, suspension, or expulsion) to the graduate dean, not the Academic Standards Committee. The graduate dean will provide the student with written notice of the action, describe the graduate student appeal process, and indicate to the student the date by which an appeal must be filed. Failure to file an appeal will result in implementation of the specified action. If an appeal is filed, the graduate dean will notify the student of the result following the completion of the appeal process.

d.

If a person not currently enrolled at NDSU is involved in prohibited academic conduct, the Vice President for Academic Affairs, Vice President for Student Affairs, and the Director of Admission shall be informed of the violation.

3. A student who has received a penalty or a disciplinary sanction for prohibited academic conduct may appeal the decision.

a.

The student must consult with the instructor, the department chair, and the Dean, in sequence, to resolve the conflict.

b.

Then, the student may request a hearing by the Student Progress Committee in the college where the violation occurred. In addition, the student may request that two students be appointed to the Student Progress Committee for the hearing; one student shall be a member of the Student Court appointed by the Chief Justice of the Student Court, and the other student shall be a student senator for that college appointed by the student body president.

4. A student may be suspended or expelled for prohibited academic conduct by the Academic Standards Committee in accordance with the following procedure:

a.

The dean must notify the student that they will recommend suspension or expulsion to the Academic Standards Committee, but the student must be given two school days to file a written notice of appeal with the Student Progress

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 7

Committee before the recommendation is presented to the Academic Standards Committee.

b.

The student may appeal the recommendation of suspension or expulsion to the Student Progress Committee as outlined in section 3.b. above.

c.

The Academic Standards Committee may impose suspension or expulsion, if an appeal with the Student Progress Committee is not in progress.

HISTORY: December 10, 1973; Amended May 12, 1975; April 1992

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 8

POLICY CHANGE COVER SHEET

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

Section

805: Allowable Cost Policies – Compensation For Personal Services

In regards to work performed on sponsored agreements, changes are made to section 2.3. to redefine faculty and exempt staff overload pay to not exceed 20% of base salary on an annualized basis.

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

Policy Coordination Committee - 12/20/06

Staff Senate -

University Senate -

President's Council

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

Provost and Vice President for Academic Affairs

SECTION 805: ALLOWABLE COST POLICIES - COMPENSATION FOR PERSONAL SERVICES

SOURCE:NDSU President

1. Activities under a grant or contract, participation in a training or leadership program, or similar academic activities are normally considered a part of the regular work load for faculty or staff members. Also, cost policies for sponsored agreements determine that a faculty or staff member's sponsored activities are normally part of the institutional base contract.
2. SALARY CHARGES TO SPONSORED AGREEMENTS: Charges for work performed on sponsored agreements by faculty or staff members will be based on the individual's regular compensation for the continuous period which constitutes the basis of the individual's salary. Charges for work performed on sponsored agreements during all or any portion of such period are allowable at the base salary rate. Charges to the sponsored agreement, irrespective of the basis of computation, cannot exceed the proportionate share of the base salary for that period.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 8

2.1

The reallocation of salary charges to sponsored agreements should be completed on a Payroll 101 form. Payments for approved overload compensation arrangements should be made by submission of a Payroll ~~103~~ 101 form.

2.2

Under federal programs clerical salaries may be treated as direct costs only if they are "identifiable to a particular cost objective" and are explicitly budgeted for such services.

2.3

In exceptional cases, where work on sponsored agreements is more appropriately performed on an overload basis, extra compensation may be authorized by ~~the faculty or staff member's Department Head, the Dean (if applicable), and~~ the appropriate Vice President, subject to the following:

A.

Recommendation and justification by the department head/chair and dean (if applicable).

AB.

The compensation generally comes from grant/contract funds, and the grant/contract budget must include an authorization for the salary to be paid on an overload basis;

~~B.~~

~~For faculty members employed on a nine month basis the total annual contract period overload pay authorized shall not exceed ten percent of their base salary for the current contract period. (Also see Section 806)~~

~~C.~~

~~Faculty members and exempt staff employed on a twelve month basis may receive additional compensation up to 17.27% of their base salary. (Also see Sections 212 and 807 for non-exempt staff.)~~

DC.

The Sponsor's policy will specifically allow such activity.

(Also see Section 807 for non-exempt personnel)

NOTE: Federal Circular A-21 guidelines prohibit extra compensation on federal projects.

D.

For faculty members and exempt staff, the total annual overload pay authorized shall not exceed twenty percent of their base salary on an annualized basis (i.e., employees on nine month contracts would be annualized to eleven months. Employees on twelve month contracts would also be annualized to eleven months). (Also see Section 806)

3. CONSULTATION PAYMENTS: Intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time base salary. This principle also applies to faculty members who function as consultants or otherwise

University Senate Minutes

Fargo, ND 58105

North Dakota State University

January 22, 2007

Attachment 8

contribute to a sponsored agreement conducted by another faculty member of the same institution.

3.1

In non-recurring, unusual situations, payment may be made if all of the following conditions are met:

- a. consulting is across department lines or at a separate or remote location;
- b. work performed is in addition to the regular departmental workload; and
- c. university employee consultants are specifically listed in the agreement budget or approved by the sponsoring agency in a separate document.
- d. The total annual additional compensation from all agreements does not exceed the overload limits specified in 2.2 above.

NOTE: The definition of the "regular departmental workload" will be defined by the respective Dean and Department Head of the faculty/staff member involved. Specifically, the sponsored activity cannot be met with a corresponding reduction in the faculty/staff member's departmental responsibilities to qualify as work in addition to the regular departmental workload.

- 4. The Office of Restricted Fund Accounting will review all additional compensation payments on sponsored agreements for allowability under the guidelines stated above.

HISTORY: July 1990; Amended April 1992; May 1996; April 2000; February 2001; August 2002.

University Senate Meeting Minutes February 12, 2007

The University Senate met at 3:30 p.m. in Century Theatre, Memorial Union, with Dr. E. Berry presiding and the following senators present: D. Andersen, D. Anderson, E. Ash, B. Bahrami, S. Beck, S. Bergeson, M. Boetel, U. Burghaus, J. Chapman, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, B. Duncan, T. Esslinger, B. Fier, J. Garden-Robinson, J. Glower, R. Gordon, C. Gross, M. Harvey, H. Hatterman-Valenti, A. Hirani, R. Johnson, K. Katti, D. Klenow, T. Knoepfle, K. Koch, L. Langley, M. Mallett, J. Martin, K. McCaul, M. Meister, F. Michael, D. Miller, E.J. Miller, A. Montgomery, S. Neate, R. O'Connor, V. Olson, S. Panigrahi, C. Peterson, L. Peterson, R. Pieri, B. Randall, R. Rathge, D. Redmer, D. Rider, T. Riley, R.C. Schnell, D. Scott, C. Skauge, D. Sperl, and D. Terbizan, and D. Wittrock.

Substitutions: D. Herman for W. Dai, R. Harrold for K. Grafton, M. Scott for S. Mallik, C. Urness for R. Pinkston, and A. Grazul-Bilska for S. Mallik

Approval of Minutes

The minutes of the January 22, 2007, meeting were APPROVED WITH UNANIMOUS CONSENT.

Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
C. Hawley, chair, requested that the Course Change: SAFE/MICR 464/664 to SAFE 460/660 course, and the Course Deletion: MICR 464/664 be removed from the consent agenda.

The consent agenda was APPROVED, AS AMENDED, WITH UNANIMOUS CONSENT.

General Announcements

A. President Chapman:

President Chapman provided the following legislative updates:

- HB 1003, the NDUS Appropriation Bill, has been modified with some added amendments. Funding for special projects has been added, which may impact the base budget for the University System. The proposed 5% + 5% faculty and staff salary increases are being reconsidered at the 4% + 4% levels as a result of state general fund reductions.
- HB 1020, the NDSU Extension and Research Appropriation Bill, also was amended by the House Appropriations Committee with some additional special projects. The original bill calls for an increase in base funding for ongoing projects and needs, and the added projects involve increases in one-time funding.

- The cross-over from the House to the Senate happens on February 16th, at which time bills will be shared and conference committees will convene. Final budget determinations likely won't be known until April.
- The Senate Appropriations Committee also heard testimony on SB 2347, the 'North Dakota Promise' bill. This bill proposes that the state pay, in incrementally increased amounts beginning in 2012, the tuition for North Dakota residents who meet minimum residency, curriculum and GPA criteria. This bill was created in a proactive response to potential legislation in MN, which could negatively impact the number of MN students enrolling at ND institutions, especially border schools like NDSU. Retaining more ND students in the state could offset a potential drop in MN enrollments should Governor Pawlenty's plan be approved. Similar programs nationwide have had successful outcomes, and are being studied. Issues like residency and curriculum/discipline interests are being further discussed.

B. *Provost Schnell:*

Provost Schnell reported that an article written by a former ND faculty member, John Calvert, was published in Sunday's edition of the Forum. In his article, Calvert cited a high number of non-tenured faculty members teaching at ND colleges and universities. However, his data on NDSU was incorrect. At NDSU, 66% of the faculty is tenured or tenured-track, and 55% of students are taught by regular employees (not teaching assistants, adjuncts, etc.). However, as a growing research institution which is seeing an increase in graduate programs, NDSU appropriately hires lecturers and teaching assistants as well. The national average for regular, tenured or tenured-track faculty teaching students is below 50%.

C. *E. Berry, President of University Senate:*

- The system of using PRS units seems to be failing from a technical and maintenance perspective. The ongoing use of PRS units in the Senate will be determined in the near future.
- Additional Race and the Criminal Justice System town hall meetings have been scheduled for spring semester. The approximately 5-person panel on March 27 will focus on issues dealing with race, the criminal justice system and the media. The April 5 panel will look at social justice issues. Both panel discussions will be held at 3 p.m. in the Century Theatre.

D. *NCAA Certification Process:*

L. Dorn reported on the progress of the NCAA certification process. The various subgroups—Academic Integrity, Diversity, Student-Athlete Welfare, Gender Issues, and Governance and Compliance--have developed draft reports. Athletics currently is reviewing the subreports, and plans to send them to University Writer David Wahlberg by February 15. Wahlberg will edit and format these drafts, and put them into a template for the NCAA final report. Information updates will continue to be made to the various senates, Team Makers, the President's cabinet, etc. Modifications based on feedback will be made to report, which should be in its final state by March 15. Open

forums for feedback from the NDSU and greater communities will be held between March 15 and April 4. After all final edits are incorporated, the report will be forwarded to President Chapman for signing by April 21, and then will be sent to the NCAA.

Committee Reports

A. *Academic Affairs – Selective Admission Programs and Restricted Courses* ([Attachment 2](#))

C. Hawley, chair, led a discussion related to Selective Admission Programs and Restricted Courses. This issue has been discussed extensively, both from pragmatic and philosophical standpoints, within the Academic Affairs committee. Feedback was sought by the Senate on a proposal presented by Academic Affairs. Provost Schnell discussed efforts of departments and programs to meet accreditation mandates as well as student needs. He also reported that the deans discuss such proposals in an effort to minimize any negative impacts on students and other programs. Brief discussion ensued on program fees, course restrictions, options for non-majors, limited resources, FTEs, the need to educate students broadly, and impacts on future admission standards.

B. *Policy Coordinating Committee –*

D. Terbizan presented the following policy:

Policy 101 – Personnel Definitions ([Attachment 3](#))

MOTION (Glower/McCaul): to amend 2.3 to read, “Students are not considered to be employees of the university unless they are employed as a regular employee or temporary employee.” Concerns with intellectual property, NCAA regulations, cooperative education experiences, and research credit registrations were cited. Provost Schnell recommended that the Policy 190: Intellectual Property: Employee Responsibility and Activities be looked at more closely in regard to student researchers.

Berry reported that the PCC is working on a policy that deals with graduate and undergraduate students as employees. MOTION (Schnell/Rathge): to postpone this issue and vote definitely until more clarification is obtained on the definition(s) of student employees. MOTION TO POSTPONE DEFINITELY PASSED WITH UNANIMOUS CONSENT.

C. *Council of College Faculties –*

T. Barnhart shared the following recommendations by the CCF to the legislature:

- Provide for a full 5% salary increase for each year of the biennium for all faculty members in the ND University System. Currently, North Dakota is ranked last in terms of faculty salaries. The compensation report was distributed via the faculty e-mail list.

- A committee be formed to look at the allocation of salary increases based on academic promotions.
- The NDUS increase the contribution to TIAA-CREF by 2.5% for employees with 15 or more years of service.
- Full funding in NDPERS Health Insurance Benefits be maintained with no decrease in coverage or increase in co-payments or deductibles.

Barnhart also reported that President Chapman and students have been very effective in their testimonies to the legislature. He also encouraged NDSU senators and employees to lobby their state senators using their own resources (ie: letterhead, e-mail).

Unfinished Business

A. *Smoking Policy:*

The Ad Hoc Committee is still meeting and working on a smoking policy draft.

B. *Policy 352: Promotion, Tenure, and Evaluation:*

J. Council, chair of the ad hoc committee studying possible revisions to the PTE policy, reported that the committee is determining its agenda and plans to provide any recommendations to Senate EC by the end of spring semester. Any revisions also will be forwarded to the PCC and back to the Senate for possible action by fall. A Blackboard organization has been established so guests may access revisions and other supporting materials. Every college is represented on the committee, and input from all faculty to their respective committee liaison is encouraged.

New Business

A. *No Record Drop Deadline* ([Attachment 4](#)):

K. Wold-McCormick presented a proposal to move the No Record Drop deadline to the same deadline as the 100% refund for course drops/withdrawals (7th class day of the regular semester). Reasons cited include state policies, academic record concerns, financial aid/refund issues, best practices in the profession, and providing more time for students to add vacated seats. This proposal will be brought back to the Senate for a vote at a subsequent meeting. Discussion ensued on rationale, impacts on variable length courses, and the last day to add.

Adjournment

Meeting adjourned at 4:40 p.m.

Academic Affairs Committee

Approved Curricular Recommendations

Program Title Change							
From: Human Performance and Fitness				To: <i>Exercise Science</i>			
New Courses							
Dept.	No.	Title					Crs.
GEOL	310	Planetary Geology					3
PPTH	758	Bacterial, Nematode, and Viral Diseases of Plants					4
Course Deletions							
MATH	327	Applied Linear Algebra					3
PPTH	750	Plant Virology					2
PPTH	752	Plant Nematology					2
PPTH	753	Bacterial Diseases of Plants					2
Changes in Course Prefix, Number, Title, and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
CDFS	780	Ethics and Professional Issues in Marital and Family Therapy	3	CDFS	780	<i>Ethics and Professional Issues in Couple and Family Therapy</i>	3
ECON	410/ 610	Introduction to Econometrics	3	ECON	410/ 610	<i>Econometrics</i>	3
HNES	487/ 687	Administration of Athletic Training Programs	3	HNES	487/ 687	Athletic Training Organization and Administration	3
MUSC	332	Choral Arranging	2	MUSC	332	<i>Survey of Choral Literature</i>	2

SELECTIVE ADMISSION PROGRAMS & RESTRICTED COURSES:

Summary:

- Currently 47 out of 101 undergraduate academic programs at NDSU are selective in admission. Selective programs have a secondary admission process for advancement into the professional-level plan of a program.
- More programs on campus are seeking selectivity for reasons that include, 1) accreditation; 2) image/ recruitment; 3) a way to collect program fees; 4) limited faculty resources; and 5) and to increase the caliber of students enrolled in a program.
- Philosophical and pragmatic issues related to selectivity include:
 - options available to students who don't meet requirements, but who are meeting minimum academic requirements of the university (land-grant philosophy);
 - academic departments impacted by another department's move to selectivity (minors, advising, second majors, etc.);
 - early notification to Admission so publications and recruiting materials can be developed;
 - collaboration with Registration and Records to move students into professional plans, update curriculum guides and bulletins, and establish a plan for working with currently enrolled students
- As a result of program selectivity, more departments are requesting that professional-level courses be set up to restrict registration of non-professional students. Impacts on other program requirements, elective courses, etc.
- GOALS:
 - Consider long-term impacts on NDSU programs and students
 - Develop a protocol for review and communication of new restrictions and program selectivity
 - Protects departmental autonomy

Proposal:

Selective Program Review Process:

- ✓ Academic programs that were selective in nature at the time of conversion to PeopleSoft were set up with both pre- and professional (degree)- level academic plans in the new student information system. All other programs were set up with only degree plans (ie: B.S., B.A...)
- ✓ New and current programs becoming selective will be reviewed/approved by the College Curriculum Committees and Academic Affairs. Program restrictions will be presented as part of the Academic Affairs report to University Senate for informational only.
- ✓ Restricted program plans should include the following information:
 - pre-professional and professional plan requirements
 - effective date/term for effective change
 - process for transitioning or grand-fathering currently enrolled students
 - application process, including selection criteria
 - program enrollment limits
 - changes in course restrictions as a result

- ✓ Notification should be made to Office of Admission and Business Office (if program fees will apply), as well as any impacted academic departments (i.e.: those whose students minor, double major or take courses as part of their program requirements).

Restricted Courses:

- ✓ Courses with program restrictions in the 2006 Bulletin description have been set up to limit enrollment upon departmental request.
- ✓ Requests for selectivity in new and existing courses may be submitted either in a Course Proposal & Change form or in a Memo with the detailed request and rationale to the College Curriculum and Academic Affairs Committees for review/approval.
 - Academic Affairs will consider other programs that require or recommend these courses to students.
 - Course restriction requests and other pre-requisite changes/requests will be placed on the Academic Affairs report to the University Senate for information only.
- ✓ Students who are not in the professional-level plan of the program may only register for restricted courses with department consent (permission).

Student Status and Plan Changes:

- ✓ New and currently enrolled students who declare programs that have professional-level (selective admission) components are placed into the “pre-xxx” plan of the program by either Registration and Records (major changes) or the Offices of Admission or International Programs (new admits).
- ✓ After selective admission decisions are made, departments notify Registration and Records of students to move into the professional plan of the program. Student lists must include: name, ID number, professional plan, effective term, and advisor name (if change is applicable).
- ✓ Ideally, professional admission decisions will be made prior to the start of registration for a future term. This is especially true if courses are to be restricted to students in the professional plan of the program.
- ✓ Students who do not advance into a professional plan of a program, or who are demoted from professional plan status, may remain in the pre-professional plan until they either 1) reapply and achieve professional status, or 2) declare a new program of study. It is expected that advising play a key role in these students’ decision making and academic planning.
- ✓ Advisor changes for new plans will be made in the effective term upon request of the academic department.

Program Fees:

- ✓ Students will be assessed professional program fees (if applicable) beginning in the effective term indicated by the department. If a late admission decision is made and a program fee is to take effect for a current term, the change must be made within the first three weeks of the regular semester (by third week census date). Most programs do not assess fees during the summer.
- ✓ Program fees assessed in a given term will be refunded to students only if they request a major change to a new program prior to the third week census date. After this date, fees collected will be retained by the original department. They may neither be refunded to students nor transferred to students’ new academic departments. Requests for special circumstances and appeals should be directed to the Business Office.

POLICY CHANGE COVER SHEET

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

Section 101 – Personnel Definitions

Language changes made in section 2.2 to make it more clear when to use the seventeen and one-half rule and when to use twenty-week rule regarding temporary status.

Additionally, changes were made repealing section 2.2.2, based on NDUS Human Resource policy, subsection 2.4. The board felt that the policy is confusing because it does not include guidelines concerning how prior credit is determined, or whether it should be tied to number of hours worked, in addition to number of years and months of temporary employment. This resulted in different interpretations among the campus. Further, because temporary employees are not entitled to leave accrual, some HR officers question whether a provision granting entitlement to service credit made sense. HRC Council voted to recommend repeal of section 2.4. Chancellor's cabinet considered and concurred.

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

Policy Coordination Committee – 6/27/06
President's Council -
University Senate -
Staff Senate -

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

Office of Human Resources

SECTION 101: PERSONNEL DEFINITIONS

SOURCE: SBHE Policy Manual, Sections 605.1 and 606.1
NDUS Human Resource Policy Manual
NDSU President

CLASSIFICATION STATUS

1.1

Staff Employee

A person in a position covered by the North Dakota University System
Broadbanding System.

1.2

Non-Banded Employee

1.2.1

Academic Staff

Faculty (instructors, assistant, associate or full professors), lecturers, and graduate assistants.

1.2.2

Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation, including coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

EMPLOYMENT STATUS

2.1

Regular Employee

A staff employee, who satisfactorily completes a probationary period, or a non-banded employee, who is employed at least seventeen and one-half hours per week if hired before August 1, 2003 or twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year.

2.1.1

Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2

Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches 6 or more credits for two or more consecutive semesters in the same department. Credits taught through Continuing Education are not applicable for purposes of this definition.

2.2

Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week, or less than five months per year, if hired before August 1, 2003, or twenty hours per week or less than five months per year or less than 20 weeks per year if hired on or after August 1, 2003 (this includes graduate assistants and student employees whose employment is incidental to their student status).

2.2.1

A seasonal position is one in which a person works less than eight months per year during an institutionally designated "season", such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

~~2.2.2~~

~~When a temporary employee (excluding graduate assistants and student employees) is changed to regular status, credit will be given for the employee's prior length of service for the purpose of determining annual leave accrual rates.~~

OVERTIME ELIGIBILITY STATUS

3.1

Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2

Exempt Employee

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

HISTORY: July 1990; Amended April 1996; August 1997; August 1998; July 1999; December 1999; December 2000; February 2001, October 2001, April 2005.

PROPOSAL:**Move No Record Drop Deadline to 100% Refund Deadline (7th day of regular semester)*****History:**

The No Record Drop deadline for the regular (16 week) semester currently falls on the 15th class day (census date). It is aligned with the last day to add, and last day for the audit and pass/fail option.*

NDSU has the second most liberal policy in the state for the last day to drop courses with record. In the regular semester, students have up to the 14th week of classes to drop a class with a W (no refund).

SBHE policy states that classes dropped before 9% of the completion of the class shall be subject to a 100% refund of tuition and fees for the credit hours attributable.

*Deadlines/dates are prorated accordingly for variable length courses.

Rationale for Change:

- Students who have no record of a course on their transcript are confused when they are still billed for this course. They expect that they are not required to pay because there is no record of the course on their transcript. Currently, there is a nine-day window after which students are no longer granted a refund, but for which there is no record of a course dropped.
- It is a standard practice at institutions nationwide to align the last day for no record drops with the last day for 100% refunds for course drops.
- Effective dating in our student information system is challenging when a course is approved to be dropped no record at 100% refund.
- Financial aid is calculated for all attempted credits after the seventh class day* of the regular semester. All attempted credits regardless of whether they appear on a record or not are used in calculations as determined by federal regulations. Attempted credits include courses in which a student was registered at a given point in a term and on which aid awards are based. Attempted credits also are used in determining satisfactory academic progress (SAP) for financial aid eligibility. SAP includes grades/marks of F, W, I and U in eligibility determinations. Students with a high degree of unsatisfactorily completed attempts risk loss of aid eligibility. With no record of dropped courses during that nine day window on an official transcript, students can argue that these credits should not be used in SAP calculations.

Dates/Deadlines for Spring 2007 (example):**This is based on regular, 16-week semester courses**

Wednesday, January 17:	Last day to drop classes (11:59 p.m.) Last day to withdraw at 100% Last day to add classes online, 11:59 p.m.
Thursday, January 18:	Attempted credits calculated for financial aid, 12 a.m. Eligibility Pell Grants based on enrolled at 12 a.m.
Tuesday, January 30:	Last day for No Record Drop of classes, 11:59 p.m. Last day to add classes (with permit) Last day to change to audit, pass/fail option
Friday, April 20:	Last day to drop classes with record (W) Last day to withdraw to zero credits (no refund)

(Note: withdrawals between the last day for 100% and 0% are prorated at intervals of 75% and 50%).

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

The University Senate met at 3:30 p.m. in the Century Theatre with Dr. E. Berry presiding and the following senators present: D. Andersen, E. Ash, B. Bahrami, S. Beck, S. Bergeson, M. Boetel, U. Burghaus, X. Cai, J. Chapman, M. Christoffers, D. Comez, G. Cook, J. Coykendall, B. Duncan, T. Esslinger, J. Garden-Robinson, J. Glower, C. Gross, H. Hatterman-Valenti, A. Hirani, R. Johnson, K. Katti, D. Klenow, T. Knoepfle, L. Langley, A. Little, M. Mallett, S. Mallik, J. Martin, K. McCaul, D. Miller, E.J. Miller, R. O'Connor, V. Olson, S. Panigrahi, C. Peterson, L. Peterson, R. Pieri, B. Randall, J. Ransom, R. Rathge, D. Redmer, D. Rider, T. Riley, R.C. Schnell, C. Skauge, G. Smith, D. Terbizan and D. Wittrock

Substitutions: J. Venette for K. Grafton, D. Gebeke for D. Hauck, G. Sanders for V. Clark Johnson, A. Werremeyer for D. Scott, and G. Heller for D. Sperl

Previous Minutes

MOTION (C. Peterson/D. Miller): to approve the minutes of the February 12, 2007, meeting.
MOTION PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

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

MOTION (G. Cook/L. Peterson): to approve the Consent Agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

- A. *President Chapman provided the following reports:*

- John Q. Paulson has been elected to a second term as president of the State Board of Higher Education, and Richie Smith has been elected Vice President.
- Senator Holmberg, chair of the ND Senate Appropriations Committee, has included the originally slated 5% salary increase for NDUS employees in his agenda. Previous budget items that were changed also have been returned, including support for various projects. All bills, with the exception of appropriations, will be finalized this week. The Governor's budget was a solid and comprehensive one, which included parity funds and equity money.

- B. *Bison Connection Update* ([Attachment 3](#)):

Viet Doan (Enrollment Management) and Brandon Hall (student) presented information and schematics on the new Bison Connection one-stop student service center, which is scheduled to open by mid-late fall semester 2007.

- The goal of Bison Connection is to centralize common student services at one location with staff cross-trained to provide exemplary service.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

- Primary services offered at the Bison Connection will include those from Registration and Records, Student Financial Services, the Business Office, the Bison Card Center and the Information Desk. Expanded services will be added at a later date.
- Several self-service kiosks, funded through a proposal by the Technology Fee Advisory Committee, will be available for student use.
- The committee visited several one-stop service centers around the nation, including University of Minnesota and Minnesota State University-Mankato. It identified models and services that best suit the needs of NDSU and its students.
- The committee will serve as an advisory board to Wendy Clarin, Bison Card Center, who will manage the new Bison Connection.
- Staffing will likely include a combination of permanent, student and rotating staff from the various offices, and will be amplified during peak registration and tuition payment timeframes.
- A comprehensive web site as well as a future satellite center for the expanded campus will be set up to support this central site. A communication plan will be rolled out for students prior to the Bison Connection opening.

Committee Reports

A. Policy Coordinating Committee:

- Policy 326-Academic Misconduct ([Attachment 4](#))-

D. Terbizan presented the latest changes to Policy 326. Edits include replacing individual URLs with general language on compliance with all federal regulations.

MOTION (Terbizan/McCaul): to approve the latest policy revisions. Discussion ensued on the types of documents (inquiry v. investigation) subject to destruction and the time period during which individuals need to provide comments (8.4.2).

MOTION (L. Peterson/Cook): to replace language in section 1.2 from “Integrity can be defined as...” with “Integrity is defined as...” MOTION TO AMEND PASSED WITH UNANIMOUS CONSENT.

Suggested editorial changes (L. Peterson): to edit section 2.1 by replacing language, “This would include, but is not limited to...” with “These include, but are not limited to....” and to replace all “scientific” references with “academic.” Editorial changes were unanimously supported.

Clarification was sought on course-related allegations, which are handled in Policy 335 and by the Graduate School. Also, it was clarified that creative activities and scholarly research are not synonymous terms, but will be treated in the same fashion in regard to this policy (3.10). MOTION TO APPROVE POLICY 326 AS AMENDED WAS APPROVED WITH UNANIMOUS CONSENT.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

B. *Council of College Faculties:*

T. Barnhart provided the following report and updates on CCF issues:

- A poster on faculty salaries was displayed at the Legislature in Bismarck and shared with the University Senate. North Dakota has the lowest ranking in the nation. CCF made presentations on behalf of the faculty to the House Appropriations Committee in February, and more recently to the Senate Appropriations Committee. SBHE President Paulson and President Chapman both have identified faculty salaries as a top priority.
- Professional liability insurance for student interns is being discussed.
- A location is being sought for the 2009 Humanities Summit, which was hosted by NDSU this past fall.
- Discussions on continuing education issues are being held.
- The Compensation Report is available on the ND University System web site and discusses faculty salaries, retention and age distribution:
(<http://www.ndus.nodak.edu/Upload/allfile.asp?id=736&tbl=MultiUse>).

Unfinished Business

A. *Policy Coordinating Committee:*

- Policy 101 – Personnel Definitions ([Attachment 5](#))

J. Glower withdrew a previous motion (February 12, 2007) to amend section 2.3. This withdrawal was supported unanimously. The original motion to approve the policy was discussed.

MOTION (Glower/Ash): to amend the following definitions under section 2.1.2: ‘Part-time Employees,’ to read, “...at least one hour per week and less than 40 hours per week...” and to section 2.2: ‘Temporary Employees’ to read, “...or any position working at least one hour per week and less than or equal to 20 hours per week.” There was discussion on temporary employees working less than one hour per week. (The recommendation by Glower that someone who works zero hours per week is not considered an NDSU employee was not met with objection. Future discussion on student employment status will be addressed with revisions to Policy 190. – Modified April 11, 2007).

MOTION TO AMEND FAILED with a vote of 5 to 46. The following senators or their substitutes voted aye: Andersen, Ash, Boetel, Burghaus, and Glower. The following senators or their substitutes voted no: Bahrami, Beck, Bergeson, Cai, Christoffers, Comez, Cook, Coykendall, Duncan, Esslinger, Garden-Robinson, Gordon, Gross, Hatterman-Valenti, Hirani, Katti, Knoepfle, Langley, Li, Little, Martin, D. Miller, E.J. Miller, O’Connor, Olson, Panigrahi, L. Peterson, Pieri, Randall, Ransom, Rathge, Redmer, Rider, Scott, Skauge, Sperl, Terbizan, Clark Johnson, Grafton, Hauck, Johnson, McCaul, Peterson, Smith, Wittrock, and Schnell.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

ORIGINAL MOTION TO APPROVE POLICY 101 AS PRESENTED PASSED WITH A VOTE OF 50 to 1. The following senators of their substitutes voted aye: Andersen, Ash, Bahrami, Beck, Bergeson, Boetel, Burghaus, Cai, Christoffers, Comez, Cook, Coykendall, Duncan, Esslinger, Garden-Robinson, Gordon, Gross, Hatterman-Valenti, Hirani, Katti, Knoepfle, Langley, Li, Little, Martin, D. Miller, E.J. Miller, O'Connor, Olson, Panigrahi, L. Peterson, Pieri, Randall, Ransom, Rathge, Redmer, Rider, Scott, Skauge, Sperl, Terbizan, Clark Johnson, Grafton, Hauck, Johnson, McCaul, Peterson, Smith, Wittrock, and Schnell. The following senator voted no: Glower.

- Policy 139 – Leave with Pay ([Attachment 6](#))

This policy was rewritten to be in accordance with SBHE policy language. MOTION (Terbizan/Hatterman-Valenti): to receive the policy. Bergeson reported that Staff Senate still has numerous concerns with this policy. MOTION PASSED WITH UNANIMOUS CONSENT.

B. *Ad Hoc Committee on Smoking Policy Update:*

E. Berry reported that the ad hoc committee looking at the smoking policy for campus is planning to sponsor open forums in the coming weeks. These will be made available to the entire campus community and are intended to gather as much input as possible before putting a recommendation forward to the various Senates.

C. *Ad Hoc Committee Reviewing Policy 352- Promotion Tenure and Evaluation:*

J. Council reported that a committee was formed with representation from each college. The committee's goal is to have a proposed revision ready for the Senate by the end of the semester. The committee meets weekly and has held a faculty forum for input and shared experiences on the PT&E process. Issues discussed include consistency in review materials, hiring at associate levels, split appointments, training for PT&E committees, research professorships, and promotion and tenure for teaching positions.

A Blackboard organization has been set up for the committee and select audiences to review minutes, proposed revisions, supporting materials, etc. Revisions are merely suggestions and the Senate ultimately will determine which to accept. Additional discussion items include criteria used for evaluations, dealing with unsolicited input, handling materials received after the deadline, third year review language, indefinitely retaining files in electronic form, procedural documentation, etc. Senators were encouraged to contact Council with questions.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

New Business

A. *Constitution and Bylaws Change:*

E. Berry shared proposed changes that will be distributed for an all faculty vote. Changes include updates to college names, definition of faculty, removal of defunct committees, and allowing for a secured electronic ballot voting option.

B. *No Record Drop Deadline Proposal ([Attachment 7](#)):*

A proposal to align the No Record Drop deadline with the last day for 100% Refund (effective fall 2007) was presented. MOTION (Comez/L. Peterson): to approve this proposal as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

C. *Review of Senate Standing Committees ([Attachment 8](#)):*

E. Berry reported that the Research and Consulting Committee has been relatively inactive for the past two years. The original committee set up the current IRB system, looked at animal welfare, and wrote the patent policy. The Senate was asked whether it would like to see such a committee remain on or be eliminated from the standing committee list. Support was expressed for faculty involvement in research related policies and discussions. Questions were raised on the current review process for faculty development grants, grants in aid, etc. Berry's suggested that he meet with Vice President Boudjouk to discuss these issues, which was supported by the Senate.

D. *Confirmation of Fall 2006 Graduates ([Attachment 9](#)):*

MOTION (Pieri/Venette): to confirm the Fall 2006 graduates. MOTION PASSED WITH UNANIMOUS CONSENT.

Meeting adjourned at 4:55 p. m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary, University Senate

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Program							
Minor in Environmental Geology							
New Option							
New Dietetics Option in M.S. in Health, Nutrition, and Exercise Sciences							
New Courses							
Dept.	No.	Title					Crs.
ADFH	465/ 665	Aging and the Environment					3
ADFH	736	Entrepreneurship in Dietetics					3
CSCI	473	Foundations of the Digital Enterprise					3
HNES	751	Metabolism of Micronutrients					3
HNES	785	Athletic Training Clinical Experience					1*
HUM & PHIL	369	Philosophy of Religion					3
MATH	791	Harmonic Analysis and Applications					3
MUSC	116	Cantemus					1
MUSC	117	Statesmen of NDSU					1
MUSC	763	Contemporary Choral Literature					3
THEA	101	Department Participation					0
THEA	240	Production State Management					3
Changes in Course Prefix, Number, Title, and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
ADFH	400	Food, Beverage, and Labor Cost Control	3	ADFH	435-635	Cost Control in Hospitality and Food Service Systems	3
HNES	486/ 686	Medical Aspects of Athletic Training	3	HNES	486/ 686	Injury Recognition and Evaluation of General Medical Conditions	3
MUSC	150	Vocal Methods and Pedagogy I	2	MUSC	349	Vocal Methods and Pedagogy I	2
MUSC	760	Choral Literature 1450-1700	3	MUSC	760	Medieval/Renaissance Choral Literature	3
MUSC	761	Choral Literature 1700-1820	3	MUSC	761	Baroque Choral Literature	3
MUSC	762	Choral Literature 1820-present	3	MUSC	762	Classical/Romantic Choral Literature	3
PHYS	401	Introduction to Condensed Matter Physics	3	PHYS	481/ 681	Introduction to Solid State Physics	3
PHYS	471	Advanced Laboratory	2	PHYS	471	Advanced Physics Laboratory	2

*Corrected: Proposed Credits from 1-10 credits to 1 credit.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007
Attachment 1

Information Only.

Course/Program Restrictions:

The following courses are being restricted to Human Performance and Fitness professional status: HNES 271, HNES 272, HNES 365, HNES 368, HNES 370, HNES 465, HNES 466, HNES 467, HNES 472, HNES 473, and HNES 475.

The following courses are being restricted to Health Education professional status: HNES 341, HNES 345, and HNES 445.

The following courses are being restricted to Physical Education professional status: HNES 253, HNES 255, HNES 256, HNES 300, HNES 350, HNES 352, HNES 367, and HNES 461.

The following courses are being restricted to Sport and Recreation Studies professional status: HNES 224, HNES 225, HNES 316, HNES 426, HNES 427, HNES 430, HNES 431, and HNES 436.

The following courses are being restricted to Architecture majors: ARCH 272, ARCH 371, ARCH 372, ARCH 471, ARCH 472, ARCH 571, ARCH 572, ARCH 771, and ARCH 772.

The following courses are being restricted to Landscape Architecture majors: LA 272, LA 371, LA 372, LA 471, LA 472, LA 571, and LA 572.

University Senate Minutes

Fargo, ND 58105

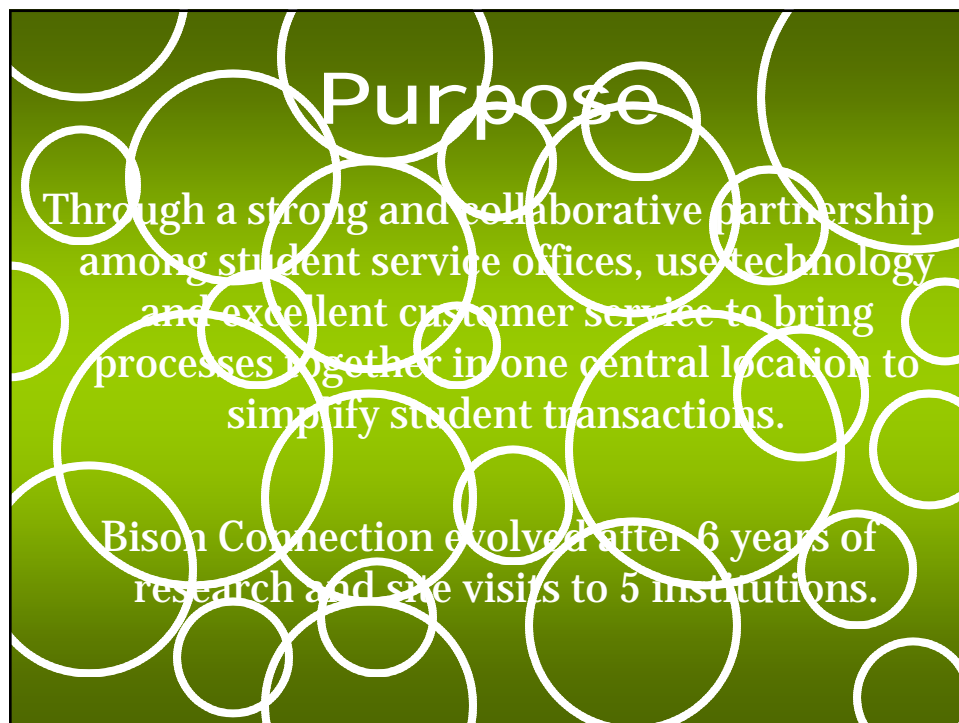
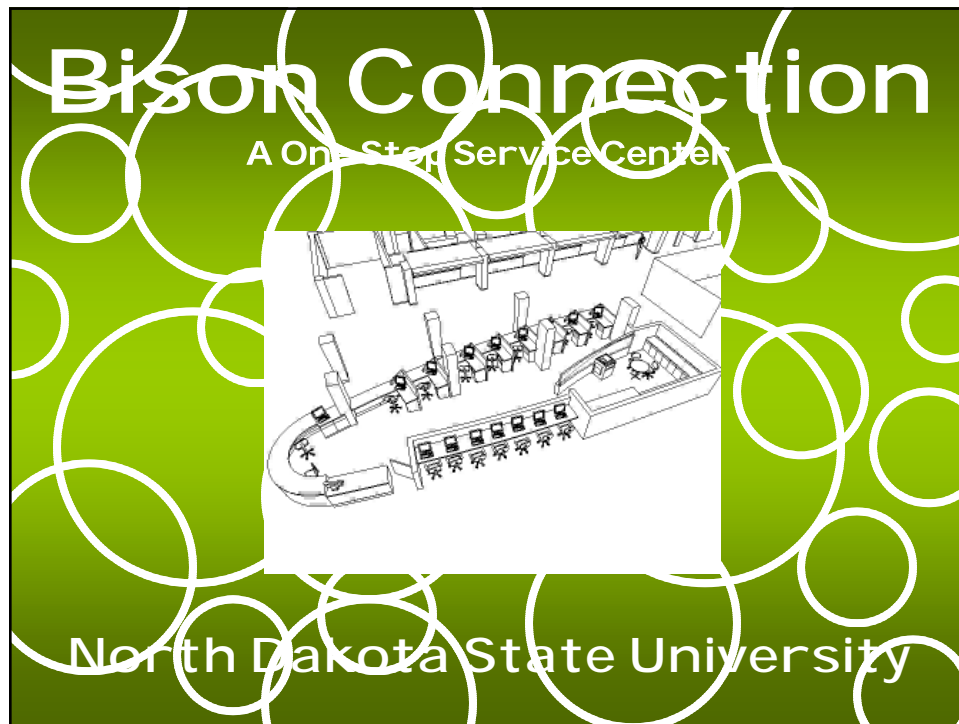
North Dakota State University

March 19, 2007
Attachment 2

Five Year Review of General Education Courses

Approved General Education Recommendations

Outcomes Key: 1. Communicate effectively in a variety of contexts and formats. 2. Locate and use information for making appropriate personal and professional decisions. 3. Comprehend the concepts and perspectives needed to function in national and international societies. 4. Comprehend intrapersonal and interpersonal dynamics. 5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society. 6. Integrate knowledge and ideas in a coherent and meaningful manner. 7. Comprehend the need for lifelong learning.				
Continued Approval for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
THEA 161	Acting I	A	1, 4, 6	1, 4



Bison Connection Planning Committee

Viet Dean, Enrollment Management
Wendy Clarin, Bison Card
Jeanne Enebo, Student Financial Services
Janna Stoskopf, Student Life
Karin Hegstad, Business Office
Rhonda Kitch, Registration and Records
Kate Haugen, Student Affairs
Brandon Hall, Student Representative

Services

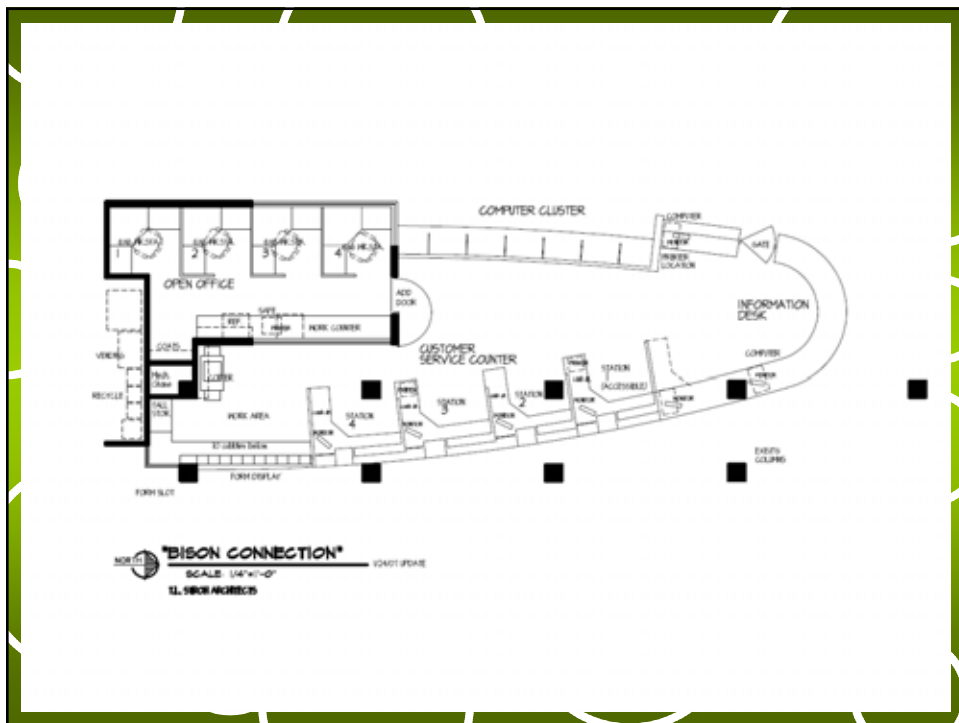
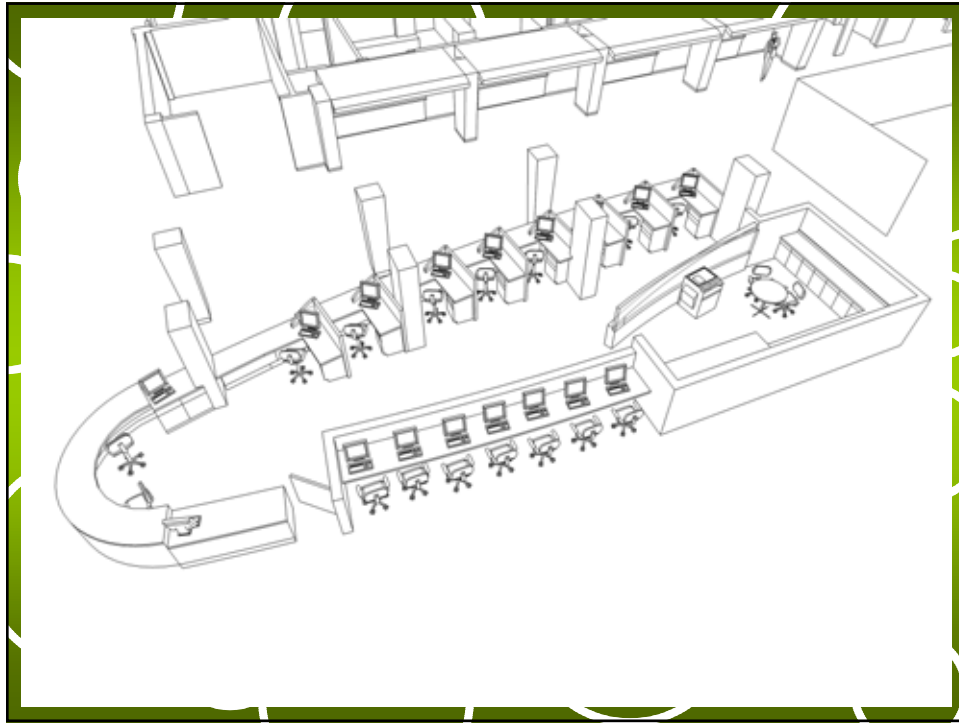
- Registration & Records
- Student Financial Services
- Business Office
- Bison Card Center
- Self Service Kiosks
 - Funded through Student Technology Fee grant
- Future expansion possibilities
 - Immunization form drop-off, meal plan changes, ITS, parking permit sales, notary public, etc.
- Incorporate satellite sites for expanded NDSU campus
- Operational both weekday and weekend hours

Staffing

- Options
 - Full time permanent staff
 - Existing staff from supporting offices
 - Student assistants
- Considerations
 - Training and cross training
 - Communication and updates to campus community
 - Planning and preparation for peak periods
 - Beginning of terms, registration, orientation, etc.
 - Removing “red tape” barriers to student services
 - Comprehensive website interfacing with current Campus Connection Portal

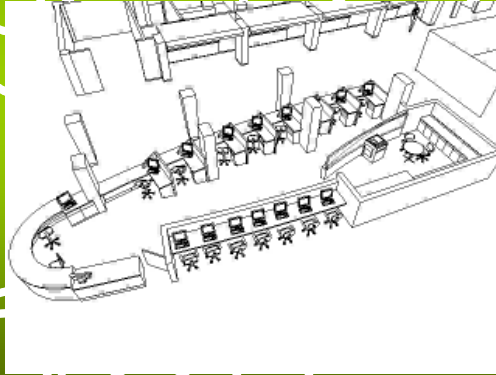
Benefits

- Implementation: October 2007
- Centralized service center
- Convenience – less “running from building to building”
- Sense of Campus Community that values students and is interested in removing barriers to services
- Potential for individual office traffic reduction



Bison Connection

October 2007



University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

Version 1~~6543~~: ~~3-6-072-12-07-12-1112-06~~

SECTION 326: ACADEMIC~~/RESEARCH~~ MISCONDUCT

SOURCE: NDSU President & NDSU University Senate Policy

1. PHILOSOPHY & PURPOSE

- 1.1 North Dakota State University is committed to upholding the highest standards of integrity of its endeavors in the pursuit of academic activities including research, instruction, and service. The University will promote an open and honest atmosphere in reviewing and reporting possible academic misconduct.
- 1.2 Scholarly inquiry creates the expectation for strict integrity in its pursuit. ~~Integrity is defined to mean that the results reported are honest and accurate and in keeping with generally accepted research practices of the discipline. Integrity can be defined as a commitment to intellectual honesty, and personal responsibility. As a public institution engaged in research, NDSU has an obligation to ensure public trust and confidence in our research academic programs and publications. NDSU is committed to creating an environment which promotes responsible conduct that embraces attitudes of excellence, trust, and lawfulness in all our endeavors; foremost the research enterprise. It is essential to create this environment in order to maintain scientific academic integrity, which in turn will promote scientific academic excellence leading to reliable and accurate research~~
~~results.~~¹ Because misconduct in scholarly inquiry, including the improper expenditure of funds, threatens the confidence in the academic endeavor, it is the responsibility of the University to foster an academic environment that discourages misconduct in all endeavors of scholarly activity and to develop policies and procedures to deal forthrightly with possible misconduct associated with scholarly activity.
- 1.3 These policies and procedures deal with academic misconduct and define a process to report, review, investigate, and resolve, allegations of academic misconduct. They are directed toward governing behaviors to maintain integrity in the pursuit of scholarly, academic activities, and they are consistent with the principle of self-regulation in maintaining integrity in scholarly inquiry.²

2. APPLICABILITY

- 2.1 These policies are applicable to all persons employed at NDSU and associated with NDSU through academic activities. This would include, but is not limited to faculty, adjunct faculty, research professors, lecturers, collaborators, staff, technicians, post-doctoral fellows, graduate, and undergraduate students, and volunteer assistants. However, allegations against graduate and undergraduate students which are course related will be handled under NDSU Policy 335: Code of Academic Responsibility and Conduct. ~~It seems that 335 is designed for misconduct in a course, whereas this policy is more directed to research. I'm wondering if we should only apply 335 where the misconduct is course related, and if not, then apply this Policy? RDJ~~

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

- 2.2 While this policy deals with internal allegations, any NDSU employee wanting to charge misconduct against an individual(s) outside the University must have discussed the allegations with the Department Chair, Dean, and Provost before proceeding with such allegations.

3. DEFINITIONS

- 3.1 **Academic or scientific misconduct** shall mean fabrication, falsification, plagiarism, misrepresentation of sources, breach of confidentiality, or other practices, including fiscal impropriety, that seriously deviate from those that are commonly accepted within the scientific discipline for proposing, for conducting, or reporting research; or material failure to comply with a sponsor's requirements that uniquely relate to the conduct of the research. It does not include honest error, or honest differences in interpretations or judgments of data.
- 3.2 **Allegations** shall mean any written or oral accusation by any University official or other Complainant, from inside or outside of NDSU, of possible misconduct that is forwarded to the Office of the Provost/Vice President for Academic Affairs
- 3.3 **Complainant** means any person who makes a formal allegation of research or scholarly misconduct under this Policy.
- 3.4 **Fabrication** is making up data or results and recording or reporting them.
- 3.5 **Falsification** is manipulation of research materials, equipment, processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- 3.6 **Inquiry** shall mean informal information gathering and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.
- 3.7 **Investigation** shall mean the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.
- 3.8 **Plagiarism** shall mean taking over ideas, methods, or written words of another without acknowledgment of and with the intention that they be credited as the work of the deceiver. Different academic disciplines may have their own separate definition which may add additional elements that need to be taken into consideration in an allegation of plagiarism.
- 3.9 **Respondent** shall refer to the accused or the person against whom an allegation of research misconduct is directed or who is the subject of a research misconduct proceeding.
- 3.10 **Scholarly inquiry, creative activity, and research** shall be considered synonymous terms.

4. PRINCIPLES

- 4.1 Due to the wide variety of endeavors of scholarly activity, no one set of guidelines can cover all situations. Also, because of the seriousness of the nature of this subject, several basic principles must be used to guide the processes.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

- 4.2 Allegation(s) must receive immediate, appropriate, thorough, and impartial consideration.
- 4.3 The Complainant who in good faith reports apparent academic misconduct shall be protected from recrimination. Good faith allegations are those that are made with the honest belief in the truth of the allegation based on the information the Complainant had reasonable access to at the time of the allegation.
- 4.4 The Respondent, Complainant, witnesses, and committee members must be afforded confidential treatment during the entire process to the extent reasonably possible. Disclosure of the charges and evidence under this policy will be made only as specified in the regulations of the sponsoring agency or as required by the North Dakota Open Records Act. Any violation of this rule is also considered a matter for disciplinary action. Further, the Respondent must be afforded confidential treatment to the extent reasonably possible while being given an opportunity to respond to the allegations and provide a defense during the Inquiry or Investigation phases. A confidentiality agreement can be required.
- 4.5 From receipt of the initial allegation to the completion of the investigation, every effort will be made to obtain and secure evidence that will be directly applicable to the case. All evidence must be carefully weighed to determine whether an allegation has been made in good faith or malice.
- 4.6 In order to determine misconduct, NDSU must find (1) that there was a significant departure from accepted practices of the relevant academic or professional community; (2) it was committed intentionally, knowingly, or recklessly; and (3) the allegation must be proven ~~beyond~~ by a preponderance (greater than 50%) of the evidence.
- 4.7 If allegations of apparent academic misconduct are shown to be unfounded and have been made with the malicious intent of destroying a career and reputation, the evidence of this fabrication is to be presented to the Provost/Vice President for Academic Affairs ~~or, if the Complainant is a student, the Vice President for Student Affairs or Graduate Dean~~ for appropriate examination and possible disciplinary action.
 - 4.7.1. Malicious allegations to harm or harass other individuals will not be tolerated by the University, nor will retaliation against the Respondent, Complainant, witnesses, or inquiry or investigative committee members. Further actions against Complainants who have acted in bad faith may be taken under NDSU policies that apply to employment and termination procedures. Actions that may be taken by NDSU could include, but are not limited to, termination of employment or expulsion.
- 4.8 Any University action imposing sanctions must comply with the procedural requirements of the applicable personnel or student policies (see Policies 220, 335, 350.3, or 601).
- 4.9 Allegations by Respondent Challenges against a committee member of the Academic Integrity Committee for a conflict of interest shall be handled by the committee first and then, if the matter is not resolved, by the Provost President of the University Senate.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

5. ACADEMIC MISCONDUCT PROCEDURES

In dealing with academic misconduct allegations, NDSU will follow a three phase process: (1) Phase I - receipt of the allegation; (2) Phase II - an immediate inquiry of the allegation; and (3) Phase III – if warranted, an investigation of the allegation which may lead, where applicable, to recommendations for appropriate sanctions and reporting. Actual sanctions and appeals will be considered separately and will be handled through other administrative processes.

6. PHASE I: RECEIPT OF ALLEGATION

6.1 Initially, the Complainant should report the allegation and provide evidence to the university official who is the immediate supervisor of the Respondent. The person receiving the allegation is hereafter referred to as the receiver of the allegation.

6.1.1 Any National or Federal agency involved could also be notified ~~by the Provost [Seems to imply only the Provost can do this, which isn't the case. RDJ]~~. Most agencies will not investigate initially and will allow NDSU to proceed as the primary investigating body. The funding agency will review the submitted reports to determine if further actions need to be taken. Federal agencies expect each institution to handle these proceedings and will only take charge if there is an immediate need to handle the case themselves.

6.2 Upon receipt of an allegation, the receiver of the allegation must immediately inform the Provost/Vice President for Academic Affairs (or specified designee) formally, in writing of the nature of the allegation. The Provost will inform the President. ~~The Provost shall have the dual role of Research Integrity Officer (RIO) and Deciding Officer (DO), but can delegate the RIO duties. These duties are set out in 42 CFR Part 93.~~

6.3 Allegations of academic misconduct by a Complainant (other than the University acting through its administration) must normally be received within six years from the time when alleged academic misconduct occurred. Other exceptions include: (1) the Respondent continues or renews any incident of alleged research misconduct that occurred outside the six-year limit through the citation, republication or other use for the potential benefit of the Respondent of the research record that is the subject of the allegation; (2) NDSU, following consultation with appropriate agencies, determines that the alleged misconduct, if it occurred, would possibly have a substantial adverse effect on the health or safety of the public; or (3) there is an allegation of fraud which prevented the discovery of the alleged misconduct. Allegations older than six years will normally not be accepted.

7. PHASE II: INQUIRY

7.1 Upon receipt of an allegation, the Provost will prepare a statement of allegation which identifies the Complainant, and notifies the Respondent, the appropriate department chair(s), and academic dean(s) of the allegation with available evidence.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

- 7.2 The Respondent and Complainant will be offered initial consultation at the time of the receipt of the allegation to assist all parties in understanding the extent of this policy ~~on~~ and procedures, and the potential and real consequences. They shall be provided copies or informed of the location of relevant policies and/or rules.
- 7.3 The Provost shall appoint an inquiry committee of three persons consisting of non-administrative, tenured faculty with the rank of professor (emeritus and emerita professors are eligible). Members of the committee may be external to the University and non-faculty members may be appointed if a specific case warrants their inclusion to review the allegation(s).
- 7.3.1 The inquiry committee will determine if there is sufficient basis to conduct an investigation based on whether (1) the allegation falls within the definition of academic misconduct as defined above; (2) the allegation is sufficiently credible; and (3) the allegation is specific enough so that potential evidence of academic misconduct may be identified. "Sufficient basis" means that there is enough evidence that could be adequate to establish a violation if proven.
- 7.3.2 Interviews must be conducted, where possible, with both the Respondent and the Complainant and any other persons who may have information relevant to the allegation and purpose of the inquiry. The Complainant and the Respondent must comply with appropriate requests by the inquiry committee for documents and other relevant evidence.
- 7.3.3 The committee may seek an opinion by a recognized authority in the Respondent's field.
- 7.3.4 Upon completion of the inquiry, the committee will prepare a report which shall include: (1) the name and position of the Respondent(s); (2) a description of the allegation of misconduct; (3) list of persons interviewed; (4) a summary of the evidence; (5) the conclusions of the inquiry; ~~and~~ (6) a rationale for the recommendation that the alleged misconduct did or did not warrant an investigation; ~~and~~ (7) any comments by the Complainant and Respondent); and (8) identification of relevant grants or other funding involved.
- 7.4 The Complainant and Respondent shall be given a complete copy of the report. Each will be given 10 working days to respond to the report and their comments will become part of the record. A copy of the report and responses shall be sent to the General Counsel
- 7.5 The inquiry report will be completed and submitted to the Office of the Provost within 60 calendar days from the receipt of the initial allegation, unless circumstances which can be documented indicate reasons for exceeding this 60 day period.
- 7.6 If ~~it is determined~~ the Provost determines that there is no basis to conduct an investigation, a copy of the inquiry report shall be maintained for a period of seven years in the Office of the Provost/Vice President for Academic Affairs. This is to permit a later, independent assessment of the reasons for determining that an investigation was not warranted should this be requested by an appropriate agency.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

- 7.7 ~~Three~~Seven years after the completion of the inquiry, all documentation shall be destroyed.
- 7.8 If, at any time, the documentation is requested by any party, the Respondent shall be notified.
- 7.9 All work of those involved should, to the extent possible, remain confidential. Breaches of confidentiality may be subject to appropriate sanctions.
- 7.10 The Complainant can appeal a decision not to conduct an inquiry to the Committee on Academic Integrity within five (5) working days of receiving notice that an inquiry is not warranted.

8. PHASE III: INVESTIGATION

- 8.1 If the Provost determines that the findings from the inquiry provide sufficient basis for conducting an investigation, the investigation must be initiated within a thirty (calendar) day period after written notification to the Respondent that there will be an investigation. On or before the initiation of the investigation, NDSU will notify all applicable agencies as required by regulations.
- 8.2 The investigation will be conducted by the standing committee of the University Senate, the Committee on Academic Integrity http://www.ndsu.edu/ndsu/deott/univ_senate/constitution.pdf.
- 8.3 The Provost shall forward the inquiry report to the Committee on Academic Integrity (Investigation Committee) which shall investigate the allegations in substantial compliance with 42 CFR §§310-313.
- 8.4 The Investigation Committee shall comply with the following guidelines:
 - 8.4.1 Respondent must be notified in writing that an investigation is being conducted, must be interviewed by the Investigation Committee, and has the right to call any witnesses or produce any evidence in defense. In addition, the Respondent has the right to have an attorney accompany him/her/them to the interview. If an attorney for the Respondent is present, the Investigation Committee may request that the University provide legal counsel to assist it as well.
 - 8.4.2 The Investigation Committee may request and must use diligent efforts to secure any evidence considered necessary to conduct a complete investigation of the allegation. Whenever possible, interviews should be conducted of all individuals involved including the Respondent and the Complainant as well as other individuals who might have information regarding key aspects of the allegations. Because of the possible specialized nature of the evidence to be investigated, the Committee may seek advice from experts within or from outside the University. Complete summaries of these interviews should be prepared and provided to the interviewed person(s) for comment and shall be included as part of the investigation file and furnished to the Respondent.
 - 8.4.3 The Investigation Committee will deliberate and reach its conclusions and write its final report in executive session. Further, the Investigation Committee must prepare and maintain all documentation to substantiate its findings.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

- 8.4.4 The investigation by the Investigation Committee is to remain confidential unless disclosure is required by the North Dakota Open Records Act or by the sponsor's guidelines.
- 8.5 If it is determined that the allegations of misconduct are groundless, a report with supporting documentation shall be forwarded to the Office of the Provost to be retained appropriately for a period of seven years. ~~If requested by Respondent, the Provost will take reasonable and appropriate measures to restore the Respondent's reputation.~~
- 8.6 If the allegations are substantiated by a preponderance (greater than 50%) of the evidence, the Investigation Committee shall forward the report to the Provost/Vice President for Academic Affairs and the President with recommendations for appropriate disciplinary action (sanctions).
- 8.7 The Respondent and Complainant shall be given a complete copy of the report. Each will be given ten (10) calendar days to respond to the report and their comments will become part of the record.
- 8.8 All persons and agencies involved in the investigation shall be notified of the conclusion. A copy of all documents shall be furnished to the Respondent and the Complainant. If the documents are requested by any party, the Respondent shall be notified.
- 8.9 In the case of a federal grant, a final report (in substantial compliance with 42 CFR §93.313) prepared by the ~~Provost~~ Vice President for Research, Creative Activities, and Technology Transfer describing policies and procedures under which the investigation was conducted, the nature of the allegations, how information was obtained, all persons interviewed with text or summary of interviews, the findings, the basis for the final decision, and a description of disciplinary action taken by the institution, must be sent to the appropriate agency.³
- 8.10 It shall be the responsibility of the Provost to communicate the results of the investigation to collaborators, journals, publishers, professional societies, licensing agencies, and sponsoring agencies with whom the accused has had professional contact as appropriate.
- 8.11 The investigation should ordinarily be completed within 120 calendar days of its initiation. If it cannot be completed within that time, then a request to RIOOffice of Research Integrity (ORI) will be made by the Provost to extend the time, and documentation for the reasons for exceeding this period must be made available in the report.

9. SPECIAL REPORTING REQUIREMENTS

- 9.1 Normally, the inquiry or investigation will be conducted in such a manner as to protect the privacy/confidentiality of all involved.
- 9.2 However, if at any stage of the inquiry or investigation, any of the following conditions exist, there must be immediate notification to the sponsoring agency or other affected parties:

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

- 9.2.1 there is an immediate health ~~hazard involved~~ safety risk or immediate need to protect human or animal subjects;
- 9.2.2 research activities should be suspended;
- 9.2.3 there is an immediate need to protect agency funds, ~~or equipment,~~ or the integrity of the research process;
- 9.2.4 there is an immediate need to protect the interests of the person(s) making the allegation or the individuals who are subject to the allegations as well as his/her co-investigators and associates;
- 9.2.5 it is probable that the alleged incident is going to be reported publicly;
- 9.2.6 there is reasonable indication of possible violation of civil or criminal ~~violation~~ law. In this instance, the institution must inform the appropriate sponsoring agency, if necessary, within 24 hours of obtaining that information; or
- 9.2.7 there is a reasonable belief that the research community or public should be informed.

10. SANCTIONS

- 10.1 NDSU administration may implement specific sanctions congruent with the misconduct.
- 10.2 Sanctions resulting from academic misconduct may include, but are not limited to, termination of employment or student status, termination of current research activity, special prior review of future research activities, written reprimand, probation for a specific period of time, and/or suspension of rights and responsibilities.
- 10.3 In cases of students, recommendations for sanction or disciplinary actions will be forwarded to the VP for Student Affairs or the Graduate Dean to determine appropriate administration of any sanctions.
- 10.4 In deciding what final actions are appropriate when misconduct is found, NDSU officials should consider:
 - 10.4.1 the seriousness of the misconduct;
 - 10.4.2 the degree to which the misconduct was knowing, intentional, or reckless;
 - 10.4.3 whether the misconduct was an isolated event or part of a pattern of behavior;
 - 10.4.4 whether it had a significant impact on the research record, research subjects, other researchers, institutions, or the public welfare; and
 - 10.4.5 other relevant circumstances.

11. APPEALS

- 11.1 Appeals of the Committee on Academic Integrity finding of misconduct will be handled through federal agencies of oversight where applicable or through NDSU's President's Office.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 4

- 11.2 NDSU appeals must be made directly in writing to the President of NDSU within 30 days of the notice of determination by the Committee on Academic Integrity.
- 11.3 Review of the appeal is by the President. The President has the option to appoint a technical review committee for advice.
- 11.4 NDSU may suspend an internal appeal until further determination by the agencies.
- 11.5 NDSU appeals will be restricted to the evidence presented and will be limited to the University's failure to follow published procedures or arbitrary or capricious decision making.
- 11.6 Upon review of the appeal, the determination made by the President of the University is final.
- 11.7 Grievances and appeals to sanctions and disciplinary actions will be handled accordingly to the applicable policies. Faculty (policy 157, 305.3, 353); Staff/employee (policy 157, 230, 231); and Students (policy 601 and 335).

¹ ~~The Responsible Conduct of Research in Health Sciences Integrity in Scientific Research~~, Institute of Medicine, National Research Council, (~~1989~~ 2002). ~~[Pierre is checking for something more recent.RDJ]~~

² See Office of Science and Technology's Research Misconduct Policy (2000) http://www.ostp.gov/html/001207_3.html In addition, these policies and procedures are necessary since the federal government requires that each entity applying for research grants or agreements under the Public Health Service must establish explicit, uniform policies and procedures for investigating and reporting instances of alleged or apparent misconduct involving research activities that are supported with funds made available under the Public Health Service Act. The appropriate acts providing authority are: 42 CFR Part 50, Section 493, Public Health Service Act, as amended, 99 Stat. 874-875, (42 u.s.c. 289b); Section 501(f), Public Health Service Act, as amended, 102 Stat. 4213(42 u.s.c. 290aa(f)).

³ For example, the Office of Research Integrity (ORI), in the Office of the Director of the National Institutes of Health.

HISTORY: May 14, 1990; Amended April 1992; June 1995, December 2002, October 2003.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 5

POLICY CHANGE COVER SHEET

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

Section 101 – Personnel Definitions

Language changes made in section 2.2 to make it more clear when to use the seventeen and one-half rule and when to use twenty-week rule regarding temporary status.

Additionally, changes were made repealing section 2.2.2, based on NDUS Human Resource policy, subsection 2.4. The board felt that the policy is confusing because it does not include guidelines concerning how prior credit is determined, or whether it should be tied to number of hours worked, in addition to number of years and months of temporary employment. This resulted in different interpretations among the campus. Further, because temporary employees are not entitled to leave accrual, some HR officers question whether a provision granting entitlement to service credit made sense. HRC Council voted to recommend repeal of section 2.4. Chancellor's cabinet considered and concurred.

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

Policy Coordination Committee – 6/27/06; 9/22/06; 12/20/06

President's Council – 8/28/06

University Senate – 8/14/06

Staff Senate – 8/14/06

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

Office of Human Resources

SECTION 101: PERSONNEL DEFINITIONS

SOURCE:

SBHE Policy Manual, Sections 605.1 and 606.1

NDUS Human Resource Policy Manual

NDSU President

CLASSIFICATION STATUS

1.1

Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 5

1.2

Non-Banded Employee

1.2.1

Academic Staff

Faculty (instructors, assistant, associate or full professors), lecturers, and graduate assistants.

1.2.2

Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation, including coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

EMPLOYMENT STATUS

2.1

Regular Employee

A staff employee, who satisfactorily completes a probationary period, or a non-banded employee, who is employed at least seventeen and one-half hours per week if hired before August 1, 2003 or twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year.

2.1.1

Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2

Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches 6 or more credits for two or more consecutive semesters in the same department. Credits taught through Continuing Education are not applicable for purposes of this definition.

2.2

Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week, or less than five months per year, if hired before August 1, 2003, or twenty hours per week ~~or less than five months per year~~ or less than 20 weeks per year if hired on or after August 1, 2003 (this includes graduate assistants and student employees whose employment is incidental to their student status).

2.2.1

A seasonal position is one in which a person works less than eight months per year during an institutionally designated "season", such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 5

~~2.2.2~~

~~When a temporary employee (excluding graduate assistants and student employees) is changed to regular status, credit will be given for the employee's prior length of service for the purpose of determining annual leave accrual rates.~~

OVERTIME ELIGIBILITY STATUS

3.1

Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2

Exempt Employee

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

HISTORY: July 1990; Amended April 1996; August 1997; August 1998; July 1999; December 1999; December 2000; February 2001, October 2001, April 2005.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 6

POLICY CHANGE COVER SHEET

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

Section

139: Leave with Pay

Update policy in order to match existing SBHE policy language in NDUS Human Resource Policy Manual, Section 20: Leave.

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

Policy Coordination Committee - 2/__/07

Staff Senate -

University Senate -

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

Human Resources

General Counsel

SECTION 139: LEAVE WITH PAY

SOURCE: NDUS Human Resource Policy Manual, Section 20

1. Funeral Leave - An approved absence from work, with pay, of up to twenty-four working hours, may be provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse.

1.1

Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

1.2

Funeral leave for employees working less than 40 hours per week will be prorated.

2. Jury Duty - An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 6

2.1

~~Where-When~~ an employee is called as a witness on behalf of the state, and the University reimburses the employee for mileage, sustenance and room (which it may do), no witness fee or mileage may be claimed by said employee and no time shall be deducted from the absence of such employee and such employee shall be deemed to be performing duties or services for the State.

2.2

~~Where-When~~ an employee is called as a witness when the University is not a party to the action and the University does not reimburse such employee for mileage, sustenance and room, the employee may collect witness fees and mileage from the proper party if the employee is on authorized leave. ~~and retain same without loss of time or pay.~~

2.3

An employee who is personally interested in or a party to a criminal or civil action or who voluntarily appears as a witness ~~must~~ may charge his/her absence against earned annual leave or request leave without pay.

3. Conference or Convention Leave - Two days per year ~~may~~ shall be allowed for employee organization conference/convention leave. Attendance is limited to three institutional officers, any state officers on campus, one delegate at large, and one delegate for each 50 members. If the conference/convention is held on a working day, the delegates will be paid as usual. If it is not a working day there will be no reimbursement. Leave may be denied if the employee's absence would unduly disrupt the operations or services of the institution.

—4. Storm Days - Official closing of the institution during periods of severe weather will be announced over local radio stations and when necessary, by department heads. Return to normal working conditions shall be announced in the same manner. Only employees designated by the department head may be required to work during the period when the institution is officially closed. All other regular employees shall be granted leave with pay for hours which they would normally work during a storm period. If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, the employee is not entitled to storm pay (in other words, the employee must use the annual or sick leave). All employees properly authorized to work (see Section 164 - Emergency Procedures) shall receive additional pay ~~at straight time rates at~~ straight time rates for hours worked during the official closing (see Section 212-Overtime).

- 4.1. When the institution remains open during inclement weather, employees unable to report to work shall notify their supervisor and take annual leave or leave without pay.

HISTORY: July 1990; Amended April 1996; August 1997; September 2001

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 7

PROPOSAL:

Move No Record Drop Deadline to 100% Refund Deadline (7th day of regular semester)*

History:

The No Record Drop deadline for the regular (16 week) semester currently falls on the 15th class day (census date). It is aligned with the last day to add, and last day for the audit and pass/fail option.*

NDSU has the second most liberal policy in the state for the last day to drop courses with record. In the regular semester, students have up to the 14th week of classes to drop a class with a W (no refund).

SBHE policy states that classes dropped before 9% of the completion of the class shall be subject to a 100% refund of tuition and fees for the credit hours attributable.

*Deadlines/dates are prorated accordingly for variable length courses.

Rationale for Change:

- Students who have no record of a course on their transcript are confused when they are still billed for this course. They expect that they are not required to pay because there is no record of the course on their transcript. Currently, there is a nine-day window after which students are no longer granted a refund, but for which there is no record of a course dropped.
- Having an earlier No Record Drop deadline would provide more opportunity for students to add vacated seats in classes prior to third-week census reporting. This would provide both a more accurate third week report and would allow for maximization of class enrollment.
- It is a standard practice at institutions nationwide to align the last day for no record drops with the last day for 100% refunds for course drops.
- Effective dating in our student information system is challenging when a course is approved to be dropped no record at 100% refund.
- Financial aid is calculated for all attempted credits after the seventh class day* of the regular semester. All attempted credits regardless of whether they appear on a record or not are used in calculations as determined by federal regulations. Attempted credits include courses in which a student was registered at a given point in a term and on which aid awards are based. Attempted credits also are used in determining satisfactory academic progress (SAP) for financial aid eligibility. SAP includes grades/marks of F, W, I and U in eligibility determinations. Students with a high degree of unsatisfactorily completed attempts risk loss of aid eligibility. With no record of dropped courses during that nine day window on an official transcript, students can argue that these credits should not be used in SAP calculations.

Dates/Deadlines for Spring 2007 (example based on regular, 16-week semester courses):

Wednesday, January 17:	Last day to drop classes (11:59 p.m.) Last day to withdraw at 100% Last day to add classes online, 11:59 p.m.
Thursday, January 18:	Attempted credits calculated for financial aid, 12 a.m. Eligibility Pell Grants based on enrolled at 12 a.m.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 7

Tuesday, January 30:	Last day for No Record Drop of classes, 11:59 p.m. Last day to add classes (with permit) Last day to change to audit, pass/fail option
Friday, April 20:	Last day to drop classes with record (W) Last day to withdraw to zero credits (no refund)

(Note: withdrawals between the last day for 100% and 0% are prorated at intervals of 75% and 50%).

University Senate Minutes

Fargo, ND 58105

North Dakota State University

March 19, 2007

Attachment 8

Research and Consulting Committee

During the Executive Committee's continuing review of Senate Standing Committees, we have found that the Research and Consulting Committee has not been active in the past couple of years. Before recommending any changes to this committee, we would like to have a discussion on the faculty role in the development and review of policies relating to research at NDSU, and by extension the role of this senate standing committee in the process. Please review the by-laws description of the RCC below for the Senate meeting.

University Senate By-Laws Section 7. Research and Consulting Committee

1. Membership shall consist of appointed and permanent members. The Vice President for Research, Creative Activities, & Technology Transfer will make one appointment for a three year term from each of the representation units except the College of University Studies and the Graduate School. Approximately one third of appointed membership will rotate each year, beginning September 1. Permanent members include several voting and several ex-officio (non-voting) representatives. Permanent voting members shall include the Assistant Vice President for Sponsored Programs Administration, who will act as Chair, the Director of the Agricultural Experiment Station, and the Director of Technology Transfer and Research Foundation. Ex-officio (non-voting) members include the Vice President for Research, Creative Activities, and Technology Transfer, the Director of Restricted Fund Accounting, a staff member from Sponsored Programs Administration (who acts as program coordinator), and the Senate liaison. This totals 10 voting members and 4 ex-officio members.

2. Committee responsibilities are the following:

a. Review policies related to University research and consulting issues and make recommendations for consideration by the University Senate.

b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

c. Review periodically and recommend revision of the research and consulting sections of the Faculty Handbook containing all current directives of the University and all directives of the North Dakota State Board of Higher Education.

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

NORTH DAKOTA STATE UNIVERSITY

Attachment 9
March 19, 2007

Date of these diplomas: December 15, 2006

Certificate

College of Science and Mathematics

Ming Peng

Bachelor of Accountancy

College of Business

Andrew Aasen Magna Cum Laude
Steven Aman
Amanda Backman
Brenna Fimrite Summa Cum Laude
Drew Leclair Cum Laude
Sonja Nelson
Ann Pioske
Shawn Power Magna Cum Laude
Jordan Schmaltz Cum Laude
Charles Wilson
Michelle Wirtz

Bachelor of Architecture

College of Engineering and Architecture

Daniel Benson Magna Cum Laude
Joshua Caroon

Bachelor of Arts

College of Arts, Humanities & Social Sciences

Aaron Anfinson
Samantha Dramstad
Brent Driscoll
Sara Egge Summa Cum Laude
Randy Klefsaas
Colleen Moorhead Cum Laude
Andrew Nitschke
Zachary Packineau
Elicia Soderberg

College of Human

Development and Education

Jessie Bixby
Sonja Butenhoff
Jocelyn Essler Magna Cum Laude
Carter Fong Magna Cum Laude
Leah Juelke Magna Cum Laude
Stephanie Martin
Kelly Tebben

College of Science and

Mathematics

Christopher Carroll
Tu Phan
Emmy Stoffel

Bachelor of Fine Arts

College of Arts, Humanities & Social Sciences

Amy Johnson

Bachelor of Landscape

Architecture

College of Engineering and Architecture

Nathan Moen Morris

Bachelor of Music

College of Arts, Humanities & Social Sciences

Daniel Johnson

Bachelor of Science

College of Agriculture, Food Systems, & Natural Resources

Clifton Anderson
Benjamin Askegaard

Denae Bina
Christopher Binstock
Brooks Blaufuss
Courtney Boucher Magna Cum Laude
Jennifer Brause
Nichole Bristlin
Andrew Bromley Magna Cum Laude
Jenna Bullinger
David Campbell
Malynda Carter
Britni Chase Summa Cum Laude
Heather Clyde
Jerad Cook
Justin Cook
Laura Cronquist Cum Laude
Carina De Luca
Eric Duffield
Timothy Dutcher
Jason Goltz
Lisa Hagen
Benjamin Hedtke
Nancy Hillen
Ashlyn Jaeger Cum Laude
Paul Johanning
Kolena Johnson
Evan Kolstoe
Kaelin Kylo
Alecia Laidley
Matthew Larson
Michael Larson
Kimberly Lohse
Joshua Ludvigson
Ashlie Marks
Kayla Miller
Rebekah Miller Magna Cum Laude
Ryan Motl Cum Laude
Adam Nelson
Jessica North
Dustin Person
Beth Peske

Nicholas Schlagel
Sarah Schlosser
Jaime Schmid
Nicholas Schmitz Magna Cum Laude
Craig Schroeder
Adam Skalsky
Shane Stockdill
Jessica Stylski Cum Laude
Richard Swenson
Kevin Teigen
Chase Thielen
Jamie Thronson
Joshua Tommerdahl
Krista Tommerdahl Cum Laude
Brian Uran
Matthew Wallace
Beau Weber
Kyle Westgard
Andrew Wisness
Gail Yliniemi-White Cum Laude
Jeremy Zink

College of Arts, Humanities & Social Sciences

Carolyn Almquist
Krista Attewell
Matthew Bailey
Aaron Beseler Cum Laude
Mirela Bikic
Cheryl Breiner
Andrew Burnham
Joshua Collins
Robert Davidson
Paul Donahue
Joel Erickson Cum Laude
Alexander Fields Summa Cum Laude
Annette Figura
Justin Fraase Cum Laude
Graham Gudmestad
Dustin Gustafson

Dominick Hammer Cum Laude
Ellen Hannaher
Megan Harrington Cum Laude
Eric Hassebrock
Charlene Hiam Summa Cum Laude
Amy Hill
Courtney Hohn
Erin Hoover
Cassandra Hovland
Dustin Jensen
Almir Jupic
Landon Kafka
Shannon Koble
Justin Koenigshof
Collin Kremeier
Kara Lachenmeier
Jennifer Mach Cum Laude
Kyle Martin Cum Laude
Scott Martin
Ryan Murphy
Aaron Nagel
Elizabeth Nnoko
Lindsey O'Brien Summa Cum Laude
Kory Odenbach
Marissa Oster
Anna Rasmussen
Arin Ridl Magna Cum Laude
Kevin Schaler
Matthew Sexton
Timothy Smith Cum Laude
Acacia Stuckle
Rebecca Thole
John Trautman
Michael Vacha
Anne Vandenberg Cum Laude
Suzanna Wenzel

College of Business

Philip Abeln
Natalie Beck
Deanna Boucher
Matthew Candrian
Brandon Conkins
David Coon
Amber Dahlgren
Justine Dathe

Justin Dimmer Cum Laude
Kelsey Dockter
Michael Doeden
Cotie Erickson
Brock Graff
Phillip Hahn
Candice Hall
Jared Hall Cum Laude
Joseph Haman
Nicholas Hanson
Renaë Haugen
Brenton Hell
Amber Hopf
Brett Itterman
Tyler Johannes
Douglas Johnson
Kyle Klick
Brian Kraemer
Monica Kraemer
Jacob Kreitinger
Jenna Lenertz
Katrina Lorenz Magna Cum Laude
Jonathan Matter
Micah McGowen Cum Laude
Michael Mitzel
Heather Oeltjen
Anna O'Loughlin-Johnson
Joel Olsen
Ashley Otto
Stephen Packulak
Jonathan Prien
Aaron Pulaski
Neil Roesler
Justin Rowe Cum Laude
Jessica Rutten Magna Cum Laude
Rachel Schmalenberg
Tamra Schmaltz
Beau Scilley
Anthony Stauss Magna Cum Laude
Cory Stroup
Chelsey Tetrault
Matthew Thunder
Bradley Ueckert
John Urbanec Cum Laude
James Volk
Andrew Wahl Cum Laude

Chad Wegner Cum Laude
Daniel Wessels

College of Engineering and Architecture

Jason Albertson
Taylor Amiot
Derek Anderson
Martin Avelino
Scott Bader
Mathew Baker
David Bartholome
Daniel Benson Magna Cum Laude
Christopher Binde
Matthew Bitterman
Scott Blegen
Jennifer Boehm
Daniel Bowen
Jacob Braukmann
Chelsea Buck
Joshua Caroon
Jeffrey Cox Magna Cum Laude
Chris Dahl
Chien Dinh
William Doerr
Bret Enderson Summa Cum Laude
Lucas Evenson
Jesse Faul
Matthew Faul
Joshua Felleson
Edward Fogarty
Thomas Frelich
Travis Frey
Phillip Grimsrud Cum Laude
Ryan Gronholz
Sarah Grosz
Colby Grupa
Eric Hansen
Chad Heidt
Ryan Heiraas
Benjamin Hertz
Justin Higgins
Daniel Johnson
Tobias Johnson
Benjamin Julson
Nathaniel Keller

Jerod Klabunde
Brian Klevgaard
Noel Klinnert
Elizabeth Kueper
Matthew Kurle
Michael Langer Magna Cum Laude
Kevin Larue
Michael Lawrence Summa Cum Laude
Stephan Lein
Jeremy Leitzen
Andrew Locken Cum Laude
David Loken
William Long
Forest Mandan
Andrew Merritt
Lance Meyer Cum Laude
Kyaw Min
Nathan Moen Morris
Michael Montplaisir Cum Laude
Brent Muscha
Andrew Neubarth
Jennifer Newby
Michael Newell Magna Cum Laude
Brent Nicklason
Shawn Nieuwsma
Nathan O'Brien
Matthew Olson
Zachary Olson
Paul Overman
Kalob Oyster Cum Laude
Adam Pauly Summa Cum Laude
Kevin Peterson
Joshua Platt
John Reinholz Cum Laude
Andrew Roberts
Christopher Rodel
Jarred Roloff
Paul Rugroden
Aly Salah
Dustin Schilling
Brian Schlenker
Sara Schmidt
Nathan Schuler Cum Laude
Dustin Schultz
Jared Schultz

Travis Shaw
Jay Sheldon Cum Laude
Wayne Shields
Kenneth Slama
Lance Sollid
Kaley Spartz
Aaron Suydam
Eric Swenson
Craig Thingvold
William Thompson
Titus Timm
Jason Toso
Jennifer Vad
James Waa
Andrew Wallace Summa Cum Laude
Kory Weckman Cum Laude
Jonathan Weisz
Cullen Wells
Andrew Wilhelmi Cum Laude
Brent Winter Magna Cum Laude
Nathan Wurpts

***College of Human
Development & Education***

Tonya Anderson
Krista Baglien Magna Cum Laude
Rachel Bannerman
Christina Barrs
Patricia Barrus Cum Laude
Heather Beutler
Jessica Biddle
Ryan Brumley
Brett Busby
Kimberly Davis Magna Cum Laude
Heather Docktor Cum Laude
Sara Egge Summa Cum Laude
Rikka Eneboe
Natalie Eraas
Marie Fiedler
Heather Foell Cum Laude
Amy Greening Summa Cum Laude
Sarah Hansen
Jeremy Heim
Nichole Honsey
Morgan Jenkins
Katie Jorde

Robert Kagan Magna Cum Laude
Mindie Knoll
Jami Kooiman Magna Cum Laude
Dawn Kubela
Courtney Lacock
Laura Larson Cum Laude
Jaclyn Magnusson Magna Cum
Laude
Dana Martin
Tanya Matthies
Troy Mattson
Adam Maus
Crystal McGrady Cum Laude
Eric Merhiy
Heather Misek
Karla Moe
Lacey Neumiller Cum Laude
Meghan Norris Magna Cum Laude
Tyler Olson
Brian Olson Cum Laude
Adam Palczewski
Cathleen Peloubet
Marc Pelton
Karina Piroumova Cum Laude
Holly Powell
Alicia Qualley
Shawna Queenan Summa Cum Laude
Dustin Randall
Joseph Reum
Linda Robinson
Danielle Savey
Kaarin Schmidt Magna Cum Laude
Phillip Siek
Amanda Simonson Magna Cum
Laude
Leah Sims
Melissa Speed
Alicia Spickler
Jessalynn Torgerson Cum Laude
Stacy Turchin
Cory Vartanian
Anthony Vittetoe
Kristin Vivant
Desirae Weigel
Alisha Wendt
Hayley Whoolery

Jenna Yri
Amanda Zimmerman
Brittany Zinniel

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

Abby Larcom Cum Laude
Brittany Meidinger Cum Laude
Amanda Stotesbery

***College of Science and
Mathematics***

Bradley Amundson
Gunnar An
Zachary Bateson
Robert Bauer
Ronald Beyer
Rashelle Condry
Benjamin Cross
Kyna Endreson Cum Laude
Justin Erickson
Scott Fisher Cum Laude
Eric Frantz Summa Cum Laude
Garret Gjesdal
Michael Goetz
Megan Hass Cum Laude
Kayla Helm
Harry Hight
Tess Jens Cum Laude
Branden Kloos
Laura Klubben Cum Laude
Kari Koos
Douglas Kuvaas
Felicia Lamb
Garra Lind
Lindsay Lutovsky
Chris Mikkelsen
Todd Morken
John Nagle
Drew Nelson
Kelli Nelson
Parker Ogden Cum Laude
Jennifer Olson
Reuben Panchol
Ashley Persinger
Casie Reiner

John Sander Summa Cum Laude
Michaela Suess
Cody VanderBusch
Matthew Vellance
Kristopher Vorwerk
Jacob Welch
Jessica Wiemann
Renee Williams Cum Laude

***Bachelor of Science in
Nursing
College of Pharmacy,
Nursing, & Allied Sciences***

Corin Boese
Ellie Bummer
Angela Hill
Teresa Holub Cum Laude
Kristi Krueger
Andrea Lee
Judith Paulson

***Bachelor of University
Studies***

College of University Studies

Andrea Coleman
Jeremy Crews
Jason Davis
Steven Hammer
Benjamin Menke
Stephen Sobiech

Master of Arts

James Rice
Colleen Tuckner

***Master of Business
Administration***

Mandi Decker
Matthew Gustafson
Dolly Kamalpreet
Kelly McComb
Dean Pawlowski
Ryan Retzlaff
Amit Sawhney

Betsy Stadick
Ramona Tedford

Master of Education

Bruce Anderson
Jesse Armstrong
Nancy Bollingberg
Nancy Bultema
Carole Durand
Christopher Fenske
Greg Foster
Karen Groninger
Debbie Hansen
Emily Johnson
Craig Kleven
Kristian Nelson
Maxine Nordick
Joseph O'Keefe
Elizabeth Schlepp
David Wegner

Master of Music

Daniel Carlson

Master of Science

Dong Bae
Vineeta Bilgi
Alicia Carley
Zhiwei Chen
Eric Delahoyde
Karl Jodock
McDonald Jumbo
Sameer Khot
Sung Lee
Andrew Lewis
Jay Mitchell
Diomo Motuba
Lillian Nangoh
Benjamin Pamp
Katie Sandhu
Stacy Swenson
Jesse Underdahl
Naif Alotaibi
Azad Berwari
Jeremy Garmon
Naia George

Vagisha Gunasekara
Bibian Nwokedi
Katie Richardson
Kelly Wolf
Jason Berg
Adriana Brasoava
Matthew Erickson
Todd Evensen
Swara Farheen
Chowdhury Haider
Aaron Halvorsen
Prajesh Kondaskar
Saurabh Nanavati
Vineet Saxena
Arun Shankaran
Anthony Stoner
Dhruv Tapasvi
Andrew Thoreson
Steven Beuning
Frances Green
Jason Kemp
Christopher Osmond
Shelley Osmond
Deepa Srivastava
Danielle Templeton
Josh Thompson
Kyle Van Sickle
Lisa Wojahn
Narendra Bandaru
Amanda Bosch
Rachel Bush
Eric Erhardt
Kellie Erickson
James Foster
Vivek Goel
Heath Hagy
Tanjina Helaly
Tanzeem Iqbal
Xiaomin Jin
Amy Mackner
Sunil Nanam-Kumar
Mahmuda Naznin
Suqin Ren
Esther Tumuhairwe
Sampath Velupula

Doctor of Nursing Practice
*College of Pharmacy,
Nursing, & Allied Sciences*
Katie Starns

Doctor of Pharmacy
*College of Pharmacy,
Nursing, & Allied Sciences*
Adeniyi Alo
Eric Hoberg

Doctor of Philosophy
Bonnie Alexander
Frank Antwi
Ankush Joshi
Rebekah Oliver
Ana Simonovic
Paul Tinerella
Michelle Toutges
Qun Wei
Guotai Yu
Sheri Erickson
Kristen Gullicks
Zhifeng Kou
Kerry Gregoryk
Heather Kvilvang
Isidore Udoh
Srinivas Ghatta
Akash Khandelwal
Katie Reindl
Abir Banerjee
Amanda Dillard
Aijuan Dong
Partha Majumdar
Neena Ravindran
Shukhrat Usmanov

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

The University Senate met at 3:30 p.m. in the Century Theatre with Dr. E. Berry presiding and the following senators present: D. Andersen, B. Bahrami, S. Beck, S. Bergeson, M. Boetel, U. Burghaus, X. Cai, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, J. Coykendall, B. Duncan, T. Esslinger, B. Fier, J. Garden-Robinson, H. Hatterman-Valenti, M. Harvey, H. Hatterman-Valenti, D. Hauck, A. Hirani, R. Johnson, K. Katti, D. Klenow, K. Koch, L. Langley, D. Li, A. Little, M. Mallett, S. Mallik, J. Martin, K. McCaul, F. Michael, D. Miller, E.J. Miller, A. Montgomery, S. Neate, R. O'Connor, V. Olson, S. Panigrahi, C. Peterson, L. Peterson, B. Randall, J. Ransom, R. Rathge, D. Rider, T. Riley, R.C. Schnell, J.W. Schroeder, D. Scott, W. Teder-Salejarvi, D. Terbizan, J. Wageman, and D. Wittrock

Substitutions: B. Scheen for D. Eiler, S. Rainville for R. Gordon, J. Venette for K. Grafton, and D. Katti for G. Smith

President Berry asked the University Senate to observe a moment of silence for the victims of the Virginia Tech massacre which occurred earlier in the day.

Previous Minutes

MOTION (J. Venette/M. Harvey): to approve the minutes of the March 19, 2007, meeting. A statement was added regarding employees that work zero hours per week per the request of J. Glower. MOTION TO APPROVE MINUTES AS MODIFIED PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
- B. General Education ([Attachment 2](#))
- C. Policy 609 – E-Mail as an Official Communication Medium to Students – New Policy ([Attachment 3](#) and [Attachment 4](#))

MOTION (M. Boetel/C. Peterson): to approve the Consent Agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

A. *Provost Schnell:*

- Legislative Updates:
 - House Bill 1003- ND University System Appropriations Bill – the NDUS recommended 5% and 5% faculty/staff salary increases, as well as a 5% cap on tuition. Rep. Monson came in with a number of late amendments, including trimming \$7 million from the Higher Education budget. This may not be supported by the Senate.
 - House Bill 1020- NDSU Extension and Research Appropriation Bill has been appointed to a conference committee.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

- NDSU anticipates another robust fall enrollment of approximately 12,500 students. NDSU has the largest on-campus (traditional classroom) enrollment.
- Announced and congratulated the following faculty award recipients:
 - 49th Faculty Lectureship - Mark Sheridan
 - Chamber of Commerce Distinguished Professor - Don Schwert
 - Odney Award for Excellence in Teaching – Dogan Comez
 - Peltier Award for Innovation in Teaching – Kalpana Katti
 - Waldron Award for Excellence in Research – Michael Robinson
- In light of instances at Virginia Tech, President Chapman plans to develop a communication protocol for tragedies, and will prepare a statement for posting on the NDSU web site.

B. *E. Berry, President of University Senate:*

- Smoking Open Forum-

The University Senate's Ad Hoc Committee studying NDSU's smoking policy scheduled two open forums for April 18. All members of the NDSU community were encouraged to attend and discuss smoking issues on campus. The committee will consider ideas and feedback expressed by students, staff, and faculty when preparing its final recommendation.

- Race, Criminal Justice System, and the Media: Town Hall is scheduled for April 25, 3-5 p.m., in Century Theatre.
- The Celebration of Faculty Excellence awards ceremony is scheduled for May 9, 3 p.m., Alumni Center

C. *L. Dorn and G. Taylor, NDSU Athletics ([Attachment 5](#)):*

The NCAA Certification Committee scheduled Open Forums for April 16 and 17 for the NDSU Community and April 24 (7 p.m., Alumni Center) for Team Makers and the general public.

Dorn presented details on the certification process which ensures integrity in athletics. She discussed the composition of the steering committee as well as measurable standards of the five operating principles: governance and commitment to rules compliance, academic integrity, gender equity, diversity, and student-athlete welfare. Overall, while some deficiencies and areas for improvement were identified, it was determined that Athletics is very consistent and connected with academic and student services established for and available to the general student body.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

The NCAA Certification site visit is scheduled for October 2007, and will entail a very detailed and comprehensive review of athletic and student-athlete programs and services. More information about the report or the certification process is available at www.gobison.com.

Unfinished Business

A. *Policy 352 Promotion, Tenure & Evaluation Review Update:*

J. Council, chair, announced that policy revisions will be presented to the Senate at the May meeting. The committee has added language regarding the incorporation of new materials after the deadline; third year review; electronic, indefinite storage of materials; split-appointments and faculty involved in interdisciplinary programs; and extension of the tenure clock for new parents. A vote by the University Senate will be expected early fall semester.

B. *Review of University Senate Standing Committees:*

- Research and Consulting Committee-

Berry met with VP Boudjouk regarding the status of the Research and Consulting Committee. They discussed past programs and policies reviewed or established through this committee. The committee has been idle due to discontinued grant-in-aid programs and lack of new research policies. However, they determined that such a committee would be an appropriate place for faculty to express ideas and concerns related to research on campus. Berry agreed to draft new Bylaws language reshaping the responsibilities of the Research and Consulting Committee.

- Feedback and updates are being sought on the responsibilities and activities for each standing committee as listed in the Bylaws.

New Business

A. MOTION (D. Miller/Mallett): for the University Senate to offer condolences to those affected by the tragedy at Virginia Polytechnic and State University. MOTION PASSED WITH UNANIMOUS CONSENT.

B. President-Elect of the 2007-2008 University Senate:

- Berry called for nominations for President-Elect of next year's Senate. A vote will be held at the May meeting. Berry will distribute via the faculty e-mail list, the names of all senators eligible for the President-Elect position.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

- Since the President and President-Elect moderate the official faculty e-mail list (as well as the Senate list), feedback on how the lists are working for faculty is welcomed and may be sent to Berry or D. Terbizan.

E. National Library Week

J. Council invited senators and the NDSU community to a picnic on April 17, 11-1, in front of the NDSU Library, in celebration of National Library Week.

The meeting adjourned at 4:20 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary, University Senate

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Courses				
Dept.	No.	Title	Crs.	Restrictions
AGEC	791	Economic and Fiscal Impact Analysis	1	
CJ	225	Punishment and the Death Penalty	1	
EDUC	755	Exceptional Learners in the Secondary School Classroom	3	
THEA	262	Introduction to Dance	2	
THEA	265	Script Analysis	3	
THEA	286	Theatrical Design Studio I; Collaboration and Concept	3	
THEA	287	Theatrical Design Studio II; Materials and Techniques for Design	3	
THEA	381	Technical Theatre Seminar	1	
THEA	386	Theatrical Design Studio III; Design for Alternative Venues	3	
THEA	387	Theatrical Design Studio IV; Research in the Studio	3	
THEA	486	History of Dress and Décor I; The Foundations of Western Style	3	
THEA	487	History of Dress and Décor II; Western Style Since 1800	3	
Course Deletions				
THEA	200	Introduction to Theatre Practicum	1	
THEA	271	Costume Construction	3	
THEA	276	Makeup Design II	3	
THEA	377	Lighting for the Stage	3	
THEA	378	Sound Design	3	
THEA	440	Advanced Projects in Production	3	
THEA	475/ 675	Design for the Stage I	3	

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

Attachment 1

Course Deletions (Cont.)								
THEA	476/ 676	Design for the Stage II					3	
THEA	477/ 677	Design for the Stage III					3	
Changes in Course Prefix, Number, Title, and Credits								
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.	
ENGL	324	Writing in the Sciences	3	ENGL	324	Writing in the Sciences	3	Junior Status
THEA	270	Stagecraft	3	THEA	273	Stagecraft	3	
THEA	275	Makeup Design I	3	THEA	275	<i>Theatrical Makeup Design</i>	3	
THEA	361	Movement for the Actor	2	THEA	361	<i>Acting III: Advanced Realism</i>	3	BFA Plan
THEA	371	Technical Drawing	3	THEA	272	<i>Drawing for the Theatre</i>	3	
THEA	375	Introduction to Stage Design	3	THEA	274	Introduction to Stage Design	3	
THEA	461	Acting Styles: Verse Drama	3	THEA	461	<i>Period Styles for the Actor</i>	3	BFA Plan
THEA	462	Acting Styles: Modern & Contemporary Non-Realism	3	THEA	462	<i>Modern Nonrealistic Styles for the Actor</i>	3	BFA Plan with Performance Subplan
THEA	466	Advanced Voice for the Actor	2	THEA	466	Advanced Voice for the Actor	3	BFA Plan with Performance Subplan
THEA	467	Advanced Movement for the Actor	2	THEA	467	Advanced Movement for the Actor	3	BFA Plan
THEA	468	The Business of Acting	3	THEA	368	<i>Business of Acting</i>	3	BFA Plan

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

Attachment 2

Five Year Review of General Education Courses

General Education Recommendations

Outcomes Key: 1. Communicate effectively in a variety of contexts and formats. 2. Locate and use information for making appropriate personal and professional decisions. 3. Comprehend the concepts and perspectives needed to function in national and international societies. 4. Comprehend intrapersonal and interpersonal dynamics. 5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society. 6. Integrate knowledge and ideas in a coherent and meaningful manner. 7. Comprehend the need for lifelong learning.				
Continued Approval for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
THEA 110	Introduction to Theatre Arts	A	1, 4, 6	1, 4
Continued Approval for General Education with No Changes in Outcomes				
HIST 271	Introduction to Latin American History	A, D	3, 6	3, 6
PHYS 110	Introductory Astronomy	Sp	5, 6	5, 6

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

Attachment 3

DRAFT REVISED 2007-03-09

SECTION 609: E-MAIL AS AN OFFICIAL COMMUNICATION MEDIUM TO STUDENTS

SOURCE: NDSU President

1. **POLICY STATEMENT:** Electronic mail (e-mail), like postal and campus mail, is an official means by which the University may communicate with students. NDSU exercises the right to send e-mail communication to students and expects that e-mail communication is received and read by students in a timely manner.
2. **RATIONALE:** Students often have several addresses registered with NDSU. Determining where to send official communication can be challenging, especially when school is not in session. Expanding reliance on electronic communication among students, faculty, staff and administration, coupled with the convenience, speed, cost-effectiveness and environmental advantages of using electronic communication, make e-mail an effective and efficient means by which to communicate with students enrolled at NDSU. As e-mail is readily available from any Internet connection in the world, it has been designated as an official communication medium by the University.
3. **DEFINITIONS:**
 - 3.a. Official e-mail address: An e-mail address assigned to an individual by NDSU Information Technology Services.
 - 3.b. Official e-mail communication: An e-mail message regarding official University business sent from an NDSU faculty, staff, or departmental representative to a student or a group of students.
 - 3.c. Official student mailing list: A mailing list populated with official e-mail addresses used by administration and University offices for official mass communication to the student body. Students are expected to read all messages, and act appropriately on, all messages sent to this list.
 - 3.d. Redirected e-mail: E-mail redirected from an official e-mail address to an address not issued by NDSU Information Technology Services (e.g., jane@yahoo.com, john@english.ndsu.edu).
4. **SCOPE:** This policy applies to all admitted and enrolled students at North Dakota State University.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

Attachment 3

5. STUDENT USE & RESPONSIBILITIES:

Security: As with any other online service, students are required to comply with all institutional and University System policies and procedures, especially NDUS 1901.2 Computer and Network Usage, and NDSU 158: Acceptable Use of Electronic Communications Devices, and relevant local, state, and federal law. It is a violation of policy to share usernames and passwords as potentially sensitive information may be transmitted via e-mail.

- 5.a. Account Monitoring: Students are responsible for frequently monitoring their e-mail for official campus communication. Students have the responsibility to recognize that certain communication is time sensitive.
- 5.b. Special Accommodation: Students with a disability who are unable to use e-mail as an official University communication may request an exemption to this policy in the form of an alternate format accommodation. To request the accommodation, students should contact NDSU Disability Services. Students will be required to submit documentation from a licensed professional that states the disability and the functional limitations.
- 5.c. E-mail Problems: So as to not interfere with the receipt of official University communication, students must report any technical problems in accessing or using their official e-mail addresses to the NDSU Information Technology Services (ITS) Help Desk.
- 5.d. Additional Requirements: Additional requirements may be imposed by other departments. Faculty and staff may assume that students are accessing their e-mail on a frequent basis as specified in this policy.

6. UNIVERSITY USE OF E-MAIL:

- 6.a. Campus Wide Announcements: The University works to minimize the number of messages sent to the entire student body. Messages sent to the entire student body are sent through the official student mailing list. This list is moderated by NDSU officials. Guidelines for distributing messages via the official student mailing list are available on the NDSU web site.
- 6.b. Mail Formatting: The message body of official campus communications shall be sent as plain text messages. Contact information for the originating department must be clearly denoted in the message signature.
- 6.c. Attachments: In order to facilitate the timely operation of NDSU's e-mail system and to minimize the amount of storage required to deliver this service, attachments may not be used in e-mail announcements sent to large groups such as the entire student body or all students in a given college.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

Attachment 3

- 6.d. Instructional Use of E-mail: Instructors may determine how e-mail or other forms of electronic communication (i.e., Blackboard) shall be used to facilitate teaching and learning, but must specify the requirements in the course syllabi. Instructors may establish e-mail lists to communicate with students (e.g., regarding class assignments) and may expect that students are accessing their e-mail on a regular basis as specified in this policy.
- 6.e. E-mail Sent by Students: In efforts to protect student privacy and better ensure student authenticity, University personnel may require that e-mails received from students, which request a response, be sent via their official e-mail address.

7. E-MAIL SERVICE REQUIREMENTS

- 7.a. Initial E-Mail Assignment and Service Setup: E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically setup for new and returning students by Information Technology Services upon admission or readmission to the University. E-mail addresses are free of charge and remain active as long as a student is enrolled at the University.
- 7.b. Activating E-mail: After initial e-mail account setup by Information Technology Services, students activate their e-mail addresses and accounts. Instructions are available online.
- 7.c. Redirecting of NDSU E-mail: Official University electronic communication is sent to students' @ndsu.edu address, and the redirecting of @ndsu.edu e-mail is discouraged. However, if students choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, AOL), they do so at their own risk. NDSU is not responsible for the handling of e-mail by outside providers or from non-ITS servers. Failure to receive official University messages when using a non-official e-mail address does not absolve students from the responsibilities associated with official communication sent to their @ndsu.edu addresses.
- 7.d. Privacy and Confidentiality: Communication via e-mail is subject to all of the same public information, privacy, and records retention laws as other forms of communication. While NDSU e-mail affords some measure of privacy, the redirecting of e-mail by students to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to students by the University.
- 7.e. University Spam Policy: In an effort to reduce the amount of spam the NDSU e-mail system must process, some messages considered to be spam or sent from known spammers are blocked. Use of additional spam fighting tools that delete official e-mail before it is read does not exempt individuals from the policy outlined in this document.

For more information on the e-mail assignment process and how to change your default e-mail address, visit <http://www.ndsu.edu/its>.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

April 16, 2007

Attachment 4

North Dakota State University E-Mail Lists

Official Student E-Mail List Guidelines:

North Dakota State University operates an electronic mailing list populated with students' official NDSU e-mail addresses. This list is used by administration and University offices for sending official mass electronic communication to the student body. Students are expected to read all messages, and act appropriately on, all messages sent to this list.

Official e-mail communication is defined as e-mail regarding official University business sent from an NDSU faculty, staff, or departmental representatives to a student or a group of students.

Communication sent via the official e-mail list includes notices that impact the progress, status or well-being of students generally, as well as messages from NDSU central administration. Examples of official messages posted on the official e-mail list include:

- Messages from Central Administration (President and Vice Presidents)
- Notices that impact all or most of the student body (not specialized populations of students)
- Weather-related announcements (University closings and delays)
- Health and safety alerts (meningitis clinics, flu shots, pandemic notices, etc.)
- Financial Notices (financial aid disbursement, payment deadlines, book buy backs)
- Academic Notices (academic dates and deadlines, registration times and schedules, commencement/graduation notices, etc.)

Messages may be sent to the official student e-mail list at NDSU-student-official@listserv.nodak.edu. The list is moderated by the Registrar and the University News Director. Students may not unsubscribe from the official e-mail list.

Student Announce (Non-Official) E-Mail List:

Individual student e-mail notices and e-mail lists established for specialized use by departments, faculty, student organizations, etc. are not included in the above guidelines.

Non-official messages may be posted on the Student Announce e-mail list, available at NDSU-student-announce@listserv.nodak.edu. Rules & Procedures may be accessed at www.ndsu.edu/bisonweb/tech, click on the 'Listserv' link).

The Student Announce list is controlled by the Technology Commission of Student Senate. This mission of this list is to enable NDSU students to have current knowledge of events and organizations on campus, as well as to receive announcements and information that may be of interest to them. Students may unsubscribe from the announce e-mail list.

March 2007

NCAA Athletic Certification

Self-Study

Introduction

- In August 2006, North Dakota State University President Joseph A. Chapman announced that NDSU would begin a year-long, campus-wide effort to study the athletic program as a part of the NCAA Division I certification program.

Purpose

- To help ensure integrity in the institution's athletics operations. As a result of this study, there has been an increased campus wide awareness and knowledge of the athletics program, a confirmation of the strength of the athletic program, and a plan developed for improvement in areas of concern. The specific areas covered in the study are academic integrity, governance and rules compliance, equity, diversity, and student-athlete welfare.

Steering Committee

- The steering committee was comprised of a cross section of individuals and included President Chapman; Committee Chair Prakash Mathew, Vice President of Student Affairs; members of the university faculty and staff; community members; and athletics department personnel.

- Senior Administration
- Athletics
- Student Affairs
- Faculty
- Staff Senate
- External
- Student Representation
- Ex officio

Observations and Comments

- Using the NCAA Self-Study Instrument as the template and the measurable standards for each of the five operating principles of the association, the following observations and comments summarize the findings.

Governance and Commitment to Rules Compliance:

- The oversight and policy formulation for athletics is consistent with the policies and stated responsibilities for all other units within the university.
- President Chapman has clear and direct oversight of the athletic program.
- There are identifiable individuals and groups external to the athletic department that have meaningful input in the formulation and implementation of policies.

- The university should provide evidence that all individuals inside and outside the athletic department with responsibilities to athletics understand existing statements regarding the importance of rules compliance.
- The university was subject to an external comprehensive review of its entire rules compliance program by Mr. Chris Schoemann, Bond, Schoeneck & King, PLLC, a professional consultant for the NCAA who possesses a significant knowledge of NCAA compliance.

- As assigned by the President, the Director of Athletics has accountability for rules compliance.
- Compliance policies and procedures are functioning, are documented in writing, and are the responsibility of individuals internal and external to athletics.
- Compliance education internal and external to athletics is ongoing and encompasses a wide spectrum of constituents.

Academic Integrity:

- Student-athletes are governed by the admission policies that apply to all students; the responsibility for certification of academic standing and evaluation of academic performance of student-athletes is vested in the same agencies that govern other students.
- The committee analyzed and addressed deficiencies between the three class average graduation rate of student-athletes and the three class average general student graduation rate.
- Academic standards and policies for student-athletes were determined to be consistent with the standards for the general student body.

- The university should establish written policies regarding the scheduling of practice and competition to minimize student-athlete conflicts with class time and/or final examination periods.
- Academic support services are available to student-athletes through institutional programming and are clearly communicated to student-athletes.
- Student-athletes with documented learning disabilities and/or other special needs are provided in a manner consistent with the general student body.

- At least once every three years, NDSU shall conduct a comprehensive written review of the academic support services external to athletics and create a process for the conduct of such a review.

Gender Equity:

- The Gender Equity Task Force analyzed the Equity in Athletics Disclosure Act reports and conducted a thorough and written review of each of the 13 program areas.
- The Task Force expanded athletics five-year written Gender Equity Plan, addressed each of the 13 program areas, and created an action plan to address any deficiencies.

Diversity:

- The Diversity Task Force conducted a thorough written review of each of the eight program areas.
- The Task Force blended athletics' five-year written plan into the university's written Diversity Strategic Plan, and created an action plan to address areas of deficiency.

Student-Athlete Welfare:

- The **student-athlete exit interview** and the end of the season program survey are comprehensive and include questions related to academic success and measurements of the institution's commitment to the well-being of student-athletes.
- The university **Student-Athlete Advisory Council**, comprised of two representatives from each team, is an active and engaged group of student-athletes who lead their teammates in policy formation, community service projects and who serve as student voices to the athletic administration.

- Collectively, the university and athletics have a **comprehensive written grievance and/or appeals procedure** for student-athletes, including but not limited to financial aid, transfers, and harassment matters.
- The **health and safety** of all student-athletes is paramount as evidenced by the level of effort and commitment to overseeing the welfare of student-athletes.

- The university and athletics is responsible for reviewing the **travel policies** as they relate to athletics and to communicate these policies to the athletics administration, coaching staff, student-athletes and the University Athletics Committee.

Conclusions and Recommendations:

- Action Items
- www.GoBison.com

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

The University Senate met at 3:30 p.m. in the Century Theatre with Dr. E. Berry presiding and the following senators present: D. Andersen, E. Ash, B. Bahrami, S. Bergeson, M. Boetel, U. Burghaus, X. Cai, J. Chapman, M. Christoffers, V. Clark Johnson, D. Comez, G. Cook, W. Dai, B. Duncan, D. Eiler, B. Fier, J. Garden-Robinson, J. Glower, R. Gordon, K. Grafton, C. Gross, H. Hatterman-Valenti, H. Hatterman-Valenti, A. Hirani, R. Johnson, K. Katti, T. Knoepfle, K. Koch, L. Langley, D. Li, A. Little, M. Mallett, S. Mallik, K. McCaul, D. Miller, E.J. Miller, R. O'Connor, V. Olson, C. Peterson, R. Pieri, B. Randall, J. Ransom, R. Rathge, D. Rider, T. Riley, N. Rogers, R.C. Schnell, J.W. Schroeder, D. Scott, S. Skauge, G. Smith, D. Sperl, W. Teder-Salejarvi, D. Terbizan, and D. Wittrock

Substitutions: W. Shreve for J. Coykendall, I. Justitz for M. Harvey and L. Peterson, and T. Sandvik for J. Garden-Robinson

Previous Minutes

MOTION (D.Miller/Sperl): to approve the minutes of the April 16, 2007, meeting. MOTION TO APPROVE MINUTES PASSED WITH UNANIMOUS CONSENT.

Consent Agenda

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

For Information Only:

- 1) [Policy 503 - Receipting](#)
- 2) [Policy 516 – Travel – Non-Employees](#)
- 3) [Policy 701 – Telecommunications](#)
- 4) [Policy 707 – Access Control and Building Security](#)
- 5) [Policy 708 – Campus Maintenance and Service Requests](#)

MOTION (Cook/Comez): to approve the Consent Agenda as posted. MOTION PASSED WITH UNANIMOUS CONSENT.

General Announcements

A. *President Chapman:*

President Chapman reported the following legislative updates:

- The legislative budgeting process is complete and NDSU ended up within .25% of the Governor's recommended budget. HB1003 came in higher than requested because of one time funds for maintenance, etc.
- Minimum institutional salary increases of 2% or \$75 were approved, with the remaining amount of individual salary increase to be based on merit, with an average of 5%.
- Tuition will be capped at 5%.
- Significant funds were approved for deferred maintenance projects.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

- Each classroom on campus was assessed to make necessary upgrades, and facilities, in general, will be improved.
- Funding for the new Living Learning Center was approved.
- Funds for Minard Hall improvements were approved at \$4.5 million, and an additional \$500,000 will be secured.
- The plans for the new hazardous materials center are moving forward.
- Additional faculty and staff positions will be considered once enrollment is known.

B. *University Senate President:*

President Berry reported the following:

- A town hall open forum series looking at race and the criminal justice system was introduced this past year. Additional open forums will be planned annually.
- The Celebration of Faculty Excellence ceremony is scheduled for May 9th.
- Commencement will be held on May 11th, 5 p.m., at the FargoDome. Participants should arrive no later than 4 p.m.

Committee Reports

A. *Academic Affairs:*

C. Hawley, chair, distributed an addendum for review and approval of late course additions and changes. MOTION (C. Peterson/Schroeder): to approve the courses listed on the Academic Affairs addendum. MOTION PASSED WITH UNANIMOUS CONSENT.

The Academic Affairs Committee has reviewed and established the following:

- 1) A change to the final examination schedule for 2007-2008 ([Attachment 3](#))
- 2) A protocol to review/record options/subplans on academic records ([Attachment 4](#))

One additional new course request was omitted from the addendum. MOTION (O'Connor/Pieri): to approve ME 476: Mechatronics as a new course. MOTION PASSED WITH UNANIMOUS CONSENT.

B. *Policy Coordinating Committee:*

D. Terbizan presented the following policies for input.

1) Policy 153 – Smoking Policy ([Attachment 5](#))

MOTION (Cook/Rathge): to approve the Smoking Policy as presented.
MOTION TO AMEND (D. Miller/Mallett): by striking line #6 from the policy.
MOTION TO AMEND PASSED UNANIMOUSLY.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

MOTIONS TO AMEND (D. Miller/Mallett): to move #3 to after #5, and to strike from the definitions section the wording “*or other object giving off smoke*” and replace with “*or other paraphernalia for the purpose of smoking tobacco.*”

Discussion was held on the choice of words used and their meanings, as well as other objects that could give off smoke.

MOTIONS TO AMEND CARRIED

WITH A VOTE OF 34-20. The following senators or their substitutes vote yes:

Andersen, Ash, Bahrami, Bergeson, Boetel, Burghaus, Cai, Christoffers, Dai,

Gross, Hatterman-Valenti, Hirani, Katti, Knoepfle, Li, Mallik, E.J. Miller,

O'Connor, Pieri, Rathge, Rider, Scott, Skauge, Terbizan, Grafton, C. Peterson,

Smith, Eiler, Fier, Little, Mallett, D. Miller, and Sperl. The following senators or

their substitutes voted no: Comez, Cook, Coykendall, Duncan, Garden-Robinson,

Gordon, Harvey, Koch, Langley, Olson, L. Peterson, Randall, Ransom,

Schroeder, Teder-Salejarvi, R. Johnson, McCaul, Riley, Wittrock, and Rogers.

The following senators abstained: Schnell and Chapman.

Bergeson indicated that Staff Senate is not satisfied with the policy for a variety of reasons, and requested consideration of accommodations for smokers. There is strong sentiment by many that extension and agriculture should be exempt as well as leased properties on campus.

Rathge spoke about the data collection studies with which he has been involved across the region, and discussed how the health of the campus community ties in with the President's theme of 'Students are Paramount.' He advocated that, as an educational community, NDSU should be at the forefront for developing policies related to health matters. It was reported that approximately 19 states and 42 campuses, including others in the state and region, already have established or are close to passing smoking policies.

Students expressed concern over how such a policy can be enforced for off-campus entities, borders of campus, etc. MOTION TO AMEND (Randall/D.

Miller): to modify the last line in #1 to read “*Smoking is only permitted in*

designated areas on campus, the research extension centers, Newman Outdoor

Field (where permitted), all leased land, and the private companies in the

Research and Technology Park.” Grafton spoke in support of exempting the

research extension centers. MOTION TO AMEND CARRIED 30-24. The

following senators or their substitutes vote yes: Andersen, Ash, Bergeson, Boetel,

Burghaus, Cai, Christoffers, Comez, Coykendall, Dai, Gross, Katti, Koch,

Langley, Li, Mallik, E.J. Miller, Olson, Pieri, Randall, Rider, Schroeder, Scott,

Skauge, Teder-Salejarvi, Grafton, Fier, Little, Mallett, and D. Miller. The

following senators or their substitutes voted no: Bahrami, Cook, Duncan, Garden-

Robinson, Gordon, Harvey, Hatterman-Valenti, Hirani, Knoepfle, O'Connor, L.

Peterson, Ransom, Rathge, Terbizan, Clark Johnson, R. Johnson, McCaul, C.

Peterson, Riley, Smith, Wittrock, Eiler, Rogers, and Sperl. The following

senators abstained: Glower, Schnell, and Chapman.

MOTION TO AMEND (Bergeson/): to strike the new #4 (formerly #5). A suggestion was made to simply strike the words ‘campus community.’

Discussion was held regarding the lack of punitive action and does the policy still

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

have meaning. MOTION TO AMEND CARRIED 29-22. The following senators or their substitutes vote yes: Ash, Bergeson, Burghaus, Cai, Christoffers, Comez, Cook, Dai, Garden-Robinson, Gross, Hatterman-Valenti, Hirani, Langley, Li, Mallik, E.J. Miller, Olson, Pieri, Randall, Ransom, Rider, Skauge, Teder-Salejarvi, Grafton, Riley, Eiler, Little, Mallett, and D. Miller. The following senators or their substitutes voted no: Andersen, Bahrami, Boetel, Coykendall, Duncan, Gordon, Harvey, Katti, Knoepfle, O'Connor, L. Peterson, Rathge, Scott, Terbizan, Clark Johnson, R. Johnson, C. Peterson, Smith, Wittrock, Fier, Rogers, and Sperl. The following senators abstained: Glower, McCaul, Schnell, and Chapman.

MOTION (Sperl/Little): to refer policy back to a committee, to be formed by the President of University Senate, to consider the revisions suggested by the various senates. MOTION TO REFER CARRIED 45-8. The following senators or their substitutes vote yes: Andersen, Bahrami, Bergeson, Cai, Christoffers, Comez, Coykendall, Dai, Duncan, Garden-Robinson, Gordon, Gross, Harvey, Hatterman-Valenti, Hirani, Katti, Knoepfle, Langley, Li, Mallik, E.J. Miller, Olson, L. Peterson, Pieri, Randall, Rathge, Rider, Scott, Skauge, Teder-Salejarvi, Terbizan, Clark Johnson, Grafton, R. Johnson, C. Peterson, Smith, Wittrock, Schnell, Eiler, Fier, Little, Mallett, D. Miller, Roger, and Sperl. The following senators or their substitutes voted no: Ash, Boetel, Burghaus, Cook, Glower, O'Connor, Ransom, and McCaul. The following senator abstained: Chapman.

2) Policy 333 – Class Attendance Policy and Procedure ([Attachment 6](#))

MOTION (Schnell/D. Miller): to approve the policy changes as presented. Schnell explained that this policy was expanded to facilitate the NCAA certification process and to clarify the policy. MOTION PASSED WITH UNANIMOUS CONSENT.

3) Policy 713 – Records Retention ([Attachment 7](#)):

MOTION (Cook/Eiler): to approve the policy changes as presented. MOTION PASSED WITH UNANIMOUS CONSENT.

4) Policy 708 (revisited):

MOTION (McCaul/Cook): to reconsider policy 708, which was approved in the Consent Agenda. Concern was raised in regard to science labs. MOTION TO RECONSIDER POLICY 708 PASSED UNANIMOUSLY. MOTION (McCaul/Sperl): to table Policy 708. MOTION TO TABLE POLICY 708 PASSED WITH UNANIMOUS CONSENT.

C. General Education:

M. Christophers reported that the three courses on the general education report that were pending approval by Academic Affairs should now be considered approved as well.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

D. *Council of College Faculties:*

T. Barnhardt will distribute his report via the faculty e-mail list.

Unfinished Business

A. *Policy 352: Promotion, Tenure and Evaluation – Review and Discussion ([Attachment 8](#))*

J. Council, chair, presented an updated draft of Policy 352 for discussion purposes. Discussion ensued on the following:

- Section I.B.1.2: The practicality of having a collegiality agreement. Council explained that this is an aspirational goal rather than a rule, and that it is important to begin introducing the concept of behaving in a demeanor of professionalism and respect.
- Section III.C.3.3: The promotion and tenure guidelines in place at the time of hire or time of promotion.
- Section III.D.3.4: Whether one has to have a probationary period or if exceptions will be allowed. It was reported that early promotion is being considered, but early tenure is not on the table for discussion. This notion was contested.
- Section III.E.2 [3.5.2]: Credit for previous relevant experience was confirmed.
- Consideration for professional licensing, teaching, etc. was raised. It was reported that individual colleges could write in specific criteria that are higher than the minimum standards.
- The full probationary period (six year) period was confirmed. There is continuing discussion on the possibility of extending this period due to childbirth, adoption, etc.
- Questions arose regarding the hiring of administrators with tenure. While this is the norm within departments and colleges on campus, the SBHE does not permit presidents to have tenure.

Council reported that the policy draft will go to the PCC for input and consideration over the summer, and will come back for action by the Senate in the fall.

Schnell asked the Senate for feedback on how notifications for extension requests might be granted. Feedback is to be provided to J. Council.

B. *Election of President Elect:*

Dogan Comez, Department of Mathematics, was elected President Elect for 2007-2008.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

New Business

A. Update on Constitution and Bylaws Changes:

Berry reported that changes are still being made and will be brought forward to the Senate at the first meeting of the fall. Some updates are housekeeping in nature and others are more substantial.

B. University Senate meeting dates 2007-2008 were distributed at check-in and will be posted on the University Senate web site at http://www.ndsu.edu/ndsu/deott/univ_senate/.

C. Outgoing President Berry passed the gavel to 2007-2008 Senate President Donna Terbizan. Schnell presented Berry with a plaque in recognition of his outstanding service to the University Senate and the NDSU community this past year.

Adjournment

The meeting adjourned at 5:10 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 1

Academic Affairs Committee

Approved Curricular Recommendations

New Option			
Family and Consumer Sciences Teacher Licensure Option, Master of Education in Family and Consumer Sciences Education			
New Prefix			
ARB (Arabic)			
New Program			
Construction Management, M.S.			
Termination of Program			
Construction Management (Undergraduate Minor)			
New Courses			
Dept.	No.	Title	Crs.
ARB	101	First-Year Arabic I	4
ARB	102	First-Year Arabic II	4
CM&E	380	Construction Estimating: Quantities and Costs	4
CSCI	758	Bioinformatics Data Mining	3
ENGL	325	Writing in the Health Professions	3
H&CE	773	Occupational Programs in Family and Consumer Science	3
H&CE	774	Teaching Family and Consumer Science with Technology	3
ME	476	Mechatronics	3
MICR	354	Scientific Writing	3
MUSC	100	Music Appreciation	3
MUSC	181	Applied Upper Strings	1
MUSC	182	Applied Lower Strings	1
MUSC	183	Applied Guitar	1
MUSC	281	Applied Upper Strings	1
MUSC	282	Applied Lower Strings	1
MUSC	283	Applied Guitar	1
MUSC	347	Piano Pedagogy I	2
MUSC	348	Piano Pedagogy II	2
MUSC	381	Applied Upper Strings	1
MUSC	382	Applied Lower Strings	1
MUSC	383	Applied Guitar	1
MUSC	481	Applied Upper Strings	1
MUSC	482	Applied Lower Strings	1
MUSC	483	Applied Guitar	1
MUSC	702	Graduate Theory Survey	2

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 1

SOIL	351	Soil Ecology					3
THEA/ MUSC	228	Development of Musical Theatre					3
Course Deletions							
MUSC	170	Elementary Applied Voice, Wind Instruments, Percussion					1
MUSC	171	Elementary Applied voice, Wind Instruments, Percussion					1
MUSC	172	Elementary Applied Voice, Wind Instruments, Percussion					1
MUSC	305	Women’s Chorus					1
MUSC	310	Brass Ensemble					1
SOIL	321	Soil Management and Conservation					3
SOIL	339	Managing Soil Physical Properties Laboratory					1
SOIL	455	Soil Chemistry					3
Changes in Course Number, Title, and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
CSCI	122	Beginning BASIC/Visual BASIC (CNN)	3	CSCI	122	<i>Visual BASIC</i>	3
CSCI	172	Intermediate BASIC/Visual BASIC (CNN)	3	CSCI	172	<i>Intermediate Visual BASIC</i>	3
ECE	423/ 623	Digital Electronics	3	ECE	423/ 623	<i>VLSI Design</i>	3
H&CE	345	Extension Education	2	H&CE	446/ 646	Extension Education	2
H&CE	772	Curriculum Development in Family and Consumer Sciences	2	H&CE	772	Curriculum Development in Family and Consumer Sciences	3
MUSC	130	Elementary Harmony I	3	MUSC	130	<i>Theory and Analysis I</i>	3
MUSC	131	Elementary Harmony II	3	MUSC	131	<i>Theory and Analysis II</i>	3
MUSC	132	Elementary Ear Training I	1	MUSC	132	<i>Ear Training & Sight Singing I</i>	1
MUSC	133	Elementary Ear Training II	1	MUSC	133	<i>Ear Training & Sight Singing II</i>	1
MUSC	230	Advanced harmony I	3	MUSC	230	<i>Theory and Analysis III</i>	3
MUSC	231	Advanced Harmony II	3	MUSC	231	<i>Theory and Analysis IV</i>	3
MUSC	232	Advanced Ear Training I	1	MUSC	232	<i>Ear Training & Sight Singing III</i>	1
MUSC	233	Advanced Ear Training II	1	MUSC	233	<i>Ear Training & Sight Singing IV</i>	1
SOIL	333	Managing Soil Physical Properties	2	SOIL	433/ 633	<i>Soil Physics</i>	3
SOIL	410/ 610	Soil and the Environment	2	SOIL	410/ 610	<i>Soils and Land Use</i>	3
SOIL	480/ 680	Soil and Waste Disposal	2	SOIL	480/ 680	<i>Soils and Pollution</i>	3

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 1

Cross-Listed Courses				
Dept.	No.	Title	Crs.	New Cross-Listed Department
THEA	301	Musical theatre Troupe	1	MUSC 301

For Information only:

- Remove Human Performance and Fitness program restrictions from HNES 271 and HNES 272.
- HNES 365, HNES 368, HNES 465, and HNES 466 restricted to Athletic Training and Human Performance and Fitness

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 2

Five Year Review of General Education Courses

Approved 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.				
Approval for New General Education Courses with Outcomes				
Course No.	Course Title	Categories	Recommended Outcomes	
ENGL 320	Business and Professional Writing	C	1, 6	
ENGL 325	Writing in the Health Professions	C	1, 6	
ENGL 357	Visual Culture and Language	C	1, 6	
ENGL 459	Research and Writing Grant Proposals	C	1, 6	
MICR 354	Scientific Writing	C	1, 6	
MUSC 100	Music Appreciation	A	6, 7	
Continued Approval for General Education with No Changes				
COMM 114	Human Communication	B	3, 4	
ECON 105	Elements of Economics	B, G	3, 6	
ECON 201	Principles of Microeconomics	B, G	3, 6	
ECON 202	Principles of Macroeconomics	B, G	3, 6	
GEOL 106	Earth Through Time	Sp, G	3, 5, 6	
GEOL 106L	Earth Through Time Lab	Sp, G	3, 5, 6	
HIST 135	Race in U.S. History	A, D	3, 6	
Continued Approval for General Education with Changes in Category/Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
LA 322	History of Landscape Architecture	A	2, 3, 6	2, 6
PHIL 215	Contemporary Moral Issues	A, D	3, 6	3, 6

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 3

Change: Final Examination Schedule 2007-2008

Based on student and faculty feedback, a change in the final examination time has been made for the 2007-2008 academic year. More time has been requested between the last final examination time period on Friday (currently, 1-3 p.m.) and the time that graduating students are supposed to arrive at the FargoDome for commencement assembly (4 p.m.).

A short-term solution for the coming academic year was to reschedule the Friday, 1-3 p.m., examination time to 3:15-5:15 on Thursday. The two previously scheduled exam sessions on Wednesday and Thursday, 3:15-5:15, have been scheduled on the same day (Wednesday, 3:15-5:15 p.m.) to free up this Thursday time slot.

While four exam periods now exist during the day on Thursday, course times with a lower degree of frequency have been assigned to that day in order to minimize the number of students with four or more exams on the same day.

A longer-term strategy for final examination scheduling, and its relationship to commencement, is being studied.

NORTH DAKOTA STATE UNIVERSITY - FARGO

2007-2008 FINAL EXAMINATION SCHEDULE

1. In February 2005, University Senate approved Student Government Resolution SR-10-05 to implement, on a permanent basis, a mandatory Dead Week. Dead Week allows for only one exam or quiz to be given, per course, during the last two weeks of the semester (prorated accordingly for variable length courses), which includes finals week. Exceptions include summer classes, self-paced/correspondence courses, make-up exams, courses in which a laboratory is incorporated with a lecture, one-credit courses, block-taught courses, approval of students enrolled in a course, and quizzes that account for less than 5% of the students' overall grade. If a professor gives an exam during the last week of classes, he/she is expected to make some instructional use of the final examination time. The Dead Week policy is available at www.ndsu.edu/ndsu/deott/schedule/fall2005/deadweek.pdf.

2. No student shall be obligated to take more than three (3) final examinations on the same calendar day. In the event that a student has four (4) or more final examinations on the same calendar day, the student shall notify the instructor(s) from the highest numbered course(s) no later than two weeks before the last day of class to schedule a make-up examination to be administered at a mutually acceptable time.

3. Final exam times for downtown classes beginning on the half hour will be the same as main campus classes beginning at the previous full hour (e.g. 8:30 a.m. downtown = 8:00 a.m. on main campus).

4. *NOTE:* Classes scheduled MW, MTWF, MWRF, MF, or WF are to follow the MWF exam times.

Fall 2007 Final Exam Schedule

Exam Date	Class Meeting Times	Exam Time
December		
10, M	9:30 a.m. - 10:45 a.m. Tu Th 1:00 p.m. - 1:50 p.m. M W F 12:30 p.m. - 1:45 p.m. Tu Th	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m.
11, Tu	10:00 a.m. - 10:50 a.m. M W F 4:00 p.m. - 4:50 p.m. M W F 2:00 p.m. - 3:15 p.m. Tu Th	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m.
12, W	9:00 a.m. - 9:50 a.m. M W F 3:30 p.m. - 4:45 p.m. Tu Th 8:00 a.m. - 8:50 a.m. M W F	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m.
13, Th	2:00 p.m. - 2:50 p.m. M W F 3:00 p.m. - 3:50 p.m. M W F 8:00 a.m. - 9:15 a.m. Tu Th 12:00 p.m. - 12:50 p.m. M W F	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m. 3:15 p.m. - 5:15 p.m.
14, F	11:00 a.m. - 11:50 a.m. M W F 11:00 a.m. - 12:15 p.m. Tu Th	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m.

Combined Sections:

December		
10, M	All ME 212 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
10, M	All sections of MATH 101, 102, and 103 (<i>Rooms for exams announced in class.</i>)	3:15 p.m. - 5:15 p.m.
11, Tu	All ME 223 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
11, Tu	All sections of MATH 104, 105, 107, 146 and 147 (<i>Rooms for exams announced in class.</i>)	3:15 p.m. - 5:15 p.m.
12, W	All ME 221 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
12, W	All ME 222 sections (IACC 104)	3:15 p.m. - 5:15 p.m.

Extended Day Courses:

Exam Date	Class Meeting Times	Exam Time
December		
10, M	Begin 5:00 or 5:30 p.m. M W	5:30 p.m.-7:30 p.m.
10, M	Begin 7:00 or 7:30 p.m. M W	8:00 p.m.-10:00 p.m.
11, Tu	Begin 5:00 or 5:30 p.m. Tu Th	5:30 p.m.-7:30 p.m.
11, Tu	Begin 7:00 or 7:30 p.m. Tu Th	8:00 p.m.-10:00 p.m.
12, W	Begin 6:00 or 6:30 p.m. M W	5:30 p.m.-7:30 p.m.
13, Th	Begin 6:00 or 6:30 p.m. Tu Th	5:30 p.m.-7:30 p.m.
10-13, M-Th	Classes that meet at 5:00 p.m. or later one day per week will have their final exams during the regular class time.	

Spring 2008 Final Exam Schedule

Exam Date	Class Meeting Times	Exam Time
May		
5, M	12:30 p.m. - 1:45 p.m. Tu Th 2:00 p.m. - 3:15 p.m. Tu Th 9:30 a.m. - 10:45 a.m. Tu Th	8:00 a.m. -10:00 a.m. 10:30 a.m. - 12:30 p.m. 1:00 p.m. - 3:00 p.m.
6, Tu	1:00 p.m. - 1:50 p.m. M W F 4:00 p.m. - 4:50 p.m. M W F 10:00 a.m. - 10:50 a.m. M W F	8:00 a.m. - 10:00 a.m. 10:30 a.m. - 12:30 p.m. 1:00 p.m. - 3:00 p.m.
7, W	8:00 a.m. - 8:50 a.m. M W F 11:00 a.m. - 12:15 p.m. Tu Th 9:00 a.m. - 9:50 a.m. M W F	8:00 a.m. - 10:00 a.m. 10:30 a.m. - 12:30 p.m. 1:00 p.m. - 3:00 p.m.
8, Th	8:00 a.m. - 9:15 a.m. Tu Th 3:00 p.m. - 3:50 p.m. M W F 2:00 p.m. - 2:50 p.m. M W F 3:30 p.m. - 4:45 p.m. Tu Th	8:00 a.m.-10:00 a.m. 10:30 a.m.-12:30 p.m. 1:00 p.m.-3:00 p.m. 3:15 p.m. - 5:15 p.m.
9, F	11:00 a.m. - 11:50 a.m. M W F 12:00 p.m. - 12:50 p.m. M W F	8:00 a.m.-10:00 a.m. 10:30 a.m. - 12:30 p.m.

Combined Sections:

May		
5, M	All ME 212 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
5, M	All sections of MATH 101, 102, and 103 (<i>Rooms for exams announced in class.</i>)	3:15 p.m. - 5:15 p.m.
6, Tu	All ME 223 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
6, Tu	All sections of MATH 104, 105, 107, 146 and 147 (<i>Rooms for exams announced in class.</i>)	3:15 p.m. - 5:15 p.m.
7, W	All ME 221 sections (CME Aud)	3:15 p.m. - 5:15 p.m.
7, W	All ME 222 sections (IACC 104)	3:15 p.m. - 5:15 p.m.

Extended Day Courses:

Exam Date	Class Meeting Times	Exam Time
May		
5, M	Begin 5 or 5:30 p.m. M W	5:30 p.m. - 7:30 p.m.
5, M	Begin 7 or 7:30 p.m. M W	8:00 p.m. - 10:00 p.m.
6, Tu	Begin 5 or 5:30 p.m. Tu Th	5:30 p.m. - 7:30 p.m.
6, Tu	Begin 7 or 7:30 p.m. Tu Th	8:00 p.m. - 10:00 p.m.
7, W	Begin 6 or 6:30 p.m. M W	5:30 p.m. - 7:30 p.m.
8, Th	Begin 6 or 6:30 p.m. Tu Th	5:30 p.m. - 7:30 p.m.
5-8, M-Th	Classes that meet at 5:00 p.m. or later one day per week will have their final exams during the regular class time.	

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 4

DRAFT: Establishing a Protocol to Review/Record Options/Subplans:

***Purpose Statement:** Academic departments at NDSU have long established specializations within academic disciplines to meet the needs of professions and industry, as well as the interests of students. Historically, while options were published in curricular materials, including bulletins, they were not formally tracked or recorded in student academic records. With an increased interest by students and departments in displaying these specialized areas of study, as well as recording capabilities in the current student information system, the Academic Affairs Committee at NDSU is proposing guidelines and definitions regarding the posting of formal options.*

I) Definitions:

An option (also referred to as a subplan=Campus Connection terminology) is defined as a prescribed grouping or menu of courses within a major program curriculum that is intended to provide students with a more specialized focus of study within the discipline.

- Formal Subplan/Option=Transcribed on student record; requires University Senate approval
- Informal Subplan =Not transcribed on student records; does not require Senate approval
- Graduate program curricular options must include a minimum of nine didactic credits that are unique from and may take the place of courses in a standard graduate curriculum.
- Undergraduate program curricular options must include a minimum of 12 unique credits from a standard curriculum.

In this document, the term 'option' is used when referring to the curriculum or curricular requirements. The term 'subplan' is used when referring to functionalities in PeopleSoft.

II) Review/Approval Process:

According to NDSU Academic Affairs policy/procedures, options that are intended to be used for student tracking purposes and recorded with degrees on academic records must be reviewed and receive approval by the appropriate College Curriculum Committee and the University Academic Affairs Committee. If approved at these levels, options are placed on a University Senate agenda for final review/vote of approval.

Registration and Records will establish graduate-level subplans in the student information system, which have University Senate approval, upon department request.

New and Existing Program Options:

New program options as well as existing options that meet the requirements, but which do not yet have Senate approval, may be requested by submitting a memo to the college curriculum committee. If approved at these levels, they will be reviewed for approval by Academic Affairs and University Senate.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 4

Changes in Option Requirements, Title, Deletions, etc.:

Once approved by University Senate, formal option curricular requirements may be revised via the annual Curriculum Revision and Update process/form.

Changes in titles of options and option deletions must be submitted for formal approval following the same protocol for new option approval. This will ensure that the appropriate changes may be recorded in the student information system.

Informal Options:

While similar to options, less formalized cognates, specializations, tracks, areas of emphasis, and concentrations may be obtained through elective credits within a curriculum. However, unlike more formal options, these will not be recorded on academic record or tracked in Campus Connection.

These less formal cognates, tracks, specialized electives, etc. at the undergraduate level may be indicated on curriculum guides during the annual curriculum revisions and updates process. Curriculum revisions and updates, including the addition of informal tracks/elective areas as well as changes to *existing* formal options are reviewed by the College Curriculum Committee and Academic Affairs, but not University Senate.

Updates to existing graduate curricula, including options and tracks, etc., are reported to the Graduate School.

III) Student Declaration/Tracking:

Undergraduate Students:

Departments that request subplans be recorded in the system must establish a business process to communicate to Registration and Records the appropriate subplan for undergraduate students prior to graduation. Students may also identify their option on the graduation audit request cards.

Graduate Students:

Graduate students who indicate on their application for admission an interest in a particular option may have these subplans entered by the Graduate School or at the point that their programs of study are approved.

Additional tracking, advising and reporting processes should be determined to make options and their curricular requirements known to students.

IV) Recording of Options:

NDSU has the capability of building options (subplans) into the academic structure of its current student information system. With this capability, subplans *may* be recorded on official academic records.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 4

The Academic Affairs Committee recommends that the recording of options/subplans be limited to the academic transcript. An example of a degree recording on an academic transcript, including subplan information, is as follows:

Degree: Master of Science

Confer Date: 2007-5-11

Degree GPA: 3.92

Plan: Child Development & Family Science

SubPlan: Family Financial Planning

The Committee does not recommend printing options on the diploma due to limited diploma space, the purpose for and use of the diploma, the dynamic nature of options, and the ability to record subplans on transcripts/resumes.

V) Limitation Recommendations:

Options should be limited to major programs/plans of study, and are not intended for racking and recording options within minors.

VI) Implementation Details and Timeline:

Recording of approved subplans on PeopleSoft transcripts may begin in 2007-2008. Procedures will be developed during the summer of 2007.

VII) State Board of Higher Education proposed language regarding subplans (Policy 409):

A subplan is a group of courses within an approved academic program which is identified in an institutional catalog. Subplans are either transcriptable or non-transcriptable. Transcriptable subplans include all options, specializations, emphases, and concentrations. A minimum of 12 undergraduate credit hours or 9 graduate credit hours is required for each transcriptable subplan. Completion of transcriptable subplan requirements may be indicated on a student transcript at the discretion of the institution. Non-transcriptable subplans include all other groups of courses used for student tracking and advisement purposes such as tracks and foci. Notations regarding non-transcriptable subplans never appear on a student transcript. Board approval is not required for a subplan.

4/2007

University Senate Minutes

Fargo, ND

North Dakota State University

May 7, 2007

Attachment 5

POLICY CHANGE COVER SHEET

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

Section

153: Smoking Policy—Free Facilities

Establish new policy for smoking at NDSU. This policy would essentially prohibit all smoking on campus.

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

Policy Coordination Committee - 2/23/07; 3/23/07; 4/30/07

Staff Senate -

University Senate –

Student Senate

President's Council -

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

Staff Senate

Ad Hoc Smoking Committee consisting of staff, faculty, and students both smokers and non-smokers.

SECTION 153: Smoking Policy

Source: SBHE Policy Manual, Section 917

Philosophy:

North Dakota State University provides an atmosphere conducive to physical and mental well-being and supports the provision of services, including preventative programs, for a healthy and safe environment for its faculty, staff, students and visitors. To support this atmosphere, smoking is prohibited on all North Dakota State University property. North Dakota State University is a Smoke Free Campus. This policy applies to all faculty, staff, students, and visitors. The policy also applies to external individuals or companies renting space with NDSU and should be reflected in all agreements/contracts with such individuals and companies.

University Senate Minutes

Fargo, ND

North Dakota State University

May 7, 2007

Attachment 5

Definitions:

For the purpose of this policy, “smoking” means carrying or having in one’s possession a lighted cigarette, cigar, pipe, or other object giving off smoke.

Policy:

1. Smoking is prohibited in and on all North Dakota State University property, including but not limited to, residence halls, vehicles, buildings, enclosed structures, and property. This includes smoking in personal vehicle while on NDSU owned or leased property. Smoking is not permitted in outdoor arenas, parking lots, or other open-air outdoor facilities, including sidewalks.

2. Smoking is prohibited in all state owned or leased vehicles and motorized equipment, and any other vehicle.

~~3. Smoking is not permitted in outdoor arenas, parking lots, or other open-air outdoor facilities, including sidewalks.~~

~~4.3.~~ ——— Visitors to North Dakota State University are covered by this policy.

~~4.~~ The smoking policy prohibition will not apply to specific activities used in connection with the practice of traditional spiritual or cultural ~~activities~~ ceremonies. All ceremonial use exceptions must be approved in advance by the Vice President for Student Affairs.

~~6.5.~~ Supervisors, resident hall directors, and the campus community are responsible for ensuring that employees, students, and visitors are made aware of this policy and that they comply with its requirements. Non-compliance with this policy may result in disciplinary action being taken through existing disciplinary procedures.

~~7.6.~~ The university encourages students, faculty, and staff to participate in a tobacco cessation program if trying to quit using tobacco. Students may participate in the NDSU Tobacco Cessation program in Student Health Service. Faculty and staff can contact their county health department for assistance in quitting tobacco products.

HISTORY: June 21, 1990, April 2006

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 6

POLICY CHANGE COVER SHEET

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

Section

333: Class Attendance Policy and Procedure

Policy 333 is being enhanced with more specific policy and procedural language.

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

Policy Coordination Committee - 4/30/07

Staff Senate -

University Senate -

President's Council -

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

Provost/VPAA

SECTION 333: CLASS ATTENDANCE POLICY AND PROCEDURE

SOURCE: NDSU University Senate Policy

1. GENERAL PHILOSOPHY

- a. Attendance in classes is expected. Only the instructor can excuse a student from class or course responsibilities. ~~and may be required by the instructor.~~
- b. If class attendance is a component of the course grade, the instructor must clearly communicate this to the class in writing in the syllabus. ~~required, and will impact grading, it is the responsibility of the instructor to clearly communicate that policy to students.~~

2. FACULTY RESPONSIBILITY

- a. Faculty must clearly inform students on the first day of class and in writing in the syllabus (1) of their policy regarding class absence and (2) policy, if any, for making up missed assignments. It is recognized that sometimes an assignment is impossible to make-up.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 6

- b. Although faculty should exercise a fair and consistent standard for resolving questions of missed assignments, the type, extent, manner, and time frame of the make-up assignments shall be at the discretion of the instructor.

3. STUDENT RESPONSIBILITY

- a. Students are responsible for informing instructors of absences. If absences are known (e.g., university sanctioned activity), instructors shall be informed with written notification as far in advance as possible (preferably a two-week notice). Where advance notification is not possible (e.g., illness, family emergency, etc.), students should contact their instructor as soon as possible about the absence.
- b. When a student misses class for any reason, the student is expected to make arrangements with the instructor to follow the instructor's policy in making up any missed assignments, if permitted.

HISTORY: May 20, 1970; Amended December 12, 1977; April 1992; October 2004

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

POLICY CHANGE COVER SHEET

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

Section: 713: Records Retention

The Records Retention Schedule in this policy is outdated and is being removed and placed on the Accounting website for ease in updating. This is also being done to comply with the OMB Risk Management Discount Program.

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

Policy Coordination Committee – 9/22/06; 4/30/07

University Senate -

Staff Senate -

President's Council -

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

University Police & Safety Office
Internal Auditor

SECTION 713: RECORDS RETENTION

SOURCE: NDSU ~~Policy Manual~~ President

1. The records retention period is the length of time records must be retained. NDSU will retain ~~A a~~ State Board of Higher Education approved Records Retention Schedule.
2. ~~The Records Retention Schedule specifies the criteria for the management of active records, provides for the systematic transfer of inactive records from the active storage areas to inactive storage areas, specifies the length of time records need to be maintained, and establishes the proper destruction method for those obsolete records. appears in this section, and in most instances, applies only to central administration as the primary or official record holder of the University. Some University departments,~~

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

~~however, may have federal or other agency records retention requirements to meet. Records may also be maintained to document policies and procedures, and for reference or archival value, etc.~~

2.1

The “Instructions for Completing Records Disposal Request” and the “Records Disposal Request Form” are included in the Records Retention Schedule. The schedule is located at <http://www.ndsu.nodak.edu/accounting/>.

1.1

3. Generally if a department is not a primary or official record holder, records need only be retained for departmental operating purposes. Records may also be maintained to document policies and procedures, and for reference or archival value, etc.

1.2

4. Decisions on what to retain and for how long should take into account the legal, audit, administrative, fiscal, and historical considerations, as well as state and federal laws, affecting the record.

1.3

5. To assure compliance with all regulatory agencies as well as the ~~Records~~ Retention Schedule, the internal auditor of the University may be contacted regarding either the retention or disposition of records.

6.

~~2. Following is a brevity code list to assist in the interpretation of the Records Retention Schedule.~~

ACFR	After Current Fiscal Year
ACYR	Academic Year
CRYR	Current fiscal year (July 1—June 30)
CY	Calendar year (January 1—December 31)
FY	Fiscal year (July 1—June 30)
FYE	Fiscal year end (June 30)
NDRC#	North Dakota Record Control Number
PR	Permanent record
YR	Year
UA	Until audited

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

3.

~~The Records Retention Schedule consists of the active period of the record (time retained in the office) and the inactive period (time retained in a records center or other off-site storage).~~

~~32.1~~

~~The "Current Area" column of the Records Retention Schedule refers to the active period of the record. It is generally assumed that records will be retained in the office until they have been audited.~~

~~32.2~~

~~The "Total Retention" column of the Records Retention Schedule refers to the inactive period of the record. After audit, the records may then be stored off-site or microfilmed or microfiched for the remainder of the retention period.~~

~~4. Reports not specifically listed on the Records Retention Schedule have been designated as management information documents and retention is at the option of the user.~~

RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	CUT OFF	CURRENT AREA	RETENTION	REMARKS
Abstract Certificate, Abstract Summary, & Misc. Claim	FY	CRYR+1 or UA	UA	UASGL500
Abstracts, Land Titles, & Related Communications	—FY	PR	PR	-
Accounts Receivable Aging (FYE Run)	—FY	FY UA	—UA	UASAR620
Accounts Receivable Charge & Credit Memo	FY	CRYR+1 or UA	3-ACFR	-
Accounts Receivable Journal	FY	CRYR+1 or UA	3-ACFR	UASAR540 NDRC# 011808
Accounts Receivable Subsidiary Ledger	FY	CRYR+1 or UA	3-ACFY	FYE Run NDRC# 011807, 011802
Administrative Organization & Operation Manual	FY	PR	PR	-

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

Annual Budget	-	-	PR	
Annual Expenditure Statement of TCC Activity	FY	FY+1	UA	UASGL825
Annual Federal Reports	FY	CRYR+2	3-years	-
Annual Financial Report Working Papers	FY	CRYR+1 or UA	UA	-
Annual Revenue Statement of TCC Activity	FY	FY+1	UA	UASGL820
Annuity Deduction Reports	FY	CRYR+1 or UA	4-years	UASPP520
Audit Listing of Inventory Documents	FY	CRYR	UA	UASPC510
Audit Reports	FY	PR	PR	-
Bank Statements	FY	CRYR+2	4-years	NDRC# 010606 -
Board of Higher Education Correspondence Files	FY	PR	PR	-
Bond Indentures	FY	PR	PR	-
Budget Control Statements	FY	CRYR+2	4-years	-
Cancellation Roster	FY	CRYR+2 or UA	3-years	UASSL580
Cancelled Bonds & Coupons	FY	CRYR+2	2-years	-
Cash Disbursements Journal	FY	CRYR+1 or UA	3-years	UASAP570
Cash Management Report	FY	CRYR+1 or UA	3-ACFY	UASGL510 NDRC# 011002
Certificates of Deposit, Stocks, Bonds, other Investments	FY	Until cashed & audited	-	-
Check Reconciliation	FY	CRYR+1 or UA	3-ACFY	UASCR500 NDRC# 010602, 010603, 010604

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

Check Register (Accounts Payable)	FY	CRYR+1 or UA	4 years	UASPP560 NDRC# 010605
Check Register (Payroll)	FY	CRYR+1 or UA	4 years	UASAP630
Checks (negotiated & voided)	FY	CRYR+1 or UA	4 years	NDRC# 010607, 061608
Daily Cash Sheets	FY	CRYR+1 or UA	3 ACYR	NDRC# 010502
Deferment Roster	FY	CRYR+2 or UA	3 years	UASSL570
Delinquent Roster	FY	CRYR+2 or UA	3 years	UASSL590
Departmental Leave Report	FY	CRYR+1	UA	UASPP565
Deposit Slips	FY	CRYR+1 or UA	4 years	-
Dunbar Bond Register	-	PR	PR	-
Earned Income Credit Report	CY	CRYR+3	4 years	UASPP655
Electronic Fund Transfer/Loan Disbursal Receipting Process	FY	CRYR+1 UA	3 ACFY	NDRC# 012502
Facilities Reports	FY	CRYR+3	3 years	-
Federal Retirement Report	FY	CRYR+1	UA	UASPP555
Fee Billing General Ledger Posting Transaction Summary (1)	FY	CRYR+1 or UA	UA	UASFB520
Financial Aid Refund/Repayment Notice	FY	CRYR+1 or UA	3 ACFY	NDRC# 012401
Fixed Asset Inventory Document	FY	CRYR+1	2 years	-
Flexible Benefits Request Reim.	FY	CR	4 years	
Fringe Benefit Distribution	FY	CRYR+1 or	UA	UASPP501

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

UA				
Fund Cash Transfer by Fund (FYE Run)	FY	FY+1 or UA	3 ACFY	UASGL660 NDRC# 012501
Fund Group Balance Sheet	FY	FY+1	UA	UASGL810
Fund Transaction Report	FY	CRYR+1 or UA	3 ACFY	NDRC# 011001
Future Transactions Report	-	Current Month + 11 months	1 year	UASGL530
General Journal, Interdepartmental Billing Journal	FY	CRYR+1 or UA	UA	UASGL730
General Ledger Transaction Report	FY	CRYR	CRYR	UASGL650
Grant Documents & Related Info.	FY	CRYR+2	3 years after grant	-
Great Western Life Report	FY	CRYR+1	UA	UASPP665
Group Insurance Reports	FY	CRYR+1	UA	UASPP530
Hiring Transaction File for Non-banded Staff	FY	-	3 years	NDRC# 600201
Housing Deposit Report (FYE Run)	FY	CRYR+1 or UA	UA	UHSBI550
Interdepartmental Billing	FY	CRYR+1 or UA	4 years	NDRC# 011804
Inter-Office Correspondence Reports	FY	CRYR+2	2 years	-
Inventory Additions Report	FY	CRYR+1 or UA	UA	UASFA530
Inventory Changes Report	FY	CRYR+1 or UA	UA	UASFA540
Inventory Deletions Report	FY	CRYR+1 or UA	UA	UASFA550
Inventory Lists	FY	CRYR+1 or UA	4 years	UASFA510

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

Investment Record Book	-	Until cashed & audited	-	-
Insurance Policies	FY	CRYR+2	2 years	-
Insurance Reports	FY	CRYR+1 or UA	3 years	UASFA520
I-9 Form Bank Remittance Report	FY	CRYR+1	4 years	UASPP585
Job Application	FY	3 years		
Journal Entry	FY	CRYR+1 or UA	4 years	NDRC# 011301
Leave Report	FY	CRYR+1 or UA	4 years	
Medical Waivers	FY	CRYR+1 or UA	3 ACFY	NDRC# 012202
Microfilm of Checks Received & Deposited	FY	PR	PR	-
Misc. Deduction Reports	FY	CRYR+1 or UA	UA	UASPP515
Motor Vehicle Registrations	CY	Until Traded	-	-
New Construction & Major Improvements; Blue Prints, Specifications, Contracts & Related Correspondence	FY	PR	PR	-
Parent Plus Loan Information Sheets	FY	CRYR+1 or UA	3 ACFY	NDRC# 012201
Payment Allocation to Account File (1)	FY	CRYR+1 or UA	UA	UASFB510
Payroll Abstract	FY	CRYR+1 or UA	UA	UASPP562
Payroll Budget	-	-	PR	
Payroll Files	FY	3 years	PR	
Payroll Register	FY	CRYR+1 or UA	4 years	UASPP525
Personnel Files	FY	3 years	PR	3 years after term

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

Physical Inventory Count Records	FY	CRYR+1 or UA	3 ACFY	NDRC# 011201
Position Transaction File	FY	3 years		
Posted Transactions Journal	-	Current Month + 11 months	1 year	UASGL540
Purchase Order	FY	CRYR+1 or UA	Current Yr + 4	NDRC# 011503
Purchase Order Cancellation	FY	CRYR	1 year	-
Purchase Requisition	FY	CRYR+1 or UA	4 years	-
Quarterly TFFR Report	FY	CRYR+1	UA	UASPP663
Quarterly TIRF Report	FY	CRYR+1	UA	UASPP662
Quarterly Unemployment Compensation Report	FY	CRYR+1	4 years	UASPP830
Quarterly W/H Report	FY	CRYR+1	4 years	UASPP615
Receipted Checks	FY	CRYR+1 or UA	3 ACFY	NDRC# 010611
Receipt Register (monthly)	FY	CRYR+1 or UA	3 ACFY	UASRC500 NDRC# 0118060
Receiving Report	FY	CRYR+1 or UA	4 years	A/P copy
Repair Orders for Physical Plant	FY	CRYR+1 or UA	3 ACFY	NDRC# 800307
Repayment Schedules Grace Period Ending Letter, Initial Billing Letters	FY	CRYR+1 or UA	UA	UASSL540
Request for Payment (Departmental Input)	FY	CRYR+1 or UA	4 years	NDRC# 011504
Return Items	FY	CRYR+1 or UA	Upon Resolution	NDRC# 010610
Revenue & Expense Statement (FYE Run)	FY	FY+1 or UA	UA	UASGL560
Revenue & Expense	FY	FY+1 or UA	UA	UASGL565

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

Statement by Dept. (FYE Run)

Salary Distribution by Department	FY	CRYR+1 or UA	UA	UASPP500
Salary Distribution by Fund	FY	CRYR+1 or UA	UA	UASPP502
Schedule of Cash & Investments	FY	CRYR+1 or UA	3-ACFY	UASGL760 NDRC# 011003
State Retirement Adjustment Report	FY	CRYR+1	UA	UASPP552
State Retirement Report	FY	CRYR+1	UA	UASPP550
Statement of Changes	FY	FY+1	UA	UASGL840
Statement of Current Expense	FY	FY+1	UA	UASGL830
Student Employment Transaction Report	FY	CRYR+1	UA	UASPP597
Student Loan Ledger (FYE Run)	FY	CRYR+1 or UA	PR	UASSL520
Supply Order Forms	FY	CRYR+1 or UA	3-ACFY	NDRC# 800306
TFFR Report	FY	CRYR+1	UA	UASPP546
Third Party Billings	FY	CRYR+1 or UA	3-ACFY	NDRC# 011809
TIAA Adjustment Report	FY	CRYR+1	UA	UASPP542
TIAA Report	FY	CRYR+1	UA	UASPP540
Time Card	FY	CRYR+3 years	4-years	
Timeclock Appt. (Form 102)	FY	CRYA+3 years	4-years	
TIRF Report	FY	CRYR+1	UA	UASPP545
Travel Authorization	FY	CRYR+1 or UA	4-years	-
Travel Vouchers	FY	CRYR+1 or UA	4-years	-

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

		UA		
Trial Balance (FYE Run)	FY	CRYR+1 or UA	PR	UASGL550
Tuition/Fee Receivable Account File Update (1)	FY	CRYR+1 or UA	UA	UASFB500
Tuition Fee Receivable Ledger (1)	FY	CRYR+1 or UA	UA	UASFB540
Vacation Liability Report	FY	CRYR+1 or UA	UA	UASPP850
Vendor Invoice/Credit Memo	FY	CRYR+1 or UA	4 years	-
Work Requests for Physical Plant	FY	CRYR+1 or UA	3-ACFY	NDRC# 800308
Work Study Trans. Report	FY	CRYR+1 or UA	UA	UASPP598
Workmen's Comp. Alpha List	FY	CRYR+1	UA	UASPP635
Workmen's Comp. Summary By Class	FY	CRYR+1	UA	UASPP636
W-2 Alpha List	CY	CRYR+3	4 years	UASPP820
W-4	FY	CR	4 years	
W-4E Exemption Report	CY	CR	CR	UASSP660
Year to Date General Ledger Report	FY	PR	PR	UASGL860
(1) Submit run at fiscal year end for each term within the fiscal year.				
1099 Reports	CY	CRYR+4	5 years	UASAP600

-

RECORDS RETENTION SCHEDULE PURGE AND ARCHIVE

DATA-BASE FILES	CUT OFF	PURGE SCHEDULE	-ACTIVE DISK-MIN.	-ACTIVE DISK- DESIRED	TOTAL RETENTION	REMARKS
--------------------	------------	-------------------	----------------------	-----------------------------	--------------------	---------

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 7

Accounts Receivable Transaction	-	June	6 months	12 months	3 years	
Check Reconciliation	-	Feb/Aug	6 months	12 months	3 years	
Fee Account	FY & Term	June	ACYR	ACYR	3 years	all individual bal.=0
Fee Billing	FY & Term	June	ACYR	ACYR	3 years	
Fixed Assets	-	October	15 months	15 months	3 years	
General Ledger Account	FY	after 10/1	3yr+CRYR	5yr+CRYR	5 years	
General Ledger Object	FY	after 10/1	3yr+CRYR	5yr+CRYR	5 years	
Housing	-	after summer session	current term	Academic year		
Inst. Depend. History	-	after 10/1	3yr+CRYR	5yr+CRYR	5 years	
Inst. Indep. (BHE)	-	-	-	-	-	Never purge
Invoice	-	Feb/Aug	6 months	12 months	3 years	
Loan Program	-	-	-	-	-	Never Purge
Loan Transaction	-	January	18 months	18 months	3 years	
Name & Address	-	if active record				
Pay Period History	CY	November	CRYR+1	CRYR+1 CRYR+3		
Pay Record	CY	November	CRYR+1	CRYR+1		
Payroll Transaction	CY	November	CRYR+1	CRYR+1 CRYR+3		

University Senate Minutes

Fargo, ND 58105

.North Dakota State University

May 7, 2007

Attachment 7

History

Personnel	CY	November	CRYR+1	CRYR+1 CRYR+3	
Position	FY	August	CRYR+1	CRYR+1	3-years
Position					
Budget Change	-	August	-	-	3-years
Position Change	-	-	-	-	3-years
Posting Transaction	FY	after 10/1	3-months	12-months	5-years
Purchase Order	-	Feb/Aug	6-months	12-months	3-years
Purchase Order Line Item	-	Feb/Aug	6-months	12-months	3-years
Receipts	-	Feb/Aug	6-months	12-months	3-years
Student Loan Master	-	January	18-months	18-months	3-years

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

Ad hoc committee to revise NDSU PTE Criteria: James R. Council (Chair), Joel Hektner, Ineke Justitz, Seth Rasmussen, David Rogers, Herbert Snyder, Charlene Wolf-Hall, Marjorie McCullagh

SECTION 352: PROMOTION, TENURE, and EVALUATION (Revised, 4/07) *(Further revisions based on feedback from Senate Exec Committee, 4/23/07)* *(Final revisions from 352 Revision Committee, 4/25/07)*

SOURCE: NDSU President & NDSU University Senate

Additions are underlined, deletions are struck out, moved text is noted.

*Further revisions indicated in **bold**, notes in italics.*

Final revisions in Arial font.

Also note: revised indexing in Arial font. Original in brackets.

I. [1.] INTRODUCTION

A. [1.1]

The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.

B. [1.2]

From the University's mission flows the expectation that each faculty member will make contributions of high quality to the areas of teaching, research, and service. "Teaching" includes all forms of instruction both on- and off-campus. "Research" includes basic and applied research and other creative activities. "Service" includes public service, service to the University, college, and department, and service to the profession. Because of the University's mission, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. But, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to exhibit equal levels of accomplishment in all areas. Moreover, disciplines will vary with respect to the kinds of evidence produced in support of quality of contributions. With the individual autonomy derived from academic freedom and tenure comes

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

the responsibility to create and/or maintain an ethical, respectful, and ethical, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Faculty members' achievements in teaching, research, and service will be enhanced by maintaining positive relationships with their constituency.

It was felt that the last sentence weakened the intent of the professionalism clause.

C. [1.3]

The policies and standards of each college should be congruent with the University's mission and its policies on promotion and tenure, and also should reflect the college's unique expectations of its faculty members. The policies and standards of academic units within each college should be consistent with the missions of the University and college and their policies on promotion and tenure, and also should designate evidence of how faculty in the academic unit meet the expectations of the college and University.

II. [2.] UNIVERSITY PROMOTION, TENURE, POST-TENURE, AND EVALUATION: CRITERIA AND EVIDENCE

A. [2.1]

Promotion and granting tenure are not automatic ~~and no formulas apply~~. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background, experience, and time in rank.

B. [2.2]

The evaluation of a candidate's performance shall be based on the individual's assigned responsibilities in teaching, research, and service, on- or off-campus, in regional, national, or international areas. Judgments will be based on evidence of both the quality and significance of the candidate's work. *[was part of 2.3]*

[note: We have sorted out criteria that were listed in section 2.3 into teaching, research, and service categories.]

1. [2.2.1] TEACHING

a. CRITERIA

In the areas of teaching, ~~research, and service~~ (as defined above), the following criteria ~~will serve as general standards for~~ **apply to** evaluation of contributions by a candidate for promotion, tenure, and post-tenure review; *[was 2.2]*

The EC preferred "criteria" to "general standards."

i. [2.2.1.1]

the effective delivery of instruction to and the stimulation of learning by students and/or clients;

ii. [2.2.1.2]

the continuous improvement of courses or instructional programs;

iii. [2.2.1.3]

the effective advising and mentoring of undergraduate and/or graduate students.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

b. [2.2.2 TEACHING:] EVIDENCE

A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing ~~evidence of the following~~: evidence and information from multiple sources such as: *[was part of 2.2.1 and 2.3]*

i. [2.2.2.1]

the receipt of awards or special recognition including certification or licensing for teaching; *[was part of 2.3.1]*

ii [2.2.2.2]

peer, student, and client evaluation of course materials, ~~of expertise,~~ and ability to communicate knowledge, ~~and of respect for students and receptivity to their questions and concerns in all instructional settings;~~ *[was 2.3.5]*

iii. [2.2.2.3]

peer evaluation ~~of course content and design, of teaching methods, and~~ of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods; *[was 2.3.6]*

iv. [2.2.2.4]

the dissemination of best practices in teaching;

v. [2.2.2.5]

evaluation by advisees of the quality of graduate and undergraduate advising. *[was 2.3.8]*
2.3.7

~~peer evaluation of the development or implementation of innovative courseware tools that support technology enhanced learning;~~

2. [2.2.3] RESEARCH:

a. CRITERIA

In the areas of ~~teaching,~~ research **and creative activities and service** (as defined above), the following criteria ~~apply will serve as general standards for~~ **to** evaluation of contributions by a candidate for promotion, tenure, and post-tenure review; *[was 2.2]*

i. [2.2.3.1]

~~furthering of or original~~ contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or *[was 2.2.2.2.]*

ii. [2.2.3.2.]

creative activities and productions that are related to the candidate's discipline. *[was 2.2.2.3]*

b. [2.2.4 RESEARCH:] EVIDENCE

A candidate demonstrates quality of research by providing ~~evidence of the following~~: evidence of completed original work (i.e., published/in press, exhibited, or funded) from multiple sources such as: *[was part of 2.2.2 and 2.3]*

i. [2.2.4.1]

presentation of scholarly or professional papers, and publication of books or articles; *[was 2.3.2]*

ii. [2.2.4.2]

juried or invited presentations or productions in the theater, music, or visual arts, ~~of shows, music or fine art,~~ design, and architecture; *[was 2.3.3]*

iii. [2.2.4.3]

the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property; *[was 2.3.4]*

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

iv. [2.2.4.4]

peer evaluation of research by colleagues from an individual's discipline or area of expertise;
[was 2.3.9]

v. [2.2.4.5]

the receipt of awards or special recognition for research; [was part of 2.3.1]

vi. [2.2.4.6]

the receipt of grants or other competitive awards.

3. [2.2.5] SERVICE

a. CRITERIA

In the areas of ~~teaching, research, and service~~ (as defined above), the following criteria **apply to**
~~will serve as general standards for~~ evaluation of contributions by a candidate for promotion,
tenure, and post-tenure review; [was 2.2]

i. [2.2.5.1]

contributions to the welfare of the department, college, university, or profession, and/or [was
2.2.3.1]

ii [2.2.5.2]

contributions to the public that make use of the faculty member's academic or professional
expertise. [was 2.2.3.2]

b. [2.2.6]: EVIDENCE

A candidate demonstrates quality of service by providing ~~evidence of the following:~~ evidence
and information from multiple sources such as: [was part of 2.2.3 and 2.3]

i. [2.2.6.1]

the receipt of awards or special recognition for service; [was 2.3.1]

ii. [2.2.6.2]

evaluation of an individual's service contributions by peers, administrators, and constituents;
[was 2.3.10]

iii. [2.2.6.3]

active participation in and leadership of societies which have as their primary objective the
furtherance of scholarly or professional interests or achievements; [was 2.3.11]

iv. [2.2.6.4]

active participation and leadership in University governance and programs at the department,
college, university, and system levels; [was 2.3.12]

v. [2.2.6.5]

effective management or improvement of administrative procedures or programs; ~~for example,~~
~~by producing accreditation reports and/or applications;~~ [was 2.3.13]

vi. [2.2.6.7]

contributions to knowledge as editors of scholarly publications, or service on editorial boards,
juries, or panels;

2.2.6.8 contributing to the operation of state or federal agencies.

2.3 [was 2.4]

The foregoing lists ~~are~~ is not exhaustive, and other forms of information and evidence might be
produced in support of the quality and significance of the candidate's work. The mission
statements and specific promotion and tenure criteria of the individual academic units are

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

III. COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

A. [3.1.]

Each academic unit is responsible for refining the University promotion, tenure, post-tenure, and evaluation criteria and applying those criteria within the special context of the unit. Thus, each academic unit will develop specific promotion, tenure, post-tenure, and evaluation criteria and designate the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. Within the framework of the University's promotion and tenure criteria, each academic unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service.

B. [3.2]

A statement of promotion, tenure, post-tenure, and evaluation criteria specific to each college shall be developed by the Promotion, Tenure, and Evaluation (PTE) committee of the college in consultation with the Dean and approved by the faculty of the college. The faculty of each department shall also develop a statement of criteria for promotion, tenure, post-tenure, and evaluation that shall be reviewed and approved by the college PTE committee and the Dean to assure consistency with the college promotion, tenure, post-tenure, and evaluation criteria. The college and departmental statements, and any subsequent changes, shall be reviewed and approved by the Provost/Vice President for Academic Affairs (Provost/VPAA) to assure consistency with University and State Board of Higher Education (SBHE) policies.

C. [3.3]

~~The basis for review of the candidate's dossier and any recommendations on promotion and/or tenure shall be the promotion and tenure criteria of the academic unit which are in effect at the time of the promotion and/or tenure decision.~~ For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The responsibility to provide these documents to the appointee rests with the dean or director of the college or equivalent unit. Candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.

-

D. [3.4]

~~Ordinarily, to be eligible for tenure, a faculty member must complete a probationary period of six years of continuous academic service to the institution and meet the criteria for tenure. However, in exceptional circumstances, a faculty member who satisfies the criteria for early tenure may be granted tenure prior to the completion of the probationary period. Each academic unit will establish the criteria for such early tenure as part of its statement on promotion, tenure, post-tenure review, and evaluation. Candidates are required to complete the full probationary period before being considered for tenure. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.~~

E. [3.5]

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

Each academic unit shall establish the criteria for promotion and tenure, including early promotion, as part of its statement on promotion, tenure, post-tenure review, and evaluation.

1. [3.5.1]

Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic-relevant experience (first academic position), eligibility for tenure requires a probationary period of six years. However, exceptional academic accomplishments may warrant early promotion prior to the completion of the six years of the probationary period. Petitions for early promotion shall be initiated by department heads/chairs, and not by faculty members themselves.

2. [3.5.2]

Faculty Hired With Previous Relevant Experience

~~Conversely, a~~ A faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original hiring contract. Tenure recommendations and recommendations for appointment at the rank of Associate Professor or Professor for new hires (administrators or faculty with prior experience) are made by the respective Department and the College PTE Committee. The process of review is initiated by the Chair/Head.

There are two options:

a. [3.5.2.1]

Faculty may be given one to three years (maximum allowed) of credit. For example, given one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service.

b. [3.5.2.3]

Faculty may be given the full six year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service.

For either option, failure to achieve tenure will lead to a terminal year contract.

3. [3.5.3] Extension of Probationary Period

At any time during the probationary period but prior to the sixth year (or prior to the year in which the portfolio is due), a faculty member may request an extension of the probationary period not to exceed three years based on personal or family circumstances, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are eligible for this extension. The request must be in writing and will be reviewed and forwarded sequentially with recommendation by the Chair/Head, Dean, and Provost/VPAA to the President who will approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4.

a. [3.5.3.1] Extension of Probationary Period for ~~New Parents~~ Childbirth or Adoption

~~An assistant professor~~ A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will, upon written notification ~~by~~ to the Provost/VPAA by the Assistant Professor's department chair/head and the dean of the college, automatically be granted a one-year extension of the probationary period. While NDSU supports the use of the ~~automatic~~ extension, the ~~assistant professor~~ probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year must be requested under the provisions of III.E.3. Extensions due to childbirth or adoption may not exceed three years.

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

There was a lot of discussion about the automatic extension. The wording above was suggested to get around the problems that were raised. Also, "written" was added to ensure that there is paperwork to document the reason for the extension. There is still a problem with multiple births or adopting more than one child at a time, or with someone taking advantage of these provisions. (4/25 – dealt with final concerns by the additions above.)

IV. [4.] PERIODIC REVIEW

A. [4.1]

Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration ~~with~~ in delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.

B. [4.2]

The procedures for periodic review that are developed by each academic unit shall be reviewed and approved by the college PTE committee and the Dean.

C. [4.3]

All full-time faculty will be reviewed annually. Unless college or department procedures provide otherwise, annual reviews of non-tenured faculty shall be conducted ~~prior to February 1 (see deadlines for non-renewal, SBHE Policy 350.3). For tenured faculty, the annual review shall be conducted prior to April 1 of the academic year in which the review is to be conducted. Formal mid-probationary reviews are to be optional within each unit.~~ so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.

D. [4.4]

Probationary faculty hired into tenure-track positions must receive special review during their third year of service to the institution. This third-year review shall recognize and reinforce areas of strength as well as point out areas of weakness that could jeopardize the case for promotion and tenure. Specific formative evaluations shall be provided to help candidates prepare their strongest case for promotion and tenure.

E. [4.5] [was 4.4]

Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the review and the communication of its results. Periodic reviews shall result in a written report to the faculty member being reviewed. The report shall state expectations and goals for the coming review period. For probationary faculty, the report shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should the periodic reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for nonrenewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period. ~~Should periodic reviews indicate that a faculty member's progress toward tenure has been detrimentally affected by exceptional circumstances beyond the faculty member's control, other than exceptional personal or family circumstances governed by Policy 350.1, the report may include a recommendation for an extension of the six-year probationary period or a waiver of the continuous service requirement. The recommendation will be governed~~

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

~~by the procedures set forth in Policy 350.1 for an extension or waiver request based on personal or family circumstances.~~

4.5

~~For tenured faculty, the report shall include an evaluation of the faculty member's performance, including progress toward promotion when appropriate, and any recommendations for improvement. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post tenure review, the report shall include a recommendation for appropriate remedial action.~~

F. [4.6]

Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.

G. [4.7 6]

The faculty member being reviewed shall have 14 days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file.

V. [5] COMPOSITION OF PTE COMMITTEES

A. [5.1.]

The PTE committee ~~should~~ shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. Each college ~~will~~ shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. Ordinarily, at least three departments or sub-units of a college will be represented on the committee, and usually no more than one member of the same department may serve on the committee at one time.

B. [5.2]

Only tenured faculty members who have completed three years of full-time appointment with the University and who have attained the rank of associate professor or above are eligible for election to a college or department PTE Committee. Faculty members being considered for promotion may not serve while under consideration.

C. [5.3]

The PTE committee is part of a process of peer review. Thus, faculty holding administrative appointments are not eligible. ("Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, or Department Chair or head of an academic unit.)

VI. [6] PTE PROCEDURES

A. [6.1]

The candidate shall ensure that the portfolio is ~~complete~~, current, accurate, and ~~ready~~ complete for review at the department level using procedures consistent with department and college policies. ~~The candidate's dossier will be submitted to the department chair or head of the academic unit for review at the departmental level using procedures developed by the~~

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

~~department.~~ The chair or head shall ~~will~~ forward the portfolio dossier together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the college's PTE Committee no later than November 1.

They didn't like complete. Substituting "complete" for "ready" satisfied the 352 revision committee.

B. [6.2]

~~The candidate shall ensure that the dossier is complete, current, accurate, and ready for review no later than November 1. Materials added to the dossier after that date will be limited to recommendations made pursuant to this policy and to any response made to the recommendations by the candidate.~~

After November 1, the information that may be added to the portfolio is limited to:

a) recommendations by the evaluating units considering the portfolio at that time;

b) the candidate's response to those recommendations;

c) any materials requested by the evaluators.

1. ~~6.2.1~~

~~**Candidates may petition the evaluators to add additional materials after the deadline, but the decision to include such materials is solely at the discretion of the evaluators.**~~

Candidates may petition the evaluators to add additional materials after the deadline, but the decision to include such materials is solely at the discretion of the evaluators.

2.

Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.

The problem here was ensuring that all evaluators were reviewing the same set of materials. Deleting this section just makes things easier and neater. (From 4/25 committee meeting: we still felt that candidates should be allowed to add supportive material that developed after the deadline, and decided on the compromise above.)

C. [6.2.2]

~~Individual faculty input must be made at is limited to the department level of review. At the college and university all levels of review, unsolicited input will not be considered.~~

(From 4/25 meeting – we made this change to deal with complications introduced by the term, "unsolicited input.")

D. [6.2.3]

Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's ~~dossier~~ portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's ~~dossier~~ portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and included in the ~~dossier~~ portfolio for review at the next level.

E. [6.2.4]

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

Allegations of misconduct discovered after November 1 that could be detrimental to a candidate's case (e.g., academic misconduct) shall be handled through the appropriate university policy and mechanisms. **In such cases, the PTE process will be suspended until the allegations are resolved.** Once the PTE process resumes, the candidate may update the portfolio.

The problem here is that if tenure is granted and the allegations are then upheld, it's a lot harder to terminate. To be fair, any positive developments during the hiatus should be allowed for consideration in the PTE case.

F. [6.2.5]

Colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.

G. [6.3]

The college PTE Committee and the college Dean ~~will~~ shall separately and independently review and evaluate the candidate's ~~dossier portfolio~~. The PTE Committee ~~will~~ shall prepare a written report, including recommendations and an explanation of the basis for them, that will be ~~included in the candidate's dossier~~ added to the candidate's portfolio by January 15. The report and recommendations shall be submitted to the Vice President for Academic Affairs by January 15. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

H. [6.4]

The College Dean ~~will~~ shall prepare a separate written report, including recommendations and an explanation of the basis for them, that will be included in the candidate's ~~dossier portfolio~~. The Dean ~~will~~ shall forward the report and recommendations, and the ~~dossier portfolio~~ of the candidate, to the Provost/VPAA by January 15. A copy of the Dean's report shall be sent to the college PTE committee, the chair or head of the academic unit, and the candidate.

I. [6.5.]

The Provost/VPAA shall review the candidate's materials and the recommendations of the department, college PTE Committee, and College Dean. The Provost/VPAA shall make a recommendation in writing, including an explanation of the basis for it, by March 31, to the President who shall then either make the final recommendation to the SBHE for tenure and/or promotion or shall notify the candidate of nonrenewal or nonselection for promotion. Copies of the Provost/VPAA's written recommendation shall be sent to the candidate, the department chair, the College Dean, and the college PTE Committee. **The Provost/VPAA may solicit input from an advisory committee consisting of tenured, nonadministrative, faculty.**

J. [6.6]

~~In the case of faculty holding joint appointments the PTE Committees of each college concerned shall review and recommend only for those activities and responsibilities of the candidate which are defined within their college. Prior to the PTE review, the deans of the respective colleges will consult and determine, with the approval of the Vice President for Academic Affairs, which PTE Committee shall have primary responsibility for the review.~~

In the case of joint appointments, the primary responsibility for the review rests with the department and the college that hold the majority or plurality of the appointments. Such

University Senate Minutes

Fargo, ND 58105

North Dakota State University

May 7, 2007

Attachment 8

department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort.

K. [6.7]

When evaluating faculty participating in interdisciplinary programs, the primary department may solicit input from the director of the interdisciplinary program as appropriate to the allocation of effort.

~~6.7 [redundant with 3.4]~~

~~Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently.~~

VII. [7.] APPEALS

A. [7.1.]

Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Section 353.

B. [7.2.]

Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

VIII. [8.] DOCUMENT RETENTION

Electronic copies of portfolios shall be maintained indefinitely by the appropriate college.

HISTORY: May 13, 1974; Amended February 10, 1975; December 12, 1988; May 14, 1990,; April 1992; December 12, 1994 (Effective date July 1, 1995); June 1997; November 2000, October 2001.