

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

September 12, 2011

The Faculty Senate was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: M. Abdelrahman, E. Berg, A. Bezbaruah, P. Biga, J. Bitzan, K. Bromley, S. Brotherson, T. Stone Carlson, C. Ciuperca, A. Denton, T. DeSutter, M. Eighmy, M. Engler, K. Gordon, G. Gramig, D. Grandbois, L. Helstern, S. Jayaraman, X. Jia, J. Jones, R. Jones, J. Knodel, J. Kong, K. Lepper, G. Liguori, W. Lin, K. Maddock Carlin, M. Patnode, C. Pearson, C. Popovici, Y. Rhee, K. Rodgers, A. Rupiper Taggart, E. Skoy, C. Ulven, C. Weber, M. Weber, A. Welch, Q. Zhang, W. Zhang, and S. Zhong

Substitutions: D. Prischmann-Voldseth for J. Harmon, W. Phillips for L. Manikowke, S. Wagner for B. Pruess, Z. Lin for S. Pryor, and S. Travers for C. Stockwell

Faculty Senate President Totten welcomed senators to the new year of Faculty Senate, and encouraged them to become familiar with their roles and responsibilities as outlined in the updated Constitution and Bylaws.

Approval of Minutes

MOTION (Welch/Biga): to approve the minutes of the May 2, 2011, meeting as posted.
MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

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

B. Senate Coordinating Council

1. Policy 143 - Sick/Dependent Sick Leave ([Attachment 2](#))
2. Policy 609 - E-mail as Official Communication Method to Students ([Attachment 3](#))

C. Confirmation of May 2011 graduates ([Attachment 4](#))

MOTION (Biga/Welch): to approve the Consent Agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

General Announcements

A. *Provost B. Rafert* –

1. Faculty will have an opportunity to examine proposed funding formula models for higher education in the state. This process will allow NDSU a chance to prepare for a potential change in funding mechanisms.

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2. President Bresciani is engaging the campus community in the development of an academic roadmap, as a means to prioritize and strengthen academics at the university. More details will be shared during the State of the University address on September 29th.
3. Different tuition models are being studied for NDSU with potential impacts on student retention and time-to-degree. The goal is that the selected model will have positive, tangible outcomes for students. Faculty senators will be invited to participate in these discussions throughout the year.

B. *Faculty Senate President G. Totten -*

1. Gary Liguori will serve on a committee discussing tuition models.
2. Faculty Senate will discuss admission standards this academic year.
3. President Bresciani and Vice President Bollinger (Finance and Administration) will discuss budget and the 8.8% tuition increase at the upcoming Senate Executive Committee meeting. Budget will be discussed at the October Faculty Senate meeting.
4. Senators are encouraged to attend the President's State of the University address on September 29th in Festival Concert Hall.

C. *Staff Senate President L. Dallmann-*

1. Staff Senate completed its SWOT analysis in May. As a result, a new communication officer position was created to help promote Staff Senate and its activities/events. Also, an ice cream social in August was a success with approximately 300 people participating.
2. Staff Senate updated its Bylaws to reflect Faculty Senate changes and committee updates.
3. A Rebuild Minot campaign is underway, and includes a wish list available at Target stores through October 1. In addition, new items as well as *gently* used items of a non-personal nature are being collected in the Memorial Union. Information on monetary donations is available at <http://www.centerforcommunitygiving.com/news/>.
4. Staff Senate is planning to build a float for the homecoming parade.
5. A committee has been formed to look more closely at changes in Policy 103: Equal Opportunity/Affirmative Action Policy on the Announcement of Position.
6. VP Bollinger discussed annual salary planning with Staff Senate to help explain how raises are determined each year.
7. A permanent Valentines Ball committee is being formed with the hope that Faculty Senate and Student Government are interested in making this a joint committee.

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Committee Reports

A. General Education –

- *Higher Learning Commission (HLC) Accreditation Model* ([Attachment 5](#))

L. Peterson, chair, reported that NDSU is one of 20 institutions in our region invited to be part of a pioneer group experimenting with a new accreditation model, *Pathways Demonstration Project*. The new model will look at capstone courses in each major and how to improve and evaluate student learning on campus. The existing Core Undergraduate Learning Experiences (CULE) group will be asking each department to provide more information about student learning outcomes in its capstone course/s, and to examine what students need to do/know to be successful in the 21st century.

CULE committee members continue to visit academic and student service departments to discuss and gather feedback on general education and student learning outcomes.

B. Senate Coordinating Council (SCC) - T. Stone Carlson

For Discussion Only:

- *Policy 352 - Promotion, Tenure and Evaluation* ([Attachment 6](#))

Stone Carlson reported that the Senate Executive Committee meeting discussed with the provost the appropriateness of allowing experiences at other institutions to be counted among experience for promotion and tenure. Some senators expressed that this should be left up to departmental discretion.

Proposed changes include updated language in section 2.2.2.2, updating of provost title, inclusion of electronic portfolios, and appeals to the president.

MOTION (Welch/Weber): to approve changes to Policy 352 as presented.

MOTION (A. Welch/Weber): to move Policy352 from discussion only to vote.
MOTION CARRIED WITH UNANIMOUS CONSENT.

MOTION TO AMEND (Biga/Grandbois): by modifying section 2.2.2.2. by removing the underlined text of 'and independence or leadership' and 'from activity at NDSU.'

MOTION TO AMEND CARRIED WITH A VOTE OF 41-0-1. The following senators or their substitutes voted aye: Abdelrahman, Berg, Bezbaruah, Biga, Bitzan, Bromley, Brotherson, Ciuperca, Denton, DeSutter, Eighmy, Engler, Gordon, Gramig, Grandbois, Jayaraman, Jia, J. Jones, R. Jones, Knodel, Kong, Lepper, Liguori, Lin, Maddock Carlin, Manikowske, Patnode, Pearson, Pryor,

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Rhee, Rodgers, Skoy, Stockwell, Ulven, C. Weber, M. Weber, Welch, Q. Zhang, W. Zhang, and Zhong. Senator Pruess' substitute abstained.

MOTION (Weber/Eighmy): to approve Policy 352 as amended.

MOTION TO APPROVE POLICY 352 AS AMENDED CARRIED WITH UNANIMOUS CONSENT.

For Discussion and Vote:

1. Policy 320 - Faculty Obligations and Time Requirements ([Attachment 7](#))

Senators discussed recommendation by the Commission on the Status of Women Faculty (CSFW), which included childbirth and parenting allowances for those who don't deliver (i.e., adoption).

MOTION (Biga/Gordon): to approve changes to policy 320 as presented.

MOTION TO AMEND (Weber/Biga): by striking ND Century Code and replacing it with FMLA in both lines of section 6.1.

MOTION TO AMEND CARRIED WITH UNANIMOUS CONSENT.

Discussion ensued on childbearing leave language in section 5. The CSWF's recommendation is to modify the last sentence in section five.

MOTION (Biga/Eighmy): to modify the last sentence in section 5 as follows: Any extension beyond six weeks (*before or after delivery*) may require medical recertification from the attending physician or midwife and is governed by Section 4 of this policy.

MOTION TO AMEND CARRIED WITH UNANIMOUS CONSENT.

Language related to modified duties continued, specifically related to temporary disabilities v. temporary reduction in duties. The intent of the policy is not to result in a reduction in duties, but to negotiate duties -- long- or short-term -- as result of health conditions and temporary disabilities.

Provost Rafert commented that several sections of policy may need more vetting to prevent future complications. For example, section 6.4.4 allows modified duties to be extended to end of semester but doesn't specify by whom. Section 6.3 states that department chairs and deans must agree on duration. Most policies of this type have some provisions for due process and appeals, and stipulate that modified duties must be approved by the university.

MOTION (Welch/Liguori): to refer policy back to committee. Concerns were expressed regarding policy v. procedural language.

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MOTION TO REFER BACK TO COMMITTEE CARRIED WITH A VOTE OF 38-1. The following senators or their substitutes voted aye: Abdelrahman, Bezbaruah, Bitzan, Brotherson, Ciuperca, Denton, DeSutter, Eighmy, Engler, Gordon, Gramig, Grandbois, Harmon, Helstern, Jayaraman, Jia, J. Jones, R. Jones, Knodel, Kong, Lepper, Liguori, Lin, Maddock Carlin, Manikowske, Patnode, Pearson, Pryor, Rhee, Rodgers, Skoy, Stockwell, Ulven, M. Weber, Welch, Q. Zhang, W. Zhang, and Zhong. Senator C. Weber voted no.

2. *Policy 714 - Senate Coordinating Council* ([Attachment 8](#))

The purpose of the proposed changes is to streamline the procedures for policy changes and approval. Representatives from each of the senates would decide where policies are to be routed, rather than having all policies automatically go to each of the three senates.

MOTION (Weber/Welch): to approve changes to Policy 714 as presented.

Brief discussion followed on how the committee changes were initiated.

MOTION (Weber/): to include faculty senate president-elect to in the list of members to make it consistent with the Bylaws. It was determined that the president-elect could already serve as the policy stipulates two representatives of the Faculty Senate.

MOTION FAILED UNANIMOUSLY.

MOTION TO AMEND (Weber/Rodgers): by modifying the proposed policy language as follows:

Section 3.3: After approval or review by the appropriate senate bodies, the Senate Coordinating Council sends policies to appropriate channels at NDSU for final approval.

MOTION TO AMEND CARRIED WITH UNANIMOUS CONSENT.

Section 3.1: Update as follows:

~~3.1. The Senate Coordinating Council encourages the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus wide effects.~~

3.1. The Senate Coordinating Council reviews policy to determine first whether it is ready to bring to any of the senates or whether it should be returned to the policy makers for clarification and revisions.

MOTION TO AMEND CARRIED WITH UNANIMOUS CONSENT.

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MOTION TO APPROVE POLICY AS AMENDED CARRIED WITH UNANIMOUS CONSENT.

C. Other Committee Reports -

- *SROI revisions* – This process is being looked into for further discussion.
- *Policy 353: Grievances- Faculty* – Will be reviewed and addressed in the coming months.

New Business

1. *Bylaws Revisions* ([Attachment 9](#)) – Totten reported that this item will be deferred to the October meeting to give senators more time to review the proposed changes. A final vote is planned for November.
2. *Data Management Plan Presentation (IT)* - Deferred to the October meeting due to lack of time.
3. *Faculty Senate Resolution on Anti-Gay Chants at Football Games* ([Attachment 10](#)) –

MOTION (Weber/Bromley): to approve the resolution as presented.

MOTION TO AMEND (Pearson/Helstern): by adding, “and other sporting events” after ‘football games’ and by changing ‘specifically’ to ‘*for example*’ in the first line; and by changing ‘student’ to ‘*person*’ in the last line. Significant discussion occurred on how broad or specific the language should be based on the intent of the resolution.

MOTION TO AMEND CARRIED WITH UNANIMOUS CONSENT.

MOTION TO APPROVE RESOLUTION AS AMENDED CARRIED WITH UNANIMOUS CONSENT.

Adjournment

Meeting adjourned at 5:10 p.m.

Submitted,

K. Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Program Option							
Pre-Veterinary Medicine Track in Animal Science, Equine Science, or Veterinary Technology, B.S. Degree							
New Courses							
Subject	No.	Title					Crs.
CPM	483/683	Polymer Practicum					2
CSCI	428/628	Computational Techniques for Environmental Sustainability					3
Course Deletion							
HUM	256	Questions of Philosophy					3
HUM	257	Traditional Logic					3
HUM	304	Humanities Tutorial					R-6
HUM	356	Ancient Philosophy					3
HUM	357	Medieval Philosophy					3
HUM	366	Metaphysics					3
HUM	367	The Acting Person					3
HUM	369	Philosophy of Religion					3
HUM	371	The Law and the Prophets					3
HUM	372	Wisdom and the New Testament					3
HUM	405	Topics in Philosophy					3
HUM	476	History of Philosophy: Modern Period					3
HUM	477	Contemporary Philosophy					3
HUM	486	Philosophy and Literature					3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
HUM	488	Epistemology	3	PHIL	451	Epistemology	3
PHIL	321	Greco-Roman Philosophy	3	PHIL	321	Ancient Philosophy	3
PHIL	366	Metaphysics	3	PHIL	450	Metaphysics	3
PHIL	477	Contemporary Philosophy	3	PHIL	324	Contemporary Philosophy	3
TL	731	Logistics Research Methods	3	TL	731	Logistics Decision Analysis	3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only							
Subject	No.	Title		Prerequisite/Corequisite Change			
ADHM/ MRKT	372	Global Retailing		Prereq: MRKT 320 or ADHM 171 2.5 Cumulative GPA Junior Standing			
ADHM	385	Global Fashion Economics		Prereq: ADHM 171, ECON 105, ECON 201 or ECON 202 Junior Standing			
ADHM	401	Convention and Meeting Planning		Prereq: ADHM 140 or ADHM 141; ADHM 381 Junior Standing			
ADHM	481	Apparel and Textiles Capstone Experience		Prereq: ENGL 320, COMM 216, COMM 271 or COMM 308; ADHM 385 Junior Standing			
PHIL	486	Philosophy and Literature		Prereq: Phil 101			
PLSC	320	Principles of Forage Production		Change in Bulletin Description			

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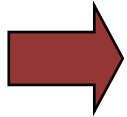
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Attachment 2

Policy 143 V1 08/05/2011

Policy Change Cover Sheet

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



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

SECTION: *Policy 143: Sick/Dependent Sick Leave*

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

This change reflects the change in dependent sick leave hours allowed per calendar year. The SBHE sick/dependent sick leave was updated in July to reflect these changes.

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

- *Office of Human Resources/Payroll – July 12, 2011*
- *Brittnee.steckler@ndsu.edu*

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

This portion will be complete by Kim Matzke-Ternes

Policy 08/16/2011 Presented to PCC

Committee:

University

Senate: [08/17/2011 routed for information](#)

Staff Senate: [08/17/2011 routed for information](#)

President's [08/17/2011 routed for information](#)

Council:

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

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

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All suggestions will be considered, however due to policy format guidelines, they may not be possible.

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Policy 143 V1 08/05/2011

SECTION 143: SICK/DEPENDENT LEAVE

SOURCE: SBHE Human Resource Policy Manual NDSU President

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.
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.*
3. Sick leave for full-time eligible employees accrues based on rate per hour at a rate equivalent to 12 days per year. 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 may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction. *This agreement must be submitted to and approved by the Office of Human Resources/Payroll prior to the employee obtaining a negative accrual balance.*

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Policy 143 V1 08/05/2011

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)~~ eighty (80) hours per calendar year. except that with the concurrence of the employing department and the Office of Human Resources/Payroll, an employee may take up to an additional ten percent of the employee's accrued sick leave to care for an eligible family member who has a serious health condition provided medical certification is obtained. The calculation of this additional amount which is available to be taken by an employee is based upon the sick leave balance of the employee at the time of approval. Once these ~~se forty (40)~~ hours have been exhausted, the employee must then use annual leave for situations outlined in 10.3.

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.*

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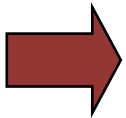
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Attachment 3

Policy **609** Version **1** 7/11/2011

Policy Change Cover Sheet

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



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

SECTION: **Section 609: E-MAIL AS AN OFFICIAL COMMUNICATION METHOD TO STUDENTS**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
Due to migration of student e-mail to Microsoft Live, student e-mail can no longer be forwarded or redirected to personal or other accounts. In addition housekeeping changes were made to reflect other changes within NDSU.

2. This policy was originated by (individual, office or committee/organization):
Registration and Records – Kristi Wold-McCormick and Division of Information Technology Information Technology Division – Theresa Semmens

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

This portion will be complete by Kim Matzke-Ternes

Policy 08/16/2011 presented to the PCC; Changes suggested by the PCC (document edited by Kim Matzke-Ternes for Kate Haugen)

Faculty Senate: 08/17/2011 – routed for information

Staff Senate: 08/17/2011 – routed for information

President's Council: 08/17/2011 – routed for information

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

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Policy **609** Version 1 7/11/2011

SECTION 609: E-MAIL AS AN OFFICIAL COMMUNICATION METHOD 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. As e-mail is readily available from any Internet connection, in the work, it has been designated as an official communication medium by the University. Expanding reliance on electronic communication among students, faculty, staff and administration, Reliability,~~ 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:
 - 3.1 Official e-mail address:
An e-mail address assigned to an individual by ~~NDSU Information Technology Services~~ the NDSU Information Technology Division.
 - 3.2 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 group of students.
 - 3.3 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.
 - 3.4 Redirected e-mail:
E-mail redirected from an official e-mail address to an address not issued by NDSU Information Technology Services Division (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.
5. STUDENT USE & RESPONSIBILITIES:

Security: ~~As with any other online service, students~~ Students are required to comply with all institutional and University System policies and procedures, especially North Dakota University System Policy 1901.2 Computing Facilities and North Dakota University System NDUS procedure 1901.2 Computer and Network Usage, and NDSU Section 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.

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Policy **609** Version **1** 7/11/2011

5.1 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.

5.2 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.

5.3 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 Division Services (ITS) Help Desk. (www.ndsu.edu/helpdesk or 701-231-8685)

5.4 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:

6.1 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, and is reserved for official University communication that impacts all or most students. Students may not unsubscribe from the official list. Other (non-official) notifications may be sent via the Student Announce listsev managed by Student Government. ~~Guidelines for distributing messages via the official student mailing list are available on the NDSU web site.~~

6.2 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.

6.3 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.

6.4 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.

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Attachment 3

Policy **609** Version **1 7/11/2011**

6.5 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

7.1 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~~ up to eighteen months after the student's last enrolled semester.

7.2 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 (www.ndsu.edu/its/ndsu_live/).

7.3 Redirecting of NDSU E-mail:

Official University electronic communication is sent to students' @ndsu.edu official NDSU e-mail address, ~~and the redirecting of @ndsu.edu email 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.~~ The Information Technology Division does not provide a mechanism to set an e-mail address redirect. NDSU is not responsible for the handling of e-mail by outside providers or from non -IT 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 official NDSU e-mail addresses.

7.4 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~~ can negate the privacy protection rights afforded by students to the University.

7.5 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>.

HISTORY: May 2007.

REVISED: July 2011

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Attachment 4

Spring 2011 Graduates

Degree Conferral Date: May 13, 2011

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Arts

Angela S. Rymsza

Bachelor of Science

Charles Bennitt Aarestad
Carl Aaron Abrahamson
Shawn Dean Affolter
Ashley A. Anderson
Allyssa Marie Armson
Deepika Arora
Laiken Kae Aune
Renaë Kathryn Aune
Christina Marie Bailey
Melissa Rae Ben
Nolan Roy Berg
Amy Gail Berman
Shrutika Bhatia
Bradley Raymond Bisek
Adam Jon Braaten
Allen John Braun
Melody Kay Brown
Jason Lee Brunell
Nathan S. Bumgardner
Ryan Erick Campbell
Laura Irene Carson
Alex Joseph Chaput
John Anthony Chevalier
Krista Marie Cosert
Eric Neil Dahl
Alexander Thomas Dawson
Nicholas R. DeHaan
Cassandra Ding
Brandon Joseph Dingmann

Jeri Lynn Dohrmann
Ashley Marie Doll
Alex Jerome Dowdle
Carlee Ann Elke
Kristi J. Falk
Justin S. Feist
Andrew Nathan Fillmore
Adam Richard Gajeski
Amrita Ganatra
Amanda Jo Gasmann
Janell Marie Gietzen
Shannon L. Goldsack
Andrew J. Grundstad
David Scott Hagberg
Jason Harlan Hanson
Whitney Ann Harchenko
Ashley Roni Harthun
Jayme Lynn Helmer
Trevor Jay Hokana
Andrew Philip Hokanson
Aaron Robert Hoppe
Emily Virginia Hunt
Sachin Jain
Eric William Januszewski
Lindsey Beth Jobin
Ruchi Joshi
Jamie Arnold Kiecker
Dalyce Ann Klain
Anthony Kraling
Jenny Lynn Kuchynski
Abhishek Kumar
Joshua Daniel Land
Samuel Charles Landman
Kathryn Marie Larson
Quynn P. Larson
Eric Michael Lenneman

Chase Jud Loeks
Josiah Jeff Loeks
Alan James Maier
Daniel Kevin Margarit
Tyler A. Marthaler
Thomas George McCann
Shaun Patrick McMahon
Alex Daniel Miller
Tessa Jane Miller
Timothy Robert Miller
Gregory Scott Morel
Travis Lowell Moser
Alfred John Mudra
Kalayvani Narainasamy
Leah Marie Nicholas
Joseph Paul Odermann
Andrea Marie Olson
Stephanie Mila Olson
Samuel Timothy Partlow
Kyle Daniel Pietruszewski
Douglas Laurence Reimers
Elizabeth Marie Rezac
Steve Douglas Rotenberger
Spencer T. Roth
Quin Courtney Ryan
Steven Joseph Salfer
Benjamin Wallace Schlieman
Michael Victor Schmaltz
Amanda S. Schoch
Garrett Will Schultz
Chulaka Bandara Senanayake
Akshat Sharma
Meenakshi Sharma
Justin James Sherlock
Clayton Dale Shockman
Nicole Rae Sinclair

Kristopher Douglas Skadberg
Michael A. Slotten
Nicholas R. Smith
Skye Angelle Smith
Philip Lee Steichen
Amanda Rae Stenstrom
Ryan Michael Stepan
Angela M. Suda
Korey Richard Sundby
Samantha Nicole Swanberg
Aaron Jacob Tait
Eric Michael Thesing
Jennifer Lynn Thesing
Bradley Andrew Thoreson
Michael Allan Tofsrud
Michael J. Tufte
Ryan Scott Tupa
Tyler Van De Velde
Mark Raymond Vetter
Manpreet Virk
Jennifer Lyn Wadeson
Bethany Ann Wagner
Nickolas Stephen Walton
Travis Lloyd Weinreis
Elliott Weston Welker
Erin Wenzel
Jared Mark Wiegandt
Andrew B. Wirt
Preston Wise
Jianteng Xu
Luke Alan Ziegelman
Katie Marie Zirbes
Jason Daniel Zurn

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Attachment 4

Master of Science

Valentina Nikolaevna Belousova
Yang Gao
Abhay Gupta
Haiyan Lu
Marc Thomas Murdoff
Kimberly Korthauer Zitnick

Doctor of Philosophy

Junyun Yang

College of Arts, Humanities and Social Sciences

Bachelor of Arts

Allison Katie Aakre
Joshua Tyler Anderson
Amy Jean Bouthilet
Emma Lee Doerner
Dustin John Eckroth
Emily Marie Henrikson
Jaylani Mohammed Hussein
Anique Terri John-Carter
Gina Lynn Kruschek
Samantha Marie Laine
Matthew Ryan McFarland
Amit Mehra
Jayson Timothy Miller
Matt D. Motley
Danielle Candice Pepper
Emily R. Smith
Sam S. Sussenguth
Briana Rose Wilhelmi
Steven James Wirth

Bachelor of Fine Arts

Christian James Gion
Bethany Lynn Lee
Adam Roeder

Maren E. Shallman
Brooke Ann Stewart
Richard Shawn Thomasson

Bachelor of Music

Andrew Joseph Baumann
Allyse Lenore Hoge
Joshua David Peterson

Bachelor of Science

Alexandra Rose Anderson
Schaan Pius Barth
Trevor Bergerson
Tyler Jon Bouma
Anthony Duane Bruhn
Logan Kenneth Buhr
Leah Rose Carlson
Thomas Robert Casler
Marie Anne Champagne
Laural Jackelen Dahl
Jessica Jo Deckert
Brandie Lynn Dixon
Elizabeth Ann Durben
Carl Eberle
Dustin Lynn Elken
Patrick Wade Reed Ellstrom
Emily C. Erickson
Kyle A. Ernst
Natasha Nichole Ertelt
Daniel T. Faulkner
Melissa Joy Marie Fischer
Alexander P. Ford
LeeAllen William Fortin
Kira Kay Gilbraith
Myka Rose Gonzales
Natalee Hannah Green
Charity Ann Grueneich
Daniel Elliot Gunderson
Anthony Eugene Gust

Lynlee Ann Halvorson
Emily Marie Hanson
Joseph Michael Hanson
Justin Allen Harken
Reid Allen Hartl
Christina Marie Hawley
Kevin Del Helland
Kalli M. Hutchison
Joshua Wade Iverson
Amanda Marie Jacob
Morgan Beth Johnson
Rachel Elyce Jones
Christa Ann Kiedrowski
Caitlin Elizabeth Killoran
Randy Jon Kirkevold
Nicholas Joseph Klenow
Brian Knutson
Jackson Kriel
Baily Christine Kruger
Karl Erik Larson
Peter Andrew Larson
Lance Anthony Lauinger
Ryne Lane Lindquist
Michael Curtis Lundberg
Adam Melvin Malafa
Erin Leigh Markestad
Sadie Marie Martin
Sarah DeWitz Martinsen
Trevor James Martinson
Donald Joseph McGregor
Amber McGuire
Whitney Shae Medenwald
Erik Josef Meyers
Lori Lee Neer
Kelsey Elizabeth Nelson
Rory Paul Nies
Kallista Marie Nilson
Neceda Rae Nohrenberg
Charu Pahuja

Catlin Lee Piatz
Sarah Ann Piche
Allison Kathleen Piper
Kyle D. Pollack
Jeremy Jeffrey Poseley-Kopp
Jamie Robert Pullen
Audrey June Putz
Andrew Wilfred Quintus
Ashley Marie Ramstad
Dustin Schaefer
Lilie Ann Schoenack
Ryan Richard Scoville
Patrick Thomas Shannon
Megan Kathleen Shea
Joshua Robert Smith
Thaddeus Earl Swanson
Garrett Andrew Thompson
Chelsey Lauren Thronson
David Tibbals
Rachel Ilene Tripp
Michael Tveidt
Dana Lynn Veidel
Ryan R. Veitch
Joshua A. Vonbank
Sadie Kathleen Wardner
Alicia Jo Wicklund
Bonnie Lynn Willenbring
Brayden Randall Witt
Anne Kathryn Wittman
Timothy Jon Wolf
Steven Gregory Wooden
Stephanie Husna Zimmerman

Master of Arts

Abigail Rose Bakke
Joseph Lawrence Chianakas
Erik Kermeth Kornkven
Craig J. Rood
Carissa Noel Wolf

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Attachment 4

Master of Music

Susan Ann Nagel

Master of Science

Samantha June Larson

Karen Amaka Okigbo

Seth James Quintus

Doctor of Philosophy

Kathryn Corwin Hasbargen

Daniel William Martin

Amy Nicole Miller

Katie Ann Richardson

Shelly Stowman

Nadene Vevea

College of Business

Bachelor of Accountancy

Travis Michael Aho

Ryan Paul Grindeland

Erika Michelle Haataja

Cody Morris Ingeman

Joshua William Issertell

Christopher John Kadrmas

Brandon Robert Petrich

Sara L. Shimota

Steven Allen Wood

Bachelor of Science

Jacob William Alderks

Brittany Marie Anhorn

Armin Arnautovic

Jordan Kang Ash

Jack Richard Baartman

Matthew Alan Bagley

Shivanthi Balaretnaraja

Elliott James Beaty

Jackson Allen Beaudoin

Kelsey Amelia Berg

Jared W. Blanchet

Mae Elizabeth Blommel

Megan M. Booth

Caitlin Annette Braun

Paul Robert Brown

Nicholas Ryan Bruggeman

Jason Lee Buhr

Mitch Austin Burdick

Brianna Lynn Burwick

Eric Allan Carlson

Thomas John Cassady

Thaddeus Glenn Collier

David Crannick

Lauren Crumby

Derek John Delaney

Abraham Maduk Deng

Nicole Lynn Drake

Christy Ann Eickhoff

Whitney Lee Eisel

Kathryn Kimberly Engebretson

Jake Alan Erickson

Seth Martin Erickson

Dillon Justin Evenson

John Thomas Farris

Brett T. Fason

Brandon Russell Friedrich

Lance G. Fulton

Brady J. Gabel

Scot Thomas Gallagher

Linsey Marie Ganssle

Marci Kae Gilstad

Brianne Christine Goplen

Alexa K. Grenz

Marina A. Grossman

Kyle Michael Grotluschen

Navjot Guraya

Randi Beth Hartman

Lee Van Haugrud

Kayla Jean House

Theekshana Kasun Jayakody

Christie Jean Johannsen

Braden Johnson

Kara Ann Johnson

Jennifer Carol Katke

Randa Lynn Keller

Jonathon Paul Kelsch

Michael Kerns

Dustin James Kleppe

Tyler Owen Knutson

Vidur Kushwaha

Kristin Lynn Lafontain

Grant Daniel Lang

Chelsi A. Langehaug

Cassidy Erin Langerud

Adam John Laskey

Ryan Andrew Lee

Nicholas John Levang

Bradley H. Lindblad

Ankit Malhotra

Jeremiah Ellis Mattson

Adam Lee Meidinger

Stephen John Mondry

Reed Scott Montgomery

Almira Mujic

Lisa Rene Nostdahl

Tyler James Novotny

Mitchell James Olson

Emily Jean Opegard

Sean Lee Otis

Leisha Marie Ouren

Lori Marie Overman

Alyssa Michelle Peterson

Amanda Lee Pilgrim

Jerome Allan Pullen Jr.

Kevin Ryan Rasmussen

Christopher Rice

Laura Lucille Rindy

Hunter Mark Ristvedt

Vanessa Marie Rolewitz

Joshua Paul Roller

Rachel Lynn Runia

Christine Marie Schmaltz

Jennifer Marie Scholz

Elizabeth Ashley Schultz

Trevor Lee Scott

Brady Jan Severson

Caroline Cody Elizabeth Short

Todd Michael Singer

Vishal Sinha

Bailey Nicole Smith

Landon Smith

Scott Allen Stavedahl

Remigius William Stecher

Nichole Marie Stoltz

Allyson Lynn Stone

Steven Curtis Striegel

Kaylyn Marie Stroh

Andrew A. Supan

Sam S. Sussenguth

Paige Alexandra Thompson

Jennifer Ann Van Beek

Matthew Gregg Veldman

Jacob Ray Voelker

Isaiah Phillip Volk

Abigail McDonald Voorhees

Jason Thomas Webster

Chris Allen Wellenstein

Bryan Thomas Wilburn

Benjamin Louis Woessner, Jr.

Leah Marie Hana Wolter

Justin Todd Wren

Alex Michael Yaggie

Runjie Zhou

Benjamin Michael Zima

Ashley Nicole Zirbes

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Attachment 4

Master of Accountancy

Melinda Sue Fangman
KrisCinda Lynn Harris
Randall Murphy
Victoria J. Nagel
Joshua P. Sands
Heather Ann Thompson
Zhehui Yang

Master of Business Administration

Kateryna Oleksandrivna
Eva Charlotte Blanchard
Jenna Jo Boerger
Dawn Michelle Brenamen
Ashley N. Chyle
Diana Delishini de Soysa
Brent Charles Dekrey
Sarang Deva
Mohamed Fahmy Diab
James A. Dravitz
Wannakuwatte Mitiwaduge Felix
Curtis J. Kuntz
Maari Lynn Loy
William Peter Matthaai
Brian Nguyen
Christopher Frank Ryan
Lindsay Anne Schroeder
Manish K. Singh
Madeline M. Steffenson
Shawn Michael Stumphf
Drew Thomas Thurlow
Adam Lamont Torbert
Laura Ann Wegner

College of Engineering and Architecture

Bachelor of Landscape Architecture

Patrick Warner Benson
Jacob Bradley Berg
Patrick Ryan Corrigan
Brett Palmer Eidem
Mark S. Flicker
Ashley Ann Hudson
Adam Robert Jones
James Louis Kramvik
Ashley Marie Mellgren
Brad J. Nordling
Kevin Pham
Trevor James Quick
Maegin Allane Rude
Kylie Lynn Satterman
Erik Thomas Twistol

Bachelor of Science

Luis Angel Acevedo
Peter Edward Atwood
Dusty Austin
Patrick Warner Benson
Jacob Bradley Berg
Andrew Scott Berggren
Heather Jewel Bredeson
Andrew Wayne Budke
Olivier Busagara
Matthew Colianni
Patrick Ryan Corrigan
Danielle Marie Cremer
Daniel Tyson Davy
Brett Palmer Eidem
Mark S. Flicker
Malini Foobalan
Morgan Lynn Fredrickson
Brittney N. Frey
Ashley Ann Hudson
Cody Joshua Jenny

Danielle Josephine Jermyn
Adam Robert Jones
Jacob Thomas Kieper
Nicholas Kirscht
James Louis Kramvik
Devin A. Krugerud
Peter Kuelbs
Nathan Allen Larson
Nicholas Lawrence Lippert
Ashley Grace Martel
Ashley Marie Mellgren
Jeffrey A. Mellgren
John Benedict Nelson
Megan Ann Nelson
Shane Thomas Nies
Brad J. Nordling
Alisha Laverne Osten
Samantha Jade Parkinson
Lauren Estelle Peterson
Kevin Pham
Nicholas John Pietron
Ana-Maria Mariana Popescu
Tyler J. Pritchard
Trevor James Quick
Ankit Rauniyar
Seann Mikael Ringwall
Maegin Allane Rude
Kelly R. Sager
Kylie Lynn Satterman
Joseph Marc Scallon
Daniel Alan Schommer
Jeffrey W. Schuler
Jeremiah James Simones
Kirsten Leah Staloch
Casey Tabert
Erik Thomas Twistol
Joseph Veit
Alex Austin Vos
Alec John Walsh

Scott Wullschleger
Ashlynn ReNae Zeien
Jacob Keith Zikmund
Jodi Leah Zoerb

Bachelor of Science in Agricultural and Biosystems Engineering

Calvin Deters
Francis Anthony Dierickx
Cody James Frauenberg
Tyler Joseph Rath
Paul Thomas Readell
Randy Scott Charles Schaley
Clayton Michael Weisbeck
Brady J. Wolden

Bachelor of Science in Civil Engineering

Thomas Bartness
Kyle Joseph Bartram
Daniel J. Bergerson
Cavin Paul Berube
Matthew Charles Bieber
Donovan Jose' Breen
Edwin J. Brodmarkle
Dallas Brown
Laura Ann Carlson
Paul Francisco Deutsch
Brett J. DeVries
Lucas James Doerr
Seth Piliopo Faaiuas
Kevin Lyle Fellbaum
Nicholas Gerard Gaspar
Matthew Steven Gehrtz
Kyle Fehring Harrison
Matthew Aaron Haugstad
Anthony Herman
Spencer J. Hilde

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Attachment 4

Adam Douglas Holte
Joshua Allen Howe
Shaun Eric Johanneson
Andrea Michelle Johnson
Luke C. Johnson
Joel Michael Kelly
Steven M. Kerr
Thomas Joseph Klabunde
Daniel Ervin Korf
Eric Troy Laidley
Matthew Jay Lindsay
Joseph Magee
Cody R. Mathiason
Andrew Emery McCallum
Brandon John Mikelson
Kevin Neil Nelson
Jacob Lee Nohl
Jason Richard Parks
Shawn Geoffrey Parks
Cavin D. Patch
Jake Tate Puffe
Taylor Anders Ramseth
Andrew Steven Reberg
Ted David Rud
Adam M. Ruud
Paul George Sandy
Thomas Charles Schanandore
Rosalin Nicole Schlosser
Aaron Joel Schmidt
Laurence Earl Stellenberg, Jr.
Leslee Loren Storlie
Steven Leonard Strack
Eric A. Stroh
Michael Andrew Telste
Gregory Michael Thelen
Nathan Truex
Bradley David Wilkinson
Brian Matthew Wurdeman
Bret Todd Zimmerman

Bachelor of Science in Computer Engineering

Dale R. Faust
Adam Douglas Koser

Bachelor of Science in Construction Engineering

Jessica Bowker
Tyler Paul Braaten
Derek Brian Bremseth
Cody R. Furstenau
James Andrew Guler
Cory Steven Houska
Michael Jay Mart
Zachary Winfield Smith
Joshua Lee VandenBos

Bachelor of Science in Construction Management

Andrew Jonathen Aalgaard
Benjamin Scott Anderson
Laura Bicking
Christopher M. Bigley
Theron John Bleich
Matthew John Erickson
Jacob Fisher
Patrick J. Griffin
Tyler Hansmeyer
Jacob William Hellzen
Lee Aaron Hollatz
Jacob Hubert
Jared Jon Huibregtse
Jonathan Joseph Krump
Thomas Andrew Larson
Timothy A. Lindquist
Jacob Lorin Maguire
Anthony Moening
Kenneth Andrew Moenkedick
Jesse Daniel Myers

Cole Walter Nelson
Vincent Salminen
Timothy James Vanderzanden
Catherine Ann Vieths
Matthew Ward Wallner
Jason John Walter
Daniel Lee Willers

Bachelor of Science in Electrical Engineering

Lucas Arthur Anderson
Filipe Silva Betzel
Bibek Bhattarai
Jameson Richard Bickert
Darrick Duane Buchholz
Phuc Hong Chung
Thomas Kelly Conlin
Dustin John Eckroth
Nick J. Hafner
William J. Harris
Trevor John Hauck
Kirsten Ally Kelly
Tyler Allen Laber
Erick Mark Larson
Eric Roger Linn
Felicity Olivia Lunden
Andrew Robert Lynch
Jeff Miller
Jesse Aaron Morritt
Amanda Nelson
Kyle Raymond Nordick
Jennifer Nicole Raasch
Darin James Rasmussen
Matthew Robert Ries
Derek Michael Schmidt
Samuel Sylvan Schroeder
Jeremiah Mark Thurn
Joseph Weinberg

Bachelor of Science in Industrial Engineering and Management

Nadeesha Bellana
Evan Lee Buchholz
Alodar Reece Bunnell
Baird Matthew Cuppy
Benjamin Paul Flotterud
Tyler Jordan Hahn
Lindsey R. Hermanson
Patrick George Jenkins
Chance Krom
Lars Erik Peterson
Matthew James Roberts
Kathrin Leigh Roesler
Katie Louise Sable
Jeffrey Paul Schmaltz
Robert Ross Strand

Bachelor of Science in Manufacturing Engineering

Jared Joseph Graetz
Matthew Jeffrey Lanoue
Jason D. McDonald
Gilbert Daniel Trontvet

Bachelor of Science in Mechanical Engineering

Steven Robert Andrie
Benton Reece Bakke
Christopher Alan Berglund
Bryan Robert Boe
Eric Thomas Dahl
Cody Allen Denslake
Colin Downer-Carlson
Elliot David Eid
Nicholas John Fayetteville
Jeffrey Michael Flynn
Troy Louis Gilyard
Matthew Charles Hagen

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Attachment 4

Blaine Lance Hartkopf
Jacob Merlin Haugen
Simon Jon Heitkamp
Travis Jay Hemming
Tyler Philip Henry
Thomas James Hensrud
Andrew John Honeyman
Daniel Hormann
Maung Ye Htet
Matthew Jay Jensen
Christopher Steven Johnson
Cody Lee Kinnischtzke
Dustin Koubsky
John Paul Lipp
Joseph James Lovell
Weston J. Melby
Ryan E. Morris
Eric Christopher Mullen
Joshua Bartholomew Nielsen
Robert Stephen Piontek
Casey J. Pritchard
Nicholas Brian Shaw
Joseph David Stock
Robert Edward Torney
Matthew Pius Wangler
Kyle Craig Weinand
Nathan Jon Westerberg
Jason Edward Weyer

Master of Architecture

Kerry Diane Anderson
Trevor John Anderson
Robert Edwin Arlt
Molly Lynn Bausman
Anthony Norman Blume
Laura Nicole Brunik
Steven Scott Bugge
Mark W. Cameron
Jill R. Cayley-Wieler

Benjamin James Davis
Allison A. Denault
Thomas David Erickson
Marcie Ann Franklund
Stephanie Ann Franzen
Benjamin Frick
Matthew Jordan Friesz
Aaron James Grunwald
Mindy Hart
Daniel Hillukka
Eric Alan Hoffer
Heather Colleen Holz
Rachel Marie Horntvedt
Kasey Lynn Howard
Kathryn Elizabeth Hughes
Andrew Foster Jacot
Brandon Janshen
Jared Jensen
Kelsey Lee Jensen
Alec Mikel Johnson
Justin Daniel Johnson
Samuel Kalscheur
Dane Kinney
Lane Robert M Kleist
Nicholas Michael Klever
Kathryn Lindmeier
Kyle L. Lunke
Zachary J. Mathern
Drew R. Olson
Adam Daniel Pangrac
Kristopher Proulx
Michael Robert Roden
Maria Danielle Sauvageau
Louis A. Sirota
Ryan Lee Sorby
Jason Lee Sumner
Chelsea Raine Thorson
Mitchell Allen Tromberg
Jourdann L. Utke

Pooja Vaidya
Jared Mathew Weismantel
Jodi Lynn Ziegelman

Master of Science

Kristin Nadiene Alstadt
Andrew Lee Bratlien
Navaratnam Leelaruban
Joseph F.J Membah
Oluwasijibomi Saula
Daniel J. Schwandt
Loren W. Soma
Raghavan Srinivasan
Ravi Chandra Thapa
Aida Vosoughi
Suchitrareddy Yerramaddu

Doctor of Philosophy

Mohamed Fahmy Diab
Michael Anthony Fuqua
Chao Wen

College of Graduate and Interdisciplinary Studies

Certificate

Jessica Ann Dodd
Ewumbua Menyoli Monono

Master of Natural Resources Management

Jonathan James Braski
Josiah G. Olson
Stephanie Lynn Paavola

Master of Science

Shravan Kumar Avadhuta
Kakolie Goswami

Melissa Donna Harmon
Tyler Kjos Larson
Jeff R. Schulte
Derek Devonnie Woehl

Doctor of Philosophy

Nilwala Shyamen Abeysekara
Ambika Badh
Steven Matthew Leon
Tala Hussam Qtaishat
Bruce R. Steele
Sharmila Sunwar

College of Human Development and Education

Certificate

Samantha June Larson
Magan Lynn Lewis
Matthew Bradley Lunde
Colleen Ann McDonald-Morken
Ben Michael Meyer
Rachel Susan Mottet

Bachelor of Arts

Amber Leigh Howes

Bachelor of Science

Megan Rose Aamot
Daniel James Adamietz
Lindsay Marie Adams
Alexis Royale Aho
Julia Louise Amiot
Matthew Ben Anderson
Sarah Ruth Anderson
Kristen Jean Anstadt
Cynthia Marie Arndt
Nichole Ann Ascherman
Tina A. Baker

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North Dakota State University

September 12, 2011

Attachment 4

Courtney Bennek
Jordan Blessing
Pramuk Bogollagama
Caitlin Marie Bonnstetter
Jessica Noel Bornemann
Anne Catherine Bryan
Brandy Lynn Buro
Lucas Christopher Bush
Elizabeth Nicole Camery
Denise Marie Ching
Natalie Jean Ching
Kyle Bruce Christianson
Sara Marie Clemens
Frederick Demar Coleman
Lora Mae Conn
Teressia Jean Crandall-Mutch
Kelly Ann Crawford
Katelyn Starner Cunningham
Kelly Ann Cunningham
Eddy Delzer
Samuel J. Dinsmore
Patrick Edward Dougherty
Maurice Edward Dullea
Anne Kathleen Dunham
Tracy Lee Dvorak
Olivia Nicole Edwardson
Brianna Delrae Erbes
Cherida A. Even
Jessica Dawn Faehn
Candice D. Fayant
Lena Katherine Fiskness
Sarah Marie Flagstad
Carissa RoseAnn Fleek
Grant Andrew Fogel
Ashley Ann Frank
Kendra Marie Frank
Nathan Daniel Frost
Jill Elyse Gannon
Shanna L. Garcia

Emily Ann Geffre
Laura Marie Gerwood
Erin Elizabeth Glennon
Adrian Balboa Gonzales
Leah Renee Gramlow
Stephanie Ann Gramlow
Ashley Marie Groenke
Kyla Jean Gruby
Mitchell Drake Grunig
Erica Paige Hall
Jessie Lee Hamrum
Meghan Emily Hamson
Young Jin Han
Katherine Louise Hanson
Kelsey Anne Hanten
Jon Michael Hazelhoff
Kristina Ann Heim
Aimee Nichole Henning
Kelsey Marie Henning
Kerrie Ann Hert
Justin Andrew Hoefer
Krystal Ann Holzer
Trevor Walter Hone
Rachelle Elisabeth Janssen
Labreena Danielle Jerger
Kelsey Michele Johnson
Rachel Anne Johnson
Timothy Johnson
Rebekka Marian Jossart
Aaron O'Neil Juhnke
Gina Angeline Jurek
Alexander Brent Klinkhammer
Jenna Bess Kourajian
Anete Kovalevska
Laura M. Kowalski
Desirae Cassey Kraska
Chelsea Lauren Langfus
Chelsea Nicole Leff
Allison Lehman

Cyrus Richard Lemon
Sara Marie Lesnau
Lizabeth Nicole Lindteigen
Rebecka Lynn Lohse
Katie Jo Luick
Jessica Lynn Marohl
Elizabeth Ann Marquette
Michelle Ann Mattern
Michelle C. McCotter
Elizabeth Ann McCracken
Brianna Kathleen McDaniel
Cassandra Ann McDonald
Maddie Lynn McFarland
Lauren Dawn McLaughlin
Kyleigh J. Mears
Alicia Terese Miller
Samantha Ann Marie Miller
Amanda Jo Mitchell
Valarie Ruth Molstre
Chanda Marie Morgel
Emily Kathleen Mountain
Marrah Jo Mullenberg
Danella Jane Myers
Katie S. Myrold
Joan Lynn Nagel
Preston Abel Nesemeier
Laura Marie Niemeyer
Jessica R. Nohl
Allison Lynn Nohr
Kayla Rose Norenberg
Casey Marie Paisley
Sara Jo Papacek
Brianna Marie Papsin
Krista Nicole Pedersen
Matthew Terrill Phillips
Erica Lindsey Pollert
Margaret Mary Pulkrabek
Casey Jo Radenic
Ashley Marie Rapske

Alyssa Lynette Reller
Jillian G. Resvick
Andrew Richards
Whitney Jean Rinas
Allison Marie Roe
Jenna Rae Roehrich
Jaclyn Rudoni
Amber Amelia Hartmann Salzl
Ashley Jo Samuelson
Calvin Lynn Schaible
Brandy Lynn Scheffler
Kezia Katrina Schnabel
Benjamin Harris Schumacher
Douglas Randolph Scott
Benjamin S. Seidler
Allison M. Slavik
Christina Marie Smestad
Brandon Scott Solemsaas
Erica Nicole Spangelo
Kari June Stai
Gabriel David Strube
Daniel Sundeen
Amber Audrey Texley
Jacalyn Ann Thom
Brady Eric Thompson
Cara Ann Tonnell
Amy Marie Tuchscherer
Ashton Rose Ulmer
Jenny Leigh VandeHoven
Valerie Grace Vanderlinde
Elisa P. Victa
Anne Elizabeth Voeller
Allison Jo Waage
Thomas J. Wagner
Brianna Rae Walstead
Natalie Marie Weber
Melissa Mary Weinreis
Ashley Rhea Welter
Stacy Wendt

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North Dakota State University

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Attachment 4

Alison Marie Willers
Ariel Leigh Willeson
Kaela L. Wolberg
Marissa Yvonne Wolfgram
Katherine Marie Wurtz
Carlie Rae Ziegler
Dylan Blair Zubke

Master of Athletic Training

Terra Billiet
Jodi L. Burrer
Abby Elizabeth Milton
Kan Sugiyama

Master of Education

Jamie Lynn Anderson
Vikki Ann Coombs
Colleen K. Couture
Krystal A. Goodyear
Kyle Rudolph Haiman
Elizabeth Claire Jacobson
KarliAnn Kelly Johnson
Heather Lynn Kamphuis
Mikal Christina Kenfield
JoDee Lee Knipfer
William Hunter Lenarz
Sara Mae Lybeck
Leigh Matthew McNichols
Britt Marie Piekarski
Nathan R. Purrington
Susan Jane Quamme
Rachel R. Rummel
Dave Joseph Schoch
Jennifer Katherine Schultz
Wade Alan Sherwin
Jaclyn Beth Shultis
Thomas William Solem
Alissa Annette Tveter
Jenna Rae Wagendorf

Jingyan Xu

Master of Science

Rachel Ann Benz
Amanda Emily Bulat
Charles Satrom Meek
Daniel Leroy Senn

Doctor of Philosophy

Valerie Anderson
Larry W. Anenson, Jr.
Jennifer DeJong
Debra Kay Follman
Heather Louise Golly
Nicole Ann Graves
Lisa Irene Hanson Karch
Sarah Kaye Nielsen
Brandi Shea Niemeier

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

Chad J. Baldner
Jessica Jo Bubel
Laura Kristine Hagen
Kelly J. Horvey
HaiHua Jin
Brady Kent Larson
Tina Jean Larson
Alyson Jean Maine
Kendra Kaye Schmalz
Leah K. Schmidt
Samantha Elizabeth Silleck
Amber Dennielle Stola

Bachelor of Science in Nursing

Kayla Marie Ackerman
Kayla Anderson

Alissa Lorraine Beckstrand
Savannah Marie Berry
Laurel Beukhof
Amanda Lynn Booke
Tiffany Jo Boucher
Lindsey Marie Bren
Leann Marie Colby
Troy R. Cushman
Shawna Jean Dahnke
Samantha Kay Evans
Jordan Michael Flage
Megan Elizabeth Geraghty
Cheryl Anne Giesler
Amanda Renee Goldade
Alisha Lynn Hauge
Allyson Renee Helling
Marti Lynn Hoekstra
Cassandra Erin Horn
Jordan N. Idso

Rosa Leigh Jacobs
Jennifer Marie Jaglo
Erin Elizabeth Jahner
Heather Kathleen Klun
Keshia Ryan Kotula
Vanessa Elaine Lien
Victoria Lee Lindemeier
Aaron Craig Lund
Julie Ann Medenwald
Amanda Marie Mergens
Ashlee C. Morrow
Kyle Jacob Murchie
Ashley Ann Nelson
Natasha Nenow
Evelyne Mutezinka Niyonzima
Nicole Amelia Olson
Jena Lyn Penberthy
Alicia Elizabeth Peterson
Callen Elizabeth Peterson
Michelle Piekarski

Beth Janelle Rasmussen
Chelsea Elizabeth Ribnick
Stephanie Marie Savey
Kolby Lee Schaeffer
Kayla J. Schonhardt
Tyler Lee Scott
Ellen Marie Snyder
Leah Danielle Sticka
Heidi Alaina TenBroek
Julie Marie Thelen
Eric Penner Thilquist
Andrea Jo Trzynka
Emily Lois Twedt
Miranda Rae Utter
Erin Marie Wilmes
Chelsea Carol Witt
Christe Young

Master of Science

Ayat Mustafa Aljawawdeh

Doctor of Nursing Practice

Kara Lynn Lewis

Doctor of Pharmacy

Megan Lindsey Adelman
Gregory B. Amundson
Jill Marie Anstadt
Cassandra Dee Astvatsaturova
Nicole Rae Barnett
Erin D. Berg-Gibbens
Andrea Michelle Bestul
Brendan McKay Boe
Katherine Beth Bokinskie
Marissa Branstner
Alexis Dawn Broderick
Samantha Whitney Buck
Michelle Rae Carson

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Marissa R. Clarin
Valerie Anne Corcoran Bahl
Brian Raymond Cornelius
Ashley L. Cox
Amy Rebecca Crawford
Rachel Marie Dahl
Brian Dirks
Daniel James Duletski
Paige Jacqueline Evenson
Brian Scott Falbo
Lisa Marie Gabrielson
Lonnie Ray Gabrielson
Emily V. Gawne
Alissa Kaye Grimes
Emily Carol Gunnerson
Carly Danielle Hagemeyer
Nicholas John Helbling
Channing Ladawn Hendrickson
Heather L. Johnson
Katherine Anne Jones
Stacey Ann Kemmis
Jerilyn Ann Klein
Jason Michael Klesk
Mandy Lyn Klocke
Matthew T. Kollitz
Monica Lynn Kowalke
Stacie A. Kramer
Nicole Ellen Krieg
Tracy Allen Krueger
Jennifer Kuschel
Beth Lako
Alyson Rose Larson
David Leedahl
Nathan Duane Leedahl
Taviah Therese Lothspeich
Megan J. Lutman
Yalda Mahinfalah
Brian P. Malecek
Nicole Christine Marihart

Kevin Francis Martian
Brooke Ashley Melicher
Heather M. Munch
Danielle Nichole Nelson
Heather Ann Nelson
Brian Nguyen
Allison Noel Norton
Kinsey Kae Oakland
Darrick Daniel O'Brien
Amber Lynne Olek
Laura Ann Olson
Spencer C. Pantera
Luke Joseph Peltier
Dana J. Penkivech
Sarah Elizabeth Peterson
Berry James Poitra
Rebecca Lynn Rasmussen
Mary Anne Raven
Suzette Rose Reisenauer
Paul Charles Rummel
Tallie Marie Schneider
Maviann Schuler
Jeremiah D. Sellheim
Chad Alan Siverson
Tabitha Elizabeth Slind
Casey William Stittsworth
Jennifer Kay Stubson
Anne Elizabeth Williams
Ying Zhang
Sarah Jean Zimmermann
Phillip Jeffrey Zink

College of Science and Mathematics

Certificate

Gom Ale
Daniel Alan Creswell

Arundhati Ghosh
Anna Glazyrina
Nikhil Koganti

Bachelor of Arts

Megan L. Byzewski
Matthew Justin Charging
Alexander Dayn Larson
Damir Mehinagic
Kong Kit Wong

Bachelor of Science

Naomi Abigail Aasheim
Ashley Dawn Abernathy
Veenu Agarwal
Ruhi Agrawal
Edin Alic
Brooke Aleece Ammerman
Lawrence R. Anderson
Danika Sue Bakke
Ashlee M. Beam
Erin Adele Beske
Norman Dakota Betland
Vidushi Bhardwaj
Jena Blegen
Nichole Lynn Block
Rebecca Lynne Bogner
Lucas John Bremseth
Maria Mae Buchholz
Whitney Violet Carlson
Songjiao Chen
Delci J. Christensen
Kevin Christensen
Benjamin Carl Christian
Raashi Chugh
Alexis Nicole Chuppe
Courtney Marie Rose Claus
Chad Michael Crotty
Saurav Dahal

Colter B. Dallman
Elizabeth Anne Dentinger
Steven Robert Douglas
AbdAlFattah El Hassani
Alisha Ann Engh
Angela Marie Fazio
Tanner Lee Ferderer
Jessica Jane Fibelstad
Ryan Matthew Frueh
Philip Michael Gedgaud
Drew R. Gehring
Katrina Joy Gellerman
Michael Louis Ginsbach
Briann Theresa Grandbois
Andrea Gress
Michael B. Grosz
Heather Leigh Grovum
Nimish Gupta
Michelle Marie Gustafson
Anna Lee Hagemeyer
Joseph William Hamborg
Jenna Christine Hartkopf
Chad A. Helbling
Samantha Jo Hetler
Ryan Leo Hoffman
Andrew Dale Holm
Megan Hueske
Bernadette Marie Hystad
Daniel Jordan Ingebretson
Abram Jerome Jackson
Timothy Mark Jallen
Jessica Lee Johnson
Michael Lee Johnson
Mark Joel Kaufman
Sourabh Khosla
Katelyn Rose Kordon
Austin Krabbenhoft
Erin Lynn Kunstle
Matthew Davis Kvilhaug

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Trevor John Laine
Neville Lambourne
John David Langenwalter
Cole A. Larsen
Patrick T. Lauinger
Josiah Edmund Lenthe
Jessica Rae Lervick
Robert James Lindstrom
Joseph Charles Long
Lydia Joyce Lowe
Ty Cordell Lynnes
Bailey Patricia Maher
Alexandra K. McCroskey
Shane Lawrence McNamara
Benjamin Edward Mueller
Ashley Marie Nelson
Cole Allen Neset
Amy Thanh Nguyen
Andrew Charles Nyhus
Conrad Carlton Olson
Kate Sandbulte Ostrander
Bernice Naa Amuah Otoo
Spencer L. Palder
Brynn Marie Parker
Sheel Kamlesh Patel
Sara Ann Peterson
Adam Lawrence Prince
Kayla Renea Prosser
Joshua Martin Reisenauer
Kevin Remington
Shane Justin Richau
Annah Dee Rodenburg
David DeLoach Rogers
Haley Rae Rollings
Allie Jo Rosemore
Monica Jacquelyn Rubio
Katherine Ann Sage
Elizabeth Kay Sattler
T Mark Kenneth Schisel

Russell James Schlumpberger
William Jackson Schmaltz
Michael Philip Schmidt
Johnathan Edward Schultz
Matthew R. Semler
Roger Lee Serfling
Trista Ann Simonton
Christopher Taylor Sjol
Brandon M. Skrei
Kayla Marie Smith
Jeremy A. Steinwand
Craig Andrew Stenger
Alexander Craig Stockton
Megann L. Striefel
Tiffany Jeanette Szklarski
Justin Wade Tabaka
Geoffrey Gaylen Timm
Jennifer Ting
Kyle Benjamin Uhler
Natalie Rose Verworn
Erin Eliza Wiger
Rosalynne Wilk

Master of Science

Pradeep Amaran
Anupama Reddy Annapureddy
Matthew Markus Bischof
Konrad Bresin
Tiantian Chen
Yuni Chen
Kelsey Lynn Dunkle
Yi Li
Tingda Lu
Sunil Reddy Maddi
David Paul Mathisen
Colleen Ann McDonald-Morken
Alfred Mungai Ndungu
Megan Frances Palmer
Shivendushital Pyarelal Pandey

Ankita Sehgal
Anita Sundaram
Yingying Tan

Doctor of Philosophy

Daniel William Conroy
Ronald Carmen Degges
Bouchaib Falah
Bratati Ganguly
Rebecca Judith Hermann
Bethany Kubik
Chin Lua
Robert Pieper
Stacy Michelle Trentham
William Trentham
Jacinta Chinwe Uzoigwe

College of University Studies

Bachelor of University Studies

Katelyn Danielle Berg
Eric M. Brandvik
Anastasia Joan Bryngelson
Sarah Ruth Byram
Kelle Lee Davis
Erin M. Freadhoff
Jessica Joy Gussiaas
Brittany Marie Halberstadt
Alison Rene' Hest
Asa James Jacobs
Cody James Nirschl
Trisha A. Norman
Nicholas Michael Schwieters
Katie Ann Skjei
Nathan S. Sollom
Reese A. Whitley
Michael J. Willson

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Date: August 28, 2011

To: Members of the Faculty Senate Executive Committee

From: Bob Harrold and Larry Peterson

RE: Potential participation by NDSU in the Higher Learning Commission's New Accreditation Model

Background: NDSU was invited by the HLC to become one of twenty institutions in Cohort Three of the Pioneer Institutions of the Pathways Demonstration Project as HLC transitions to a new accreditation model. This new accreditation model requires a Quality Initiative or Improvement Process. These pioneer institutions will be testing one area of the [competency based framework] of the *Degree Qualifications Profile (DP)* on an institutional subset as their Quality Initiative. HLC expects the Quality Initiative to have meaning for the institution and the faculty as well as being linked to gains in student learning. The campus will be encouraged to recognize that the current draft of the *DP* is a work in progress and to adapt it by exploring ways to make it meaningful beyond the gates of our institution.

Why participate? HLC is eliminating the accreditation process under which NDSU was previously accredited and, unless we elect to participate in the Pathways project, we will automatically be placed into year seven of the revised ten-year cycle. Participation is attractive because of potentially reduced cost and a "hold harmless" clause in the agreement that essentially assures reaccreditation with reasonable effort that is "marked by significance, scope, and substance."

Proposed initiative: NDSU would compare student learning outcomes in our **capstone courses** in each major with *Degree Qualifications Profile* benchmarks for **applied learning**. Examining what "graduates can do with what they know," fits the land-grant culture of NDSU.

Rationale: Completing this initiative would:

- Involve a general education course currently required for each major,
- Build upon activities of a committee currently studying potential revision of general education learning outcomes (Core Undergraduate Learning Experiences) as well as standing Committees of the Faculty Senate (General Education [GE] and University Assessment Committees),
- Analyze an existing GE component we will almost certainly retain in any revision,
- Promote a model of incremental GE change,
- Stimulate campus conversations about student learning,
- Focus on a project where significant progress could be demonstrated in two years,
- Encourage faculty to distill best local practices in capstones to share across the campus, and
- Develop faculty expertise in general education and in the assessment of student learning.

Proposed Action Steps: Bob Harrold and Larry Peterson could serve as co-leaders, with CULE members implementing the initiative. We need to identify additional tenured, mid-career faculty to participate in the project and to develop expertise to serve in key leadership roles for general education and for accreditation and assessment.

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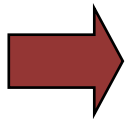
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Policy Change Cover Sheet

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



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

SECTION: **SECTION 352: PROMOTION, TENURE, and EVALUATION**

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

These changes reflect current PTE practices in policy: they note the need for electronic submission, they clarify who is eligible to serve on PTE committees, and they more clearly state that a candidate's research production toward promotion and tenure must result from activity at NDSU. The changes also try to incorporate more consistent capitalization practices. The changes are small, and are therefore noted in red, using the track changes function of Word.

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

***Faculty Personnel Committee (A Standing Committee of the University Senate) Chaired by Elizabeth Birmingham
Passed by committee: April 29, 2011
Submitted to Faculty Senate President Gary Totten: July 14, 2011***

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

This portion will be complete by Kim Matzke-Ternes

Policy 08/16/2011 – presented to the PCC; Changes were suggested by PCC, Gary Totten

Committee:

Faculty 08/17/2011 – Routed V2 for Information

Senate:

Staff Senate:

08/17/2011 – Routed V2 for Information

President's

Council: 08/17/2011 – Routed V2 for Information

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

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

All suggestions will be considered; however, due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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SECTION 352: PROMOTION, TENURE, and EVALUATION

SOURCE: NDSU President & NDSU Faculty Senate

0.

0. INTRODUCTION

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. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.

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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.

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.

0. UNIVERSITY PROMOTION, TENURE, POST-TENURE, AND EVALUATION: CRITERIA AND EVIDENCE

2.1 Promotion and granting tenure are not automatic. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background and experience.

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2.2 The evaluation of a candidate's performance shall be based on the individual's contributions to teaching, research, and service, on- and off- campus, in regional, national, or international activities. Judgments will be based on evidence of both the quality and significance of the candidate's work.

2.2.1 TEACHING

2.2.1.1 CRITERIA In the areas of teaching (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:

2.2.1.1.1 The effective delivery of instruction to and the stimulation of learning by students and/or clients; 2.2.1.1.2 the continuous improvement of courses or instructional programs; 2.2.1.1.3 the effective advising and mentoring of undergraduate and/or graduate students.

2.2.1.2 EVIDENCE A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence and information from multiple sources such as: 2.2.1.2.1 the receipt of awards or special recognition including certification or licensing for teaching; 2.2.1.2.2 student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge; 2.2.1.2.3 peer evaluation 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; 2.2.1.2.4 the dissemination of best practices in teaching; 2.2.1.2.5 evaluation by advisees of the quality of graduate and undergraduate advising.

2.2.2 RESEARCH

2.2.2.1 CRITERIA In the areas of research and creative activities (as defines above), the following criteria apply to evaluation

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of contributions by a candidate for promotion, tenure, and post-tenure review: 2.2.2.1.1 contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or 2.2.2.1.2 creative activities and productions that are related to the candidate's discipline.

2.2.2.2 EVIDENCE A candidate demonstrates quality and independence or leadership of research from activity at NDSU by providing evidence of completed original work (i.e. published/in press, exhibited, or funded) from multiple sources such as: 2.2.2.2.1 presentation of scholarly or professional papers, and publication of books or articles; 2.2.2.2.2 juried or invited presentations or productions in the theater, music, or visual arts, design, and architecture; 2.2.2.2.3 the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property ; 2.2.2.2.4 peer evaluation of research by colleagues from an individual's discipline or area of expertise; 2.2.2.2.5 the receipt of awards or special recognition for research ; 2.2.2.2.6 the receipt of grants or other competitive awards.

2.2.3 SERVICE

2.2.3.1 CRITERIA In the areas of service (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure and post-tenure review: 2.2.3.1.1 contributions to the welfare of the department, college, university, or profession, and/or 2.2.3.1.2 contributions to the public that make use of the faculty member's academic or professional expertise.

2.2.3.2 EVIDENCE A candidate demonstrates quality of service by providing evidence and information from multiple sources such as: 2.2.3.2.1 the receipt of awards or special recognition for service; 2.2.3.2.2 evaluation of an individual's service

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contributions by peers, administrators, and constituents;
2.2.3.2.3 active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;
2.2.3.2.4. active participation and leadership in University governance and programs at the department, college, university and system levels; 2.2.3.2.5. effective management or improvement of administrative procedures or programs.
2.2.3.2.6 contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;
2.2.3.2.7 contributions to the operation of state or federal agencies.

2.3 The foregoing lists are 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 important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

⦿ COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

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,

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and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service.

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.

3.3 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 dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.

3.4 Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic-relevant experience, eligibility for tenure requires a probationary

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period of six years. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. 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.

3.5 Faculty Hired with Previous Relevant Experience

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: 3.5.1 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. 3.5.2 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.

- | ~~0.~~ For either option, failure to achieve tenure will lead to a terminal year contract. Any exceptions to Section 3.5. must be approved by the President.

3.6 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

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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, to the Dean, ~~and to the Provost/VPAA~~ to the President who will approve or deny the request. Denial of an extension may be appealed to the President under NDSU Policy 350.4. The President's decision is final.

3.6.1. Extension of Probationary Period for Childbirth or Adoption

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 automatically be granted a one-year extension of the probationary period. Written notification to the Provost/VPAA must be provided by the Department Chair/Head and the Dean of the college within one year of the event and prior to the year in which the portfolio is due. While NDSU supports the use of the extension, the 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 3.6 above. Extensions due to childbirth or adoption may not exceed three years.

⊖ (Granting extensions does not increase expectations for performance.)

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- 3.7 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.

⌚ PERIODIC REVIEW

- 4.1 Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration 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.
- 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.
- 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 so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.
- 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. Any extension granted prior to the third year review will delay the review by an equal period.

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4.5 Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the reviews and the communication of their 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.

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 relative to the current position description. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion to Professor. 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.

4.7 The faculty member being reviewed shall have 14 calendar days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written

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response from the faculty member, shall become part of the faculty member's official personnel file.

⊖ COMPOSITION OF PTE COMMITTEES

- 5.1. Each college shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. The college PTE committee shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. 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.
- 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.
- 5.3 The department and college PTE committees' reviews and recommendations ~~is-are~~ part of a process of peer review. Thus, faculty holding administrative appointments, including those with interim status, are not eligible to serve. ("Administrative appointment" includes appointments as President, Vice President, Associate or Assistant Vice President, Dean, Associate or Assistant Dean, ~~or~~ Department Chair or Head, Associate, Assistant or Vice Chair or Head, or Director of an academic unit.)

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~~0.~~ PTE PROCEDURES

- 6.1 The candidate shall ensure that the electronically submitted portfolio is current, accurate and complete for review at the department level using procedures consistent with department and college policies. The chair or head shall forward the electronic portfolio together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the ~~college's~~ College's PTE Committee no later than November 1.
- 6.2 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.
 - 6.2.1 Candidates may petition the college Dean and PTE committee to add additional materials after the deadline. The Dean and PTE committee must both agree to the addition in order for additional material to be added.
 - 6.2.2 Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.
- 6.3 Unsolicited individual faculty input is limited to the department level of review.
- 6.4 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 portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar

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days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and must be included in the portfolio for review at the next level.

6.5 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.

6.6 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.

6.7 The ~~college~~-College PTE Committee and the ~~college~~-College Dean shall separately and independently review and evaluate the candidate's portfolio without discussion or communication.

6.8 The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The report and recommendations shall be submitted to the Provost/VPAA by January ~~455~~. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

6.9 The College Dean shall also prepare a separate written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The Dean shall forward the report and recommendations, and the portfolio of the candidate, to the Provost/VPAA by

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January ~~155~~. 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.

6.10. 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. Copies of the Provost/VPAA's written recommendation shall be sent to the candidate, the department chair/head, the College Dean, and the ~~college~~-College PTE Committee. The Provost/VPAA may solicit input from a nonvoting advisory committee consisting of tenured, non-administrative faculty representing each college.

6.11 When appropriate, the President shall then make the final recommendation to the SBHE for tenure. When appropriate, the President shall notify the candidate of promotion or denial of promotion.

6.12 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 department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort. This input from other units, which shall be included in the portfolio.

6.13 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.

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APPEALS

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.

7.2. Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

DOCUMENT RETENTION Electronic copies of portfolios shall be maintained by the appropriate college for the length of time specified by the university records management policy. Disposal of these documents, as well as filing of archival copies, will also conform to the university records management policy.

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, October 2007, July 2008, February 14, 2011hk

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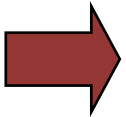
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Attachment 7

Policy 320 Version 2. 4/29/11

Policy Change Cover Sheet

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



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

SECTION: SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
The changes to this policy add a provision for childbearing leave that is above and beyond the sick leave policy as well as a section on modified duties.
2. This policy was originated by (individual, office or committee/organization): Office of Equity, Diversity, and Global Outreach. Christina Weber, Commission for the Status of Women Faculty (CSWF); 1/25/11
3. This policy has been reviewed/passed by the following (include dates of official action):
This portion will be complete by Kim Matzke-Ternes

Policy Committee: 05/11/2011 presented to PCC;

University Senate: 08/23/2011 Routed for input;

Staff Senate: 08/26/2011 Routed for information

President's Council: 08/26/2011 Routed for information

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

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

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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Policy [320](#) Version [2.4/29/11](#)

SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

SOURCE: NDSU President

1. Basic Obligations

Regular faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions are imposed on the activities of a faculty member, they are under obligation to render to the University the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a responsibility to develop their professional proficiency.

Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research, administrative, and service obligations. More specifically, this means that faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. Office Hours

Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. Annual Leave

While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that faculty members are excused from all academic responsibilities during the breaks provided for students.

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Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. Sick Leave

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of paid sick leave hours or days to faculty members whose regular term of appointment is less than 12 months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is authorized by the Provost and Vice President for Academic Affairs. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

5. Childbearing Leave

Academic appointees (tenured and tenure-track faculty, professors of practice, and senior lecturers) with less than twelve-month appointments who give birth are eligible for childbearing leave during the period of medical disability. This is a temporary leave from all duties without reduction in pay during the time the faculty member is temporarily disabled because of pregnancy and childbirth. Childbearing leave begins on the actual delivery date and ends six weeks after (including university breaks), although individual circumstances may require extending this period. Any extension beyond six weeks may require medical recertification from the attending physician or midwife and is governed by Section 4 of this policy.

6. Modified Duties

6.1. Who is eligible: An academic appointee (tenured and tenure-track faculty, professors of practice, and senior lecturers) who 1) becomes a parent through childbirth, adoption, and foster placement of a child (as defined by the Family Medical Leave Act NDCC § 54-52.4-01), 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload, or 3) who will be caring for a family member child, spouse/partner or parent who has a serious health condition (as defined by NDCC § 54-52.4-01).

6.2. Benefit: Modified duties and goals without reduction of salary. A person taking modified duties will still be at a 100% workload and 100% salary; however the nature of the responsibilities for this time period will be adjusted. Modified duties and goals will be negotiated with the department chair/head and approved by the dean. Modified duties may include, but are not limited to, a revision of workload

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for up to the equivalent of a semester (e.g. release from or reassignment of teaching courses, committee assignments, advising, or alteration of research duties).

6.3. Limits: The individual requesting modified duties, the department chair/head and the dean must agree upon the duration. Modified duties must conclude within 12 months of the birth or adoption. A period of modified duties is not a necessary condition for an extension of the tenure probationary period. A period of modified duties also does not require that the individual extend the tenure probationary period.

~~6.4. Note for those individuals utilizing both Childbearing Leave and Modified Duties~~

6.4.4. When a period of modified duties immediately follows childbearing leave, that period may be extended to the end of a semester to accommodate teaching schedules as necessary.

~~6.5. Annual Evaluation of Academic Appointees using the Modified Duties Policy~~

6.5.4. Faculty members who utilize the mechanism for modification of duties and goals must still submit an annual report when it is due in their department. The time period in which duties were modified, as well as the specific modifications in place, must be included in the annual report. The report must also include the agreed upon goals and a statement about how those goals were accomplished. Those reviewing and evaluating the document should take this into account and adjust expectations accordingly. Acceptance of Modified duties does not change the candidate's responsibility for meeting the department's PTE standards by the end of the probationary period, whether that period has been extended or not.

HISTORY: November 28, 1989; Amended January 1998, December 2002, October 2007

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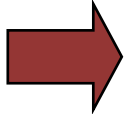
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Policy Change Cover Sheet

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



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

SECTION: **714: Policy Coordination Committee Senate Coordinating Council**

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

Purpose of change is to streamline the procedures for policy changes and approval PCC. Would reduce membership to would include 6 persons 9 voting members and 5 non-voting members from current 14 and return the PCC closer to what it was when it originally started. If a new Faculty Senate is created, then the President of Faculty Senate would be added. One of the original purposes of the PCC was to provide for notice and input to the various constituencies on campus of proposed policies. The streamlined PCC could speed up the consideration of policies and get them to the Senates for that input. Due to the creation of the Faculty Senate and the restructuring of the University Senate, a new procedure for routing policies is necessary in order to insure that policies are routed to the appropriate constituency. The PCC would also, as it does now, initially get input from affected VP's or areas before a policy is sent out to the Senates. Such draft policies would be sent out to the VP's and perhaps the President's Council, depending on the policy, for initial input, revised and then vetted through the Senates.

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

General Counsel 1/28/10

Rick.johnson@ndsu.edu

PCC Special Senate Committee (Meister, Comez, Berry, Terbizan, Council)

Mark.Meister@ndsu.edu

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

This portion will be complete by Kim Matzke-Ternes

Policy 2/11/10 presented; Held over per General Counsel Request; 08/16/2011 Faculty

Committee: Senate presented version 2 to the PCC. 08/16/2011 changes suggested by PCC, updates made by Gary Totten.

University 08/17/2011 Routed V3 for Input

Senate:

Staff Senate: 08/17/2011 Routed V3 for Input

President's 08/17/2011 Routed V3 for Input
Council:

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NDSU

NORTH DAKOTA STATE UNIVERSITY
FARGO, N.D.

POLICY MANUAL

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

SECTION 714: ~~POLICY COORDINATION COMMITTEE~~SENATE COORDINATING COUNCIL

SOURCE:

NDSU President, SBHE Policy 305.1, Faculty Senate Bylaws

1. ~~A Policy Coordination Committee~~The Senate Coordinating Council ~~is established as a permanent, advisory committee to the President to~~ coordinates the routing and adoption of policies ~~and policy changes~~ for their placement into the NDSU Policy Manual. All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies, except for interim policies adopted pursuant to subsection 6, must be presented to the Senate Coordinating Council who will direct each policy for review by the appropriate Senates consistent with the Faculty Senate Constitution and purview of each Senate. Failure to present a policy to the Senate Coordinating Council will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Senate Coordinating Council does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Senate Coordinating Council advises the President on their placement in the manual.

~~1.~~

2. The membership of the ~~Policy Coordination Committee~~Senate Coordinating Council is made up of the following individuals or their designees:

Voting Members:

1. Faculty Senate President

2. Staff Senate President

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3. Student Body President

4. Two representatives of the Faculty Senate as appointed by the Faculty Senate President.

5. Two representatives of the Staff Senate as appointed by the Staff Senate President.

6. Two representatives of the Student Senate as appointed by the Student Body President.

2. Non-Voting Members:

1. ~~Controller~~ Provost (or designee)

2. Vice President for Student Affairs (or designee)

3. ~~Assistant~~ Vice President for Finance & Administration (or designee)

4. Two representatives from one of these Vice President's or Provost's offices to facilitate meetings and maintain records. Every three to five years, these offices will rotate responsibility for selecting representatives to facilitate meetings and maintain records.

2. ~~Executive Director, Chief Diversity Officer, Office for Equity & Diversity~~

3. ~~Director, Human Resources/Payroll~~

4. ~~General Counsel~~

5. ~~President Elect, Staff Senate~~

a. ~~4. President (or designee), Staff Senate~~

b. ~~President Elect, University Senate~~

~~Provost/Vice President for Academic Affairs (President (or designee), Faculty/University Senate)~~

e. ~~5. President (or designee), Student Senate~~

d. ~~Vice President for Finance and Administration~~

e. ~~Vice President for Student Affairs~~

f. ~~Vice President for Agriculture and University Extension~~

g. ~~Vice President for Research, Creative Activities and Technology Transfer~~

h. ~~Vice President for University Relations~~

i. ~~Vice President for Information Technology~~

Policy initiators and stakeholders are welcome and encouraged to attend the meetings as non-voting members.

~~The Vice President for Finance and Administration shall appoint the committee chair.~~

~~The Assistant, Vice President for Finance & Administration will serve as the committee chair.~~

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3. Committee Responsibilities

~~All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies must be presented to the Policy Coordination Committee for review who will direct each policy for review by the appropriate Senates. (For detailed information on the process, please see the [Policy Coordination Committee Process link on the NDSU Policy Manual website.](#)) Failure to present a policy to the Policy Coordination Committee will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Policy Coordination Committee does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Policy Coordination Committee advises the President on their placement in the manual and, in conjunction with General Counsel, makes the President aware of any potential conflicts or problems created by the proposed policy, if any.~~

1. The Senate Coordinating Council encourages the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus-wide effects.

2. The Senate Coordinating Council coordinates the distribution of policies to the appropriate senate body consistent with the Faculty Senate Constitution and purview of each Senate.

3. After approval by the appropriate senate bodies, the Senate Coordinating Council sends policies to appropriate channels at NDSU for final approval.

4. The Senate Coordinating Council serves in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and administration.

~~5. —4. 3.1. The Policy Coordination Committee~~Senate Coordinating Council follows the follows the NDSU Policy Manual —Process process for coordinating policy review and revisions prior to publication in the —NDSU Policy Manual. (For detailed information on the process, please see the [Policy Coordination Committee](#) Senate Coordinating Council Process link on the NDSU Policy Manual website.)

~~6. 5.~~ After a policy is reviewed by the [Policy Coordination Committee](#) Senate Coordinating Council and placed in policy manual format, and routed to the various senates, Provost, Vice Presidents, councils, committees or other parties for approval or [reportinput](#) as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to

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the ~~Office of the Vice President for Finance and Administration~~ office currently responsible for maintaining records for distribution and publication in the manual (available on the NDSU web site at www.ndsu.edu/policy).

7. 6. The President has the authority to adopt interim policies and procedures concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy or procedure must include notice to ~~all the University~~ Senates prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the ~~University various~~ Senates for review and ~~its~~ their decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued.

HISTORY: November 1992; Amended May 1996; January 1998; March 2002; February 2003, October 2004, May 2005, September 2007, January 2008, December 2009hk

• POLICY MANUAL HOME PAGE :

• SEARCH POLICY :

• NDSU HOME PAGE

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Bylaws

Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected senator for every fifteen eligible faculty (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the Fargo Campus as of October 1 of each year. Faculty members in the Agriculture Experimental Station and the NDSU Extension Service shall be counted in and vote with their assigned representation unit.

Section 2.

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

Section 3.

The following are considered representation units for the purposes of determining Faculty Senate seats:

- a. College of Agriculture, Food Systems, and Natural Resources
- b. College of Arts, Humanities, and Social Sciences
- c. College of Business
- d. College of Engineering and Architecture
- e. College of Human Development and Education
- f. College of Pharmacy, Nursing, and Allied Sciences
- g. College of Science and Mathematics

Section 4.

The Faculty Senate President with the assistance of the Secretary of the Senate will stagger Senate terms so that approximately 1/3 of the senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary senators by April 15 of each year.

Section 5.

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

Section 6.

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

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Section 7.

A senator may be removed from office by way of a two-thirds majority vote at a regular Faculty Senate meeting, followed by a 2/3 vote at the next meeting. This action may never be part of a consent agenda.

Section 8.

All senators are expected to:

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

Article II: Organization and Faculty Senate Operation

Section 1.

Administrative officers of the Faculty Senate consist of the President and the President-Elect.

Section 2.

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

Section 3.

At the end of the term, the President-Elect will succeed the President for a one-year term of office.

Section 4.

During their respective terms the President-Elect and the President will not represent her or his representation unit.

Section 5.

Removal of the President or President-Elect requires a 2/3 vote at a regular Senate meeting, followed by a 2/3 vote at a special meeting of the Senate not more than 2 weeks after the first meeting. In the event that the President is removed, the President-Elect will assume the role of President and will continue as President until the President-Elect's original term is concluded. In

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the event that the President-Elect is removed, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda. The removed officer shall not complete her or his term as a Senator.

Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Faculty Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council .
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Faculty Senate on administrative councils.
9. Provide the Secretary of the Senate and the incoming President with an annual report summarizing the Senate activities for the preceding year.
10. Submit policies or actions approved by the Faculty Senate to the University President for consideration.
11. Moderate the official faculty listserv.

Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Senate Executive Committee.
4. Serve on the Coordinating Council.
5. Represent the Faculty Senate to the Staff Senate and the Student Government.

Section 8.

The University Registrar shall be the Secretary of the Senate; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Section 13.
2. Maintain a current roster of senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare and disseminate meeting minutes according to Section 15.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.

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10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.

Section 9.

Regular meetings of the Senate shall be held at 3:30 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 10.

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

Section 11.

Meetings of the Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Provost/~~Vice President for Academic Affairs~~, the Student Body President, and the Staff Senate President will be invited to make announcements. The Faculty Senate President may allow other non-senators to speak and/or provide reports. However, only senators may make motions and only senators may vote on motions before the Senate.

Section 12.

Faculty Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Faculty Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

Section 13.

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

- a. Academic freedom, including rights and responsibilities
- b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs
- c. Research and scholarship
- d. Admissions standards and prerequisites
- e. Requirements for regular certificates and degrees
- f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors
- g. Teaching quality
- h. Professional standards and criteria for positions accorded academic rank
- i. Policies and procedures for promotion, tenure, and evaluation
- j. And other academic matters

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

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the Faculty Senate that an item be placed on the agenda. The order of business for Faculty Senate meetings shall be as follows:

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

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

1. Approval of the minutes of the previous meeting.
2. Announcements.
3. Consent agenda.
4. Planning and prioritizing Faculty Senate action for the year.
5. Adjournment.

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

Section 14.

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

Section 15.

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

Article III: Senate Committees

Section 1.

Duties of standing committees include:

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

Section 2.

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

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Section 3.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Faculty Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress (5 minutes) at the May meeting of the Faculty Senate or, at the President of the Faculty Senate's request, submit a written report at the end of the academic year.

Section 4.

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Such membership shall be presented to the Faculty Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. [Committee service begins and ends at the last senate meeting of spring semester, unless otherwise specified.](#)

Section 5.

After the Faculty Senate has approved membership in the Standing Committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate.

Section 6.

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

Section 7.

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

Article IV: Faculty Senate Standing Committees

Section 1. Academic Affairs

1. Voting members shall consist of one faculty member, with the rank of full or associate professor, from each of the representation units, a representative of the Dean of Graduate and Interdisciplinary Studies, and two students.
2. Non-voting members shall consist of the Provost ~~(or designee)/Vice President for Academic Affairs~~ and the University Registrar.
3. Committee responsibilities include:
 - a. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges
 - b. Recommending policies for the evaluation of transfer credit
 - c. Recommending policies for graduation

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- d. Recommending candidates for graduation
- e. Recommending the scheduling of policies for the efficient utilization of classrooms and laboratories

Section 2. Academic Integrity

1. Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.
2. Committee responsibilities include:
 - a. Providing investigative assistance on cases involving academic misconduct as described in Policy 326.
 - b. Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.
 - c. Reviewing and recommending policies on academic integrity.

Section 3. Conflict of Interest Advisory

1. Committee membership shall consist of five tenured faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President.
2. No two committee members may have primary appointments in the same representation unit.
3. Committee responsibilities include:
 - a. Serving as an advisory body to the administration on the issue of Conflict of Interest.
 - b. Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Faculty Senate.
 - c. Hearing and ruling on appeals of decisions in conflict of interest cases.
 - d. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 151.1.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.

Section 4. Council of College Faculties

1. Membership shall consist of three faculty members elected to staggered three-year terms.
2. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.
3. Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 5. Equity and Diversity

1. Voting membership shall consist of five faculty members recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President and a representative from the Commission on the Status of Women Faculty. The Executive Committee shall strive for representation from diverse groups.

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2. Non-voting membership shall consist of a representative from the office of the Vice President for Equity, Diversity, and Global Outreach.
3. Committee responsibilities include:
 - a. Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups of faculty are included in NDSU policy, practices, and procedures.
 - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, and sexual minorities (e.g., lesbian, gay, bisexual, or transgendered).

Section 6: Executive Committee of the Faculty Senate

1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as a replacement for the immediate Past President on the committee. The term of office shall be for one year following the regular May meeting.
2. Non-voting membership shall consist of the Dean of Graduate and Interdisciplinary Studies, the Provost (or designee)/~~Vice President for Academic Affairs~~, the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.
3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.
4. Committee responsibilities are the following:
 - a. Delegating tasks to Faculty Senate committees.
 - b. Reviewing the progress of Faculty Senate committees.
 - c. Setting the agenda for upcoming Faculty Senate meetings.
 - d. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws.

Section 7. Faculty Affairs

1. Membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include:
 - a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
 - b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.

Section 8. Faculty Rights

1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. Membership consists of five members, from different representation units, elected for five-year terms by the faculty. Membership is restricted to tenured full professors.

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3. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Standing Committee on Faculty Rights. Committee members' terms will begin and end on August 15.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve the remainder of the term after considering those who have previously served on the committee.

Section 9. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.
2. Non-voting members shall consist of one representative from each of the following: the NDSU Library, Registration and Records, and the Provost (or designee)/Vice President for Academic Affairs.
3. Committee responsibilities include:
 - a. Ensuring that existing courses and experiences meet general education requirements.
 - b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.
 - c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
 - d. Coordinating and recommending actions to the Faculty Senate on proposals for approving general education courses.
 - e. Providing periodic assessment of students' attainment of intended student outcomes in general education.
 - f. Studying, coordinating, and recommending to the Faculty Senate policies and procedures for continuing improvement in general education.

f.g. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 10. Grade Appeals Board

The purpose of this Board is to provide an avenue for students to challenge any grade they believe to have been unfairly assigned. Membership shall consist of one faculty member and one alternate from each representation unit, the Associate Vice-President of Academic Affairs, a representative of the Dean of Graduate and Interdisciplinary Studies, three students and three student alternates selected by the Student Government. The Associate Vice-President of Academic Affairs will serve as Board Chair, and Policy 337 governs ~~who will chair the committee, as well as~~ process.

1. Faculty shall be elected for three-year terms by their representation unit.
2. Students should be full-time students with a minimum 2.00 cumulative grade point average and junior standing.

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3. Committee responsibilities include:
 - a. Hearing charges of inequitable or prejudiced academic evaluations and to provide redress for improper evaluation.
 - b. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 337.

Section 11. Program Review

1. Membership shall consist of one tenured faculty member from each representation unit, the immediate past president of the Faculty Senate, the Dean of the College of Graduate and Interdisciplinary Studies, the Provost ~~(or designee)/Vice President for Academic Affairs~~, and two students selected by the Student Government. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
2. Committee responsibilities include:
 - a. Developing criteria and procedures for review of academic programs.
 - b. Performing a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
 - c. Addressing concerns and making recommendation to the Faculty Senate regarding duplication of programs and courses.
 - d. Recommending policies for University support to individual programs.
 - e. Coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research & Consulting

1. Voting membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.
3. Committee responsibilities include:
 - a. Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
 - b. Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services Committee

1. Voting membership shall include one faculty member from each of the representation units and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership shall include one representative from Information Technology Services (ITS).
3. Committee responsibilities shall include:
 - a. an annual review of ITS support services to the NDSU teaching and research communities.

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- b. making recommendations for Faculty Senate approval of any changes proposed by ITS regarding policy, implementation procedures, or classroom and instructional technologies.
- c. formulating recommendations regarding needs of the faculty that are unmet by ITS.
- d. serving as the liaison between the Faculty Senate and ITS administration.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

- 1. Voting membership shall consist of ~~the two representatives each from the Faculty, Student, and Staff Senates,~~ the Faculty Senate President, ~~the Faculty Senate President-Elect, and one more Faculty Senate representative,~~ two representatives each from the Student and Staff Senates, the Staff Senate President, and the Student Body President.
- 2. Non-voting membership shall consist of the Provost ~~(or designee)/Vice President for Academic Affairs,~~ the Vice President for Student Affairs, the Vice President for Finance and Administration, and representatives of one of these Vice President's offices, one of whom will facilitate meetings and one of whom will maintain records. The Vice President's offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as nonvoting members to explain policy changes.
- 3. Committee responsibilities include:
 - ~~a. —Reviewing policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision. Encouraging the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus-wide effects.~~
 - ~~b.~~a. Coordinating the distribution of policies to the appropriate senate body consistent with the Faculty Senate Constitution.
 - ~~e.~~b. Sending policies that have been voted on to appropriate channels at NDSU for final approval.
 - ~~d.~~c. Serving in a liaison capacity regarding the Faculty Senate, administration, Staff Senate, and Student Government.

Section 2. Campus Space & Facilities

- 1. Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a representative of the College of Graduate and Interdisciplinary Studies, the Provost ~~(or designee)/Vice President of Academic Affairs,~~ the Registrar, and the Vice President for Finance and Administration.
- 2. Non-voting members shall consist of the Director of Facilities Management, the Chair of the Department of Architecture and Landscape Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, and a representative of the Dean of Libraries.

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3. Committee responsibilities include:

- a. Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.
- b. Recommending policies and procedures to meet the current and future needs for all physical facilities and reviewing changes in University space allocation including classrooms and laboratories.
- c. Reviewing proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
- d. Recommending policies for site location for new buildings and for overall landscaping.
- e. Recommending traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
- f. Recommending plans for sidewalks, streets, and parking lots.

Section 3. Library

1. Membership shall consist of one faculty member from each representation unit, one undergraduate and one graduate student appointed by the Student Government, a staff member appointed by the Staff Senate, a representative from Information Technology Services, a representative of the Dean of Graduate and Interdisciplinary Studies and the Dean of Libraries.
2. Committee responsibilities include:
 - a. Formulating policy recommendations for the NDSU Libraries.

Section 4. University Athletics

1. Membership consists of one faculty member from each representation unit, two students, the Student Body Vice President, the President of the Student-Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, the Director of Intercollegiate Women’s Athletics, the Vice President for Equity, Diversity, and Global Outreach, and the Faculty Athletic Representative.
2. The University Athletics Committee serves as the NDSU Athletics Advisory Board as described in the constitution of the National Collegiate Athletics Association (NCAA).
3. Committee responsibilities include:
 - a. Promoting compliance with principles of conduct as defined by the NCAA.
 - b. Acting as the Board of Appeals for athletic grievances.
 - c. Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the Faculty Senate. Such areas of concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.
 - d. Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.
 - e. Reviewing the budget of the athletic programs prior to its approval by the University President.
 - f. Stimulating interest in athletic events throughout the University community.

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Section 5. Equal Opportunity Hearing Panel

1. Membership shall consist of six faculty members appointed by the Faculty Senate President in consultation with the Senate Executive Committee, six students appointed by the Student Government President, and six Staff members appointed by the Staff Senate President.
2. Each President shall strive for diverse representation (gender, ethnicity, etc) in her/his group of appointees.
3. Committee responsibilities include:
 - a. Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

Section 6. University Assessment

1. Membership shall consist of one faculty member from each representation unit, a representative from the General Education Committee, a representative of the Dean of Graduate and Interdisciplinary Studies, the Provost ~~(or designee)/Vice President for Academic Affairs~~, one undergraduate student, and one graduate student appointed by the Student Government, a representative from the Division of Student Affairs, a representative from the NDSU Extension Service, a representative from the Office of Institutional, Research and Analysis, a representative from Distance and Continuing Education, and the Director of the Office of Accreditation and Assessment.
2. Committee responsibilities include:
 - a. Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.
 - b. Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.
 - c. Providing feedback and assistance to departments and other academic units on their assessment activities.
 - d. Providing a yearly summary of assessment activities to the Faculty Senate, The Provost ~~Vice President for Academic Affairs~~, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

Section 1.

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

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Section 2.

The Secretary of the Faculty Senate will distribute the proposed amendment to all members of the faculty no later than nine days after the Faculty Senate votes to consider the amendment at their next regular meeting.

Section 3.

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

Section 4.

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

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Resolution

Whereas, there is a history of anti-gay chants (~~specifically~~ for example, "#2 is a faggot") at NDSU football games and other sporting events; and

Whereas, such anti-gay chants create a hostile and unwelcoming climate for our gay and lesbian students, staff and faculty at NDSU; and

Whereas, these anti-gay chants are an embarrassment to NDSU and cause damage to the reputation of this institution; and

Whereas, previous attempts to resolve this problem have been unsuccessful

Be it resolved that the Faculty Senate at NDSU condemns these anti-gay chants and calls for the University and the Athletics Department to take direct and immediate action against any ~~student~~ person who participates in these offensive chants.

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The Faculty Senate was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: M. Abdelrahman, E. Berg, A. Bezbaruah, P. Biga, J. Bitzan, K. Bromley, S. Brotherson, T. Stone Carlson, C. Ciuperca, A. Denton, T. DeSutter, M. Engler, P. Gibbs, G. Gramig, D. Grandbois, J. Harmon, L. Helstern, S. Jayaraman, X. Jia, J. Jones, R. Jones, B. Law, W. Lin, K. Maddock Carlin, M. Patnode, C. Pearson, B. Pruess, S. Pryor, K. Rodgers, E. Skoy, C. Stockwell, C. Ulven, C. Weber, M. Weber, A. Welch, W. Zhang, and S. Zhong

Substitutions: L. Thomas for K. Gordon, D. Rider for J. Knodel, D. Terbizan for G. Liguori, S. Ludwig for J. Kong, D. Jha for L. Manikowske, and A. Brunt for Y. Rhee

Approval of Minutes

MOTION (Welch/Pruess): to approve the minutes of the September 12, 2011, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
- B. Senate Coordinating Council -
For Information Only:
 - Policy 158.1: (New): E-Mail as an Official Communication Method for Employees ([Attachment 2](#))
 - Policy 714: Senate Coordinating Council ([Attachment 3](#))
- C. Faculty Senate Standing Committees - <http://www.ndsu.edu/facultysenate/standing/>
- D. Confirmation of Summer 2011 graduates ([Attachment 4](#))

MOTION (Welch/Weber): to approve the Consent Agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

General Announcements

- A. *Provost J. B. Rafert* –

When discussion takes place on annual priorities for the Senate, consideration should be given to a review of current academic standards on campus.

- B. *Staff Senate President L. Dallmann* –

- The Rebuild Minot campaign has been extended until the end of week. Needed items are listed on the Staff Senate web site.
- Updates to Staff Senate Bylaws were approved.
- A new committee has been formed to work on changes to Policy 103: Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

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C. *Student Body President C. Knutson –*

- Introduced self and offered his assistance and availability as questions arise throughout the year.
- Student Government is working to increase student presence at the SBHE and legislative levels, and to justify its tuition resolution by encouraging change in state funding.
- Two bills for the NDSU Library have gone through Student Government - one to fund a coffee shop at the main library; and a second for a collaborative learning center focused on graduate students.

Presentations

A. *NDSU Budget–* ([Attachment 6](#))

President Bresciani provided budget information to help senators gain a better understanding of funding and the 8.8% tuition increase, as well as various data and figures being reported.

- The ND University System includes campuses that are not all universities, yet similar funding models are being applied to all institutions. More than three-fourths of students educated in ND are at the two largest campuses.
- HB 1003: 2011-13 University System Budget resulted in a fairly substantial difference in funding between UND (24%) and NDSU (19%). Most NDSU funding now comes from grants, local funds and tuition. In fact, students pay more of NDSU's operating expenses than does the state.
- Legislators have struggled with the number of out-of-state students attending ND institutions. Approximately 40% of MN students stay in state of ND and their enrollment allows the campus to offer a richer array of programs.
- Legislators have supported higher education at increasing levels, but those levels have not been high enough to support campus needs. Resources are distributed thinly across 11 colleges and universities.
- NDSU has experienced record admission demand from students. However, when compared with peers nationwide, NDSU has received a steadily diminishing level of support, from 55% to 39%. NDSU now is the lowest funded of its peers of all 11 system campuses. The peer model has been recognized as ineffective and flawed.
- A 'per student' model of general fund allocation is being considered. NDSU is the second lowest funded institution in the state based on a per student model.
- NDSU enrolls the highest percentage of face-to-face students with faculty in a traditional classroom setting with NDSU at 95.8%, and then next closest (UND) at 83.7%. While the University System has grown, enrollments of traditional on-campus students have not. Per new legislation, campuses now must report full-time face-to-face enrollments.

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- NDSU's tuition growth has averaged 8.15%. We were the only campus to request an exception to 2% tuition cap. Legislators voiced that NDSU was going to price itself out of accessibility, but our tuition now is comparable to UND and is still less than MSUM.
- Expense reductions have been a constant priority for the past two years. Auxiliary reserves have been depleted, the faculty/staff professional development grant program was discontinued; and marketing efforts have been nearly halted. In addition, during the past fiscal year, the already low student scholarship fund was reduced by \$1 million.
- During the last legislative session, NDSU offered a needs-based budget to the OMB; the Governor presented a reduced Executive budget; then legislators introduced a conservative budget that eviscerated higher education funding so that the Senate would come back with a smaller budget than originally planned. SBHE was presented with six distribution options (two of which would benefit the research institutions); and the one selected was most harmful to NDSU.
- Without the tuition increase, NDSU would have had to have cut at least two academic departments with negative impacts on students and faculty. The tuition increase only allows NDSU to maintain, but is critical for the quality of current programs.
- There is now Legislative demand for a new funding model.
- Vice President of Finance and Administration Bollinger reminded senators that the compensation package from Executive Branch was generous at 3%, and funding of health insurance was continued.

Faculty senators asked questions on how a new funding model will be developed. President Bresciani explained that a group has been formed to look at a more objective and less political model. Additional discussion ensued on how the state justifies its budget surplus and inadequate funding for higher education, as well as expectations and accountability for proven outcomes under a new model. There is potential for an ongoing base budget as well as performance-based funding, which historically has not proven to be most effective and consistent. However, performance based funding may benefit NDSU if all other things were equal because we do outperform other institutions in most areas.

Final discussion centered on how to convince legislators that funding academics is an investment in the state. Legislators receive a lot of information with very little time and resources to process and make decisions. This is not uncommon nationally, but the difference is that ND has a budget surplus unlike other states.

C. *Research and Data Working Group* – ([Attachment 7](#))

M. Reid (Dean of Libraries) and M. Wallman (Asst. VP for Enterprise, Computing and Infrastructure, Division of Information Technology) presented on the role of Information Technology in helping NDSU be more competitive in the national higher education research community, and in bringing NDSU in compliance with Federal Funding Agency grant requirements.

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A federal mandate on data management (OMB Circular A -110, 1999) describes provisions for public access to research data through the Freedom of Information ACT. It involves research and grant agencies, including NIH, EPA, US Department of Energy, NSF, NEH, NASA, NOAA, etc.

The purpose and benefits of data management plans (DMPs) were discussed. DMPs typically include information on the type of data, standards, project storage, access policies and long-term plans. NDSU's Sponsored Programs eventually may only accept proposals with a plan.

NDSU Libraries Institutional Repository helps get information published and searchable on the web in accordance with grant and discipline requirements. Faculty may already be meeting these requirements, but an institutional repository will help consolidate information for NDSU. Preliminary presentations on what has been done thus far will take place and input will be gathered to determine research and resource needs.

Faculty Senate Annual Priorities

Faculty Senate President Totten presented proposed priorities for the academic year:

- A. **SROI Revision** – In 2010 steps were taken by the Provost and the FORWARD group to look at SROIs. Dr. J. Sprague, University of Kansas, presented a pedagogical luncheon on gender bias on student perceptions of instructors. Recommendations and efforts to revise SROIs were made based on her research, data and a test pilot conducted on campus. Totten suggested that this project and a plan on how to proceed be given high priority by the Senate. It may be assigned to an ad hoc committee, to representatives from various standing committees, and/or may be discussed at a faculty caucus. It was suggested to tap the former committee that looked at SROI to continue discussions and analysis.
- B. **Student Retention and Graduation** – A white paper was written by members of the Division of Student Affairs with information and data on student retention. The Faculty Affairs Committee has been asked to review and respond to the paper via a report to Faculty Senate.
- C. **Admission Standards** – In connection with a review of new tuition models, President Bresciani is considering reviewing admission standards. The Faculty Senate may be asked to look into this matter to determine if current standards are fine or if they should be raised.
- D. **Academic Freedom** – Past President Taggart attended a session on faculty speech at an AAUP meeting in Washing D.C. She returned with a sample policy from U of Delaware intended to protect faculty speech. Totten asked senators if this is a topic of interest to faculty. Questions arose on how an academic freedom policy would protect faculty to speak on issues without fear of recourse. State employees may be under scrutiny on what they say either as private citizens or representatives of the university community.
- E. **“Faculty Success”** – There are many models for student success, but none that address what NDSU faculty need to be successful. A discussion may be worthwhile on what hinders and helps faculty, as well as faculty needs for success.

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- F. Faculty Benefits Committee/Budget Committee – Currently there is no group that discusses faculty benefits, such as health care and retirement. Support for a budget committee was expressed to help faculty stay more on top of budget issues.

Senators briefly discussed the proposed policies. The types of academic standards, as mentioned by the Provost, also were considered. It was suggested that senators bring these issues back to their representation units to gather feedback.

New Business

- Faculty Senate Bylaws Revisions ([Attachment 5](#))

Totten asked the Senate to consider a discussion on the proposed Faculty Senate Bylaws at the next regular meeting. MOTION (Pryor/Pruess): to discuss the Bylaws at next Faculty Senate meeting. MOTION CARRIED WITH UNANIMOUS CONSENT.

Adjournment

Meeting adjourned at 5:00 p.m.

Submitted,

K. Wold-McCormick, Ph.D.
Secretary

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Courses							
Subject	No.	Title					Crs.
COMM	230	Basic Photography for the Mass Media					3
ENGL	766	Teaching Literature					3
ENT	431	Principles of Insect Pest Management					3
Course Deletion							
ADHM	670	Retail Financial Management and Control					4
HDFS	650	Adolescent Development					3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ENGL	758	Topics in Rhetoric and Writing	3	ENGL	758	<i>Topics in Rhetoric, Writing, and Culture</i>	3
ENT	731	Principles of Integrated Pest Management	3	ENT	631	<i>Principles of Insect Pest Management</i>	3
HDFS	450	Adolescent Development	3	HDFS	340	Adolescent Development	3
HNES	361	Food Production Management	3	HNES	361	<i>Foodservice Systems Management I</i>	3
HNES	460	Foodservice Systems	3	HNES	460	<i>Foodservice Systems Management II</i>	3
TL	733	Military Logistics Case Studies	3	TL	733	<i>Case Studies in Logistics</i>	3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only							
ADHM	366	Textiles		Coreq: ADHM 367; Delete Coreq: ADHM 171			
ADHM	367	Textiles Laboratory		Coreq: ADHM 366; Delete Coreq: ADHM 171			
ADHM	484	Developmentally Appropriate Practices Across the Adult Lifespan		Prereq: HDFS 360			
CSCI	371	Web Scripting Languages		Prereq: CSCI 160, CSCI 227, and ECE 173			
HDFS	341	Parent-Child Relations		Prereq: HDFS 135 and HDFS 230 or HDFS 320 or HDFS 330 or HDFS 450 or PSYC 250			
HDFS	353	Children, Families and Public Policy		HDFS 135 and Junior/Senior Standing			
MUSC	352	Choral Conducting and Literature		Prereq: MUSC 103; MUSC 250			
TL	723	Advanced Supply-Chain Planning		Change in Bulletin Description			

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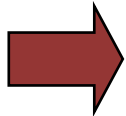
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Attachment 2

Policy 158.1 (New) Official E-mail for Employees – Version 1 09/20/2011

Policy Change Cover Sheet

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



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

SECTION: **158.1 (New): E-Mail as an Official Communication Method for Employees**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
This is a new policy that is similar to Section 609: E-mail as an Official Communication Method to Students. There is an e-mail list called NDSU-EMPLOYEE-OFFICIAL for all employees maintained by University Relations and other lists for segments (e.g. for Benefitted Employees for HR/Payroll). Suggested numbers might be 158.1, 154.2, or 191 (it applies to all employees).

2. This policy was originated by (individual, office or committee/organization):
Information Technology Division, Bonnie Neas, VP for IT, 09/01/2011

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

This portion will be complete by Kim Matzke-Ternes

Policy

Committee: 09/20/2011 presented to the PCC;

Faculty Senate: 09/22/2011 – routed for input

Staff Senate: 09/22/2011 – routed for input

President's 09/22/2011 – routed for input

Council:

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

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

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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SECTION 158.1: E-MAIL AS AN OFFICIAL COMMUNICATION METHOD FOR EMPLOYEES

SOURCE: NDSU President

1. POLICY STATEMENT: Electronic mail (e-mail) sent to and received from @ndsu.edu, like postal and campus mail, is an official means by which the University communicates with employees. NDSU exercises the right to send e-mail communication to employees and expects that e-mail communication is received and read by employees in a timely manner.
2. RATIONALE: Employees may have several addresses. Determining where to send official communication can be challenging, especially when there may be an emergency. Electronic communication is convenient, fast, cost-effective, environmentally advantageous and readily available. E-mail has been designated as an official communication medium by the University.
3. DEFINITIONS:
 - 3.1 Employee(s):
See definition of employee as described in [NDSU Policy, Section 101, Personnel Definitions](#).
 - 3.1 Official E-mail Address:
An e-mail address assigned to an individual by the NDSU Information Technology Division (NDSU IT).
 - 3.2 Official E-mail Communication:
An e-mail message regarding official University business sent from an NDSU employee or departmental representative.
 - 3.3 Employee Official Electronic Mailing List:
A mailing list populated with official e-mail addresses of all employees for official communication. Employees are expected to read and act appropriately on all messages sent to this list.
 - 3.4 Redirected E-mail:
E-mail redirected from an official e-mail address to an address not issued by NDSU IT (e.g., jane@gmail.com, john.smith@cs.ndsu.edu).
4. SCOPE: This policy applies to all NDSU employees.

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5. EMPLOYEES USE & RESPONSIBILITIES:

Security and Appropriate Usage: Employees are required to comply with all institutional and University System policies and procedures, especially [North Dakota University System Policy 1901.2, Computer Facilities](#); [North Dakota University System Procedure 1901.2 Computer Network Usage](#); and [NDSU Policy Section 158, Acceptable Use of Electronic Communications Devices](#), and relevant local, state, and federal law.

5.1 Account Monitoring:

Employees are responsible for monitoring their e-mail for official campus communication, and have the responsibility to recognize that certain communication is time sensitive. Supervisors are responsible for notifying employees with limited access to e-mail of time-sensitive communications.

NDSU reserves the right to monitor an e-mail account for suspected inappropriate usage.

5.2 Special Accommodation:

Employees 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 accommodation refer to [NDSU Policy Section 168](#).

5.3 E-mail Problems:

So as to not interfere with the receipt of official University communication, employees can report any technical problems in accessing or using their official e-mail addresses and accounts to the NDSU IT Help Desk. The Help Desk may be reached through e-mail, NDSU.helpdesk@ndsu.edu, by calling 701-231-8685.

5.4 Additional Requirements:

Additional requirements may be imposed by administration, colleges, divisions, and other entities within the University. Employees are responsible for accessing, reading, and responding to their e-mail in a timely manner.

6. UNIVERSITY USE OF E-MAIL:

6.1 Campus Wide Announcements:

The University works to minimize the number of messages sent to employees. Official messages sent to employees are to be sent through the official mailing lists. These lists are moderated by NDSU officials.

6.2 Mail Formatting:

Contact information for the originating employee and department must be clearly denoted in the message signature. To maintain consistent branding standards across all forms of

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Policy 158.1 (New) Official E-mail for Employees – Version 1 09/20/2011

communication at NDSU, it is recommended that employees use one of the standard NDSU e-mail signature [options](#).

6.3 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, it is recommended that attachments not be included in e-mail announcements sent to large groups such as the NDSU employee official e-mail lists.

6.4 Business Use of E-mail:

Individuals' NDSU official e-mail addresses are to be used in accordance with the business of the University and for purposes directly related to their position and/or job functions. Official e-mail addresses may not be used for conducting personal business. Incidental personal use is allowed and is to be determined by the respective dean, vice president, director, and/or chair person. Personal use must follow all applicable NDSU policies and laws.

6.5 E-mail Sent by Employees:

In efforts to protect privacy and better ensure authenticity, University administration, colleges, divisions, and other entities within the University require that e-mails which request a response or are in direct relation to duties and job functions, be sent via official e-mail addresses.

7. E-MAIL SERVICE REQUIREMENTS

7.1 Initial E-Mail Assignment and Service Setup:

E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically set up for new employees by the NDSU Information Technology Division upon acceptance of employment to the University. E-mail addresses are free of charge and remain active as long as the person is employed by the University, or as approved by the respective Dean or Vice President.

7.2 Activating E-mail:

After initial e-mail account setup, employees must activate their e-mail addresses and accounts. Instructions are available on the [NDSU Help Desk Web site](#).

7.3 Redirecting of NDSU E-mail:

Official University electronic communication is sent to the @ndsu.edu address. The redirecting of @ndsu.edu email is strongly discouraged. If employees choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, Gmail), they do so at their own risk. NDSU is not responsible for the redirection, management, and handling of e-mail by outside providers or from NDSU IT servers that are not centrally supported. Failure to receive official University messages when using a non-official e-mail address does not absolve employees from the

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responsibilities associated with official communication sent to their @ndsu.edu addresses.

If employees choose to re-direct e-mail sent to their official NDSU e-mail address:

- That e-mail is still subject to the North Dakota Public Records law, [NDCC 44-04](#), and individuals must comply with any public record requests and any requests made by NDSU.
- Employees wishing to redirect e-mail sent to their official NDSU e-mail address must formally request and receive permission from their respective vice president or dean to redirect their NDSU e-mail to a different e-mail address.

7.4 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 employees to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to employees by the University.

7.5 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 e-mail services, see www.ndsu.edu/helpdesk or www.ndsu.edu/its.

HISTORY:

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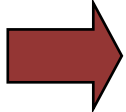
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Attachment 3

[Policy 714 Version5 09/28/2011 328/16/2011](#)

Policy Change Cover Sheet

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



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

SECTION: ~~714: Policy Coordination Committee~~ Senate Coordinating Council

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

Purpose of change is to streamline the procedures for policy changes and approval PCC. Would reduce membership to would include 6 persons 9 voting members and 5 non-voting members from current 14 and return the PCC closer to what it was when it originally started. If a new Faculty Senate is created, then the President of Faculty Senate would be added. One of the original purposes of the PCC was to provide for notice and input to the various constituencies on campus of proposed policies. The streamlined PCC could speed up the consideration of policies and get them to the Senates for that input. Due to the creation of the Faculty Senate and the restructuring of the University Senate, a new procedure for routing policies is necessary in order to insure that policies are routed to the appropriate constituency. The PCC would also, as it does now, initially get input from affected VP's or areas before a policy is sent out to the Senates. Such draft policies would be sent out to the VP's and perhaps the President's Council, depending on the policy, for initial input, revised and then vetted through the Senates.

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

General Counsel 1/28/10

Rick.johnson@ndsu.edu

PCC Special Senate Committee (Meister, Comez, Berry, Terbizan, Council)

Mark.Meister@ndsu.edu

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

This portion will be complete by Kim Matzke-Ternes

Policy 2/11/10 presented; [Held over per General Counsel Request; 08/16/2011 Faculty](#)

Committee: [Senate presented version 2 to the PCC. 08/16/2011 changes suggested by PCC, updates made by Gary Totten.](#)

University [08/17/2011 Routed V3 for Input; 09/12/2011 approved with the following changes.](#)

Senate: [Section 3.1: delete all language in section 3.1 and replace with this language: "The Senate Coordinating Council reviews policy to determine first whether it is ready to bring to any of the senates or](#)

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whether it should be returned to the policy makers for clarification and revisions."

Section 3.3: add "or review" following "After approval"; 09/28/2011 additional changes were provided to Gary Totten from Student Government. Kim will add these in and route the policy (V5).

Staff Senate: 08/17/2011 Routed V3 for Input; 09/07/2011 approved; 09/27/2011 routed v4 for input

President's Council: 08/17/2011 Routed V3 for Input

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

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

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NDSU

NORTH DAKOTA STATE UNIVERSITY
FARGO, N.D.

POLICY MANUAL

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

SECTION 714: POLICY COORDINATION COMMITTEESENATE COORDINATING COUNCIL

SOURCE:

NDSU President, SBHE Policy 305.1, Faculty Senate Bylaws

- ~~1. A Policy Coordination Committee~~The Senate Coordinating Council is established as a permanent, advisory committee to the President to coordinate the routing and adoption of policies and policy changes for their placement into the NDSU Policy Manual. "All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies, except for interim policies adopted pursuant to subsection 6, must be presented to the Senate Coordinating Council who will direct each policy for review by the appropriate Senates consistent with the Faculty Senate, Staff Senate and Student Body -Constitutions and purview of each Senate. Failure to present a policy to the Senate Coordinating Council will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Senate Coordinating Council does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the -Senate Coordinating Council advises the President on their placement in the manual."

4.

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2. The membership of the ~~Policy Coordination Committee~~ Senate Coordinating Council is made up of the following individuals or their designees:

Voting Members:

1. Faculty Senate President

2. Staff Senate President

3. Student Body President

4. Two representatives of the Faculty Senate as appointed by the Faculty Senate President.

5. Two representatives of the Staff Senate as appointed by the Staff Senate President.

6. Two representatives of ~~the Student Senate~~ Government as appointed in accordance with the Student Government Code ~~by the Student Body President.~~

2. Non-Voting Members:

1. ~~Controller~~ Provost (or designee)

2. Vice President for Student Affairs (or designee)

3. ~~Assistant~~ Vice President for Finance & Administration (or designee)

1.4. Two representatives from one of these Vice President's or Provost's offices to facilitate meetings and maintain records. Every three to five years, these offices will rotate responsibility for selecting representatives to facilitate meetings and maintain records.

2. ~~Executive Director, Chief Diversity Officer, Office for Equity & Diversity~~

3. ~~Director, Human Resources/Payroll~~

4. ~~General Counsel~~

5. ~~President Elect, Staff Senate~~

a.4. ~~President (or designee), Staff Senate~~

b. ~~President Elect, University Senate~~

~~Provost/Vice President for Academic Affairs (President (or designee), Faculty University Senate)~~

e.5. ~~President (or designee), Student Senate~~

d. ~~Vice President for Finance and Administration~~

e. ~~Vice President for Student Affairs~~

f. ~~Vice President for Agriculture and University Extension~~

g. ~~Vice President for Research, Creative Activities and Technology Transfer~~

h. ~~Vice President for University Relations~~

i. ~~Vice President for Information Technology~~

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Policy initiators and stakeholders are welcome and encouraged to attend the meetings as non-voting members.

~~The Vice President for Finance and Administration shall appoint the committee chair. The Assistant, Vice President for Finance & Administration will serve as the committee chair.~~

3. Committee Responsibilities

~~All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies must be presented to the Policy Coordination Committee for review who will direct each policy for review by the appropriate Senates. (For detailed information on the process, please see the Policy Coordination Committee Process link on the NDSU Policy Manual website.) Failure to present a policy to the Policy Coordination Committee will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Policy Coordination Committee does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Policy Coordination Committee advises the President on their placement in the manual and, in conjunction with General Counsel, makes the President aware of any potential conflicts or problems created by the proposed policy, if any.~~

~~1. The Senate Coordinating Council encourages the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus-wide effects. The Senate Coordinating Council reviews policy to determine first whether it is ready to bring to any of the senates or whether it should be returned to the policy makers for clarification and revisions.~~

~~2. The Senate Coordinating Council coordinates the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Body -Constitutions and purview of each Senate.~~

~~3. After approval or review by the appropriate senate bodies, the Senate Coordinating Council sends policies to appropriate channels at NDSU for final approval.~~

~~4.——4. The Senate Coordinating Council serves in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and administration.~~

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~~5. 4.3.1. The Policy Coordination Committee~~ Senate Coordinating Council follows the follows the NDSU Policy Manual —Process ~~process~~ for coordinating policy review and revisions prior to publication in the —NDSU Policy Manual. (For detailed information on the process, please see the ~~Policy Coordination Committee~~ Senate Coordinating Council Process link on the NDSU Policy Manual website.)

~~6. 5.~~ After a policy is reviewed by the ~~Policy Coordination Committee~~ Senate Coordinating Council and placed in policy manual format, and routed to the various senates, Provost, Vice Presidents, councils, committees or other parties for approval or report input as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to the ~~Office of the Vice President for Finance and Administration office currently responsible for maintaining records~~ for distribution and publication in the manual (available on the NDSU web site at www.ndsu.edu/policy).

~~7. 6.~~ The President has the authority to adopt interim policies and procedures concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy or procedure must include notice to all the University Senates prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the University various Senates for review and ~~its their~~ decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued.

HISTORY: November 1992; Amended May 1996; January 1998; March 2002; February 2003, October 2004, May 2005, September 2007, January 2008, December 2009hk

• POLICY MANUAL HOME PAGE :

• SEARCH POLICY :

• NDSU HOME PAGE

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Attachment 4

Summer 2011 Graduates

Degree Conferral Date: August 5, 2011

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Science

Brittany Rae Aanerud
Matthew Scott Eckhoff
Cory Michael Engle
Kody A. Fandrich
Katherine Mary Joyce Flock
Dustin Wynn Froelich
Benjamin Kerry Haugrud
Teresa Francis Huck
Hope Yukiko Keyser
Lisa Ann Kowalski
Derek Lefort
Kaylee Ann Myrum
Kelly Lynn O'Connell
Courtney A. Person
Melissa LeeAnn Quam
Darin Andrew Rogness
Rachael Christine Runck
Peggy Anne Sauvageau
Erin Elizabeth Schill
Eve Josephine Suchy
Lee Thomas Trautman
Sarah Lanae Volk
Heather Mary Warmbold
Lexine Lee Wolfswinkle

Master of Science

Steven Ray Eckerman
Kiran Ghising
Anna Glazyrina
Yangbo He
Yan Heng
Xia Shang
Sheng Wang

Doctor of Philosophy

Kyongshin Cho

Suraj Gurung
Allison Marie Meyer
Fabio Pedraza-Garcia
Harkanwal Preet Singh Sandhu
*College of Arts,
Humanities and Social Sciences*

Bachelor of Arts

Brittany Christine Babel
Kimberly Michelle Kemppanion
Grace Ann Lucia
Ryan Scott Novak

Bachelor of Music

Alexander Matthew Chubaty

Bachelor of Science

Alexander Richard Anderson
Freddie Banks
Jason Dean Bengtson
Elizabeth Cramer
Sonia Kaur Dhaliwal
Brianna Megan Ehley
Bryce Eugene Forsberg
Denise Nicole Hagen
Jennifer J. Holand
Mary C. Hoogenakker
Brandon J. Johnson
Gregory Kitzman
Abby Maria Kremin
Kelsi Jolene Langlie
Emily Ann Larson
Danielle Louise Manthei
Stephanie M. Mitchell
Samantha Ann Muzzy
Aaron James Paul
Calista Carine Penney
Alexander Scott Schilke
Adam David Silewski
Aaron Philipp Tetzlaff

Jordan Michael Wobbema

Master of Arts

Seth Andrew Archer
Erienne L. Fawcett
Niles Andrew Haich
Rebecca R. Oster
Amber J. Rasche
CeCe Rohwedder
Sarah Rude
Danielle Ann Teigen

Master of Music

Anne Carissa Gassmann
Geoffrey William Mercer
Neil Aaron Tafelmeyer

Master of Science

Dennis O. Frohlich
Marc A. Khatchadourian
Meghan Marie Mitchell
Andrea Jane Weber

Doctor of Musical Arts

Nicki Lynn Toliver

Doctor of Philosophy

Cloy Douglas Tobola

College of Business

Bachelor of Accountancy

Anthony Paul Iverson

Bachelor of Science

Sara Ann Baker
David Ross Butterfield
Scott Robert Dunnwald
Andrew Charles Erickson
John Skoog Erickson

Bill Kaler Fortier
Tyler John Halter
Brice Robert Hanson
Addie Henschel
Jeremy M. Jedlicka
Andrew Jay Knutson
Lucas Alan Kracht
David Pierce Laugtug
Justin J. Leeper
Jennifer A. McCracken
Aaron T. Miller
Jacob Matthew Narloch
Ginger Lynn Neumann
Aaron Michael Redenius
John Jamie Reese
Charles A. Rostad
Timothy Robert Rude
Thomas D. Schwanke
Snnahill Tripathi
Gary Anthony Williams
Ridge Monroe Zielke

Master of Accountancy

Kyle Cruickshank
Jordan Rodgers
Ying Sun
Jared A. Zeiszler

Master of Business Administration

Kenneth Jay Gratz
Jeremy Jon Groce
Keith Glenn Mattson
Cynthia R. Rott

College of Engineering and Architecture

Bachelor of Landscape Architecture

Bryan Leininger

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Attachment 4

Bachelor of Science

Tyler John Brandriet
Aaron John Brown
Melissa Rose Brown
Paul Harrison Devitt
John Huebsch
Kristopher Loren Kuster
Bryan Leininger
Sean Murphy
Christopher Thomas Nelson
Stephen Luke Nienaber
Danielle Marie Pauley
Polly Allen Prins
Erica Elaine Schierholz
Thomas Francis Schneider
Lyle K. Witham
Richard LeRoy Wright

Bachelor of Science in Computer

Engineering

Jon Seefeldt

Bachelor of Science in Construction

Management

Katherine JoAnne Gongoll
Nikolaus Hempel
Nasuru Riji Sebi
Trevor Dean Thompson

Bachelor of Science in

Electrical Engineering

David Alstadt
Casey Joseph Brossart
Sharan Ghimire
Joshua J. Guck
Kerry Alan Lockrem
John David Lovaasen
Ryan C. Ring
Pratik Vij
Vidura Manu Wijayasekara

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

Simon Deng

Andrew Edward Lembcke
Christopher W. Nilson

Master of Architecture

Dustin Marlin Leidholm
Laura Ann Lutterman
Bradley J. Wehrman

Master of Science

Nazanin Aslani
Brian Thomas Austin
Masud Al Aziz
Arun Billa
Geas Bulbul
Herman Durazno
Michael Eugene Gullickson
Md. Mehedi Hasan
Robert Allen Jenson
Ross Miller
Xiao Pang
Ishara Rijal
Cody Satterlee
Zhou Tan

Doctor of Philosophy

Rasool Aghatehrani

College of Graduate and Interdisciplinary Studies

Master of Science

Shireen Chikara
Tracy Anne Solseng
Zhen Wu

Doctor of Philosophy

Qigang Chang
EunSu Lee
Marc Angus Scott
Dimuthu Nilmini W.M. Wijeyaratne

College of Human Development and Education

Certificate

Daniel Aceituna

Bachelor of Science

Danielle Renee Andersen
Preston Scott Bauer
Michela Marie Baumgartner
Danita Marie Becker
Andrew Kil Bloomquist
Brooke Michelle Blotsky
Amy Lynn Botker
Sydney Dawn Buchholz
Kaitlin Ann Cannon
Jordan Lee Clementson
Derrius Mervyn Colvin, Jr.
Devin Jon DeBoer
Sara Jean DeVries
Jessica Lynn Edwards
Lacey Marie Finnell
Brittany Gapinski
Jennifer Lynne Gardner
Tessa Bernice Giles
Chad Lawrence Greff
Alyssa Jilene Gress
Nanda N. Gross
DeNae Marion Haagenson
Daniel Sterling Halcrow
Shea Hamre
Zachary Robert Heidmann
Diane Marie Kalsnes
Allison Taylor Kearns
Karena B. King
Amy Caroline Loos
Brody Michael Lothspeich
Austin James Martin
Jason Derrold Mattila
Brian A. McCann
Kayla Louise Mediger
Cheryl Marie Melbye
Ashley Brittany Michelson
Kelsey Elizabeth Miller
Sean David Miller
Anna Marie Schleisman
Ashly Marie Schmaltz

Racine Marie Schuring
Derek Scott
Nicole Christine Sheridan
Molly E. Smith
Alaina Carol Steele
Luke Russell Stenson
Gwendolyn Hana Szempruch
Raulie B. Thompson
Theresa Marie Thunder
Qianqian Wang
Brandi Marie Weed
Amber Jean Wunderlich

Master of Athletic Training

Marissa Jae Lindback

Master of Education

Audra K. Oster
Lori Quintus

Master of Science

Paul Arthur Christianson
Allyson R. Hanten
Rebecca Caryn Johnson
Jesse Bryce Jurgenson
Karisa Jo Meyhuber
Amanda Lyn Middaugh
Nicole Marie Salvesen
Rollin Blaine Swedberg
Lindsay Marie Youd

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

Laurel K. Aaberg
Jory L. Aman
Tekla Jay Anderson
Cari Jean Auen
Kendra Kaylynn Beckley
Jerad Dale Binstock
Erik Keith Bommersbach
Megan Born
Julie Ann Boyer

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Kayla Jean Braaten
Jillian Teresa Brummer
Tegan Jo Buckley
Alexandra Jae Burnside
Toni Rachael Clarys
Alexandra Lynn Daly
Andrew Stewart Deichert
Ashley Rebecca Denne
Lisa Dertinger
Susan Kay Dynneson
Ashley Medora Ekerholm
Carter Ellenson
Brian A. Erickson
Valerie Marie Fankhanel
Jordan Ross Ferguson
Nicholas Craig Finnesgard
Adrienne Leigh Fisher
Bailey Ann Flach
Aimee Marie Ford
Jennifer Mary Fradet
Derek L. Gaffney
Ashley Anne Gellner
Holli Jo Grade
Meghan Marissa Gronbeck
Brandon Michael Hallquist
Abby Haugrud
Franklin Dean Heisler
Stacy Lynn Hersrud
Kelsey Nicole Hesck
Jennifer Ann Hildahl
David Matthew Hoffman
Rebecca Jean Hoistad
Sarah Rose Holm
Jennifer Lynn Jenkins
Adam Lee Johnson
Allan Michael Johnson
Justin Michael Jones
John Henry Kastner
Chadrick Donovan Keller
Anna Jeanette Kinneberg
Mathew Robert Klier
Brent John Klinkhammer
Kaitlyn Alice Krause
Evan Lawrence Krebs

Tucker Lee Kreft
Emily Rose Krueger
Rachelle Marie Kunde
Grant A. Lannoye
Trisha Lee Laub
Jenna Anne Lien
Abigail Joy Malone
Sadie Jean Mathson
Noah David McBroom
Janessa Eve Meyer
Cindy Cae Moe
Katherine Grace Montag
Kristina Maria Thanh Nguyen
Kyle J. Odermann
Brendan Patrick O'Gorman
Benjamin Olson
Nicholas O'Rourke
Clint Oliver Parisien
Ankit Patel
Rupa Bharat Patel
Brady Michael Paul
Shawn Michael Pearson
Tasha Nicole Peltier
Caylee Powers
Ashlee Rose Randklev
David Roy Rau
Courtney Redwing
Lindsay Rezac
Ashley Marie Rheault
Sierra Lynn Roecker
Steve Daniel Rosenfeldt
Kristin Marie Rowe
Daniel Steven Sandgren
Breanna Rae Schmidt
Mckaya Raquel Schmit
Allison Elizabeth Schmitz
Tyler John Schultz
Whitney Louise Schultz
Nicole Anne Schwarz
Sarah Noelle Sonnenfeld
Max Whitney Stork
Sarah Taylor
Emily Rae Thielges
Shana Marie Tollerud

Jenna Marie Wahlstrom
Denice L. Warne
Jasmine Rae Wieser
Cavan An Wilhelm
Kelly Lynn Wilkinson
April Marie Wulff
Alan Yan

Doctor of Nursing Practice

Chantee Seung

College of Science and Mathematics

Bachelor of Arts

MiYoung Cho

Bachelor of Science

Ayodeji Agbetola
Deq Ahmed
Sydney Leigh Anderson Otto
Amy Christine Austin
Hanna Elizabeth Bigham
Brooke Nicole Dettler
Matthew James Fellows
Nathan Josef Gubbins
Urvashi Gupta
Jamie Lyn Kara
Casey L. Klovstad
Shubh Sharma
Whitney Kaylin Trecker
Jenna Rae Unterseher
Sarah Thavy Zumwalde

Master of Science

Shi Bai
Krishna Chaithanya Chinthakayala
Charith Devinda Chitranjan
Kishor Devkota
Ran Fu
Samuel Sudhakar Kondamarri
Peter John Myxter
Naresh Pillarikuppam
Jyothsnadevi Pothana

XiaoJun Xia
Yanchun Zhao

Doctor of Philosophy

Omar Aref El Ariss
Lexi Rae Kvasnicka
Sara Kimberly Moeller
Scott Byrum Ode
Digamber Sadanand Rane
Stacy Ann Sommer

College of University Studies

Bachelor of University Studies

Shawn Michael Bibeau
Christopher Thomas Haroldson
Jenny Beth Humphrey
Ron Raymond Lawler
McHale Jon Maristuen
Bree Nicolle O'Donnell
Stephanie Lynnette Tyler
Lee J. Vandal

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Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected senator for every fifteen eligible faculty (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the Fargo Campus as of October 1 of each year. Faculty members in the Agriculture Experimental Station and the NDSU Extension Service shall be counted in and vote with their assigned representation unit.

Section 2.

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

Section 3.

The following are considered representation units for the purposes of determining Faculty Senate seats:

- a. College of Agriculture, Food Systems, and Natural Resources
- b. College of Arts, Humanities, and Social Sciences
- c. College of Business
- d. College of Engineering and Architecture
- e. College of Human Development and Education
- f. College of Pharmacy, Nursing, and Allied Sciences
- g. College of Science and Mathematics

Section 4.

The Faculty Senate President with the assistance of the Secretary of the Senate will stagger Senate terms so that approximately 1/3 of the senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary senators by April 15 of each year.

Section 5.

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

Section 6.

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

Section 7.

A senator may be removed from office by way of a two-thirds majority vote at a regular Faculty Senate meeting, followed by a 2/3 vote at the next meeting. This action may never be part of a consent agenda.

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Section 8.

All senators are expected to:

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

Article II: Organization and Faculty Senate Operation

Section 1.

Administrative officers of the Faculty Senate consist of the President and the President-Elect.

Section 2.

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

Section 3.

At the end of the term, the President-Elect will succeed the President for a one-year term of office.

Section 4.

During their respective terms the President-Elect and the President will not represent her or his representation unit.

Section 5.

Removal of the President or President-Elect requires a 2/3 vote at a regular Senate meeting, followed by a 2/3 vote at a special meeting of the Senate not more than 2 weeks after the first meeting. In the event that the President is removed, the President-Elect will assume the role of President and will continue as President until the President-Elect's original term is concluded. In the event that the President-Elect is removed, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda. The removed officer shall not complete her or his term as a Senator.

Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Faculty Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council .
4. Chair the Senate Executive Committee.

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5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Faculty Senate on administrative councils.
9. Provide the Secretary of the Senate and the incoming President with an annual report summarizing the Senate activities for the preceding year.
10. Submit policies or actions approved by the Faculty Senate to the University President for consideration.
11. Moderate the official faculty listserv.

Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Senate Executive Committee.
4. Serve on the Coordinating Council.
5. Represent the Faculty Senate to the Staff Senate and the Student Government.

Section 8.

The University Registrar shall be the Secretary of the Senate; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Section 13.
2. Maintain a current roster of senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare and disseminate meeting minutes according to Section 15.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.

Section 9.

Regular meetings of the Senate shall be held at 3:30 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 10.

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

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Section 11.

Meetings of the Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Provost/~~Vice President for Academic Affairs~~, the Student Body President, and the Staff Senate President will be invited to make announcements. The Faculty Senate President may allow other non-senators to speak and/or provide reports. However, only senators may make motions and only senators may vote on motions before the Senate.

Section 12.

Faculty Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Faculty Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

Section 13.

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

- a. Academic freedom, including rights and responsibilities
- b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs
- c. Research and scholarship
- d. Admissions standards and prerequisites
- e. Requirements for regular certificates and degrees
- f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors
- g. Teaching quality
- h. Professional standards and criteria for positions accorded academic rank
- i. Policies and procedures for promotion, tenure, and evaluation
- j. And other academic matters

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

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

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

1. Approval of the minutes of the previous meeting.
2. Announcements.
3. Consent agenda.
4. Planning and prioritizing Faculty Senate action for the year.
5. Adjournment.

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

Section 14.

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

Section 15.

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

Article III: Senate Committees

Section 1.

Duties of standing committees include:

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

Section 2.

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

Section 3.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Faculty Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress (5 minutes) at the May meeting of the Faculty Senate or, at the President of the Faculty Senate's request, submit a written report at the end of the academic year.

Section 4.

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Such membership shall be presented to the Faculty Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. [Committee service begins and ends at the last senate meeting of spring semester, unless otherwise specified.](#)

Section 5.

After the Faculty Senate has approved membership in the Standing Committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate.

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Section 6.

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

Section 7.

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

Article IV: Faculty Senate Standing Committees

Section 1. Academic Affairs

1. Voting members shall consist of one faculty member, with the rank of full or associate professor, from each of the representation units, a representative of the Dean of Graduate and Interdisciplinary Studies, and two students.
2. Non-voting members shall consist of the Provost (or designee)/~~Vice President for Academic Affairs~~ and the University Registrar.
3. Committee responsibilities include:
 - a. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges
 - b. Recommending policies for the evaluation of transfer credit
 - c. Recommending policies for graduation
 - d. Recommending candidates for graduation
 - e. Recommending the scheduling of policies for the efficient utilization of classrooms and laboratories

Section 2. Academic Integrity

1. Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.
2. Committee responsibilities include:
 - a. Providing investigative assistance on cases involving academic misconduct as described in Policy 326.
 - b. Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.
 - c. Reviewing and recommending policies on academic integrity.

Section 3. Conflict of Interest Advisory

1. Committee membership shall consist of five tenured faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President.
2. No two committee members may have primary appointments in the same representation unit.
3. Committee responsibilities include:
 - a. Serving as an advisory body to the administration on the issue of Conflict of Interest.
 - b. Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Faculty Senate.

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- c. Hearing and ruling on appeals of decisions in conflict of interest cases.
 - d. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 151.1.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.

Section 4. Council of College Faculties

1. Membership shall consist of three faculty members elected to staggered three-year terms.
2. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.
3. Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 5. Equity and Diversity

1. Voting membership shall consist of five faculty members recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President and a representative from the Commission on the Status of Women Faculty. The Executive Committee shall strive for representation from diverse groups.
2. Non-voting membership shall consist of a representative from the office of the Vice President for Equity, Diversity, and Global Outreach.
3. Committee responsibilities include:
 - a. Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups of faculty are included in NDSU policy, practices, and procedures.
 - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, and sexual minorities (e.g., lesbian, gay, bisexual, or transgendered).

Section 6: Executive Committee of the Faculty Senate

1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as a replacement for the immediate Past President on the committee. The term of office shall be for one year following the regular May meeting.
2. Non-voting membership shall consist of the Dean of Graduate and Interdisciplinary Studies, the Provost ~~(or designee)/Vice President for Academic Affairs~~, the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.
3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.
4. Committee responsibilities are the following:
 - a. Delegating tasks to Faculty Senate committees.
 - b. Reviewing the progress of Faculty Senate committees.
 - c. Setting the agenda for upcoming Faculty Senate meetings.
 - d. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws.

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Section 7. Faculty Affairs

1. Membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include:
 - a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
 - b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.

Section 8. Faculty Rights

1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. Membership consists of five members, from different representation units, elected for five-year terms by the faculty. Membership is restricted to tenured full professors.
3. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Standing Committee on Faculty Rights. [Committee members' terms will begin and end on August 15.](#)
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve the remainder of the term after considering those who have previously served on the committee.

Section 9. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.
2. Non-voting members shall consist of one representative from each of the following: the NDSU Library, Registration and Records, and the Provost ~~(or designee)/Vice President for Academic Affairs.~~
3. Committee responsibilities include:
 - a. Ensuring that existing courses and experiences meet general education requirements.
 - b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.
 - c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
 - d. Coordinating and recommending actions to the Faculty Senate on proposals for approving general education courses.
 - e. Providing periodic assessment of students' attainment of intended student outcomes in general education.
 - ~~f.~~ [Studying, coordinating, and recommending to the Faculty Senate policies and procedures for continuing improvement in general education.](#)
 - ~~f.g.~~ [Selecting two representatives and one alternate for the North Dakota General Education Council.](#)

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Section 10. Grade Appeals Board

The purpose of this Board is to provide an avenue for students to challenge any grade they believe to have been unfairly assigned. Membership shall consist of one faculty member and one alternate from each representation unit, the Associate Vice-President of Academic Affairs, a representative of the Dean of Graduate and Interdisciplinary Studies, three students and three student alternates selected by the Student Government. The Associate Vice-President of Academic Affairs will serve as Board Chair, and Policy 337 governs ~~who will chair the committee, as well as~~ process.

1. Faculty shall be elected for three-year terms by their representation unit.
2. Students should be full-time students with a minimum 2.00 cumulative grade point average and junior standing.
3. Committee responsibilities include:
 - a. Hearing charges of inequitable or prejudiced academic evaluations and to provide redress for improper evaluation.
 - b. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 337.

Section 11. Program Review

1. Membership shall consist of one tenured faculty member from each representation unit, the immediate past president of the Faculty Senate, the Dean of the College of Graduate and Interdisciplinary Studies, the Provost ~~(or designee)/Vice President for Academic Affairs~~, and two students selected by the Student Government. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
2. Committee responsibilities include:
 - a. Developing criteria and procedures for review of academic programs.
 - b. Performing a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
 - c. Addressing concerns and making recommendation to the Faculty Senate regarding duplication of programs and courses.
 - d. Recommending policies for University support to individual programs.
 - e. Coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research & Consulting

1. Voting membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.
3. Committee responsibilities include:
 - a. Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
 - b. Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services Committee

1. Voting membership shall include one faculty member from each of the representation units and a representative of the Dean of Graduate and Interdisciplinary Studies.

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2. Non-voting membership shall include one representative from Information Technology Services (ITS).
3. Committee responsibilities shall include:
 - a. an annual review of ITS support services to the NDSU teaching and research communities.
 - b. making recommendations for Faculty Senate approval of any changes proposed by ITS regarding policy, implementation procedures, or classroom and instructional technologies.
 - c. formulating recommendations regarding needs of the faculty that are unmet by ITS.
 - d. serving as the liaison between the Faculty Senate and ITS administration.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Voting membership shall consist of ~~the~~ two representatives each from the Faculty, Student, and Staff Senates, the Faculty Senate President, the Staff Senate President, and the Student Body President.
2. Non-voting membership shall consist of the Provost (or designee) ~~Vice President for Academic Affairs~~, the Vice President for Student Affairs (or designee), the Vice President for Finance and Administration (or designee), and representatives of one of these Vice President's offices, one of whom will facilitate meetings and one of whom will maintain records. The Vice President's offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as nonvoting members to explain policy changes.
3. Committee responsibilities include:
 - ~~a.~~ Reviewing policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision. Encouraging the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus-wide effects.
 - ~~b.~~ a. Coordinating the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Government Constitutions.
 - ~~c.~~ b. Sending policies that have been voted on to appropriate channels at NDSU for final approval.
 - ~~d.~~ c. Serving in a liaison capacity regarding the Faculty Senate, administration, Staff Senate, and Student Government.

Section 2. Campus Space & Facilities

1. Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a representative of the College of Graduate and Interdisciplinary Studies, the Provost (or designee) ~~Vice President of Academic Affairs~~, the Registrar, and the Vice President for Finance and Administration (or designee).
2. Non-voting members shall consist of the Director of Facilities Management, the Chair of the Department of Architecture and Landscape Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, and a representative of the Dean of Libraries.
3. Committee responsibilities include:
 - a. Provide for the systematic development and review of the "Campus Master Plan" and Guidelines for Campus Development.

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- b. Recommending policies and procedures to meet the current and future needs for all physical facilities and reviewing changes in University space allocation including classrooms and laboratories.
- c. Reviewing proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
- d. Recommending policies for site location for new buildings and for overall landscaping.
- e. Recommending traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
- f. Recommending plans for sidewalks, streets, and parking lots.

Section 3. Library

1. Membership shall consist of one faculty member from each representation unit, one undergraduate and one graduate student appointed by the Student Government, a staff member appointed by the Staff Senate, a representative from Information Technology Services, a representative of the Dean of Graduate and Interdisciplinary Studies and the Dean of Libraries.
2. Committee responsibilities include:
 - a. Formulating policy recommendations for the NDSU Libraries.

Section 4. University Athletics

1. Membership consists of one faculty member from each representation unit, two students, the Student Body Vice President, the President of the Student-Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, the Director of Intercollegiate Women's Athletics, the Vice President for Equity, Diversity, and Global Outreach (or designee), and the Faculty Athletic Representative.
2. The University Athletics Committee serves as the NDSU Athletics Advisory Board as described in the constitution of the National Collegiate Athletics Association (NCAA).
3. Committee responsibilities include:
 - a. Promoting compliance with principles of conduct as defined by the NCAA.
 - b. Acting as the Board of Appeals for athletic grievances.
 - c. Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the Faculty Senate. Such areas of concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.
 - d. Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.
 - e. Reviewing the budget of the athletic programs prior to its approval by the University President.
 - f. Stimulating interest in athletic events throughout the University community.

Section 5. Equal Opportunity Hearing Panel

1. Membership shall consist of six faculty members appointed by the Faculty Senate President in consultation with the Senate Executive Committee, six students appointed by the Student Government President, and six Staff members appointed by the Staff Senate President.
2. Each President shall strive for diverse representation (gender, ethnicity, etc) in her/his group of appointees.
3. Committee responsibilities include:
 - a. Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

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Section 6. University Assessment

1. Membership shall consist of one faculty member from each representation unit, a representative from the General Education Committee, a representative of the Dean of Graduate and Interdisciplinary Studies, the Provost ~~(or designee)/Vice President for Academic Affairs~~, one undergraduate student, and one graduate student appointed by the Student Government, a representative from the Division of Student Affairs, a representative from the NDSU Extension Service, a representative from the Office of Institutional, Research and Analysis, a representative from Distance and Continuing Education, and the Director of the Office of Accreditation and Assessment.
2. Committee responsibilities include:
 - a. Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.
 - b. Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.
 - c. Providing feedback and assistance to departments and other academic units on their assessment activities.
 - d. Providing a yearly summary of assessment activities to the Faculty Senate, The Provost ~~/Vice President for Academic Affairs~~, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

Section 1.

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

Section 2.

The Secretary of the Faculty Senate will distribute the proposed amendment to all members of the faculty no later than nine days after the Faculty Senate votes to consider the amendment at their next regular meeting.

Section 3.

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

Section 4.

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

NDSU Financial Overview: Past, Present, and Future Considerations

Faculty Senate

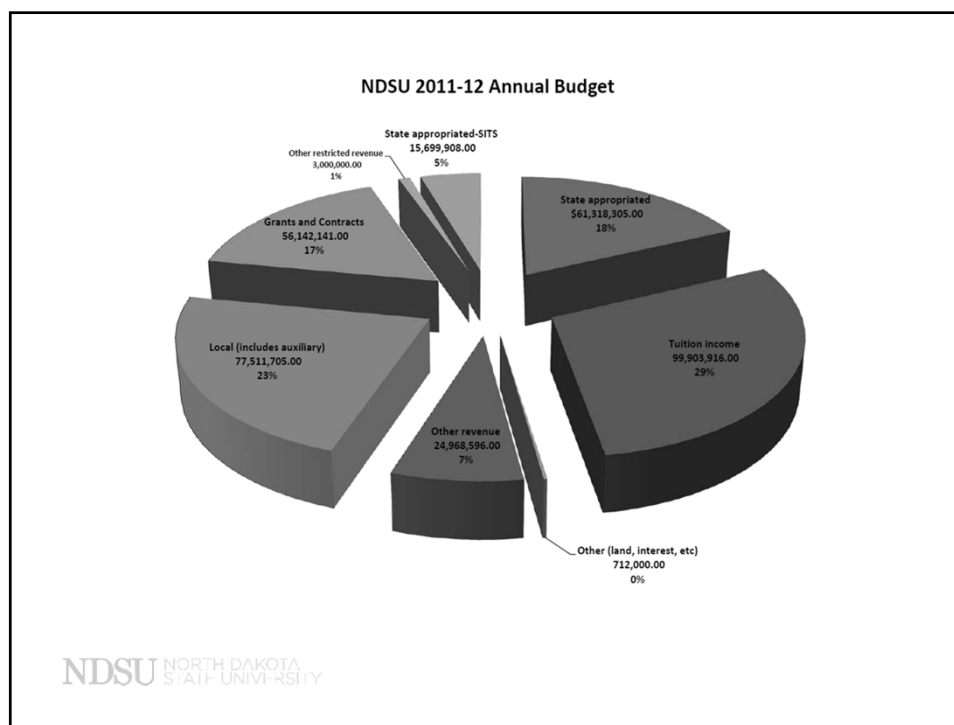
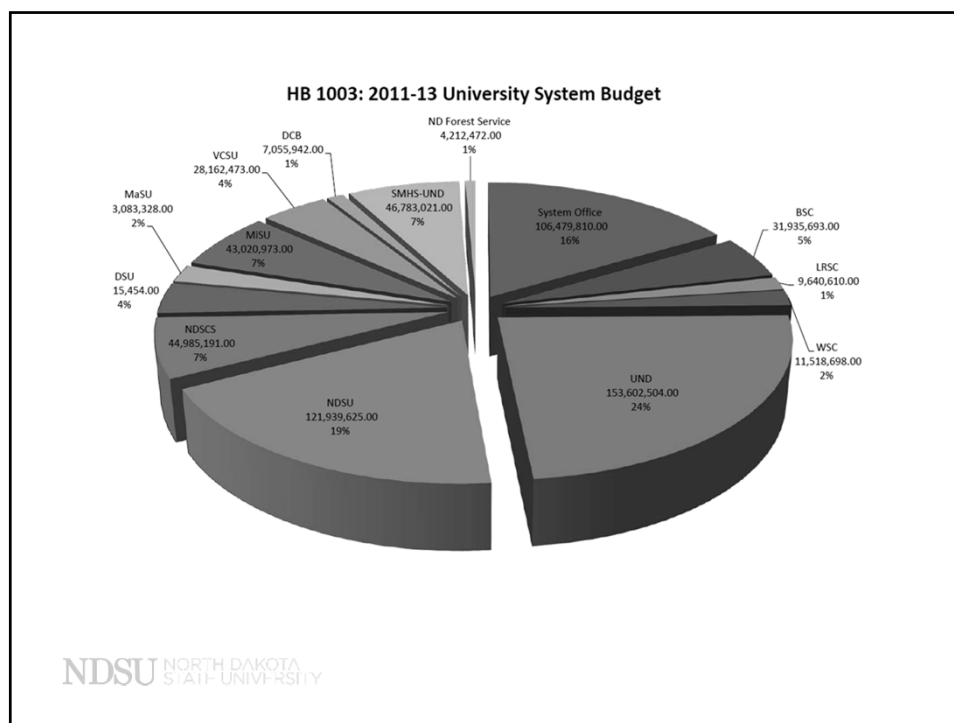
October 10, 2011

NDSU NORTH DAKOTA
STATE UNIVERSITY

Past and Present Considerations

North Dakota
“University” System
Otherwise Known As
NDUS

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Past and Present Considerations

For 11 years in a row, NDSU has experienced record admissions demand from students. However, over the same timeframe--based on the historic/current funding mechanism of peer equity:

- NDSU has received a steadily diminishing level of support
 - From 55% to 39% of peers
- Now the lowest of all 11 System campuses
- **Even with this request, will remain the lowest** of all 11 System campuses

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Past and Present Considerations

2011-13 BUDGET REQUEST NORTH DAKOTA UNIVERSITY SYSTEM

NDSU HISTORY OF EQUITY AND PERCENT OF GENERAL FUND PEER BENCHMARK

	2009-11		2007-09		2005-07		2003-05		2001-03	
	EQUITY RECEIVED	% OF PEER BENCHMARK	EQUITY RECEIVED	% OF PEER BENCHMARK	EQUITY RECEIVED	% OF PEER BENCHMARK	EQUITY RECEIVED	% OF PEER BENCHMARK	EQUITY RECEIVED	% OF PEER BENCHMARK
BSC	\$ 573,904	51%	\$ 524,585	53%	\$ 359,125	51%		46%	\$ 419,694	50%
LRSC	402,575	48%	244,425	47%	129,140	46%		42%	150,502	48%
WSC	250,000	75%	92,124	63%	52,031	62%		61%	34,433	72%
UND & SMHS	2,607,460	55%	3,922,024	53%	1,531,059	50%		56%	1,319,554	66%
NDSU	4,108,963	39%	4,140,843	41%	1,331,324	41%		49%	1,481,649	55%
NDSCS	250,000	90%	33,694	88%	57,137	87%		77%	-	84%
DSU	594,988	51%	544,871	49%	157,804	47%		58%	114,760	69%
MaSU	250,000	87%	81,020	75%	-	71%		88%	-	93%
MISU	462,110	76%	338,104	67%	149,314	66%		69%	142,371	74%
VCSU	250,000	95%	39,569	86%	-	81%		96%	-	97%
DCB	250,000	79%	38,742	89%	48,851	71%		58%	40,037	67%
TOTAL	\$10,000,000		\$10,000,000		\$ 3,815,785		\$ -		\$ 3,703,000	

USE OF 2009-11 EQUITY ALLOCATIONS:

Examples of the use of the 2009-11 equity allocations include: New positions (faculty, administrative and student support and others); additional salary increases in excess of what was legislatively funded; and new or expanded programs to address student retention, marketing, recruiting and other programs. Institutions can expand on the specific use at their campuses, if requested to do so.

ISSUES REGARDING EQUITY FUNDING:

1. Changes in enrollment impact position
2. Changes in peer funding levels impact position
3. Long-term solution and funding required
4. Significant amount of funding required to move campus position
5. Importance of campus discretionary funding

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Past and Present Considerations

- The peer equity model, or its calculus, increasingly recognized as flawed
- A simple “per-student” model of ND general fund allocation might be another way of looking at NDSU’s current situation
 - We all want taxpayer higher ed support to be well invested

NDSU NORTH DAKOTA
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	2009-11 General Fund Base Budget	FTE Students	GF Per FTE Student
VCSU	\$16,368,001	1,790	\$9,144
MaSU	\$11,629,616	1,366	\$8,514
NDSCS	\$31,607,155	4,293	\$7,362
WSC	\$7,696,999	1,143	\$6,734
MiSU	\$34,623,707	5,834	\$5,935
UND	\$125,036,783	21,647	\$5,776
UND SOMS	\$41,115,401	1,677	\$24,517
DCB	\$5,862,372	1,030	\$5,692
DSU	\$21,223,737	4,255	\$4,988
LRSC	\$7,956,210	1,789	\$4,447
NDSU	\$108,367,622	25,285	\$4,286
BSC	\$24,204,005	6,368	\$3,801

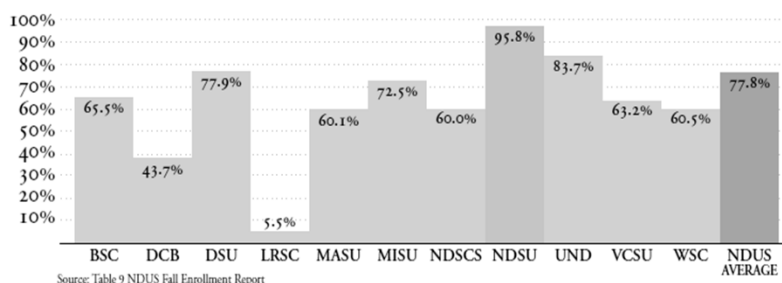
Based on 2009-11 adjusted State General Fund Operating Base Appropriation; prepared by Legislative Council staff May 2011

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Past and Present Considerations

FACE-TO-FACE FALL 2010 ON-CAMPUS PERCENTAGES

PERCENTAGE OF DEGREE-SEEKING STUDENTS IN A TRADITIONAL CLASSROOM ENVIRONMENT
AT NDSU, 13,798 OF 14,407 STUDENTS ARE FACE-TO-FACE
WITH FACULTY IN TRADITIONAL CLASSROOM SETTINGS.



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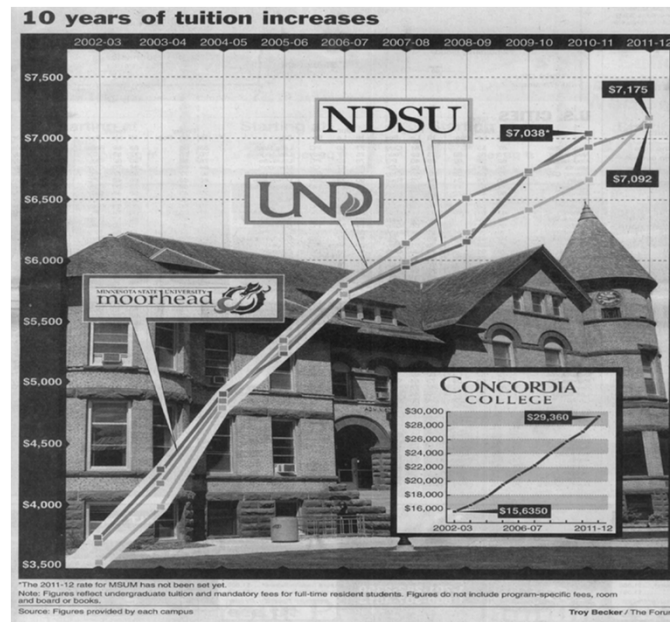
Past and Present Considerations

- Request is **consistent** with NDSU's annual tuition increase average for the past decade

Year	Annual FT Tuition Rate	% Increase
2002	\$2,754	5.80%
2003	\$2,904	5.50%
2004	\$3,374	16.20%
2005	\$3,981	18.00%
2006	\$4,359	9.50%
2007	\$4,773	9.50%
2008	\$5,013	5.00%
2009	\$5,264	5.00%
2010	\$5,448	3.50%
2011	\$5,639	3.50%
10 year avg		8.15%
2012	\$6,135	8.80%

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Fargo Forum
May 21, 2011



NDSU NORTH DAKOTA
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Past and Present Considerations

Expense reductions have been constant priority for the past two years

- Illustrative measures to control costs/balance budget:
 - 10% reduction for academic departments, in spite of record enrollment growth
 - 19% reduction for all/other administrative areas, in spite of record enrollment growth
 - Have not filled senior administrative leadership, full time positions, and even part time positions
 - Increasing number unfilled department chair positions; on hold for lack of funds
 - President must personally approve filling any position on the NDSU campus
 - Backing out of leased classroom space even though classrooms are in critically short supply
- Auxiliary reserves have been tapped...and depleted
 - Doing so further risks their viability
- Faculty/Staff professional development grant program discontinued
- Reduced to almost non-existent marketing efforts
- In last fiscal year, in desperation, even reduced already low student scholarships by **\$1,000,000**

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Past and Present Considerations: How It Boiled Down During and After Last Session

- Needs Based Budget
- Governor's Executive Budget
- Legislative Budget
- SBHE presented with six distribution options
- Implications w/o tuition increase?
 - illustratively: 2 or more academic departments

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Current and Future Considerations

STUDENTS, with the shared concern and support of faculty and staff:

- **Were at the time NOT** asking for an additional state or legislative allocation
- **Were at the time NOT** asking for changed or additional SBHE allocation
- **Were at the time ONLY** asking to increase their own tuition, as a bridging measure, to protect the educational experience they appreciate as one of the best and most affordable in the country
 - from the annual average of 8.15% to 8.8%, so that NDSU could simply “break even”

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Current and ***Future*** Considerations

- How important was the tuition increase?
 - to current programs and their quality: critical
 - to future funding: a historic **turning point of unparalleled proportions:**
 - what NDSU had been asking for decades
 - legislative demand for a new funding model

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STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

NDSU

Research and Data

Research Data Working Group

Lincoln Bathie, IT Desktop Support Manager

Kim Owen, IT Advanced Applications Coordinator

Amber Rasche, IT Communications Specialist

Michele Reid, Dean of Libraries

CeCe Rohwedder, Assistant to the Vice President for IT

Marc Wallman, IT Assistant Vice President, Enterprise
Computing and Infrastructure

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2

Support for NDSU Researchers

**Sponsored by
Provost/Vice President for Academic Affairs**

- Collaborative working group, currently represented by Dean of Libraries and Information Technology Division
- Single point of contact to request assistance with IT for grant proposal and data management planning

ndsu.research.data@ndsu.edu

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3

Objectives

- Increase NDSU's competitiveness in the national higher education research community
- Bring NDSU into compliance with Federal Funding Agency grant requirements

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4

Two areas of focus

~ First ~

Learn more about proposed research at NDSU and its impact on campus cyberinfrastructure

~ Second ~

Address Data Management Plan requirements by federal funding agencies

The Impact Of Research ~ Why be concerned ?

- Realize the benefits of sharing communal resources for research (as opposed to many localized resources)
- Gain access to as many or more resources for your research
 - Find out who is already working with whom
 - Find out who already owns software or cyberinfrastructure resources that could be used by other projects
 - Save dollars for your own project and for your department
- Benefit from the additional capacity of aggregate resources – enabling effective and efficient use
- Determine areas where our cyberinfrastructure needs to “bulk up” in order to better serve faculty and students

Capability

When it comes to capability, you have to consider: What is the largest job you can run on a given machine?

There are particular jobs you can't run on a system that doesn't have a lot of capability.

Practicality

Cooling ~ Space ~ Power ~ Labor

If you have dozens of systems dedicated to HPC, you can't just stick them in the closet anymore.

*Henry Neeman, Director
Univ of OK Supercomputing Center for Education & Research*

The Impact of Research ~

Becoming more critical

...and gathering speed as more universities are making research a vital part of their institutional identity.

Why Data Management?

Federal Mandate

OMB Circular A-110 (1999) describes provisions for public access to research data through the Freedom of Information Act.



NATIONAL ENDOWMENT FOR THE HUMANITIES

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Federal Funding Agency Requirements

The Office of Management and Budget (OMB) Circular A-110 provides the federal administrative requirements for grants and agreements with institutions of higher education, hospitals and other non-profit organizations.

In 1999 Circular A-110 was revised to provide public access under some circumstances to research data through the Freedom of Information Act (FOIA).

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The Purpose of Data Management Plans

- Communicate (findings, hypotheses, insights)
- Organize (nomenclature, terminology, disciplines)
- Build communities toward collaboration
- Document, manage, resolve controversies
- Establish precedence
- Be trustworthy
- Be reproducible
- Perturb assumptions and methods

The Benefits of Data Management Plans

- Save time
- Increase research impact
- Ensure long-term ability to preserve fragile data sets
- Organize and categorize data for efficient access, analysis, queries, etc.
- Support sharing and open-access
- Focus on data sharing as an objective of investigation
- Support data-intensive discovery across disciplines
- Promote verification and replication of research analysis and findings

For example...

NSF DMP Requirements

(Mandatory ~ effective date January 18, 2011)

- “Proposals must include a supplementary document of no more than two pages labeled ‘Data Management Plan.’ This supplement should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results...”
- Fastlane will not permit submission of a proposal that is missing a DMP

DMP Elements

as suggested by NSF

1. Type of data
2. Standards to be applied for format, metadata content, etc.
3. Project storage: provisions for archiving and preservation
4. Access policies and provision for re-use of data
5. Long-term plans for transition or termination of data

Specific requirements may apply for individual Directorates.

NIH Public Access Policy

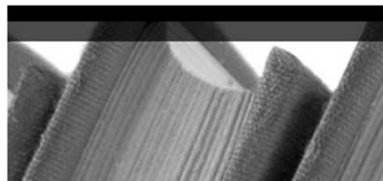
(Mandatory ~ effective April 7, 2008)

“...requires that all investigators funded by the NIH submit to the National Library of Medicine’s PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication...”

More guidance available

- National Institutes of Health (NIH)
www.publicaccess.nih.gov
- National Science Foundation (NSF)
www.nsf.gov/bfa/dias/policy/dmp.jsp
- National Endowment for the Humanities
<http://www.neh.gov/grants/guidelines/digitalhumanitiesimplementation.html#howto>

NDSU NDSU Digital Repository



<http://library.ndsu.edu/repository/>

What is already available at **NDSU?**

NDSU Libraries Institutional Repository

Online open access initiative collecting, preserving, and distributing digital material produced by the NDSU community.

Web searchable access to content, expanding opportunities for research discovery and use by a global community.

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References

- Adapted from presentations at peer universities across the U.S.
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 - *Creating Data Management Plans for NSF proposals*. (2011). Cornell University and University of Oregon.
 - *Introduction to Data Management for Scientists and Engineers*. (2011). University of Minnesota.
 - Jackson, S. (2010). *Cyberinfrastructure Impact Analysis*. University of Illinois, Urbana-Champaign.
 - *Lifecycle of a Dataset*. (2011). Massachusetts Institute of Technology.
- Bottum, J. (2007). Chief Information Office and Vice Provost for Computing & Information Technology, Clemson University.
- Lynch, C. (2009). Coalition for Networked Information.
- Neeman, H. (2007). Director of Supercomputing Center for Education & Research, University of Oklahoma.
- O'Hanlon, C. (2007, April 1). High-Performance Happy. *Campus Technology*.

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18

A work in progress!

- Your knowledge of your field of research is critical to the development of this support structure for NDSU researchers
- Your input will be needed to determine the most efficient and least invasive measures we can create to address these needs
- Communication to departments across campus is planned
- Please continue to communicate with us!

ndsu.research.data@ndsu.edu

Research Data Working Group

Lincoln Bathie

IT Desktop Support Manager

Kim Owen

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Amber Rasche

IT Communications Specialist

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Dean of Libraries

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Infrastructure

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Fargo, ND 58108

North Dakota State University

November 14, 2011

The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: M. Abdelrahman, E. Berg, A. Bezbaruah, P. Biga, J. Bitzan, S. Brotherson, T. Stone Carlson, C. Ciuperca, A. Denton, T. DeSutter, M. Eighmy, M. Engler, P. Gibbs, K. Gordon, R. Gordon, G. Gramig, D. Grandbois, J. Harmon, L. Helstern, X. Jia, J. Jones, R. Jones, J. Knodel, B. Law, K. Lepper, G. Liguori, W. Lin, K. Maddock Carlin, L. Manikowske, M. Patnode, B. Pruess, S. Pryor, Y. Rhee, K. Rodgers, A. Rupiper Taggart, E. Skoy, C. Stockwell, C. Ulven, M. Weber, A. Welch, W. Zhang, and S. Zhong

Substitutions: P. Zhao for S. Jayaraman, G. Walia for J. Kong, and K. Groberg for C. Pearson

Approval of Minutes

MOTION (Welch/Biga): to approve the minutes of the October 10, 2011, meeting as posted.
MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

- A. Academic Affairs ([Attachment 1](#))
- B. Senate Coordinating Council (SCC) -
For Information Only:
 - Policy 134: Faculty/Staff Assistance ([Attachment 2](#))

MOTION (Welch /Gordon): to approve the Consent Agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

General Announcements

A. Faculty Senate President -

G. Totten announced that a meeting has been scheduled to discuss the transition of the Policy Coordinating Committee to the new Senate Coordinating Council.

B. Staff Senate President -

L. Dallmann reported the following:

- A Community of Respect seminar is scheduled for November 30th.
- A staff bus tour of campus is scheduled for December 13th.
- Items collected as part of the Rebuilt Minot Campaign have been delivered. Staff Senate received good press coverage on this event.

C. Student Body President -

C. Knutson provided the following updates:

- Student Government will send student delegates to an upcoming SBHE meeting to discuss course fees and tuition models.

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- Students were involved in the recent legislative interim meeting in Bismarck.
- A holiday lighting event sponsored by Student Government is scheduled to take place on the East Patio of Memorial Union and near the Babbling Brook.
- Student Government supports the Fill the Dome event and encourages everyone to contribute non-perishable food items (collection boxes located throughout campus).

Senate Committee Reports

A. *Academic Affairs Committee* ([Attachment 7](#))-

A. Brunt presented an addendum to the Academic Affairs report, which includes time-sensitive courses for spring semester.

MOTION (Biga/Helstern): to approve the Academic Affairs addendum as presented.
MOTION CARRIED WITH UNANIMOUS CONSENT.

B. *General Education Committee* ([Attachment 8](#))-

L. Peterson, chair, presented three proposed new General Education courses: ENGL 231, PHIL 450 and PHIL 451.

MOTION (Biga/Welch): to approve the General Education recommendations as distributed. MOTION CARRIED WITH UNANIMOUS CONSENT.

D. *University Assessment Committee* ([Attachment 3](#)) -

R. Harrold, chair, reported that the *University Assessment Committee Strategic Plan* has been in development for three years. Annual reports have been submitted annually to the Faculty Senate Executive Committee as required by Senate Bylaws and for reaccreditation activities.

E. *Senate Coordinating Council* -

T. Stone Carlson presented the following policies for Faculty Senate input:

For Discussion and Vote-

- Faculty Senate Bylaws Revisions ([Attachment 4](#))

MOTION (Welch/Biga): to approve the Bylaws revisions as presented.
A question was posed on the role of the committee chair and liaison (in

Faculty Senate Minutes

some cases, this will be the same individual) as mentioned in Article 3, Section 1, Duties. It was recommended that a clarification be made to this section of the Bylaws in a future revision. MOTION CARRIED WITH UNANIMOUS CONSENT.

For Discussion Only-

- Policy 161: Fitness for Duty ([Attachment 5](#))

The policy revisions are intended to reflect identification and intervention for individuals having difficulty performing their duties. Concern was raised regarding the lack of due process and alternative treatments/interventions for faculty not satisfied with the authorized provider.

Additional discussion ensued on Sections 4.e. and 4.f. Concern was expressed regarding the lack of options to seek a secondary opinion for a recommended course of action, as well as no apparent anonymity or right to confidentiality for employees who report individuals who appear unfit for duty. It was suggested that, when possible, employees notify supervisors when they do not feel they are personally fit for duty. Revisions were requested that address employee needs while also protecting the university's need to have work responsibilities fulfilled. It was recommended to include in Section 3.d. a statement to acknowledge a primary health care provider. Concern also was raised on an employee's department being responsible for the cost associated with diagnostic studies (questions on benefits coverage and co-pays).

Unfinished Business

Totten led a follow-up discussion on Faculty Senate priorities:

A. *SROI Revision* ([Attachment 6](#)) –

Totten and P. Biga provided an overview on the SROI pilot study conducted by the former University Senate Committee on Teaching and Professional Service Committee. Piloted questions were intended to remove bias, particularly gender bias, in student assessment of teachers, and to cover the five major points that SROIs are supposed to assess. The current plan is to discuss this issue more at the next Senate Executive Committee meeting and bring forward to a future Faculty Senate for further discussion. There is a potential for faculty open forums to gather more input. There was discussion by senators on the potential of using both new and old sets of questions, as well as a small set of standardized questions with room for individual and/or departmental/discipline-specific questions.

Questions were raised on how these questions may be used as part of the PTE process, and departmental standards for instructor evaluation and peer review of teaching. There was brief discussion on quantitative data regarding the correlation between old and new

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questions and if bias is actually removed. Concern was raised on instructor's limited ability to control the teaching and learning environment. It also was mentioned that each college may have its own pedagogy of practice, including different teaching methods and technologies within professions. There was some support for colleges/departments to identify evaluation items unique to their pedagogies, and including them in the PTE process.

Final points raised were on the role of the provost in approving SROI questions, as well as on the appropriate length and number of questions. It was asked if the purpose and goal of SROIs to be for administrative review or to improve teaching for students.

B. *Academic/Admission Standards –*

Totten reported that Provost Rafert is considering a model that would task the existing Academic Standards Committee (an advisory committee to the provost) to review and recommend policy changes before they go to the Academic Affairs Committee, which is a standing committee of the Faculty Senate. The Academic Affairs Committee would then review and make further recommendations. New policies and policy changes would be brought to the Faculty Senate for approval, and would be routed back to the Provost for final review and action. A question and brief discussion took place on admission standards and whether they are part of academic standards at the university.

C. *Budget Committee/Faculty Benefits Committee –*

Totten reported that models and examples of budget committees from other schools were reviewed. At most campuses that have such committees, their role is to advise and recommend action regarding budgets. Bowling Green State University has a 3-year budget plan for operating and a 5-year plan for capital projects, and work closely with university budget committee. If there is enough interest and support for the development of such a committee at NDSU, there would need to be administrative buy-in as well as an update to the Bylaws. There was agreement that it is important for faculty to be connected to the budget and benefits policy-making process for early warnings and input, especially for sensitive matters involving salaries and insurance benefits. Questions were raised on how members would be appointed to these committees, and how their feedback/input would be used. It was recommended to have someone from HR/Payroll attend a future Faculty Senate meeting to discuss the current benefits process.

D. *Academic Freedom Policy –*

This issue will be brought back to the Faculty Senate after additional discussion by the Senate Executive Committee.

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- E. *Other Items for Priority Consideration* –
Senators raised plus/minus grading, and the current academic roadmap process as items for future discussion and consideration.

Adjournment

Meeting adjourned at 5:00 p.m.

Submitted,

K. Wold-McCormick, Ph.D.
Secretary, Faculty Senate

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

Title Change Option in Health, Nutrition and Exercise Sciences, M.S.			
From: Sport Pedagogy and Leadership		To: Leadership in Physical Education and Sport	
New Prefix			
LEAD (Leadership)			
New Courses			
Subject	No.	Title	Crs.
CE	447/647	Stability of Structures	3
ECE	472/672	Design Automation of VLSI Circuits	3
ECE	488/688	Cardiovascular Engineering II	3
ENGL	231	The Bible as Literature	3
ENGL	435/635	Young Adult Literature in a Multicultural World	3
ENGL	765	Upper Division Writing: Pedagogy, Practice, and Technology	3
HDFS	723	Perspectives in Gerontology	3
HDFS	729	Professional Seminar in Gerontology	3
HNES	700	Research in Physical Education and Sport	3
HNES	705	Analysis of Sport Skill Instruction and Acquisition	3
HNES	733	Food Writing for Professionals	3
HNES	734	Foodservice Systems within Healthcare	3
HNES	744	Dietary and Herbal Supplements	3
HNES	757	Nutritional Aspects of Oncology	3
LEAD	125	Level I Leadership	3
LEAD	205	Peer Leader Development	2
LEAD	206	Peer Leader Practicum	1
LEAD	225	Level II Leadership	3
LEAD	325	Level III Leadership	3
LEAD	425	Level IV Leadership	3
MIS	340	Applied Business Intelligence	3
NURS	407L	Adult Health: Complex Problems Clinical	2
PHIL	425/625	Environmental Ethics	3
PHRM	560	Specialty Care Topics	2
PSCI	400	Vaccinology Research Experience	1
SOC	425/625	Sociology of Culture	3
THEA	276	Lighting and Sound Design for the Theatre	3
UNIV	151	Science and Society	3
Course Deletion			
ANTH	446/646	Current Problems in Paleoanthropology	3
ANTH	465/665	Web-based Media in Anthropology	3
ANTH	705	Forensic Anthropology	3
BIOL	310	Methods in Cell and Molecular Biology	3
BIOL	785	Photobiology	3
BOT	452/652	Plant Structure	3
BOT	471/671	Phycology	3
BOT	472/672	Lichenology	3
BOT	780	Plant Metabolism and Plant Stress Physiology	3
BOT	782	Regulation of Plant Growth	4

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Attachment 1

CJ	757	Community Policing	3
EMGT	210	Emergencies and Disasters: A Visual Approach	3
EMGT	415	Rural Society and Emergency Management	3
EMGT	451	Floods, Blizzards and Tornadoes	3
EMGT	453	Emergency Management Law and Regulation	3
EMGT	714	Hazardous Materials Regulation	3
HDFS	660	Adult Development and Aging	3
MRKT	630	Sales and Sales Management	3
PHRM	565	Pharmacy-Based Immunization Delivery	1
PHRM	578	Non-Prescription Medications	2
ZOO	440/640	Microbial Ecology	3

Course Changes

<i>From:</i>				<i>To:</i>			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
AGEC	499/696	Export Management	2	AGEC	499/696	Export Management	3
BIOC	461/661	Foundations in Biochemistry and Molecular Biology II	4	BIOC	461/661	Foundations in Biochemistry and Molecular Biology II	3
HDFS	460	Adult Development and Aging	3	HDFS	360	Adult Development and Aging	3
HNES	701	Administrative Leadership in HNES	3	HNES	701	<i>Leadership and Entrepreneurship</i>	3
HNES	712	Supervision and Analysis in HNES	3	HNES	712	<i>Supervision and Management</i>	3
MIS	370	Management Information Systems	3	MIS	320	Management Information Systems	3
MUSC	701	Psychology of Music	2	MUSC	701	Psychology of Music	3
NURS	407	Adult Health Complex Problems	5	NURS	407	Adult Health Complex Problems	3
NURS	612	Advanced Health Assessment	3	NURS	712	Advanced Health Assessment	3
NURS	631	Advanced Pharmacology I	2	NURS	731	Advanced Pharmacology I	2
NURS	632	Advanced Pharmacology II	2	NURS	732	Advanced Pharmacology II	2
NURS	633	Family Primary Care I: Assessment and Management	3	NURS	733	Family Primary Care I: Assessment and Management	3
NURS	634	Family Primary Care II: Assessment and Management	3	NURS	734	Family Primary Care II: Assessment and Management	3
PHRM	452	Pharmaceutical Care IV	2	PHRM	452	<i>Pharmaceutical Care II</i>	1
PHRM	520/620	PTDI: Pediatrics-Geriatrics	2	PHRM	520/620	<i>Special Populations</i>	3
PHRM	551	Pharmaceutical Care V	1	PHRM	551	<i>Pharmaceutical Care III</i>	1
PHRM	552	Pharmaceutical Care VI	1	PHRM	552	<i>Pharmaceutical Care IV</i>	1

New Special Topics

CE	499/696	Infrastructure Sustainability and Recycling	2
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Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only

Subject	No.	Title	Prerequisite/Corequisite Change
ABEN	263	Biological Materials Processing	Change in Bulletin Description Prereq: ABEN 255 or CSCI 114, MATH 146 or MATH 165, and PHYS 211 or ME 221

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ADHM	470	Retail Financial Management and Control	Prereq: ADHM 171, CSCI 114 or CSCI 116, MATH 104 or MATH 107, MRKT 362
ENGL	222	Introduction to Poetry	Prereq: ENGL 120 or Consent of Instructor
ENGL	225	Introduction to Film	Prereq: ENGL 120 or Consent of Instructor
ENGL	240	World Literature Masterpieces	Prereq: ENGL 120 or Consent of Instructor
ENGL	251	British Literature I	Prereq: ENGL 120 or Consent of Instructor
ENGL	252	British Literature II	Prereq: ENGL 120 or Consent of Instructor
ENGL	261	American Literature I	Prereq: ENGL 120 or Consent of Instructor
ENGL	262	American Literature II	Prereq: ENGL 120 or Consent of Instructor
ENGL	271	Literary Analysis	Prereq: ENGL 120 or Consent of Instructor
ENGL	275	Introduction to Writing Studies	Prereq: ENGL 120 or Consent of Instructor
ENGL	301	Peer Tutoring and Writing in the Disciplines	Prereq: ENGL 120 or Consent of Instructor
ENGL	330	British and American Women's Literature	Prereq: ENGL 120 or Consent of Instructor
ENGL	331	Contemporary Women Writers	Prereq: ENGL 120 or Consent of Instructor
ENGL	333	Fantasy and Science Fiction	Prereq: ENGL 120 or Consent of Instructor
ENGL	335	Multicultural Literature	Prereq: ENGL 120 or Consent of Instructor
ENGL	340	Nineteenth Century Fiction	Prereq: ENGL 120 or Consent of Instructor
ENGL	341	20 th Century American Fiction	Prereq: ENGL 120 or Consent of Instructor
ENGL	345	Themes in American Culture	Prereq: ENGL 120 or Consent of Instructor
ENGL	377	Modern Poetry	Prereq: ENGL 120 or Consent of Instructor
ENGL	380	Shakespeare	Prereq: ENGL 120 or Consent of Instructor
ENGL	381	The American Road Book	Prereq: ENGL 120 or Consent of Instructor
ENGL	385	British Fiction	Prereq: ENGL 120 or Consent of Instructor
ENGL	389	Non-Fiction Prose	Prereq: ENGL 120 or Consent of Instructor
ENGL	452	History of the English Language	Prereq: ENGL 120; ENGL 209 recommended
ENGL	453	Social & Regional Varieties of English	Prereq: ENGL 120; ENGL 209 recommended
ENGL	454	Language Bias	Prereq: ENGL 120 or Consent of Instructor
ENGL	456	Literacy, Culture, and Identity	Prereq: ENGL 271, ENGL 275 or Consent of Instructor
ENGL	471	American Realism	Prereq: ENGL 271 or Consent of Instructor
ENGL	472	Twentieth Century American Writers	Prereq: ENGL 271 or Consent of Instructor
ENGL	474	Native American Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	476	Topics in American Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	480	Medieval Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	482	Renaissance Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	483	Topics in British Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	485	18 th Century Literature	Prereq: ENGL 271 or Consent of Instructor
ENGL	486	Romantic Literature	Prereq: ENGL 271 or Consent of Instructor
HDFS	425	Risk, Resilience and Competence in Children and Adolescents	Prereq: HDFS 250 or Equivalent and Jr/Sr Standing; Recommended: HDFS 320 or HDFS 330 or HDFS 340
HDFS	430	Topics in Cognitive Development	Prereq: HDFS 250 or Equivalent and Jr/Sr Standing
HDFS	435	Topics in Socioemotional Development	Prereq: HDFS 250 or Equivalent and Jr/Sr Standing
HDFS	448	Issues in Sexuality	Prereq: Jr/Sr Standing
HDFS	477	Financial Counseling	Prereq: HDFS 357
HDFS	481	Gender and Aging	Change in Bulletin Description Prereq: HDFS 230 or HDFS 360 or PSYC 250 or PSYC 471

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HDFS	482	Family Dynamics of Aging	Change in Bulletin Description Prereq: HDFS 135 or HDFS 230 or HDFS 360 or PSYC 250 or PSYC 471
MUSC	174	Pronunciation for Singers I	Change in Bulletin Description
MUSC	411	Form and Analysis	Prereq: MUSC 231
MUSC	642	Opera Literature	Consent of Instructor
PHRM	351L	Pharmaceutical Care Laboratory I	Change in Bulletin Description Coreq: PHRM 350
PHRM	452L	Pharmaceutical Care Laboratory II	Change in Bulletin Description Prereq: PHRM 351, PHRM 351L Coreq: PHRM 452
PHRM	551L	Pharmaceutical Care Laboratory III	Change in Bulletin Description Prereq: PHRM 452, PHRM 452L Coreq: PHRM 551
PHYS	370	Introduction to Computational Physics	Change in Bulletin Description Prereq: PHYS 251, MATH 166, CSCI 160, ECE 173 Coreq: PHYS 252
PHYS	455	Classical Mechanics	Change in Bulletin Description Prereq: PHYS 251 and MATH 265 Coreq/Prereq: MATH 266
ZOO	370	Cell Biology	Prereq: BIOL 150, BIOL 150L
ZOO	380	Vertebrate Histology	Prereq: BIOL 150, BIOL 150L
ZOO	477/ 677	Wildlife & Fisheries Management Techniques	Change in Bulletin Description Delete all Existing Course Prerequisites

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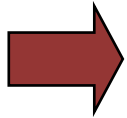
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Policy 134 V1 06292011

Policy Change Cover Sheet

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



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

SECTION: *Policy 134: Faculty/Staff Assistance*

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

This change reflects NDSU's new EAP provider, Deer Oaks. It updates the contact information as well as the number of visits available for employees each fiscal year.

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

- *Office of Human Resources/Payroll – June 15, 2011*
- *Brittnee.steckler@ndsu.edu*

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

This portion will be complete by Kim Matzke-Ternes

Policy

Committee: Presented to the PCC 06/29/2011

University Routed 07/2011 for information

Senate:

Staff Senate: Routed 07/2011 for information

President's Routed 07/2011 for information

Council:

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

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

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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SECTION 134: FACULTY/STAFF ASSISTANCE

SOURCE: NDSU President

North Dakota State University recognizes that a wide range of personal problems may affect employees' work performance. Such problems typically relate to family, finances, marriage, legal matters, career decisions, personal concerns, and alcohol/drug abuse. In many instances the individual handles such personal problems independently and the effect on job performance is negligible. In other cases, normal supervisory assistance serves as either motivation or guidance in resolving the problem so that the employee's performance on the job will return to an acceptable level. However, normal supervisory efforts are not always sufficient to correct unsatisfactory job performance.

The Faculty/Staff Assistance Program (FSAP) of North Dakota State University is designed to assist faculty, staff, and their families with personal problems that impair job performance. This program provides problem assessment and short-term counseling (~~four~~ eight sessions per family member, per issue, per fiscal year) and referral to community resources when deemed appropriate.

The Faculty/Staff Assistance Program of NDSU is provided by ~~The Village Family Service Center. The Village Deer Oaks Employee Assistance Program. Deer Oaks EAP is accessible at numerous locations throughout Fargo, and surrounding areas. has offices throughout North Dakota and Minnesota, and affiliate providers across the nation.~~

1. Confidentiality

1.1

All help will be provided in complete confidence between the FSAP professional and the faculty, staff, or family member receiving assistance. All records are maintained by the FSAP provider. They will not be released without the expressed, written consent of the employee. Any record released to NDSU by the employee will not become part of the faculty or staff member's official personnel file.

2. Eligibility

2.1

Regular, benefited faculty and staff and their immediate family members are eligible to use the program. Immediate family is defined for this policy to be the spouse and/or children living in the same household as the employee. Dependent children living outside the home (i.e. college students) will be given consideration for program services. Children under age 18 will be provided an initial assessment by phone, however, will be

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required to have parental permission to receive program services beyond the initial phone contact.

3. Referral Procedures

3.1

Supervisory Referrals

3.1.1

The supervisor is in the best position to observe the employee's job performance. It is the supervisor who observes behavioral changes through such objective measures as poor attendance, reduced productivity, and increased errors or accidents on the job. Often these problems can be handled by the supervisor working directly with the employee. However, if the resolution of the problem is beyond the resources of the supervisor, the supervisor may inform the employee that his/her work performance had declined and suggest that he/she take advantage of the assistance offered through the FSAP. Since diagnosis of the problem is not the responsibility of the supervisor, the supervisor is encouraged to make the appropriate referral after observing work performance. After the referral is made and the employee does not participate in FSAP or the work performance does not improve, the supervisor may take normal corrective or disciplinary action and bring the matter to the attention of the next supervisory level.

3.1.2

A comprehensive orientation program will be available to supervisors to enable them to better recognize behavior changes and to initiate referral.

3.2

Self Referrals

3.2.1

The faculty or staff member may decide to ask the immediate supervisor for help in efforts to seek assistance. In this case the supervisor is expected to help the employee find assistance.

3.2.2

The faculty or staff member may seek help on his/her own directly from a FSAP professional. No contact with NDSU will be made by the FSAP professional.

3.2.3

When appropriate, sick leave may be granted for treatment or rehabilitation on the same basis as for all other health problems. Annual leave or leave without pay may also be considered for use when necessary.

4. Services

Any NDSU faculty, staff, or family member may arrange service.

4.1

Appointments may be made by calling the FSAP provider office at [1-800-627-8220](tel:1-800-627-8220) [1-866-327-2400](tel:1-866-327-2400). Arrangements will be made for the faculty, staff or family member to see a counselor in Fargo or other available locations ~~in North Dakota~~.

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4.2

A counselor is available 24 hours a day, seven days a week, to address any emergency or crisis situation by calling ~~1-800-627-8220~~ [1-866-327-2400](tel:1-866-327-2400).

5. Cost

5.1

The cost for assessment, short-term counseling and referral is covered by NDSU. If costs are incurred for other services not covered by this problem or other benefits, those costs will be the responsibility of the faculty or staff member.

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Attachment 3

University Assessment Committee Strategic Plan –revised 4-19-11

Contents:

I. Introduction

II. Responsibilities of the University Assessment Committee (UAC)

III. Goals for a Campus-wide Assessment Plan at NDSU

IV. Assessment Process – Assessment of student learning

V. Plans for the future

VI. Appendices

A. Web-based Resources and References

B. Perspectives and Definitions

I. Introduction

North Dakota State University (NDSU) developed an initial campus-wide assessment plan in 1995 and updated that plan in the same year. That document served as a framework for assessment plans that were developed by academic departments and programs. Several academic departments have updated their assessment plans since their initial submissions in 1992 but NDSU has not updated the campus-wide assessment plan since 1995. Units in the Division of Student Affairs have reformulated their focus on assessment activities and reports that will become a part of their annual reporting process. In addition, NDSU Extension Service staff submit annual reports that describe how learning activities are evaluated and the results of those evaluations. Impact reports are prepared to document program and learner outcomes. As a result, this is an opportune time to redefine the University's plans for assessment (evaluation) of student learning, including both traditional and nontraditional concepts of student learning.

NDSU has experienced exceptional growth in the number of learners to whom educational services are provided. Student enrollment for the fall semester of 1995 was 9,765; student enrollment for the fall semester of 2010 is 14,407, and this growth is anticipated to continue. One of our campus themes, "student focused" directly addresses our commitment to those we serve in traditional and non-traditional learning environments. Assessment of student learning is, but one facet in identifying how well we, as a campus, are fulfilling our mission.

Thus, this campus-wide assessment plan serves as a framework within which faculty and staff from Academic Affairs, Student Affairs, and the NDSU Extension Service may identify student learning. That information may be used to demonstrate to multiple audiences our willingness to fulfill the obligations of accountability that forms a major part of both our campus mission and

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those of the individual units within Academic Affairs, Student Affairs, and the NDSU Extension Service.

II. Responsibilities of the University Assessment Committee (UAC)

The purpose of the University Assessment Committee (UAC) is to apply a continuous quality improvement process to the assessment of student learning in both undergraduate and graduate programs at NDSU, to the array of extracurricular activities conducted in Student Affairs, and learning opportunities presented by the NDSU Extension Service to diverse clientele. The Constitution and Bylaws of the University Senate of NDSU define the UAC membership (<http://www.ndsu.edu/univsenate/constitution.pdf>) and describe committee responsibilities.

Those are:

1. Periodically review the assessment of student learning in the university's undergraduate and graduate programs.
2. Develop procedures for the annual reporting of assessment activities by departments and other academic units.
3. Provide feedback and assistance to departments and other academic units on their assessment activities.
4. Provide a yearly summary of assessment activities to the Provost and Vice President for Academic Affairs, the Office of Institutional Research and Analysis, and the Senate.

In addition to Academic Affairs, the UAC also reviews the assessment and impact reports submitted by units within the Division of Student Affairs and the NDSU Extension Service.

III. Goals for a Campus-wide Assessment Plan at NDSU

A. Academic Affairs

The Office of Provost and Vice President for Academic Affairs provides administrative leadership for all academic activities, by promoting, supporting, and sustaining excellence in teaching, research, creative activity, and service in all institutional academic units. One of the responsibilities is to guide the University's instructional curriculum, which includes undergraduate, graduate, and distance education. The UAC reports to the Faculty Senate and the Provost and Vice President for Academic Affairs. Goals of the University Assessment Committee include:

1. Enhancing what our students know and can do,
2. Enhancing student satisfaction with their individual courses and with the academic curriculum of their choice,

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3. Enhancing faculty opportunities to increase the depth and extent of their individual courses, and

4. Providing assessment data that can be used to document the value of an education at NDSU.

B. Student Affairs

The Division of Student Affairs embraces the mission of the university by providing services, programs, and resources to students in support of academic, professional, and personal growth (<http://www.ndsu.edu/ndsu/vpsa/statements.shtml>). The division anchors this support of student learning and personal growth in the use of human development concepts developed by Chickering, Astin, Holland, Gilligan, and Kohlberg. The use of these concepts provides an opportunity to identify and assess desired student outcomes. Included in the philosophical foundation central to the division mission is the commitment to student engagement and a transformative learning environment. The division embraces a learning agenda framework for its work with students. Goals of the learning agenda include:

1. Educate student to lead,
2. Educate students to serve,
3. Educate student to negotiate and resolve conflict,
4. Educate students to execute tasks to completion,
5. Educate students to function collaboratively, and
6. Educate students to participate as committed citizens of the community.

C. Extension Service

Established in 1914, the Extension Service exists to serve the people of North Dakota and addresses through education the critical needs of the public in the areas of agriculture, family, and youth (<http://www.ext.nodak.edu/aboutus/index.html>), and its goals are:

1. Enhancing animal and cropping systems, horticulture, and natural resource management systems,
2. Enhancing community, economic development, and leadership,
3. Enhancing farm and family economics,

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4. Family science and youth development, including 4-H programming,
5. Enhancing nutrition, food safety, health, and environmental management, and
6. Enhancing what North Dakotans know and can do.

IV. Assessment Process

A. Assessment of Student Learning in the Academic Environment

Who: Faculty, with the assistance and leadership from their department chair or head, or their academic program coordinator or director, identify student learning outcomes for individual classes. Student learning outcomes for individual courses should be reasonable, measurable, and follow the goals established by the program, the college, and NDSU. After student learning outcomes have been identified, faculty may implement or adapt an existing classroom assessment technique or develop a technique capable of identifying student learning (e.g., what students know or can do) in their course. Assessment techniques that can be embedded in current classroom activities and yield useful information with a minimum investment of faculty and student time are encouraged. Members of the UAC, the NDSU assessment Web-site (<http://www.ndsu.edu/ndsu/accreditation/assessment/index.shtml>) may be consulted for more information.

What: Information to be collected by faculty should be useful in enhancing student learning when the course is offered again and reflect a direct measure of student learning. Multiple measures are encouraged and indirect measures of student learning may be used to supplement information from direct assessment techniques. Programmatic measures used to assess student learning include: professional licensure examinations where scores for component areas are available, student portfolios, milestone examinations, and juried exhibitions incorporating external jurors. Capstone experiences that effectively draw upon what students have learned can become effective direct measures at the level of the program or discipline. Short seminar presentations lack the depth to permit a comprehensive evaluation of what students know or can do. Alumni and employer surveys are typically indirect measures of student learning because they reflect opinions, not what graduates know or can do. Employment rates and graduation rates are non-measures of student learning.

When: The department or program's assessment plan should identify when each course offered would be scheduled to conduct and report activities to assess student learning. The length of an assessment plan will vary with the number of courses and the schedule for when courses will be offered. Typical assessment plans will provide a schedule of two, three, or four years and may be repeated until the faculty in the department or program develops a new assessment plan. Care should be exercised when assessing student learning in classes having a small number of students to assure anonymity. Section 332.1 of the NDSU Policy Manual addresses formative assessment as: *During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both, for the purpose of improving instruction.*

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Assistance in selecting appropriate assessment techniques is available from the University Assessment Committee. Completion of formative assessments will be noted in annual reports.

Where: Assessments of student learning should be conducted in all classes having meaningful enrollment, including laboratories and on-line classes.

How: Each department maintains a current assessment plan. Just as faculty responsibility for the curriculum is a keystone at NDSU, the assessment of student learning resides in the domain of the faculty. The application of direct measures of student learning represents a fundamental approach to identifying what our students know and discovering where we may take steps to improve student learning.

Why: Faculty have an innate drive to provide students with the best learning environment possible in our classrooms, in laboratories, and in other learning environments. Assessment of what students know and can do simply provides us with an understanding of where our students are learning what we are teaching while also identifying areas where we can enhance our activities. The results of effective application of assessment techniques impact student learning, student satisfaction, and faculty satisfaction.

Whom: Students are the primary beneficiary of faculty efforts to improve instruction. Faculty and employers become additional beneficiaries of graduates having increased knowledge and capabilities.

B. Assessment of Student Learning in the Division of Student Affairs

Who: Student Affairs staff, in collaboration with their director will identify learning outcomes for their individual department. These outcomes will support the Student Affairs division outcomes and the University's goals. The established short and long-term outcomes will be measurable, achievable, and applicable to the departments' needs. Assessment efforts may be coordinated with other units seeking common outcomes. Members of the UAC, the NDSU assessment website, (<http://www.ndsu.edu/accreditation/assessment/index.shtml>) and StudentVoice (<http://www.studentvoice.com>) serve as resources for more information.

When: Section 332.1 of the NDSU Policy Manual addresses Formative Assessment as: *During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both for the purpose of improving instruction.* To ensure consistency and contribute to the NDSU assessment efforts, each Student Affairs department will assess a minimum of one student learning outcome per academic year. Assistance in selecting appropriate assessment techniques is available through the division's membership in StudentVoice or the UAC.

What: Information collected by Student Affairs staff will be **used** to support the Student **Affairs** Learning Agenda. The six principles of the Student Learning Agenda, as noted in the Goals for a

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Campus-wide Assessment Plan at NDSU, include: Educate students to lead; Educate students to serve; Educate students to negotiate and resolve conflict; Educate students to execute tasks to completion; Educate students to function collaboratively; and Educate students to participate as committed citizens of the community.

Student Affairs departments will establish a unit assessment plan that identifies learning outcomes, timelines for measuring outcomes, and methods of assessment. Student learning may be measured in partnership with faculty, service learning opportunities, compensatory educational programs, student-staff interactions, advocacy interactions, and leadership skill development. Departments are encouraged to use direct and indirect measures of student learning in their assessments.

How: The departmental assessment plan will contain information on the targeted learning outcomes and a time-line for implementation. Departmental staff will identify 1. What does the department need to know about student learning, 2. How will that be measured? and, 3. What will be done with the information to improve student learning.

Why: Student Affairs professionals acknowledge learning is not the same for today's student. Today's learning needs to address the student as a whole being, which includes learning for the mind, body, emotion and spirit. Division personnel strive to create a transformative learning environment where the whole learner is engaged and staff members serve as learning facilitators. The role of the Division of Student Affairs is to help students address these areas in a practical and theoretical manner. Through the commitment to assessment of student learning, the Division of Student Affairs will be able to demonstrate the development of life and learning skills by students.

C. Assessment in the NDSU Extension Service

Who: Extension agents and specialists, in collaboration with their County Chair, District Director, Program Leader, Department Chair, or Program Planning Team Leader, identify learning goals and outcomes for their audiences. Outcomes will be measurable, reasonable, and related to program objectives and needs.

When: Section 332.1 of the NDSU Policy Manual addresses Formative Assessment as: "During each academic year, the instructor will assess instruction in at least one class by soliciting information from students, peers, or both for the purpose of improving instruction. To provide consistency in assessment efforts at NDSU, each Extension agent and specialist will assess a minimum of one educational program each year and complete (or participate in completion of) a minimum of one impact report per calendar year.

What: NDSU Extension uses the logic model in planning, implementation, evaluation, and communication.

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Where: Assessment of learning outcomes are ideally conducted for each major programming effort by extension agents and specialists.

How: Agents and specialists will participate in assessment by using evaluation resources, including a template for impact reports.

Why: Program development and assessment is an ongoing systematic process that NDSU extension professionals follow as they plan, implement, and evaluate their educational programs. The process can be applied on a small scale to an individual workshop, on a larger scale to a comprehensive community initiative or to a county or statewide program of action. The scope may be different, but the principles of program development and assessment remain the same.

The program development process is captured in our program development model that includes situational analysis, priority setting, program action, and evaluation.

Current assessment and evaluation of learner needs and outcomes are conducted within the existing program planning and evaluation model used by NDSU Extension (<http://www.ag.ndsu.edu/ext-emp/evaluation/>). Annual reports are prepared for state (<http://www.ag.ndsu.edu/pplan/statepow/statepow.html>) and federal (<http://www.ag.ndsu.edu/pplan/fedpow/fedpow.html>) levels. The Assistant Director of Ag & Natural Resources prepares and submits the federal report (every April) which summarizes Extension-wide learner outcomes.

V. Plans for the future – Goals and objectives

A. Via the Goals for the Campus-wide Assessment Plan at NDSU

1. Enhance what our students know and can do
2. Enhance student satisfaction with their individual courses and the academic curriculum of their choice
3. Enhance faculty opportunities to increase the depth and extent of individual courses
 - a. Encourage faculty and staff development in assessment activities
 - b. Promote the scholarship of teaching
4. Provide data that can be used to document the value of an education at NDSU

B. Via the Responsibilities of the University Assessment Committee (UAC)

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1. Periodically review the assessment of student learning in the university's undergraduate and graduate programs
 - a. Work cooperatively with the Office for Institutional Research and Assessment (OIRA) on related assessment projects (e.g. – improve SROI)
2. Develop procedures for the annual reporting of assessment activities by departments and other academic units
3. Provide feedback and assistance to departments and other academic units on their assessment activities
 - a. Enhance communications between UAC and departments on assessment activities
 - b. Institute transparency by listing each department's assessment plan on the UAC website for reference
4. Develop opportunities for communication with the Academic Affairs and Program Review committees comparable to that previously established with the General Education Committee. Purposes of communication would include information on proposed actions and activities that might influence educational opportunities or practices for undergraduate or graduate students.
5. Provide a yearly summary of assessment activities to the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Director of the NDSU Extension Service, the Office of Institutional Research and Analysis (OIRA), the Faculty Senate, and the University Archives.

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Appendix A Web-based Resources and References

Approximately 50 university and college assessment plans that are available on the Internet and many of those were lengthy and appeared to have been in response to mandates from the regional accrediting agency. Other campus assessment plans did not approximate the levels of achievement that have been attained by several NDSU academic units. Some elements resemble those from other campus assessment plans. This resource list has been developed to match the current status and goals for student learning at NDSU.

Academic Affairs:

Electronic Resources: North Carolina State University maintains an extensive assessment source (<http://www2.acs.ncsu.edu/UPA/assmt/resource.htm>).

The National Postsecondary Education Cooperative 2006 Conference featured a commissioned paper by John Braxton ("Faculty Professional Choices in Teaching that Foster Student Success") and a draft response paper by Piedad Robertson ("Student Success and Faculty Investment") that are excellent resources for faculty (<http://nces.ed.gov/npec/symposium.asp>).

Print Resources: Thomas Angelo and K. Patricia Cross. Classroom Assessment Techniques: A Handbook for College Teachers. 2nd Ed. Jossey-Bass, 1993. is the standard reference for Classroom Assessment Techniques and is recommended. The UAC sent a copy of the handbook to each departmental office and copies also are available in the Main Library, the Architecture Library, and the Health Sciences Library (call number: LB 2822.75)

Student Affairs:

Electronic resources: StudentVoice: <http://www.studentvoice.com>

Print Resources: Marilee Bresciani, Carrie Zelna, and James Anderson. Assessing Student Learning and Development: A Handbook for Practitioners. NASPA, 2004. (Not listed in NDSU Library Catalog)

Richard Keeling, Andrew Wall, Ric Underhile, and Gwen Dungy. Assessment Reconsidered: Institutional Effectiveness for Student Success. ICSGIA, 2008. (Not listed in NDSU Library Catalog)

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Extension Assessment Links:

NDSU Extension Evaluation Toolkit: <http://www.ag.ndsu.edu/ext-emp/evaluation/>

University of Wisconsin-Extension: <http://www.uwex.edu/ces/pdande/>

North Carolina: <http://www.ces.ncsu.edu/resources/education/sd7/>

Kentucky State: <http://www.ca.uky.edu/agpsd/plan1.pdf>

Penn State: <http://extension.psu.edu/evaluation/>

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Appendix B

Perspectives and Definitions

Perspectives:

Because of the diversity of scenarios encompassed in this assessment plan, the terms students and learners have similar implications in terms of provision educational opportunities to a variety of audiences in any of several situations. The interchangeable terms can be applied to one-on-one interactions and to large audiences. The majority of the terminology that follows is focused within the academic environment.

- Common learning domains include cognitive learning, psychomotor development of skills and abilities, and affective influences upon attitudes and opinions.
- Assessment of student learning is the use of various published, purchased, or locally-generated techniques to identify what students know or can do.
- The purpose of assessment is the improvement of student learning through the application of what was identified about student learning by the use of various assessment techniques
- Feedback or closing the loop involves timely sharing of what was learned through assessment with the students (learners) involved.
- Assessment plans of academic units describe when individual courses are scheduled to report results of measures of student learning. Assessment plans in Student Affairs describe learning outcomes, timelines, and methods of assessment. Assessment plans in the NDSU Extension Service are identified in Specialist Action Plans and other plans and reports required for state and federal purposes.
- The number of student learning outcomes to be assessed during any academic grading period should be limited to between two and four.
- Annual assessment reports are used to share accomplishments in evaluating student learning.
- Program educational objectives are statements of broad educational goals that describe the career and professional skills or accomplishments that the academic program is preparing graduates to achieve upon completion of the major. (Modified from ABET.)
- Student learning outcomes in the academic environment describe what students are expected to know and be able to do at the completion of a course. Learning outcomes involve active verbs and include answers to many of the 'who, what, when, where, how, why, and for whom' questions as needed to clearly describe the level of learning achievement sought. (Modified from ABET.)
- The use of multiple measures means the application of two or more assessment techniques to identify what students know or can do.
- Direct measures of student learning are those techniques that provide direct evidence of what students know or can do.

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- Indirect inferences and non-measures of student learning rely upon opinion rather than evidence of student learning. Examples of non-measures include most surveys of students, alumni, and employers. These surveys are critical to the growth of programs and have value in annual reports submitted to colleges or to NDSU
- Formative assessment involves assessing student learning during an event, consultation, or grading period. Completion of the assessment involves timely feedback to the student or students involved. Formative assessments are usually conducted to assess what students have learned during recent interactions. Minute papers, muddiest points, and pre-tests are examples of formative assessment
- Summative assessment is conducted at the end of a learning experience. Post-tests and professional licensure examinations are academic examples of summative assessments. Licensure examinations are tools for increasing student learning only when results are available for key content areas.
- Course, exam and quiz grades are non-indicators of student learning because they are summative and mask identification of areas where student learning might be improved.
- Meta-analyses of responses to individual exam or quiz questions can be powerful formative assessment techniques because they provide opportunities to examine where student learning could be improved.
- Levels of critical thinking references what is commonly referenced as Bloom's Taxonomy. Several variations exist and most are effective in the use of active verbs. Students should be asked to increasingly engage in higher levels of critical thinking as they advance during their academic careers.

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Bylaws

Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected senator for every fifteen eligible faculty (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the Fargo Campus as of October 1 of each year. Faculty members in the Agriculture Experimental Station and the NDSU Extension Service shall be counted in and vote with their assigned representation unit.

Section 2.

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

Section 3.

The following are considered representation units for the purposes of determining Faculty Senate seats:

- a. College of Agriculture, Food Systems, and Natural Resources
- b. College of Arts, Humanities, and Social Sciences
- c. College of Business
- d. College of Engineering and Architecture
- e. College of Human Development and Education
- f. College of Pharmacy, Nursing, and Allied Sciences
- g. College of Science and Mathematics

Section 4.

The Faculty Senate President with the assistance of the Secretary of the Senate will stagger Senate terms so that approximately 1/3 of the senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary senators by April 15 of each year.

Section 5.

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

Section 6.

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

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Section 7.

A senator may be removed from office by way of a two-thirds majority vote at a regular Faculty Senate meeting, followed by a 2/3 vote at the next meeting. This action may never be part of a consent agenda.

Section 8.

All senators are expected to:

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

Article II: Organization and Faculty Senate Operation

Section 1.

Administrative officers of the Faculty Senate consist of the President and the President-Elect.

Section 2.

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

Section 3.

At the end of the term, the President-Elect will succeed the President for a one-year term of office.

Section 4.

During their respective terms the President-Elect and the President will not represent her or his representation unit.

Section 5.

Removal of the President or President-Elect requires a 2/3 vote at a regular Senate meeting, followed by a 2/3 vote at a special meeting of the Senate not more than 2 weeks after the first meeting. In the event that the President is removed, the President-Elect will assume the role of President and will continue as President until the President-Elect's original term is concluded. In

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the event that the President-Elect is removed, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda. The removed officer shall not complete her or his term as a Senator.

Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Faculty Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council .
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Faculty Senate on administrative councils.
9. Provide the Secretary of the Senate and the incoming President with an annual report summarizing the Senate activities for the preceding year.
10. Submit policies or actions approved by the Faculty Senate to the University President for consideration.
11. Moderate the official faculty listserv.

Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Senate Executive Committee.
4. Serve on the Coordinating Council.
5. Represent the Faculty Senate to the Staff Senate and the Student Government.

Section 8.

The University Registrar shall be the Secretary of the Senate; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Section 13.
2. Maintain a current roster of senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record, prepare and disseminate meeting minutes according to Section 15.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.

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10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.

Section 9.

Regular meetings of the Senate shall be held at 3:30 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 10.

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

Section 11.

Meetings of the Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Provost/~~Vice President for Academic Affairs~~, the Student Body President, and the Staff Senate President will be invited to make announcements. The Faculty Senate President may allow other non-senators to speak and/or provide reports. However, only senators may make motions and only senators may vote on motions before the Senate.

Section 12.

Faculty Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Faculty Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian.

Section 13.

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

- a. Academic freedom, including rights and responsibilities
- b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs
- c. Research and scholarship
- d. Admissions standards and prerequisites
- e. Requirements for regular certificates and degrees
- f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors
- g. Teaching quality
- h. Professional standards and criteria for positions accorded academic rank
- i. Policies and procedures for promotion, tenure, and evaluation
- j. And other academic matters

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

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the Faculty Senate that an item be placed on the agenda. The order of business for Faculty Senate meetings shall be as follows:

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

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

1. Approval of the minutes of the previous meeting.
2. Announcements.
3. Consent agenda.
4. Planning and prioritizing Faculty Senate action for the year.
5. Adjournment.

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

Section 14.

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

Section 15.

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

Article III: Senate Committees

Section 1.

Duties of standing committees include:

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

Section 2.

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

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Section 3.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Faculty Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress (5 minutes) at the May meeting of the Faculty Senate or, at the President of the Faculty Senate's request, submit a written report at the end of the academic year.

Section 4.

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Such membership shall be presented to the Faculty Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. [Committee service begins and ends at the last senate meeting of spring semester, unless otherwise specified.](#)

Section 5.

After the Faculty Senate has approved membership in the Standing Committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate.

Section 6.

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

Section 7.

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

Article IV: Faculty Senate Standing Committees

Section 1. Academic Affairs

1. Voting members shall consist of one faculty member, with the rank of full or associate professor, from each of the representation units, a representative of the Dean of Graduate and Interdisciplinary Studies, and two students.
2. Non-voting members shall consist of the Provost (~~or designee~~)/~~Vice President for Academic Affairs~~ and the University Registrar.
3. Committee responsibilities include:
 - a. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges
 - b. Recommending policies for the evaluation of transfer credit
 - c. Recommending policies for graduation

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- d. Recommending candidates for graduation
- e. Recommending the scheduling of policies for the efficient utilization of classrooms and laboratories

Section 2. Academic Integrity

1. Membership shall consist of one tenured faculty member with the rank of professor from each representation unit. If a full professor is not available, an associate professor may be appointed.
2. Committee responsibilities include:
 - a. Providing investigative assistance on cases involving academic misconduct as described in Policy 326.
 - b. Selecting panels of three persons competent to investigate allegations; such panels may include members from outside the University.
 - c. Reviewing and recommending policies on academic integrity.

Section 3. Conflict of Interest Advisory

1. Committee membership shall consist of five tenured faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President.
2. No two committee members may have primary appointments in the same representation unit.
3. Committee responsibilities include:
 - a. Serving as an advisory body to the administration on the issue of Conflict of Interest.
 - b. Initiating and reviewing policies concerning Conflict of Interest and making recommendations regarding such policy at the Faculty Senate.
 - c. Hearing and ruling on appeals of decisions in conflict of interest cases.
 - d. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 151.1.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.

Section 4. Council of College Faculties

1. Membership shall consist of three faculty members elected to staggered three-year terms.
2. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Council of College Faculties.
3. Responsibilities and procedures of the Council of College Faculties are determined by the Constitution and Bylaws of the Council.

Section 5. Equity and Diversity

1. Voting membership shall consist of five faculty members recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President and a representative from the Commission on the Status of Women Faculty. The Executive Committee shall strive for representation from diverse groups.

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2. Non-voting membership shall consist of a representative from the office of the Vice President for Equity, Diversity, and Global Outreach.
3. Committee responsibilities include:
 - a. Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups of faculty are included in NDSU policy, practices, and procedures.
 - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, and sexual minorities (e.g., lesbian, gay, bisexual, or transgendered).

Section 6: Executive Committee of the Faculty Senate

1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as a replacement for the immediate Past President on the committee. The term of office shall be for one year following the regular May meeting.
2. Non-voting membership shall consist of the Dean of Graduate and Interdisciplinary Studies, the Provost (or designee)/~~Vice President for Academic Affairs~~, the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.
3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.
4. Committee responsibilities are the following:
 - a. Delegating tasks to Faculty Senate committees.
 - b. Reviewing the progress of Faculty Senate committees.
 - c. Setting the agenda for upcoming Faculty Senate meetings.
 - d. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws.

Section 7. Faculty Affairs

1. Membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include:
 - a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
 - b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.

Section 8. Faculty Rights

1. Membership, responsibilities, and procedures are determined by directives of the North Dakota State Board of Higher Education.
2. Membership consists of five members, from different representation units, elected for five-year terms by the faculty. Membership is restricted to tenured full professors.

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3. Each spring the faculty shall elect by secure electronic ballot a faculty member to serve on the Standing Committee on Faculty Rights. Committee members' terms will begin and end on August 15.
4. In the event that a member of the committee recuses himself/herself from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve the remainder of the term after considering those who have previously served on the committee.

Section 9. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.
2. Non-voting members shall consist of one representative from each of the following: the NDSU Library, Registration and Records, and the Provost (or designee)/Vice President for Academic Affairs.
3. Committee responsibilities include:
 - a. Ensuring that existing courses and experiences meet general education requirements.
 - b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.
 - c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
 - d. Coordinating and recommending actions to the Faculty Senate on proposals for approving general education courses.
 - e. Providing periodic assessment of students' attainment of intended student outcomes in general education.
 - f. Studying, coordinating, and recommending to the Faculty Senate policies and procedures for continuing improvement in general education.

f.g. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 10. Grade Appeals Board

The purpose of this Board is to provide an avenue for students to challenge any grade they believe to have been unfairly assigned. Membership shall consist of one faculty member and one alternate from each representation unit, the Associate Vice-President of Academic Affairs, a representative of the Dean of Graduate and Interdisciplinary Studies, three students and three student alternates selected by the Student Government. The Associate Vice-President of Academic Affairs will serve as Board Chair, and Policy 337 governs ~~who will chair the committee, as well as~~ process.

1. Faculty shall be elected for three-year terms by their representation unit.
2. Students should be full-time students with a minimum 2.00 cumulative grade point average and junior standing.
3. Committee responsibilities include:

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- a. Hearing charges of inequitable or prejudiced academic evaluations and to provide redress for improper evaluation.
- b. Acting in accordance with procedures approved by the Faculty Senate, specifically Policy 337.

Section 11. Program Review

1. Membership shall consist of one tenured faculty member from each representation unit, the immediate past president of the Faculty Senate, the Dean of the College of Graduate and Interdisciplinary Studies, the Provost (or designee)/~~Vice President for Academic Affairs~~, and two students selected by the Student Government. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
2. Committee responsibilities include:
 - a. Developing criteria and procedures for review of academic programs.
 - b. Performing a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
 - c. Addressing concerns and making recommendation to the Faculty Senate regarding duplication of programs and courses.
 - d. Recommending policies for University support to individual programs.
 - e. Coordinating the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research & Consulting

1. Voting membership shall consist of one faculty member from each representation unit and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership consists of a representative of the Vice President for Research, Creative Activities, and Technology Transfer.
3. Committee responsibilities include:
 - a. Initiating and reviewing policies related to University research and consulting issues and make recommendation for consideration of said policy to the Faculty Senate.
 - b. Reviewing research development programs and providing technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services Committee

1. Voting membership shall include one faculty member from each of the representation units and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting membership shall include one representative from Information Technology Services (ITS).
3. Committee responsibilities shall include:
 - a. an annual review of ITS support services to the NDSU teaching and research communities.
 - b. making recommendations for Faculty Senate approval of any changes proposed by ITS regarding policy, implementation procedures, or classroom and instructional technologies.

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- c. formulating recommendations regarding needs of the faculty that are unmet by ITS.
- d. serving as the liaison between the Faculty Senate and ITS administration.

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

- 1. Voting membership shall consist of ~~the~~ two representatives each from the Faculty, Student, and Staff Senates, the Faculty Senate President, the Staff Senate President, and the Student Body President.
- 2. Non-voting membership shall consist of the Provost ~~(or designee)/Vice President for Academic Affairs~~, the Vice President for Student Affairs ~~(or designee)~~, the Vice President for Finance and Administration ~~(or designee)~~, and representatives of one of these Vice President's offices, one of whom will facilitate meetings and one of whom will maintain records. The Vice President's offices will rotate responsibility for calling meetings and maintaining records every three to five years. The coordinating council may decide to invite policy initiators to the meetings as nonvoting members to explain policy changes.
- 3. Committee responsibilities include:
 - ~~a. —Reviewing policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision. Encouraging the development of clear, thorough, and consistent policies by stimulating collegial discussion and analysis of policy proposals having campus-wide effects.~~
 - ~~b. a.~~ Coordinating the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Government Constitutions.
 - ~~c. b.~~ Sending policies that have been voted on to appropriate channels at NDSU for final approval.
 - ~~d. c.~~ Serving in a liaison capacity regarding the Faculty Senate, administration, Staff Senate, and Student Government.

Section 2. Campus Space & Facilities

- 1. Voting members shall consist of one faculty member from each representation unit, three staff members appointed by the Staff Senate, three student members (graduate, undergraduate, and on-campus) appointed by the Student Government, a representative of the College of Graduate and Interdisciplinary Studies, the Provost ~~(or designee)/Vice President of Academic Affairs~~, the Registrar, and the Vice President for Finance and Administration ~~(or designee)~~.
- 2. Non-voting members shall consist of the Director of Facilities Management, the Chair of the Department of Architecture and Landscape Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, and a representative of the Dean of Libraries.
- 3. Committee responsibilities include:
 - a. Provide for the systematic development and review of the "Campus Master Plan" and Guidelines for Campus Development.

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- b. Recommending policies and procedures to meet the current and future needs for all physical facilities and reviewing changes in University space allocation including classrooms and laboratories.
- c. Reviewing proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
- d. Recommending policies for site location for new buildings and for overall landscaping.
- e. Recommending traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
- f. Recommending plans for sidewalks, streets, and parking lots.

Section 3. Library

- 1. Membership shall consist of one faculty member from each representation unit, one undergraduate and one graduate student appointed by the Student Government, a staff member appointed by the Staff Senate, a representative from Information Technology Services, a representative of the Dean of Graduate and Interdisciplinary Studies and the Dean of Libraries.
- 2. Committee responsibilities include:
 - a. Formulating policy recommendations for the NDSU Libraries.

Section 4. University Athletics

- 1. Membership consists of one faculty member from each representation unit, two students, the Student Body Vice President, the President of the Student-Athletes Advisory Council, two representatives of the Staff Senate, the Director of Intercollegiate Athletics, the Director of Intercollegiate Women's Athletics, the Vice President for Equity, Diversity, and Global Outreach (or designee), and the Faculty Athletic Representative.
- 2. The University Athletics Committee serves as the NDSU Athletics Advisory Board as described in the constitution of the National Collegiate Athletics Association (NCAA).
- 3. Committee responsibilities include:
 - a. Promoting compliance with principles of conduct as defined by the NCAA.
 - b. Acting as the Board of Appeals for athletic grievances.
 - c. Initiating and reviewing policies concerning University Athletics and making recommendations for consideration of said policy to the Faculty Senate. Such areas of concern include Guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, eligibility of athletes.
 - d. Reviewing upcoming issues at intercollegiate conference meetings and recommending institutional positions.
 - e. Reviewing the budget of the athletic programs prior to its approval by the University President.
 - f. Stimulating interest in athletic events throughout the University community.

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Section 5. Equal Opportunity Hearing Panel

1. Membership shall consist of six faculty members appointed by the Faculty Senate President in consultation with the Senate Executive Committee, six students appointed by the Student Government President, and six Staff members appointed by the Staff Senate President.
2. Each President shall strive for diverse representation (gender, ethnicity, etc) in her/his group of appointees.
3. Committee responsibilities include:
 - a. Acting in accordance with procedures and policy approved by the Senate, specifically Policy 156.

Section 6. University Assessment

1. Membership shall consist of one faculty member from each representation unit, a representative from the General Education Committee, a representative of the Dean of Graduate and Interdisciplinary Studies, the Provost ~~(or designee)/Vice President for Academic Affairs~~, one undergraduate student, and one graduate student appointed by the Student Government, a representative from the Division of Student Affairs, a representative from the NDSU Extension Service, a representative from the Office of Institutional, Research and Analysis, a representative from Distance and Continuing Education, and the Director of the Office of Accreditation and Assessment.
2. Committee responsibilities include:
 - a. Periodically reviewing the assessment of student learning in undergraduate and graduate academic programs, within the units in the Division of Student Affairs and in the NDSU Extension Service.
 - b. Developing procedures for annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.
 - c. Providing feedback and assistance to departments and other academic units on their assessment activities.
 - d. Providing a yearly summary of assessment activities to the Faculty Senate, The Provost ~~Vice President for Academic Affairs~~, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

Article VI: Amending the Bylaws

Section 1.

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

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Section 2.

The Secretary of the Faculty Senate will distribute the proposed amendment to all members of the faculty no later than nine days after the Faculty Senate votes to consider the amendment at their next regular meeting.

Section 3.

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

Section 4.

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

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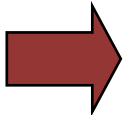
September 12, 2011

Attachment 5

Policy 161 Version ~~1-09162011~~ 09262011

Policy Change Cover Sheet

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



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

SECTION: **161 Fitness for Duty**

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

The change reflects the mechanism for identifying and intervening when an individual is having difficulty performing his/her job duties in a manner that is safe for the employee and/or for his/her co-workers, or is posing an imminent and serious safety threat to self and others. It also more clearly identifies a process for identifying physical, medical, mental and alcohol related health and safety issues.

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

***Human Resources/Payroll
University Police and Safety***

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

Policy Committee: 09/20/2011 presented to PCC; minor typos corrected and v2 created.

Faculty Senate: 09/27/2011 Route for input

Staff Senate: 09/27/2011 Route for input

President's Council: 09/27/2011 Route for input

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

The formatting of this policy will be updated on the website once the **content**

has final approval. Please do not make formatting changes on this copy.

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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North Dakota State University Policy Manual

SECTION 161 FITNESS FOR DUTY

SOURCE: NDSU President

1. Overview

NDSU is committed to providing a safe working environment and to protect the health and safety of students, faculty and staff, visitors and University property. This policy provides a mechanism for identifying and intervening when an individual ~~s who could pose a threat to the safety of others and property.~~ is having difficulty performing his/her job duties in a manner that is safe for the employee and/or for his/her co-workers, or is posing an imminent and serious safety threat to self and others. All employees must be free of illegal drugs or alcohol and not be impaired or unable to perform job duties because of medical/physical or emotional problems. This policy addresses the circumstances under which the University may require a fitness for duty examination and the applicable process pertaining to such examinations.

This evaluation process is not intended to be a substitute for sick or medical leave requests, workers' compensation claims, allegations of violence in the work place, situations where there is an immediate threat of harm, performance management or disciplinary processes. Supervisors should continue to address performance problems through the responsibility review process and implement corrective or disciplinary action as appropriate.

2. Purpose

- a. To ~~r~~Required drug and alcohol screening of employees in designated positions ~~is as~~ addressed in NDSU policy 161.1.
- b. To offer ~~p~~Post-offer/pre-hire screening of job candidates for positions related to dining services ~~that~~ must comply with Fargo Public Health Codes.
- c. To help assure the safety and health of individual's in the University Community or others with whom they have contact.
- d. To establish procedures by which the University can ~~evalutate~~evaluate an employee's physical or mental ability to safely and competently perform his/her duties when a health and safety problem arises.

2-3. Definitions

- a. Fitness for duty: physical and mental health status that facilitates the performance of essential job duties ~~in an effective manner~~ and protects the health and safety of oneself, others and property.

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- b. Reliable report: self-disclosure or third-party opinion about an employee's possible lack of fitness for duty which is assessed as reasonable by the manager/supervisor. The supervisor/manager will consider the following factors: ~~as~~ the relationship of the reporter to the employee, the seriousness of the employee's condition, the possible motivation of the reporter and how the reporter learned the information.
- c. Working hours: beginning with an employee's starting time and ending with the employee's quitting time as well as any time an employee is ~~on-call~~ performing call back work. All work activities are included whether they occur on or outside University properties.
- d. Medical evaluation: An examination performed by a university-designated health professional, including but not limited to a health history, physical and/or psychological examination/evaluation and any medically indicated diagnostic studies. The cost is paid by the employee's department.
- e. Medical certification: a document from a medically appropriate, licensed provider attesting to an employee's fitness to perform the essential functions of their job for duty following an extended medical absence. Allowable costs to obtain the certification are paid by Workers Compensation for work-related absences, ~~and by~~ the employee and the employee's health insurance for absences which are not work-related, and the employee's department when initiating the fitness for duty evaluation.

3.4. Employee responsibilities

- a. Reporting- Employees must come to work fit for duty and must perform their job responsibilities in a safe, secure, productive and effective manner during the entire time they are working.
- b. Employees are responsible for ~~Notifying-notifying their the~~ manager/supervisor when not fit for duty.
- c. Employees are responsible for ~~Notifying-notifying~~ the manager/supervisor when observing a co-worker who may not be fit for duty (in cases where the possibly impaired individual is the employee's manager, the employee should make the notification to the next higher level manager or the Director of Human Resources/Payroll).
- d. Employees must ~~Cooperating-cooperate~~ with a manager/supervisor's directive and/or referral for a medical evaluation.
- e. Employees must comply with all treatment recommendations resulting from a fitness for duty evaluation in order to be released to return to work. Participation in a treatment or rehabilitation program does not guarantee continued employment and will not necessarily prevent disciplinary action for violation of University policy.
- f. Employees are responsible to voluntarily seek assistance for emotional and/or personal problems, physical and/or mental health conditions, including controlled substance, drug and alcohol abuse/addictions, before their work performance is adversely affected.

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d.g. _____

4.5. _____ Manager/supervisor responsibilities

- a. Managers/supervisors are responsible for ~~Observing~~ observing the attendance, performance and behavior of employees they supervise. This would include conduct that creates a reasonable belief that a threat to the health or safety of the employee or others, or to University property exists, or there is objective evidence that the employee cannot perform the essential job functions.
 - b. Managers/supervisors are responsible for ~~Interviewing~~ interviewing an employee who appears to the manager/supervisor (or third-party report~~er~~) unfit for duty and referring an employee for a medical-fitness for duty evaluation when appropriate.
 - c. Managers/supervisors are responsible for ~~Recording~~ recording the reasons/observations that triggered a fitness for duty medical evaluation referral.
 - d. Managers/supervisors are responsible for ~~Utilizing~~ utilizing this policy in a fair and consistent manner, respecting the employee's privacy and the confidentiality of medical information.
- d.e. _____ Managers/supervisors are responsible for consulting with the Human Resources/Payroll Office prior to making a referral for a fitness for duty evaluation.

6. Procedures

To initiate a fitness for duty examination, the supervisor should first confer with the Human Resources/Payroll Office and send in writing a request for a fitness for duty examination setting forth in detail the reasons for the request. The request should specify any incidents or information relating to the employee's performance of workplace duties and an official position description describing the essential functions. The request should also include copies of any other relevant employee medical documentation and leave records.

5.

- a. Employee plans to return from to work after an extended medical absence.
 1. Manager/supervisor must receive~~s~~ medical certification from a medical provider with return to work status and/or suggested accommodations from the employee prior to his/her return to work, with suggested accommodations, if applicable.
 2. Based on the medical certification, the Managermanager/supervisor determines whether or not employee can perform essential functions of the job with or without accommodation, accepting suggested accommodations or developing alternativess.
accommodations

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3. Manager/supervisor provides and employee utilizes accommodations

~~3.4.~~ Contact Human Resources/Payroll office to implement the Fitness for Duty procedures if applicable.

b. A triggering event occurs when a manager/supervisor observes or receives a reliable report of an employee's possible lack of fitness for duty. Observations may include, but are not limited to an employee's self-reports, manual dexterity, coordination, alertness, speech, vision acuity, concentration, response to criticism, interactions with co-workers and supervisors, suicidal or threatening statements, change in personal hygiene, presence of condition likely to lead to food borne disease transmission, memory and/or odor of alcohol or marijuana.

1. Manager/supervisor interviews employee, when possible. Maintain confidentiality at all times and validate information or observations.

2. Manager/supervisor assesses magnitude of safety- and health risk and is. ~~Managers/supervisors are~~ encouraged to contact Human Resources/Payroll Office for assistance if considering the fitness for duty process.

A. No risk identified: keep notes of event

B. Minor risk identified: encourage employee to use Employee Assistance Program (see NDSU policy 134) or seek medical treatment; document event

C. Significant risk identified:

I. Contact University Police in situations where there is a basis to believe that a crime may have been committed and/or the employee is making threats to harm him or herself or others, or is acting in a manner that is immediately dangerous to him or herself or others, if appropriate

II. Place employee on paid leave of absence (sick leave or paid administrative leave, depending on situation)

III. Arrange for employee's safe transportation home if situation warrants or to a medical facility if necessary

IV. ~~Refer employee to~~ Encourage employee to use Employee Assistance Program (see NDSU policy 134) or seek medical treatment; document event or for medical evaluation

V. Contact Human Resource/Payroll Office to implement the Fitness for Duty procedures

~~V.VI.~~ Implement ~~disciplined~~disciplinary action according to University policy if applicable, if appropriate

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D. Severe risk:

- I. Contact University Police if appropriate or call 911 in situations where there is a basis to believe that a crime may have been committed and/or the employee is making threats to harm him or herself or others, or is acting in a manner that is immediately dangerous to him or herself or others
- II. Place employee on paid leave of absence (sick leave or paid administrative leave, depending on situation)
- III. Arrange for employee's safe transportation home or to a medical facility if necessary
- IV. Contact Human Resources/Payroll Office to implement the Fitness for Duty procedures
- ~~IV.V.~~ Implement appropriate discipline-disciplinary action according to University policy if applicable

6.7. Outcomes

- a. Employees voluntarily seeking assistance for physical (including controlled substance, drug and alcohol abuse/addictions), mental, and/or emotional problems before their work performance or attendance is adversely affected will not have their employment status jeopardized for seeking assistance.
- b. Employees cooperating in a medical evaluation and in compliance with recommendations for medical, psychological and/or chemical dependence treatment may be returned to the job provided appropriate discipline, if warranted, has taken place.
- c. If the fitness for duty medical evaluation by a health care provider concludes that the employee is not able to perform the essential functions of his or her position, Human Resources/Payroll Office and the supervisor will work with the employee to determine if there is a reasonable accommodation that will allow the employee to continue working. If an appropriate accommodation cannot be made, other options may be considered (for example, medical leave, termination of employment, etc.)

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d. Employees posing a severe [safety and security](#) risk may be subject to discipline up to and including termination of employment.

For questions regarding this policy, please contact the Human Resources/Payroll Office @ 231-8961

HISTORY:

New	May 15, 1972
Amended	May 12, 1986
Amended	April 1992
Amended	April 2000
Amended	April 2001
Amended	March 2002
Amended	October 2007

November 14, 2011 Faculty Senate

Student Ratings of Instruction: A call for campus reform

Student ratings of instruction (SROI) are used as the primary metric of course quality and instructor effectiveness on the NDSU campus. This summative evaluation of instruction is incorporated into merit awards, promotion, tenure, and evaluation procedures. Although we value summative and formative evaluation data from students the metric we currently use is subject to bias (i.e., gender, race, ethnic), and therefore leads to biased evaluations of faculty and instructors by students. This report is a summary of recent activities toward a revised method for evaluating instruction that is less susceptible to bias.

Recent History:

NDSU Advance FORWARD and the office of the Provost and VPAA hosted Dr. Joey Sprague from the University of Kansas to share her research on the gender biases students have of their instructors (Sprague and Massoni 2005; Laube et al. 2007) with the campus community (Pedagogical luncheon: March 11, 2010, *Gender and the evaluation of teaching: What we can't count can hurt us*). The feedback from Dr. Sprague's visit indicates a clear call from campus members for revision of our current SROI system (see Appendix A).

Based on her empirical research, Dr. Sprague presented several recommendations (see Appendix B) for reducing the potential for bias on evaluations of instruction. Some of these recommendations, such as providing sufficient time for evaluation, are within the control of the individual instructor. Other recommendations, however, require systematic changes in how student feedback is solicited. For example, Dr Sprague recommends asking students to evaluate instructors only on the criteria for which they are qualified to evaluate (i.e., course organization, communication of course objectives and expectations, responsiveness of the instructor to student questions). In response to Dr Sprague's visit FORWARD and the Provost/VPAA initiated an effort to revise the current SROI questions. Since the call for revision, NDSU faculty have collaborated to (1) characterize the criteria currently employed by students when completing the end of the semester SROI, (2) propose revised SROI questions and (3) pilot-test the new SROI questions to characterize the criteria applied by students when evaluating faculty.

In spring 2010, the current SROI questions were administered to an upper division course (33 students) via Blackboard. For each question, students were first asked to rank the instructor based on the traditional 5-point Likert scale and then to describe the criteria they used in determining their rank. Student responses were inductively analyzed to characterize the range of criteria employed by students (Table 1).

Suggestions for revision of the current SROI questions were solicited from participants in the campus-mentoring program (83 junior faculty and 32 senior faculty), and from a small committee of eight faculty. Five revised SROI questions (Table 2) were constructed and subsequently field-tested during Fall 2010 in three classes (~500 students ranging from introductory courses to upper division courses, and class sizes ranging from 40-300 students). Again, students were asked to first evaluate the course with the revised SROI using a traditional 5-point Likert scale and then to describe the criteria used in determining their rank. Student responses were inductively analyzed to identify emergent themes in the criteria employed in their evaluation. In Tables 1 and 2 criteria that are most susceptible to students' unconscious biases as documented in the literature are highlighted in yellow.

Table 1: Current SROI questions and evaluation criteria used by students. Highlighted text indicates criteria that are subject to unconscious bias (Sprague and Massoni 2005; Laube et al. 2007).

Current SROI Question	Evaluation criteria used by students
Q1. Your satisfaction with the instruction in this course	<ul style="list-style-type: none"> • Pace of the course / amount of information covered • Whether or not the instructor provides clear explanations and well-organized lectures • Difficulty of the course • Resources made available to the students (i.e., practice problems, study guides, office hours, lecture notes) • Personality of the instructor (i.e. approachable, high expectations)
Q2. The instructor as a teacher	<ul style="list-style-type: none"> • Pace of the course / amount of information covered • Clarity of instructor explanations • Preparation or organization of the instructor • Personality of the instructor • Clearly articulated expectations (i.e., instructor follows the syllabus assessments align with those articulated on the syllabus) • Engagement or entertainment value of the instructor • Perceived knowledge of the instructor
Q3. The ability of the instructor to communicate effectively	<ul style="list-style-type: none"> • Pace of the course / amount of information covered • Clarity and range of instructor explanations • Responsiveness to students (i.e. in office hours, via email). • Degree to which students are informed about course logistics (via Blackboard or in-class announcements) • Clarity of speech • Difficulty level of the content presented
Q4. The quality of this course	<ul style="list-style-type: none"> • Entertainment value of the course • Utility of course content in future courses or chosen career • Difficulty level of the course • Degree of alignment between course description and content actually covered • Degree of learning perceived by student
Q5. The fairness of procedures for grading this course	<ul style="list-style-type: none"> • Degree to which all students are given the same opportunities to demonstrate their understanding/abilities • Clearly articulated procedure for how course grade will be assigned • Transparency in marking of assignments, quizzes, and exams
Q6. Your understanding of the course content	<ul style="list-style-type: none"> • Student's current grade in the course (high grade means they have a high understanding of the course content) • Student's level of effort in the course (time studying, class exercises)

Table 2: Piloted SROI Questions and Evaluation Criteria Used by Students. Highlighted text indicates criteria that are subject to unconscious bias (Sprague and Massoni 2005; Laube et al. 2007).

Piloted SROI Questions	Evaluation Criteria Used by Students
Q1. This instructor provided an environment that is conducive to learning	<ul style="list-style-type: none"> • Instructor attitude (shows enthusiasm, is receptive to student concerns) • Encourages student questions • Modes of instruction (lecture versus lecture with activities and group discussion) • Maintains order in the classroom • Physical classroom environment (class size, quality of the classroom and technology, time of day class is offered)
Q2. This instructor provided well-defined course objectives	<ul style="list-style-type: none"> • Student understanding course expectations • Presence or clarity of course objectives in the syllabus • Presence or clarity of learning objectives for each instructional unit • Pace of the course / amount of information covered • The structure of the course relative to activities (assigned readings, study guides, regular quizzes, homework assignments)
Q3. This instructor provided content and materials that were clear and well organized	<ul style="list-style-type: none"> • Organization or completion of lecture notes • Student access to lecture notes online, availability of study guides and practice assignments • Clarity or usefulness of textbook • Ease of access to materials on Blackboard
Q4. I understood how my grades were assigned in this course	<ul style="list-style-type: none"> • Degree of alignment between grading scheme articulated on syllabus and how grades were assigned • Degree of transparency in marking assignments, quizzes and exams (rubrics and answer keys) • Perceived alignment between amount of student time dedicated to the course and grade achieved
Q5. I met or exceeded the course objectives given for this course	<ul style="list-style-type: none"> • Student's current grade in the course (high grade means meeting or exceeding expectations) • Perceived level of understanding of course material • Amount of time studying or engaging in course-related activities

Summary:

As shown in Tables 1 and 2, the criteria students use to answer both the current and piloted SROI questions are variable. However despite this variability, the piloted SROI questions are evaluated with fewer criteria susceptible to the biases identified by Sprague and colleagues. Criteria related to the personality of the instructor are mentioned frequently in evaluating the current SROI questions. Because of biases and stereotypes associated with gender, race and ethnicity, these trends suggest that our current SROI questions are measuring traits that are unrelated to quality of instruction. For example, students expect female instructors to be more caring than male counterparts and when female instructors are not caring enough, they are penalized. Questions 2 and 4 in the current SROI questions are incorporated into PTE documents and annual reviews and the criteria students use to evaluate these questions are known to be subject to bias (i.e., student perception of knowledge, engaging style, and entertainment value of the course).

In comparison to the current SROI questions, the piloted SROI questions do not limit the degree of variability in the criteria used by students when evaluating instructors and courses. In response to the piloted SROI questions, students are more frequently basing their ratings on unbiased criteria. For example, course content was evaluated on clarity of notes, access to supplemental material and organization of course material in the piloted SROI questions rather than personality or entertainment value of the instructor as in the current SROI questions. Likewise, the piloted SROI questions are more closely aligned with the intentions of the questions as written by the faculty committee. Alignment between students' perceptions of the questions and the intent of the question will translate to more meaningful interpretations of these scores as they relate to quality and effectiveness of teaching, which is critical if these rankings are used in the PTE process.

Recommendations:

Based on the literature, suggestions from Dr Sprague's visit, and data collected from NDSU students we envision SROI revisions based on the following considerations:

- Students should not be asked to evaluate instructors based on criteria they are unqualified to assess (e.g., instructors are the experts in the field and students are unqualified to assess the appropriateness of course content).
- Standards and criteria that students use to evaluate instruction should be made explicit. Using adjectives to describe criteria can be particularly difficult because of students' implicit biases about male and female instructors.
- If data from SROIs are used in evaluations of teaching efficacy they should be reported as medians, which are less subject to distortion by outliers than means, the variance should be reported and the data should be presented in context of student and class demography (i.e. class size, gender, race, general education, core/required courses).
- We recommend a change of University policy (see box below, with yellow-highlighted text indicating the recommended change), which currently mandates SROI evaluations that are subject to student bias.
- The SBHE policy manual (<http://www.ndsu.edu/policies/>) does not mandate student rating of instruction. In light of this, we recommend more emphasis on peer review of teaching for evaluation rather than the SROI. We do recommend SROI methods as a means of formative assessment of instruction by which instructors may adjust teaching methods based on valuable feedback from students.

University Policy (332.2) regarding summative evaluation of instruction states:

Summative Evaluation

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

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

This report was created from data and suggestions from the following faculty:

Peggy Biga, Canan Bilen-Green, Julia Bowsher, Sarah Browning, Erin Gillam, Kendra Greenlee, Angela Hodgson, Ineke Justiz, Jennifer Momsen, Erika Offerdahl, Wendy Reed, Sanghita Sinha, Erxi Wu

Literature

Laube, H., K. Massoni, J. Sprague, and A. Ferber. 2007. The impact of gender on the evaluation of teaching: What we know and what we can do. *National Women's Studies Association Journal* 19: 87-104.

Sprague, J., and K. Massoni. 2005. Student evaluations and gendered expectations: What we can't count can hurt us. *Sex roles: A journal of research*. 53:779-793.

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Attachment 7

Academic Affairs Committee Report Addendum

Approved Curricular Recommendations

New Courses							
Subject	No.	Title					Crs.
CE	303L	Civil Engineering Materials Lab					1
CE	471/671	Environmental Nanotechnology					3
EMGT	150	Homeland Security					3
New Temporary/Trial Course							
BIOC	791	Structural Basis of Membrane Transport and Signaling					3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ANSC	340	Meat Science and Technology	3	ANSC	340	<i>Principles of Meat Science</i>	3
ANSC	484	Swine Industry and Production	2	ANSC	484	<i>Swine Production/Pork Industry Systems</i>	3
CE	303	Civil Engineering Materials	3	CE	303	Civil Engineering Materials	2
ECON	482	Environmental Economics	3	ECON	482/ 682	Environmental Economics	3
HDFS	462	Methods of Family Life Education: Models of Family Crisis & Wellness	3	HDFS	462	<i>Methods of Family Life Education</i>	3
New Special Topics – for information only							
GEOG	499/ 696	Environmental Applications of Remote Sensing					3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only							
Subject	No.	Title			Prerequisite/Corequisite Change		
HDFS	468	Families and Work			Change in Bulletin Description Delete all prerequisite/s and corequisite/s		
POLS	422	State and Local Politics			Prereq: POLS 110 or POLS 115		

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Attachment 8

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 Approved for General Education (New)

Course No.	Course Title	Recommended Categories	Recommended Outcomes
ENGL 231	The Bible as Literature	A, G	3, 6
PHIL 450	Metaphysics	C- Upper Division Writing	1, 6
PHIL 451	Epistemology	C- Upper Division Writing	1, 6

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The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: M. Abdelrahman, E. Berg, A. Bezbaruah, P. Biga, J. Bitzan, K. Bromley, S. Brotherson, T. Stone Carlson, C. Ciuperca, A. Denton, T. DeSutter, M. Engler, P. Gibbs, R. Gordon, G. Gramig, D. Grandbois, J. Harmon, S. Jayaraman, X. Jia, J. Jones, J. Kong, G. Liguori, W. Lin, K. Maddock Carlin, L. Manikowske, C. Pearson, B. Pruess, S. Pryor, Y. Rhee, A. Rupiper Taggart, C. Ulven, C. Weber, A. Welch, Q. Zhang, and S. Zhong

Substitutions: E. Gillam for C. Stockwell

Approval of Minutes

MOTION (Welch/Pruess): to approve the minutes of the November 14, 2011, meeting as posted.
MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

- a. Academic Affairs ([Attachment 1](#))
- b. Senate Coordinating Council (SCC)
For Information Only
 - Policy 112: Pre-Employment and Current Employee Criminal Record Disclosure ([Attachment 2](#))
 - Policy 158.1: (New): E-Mail as an Official Communication Method for Employees ([Attachment 3](#))

MOTION (Biga/Liguori): to approve the Consent Agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

General Announcements

A. *NDSU President-*

President Bresciani indicated that the ND Legislators do not want the 2013 budget to use the same higher education funding model as in past biennia. Two different groups – the SBHE and the Legislature -- are working to revamp the formula into a more linear model. Leadership at the state level wants research institutions to be productive and will reward them accordingly. The funding process will take place in two forms: a) Performance Funding (graduation rates, job placement, GPA, etc.) and b) Base Funding, which constitutes the greatest percentage. Performance-based funding is a more complicated model and will constitute approximately 5% of funding for higher education.

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B. *NDSU Provost -*

Provost Rafert provided updates on the following searches:

- After significant deliberation and discussion with stakeholders, the Vice President for Agriculture and University Extension and Dean of Agriculture, Food Systems and Natural Resources positions have been merged. Ken Grafton has been appointed to this combined position.
- The Vice President for Information Technology search is underway. Three candidates have been to campus for on-site interviews and feedback is being reviewed by search committee chair McCaul.
- A search for a new Dean for the College of Science and Mathematics has begun as Kevin McCaul announced his resignation as dean. Faculty members are encouraged to recommend and refer colleagues and professional association acquaintances to this position.
- The NDSU Experiment Station Director search is underway. Dossiers and credentials of four finalists are being reviewed.
- The Upper Great Plains Transportation Institute director search is in process, with the goal to have a new hire begin in mid-March. Canan Bilen Green is serving as interim director.
- The Director of International Programs search committee has identified four finalists who will be interviewed on campus starting in late January.
- Three General Counsel candidates were interviewed and an offer has been extended to one of them.

Rafert also reported the following:

- In partnership with the Research and Technology Park, the third annual *Innovation Week* will be held in January. It will include a student competition with real prize money, which has been donated by sponsors. To date, 24 teams have registered.
- NDSU will be involved with the planning of a 150th birthday party for the Morrill Act event to be held on the mall in Washington D.C. on July 2nd. NDSU was named the state's land-grant institution in 1890.

C. *Faculty Senate President -*

G. Totten offered the following updates:

- Commencement is scheduled for Friday, December 16, 4 p.m., with a change in location to the Bison Sports Arena.
- A discussion on SROIs was held at Faculty Senate Executive Committee. It was decided to have members of the original group that conducted research on SROIs present to the Faculty Senate in early spring semester.
- Faculty interested in serving on or recommending others to serve on an ad hoc Budget Committee should contact Totten.

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- Faculty Benefits Committee- a presentation by HR/Payroll about basic information regarding benefits, how decisions are made, the role of the SBHE and NDPERS, and the potential role that Faculty Senate can play in these processes will be made to the Senate in the near future.

D. *Faculty Senate President-Elect –*

Tom Stone Carlson reported that Student Body President Knutson played a key leadership role in minimizing and discouraging the use of anti-gay chants during home football games. Student Government and the Gay-Straight Alliance asked Coach Bohl to send out an email asking for good sportsmanship and stating that anti-gay or racial chants will not be tolerated.

E. *Staff Senate President -*

L. Dallmann reported the following:

- The University Drive crosswalk between Ceres Hall and the Alumni Center is very unsafe with traffic not slowing down for pedestrians. Staff Senate plans to work with the City of Fargo and the neighborhood association to address this issue.
- The State Staff Senate has raised concerns with tuition waivers for employees, particularly with the restrictions on waivers for distance/continuing education classes.
- NDSU Staff Senate has elected a communication officer to help promote Staff Senate and its activities.

F. *Student Body President -*

C. Knutson provided the following updates:

- A Graduate Collaborative Learning Center will open as a place for graduate students to hold presentations, conduct seminars, etc.
- A Coffee Cart will open in the main Library in early January.
- Student Government worked with Coach Bohl in sending out an email to the student body about good sportsmanship and the abolishment of the anti-gay chant during football games.
- Student Health Care – ([Attachment 8](#) and [Attachment 9](#))
Knutson and Hauff presented on their work, to date, on getting better health insurance for NDSU graduate assistants. Student Senate has worked with the Graduate Student Association, and passed a resolution on the matter. Student leaders gathered data on peer institution comparisons regarding coverage and costs. They are now discussing with administration a proposed plan and strategies to slowly increase the coverage amount.

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Senate Committee Reports

A. *Council of College Faculties-*

L. Peterson provided an update on *Maximizing Results through Efficiencies* document, which was drafted by SBHE President Grant Shaft and distributed to various state boards and entities for comments and feedback. ([Attachment 4](#))

Peterson asked faculty to review the document, particularly the charges to review and reengineer the academic production function on NDUS campuses (low enrollment programs, etc.). The majority of CCF representatives from across the state spoke out against the recommendations. Faculty should provide feedback to their CCF representatives (L. Peterson and M. Meister). Open forums also may be scheduled to gather additional input from faculty. Feedback from the larger research institutions is particularly important since we have the minority voice in the state.

It was recommended to have the CCF ask the SBHE to provide bullet points with additional information under each of the items on the document to minimize the risk of misinterpretation.

B. *Senate Coordinating Council -*

T. Stone Carlson presented the following policies for Faculty Senate input:

For Discussion and Vote-

- Policy 320: Faculty Obligations and Time Requirements ([Attachment 5](#))

Changes were made to provide more clarity in ADA and FMLA policies, as well as how to resolve disagreements.

MOTION (Welch/Weber): to approve changes to Policy 329 as distributed.

MOTION TO AMEND (Berg/Pryor): by modifying Section 5, *Childbearing Leave*, by striking the words, “In lieu of sick leave” and “with less than twelve month appointments,” from the first sentence. Discussion ensued on its application to 12-month employees. A question was raised on how this policy differs from other benefits – related policies.

MOTION TO AMEND CARRIED WITH UNANIMOUS CONSENT.

MOTION TO APPROVE POLICY AS AMENDED CARRIED WITH UNANIMOUS CONSENT.

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For Information Only-

- Policy 350.1: Board Regulations on Academic Freedom and Tenure; Academic Appointments ([Attachment 6](#))

No discussion.

Unfinished Business

A. *Academic Freedom Policy at the University of Delaware* ([Attachment 7](#)) –

Taggart brought back from a recent AAUP meeting a sample policy from the University of Delaware. The Senate previously discussed whether this topic should be pursued at NDSU. Totten brought up an executive summary document that cited a Supreme Court decision (2009) which presented a threat to academic freedom. The University of Minnesota policy and the AAUP recommendation also were shared. Developing a policy statement for NDSU would be a relatively easy safeguard for academic freedom. A straw poll of faculty senators indicated overwhelming support for such a policy.

Adjournment

Meeting adjourned at 4:35 p.m.

Submitted,

K. Wold-McCormick, Ph.D.
Secretary, Faculty Senate

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Courses							
Subject	No.	Title					Crs.
CJ	754	Police and Society					3
EDUC	708	Philosophical Foundations of Education					3
EDUC	756	Strategic Planning for Institutional Improvement					3
EDUC	764	Instructional Methods for Adult Learners					3
EDUC	774	Advanced Qualitative Research					3
HNES	375	Research Methods and Design in Exercise Science					3
HNES	476	Exercise Testing Laboratory					2
HNES	780	Athletic Training Techniques					3
MRKT	434/634	Sales Management					3
Course Deletion							
HNES	487	Athletic Training Organization and Administration					3
MRKT	630	Sales & Sales Force Management					3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ANSC	486	Beef Industry/Production Systems	2	ANSC	486	Beef Industry/Production Systems	3
CFS	764	Cereal Carbohydrates	2	CFS	764	<i>Carbohydrate Chemistry</i>	2
EDUC	717	Adult Learning	2	EDUC	717	Adult Learning	3
EDUC	771	Structural and Equation Modeling Fundamentals	3	EDUC	771	<i>Structural Equation Modeling Fundamentals</i>	3
EDUC	776	Qualitative Research Methods and Program Evaluation	3	EDUC	773	<i>Qualitative Research Methods</i>	3
EDUC	781	Science Teaching and Curriculum	3	EDUC	781	<i>Teaching and Curriculum</i>	3
HNES	361L	Food Production Management Laboratory	3	HNES	361L	<i>Foodservice Systems Management I Laboratory</i>	3
HNES	370	Activity Benefits and Exercise Prescription in Disease	3	HNES	370	<i>Exercise and Disease</i>	3
HNES	371	Fitness Programming and Management	2	HNES	371	<i>Worksite Health Promotion</i>	3
HNES	460L	Foodservice Systems Laboratory	3	HNES	460L	<i>Foodservice Systems Management II Laboratory</i>	3
HNES	467	EKG Monitoring	2	HNES	467	EKG Monitoring	3
HNES	472	Aerobic Fitness Assessment and Techniques	3	HNES	472	<i>Exercise Assessment and Prescription</i>	3
HNES	474	Methods in Resistance Training and Cardiovascular Conditioning	3	HNES	374	Methods in Resistance Training and Cardiovascular Conditioning	3
HNES	687	Athletic Training Organization and Administration	3	HNES	778	Athletic Training Organization and Administration	3
MRKT	430	Sales & Sales Force Management	3	MRKT	430	<i>Sales and Personal Selling</i>	3
New Special Topics							
THEA	499	Japanese Kyogen Performance Style					1
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only							
Subject	No.	Title			Prerequisite/Corequisite Change		
BIOL	459/659	Evolution			Prereq: BIOL 150, BIOL 151, and BIOL 315		
BIOL	478/678	Methods in Animal Physiology			Prereq: BIOL 150, BIOL 151, and ZOO 460 or ZOO 462		

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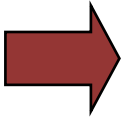
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Attachment 2

Policy 112 v2 11/17/11

Policy Change Cover Sheet

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



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

ACTION:

2: PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINALRECORD DISCLOSURE

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

Changes paragraph 2.3 to reflect NDUS procedure.

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

General Counsel

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

This portion will be complete by Kim Matzke-Ternes

University 11/21/11 routed for information

Senate:

Staff Senate: 11/21/11 routed for information

Student 11/21/11 routed for information

Governm

ent:

President's 11/21/11 routed for information

Council:

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

*The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!*

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Policy 112 v2 11/17/11

North Dakota State University Policy Manual

SECTION 112

PRE-EMPLOYMENT AND CURRENT EMPLOYEE CRIMINAL RECORD DISCLOSURE

SOURCE: NDSU President
SBHE Policy Manual, Section 602.3
[NDUS Procedure 602.3](#)

1. Job Applicants - Criminal Record Disclosure.
 - 1.1 NDSU uses two forms (paper and online) for capturing applicants' criminal record disclosure information. All applicants for employment at NDSU, whether full-time or part-time, including student employment, must answer the [criminal record disclosure questions](#) prior to being hired. The nature of the position (full-time or part-time) will determine if the paper form is used or if this information is captured through the online PeopleAdmin system. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.
 - 1.2 A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.
 - 1.3 The information shall be kept in the employee's official personnel file (<http://www.ndsu.edu/policy/718.pdf>) (or, for individuals not hired, with the applicant's file).
 - 1.4 Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, Vice President in the Office of Equity, Diversity, and Global Outreach (for non broadbanded positions), Director of Human Resources/Payroll (for broadbanded positions), University General Counsel, or their Department Chair or Dean.
2. Criminal History Background Checks.
 - 2.1 A nationwide FBI criminal history background check is authorized for the following positions:
 - a. All benefited positions; and
 - b. The following positions, whether benefited or non-benefited:

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1. Chancellor, institution president and vice presidents;
 2. Police officer and security guard;
 3. Resident hall and apartment manager or director and assistants;
 4. Information technology staff;
 5. Employees responsible for or with unsupervised access to cash, credit, debit or other financial transactions or numbers, or confidential or other protected information, including medical records, social security numbers, tax, retirement, or vendor or contractor proprietary or other confidential information;
 6. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;
 7. Child care employees and other employees who have unsupervised contact with children;
 8. Part-time instructional staff;
 9. Employees responsible for or with access to controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances; and
 10. Counselors and coaches.
- 2.2 As stated in SBHE Policy 602.3, a nationwide FBI criminal history background check is required before beginning employment in the following positions:
- a. Police officer; and
 - b. Security guard.
- 2.3 A criminal history records check~~North Dakota State University will conduct a criminal history check~~, which may be a North Dakota BCI check, a FBI nationwide check or check of another state or multiple jurisdictions, is required before beginning employment in the following positions: on all new benefitted hires, before beginning employment. The level of check will be determined by the hiring department upon consultation with the central administrative office conducting the search.
- a. All new benefitted hires;
 - b. Chancellor, president, provost, and vice presidents;
 - c. Resident hall and apartment manager or director and assistants;
 - d. Custodians and other employees with master keys or other means of unsupervised access to residence halls or secure buildings or facilities;

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- e. Child care employees and other employees who have unsupervised contact with children;
- f. Employees responsible for or with access to controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances; and
- g. Counselors and Coaches.

The level of check will be determined by the hiring department upon consultation with the central administrative office conducting the search.

3. Current Employees

- 3.1 Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies; and misdemeanors involving violence and theft; or any offense requiring one to register as a sex offender) to their supervisor and the Director of Human Resources/Payroll. See Policy 155 for arrests and convictions involving drugs and alcohol in the workplace. Additional evidence about the conviction (example, the judgment of conviction) may be placed in the employee's official personnel file. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined by the supervisor after consultation with appropriate personnel. (See section 4 above.) The employee can request that the conviction information be removed from the employee's official personnel file after misdemeanors are over 5 years old and 10 years for felonies.
- 3.2 Information regarding this subsection shall be provided to employees as part of the NDSU Annual Notice of Policies Covered under the ND Risk Management Program.
- 3.3 All current employees are required to sign a Criminal Record Disclosure Form.
- 3.4 Employees arrested or charged by summons to appear for crimes covered by this policy, or for a crime otherwise job related (e.g., a DUI if driving is a job requirement), have a duty to notify their supervisor and the Director of Human Resources/Payroll within five days of the arrest or receipt of the summons. While an arrest is not a conviction, NDSU will determine any potential actions or consequences on a case by case basis.

HISTORY:

New	July 1, 2002
Amended	February 2006
Amended	October 2007
Amended	December 2007
Amended	June 23, 2009
Housekeeping	November 15, 2010
Housekeeping	December 28, 2010

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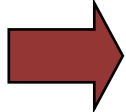
December 12, 2011

Attachment 3

Policy 158.1 (New) Official E-mail for Employees – Version ~~1-09/20/2011~~
23 11/08/2011 11/15/2011

Policy Change Cover Sheet

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



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

SECTION: **158.1 (New): E-Mail as an Official Communication Method for Employees**

- Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
This is a new policy that is similar to Section 609: E-mail as an Official Communication Method to Students. There is an e-mail list called NDSU-EMPLOYEE-OFFICIAL for all employees maintained by University Relations and other lists for segments (e.g. for Benefitted Employees for HR/Payroll). Suggested numbers might be 158.1, 154.2, or 191 (it applies to all employees). V2/V3: A 3rd bullet was added to 7.3; in several places the list of "approvers" was broadened to explicitly include the Provost and President, and some grammatical changes were made.

- This policy was originated by (individual, office or committee/organization):
Information Technology Division, Bonnie Neas, VP for IT, 09/01/2011

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

This portion will be complete by Kim Matzke-Ternes

Policy

Committee: 09/20/2011 presented to the PCC; 11/21/11 routed for input.

Faculty Senate: 09/22/2011 – routed for input; 11/21/11 routed for input.

Staff Senate: 09/22/2011 – routed for input; 11/08/2011 Theresa Semmens met with Staff senate and after the meeting it was suggested a third bullet be added. It was not voted on by SS yet; 11/21/11 routed for input.

Student 11/21/11 routed for input.

Government:

President's 09/22/2011 – routed for input; 11/21/11 routed for input.

Council:

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

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

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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Policy 158.1 (New) Official E-mail for Employees – Version ~~1-09/20/2011~~
~~23~~
~~11/08/2011~~11/15/2011

SECTION 158.1: E-MAIL AS AN OFFICIAL COMMUNICATION METHOD FOR EMPLOYEES

SOURCE: NDSU President

1. POLICY STATEMENT: Electronic mail (e-mail) sent to and received from @ndsu.edu, like postal and campus mail, is an official means by which the University communicates with employees. NDSU exercises the right to send e-mail communication to employees and expects that e-mail communication is received and read by employees in a timely manner.
2. RATIONALE: Employees may have several addresses. Determining where to send official communication can be challenging, especially when there may be an emergency. Electronic communication is convenient, fast, cost-effective, environmentally advantageous and readily available. E-mail has been designated as an official communication medium by the University.
3. DEFINITIONS:
 - 3.1 Employee(s):
See definition of employee as described in [NDSU Policy, Section 101, Personnel Definitions](#).
 - 3.1 Official E-mail Address:
An e-mail address assigned to an individual by the NDSU Information Technology Division (NDSU IT).
 - 3.2 Official E-mail Communication:
An e-mail message regarding official University business sent from an NDSU employee or departmental representative.
 - 3.3 Employee Official Electronic Mailing List:
A mailing list populated with official e-mail addresses of all employees for official communication. Employees are expected to read and act appropriately on all messages sent to this list.
 - 3.4 Redirected E-mail:
E-mail redirected from an official e-mail address to an address not issued by NDSU IT (e.g., jane@gmail.com, john.smith@cs.ndsu.edu).
4. SCOPE: This policy applies to all NDSU employees.

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~~23~~
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5. EMPLOYEES USE & RESPONSIBILITIES:

Security and Appropriate Usage: Employees are required to comply with all institutional and University System policies and procedures, especially [North Dakota University System Policy 1901.2, Computer Facilities](#); [North Dakota University System Procedure 1901.2 Computer Network Usage](#); and [NDSU Policy Section 158, Acceptable Use of Electronic Communications Devices](#), and relevant local, state, and federal law.

5.1 Account Monitoring:

Employees are responsible for monitoring their e-mail for official campus communication, and have the responsibility to recognize that certain communication is time sensitive. Supervisors are responsible for notifying employees with limited access to e-mail of time-sensitive communications.

NDSU reserves the right to monitor an e-mail account for suspected inappropriate usage.

5.2 Special Accommodation:

Employees 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 accommodation refer to [NDSU Policy Section 168](#).

5.3 E-mail Problems:

So as to not interfere with the receipt of official University communication, employees can report any technical problems in accessing or using their official e-mail addresses and accounts to the NDSU IT Help Desk. The Help Desk may be reached through e-mail, NDSU.helpdesk@ndsu.edu, and by calling 701-231-8685.

5.4 Additional Requirements:

Additional requirements may be imposed by administration, colleges, divisions, and other entities within the University. Employees are responsible for accessing, reading, and responding to their e-mail in a timely manner.

6. UNIVERSITY USE OF E-MAIL:

6.1 Campus Wide Announcements:

The University works to minimize the number of messages sent to employees. Official messages sent to employees are to be sent through the official mailing lists. These lists are moderated by NDSU officials.

6.2 Mail Formatting:

Contact information for the originating employee and department must be clearly denoted in the message signature. To maintain consistent branding standards across all forms of communication at NDSU, it is recommended that employees use one of the standard NDSU e-mail signature [options](#).

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~~23~~
~~11/08/2011~~ 11/15/2011

6.3 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, it is recommended that attachments not be included in e-mail announcements sent to large groups such as the NDSU employee official e-mail lists.

6.4 Business Use of E-mail:

Individuals' NDSU official e-mail addresses are to be used in accordance with the business of the University and for purposes directly related to their position and/or job functions. Official e-mail addresses may not be used for conducting personal business. Incidental personal use is allowed and is to be determined by the respective dean, provost, vice president, president, director, ~~and/or department~~ chair-person, or department head. Personal use must follow all applicable NDSU policies and laws.

6.5 E-mail Sent by Employees:

In efforts to protect privacy and better ensure authenticity, University administration, colleges, divisions, and other entities within the University require that e-mails which request a response or are in direct relation to duties and job functions, be sent via official e-mail addresses.

7. E-MAIL SERVICE REQUIREMENTS

7.1 Initial E-Mail Assignment and Service Setup:

E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically set up for new employees by the NDSU Information Technology Division upon acceptance of employment to the University. E-mail addresses are free of charge and remain active as long as the person is employed by the University, or as approved by the respective ~~dDean or~~ provost, ~~vVice pPresident~~ or president.

7.2 Activating E-mail:

After initial e-mail account setup, employees must activate their e-mail addresses and accounts. Instructions are available on the [NDSU Help Desk Web site](#).

7.3 Redirecting of NDSU E-mail:

Official University electronic communication is sent to the @ndsu.edu address. The redirecting of @ndsu.edu email is strongly discouraged. If employees choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, Gmail), they do so at their own risk. NDSU is not responsible for the redirection, management, and handling of e-mail by outside providers or from NDSU IT servers that are not centrally supported. Failure to receive official University messages when using a non-official e-mail address does not absolve employees from the responsibilities associated with official communication sent to their @ndsu.edu addresses.

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Attachment 3

Policy 158.1 (New) Official E-mail for Employees – Version ~~1-09/20/2011~~²³
~~11/08/2011~~^{11/15/2011}

If employees choose to re-direct e-mail sent to their official NDSU e-mail address:

- That e-mail is still subject to the North Dakota Public Records law, [NDCC 44-04](#), and individuals must comply with any public record requests and any requests made by NDSU.
- Employees wishing to redirect e-mail sent to their official NDSU e-mail address must formally request and receive permission from their respective [dean, provost, vice president](#) or ~~dean-president~~ to redirect their NDSU e-mail to a different e-mail address.
- [If the request is approved, the employee's dean, provost, vice president, president or dean or designee must request the change for the employee's em-mail redirect by contacting the NDSU Help Desk.](#)

7.4 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 employees to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to employees by the University.

7.5 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 e-mail services, see www.ndsu.edu/helpdesk or www.ndsu.edu/its.

HISTORY:

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Attachment 4

Maximizing Results through Efficiencies November 7, 2011

Grant Shaft,
SBHE President

A critical role of the State Board of Higher Education is to promote and encourage North Dakota University System institutions, individually and collectively, to maximize their capacity to meet the needs of students and the state while improving quality, access and affordability. A great deal has been accomplished to date, but many more opportunities to maximize efficiencies lie ahead.

During my year as SBHE president, my goal is to accelerate the pace of change to meet the SBHE's strategic plan objective: North Dakota will rank #1 in the nation in the education of our population. This objective will require state support – both policy-driven and financial – but there is a limit to the financial support the NDUS can expect from the state and from students. As higher education leaders, we must find innovative, creative and meaningful ways to prioritize and leverage existing resources to maximize results and fund continuing operations. New funding requests, beyond funding to maintain faculty and staff compensation, must be strategically linked to state priorities and needs.

We must protect the unique mission of each campus. At the same time, we must explore opportunities to maximize our individual and collective campus resources and talents without jeopardizing mission-critical activities.

As a result, I will recommend to the SBHE a multi-step plan to be developed by a Maximizing Results through Efficiencies Committee. This group will provide the board regular reports on progress and completion. Their work will be guided by a student-centered philosophy, including the following objectives:

- *Improving student retention and success*
- *Improving student access to programs and services*
- *Improving quality of student experience*
- *Controlling student costs*
- *Reducing complexity across the system and within individual campuses*
- *Providing effective and efficient delivery of instructional and administrative services*
- *Reinvesting savings into the system to enhance student success, strengthen programs tied to state needs, and retain high-quality faculty and staff*

The plan encompasses three initiatives; two of the descriptions below include recent accomplishments that lay the groundwork for creating additional efficiencies. The Maximizing Results through Efficiencies Committee will develop a description of the finance, academic and/or student services strategies included in each initiative; a specific process and timeline for implementation; funding requirements, if any; required policy, procedure and/or practice changes; and an established mechanism to measure and track savings and improvements.

Building a Cost-Effective IT System

Completed or Underway

- Implemented a shared administrative software system for student, finance and human resources (ConnectND)
- Implemented shared auxiliary services software for parking, housing, facilities and secure payment transactions
- Implemented a shared library system (ODIN)
- Implemented shared interactive videoconferencing network (IVN) and shared audio/telephone conferencing network (IVN)
- Implemented academic collaboration software for classroom and academic use (Blackboard Collaborate-Wimba)
- Implemented the Moodle open-source learning management system used by four institutions and for systemwide employee development
- Licensed Microsoft software for all institutions and implemented Microsoft cloud-based Exchange email, calendar, communicator and Live Meeting for eight institutions

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Attachment 4

- Implemented Microsoft Active Directory Services for access to system-wide applications
- Collaborated on system-level shared software licensing purchases (SAS, GIS, Mathematica, antivirus, anti-spam and digital security certificates)
- Implemented mandatory employee payroll direct deposit
- Implemented employee self-service for human resources
- Expanded Help Desk Services to 24x7x365 coverage, cutting the average peak-period hold and response time from 21 minutes to less than four minutes
- Implemented Phase I of some human resources electronic workflow

Several of the items above were accomplished without additional funding by enacting efficiencies; eliminating services with low value; leveraging systemwide buying power, rather than purchasing as individual institutions; and leveraging the strategic technology architecture in the NDUS Information Technology Strategic Plan.

Proposed *

	Completion Date
Working in consultation with the campuses, the chancellor will pursue a strategy to implement systemwide services that are cost-effective, easily integrated and constantly improving. A review and plan for each item below shall be completed by the date noted.	
<ul style="list-style-type: none"> • A learning management system, including common software, shared curriculum content, a content repository and consistent mobile device interfaces <p><i>Today's differing programs often force students to use various online learning systems with individual interfaces and multiple login-passwords. Most students also pay premium prices to take online courses. With fewer systems to purchase, implement and maintain and increased system purchasing power, the need for extra fees should be reduced and online classes will become part of the regular academic service. Further efficiencies will be gained by sharing on line curriculum content across institutions, thereby avoiding duplication of effort and enhancing consistency of curriculum for student use.</i></p>	March 31, 2012
<ul style="list-style-type: none"> • Lecture capture systems, including common software, hosting and content delivery <p><i>Students should be able to watch recorded lectures at any time on almost any PC or mobile device and search by word, rather than viewing an entire lecture to find a particular point of information. Students who miss classes should have easy access to missed materials, thereby improving retention and academic achievement. Faculty productivity and student learning will be improved as time used to deliver repeated lectures can, in some cases, be used instead to work directly with students and address other institutional priorities.</i></p>	Jan. 31, 2012
<ul style="list-style-type: none"> • Document image scanning systems, including common software and hosting <p><i>Most institutions use document-scanning software for some current business functions, such as invoice processing, contract management, electronic personnel files and student records. Most of these departmental-based and departmental-housed systems do not provide operational efficiencies or sound security practices and are not scalable as needs grow and opportunities arise. Recommendations to improve efficiencies and provide a common administrative approach are needed as well as consistent software and hardware, thereby leveraging the overall NDUS buying power.</i></p>	March 31, 2012
<ul style="list-style-type: none"> • Expand and enhance human resources electronic workflow, including centralized payroll processing from one or more sites <p><i>Institutions will adopt standard business processes to reduce the need for individual campus modifications. Workflow analysis will reduce the need for paper to flow from one office to another and provide for electronic approval where practicable. Centralized payroll will create a hub of expertise and economies of scale that need not be replicated at each institution.</i></p>	May 31, 2012

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<ul style="list-style-type: none"> A unified communication system to deliver a consistent set of services and integrate voice mail, email, instant messaging, phone, mobile devices and personal computers <p><i>A unified communication infrastructure with appropriate links to the state ITD infrastructure is needed. This would benefit employees and provide students better access to integrated services for academic use. It would also reduce the overall cost of equipment and reduce some operational costs such as long-distance charges.</i></p>	April 30, 2012
<ul style="list-style-type: none"> Combined approach to delivering IT services <p><i>The NDUS needs a more coordinated approach to information technology planning and service delivery, including discontinuation of locally-developed software and hosting services and implementation of broadly accepted and supported applications and services. Planning, contracting and oversight of systemwide services delivered to some or all of the institutions should be governed at the system level and should not be under the purview of any one institution.</i></p>	December 31, 2012

Review/Reengineer the Academic Production Function

Completed or Underway

- Implemented a systemwide, multi-campus collaborative-student registration model, making registration on multiple campuses as seamless as possible from the student's perspective
- Implemented a systemwide credit-by-exam matrix to recognize prior-learning experiences and minimize time to degree completion
- Coordinated/implemented a 50-state approval process to meet new federal authorization expectations
- Provided campus-specific data and focused strategy sessions, enabling all 11 campuses to better serve "ready adults"
- Provided statewide access to national resources (AAC&U LEAP) as part of the statewide review of general education
- Implemented systemwide admissions module (Hobson's) and now preparing an updated module
- Implemented statewide articulation agreements in 13 discipline areas to minimize student time and completion costs
- Providing leadership for a regional articulation and transfer model to ease student transfer between states
- Partnered with state tribal colleges to minimize transfer obstacles and to improve student time and cost to completion
- Implemented a systemwide approach to alcohol and drug abuse prevention, resulting in volume discounts and cost-effective strategies to meet student needs, resulting in improved personal and academic success.

Proposed

	Completion Date
<i>Joint System and Campus Responsibility</i>	
<ul style="list-style-type: none"> Reengineer the general education curriculum to support collaborative implementation of practices that contribute to student learning; use SBHE Policy 403.7, shared technologies and course content, and the statewide LEAP initiative to do so 	Pilot course completed by May 15, 2012
<ul style="list-style-type: none"> Expand the availability of credit by exam to include more prior-learning experiences, such as the portfolio review process 	October 31, 2012 and ongoing
<ul style="list-style-type: none"> Work on innovative ways to recognize learning in the workplace and to award credit based on portfolio documentation 	Plan due June 30, 2012
<i>Campus Responsibility</i>	
<ul style="list-style-type: none"> Review and report on completion rates in all courses and develop campus-wide plans to improve completion rates in courses with the highest volume or percentage of non-completers 	June 30, 2012

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<ul style="list-style-type: none"> Review and report on the total number of credit hours required for all degrees awarded by the campus and report on campus efforts to reduce credit hours to those required for graduates' success 	June 30, 2012
<ul style="list-style-type: none"> Consistent with SBHE-established criteria, complete a review of low-enrollment programs to be considered for elimination for SBHE action 	November 30, 2012
SBHE Responsibility	
<ul style="list-style-type: none"> Continue to communicate college readiness (course placement) standards 	Ongoing
<ul style="list-style-type: none"> Continue to align high school graduation with preparation for college 	Ongoing
<ul style="list-style-type: none"> Review and reconsider policies that serve as barriers to re-engaging adult learners 	June 30, 2012
<ul style="list-style-type: none"> Partner with Joint Boards to implement additional incentives for students who take rigorous high school courses 	Ongoing
<ul style="list-style-type: none"> Establish criteria for the review and possible elimination of low-enrollment programs 	March 15, 2012
<ul style="list-style-type: none"> Identify barriers to timely degree completion 	December 31, 2012
<ul style="list-style-type: none"> Work with other state policymakers to phase-in the alignment of North Dakota high school graduation requirements with adequate preparation for college and work. This would be defined by national ACT benchmarks, which would be replaced over time with the common core assessments currently under development. (Note: Adequate preparation for work after high school has been described as being at least as rigorous as adequate preparation for college.) 	Plan completed by September 30, 2012
<ul style="list-style-type: none"> Improve graduation rates by establishing differentiated admission requirements for regional and research universities; better communicate expectations by reducing the number of admission exemptions and exceptions; continue to provide an entry point for all state high school graduates through the community colleges 	June 30, 2012

Improved Capital Project Process

Beginning with the 2013-15 biennial budget process, the SBHE directs the NDUS Office to independently engage architectural/engineering services to evaluate cost estimates for the identified, prioritized projects the board intends to submit to the Legislature for state funding consideration. Funding for these services will be provided by the respective campuses. This review and evaluation process is intended to ensure state investment in capital projects is aligned with state needs and maximized, to the greatest extent possible, while still meeting the academic and service needs of the institutions.

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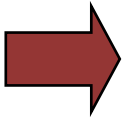
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Attachment 5

Policy 320 Version 4 32. 4/2910/27/1111/18/11

Policy Change Cover Sheet

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



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

SECTION: SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

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

The changes to this policy add a provision for childbearing leave that is above and beyond the sick leave policy as well as a section on modified duties.

In the new revision, eligibility has been further clarified, ADA policy referenced.

2. This policy was originated by (individual, office or committee/organization): Office of Equity, Diversity, and Global Outreach. Christina Weber, Commission for the Status of Women Faculty (CSWF); 1/25/11

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

This portion will be complete by Kim Matzke-Ternes

Policy Committee: 05/11/2011 presented to PCC, 10-10-11 presented to PCC; 11/15/11 updated version presented to PCC

University Senate: 11/21/11 routed for input

Staff Senate: 11/21/11 routed for input

Student Government: 11/21/11 routed for input

President's Council: 11/21/11 routed for input

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

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

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

SOURCE: NDSU President

1. Basic Obligations

Regular faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions are imposed on the activities of a faculty member, they are under obligation to render to the University the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a responsibility to develop their professional proficiency.

Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research, administrative, and service obligations. More specifically, this means that faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. Office Hours

Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. Annual Leave

While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that faculty members are excused from all academic responsibilities during the breaks provided for students.

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Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. Sick Leave

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of paid sick leave hours or days to faculty members whose regular term of appointment is less than 12 months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is authorized-approved by the Provost ~~and Vice President for Academic Affairs~~. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

5. Childbearing Leave

In lieu of sick leave, Academic appointees (tenured and tenure-track faculty, professors of practice, and senior lecturers) with less than twelve-month appointments who give birth are eligible for childbearing leave during the period of medical disability. This is a temporary leave from all duties without reduction in pay during the time the faculty member is temporarily disabled because of pregnancy and childbirth. Childbearing leave begins on the actual delivery date and ends six weeks after (including university breaks), although individual circumstances may require extending this period. Any extension beyond six weeks (before and after delivery) ~~may~~ shall require medical certification from the attending physician or midwife and is ~~authorized-approved~~ by the Provost ~~and Vice President for Academic Affairs~~. Unpaid leave that extends beyond the period of medical disability is available through FMLA. Eligibility for childbearing leave begins upon hiring.

6. Modified Duties

6.1. Who is eligible: An academic appointee (tenured and tenure-track faculty, professors of practice, and senior lecturers) who 1) becomes a parent through childbirth, adoption, and foster placement of a child (as defined by Federal Medical Leave Act (FMLA) 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload, or 3) who will be caring for a child, spouse/partner or parent who has a serious health condition (as defined by FMLA). Additional modifications for longer-term conditions may be made in accordance with the Americans with Disabilities Act and NDSU Policy 100.1.

6.2. Definition: Modified duties and goals without reduction of salary for a limited period of time. A person taking modified duties will still be at a 100% workload and 100% salary; however the nature of

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the responsibilities for this time period will be adjusted. Modified duties will include a revision of workload for up to the equivalent of a semester (e.g., release from or reassignment of teaching courses, committee assignments, advising, or alteration of research duties). When a period of modified duties immediately follows childbearing leave, that period may be extended to the end of a semester to accommodate teaching schedules as necessary. Modified duties must conclude within 12 months of a birth or adoption.

6.3. Process: Modified duties, goals, and duration will be negotiated by the individual requesting modified duties with the department chair/head and approved by the dean. If agreement cannot be reached between the faculty member, the department chair/head, and the dean, the negotiation will advance to the Provost.

6.4. Performance evaluation: Faculty members who use the modification of duties and goals must still submit an annual report when it is due in their department. The time period in which duties were modified, as well as the specific modifications in place, must be included in the annual report. The report must also include the agreed upon goals and a statement about how those goals were accomplished. Those reviewing and evaluating the document should take this into account and adjust expectations accordingly. Acceptance of ~~Modified~~-modified duties does not change the candidate's responsibility for meeting the department's PTE standards by the end of the probationary period, whether that period has been extended or not. A period of modified duties is not a necessary condition for an extension of the tenure probationary period. A period of modified duties also does not require that the individual extend the tenure probationary period.

HISTORY: November 28, 1989; Amended January 1998, December 2002, October 2007

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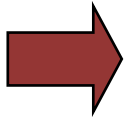
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350_1 V3 11/01/2011

Policy Change Cover Sheet

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

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

- *Additional language added to Section 5, based on recent Board policy change. Provides guidelines for faculty renewal contracts and establishes dates when notifications and signatures must be received.*

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

- *Office of Human Resources/Payroll*
- *Colette.erickson@ndsu.edu*

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

This portion will be complete by Kim Matzke-Ternes

Policy

Committee: 6/29/11 presented to PCC.; 07/12/2011 version 2 routed to PCC with correct dates.; 11/15/11 V3 presented to PCC;

University 11/21/11 routed for information

Senate:

Staff Senate: 11/21/11 routed for information

Student 11/21/11 routed for information

Government:

President's 11/21/11 routed for information

Council:

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

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Thank you for your understanding!

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

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

1. General Principles

a.

A college or university is a forum for ideas, and it cannot fulfill its purpose of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. Academic freedom and tenure are both important in guaranteeing the existence of such a forum. This policy is intended to enable institutions under the authority of the Board to protect academic freedom.

b.

The purpose of tenure is to assure academic freedom. Academic freedom applies to all scholarly pursuits. Freedom in scholarship is fundamental to the advancement of knowledge and for the protection of the rights of the faculty members and students. It carries with it duties and responsibilities correlative with rights. These duties and rights are set forth in policy 401.1, relating to Academic Freedom, and the **1940 Statement of Principles on Academic Freedom and Tenure** (Rev. 1990), adopted by the American Association of University Professors and the Association of American Colleges. These policies apply to all institution faculty unless otherwise indicated.

c.

Tenure is awarded by the Board upon recommendation of the Chancellor, following review and recommendations made pursuant to the procedures established at the institution and a recommendation by the institution's president to the Chancellor. A favorable recommendation means that the applicant meets all of the prerequisites and criteria and the award of tenure is consistent with the sound fiscal management and academic priorities of the institution and the system of education under the control of the Board. Tenure recommendations submitted to the Board shall include a brief summary of the candidate's qualifications and reasons for the recommendation. Tenure is not an entitlement, and the granting of tenure requires an affirmative act by the Board. Tenure is limited to the academic unit or program area in the institution in which tenure is granted and shall not extend to an administrative or coaching position.

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

a.

"Academic Year" means the period, approximately nine months in duration, starting with the beginning of the Fall semester and ending following completion of the Spring semester.

b.

"Board" means the North Dakota State Board of Higher Education.

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c.

"Faculty" means all members of the academic staff, excluding only coaches and administrators in their capacities as coaches or administrators.

d.

"Receipt" means either actual or constructive receipt. Constructive receipt means the sending party has taken all reasonable steps to ensure that the receiving party has received actual notice.

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

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

3. General Procedures

a.

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

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

1)

procedures for continuing evaluation of both probationary and tenured faculty members; and

2)

criteria and procedures by which faculty members are evaluated and recommended for tenure.

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

b.

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

1)

Institutions shall establish various tenure "plans" appropriate to the diverse missions of individual institutions, designed to encourage emphasis on research, scholarship in teaching (including, for example, utilization of technology in teaching and innovative

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teaching methods), service (including, for example, technology transfer and economic development) and other areas of emphasis. Institution regulations shall include guidelines for determining weight to be given each of the criteria for tenure evaluation and continuing evaluation. The guidelines shall provide for varying emphasis on the enumerated criteria based upon the faculty member's plan, the needs of the institution and the background, abilities and interests of the faculty member.

2)

Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The contracts shall specify the weight to be given the criteria for evaluating performance. The contract provisions shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.

c.

Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution, during which the faculty member is evaluated at least annually according to an evaluation process designed to foster continuous improvement. The term may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances. Institutions shall establish procedures for granting extensions or waivers of the continuous service requirement in exceptional circumstances, which must include maternity or parental leave and appropriate accommodations for faculty members with disabilities. Institution procedures may define additional exceptional circumstances including, for example, family emergencies or extended illness.

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

d.

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

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

a.

PROBATIONARY APPOINTMENTS are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service,

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excluding extensions to the term or exceptions to the continuous service requirement granted in exceptional circumstances.

1)

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

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

2)

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

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

b.

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

1)

The following persons are not eligible for tenured appointment:

i.

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

ii.

An institution's president:

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

2)

The Board may, following review and recommendations made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to an institution's chief academic officer or to any other person appointed to the faculty who has not met the eligibility requirement of subdivision 3 (c) of this policy, provided that the person, at the time tenure is granted has:

i.

held a tenured appointment at another institution, or

ii.

been a faculty member at the institution for at least one prior academic year.

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3)

The Board may, following review and recommendation made pursuant to the procedures established at an institution award tenure in exceptional circumstances, defined by the institution's procedures, to any person appointed to the faculty who has not met the eligibility requirements of subdivisions 3(b) and 3(c) of this policy, provided that the person has a documented record of outstanding achievement and consistent excellence in a discipline or profession gained through research, scholarly or professional activities, or service.

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

c.

SPECIAL APPOINTMENTS do not involve either tenure credit or status. Special appointments are all appointments except tenured or probationary appointments, including:

1)

Courtesy adjunct appointments awarded in accordance with Board policy to professional people who contribute to the academic or research program of the institution;

2)

Visiting appointments for people holding academic rank at another institution of higher education;

3)

Appointments of retired faculty members on special conditions;

4)

Initial appointments supported wholly or partially by other than state appropriated funds;

5)

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

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

6)

Terminal appointments given with notice of non-renewal to faculty members who were previously on probationary appointment. A terminal appointment with notice of nonrenewal must be given to a faculty member no later than the end of the sixth year of probationary appointment if the decision is made to deny tenure;

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7)

Part-time faculty;

8)

Lectureship appointments, which shall be for performance of specifically assigned academic duties only, without general faculty responsibilities;

Lecturers provide the services defined in the letter of appointment, which are generally limited to teaching specific courses or advising a certain number of students;

*participation in faculty governance is not provided for. These appointments are compensated and may be for one **or two semesters** at a time. Full-time lectureship appointments are considered temporary. Service beyond a total of six **consecutive** years **requires a written justification by the department and approval by the dean and the Provost/VPAA.***

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

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

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

9)

Graduate teaching assistant appointments.

10)

Postdoctoral fellowships and clinical appointments; and

11)

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

12)

Research Professorships

i.

Research Professorships shall be for faculty members whose primary function is research in a position that is supported entirely by extramural funding. Research Professorships are offered to individuals with experience and scholarly qualifications

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comparable to regular faculty members at the same rank. Thus, the appointments may be made at the levels of a) Research Assistant Professor, b) Research Associate Professor, or c) Research Professor. Research Professorships shall be hired using existing university policies and guidelines, and the appointment must be associated with an academic department and/or a research unit within an academic department. It may, however, be made in one or more departments. If the appointment is a joint appointment between two units, the appointment must exceed 50% in one of the units, and the Chair/Head in the majority unit would take primary responsibility for annual evaluations.

ii.

The duration of the appointment is based upon extramural funding. Research Professorships neither carry tenure nor are eligible for tenure.

iii.

The position is typically 100% research. No teaching or university service is expected, but professional service (e.g., reviewing submissions; presenting at conferences) is an inherent responsibility of the position. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending the departmental meetings, voting on departmental issues). Research Professorships will not typically involve formal classroom teaching. In rare cases in which a Research Faculty is considered for a teaching assignment, a separate part-time teaching appointment is required, and the Research Faculty should reduce their research effort accordingly. All non-research activities are, of course, subject to constraints imposed by the funding agencies providing support for the primary appointment.

iv.

Research Professorships are not counted for the purposes of determining unit representation for University Governance. The appointee's role in graduate education shall be governed by the department and by existing policies of the Graduate School.

v.

An annual written evaluation will be completed by the department Chair/Head. If the Research Faculty is working within a research group, then the Chair/Head shall consult with the Research Director of the Principal Investigator for input on the appointee's evaluation. It is essential that the evaluation be based upon a current position description. One component of the annual review will be the assessment of past and upcoming funding for the position.

vi.

Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in research, publications and extramural funding (i.e.; demonstration of knowledge dissemination in his/her field, supervision of graduate researchers, and/or continued funding support.

vii.

A Research Faculty member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean, and the Provost and Vice President for Academic

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Affairs, up to 3 years prior experience in a Research Professorship can be counted toward tenure.

13)

Professor of Practice

i

The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline and carry out other responsibilities assigned at the discretion of the department or college, including apportionment of their time to service and/or other professional responsibilities. Appointments at the Assistant, Associate, and Full Professor of Practice are based on academic qualifications, as describe below.

a)

Assistant Professor of Practice. For appointment as Assistant Professor of Practice, candidates must have a terminal degree or equivalent professional experience, and demonstrated professional or industrial/business experience. The length of appointment may be 1-3 year, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be instructional activities and practice.

b)

Associate Professor of Practice. For appointment as Associate Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of leadership in instructional activity in academic or professional instruction that has had a significant impact on the department, college, university, or profession. The length of appointment may be 1-4 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.

c)

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

ii

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

iii

The position of Assistant, Associate, or Professor of Practice neither carries tenure nor eligibility for tenure, though promotion is possible through ranks, based on time in rank and satisfactory evaluation of assigned responsibilities. Promotion is initiated via a

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departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically, the promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.

iv

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

5. The general terms and conditions of appointment shall be provided the appointee in a written contract. The contract shall state whether the appointment is probationary, tenured or special. The term of a contract, except contracts made pursuant to paragraph 4(c)(11), shall generally not exceed one year. A multiple-year contract must be subject to termination upon discontinuance of the program in which the faculty member is employed, non-appropriation or loss of funds, or other financial exigency. For faculty on nine- or ten-month contracts covering the traditional academic year (generally, August to May), institutions shall not later than June 30 each year, provide notice of renewal terms with a contract, agreement or appointment letter to be signed by both parties. Absent good cause or agreement extending or establishing a different deadline, faculty must sign and return a contract or other document indicating acceptance of contract terms not later than July 20. Institutions shall establish procedures providing that failure to return a signed contract or other document indicating acceptance of contract terms by July 20 constitutes a resignation resulting in termination of employment, effective July 20, except for good cause shown by the faculty member or unless the institution has granted an extension. Prior to the end of the spring semester each year, institutions shall provide notice to faculty summarizing the process and deadlines for contract renewal, including information on extending deadlines to accommodate faculty who may be traveling or not able to readily receive and respond to communications during summer months.

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

6. The institutional process for evaluation of faculty, the criteria and minimum expectations for promotion and for tenure, and provisions concerning required notices, shall be made known to the appointee at the time of appointment. This disclosure may be accomplished by a published description of the process, criteria, and expectations in a faculty handbook

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or similar document. Such provisions are subject to change according to processes established for adoption or amendment of Board and institutional policies. Institution procedures shall provide for annual evaluation of all full-time faculty. The procedures shall include provisions requiring that evaluations are completed in a timely and appropriate fashion and that the institution takes appropriate remedial action in response to unsatisfactory evaluations. Evaluation criteria shall relate to a faculty member's duties and goals and be appropriately weighted in accordance with the terms of the faculty member's contract. Evaluations of all teaching faculty must include significant student input.

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

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

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

HISTORY: Replaces portions of Policy 605, SBHE Minutes April 25, 1995, pg 6554. Amended April 25, 1995; July 1, 1996; January 1997; June 1997; February 2001, October 2001, August 2003, October 2005, October 2007, December 2008.

• POLICY MANUAL HOME PAGE :

• SEARCH POLICY :

• NDSU HOME PAGE

[NDSU Policy Manual](#)

Last Updated: Tuesday, January 06, 2009

Published by North Dakota State University

Academic Freedom Policy at the University of Delaware (effective July 1, 2010)

Academic freedom is the freedom to teach, both in and outside the classroom, to conduct research and other scholarly or creative activities, and to publish or otherwise disseminate the results. Academic freedom also encompasses the freedom to address any matter of institutional policy or action whether or not as a member of any agency of institutional governance. Faculty have the freedom to address the larger community with regard to any social, political, economic, or other interest. The freedoms enumerated in this policy apply without institutional discipline or restraint save for statements or actions that demonstrate disciplinary incompetence or that violate the University's Professional Ethics Statement (as edited on 2/12/99) or the University's standards pertaining to disruptive behavior (as adopted on 6/1/70). Alterations to these statements made subsequent to the signing of this Agreement do not affect the freedoms enumerated in this Article unless ratified by the UD-AAUP. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that, when one is speaking as a citizen on matters of public interest, one is not speaking for the institution.

See also:

Academic Freedom Policies Passed in Response to *Garcetti v. Ceballos*.

<http://www.aaup.org/NR/rdonlyres/1211228E-39C3-4CD1-B90A-BE99A4F02B6F/0/ChartpostGarcettipolicies0810.pdf>

American Association of University Professors, "Protecting an Independent Faculty Voice: Academic Freedom after *Garcetti v. Ceballos*."

<http://www.aaup.org/AAUP/comm/rep/A/postgarcettireport.htm>

American Association of University Professors, "Speak Up, Speak Out."

<http://www.aaup.org/AAUP/protectvoice/>

By this speaker:

Knowledge in the Making: Academic Freedom and Free Speech in America's Schools and Universities (Yale University Press, 2010)

"To Protect Academic Freedom, Look Beyond the First Amendment," *Chronicle of Higher Education*, November 3, 2010 <http://chronicle.com/article/To-Protect-Academic-Freedom/125178/>

"Defending Academic Freedom in the Age of *Garcetti*," *Academe*, January/February 2011

<http://www.aaup.org/AAUP/pubsres/academe/2011/JF/Feat/delf.htm>

2011

North Dakota State University

Office of Student Government

Student Body President, Vice President, & GRIA Commissioner
Cam Knutson, Keenan Hauff, Tyler Leverington

NDSU

STUDENT GOVERNMENT

“Leaving the university better than when we arrived.”

Dear Provost Rafert,

We are writing to express our full support of a proposal to North Dakota State University to provide aid for graduate assistants in covering the costs of health insurance.

One year ago, we began developing a platform to run for Student Body President and Vice President. A number of individuals brought forth to us concerns in regards to graduate assistant health care coverage. We soon learned that an overwhelming amount of our peer institutions (including institutions listed among the top 108 research universities by the Carnegie Foundation) provide their graduate assistants with substantial subsidies for their health insurance plans. After hearing these concerns, and upon further research into the issue, we determined this topic would be a vital component in the development of our campaign platform.

Graduate assistants fulfill several roles at NSDU. First, they greatly enhance the research conducted on our campus by assisting faculty as well as managing research of their own research. Second, graduate assistants frequently instruct undergraduate courses. Their role as instructors have an impact on thousands of students and directly affects the quality of education our university provides. Finally, our graduate assistants also study as students, preparing themselves to represent our university as they advance into their careers.

Providing graduate assistants with health insurance aid will positively impact the university in a number of ways. NDSU has made enormous strides forward in recent years, and its future is bright. However, continuing on our path of success will require NDSU to become even more competitive when recruiting highly qualified graduate students. Health insurance subsidies to graduate assistants will be a major advancement in our ability to be as competitive as possible and a necessary step for the University's future.

A list of peer institutions and data on their current health insurance coverage amount as well as the subsidies given to graduate assistants at those schools has been attached to this document. In addition, a draft of the legislation in support of graduate assistant health insurance to be voted on by the student senate on October 30 is attached. We greatly appreciate your time and cooperation in regards to this issue that affects so many students.

Sincerely,

Cam Knutson
Student Body President

Keenan Hauff
Student Body Vice President

Tyler Leverington
GRIA Commissioner

SR-05-12

A Resolution to Support Graduate Assistant Student Health Insurance Coverage

Whereas, the health and well being of students at NDSU is of utmost priority; and

Whereas, graduate assistants who serve this institution and its students cannot pursue outside employment due to the large amounts of time and effort they dedicate to their positions; and,

Whereas, graduate assistants provide an enormous benefit to this campus through research, instruction, and innovation; thus, serving NDSU at a capacity comparable to that of a faculty or staff member; and

Whereas, competitive graduate programs, instate and across the country, offer insurance coverage to graduate assistants; and, to remain competitive for the best graduate assistants we must offer comparable insurance coverage; and

Whereas, graduate assistants bring with them their capacity for economic, scientific, and educational development, thus making any funding spent on comparable insurance coverage for graduate assistants an investment in the continued success of NDSU, rather than a cost; therefore be it

Resolved, that NDSU's Student Government supports establishing the practice of covering all full-time graduate assistants' insurance costs, whether it be at the onset or phased in at levels deemed feasible by the administration, and be it further

Resolved, that NDSU Student Government believes the necessary funding for the establishment of this program should be taken as the upmost priority, and be it further

Resolved that graduate student health insurance coverage should be implemented equitably across colleges and departments across the university.

Respectfully submitted,

Tyler Leverington
Executive Commissioner |
Governmental Relations and Intercollegiate Affairs

Ian Godfrey
Senator | Off-Campus Students

Peer Institution Comparison


Institution	Cost of Health Insurance Plan	Spouse/Child Coverage Cost	Deductible	Dental Option	Vision Option	Prescription	Maximum Coverage	% Covered*
University of Alaska, Fairbanks	\$1,507	\$5,039/\$2,158	\$150	Yes	No	Yes	\$100,000	100%
University of Tennessee	\$993	\$2,543/2,582	\$350	Yes	Yes	Yes	\$100,000	100%
University of Nebraska	\$1,550	\$2,543/\$2,582	\$400	Yes	Yes	Yes	\$250,000	79%
University of Arkansas	\$1,070	\$4,827/\$2,667	\$250	Yes	No	Yes	\$50,000	60%
University of Kentucky	\$1,376	\$3,709/\$2,928	\$0	Yes	Yes	Yes	\$500,000	100%
University of Vermont	\$2,178	\$1,969/\$3,952	\$200	Yes	Yes	Yes	\$100,000	75%
University of Maine	\$2,200	NA/\$4,153	\$250	Yes	Yes	Yes	\$100,000	50%
Iowa State University	\$1,369	\$6,322/\$4,459	\$300	Yes	Yes	Yes	\$250,000	100%
Texas A & M University	\$2,328	\$3,007/\$7,683	\$400	Yes	Yes	Yes	\$500,000	92.5%
University of North Dakota	\$850	\$2,975/\$2,125	\$100	Yes	No	Yes	\$25,000	100%
University of Minnesota	\$1,908	\$2,460/\$1,872	\$0	Yes	Yes	Yes	\$3,000,000	94.8%
North Dakota State University	\$850	\$2,975/\$2,125	\$100	Yes**	No	Yes	\$25,000	0%

*The percentage of health insurance cost subsidized by the University.

**Minimal coverage available.

Presidential Approval/Veto

Approval:



President's Signature (if approved)

10-30-2011

Date

Veto:

President's Signature (if vetoed)

Date

If the President vetoes legislation by signing on the appropriate line it may be overridden by a 2/3 vote of the seated Senate (3/4 if it is a Reserve Request). If the veto is overridden, the President of the Senate and the Secretary of the Senate must sign below.

President of the Senate's Signature

Date

Secretary of the Senate's Signature (if vetoed)

Date

NDSU NORTH DAKOTA
STATE UNIVERSITY

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

North Dakota State University

Cam Knutson
Student Body President

&

Keenan Hauff
Student Body Vice President

NDSU NORTH DAKOTA
STATE UNIVERSITY

VIBE Platform

VISION:

- **Graduate Assistant Health Insurance Coverage**
- Future Academic Projects Promotion
- Co-curricular Transcript
- New Academic Advising Center Growth

NDSU NORTH DAKOTA
STATE UNIVERSITY



Graduate Assistant's

ROLES:

- Instruction of Classes
- Research
- Assistance to Faculty & Staff
- Administrative Duties
- Students

NDSU NORTH DAKOTA
STATE UNIVERSITY



Graduate Assistantship Competiveness

- Better undergraduate instruction
- Higher research capabilities
- Investment back to our students
- Increased support to faculty



Peer Institution Comparison

Institution	Cost of Health Insurance Plan	Spouse/Child Coverage Cost	Deductible	Dental Option	Vision Option	Prescription	Maximum Coverage	% Covered*
University of Alaska, Fairbanks	\$1,507	\$5,039/\$2,158	\$150	Yes	No	Yes	\$100,000	100%
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University of Arkansas	\$1,070	\$4,827/\$2,667	\$250	Yes	No	Yes	\$50,000	60%
University of Kentucky	\$1,376	\$3,709/\$2928	\$0	Yes	Yes	Yes	\$500,000	100%
University of Vermont	\$2,178	\$1969/\$3952	\$200	Yes	Yes	Yes	\$100,000	75%
University of Maine	\$2,200	NA/\$4,153	\$250	Yes	Yes	Yes	\$100,000	50%
Iowa State University	\$1,369	\$6,322/\$4,459	\$300	Yes	Yes	Yes	\$250,000	100%
Texas A & M University	\$2,328	\$3,007/\$7683	\$400	Yes	Yes	Yes	\$500,000	92.5%
University of North Dakota	\$850	\$2,975/\$2,125	\$100	Yes	No	Yes	\$25,000	100%
University of Minnesota	\$1,908	\$2460/\$1,872	\$0	Yes	Yes	Yes	\$3,000,000	94.8%
North Dakota State University	\$850	\$2,975/\$2,125	\$100	Yes**	No	Yes	\$25,000	0%

Student Government Request

- Request to Provost Rafert & President Bresciani to institute this program for NDSU Graduate Assistants.
- Phased in funding approach.
- Utilizing research dollars and new money coming into the University.

Student Government Request

- Currently have turned everything over to the Provost to work with President Bresciani and Vice President Bollinger to begin implementing.

• QUESTIONS?

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Fargo, ND 58108

North Dakota State University

January 23, 2012

The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: E. Berg, A. Bezbaruah, P. Biga, J. Bitzan, K. Bromley, S. Brotherson, T. Stone Carlson, C. Ciuperca, A. Denton, T. DeSutter, M. Eighmy, M. Engler, K. Gordon, R. Gordon, D. Grandbois, J. Harmon, L. Helstern, S. Jayaraman, X. Jia, J. Jones, R. Jones, J. Knodel, J. Kong, G. Liguori, W. Lin, K. Maddock Carlin, L. Manikowske, M. Patnode, C. Pearson, B. Pruess, S. Pryor, Y. Rhee, K. Rodgers, A. Rupiper Taggart, E. Skoy, C. Ulven, C. Weber, M. Weber, and S. Zhong

Substitutions: A. Akyuz for T. DeSutter, J. Schuh for P. Gibbs, K. Reindl for K. Lepper, and C. Ray for A. Welch

Approval of Minutes

MOTION (Biga/Liguori): to approve the minutes of the December 12, 2011, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

- Academic Affairs ([Attachment 1](#))

MOTION (Pruess/Biga): to approve the Consent Agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

General Announcements

A. NDSU Provost-

Provost Rafert provided the following updates:

- *VPIT Search* – Three acceptable candidates had on-site interviews last semester. An offer was made, but ultimately declined. Feedback from the search process resulted in the search being reopened with the same criteria. Rafert asked senators to encourage qualified colleagues across the country to consider applying for this position.
- *Employee Tuition Waivers (NDUS)* - Faculty Senate and the CCF have been engaged in a discussion on this topic at the state level. Chancellor Goetz has formed a task force, which will meet in February. The role of NDSU is to represent the point of view of campuses that are net providers of online courses without appropriated funds.

It was expressed that a source of revenue from which to pay instructors needs to be identified. It is important to have an online presence in the state and NDSU currently teaches many courses that are not funded with appropriated dollars. However, these efforts cannot continue if such courses are filled with individuals receiving a tuition waiver. While mindful of the large number of NDUS employees and instructors

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interested in these courses – particularly at the graduate level - a business model to pay faculty salaries is needed.

- *State Funding* - A dialogue is underway in the state legislature to look at the allocation of state funds based on performance metrics. An initial task force meeting is being planned.
- *Innovation Week* – This event is being held the week of January 23 in the Research and Technology Park. Twenty-one teams of 60+ students will compete for prizes. In a global knowledge economy, higher education is on the front lines, and NDSU innovation is everywhere. Senators were encouraged to check out the event.
- *Upper Great Plains Transportation Institute* – A news release will be distributed announcing the awarding of \$3.5 million in funding. UGPTI has teamed with the University of South Florida, which also was awarded funding.

B. President of Faculty Senate -

G. Totten announced the following:

- *Budget Committee* - Faculty volunteers are still being sought to review various models for a budget committee on campus. Involvement in this first phase does not imply a commitment to be on such a committee.
- *Maximizing Resources through Efficiencies* ([Attachment 2](#)) – SBHE President Shaft's document was approved by the SBHE on January 19. A significant amount of faculty feedback to the on-campus survey was received. This information will be shared via the faculty list serv. The Faculty Senate Executive Committee drafted a response as did the UND University Senate. A lack of time prevented the two universities from collaborating on a joint statement, yet they were very similar. Forums are still a possibility, and SBHE committees will be formed to further look at each area.
- *Searches* - Senators are encouraged to participate in both the VPIT candidate open forums as well as those scheduled for the General Counsel candidates this week.

Presentations

- Health Benefits Presentation –
 - B. Steckler (HR/Payroll) presented on the process NDSU and the state use when determining benefits and plans. University employees surprisingly have little input on the selection of insurance plans and benefits. Most terms of insurance are negotiated between NDPERS and the insurance company (i.e., Blue Cross/Blue Shield, Cigna Dental, etc.). Steckler encourages faculty and staff to provide written concerns to her so she may submit them to NDPERS, even though responses back often are not received.

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January 23, 2012

More efforts are being made at a local level, including FLEX spending accounts (currently using Discovery Benefits, annual contracts). The EAP provider was a campus decision (three choices were provided to NDSU), and may be reviewed on a yearly basis. Steckler responded positively to meeting with a representative group on a regular basis to help formulate decisions on behalf of the university. Additional discussion among the Senate followed regarding vision plans, student health insurance efforts by Student Government, and birth control coverage. It was suggested from the floor that Benefits/Payroll conduct a survey of faculty satisfaction and concerns with the benefits package, perhaps on an annual or biennial basis.

- NDPEA presentation will be rescheduled for a future Senate meeting.

Senate Committee Reports

A. General Education –

L. Peterson announced that a survey conducted through the GDC yielded a 24% response rate from faculty about general education at NDSU. The need for improved writing and speaking skills were the most salient outcomes from the survey. The Core Undergraduate Learning Experience (CULE) committee will make a report based on the quantitative and qualitative data from the surveys.

The CULE committee also is working on a capstone template assessment as part of the university's reaccreditation. The reaccreditation profile was sent to departments and reports are due February 15. Departments were asked to evaluate their capstone courses based on benchmarks in the degree qualifications profile, and to reflect on how capstone experiences serve students in their programs. Goals include learning if benchmarks help faculty and chairs think about student learning in their majors, and whether they fit the professional accreditation model.

B. Council of College Faculties

L. Peterson reported:

- Maximizing Resources through Efficiencies - Over 230 NDSU faculty and staff responded to the survey on the SBHE Maximizing Resources through Efficiencies initiative in a relatively short period of time. Letters expressing concerns about the document have been sent to SBHE President Shaft from NDSU, UND, VCSU and MaSU.
- SBHE Compensation Memo ([Attachment 3](#)) – There will no longer be a biennial compensation report from the SBHE with recommendations for salary increases for faculty and staff. CCF has been involved in the development of this report in the past and has objected strongly to this decision. The state has argued that it is more politically sound not to include faculty and staff raises in the SBHE budget. CCF members were told they could conduct independent research to make such recommendations, but would not receive support or assistance by NDUS staff.

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Unfinished Business

- SROI Presentation (FORWARD Committee on SROI revision) – ([Attachment 4](#))

FORWARD committee members Wendy Reed, Peggy Biga, Kendra Greenlee, and Erika Offerdahl presented on the committee's prior efforts to review and propose change to the current SROI process.

Reed reported that Joey Sprague (U of Kansas) presented at a pedagogical luncheon on campus a couple years that focused on assessment of instruction and the bias that exists in many current forms of student evaluations of teaching. As result, a FORWARD committee took a closer look at SROIs used at NDSU. Campus wide feedback was solicited and a set of revised questions were piloted and assessed.

Reed shared language from current NDSU Policy 332. Research has shown that students often use factors unrelated to teaching or course content when evaluating instructors, particularly female instructors. This same research suggests that students should be asked questions that they are competent to answer, that are concrete, that have explicit standards, that minimize the salience of gender and time pressures, and that include multiple measures on evaluating teaching effectiveness.

The NDSU pilot study found three of the five revised questions were robust and yielded responses based on the intent of the question whereas the other two need additional work and feedback from faculty.

The proposal on moving forward is two-pronged, 1) align policy and procedures (guidelines for PTE), and 2) revise the current SROI with the support of the Provost.

Senate discussion centered on developing questions that students are qualified to answer, the correlation of old questions to new questions, how NDSU will define effective teaching, and using more than just SROIs to evaluate teaching. Transitioning to a new set of questions potentially could be done in fall 2012, but additional discussions need to take place on how both old and new SROIs will be used in faculty reviews.

Adjournment

Meeting adjourned at 4:35 p.m.

Submitted,

Kristi Wold-McCormick,
Secretary, Faculty Senate

Faculty Senate Minutes

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North Dakota State University

January 23, 2012

Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Courses							
Subject	No.	Title					Crs.
EDUC	754	Foundations of Occupational & Adult Education					3
Course Deletion							
HDE	220	Individual and Family Wellness					2
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ANSC	482	Sheep Industry and Production Systems	2	ANSC	482	Sheep Industry and Production Systems	3
CHEM	476/676	Introduction to Computational Quantum Chemistry	1	CHEM	476/676	Introduction to Computational Quantum Chemistry	3
ENGL	251	British Literature I	3	ENGL	315	British Literature I	3
ENGL	252	British Literature II	3	ENGL	316	British Literature II	3
ENGL	261	American Literature I	3	ENGL	317	American Literature I	3
ENGL	262	American Literature II	3	ENGL	318	American Literature II	3
HNES	630	Socio-Cultural Dimensions of Sport	3	HNES	707	<i>Sport in American Society</i>	3
New Special Topics							
CJ	399	Women and Policing					3
EDUC	499/696	Turkish History, Culture, and Education Study Tour					2
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions – for information only							
Subject	No.	Title	Prerequisite/Corequisite Change				
BIOL	480	Ecotoxicology	Prereq: BIOL 151 and BIOL 151L				
BIOL	481	Wetland Science	Prereq: BIOL 151 and BIOL 151L				
ZOO	460	Animal Physiology	Prereq: BIOL 150, BIOL 151; CHEM 121, CHEM 122				
ZOO	462/662	Physiological Ecology	Change in Bulletin Description				
ZOO	476/676	Wildlife Ecology and Management	Change in Bulletin Description				
ZOO	482	Developmental Biology	Prereq: BIOL 150, BIOL 150L, BIOL 151, BIOL 151L				
ZOO	750	Advanced Conservation Biology	Delete Prereq: Zoo 364, Zoo 675				



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Grant H. Shaft

President
State Board of Higher Education
2007-2015

TO: Members, State Board of Higher Education
Chancellor's Cabinet

FROM: Grant Shaft, SBHE President GH

DATE: January 5, 2012

Memo #M-12-1

RE: Revised "Maximizing Results Through Efficiencies" Document

As reported at the last SBHE meeting, I met with the Chancellor's Cabinet on November 30 to discuss an initial draft of the "Maximizing Results Through Efficiencies" proposal. I have also received feedback on the draft documents from others, including some faculty. I appreciate their candid comments, and as a result, have modified the initial draft document.

Attached is an updated draft. I will be placing this on the January 19 SBHE agenda for final action. In the meantime, if you have further suggestions for change, please feel free to share those with either me or Chancellor Goetz.

Once the document is finalized by the SBHE, a SBHE committee will be appointed for project oversight, and assistant with issue resolution. In addition, appropriate system-wide broad-based workgroups will be formed to develop action plans around each of the noted initiatives, including: a description of the finance, academic and/or student services strategies included in each initiative; a specific process and timeline for implementation; funding requirements, if any; required policy, procedure and/or practice changes; an established mechanism to measure and track savings and improvements; and, any major issues or challenges that may require further SBHE consideration. These work groups will provide periodic status reports to the SBHE Committee.

Attachment

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Maximizing Results through Efficiencies

January 5, 2012

DRAFT

Grant Shaft,
SBHE President

*A critical role of the State Board of Higher Education is to promote and encourage North Dakota University System institutions, individually and collectively, to maximize their capacity to meet the needs of students and the state while improving quality, access and affordability. A great deal has been accomplished to date, as is demonstrated by the In July 2009 Delta Cost Project white paper titled "The Dreaded P Word: An Examination of Productivity in Public Postsecondary Education": **The market-based productivity estimates show that the costs per credential are lowest in Florida, Colorado, Washington, Utah and North Dakota; these states convert resources into credentials that have value in their marketplaces.** While we should be proud of our progress, we must continue to demonstrate to the public and political leaders that the NDUS is a good steward of taxpayer and student dollars. Therefore, I am asking that we pursue other opportunities to maximize results through efficiencies, especially as we think and behave more strategically as a System, with a primary student focus.*

*During my year as SBHE president, my goal is to accelerate the pace of change to meet the SBHE's strategic plan objective: North Dakota will rank #1 in the nation in the education of our population. This objective will require state support – both policy-driven and financial – but there is a limit to the financial support the NDUS can expect from the state and from students. As higher education leaders, we must find innovative, creative and meaningful ways to prioritize and leverage existing resources to maximize results and fund new and continuing operations. To be clear, **this plan is not about cutting budgets; instead it is about being responsive to state needs and demonstrating our commitment to partner with the state in achieving those needs. In the end, it is intended to create more targeted resources.***

We must protect the unique mission of each campus. At the same time, we must explore opportunities to maximize our individual and collective campus resources and talents without jeopardizing mission-critical activities.

As a result, I will recommend to the SBHE a multi-step plan to be developed by a Maximizing Results through Efficiencies Committee. This will be a SBHE based committee charged with providing the board regular reports on progress and completion. Their work will be guided by a student-centered philosophy, including the following objectives:

- *Improving student retention and success*
- *Improving student access to programs and services*
- *Improving quality of student experience*
- *Controlling student costs*
- *Reducing complexity across the system and within individual campuses*
- *Providing effective and efficient delivery of instructional and administrative services*
- *Reinvesting savings into the system to enhance student success, strengthen programs tied to state needs, and retain high-quality faculty and staff*

*The plan encompasses three initiatives; two of the descriptions below include recent accomplishments that lay the groundwork for creating additional efficiencies. The Maximizing Results through Efficiencies Committee will develop, in full conversation with faculty, staff, administrator and student input, an implementation plan for each item outlined below including: a description of the finance, academic and/or student services strategies included in each initiative; a specific process and timeline for implementation; funding requirements, if any; required policy, procedure and/or practice changes; an established mechanism to measure and track savings and improvements; **and, any major issues or challenges that may require further SBHE consideration.***

Building a Cost-Effective IT System

Completed or Underway

- Implemented a shared administrative software system for student, finance and human resources (ConnectND)
- Implemented shared auxiliary services software for parking, housing, facilities and secure payment transactions
- Implemented a shared library system (ODIN)
- Implemented shared interactive videoconferencing network (IVN) and shared audio/telephone conferencing network (IVN)
- Implemented academic collaboration software for classroom and academic use (Blackboard Collaborate-Wimba)
- Implemented the Moodle open-source learning management system used by four institutions and for systemwide employee development
- Licensed Microsoft software for all institutions and implemented Microsoft cloud-based Exchange email, calendar, communicator and Live Meeting for eight institutions

- Implemented Microsoft Active Directory Services for access to system-wide applications
- Collaborated on system-level shared software licensing purchases (SAS, GIS, Mathematica, antivirus, anti-spam and digital security certificates)
- Implemented mandatory employee payroll direct deposit
- Implemented employee self-service for human resources
- Expanded Help Desk Services to 24x7x365 coverage, cutting the average peak-period hold and response time from 21 minutes to less than four minutes
- Implemented Phase I of some human resources electronic workflow

Several of the items above were accomplished without additional funding by enacting efficiencies; eliminating services with low value; leveraging systemwide buying power, rather than purchasing as individual institutions; and leveraging the strategic technology architecture in the NDUS Information Technology Strategic Plan.

Proposed *	Completion Date
Working in consultation with the campuses, the chancellor will pursue a strategy to implement systemwide services that are cost-effective, easily integrated and constantly improving. A review and plan for each item below shall be completed by the date noted.	
<ul style="list-style-type: none"> • A learning management system, including a: consistent software approach; shared curriculum content, when appropriate; content repository; and, consistent mobile device interfaces <p><i>Today's environment often forces students to use various online learning systems with individual interfaces and multiple login-passwords. Systems are not consistent in supporting System-level authentication, integration with ConnectND or other third party supported applications. Most students, whether in-state or out-of-state, also pay premium prices to take online courses. With fewer systems to purchase, implement, interface and maintain and with increased system purchasing power, the need for extra fees should be reduced and put directly into the support of instruction rather than going to the software vendors. This will enhance the ability for online classes to become a more strategic part of the regular academic service. This effort will also build the foundation for further efficiencies. The shared environment will provide institutions with new opportunities to mutually develop and share common components of online curriculum.</i></p>	5/31/12
<ul style="list-style-type: none"> • Lecture capture system, including common software; hosting; and, content delivery, when appropriate <p><i>Online technology that can readily and easily record video, audio, and content will provide a vast new opportunity for teaching and learning across the System. Faculty, as desired and course appropriate, could incorporate recorded tutorials or lab assignments into their curriculum or they could choose to record their daily classroom lecture. In turn, students would have the ability to watch the recordings at any time on almost any PC or mobile device while being afforded the opportunity to review critical content from a classroom lecture, presentation, or lab experience, greatly increasing overall retention and academic achievement.</i></p>	3/31/12
<ul style="list-style-type: none"> • Document image scanning system, including common software and hosting <p><i>Most institutions use document-scanning software for some current business functions, such as invoice processing, contract management, electronic personnel files and student records. Most of these departmental-based and departmental-housed systems do not provide operational efficiencies or sound security practices and are not scalable as needs grow and opportunities arise. Recommendations to improve efficiencies and provide a common administrative approach are needed as well as consistent software and hardware, thereby leveraging the overall NDUS buying power.</i></p>	5/31/12
<ul style="list-style-type: none"> • Expand and enhance human resources electronic workflow, including centralized payroll processing from one or more sites <p><i>Institutions will adopt standard business processes to reduce the need for individual campus modifications. Workflow analysis will reduce the need for paper to flow from one office to another and provide for electronic approval where practicable. Centralized payroll will create a</i></p>	7/31/12

<i>hub of expertise and economies of scale that need not be replicated at each institution.</i>	
<ul style="list-style-type: none"> A unified communication system to deliver a consistent set of services and integrate voice mail, email, instant messaging, phone, mobile devices and personal computers <p><i>A unified communication infrastructure with appropriate links to the state ITD infrastructure is needed. This would benefit employees and provide students better access to integrated services for academic use. It would also reduce the overall cost of equipment and reduce some operational costs such as long-distance charges.</i></p>	6/30/12
<ul style="list-style-type: none"> Integrated approach to delivering IT services <p><i>The NDUS has had its share of success with both academic and administrative technologies as noted earlier in this section. The NDUS needs a more integrated approach to information technology planning and service delivery, including minimizing locally-developed software and hosting services and moving to implement broadly accepted and supported applications and services. Planning, contracting and oversight of systemwide services delivered to some or all of the institutions should be governed at the system level and should not be under the purview of any one institution.</i></p>	12/31/12
<ul style="list-style-type: none"> The SBHE, in cooperation with the Chancellor, will review NDUS Office functions. 	12/31/12

Review/Reengineer the Academic Process Function

Completed or Underway

- Implemented a systemwide, multi-campus collaborative-student registration model, making registration on multiple campuses as seamless as possible from the student's perspective
- Implemented a systemwide credit-by-exam matrix to recognize prior-learning experiences and minimize time to degree completion
- Coordinated/implemented a 50-state approval process to meet new federal authorization expectations
- Provided campus-specific data and focused strategy sessions, enabling all 11 campuses to better serve "ready adults"
- Provided statewide access to national resources (AAC&U LEAP) as part of the statewide review of general education
- Implemented systemwide admissions module (Hobson's) and now preparing an updated module
- Implemented statewide articulation agreements in 13 discipline areas to minimize student time and completion costs
- Providing leadership for a regional articulation and transfer model to ease student transfer between states
- Partnered with state tribal colleges to minimize transfer obstacles and to improve student time and cost to completion
- Implemented a systemwide approach to alcohol and drug abuse prevention, resulting in volume discounts and cost-effective strategies to meet student needs, resulting in improved personal and academic success.

Proposed

	Completion Date
<i>Joint System and Campus Responsibility</i>	
<ul style="list-style-type: none"> Reengineer the general education curriculum to support collaborative implementation of practices that contribute to student learning; use SBHE Policy 403.7, shared technologies and course content, and the statewide LEAP initiative to do so 	Pilot course completed by 5/15/12
<ul style="list-style-type: none"> Expand the availability of credit by exam to include more prior-learning experiences, such as the portfolio review process 	10/31/12 and ongoing
<ul style="list-style-type: none"> Work on innovative ways to recognize learning in the workplace and to award credit based on portfolio documentation 	Plan due 6/30/12
<i>Campus Responsibility</i>	
<ul style="list-style-type: none"> Review and report on completion rates in all courses and develop campus-wide plans to improve completion rates in courses with the highest volume or percentage of non-completers 	6/30/12
<ul style="list-style-type: none"> Review and report on the total number of credit hours required for all degrees awarded by the campus and report on campus efforts to reduce credit hours to those required for graduates' success 	6/30/12
<ul style="list-style-type: none"> Consistent with SBHE-established criteria, complete a review of low-enrollment programs to be considered for elimination for SBHE action 	11/30/12
<i>SBHE Responsibility</i>	
<ul style="list-style-type: none"> Continue to communicate college readiness (course placement) standards 	Ongoing
<ul style="list-style-type: none"> Continue to align high school graduation with preparation for college 	Ongoing

• Review and reconsider policies that serve as barriers to re-engaging adult learners	6/30/12
• Partner with Joint Boards to implement additional incentives for students who take rigorous high school courses	Ongoing
• Establish criteria for the review and possible elimination of low-enrollment programs	3/15/12
• Identify barriers to timely degree completion	12/31/12
• Work with other state policymakers to phase-in the alignment of North Dakota high school graduation requirements with adequate preparation for college and work. This would be defined by national ACT benchmarks, which would be replaced over time with the common core assessments currently under development. (Note: Adequate preparation for work after high school has been described as being at least as rigorous as adequate preparation for college.)	Plan completed by 9/30/12
• Improve graduation rates by establishing differentiated admission requirements for regional and research universities; better communicate expectations by reducing the number of admission exemptions and exceptions; continue to provide an entry point for all state high school graduates through the community colleges	6/30/12

Review/Reengineer Legal Services

Proposed *

	Completion Date
<ul style="list-style-type: none"> Consolidate legal contract drafting and review in one office to the extent such consolidation may create efficiencies or improve services. <p><i>The Larson Allen (LA) Risk Assessment recommended a cost benefit analysis to determine if it makes sense to develop a centralized electronic repository to house and manage contracts. In addition, LA recommended a cost benefit analysis to determine the need to expand the number of general counsel resources at the system office.</i></p>	3/31/12

Improved Capital Project Process

Beginning with the 2013-15 biennial budget process, the SBHE directs the NDUS Office to independently engage architectural/engineering services to evaluate state funded project requests. This review and evaluation process is intended to ensure state investment in capital projects is aligned with state needs and maximized, to the greatest extent possible, while still meeting the academic and service needs of the institutions.

Process and Timeline

	Completion Date
• SBHE President releases draft document to SBHE and Chancellor's Cabinet	11/5/11
• SBHE President and Vice President meet with Chancellor's Cabinet to review draft	11/7/11
• SBHE President releases revised draft document	11/23/11
• SBHE President meets with Chancellor's Cabinet to review draft and seek input	11/30/11
• Additional campus feedback provided through Chancellor	1/6/12
• Draft proposal revised, based on feedback	1/12/12
• Final proposal presented to and approved by the SBHE	1/19/12
• SBHE project oversight committee appointed	1/25/12
• Work groups appointed, including faculty, staff, administrators and students, as appropriate	Ongoing
• Implementation plans developed and presented to the SBHE Oversight Committee, consistent with completion dates noted above	Various
• SBHE Oversight Committee evaluates and refines proposals and addresses any major issues, in consultation with full SBHE	Ongoing
• SBHE Oversight Committee provides periodic status reports to the SBHE	Ongoing

**Grant H. Shaft**

President

State Board of Higher Education

2007-2015

TO: Ann Smith, president, Council of College Faculties
 Anthony Willer, president, NDUS Staff Senate

FROM: Grant Shaft, president, State Board of Higher Education *GH*

DATE: December 13, 2011

RE: Biennial Compensation Report

As you know, the SBHE is in the process of developing a new state funding approach for the upcoming 2013-15 biennial budget process. I plan to lay out more details on this budget plan at the upcoming December 15 SBHE meeting. The plan will focus on ways the NDUS can:

- further demonstrate its willingness to be good stewards of taxpayer and student dollars;
- partner with the state on new or expanded initiatives that support statewide needs and priorities; and,
- strategically present a budget that is seen as reasonable to political leaders and the public.

This will require a different approach to the budget – in methodology, presentation and communication. This 13-15 budget process will be used until a new overall funding model is in place, through cooperative efforts with the Governor's Office.

While the SBHE continues to place a high priority on faculty and staff compensation, I do not anticipate the SBHE will make a separate recommendation and include specific funding for faculty and staff compensation increases in the initial 13-15 budget request, as has been done in the past. Instead, I will recommend to the SBHE they suggest to the Governor that the NDUS stands ready to accept the same level of compensation increases as is recommended by the Governor for all other state employees. I do this for a couple of reasons: 1.) In the past, the NDUS was the only state agency that built compensation increases into the biennial budget request on the front-end. This unnecessarily inflated the overall total NDUS budget request, which has, at times, drawn negative political and public reaction. 2.) I anticipate the SBHE will continue to request reasonable employee compensation increases, but will do so in another forum as the SBHE engages the Governor and other political leaders in budget discussions.

Assuming the SBHE endorses the overall proposed budget methodology, I do not foresee the need for the preparation of the biennial compensation report and recommendations. I will ask staff to update the appropriate regional and national salary comparisons so this information is available for use during meetings with various executive leaders, but this does not require work of a committee. The results will be shared with you when complete. I do not believe the NDUS position relative to its regional and national counterparts will have changed that significantly in the past two years, so the investment of time in the preparation of the complete report is probably unnecessary. Lastly, as indicated, the SBHE will not be including a compensation component in its formal budget request.

Thank you for your support and understanding of this new budget approach, which is intended to result in more overall dollars for the NDUS through the use of a new funding approach that responds to state policy maker concerns and needs. If you would like to visit more about this, please feel free to contact me. Also, if it would be helpful for me to meet with your respective groups to provide additional insight I would be happy to do so, at your request.

xc: Dr. John Girard, faculty advisor, SBHE
 Ms. Janice Hoffarth, staff advisor, SBHE
 William Goetz, chancellor, NDUS
 Cathy McDonald, director of finance, NDUS
 Laura Glatt, vice chancellor for administrative affairs, NDUS

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Assessment of courses and instruction

The purpose of this policy is to *provide direction for faculty in their ongoing efforts to improve the quality of instruction, and to improve student learning, for NDSU.*

2. Summative Evaluation

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

Policy 332

Evaluation of teaching performance

2.2.1.2 Evidence: A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence and information from multiple sources such as:

2.2.1.2.1 the receipt of awards or special recognition including certification or licensing;

2.2.1.2.2 student, peer and client evaluation of course materials, expertise, and ability to communicate knowledge;

2.2.1.2.3 peer evaluation 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;

2.2.1.2.4 the dissemination of best practices in teaching;

2.2.1.2.5 evaluation by advisees of the quality of graduate and undergraduate advising.

SROI

Questions: (5= very good, 1= very poor)

1. your satisfaction with the instructor in this course
- 2. the instructor as a teacher**
3. the ability of the instructor to communicate effectively
- 4. the quality of the course**
5. the fairness of procedures for the grading this course
6. your understanding of the course content

Guidelines for Promotion and Tenure

Teaching

2. SUPPORTING INFORMATION AND EVIDENCE

Courses taught and student ratings

Evidence: A list, in reverse chronicle order, of all courses taught at NDSU, beginning with the class most recently taught, course numbers, term/semester, year, and number of students enrolled at the census date for that term (usually the 3rd week enrollment), **and student rating of instruction of the course and instructor.**

Use format as shown. Written comments by students are not required; however, if the candidate chooses to include them, all comments must be included.

Term	Prefix	Course number	Title	Credits	Enrollment	% Responsibility	Course rating	Instructor rating
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Instructor and Course ratings may be obtained from university SROI
Questions 2 and 4

What do the data say?

- Students (independent of gender) are in general more likely to evaluate female teachers on criteria unrelated to teaching (e.g. kindness, nurturing).
- When evaluating on criteria unrelated to teaching,
 - male teachers are more often evaluated on whether or not they are entertaining.
 - students use harsher language to describe female teachers (e.g. bitchy, psychotic).

What about our SROIs?

Question 2. Please rate the instructor as a teacher.

Criteria applied by students:

- Pace of the course / amount of information covered
- Clarity of instructor explanations
- Preparation or organization of the instructor
- **Personality of the instructor**
- Clearly articulated expectations (i.e., instructor follows the syllabus assessments align with those articulated on the syllabus)
- **Engagement or entertainment value of the instructor**
- **Perceived knowledge of the instructor**

***BOLD FACE** indicates criteria particularly subject to student biases.*

What does research suggest?

- Ask what students are competent to answer
- Be concrete
- Make standards explicit
- Minimize salience of gender
- Minimize time pressure
- Use multiple measures of teaching effectiveness

Piloted SROI Questions

- This instructor provided an environment that is conducive to learning
- **This instructor provided well-defined course objectives**
- **This instructor provided content and materials that were clear and well organized**
- **I understood how my grades were assigned in this course**
- I met or exceeded the course objectives given for this course

Proposal: A two-pronged approach

1. Align Policy and Procedure: Guidelines for Promotion and Tenure
 - Senate Task Force charged with providing suggestions to revise Guidelines to ***more closely reflect Policy 332***.
 - Establish a ***list of university-wide acceptable evidence*** of quality instruction for use in promotion and tenure decisions.

Goal: Align University PTE procedure with policy and establish criteria that demonstrate effective teaching university-wide.

Proposal: A two-pronged approach

2. Revise Student Ratings of Instruction

- Task force out of the Provost's office with campus-wide representation
- Formally pilot revised questions campus-wide
- Create and pilot additional questions
- Annual report to Senate and Provost

***Goal:* Systematically gather campus-wide data to create a list of questions that reflect criteria which students are qualified to evaluate for the SROI.**

What do the data say?

Research on student evaluations of teaching rely on perceptions of students. These perceptions are shaped by expectations and can reflect biases and have little to do with quality of instruction.

- Funny/Fun
- Nurturing
- Nonauthoritarian
- Interactive
- Energetic
- Understanding
- Engaging
- Attractive
- Easy

Sprague & Massoni 2005
Laube et al. 2007

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

February 13, 2012

The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: M. Abdelrahman, A. Bezbaruah, P. Biga, J. Bitzan, K. Bromley, S. Brotherson, T. Stone Carlson, C. Ciuperca, A. Denton, T. DeSutter, M. Eighmy, M. Engler, G. Gramig, D. Grandbois, J. Harmon, L. Helstern, S. Jayaraman, X. Jia, J. Jones, R. Jones, J. Knodel, J. Kong, B. Law, K. Lepper, G. Liguori, L. Manikowske, M. Patnode, C. Pearson, B. Pruess, S. Pryor, Y. Rhee, K. Rodgers, A. Rupiper Taggart, E. Skoy, C. Stockwell, C. Ulven, C. Weber, M. Weber, A. Welch, W. Zhang, and S. Zhong

Substitutions: D. Buchanan for E. Berg and A. Lewis for K. Lepper

Approval of Minutes

MOTION (Welch/Helstern): to approve the minutes of the January 23, 2012, meeting as posted.
MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

- A) Academic Affairs
 - 1) Academic Affairs Report ([Attachment 1](#))
 - 2) Confirmation of December 16, 2011, graduates ([Attachment 2](#))
- B) General Education Recommendation ([Attachment 3](#))
- C) Senate Coordinating Council (SCC)
 - For Information Only:
 - 3) Policy 139: Leave with Pay ([Attachment 4](#))

MOTION (Pryor/Welch): to approve the consent agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

General Announcements

- A) *NDSU Provost* –

J. B. Rafert provided the following updates:

- *Provost Activity Report* (PAR 2012) will be held March 6 and 7 in Century Theater from 3-5 p.m. Sessions will be videotaped to allow for later viewing. The academic roadmap and its integration into the strategic plan will be discussed.

Senators asked about making the roadmap vision a reality and expressed the need for additional resources. A goal is to align resources with infrastructure needs, NDSU's mission and funding models. The roadmap was engineered to be bold and requires support.

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

February 13, 2012

- *Dickinson State University* – Executive level discussions at NDSU have taken place, and the core of NDSU business is strong, solid and growing. As a national research university, we adhere to growth with integrity principles, grounded in guidelines established at a national level. In the State of North Dakota, we, as an institution, are in command of our own destiny, and will offer support to our colleagues as needed.

A question was raised on how NDSU ensures students have met requirements. The Office of Registration and Records has a degree audit process, which is the national gold standard; each student is tracked through degree audit; we have multiple application centers (undergraduate domestic, graduate, international) and have central record keeping. DSU is offering students the opportunity to complete their degree requirements.

- *Budget/Funding* – There is uncertainty if a new higher education funding formula can be changed in time for this fall or if it would be for the next biennium. NDSU's approach was to be ready early, and while we are moving forward, the process has been slow. The Governor, State Board of Higher Education, and NDUS all are aware of the need to change. Modeling predicts a change will have a positive impact for NDSU.
- *Salaries* – SBHE President Shaft will not seek a percentage increase for faculty and staff salaries, but rather follow the same process used for other state employees.

A question arose on comparing faculty salaries with peer institution and looking into compression issues. The legislature directed higher education officials to no longer use peer group comparisons in moving forward. President Bresciani and Provost Rafert are champions for faculty and staff salaries at NDSU, and the state currently has the resources to close the inversion gaps in salaries.

B) *President of Faculty Senate* –

G. Totten announced the following:

- The State Board of Higher Education had planned to not put the NDSU proposed student success tuition model on the SBHE agenda. This item has been put back on the agenda.
- Policy 320: Faculty Obligations and Time Requirements – will be brought back to the Faculty Senate for future discussion because the section on child-bearing leave has items yet to be resolved.
- A copy of the memo from SBHE President Shaft to members of the Chancellor's Cabinet on the process for implementing "Maximizing Efficiencies" was distributed and discussed. ([Attachment 7](#))

Faculty Senate Minutes

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North Dakota State University

February 13, 2012

C) *President of Staff Senate -*

L. Dallman announced the following:

- A pedestrian light will be installed on University Drive by Ceres Hall.
- A half-day Discover U event will be held for staff this week.
- The Valentine's Ball is scheduled for February 25th, and is being held in collaboration with Residence Hall Association. Tickets go on sale this week.
- The FORWARD survey will be tailored to staff and distributed in the near future.
- Staff Senate scholarships are now available.
- Staff Recognition and Gunkelman award nominations will open soon.
- Staff Senate also wrote a letter to the SBHE requesting that NDSU's proposed funding model be re-added to the agenda.

Senate Committee Reports

A) *Senate Coordinating Council –*

T. Stone Carlson presented the following policy for discussion and vote:

- Section 350.3: Board Regulations on Nonrenewal, Termination or Dismissal of Faculty ([Attachment 5](#)) -

Matt Hammer, General Counsel's Office, provided background on the policy and procedures update. The changes clarify the definition of termination of a special appointment, as recommended by a recent Standing Committee on Faculty Rights (SCOFr) decision. SCOFr works with tenure and the policy was previously unclear.

Motion (Biga/Liguori): to approve policy changes as presented. MOTION CARRIED WITH UNANIMOUS CONSENT.

B) *General Education –*

L. Peterson reported that the Core Undergraduate Learning Experience (CULE) Committee is working on the degree qualification profile related to capstone requirements. To date, information has been submitted on 32 programs of study.

C) *Council of College Faculties -*

L. Peterson announced that there may be an opportunity for faculty, staff and students to be involved with the process moving forward related to Shaft's *Maximizing Efficiencies* document.

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

February 13, 2012

Library Presentation

- A) A presentation by Dean of Libraries, M. Reid, is being planned for the April Faculty Senate meeting.

NDPEA Presentation

- A) E. Borlaug, lead project organizer for the North Dakota Public Employee Association, presented on the lobby work that NDPEA does on behalf of higher education employees as well as state, county and city employees. The size of an organization is correlated with its impact on issues. Members determine key issues, such as pay increases. North Dakota is the last state in the nation to have a zero dollar health insurance plan premium. NDPEA has fought to preserve this benefit. Some legislators would like institutions to pay less to TIAA CREF and have faculty and professional staff pay more to their own retirement contributions. A panel discussion on the Maximizing Efficiencies document is planned for March 8; details to follow.

Unfinished Business

- A) *Budget Committee –*

A straw poll of Faculty Senate indicated support for an ad hoc committee to explore budget committee models for NDSU. The following faculty have agreed to serve on such a committee: Peggy Andersen (Business), Mark Engler (AHSS), and Jane Schuh (AFSNR). One more faculty member is being sought to serve.

MOTION (Pearson/Bromley): to approve an ad hoc committee to explore budget committee models for NDSU. MOTION CARRIED WITH UNANIMOUS CONSENT.

- B) *Policy 332: Assessment of Courses and Instruction Revision Committee (Attachment 6) –*

The FORWARD group has suggestions on advancing changes to this policy. A committee would need to review the policy and offer revisions to improve the process for evaluating teaching on campus. The Senate Executive Committee supported the establishment of an ad hoc committee for this purpose. No potential members have been identified yet.

MOTION (Biga/Welch): to create an ad hoc committee of the Faculty Senate, including members of the Commission on the Status of Women Faculty, to review and propose changes to Policy 332, including but not limited to the use of multiple measures of assessment of teaching effectiveness. MOTION CARRIED WITH UNANIMOUS CONSENT.

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

February 13, 2012

New Business

A) *Plus/Minus Grading -*

Totten reintroduced this topic for discussion based on interest expressed in it during a discussion on priorities last academic year:

The Group Decision Center provided results from a 2004 survey regarding plus/minus grading. Questions were asked about respondents' experience at institutions with plus/minus grading policies, their satisfaction with such grading systems, and their preferences on grading. Nearly 2,500 students, 329 faculty, 172 staff responded.

Discussion ensued on grading differences between undergraduate and graduate courses, margins of error, grade distribution, and honor point adjustments. Senators discussed additional cut-offs between grades, impacts on institutional GPA, the potential for more student complaints, incentives for students, and quantifying subjective areas such as writing. Some institutions, such as the University of Wisconsin–Madison use an A, AB, B, BC, D scale, which may have better inter-rater reliability with pure A, B, C, D, F grades. Support for a straight A-F grading scale emphasized the need for well-designed syllabi with clear expectations, academic freedoms for what constitutes an A. Senators questioned whether instructors would have the option to use or not use plus/minus grading if it were instituted at NDSU, or whether a model that uses plusses and not minuses might be explored. It was suggested to capture information from employers on what might work best for their professions.

Registrar Wold-McCormick has info on national trends, policies at other institutions, and the feasibility of making this change at NDSU. Provost Rafert stated the importance of involving someone familiar with graduate grading practices in future discussions.

A straw poll vote of senators yielded support to further explore plus/minus grades (20 yes/11 no).

Adjournment

Meeting adjourned at 4:50 p.m.

Submitted,

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

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Courses							
Subject	No.	Title					Crs.
CSCI	736	Advanced Intelligent Systems					3
Course Deletion							
PHRM	369	Pharmaceutics II					2
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ASM/ NRM	264	Natural Resources Management Systems	3	ASM/ NRM/ <i>SOILS</i>	264	Natural Resources Management Systems	3
EDUC	729	Organization and Administration of Telecommunications Technologies	3	EDUC	729	<i>Multimodal Education Delivery Systems</i>	3

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Attachment 2

Fall 2011 Graduates

Degree Conferral Date: December 16, 2011

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Arts

Shamsudin Mustafa Mohamed

Bachelor of Science

Chiti Agarwal
Archana Archana
Pushkar Asija
Alexander Andreev Atanasov
Gregory R. Axt
Aaron Michael Badillo
Saumya Bajaj
Emily Ann Barondeau
Hilary Jayne Bata
Christopher Ronald Beneda
Gregory Paul Benz
Keshav Birla
Michael John Bjertness
Mathew Jerald Bosse
Ross Charles Braun
Craig Henry Carlson
Natasha Lal Chandani
Matthew James Chaput
Yu-Hsi Chen
Brandon Wayne Christ
Scott Dirk Churchill
Samuel Leonard Demarais
Bruce David Erdmann
Tyrel Ethan Franklund
Timothy Andrew Friskop
Teah Cherice Frye
Andrew John Galegher
Aja Maker Galuak
Amanda Garvin
Andrew C. Giese
Samantha Marie Giese
Patricia Goosen-Alix
Amanda M. Grev
Rajat Gupta

Michael L. Harden
Amanda Rose Hillier
Rebecca Anne Hillman
Caitlin Marie Howard
Andrew Charles Jasken
Emily Sue Johnson
Suanne Louise Kallis
James Michael Kapp
Kasey Joel Karlstad
Brandon Alan Kottke
Jared Lee Kuhn
Lisa Marie Lacey
Julius Lorz
Jestin Lee Lutes
Taylor Verdell Mattson
Matthew Steven McLaen
Jessica Meissner
Brian John Mikkelsen
Samantha Rose Miller
Shawn Patrick Murphy
Jesse James Noel
Justin Edwin Pavek
Timothy Michael Pazdernik
Christopher Lee Pearson
Jessika Drew Peterson
Melanie M. Pietrzak
Adam Alexander Pilgrim
Rachael Leigh Preusse
Fredice Odette Quenum Zangbede
Paul Anthony Renner
Renu Renu
Phillip Daniel Robins
Cole Lee Roemmich
Johnny Lee Russell
Amber Christine Schaffer
Sarah Jo Schaible
Mark Blaine Schatz
Bhawana Sehwat
Monika Sharma
Suchin Sharma
Marit Simonson-Paschke

Jessica Ann Skow
Courtney Elizabeth Sletten
Aaron James Smith
Tiffany Dawn Stoppler
Amanda Rose Tauer
Garrett Scott Thompson
Takashi Tsuda
Jordan William Van de Voort
Kirty Wadhawan
Michael Ward
Austin Levi Williams
Jared Cole Winters

Master of Science

Jack Brodshaug
David James Carruth
Yen Wei Chang
Mizuki Funada
Adam C. Guy
Breanne Rose Ilse
Collin McKinley Lamkey
Eder Eduardo Mantovani
Shanna Andrea Mazurek
Rachel Susan Mottet
Daniel V. Oberholtzer
Frances Ann Podrebarac
Priyankar Samanta
John Edward Stenger
Evan J. Twedt
Andrea Van Winkle

Doctor of Philosophy

Amanda Lynn Gearhart
Jaimin Sukhadevbhai Patel
Preeti Sule

College of Arts, Humanities and Social Sciences

Certificate

Reba Gaye Gilliland

Bachelor of Arts

Erik Alan Braaten
Aaron M. Breen
Sarah Anne Daignault
Megan Lynn Even
Dokia M. Haich
Caitlin Elizabeth Marty
David E. Muhonen
Ellen Rose Odland
Christopher Paul Olson
Joseph P. Pecoraro
Courtney Michaela Schur
Antti Mikael Wuollet

Bachelor of Fine Arts

Travis Daniel Beauchene
Andrea Elizabeth Dobbs

Bachelor of Music

Chase Daniel Burkhart
Samantha Rose Steffan
Amanda Marie Vogel

Bachelor of Science

Jessica B. Aasen
Kendra Jane Aasheim
Deanna Jean Anderson
Gillian FrancesAnn Arntson
Daniel Bagley
Jodi Lynn Barth
Chad M. Bjornson
Natasha Joan Bodnar
Richel Rebecca Briones
Samantha Ann Brouillard
Kendra Nichole Carlstrom
Daniel Philip Carpenter
David S. Catlette
Charles William Cunningham
Jenna Lee Currie
Shannon Marie Dignan

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Nicole Ann Ecklund
Ruth Mae Ehlke
Kayla Rosina Eisenbarth
Eric Ryan Erickson
Chelsea Christine Fey
Camille Joyce Fjeld
Amber Rose Frie
Erica N. Gilbertson
Megan Ann Groth
Brittney Justine Gutierrez
Tony Robert Gutormson
Rachelle Katherine Hadland
Jessica Lynn Happ
Lauren Ruth Hedman
Mandy Jo Herrmann
Steve Neil Hoff, Jr.
Nyland Jerome Huck
Mara Susanne Jacobsen
MacKenzie Ann Johnson
Andrew Curtis Kirking
Andrea Rose Kopischke
Mitch Kostelecky
Matthew Allen Kurtz
Adam David Lake
Margaret Skahan Latterell
Amy Lewis
Matthew David Liese
Adam Michael Momtaz Mandour
Devan Emily McCarthy
Jeffrey Alan McCormack
James Henry Menke
Andrew W. Mesich
Kylie Lynn Mitchell
Laura Marie Muz
Ben Wayne Nechiporenko
Devin Nelson
Joanna May Olson
Ilhan Abdullahi Omar
Jessie Ann Sandmann
Ariel Katherine Sangster
Levi Landon Satterlee
Stephanie DelRae Schafer
Nicholas Day Stenerson
Scott Stoczynski

Dain R. Sullivan
Alisa Teevens
Brianna Nicole Then
Emily Tiedemann
Courtney Topp
Justin Amadeus Valenti
Ciara Ashley Warren
Maureen Carol Wentworth

Master of Arts

Jude Justin Geiger
Gladys NABAGGALA Namuganga
Alicia E. Phillips

Master of Music

Kohei Kameda
Lisa Suzanne Kornkven

Master of Science

Lindsay Alair Bergenheier
Jason Douglas Isaacson
Angella Napakol
Michael B. Sanden
Anne Nicole Zmyslinski

Doctor of Philosophy

Misti Rae Kill

College of Business

Bachelor of Accountancy

Lukas John Zahradka

Bachelor of Science

William Michael Adam
Caleb Jonathan Albert
Kayla Allard
Justin Paul Anderson
Eric David Andres
Amanda Marie Barclay
Adam Michael Bergman
Zachariah Rodney Boldt
Ipshita Borgohain

Ipshita Borgohain
Christian Howard Butler
Nicholas Alan Chaput
Ziyuan Chen
James E. Clysdale
Darren Conway
James Crump
Robert Le Darrah
Thomas Michael Day
Stefan Justus DeSerisy
Ashish Dhawan
Megan A. Dikken
Caitlin Teirrah Dunn
Colin Frank Dusek
Mitchell Clark Enderson
Laura Lynn Engelhart
Amy Jo Erbes
Lisa Ann Evans
Scott Darrel Fossum
Courtney Jayne French
Daniel John Frohlich
Christopher James Garner
Lucas E. Geyer
Preston James Ghizoni
Vaibhav Goyal
Jennifer Rose Gritzmacher
Emily Ann Gross
Jatin Guliani
Tobin James Gunvalson
James Grover Hand
Lindsey Kay Haverland
Jordon Michael Heimbuch
Katherine Heinen
Audrey Meredith Heiser
Thomas James Hennen
Minami Horiuchi
Matthew Bryon Itterman
Ryan Neil Jastram
Meagan Marie Johnson
Rebekah Eve Johnson
Erica Ann Kelash
Shannon Nicholas Kempenich
Shawn William King
Michael Duane Knudsen

Johnathan Duane Knutson
Sushant Rai Kohli
Alyssa Frances Krebs
Michelle L. Kunrath
Chunhui Li
Ming Li
Sean Michael Mattson
Puneet Mehta
Nichole Arlene Mellick
Rebecca Joy Menking
Derek Dean Miller
Stacey Nicole Minion
Jesse Ray Moore
Oniel Wayne Pakala
Eric Dean Parvey
Daniel Ryan Peterson
Zachary T. Pfungsten
Ryan DeWayne Raguse
Michael Robert Rasmussen
Nicole Catherine Reis
Erik Andrew Ritland
Robert John Roney
Harman Singh Saini
Landon Allan Schmidt
Eric David Schneeberger
Joshua Brian Scholz
Kevin Daniel Schroeder
Jeffrey John Silvers
Abigail Sims
Pranav Singh
Emily Lynn Skauge
Travis Walter Stiles
Justin Bruce Swank
Casey John Thielges
Alex J. Thompson
Kevin Richard Trana
Nicholas Adam Vandal
Mark Soren Wallace
Tyler Robert Wells
Regina Ann Wollin
Joseph Stephen Wood
Chia-Ling Wu
Shauna Leigh Yellowbird
Reed Michael Ystaas

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Attachment 2

Joshua Joseph Zajicek
Shuai Zhang

Master of Accountancy

Noah B. Carlson
Qi Dang
Mathew Hermanson
Gavin Dale Hetletved
Miles J. Krebs
Gwendolyn Dorothy McCartney
Gwen David Githanga Njoki
Christopher Rice
Pan Shao

Master of Business Administration

Vladislav Chumilo
Jordan C. Frank
Chris Ryan Garty
Anuradha Kapur
Evgeny Ravilievich Korotkin
FNU Kulbir Singh
Dakshita Kumari
Austin D. McLaen
Erin E. Miller
Joseph Alan Miller
Devin Trent Mosbrucker
Sam B. Soholt

College of Engineering and Architecture

Bachelor of Science

Michael Stephen Dawson
Brittany Rae Greenwood

Bachelor of Science in Agricultural and Biosystems Engineering

Alec Robert Bussman
Daniel E. Gingrey
Vipin Gupta
Michael Thomas Meschke
Ben B. Reisenweber
Justin Roland Stoe

Bachelor of Science in

Civil Engineering

Andrew J. Albrecht
Michael K. Amborn
Sam Earl Buttweiler
Michael Daniel Campion
Scott A. Clausen
Kyle Jon Cross
Nicolas Reid Cullen
Alex Fredendall
Justin James Froseth
Chad Douglas Gillespie
Joshua Paul Hilsen
Catherine Carol Hovey
Jonathan Elmer Keranen
Anthony John Lafontain
Aaron Dean Lehman
Alan Koch Maxwell
Drew M. Messmer
Abdul Rahman Namrou
Steeg Miles Nelson
Peter Ovbiebo
Matthew Michael Perpich
Brandon James Reber
Korby Seward
Gregory James Voigt
Jerrold Wallace

Bachelor of Science in Computer Engineering

David Harris
Pranay Kumar

Kamal Sanghi
Ravi Tripathi

Bachelor of Science in Construction Engineering

Taylor Belk
Michael Sylvester Hager
Todd Jacob Hummel
Corey James Johnson
Ryan Gregory Larson
Anthony Duane Peterson

Jacob John Voigt
Jordan Mark Woroniecki

Bachelor of Science in Construction Management

YunJae Baek
Brice D. Boos
Dylan Richard Hempel
Brandon Hickcox
Nicole Jean Hogenson
Tyler J. Kaczmarek
Adam James Lambert
Justin William Lorenz
Andrew Allen Melis
Jason Robert Novacek
Stuart T. Ostendorf
Nicholas Wayne Paquin
Blane Allen Peterson
Jacob Scott Samuelson
Joshua Alexander Smook
Lee Steinbacher
Jeremy D. Wohlfel

Bachelor of Science in Electrical Engineering

Ridhima Agarwal
Zachary Thomas Bullinger
Yu Chen
Brandon Hacker
Eric Michael Hagen
Cory Floyd Kiemele
James Thomas Kirk
Kyle Richard Kraning
Bhaskar Kumar
Yuting Lin
Divyanshu Narendra
Mindy Marie Pierson
Chetan Singh Rajawat
Prateek Sharma
FNU Tapan
Andrew Donald Traiser
Xing John Xu

Bachelor of Science in Industrial Engineering and Management

Cooper Olen Anderson
Kayla Jean Bergee
Ashit Datta
Conor M. Herron
Prabesh Raj Joshi
Cuiyuan Lu
Andrew Thomas Ryan
Thomas Robert Foster Swenson
Laura Helen Vaske
Yaquan Wang
Yuan Wei
Christopher Richard Winning

Bachelor of Science in Manufacturing Engineering

Kyle Conrad Rolfsrud
Yachao Wang
Jianchao Xiao

Bachelor of Science in Mechanical Engineering

Douglas Neil Ackley
Joel Robert Anderson
Ashan Bogollagama
Katrina J. Budke
Tharaka Samudra Chandanayaka
Marc Anthony Crepeau
Brooks Andrew Dagen
Jason Daus
Brian Faulkner
Ryan Kristopher Foley
Krystal Jo Gatz
Nathan Louis Gilbertson
Eric Steven Hall
Theodore Marvin Hoepfner
Ryan Joseph Kalvoda
Jacob LeRoy Limke
Aaron Collins Madsen
Scott Thomas Mazour
Marshall W. McNea
Nicole Ruth McNea
Brent Alan Nerenz
Jay Calvin Olsen
Jason T. Peyton
Shashika Vishvajith Suresh

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Attachment 2

Casey Robert Ressler
Daniel Paul Ruzynski
Steven James Schmidt
Michael Joseph Szafranski
Justin John Vignes
Siyuan Wei
Alyssa Deanne Zimmermann

Master of Architecture

Nickolaus S. Corniea

Master of Science

Kirk Jonathan Bottelberghe
Pavan Kumar Chevuri
Nimish Laxmikant Dharmadhikari
Alexander Keith Gore
Kyle William Johnson
Kianoosh Karami
Mohammad Feroz Ahmed Kayser
Md. Fuad Hassan Khan
Ewumbua Menyoli Monono
Mohammed Mizanur Rahman
Leif Andrew Sande
Ganesh Thambidorai
Syed Shihab Ullah
Ronghua Yu

Doctor of Philosophy

Suman Lal Shrestha

College of Graduate and Interdisciplinary Studies

Master of Managerial Logistics

Luke Frank Holt
Joshua Joe Smith

Master of Natural Resources

Management

Nicholas Nathan Dressler
Mark Gregory Hennek
Reed Baran Lally

Master of Science

Krittanut Chaithawiwat

Andrew James Lee DiAllesandro
Samuel George Jenkins
Rabiya Y. Shabnam
Alexander Ryan Smith

Doctor of Philosophy

leelong Chen
Pan Lu
Gayatri Yellajosula
Wei Zheng

College of Human Development and Education

Bachelor of Arts

Adam Douglas Ching

Bachelor of Science

Amber Elizabeth Aarestad
Bridgette Elizabeth Adams
Janna M. Ahrendt
Elisa Danielle Ailie
Michael Lee Bashford
Mitchell Thomas Becker
Andrea Fay Berge
Leah Elna Beyer
Ben Patrick Bigaouette
Catherine Marie Binde
Sarah Kay Boesen
Chad Anthony Boger
Dennis Bolda
Ryan Nicholas Boyer
Virginia Helen Boyle
Danielle Faith Bursey
Rachel Irene Carlson
Amanda Jo Cash
Tara Jo Chizek
Emily Nicole Christenson
Jenna Elizabeth Cronen
Brittany Alan DeWall
Hannah Marie Dissmore
Adorissa G. Dizon
Michelle Louise Drinka
Marc Dennis Dusek
Alexandra Rose Dvorak

Nicholas Edwards
Rachel M. Egeberg
Randy Albert Elenberger
Nicole C. Fideldy
Jelsa Ann Flatland
Trisha Mae Foshaug
Micah Jon Fraase
Kayla Marie Garrett
Alyssa Gilbery
Heather Anne Goble
Renee Ann Godke
Ian C. Grande
Amy Celestine Grove
Elizabeth Jane Gustafson
Nancy Marie Hart
Kelsey Marie Hartsel
Starla Lynn Helmer
Jason Himmelspace
Mitchell T. Hoffman
John Honl
Karissa Joy Houser
Amy Marie Hutchinson
Abby Leigh Johnson
Charissa Kylene Johnson
Courtney Ann Johnson
Kelsey Marie Johnson
Nichole Marie Jorgenson
Kelsey Mary Catherine Joyce
Gina Rose Kapau
Amanda Lee Kneisl
Alexis R. Krier
Ashley Krogen
Jennifer Nicole Laney
Lora Beth Larson
Kari Anne Libert
Kristin Jeanne Libert
John Michael Lubitz
Kathryn Rae Mertens
Mary Frances Morth
Kimberly Rose Nelson
Cassandra Denise Nichols
Sifa Olive Ntivu-Bisimwa
Amy Lynn Page
Abbey Perez

Justin Thomas Pieterick
Lindsey Kay Pietron
Brittany Kay Plum
Jenna Lyn Poppenhagen
Chen Qiu
Breanna Leigh Rachac
Jessinda J. Remmick
Kristine Elizabeth Rick
Luke Anthony Sabin
Ayush Satyal
Sarah Marlene Schlicht
Kara Marie Schmidt
Falon L. Scott
Amanda Leigh Semanko
Elizabeth Mary Shepersky
Beau Geoffrey Snyder
Zachary Scott Stenerson
Tabitha Breanne Strommen
Kyle Sundmark
Megan Emily Torkildson
Blair Emily Truebenbach
Sarah Jane Uhlenbrauck
Remington John Utgaard
Andrew Raymond Van Horn
Alex Ann Veeder
Amanda Jo-Lynn Volmer
Tyler James Walsh
Lindsey Lee Walton
Emily Martina Westrom
Aimee Lynn White
Ryan L. Williams
Matthew Elton Yeager

Master of Education

Elizabeth A. Crowston
Andrew Jack DelaBarre
Heidi Mae Eckart
Adam Manroy Gehlhar
Katie Karleen Hajicek
Amanda Mae Henry
William Thomas Hodous
Moga Dafala Kareem
Chad Wade Lueck
Richard Gene Wilson

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Attachment 2

Pat Arlen Windish

Master of Science

Jessica Marie Almlie
John R. Bohnsack
Richard James Bowman, II.
Barbara A. Erlandson
Sarah Elizabeth Hunter
Amanda Lynn Kaldor
Bethany Ann Peterson
Mallary Kay Schaefer
Megan Rae Theisen

Doctor of Education

Kenneth Adam Masungu

Doctor of Philosophy

Kevin Kalin Anderson
Katherine A. Bertolini
Rachel Rose Reis Daigle
Carrie Stark

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

Jessalyn Joy Buchanan
Anthony Russell Busse
Rheanda Lynn Jangula
Andrea Elizabeth Rader
Brianna Lynn Strube
Emily Louise Tappainer
Hibiki Yamanaka

Bachelor of Science in Nursing

Dezerae Paige Elsen
Jasmin Jean Lang
Emily Rebecca Mangin
Destiny Joy Merck
Shereen Marie Meyer
Kimberly Kay Poeckes
Jessica Marie Van Dam

Master of Science

Melissa Lynn Brodsho

Kari Lyn Matthys

Doctor of Nursing Practice

Brooke Savannah Brekke
Camille Anne Brown
Lisa Ann Gerhart
Sara Beth Hansen
Linda Angyie Kibot
Hope Marie Mathern
Jill Marie McMullen
Bethany Joy Mello
Sharon E. Simon
Jana Lynn Suder
Julie Mae Ternes

Doctor of Philosophy

Senthil Kumar Natesan

College of Science and Mathematics

Bachelor of Arts

Jeremy Ruben Nelson
Nicholas A. Van Dyke

Bachelor of Science

Alyssa Danielle Artz
Ashley Ann Berens
Alysia Ann Bock
Natalie Marie Brehmer
Adla Anne Britton
Nathaniel Elton Cross
Jessica Lynn Dunbar
Nathan Daniel Ehresmann
Arko Ghosh
Samantha Jo Glatt
Nathan Anthony Gurule
Scott Jacob Haider
Mitchell Alan Havig
Camilla M. Hawley
Lexi Jo Heitkamp
Eric Jonathan Herman
Nico Salum Ibwe

Julianne Alexis Iwen
Kelsey Marie Jager
Andrew Michael Jahner
Nicole Marie Joachim
Catherine Helen Jones
Jake Clifford Jorgensen
Joshua Deane Kahler
Michael Thomas Kalinoski
Sunghee Kim
Jennifer Lee Krause
Huheun Lee
Samantha A. Magnus
Adam Lee McMahon
Kyle A. Meier

Josiah James Nelson
Ryan James O'Neil
Adlina Ambeg Paramarta
Dante Lorenzo Perez
Nicholas David Peterschick
Jared Kenneth Peterson
Jonathan Kertz Richards
Jeffrey Allen Rother
Brittany Lee Santjer
Nathan Matthew Schlagel
Rebecca Marie Schluter
Devon Andrienne Schmit
Harshvir Sharma
Dongshi Shen
Tara Nicole Slominski
Christina May Swenson
Joseph V. Trottier
John A. Utke
Trevor J. Varilek
Kevin R. Westland
Prayas Kumar Yadav

Master of Science

Deepti Annam
Min Chen
Debajyoti Dash
Shanaka Chathuranga de Soysa
Kareemullah Khan Fazal
Nazeer Fazal
Arjun Ganesan

Akanksha Jaidev
Subramanyam Venkata Kasi
Harvinder Kaur
Megan Elise Klosterman
Nikhil Koganti
Dinesh Kondoor
Daniel Joseph Kranda
Ramesh Lanke
Yang Liu
Karthiksivaram Murugesan
Srikar Pachva
Sandeep Reddy Poreddy
Yunli Wang

Doctor of Philosophy

Loai Medhat Al-Nimer
Keith Benton
B. Malcolm Dilhan Fernando
Xiao Pan
Marcia Ann Paulsen
Jianfei Wu
Hong Xu

College of University Studies

Bachelor of University Studies

Boen Daniel Andersen
Brett Lloyd Andvik
Jessie R. Azure
Leanne Kaye Bjur
Sarah Ann Champa
Wei-Szu Chen
Harvis G. Cofield
Courtney Rae Collette
Carrie Lynn Cooper
Shantae Marie Dienert
Jane Mariah Eisenbeis
Amanda Patricia Garner
Amanda Kay Henderson
Timothy Allen Jacobson
Mitchell Edwin Johnson
Will Keith Johnson
JoLene R. Kjonaas
Heidi Leigh Klein

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

February 13, 2012

Attachment 2

Donna Elizabeth Knutson
Brandon T. Koch
Darren K. McNorton
Harry Britton Moe
Zachary Jay Papke
Stephen J. Rolczynski
Jessica Ellen Ruch
Spencer Truman Salmon
Moses Mohammad-Lamin Samura
Todd Michael Schmidt
Mark Lawrence Schroeder
Chelaine Danielle Spenst
Abby Leigh Stauss
Maria L. Stenger
Wade Anthony Edward Wessling

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North Dakota State University

February 13, 2012

Attachment 3

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 Approved for General Education (New)

Course No.	Course Title	Recommended Categories	Recommended Outcomes
EMGT 101	Emergencies, Disasters, and Catastrophes	B	3, 6

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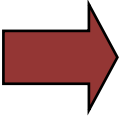
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Attachment 4

Policy 139 Version 1 12/28/2011

Policy Change Cover Sheet

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



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

SECTION:

Policy 139 Leave with Pay

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy. Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - *North Dakota University System Policy 20 has changed to be consistent with North Dakota state employee policy regarding closure pay.*
 - *Institutional Closure section of policy has been changed to: "Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, will not be charged leave for that closure."*

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

- *Colette Erickson, Office of Human Resources/Payroll*
- Colette.erickson@ndsu.edu

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

This portion will be completed by Melissa Lamp

Senate Coordinating
Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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

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

If you have suggestions on formatting, please route them to Melissa.Lamp@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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Attachment 4

Policy 139 Version 1 12/28/2011

North Dakota State University Policy Manual

SECTION 139 LEAVE WITH PAY

SOURCE: NDUS Human Resource Policy Manual, Section 20
NDSU President

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 or Other Legal 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 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 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.
 - 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 charge his/her absence against earned annual leave or request leave without pay.
3. **Conference or Convention Leave** - Two days per year may 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.

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Attachment 4

Policy [139](#) Version [1 12/28/2011](#)

4. **Institutional Closures** - An institution or part of an institution may be closed due to severe weather or other reason justifying closure. The action shall be communicated to employees, students and other interested persons through local media or other reasonable means. 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 an institutional closure. ~~If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, the employee is not entitled to closure pay (in other words, the employee must use the annual or sick leave).~~ Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, will not be charged leave for that closure. All non-exempt 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, unless employee exceeds 40 hours in the given work week. (see [Section 212-Overtime](#) for explanation of 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:

New	July 1990
Amended	April 1996
Amended	August 1997
Amended	September 2001
Amended	February 2008
Amended	March 9, 2010

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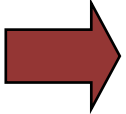
February 13, 2012

Attachment 5

Policy 350.3 Version 1 01/03/2012

Policy Change Cover Sheet

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



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

SECTION: *350.3: Board Regulations on Nonrenewal; Termination or Dismissal of Faculty*

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

- *Changes clarify the definition of a termination of a special appointment, as recommended by a recent SCOFR decision.*

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

- *General Counsel*
- *matthew.g.hammer@ndsu.edu*

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

This portion will be completed by Melissa Lamp

Senate

Coordinating

Committee:

Faculty Senate:

Staff Senate:

Student

Government:

President's

Council:

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

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

If you have suggestions on formatting, please route them to Melissa.Lamp@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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North Dakota State University Policy Manual

SECTION 350.3

BOARD REGULATIONS ON NONRENEWAL; TERMINATION OR DISMISSAL OF FACULTY

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

1. A probationary appointment may be terminated, without cause, with notice to the faculty member that the appointment will not be renewed.
 - a. Notice shall be given:
 - 1) At least 90 days prior to termination during the first year of probationary employment at the institution.
 - 2) At least 180 days prior to termination during the second year of probationary employment at the institution.
 - 3) At least one year prior to termination after two or more years of probationary employment at the institution.

If a faculty member is appointed during the academic year, then the initial contract shall indicate when the first academic year of service at the institution begins. For the purpose of this section, "academic year of service" means on a probationary appointment. The twelve months notice may be given at any point during the calendar year and the appointment terminates twelve months thereafter. (This NDSU language clarifies the interpretation that has been applied to this NDUS language throughout the University System.)

- b. A department chair, dean or other person authorized under institution policies to give such notice shall provide written notice of the decision, including a reference to the policy section pursuant to which the action is taken. The faculty member may within ten calendar days after receipt of the notice request a reconsideration by the deciding body or individual. The faculty member may incorporate a request for mediation in the request for reconsideration. The institution shall respond in writing to the faculty member within ten calendar days after receipt of the request.

Nonrenewal decisions shall be made in every instance by the University President.

Recommendations for nonrenewal shall be initiated within the academic unit in

accordance with Policy 352. Colleges shall have specific procedures for nonrenewal

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recommendations prior to the sixth year in accordance with Policy 352 and 350.3.2

(See below.). A department chair may initiate a review for nonrenewal at any time.

2. An institution may terminate a probationary appointment, effective at the end of any contract term, with no less than 90 days notice of nonrenewal, based upon a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon determination by the institution that such action is necessary because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses. The notice of nonrenewal shall include a reference to the policy section pursuant to which the action is taken. When a probationary appointment is terminated pursuant to this subsection, the provisions of subsection 1 do not apply.
3. A special appointment ~~terminates-expires~~ at the end of the term stated on the contract and may be renewed at the discretion of the institution. The decision to renew or not renew a special appointment is not reviewable under subsection 4 of this policy; it is, however, reviewable under Policy 353: Grievances - Faculty. Additionally, a special appointment may be terminated prior to the term stated on the contract. A decision to terminate a special appointment prior to the term stated on the contract is reviewable pursuant to subsection 4 of this policy.
4. A faculty member on probationary or special appointment may, within twenty calendar days after receipt of notice of nonrenewal of a probationary appointment or termination of a special appointment or, if the faculty member requests reconsideration or the parties agree to mediation under paragraph b of subsection 1, within twenty calendar days of receipt of the results of the reconsideration or conclusion of mediation, request review of the decision and hearing by Standing Committee on Faculty Rights by filing written notice with the deciding body or individual and the chair or senior member of the Standing Committee on Faculty Rights. The request for review may be based on allegations that the institution failed to comply with applicable policies or gave the decision inadequate consideration, or that the nonrenewal decision violated (a) academic freedom, (b) rights guaranteed by the United States Constitution, or (c) terms of the employment contract or other written agreement. The allegation must be supported by a specification of the reasons why the decision violated these rights and a summary of the evidence supporting the allegation(s). The institution shall, within twenty calendar days of receipt of the written notice and specifications, provide a written response to the faculty member and the chair of the Standing Committee on Faculty Rights.
5. A faculty member may terminate an appointment effective at the end of the term of the appointment by giving notice in writing at the earliest possible opportunity, but not later than May 15, or one month after receiving notification by the institution of the terms of an appointment for the coming academic year, whichever date occurs later. The faculty governance structure at an institution may recommend procedures permitting a faculty member to request a waiver of this deadline in case of hardship or for other good cause defined by those procedures. An institution may provide that failure without reasonable cause by a faculty member to return a contract by the time set forth in the contract shall constitute a resignation. Any return time so established by the contract shall be reasonable.

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Resignation or Retirement

Generally accepted standards of professional ethics (see AAUP Statement on Recruitment and Resignation of Faculty Members) require faculty members who plan to resign or retire to give prompt notice in writing to their chair or supervisor. This includes prompt notice when employment is accepted elsewhere. Only in personal emergencies or for other compelling reasons, should faculty members leave during the academic year, except when this coincides with the expiration of their contractual obligations.

6. An institution may terminate an appointment of a tenured faculty member following a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon determination by the institution that such action is necessary because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of academic units or program areas, or elimination of courses. In such cases, significant consideration shall be given to length of service and tenure status in the retention of faculty members within the affected academic unit or program area, curriculum requirements, professional achievements, breadth of competence, and equal employment opportunity. A tenured faculty member terminated pursuant to this subsection shall be given written notice of termination, including the reason(s) for the action, at least twelve months prior to the date of termination. Each institution shall establish procedures for implementing this policy.
 - a. A tenured faculty member given notice of termination under this section may request that the institution circulate his or her vita to other academic units or program areas within the institution. In addition, the institution shall ensure that fair consideration is given to the faculty member, during the period of the terminal appointment, for vacant academic positions in the employing institution for which the faculty member is qualified. The faculty within any academic unit or program area shall have the major responsibility in determining qualifications for appointment therein. If a tenured faculty member accepts an appointment in a different academic unit or program area, the faculty member shall retain his or her tenure status, subject to approval of the Board.
 - b. A position terminated under this section shall not be filled by a replacement within two years, unless the released faculty member has been offered appointment with tenure and a reasonable time within which to accept or decline it.
 - c. The provisions of section 605.4 (NDSU 350.4) do not apply when a tenured faculty member is terminated under this subsection. The faculty member may, however, within twenty calendar days of receipt of notice of termination, file a request for review under processes established at the institution for that purpose.
- 1) *An administrative decision to terminate a tenured faculty member within the university shall be preceded by the following steps:*

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- a) *Consultation with the dean of the college or equivalent unit involved regarding the justification for terminating tenured appointments.*
 - b) *Consultation with the faculty and the relevant PTE committee in an academic unit or program regarding the termination of tenured appointments.*
 - 2) *Once the administration decision is finalized following these consultations, the identification of faculty members for termination shall be made by the University president following recommendations by the dean.*
7. In accordance with section 305.1 of these policies, the faculty governance structure at each institution shall adopt procedures by which faculty participation is solicited before notice of termination is given any tenured faculty member pursuant to subsection 6. Faculty participation shall be solicited concerning:
- a. The extent to which there are grounds for termination of tenured appointments;
 - b. Judgments determining where within the overall academic program termination of appointments may occur; and
 - c. The procedure and criteria for identifying the individuals whose appointments are to be terminated.
- 1) *An administrative decision to terminate a tenured faculty member within the university shall be preceded by the following steps:*
 - a) *Consultation with the Executive Committee of the Faculty Senate regarding the extent to which there are grounds for termination of tenured appointments.*
 - b) *Consultation with the Academic Affairs committee of the University Senate regarding the justification for terminating tenured appointments, if that is a consequence of the decisions; and*
 - c) *Consultation with the Academic Affairs committee, or the equivalent, of the college or equivalent unit involved regarding the justification for terminating tenured appointments.*
 - d) *Consultation with the faculty in an academic unit or program regarding the consequences of the decision.*
 - 2) *Once the administration decision is finalized following these consultations, the identification of faculty members for termination shall be made by the University president following recommendations by the dean.*

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8. A faculty member may be dismissed at any time for adequate cause. Adequate cause means: (a) demonstrated incompetence or dishonesty in teaching, research, or other professional activity related to institutional responsibilities, (b) continued or repeated unsatisfactory performance evaluations and failure to respond in a satisfactory manner to a recommended plan for improvement; (c) substantial and manifest neglect of duty, (d) conduct which substantially impairs the individual's fulfillment of his or her institutional responsibilities or the institutional responsibilities of others, (e) a physical or mental inability to perform assigned duties, provided that such action is consistent with laws prohibiting discrimination based upon disability, or (f) significant or continued violations of Board policy or institutional policy, provided that for violations of institutional policy the institution must notify the faculty member in advance in writing that violation would constitute grounds for dismissal, or the institutional policy must provide specifically for dismissal as a sanction.

a) An authorized institution officer shall give written notice of intent to dismiss and specify the reasons for the action. The officer may, in the officer's discretion, also schedule a meeting with the faculty member to discuss the action. The notice shall state that the officer will forward to the institution president a recommendation to dismiss unless the faculty member, within twenty calendar days of receipt of the notice, requests a hearing before the Standing Committee on Faculty Rights. If the faculty member does not make a timely request for a hearing, the president, upon receipt of a recommendation to dismiss, shall make a decision and provide written notice and reasons for the action to the faculty member within ten business days of receipt of the recommendation.

1) *Written notice of the intent to terminate or dismiss shall be given to the faculty member.*

2) *Appropriate administrative officers include the academic unit or program chair and the dean of the college or equivalent unit.*

The written notice of termination or dismissal from the President must in any event be given within 60 days of the initial written notice of intent to terminate or dismiss.

b) A faculty member may, within twenty calendar days of receipt of notice of intent to forward to the institution president a recommendation to dismiss, request for a formal hearing before the Standing Committee on Faculty Rights, pursuant to section 605.4. (NDSU 350.4)

c) Pending a final decision on dismissal for adequate cause, the faculty member may be suspended by the institution's president, or assigned to other duties in lieu of suspension, if it is reasonably determined that it is in the best interests of the faculty member or the institution to do so. The faculty member's salary and fringe benefits shall continue during a period of suspension. Salary and benefits shall be terminated upon a final decision by the institution president to dismiss the faculty member following conclusion of proceedings at the institution.

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9. If the administration determines that the conduct of a faculty member, although not constituting ground for termination or dismissal, provides reasonable cause for imposition of a sanction, the administration shall inform the faculty member in writing of the sanction and the reasons for the sanction. A sanction means demotion, suspension (but not including suspension pending a dismissal or termination decision), salary reduction or loss of salary, or restriction or loss of privileges imposed as a formal disciplinary measure. A sanction does not include implementation of an improvement plan or performance action plan or negative comments in a performance review, letter of reprimand or other document placed in a personnel file; rights to respond to a performance review or a letter of reprimand or other document placed in a personnel file are set forth in N.D.C.C. , 54-06-21 and institution grievance procedures adopted under SBHE Policy 612. If the sanction is imposed following a hearing by the Standing Committee on Faculty Rights and based on the hearing record, there is no further review. If the sanction is imposed without a hearing, the faculty member may request review upon filing with the institution's president and chair or senior member of the Standing Committee on Faculty Rights a request for review and specifications of reasons within twenty calendar days of receipt of notice of imposition of a sanction. The institution shall have twenty calendar days following receipt of the request for review to file a response. The Standing Committee on Faculty Rights shall review the matter according to procedures established at the institution for that purpose and issue a written report within twenty calendar days of receipt of the institution's response and may make a recommendation to resolve the dispute, stating its reasons. The institution shall make its final decision upon reconsideration and provide written notice of that decision to the faculty member within ten days of receipt of the report and recommendation of the Standing Committee on Faculty Rights. Upon filing of a request for review pursuant to this subsection, imposition of the sanction shall be suspended pending a final decision of the institution's president following conclusion of those proceedings.

HISTORY:

Replaces portions of Policy 605, SBHE Minutes April 25, 1995, pg 6554.

Amended	April 25, 1995
Amended	July 1, 1996
Amended	January 1997
Amended	October 1998
Amended	February 2001
Amended	June 2003
Amended	August 2003
Amended	March 2004
Amended	February 2005
Amended	November 2005
Amended	March 2010
Housekeeping	February 14, 2011

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Attachment 6

MOTION (Rupiper Taggart/Berg): to send policy 332 to an ad hoc committee of the Faculty Senate, including members of the Commission on the Status of Women Faculty, to review and propose changes to the policy, including but not limited to the use of multiple measures of assessment of teaching effectiveness.

TO: Members, Chancellor's Cabinet

FROM: Grant Shaft, SBHE President 

DATE: February 3, 2012

Memo #P-12-4

RE: Maximizing Efficiencies Process

Thank you for your input on the "Maximizing Results Through Efficiencies" document. It has generated some thoughtful input and discussion. Now that the SBHE has approved the proposal, it will be important to move quickly, but methodically, to achieve the aggressive timelines.

The following SBHE members will serve on the oversight committee: Dr. Kirsten Diederich, Dr. Terry Hjelmstad and Grant Shaft, chair. This committee will meet regularly and serve multiple roles, including:

- Receive regular status reports from appropriate individuals regarding the status of each initiative and the related deadlines;
- Gain a good working knowledge of the initiative and related issues;
- Resolve any major issues or challenges impeding progress, and if necessary, forward to the SBHE for further consideration;
- Consider any options identified in the planning process;
- Receive initial plan and any related recommendations, before forwarding to SBHE for final consideration;
- Consider and direct any new ideas/initiatives that may emerge from internal discussions around identified initiatives; and
- Receive input from constituent groups, as appropriate

NDUS Office staff will be working with all campuses to engage representatives from your institutions in the planning effort. The structure of the work groups may vary by initiative, but will include the appropriate campus and functional expertise. Existing councils may serve as the work group for some initiatives (e.g. Academic Affairs Council on many of the academic items). Faculty, staff and students will either be represented on the work groups or will be engaged as the plans work their way through the appropriate System Councils and committees. I ask for your full support and cooperation in these important discussions. Work at both the System and campus level, for campus assigned responsibilities (e.g. course completion rates, number of credit hours required for a degree and low-enrollment programs) should begin immediately.

As noted in the original document, each work group will be asked to develop an implementation plan including, at a minimum:

- A description of the finance, academic and/or student service strategies or issues
- Specifically identify challenges addressed and/or opportunities created
- A process and timeline for implementation
- Funding requirements, if any
- Required procedure and/or practice changes
- Mechanism to measure and track savings and improvements

Simultaneously, I know each of you will be engaged in campus-based discussions about efficiencies as it relates to the 2013-15 biennial budget process. Your dedicated commitment to that effort is also appreciated and will be a positive demonstration of the NDUS stewardship of state resources.

xc: Members, State Board of Higher Education
Ann Smith, president, Council of College Faculties
Anthony Willer, president, NDUS Staff Senate
William Woodworth, president, North Dakota Student Association

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The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: M. Abdelrahman, E. Berg, A. Bezbaruah, P. Biga, J. Bitzan, K. Bromley, S. Brotherson, T. Stone Carlson, C. Ciuperca, A. Denton, T. DeSutter, M. Engler, P. Gibbs, K. Gordon, R. Gordon, G. Gramig, D. Grandbois, J. Harmon, J. Jones, R. Jones, J. Kong, B. Law, K. Lepper, G. Liguori, W. Lin, L. Manikowske, C. Pearson, B. Pruess, S. Pryor, Y. Rhee, K. Rodgers, A. Rupiper Taggart, E. Skoy, C. Stockwell, C. Ulven, C. Weber, M. Weber, Q. Zhang, W. Zhang, and S. Zhong

Substitutions: A. Grazul-Bilska for K. Maddock Carlin, K. Groberg for L. Helstern, P. Zhao for S. Jayarman, Z. Liu for X. Jia, and D. Rider for J. Knodel

Approval of Minutes

MOTION (Biga/Weber): to approve the minutes of the February 13, 2012, meeting as posted.
MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

- Academic Affairs
 - 1) Academic Affairs Report ([Attachment 1](#))
 - 2) BA Language Requirement ([Attachment 2](#))

A request was made to move the Academic Affairs Report from the Consent Agenda to Committee Reports.

MOTION (Pruess/Pearson): to approve the Consent Agenda as modified. MOTION CARRIED WITH UNANIMOUS CONSENT.

General Announcements

A. *President of Faculty Senate -*

G. Totten provided the following announcements:

1. Fulbright Presentation - A Fulbright presentation is planned and Fulbright appointments for prospective applicants may be scheduled for March 27 during International Week.
2. Department of State Presentation - Acting Assistant Secretary of Public Affairs for the U.S. Department of State Michael Miller is scheduled to present to faculty and students on the Department's Campus Connections Initiative, aimed at engaging students on foreign policy issues. The session is scheduled for March 15, 2-3 p.m., in the Rose Room for faculty with a student session to follow from 4-5 p.m.
3. NDSU Miles Program – The NDSU Division of Equity, Diversity and Global Outreach has announced the NDSU Miles Program, which allows employees who travel on

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American, Delta and/or United to help students earn mileage for study abroad opportunities. Travelers simply need to provide an account number in addition to their own frequent flier number when booking a flight. This program does not affect personal miles earned for business travel. A handout was distributed.

4. *Library Update* - Dean Michele Reid will discuss the state of the NDUS Libraries at an upcoming Senate meeting.
5. *SROIs* – An inquiry recently was made regarding the Group Decision Center releasing names of students who complete the online SROIs to instructors. Faculty members have been able to receive lists of students who completed SROIs in order to do reminders, assign extra credit, etc. Due to concern related to grading biases and future interactions with faculty, the Senate Executive Committee felt it was important to discontinue this practice in order to preserve the anonymity of students. Any concerns may be directed to Senate President Totten.

B. *President Elect of Faculty Senate* -

T. Stone Carlson reported the following:

1. Faculty Senate President-elect Elections – President-elect elections should be held at the next Senate meeting. The Bylaws no longer require that candidates for president-elect be current members of the Faculty Senate (they may be past senators). Senators are encouraged to consider running or to nominate others. Nominations may be sent directly to current President-elect Stone Carlson.
2. Parliamentarian – A new parliamentarian is being sought to replace Ben Duncan. Nominations may be sent to Stone Carlson.

C. *President of Staff Senate* -

L. Dallmann announced the following:

1. Gunkelman and Staff Recognition Awards - Nominations are being sought for these two monetary staff awards. Staff members may apply for Staff Senate scholarships until April 6.
2. Budget Priorities - President Bresciani has requested Staff Senate input on budget priorities and potential cuts.
3. Staff Senate Nominations – Nominations are underway for new staff senators with elections scheduled for the next meeting.
4. Spring Formal – This event was scheduled to March 23 to replace the Valentine's Ball (later canceled).

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D. *President of Student Body -*

C. Knutson reported the following:

1. Student Government Elections – Campaigning has begun for next year’s student body president/vice-president. He asked senators to encourage students to get to know the topics and candidates and to vote. Student Government oversees a large budget and determines allocations from the student activity fee.
2. Bike Share Program – Each year, Student Government determines how to best use its reserve fund (comprised of student money). In the past, this fund has been used for renovations to the Union, and to grant several different capital improvement projects on campus. This year, a Bike Share Program is being proposed in conjunction with campus and community leaders. This program creates a network of bikes for student and citizen use between campus and downtown. Three bike docks currently are proposed for on campus (Memorial Union, Barry Hall and high rises) with additional locations planned for University Village and the Wellness Center. A financing plan that includes initial costs for bikes, bike racks, maintenance, replacement, and ridership fees is being developed. Knutson presented pros and cons of this program as well as plans for moving forward if it is supported by students. Discussion by senators followed on other potential uses for the reserve fund, such as library shortfalls. Questions also were raised on the involvement of Facilities Management in clearing of racks in the winter, City of Fargo bike lanes, and helmet usage. Additional feedback may be provided directly to Knutson at Student Government.

Senate Committee Reports

A. Academic Affairs Committee:

1. *English 100: Writing Lab* - A. Taggart reported that the SBHE passed a policy requiring a minimum ACT English score in order to place into ENGL 110 (with additional language for enrollment in developmental courses). The English Department lobbied for support for students enrolled in ENGL 110 rather than requiring a separate remedial course prior to enrolling in 110. A new non-degree one credit writing lab is being proposed as a co-requisite to ENGL 110 for students who fall into the ACT English sub-test range of 14-17. This course was approved by Academic Affairs after the Faculty Senate agenda was posted, and set-up of these co-requisite labs needs to begin for fall registration.

MOTION (Biga/Liguori): to approve ENGL 100 as proposed from the floor.
MOTION CARRIED WITH UNANIMOUS CONSENT.

2. *Academic Affairs Report* – A request was made (Stockwell) to pull STAT 469/669: Introduction to Biostatistics and STAT 471/671: Introduction to R Language from the Academic Affairs report so these proposed new courses can be discussed further between the departments of Statistics and Biological Sciences.

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MOTION (Biga/Stockwell): to approve Academic Affairs as modified. MOTION CARRIED WITH UNANIMOUS CONSENT.

B. General Education/CULE Committees ([Attachment 3](#)):

- *LEAP Essential Learning Outcomes* - L. Peterson, chair, reported that most North Dakota colleges and universities (public, private and tribal) have banded together to discuss what is required to better prepare students to be productive members of society. Their primary focus is to revise General Education requirements at a state level. The national focus for accreditors is on student learning outcomes. The North Dakota consortium has been approved to pursue the LEAP Essential Learning from Association of American Colleges and Universities. Some other states currently use LEAP guidelines, including California, Utah, Wisconsin and Oregon. The NDSU University Senate previously approved the use of the Essential Learning Outcomes. A new framework for general education will be presented for approval to the SBHE.

In 2010, ten campuses ranked their level of commitment to various essential learning outcomes, which resulted in a proposed three-tiered model: core learning outcomes, selective learning outcomes and optional learning outcomes.

Input was sought by the Senate on the proposed NDUS General Education categories:

- Knowledge of Human Cultures and the Physical and Natural World
- Intellectual and Practical Skills
- Personal and Social Responsibility
- Integrative Learning

Senate discussion followed regarding an outcome-based learning model that is different from the current general education program. As a campus, discussion is needed on how course content can satisfy learning outcomes. Courses still need to be assessed, but different questions would be asked due to a change in pedagogy. Significant discussion is needed on how skills will transcend through time and be integrated throughout disciplines. Additional feedback on general education revision should be directed to Peterson.

C. Council of College Faculties:

- *Voting Faculty Member on SBHE* - L. Peterson sought input on whether the CCF representative on the SBHE should be a voting member. Currently, the CCF gets to choose its representative to serve on the SBHE, but that member only has a voice and no vote. Voting members, in contrast, are selected by the Governor and approved by the Legislature. Such a change would require a change in state law. It is unclear how a voting member would be nominated and selected by the Governor. The incoming representative on the SBHE will be from UND. Feedback on this issue should be directed to Peterson.

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D. Senate Coordinating Council:

T. Stone Carlson presented the following policy for discussion and vote:

- *Policy 320: Faculty Obligations and Time Requirements* ([Attachment 4](#)) –

Proposed changes include language that provides up to six weeks of childbearing leave for certain academic appointees who don't accrue sick leave. It also provides for modified duties for academic appointees who become parents, have significant health issues, or have to care for family members with significant health issues.

The Senate previously passed a motion to extend this benefit to all faculty members. According to B. Randall, this policy needs to revert back to its originally-modified language to pertain to only faculty who are not 12-month faculty. The SBHE policy gives institutions the right to set policies to give sick leave to those who don't otherwise earn sick leave. Changes to benefits for full-time employees require state approval. Federal policy requires pregnancy and childbirth to be treated like other medical conditions.

MOTION (Biga/Gibbs): to approve Policy 320 as originally modified and presented to the Senate. MOTION CARRIED WITH UNANIMOUS CONSENT.

Unfinished Business

- A. *Ad Hoc Committee to Review and Propose Changes to Policy 332: Assessment of Courses and Instruction* ([Attachment 5](#)) –

Based on recommendations of the Advance FORWARD group, an ad hoc committee, which includes two members of the Commission on the Status of Women, is being formed. Proposed members include: Cana Bilen Green (FORWARD), Edward Deckard (FORWARD), Katie Gordon (SM), Donald Miller (PNAS), Chris Ray (HDE), Chanchai Tangpong (CoB), and Verena Theile (AHSS).

MOTION (Biga/Weber): to approve the proposed ad hoc committee membership. MOTION CARRIED WITH UNANIMOUS CONSENT.

- B. *Ad Hoc Committee to Explore Models for an NDSU Faculty Senate Budget Committee* ([Attachment 6](#)) –

An ad hoc committee is being formed with proposed membership of: Peggy Andersen (CoB), Mark Engler (AHSS), Gerry Macintosh (CoB), and Jane Schuh (AFSNR).

MOTION (Pruess/Pearson): to approve the proposed ad hoc committee membership. MOTION CARRIED WITH UNANIMOUS CONSENT.

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New Business

- Budget Priorities and SBHE Action:
 - *Letter from President D. Bresciani* ([Attachment 7](#))
 - *Draft of "Principles to Guide Academic Budget Cuts"* ([Attachment 8](#))

Due to the SBHE not supporting NDSU's proposed .5% tuition increase, President Bresciani is seeking input on ranking nine principles for identifying resource rescissions.

Senators discussed whether they should render an opinion on program cuts or if doing so strikes on the core mission of their colleagues' work. Concern was expressed about not providing input when it was sought by administration. Some faculty members feel they do not have enough information on the budget process at NDSU, which makes it difficult to provide useful feedback. Administration has ensured more faculty feedback in the future, yet how and how much is unclear as so much is dictated by the SBHE and Legislature.

L. Peterson reported that he recalls two times (in the 1980s and 1990s) when faculty were involved in making program cuts. The Faculty Senate Executive Committee decided not to rank the nine items, but rather developed a list of guiding principles. Colleges and departments also are meeting to gather input on this process.

Additional feedback should be provided to Totten by March 23rd. Student Senate already passed a resolution and Staff Senate also is meeting on the topic.

Adjournment

Meeting adjourned at 5:10 p.m.

Submitted,
Kristi Wold-McCormick, Ph.D.
Secretary, Faculty Senate

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Fargo, ND 58108

North Dakota State University

March 19, 2012

Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Programs

Gerontology (2 nd Major – Doctoral Level)
--

Exercise Science and Nutrition – Ph.D.

Counselor Education and Supervision – Ph.D.

New Courses

Subject	No.	Title	Crs.
EDUC	706	Foundations of Doctoral Scholarship	3
HNES	706	Injury Prevention, Care and Management	3
IME	437/ 637	Methods for Precision Manufacturing	3
MPH	700	Public Health as a Team Endeavor	1

Course Changes

From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
EDUC	770	Empowerment and Advocacy in Human Development and Education	3	EDUC	770	<i>Empowerment and Transformative Education</i>	3
EDUC	779	Quantitative and Survey Research	3	EDUC	779	<i>Survey Research</i>	3
H&CE	468	Family Life and Adult Education Programs	3	H&CE	468/ 668	<i>Methods of Teaching Family and Consumer Sciences I: Techniques</i>	3
H&CE	482/ 682	Methods of Teaching Family and Consumer Sciences	3	H&CE	482/ 682	<i>Methods of Teaching Family and Consumer Sciences II: Professional Practices</i>	3
PHRM	581	Clinical Clerkship I	10	PHRM	581	<i>Advanced Pharmacy Practice Experience I</i>	10
PHRM	582	Clinical Clerkship II	15	PHRM	582	<i>Advanced Pharmacy Practice Experience II</i>	15
PHRM	583	Clinical Clerkship III	15	PHRM	583	<i>Advanced Pharmacy Practice Experience III</i>	15

New Special Topics

PSCI	796	Therapeutic Monoclonal Antibodies	2
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For Information

Reactivation of Dietetics, MS Degree

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Attachment 2

Satisfying the NDSU B.A. Requirement using a Second Language

The Bachelor of Arts degree is conferred upon students who graduate from North Dakota State University with a major in their chosen field and have, in addition, functional proficiency in at least one language other than English. The B.A. degree recognizes these students as having acquired the foundation for enhancing their ability to communicate, work, and study in an internationalized world. The B.A. signifies that these students have chosen to develop, through the equivalent of at least four semesters of coursework, both practical language skills and a comparative perspective on their own language and culture. The B.A. second language requirement fosters an awareness of the culturally conditioned nature of the students' assumptions about the world, and it better equips them with the mental agility needed to understand ways of thinking different from their own as they encounter the diversity of professional and personal relationships, as well as the intellectual and practical challenges of their future careers.

As an alternative to the minor required by the Bachelor of Science degree, the second language requirement of the B.A. asks students to demonstrate their functional language proficiency over a sustained period of time, typically 14 credits of coursework. Given the sequential nature of language courses, the assessment of their abilities across the range of skills in speaking, reading, writing and listening comprehension is continuous and demanding. For this reason, NDSU requires that those students who have prior language-learning experience or who present language examination scores (CLEP, etc.) take, at minimum, the exit-level (202) course in order to verify their broad functional ability and basic cultural competence.

It is important to note that the language requirement is not defined in credits but in terms of proficiency or communicative competence in all four skills of speaking, reading, writing and listening comprehension. To fulfill the B.A. language requirement a student must demonstrate competence equivalent to that normally attained after four semesters of college study (NDSU level 202).

Competency may be demonstrated in the following ways:

1. Completion in any second language of coursework at the NDSU 202 level or its equivalent with a grade of C or better. Note that this requirement cannot be fulfilled by coursework taken pass/fail.
2. Successful completion of any second language course with a grade of C or better that has the equivalent of NDSU 202 or higher as a prerequisite.
3. For students having previously passed the CLEP Examination in French, German or Spanish with a CLEP score high enough for second-year college credit (59 in French, 60 in German and 63 in Spanish) or the AP exam with a minimum score of 4 in French, German or Spanish, taking one

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additional college-level language class at the 202 level or higher in order to demonstrate competency in all four skill levels. Students must complete this course with a C or better.

4. English satisfies the B.A. language requirement for students whose official, certified transcripts demonstrate that their secondary or higher education was completed in a language other than English. It is the responsibility of the student to provide all necessary untranslated, official documentation to the Department of Modern Languages for verification. No credit will be awarded.
5. Students who are unable to provide the above mentioned certified documentation but who are native speakers of languages other than English may fulfill the second language requirement through proficiency in English by successful completion of the three-semester General Education English composition sequence and by passing an additional English (ENGL) course with a C or better. Students having completed this sequence may apply to the Department of Modern Languages for a waiver of the Second Language requirement.
6. Requests for determination of proficiency in languages not taught at NDSU are considered by the Department of Modern Languages. If a student would like to demonstrate proficiency through testing in a language that is not taught at NDSU, it is his/her responsibility to arrange for such testing. The proficiency test must be completed by a faculty or staff member at a college or university; the evaluator must hold at least a master's degree (in any discipline). The test must evaluate reading, writing, listening and speaking through the fourth semester (intermediate NDSU 202) college level. The student must provide documentation from the evaluator which includes a copy of the test, a letter from the evaluator assessing the level of proficiency, and a statement of the evaluator's credentials, including an explanation of his/her expertise in the language being tested, if the evaluator does not teach that language at the college level. No credit is awarded but proficiency requirement is fulfilled.

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What options are available to meet the B.A. language requirement?

	Native speakers of English	Native speakers of languages other than English
Completion of coursework in any second language at the NDSU 202 level or its equivalent with a grade of C or better.	Yes	Yes
Successful completion of any second language course with a grade of C or better that has the equivalent of NDSU 202 or higher as a prerequisite.	Yes	Yes
English satisfies the B.A. language requirement if official, certified transcripts demonstrate that secondary or higher education was completed in a language other than English.	No	Yes
Successful completion of the three-semester General Education English composition sequence and completion of an additional English (ENGL) course with a C or better.	No	Yes
A language not offered at NDSU may meet the B.A. language requirement if a student can demonstrate proficiency through testing in the language. The testing must meet the requirements as stated in the B.A. Language Proficiency Requirement.	Yes	Yes

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Attachment 3

North Dakota General Education Council

IDENTIFYING CAMPUS AFFINITY FOR THE LEAP ESSENTIAL LEARNING OUTCOMES

NAME _____ CAMPUS _____ DATE _____

As someone who represents your institution on matters of general education, please indicate your campus' interest in and commitment to the LEAP Essential Learning Outcomes (ELOs) for inclusion in the general education program for your students.

Essential Learning Outcomes (LEAP)	Easily Accept (Strong commitment)	Might Accept (Possible commitment)	Problematic Acceptance (Doubtful Commitment)	Comments
Category I				
Knowledge of Human Cultures and the Physical and Natural World				
* Through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts				
Category II				
Intellectual and Practical Skills				
* Inquiry and analysis				
* Critical and creative thinking				
* Written and oral communication				
* Quantitative literacy				
* Information literacy				
* Teamwork and problem solving				
Category III				
Personal and Social Responsibility				
* Civic knowledge and engagement --local and global				
* Intercultural knowledge and competence				
* Ethical reasoning and action				
* Foundations and skills for lifelong learning				
Category IV				
Integrative Learning				
* Synthesis and advanced accomplishment across general and specialized studies				

The LEAP campaign is organized around a robust set of "Essential Learning Outcomes" -- all of which are best developed by means of a contemporary liberal education. Described in *College Learning for the New Global Century* (PDF), these essential learning outcomes, and a set of "Principles of Excellence" (PDF), provide a new framework to guide students' cumulative progress through college. Beginning in school, and continuing at successively higher levels across their college studies, students should prepare for twenty-first-century challenges by gaining each of the ELOs in column one.

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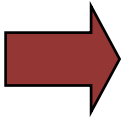
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Attachment 4

Policy 320 Version 7 2-29-2012 ~~6-2-8-12~~ 1-31-2012

Policy Change Cover Sheet

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



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

SECTION: SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

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

The changes to this policy add a provision for childbearing leave that is above and beyond the sick leave policy as well as a section on modified duties.

Provides up to 6 weeks of childbearing leave for certain academic appointees who don't accrue sick leave, and provides for modified duties for academic appointees who become parents, have significant health issues, or have to care for family members with significant health issues.

2. This policy was originated by (individual, office or committee/organization): Office of Equity, Diversity, and Global Outreach. Christina Weber, Commission for the Status of Women Faculty (CSWF); 1/25/11

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

This portion will be complete by Kim Matzke-Ternes

Policy Committee: 05/11/2011 presented to PCC, 10-10-11 presented to PCC; 11/15/11 updated version presented to PCC

University Senate: 11/21/11 routed for input

Staff Senate: 11/21/11 routed for input

Student Government: 11/21/11 routed for input

President's Council: 11/21/11 routed for input

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

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

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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Attachment 4

Policy 320 Version 7 2-29-2012 ~~6 2-8-12~~ 1.31.2012

SECTION 320: FACULTY OBLIGATIONS AND TIME REQUIREMENTS

SOURCE: NDSU President

1. Basic Obligations

Regular faculty appointments carry those responsibilities and privileges traditionally identified with academic positions. While a minimum of specific restrictions are imposed on the activities of a faculty member, they are under obligation to render to the University the most effective service of which they are capable. Moreover, they are expected to increase their depth and range of competency with increased length of service. All members of the faculty have a responsibility to develop their professional proficiency.

Faculty member obligations fall into these four broad areas: (1) academic instruction, (2) research and other scholarly activities, (3) administrative and related duties, and (4) professional service to communities. Primary responsibilities for most appointees include the functions of teaching and research.

These broad statements of faculty responsibility mean that faculty members are accountable to the University during the term of their appointment (including summer school appointments) for all necessary or appropriate teaching, research, administrative, and service obligations. More specifically, this means that faculty members are obligated to meet all their scheduled classes, to schedule and be available for a reasonable amount of consultation hours in their office, and to attend scheduled meetings that are related to their professional obligations.

2. Office Hours

Faculty members are considered professional personnel responsible for accomplishing the tasks for which they are employed. Faculty members are responsible for making time available for student conferences and are expected to post a listing of office hours.

3. Annual Leave

While nine-month faculty members thus have considerable flexibility in scheduling and fulfilling these professional obligations, they should not regard as automatic vacations all those periods when University classes are in recess. It should be clearly understood that there is no formal **annual leave** policy established for faculty whose regular term of employment is less than 12 months either by the State Board of Higher Education or by the University, other than the obvious fact that all faculty members are entitled to take the holidays defined by the State of North Dakota for state institutions. This should not be interpreted to mean that nine-month faculty members are obligated to work from 8:00 AM to 5:00 PM on all other days of the academic year, just as it would be inappropriate to assume that

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faculty members are excused from all academic responsibilities during the breaks provided for students. Instead, the guiding principle should be the more flexible requirement of professional obligation and accountability referred to above.

4. Sick Leave

This same philosophy prevails at NDSU with regard to sick leave for faculty whose regular term of appointment is less than 12 months. Although there is no formal sick leave policy or provision for such faculty, the understanding is that they have the opportunity to reschedule their commitments or make appropriate voluntary arrangements with their colleagues during times when sickness makes it impossible or unwise for them to meet their professional obligations. This does not guarantee any certain amount of paid sick leave hours or days to faculty members whose regular term of appointment is less than 12 months, but the flexibility it provides seems to meet the needs of most faculty members. Where extended illness or disability is involved, however, the amount of such informal sick leave shall be limited to a maximum of two weeks for each year of academic service to NDSU, unless an exception is ~~authorized~~ approved by the Provost ~~and Vice President for Academic Affairs~~. In any event, the University's TIAA-CREF disability insurance provides salary benefits after six months of disability.

5. Childbearing Leave

~~A~~Academic appointees (tenured and tenure-track faculty, professors of practice, and senior lecturers) with less than twelve-month appointments who give birth are eligible for childbearing leave during the period of medical disability. This is a temporary leave from all duties without reduction in pay during the time the faculty member is temporarily disabled because of pregnancy and childbirth. Childbearing leave begins on the actual delivery date and ends six weeks after (including university breaks), although individual circumstances may require extending this period. Any extension beyond six weeks (before and after delivery) ~~may~~ shall require medical certification from the attending physician or midwife and is ~~authorized~~ approved by the Provost ~~and Vice President for Academic Affairs~~. Unpaid leave that extends beyond the period of medical disability is available through FMLA. Eligibility for childbearing leave begins upon hiring.

6. Modified Duties

6.1. Who is eligible: An academic appointee (tenured and tenure-track faculty, professors of practice, and senior lecturers) who 1) becomes a parent through childbirth, adoption, ~~or~~ and foster placement of a child (as defined by the Family ~~federal~~ Medical Leave Act (FMLA) 2) has a health condition that makes them unable to perform their regular duties but does not necessitate a reduction in workload, or 3) who will be caring for a child, spouse/partner or parent who has a serious health condition (as defined by FMLA). Additional modifications for longer-term conditions may be made in accordance with the Americans with Disabilities Act and NDSU Policy 100.1.

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6.2. Definition: “Modified duties” means a change to duties and goals without reduction of salary for a limited period of time. A person taking “modified duties” will still be at a 100% workload and 100% salary; however the nature of the responsibilities for this time period will be adjusted. Modified duties will include a revision of workload for up to the equivalent of a semester (e.g., release from or reassignment of teaching courses, committee assignments, advising, or alteration of research duties). When a period of modified duties immediately follows childbearing leave, ~~that period may be extended~~ the modified duties may be extended to the end of a semester to accommodate teaching schedules as necessary. Modified duties must conclude within 12 months of a birth or adoption.

6.3. Process: Modified duties, goals, and duration will be negotiated by the individual requesting modified duties with the department chair/head and approved by the dean. If agreement cannot be reached between the faculty member, the department chair/head, and the dean, the negotiation will advance to the Provost.

6.4. Performance evaluation: Faculty members who use the modification of duties and goals must still submit an annual report when it is due in their department. The time period in which duties were modified, as well as the specific modifications in place, must be included in the annual report. The report must also include the agreed upon goals and a statement about how those goals were accomplished, but must not disclose confidential medical information. Those reviewing and evaluating the document should take this into account and adjust expectations accordingly. Acceptance of Modified modified duties does not change the candidate’s responsibility for meeting the department’s PTE standards by the end of the probationary period, whether that period has been extended or not. A period of modified duties is not a necessary condition for an extension of the tenure probationary period. A period of modified duties also does not require that the individual extend the tenure probationary period.

HISTORY: November 28, 1989; Amended January 1998, December 2002, October 2007

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Attachment 5

Ad Hoc Committee to Review Policy 332 (Course Assessment and Instruction)

Canan Bilen-Green (EA & CSWF)

Ed Deckard (AFSNR & CSWF)

Katie Gordon (SM)

Donald Miller (PNAS)

Chris Ray (HDE)

Chanchai Tangpong (CoB)

Verena Theile (AHSS)

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Attachment 6

Ad Hoc Committee to Study and Recommend Budget Committee Models

Peggy Andersen (CoB)

Mark Engler (AHSS)

Gerry Macintosh (CoB)

Jane Schuh (AFSNR)

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Attachment 7

As you know, the SBHE did not vote affirmatively for our .5% tuition increase. As shared with them prior to the vote, the roughly \$400,000-\$450,000 which that .5% represents would have to be taken from core academic programs and services if not funded. In light of their vote, we face the unfortunate situation of needing to identify those resources from current operating budgets.

As discussed with you at Cabinet, I would appreciate the recommendations of your respective senates regarding what I'll refer to as the "principles" for identifying the resources. My hope is that you will by rank order recommend the principles by which University administration should identify subsequent specific resource rescissions. In other words, I am not asking you to take responsibility for identifying specific things to cut but rather simply recommend the best approach to doing so. As you will note below, there are several categories with options within. I'd appreciate your ranking your recommendations for the rescission options from "most appropriate" to "least appropriate," (1-9; 1 representing most appropriate). Due to involved timelines and related requirements, please respond within the following two weeks (by Friday, March 16, 2012).

- I. Human Resources
 - a. Eliminate (currently filled) personnel/positions
 - b. Eliminate (do not fill) vacant positions
- II. Budgets
 - a. Reduce academic program and service operating budgets on an even pan-university basis
 - b. Reduce academic program and service operating budgets on a targeted/selective basis
- III. Services/Charges
 - a. Create University "charge-back" rates to academic programs and services (e.g. maintenance, accounting, etc.)
 - b. Decrease university services provided to academic programs and services
- IV. Organization
 - a. Selectively eliminate or reduce academic programs and/or services (e.g. majors/departments, library hours/services, etc.)
 - b. Selectively consolidate academic programs and/or services (e.g. combine majors, departments, etc.)
 - c. Selectively consolidate academic program and/or service administration (e.g. combine major or department head positions)

Should you have any questions or need consultation on doing so, please work with Provost Rafert. Thank you for your time and consideration with the above.

Dean Bresciani

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Attachment 8

Principles to Guide Academic Budget Cuts NDSU Faculty Senate Executive Committee March 5, 2012

The faculty senate executive committee believes that funding for academic programs and services should not be cut; such cuts should come from areas of the university that do not directly impact NDSU's academic mission.

If cuts to core academic programs and services must be made, they should

- have the lowest impact possible on students, faculty, and staff
- strengthen rather than weaken the academic mission of the university
- be data-driven
- maintain core academic programs across the university (e.g. General Education)
- coincide with NDSU's mission as a student-focused, land grant, research university
- address the immediate problem rather than setting a precedent we cannot sustain in the future
- not affect professional accreditation

Process: The faculty senate executive committee requests that faculty have further input and participation in the development and application of the guiding principles above.

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April 16, 2012

The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: B. Aly Ahmed, M. Abdelrahman, E. Berg, A. Bezbaruah, P. Biga, J. Bitzan, S. Brotherson, T. Stone Carlson, C. Ciuperca, A. Denton, T. DeSutter, M. Eighmy, M. Engler, K. Gordon, R. Gordon, G. Gramig, D. Grandbois, J. Harmon, L. Helstern, S. Jayaraman, J. Jones, R. Jones, J. Kong, G. Liguori, K. Maddock Carlin, L. Manikowske, M. Patnode, C. Pearson, B. Pruess, S. Pryor, Y. Rhee, K. Rodgers, A. Rupiper Taggart, C. Ulven, C. Weber, M. Weber, A. Welch, Q. Zhang, and S. Zhong

Substitutions: S. Rahman for X. Jia, A. Akyuz for J. Knodel, and S. Travers for K. Lepper

I. Approval of Minutes

MOTION (Pryor/Pruess): to approve the minutes of the March 19, 2012, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

II. Consent Agenda

- A. Academic Affairs Report ([Attachment 1](#))
- B. Senate Coordinating Council
For Information Only:
 - 1. Policy 350.1: Board Regulations On Academic Freedom and Tenure; Academic Appointments ([Attachment 2](#))
 - 2. Policy 811: Allowable Cost Policies – Subcontracts ([Attachment 3](#))

MOTION (Welch/Helstern): to approve the Consent Agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

III. General Announcements

- A. NDSU Provost –

J.B. Rafert announced the following:

- 1. *Vice President for Information Technology Search* - The VPIT search has been suspended in an effort to help make up the budget deficit. There was a tremendous applicant pool and it is hoped that time and resources will allow the search to be reopened, possibly by next fall. If the search continues, the current candidates will be contacted to see if they are still interested. The search was further complicated by very fluid state discussions and plans for IT, including Lecture Capture, Blackboard, ImageNow, and the new IT building in Grand Forks. Marc Wallman has agreed to stay on as interim vice president.
- 2. *Merit Increases* – According to state guidelines, the anticipated average increase for salaries will be 3%. However, with no increase in tuition this year, promotional bonuses will come out of the same source that funds salary increases, but will be distributed appropriately between colleges. As such, actual salary increases may be slightly less than 3% to accommodate such bonuses. Vice President Bollinger has devised a method to develop a future funding source from which promotion bonuses will be paid and to which promotion bonuses return when faculty retire or leave the university.
- 3. *Student Success Tuition Model* – President Bresciani presented to the SBHE and received approval to implement a new tuition model at NDSU beginning fall 2012. The Student Success

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Tuition Model was developed out of a study looking at graduation rates and average credit loads of NDSU students as well as the defined standard credit load for full-time undergraduate students. The new model will base full-time tuition on a standard credit load of 15 credits, which will be assessed to all full-time students starting at 12 credits. The rate charged to full-time students will not change, but recalibrates the definition to the 15-credit per credit rate. This new tuition model is designed to reduce student time to degree completion, reduce student debt and improve student success through retention.

- a. Senators expressed concern about funding for extra sections and class capacities if students will take more credits per term. It was explained that the average credit load of NDSU students currently is 14.5, so the impact will be minimal. Also, the funding buffer for extra needs has been reduced, but that VP Bollinger is developing a plan to allocate funds directly to departments that would accommodate extra sections and instructors. We currently are near historic levels with applications to university for the coming academic year.
4. *Library and Information Technology Funding* – Currently, the budgets for IT and the Library are feeling the greatest impacts, and it is hard to address their financial problems due to changes in states policies and systems and no tuition increase for the coming year.

B. President of Faculty Senate -

G. Totten provided the following announcements:

1. *President-elect* - Elections will be held at the May Faculty Senate meeting. The only requirement is that the candidates must have served at some point in time as a senator (current senator status not required).
2. *Parliamentarian* – A parliamentarian is needed for 2012-13 academic year. This is a good opportunity for assistant professors or anyone else wanting to learn more about Faculty Senate or to get involved in the Senate.
3. *Council of College Faculties* – Replacement representatives are needed on the CCF to represent NDSU on the statewide faculty group to the SBHE. Faculty may nominate themselves or someone they know for this role. The committee meets monthly, typically via Wimba.
4. *Standing Committee on Faculty Rights* – SCoFR is need of a tenured full professor to serve a 5-year term. This committee works with grievances related to tenure, among other responsibilities (see full committee description in [Faculty Senate Bylaws](#)). The election will take place before the end of the semester. Interested individuals may be referred to Totten. Because of summer activity related to grievances, the terms start and ends in August.
5. *Academic Freedom Policy* – The Faculty Affairs Committee has been working on an academic freedom policy, and plans to present a draft at the May Senate meeting.
6. *Faculty Benefits* – HR/Payroll is planning to develop a survey as a follow-up to the presentation and feedback received on faculty benefits at an earlier Senate meeting. Interested faculty members should contact Totten to assist HR/Payroll staff in developing this survey.

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C. President Elect of Faculty Senate –

T. Stone Carlson reported:

1. Interested faculty are encouraged to run for president-elect of Faculty Senate.
2. *Birth Control Legislation on Insurance Coverage* – There is a need for better policies related to benefits for NDSU employees. NDPERS does not cover birth control and it was hoped that, beginning August 1, the new insurance benefit would kick in. However, recent negotiations allow companies to implement a grand-fathering clause to not cover birth control if that has been their practice. NDPERS plans to apply for that exception and NDSU employees may consider challenging this.

D. President of Staff Senate –

D. Dallmann reported:

1. Many nominations were received for staff recognition awards this year.
2. The Gunkelman award recipient will be announced soon.
3. Staff Senate will be holding a raffle to raise money for student scholarships since no extra funds were raised this year due to the cancelation of the Valentine's Ball.
4. New staff senators will begin their roles in early May. LaDonna DeGeldere is the new Staff Senate president and will represent that body at future Faculty Senate meetings.

Totten acknowledged Dallman for her dedication, hard work and collaboration with Faculty Senate over the past year.

IV) Senate Committee Reports

A. College of Council Faculties -

L. Peterson announced the following:

1. A statewide *Non-Traditional No More* task force is collecting data on and plan to develop marketing and recruitment strategies for students who have completed a large percentage of their degree requirement but never earned a degree.
2. *Maximizing Results through Efficiencies* – The SBHE charge to campuses regarding low enrollment courses and programs has raised many questions and few details have been shared with faculty. Evidently, three year averages of graduates in programs will be considered. Senators questioned timeline and differentiation between undergraduate and graduate programs.
3. TIAA/CREF contributions were discussed (HR/Payroll later confirmed that the retirement contributions involve a separate process from the 3% pool provided for salary increases by the legislature.)

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B. Academic Affairs Meeting –

Brunt presented an addendum to the Academic Affairs report, which included courses and programs ([Attachment 5](#)).

MOTION (Biga/Liguori): to approve the Academic Affairs report as presented and distributed.
MOTION CARRIED WITH UNANIMOUS CONSENT.

V. State of the Library Presentation ([Attachment 6](#))

M. Reid, Dean of Libraries, presented on state of the library and its funding situation.

After the presentation, senators questioned why the subject of library resources is not a *Maximizing Results through Efficiencies* item. Group buying agreements exist with UND and other regional institutions. More joint purchases are being planned with UND for nature publications, and joint purchases often based on per FTE counts. It was further explained that NDSU does not duplicate other regional campuses much, but there is some duplication on basic subscriptions. Regarding benefactor potentials, the Development Foundation has been approached in past, but no interested donor expressed interest to date. Concern also was expressed over impacts to researchers and grants. Dean Reid indicated that Interlibrary Loan will remain an option, but that frugality is needed with that agreement as well (go to free providers first). NDSU is primarily a net borrower and it should be a net lender based on research collections.

VI. Lactation Support Group Presentation ([Attachment 7](#))

D. Kvanvig-Bohnsack, College of University Studies, and N. Smith Carlson (Department of English) presented on the campus efforts to promote more options and a better environment for breastfeeding mothers.

The goal is for NDSU to establish and maintain a lactation support system for employees and students based on the cost and benefits for mother and baby, and productivity for employer. Senators are encouraged to support and help promote these efforts and benefits.

VII. Unfinished Business

- Maximizing Results Through Efficiencies Oversight Committee Schedule ([Attachment 4](#))

Totten reported that concern has been expressed by campuses regarding the aggressive schedule for implementation of the various items and the minimal input faculty has had to date on this agenda. Discussions will continue and updates will be provided as they become available. The CCF will discuss this further at its upcoming meeting as well.

VIII. Adjournment

Meeting adjourned at 5:10 p.m.

Submitted,

Kristi Wold-McCormick, Secretary
Faculty Senate

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

April 16, 2012

Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Courses							
Subject	No.	Title					Crs.
BIOC/BIOL/ PHYS	303	The Science of Learning					1
CE	464/ 664	Advanced Soil Mechanics					2
EMGT	435	Issues in Homeland Security and Emergency Management					3
HIST	630	Prairie Earth, Prairie Homes: A Field School					3
MIS	413	MIS Service Internship					3
MPH	704	Leading and Managing Public Health Systems					3
MPH	710	Health Care Systems					3
MPH	720	Environmental Health					3
MPH	743	Ethics in Public Health					1
MPH	751	Essentials in Epidemiology					3
MUSC	481	Instrumental Music Methods					2
MUSC	482	Choral Music Methods					2
MUSC	483	Elementary Music Methods					2
STAT	469/ 669	Introduction to Biostatistics					3
STAT	471/ 671	Introduction to R Language					3
STEM	709	Designing Technology-infused Learning Environments in Higher Education					3
Uniform	799S	Clinical Dissertation					1-15
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ABEN	458/ 658	Food Process Engineering	3	ABEN	458/ 658	<i>Process Engineering for Food, Biofuels and Bioproducts</i>	3
CE	489	Senior Design	2	CE	489	Senior Design	3
COMM	242	Advanced News Photography	3	COMM	330	Advanced News Photography	3
MUSC	181	Applied Upper Strings	1	MUSC	170	Applied Upper Strings	1
MUSC	182	Applied Lower Strings	1	MUSC	171	Applied Lower Strings	1
MUSC	183	Applied Guitar	1	MUSC	172	Applied Guitar	1
MUSC	281	Applied Upper Strings	1	MUSC	270	Applied Upper Strings	1
MUSC	282	Applied Lower Strings	1	MUSC	271	Applied Lower Strings	1
MUSC	283	Applied Guitar	1	MUSC	272	Applied Guitar	1
MUSC	381	Applied Upper Strings	1	MUSC	370	Applied Upper Strings	1
MUSC	382	Applied Lower Strings	1	MUSC	371	Applied Lower Strings	1
MUSC	383	Applied Guitar	1	MUSC	372	Applied Guitar	1
MUSC	481	Applied Upper Strings	1	MUSC	470	Applied Upper Strings	1
MUSC	482	Applied Lower Strings	1	MUSC	471	Applied Lower Strings	1
MUSC	483	Applied Guitar	1	MUSC	472	Applied Guitar	1
RNG/ NRM	454/ 654	Wetland Resources Management	3	RNG/ NRM/ SOIL	454/ 654	Wetland Resources Management	3
New Special Topics							
PHRM	499	Interprofessional Health Care Practice					3

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Attachment 1

For information only:

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

Subject	No.	Title	Prerequisite/Corequisite Change
ABEN	110	Introduction to Agricultural and Biosystems Engineering	Prereq: MATH 103 or MATH 107
ABEN	484	Drainage and Wetland Engineering	Prereq: CE 309 or SOIL 433
CJ/POLS	325	Applied Research Methods	Coreq/Prereq: STAT 330
CM&E	212	Construction Graphic Communications	Req: CM&E Major
CM&E	260	Soils and Foundations	Req: Construction Management Major, accepted into Professional Program
EMGT	463/ 663	Voluntary Agency Disaster Services	Change in Bulletin Description Prereq: EMGT 101
EMGT	763	Response Theory and Practice	Change in Bulletin Description
HDFS	705	Quantitative Methods in Developmental Science	Req: Graduate Standing in HDFS or Developmental Science
MATH	103	College Algebra	Change in Bulletin Description
MATH	147	Applied Calculus II	Change in Bulletin Description
MUSC	175	Pronunciation for Singers II	Change in Bulletin Description
BA/BS degrees in Criminal Justice and Political Science -selective admission criteria for professional program standing			

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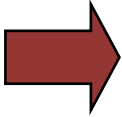
April 16, 2012

Attachment 2

Policy 350.1 Version 1 3/21/2012

Policy Change Cover Sheet

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



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

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

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

- *Revised section 1.13.iii to reflect changes in Faculty Senate Constitution*

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

- *Gary Totten, Faculty Senate, 3/21/2012*

- *gary.totten@ndsu.edu*

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

This portion will be completed by Melissa Lamp

Senate Coordinating
Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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

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

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North Dakota State University Policy Manual

SECTION 350.1

BOARD REGULATIONS ON ACADEMIC FREEDOM AND TENURE; ACADEMIC APPOINTMENTS

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

1. General Principles

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

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

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

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

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

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

3. General Procedures

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

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

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

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

- b) The criteria for tenure evaluation and continuing evaluation of probationary and tenured faculty shall include scholarship in teaching, contribution to a discipline or profession through research, other scholarly or professional activities, and service to the institution and society. Institutions may adopt additional criteria. The regulations defining these criteria shall be consistent with the nature and mission of the institution.
 - 1. Institutions shall establish various tenure "plans" appropriate to the diverse missions of individual institutions, designed to encourage emphasis on research, scholarship in teaching (including, for example, utilization of technology in teaching and innovative teaching methods), service (including, for example, technology transfer and economic development) and other areas of emphasis. Institution regulations shall include guidelines for determining weight to be given each of the criteria for tenure evaluation

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and continuing evaluation. The guidelines shall provide for varying emphasis on the enumerated criteria based upon the faculty member's plan, the needs of the institution and the background, abilities and interests of the faculty member.

2. Tenured and probationary faculty contracts shall identify the faculty member's tenure plan and describe the faculty member's duties and goals. The contracts shall specify the weight to be given the criteria for evaluating performance. The contract provisions shall be reviewed and, when appropriate, revised as a part of the faculty member's periodic evaluations.

- c) Eligibility for tenure requires a probationary period of six years of continuous academic service to the institution, during which the faculty member is evaluated at least annually according to an evaluation process designed to foster continuous improvement. The term may be extended beyond six years or the continuous service requirement may be waived in exceptional circumstances. Institutions shall establish procedures for granting extensions or waivers of the continuous service requirement in exceptional circumstances, which must include maternity or parental leave and appropriate accommodations for faculty members with disabilities. Institution procedures may define additional exceptional circumstances including, for example, family emergencies or extended illness.

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

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

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

- a) PROBATIONARY APPOINTMENTS are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service, excluding extensions to the term or exceptions to the continuous service requirement granted in exceptional circumstances.
1. An individual with previous professional experience may, at the discretion of the institution, be given tenure credit not to exceed three years for this experience, with such credit to be regarded as academic service to the institution for the purpose of these

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regulations. The faculty member shall be informed in writing of this policy and the institution's decision prior to or at the time of appointment.

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

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

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

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

1. The following persons are not eligible for tenured appointment:

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

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

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

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in a discipline or profession gained through research, scholarly or professional activities, or service.

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

- c) SPECIAL APPOINTMENTS do not involve either tenure credit or status. Special appointments are all appointments except tenured or probationary appointments, including:
 - 1) Courtesy adjunct appointments awarded in accordance with Board policy to professional people who contribute to the academic or research program of the institution;
 - 2) Visiting appointments for people holding academic rank at another institution of higher education;
 - 3) Appointments of retired faculty members on special conditions;
 - 4) Initial appointments supported wholly or partially by other than state appropriated funds;
 - 5) Appointments clearly limited to a brief association with the institution, as defined by the institution;
A brief association, as defined at NDSU, will be a maximum duration of six consecutive years. Exceptions to this policy must be approved by the chair, dean and the Provost/VPAA.
 - 6) Terminal appointments given with notice of non-renewal to faculty members who were previously on probationary appointment. A terminal appointment with notice of nonrenewal must be given to a faculty member no later than the end of the sixth year of probationary appointment if the decision is made to deny tenure;
 - 7) Part-time faculty;
 - 8) Lectureship appointments, which shall be for performance of specifically assigned academic duties only, without general faculty responsibilities;
Lecturers provide the services defined in the letter of appointment, which are generally limited to teaching specific courses or advising a certain number of students; participation in faculty governance is not provided for. These appointments are compensated and may be for one or two semesters at a time. Full-time lectureship appointments are considered temporary. Service beyond a total of six consecutive years requires a written justification by the department and approval by the dean and the Provost/VPAA.

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A Senior Lecturer appointment is also available for academic staff of distinguished merit and ability when a probationary faculty appointment is either inappropriate or unavailable. Factors to be considered in awarding a Senior Lecturer appointment include the academic degree and years of experience of the candidate, as well as the level of courses taught and the quality of instruction. Although senior lecturers may be expected to participate in college activities and committees, they are not eligible for governance activities or committee assignments provided for the University's faculty by its Constitution or Bylaws. Senior Lecturers shall be appointed annually (or for a longer period with the approval of the Provost and Vice President for Academic Affairs) at a salary appropriate for their qualifications, responsibilities and department.

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

9) Graduate teaching assistant appointments.

10) Postdoctoral fellowships and clinical appointments; and

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

12) Research Professorships

- i. **Research Professorships** shall be for faculty members whose primary function is research in a position that is supported entirely by extramural funding. Research Professorships are offered to individuals with experience and scholarly qualifications comparable to regular faculty members at the same rank. Thus, the appointments may be made at the levels of a) Research Assistant Professor, b) Research Associate Professor, or c) Research Professor. Research Professorships shall be hired using existing university policies and guidelines, and the appointment must be associated with an academic department and/or a research unit within an academic department. It may, however, be made in one or more departments. If the appointment is a joint appointment between two units, the appointment must exceed 50% in one of the units, and the Chair/Head in the majority unit would take primary responsibility for annual evaluations.
- ii. The duration of the appointment is based upon extramural funding. Research Professorships neither carry tenure nor are eligible for tenure.
- iii. The position is typically 100% research. No teaching or university service is expected, but professional service (e.g., reviewing submissions; presenting at conferences) is an inherent responsibility of the position. Departments may have different

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expectations concerning the role that the appointee plays in departmental service activities (e.g., attending the departmental meetings, voting on departmental issues). Research Professorships will not typically involve formal classroom teaching. In rare cases in which a Research Faculty is considered for a teaching assignment, a separate part-time teaching appointment is required, and the Research Faculty should reduce their research effort accordingly. All non-research activities are, of course, subject to constraints imposed by the funding agencies providing support for the primary appointment.

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

13)Professor of Practice

- i. The designation, Professor of Practice, shall be for faculty members whose primary function is to teach in their academic discipline and carry out other responsibilities assigned at the discretion of the department or college, including apportionment of their time to service and/or other professional responsibilities. Appointments at the Assistant, Associate, and Full Professor of Practice are based on academic qualifications, as describe below.
 - a) **Assistant Professor of Practice.** For appointment as Assistant Professor of Practice, candidates must have a terminal degree or equivalent professional experience, and demonstrated professional or industrial/business experience. The length of appointment may be 1-3 year, renewable every year upon satisfactory performance

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of assigned responsibilities, the majority of which will be instructional activities and practice.

- b) **Associate Professor of Practice.** For appointment as Associate Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of leadership in instructional activity in academic or professional instruction that has had a significant impact on the department, college, university, or profession. The length of appointment may be 1-4 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.
 - c) **Professor of Practice.** For appointment as Professor of Practice, candidates must have a terminal degree or equivalent professional experience, evidence of contributions to advancing learning in the field (i.e. national visibility in dissemination of instructional methods and/or materials, successful grant funding for instructional activities/innovations, leadership in professional organizations.) The length of appointment may be 1-5 years, renewable every year upon satisfactory performance of assigned responsibilities, the majority of which will be in instructional activities and practice.
- ii. Departments may have different expectations concerning the role that the appointee plays in departmental service activities (e.g., attending departmental meetings, voting on departmental issues). ~~Professorships of Practice are not counted for the purposes of determining unit representation for University Governance.~~ The appointee's role in graduate education shall be governed by the department and by the existing policies of the Graduate School. An annual written evaluation will be completed by the department Chair/Head.
 - iii. The position of Assistant, Associate, or Professor of Practice neither carries tenure nor eligibility for tenure, though promotion is possible through ranks, based on time in rank and satisfactory evaluation of assigned responsibilities. Promotion is initiated via a departmental recommendation. The recommendation is signed by the College's Promotion, Tenure and Evaluation Committee, by the Dean, and by the Provost and Vice President for Academic Affairs. Typically, the promotion cannot be achieved until the candidate has spent a minimum of five years in rank. Promotion shall be based primarily on demonstrated success in instructional activities and other assigned responsibilities.
 - iv. A faculty of practice member is eligible to apply for a tenure-track position. Upon recommendation by the chair, dean and the Provost and Vice President for Academic Affairs, up to 3 years prior experience in a Professorship of Practice can be counted toward tenure probation.
5. The general terms and conditions of appointment shall be provided the appointee in a written contract. The contract shall state whether the appointment is probationary, tenured or special. The term of a contract, except contracts made pursuant to paragraph 4(c)(11), shall generally not exceed one year. A multiple-year contract must be subject to termination upon discontinuance of the program in which the faculty member is employed, non-appropriation or loss of funds, or other financial exigency.

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For faculty on nine- or ten-month contracts covering the traditional academic year (generally, August to May), institutions shall not later than June 30 each year, provide notice of renewal terms with a contract, agreement or appointment letter to be signed by both parties. Absent good cause or agreement extending or establishing a different deadline, faculty must sign and return a contract or other document indicating acceptance of contract terms not later than July 20. Institutions shall establish procedures providing that failure to return a signed contract or other document indicating acceptance of contract terms by July 20 constitutes a resignation resulting in termination of employment, effective July 20, except for good cause shown by the faculty member or unless the institution has granted an extension. Prior to the end of the spring semester each year, institutions shall provide notice to faculty summarizing the process and deadlines for contract renewal, including information on extending deadlines to accommodate faculty who may be traveling or not able to readily receive and respond to communications during summer months.

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

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

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

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

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

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HISTORY:

Replaces portions of Policy 605 SBHE Minutes April 25, 1995 pg 6554

Amended April 25, 1995

Amended July 1, 1996

Amended January 1997

Amended June 1997

Amended February 2001

Amended October 2001

Amended August 2003

Amended October 2005

Amended October 2007

Amended December 2008

Amended December 19, 2011

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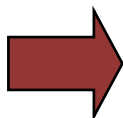
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Attachment 3

Policy 811 Version 1 032112

Policy Change Cover Sheet

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



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

ION: **811 – Allowable Cost Policies - Subcontracts**

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

- *Provides additional detail in the process of proposing and awarding subcontracts to sponsored programs. Removes statements that such contracts need approval by University General Counsel.*

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

- *Sponsored Programs Administration and Office of Grant and Contract Accounting*
- *Karen Hendrickson, Director, Grant and Contract Accounting*
- *Karen.hendrickson@ndsu.edu*
-

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

This portion will be completed by Melissa Lamp

Senate Coordinating
Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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

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

Faculty Senate Minutes

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North Dakota State University

April 16, 2012

Attachment 3

Policy 811 Version 1 032112

North Dakota State University Policy Manual

SECTION 811

ALLOWABLE COST POLICIES – SUBCONTRACTS

SOURCE: NDSU President

1. A ~~Subcontract~~UBCONTRACT is a formal written agreement issued by NDSU for the performance of a portion of an NDSU sponsored project which will be performed by the subcontractor's personnel utilizing its own resources and facilities. A subcontract is only issued for the performance of Substantive Programmatic Work. A Subcontract can be issued to another educational institution, a laboratory or a private entity, either for-profit or non-profit. ~~the establishment of a written agreement whereby a sponsored project is carried out by the grantee and one or more cooperating institutions that are separate legal entities independent of the grantee.~~
 2. ~~Substantive~~UBSTANTIVE ~~Programmatic~~ROGRAMMATIC ~~Work~~ORK ~~are~~is a portion of the sponsored project's activities in which ~~the subcontractor has responsibility for decision making and contributes to the scholarly/scientific conduct of the sponsored project.~~are a primary part of the agreement and/or a significant portion of the activities to be conducted under the agreement. NDSU will not issue a Subcontract for routine service work or for goods or services which are commonly provided in the course of the third-party organization's operations.
 3. Under federal guidelines, none of the ~~S~~substantive ~~P~~programmatic ~~W~~work under a grant, ~~contract~~ or ~~cooperative~~other agreement may be subcontracted ~~to a third-party or transferred~~ without prior approval of the Federal sponsoring agency.
 4. Under nonfederal ~~sponsored projects~~sponsored programs, NDSU's prime award and the ~~sponsor's prime agency's~~ guidelines must be reviewed ~~to determine whether a Subcontract can be issued for any Substantive Programmatic Work.~~for any restrictions regarding subcontracts before a subcontract is executed.
 5. All arrangements for the conduct of activities that are subcontracted shall be formalized in a written contract between NDSU and the third-party. The agreement must state the activities to be performed (Statement of Work), the time schedule, the prime ~~agreement~~award's terms and conditions ~~policies and requirements~~ that are applicable to the subcontractor, ~~other policies and procedures to be followed,~~ the maximum amount of money for which NDSU may become liable to the third-party under the agreement, ~~and~~ the cost principles ~~which will~~to be used in determining allowable costs (~~for in the case of~~ cost reimbursable-type contracts), ~~and any other applicable terms and conditions.~~
- ~~Any such contracts must be reviewed by the University's General Counsel.~~
6. No NDSU employee, officer or agent shall participate in the selection, award or administration of a Subcontract in which there is any potential or actual conflict of interest unless such conflict is disclosed and managed pursuant to NDSU Policy Section 151.1. ~~in which University funds are used~~

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Policy ~~811~~ Version ~~1 032112~~

~~whether such funds are federal, state, or private, where to the individual's knowledge, the individual or the individual's immediate family or partners, have a financial interest in or with the contracting party with whom the individual is negotiating or has any arrangement concerning prospective employment. "Immediate family" includes the individual's spouse, lineal descendants (children, etc.) parents and grandparents, sibling and their lineal descendants.~~

- ~~7. Subc~~Contracts shall be made only with responsible ~~third-partiescontractors~~ who possess the potential ability to perform successfully under the terms and conditions of a proposed ~~projecteurement~~. Consideration shall be given to such matters as ~~contractor~~-integrity, record of past performance, financial and technical resources, and/or accessibility to other necessary resources.
8. The ~~Office of Sponsored Programs Administration Office of Grant and Contract Accounting~~ will assist the investigator in preparing the documentation necessary for any subcontracting ~~arrangementgreement, negotiate and execute all Subcontracts.~~
- ~~9. All agreements must be reviewed and approved by the Office of Grant and Contract Accounting and the Office of Sponsored Programs Administration before execution.~~
- ~~10-9.~~ When budgeting for a ~~S~~subcontract in a proposal, the investigator shall include the ~~S~~subcontract ~~value -should be shown~~ as a single line item of direct cost. ~~A~~The ~~S~~subcontract budget should be attached to the total proposal budget along with a budget justification, a Statement of Work, and a letter documenting the third-party's commitment to the project.
- ~~11-10.~~ All invoices ~~for payments undersubmitted under executed~~ ~~S~~subcontracts should be submitted to the Office of Grant and Contract Accounting ~~for payment~~. The Office of Grant and Contract Accounting will review the invoice for compliance with the terms of the Subcontract agreement and prepare an Accounts Payable Voucher. The Accounts Payable Voucher will then be sent to the Principal Investigator for certification of the work performed as set forth below. The Accounts Payable Voucher should then be returned to the Office of Grant and Contract Accounting for processing.
- ~~12-11.~~ All Accounts Payable Vouchers ~~forte~~ ~~S~~subcontract ~~paymentsors~~ will include a certification statement to be signed by the ~~iPrincipal~~ Investigator verifying as follows:

"I HAVE REVIEWED AND APPROVED THE WORK PERFORMED BY (name). I FOUND THE WORK TO BE SATISFACTORY AND IN ACCORDANCE WITH THE ESTABLISHED TERMS AND CONDITIONSPOLICIES OF THE CONTRACT AGREEMENT."
- ~~13-12.~~ The initial \$25,000 of payments ~~each fiscal year~~ under a subcontract agreement should be coded Account 624010. Accumulated payments in excess of \$25,000 ~~each fiscal year~~ should be coded Account 624005.

HISTORY:

New	July 1990
Amended	April 1992
Amended	August 2007
Amended	October 2007

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Policy 811 Version 1 032112

No NDSU employee, officer or agent

shall participate in the selection, award or administration

of a contract in which University funds are used, whether such funds are federal, state, or private,

-where to the individual's knowledge, the individual or the individual's immediate family or partners,

-have 1 a financial interest in or with the contracting party with whom the individual is negotiating or has 2 any arrangement concerning prospective employment.

"Immediate family" includes the individual's spouse; lineal descendants (children, etc.); parents and grandparents; and siblings and their lineal descendants.

No Subcontract shall issue without a prior conflict review determination, to any third-party wherein a potential beneficiary of such Subcontract would be an investigator, co-investigator, other project personnel or any any of their Immediate Family.

No Subcontract shall issue in violation of any other NDSU policy, including Policy 151 External...

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Efficiencies Oversight Committee As of March 20, 2012

(Oversight Committee dates subject to change based on committee members availability)

DATE	MEETING	ACTION	STAFF	STATUS
11/5/11		SBHE President releases draft document to SBHE and Chancellor's Cabinet		
11/7/11	Chancellor's Cabinet meeting	SBHE President and Vice President meet with Chancellor's Cabinet to review draft		
11/23/		SBHE President releases revised draft document		
11/30/11	Chancellor's Cabinet meeting	SBHE President meets with Chancellor's Cabinet to review draft and seek input		
1/6/12		Additional campus feedback provided through chancellor		
1/12/12		Draft proposal revised, based on feedback		
1/19/12	SBHE Meeting	Final proposal presented to and approved by the SBHE		
1/25/12		SBHE project oversight committee appointed (Shaft, Diederich and Hjelmstad)		
2/22/12	Oversight Committee meeting	1. Receive status report from staff on project(s) status; 2. Discuss process; 3. Review and/recommend for approval low-enrollment review criteria 4. Background information on purpose/uses of lecture capture system 5. Background information on legal contract drafting	1. ? 2. Shaft 3. MH 4. RT/MH 5. PS	
2/23/12	SBHE meeting-Wahpeton	SBHE approve criteria for low-enrollment program review	MH	
3/15/12	Efficiency document-SBHE establish criteria	Establish criteria for the review and possible elimination of low-enrollment programs (SBHE responsibility)		
3/28/12	Chancellor's Cabinet meeting	Lecture capture system plan presented	RT	
3/31/12	Efficiency document-SBHE approve plan	Lecture capture system, including common software; hosting; and, content delivery, when appropriate	RT/MH	

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(Oversight Committee dates subject to change based on committee members availability)

DATE	MEETING	ACTION	STAFF	STATUS
3/31/12	Efficiency document-SBHE approve plan	Consolidate legal contract drafting and review in one office to the extent such consolidation may create efficiencies or improve services	PS	
3/26/12	Oversight Committee Meeting	<ol style="list-style-type: none"> 1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval lecture capture system plan 3. Background information on reengineer general ed curriculum 4. Review and/recommend for approval low-enrollment review criteria (postponed from Feb. 2012 meeting) 	<ol style="list-style-type: none"> 1. ? 2. RT/MH 3. MH 4. MH 	
4/12/12	SBHE meeting-Williston	1. Approve lecture capture system plan	1. RT/MH	
4/30/12	Oversight Committee Meeting	<ol style="list-style-type: none"> 1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval general ed curriculum plan 3. Background information on LMS 4. Background information on document image scanning 5. Review and/recommend for approval for legal contracting plan 	<ol style="list-style-type: none"> 1. ? 2. MH 3. RT/MH 4. RT/LG 5. PS 	
5/2/12	Chancellor's Cabinet			
5/15/12 (Pilot course to be completed)	Efficiency document - Pilot course plan approved by SBHE	Reengineer the general education curriculum to support collaborative implementation of practices that contribute to student learning; use SBHE Policy 403.7, shared technologies and course content, and the statewide LEAP initiative to do so (joint system and campus responsibility)	MH	

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5/16-17/12	SBHE retreat	1. Approve general ed curriculum plan 2. Approve legal contracting plan	1. MH 2. PS	
5/30/12	Chancellor's Cabinet meeting	1. LMS plan presented 2. Document imaging plan presented	1. RT/MH 2. RT/LG	
5/31/12	Efficiency document-SBHE approve plan	A learning management system, including a: consistent software approach; shared curriculum content, when appropriate; content repository; and, consistent mobile device interfaces	RT/MH	
5/31/12	Efficiency document-SBHE approve plan	Document image scanning system, including common software and hosting	RT	
5/31/12	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval LMS plan 3. Review and/recommend for approval document image scanning plan 4. Background on unified communications system 5. Background on workplace learning 6. Background on completion rates 7. Background on degree credit hour requirements 8. Background on adult learners 9. Background on improved graduation rates	1. 2. RT/MH 2. RT/LG 3. RT 4. MH 5. MH 6. MH 7. MH 8. MH	
6/14/12	SBHE meeting-Fargo	1. Approve LMS plan 2. Approve document image scanning plan	1. RT/MH 2. RT/LG	

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(Oversight Committee dates subject to change based on committee members availability)

6/29/12	Oversight Committee Meeting	<ol style="list-style-type: none"> 1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval the unified communications system plan 3. Review and/recommend for approval the workplace learning plan 4. Review and/recommend for approval the completion rates plan 5. Review and/recommend for approval the degree credit hour requirements plan 6. Review and/recommend for approval the adult learners plan 7. Review and/recommend for approval the graduation rates plan 8. Background on HR electronic workflow 	<ol style="list-style-type: none"> 1. ? 2. RT 3. MH 4. MH 5. MH 6. MH 7. MH 8. RT/LG 	
6/30/12	Efficiency document-SBHE approve plan	Unified communication system to deliver a consistent set of services and integrate voice mail, email, instant messaging, phone, mobile devices and personal computers	RT	
6/30/12	Efficiency document-SBHE approve plan	Work on innovative ways to recognize learning in the workplace and to award credit based on portfolio documentation (joint system and campus responsibilities)	MH	
6/30/12	Efficiency document-SBHE approve plan	Review and report on completion rates in all courses and develop campus-wide plans to improve completion rates in courses with the highest volume or percentage of non-completers (campus responsibility)	Campuses/MH	
6/30/12	Efficiency document-SBHE approve plan	Review and report on the total number of credit hours required for all degrees awarded by the campus and report on campus efforts to reduce credit hours to those required for graduates' success (campus responsibility)	Campuses/MH	

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(Oversight Committee dates subject to change based on committee members availability)

6/30/12	Efficiency document-SBHE approve plan	Review and reconsider policies that serve as barriers to re-engaging adult learners (SBHE responsibility)	MH	
6/30/12	Efficiency document-SBHE approve plan	Improve graduation rates by establishing differentiated admission requirements for regional and research universities; better communicate expectations by reducing the number of admission exemptions and exceptions; continue to provide an entry point for all state high school graduates through the community colleges (SBHE responsibility)	MH	
7/19/12	SBHE meeting	<ol style="list-style-type: none"> 1. Approve unified communications system plan 2. Approve workplace learning plan 3. Approve completion rates plan 4. Approve degree credit hour requirements plan 5. Approve adult learners plan 6. Approve improved graduation rates plan 	<ol style="list-style-type: none"> 1. RT/LG 2. RT 3. MH 4. MH 5. MH 6. MH 	
7/31/12	Efficiency document-SBHE approve plan	Expand and enhance human resources electronic workflow, including centralized payroll processing from one or more sites	RT/LG	
7/31/12	Oversight Committee meeting	<ol style="list-style-type: none"> 1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval the HR electronic workflow plan 3. Background on alignment of HS graduation requirements 4. Background on joint boards incentives for rigorous curriculum 	<ol style="list-style-type: none"> 1. ? 2. RT/LG 3. MH 4. MH 	
9/24/12	Oversight Committee meeting	<ol style="list-style-type: none"> 1. Receive status report from staff on project(s) status; 2. Background on credit by exam 3. Review and/recommend for approval the alignment of HS graduation requirements plan 	<ol style="list-style-type: none"> 1. ? 2. MH 3. MH 	

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(Oversight Committee dates subject to change based on committee members availability)

9/25/12	SBHE Joint Boards Meeting	Partner with Joint Boards to implement additional incentives for students who take rigorous high school courses (SBHE responsibility)	MH	
9/26/12	SBHE meeting	1. Approve HR electronic workflow plan 2. Approve alignment of HS graduation requirements plan	1. RT/LG 2. MH	
9/30/12	Efficiency document-SBHE approve plan	Work with other state policymakers to phase-in the alignment of North Dakota high school graduation requirements with adequate preparation for college and work. This would be defined by national ACT benchmarks, which would be replaced over time with the common core assessments currently under development. (Note: Adequate preparation for work after high school has been described as being at least as rigorous as adequate preparation for college.) (SBHE responsibility)	MH	
10/31/12	Efficiency document-SBHE approve plan	Expand the availability of credit by exam to include more prior-learning experiences, such as the portfolio review process (joint system and campus responsibilities)	Campuses/MH	
10/31/12	Oversight Committee Meeting	1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval the credit by exam plan	1. ? 2. MH	
11/15/12	SBHE meeting	Approve credit by exam plan	MH	
11/30/12	Efficiency document-SBHE approve plan	Consistent with SBHE-established criteria, complete a review of low-enrollment programs to be considered for elimination for SBHE action (campus responsibility)	Campuses/MH	

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Efficiencies Oversight Committee As of March 20, 2012

(Oversight Committee dates subject to change based on committee members availability)

11/30/12	Oversight Committee Meeting	<ol style="list-style-type: none"> 1. Receive status report from staff on project(s) status; 2. Review and/recommend for approval the low enrollment program plan 3. Background on integrated IT services 4. Background on review of NDUS Office functions 5. Background on barriers to degree completion 6. Background on college readiness standards 7. Background on alignment of HS grad requirements 	<ol style="list-style-type: none"> 1. ? 2. MH 3. RT 4. Chancellor 5. MH 6. MH 7. MH 	
12/20/12	SBHE meeting	Approve low enrollment program plan	MH	
12/31/12	Efficiency document-SBHE approve plan	Integrated approach to delivering IT services	RT	
12/31/12	Efficiency document-SBHE approve plan	The SBHE, in cooperation with the Chancellor, will review NDUS Office functions	Chancellor	
12/31/12	Efficiency document-SBHE approve plan	Identify barriers to timely degree completion (SBHE responsibility)	MH	
1/3/13	Oversight Committee Meeting	<ol style="list-style-type: none"> 1. Receive status report from staff on project(s) status; 2. Review and/ recommend for approval integrated IT services plan 3. Review and/ recommend approval of the NDUS Office functions plan 4. Review and/recommend approval of the barriers to degree completion plan 5. Review and/recommend approval for college readiness standards plan 6. Review and/ recommend approval for alignment of HS grad requirements plan 	<ol style="list-style-type: none"> 1. ? 2. RT 3. Chancellor 4. MH 5. MH 6. MH 	

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Efficiencies Oversight Committee As of March 20, 2012

(Oversight Committee dates subject to change based on committee members availability)

1/?/13	SBHE meeting	1. Approve integrated IT services plan 2. Approve the NDUS Office functions plan 3. Approve barriers to degree completion plan 4. Approve college readiness standards plan 5. Approve alignment of HS grad requirements plan	1. RT 2. Chancellor 3. MH 4. MH 5. MH	
Ongoing	Efficiency document-SBHE approve plan	Continue to communicate college readiness (course placement) standards (SBHE responsibility)	MH	
Ongoing	Efficiency document-SBHE approve plan	Continue to align high school graduation with preparation for college (SBHE responsibility)	MH	
Ongoing	Efficiency document-SBHE approve plan	Partner with Joint Boards to implement additional incentives for students who take rigorous high school courses (SBHE responsibility)	MH	
13-15 budget process	Efficiency document-SBHE approve plan	Independent review of capital projects	LG	completed

Committee duties:

- Receive regular status reports from appropriate individuals regarding the status of each initiative and the related deadlines;
- Gain a good working knowledge of the initiative and related issues
- Resolve any major issues or challenges impeding progress, and if necessary, forward to the SBHE for further consideration
- Consider any options identified in the planning process
- Receive initial plan and any related recommendations, before forwarding to SBHE for final consideration
- Consider and direct any new ideas/initiatives that may emerge from internal discussions around identified initiatives
- Receive input from constituent groups, as appropriate

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April 16, 2012

Attachment 5

Academic Affairs Committee Report Addendum

Approved Curricular Recommendations

New Program							
Graduate Certificate in Construction Management							
New Degree							
Masters in Construction Management							
New Courses							
Subject	No.	Title					Crs.
ANTH	443/643	Peoples and Cultures of the Middle East & North Africa					3
ANTH	459/659	Global Cultural Heritage					3
ECON	440/640	Game Theory and Strategy					3
EMGT	425/625	International Emergency Management					3
EMGT	445/645	Vulnerability and Functional Needs in Emergency Management					3
ME	437/637	Engineering Ceramics					3
MPH	741	Social and Behavioral Sciences in Public Health					3
PLSC	750	Crop Stress Physiology					3
STAT	775	Using Statistics in Sports					3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ANTH	462/ 662	Cultural Ecology	3	ANTH	462/ 662	<i>Anthropology and the Environment</i>	3
CM&E	310	Construction Quality Control Management	2	CM&E	310	<i>Construction Quality Management</i>	2
PLSC	486/ 686	Eco-physiology of Horticultural Crops	2	PLSC	486/ 686	<i>Applied Crop Physiology</i>	3
New Special Topics							
NRM	499/ 696	Real World Conservation – Ash Seed Collections and Genetic Principles					1
For information only:							
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title	Prerequisite/Corequisite Change				
ABEN	482	Instrumentation & Measurements	Prereq: PHYS 252				
CE	212	Civil Engineering Graphic Communications	Change in Bulletin Description Req: Sophomore standing in Civil Engineering Curriculum Program				
CM&E	200	Construction Documents & Codes	Req: Admission in Pre-Construction Management Program or Construction Engineering Program				
CM&E	203	Building Construction: Methods and Materials	Req: Admission in Professional Construction Management Program and sophomore standing in major				
CM&E	204	Construction Surveying	Req: Admission in Professional Construction Management Program or Construction Engineering Program and sophomore standing in major				
CM&E	240	Financial Cost Concepts for Construction Managers	Prereq: ECON 105 Req: Admission in Professional Construction Management Program or Construction Engineering Program and sophomore standing in major				

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Attachment 5

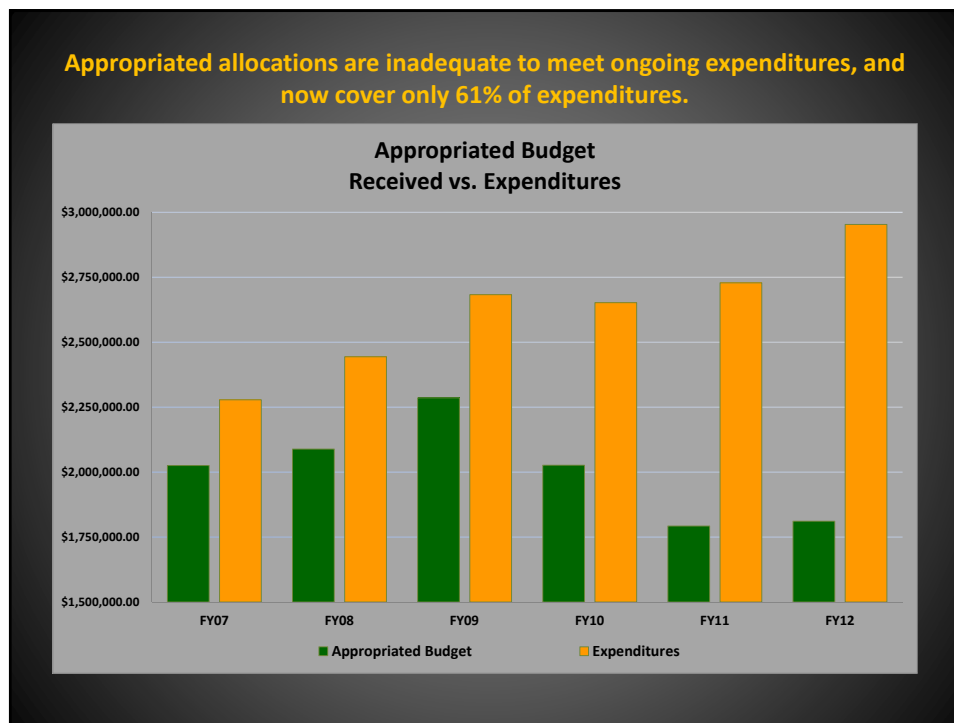
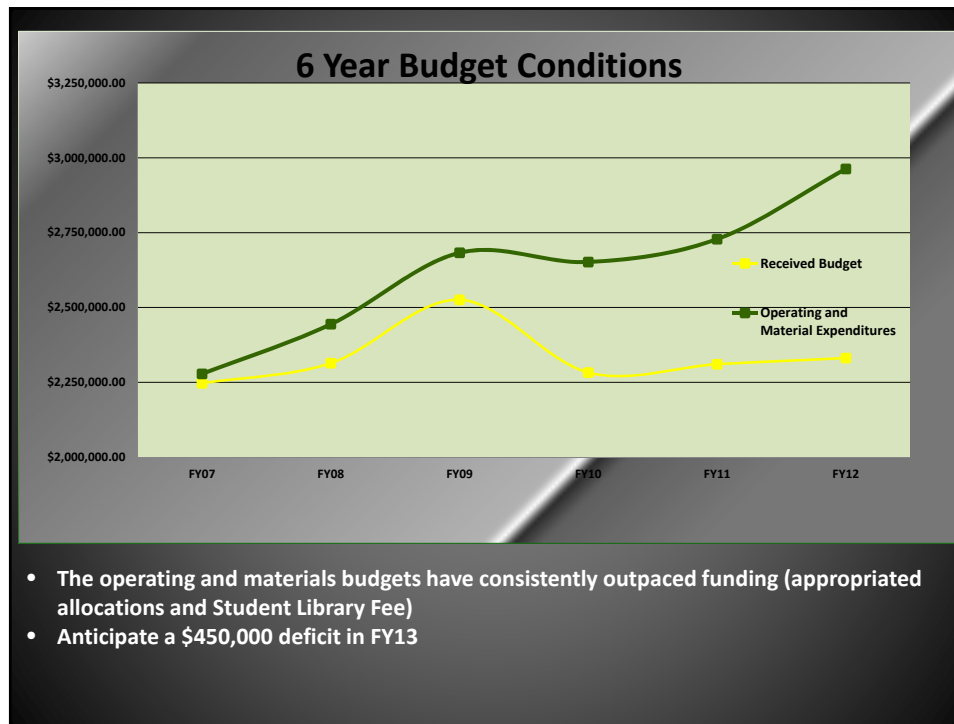
CM&E	250	Construction Statics and Mechanics	Prereq: MATH 146 or MATH 165 Req: Admission in Professional Construction Management Program and sophomore standing in major
CM&E	301	Construction Technology and Equipment	Prereq: CM&E 240, CM&E 260 or CE 316 Req: Admission in Professional Construction Management Program or Construction Engineering Program and junior standing in major
CM&E	315	Specifications and Contracts	Req: Admission in Professional Construction Management Program or Construction Engineering Program and junior standing in major
CM&E	380	Construction Estimating: Quantities and Costs	Prereq: CM&E 200 Req: Admission in Professional Construction Management Program or Construction Engineering Program and junior standing in major
CM&E	385	Construction Safety	Req: Admission in Professional Construction Management Program or Construction Engineering Program and junior standing in major
CM&E	403	Scheduling and Project Control	Prereq: CM&E 380 Req: Admission in Professional Construction Management Program or Construction Engineering Program and senior standing in major
CM&E	412	Construction Management Capstone	Req: Admission in Professional Construction Management Program or Construction Engineering Program and senior standing in major
CM&E	421	Electrical and Mechanical Construction	Prereq: PHYS 211 or PHYS 251 or PHYS 252 Req: Admission in Professional Construction Management Program and senior standing in major
CM&E	430	Land Development	Prereq: CM&E 204 and CM&E 212 Req: Admission in Professional Construction Management Program and senior standing in major
CM&E	450	Steel Design for Technologists	Prereq: CM&E 250 Req: Admission in Professional Construction Management Program and senior standing in major
CM&E	453	Concrete Design and Construction	Prereq: CM&E 250 and CM&E 260 Req: Admission in Professional Construction Management Program and senior standing in major
CM&E	465	Bridge Engineering and Management	Req: Admission in Professional Construction Management Program or Construction Engineering Program and senior standing in major
COMM	261	Introduction to Web Development	Prereq: COMM 260
EMGT	445	Vulnerability and Functional Needs in Emergency Management	Prereq: EMGT 101 (undergraduates only)

NDSU Libraries Update

Faculty Senate
April 16, 2012

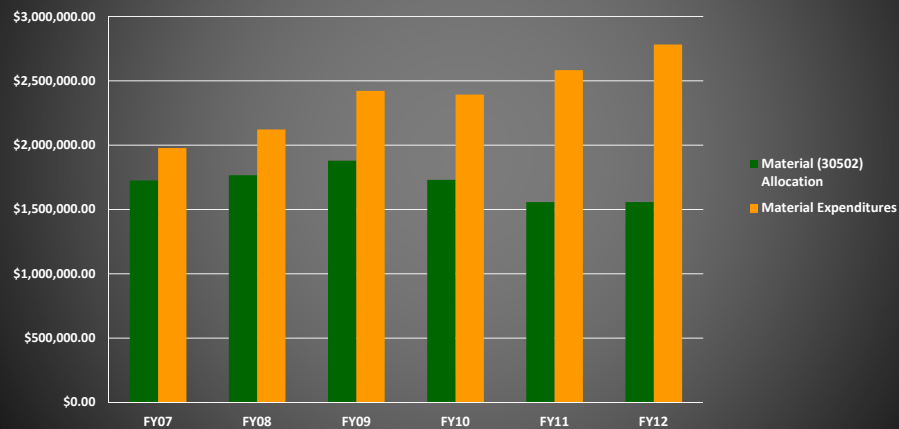
New Librarian Hires

- Agricultural and Biological Sciences
Nicole Mason
- Physical Science and Engineering
Carolyn Mead
- Access Services
Informal offer accepted
- Archivist
Trista Raezer (June start date)
 - Departments should contact them regarding collections, reference, and instructional services
 - Available to attend departmental meetings, etc.



- In recent years, up to 40% of the operating budget has been used to help cover the materials deficits, but by these means we have only been able to restore 10% of the materials deficits.

Materials Budget vs. Allocations

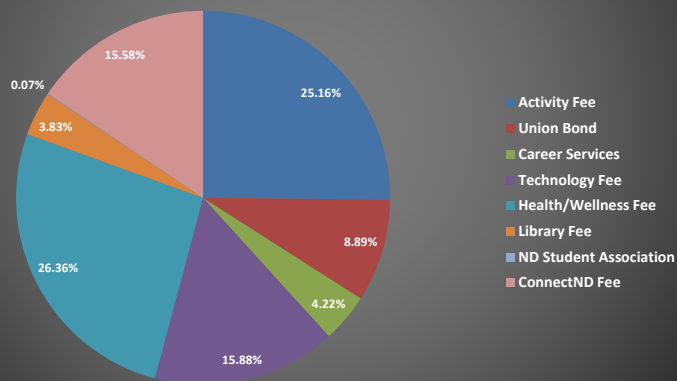


FY 2011-2012 Cuts

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

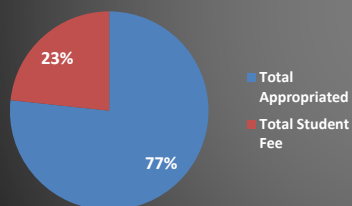
- The current Student Library Fee (\$1.66 per credit) is the 2nd lowest fee.
- It comprises 3.83% of all student fees.

Student Fee Distribution

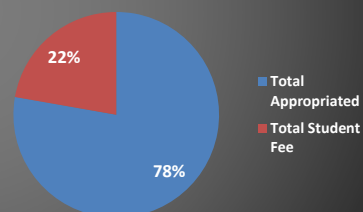


- Student Library Fee's contribution to the materials budget

Appropriated vs. Student Fee Income
Fiscal Year 2012

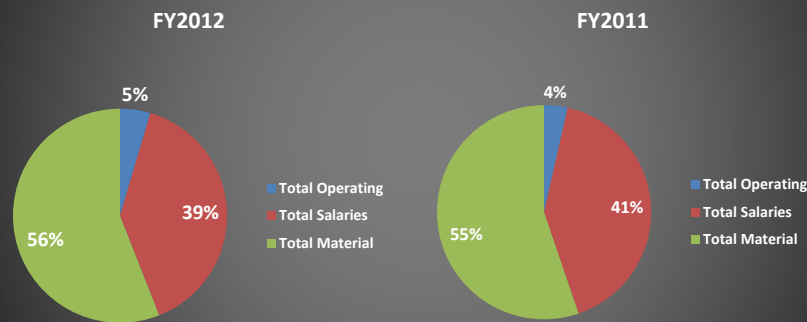


Appropriated vs. Student Fee Income
Fiscal Year 2011



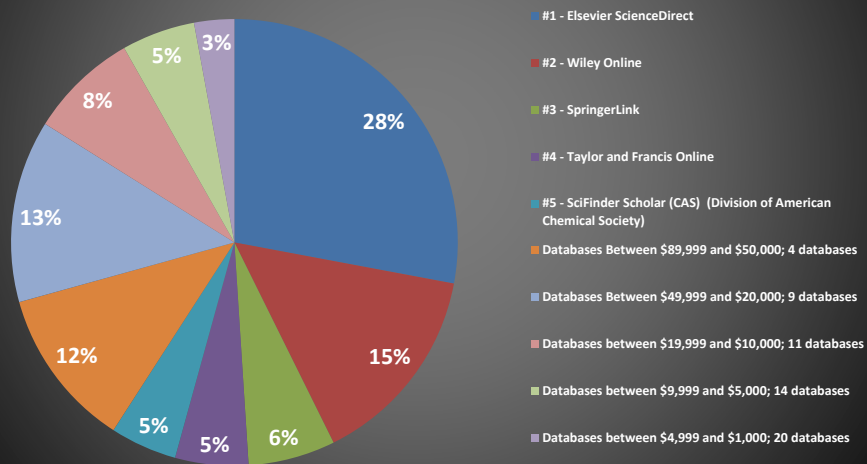
FY 2012 and FY2011 Expenditures

- Materials (paid from appropriated funds and Student Library Fee)
- Salaries
- Operating Expenditures (include supplies, travel, recruitment)

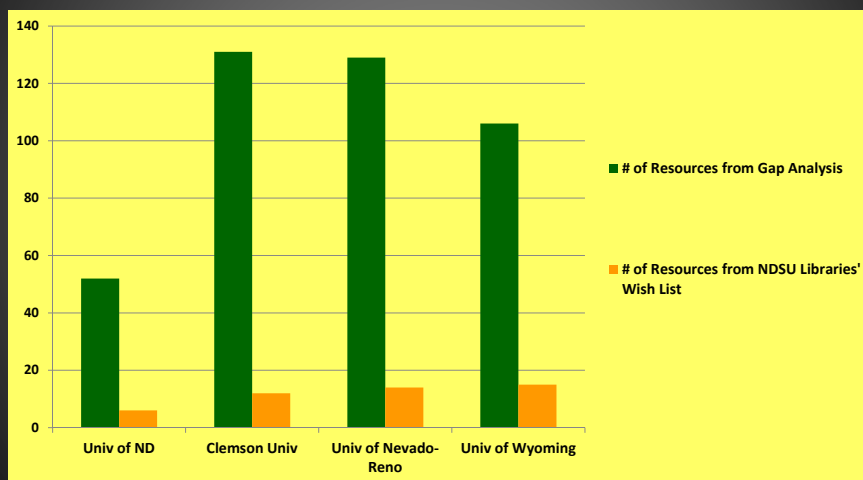
**FY2013 Shortfall in Materials Budget**

- Since we did not receive an increase in the student library fee, we anticipate a \$400,000-\$450,000 deficit (depending on inflation)
- Cuts in full text databases
- Faculty Senate Library Committee advised of nature of cuts
- Gap Analysis – database subscriptions compared with selected peers

Database Cost Analysis



Gap Analysis



Questions, comments?

Thank you.

Breastfeeding Moms at NDSU: Issues and Solutions

Dani Kvanvig-Bohnsack, College of University Studies
Natalie Smith Carlson, English Department

16 April 2012

FACT:

- Today, women with children are the fastest growing segment of the workforce. Nearly 55 percent of women with children under the age of three are employed.
- According to the 2010 census, 59% of working mothers had children under one year old.

Get Involved

- In 2011, the U.S. Surgeon General issued a Call to Action to Support Breastfeeding.
- NDSU should, then, establish and maintain comprehensive, high-quality lactation support programs for all its employees.

Supporting Breastfeeding Makes Good Business Sense Because . . .

- It saves money.
- It lowers health care costs.
- Employees have fewer absences.
- Family-friendly and mother-friendly policies have happier, more satisfied, productive, loyal employees, which leads to retention of good employees and less turnover.

FACT:

- In 2009, according to the Center for Disease Control, 74 percent of women start breastfeeding, only 33 percent were still exclusively breastfeeding at three months and only 14 percent were still exclusively breastfeeding at six months.

WHY?

- **One of the major reasons for the avoidance or early abandonment of breastfeeding is returning to work.**
 - Women often face inflexibility in their work hours.
 - Women lack private locations for breastfeeding or expressing milk.
 - Women have no place to store expressed breast milk.
 - Women are unable to find child care facilities at or near the workplace.
 - Women face fears over job insecurity.
 - Women have limited maternity leave benefits.

The United States is behind

- According to the Surgeon General's Call to Action, out of 173 countries, The United States is one of only four without a policy requiring paid parental leave. The others are Swaziland, Liberia, and Papua New Guinea.

Moms Need Support!

- One study showed that new mothers often quit breastfeeding on day 3—generally the day they came home from the hospital and left the support system there.
- This revelation highlights how much parents need a network of support to succeed in this important endeavor.

Workplace Revolution

- ◉ Our current workday model reinforces a vintage culture where men were the sole breadwinners and women were perceived as hurting their families if they worked outside the home.
- ◉ But in 2008, 95% of U.S. homes relied on dual earner incomes.

Workplace Revolution

- ◉ We live in a global, 24/7 community. Our work schedules are inconsistent with the increased expectations due to technological advances.
- ◉ We need to use technology to benefit working parents.

Having the policy is not enough

- ◉ The lactation support policy needs to be implemented into the organizational structure.
- ◉ Breastfeeding and expressing need to be normalized behaviors both in the workplace and in our society.

Issues Women Face at NDSU

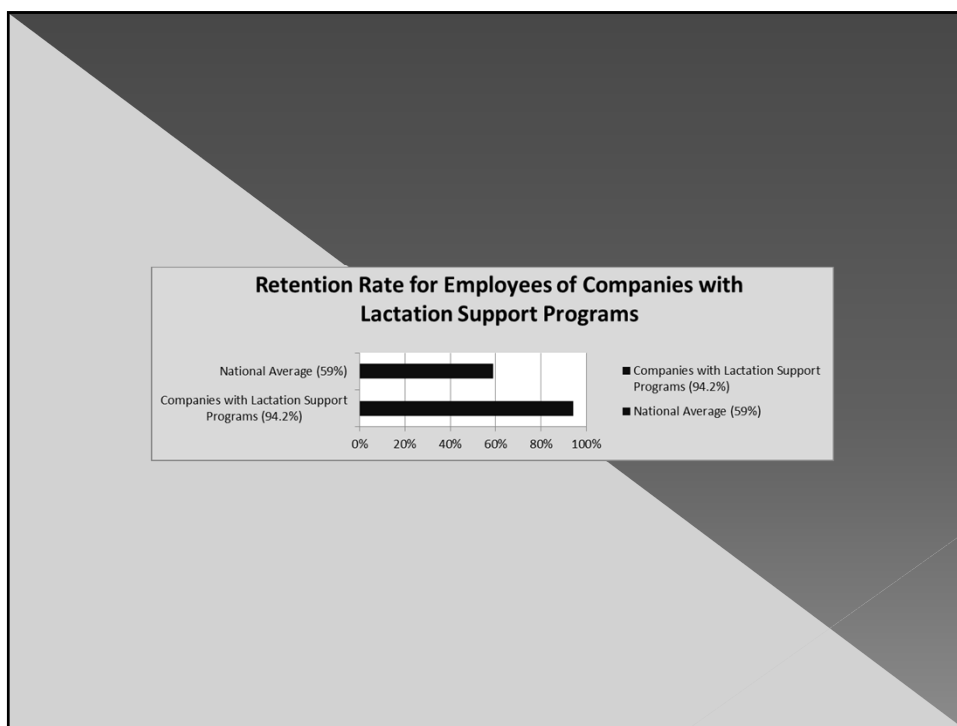
- ◉ Finding a private, convenient, well-equipped, comfortable space to express breastmilk.
- ◉ Finding enough time throughout the day to express breastmilk and feeling guilty about taking the time to do it.
- ◉ Dealing with lack of a support system.
- ◉ Feeling like there is lack of sensitivity, education, empathy and knowledge among NDSU faculty and staff about lactation issues.
- ◉ Dealing with emotions of leaving baby and returning to work.
- ◉ Managing work life and motherhood.

Creating the Space

- ◉ Encourage more access between breastfeeding mothers and their babies.
- ◉ Provide childcare that embraces the needs of breastfeeding families.
- ◉ Establish lactation rooms across campus to afford mothers private, inviting places to breastfeed or express that are close to their workspace and/or childcare.
- ◉ Protect women with a liaison who will help prepare this environment before the mother has her baby, and will work to solve issues that arise when the mother returns to work.

Benefits for Our Campus

- ◉ Companies with lactation promotion enjoy a 90% retention rate among their employees.
- ◉ When Moms have support to breastfeed, Dads miss work less often.
- ◉ Breastfeeding mothers with affirmation have more energy and higher job satisfaction.
- ◉ NDSU would be an innovative workplace that promotes many aspects of health and wellness.



Beginnings

- ◉ Lactation rooms in the Union
- ◉ Working to create more lactation rooms
- ◉ Breastfeeding support group
- ◉ Attending the Breastfeeding conference
- ◉ Raising awareness
- ◉ Equity and Diversity working with Human Resources

- ◉ **Workplace support can bridge the gap and help more women to balance working and breastfeeding.**

Resources:

<http://www.usbreastfeeding.org/Portals/0/Publications/Workplace-Background-2010-USBC.pdf>

<http://www.womenshealth.gov/breastfeeding/government-in-action/business-case-for-breastfeeding/>

<http://www.dol.gov/whd/nursingmothers/>

<http://www.usbreastfeeding.org/Employment/WorkplaceSupport/WorkplaceSupportinFederalLaw/tabid/175/Default.aspx>

<http://www.surgeongeneral.gov/topics/breastfeeding/calltoactiontosupportbreastfeeding.pdf>

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The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. G. Totten presiding and the following senators present: B. Aly Ahmed, M. Abdelrahman, E. Berg, A. Bezbaruah, J. Bitzan, K. Bromley, S. Brotherson, T. Stone Carlson, C. Ciuperca, T. DeSutter, M. Eighmy, M. Engler, K. Gordon, D. Grandbois, J. Harmon, S. Jayaraman, X. Jia, J. Jones, R. Jones, J. Knodel, J. Kong, B. Law, K. Lepper, W. Lin, K. Maddock Carlin, C. Pearson, B. Pruess, S. Pryor, Y. Rhee, K. Rodgers, A. Rupiper Taggart, C. Ulven, C. Weber, A. Welch, Q. Zhang, and W. Zhang

Substitutions: L. Thomas for R. Gordon, A. Braaten for L. Manikowske, and J. LeBoldus for S. Zhong

Approval of Minutes

MOTION (Brotherson/Gordon): to approve the minutes of the April 16, 2012, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

- a. Academic Affairs Report ([Attachment 1](#))
- b. Senate Coordinating Council (SCC)
For Information Only:
 - 1) Policy 171: Staff and Faculty Recruitment and Moving Expenses ([Attachment 2](#))
- c. Faculty Senate Standing and Joint Committee Year-End Reports (committees not listed either did not have a meeting this academic year or are not required per the Bylaws to report):
 - 1) [Academic Affairs](#)
 - 2) [Core Undergraduate Learning Experiences \(CULE\)](#)
 - 3) [Council of College Faculties](#)
 - 4) [Equity and Diversity](#)
 - 5) [Faculty Affairs](#)
 - 6) [General Education](#)
 - 7) [Program Review](#)
 - 8) [Research & Consulting](#)
 - 9) [Senate Coordinating Council](#)
 - 10) [University Assessment](#)
 - 11) [University Athletics](#)

(Note: Library Committee report is forthcoming)

MOTION (Brotherson/Weber): to approve the Consent Agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

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General Announcements

A. NDSU Provost -

• *Library Funding –*

Provost Rafert reported that last fall, in anticipation of a new formula funding model for higher education, he asked Dean Reid to prepare a gap analysis to help assess the strategic needs of the library. As one result of that process, this spring he and Dean Reid also proposed increased per-credit library fee would help the funding situation of the NDSU Library. It has been several years since the library has seen an increase in its fee. Due to a state mandate of a 1% cap on fee increases this past year, and numerous core campus services in need of funds, no fee increase was approved for the library. Escalating price structures of subscriptions, coupled with static fees, no tuition increase for FY13, and constant appropriated support has resulted in an unavoidable reduction of services over the past several years. In other words—rather than because of “cuts”, the library has simply been experiencing inflation with no increase in budget...so unable to maintain services at past levels. Through the gap analysis, it was learned that the NDSU library receives between \$600K to \$2M less per year of appropriated support for electronic subscriptions than a set of regional and national peers.

Also, with the SBHE’s decision to not approve the 0.5% tuition increase, the Division of Academic Affairs had to remove approximately \$450,000 from its budget for FY13, and did so by suspending the VPIT search and reducing reserve funds for extra class sections. Without enough appropriations, we have [...in the past, on an annual basis using discretionary funds which no longer exist] relied on local funds to limit reductions in library subscriptions. But some discretionary funds are [also] held by chairs and deans in academic departments, and recently, some local funds have been identified and may be able to be dedicated to the Library.

In order to continue at current service and research levels, the library and its funding needs to remain a high priority. Dean Reid is working on another proposal to request a reasonable increase to the library fee in the coming year.

The provost has been receiving and reading feedback through the faculty list serve on the opinions of the faculty on the state of the library. Provost Rafert and Dean Reid thanked the Senate Library Committee and others for their hard work and dedication to this matter.

Senate discussions centered on the lack of an appropriated library budget increase over the years. The strategy is to work with President Bresciani to develop a budget, educate others on and promote the needs and benefits of the library, and become more familiar with various types of funds that are available to chairs, deans, PIs, etc. The analysis of funding needs has been an ongoing activity for the past year. Questions were asked by senators about potential savings (i.e., energy) and indirects on research grants/F&A

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recovery, etc., being directed toward the library and other needs. The provost remarked that dwindling earmarks and F&A returns from that source also have presented challenges in sustaining NDSU's research enterprise.

B. President of Faculty Senate –

Senate President Totten provided the following updates:

1. As part of the *Maximizing Results through Efficiencies* process, a committee is being formed to examine how expenses are charged out post-payroll and committed to the General Ledger in Financials and in the Effort System. This is primarily an issue at NDSU, UND and MISU. UND has committed a faculty member to serve on this committee.
2. VP Myers provided EDGO booklets for distribution at Senate, which addresses faculty-led study abroad tours.
3. Faculty members are encouraged to vote online by May 14 for two elections: two CCF representatives and a new member on the Standing Committee on Faculty Rights.
4. A Senate ad-hoc committee looking at models for a budget committee will have an update for the Faculty Senate in the fall.
5. A Senate Coordinating Council process document that provides information on how to get a new or revised policy through the various channels of review will be on the Faculty Senate web site in the coming weeks.

C. President of Staff Senate –

L. DeGeldere introduced herself as the 2012-13 president of Staff Senate, and shared her excitement and interest in working with faculty and student leaders in the coming year.

E. President of Student Body –

C. Knutson, outgoing student body president, briefly discussed his work with Faculty and Staff senates, as well as the challenges and opportunities that presented in the past year, including tuition increases, student fees, and the derogatory chant. He also reported that the Bike Share Program previously discussed was not approved by the Student Senate. Totten thanked Knutson for his hard work and dedication this past year.

Jace Beehler was introduced as the 2012-13 student body vice president. He shared the new student leadership's initiatives and plans to distribute its goals via email lists.

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Beehler also provided updates on recent Senate activity, including a plan for an expansion of the Center for Writers in the basement of the Library and passing a resolution in opposition to North Dakota measure two, which eliminates property tax in North Dakota. Student Senate will not meet again until August.

Senate Committee Reports

A. General Education – [Attachment 7](#)

B.

L. Peterson presented one course for continued approval and two new general education course proposals.

MOTION (Pruess/Welch): to approve the General Education Committee proposal as presented. MOTION CARRIED WITH UNANIMOUS CONSENT.

B. College of Council Faculties –

L. Peterson provided the following updates on behalf of CCF:

- Post-Payroll funding issue was discussed by CCF.
- The SBHE has a tight timeline on *Maximizing Results through Efficiencies*, with a decision for a new statewide learning management system to be made during the summer. The CCF meeting scheduled for mid-May appears to be the only chance for faculty input. If information is made available prior to the meeting, Peterson will share it with the faculty. Three different LMS programs are currently running in the state, and it is reasonable for the one used by campuses with highest enrollments to be selected. R. Thursby indicated that faculty would be engaged in the selection process.
- Overall concern was expressed with the lack of faculty involvement on *Maximizing Results* items. The original charge by SBHE President Shaft called for faculty, staff and student input on the various items.
- Low enrollment programs are being discussed with a tentative formula of 1-3-5 (one PhD; 3 masters and 5 undergraduates over a 5-year period). While many considerations were not given to the process, it is not uncommon for institutions to have such parameters in place for program continuation.

C. Senate Coordinating Council –

T. Stone Carlson presented the following for discussion and vote:

1. Policy 103: Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings ([Attachment 3](#)) -

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The proposed policy changes allow for staff transfer/promotion process as outlined in NDSU Policy 240 and clarifies Equal Opportunity/Affirmative Action announcements. It applies to faculty and staff.

MOTION (Weber/Welch): to approve policy changes as presented. MOTION CARRIED WITH UNANIMOUS CONSENT.

2. Ad Hoc Committee on Policy 332: Assessment of Courses and Instruction ([Attachment 8](#))

C. Ray, School of Education, presented on behalf of the committee charged with reviewing and proposing changes to Policy 332. The charge does not limit the types of measures for assessing teaching effectiveness. The committee had hoped to have policy revisions for a vote this spring, but will continue meeting during the summer to make further revisions. Ray shared the guiding principles of the committee, policy parameters, sample policies, committee membership, and next steps in regard to determining policy structure, drafting policy revision and submitting revisions for review by SCC. Ideas and feedback may be provided to any of the committee members.

Brief discussion ensued on the assessment of undergraduate education compared with graduate education, and on labs versus lecture classes. Different considerations will be given to the level and type of coursework.

New Business

A. NDSU Laboratory and Chemical Safety Committee Presentation – ([Attachment 9](#))

K. Rodgers, chair of the Laboratory and Chemical Safety Committee, along with M. Borr, associate director of the Safety Office, presented on the work of the committee.

The Laboratory and Chemical Safety Committee is a faculty committee, but not a standing committee of Senate. It provides advice to the Safety Office and central administration. A focus of the discussion was safety in teaching research labs. Senators were encouraged to begin a dialogue in their colleges and departments. Examples were provided of recent national cases involving damage and serious accidents due to lack of safety. A federal Chemical Safety Board also is charged with investigating industrial chemical accidents.

They discussed the accountability through training, policies, oversight, reporting and consequences. Liability rules in North Dakota were shared, along with ways that faculty can protect themselves through familiarity with laws and statutes, and keeping track of training of those working in their labs. Department chairs and

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deans are ultimately responsible for lab safety. Questions may be directed to Rodgers or Borr.

- B. President-Elect – CV for K. Magel ([Attachment 4](#)) and CV for H. Hatterman-Valenti ([Attachment 5](#))

Candidates for Faculty Senate President-Elect were announced: Kenneth Magel (Computer Science) and Harlene Hatterman-Valenti (Plant Sciences). A PRS vote of senators in attendance resulted in Hatterman-Valenti receiving a majority of votes and being elected as 2012-13 president-elect of Faculty Senate.

- C. Parliamentarian – CV for M. Selekwa ([Attachment 6](#))

MOTION (C. Weber/Pearson): to confirm Majura Selekwa (College of Engineering and Architecture) as the 2012-13 parliamentarian of Faculty Senate. MOTION CARRIED WITH UNANIMOUS CONSENT.

- D. Passing of the Gavel to Incoming Faculty Senate President Tom Stone Carlson –

G. Totten thanked senators for their endurance and dedication during this first year as a Faculty Senate and with a new set of Bylaws. He also shared his enjoyment in getting to know senators and administrators better and learning more about administrative processes and policies. He thanked numerous individuals for their dedication and contributions during the past year, including: the Executive Committee, Ben Duncan (parliamentarian), Nancy Lilleberg and Luke Prather (ITS/technology support), and K. Wold-McCormick (secretary).

- E. Resolution on Library –

Discussion was held on how to proceed with a faculty-prepared resolution. MOTION (Pearson/Berg): to have an electronic vote with modified language in the resolution. MOTION CARRIED WITH UNANIMOUS CONSENT.

Adjournment

Meeting adjourned at 5:10 p.m.

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Transcriptable Option in B.S. Economics							
Quantitative Economics							
New Options in College Teaching Graduate Certificate							
Humanities & Social Sciences Teaching Track							
STEM (Science, Technology, Engineering, & Mathematics) Teaching Track							
Program Title Change							
From: Coordinate Program in Dietetics (B.A., B.S.)				To: <i>Dietitian Education Program</i>			
New Courses							
Subject	No.	Title					Crs.
EMGT	435/635	Issues in Homeland Security and Emergency Management					3
HIST	484	Cultures and Civilizations of the Pre-modern World					3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ENGL	112	ESL College Composition I	4	ENGL	112	ESL College Composition I	3
New Special Topics							
HIST	499	Digital History					3
For information only:							
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title	Prerequisite/Corequisite Change				
ACCT	312	Intermediate Accounting II	Prereq: ACCT 311 with a grade of C or better Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average				
ACCT	415	Advanced Accounting	Prereq: ACCT 312 with a grade of C or better Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average				
ACCT	420	Accounting Information Systems	Change in Bulletin Description Prereq: ACCT 311 with a grade of C or better and MIS 320 Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average				
ACCT	421	Auditing I	Prereq: ACCT 311 with a grade of C or better Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average				
ACCT	425	Government and Not-For-Profit Accounting	Prereq: ACCT 311 with a grade of C or better Req: Restricted to College of Business professional major or minor, Jr. or Sr. classification, and a 2.50 minimum NDSU grade point average				
MGMT	360	Foundations of Operations Management	Prereq: MATH 146				
MKTG	450	Marketing Research	Prereq: MATH 146				

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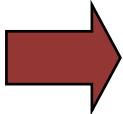
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Attachment 2

Policy 171 Version 21-031212 041812

Policy Change Cover Sheet

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



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

SECTION: **171 Staff and Faculty Recruitment and Moving Expenses**

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

- *Policy 171, part 1. Revise expense account codes to avoid coding accounts payable vouchers with a salaries code.*
- *Part 2. Revise as President indicates this authority is delegated to departments. SBHE Policy allows for this delegation.*
- *Part 6 & 7. Remove detailed guidelines from Policy and refer to NDSU Accounting Office website for up-to-date guidelines.*
- *Part 2 & 3. Add "Recruitment" before "travel expenses" for clarification.*
- *Part 4.4. Correct NDCC cross-reference.*

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

- *Gary Wawers, Controller, NDSU Accounting Office, 3/12/2012*
- *Gary.wawers@ndsu.edu*

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

This portion will be completed by Melissa Lamp

Senate Coordinating
Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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

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

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North Dakota State University Policy Manual

SECTION 171 STAFF AND FACULTY RECRUITMENT AND MOVING EXPENSES

SOURCE: SBHE Policy Manual, Sections 806.2 and 806.3 NDSU Policy Manual

1. Stipends or consultant fees may be issued to potential candidates for positions when such persons give on-campus lectures, colloquies, seminars, demonstrations or formal consultations in a manner not significantly different from that of visitors who are not candidates for positions. Such stipends or consultant fees may be authorized from a lecturers' budget or from a consultant budget. (*NDSU Guidelines: Reimbursement is made by an Accounts Payable voucher, using account ~~515005, 511002, or~~ 623025.*)

2. Recruitment t~~Travel expenses for a prospective candidate for faculty or staff positions may be reimbursed upon approval of department head/chair.~~

~~When approved by the President, the prospective candidate's travel expense may be authorized, not to exceed the receipted amount for transportation, room and board. (NDSU Guidelines: This authority may be delegated at North Dakota State University in certain instances. Such delegation will be in writing.)~~

3. For senior administrative and faculty positions, upon authorization of the President, recruitment travel expenses for the spouse may be authorized for a prospective candidate.

4. Upon approval of the president or designee, moving expenses may be reimbursed when staff are initially hired from outside the University system, and when regular staff employed for one year are transferred to a new work location within the system at the direction of the employer. Personal travel as described below in 4.1 and 4.2 are part of moving expenses and included in the allowable reimbursement for moving expenses.

4.1 Personal travel for the employee and immediate family while in transit, and while in temporary living quarters (both not to exceed 10 days total) may be reimbursed at the actual per diem rates and mileage rates applicable under the employee travel reimbursement policies.

4.2 Personal travel may also be reimbursed for one round trip to the new work location for the employee and spouse for up to three days to arrange for living accommodations. [Note: "spouse" used here as required by NDUS Policy 806.3]

4.3 Transportation expenses for personal items and household goods may be reimbursed at the actual expenses incurred.

4.4 The total reimbursement for transporting personal items, household goods, and personal travel shall be limited to the invoice costs plus the current per diem and mileage limits. In addition, the total reimbursement limit for regular employees transferred within the system is limited to \$5,000. NDCC Section ~~44-08-04-3~~ 44-08-04.3

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5. No other staff moving expense may be paid without approval of the Board.

The following items are NDSU Guidelines:

6. The NDSU Accounting Office website provides information on the detailed procedures for processing moving expense transactions under this policy.

~~Moving expenses are reimbursed to the employee by an Accounts Payable voucher coded either account 521055 or 521050. The use of these codes depends on whether Internal Revenue Service regulations indicate whether the expenses are taxable or nontaxable to the employee. Moving expenses coded taxable (account 521055) will be transferred to the payroll system and included in the employee's taxable income for purposes of calculating employment taxes and W-2 reporting. Moving expenses coded nontaxable (account 521050) will be transferred to the payroll system for inclusion as a memo on the employee's W-2 form. A Moving Expense Documentation form must be used to document which expenses are taxable and nontaxable. The Request to Reimburse Moving Expense form, Moving Expense Documentation form, and appropriate receipts must be attached to the Accounts Payable voucher.~~

~~7. If moving expenses are to be paid from salary savings, a notation should be made on the Accounts Payable voucher to request a journal entry transfer of the expense from account 521055 and/or account 521050 to account 515005. Expenditures may be made for reimbursement of moving expenses only if the department concerned has sufficient funding available. No central budget is maintained for these expenditures.~~

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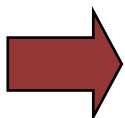
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Attachment 3

Policy **103** Version **24** ~~10/31/11~~ **04/26/12**

Policy Change Cover Sheet

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



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

SECTION: **Policy 103 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS**

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

Changes are being made to allow for staff transfer/promotion process as outlined in NDSU Policy 240 and clarify EO/AA announcements processes.

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

Equity, Diversity and Global Outreach

Commission on the Status of Women Faculty (Karen.froelich@ndsu.edu; christina.d.weber@ndsu.edu)

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

This portion will be complete by Kim Matzke-Ternes

Policy

Committee:

Faculty Senate:

Staff Senate:

President's

Council:

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

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

If you have suggestions on formatting, please route them to kim.matzke-ternes@ndsu.edu.

All suggestions will be considered, however due to policy format guidelines, they may not be possible.

Thank you for your understanding!

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Attachment 3

Policy 103 Version 24 10/31/1104/26/12

North Dakota State University Policy Manual

SECTION 103 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS

SOURCE: NDSU President

This policy addresses requirements and procedures for position openings. The following policy has been developed after consultation with the University General Counsel, the Director of Human Resources/Payroll, the Vice President for Equity, Diversity and Global Outreach, and the President's Council. These position announcement requirements must be followed in making any appointment to a payroll position for which the individual will receive fringe benefits unless otherwise noted within this policy. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations and NDSU's Equal Opportunity and Non-Discrimination Policy 100. In addition, for equal opportunity purposes, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the equal opportunity monitoring system defined in search, recruiting, and hiring processes in Sections 202 and 304 of this manual.

Section 1 pertains to staff positions. Section 2 pertains to faculty and executive/administrative positions. Section 3 pertains to all positions.

STAFF

1) Staff (as defined in NDSU Policy 101.1.1 generally referred to as "broadbanded employees" include those positions in the following job band: 1000, 3000, 4000, 5000, 6000, and 7000)

1.1.1. If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for more than four months, the position shall be announced throughout the appropriate recruiting area as defined in Sections 200 and 103.1 of this Manual.

1.2 Generally speaking, the recruiting areas are as follows for staff positions:

1.2.1 for Administrative/managerial positions in the 1000 band: national.

1.2.2 Professional positions in the 3000 band: regional.

1.2.3 Technical/Paraprofessional (4000); Office Support (5000) Crafts/Trades (6000); and Services (7000): local (Fargo-Moorhead community and/or surrounding counties as applicable).

faculty and professional administrative positions is considered to be on a national level, and the recruiting area for broadbanded technical, office, craft and trades, and service positions to be the Fargo-Moorhead area and the ten county region surrounding the institution.

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Attachment 3

Policy **103** Version **24** ~~10/31/11~~ **04/26/12**

~~1.34~~ When a benefitted staff position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by Reduction in Force policy, Section 223), a unit supervisor may choose to advertise a vacant position internally for a minimum of one week- five working days prior to initiating an external search. The procedures which involve utilizing the online application system -for these internal searches will be the same as those external searches as mentioned in subsection 1. (see Section 202 or Section 304). ~~The Office for Equity, Diversity and Global Outreach (for non-banded positions) or the~~ The Human Resources/Payroll Office ~~(for broadbanded positions)~~, in consultation with the unit supervisor, will be responsible to determine whether a pool of appropriately qualified employees exists.

1.42. If the appointment is either less than .50 FTE or clearly stipulated to be for a total duration of less than twenty weeks (non-benefitted), ~~then there is~~ no formal position announcement posting to the online employment application system is required. Unit supervisors are, however, encouraged to announce benefitted positions. The announcement may be distributed within the University to the eligible staff of the particular administrative unit involved. For any titled or compensated appointment, a position announcement is required. Unit supervisors are required to announce the position on an internal or local basis. That means that an announcement must be distributed within the University and to the faculty or staff of the particular academic or administrative unit involved. Affirmative action efforts must still be undertaken to ensure that qualified minority individuals, females and individuals with disabilities are included in the applicant pool. Proof of affirmative action efforts will be required, such as documentation reflecting an open announcement to all eligible staff of an appropriate unit or adequate written documentation on why the candidate is being selected for the opportunity without an announcement to the appropriate unit. Distributing the position announcement to the other Tri-College University institutions or within the Fargo-Moorhead community is also encouraged.

1.5 Recruitment for all benefitted staff positions in the 1000 and 3000 bands shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees.

1.5.1. The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from underrepresented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. A member of the Human Resources shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.

1.6. Although unit leaders are -encouraged to post throughout the University any staff position that offers an important promotional opportunity to employees in other departments, the formal procedures for filling positions which involve utilizing the online application system (PeopleAdmin) for job announcements (see Sections 202 for broadbanded positions and 304 for non-banded) shall be optional in the following cases. (Whenever an appointment is based on one of the following options, the request to recruit must be completed online for benefitted positions and the specific option should be noted in the appropriate section of the online request to offer or on the NDSU Change Form (101) with relevant documentation attached):

1.6.1 Timeslip employment which is not identified as a payroll budget appointment.

1.6.2 The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions. This option is governed by NDSU Policy 240 which provides procedures and the requirement of the hiring department to obtain permission from the Director of Human Resources/Payroll who will review for appropriateness of the promotion including equitable issues.

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1.6.3 When there is concurrence by the hiring department, reassignment due to:

1.6.3.1) an injury resulting in worker's compensation award and subsequent retraining; or

1.6.3.2) a reduction-in-force.

1.6.4 When an employee, at time of hire or within 2 years of employment, has a spouse or partner who is fully qualified and interested in a university position. (Please note the responsibilities lies with the employed spouse/partner's unit supervisor to encourage the spouse/partner to locate positions that they feel they are fully qualified for and make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review the spouse's/partner's education and experience. The hiring department will make the final hiring decision.

1.6.5 At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

1.6.5.1) the employee had a satisfactory performance record; and

1.6.5.2) the employee is returning to a position requiring similar qualifications and having similar responsibilities; and

1.6.5.3) the position is within the department where he/she worked at the time of resignation.

Faculty and Executive/Administrative Staff

23. Executive/Administrative (primarily in 0000 job bands) and benefitted Academic Staff (in 2000 band – bands are as defined in NDSU Policy 101.1.2), generally referred to as “non-banded employees,” include thesesuch positions –such as tenured and tenured-tracked faculty and deans. Recruitment falls under two primary categories: half time or less or interim (2.1) and more than half time (2.2).; in job bands: 0000 and 2000 respectively.y).

2.1: Titled and/or Compensated Positions (.50 FTE or less or interim)

If the appointment is either .50 FTE or less or stipulated to be for less than 4 months, the titled or compensated position shall be announced internally within the unit (and to other relevant internal units as appropriate to the position). The unit supervisor must ensure transparency and equal opportunities for individuals to learn about and apply for the positions. This means the unit supervisor must announce the position to appropriate unit(s) internally and accept applications for at least ten working days. Documentation of the announcement and review of applications must be provided to the Office of Equity, Diversity, and Global Outreach before the position is offered so Equity, Diversity and Global Outreach can ensure compliance with this policy. Even when using internal searching, for any positions that come with fringe benefits, the formal search process detailed in policy 304 must be followed.

2.12: Greater than .50 FTE or Greater, Non-Interim Positions:

If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for more than four months, the position shall be announced throughout the appropriate recruiting area as defined in Section 103.1 of this Manual.

2.2.12 Generally speaking, the recruiting areas are:

*

2.2.1–Executive/Administrative positions in the 0000 band: national.

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*

2.2.2 ~~Benefitted Academic staff such as tenure/tenure track faculty or lecturers in the 2000 band: national.~~

* 2000 level: lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff: regional.

Exceptions to these national recruiting requirements are covered in NDSU Policy 103.1.

2.2.23 Recruitment for all ~~full time, regular benefitted executive/administrative, and academic and professional broadbanded~~ staff positions (all those in the 0000 and 1000, 2000 or 3000 job band/categories) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees. NDSU Policy 339 requires for every faculty recruiting committee to include faculty from the unit and at least one student. A unit may wish to include both an undergraduate and a graduate student on the committee.

2.32.34 The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from underrepresented and protected groups. Selection from the group of finalists ~~of the individual to fill the position~~ is the responsibility of the unit administrator and is based on the recommendation of the search committee. The Vice President for Equity, Diversity, and Global Outreach or designee the Director of Human Resources/Payroll, depending on the type of position, shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.

4. Although unit leaders are required to post throughout the University any position that offers an important promotional opportunity to employees in other departments, the formal procedures for filling positions (see Sections 202 for broadbanded positions and 304 for non-banded) shall be optional in the following cases. Whenever an appointment is based on one of the following options, the specific option should be noted in the remarks section of the NDSU Hiring Form (100) or on the NDSU Change Form (101) and relevant documentation attached:

4.1 Timeslip employment which is not identified as a payroll budget appointment.

4.2 The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions.

2.4.2.2.4 Exceptions to these national recruiting requirements are covered in NDSU Policy 103.1.

Exceptions to ~~national~~ searches for benefitted executive/administrative, and academic and professional broadbanded staff positions listed (greater than .50 FTE and longer than 4 months) are limited to the following:

—————2.2.4.1 2.4.14.3 The transfer of an academic staff member ~~faculty member~~ from a lecturer line special appointment status to a probationary appointment as outlined in the employee's original contract provided that he or she had secured the ~~special~~ appointment on a nationally competitive basis.

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~~2.2.4.2 4.4 The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to exceed one year, while a search is being conducted for a regular appointee.~~

~~4.5 When there is concurrence by the hiring department, reassignment due to~~

~~a) an injury resulting in worker's compensation award and subsequent retraining~~

~~b) a reduction in force.~~

~~4.6 With prior approval, the temporary appointment of a person to a grant funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.~~

~~Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office for Equity, Diversity and Global Outreach prior to submitting the proposal.~~

~~4.72.4.2~~ An externally funded appointment as a postdoctoral fellow, research scientist or broadbanded research professional in a department where the individual has just completed an NDSU graduate degree and the assignment involves continuation of the research used for the individual's thesis/dissertation. This appointment is limited to the period for which funding has been given and normally may not exceed two years.

2.2.4.3 With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office for Equity, Diversity, and Global Outreach prior to submitting the proposal.

2.2.4.4 4.82.4.3 When an employee, at time of hire or within 2 years of employment, has a spouse or partner who is fully qualified and interested in a university position,¹⁷ the department or unit administrator is responsible to:

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~~—□ 2.4.3.1 * CC~~ contact Human Resources/Payroll Office and/or the relevant academic department(s) as soon as possible (depending on the spouse's/partner's education and experience); and

~~□ * 2.4.3.2 e~~ Encourage the spouse/partner to locate positions that they feel they are fully qualified for and make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review the spouse's/partner's education and experience. The hiring department will make the final hiring decision.

22.2.4.5 At the request of the appropriate supervisor and with unit support, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

- a) the employee had a satisfactory performance record; and
- b) the employee is returning to a position requiring similar qualifications and having similar responsibilities; and
- c) the position is within the department where he/she worked at the time of resignation.

2.2.4.6 .4.4 When there is concurrence by the hiring department, reassignment due to:

~~2.4.4.1)2.2.4.6.1-~~ an injury resulting in worker's compensation award and subsequent retraining; or

~~2.2.4.6.22.4.4.2-~~ a reduction-in-force.-

~~4.9 At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:~~

~~a) the employee had a satisfactory performance record; and~~

~~b) the employee is returning to a position requiring similar qualifications and having similar responsibilities; and~~

~~c) the position is within the department where he/she worked at the time of resignation.~~

~~4.10 The appointment of a post doctoral fellow (postdoc) who comes to NDSU with a newly appointed faculty member on whose research project the postdoc is currently working. The postdoc may not transfer to other NDSU employment without being hired through the usual recruitment/selection process.~~

2.5 Promotional opportunities Titled and/or Compensated Positions

For those executive/administrative or academic staff opportunities that provide additional administrative

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~~experience, a title change and/or additional remuneration to a benefitted employee, the academic unit supervisor must ensure transparency and equal opportunities for all academic staff within the unit to learn about and apply for the position. This means the unit supervisor must announce the position within the unit and accept applications for ten working days. Documentation of the announcement and review of applications must be provided to the Office of Equity, Diversity and Global Outreach before the position is offered so Equity, Diversity and Global Outreach can ensure compliance with this policy.~~

~~35. — Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations and NDSU's Equal Opportunity and Non-Discrimination Policy 100. In addition, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the equal opportunity monitoring system defined in Sections 202 and 304 of this manual.~~

All Positions

~~346.~~ Exceptions to this policy may be authorized by the President in unique circumstances.

A written request for the Presidential exception is initiated by the hiring department and forwarded through the appropriate supervisory line to the unit's dean or director. If there is support from the dean or director, the request is forwarded to the Provost or the appropriate vice president. If the request is supported by the vice president after consultation with the Vice President for Equity, Diversity, and Global Outreach and the unit's dean and director, it is forwarded by the Provost or Vice President to the President for consideration.

Curriculum Vita

For

Kenneth Magel

Present Position: Professor of Computer Science; Coordinator of Software Engineering; Associate Department Head, North Dakota State University

Previous Professional Positions:

Professor of Computer Science, North Dakota State University, August, 1987 – present

Coordinator of Software Engineering, July, 2002 – present

Chair, Department of Computer Science, July, 1988 – July 1996 and July, 2005 – July, 2007

Associate Professor of Computer Science, North Dakota State University, August, 1983 – August, 1987

Associate Professor Computer Science, University of Texas – San Antonio, August, 1982 – July, 1983

Computer Scientist, Lawrence Livermore National Laboratories, May, 1982 – August, 1982

Assistant Professor of Computer Science, University of Missouri – Rolla, August, 1978 – May, 1982

Assistant Professor of Computer Science, Wichita State University, August, 1976 – July, 1978

Teaching Assistant, Division of Applied Mathematics, Brown University, September, 1972 – July, 1976.

Education:

Ph.D., Computer Science, Brown University, May, 1977 (actually completed July, 1976)

Sc.M., Applied Mathematics, Brown University, May, 1974

Sc.B., Applied Mathematics, Brown University, May, 1972.

Selected Recent Refereed Publications (157 since 1973):

Abufardeh, S. and K. Magel, "Impact of Global Software Cultural and Linguistic Aspects on Global Software Development Process (GSD)", Social Networks and Virtual Culture, 2011.

Ranganathan, P. Magel, K. and K. Nygard, "UML design patterns in a Smart Grid", Proceedings of the 26th International Conference on Com putters and Their Applications, New Orleans, March, 2011.

M. Akour, K. Magel, S. Abufardeh, and Q. Al-Radaideh, "QArabPro: A Rule Based Questions Answering System for Reading Comprehension Tests in Arabic" American Journal of Applied Science, 2010.

S. Abufardeh and K. Magel, "Impact of Global Software Cultural and Linguistic Aspects on Global Software Development Process: Issues and Challenges", 4th International Conference on New Trends in Information Science and Service Science, Gyeongju, Korea, May, 2010.

Students:

I have guided 14 Ph.D. and 27 M.S. students to completion of their degrees.

North Dakota State University Service:

Program Development:

Developed successful proposals for Ph.D. in Computer Science (1985), B.S. in Management Information Systems (1988), Ph.D., M.S. and Graduate Certificate in Software Engineering (2002), and Master of Software Engineering (online degree, 2010).

Committees:

University:

Academic Affairs (1985 – 1989 and 1998 – 2002 (Chair in 2002)

University Assessment Committee, July, 2006 – May, 2010

Faculty Personnel Committee, May, 2005 – May, 2009

University Assessment Committee, July, 2006 – May, 2010.

University Senate, August, 1990 – June, 1994

College:

Many including Promotion, Tenure, and Evaluation as well as Awards Committee and Curriculum Committee. I have served as Chair of all of those Committees.

Dean Search Committee member, 1988, and 2005.

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Attachment 5

Harlene M. Hatterman-Valenti
Department of Plant Sciences
North Dakota State University

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P.O. Box 6050 Dept. 7670
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Phone (701) 231-8536
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H.hatterman.valenti@ndsu.edu

Education

Ph. D. 1993. Co-major, Agronomy-Crop Production and Physiology; Horticulture. Iowa State University. Dissertation: Herbicide spray movement during turfgrass postemergence applications.
M.S. 1985. Horticulture. University of Nebraska - Lincoln. Thesis: Production of annual statice (*Limonium sinuatum*) in Nebraska.
B.S. 1981. Biology. University of Nebraska - Kearney.

Professional Experience

2007 - Present Associate Professor, High - Value Crops Specialist, North Dakota State University.
2000 - 2007 Assistant Professor, High - Value Crops Specialist, North Dakota State University.
1997 - 2000 Consultant, Instructor, Southeast Technical Institute, Sioux Falls, SD 57107.
1994 - 1997 Research Biologist, FMC Corporation, Princeton, NJ 08543.

Organizations

American Society for Enology and Viticulture	American Society of Horticulture Science
Potato Association of America	Weed Science Society of America
Minnesota Fruit and Vegetable Growers Association	North Central Weed Science Society
North Dakota Nursery and Greenhouse Association	North Dakota Horticultural Society
North Dakota Grape Growers Association	Eastern Reg. Soc. for Enology & Viticulture
Gamma Sigma Delta - Agricultural Honorary	Pi Alpha Xi - Horticulture Honorary

Awards and Honors

North Central Weed Science Society Fellow, 2011; AAIC Best Medicinal and Nutraceutical Plants Paper Presentation of 2011; Larson/Yaggie Excellence in Research Award, 2010; Alpha Tau Omega Amazing Teacher Award, 2008; Madison's Who's Who and Marquis Who's Who in America, 2008; ECI Who's Who Among America's Teachers and Educators, 2007; Academic Keys Who's Who in Agricultural Higher Education, 2003; FMC Innovation Award, 1997; FMC Extra Mile Award, 1996; Outstanding Paper, 1996 - Weed Technology entitled: Effect of Shade on Velvetleaf (*Abutilon Theophrasti*) Growth, Seed Production, and Dormancy by Illiya A. Bello, M.D.K. Owen and H. M. Hatterman-Valenti; North Central Collegiate Weed Science Contest, 1989 - 1st place, individual graduate, 1st place, weed identification, 1st place tie, problem solving, 1st place graduate team

Selected Publications

Hatterman-Valenti, H. 2012. Managing weeds with reduced herbicide inputs: Developing a novel system for onion. Pages 121-134. in R. Alvarez-Fernandez ed., Herbicides – Environmental Impact Studies and Management Approaches. Rijeka: InTech.

- Hatterman-Valenti, H., A. Pitty, and M. Owen, 2011. Environmental effects on velvetleaf (*Abutilon theophrasti*) epicuticular wax deposition and herbicide absorption. *Weed Sci.* 59:14-21.
- Paparozzi E.T., K.A. Williams, R. Geneve, H. Hatterman-Valenti, C. Haynes, H. Kraus, C. McKenney, and J. Pitts. 2011. Development of the AG*IDEA alliances's horticulture graduate certificates program and inter-institutional course share. *HortTechnology* 21:688-691.
- Hatterman-Valenti, H. M. 2010. North Dakota State University horticulture and forestry program assessment. *HortTechnology* 20:678-682.
- Loken, J. R. and H. M. Hatterman-Valenti. 2010. Multiple applications of reduced-rate herbicides for weed control in onion. *Weed Technology* 24:153-159.
- Willard, D. M. and H. M. Hatterman-Valenti. 2008. Juneberry growth is affected by weed control methods. *HortTechnology* 18:75-79.
- Thompson, A.L., B.L. Farnsworth, N.C. Gudmestad, G.A. Secor, D. Preston, J.R. Sowokinos, M. Glynn and H. Hatterman-Valenti. 2008. Dakota Diamond: An exceptionally high yielding, cold chipping potato cultivar with long-term storage potential. *Amer. J. Potato Res.* 85:171-182.
- Schumacher, C. E. and H. M. Hatterman-Valenti. 2007. Effect of dose and spray volume on early-season broadleaved weed control in allium using herbicides. *Crop Protection* 26:1178-1185.
- Thompson, A.L., B. L. Farnsworth, G. A. Secor, N.C. Gudmestad, D. Preston, J. R. Sowokinos, M. Glynn, and H. Hatterman-Valenti. 2007. Dakota Crisp: a new high-yielding, cold-chipping potato cultivar with tablestock potential. *Am. J. Potato Res.* 84: 477-486.
- Hatterman-Valenti, H. M., A. Pitty, and M.D. K. Owen. 2006. Effect of environment on giant foxtail (*Setaria faberi*) leaf wax and fluazifop-P uptake. *Weed Sci.* 54:607-614.
- Hatterman-Valenti, H. M. and P. E. Hendrickson. 2006. Companion crop and planting configuration effect on onion. *HortTechnology* 16:12-15.
- Steele, D. D., R. G. Greenland, and H. M. Hatterman-Valenti. 2006. Furrow vs. hill planting of sprinkler-irrigated russet burbank potatoes on coarse-textured soils. *Amer. J. Potato Res.* 83:249-258.
- Thompson, A.L., B. L. Farnsworth, G. A. Secor, N.C. Gudmestad, D. Preston, J. R. Sowokinos, M. Glynn, and H. Hatterman-Valenti. 2006. Dakota Jewel: an attractive, new, bright red-skinned, fresh market potato cultivar with improved storage characteristics. *Am. J. Potato Res.* 83: 373-379.
- Dai, W. V. Jacques, and H. Hatterman-Valenti. 2006. A rapid micropropagation method of purple raspberry (*Rubus occidentalis* L. x *R. idaeus* L.). *J. Environ. Hort.* 24:35-38.
- Hatterman-Valenti, H. 2005. Lawn care treatments (weeds) (Online). In D. Pimentel ed. *Encyclopedia of Pest Management*. New York, NY: Marcel Dekker Inc. Available at <http://www.dekker.com/sdek/ftinterface?content=t713172972vnxs10000100000132&ftform=3&page=1>.
- Hatterman-Valenti, H. M. 2005. A screening of weed control options during Juneberry (*Amelanchier alnifolia*) establishment. *Weed Tech.* 19: 623-628.
- Hatterman-Valenti, H. and P. Mayland. 2005. Annual flower injury from sublethal rates of dicamba, 2,4-D, and premixed 2,4-D+mecoprop+dicamba. *HortSci.* 40:680-684.
- Duppong, L. and H. Hatterman-Valenti. 2005. Yield and quality of vegetable soybean cultivars for production in North Dakota. *HortTech.* 15:896-899.

BIOGRAPHICAL SKETCH

Majura Fortunatus Selekwa,

North Dakota State University, Department of Mechanical Engineering,
NDSU Dept 2490, 105 Dolve Hall, P.O.Box 6050, Fargo, ND 58108-6050
Phone: 701-231-5667; Fax: 701-231-8913
e-mail: majura.selekwa@ndsu.edu

Education:

Ph.D. Mechanical Engineering, Florida A&M University, Tallahassee, FL, 2001
M.S. Mechatronics, University of New South Wales, Australia, 1993
B.S. Mechanical Engineering, University of Dar es Salaam, Tanzania, 1989

Professional Experience:

2011- To-date: Associate Professor, Department of Mechanical Engineering, North Dakota State University, Fargo, ND.
2005-2011 Assistant Professor, Department of Mechanical Engineering, North Dakota State University, Fargo, ND.
2003-2005 Visiting Assistant Research Professor at Florida A&M University, and Adjunct Professor, Florida State University, Tallahassee, FL.
2002-2003 Postdoctoral Research Associate at Florida A&M University and Consulting Engineer at Process Control Solutions, Inc., Tallahassee, FL
2001-2002 Process Control Engineer, Process Control Solutions, Inc. Tallahassee, FL
1997-2001 Graduate Assistant, Department of Mechanical Engineering, Florida A&M University, Tallahassee, FL
1993-1997 Assistant Lecturer, Department of Mechanical Engineering, University of Dar-es-Salaam, Tanzania.
1993-1993 Process Control Engineer, ANZ Distillery Ltd, Christchurch New Zealand
1989-1991 Assistant Development Engineer and Instructor, University of Dar-es-Salaam, Dar-es-Salaam, Tanzania

Professional Affiliations:

1. Professional Member, the American Society of Engineering Education (ASEE).
2. Senior Member, the Instrumentation, Systems, and Automation Society (ISA)
3. Member, the Institute of Electrical and Electronic Engineers (IEEE),
4. Member, the American Society of Mechanical Engineers (ASME)

Publications (More than 60 refereed journal and conference articles)

1. **M. F. Selekwa**; J. R. Nistler; , "Path tracking control of four wheel independently steered ground robotic vehicles," *Decision and Control and European Control Conference (CDC-ECC), 2011 50th IEEE Conference on* , pp.6355-6360, 12-15 Dec. 2011
2. J. R. Nistler, **M. F. Selekwa**, Gravity compensation in accelerometer measurements for robot navigation on inclined surfaces, *Procedia Computer Science*, Volume 6, 2011, Pages 413-418,
3. **M. F. Selekwa** "Stabilization of Dynamical Systems by Direct Minimization of Kinetic Energy", *Control and Intelligent Systems*, Vol 38, No 4, pp 202-209

4. **M. F. Selekwa**, D. D. Dunlap, D. Shi and E. G. Collins Jr., "Robot navigation in very cluttered environments by preference-based fuzzy behaviors" *Robotics and Autonomous Systems*, 56, No. 3, Pp 231-246, 2008 .
5. C. Ordonez, E. G. Collins Jr., **M. F. Selekwa** and D. D. Dunlap, "The virtual wall approach to limit cycle avoidance for unmanned ground vehicles" *Robotics and Autonomous Systems*, 56, No 8, Pp 645-657, 2008.
6. E. G. Collins, Jr., **M. F. Selekwa**, R. B. Walker and S. Palanki, " A Stacked Model Structure for Off-line Parameter Variation Estimation in Multi-equilibria Nonlinear Systems." *European Journal of Control*, 12, No. 4, pp. 353-364, 2006.
7. **M. F. Selekwa** and E. G. Collins, Jr., "SISO Design of Multiobjective *H1* Loop Shaping Control Systems by Fuzzy Logic," *Int. J. of Cont. and Int. Systems*, Vol. 34, No. 1: 2006, pp 45-56
8. **M. F. Selekwa**, D. D. Damion, and E. G. Collins, Jr. "Practical Implementation of Multi-valued Fuzzy Behavior Control for Robot Navigation." *Proceedings of the 2005 International Conference on Robotics and Automation*, Barcelona Spain, 2005, pp 3700-3706.
9. **M. F. Selekwa**, V. Kwigizile, R. N. Mussa, "Setting Up a Probabilistic Neural Network For Classification of Highway Vehicles," *Int. J. of Comp. Intell. and Appl.*, Vol. 5, No. 4, December 2005, pp. 411-423.
10. **M. F. Selekwa**, E. G. Collins and J. Q. Combey, "On Reactive Fuzzy Behavior Systems for Navigation Control of Mobile Robots." *Proceedings of the 10th Int. Conf. of the American Nuclear Society on Robotics and Remote Systems for Hazardous Environments*, Gainesville, Florida, pp 419-426, March 2004.
11. **M. F. Selekwa** and E. G. Collins, Jr., "H2 Optimal Reduced Order Control Design Using a Fuzzy Logic Methodology With Bounds on System Variances", *IEEE Trans. on Control Sys. Tech.*, Vol. 11, No. 1: January 2003, pp 153-156.
12. **M. F. Selekwa**, R. N. Mussa and A. Chiteshe, "Application of LQ Modeling and Optimization in Urban Traffic Control," *Optimal Control Applications and Methods*, Vol. 24, No. 6: November-December 2003, pp 331-345.
13. E. G. Collins, Jr., and **M. F. Selekwa**, "A Fuzzy Logic Approach to LQG Design with Variance Constraints," *IEEE Trans. on Control Sys. Tech.*, Vol. 10, No. 1: Jan 2002, pp 32-42.

Grants:

- National Science Foundation (2011-2015), \$120,000; Project Duration
- NASA-ND EPSCOR, (2008-2009), \$17,000
- NDSU Foundation (2009), \$4,500

Synergistic Activities

1. Grant proposal reviewer for the Canada Foundation for Innovation.
2. Journal publication reviewer for: Automatica, IEEE Transactions on Control Systems Technology, European Journal of Control, ISA Transactions, ACTA International Journal of Control and Intelligent Systems, Journal of the Franklin Institute, International Journal of Systems Science, International Journal of Automation and Computing,
3. Conference manuscript reviewer for various conferences including the American Control Conference, the European Control Conference, the Asian Control Conference, and the IEEE Conference on Decision and Control.

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North Dakota State University

May 7, 2012

Attachment 7

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 Approved for General Education (New)

Course No.	Course Title	Recommended Categories	Recommended Outcomes
PHIL 216	Business Ethics	A	2, 6
UNIV 151	Science and Society	S	5, 6

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

Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
HNES 100	Concepts of Fitness and Wellness	W	2, 7	2, 6



Policy 332: Assessment of
Courses and Instruction
Faculty Senate *Ad Hoc* Committee

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

Committee Charge

- “to review and propose changes to Policy 332, including but not limited to the use of multiple measures of assessment of teaching effectiveness.” (FS, 2/13/12)



Guiding Principles

- Propose Revisions to Policy 332 that:
 - Clarifies and reflects definition of teaching effectiveness
 - Emphasizes the improvement of teaching and learning
 - Utilizes a holistic approach (triangulation), with formative and summative components
 - Controls for student motivation and possible bias

NDSU NORTH DAKOTA
STATE UNIVERSITY

Policy Parameters

- SBHE Policy 605.1.6 (Academic Freedom and Tenure)
 - “Evaluations of all teaching faculty must include significant student input.”
- NDSU Policy, Section 352 (Promotion, Tenure and Evaluation)
 - 2.2.1 Teaching

NDSU NORTH DAKOTA
STATE UNIVERSITY

Sample Policies

- University of North Dakota
- University of Minnesota
- University of Missouri
- Iowa State University
- Kansas State University
- Clemson University

Next Steps

- Determine Policy Structure
- Draft Policy Revisions
- Submit Revised Policy for Review

Committee Members

- Chris Ray, Education (Chair)
- Canan Bilen-Green, Industrial Engineering
- Ed Deckard, Plant Sciences
- Katie Gordon, Psychology
- Don Miller, Pharmacy Practice
- Chanchai Tangpong, Management
- Verena Theile, English

IMPROVING LAB SAFETY CULTURE AT NDSU

***Kent Rodgers, Chair
Laboratory & Chemical Safety Committee***

***Michael Borr, Associate Director
Safety Office***

NDSU LABORATORY & CHEMICAL SAFETY COMMITTEE (L&CSC)

- ♦ **WHO ARE WE?**
 - ♦ **FACULTY COMMITTEE**
 - ♦ **NOT FACULTY SENATE STANDING COMMITTEE**
- ♦ **WHAT DO WE DO?**
 - ♦ **ADVISORY BODY TO NDSU's**
 - ♦ **SAFETY OFFICE**
 - ♦ **CENTRAL ADMINISTRATION**

WHY AM I HERE?

- ♦ **DISCUSS SAFETY IN**
 - ♦ **TEACHING & RESEARCH LABS**
 - ♦ **MACHINE SHOPS**
 - ♦ **ART STUDIOS**
- ♦ **RAISE AWARENESS RE. LIABILITIES OF**
 - ♦ **INSTRUCTORS**
 - ♦ **RESEARCH PIs**

WHY NOW?

- ◆ **RECENT HISTORY: SERIOUS ACCIDENTS IN ACADEMIC FACILITIES**
- ◆ **TEXAS TECH. UNIVERSITY**
 - ◆ **SHOCK-SENSITIVE COMPOUND EXPLOSION, INJURIES**
- ◆ **UNIVERSITY OF MO**
 - ◆ **H₂ EXPLOSION, NO INJURIES BUT EXTENSIVE BUILDING DAMAGE**

Texas Tech. →



←U. of MO

ACCIDENTS WITH GRUESOME CONSEQUENCES

- ◆ **YALE UNIVERSITY**
 - ◆ **UNDERGRAD. PHYSICS STUDENT
KILLED IN MACHINE SHOP AT NIGHT**
- ◆ **UCLA**
 - ◆ **BACHELOR'S-LEVEL RESEARCHER
BURNED TO DEATH**
- ◆ **SAN FRANCISCO VA MED. CENTER**
 - ◆ **RESEARCHER DEAD FROM A LAB-
ACQUIRED *Neisseria meningitidis*
INFECTION**



CHEMICAL SAFETY BOARD

- ◆ **“THE CSB IS AN INDEPENDENT FEDERAL AGENCY CHARGED WITH INVESTIGATING INDUSTRIAL CHEMICAL ACCIDENTS.”**
- ◆ **DOES NOT ISSUE FINES, CITATIONS**
- ◆ **CONDUCTS *THOROUGH* INVESTIGATIONS**
- ◆ **CAUSE(S) OF ACCIDENTS DETERMINED**
 - ◆ **INCLUDED IN PUBLIC REPORTS**

CHANGING THE LANDSCAPE OF ACADEMIC LABORATORY SAFETY

- ♦ ***ACADEMIC LAB ACCIDENTS BEING
INVESTIGATED BY CSB***
- ♦ ***FORCING CHANGE IN ACADEMIC
SAFETY POLICY & CULTURE***
- ♦ ***SHEDDING LIGHT ON***
 - ♦ ***POOR MANAGEMENT & TRAINING***
 - ♦ ***NEGLIGENCE ON THE PARTS OF
ADMINISTRATORS, SUPERVISORS***

FOR EXAMPLE, AT TEXAS TECH.

- ◆ **SAFETY REPORTING STRUCTURE PUT IN PLACE**
- ◆ **SAFETY TRAINING, TRACKING REDESIGNED**
- ◆ **SAFETY PART OF PERFORMANCE EVALUATIONS**

CONSEQUENCES

- ◆ **UCLA**
 - ◆ **FACES UP TO \$4.5M IN FINES**
 - ◆ **PATRICK HARRAN, ORGANIC CHEMISTRY FACULTY, UCLA**
 - ◆ **FACES UP TO 4.5 YR INPRISONMENT**
 - ◆ **ARRAIGNMENT ON JUNE 7**
- ◆ **CHARGES STEM FROM ACCUSATIONS OF WILLFUL NEGLIGENCE**
 - ◆ **UNADDRESSED SAFETY VIOLATIONS**
 - ◆ **DEFICIENCIES IN SAFETY TRAINING**

LIABILITY IN NORTH DAKOTA

- ♦ **STATE EMPLOYEES IMMUNE TO SUITS FILED IN RESPONSE TO ACTIONS “WITHIN THE SCOPE OF THE EMPLOYEE'S EMPLOYMENT.”**
- ♦ **OUT OF SAFETY COMPLIANCE?**
- ♦ **LIKELY NOT WITHIN THAT SCOPE!!!**
 - ♦ **WHO DECIDES? STATE'S ATTORNEY**
- ♦ **LIKELY PERSONALLY LIABLE**

HOW CAN FACULTY PROTECT THEMSELVES?

- ♦ **NDSU HAS A CHEMICAL HYGIENE PLAN!**
- ♦ **BECOME FAMILIAR WITH THE ND LIABILITY LAWS/STATUTES**
- ♦ **TAKE ALL TRAINING COURSES RELEVANT TO YOUR WORK**
- ♦ **MAKE SURE ALL YOUR SUBORDINATES TAKE TRAINING**
- ♦ **PROTECT YOURSELF BY USING THE “PAPER TRAIL” TO TRACK YOUR TRAINING**

WHAT TRAINING MIGHT I NEED?

- ◆ **BASELINE SAFETY TRAINING**
- ◆ **SUPERVISOR TRAINING**
- ◆ **LABORATORY SAFETY COURSE**
 - ◆ **ALL MODULES AVAILABLE ON LINE**
- ◆ **BLOODBORNE PATHOGENS**
- ◆ **BIOSAFETY TRAINING**
- ◆ **POSSIBLY OTHERS**

WHAT CAN WE AS SENATORS DO?

- ♦ **HAVE DISCUSSIONS WITH YOUR COLLEAGUES IN COLLEGE & DEPT. FACULTY MEETINGS**
- ♦ **TRAINING**
- ♦ **LIABILITY**
- ♦ **ENFORCE STRICT SAFETY COMPLIANCE**
 - ♦ **IN TEACHING LABS**
 - ♦ **IN RESEARCH FACILITIES**
- ♦ **DISTRIBUTE LINKS TO THE MINUTES OF THIS MEETING**
- ♦ **THESE SLIDES WILL BE IN THERE**

WEB LINKS OF INTEREST

- ♦ <http://www.nature.com/uidfinder/10.1038/472259a>
- ♦ University of Missouri – Columbia
 - ♦ http://pubs.acs.org/cen/news/88/i27/8827news3.html?utm_source=
 - ♦ <http://www.h2incidents.org/incident.asp?inc=277>
- ♦ Texas Tech. University
 - ♦ <http://www.csb.gov/videoroom/detail.aspx?VID=61>
 - ♦ <http://cen.acs.org/articles/88/i4/University-Lab-Accident-Und>
 - ♦ <http://www.csb.gov/investigations/detail.aspx?SID=90>
- ♦ UCLA
 - ♦ <http://pubs.acs.org/cen/science/87/8731sci1.html>
 - ♦ <http://cen.acs.org/articles/90/i1/Charges-BroughtUCLA-lab-D>
 - ♦ <http://articles.latimes.com/2012/apr/12/local/la-me-0412-ucla>

MORE WEB LINKS OF INTEREST

- ◆ **State Employee Liability**
 - ◆ **<http://www.ndsu.edu/fileadmin/policy/159.pdf>**
 - ◆ **<http://www.ag.nd.gov/Brochures/FactSheet/LiabilityStateEr>**
 - ◆ **<http://www.legis.nd.gov/cencode/t32c12-2.pdf>**

FACULTY SENATE MINUTES

FARGO, ND 58108

NORTH DAKOTA STATE UNIVERSITY

MAY 7, 2012

TO: NDSU FACULTY SENATE
FROM: UNIVERSITY ACADEMIC AFFAIRS COMMITTEE
SUBJECT: 2011-2012 ANNUAL REPORT
DATE: 5/22/2012

University Academic Affairs Committee has met almost weekly in the fall and twice monthly in the spring for a total of 20 meetings. In those meeting we have approved changes to course offerings at NDSU.

We approved the following and have sent these items to faculty senate either for approval or for information:

3 new programs: Gerontology 2nd major doctoral level, Exercise Science and Nutrition (PhD), and Counselor Education and Supervision (PhD)

1 new MS degree: Masters in Construction Management

3 new /changes in subplans/options/certificates

1 new prefix: LEAD

61 course deletions

52 new graduate courses (includes the 600 level courses of 400/600 courses)

43 new undergraduate courses (includes the 400 level courses of 400/600 courses)

79 changes to course numbers, credits, titles

109 changes to pre-reqs and course descriptions

6 new special topics

Also acted on and submitted to Faculty Senate "Satisfying the NDSU BA requirement using a Second Language"

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North Dakota State University

May 7, 2012

Core Undergraduate Learning Experiences
Preliminary Brief Annual Report 2011-2012

05/22/12

Preliminary Brief Annual Report: 2011-2012 Core Undergraduate Learning Experiences (CULE)

Submitted to:

Gary Totten, Presiding Officer, University Senate

Submitted by

Larry Peterson, Co-Chair

1. 2011-2012 Core Undergraduate Learning Experiences Members:

Marion Harris (AFSNR), Robert Harrold (Assessment), RaNelle Ingalls (Student Affairs), Rajesh Kavasseri (E&A), Kevin McCaul (Deans' Liaison), Andrew Mara (AHSS), Charlene Myhre (Libraries), Cynthia Naughton (PNAS), Lisa Nordick (DCE), Larry Peterson (Provost), Seth Rasmussen (S&M), Susan Ray-Degges (HDE), Carolyn Schnell (University Studies), and Herbert Snyder (Business)

2. Meetings:

CULE met sixteen times during 2011-12: August 29, September 12, September 26, October 10, October 24, November 14, November 28, December 12, January 10, January 23, February 6, February 29, March 7, March 19, April 16, and April 30.

3. Major Activities:

In October CULE distributed a common electronic survey focusing on 29 student learning outcomes through the GDC for alumni, employers, faculty, staff and students. Because of the relatively few responses from employers, CULE surveyed college advisory board members in February. CULE members analyzed the responses and reported their findings in a Pedagogical Luncheon in April. Writing well and speaking well are high priorities among all respondents. In general, alumni and employers seem more satisfied with how well our present graduates are prepared. Faculty and staff are more critical of present student performance and have higher standards for the future. All groups expect every outcome to be more important in the future.

CULE agreed to undertake a quality improvement process to implement the Higher Learning Commission's new accreditation model. CULE developed an electronic template asking programs to compare the student learning outcomes in their capstone courses with the Applied Learning benchmarks in the *Degree Qualifications Profile (DQP)*. In December copies of the *DQP* were sent to all faculty and the electronic template and a cover letter from Provost Rafert were sent to chairs and heads. Departments were also asked to submit syllabi for their capstone courses. In conjunction with this project, one of the *DQP*'s authors, Paul Gaston, visited NDSU in January to give a Pedagogical Luncheon and meet with people. CULE has not yet begun to analyze the information from the templates.

From November 2010 to January 2012 CULE met with 460 people in 40 academic and non-academic units in listening sessions where people thought broadly about the purpose and goals of general education.

CULE's homepage (<http://www.ndsu.edu/cule/>) was created and maintained by Jerry Olson from DCE.

CULE members began the process of prioritizing and refining common student learning outcomes in order to have a recommendation for the Faculty Senate in Fall 2012.

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Fargo, ND 58108

North Dakota State University

May 7, 2012

Council of College Faculties
Preliminary Brief Annual Report 2011-2012

05/22/12

Preliminary Brief Annual Report: 2011-2012 Council of College Faculties

Submitted to:

Gary Totten, Presiding Officer, University Senate

Submitted by

Larry Peterson and Mark Meister

Mark Meister and Larry Peterson served as NDSU's representatives to the Council of College Faculties in 2011-12. The Council met by WIMBA nine times: September 13, October 11, November 8, December 13, January 17, February 14, March 20, April 17, and May 8.

The Council discussed three major issues this year.

1. Staff and faculty especially from the smaller schools want tuition waivers for online or distance education courses. The research campuses worry about what this will mean for self-support courses.
2. SBHE President Shaft informed the CCF that a Compensation Report is not necessary and that the faculty/staff compensation budget line item will be removed from the SBHE budget request. The CCF unanimously voted to oppose that action.
3. There was a great deal of discussion about President Shaft's "Maximizing Results through Efficiencies" proposal and its implementation. Because of NDSU's initiative, members at NDUS campuses gave a great deal of feedback about the Maximizing Results proposal through a survey hosted by NDSU's Group Decision Center. The feedback had no discernible result. There continues to be a great deal of frustration with the Maximizing Efficiencies Process. The timeline is far too rapid and it seems like a very top-down process. Faculty are almost totally in the dark about what is happening. No one seems to know of any faculty involvement in the process, despite the statement in the Maximizing Efficiencies Process Memo of February 3, 2012 from President Shaft: "Faculty, staff and students will either be represented on the work groups or will be engaged as the plans work their way through the appropriate System Councils and committees."

Faculty Senate Minutes

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North Dakota State University

May 7, 2012

Equity and Diversity Committee Report to Faculty Senate April 30, 2012

The committee met on 25th October and elected Dr. Benedict Law as the Chair of the Equity and Diversity.

The committee reviewed the Smoking Policy (#153) and came up with an agreement that such policy did not require revision. The policy stated that “smoking prohibition does not apply to specific activities used in connection with the practice of traditional spiritual or cultural ceremonies”. The students/faculty were not able to hold specific activities in connection with the practice of traditional spiritual or cultural ceremonies inside the Memorial Union because of the safety issues. However, the committee feels strongly that Facilities Management should provide the appropriate facilities outdoor to accommodate such activities. Therefore, the committee recommended the Vice President for Student Affairs to discuss with the Facilities Management for an alternate solution.

The committee had communicated via email in December 2011 about the lack of lactation facility at the NDSU. This has been an ongoing issue in NDSU because of the lack of space. We had brought up the issue to the Provost.

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

May 7, 2012

TO: NDSU Faculty Senate
FROM: Faculty Senate Faculty Affairs Committee
SUBJECT: 2011-2012 Annual Report
Date: 4/24/2012

The Faculty Affairs Committee had an organizational meeting in November of 2011. In addition to electing a chair we discussed the "Enhancing Student Persistence" white sheet that had been circulated. Through e-mail we prepared a recommendation which was submitted to the Faculty Senate Executive Committee in December.

In January, working with Associate VP Krishnan the Faculty Affairs committee met to review and make recommendations concerning Instructional Development Grants. There were 10 proposals, 5 of which were recommended for funding. The 5 funded proposals were funded through the Provost's office in the amount of \$14,733.

More recently the committee has been working to draft a proposed Academic Freedom policy.

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

May 7, 2012

General Education Committee
Preliminary Brief Annual Report 2011-2012

05/22/12

Preliminary Brief Annual Report: 2011-2012 General Education Committee

Submitted to:

Gary Totten, Presiding Officer, University Senate

Submitted by

Larry Peterson, Chair

1. 2011-2012 General Education Committee Members:

Thomas Barnhart (HDE), Xiwen Cai (AFSNR), Darshi De Saram (AE), Thomas Dowdell, Jr. (BUS), Robert Harrold (Assessment), RaNelle Ingalls (Registration and Records), Linda Langley (SM), Derek Miller (students), Charlene Myhre (Library), Larry Peterson (Provost), Jonathan Roswick (students), Gary Totten (AHSS), Mary Wright (PNAS).

2. Meetings:

The Committee met nine times during 2011-12: September 13, October 11, November 8, December 6, January 30, February 13, March 26, April 16, and May 7.

3. Policy and Procedure Changes:

The Committee agreed to change General Education Administrative Policy 11 ("Students may receive placement credit for ENGL 110 based on composite ACT score and satisfactory performance in ENGL 120 or equivalent") because of State Board Policy 402.1.2 which requires that as of Fall 2012 placement in ENGL 110 will be based on the ACT English subtest scores.

The Committee drafted revisions for the Student Appeal form to note that we expect students to tell us how the course they want to substitute meets the definitions of the appropriate category and to suggest that students include a syllabus.

4. Program Issues:

The Committee endorsed all of the Essential Learning Outcomes from the American Association of Colleges and Universities as a possible framework for General Education in North Dakota.

5. Student Petitions:

The Committee received forty-two petitions from students for substitutions, waivers or exemptions. It granted twenty-seven and denied fifteen. The Office of Registration and Records granted administrative approval to thirty-one additional appeals.

6. Course Reviews:

The Committee began the fall semester with four courses still in the process of being reviewed from previous years. The Committee received three submissions for new courses. The Committee completed action on three new courses and two existing courses in 2011-2012. One course proposed in 2010-11 was withdrawn from consideration by the instructor. The Committee ended the year with one course still in the process of being reviewed, because it had been returned to the department for additional information.

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North Dakota State University

May 7, 2012

Program Review Report to the Senate for 2011-2012

Program Review met weekly, led by Rajesh Kavasseri.

We began the year with 11 reports (a very high number of programs to review because this year there were no extensions granted) and 3 were received after the beginning of the year, for a total of 14.

Completed reports (including site visit, report, meeting with Dean and Chair/Head, meeting with Provost):

- ADHM
- Arch/Landscape Arch
- Plant Sciences
- Psychology
- University Studies
- Polymers and Coatings
- Criminal Justice
- Materials and Nanotech

Partially completed:

- Communications
- Statistics
- Mathematics

Rolling over to 2012-13:

- Geosciences
- HDE
- Ag & Bio Systems Engineering

Not received:

- Fine Arts

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

May 7, 2012

Research and Consulting Standing Committee

Report: As Senate Liaison for the Research and Consulting Committee for 2011-2012, I called the first meeting in the Fall of 2011. There were 5 attendees. A chair was not elected at the meeting, however later Amiy Varma said he would serve for the remainder of the year. There was never another meeting called. Below, you will find the minutes from the one meeting that we had.

Minutes from Fall meeting, November 7, 2011

Attendance: Biga, Wittrock, Sanders, Szmerekovsky, Osorno

Discussions:

It was brought up that Greg Sanders might not be eligible to serve on this committee due to his new obligations with his college. After the meeting, Biga spoke with the Faculty Senate Exec Committee, and this is in fact the case. So, HDE needs a new member and Gary Totten (Senate Pres) has been notified.

The RCC needs a chair, as Biga is not officially on the committee, but is ex-officio as a liaison from Senate Exec Committee. Varma was nominated, he accepted (after the meeting).

The RCC reviewed Article III (Senate Committees) Section 12 (Research and Consulting) of the senate by laws to review the role of this committee. The committee discussed historic roles this committee has had, and discussed a potential future agenda:

1. Identify current list and potential developmental programs
 - a. Inquire with Boudjouk, Wittrock, and Rafert
 - b. Invite Rafert to a meeting to discuss what he might see as this committee's role
2. Committee responsibilities
 - a. What else can RCC do?
 - b. Consulting?
3. Policies to review?
 - a. 190
 - b. 340s

Respectfully submitted by Peggy Biga

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Senate Coordinating Council Report to Faculty Senate April 30, 2012

For the 2012-2012 academic year, the Senate Coordinating Council (SCC) was composed of representatives from the Faculty Senate, Staff Senate, Student Senate, Provost's Office, Division of Finance & Administration, and Division of Student Affairs. During this period, the SCC met in November, December, January, February, March, and April. The SCC acted upon eleven policies; they are as follows:

- Policy 103 Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings
- Policy 112 Pre-Employment and Current Employee Criminal Record Disclosure
- Policy 134 Faculty/Staff Assistance
- Policy 139 Leave with Pay
- Policy 158 E-Mail as an Official Communication Method for Employees
- Policy 161 Fitness for Duty
- Policy 163 Workplace Bullying
- Policy 171 Staff and Faculty Recruitment and Moving Expenses
- Policy 220 Administrative Leave
- Policy 320 Faculty Obligations and Time Requirements
- Policy 350.1 Board Regulations on Academic Freedom and Tenure; Academic Appointments
- Policy 700 Services and Facilities Usage
- Policy 811 Allowable Cost Policies - Subcontracts

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

May 7, 2012

To: NDSU Faculty Senate

From: University Assessment Committee

Subject: 2011-2012 Annual Report

Date: April 27, 2012

The University Assessment Committee (UAC) met monthly from September through December, 2011. However, due to a transition to a new Director of Assessment, the committee did not meet again until April.¹

A major activity of the UAC was reviewing assessment reports submitted by academic and student affairs units. The committee completed several reviews throughout the academic year, and is continuing to complete reviews over the summer. A goal of the committee is to complete all outstanding reviews by Fall 2012.

The committee also revised the reporting guidelines for assessment activities that are distributed to academic and student affairs units. With goals of streamlining the process, making it more useful for academic/student affairs units, and facilitating reports that allow multiple-reviewer feedback, we made important changes. These included introducing a page limit on reports of 5 pages, asking units to focus on one learning goal per year, and emphasizing the importance of assessment aimed at achieving programmatic goals.

We plan to make further refinements to the process in future years. In making future refinements, we aim to make the process easier/less cumbersome for academic/student affairs units, to align the process with programmatic accreditation bodies, and to align the process with university learning goals (e.g. Degree Qualifications Profile).

¹ The previous Director of Assessment, Bob Harrold, retired in December. The new Director of Assessment, Accreditation, and Academic Advising, Larry Peterson, was not hired until March. The committee did not think it would make sense to meet during the interim period, due to a likelihood that the new director would have his or her own vision for assessment.

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Summary of University Athletics Committee Meetings, AY 2011-2012

Meetings were held once each in the Fall and Spring semester.

(Submitted by G. Liguori, Faculty Senate Liaison)

Student Athletes:

Donated to Special Olympics, local Food Pantry, hosted a Halloween Party for children

Academics:

-NCAA Academic Cabinet has discussed increasing academic requirements for student-athletes
-NDSU is doing extremely well within the League as well as nationwide in receiving academic awards (An additional graduate assistant has been hired to assist with mentoring student-athletes).

-New Summit League Faculty Athletic Rep Initiatives: 1) monthly recognition of student-athletes (www.thesummitleague.org), 2) 'Start in Summit League-Finish in Summit League' to encourage student-athletes to pursue grad programs within Summit League member schools, and 3) academic recognition of student-athletes at the end of their season of competition rather than on a semester basis.

-The overall student-athlete average GPA for spring semester was 3.03.

-Two NDSU athletes (Whitney Carlson-women's track, and Amy Anderson-women's golf) were included in the NCAA Elite 88 which recognizes outstanding academics. Whitney Carlson was also recognized at the 2011 NCAA Woman of the Year Awards dinner.

-President Bresciani is creating a new team academic award, honoring the highest and most improved GPA.

-The gender equity study is still in process. Various survey tools for obtaining data were discussed.

- Considerable Summit League Joint Council discussion regarding conference alignment and NCAA legislation of awarding \$2,000 to full scholarship athletes.

-New indoor track facility is on track to be complete by Fall 2012.

- \$21 million of the \$32 million campaign has been raised for BSA expansion/renovation.

-The annual budget of \$14.9 million for athletics was reviewed; income and expenditures are on track.

-Competitions between NDSU and UND will continue to be scheduled.

-NDSU will be hosting the Summit League Outdoor Track & Field Championship May 10-12, 2012