

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

September 10, 2012

The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. T. Stone Carlson presiding and the following senators present: A. Akyuz, K. Benson, M. Clark, A. Denton, T. DeSutter, M. Eighmy, M. Engler, P. Gibbs, R. Green, J. Harmon, L. Helstern, X. Jia, B. Johnson, J. Jones, R. Jones, J. Knodel, W. Lin, F. Littman, T. Lundeen, K. Maddock Carlin, L. Manikowske, B. Pruess, Y. Rhee, G. Shen, C. Stockwell, B. Suzen, M. Weber, E. Wu, W. Zhang, and P. Zhao

Substitutions: S. Gajan for A. Bezbaruah, D. Cooley for C. Pearson, and Z. Linfor for S. Rahman

Approval of Minutes

MOTION (Cooley/J. Jones): to approve the minutes of the May 7, 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:
 - Policy 170: Payment of Meals for Staff and Guests ([Attachment 2](#))

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

General Announcements

A. NDSU Provost –

Provost J. B. Rafert welcomed new and returning senators, and provided the following updates:

- a. Student Success Tuition Model: Phase I is already in play for students at NDSU this fall. Phase II requires the development of differential tuition models. The new NDUS chancellor, Dr. H. Shirvani, has identified a plan to incorporate course and program fees into tuition. Many discussions will take place regarding this topic.
- b. Proposed ND University System Model: Chancellor Shirvani has a very broad and comprehensive vision for the ND University System, which includes, but is not limited to:
 - i. A 3-tiered model: Research universities, 4-year colleges and 2-year colleges;
 - ii. New admission standards: Based on a model adopted in Iowa that considers a formula of ACT (SAT) scores, GPA, rank and core courses. Data has

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been collected on the number of 2010-2011 admitted NDSU students who would not have been admissible under new cut scores, and 92% are still at NDSU and in good academic standing;

- iii. Per-credit tuition model: President Bresciani has had an opportunity to review and respond to the proposed model in relation to our new Student Success Tuition Model, and respond to the chancellor. Additional conversations will take place on this issue. It is uncertain how graduate education would be handled under such a model.
- c. Fall Enrollment: As of day 15, enrollment continues to be strong, slightly up from this time last year in both headcounts and FTEs.
- d. Provost Action Report: Plans are underway to have another Provost Action Report later this fall. Faculty feedback will be sought on strategic activity items for coming year. Data is being collected to provide substance and support on the issues of understaffing and underfunding across Academic Affairs units.
- e. Based on a Collaborative on Academic Careers in Higher Education (COACHE) survey, NDSU ranks highly when compared to its COACHE and other peers, including North Carolina State University, Kansas State University, Clemson, University of Tennessee and Purdue. Of 25 institutions on which we have data, NDSU is a leader in research productivity and classroom activity. COACHE provides useful data on issues such as productivity and faculty by gender/race relative to other universities that participated in the COACHE survey. In almost all categories, NDSU is in the top 30% of peer institutions.

A question from the floor centered on goals and priorities of the upcoming legislative session. Rafert explained that NDSU has put forth a strong slate of capital projects, which are aligned with goals of academic units based on the academic roadmap. These priorities will be reviewed to make sure they are still current. Capital projects submitted include a new science classroom building (which will not be exclusively used for science), which has been approved by the chancellor and SBHE, and currently is rated as the second highest project in the state. A new classroom building would provide modern instructional spaces and technology, and better meet our demands for space on campus.

A carry-over item from last spring is the state's plan for a learning management system. Based on feedback from faculty to the ND University System Office, this issue has been pushed back until at least November 2012.

B. Vice-President of Student Body –

J. Beehler briefly discussed the new leadership team's ten-point platform. Student Body President L. Brodeur and Beehler spent a lot of time over the summer working on responses to the state audit that was released.

The audit dealt largely with student fees, yet student feedback was not sought during the audit process. Student Government is very comfortable with how student fee money was spent, and that feedback was shared with state auditors.

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The new chancellor's 3-tiered proposal is being discussed by Student Senate. Students overall think it is a good plan, but are concerned about the timeline and the strictness of admission standards. Most students have reported that if they were not admissible to NDSU or UND, they would have attended an out-of-state institution. The rise in admission standards, however, would be beneficial if implemented over a longer period of time.

Presentation

- Ad-hoc Budget Committee – ([Attachment 4](#))

M. Engler, faculty senator and committee member, presented on the ad-hoc committee's recommendation regarding the role that faculty could have in the budget process at NDSU. The committee was comprised of faculty representatives from different colleges, and was charged with determining whether a Faculty Senate budget committee could have a role on campus. The committee determined that such a committee would be appropriate and came up with a recommended charge, proposed committee composition, and committee role and reporting responsibilities.

Discussion ensued on whether committee members would need to be senators and if it would exclude administrators and whether the committee would have any official authority or if it would be merely advisory. It was explained that the goal would be to facilitate communication between faculty and administrators and gather faculty input on various budget issues. Provost Rafert added that it's about communication and how to channel questions and information regarding appropriated funds, tuition/tuition revenue, fees, etc. Given the state budget surplus, it is an optimum time to create such a committee.

When asked about the process to establish such a committee, Stone Carlson added that there may be a recommendation that the Senate Executive Committee propose a change to the Bylaws to create a standing budget committee. Pursuing the establishment of a new committee while Bylaws revisions are pending briefly was discussed. Faculty senators present showed a favorable response to the creation of such a committee.

Senate Committee Reports

A. General Education –

L. Peterson, chair, reported that there is a revised set of general education learning outcomes. Campus open forums and discussions with various groups will take place before they are presented to Faculty Senate for approval. Once they are

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approved, the discussion focus will shift to the implementation of a new general education model across the state and at NDSU.

The statewide General Education Council has revised its constitution, which will need to be ratified by Faculty Senates at the state campuses.

Academic departments were involved in completing a profile template related to capstone courses. Follow-up surveys are being planned.

B. Senate Coordinating Council –

Stone Carlson presented the following for discussion and vote:

- Policy 823: Financial Conflict of Interest – Public Health Service Sponsored Research ([Attachment 3](#)) –

Policy changes are in response to federal agency Financial Conflict of Interest (FCOI) requirements, including those of the Public Health Service.

MOTION (Cooley/Helstern): to approve policy changes as presented.

MOTION CARRIED WITH UNANIMOUS CONSENT.

New Business

▪ Ombudsperson -

Stone Carlson presented the idea of an obudsperson on campus, who would serve as an objective party to help mediate concerns between faculty members and other campus parties before they become grievances or litigations.

Discussion followed on the role of an ombudsperson when recurring issues related to policy and procedures arise. It was suggested that data be collected on the history and trends related to grievances at NDSU. These types of positions have been created at many colleges and universities nationwide. This proposal would focus on an ombudsperson to work with faculty issues and concerns only, and perhaps a different position or process would need to be established for students and staff.

The idea of an ombudsperson has been raised in prior University Senates (2004-2005), but did not receive buy-in from administration. The provost offered his support and provided additional examples of how an obudsperson could facilitate SCOFR and other faculty issues and grievances. The obudsperson could not be compelled by the university president or trustees to break confidence.

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MOTION (Cooley/Green): to create an ad hoc committee of the Faculty Senate to research and discuss creating an ombudsperson at NDSU, and that the Faculty Senate president appoints committee members as he sees fit. MOTION CARRIED WITH UNANIMOUS CONSENT.

Adjournment

Meeting adjourned at 4:45 p.m.

Submitted,

Kristi Wold-McCormick, Secretary
NDSU Faculty Senate

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

Program Title Change							
From: Individual and Family Wellness minor				To: Wellness minor			
Track Title Change (Master of Public Health)							
From: Emergency Management				To: Disaster and Emergency Preparedness			
New Courses							
Subject	No.	Title					Crs.
HNES	722	Readings in Sports Medicine					3
MICR	450L/ 650L	Infectious Disease Pathogenesis Laboratory					2
PPTH	457/ 657	Landscape Plant Pathology					3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ACCT	422/ 622	Auditing II	3	ACCT	722	Advanced Studies in Auditing	3
BUSN	730	Legal Aspects of Business	3	ACCT	730	Legal Aspects of Business	3
COMM	103	Introduction to Agricultural Communication	3	COMM	133	Introduction to Agricultural Communication	3
New Special Topics							
CE	499/ 696	Groundwater Remediation					3
ECE	499/ 696	RF and Microwave Circuit Analysis and Design for Wireless Systems					3
EDUC	499	AVID Tutorials I: 21 st Century Practices					1
UNIV	199	Cultural Diversity Scholars					2
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title			Prerequisite/Corequisite Change		
ACCT	418	Tax Accounting I			ACCT 311 with a grade of C or better Restricted to College of Business professional major or minor, Jr or Sr classification, and a 2.50 minimum NDSU grade point average		
COMM	345	Principles of Broadcast Production			Delete all existing prerequisite/s or corequisite/s		
ECON	481	Natural Resource Economics			Prereq: ECON 201		

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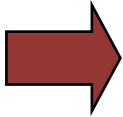
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Attachment 2

Policy Change Cover Sheet

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



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

SECTION: **170 Payment of Meals for Staff and Guests**

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

- *Policy 170 – Update NDSU Policy 170, to match the content in SBHE Policy 806.1 and SBHE Procedure 806.1*
- *The source for each part of the NDSU Policy is now carefully documented.*
- *Most of these changes will have no effect on NDSU's current practices, just an improved matching of NDSU policy to SBHE policy and procedures.*
- *The most significant change from current practices is the SBHE requirement to document the reasonableness of meal costs. Part 6 of NDSU's Policy 170 addresses the SBHE requirements for upper limit of 125% GSA rate test. However, the detailed examples will be kept out of NDSU policy as they will be available on the NDSU Accounting Office Website.*
-

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

- *Gary Wawers, Controller, NDSU Accounting Office, 5/21/2012*
- *Gary.wawers@ndsu.edu*

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

This portion will be completed by Melissa Lamp

Senate Coordinating
Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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

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

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Melissa.Lamp@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your unders

North Dakota State University Policy Manual

SECTION 170 PAYMENT OF MEALS FOR STAFF AND GUESTS

SOURCE: SBHE Policy Manual, Section 806.1; SBHE Procedure Manual, Section 806.1

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

(Source: State Board of Higher Education Policy 806.1, part 1).

(NDSU Interpretation)

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

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

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

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

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

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

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

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

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

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

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

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

(Source: State Board of Higher Education Procedures 806.1, part 5).

(NDSU Interpretation)

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

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

(Source: State Board of Higher Education Policy 806.1, part 3).

3.1 Documentation required for payment or reimbursement of meal expenses for a conference, seminar or other meeting must include:

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

(Source: State Board of Higher Education Procedure 806.1, part 4.)

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

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

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

6.1 The U.S. General Services Administration (GSA) meal per diem rates shall be used as a guideline for determining reasonableness of cost of meals for which per diem reimbursement is not claimed and payment or reimbursement of actual cost is permitted under Policy 806.1 and this Procedure. As a general rule, a meal for which the cost does not exceed 125% of the GSA rate is considered reasonable. Payment or reimbursement for cost of a meal that exceeds 125% of GSA rates is permitted only with written documentation explaining why the expense was reasonable and justified. Employees are

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not required to document individual employee orders and calculations may be based on an average cost for all participants.

(Source: State Board of Higher Education Procedure 806.1, part 7).

(NDSU Interpretation)

6.2 The NDSU Accounting Office website will provide further details and examples on applying the reasonableness test in part 6.1, above.

7. Payment or reimbursement of an expense that personally benefits an employee (except to pay or reimburse the reasonable cost of a meal or other expense) is prohibited. (Source: State Board of Higher Education Procedure 806.1, part 6).

(NDSU Interpretation)

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

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

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

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

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

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

HISTORY: New July

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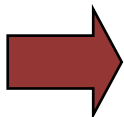
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Attachment 3

823 V2 082212

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

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

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

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

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

This portion will be complete by Kim Matzke-Ternes

Policy
Committee:

University
Senate:

Staff Senate:

President's
Council:

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

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 823

FINANCIAL CONFLICT OF INTEREST –PUBLIC HEALTH SERVICE SPONSORED RESEARCH

SOURCE: SBHE Policy Manual, Section 611.4
NDSU President

1. INTRODUCTION

- 1.1. The US Public Health Service (PHS) requires institutions to establish standards that promote the objectivity of research by ensuring that the design, conduct and reporting of such research is free from any potential for bias resulting from Investigator financial conflicts of interest. Investigators should conduct their affairs as to avoid or minimize conflicts of interest, and must respond appropriately when conflicts of interest arise.
- 1.2. This policy governing financial conflict of interest applies to all Investigators funded by, or submitting proposals for funding to any agency of the PHS, except for Small Business Innovation Research (SBIR) Program Phase I applications. Investigators are required to disclose any external financial interests related to their NDSU responsibilities for review, and any required management, to ensure the design, conduct or reporting of the PHS research is not biased by a financial conflict of interest. Investigators of sponsored projects funded by any other external agency are referred to [NDSU Policy 151.1, External Activities and Conflicts of Interest](#) to address conflicts of interest, including financial.

2. DEFINITIONS

- 2.1. **Administrative Head:** a Department Chair or Head, Dean, Director, Vice President, President or equivalent officer who has the primary authority for administering an administrative unit, and is responsible for solicitation and review of disclosures of Investigator's Significant Financial Interests (SFI) related to their institutional responsibilities, including interests of an Investigator's family members. When a conflict exists for an Administrative Head, refer the matter to the next level of administrative authority in the normal reporting lines. (See also in [Policy 151.1.](#))
- 2.2. **Conflict of Interest Advisory Committee (CIAC):** a committee comprised of five members recommended by the Faculty Senate Executive Committee and appointed by the President of the Faculty Senate. The CIAC shall serve as an advisory body to the University administration on conflict of interest issues, and shall also hear appeals of decisions in conflict of interest cases. (See also in [Policy 151.1.](#))

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- 2.3. **Family:** any member of the Investigator's immediate family, including spouse, parents, siblings, and children.
- 2.4. **Financial Conflict of Interest (FCOI):** a Significant Financial Interest (SFI) that the University reasonably determines could directly and significantly affect the design, conduct or reporting of NDSU research.
- 2.5. **Investigator's Institutional Responsibilities:** the Investigator's responsibilities associated with his or her institutional appointment or position, such as research, teaching, clinical activities, professional practice, institutional committee memberships and service on panels, such as an Institutional Review Board.
- 2.6. **Investigator:** the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct or reporting of Research funded by the PHS, or proposed for such funding, which may include collaborators or consultants.
- 2.7. **Management:** taking action to address a Financial Conflict of Interest (FCOI), which includes a documented plan to reduce or eliminate the FCOI to ensure, to the extent possible, that the design, conduct or reporting of the project will be free from bias.
- 2.8. **Public Health Service (PHS):** the Public Health Service of the U.S. Department of Health and Human Services, and any components of the PHS to which the authority of the PHS may be delegated. The components of the PHS include, but are not limited to, the Administration for Children and Families, Administration on Aging, Agency for Healthcare Research and Quality, Agency for Toxic Substances and Disease Registry, Centers for Disease Control and Prevention, Federal Occupational Health, Food and Drug Administration, Health Resources and Services Administration, Indian Health Service, National Institutes of Health, and Substance Abuse and Mental Health Services Administration.
- 2.9. **Research:** a systematic investigation, study, or experiment designed to contribute to generalizable knowledge relating broadly to public health, including behavioral and social-sciences research. The term encompasses basic and applied research (e.g., a published article, book or book chapter) and product development (e.g., a diagnostic test or drug).
- 2.10. **Retrospective Review:** a review of a financial interest that was either not disclosed, or not reviewed and managed by the University in a timely manner. The review is conducted to determine whether any PHS research conducted

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prior to the identification and management of the FCOI was biased in the design, conduct or reporting.

2.11. Significant Financial Interest (SFI): anything of monetary value received or held by an Investigator or a Family member, whether or not the value is readily ascertainable, that reasonably appears to be related to the Investigator's Institutional Responsibilities. (Note: this exceeds the definition of SFI in [Policy 151.1](#)). SFI includes:

- 2.11.1. Salary or other payments for services (e.g., consulting fees, honoraria, or paid authorships for other than scholarly works) when the aggregated value received from a *publicly traded* entity during the 12 month period preceding the disclosure, and the value of any equity interest during the 12 month period preceding or as of the date of disclosure, exceeds \$5,000; or
- 2.11.2. Salary or other payments for services, when the aggregated value received from a *non-publicly traded* entity during the 12 month period preceding the disclosure exceeds \$5,000; or
- 2.11.3. Equity interests (e.g., stocks, stock options, or other ownership interests) in a non-publicly-traded company of any value during the 12 month period preceding or as of the date of disclosure; or
- 2.11.4. Income related to intellectual property rights and interests (e.g., patents, trademarks, service marks, and copyrights) not reimbursed through NDSU; and
- 2.11.5. Reimbursed or sponsored travel that is related to Investigator's Institutional Responsibilities. This includes travel that is paid on behalf of the Investigator rather than reimbursed, even if the exact monetary value is not readily available. It excludes travel reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers.

SFI does NOT include:

- 2.11.6. Salary, royalties, or other remuneration from NDSU;
- 2.11.7. Income from the authorship of academic or scholarly works;
- 2.11.8. Income from seminars, lectures, or teaching engagements sponsored by or from advisory committees or review panels for U.S. Federal, state or

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local governmental agencies; U.S. institutions of higher education; U.S. research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers; or

- 2.11.9. Equity interests or income from investment vehicles, such as mutual funds and retirement accounts, so long as the Investigator does not directly control the investment decisions made in these vehicles.

3. DISCLOSURE OF SIGNIFICANT FINANCIAL INTERESTS

- 3.1. Investigators must disclose all SFI related to their Institutional Responsibilities (or certify no SFI) by completing the *PHS SFI Disclosure Form* [\[link to form\]](#) and submit it to their Administrative Head and Dean for initial review.
 - 3.1.1. PHS proposal submission. Investigators must have a current (within the last 12 months) *PHS SFI Disclosure Form* on file with the University prior to submitting a Research proposal to PHS as a principal or subrecipient Investigator. A copy of the *PHS SFI Disclosure Form* is routed with the Proposal Transmittal Form to Sponsored Programs Administration (SPA). (The disclosure does not require review by the Administrative Head and Dean until funding has been awarded, unless otherwise required under Policy 151.1.)
 - 3.1.2. Annual disclosure. Investigators participating in PHS-funded Research are required to submit to their Administrative Head and Dean an updated disclosure at least annually by submission of the *PHS SFI Disclosure Form*. New investigators must disclose within 30 days of their initial appointment or employment. The disclosure must be reviewed, managed, and reported to PHS when necessary, within 60 days of employment.
 - 3.1.3. New SFI. Investigators participating in, or applying for PHS-funded Research are required to submit an updated disclosure within 30 days of discovery or acquisition (e.g., through purchase, marriage, or inheritance) of a new SFI. The disclosure must be reviewed, managed, and reported to PHS when necessary, within 60 days of identification.
 - 3.1.4. Travel. Investigators participating in, or applying for PHS-funded Research are also required to disclose any reimbursed or sponsored travel related to their Institutional Responsibilities as defined under 2.11.5 above. Such disclosures must include, at a minimum: the purpose of the trip, identity of the sponsor/organizer, destination, duration, and monetary value, if known. The Administrative Head determines if additional information is needed (e.g., the monetary value if not already disclosed)

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to determine whether the travel constitutes a FCOI with the Investigator's Research.

4. REVIEW OF SFI DISCLOSURE

- 4.1. Prior to expenditure of PHS funds, the review and management of any FCOI must be complete, and a copy of the documentation forwarded to SPA. SPA will report any identified FCOI to the PHS agency. If the proposal does not result in an award, FCOI disclosures will be returned to the Administrative Head and Dean for further action if required under Policy 151.1.
- 4.2. If the Investigator has certified that he/she has no SFI to disclose, the Administrative Head and Dean, if they are in agreement with the Investigator's disclosure, sign the *PHS SFI Disclosure Form*, acknowledging receipt and agreement, and sending a copy to SPA.
- 4.3. When the Investigator has disclosed SFI, the Administrative Head and Dean must review the *PHS SFI Disclosure Form(s)* before the expenditure of funds. This review is to determine whether:
 - 4.3.1. The SFI reasonably appears to be related to the PHS Research (e.g., if the SFI could be affected by the PHS Research, or is in an entity whose financial interests could be affected by the Research); and
 - 4.3.2. The interest constitutes a FCOI (e.g., a SFI that may directly and significantly affect the design, conduct, or reporting of PHS-supported Research).
- 4.4. If the SFI is either found to not be related to the PHS Research, or does not involve a potential FCOI, the Administrative Head and Dean sign the *PHS SFI Disclosure Form*, forwarding a copy to SPA; no further action is needed.
- 4.5. If the SFI is determined to constitute an actual or apparent FCOI, the Administrative Head and Dean sign the determination, forwarding the *PHS SFI Disclosure Form* to the respective VP, Provost, or the CIAC for additional review and Management, as set forth in Section 5.
 - 4.5.1. Should the VP, Provost or CIAC review result in a determination that no actual or apparent FCOI exists, the final determination is documented on the *PHS SFI Disclosure Form*, a copy is forwarded to SPA, and no further action is required.
 - 4.5.2. In the event the Dean, VP, Provost or CIAC determines that the FCOI cannot be satisfactorily managed, NDSU will refuse the PHS award. The

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final determination is documented on the *PHS SFI Disclosure Form*, a copy is forwarded to SPA, and no further action is required.

5. MANAGEMENT OF FINANCIAL CONFLICTS OF INTEREST

- 5.1. Prior to expenditure of PHS funds, the VP, Provost or CIAC are responsible for development of a Management plan including conditions or restrictions to eliminate, reduce or manage the FCOI. The Investigator, Administrative Head and Dean may also be involved in drafting the plan, including conditions such as:
 - 5.1.1. Public disclosure of the conflict when publishing or presenting Research;
 - 5.1.2. For human Research projects, disclosure of the conflict directly to participants;
 - 5.1.3. Appointment of an independent monitor capable of taking measures to protect the design, conduct and reporting of the Research against bias resulting from the conflict;
 - 5.1.4. Modification of the Research plan;
 - 5.1.5. Change of personnel or their responsibilities, or disqualification from participating in all or a portion of the Research;
 - 5.1.6. Reduce or eliminate the SFI; or
 - 5.1.7. Sever relationships that pose a FCOI.
- 5.2. Upon review and consideration, the Management plan is documented in writing, including:
 - 5.2.1. Role and principal duties of the conflicted Investigator;
 - 5.2.2. Conditions of the Management plan;
 - 5.2.3. How the plan is designed to safeguard objectivity in the Research;
 - 5.2.4. Confirmation of the Investigator's agreement to the Management plan;
 - 5.2.5. How the plan will be monitored to ensure Investigator compliance; and
 - 5.2.6. Any other information relevant to the management of FCOI.

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

6. TRAINING

- 6.1. Investigator training on FCOI, this policy, and their responsibilities regarding disclosure of SFI is:
 - 6.1.1. Recommended prior to submitting a Research proposal to the PHS;
 - 6.1.2. Required prior to expenditure of PHS funds;
 - 6.1.3. Required every 4 years during the period of award;
 - 6.1.4. Required immediately when the FCOI policy is revised, an Investigator is new to a PHS project, or an Investigator is not in compliance with the policy or Management plan.
- 6.2. Online training modules shall be completed via www.citiprogram.org. The principal Investigator of each PHS funded project ensures that all applicable individuals involved in the design, conduct or reporting of their Research complete training.

7. SUBRECIPIENT REQUIREMENTS

- 7.1. PHS requires the awardee institution take reasonable steps to ensure that any subrecipient complies with FCOI requirements.
 - 7.1.1. Subrecipient awards must specify whether the FCOI policy of NDSU, or that of the subrecipient will apply to the subrecipient's Investigators.
 - 7.1.2. When the subrecipient's Investigators must comply with the subrecipient's FCOI policy, the subrecipient award will certify that the subrecipient's policy complies with PHS regulations, and specify the time

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period to report all identified FCOI to NDSU, in sufficient time to allow NDSU to report any FCOI to PHS prior to expenditure of funds by subrecipient.

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

8. APPEALS

- 8.1. If Research is determined to be subject to restrictions or conditions due to FCOI, the Investigator may appeal the decision to the Faculty Senate President, as described in [Policy 151.1](#). The CIAC serves to hear appeals of decisions in conflict of interest issues, and shall meet with the appellant Investigator within 15 working days of receipt of the appeal. If a member of the CIAC has any personal or working relationship with the appellant Investigator, that member should recuse him or herself and be replaced by another member appointed by the President of the Faculty Senate. More than one meeting may be scheduled to decide the case, if necessary.
- 8.2. The appellant Investigator has the right to call any witnesses and produce any evidence that could bear on a recommendation to allow the activity, as well as to have an advisor accompany him/her to any CIAC deliberations. The CIAC, however, will come to its conclusions and write its final recommendations in private. The recommendation to either uphold or change the original decision shall be sent to the appropriate Dean, VP or Provost. If the CIAC finds that the original decision should be upheld, then a final appeal may be made to the President of the University. If the recommendation is to change the original decision, the Dean, VP or Provost shall take appropriate action as he or she deems fit. All records of the proceedings shall be maintained on file in the office of the appropriate Dean, VP or Provost for three (3) years. A copy of the final recommendations shall be provided to the appellant Investigator.

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9. COMPLIANCE AND SANCTIONS

- 9.1. In the event an Investigator fails to disclose SFI, or the Institution fails to review the disclosure in a timely fashion, PHS requires the Institution to conduct a review within 60 days of knowledge of the failure. If the SFI is found to involve FCOI, an interim Management plan is required, as well as a report to PHS by SPA.
- 9.2. In the event a FCOI is not identified or managed in a timely fashion, or the Investigator fails to comply with terms of a Management plan, PHS requires that the Institution conduct a Retrospective Review. Within 120 days of identification of the noncompliance, the Dean, VP, Provost or CIAC performs the review to determine whether the Research conducted during the period of noncompliance was biased in its design, conduct or reporting. The process and findings of the review are documented, and reported promptly to PHS by SPA.
- 9.3. If bias is found, the Institution is required to notify PHS promptly, and submit a mitigation report. The report is prepared with the assistance of the Investigator, Administrative Head and Dean, and shall include a description of the impact of the bias on the Research project and the plan of action to eliminate or mitigate the effect of the bias.
- 9.4. Violations of this policy shall be subject to disciplinary procedures, including sanctions up to and including suspension and termination of employment at NDSU. In addition, any NDSU employee who has received financial benefit from transactions in violation of this policy shall be liable for repayment (to the appropriate entity) of all financial benefits resulting from such violation. Compliance with this policy may also be enforced through the exercise of administrative oversight of funded Research and management of NDSU facilities and other property. Such enforcement measures may include, but are not limited to:
 - 9.4.1. Freezing Research funds or accounts;
 - 9.4.2. Rescinding contracts entered in violation of this policy or state law; or
 - 9.4.3. Bringing legal action for restitution to the appropriate entity or entities of the amount of financial benefit received by the NDSU employee as a result of the employee's violation of this policy.

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10. REPORTING

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

10.1.1. Project number; project director or principal Investigator;

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

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

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

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

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

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

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

11. RECORDS AND CONFIDENTIALITY

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

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

12. PUBLIC ACCESSIBILITY

- 12.1. PHS requires NDSU to ensure public accessibility of SFI information related to PHS Research, including an obligation to respond to any requestor within five business days, with information concerning any SFI that meets all the following criteria:
- 12.1.1. The SFI was disclosed and is still held by the senior/key personnel;
 - 12.1.2. A determination has been made that the SFI is related to the PHS-funded Research; and
 - 12.1.3. A determination has been made that the SFI constitutes an FCOI.
- 12.2. The information to be made available shall include the Investigator name, title and role in Research, name of entity involved with the FCOI, nature of the interest, approximate dollar amount of interest, or statement that the value is not readily determined.
- 12.3. The information must be made available for a period of three (3) years from the date that it was most recently updated.

HISTORY:

New	June 1995
Amended	October 1997
Amended	August 2007
Revised	August 2012

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Attachment 4

NDSU Faculty Budget Committee

Committee Charge

The objectives of the NDSU Faculty Budget Committee are:

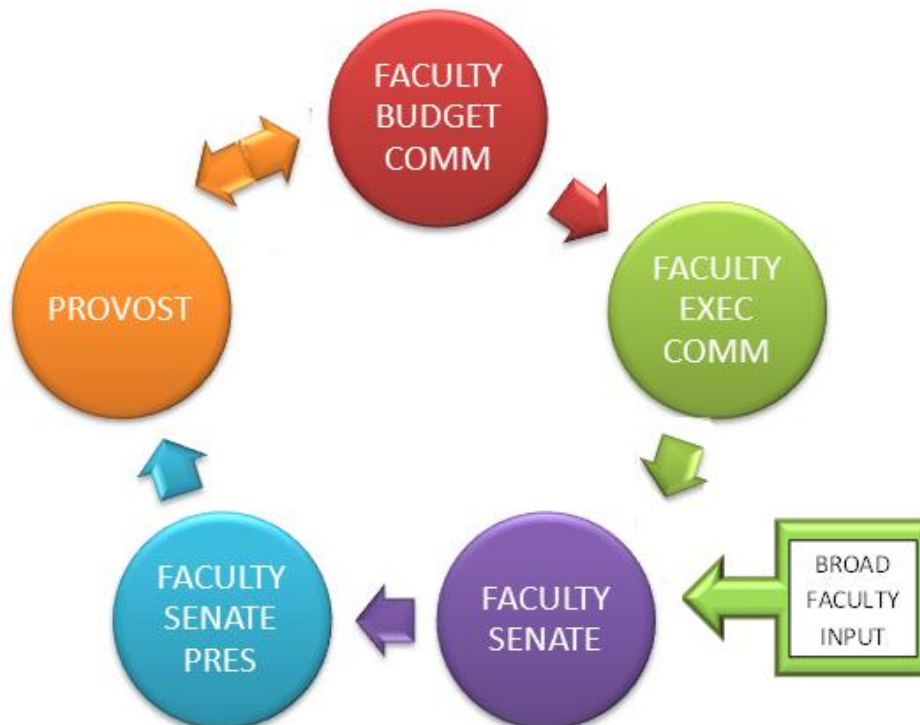
- 1) to become familiar with the university budget process
- 2) to develop a set of guiding principles which align with strategic priorities with the intent of informing university budget decisions from a faculty perspective
- 3) to solicit input regarding the budget process from a wide range of faculty and on an ongoing basis
- 4) to serve as a resource for the Provost in budget matters
- 5) to act as a conduit of information between faculty and administration for budget discussions and decisions

Committee Composition

The composition of the NDSU Faculty Budget Committee shall reflect representation from each college in the university with the goal of at least half of the committee having expertise in accounting, budgets, statistics, or related area. It shall include a liaison from the Faculty Senate Executive Committee to be appointed by the Faculty Senate President.

Role and Reporting

The Committee shall meet regularly with the Provost to receive information and to provide input on budgetary issues. The Committee shall report regularly to the Faculty Senate Executive Committee. Any information requiring dissemination to a broader faculty audience or topics requesting input from the broader faculty body shall be brought to the full Faculty Senate. The Faculty Senate President shall forward to the Provost any recommendations on budget matters from faculty resolutions and shall make a report to the Provost annually.



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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. T. Stone Carlson presiding and the following senators present: A. Akyuz, B. Aly Ahmed, K. Benson, A. Bezbaruah, U. Burghaus, M. Clark, A. Denton, T. DeSutter, M. Eighmy, M. Engler, P. Gibbs, K. Gordon, R. Green, J. Harmon, H. Hatterman-Valenti, L. Helstern, X. Jia, B. Johnson, J. Jones, R. Jones, W. Lin, F. Littman, T. Lundeen, B. Pruess, S. Rahman, Y. Rhee, K. Rodgers, G. Shen, E. Skoy, B. Suzen, G. Totten, E. Wu, W. Zhang, and P. Zhao

Substitutions: K. Swanson for K. Maddock Carlin, M. McMullen for J. Knodel, D. Cooley for C. Pearson, and C. Ray for A. Welch

Approval of Minutes

MOTION (Cooley/Helstern): to approve the minutes of the September 10, 2012, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

Consent Agenda

- A. Academic Affairs Report ([Attachment 1](#))
- B. Confirmation of May 2012 Graduates ([Attachment 2](#)) and August 2012 Graduates ([Attachment 3](#))

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

General Announcements

- A. NDSU President –

President Bresciani provided the following updates:

- *Pathways to Student Success Model* – Information initially released on the proposed 3-tiered system of higher education for the state was an illustrative example of the chancellor's goals. Chancellor Shirvani is allowing the two research universities to be more involved in defining new index standards for admission and an implementation timeline. For a new model to be successful and well received, it is important for implementation to be in a stepped manner to allow students to enroll in high school courses that meet the new criteria.

The chancellor is gaining a better understanding on the impact of MN students at the state's institutions. Many new students from MN are similar to ND students, so should have equitable access.

The original terminology referencing three tiers has been renamed *Pathways to Student Success*, which is more acceptable to smaller four-year and two-year institutions. The chancellor recognizes that 75% of students in the state, including more academically

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prepared students, are enrolled at the research universities, which use the Carnegie classification and definitions more than other institutions in the state.

Senators' questions focused on the working context for what the tiered structure means. Policies and procedures are generally the same for all institutions, which is not a common model nationally. These include student and tenure policies, admission criteria, fees and eligibility for state or external funding, for example. The State Centers for Excellence Programs model is being recalibrated to focus on research universities, whereas other funds may be redirected to four-year or two-year institutions.

NDSU and UND have developed a collaborative and cooperative working relationship with each other in recent years. The collaboration ultimately will benefit our institutions, state and students.

B. NDSU Provost –

Provost Rafert provided additional information on points in the President's State of the University address:

1. *NDSU School of Music* was approved by the SBHE. Two events will be held to celebrate this change in status: March 12 and March 25, 2013, at the Ordway in St. Paul, and a spring event in Fargo.
2. *School of Architecture* - Discussions have been underway for nearly 20 years, and are continuing, on creating a School of Architecture at NDSU. A potential model to create such a school is to align it with the College of Arts, Humanities and Social Sciences instead of Engineering and Architecture. A formal plan and resource package would need to be proposed and approved for change to occur.
3. *RCATT Vice President* – VP Phil Boudjouk has asked to step down from his role. Formalities of an announcement and search will be distributed as they are available. Dr. K. Katti will chair the search committee.
4. *IT, Distance Education and Library* – These units have been significantly impacted by changes in technology in recent years. Based on national trends and consultant recommendations, serious consideration is being given to combining IT, the Library and DCE, to include executive education, into a new division with a vice president over it.

C. President of Staff Senate –

L. DeGeldere reported the following:

1. *Discover U-* A Discover U seminar for staff is scheduled for November 12. The topic is *The HoopWoman's Guide to Living Freely and Fully*. Staff should be encouraged to attend.
2. *Staff Senate Scholarships* - Raffle tickets to raise money for scholarships are being sold. Senators are encouraged to support this cause and encourage students to apply for Staff Senate sponsored scholarships.

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D. Vice President of Student Body –

J. Beehler reported:

1. *Policy 332* - Student Senate recommended a change in section 3.3.1 to the Senate Coordinating Council. The change is to replace verbiage of ‘discretion of instructor’ to ‘discretion of department’ to ensure better consistency between departments.
2. *Homecoming* - There was a record turnout at many homecoming events with a lot of pride and excitement for NDSU.
3. October marks the half-way point for the current student leadership, which means many projects will be initiated in the coming months.

Senate Committee Reports

A. General Education –

L. Peterson presented information on the North Dakota General Education Council for purposes of ratifying changes to its constitution.

NDSU’s University Senate ratified the Council’s constitution in 2010, as did the senates at the other ND University System institutions. Two substantive revisions are proposed to address the number of meetings and the timing of nominating officers.

MOTION (Cooley/Hatterman-Valenti): to approve revisions to the ND General Education Constitution as presented. MOTION CARRIED WITH UNANIMOUS CONSENT.

B. Senate Coordinating Council –

T. Stone Carlson presented the following for discussion and vote:

- Policy 332: Assessment of Teaching ([Attachment 4](#))

Faculty Affairs Committee Representative Chris Ray presented on the ad hoc committee’s findings and recommendations regarding policy 332 ([Attachment 5](#)).

The committee met from spring through fall 2012 to study and make recommendations to the policy. It studied policy parameters and sample policies, developed guiding principles, and drafted policy revisions. Proposed revisions include clarifying the purpose, providing definitions and introducing triangulation between instructor-provided materials, student input and peer review of teaching. The committee also looked at policy 352 to ensure consistency between policies, and studied policies from other peer, land-grant and regional institutions.

A question was posed on specific instruction on implementing individual graduate student assessment. Courses for graduate students would have questions included

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in course evaluation. Also, courses ending in x9x would be exempt from university-wide rating form. Another question was asked on removing the bias for instructor demographics. Another step is for the Faculty Senate to look at the SROI itself and identify forms of bias in the existing form, some of which has already been done by Forward Committee. If you add in triangulation system, it allows for more types of evaluation and reduces the amount of bias.

The Provost recommended that 90-series courses be more clearly identified, assessment of every course/every term be clarified, faculty delegating up on the peer review issue be looked at more closely. Additional concerns were raised on whether this proposal inflates evaluation of instructor with assessment of learning, that much of this policy language is actually procedural in nature, and the costs and time associated with implementation of this policy. There already is a peer review of teaching process in place, which is self-selective and might be diminished as a result of this. Another concern was expressed regarding who makes the final decision on what is included in evaluation. The committee tried to leave the policy flexible enough to adapt to department needs. There will always remain potential for bias and there will be some subjective bias in nearly everything, but the triangulation process is intended to provide enough perspectives to help balance and remove some of the bias. It was suggested to use technology and recorded lectures to aid in peer review, and to further study the implications on PTE, and its synchronization with Policy 352.

MOTION (Cooley/Eighmy): to send Policy 332 back to committee to address the identified concerns, gather faculty feedback, and bring it back to Senate at a later time for a vote.

Further discussion ensued on the variety and volume of feedback that could be received if sent out to the entire faculty. Open forums were recommended.

A friendly amendment was made (Helstern) to separate the motion into two votes.

It was recommended that the committee consider actionable items raised by the Senate and make further clarifications before sending out to the faculty body. Also, coordination with the Forward group was recommended when incorporating changes and removing bias from the SROI.

MOTION TO SEND BACK TO COMMITTEE CARRIED WITH UNANIMOUS CONSENT.

MOTION TO SEND TO FACULTY, AFTER SENATE PROPOSED CHANGES ARE MADE AND BEFORE BRINGING BACK TO FACULTY SENATE FOR FINAL APPROVAL CARRIED. 71% of senators or their substitutes voted aye, 21% of senators or their substitutes voted no, and 7% of senators or their substitutes abstained (PRS individual voting results were not saved).

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New Business

The following new business items were tabled for November meeting.

- a. Inclusive Meeting Time Proposal
- b. Priorities for Faculty Senate

Adjournment

The meeting adjourned 5:05 p.m.

Submitted,

Kristi Wold-McCormick, Secretary
Faculty Senate

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Attachment 1

Academic Affairs Committee Report

Curricular Recommendations

New Transcriptable Option in Ph.D. Statistics							
Sports Statistics							
New Courses							
Subject	No.	Title					Crs.
ADHM	404L	Restaurant Operations Management Laboratory					2
HDFS	185	Financial Survival for College Students					2
NURS	189	Skills for Academic Success					1
PHIL	370	Social and Political Philosophy					3
PHRM	189	Skills for Academic Success					1
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ADHM	360	Front Office Management	3	ADHM	360	<i>Lodging Operations Management</i>	3
HNES	789	Athletic Training Professional Experience	3	HNES	789	<i>Athletic Training Clinical Experience IV</i>	3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title			Prerequisite/Corequisite Change		
ADHM	384	Beverage Operations			Coreq/Prereq: ADHM 140 or ADHM 141		
ADHM	401	Convention and Meeting Planning			Coreq/Prereq: ADHM 381		
ADHM	404	Restaurant Operations Management			Prereq: HNES 261/261L Coreq/Prereq: ADHM 404L		
ADHM	479	Hospitality Industry Management Strategy			Prereq: ADHM 435, ADHM 360		
HNES	341	Psychosocial Aspects of Health			Prereq: PSYC 111, HNES 160, and HNES 217		
HNES	345	Materials and Concepts of Health Education			Prereq: HNES 160 and HNES 217		

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Attachment 2

Spring 2012 Graduates Degree Conferral Date: May 12, 2012

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Science

Yogesh Aggarwal
Victoria Lynn Albers
Kyle Luther Anderson
Steven Anderson
Tsogtbayar Baasandorj
Jessie K. Bateman
Kyle William Beaudry
Adam Reginald Bettenhausen
Jamison Ernest Boehler
Gage Bollingberg
Hannah Elizabeth Bowen
Benjamin Palmer Brettingen
Alyssa Jo Breuer
Garret Ross Brown
Nathan Edwin Brunken
Nicki Allen Cain, Jr.
Nichole Marie Chapel
Marcus Gordon Christenson
Landen Charles Cole
Cole Rollin Czech
Jessica Jo Davis
Rebekah Anne Donner
Callie Ann Eisenbeisz
Jaclyn Michelle Eldredge
Mandy Marie Erickson
Paul Thomas Fenlason
Kyle Jordan Ferebee
Briana Lynn Ferguson
Eden Lana Friedrich
Cheryl Marie Fuller
Kyle Curtis Funseth
Matthew C. Gelvin
Theresa Marie Goering
Cole Steven Goodwin
Jon Michael Griffith
Brandi Jean Grossman
Alyse Rachael Haas
Adam Nels Harildstad
Joshua Clifford Harildstad

Jordan Wayne Hegna
Benjamin Jacob Hegseth
Beth Theresa Hendrickx
Logan D. Hoffmann
Kelcey Ann Holm
Ryan Michael Humann
Aaron Jay Jackson
Paras Joshi
Reed Andrew Kampmeier
Benjamin Douglas Kettner
Courtney Marie Kinder
Karmen Marie Kirkeby
Marcie Rochel Kohler
Vincent Joseph Kubischta
Joshua James Langley
Janelle Ann Lanoue
Connor Jon Larson
Tyler Kurt Larson
Emily Marie Lasher
Brett Duane Lien
Michael J. Lindman
Erin Ann Loeb
Jesse Lee Lunde
Gus William Magnuson
Naina Maheshwari
Washington Guaigua Maldonado
Lindsey Anne Martinsen
Nicolle Brooke Mathis
Lindsay Rae McMillan
Kevin Ross Merwin
Joseph Eric Mettler
Jacob Daniel Meyer
Terry James Midstokke, Jr.
Brandon Lee Montgomery
Marissa Kibby Moxness
Erica Irene Nelson
Kyle David Nelson
Laura Christine Nessa
Keri Ann Niederman
Heather Jean Olek
Andrew Michael Otto
Nicholas Keith Paumen
Amanda Lee Pavlik

Kristina Joy Pechacek
Jena Lee Peine
Kelsey Jean Phelps
Luke Joseph Poppel
Gary Alan Price
Katie Jean Ramberg
Thomas Michael Rehling
Jason Scott Roberts
Amanda Kay Rothmeier
Bryant Robert Sanderson
Travis Paul Sanderson
Daniel Dean Scheve
Andrew T. Schneider
Samuel Brian Schneider
Brady John Schoeler
Riley R. Schriefer
George Michael Schuler
Fangliang Shi
Cody Alan Slusher
Lee Steven Slykerman
Katherine Lea Sorensen
Kyle Phillip Speich
Justin Steven Stamp
Jill Alicanz Ste Marie
Aaron John Steckler
Zachary David Stenstad
Jessie Hannah Steward
Rachel Marie Stewart
Scott A. Stroh
Natalie Ann Sturlaugson
Sai Sugandh
Jamie Marie Sulflow
Ryan Douglas Sullivan
Joshua Allan Tanata
Kacey Lynn Thielbar
Bryce William Thingelstad
Philip Jeffrey Thomas
David James Thompson
Aaron Dale Tollefson
Joshua Andrew Tucker
Deepti Tyagi
Micaela Rae Wallace
Zachary Ben Weckwerth

Dimuthu Weerasinghe
Holly Anna Weissenfluh
Ryan Gregory Weller
Brandon James Wendlandt
Sara Kristine White
Devin Allen Wirth
Fabrice Elaud Wognin

Master of Science

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

Doctor of Philosophy

Javier Delgado
Hieu Duy Hoang
Yueqiang Leng
Magan Lynn Lewis
James Ryan Loken
Lawrence Mabasa
James David Magolski
Susilo Hambeg Poromarto
Juan Jose Rodriguez La Torre
Hongxia Wang

College of Arts, Humanities, and Social Sciences

Bachelor of Arts

Devlin John Allen
Sara Megan Barutt
Timothy James Bill
Gena Noreen Jorgensen
Sarah Elizabeth Kuntz
Jessica A. Marts
Annie Jane McClure

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Attachment 2

Emily Sarita McMahon
Mohamed Mustafa Mohamed
Jessica Jean Hatti Piek
Spencer Douglas Ptacek
Kelsey Ann Schmidt
Elise Maureen Schoch
Tyler Scot Thompson
Anthea Nicole Varriano
Rachel Amelia Diana Margaret
Adam Lewis Wohl

Bachelor of Fine Arts

Erin Joyce Behrmann
Sophie Abigail Johnson
Matthew D. Ness
Joshua Lynn Zeis

Bachelor of Music

Michael Robert Bartunek
Jessica Lynn Blair
Peter Marshall Buller
Sarah Rose Harlow

Bachelor of Science

Christopher J. Althoff
Alex Charles Amiot
Brett Steven Anderson
Nicholas Robert Anderson
Komivi Thomas Avegnon
Grant Douglas Bartley
Amanda Rose Berg
Travis John Berger
Merrill Adam Binnall
Carly Jo Bishoff
Keith Cyril Bistodeau
Jay Alan Blilie
Danielle Mae Boldenow
William LaVance Britt
Melissa Kay Brown
Joshua Kain Buerkley
Lacey B. Bunkelman
Jennifer Rae Burris
Audrianna M. Byrd
Kelsey Lynn Carey
Spencer Morin Carlson
Brandon Michael Clark

Justin Andrew Conant
Carrie Noelle DeHay
William J. Devorak
Marie Joy Dillon
Seth Michael Eberle
Eric Nathan Ebersohl
Jamie Marie Erling
Meghan Mariel Estenson
Jill Elaine Falck
Amber Leah Fetch
Katie Lynn Finken
Danielle Nicole Forner
Zachary George Fowler
Damien James Girodat
Benjamin Richard Gjorven
Katie Jo Goetz
Kyle Elby Hanson
Brayden Kevin Harwood
Vanessa Ann Hellermann
Michael John Hickcox
Anna Diane Hilt
Jordan James Hogness
Amanda Rose Hopper
Samantha Paige Horab
Alyda Serene Hultstrand
John C. Jacobs
Daniel Joseph Jenniges
Dane Allen Johansen
Blain Anthony Johnson
Evan Russell Johnson
Kent Charles Johnson
Joseph Vaughn Kavlie
Matthew Douglas Kirschenmann
Brian Daryl Koenig
Helen Marie Kraft
Katie Rose Krebsbach
Anna Rachel Krieg
Laura Jean Kringler
Gabriel P. Kuac
Katherine Rose Laib
Alysia Sutapa Larson
Marcus Arnold Lee
Tyler John Leverington
Cary Lewis
Katherine May Loegering
David Lorbiecke
Andrew Garrett Lundberg

Alicia Marie Martel
Adam Jon Martinson
Emily Audriene Martwick
Evan M. Messer
Mohamed Mustafa Mohamed
Michael James Nagel
Matthew James Nelson
Pamela Nielsen
Sara Beth Nitschke
Alisha Colleen Nord
Thomas John Nygard
Kelli Marie Oberaigner
Joel William Odean
Aja Marie Odegaard
Courtney Rose Olson
Jennifer R. Oltman
Glenn James Parker
Daniel Joel Parks
Michael Jon Paulson
Joseph Ryan Paulus
Trevor Mark Pollert
Lisa L. Reinbold
Austin Ressler
Jessy Joel Riemann
Leah Marie Rosenow
Nicole M. Rustad
Emily Anne Ryan
Jamie Lee Schaible
David Edward Scheidegger
Brock William Schmeling
Jena Ann Schroeder
Jacob Edward Schroer
Samuel Alexander Schultz
Elliott Richard Schwab
Justin Scott Siegert
Ryan Sinclair
Andrew David Smith
Joshua Gerald Smith
Geoffrey E. Solomonson
Jade Marie Spaeth
Rachel Renae Strobrel
Carissa Jane Suter
Breanna Faye Tessin
Jessie Marie Topp
Brittney Leigh Traxinger
Katherine Rebecca Troxell
Adam Leslie Urbatsch

Michael John Walleen
Anna-Alicia Jamika Watson
Andrew Frank Weinzierl
Kristen Nicole Whipple
Michael David Wilde
Jordan Gereaux Willi
Oscar Guadalupe Zamora
Abby Joy Zetocha

Master of Arts

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

Master of Music

Joseph E. Osowski
Jeffrey Steven Van Oort

Master of Science

Christie Mikyla Chappell
Frank A. Heley

Doctor of Musical Arts

Christina Marie Armendarez
Masashi Kishimoto
Kyle Matthew Norris
Erin Marissa Oberlander

Doctor of Philosophy

Yolanda Arauza
Miles Dwight Lewis
College of Business

Bachelor of Science

Kyle Dean Ames
Ashley Anderson
Michael J. Attewell
Erin Nicole Bailey
Sara C. Bakken
Ariana Michelle Barnick
Anne Margaret Bausman
Carson Sheldon Berger
Kalani Mary Bertsch
Stephanie Michelle Beyer
Erica Michelle Birkeland

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Brian Michael Borr
Kyle F. Bourgault
Coulter James Boyer
Matthew Allan Buchholz
Marcus Tyler Calkins
Mark Richard Cameron
Chelsea Lynn Case
Justin Loren Cave
Shan Chen
Justin Lee Churchill
Christopher Kim Colwell
Rebecca Ann Cunningham
Kyle Phillip Cuppy
Hemanta Dahal
Kirti Dahiya
Nathan Richard Dalbec
Riley Christopher Dalbey
Shalinie De Silva
Ryan Lee Dragt
Derek Jay Drege
Justin Scott Duke
Wayne B. Eastman
Douglas James Eaton
Christopher Wayne Ellefson
Zachary Drew Emerson
Travis James Emter
Steven Patrick Engelter
Hitomi Enguchi
Brandi Lynn Enzminger
Matthew Lane Erwin
Travis John Evink
Cortney Elaine Feickert
Michael D. Felch
Brian Charles Flesberg
Daniel Harrison Freeman
Steven C. Frith
Samantha Ann Froelich
Adam Christopher Fuller
Erik Matthew Furness
Laura E. Garske-Hermanson
Jeremy Tremaine Geditz
Carson Comford Getzloff
Nicholas Phillip Graves
Anthony Joseph Gross

Jacob Benjamin Gross
Jacob Andrew Grove
Austin Dallas Gruebele
Cheng Gu
Lucas Donnel Gunkelman
Joshua Michael Hall
William Taylor Hangsleben
Brian Jerome Haugen
Jacob James Henderson
Brittany Ann Hoese
Nicholas Daniel Hoff
Scott Ryan Houle
Ashley Lynn Hurley
Peter R. Johnson
Alex Karl Kaczor
Alex John Kasowski
Drew Joseph Kelly
Tenielle Marie Klubben
Breanna Courtney Konz
Susan Jean Kunert
Alissa Kay Kuntz
Maria Ann Kunz
Ricky Gene Lewandowski
Daniel Lee Lewis
Nicholas Yeongwoo Lewis
Yutao Liu
David John Lochen
Chelcie Elizabeth Lueck
Jesse Dale Maier
Chelsey Malme
Jacob Richard Martel
Brady Andrew Meyers
Alyssa Renae Miller
Anthony Yong Mitchell
Angela Brittany Moe
Alaere Jennifer Nagberi
Zachary Christopher Nelson
Leah Han Nygaard
Ty Matthew Olschlager
Tanner Dean Olson
Tasha Joanne Olson
Miguel Edwin Ortiz
Seth Andrew Overly
Danielle Jo Paris
Benjamin William Pearson
Briana Marie Peterson
Hans M. Petterson

Kathleen Faye Pitts
Rebecca Rose Popp
Jordan David Reh
Danna Elizabeth Roen
Steven Robert Rohrich
Michael Allen Roll
Zachary Shawn Ronglien
Tyler Luikart Russell
Kelsey Rae Ryan
Nupur Sandlesh
Anuj Saxena
Michael Allen Schuldt
Tiffany Annette Schulstad-Peterson
Jenna Nicole Schulte
Eric Martin Schultz
Justin Gerald Siemieniowski
Kaia Jo Sisk
Bradley Douglas Sjolander
Austin Jay Skarphol
Carolyn Elizabeth Smette
Ravinder Solanki
Justin Dean Solberg
Tiffany Sue Steidl
Isaac Paul Joseph Stoll
Jared Rustin Summers
Stefanie Ellen Sveum
Pranay Swamy
Mitchel Ryan Taralson
Colin Taubert
Million Haile Tesfaye
Samantha Riley Thomas
Brianna Renee Thompson
Brittany Taylor Thompson
Kendra Ann Thompson
Amy J. Thorne
David L. Torok
Melanie Anne Towey
Tasha Tran
Cheng-Ying Tsai
Ryan Michael Tucker
Scott Michael Tweed
Christina Marie Tyra
Ryan Gregg Veldman
Marshall Vincent Viland
Jared Michael Vold
Cory John Vorderbruggen
Joshua Alan Vrem

Jared Joseph Wald
Emily Jean Wehlender
Kevin Bruce Wentz
Zoe Marie Wergeland
Megan Rose Wilschewski
Xiaotian Wu
Xiaozhou Ye
Lay Sai Yoe
Rachel Marie Zahradka
Xi Zhao

Master of Accountancy

Andrew Charles Erickson
Seth Martin Erickson
Chelsi A. Langehaug
Rose Ann Nichols
Mitchell James Olson
Lori Marie Overman
Dilnoza Qorchiyeva
Peter John Sterk
Jennifer Ann Van Beek
Kara Michelle Winkelman
Qiong Yan
Tenzin Yangkeyi
Runjie Zhou

Master of Business Administration

Luke Adam Baker
Sealani Bali
Gavin John Benson
Brady John Braaten
Vicky Luane Braegelmann
Andrew G. Christensen
Danielle Ann Dahl
John Anthony Fahnhorst
Sonakshi Garg
Erik Mark Hjelle
Srikanth Kaliki
Heidi Suzanne Konynenbelt
Scott James Link
Matthew Bradley Lunde
Timothy J. Lystad
Brett Ryan Nelson
Erin Kathryn Nyren-Erickson
Suranjan Panigrahi
Chad Allen Schlemmer
Jason John Schluter

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Attachment 2

Stephanie Ann Schumacher
Tino Simon
Kevin J. Teigen

College of Engineering and Architecture

Bachelor of Landscape Architecture

Michael Aasen
Chelsea Renee Akers
Adam Joseph Bishop
Alex J. Bossert
Candice Amber D'Arcangeli
Steven Eggert
Danielle Marie Gustafson
Nathan Virgil Hall
Ashley Marie Hansen
Aaron John Hanson
Vanessa Christine Hefti
Ryan Andrew Hyllested
Alex Peter Johnson
Kristen Marie Ketterling
Zerek R. Kroll
Shawn Kummet
Megann L. Long Voelkner
Sarah Ann Mauel
Mohan M. Pai
Christa Lynn Pojanowski
Jesse M. Riley
Jodi Allen Sagvold
Travis Jarod Steffen
Michael Patrick Towle
Kyla Nicole Witz

Bachelor of Science

Michael Aasen
Chelsea Renee Akers
Ari Michael Anderson
Gabriela Baierle
Sharlene Faye Balik
Brittany Marie Bauer
Brad Steven Benke
Jeremy M. Bickel
Adam Joseph Bishop
Alex J. Bossert

Seth Dean Brandsrud
Joseph Richard Conway
Candice Amber D'Arcangeli
Luke Daniel Diekman
Steven Eggert
Philip Michael Erickson
Kimberly Ann Farmer
Whitney Beth Feimer
Kelly Marie Fichtner
Paul Andrew Flotterud
Dustin Peter Froese
Ryan Patrick Fugleberg
David Norris Fyre
Michael Lyell Galloway
Kevin Mark Gamelin
Rachel Marie Gemlo
Danielle Marie Gustafson
Nathan Virgil Hall
Ashley Marie Hansen
Aaron John Hanson
Virginia Lea Hausladen
Vanessa Christine Hefti
Amar Ali Hussein
Ryan Andrew Hyllested
Alex Peter Johnson
Jeremiah Johnson
Mallory Ann Johnson
Alexis Jenna Kautzman
Kristen Marie Ketterling
Elliott James Klinger
Grant Charles Koenig
Sara Anne Kolpack
Zerek R. Kroll
Shawn Kummet
Kyle Adam Lacek
Eric William Lagergren
Sara Elizabeth Lillegaard
Joshua Glenn Litwiller
Sarah Marie Lockwood
Megann L. Long Voelkner
Craig Michael Martin
Amanda Kelly Mauch
Sarah Ann Mauel
Blain Alexander Mikkonen
Dominic Adam Monson
Lisa Christine Ostlund
Mohan M. Pai

David Patnode
Courtney Ann Pickett
Christa Lynn Pojanowski
Shanaka Ranganath Bandara
Jodi Allen Sagvold
Lucas R. Schneider
Matthew David Smith
Nicholas John Sortland
Tyler Specht
Michael Ray Stark
Andrew John Suby
Courtney Christine Thompson
Michael Patrick Towle
Derek Brandon Twogood
Emma Jane Wey
Jacob John Windschitl
Kyla Nicole Witz
Miriah Lynn Wright

Bachelor of Science in Agricultural and Biosystems Engineering

Ethan Lyn Dick
Joshua O. Feil
Nathaniel Reuben Holmes
Jesse James Jangula
Andrew Paul Kuch
Sandeep Loi
John Walter Morman
Jason Alan Pecka
Nipurn Chetan Sharma
Blake Allen Wagner
Wade Michael Woodbury
Mitchell William Zachman

Bachelor of Science in Civil Engineering

Eric Peter Altermatt
Jason Michael Baker
Bjorn Anders Berg
Garrett Randolph Blomstrand
Kyle James Boger
Tyler Joseph Brandt
Dylan Thomas Brown
Taylor John Bruhschwein
Alec Robert Bry
Jacob Daniel Chapek
Paul Joseph Dieter

Thomas Michael Eskro
Michael John Ferrie
Joshua Howard Forsgren
Richard Jerome Fritz
Jarod Roger Griffith
Cody Thor Gronvold
Mackenze Drake Grunig
Jordan Leo Guck
Kyle Owen Gustofson
Justin Reid Hall
Kyle Lee Horntvedt
Matthew Joseph Huettl
Minh Nhat Cong Huynh
Matthew Alan Indihar
Jon David Iserman
Matthew Jack Jacobson-Heck
Adam S. Johnson
Aaron Paul Kellerman
James Stephen Kiedrowski
Daniel Michael Kieffer
Caleb Bret Kjetland
Michael Scott Klugman
Jared Ross LaBere
Ryan O'Dell LaBere
Jared John Loegering
Darin Paul Lund
Danielle Ann Mohr
Mason M. Montplaisir
Nicholas Richard Moore
Brian Jason Moser
Brandon Scott Myran
Michael Allan Nelson
Richard Olson
Mary Francis Pate
Devin Shane Power
Race Troy Rolland
Luke Anthony Sandstrom
Austin Robert Schmidgall
Alex Lee Sprunk
Tyler James Swoboda
Andrew R. Vistad
Derek Vogel
Coleman Victor Wagner
Samuel Robert Welch
Jacob Michael Wognum
Kevin Bradley Young

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Attachment 2

Bachelor of Science in Computer

Engineering

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

Bachelor of Science in Construction

Engineering

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

Bachelor of Science in Construction

Management

Lars Gerald Bakken, Jr.
James Randy Birchfield
Kellie Marie Case
Trevor Thomas Dickie
Alex Jeffrey Fitzgerald
Ryan Frey
Michael Scott Gedrose
Joshua Allen Germscheid
Luther Curtis Holm
Brenden Grant Honebrink
Benjamin Thomas Johnson
Curtis Ray Johnson
Dexter Jerome Kolles
Peter Philip Kraemer
Ryan Edward Lindberg
Keith M. Maciejewski
Daniel Ryan Mehok
David Andrew Mitchell
Joseph Leon Skroch
Blake Cameron Smith
Alison Catherine Sopp
Nicholas James Sterner

Jordan Alexander Vadnais
Alexander Lee Westfield
David L. Williamson
Tyson James Willis
Jamison Alfred Youngren

Bachelor of Science in Electrical

Engineering

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

Bachelor of Science in Industrial

Engineering and Management

Andrew Ricky Berglund

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

Bachelor of Science in Manufacturing

Engineering

Ryan Patrick Adams
Weichao Chen
Cody Scott Kofstad
Brandon Charles Miller
Eric David Nelson
Cole Frederick Palloch
Andrey Yevgenyevich Patselov
Jonathon Steven Thesing
Fangzheng Yuan

Bachelor of Science in Mechanical

Engineering

John Phillip Bellefeuille
Kevin Michael Beussman
Broderick Valin Bjorkquist
Jennifer Ann Blodgett
Maxwell Alan Blom
Peter Anderson Bockhaus
Bevan Leslie Bredeson
Tryg Vernon Bredeson

Andrew Lane Bristow
Michael John Cronin
Nicholas Paul Ekren
Mohamed Insaf Fariz
Alexander Christian Finn
James R. Fraser
Jason David Grimm
John Glenn Imholte
Mukul Jain
Andrew Patrick Kohlmeyer
Paul Leslie Koob
Jonathan Darwin Kulzer
Bethany Michelle Kusler
Jacob Alan Lako
Christopher Paul Leither
Ilya Alexeevich Leontovich
Wen Jing Li
Aaron Paul Locke
Matthew David Lund
Alexander Steven McKay
Michael John Peske
Kenneth James Rohde
Shane Thomas Ruther
Joshua Alan Seppelt
Subin Shahukhal
Darrell Scott Slavick
Chad Jay Thomas
Matthew John Thooft
Travis Joseph Thooft
John Michael Tobin
Daniel Thomas Towle
Trent Daniel Wagner
Ryan John Whitacre
David Allen Zach
Yuhao Zhao
Matthew Case Ziebol
Master of Architecture
Peter Edward Atwood
Dusty Austin
Andrew Scott Berggren
Tyler John Brandriet
Heather Jewel Bredeson
Aaron John Brown
Melissa Rose Brown
Andrew Wayne Budke
Olivier Busagara
Matthew Colianni

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Attachment 2

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

Master of Science

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

Doctor of Philosophy

Gom Ale
Mohsen Hamidi
Reza Karim

College of Graduate and Interdisciplinary Studies

Certificate

Rahel Dubiwak Gemmeda
Annet Kyomuhangi
Michael Muleme

Master of Natural Resources Management

Timothy Curtis Buer
Emily M. Geraldts
Anthony Richard Hewitt
Robert Allen Horstmann
Jamie Lee Kienzle
Jason Jeffrey Nelson
Nicholas Lee Schwaegerl
Amanda Wilkens

Master of Science

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

Doctor of Philosophy

Michael Alexander Caruso
Mridull Dilawari
Sujan Henkanaththe Gedara
Miranda Ann Meehan
Stella Opendi Sasanya

College of Human Development and Education

Certificate

Christie Mikyla Chappell
Wendi Marie Stachler
Sarah Elizabeth Thon

Bachelor of Arts

Nathan J. Dessonville
Adam Michael Dodd
Misti D. Hofeldt
Jared Larson

Bachelor of Science

Sarah Jean Aaker
Maggie Marie Abrahamson
Jacob Ryan Allen
Rachelle Susan Allen
Ashlynn Aman
Jade R. Andrie
Christine Marie Arntson
Kayla Marie Bahtiraj
Hannah MayBell Bakke
Alyssa Marie Beasley
Stephanie Nicole Bechtle
Bailey Renae Benson
Nichole Jennifer Black
Joshua Leroy Boe
Katie Rose Boer
Mackenzie Marie Borgen
Brian Steven Born
Colin Alexander Brownlee
Maren Elizabeth Buhaug
Whitney Rebecca Burrer
Traci Lynn Christensen
Katie Lynn Clark
Stephanie Jo Conley
Stephanie Anne Cwikla
Melissa Michelle Dahl

Katie A. Dahly
Mitchell Jay DeLeeuw
Janna Marie Deyle
Benjamin J. Dickens
Cynthia Dawn Dietz
Elizabeth Ann Dvorak
Nicole Marie Eberle
MiKayla Eckert
Jenna Lee Ellis
Kelli A. Erhardt
Tara Brittany Eschbach
Patrick Joseph Fahey
Katelyn Ann Fairfield
Krystal Elizabeth Falcon
Alissa Kay Folger
Meghan Rachelle Folkerts
Travis Allen Fritel
Amy Marie Gedrose
Meghan Gelhaye
Jessica Lynn Gerdes
Kathleen Marie Grenz
Courtney Marie Hagen
Courtney Elizabeth Hahn
Toni Kay Hampton
Kelly Hannah
Alexandra Jean Hartwig
Nerissa Lynn Hendrickson
Shauni Lynn Hendrickson
Anthony Joel Herder
Sheyenne Pearl Hill
Cianna Marie Hosie
Rebecca Ann Huckeby
Alicia Marie Jangula
Laura Beth Johnson
Shannon Lynn Johnson
Margaret Colleen Joyce
Amy Jo Keller
Casey Marie Kjera
Katie Anne Koep
Kris Wright Koll
Megan Diane Korts
Kyle James Kudrna
Kenan R. Layden
Onam Joseph Liduba
Sue Sing Lim
Katie Marie Luce
Lindsey Christine McCaul

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Attachment 2

Megan Nicole McFarland
Lisa C. McManus
Megan Jean McManus
Kristen Marie Mehrer
Carly Rose Mellgren
Krista Hope Michlitsch
Christopher Russell Midgarden
Edin Miljanovic
Carrie Nicole Miller
Hanna Phyllese Minnick
Abby Lyn Monson
Graham J. Mootz
Delinda Bethany Mueller
Kaly Jo Mueller
Laura Beth Musselman
Sarah Jean Naaden
Brienna Susanne Nelson
Justin Nickolia Nelson
Alysha Jo Nicolai
Amanda Marie Nord
Grace Ingrid Norton
David Eric Nutzhorn
Nicholas Alexander Obey
Nicole Jean Olson
Melanie Rose O'Neill
Ryan Andrew Pahl
Sarah Ann Paterson
Steven Anthony Pavek
Nicole Pedeliski
Jessica Kristy Peyerl
Abby Michelle Plucker
Jenna Marie Prien
Cara Marie Rebsch
Lauren Elizabeth Reed
Alyssa Christine Richter
Jonathan George Rush
Brittany Kay Schanandore
Kristin Marie Schmidt
Brianna Renae Schneider
Elizabeth Rose Schreier
Zachary Robert Schroeder
Kyle James Schue
Krystal Amber Schuldheisz
Brienne Michelle Schultz
Anthony J. Schutz
Katelyn Leigh Schwartzengerger
Nicole Danielle Seaberg

Lauren Paige Semanko
Koos Abdinasir Sharif
Ann Elizabeth Siebels
Saylor Ann Skoglund
Solveig Ann Skolness
Tara May Sprague
Stephanie Rose Stassen
Amy Lisa Stroud
Xueting Sun
Dustin Floyd Syverson
Jessica Anne Thoreson
Emily Katharina Karen Thurn
RachealAnn Elizabeth Tretter
Samantha Audrey Trill
Elizabeth Patricia Troske
Rachel Anne Trythall
Brooke Vanden Bergh
Donna Mae Vetter
Kristen Marie Vetter
Lauren Ebsen Vistad
Matthew Gary Voigtlander
Hannah Kristine Wall
Jieyang Wang
Ryan Mark Weber
Rodney Eli Weigel
Nicholas Gordon Wright

Master of Athletic Training

Candace Lee

Master of Education

Beverly G. Anderson
Mary Frances Burchill
Jessica Kelly Christmann
Karen Christine Erickson
Drew Theodore Espeseth
Crystal Glanzer
Kallie Jade Heisler
Laura Kathryn Johnson
Cassandra Kay Kisse
Julianne Lowe
Brenda Kay Nottestad
Jordan Thomas Ottenbacher
Natalie Jo Reiser
Jennie DeKrey Rude
Jill Lorraine Steichen
Nancy Ann Wentz

Lisa Carlene Woodbury
Rose Marie Ziegler

Master of Science

Scott T. Allen
Corrie Lee Conlon
Molly Teresa Farrell
Andrea Rose Freitag
Susan Lee Johnson
Kassie G. Krebsbach
Trista L. Manikowske
Elizabeth Ann Nova
Alisha Liane Ostlund
Wendi Marie Stachler
Anna J. Vannelli

Doctor of Philosophy

Carla J. Gross
Marvin Dale LeNoue
Barbara Lonbaken
Valerie Ritland
John Michael Schuna, Jr.
Meredith Grace Wagner
College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

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

Bachelor of Science in Nursing

Leah Mae Beekman
Jennifer Louise Bingaman
Corey David Bos
Ana Ivy Bothum

Anna Inda Charles
Jason Michael Dahl
Mikayla Marlo Dahl
Ryan Keith Day
Rani Ann Violet Egeland
Jordan Lindsay Fode
Elizabeth Carol Ashley Forsberg
Nicole Elise Gunnarson
Kathleen J. Hager
Jenna Rose Hanson
Christopher Lee Haseleu
Danielle Hasslinger
Kaylee Heuer
Rebecca Lynn Hoobler
CeAnn Marie Huber
Brittany Ann Huggins
Samantha Jo Juhnke
Rachel Elaine Kalina
Jared Paul Kemmis
Tara Kay Kimball
Sarah Ann Kjono
Karl James Koopmeiners
Sadie Rae Kraft
Jordan Elizabeth Krahn
Denise Lori Kramer
Carissa Ashlee Krueger
Nicholee Jean Lange
Darcy Joy Larson
Michael Jerome Lindemann
Brooke Danielle Marquardt
Holly Lynn Martin
Samantha Alma Mattheis
Abbey Christina Moenkedick
Amanda Monson
Christa LaRae Monson
Dominique Michelle Mosley
Damien Adam Moulton
Janelle Diane Mueller
Carrie Ann Nelson
Dakota Arne Orvedal
Emily Margaret Pankow
Cherisse Martine Parker
Sara Jane Pizzey
Madeleine Rosa Poce
Elissa May Riemer
Keally Ann Schmeets
Ashlie Jordan Seifert

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Attachment 2

Tanya Siltanen
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Jamie Theresa Sommerfeld
Cassandra Johanna Thompson
Katrece Lauren Thompson
Alina S. Tyulyandina
Katelynn Thora Whetter
Amber Sue Wibe
Helen Zeng-Barnett

Doctor of Pharmacy

Shai Boe Adams
Rachel Marie Aipperspach
Amber Rose Altstadt
Robyn Jane Anderson
Jessica Ascheman
Adam Michael Backlund
Margaret Savage Bierman
Amanda Leigh Boese
Courtney I. Boucher
Kodi Lynn Brown
Jessica Jo Bubel
Caitlin Renae Carter
Traci J. Christiansen
Matthew Craig DeGree
Allan James Demuth
Scott R. Doheny
Nathaniel T. Ehni
Julie Marie Fettig
Sarah Lynne Gangl
Cody Jacob Geiszler
Jared Hamilton Giroux
Erika Haglund
Matthew James Helbling
Laura Beth Hilde
Alexia Marie Hoefs
Trisha Hoekstra
Caitlin Marie Hoff
Amanda Leigh Hoffbeck
Jason Daniel Holle
Logan John Hollenkamp
Chelsea Ann Holte
Ryan Lee Hoverson
Jill Maureen Ihry
Rebecca Marie Jackson
Brianna Lynn Johnson
Sean Christian Karpowich

Nathan Thomas Keeler
Adis Keric
Kory Daniel Kowalski
Craig Lawler
Jason Randall Lind
Steven Daniel Maershbecker
Jessica Ann McClellan
Michelle Rae McKay
Sarah Anne Meichsner
Adel Sharif Mergoum
Anaas Moncef Mergoum
Melissa Lea Miller
Laura Jean Morris
Sammie H. Nguyen
David Lawrence Noeske
Ayodele Adebola Olamijulo
Brent Steven Olson
Kayla Ann Otterson
Dilipkumar Sumanbhai Patel
Preeti Raj Patel
Matthew Thomas Perkins
Natasha Jean Petry
Karalynne Elizabeth Price
Kayla Louise Rachel
Brittney Dyanne Roemmich
Scott Ernest Rudnicki
Andrew William Schaaf
Angela Irene Scharnowske
Lane Schemel
Lee Dennis Schwan
Jena Rae Schwieger
Samantha Jane Seelig
Steven James Semingson
Toni R. Shaw
Robert Sieg
Wes Ethan Stettner
Anis Ben Tahar
Katie Anne Tescher
David Dennis Thompson
Nicole Lynn Towne
Matthew Troyer
Chantal Alexis Vance
Kaushlendra Kumar Madhubhai
Amanda Marie Volochenko
Ryan David Wall
Anthony William Wieland
Jayme Lynn Wolf

Jordan Alexander Wolf
Andrew Lawrence Zwack

Doctor of Philosophy

Kacie Lee Hughes
Preeti Purwaha

College of Science and Mathematics

Certificate

Sydney Nee Tetteh Addy
Anuradha Vegi
Anthony Joseph Waldenmaier

Bachelor of Arts

Lance Matthew Dean Bragstad
William L. Chale
Nicholas Stephen Dusek
Zachary George Fowler
Jarrett Donald Hart
Lynae Sue Hemming
Zachary Bryan Knight
Lindsey Jean Lee
Janelle M. Meyer
Andrea Renee Tangsrud
Hannah Marie Worral
Robert Konrad Wroblewski

Bachelor of Science

Palak Agarwal
Kristen Danielle Ahlers
Marqelle Nicole Albrecht
Brandon Charles Alvshere
Maximilian Anders
Alyssa Jo Anderson
Jacob J. Anderson
Daniel W. Augustadt
Casey William Bateman
Benjamin G. Bechtold
Leah Mae Beekman
Andrew Jared Bentz
Erin Lynette Binde
Brandi Nicole Bitz
Joshua Donald Borchardt
Joseph Michael Bredahl
Matthew John Bullinger

Daniel Alan Carlson
Darren L. Carter
Gaurav Chauhan
Israel Owate Chujor
Emily Ruth Clark
Hannah Abigail Dahl
Eben Blake Danielson
Michael Thomas Delaney
Austen Leo Dicken
Jason Alan Duchscherer
Scott Matthew Dyck
Brianna G. Ehner
Mitchell Wade Ellingson
Luke Maverick Floan
Robert John Foertsch
Lane Berend Folkers
Arthur Dimitri Lakshan Fonseka
Stephanie K. Forster
Kelsey Ann Forward
Nathan Russel Froehlich
Benjamin Michael Gaboury
Brittany Lee Gagner
Teluka Pasan Galhenage
Ryan Wallace Gandrud
Justin James Gangestad
Alexis Nicole Ganser
Mario Ismael Garcia
Samantha Lynn Gardner
Sean Alan Gerhardt
Cody Ray Gette
Lisa Nicole Gingrey
Haley Shay Gonzenbach
Alex Michael Greff
Jacob Paul Grendahl
Abram Paul Haich
Joel Edward Helbling
Micah J. Heppner
Chase Montana Hessman
Jessica Anne Heuer
Derek William Hiam
Allison Kay Hoffart
Kyle E. Hoge
Rosemary Louise Hunt
Rebecca Rose Jaeger
Alexander James Johnson
Joshua Inky Johnson
Rebecca Lynn-Helen Johnson

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Attachment 2

Tyler Allen Johnson
Thomas M. Kalinoski
Divek Karagwal
FNU Karan Chitkara
Marie Suzanne Kastella
Bridget Ann Kilen
Joshua David Knoll
Ryan Thomas Knudson
Cameron Mark Knutson
Brandon James Kobilansky
Kelsey Aaron Kolars
Emily E. Krieg
Andrew Jon Ladwig
Andrew Patrick Lamb
Ashley Jean Lane
Nicholas C. Larson
Jae Hee Lee
Ryan Michael Lemmer
David Levahn
Meagan Ann Loomis
Cory Christopher Loveless
Alex J. Mahrer
Jacob Ryan Maier
Rebecca Lynn Maier
Diva Maria Mella Malinowski
Erica Rose Marsyla
Cody Michael Martin
Lincoln Earl Martin
Miranda Francine Mathison
Anthony Michael McConnon
Erica Michelle McCue
Samantha Anne McDonald
Nathaniel Dennis McDonough
Joshua Robert Melander
Suryank Mendiratta
Shivani Mittal
Nicholas Richard Moen
Levi Darwin Moxness
Christopher Richard Munsch
Yuki Nakazawa
Deepanshu Narang
Paige Marie Nash
Britta Ann Nelson
Steven B. Nelson
Jeffrey Nordlie
Mathew R. Odden
Nathan Allen Olson

Jacob Norbert Oster
Chelsey Lynn Paulsen
Amanda Kay Peterson
Erica Nicole Pfarr
Bryan Michael Phelps
Michael Joseph Price
Michael James Ratzlaff
Adam Donald Reznechek
Hannah Marie Ritteman
Nicole Lynne Roberson
Kayla Tane Salathe
Isaac Darwin Saville
Nichole Johanna Schilling
Cory Schlack
Kelsey Jo Schmid
Tanner John Schmidt
Ellen Marie Schneiderhan
Eric A. Schumacher
Charles Steven Schutt
Brie Alyssa Seibert
Daniel Henri Semiaticki
Dakshi Sharma
Yogesh Sharma
Anoop Singh
Ramesh Singh
Samuel Lynn Skurupey
Melissa Jean Smith
Luke James Soeby
Andrew James Solberg
Eric Anthony Sondreal
Grant Michael Spears
Cecelia Marie Stephenson
Thomas Earl Stewart
Katherine DeLynn Streckert
Allison Kay Suda
Ashtynn Nicole Sylvester
Kevin Michael Szurek
Tyler Scott Taylor
Cheng Tian
Lauren Jean Tollefson
Alex Sam Torson
Bailey R. Uran
Anthea Nicole Varriano
Tajae Lynn Viaene
Laura Vogel-Ciernia
Brita Anne Watson
Jesse Michael Weiand

Selja Kjersten Weum
Ashley Marie Wheeler
Joni Catherine Wiebesick
Timothy Michael Wilson
Samantha Jean Wohler
Rylan Michael Webster Wolfe
Lisa Marie Young
Andrew J. Zetocha
Tyler Brett Zimmerman

Master of Science

Muhammad Niamul Baqui
Samidip Basu
Venkata Santosh Chintamaneni
Jonathon Michael George
Bethlehem Abera Gronneberg
Srinivas Reddy Guduru
Michael Hemmer
Md. Mahbubur Rahman Khan
Chao Liu
Narendar Reddy Mandala
Ben Michael Meyer
Alex David Radermacher
Kaustubh Saxena
Ranjana Sharma
Susbi Sharma
Dinesh Arun Sivanandam
Matthew D. Strassburg
Zhuangli Wang
Shawn Edward Weissenfluh

Doctor of Philosophy

Samim Alam
Rajan Bhaskarrao Bodkhe
Sean Justin Evenson
Eric Merlin Foard
Bobbi Jo Elizabeth Merten
Erin Christine Pavlacky
Puthenkovilakom Rajesh Raja
Yamaya Sosa Machado
Travis Vander Steen

College of University Studies

Bachelor of University Studies

Jeffrey H. Adolphson
Travis James Conant
Kira J. Fraser
Jordan Hans Gehlhar
Allysa Lynn Hammer
Alex Peter Brakke Hoehle
Aaron Alexander Huus
Marissa Lee Iverson
Anwar Khashan
Elizabeth Hazel Larson
Weston Thomas Leutz
Jeremy Dale Lura
Michelle Therese Lura
Robert Matthew Lynch
Titus D. Mack
Joleesa Dawn Moser
Colin Denver Parrish
Eric Roland Pladson
Joshua Michael Roysland
Samantha Lynn Stegman
Keara L. Tappe
Jane R. VanDerMeer
Devin Michael Walter
Luke Edwin White

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Attachment 3

Summer 2012 Graduates Degree Conferral Date: August 3, 2012

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Science

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

Master of Science

Meliza Stephnie Abeyratne
Robynn Elizabeth Anfinrud
Erin Burns
Wonjoo Cho
Jameson Lee Hall
Daehee Han
Sharnae Ivon Klein

B-Mihiri Marini Mendis
Richelle Lorraine Miller
Emily Beth Schlepp
Michelle Jene Solga
Shane Jeremy Stafslie
Rebecca Ann Whalen
Roza Yunusova

Doctor of Philosophy

Julie Sherman Pasche

College of Arts, Humanities, and Social Sciences

Bachelor of Arts

Jasmin Mehinagic
Danielle Nichole Verhey

Bachelor of Fine Arts

Cole Luke La Rocque
Megan Elizabeth Roberts

Bachelor of Science

Jacob M. Bechtold
Isaac Stephen Bolin
Shelby Renee Breker
Sydney Elizabeth Cartwright
William John Corwin
Brittany A. Dresser
Grant Ryan Emerson
Kimberly Kay Fredricks
Kyle Christopher Hanson
Elizabeth Anne Haugen
Caitlin Ann Johnson
Lauren Elaine Kirkeby
Giovanny Leyes
Matthew Gerard Mertes
Ashley Erin Montgomery
Christopher John Nelson
Benjamin Lee Nicholas
Rachel Jacqueline Pond
Tyler Charles Ressler

Cory James Shelton
Elizabeth Jacqueline Sienkaniec
John Martin Timmerman
Molly Beth Weisenburger
Andrew P. Wohlhuter

Master of Arts

Sarah Jane Adams
Ramya Chandrasekaran
Brent Alan Gostanzik
Nigel Douglas Haarstad
Rebecca Joy Hayes
Gretchen Therese Junglas
Chris Aaron Lindgren

Master of Music

Ashton Lea Foreman
Jeremy David Marquardt
David P. Stoddard

Master of Science

Madhurim Thapa

Doctor of Philosophy

Michael Edward Burns
Kai Janovsky Western

College of Business

Bachelor of Science

Kimberly Ann Aagard
Vipul Agarwal
Ali Dhafer Alshehri
Jennifer Margot Benjaminson
Nicholas Adam Buck
Kevin Stewart Docken
Austen Michael Ellenson
Ethan Carl Frank
Zachery Robert Gerardy
Chris Allen Hanson
Aaron Philip Haugen
Yupu Huo

Brandi Lea Kaber
Rebecca Anne Lisson
Yu Liu
Zachary Mark Ljungren
Jared Lee Quast
Tyler Lee Reisch
Yuki Sato
Cody Matthew Schenck
Andrew J. Schrautemyer
Thomas Grant Uhler
Michael A. Wald
Chelsea Ann Wendlandt
Minami Yamane
Liang Zhu

Master of Accountancy

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

Master of Business Administration

Sheena Bhan-Hawley
Randall Thomas Erdman
Sergey Rosliakov
Nicholas Alan Strom

College of Engineering and Architecture

Bachelor of Landscape Architecture

Zachary W. Swanson

Bachelor of Science

Ali Abdul Mohsen AlQattan
Aaron Jacob Blaha
David John Booth
Justin Fuhs
Drew A. Kierzek
Zhe Liu
Ploiphan Saengporm
Samantha Danelle Schultz

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Attachment 3

Prashanta Singh
Zachary W. Swanson
Kris Matthew Thielen
Ryan Mark Thomsen

Bachelor of Science in Agricultural and Biosystems Engineering

Adam Marvin Borgerding

Bachelor of Science in Construction Management

Owen Marcus Bergh
Thomas Jerome Dahl
Jared James Friedt
Lance Allen Piatz
Ryan Christopher Schuette

Bachelor of Science in Electrical Engineering

Faisal Abdulkarim Alshammari
Ashish Anand
Thsering Angmo
Sushanshi Gupta
Jitao Song
Nicholas John Welch

Bachelor of Science in Industrial Engineering and Management

Alex Anderson
Cory Scott Trana
Guangjing You

Bachelor of Science in Manufacturing Engineering

Christopher Francis Hoffarth

Master of Architecture

Kristopher Loren Kuster
Samantha Jade Parkinson
Alex Austin Vos

Master of Science

Eshita Ahmed
Akhilesh Chandra Ambati

Eric Michieka Atandi
Yaping Chi
Kostyantyn Volodymyrovych Koziy
Ka-Ho Leung
Abrez Mondal
Md. Arifur Rahman
Sayan Roy
Arash Saboori
Sai Sharanya Shanbhogue
Swetha somshekar Sharma
Ataur Rahiman Syed

Doctor of Philosophy

Shanshan Huo
Sreerama Kasi Somayajula
Ferdous Sarwar

College of Graduate and Interdisciplinary Studies

Master of Managerial Logistics

Matthew Lorenza Alvarez
Nastassia Anne Fay
Kevin Lee Hoffman
Ryan Patrick McDonald
Nicholas John Miller
Preston James Rutherford
Robert Lewis Swearingen
Emanuel Velez
Joseph Clint Zabaldano

Master of Science

Mohammad J. Anar
Giovana Maranho Anderson
Lucas John Bicknell
Michael John Hargiss
Andrew John Kubas

Doctor of Philosophy

LaToya Tricia Kissoon
David G. Ripplinger

College of Human Development and Education

Certificate

Joanna Martinez-Vasquez

Bachelor of Science

Tanner Jay Adam
Peace Kiden Albert
Andrew Stephen Balzer
Zanik Joseph Bartelt
Mardee L. Besette
Kathryn Maurine Birkel
Danielle Katherine Bittner
Whitney Marie Boom
Maureen Elizabeth Carolan
Anthony Heath Charbonneau
Heather Rae Erickson
Katie Elizabeth Fenna
Tiffany Marie Giese
Jens Kristopher Gylland
Lauren Elizabeth Hall
Brittni Lea Heiser
Justin Mathew Hoskins
Ashley Marie Johnsen
Paige Ashley Johnson
Amy A. Kelly
Whitney Anne Klindworth
Cassie West Krueger
Joshua Orlin LaMere
Kristina Marie Lau
Nian Liu
Jillian Jadwiga Loos
Daphne Jean Martin
Emmali Mina-Kay Montazemi
Marissa Gail Montgomery
Brianna Lynn Nelson
Jonathan Robert Novacek
Brittany Elizabeth Page
Randi Kay Parks
Zachary Nicholas Peters
Samuel Tucker Pulkabek
Laura Marie Rensvold
Baylee Ann Robinson
Rachel Michelle Roller
Jeffrey James Rustvang

Allison Marie Seifert
Mackenzie Irene Sepin
Ryan Anthony Swenson
Kayla Elizabeth Thompson
Leslie Erin Thompson
Stephanie Lynn Wiczorek

Master of Education

Ryan Michael Johnson
Leah Samara Juelke
Rory Edward Seeman

Master of Science

Jesse Tate Barnacle
Kyle William Braulick
Michael Eugene Breker
Nathan Arthur Knudsen
Jarett Ryan William Peikert
Lacie Julaine Silha
Sarah Elizabeth Thon
Elijah Marcelle-Ezekiel Westerfield
Anne Wohl
Natalie Ann Wolff

Doctor of Philosophy

Susan Edith Bornsen
Judith Ann Konerza
Bernadette Tiapo

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

Carly Blaire Aamoth
Hannah Marlo Aasen
Diane Elizabeth Adams
Katie Marie Ahmann
Mohamed Sheikh Ahmed
Kayla Elizabeth Anderson
Ashley Jo Andrew
Claire Elise Askegaard
Kayli Ann Bardell
Nicholas Scott Becher
Gregory Allan Berg
Angela Sue Betsch

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North Dakota State University

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Attachment 3

Kristin Elizabeth Bloom
Erianne Siena Bright
Lindsey B. Bruner
Shane Matthew Caslavka
Margo Alison Christopher
Sarah Elaine Clark
Kimberly Jo Davidson
Benjamin Davis
Dean Derfus
Matthew Lee Dohman
Emma Jayne Durkee
Rebecca Rae Ellingworth
Alyssa Jo Emerson
Michelle Terese Enerson
Michelle Ann Faber
Michael Jon Fisher
Andrew John Fiske
Hannah Stephanie Fundaun
Jonathan David Funk
Sarah Ann Gabert
Hali Jo Gjermundson
Kathleen Lee Grimes
Jeremy W. Grindeland
Tracey Madelyn Haberman
Jena Joy Hallberg
Lindsay Elizabeth Hanson
Tyler Joseph Haugen
Joseph Sheahan Henning
William Daniel Hess
Alyssa K. Holmen
April Dawn Huschka
Molly Rae Irsfeld
Tenzin Jangchup
Shalynn Vera Jeske
Paul Stephan Jilek
Katie Lynn Johnke
Alice Elaine Johnson
April Marie Johnson
Joseph Robert Kaiser
Fidelis Kamuntu
Amanda Jo Kerr
Alyssa Marie Klein
Kayla Marie Kortan
Micaela Marie Koster
Katie Marie Kram
Kyle John Laporte

Emilie A. Lisburg
Michelle Jo Luebke
Derek Maattala
Michael Douglas Meier
Corey Scott Melroe
Samantha Jo Helen Metzler
Leah Jean Miller
Patricia Ann Louise Motl
Kristyn Marie Murphy
Lane Dalton Nelson
Trung Tan Nguyen
Melissa Kaye Nigg
Heath John Oetken
Amy Ann Olson
Tania Marie Peters
Chase Michael Peterson
Kevin Pham
Quang Minh Phan
Haylee Marie Preabt
Rebecca Rae Richards
Erika Lei Ridl
Jaime Aleeyce Rue
Sarah Louise Schaaf
Laura Emily Schleichert
Brittanie Rose Schmeets
Megan Elizabeth Shaffer
Megan Dawn Skiff
Arthur N. Skrundeviskiy
Carly Marie Smithers
Nicole Esther Snyder
Whitney Lynn Streifel
Carlina Jane Stromback
Jill Marie Tebbe
Megan Marie Verhelst
Kelsey Dallas Voigt
Alissa Walter
Brandi Lynn Wersinger
Marc Velo Westby
Jordan Severin Westrum
Tiffany Joy Wiger
Angela Dawn Williams
John David Youmans
Alysia M. Young
Jessica Ann Ziegler

Bachelor of Science in Nursing

Robyn Mari Berge

Doctor of Pharmacy

Michael A. Miller

College of Science and Mathematics

Certificate

Nicholas Seva Wilson

Bachelor of Arts

Beth Ann Askegaard
Jennifer Elise Buhr

Bachelor of Science

Spencer McKay Bliss
Cristina Marie Borek
John Charles Bugner
Fawad Mansoor Dawlaty
Joseph Michael Erickson
John Donovan Waite Fielding
Jenna Rae Frye
Nathaniel Charles Grosz
Tyler James Hlibichuk
Phally Hour
Sara Jo Huguelet
Rosemary Louise Hunt
John Paul Lauman-Beltz
Marian Clementina Okondo
Taylor Marie Ruttger
Robert C. Saxton
Ashish Sharma
Tyler Smothers
Jacob C. Wolf
Narender Yadav
Ashley Ann Zondervan

Master of Science

Md. Junaid Arafeen
Kyal Scott Brandt
Travis Jon Dockter
Vindhya Jonnalagadda
Qingrui Li
Deyan Ivov Mihaylov

Joshua David Nelson
Christopher W. Olson
Basudha Pradhan
Pallavi Roy
Phani Ganga Bhavani Tirupathi

Doctor of Philosophy

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

College of University Studies

Bachelor of University Studies

Amos Allan Buehner
Taylor Robert Fontaine
Kerry Marie Frye
Bobbie Lee Gutzmer
Shane Williams Hurley
Jenna Marie Johnson
Shauntae Michelle Sachs
MacKenzie P. Ternes
Daniel James Vatnsdal

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North Dakota State University

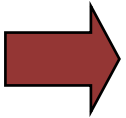
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Attachment 4

Policy 332 Version 1 09/12/12

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 Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: **Policy 332: ASSESSMENT OF COURSES AND INSTRUCTION**

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

- *This revision expands the assessment of teaching to include input from the individual faculty member as well as peers while simultaneously clarifying the information collected from students.*

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

- *Faculty Senate Policy 332 Ad Hoc Committee*
- *Chris.Ray@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

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North Dakota State University Policy Manual

SECTION 332

ASSESSMENT OF ~~COURSES AND INSTRUCTION~~ TEACHING

SOURCE: NDSU Faculty Senate Policy

1. INTRODUCTION

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

1.2. Definition of Instructors

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

1.3. Definition of Teaching

~~1.1.1.~~ 1.3.1. The assessment process reflected in this policy includes all forms of teaching (e.g., classroom, labs, and other instructional supervision activities) at all levels (e.g., undergraduate and graduate). Particular approaches to teaching vary widely, and instructors may demonstrate pedagogical skills in a variety of creative and innovative ways, all of which should be given due consideration.

1.4. Sources of Evidence

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

2. INSTRUCTOR-PROVIDED MATERIALS

2.1. Individual units should develop a flexible approach to assessment of teaching effectiveness that includes collection of evidence submitted directly by the instructor. It is recommended that this

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evidence be submitted in the form of a teaching portfolio according to criteria established by the academic unit.

2.2. In addition to the materials submitted for comprehensive peer review (see section 4), the instructor-provided materials may include, but is not limited to, reflective statements concerning the instructor's philosophy of teaching, teaching effectiveness, and course or curricular changes made as a response to teaching assessments; teaching materials developed by the instructor; video recordings of instructional activities; evidence of scholarly activity related to teaching and learning; evidence of student learning; data from knowledgeable peers; evidence of quality advising; and additional feedback from students.

~~2.—~~

~~3. Formative Assessment~~

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

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

~~3.1.—~~

3. STUDENT INPUT

~~4. Summative Evaluation~~

~~2.1 —~~

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

3.2. University-Wide Course Rating Forms

3.2.1. Every section of every class offered at North Dakota State University will be assessed~~evaluated~~ each term by the students using, as a minimum, the university-wide set of rating items. This set of ratings should consist of items that students are qualified to judge, such as ~~These items will evaluate~~ student perception of instructor fairness within the course, perception of overall course quality and usefulness, student understanding of the ~~principles in the~~ subject matter upon course completion, and the instructor's ability to

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communicate effectively. In addition, each instructor, unit, or college ~~may~~ is encouraged to develop additional items to include as a part of the ~~evaluation~~ course assessment form as appropriate to the academic discipline.

~~4.1.1.~~

3.2.2. Departments are encouraged to utilize an electronic course assessment process as an alternative to paper assessments. Departments may contact the Group Decision Center (GDC) to have the university-wide rating form set up electronically. Data on only the university-wide items, aggregated by course level (lower division, upper division, graduate) without reference to specific courses, will be forwarded to the Office of Institutional Research and Analysis.

3.2.3. ~~2.2~~ The university-wide course ~~evaluation-assessment~~ should occur during the final ~~fourth~~ quarter of the term, but not concurrent with examination periods. Someone other than the instructor, ~~(including Graduate Teaching Assistant's, or other individuals under the direct supervision of the instructor)~~ will administer the instrument. A student in the class shall collect the ~~evaluations-assessments~~ and forward them directly to the appropriate department/unit head for analysis. The instructor will not be present while the student rating is being completed. All instructors will receive a copy of the analysis for their courses after final grades are submitted. The departmental/unit office and the dean's office will retain a copy of the analysis ~~for use during the annual faculty appraisals and for other administrative purposes.~~

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

~~4.1.2. Items on the university-wide rating form are subject to approval by the NDSU Faculty Senate and should be examined and controlled for student motivation and other possible bias. Departments are encouraged to utilize an electronic evaluation process as an alternative to paper evaluations. Departments must contact the Group Decision Center (GDC) to have a Student Rating of Instruction set up electronically. The department/unit head will forward data, on only the university-wide items, aggregated by course level (lower division, upper division, graduate) without reference to specific courses, to the Office of Institutional Research and Analysis.~~

~~4.1.3.~~

3.2.5. ~~2.3~~

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

3.3. Additional Student Input

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Attachment 4

Policy 332 Version 1 09/12/12

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

4. PEER REVIEW OF TEACHING

- 4.1. In addition to assessment data provided by students, each academic unit should conduct a critical peer review of the instructor's range of teaching activities. The faculty or instructional staff for each academic unit will decide whether this peer review should be conducted by the unit's faculty or whether the review should be delegated to the department/unit head or the academic dean.
- 4.2. For all instructors, this peer review process should include the instructor's knowledge of the subject matter, contributions to the unit's teaching efforts, and any other teaching contributions such as curricular improvements. Materials for peer review may include, but are not limited to: statement of teaching philosophy; direct assessment of classroom performance; cumulative list of courses taught by the instructor; course syllabi, including course objectives; sample instructional materials, assignments, and examinations; student research supervised by the instructor, including theses and dissertations; development of new or innovative course materials; receipt of teaching awards; and materials advancing the scholarship of teaching and learning in the instructor's academic discipline.
- 4.3. This peer-review process should be conducted in a manner appropriate to the academic discipline and should include consideration of instructional activities occurring both within and outside the formal classroom such as traditional instruction, supervision of student research, laboratory instruction, advising, mentoring, and other activities related to student learning.
- 4.4. Instructors should provide evidence of the peer-review process when applying for promotion and/or tenure and every three years thereafter as part of the post-tenure review process.

HISTORY:

New	December 10, 1973
Amended	April 1992
Amended	June 1994
Amended	January 2004
Amended	July 2, 2009
Housekeeping	February 14, 2011



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)

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

Committee Process

- Reviewed Policy Parameters
 - SBHE Policy 605.1.6
 - NDSU Policy, Section 352
- Reviewed Sample Policies
- Developed Guiding Principles
- Drafted Policy Revisions

Proposed Revisions

- Introduction
 - Clarifies purpose using guiding principles
 - Defines “instructors” and “teaching”
 - Introduces triangulation of evidence
- Instructor-Provided Materials
 - Includes evidence such as philosophy, reflection, curricular changes, formative assessment, evidence of student learning, evidence of quality advising etc.

NDSU NORTH DAKOTA
STATE UNIVERSITY

Proposed Revisions (2)

- Student Input
 - Clarifies input students are asked to provide
 - Clarifies who can administer course forms
 - Requires statement indicating assessment data may be used for evaluation
 - Clarifies that Faculty Senate is responsible for university-wide rating form (i.e., SROI)
 - Allows additional student input (comments, exit interviews, etc.)

NDSU NORTH DAKOTA
STATE UNIVERSITY

Proposed Revisions (3)

- Peer Review of Teaching
 - Requires peer review to supplement other evidence every three years
 - Conducted according as appropriate to academic discipline
- Proposed policy title (Assessment of Teaching) clarifies focus

Questions?

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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. T. Stone Carlson presiding and the following senators present: A. Akyuz, K. Benson, A. Bezbaruah, U. Burghaus, M. Clark, A. Denton, T. DeSutter, M. Engler, P. Gibbs, K. Gordon, R. Green, J. Harmon, H. Hatterman-Valenti, L. Helstern, X. Jia, J. Jones, R. Jones, J. Knodel W. Lin, F. Littman, T. Lundeen, K. Maddock Carlin, L. Manikowske, B. Pruess, S. Rahman, Y. Rhee, K. Rodgers, G. Shen, E. Skoy, B. Suzen, G. Totten, M. Weber, A. Welch, E. Wu, N. Yu, and W. Zhang

Substitutions: D. Cooley for C. Pearson and S. Travers for C. Stockwell

I) Approval of Minutes

MOTION (Welch/Cooley): to approve the minutes of the October 8, 2012, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

II) Consent Agenda

- A. Academic Affairs Report ([Attachment 1](#))
- B. NDSU Policy 812: Allowable Cost Policies – Miscellaneous ([Attachment 2](#))

MOTION (Cooley/Gordon): to approve the consent agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

III) General Announcements

A. NDSU President –

President D. Bresciani provided the following updates:

- *Funding Model* - A new funding model for higher education in North Dakota is being addressed. The legislature was compelled in the last session to make this a priority, and the Governor has taken a lead role in providing oversight. He has worked to secure buy-in from political leadership on the process. All eleven campuses have agreed that the proposed new model, which is cost-based and funds institutions based on productivity and success (students and research), is a fairer model to the campuses and students. The cost of operating programs, campus facilities and size are considered in the new model using federal codes to objectively determine costs. If approved, NDSU could potentially receive up to \$3-6 million more in funding per year.
- Through the academic roadmap, NDSU is ready to put any new resources to use through allocation to departments. Faculty members are encouraged to visit with their deans to learn more about the academic roadmap and college priorities. Provost Rafert and President Bresciani will have a retreat with the deans to start discussing future direction and where to best utilize resources.

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- *Pathways to Student Success* – This initiative of the new chancellor has required an intense level of communication, particularly regarding admission standards.
- *Facilities* – A new STEM building at NDSU is ranked as the number two construction project within the ND University System, after a Mayville State building improvement project. It is proposed to be a student teaching facility with undergraduate teaching and lab facilities universally-designed and to be shared by the whole campus. It could be a model for future construction projects across the state, and will allow for much-needed improvements in other classrooms, labs and buildings on campus.
- *Economic Impact Study* - The results of an external economic impact study will be available soon, and are expected to demonstrate a substantial return of state dollars by NDSU. These study results should help promote the idea that investment in NDSU and higher education is a sound practice.
- *Legislature* – Overall, the upcoming legislative session is expected to be positive for NDSU.

Discussion ensued based on senator questions related to the state surplus and possible metrics to be used in determining research-based funding.

B. NDSU Provost –

Provost J. B. Rafert reported on the following:

- *Academic Roadmap* - The initial phase of the roadmap was completed last year with maintenance this fall to further identify college priorities and needs. Additional funds should allow for better distribution of workloads for faculty.
- *Library Funding*– Information provided by the Library Committee includes a very realistic set of outcomes and recommendations. Various funding scenarios will be considered based on different models and current needs.
- *Technology* – There is an urgent and rapidly growing gap in delivering WiFi enabled devices to students. Funding for meeting current and future needs also must be considered in future budgets.

Senators asked about the role of the Faculty Senate in helping determine where additional funding should be invested on campus. Prioritization by the Senate may be considered along with the academic roadmap and other identified needs.

C. President of Staff Senate –

Staff Senate President L. DeGeldere reported:

- *Staff Senate Raffle* raised \$3,700 for student scholarships. Information about applying for scholarships will be available in January. Senators were asked to encourage students to apply.

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- A half-day *Professional Development* workshop for staff held earlier in November was a success. Senators were encouraged to continue to support staff participation in such events.

D. Vice President of Student Body –

J. Beehler provided the following updates:

- *Environmental Sustainability Committee* will be introduced to the Senate Coordinating Council. Students will ask for representatives from faculty, staff and student senates with the goal of making it a standing committee at the university. The committee will be tasked with creating own mission statement.
- *Higher Ed Day* is scheduled for November 29. Legislators from across the state will be invited to NDSU to hear from students, learn about their ideas on the upcoming legislative session, and discuss statewide issues.
- *Bison 101* is scheduled for November 27 and will focus on academic success, study tips and tools, and preparing for finals week.
- *Holiday Lights Parade* - Student Government was approached by Excel Energy to have NDSU be the lead float in the Holiday Lights parade on November 20 in downtown Fargo.

IV) **Presentation: Behavioral Intervention Team** ([Attachment 5](#))

Jim Council, member of the NDSU Behavioral Intervention Team (BIT), discussed how the BIT is designed to help NDSU take appropriate actions before emergency situations occur. He presented on the background and purpose for the BIT as well as emerging issues, such as bullying for grades, entitlements, incivility, and mental health concerns. Reporting and consulting channels were identified, as well as responding and possible actions for behavioral concerns and issues.

V) **Senate Committee Reports**

A. General Education –

M. Harris, representing L. Peterson, reported that the faculty was sent an email from the General Education Committee identifying six core questions that framed the learning outcomes. To date, open forums have been held to discuss a learning outcome based model for general education, and links to the framing questions have been made available online. Meetings with chairs/heads and various committees are ongoing, and future open forums will be held. Senators are encouraged to take this information back to colleges for feedback and share ideas with the General Education or CULE committee.

B. Library Committee – ([Attachment 3](#) and [Attachment 4](#))

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K. Rogers and M. Reid presented on the status and recommendations for the future of the NDSU Library. Significant concerns have been identified on recent cuts and the current state of the Library. The recommendations include increased appropriated funding through the prospective new higher education funding model, privately endowed collections and/or expanded private donations to the Libraries, and increased student library fee.

Printed subscriptions have ceased, and while digital access is still available, NDSU subscriptions are substantially less than many research intensive institutional peers. They currently are under 100 databases, which are based on large aggregated packages. There has been no book budget (print or electronic) for several years.

Questions from senators centered on the apparent cyclical nature in the amount of funding received annually, and student library fee funding history. The goal is to put the NDSU Library on a course for long-term growth and sustainability. Library administration has to ensure that purchases match the highest needs. Further discussion ensued on peer institutions funding models and student fee funding.

Support for the proposal was expressed by several senators, but it also was suggested to present a back-up plan in the event no additional funding is received.

VI) Adjournment

The meeting adjourned at 5 p.m.

Submitted,

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

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Attachment 1

Academic Affairs Committee Report

Curricular Recommendations

New Certificate							
Certificate in Professional Selling							
New Transcriptable MBA Subplan Option							
Supply Chain and Logistics Concentration							
Health Care Industry Concentration							
New Courses							
Subject	No.	Title					Crs.
HDFS	721	Adult Development and Aging					3
LEAD	305	Global Leader Development					2
LEAD	306	Global Leader Experience					1
MATH	144	Mathematics for Business					4
PLSC	200	Career Preparation in Plant Sciences					2
PHYS	220	Physics for Designers					3
POLS	423	Public Policy Analysis					3
POLS	446	Current Topics in International Law					3
Uniform	692	Study Abroad					1-15
Course Deletions							
ARCH	354	Architectural Detailing					3
ARCH	589	Professional Seminar					2
EMGT	489	Capstone in Emergency Management					1
LA	531	Advanced Landscape Architecture Planting Design					4
PPTH	761	Advanced Plant Pathology					2
Uniform	692	Case Studies					1-3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
HNES	253	Motor Learning and Performance	3	HNES	301	Motor Learning and Performance	3
HNES	300	Curriculum, Standards and Assessment	3	HNES	254	Curriculum, Standards and Assessment	3
PHRM	537	PTDI: Renal Disease/Fluid and Electrolytes	3	PHRM	537	<i>Renal Disease/Fluid and Electrolytes</i>	3
PLSC	341	Landscape Bidding and Contracting	2	PLSC	341	<i>Landscape Bidding, Contracting and Operations</i>	2
PSYC	221	Psychology in Business and Industry	3	PSYC	221	<i>Psychology at Work</i>	3
New Special Topics							
CE	796	Introduction to Intelligent Infrastructure					3
CHEM	199	Chemistry of Renewable Energy and Electric Vehicles					3
MRKT	499	Advanced Professional Selling					1
WGS	199	Sexual Assault on Campus: Taking Action, Creating Change					3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title	Prerequisite/Corequisite Change				
ADHM	385	Global Fashion Economics	Prereq: ADHM 171, ECON 105, ECON 201 or ECON 202				
ADHM	481	Apparel & Textiles Capstone Experience	Prereq: ADHM 385 or ADHM 250; ENGL 320,				

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			COMM 216, COMM 271, COMM 308, COMM 315 or COMM 383 Junior Standing
ARCH	344	Architectural Structures I	Prereq: ARCH 271
ARCH	443	Architectural Structures II	Prereq: ARCH 344 and ARCH 372
ARCH	453	Environmental Control Systems: Passive Principles	Prereq: ARCH 272
ARCH	454	Environmental Control Systems: Active Systems	Prereq: ARCH 453 and ARCH 371
BUSN	341	Business Environment of the European Union	Change in Bulletin Description
CHEM	727	Organometallic Chemistry	Prereq: CHEM 425 or CHEM 625
LA	231	Landscape Architecture Graphics	Prereq: LA major and minor students only Delete ARCH major students
LA	271	Introduction to Landscape Architecture Studio	Prereq: LA major and minor students only
LA	372	Community Planning and Design Studio	Change in Bulletin Description
LA	472	Remediation and Planting Design Studio	Change in Bulletin Description
PHRM	351	Pharmaceutical Care I	Coreq: PHRM 350 and PHRM 351L
PHRM	351L	Pharmaceutical Care Laboratory I	Change in Bulletin Description
PHRM	452	Pharmaceutical Care II	Change in Bulletin Description
PHRM	452L	Pharmaceutical Care Laboratory II	Change in Bulletin Description
PHRM	480	Drug Literature Evaluation	Change in Bulletin Description
PHRM	551	Pharmaceutical Care III	Change in Bulletin Description
PHRM	551L	Pharmaceutical Care Laboratory III	Change in Bulletin Description
PHRM	552	Pharmaceutical Care IV	Change in Bulletin Description
PHYS	252	University Physics II	Prereq: PHYS 251 and PHYS 251L or ME 221 and ME 222 Coreq: MATH 166
PSCI	369	Pharmaceutics II	Change in Bulletin Description

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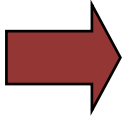
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Policy Change Cover Sheet (Policy 812)

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



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

ION: *Number and Name NDSU POLICY 812 – Allowable Cost Policies - Miscellaneous*

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - *Type your description of changes here .Add Paragraph 25. This policy addition is to comply with a recommendation from the National Science Foundation following a monitoring review of NDSU grants policy and procedure in June 2012.*
2. This policy was originated by (individual, office or committee/organization):
 - *Gary Wawers, Controller, NDSU Accounting Office*
 - *Karen Hendrickson, Director, Grant and Contract Accounting*
 - *Office/Department Name and the date submitted*
 - *Email address of the person who should be contacted with revisions*
3. This policy has been reviewed/passed by the following (include dates of official action):

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 812

ALLOWABLE COST POLICIES – MISCELLANEOUS

SOURCE: NDSU President

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

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

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

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

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

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

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

2. **COMMENCEMENT AND CONVOCATION COSTS.** These costs are not allowable as direct charges to sponsored agreements.
3. **COMMUNICATION COSTS.** Costs incurred for long distance telephone calls and facsimiles are allowable on sponsored agreements. If personal calls are made by an individual within a department, the cost of the call must not be allocated to any sponsored agreement.

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

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

4. CONTINGENCY PROVISIONS. Contributions to a contingency fund or any similar provision are unallowable against sponsored agreements.
5. ENTERTAINMENT COSTS. Costs incurred for amusement, social activities, entertainment, and any items relating, such as meals, lodging, rentals, transportation, and gratuities are unallowable.
6. MEALS AND MEETINGS. The costs incurred in hosting official guests are allowable provided the expense incurred has a direct benefit on the agreement being charged. No alcoholic beverages may be reimbursed.

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

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

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

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

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

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

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

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

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

11. MATERIAL COSTS. Costs incurred for the purchase of materials, supplies, and fabricated parts directly or indirectly sponsored agreement are allowable.

If the materials used were taken from stockrooms not recognized as specialized cost centers of the University, the cost of the materials charged should be substantiated by referencing the original purchase transaction for verification of the cost charged.

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

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

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

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

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

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

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

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

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

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

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

- 1) the name of the consulting firm or individual consultant;
- 2) the nature of the services rendered and their relevance to the sponsored activity, if not apparent from the nature of the work performed;
- 3) the date the services were performed;
- 4) the basis for calculating the fee paid; e.g., rate per day or hour worked or rate per unit of service rendered; and
- 5) a certification statement from the Principal Investigator as follows:
"I HAVE REVIEWED AND APPROVED THE WORK PERFORMED BY (name). I FOUND THE WORK TO BE SATISFACTORY AND IN ACCORDANCE WITH THE ESTABLISHED POLICIES OF THE SPONSORED AGREEMENT."

Signed Principal Investigator

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

15. PROPOSAL COSTS. Proposal costs are the costs of preparing bids or proposals, including the development of data necessary to support the institution's bids or proposals and the cost of mailing the information to the agency. These costs are to be treated as indirect costs only. They are unallowable as direct charges to a sponsored agreement.
16. PUBLIC INFORMATION SERVICES COSTS. Cost of news releases pertaining to specific research or scientific accomplishment are allowable, when they result from performance of sponsored agreements.
17. REARRANGEMENT AND ALTERATION COSTS. Costs incurred for ordinary or normal rearrangement and alteration of facilities are allowable. Special arrangement and alteration costs incurred specifically for the project are allowable when such work has been approved in advance by the sponsoring agency.

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

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

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

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

All scholarship and student aid costs should be reported to the Financial Aids Office to be included with the student's financial support records.

20. STUDENT ACTIVITY COSTS. Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the sponsored agreement.

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

- A. the cost of each service normally shall consist of both its direct costs and its allocable share of indirect costs with deductions for appropriate income;
- B. the cost of such institutional services will be charged directly to users, including sponsored agreements based on actual use of the services and a schedule of rates that does not discriminate between federally and non-federally supported activities of the institution.

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

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

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

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

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

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

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

23. HONORARIA. Honoraria are unallowable if the primary intent of the cost is to confer distinction on, or to symbolized respect, esteem, or admiration for, the recipient.

Honoraria that constitute a payment for services rendered, such as a speaker's fee are allowable. These costs should be called "Speaker Fees" as opposed to Honoraria when submitting the Accounts Payable Voucher.

23.1 The Accounts Payable Voucher should include the following:

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

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

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

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

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

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

HISTORY:

New	July 1990
Amended	April 1992
Amended	May 1996
Amended	September 2007
Amended	January 27, 2011

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NDSU Libraries in Crisis: Status and Recommendations for the Future

This document is a statement of deep concern by the NDSU Faculty regarding continued deterioration of the Libraries and the inevitable negative impact of that decline on the University's ability to compete for students and to accomplish its land-grant mission.

Background

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

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

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

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

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

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

Table 1.

FY	Supplement Amount	Source
2013	\$420,000	Provost/Colleges
2012	\$200,000	Provost
2011	\$400,000	Provost
2010	\$350,000	Provost
2009	\$150,000	President
2008	\$375,000	Provost
2007	\$125,000	Provost
2006	\$40,000	
2005	\$187,500	

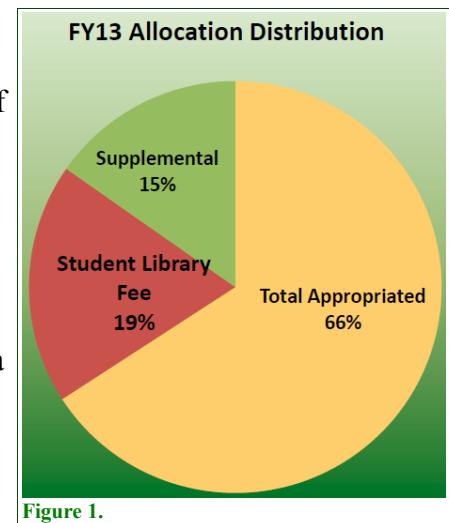
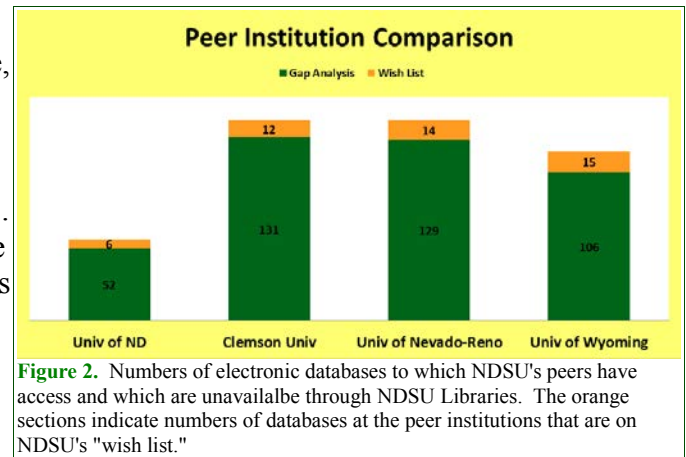


Figure 1.

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



The Goal

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

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

Recommended Strategies

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

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

Increase privately endowed collections and expand private donations to the libraries. Work with the Development Foundation to launch fund-raising campaigns aimed at establishing endowments for long-term support of the Libraries. The Faculty is aware that there has been hesitancy in launching such campaigns based on the notion that donors do not want to support infrastructure for which the state *should be* appropriating sufficient funds. However, there is precedence for private support of the Libraries. For example, the Germans

from Russia Heritage Collection is privately funded. As the NDSU library's status seems to have declined from crisis to imperiled, the University needs to give serious consideration to private funding as a means of avoiding further erosion of this crucial academic resource. One approach that NDSU and the Development Foundation could take is to name the Libraries after a private donor whose generosity is sufficient to endow some specified fraction of the Library's collections. This would be no different in principle to renaming Stevens Auditorium after the corporate donor who funded the renovation of that basic infrastructure.

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

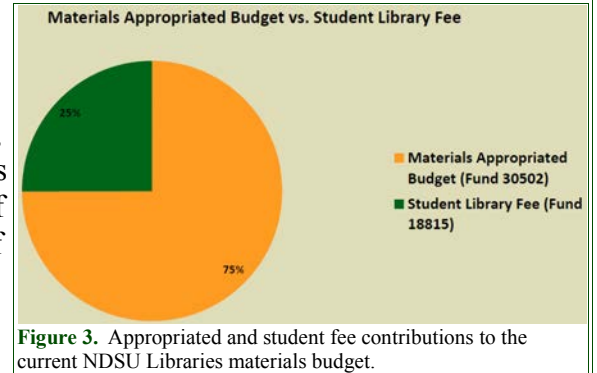


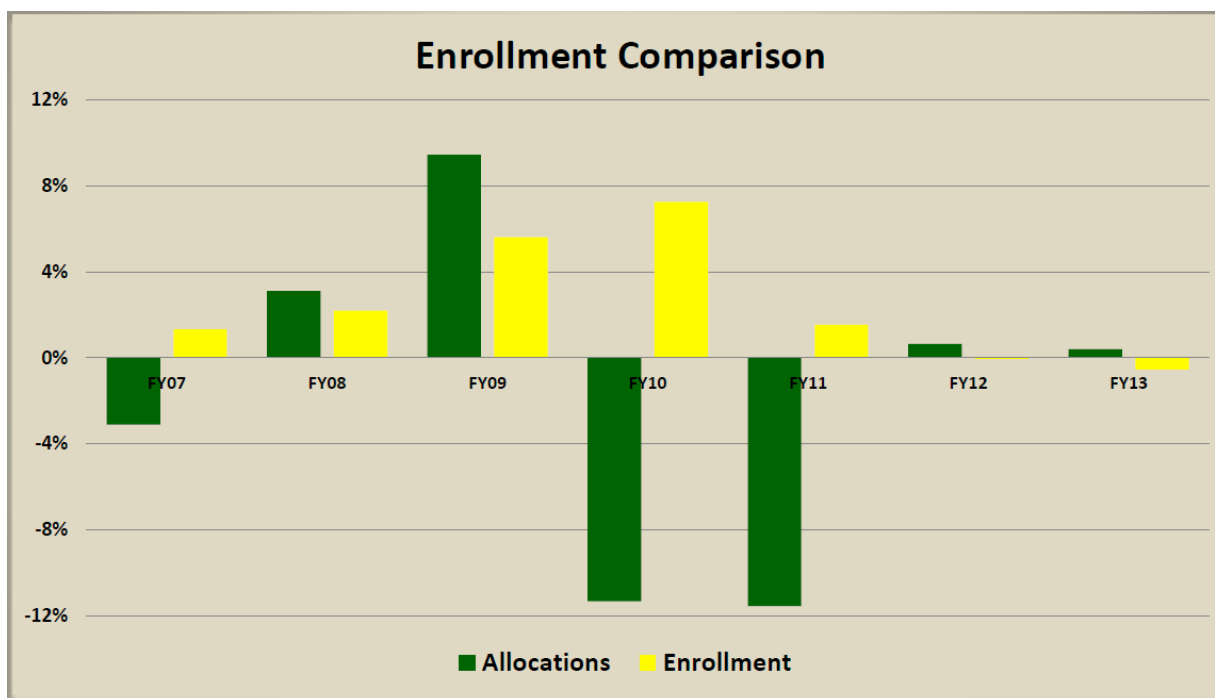
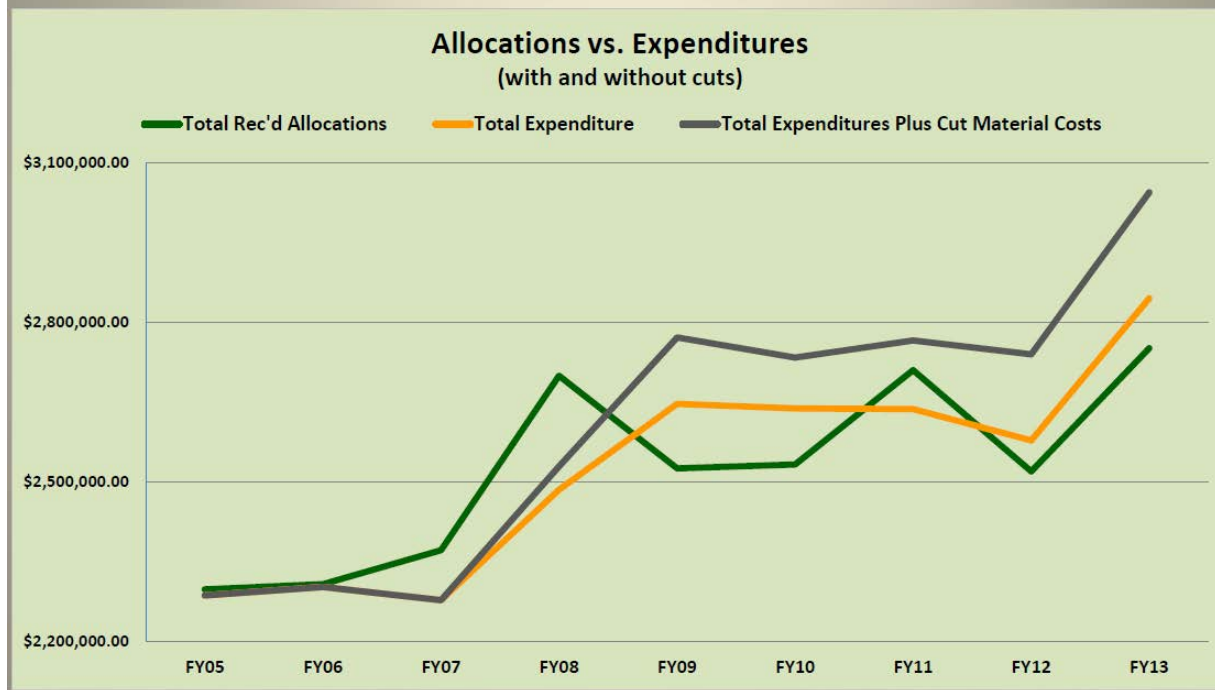
Figure 3. Appropriated and student fee contributions to the current NDSU Libraries materials budget.

Respectfully submitted by the Faculty Senate Library Committee.

8 November, 2012

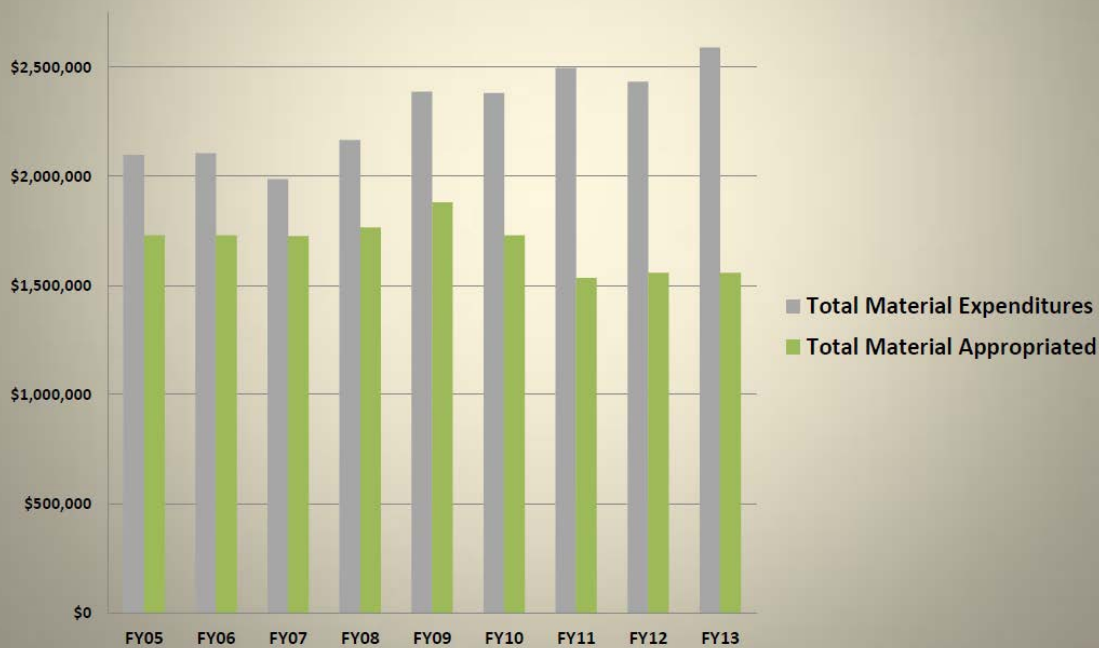
Appendix

Total allocations include state appropriations, student library fee, and supplemental from Provost's Office and Colleges



Material Budget for FY05-FY13

Material Expenditures vs. Material Allocations for FY05-FY13



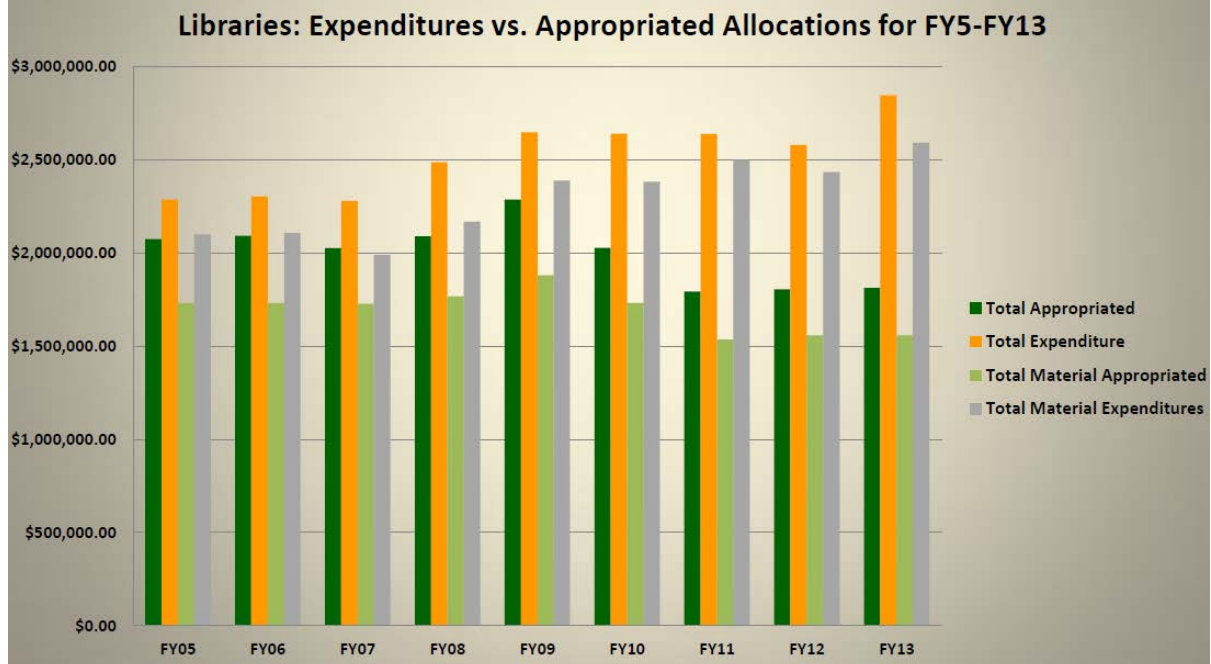
Each year supplemental income becomes more important to the Libraries' budget.

(no supplementals included)

Libraries: Expenditures vs. Appropriated Allocations



Total allocations and expenditures vs. total material allocations and expenditures



FY 2011-2012 Cuts

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

FY 2013 Materials Budget Shortfall

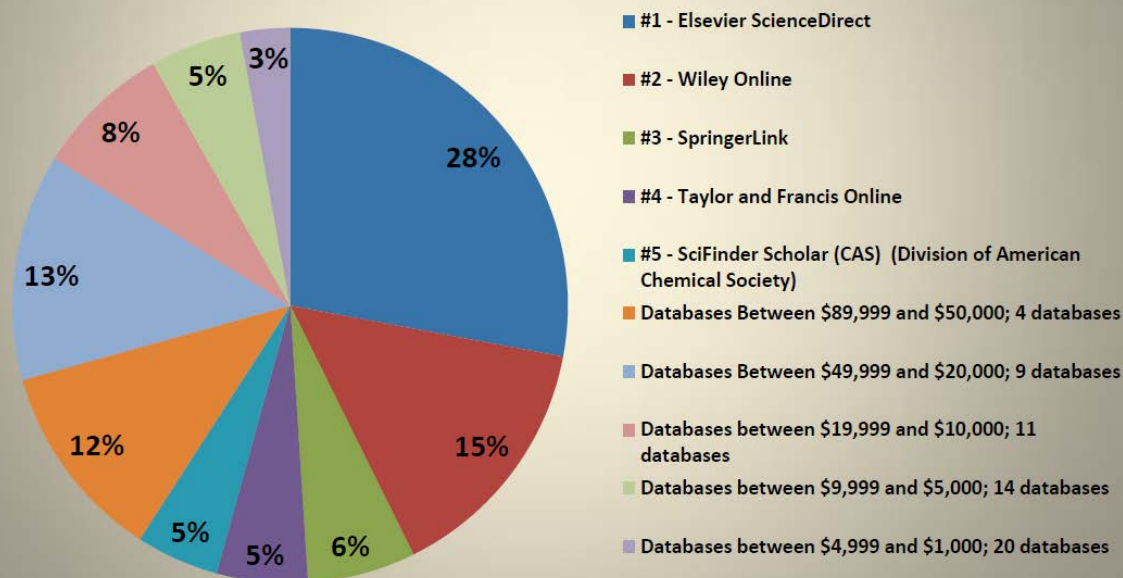
- \$420,000 covered by
 - Provost (\$200,000)
 - Colleges (\$220,000)
- Cut list of print subscriptions \$34,000
- No book budget (4th year)
- Gap Analysis – database subscriptions compared with selected peers

Supplemental Materials Funding Student Library Fee

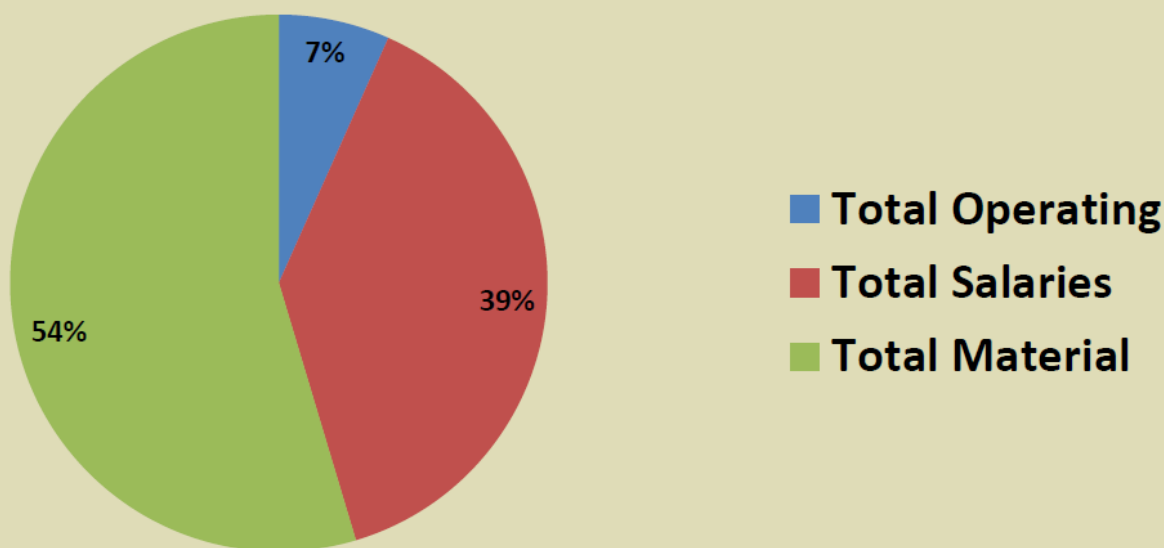
- FY 13: est. \$520,000
- FY 12: \$515, 774
- FY 11: \$517,890
- FY 10: \$256,164

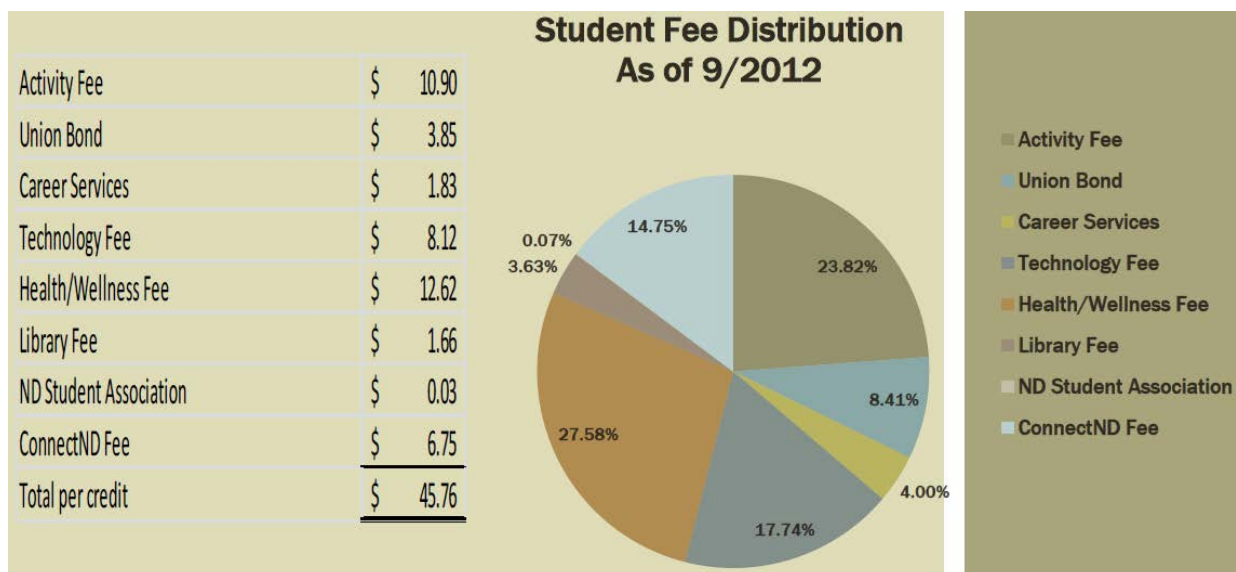
List of top 63 databases: top 5 take up 59% of budget, or approx \$1.2 million

NDSU Libraries' Most Expensive Databases



FY13 Material Exp vs. Operating Exp





FACULTY SENATE LIBRARY COMMITTEE

Jace Beehler	Student, Undergraduate
Xuefeng (Michael) Chu	College of Engineering & Architecture
John Cox	College of Arts, Humanities & Social Sciences
Debjyoti Dwivedy	Student, Graduate
Nicole German	College of Human Development & Education
Thomas Ihle	College of Science & Mathematics
William Lenarz	Staff Senate
Maggie Lee Mackowick	College of Pharmacy, Nursing, & Allied Sciences
Kim Owen	Division of Information Technology
Kenton Rodgers	Graduate & Interdisciplinary Studies
Senay Simsek	College of Agriculture, Food Systems & Natural Resources
Christina Weber	Faculty Senate
Limin Zhang	College of Business
Michele Reid	Libraries

FACULTY SENATE LIBRARY COMMITTEE RECOMMENDATIONS

- *Increase appropriated funding through the prospective new higher education funding model.*
- *Increase privately endowed collections and expand private donations to the Libraries.*
- *Increase the Student Library fee. (Note that a proposal to double the fee is already pending.)*

STRUCTURAL BUDGET ISSUES

- History of inadequate appropriated funding going back decades
- Materials and operating budgets have historically outpaced funding (appropriations and Student Library Fee)
- In FY11 the Libraries took a 10% cut, made permanent in FY12, and lost all salary savings allocations, also eliminating/
impacting services:
 - No appropriated book budget (restricted to endowed accounts)
 - Cut hours at Main Library and Branch Libraries
 - Closed Chemistry Branch to key access only
 - Subscription cuts (local newspapers, print periodicals, microfilm and fiche, continuations)
 - But preserved online database subscriptions

STRUCTURAL BUDGET ISSUES

- Increasing need to support teaching and research with very high Carnegie status
- Peer data: severely underfunded compared to peer institutions and UND
- Have always had access to DCE funding; however, this one-time end of year local funding never added to base appropriations
- Libraries have increased efficiencies and cost containment measures, such as
 - renegotiated more advantageous vendor contracts in last 4 years
 - moved funding from operating to materials
 - saving \$50K per year beginning FY13 with move to ExLibris Alma system (had to wait until the end of the 5 year contract with Innovative negotiated during interim period)
 - drastic reduction of print journals-cancellations based on use data

FY13 MATERIALS SHORTFALL

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

SURVIVAL THROUGH SUPPLEMENTAL ALLOCATIONS

- FY 13: \$420,000 (Provost and Colleges)
- FY 12: \$200,000 (Provost)
- FY 11: \$400,000 (Provost)
- FY 10: \$350,000 (Provost)
- FY 09: \$150,000 (President)
- FY 08: \$375,000 (Provost)
- FY 07: \$125,000 (Provost)

STUDENT LIBRARY FEE

- FY 13: est. \$520,000
- FY 12: \$515, 774
- FY 11: \$517,890
- FY 10: \$256,164

NDSU NORTH DAKOTA
STATE UNIVERSITY

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

NDSU NORTH DAKOTA
STATE UNIVERSITY

Background

- In response to tragic incidents, such as the Virginia Tech and Northern Illinois shootings, campuses have taken additional precautions to be prepared in responding to non-traditional emergency situations.
- Behavior Intervention Teams are designed to manage and mitigate behavioral risk.

Purpose

- The purpose of BIT is to assess and coordinate a response to issues and concerns about students requiring intervention to help support campus community members and increase campus safety.
- When a referral is made, the team will attempt to determine what is happening with the student and what type of assistance the student may need.

Policy

- 601: Code of Student Behavior
- 601.1: Behavior Intervention Team
- 608: Suicide Threat Response

Membership

- Janna Stoskopf, Dean of Student Life, Chair
- Karla Thoennes, Senior Associate Director of Residence Life, Co-Chair
- Ray Boyer, Director of University Police and Safety
- Bill Burns, Director of the Counseling Center
- Jim Council, Professor, Department of Psychology
- Emily Frazier, Assistant Director of Student Rights and Responsibilities
- Evie Myers, Vice President for Equity, Diversity, and Global Outreach
- Nona Wood, Associate Director of Student Rights and Responsibilities
- Additionally, the team consults with other staff, faculty, and departmental representatives as appropriate and necessary.

Emerging Issues

- Bullying for grades
- Entitlement
- Lack of basic civility toward others
- Mental health concerns
- Physical impairments and disabilities
- Needs for acceptable classroom behavior
- Alcohol and other drug issues
- Harassment and stalking
- Threats to self and others

NDSU NORTH DAKOTA
STATE UNIVERSITY

Reporting and Consulting

- Actions or communications that seem out of character to those familiar with the student
- Class assignments that contain threats of harm to self or others
- Emotional and/or verbal reactions that seem disproportionate to surrounding circumstances
- Academic/Personal/Physical/Safety Risk Indicators
- If unsure or if the situation is beyond one's skill/comfort level, please contact us!
- FERPA
- ndsuhit@ndsuh.edu or 231-6560
 - Email correspondence goes to all members of the team

NDSU NORTH DAKOTA
STATE UNIVERSITY

Responding and Possible Action

- Provide guidance and suggestions to the reporting party
- Requested or required meetings for students
- Referrals (voluntary or required)
- Student Conduct Action
- Police Reports

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

December 10, 2012

The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. T. Stone Carlson presiding and the following senators present: A. Akyuz, B. Aly Ahmed, K. Benson, U. Burghaus, A. Denton, T. DeSutter, M. Eighmy, M. Engler, K. Gordon, R. Green, J. Harmon, X. Jia, B. Johnson, J. Jones, R. Jones, W. Lin, F. Littman, T. Lundeen, K. Maddock Carlin, L. Manikowske, B. Pruess, S. Rahman, Y. Rhee, K. Rodgers, G. Shen, E. Skoy, M. Weber, A. Welch, E. Wu, N. Yu, W. Zhang, and P. Zhao

Substitutions: W. Dai for H. Hatterman-Valenti, J. LeBoldus for J. Knodel, and S. Gajan for A. Bezbaruah

I) Approval of Minutes

MOTION (Jones/Gordon): to approve the minutes of the November 19, 2012, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

II) Consent Agenda

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

MOTION (Welch/Green): to move the General Education Recommendation from Committee Reports to Consent Agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

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

III) General Announcements

- a. *NDSU Provost* –

Provost Rafert provided the following updates on Governor Dalrymple's proposed budget, which the legislature will take up in the upcoming session:

- i. \$29 million has been recommended for a new general science building at NDSU. This project has unanimous support of the SBHE, and has been prioritized by the Chancellor as well. While final decisions will be made during the legislative session, the tentative plan would be for an approximately 100,000 square foot state-of-art classroom facility; the architecture and design to be determined if funded. The goal would be to visit other state-of-the-art classrooms around the country to get ideas on building concepts and models for innovative learning spaces. The project also would free up a number of outdated classrooms on campus. The Provost, deans and registrar would need to analyze and discuss the

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disposition of current classrooms on campus and needs for research labs, offices, etc.

A question was raised about renovation funding. In any year of biennium, there is a small amount of money reserved for renovations of existing spaces. Currently, fixes are being made to the hoods in Dunbar Hall labs, and on space priorities to meet ABET accreditation standards are being addressed.

- ii. The proposed budget model is cost-based model weighted on delivered student credit hours. This two-dimensional weighting will factor in course level, and Classification of Instruction Program (CIP) codes, along with a multiplier. Information from the State Education Committee November meeting is available on the state government web site. Tuition levels will be normalized with UND. Each dean will present to the President and provost his/her top college priorities in early spring semester.

A question was raised on assistance for faculty with research ideas. This idea was acknowledged, along with other funding needs on campus, including the Library, graduate student health insurance subsidies, improved Wi-Fi for students, lactation rooms, spousal hires, etc.

- iii. The Governor is asking the Legislature for a 4% annual raise for university employees, as well as two additional increases in retirement, which would take TIAA/CREF from 16% to 18% to 20% over the biennium.
- iv. Other innovative recommendations in the Governor's budget are matching funds for donations made to academics, and cost share incentive to PIs at the research universities.

b. *President of Faculty Senate –*

T. Stone Carlson reminded senators of the upcoming commencement ceremony scheduled for Friday, December 14, 4 p.m., with a change in venue to the Bison Sports Arena due to the football playoff game at the FargoDome.

c. *President of Staff Senate –*

L. DeGeldere reported that a new pedestrian crossing light has been installed at University Drive and Administration Avenue, by Ceres Hall and the Alumni Center.

Dean Reid and the Library Committee will present its recommendations to the Staff Senate, which is prepared to assist and offer support toward the Library efforts.

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December 10, 2012

d. *Vice President of Student Body* –

J. Beehler provided the following updates:

- i. Last week, the president and vice president of the National Student Exchange program were on campus promoting a program that would allow students to attend institutions at other institutions across the nation, similar to study abroad, but domestic. Students will be accepted in to study at NDSU as well as NDSU students being placed at other institutions.
- ii. A preliminary proposal was accepted for an aquatics center addition to the Wallman Wellness Center.
- iii. The Bike Share Program proposal came back to Student Government. Start-up costs would run approximately \$88,000, and would involve a partnership between NDSU, Concordia, MSUM, and Sanford Health. Annual costs are still being determined.
- iv. Students will be lobbying for several goals in the ND legislature, including:
 1. NDSU STEM building
 2. Governor's funding model
 3. Legislation of increasing funding for merit-based scholarships
 4. Adequate funding of NDSU
 5. Support for student mental health services
 6. Support for deferred maintenance funding
 7. Capping student fee increases at 1% in the ND Century Code.

IV) Senate Committee Reports

a. *General Education* –

L. Peterson announced that meetings to discuss the six core questions have been and continue to be held with colleges, councils, curriculum committees, heads/chairs, senates and student groups. Two more open forums before a final proposal is made.

b. *Library Committee* ([Attachment 6](#)) –

K. Rodgers provided an update on the Library Committee's recommendation based on feedback at the last meeting and by the Senate Executive Committee. The committee was asked to clarify some of the language and details in the original report that focused on keeping the library functional and meeting the needs of the campus community.

A resolution was presented to the Senate in an effort to encourage university leadership to bring library funding in line with our IPEDS peers. It includes a 5-year timeline, with a focus on new appropriated funding rather than a reallocation of existing funds. It detailed immediate-, near- and medium-long term

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recommendations. It also called for an increase in the Student Library Fee and work with the Development Foundation for fundraising efforts aimed at establishing a library endowment. Discussion ensued on how the increase in student fee was presented and why it is limited to the amount it is based on ND Century Code. The recommendations call for a doubling of the student library fee to a total \$3.32.

MOTION (Green/Pruess): to approve the Library Committee's resolution pertaining to the NDSU Library Committee report as presented. MOTION CARRIED WITH UNANIMOUS CONSENT. Stone Carlson will distribute the resolution to the campus community via the email lists.

c. *Ad-hoc Ombudsperson Committee* ([Attachment 4](#) & [Attachment 5](#)) –

R. Green presented on behalf of the ad hoc committee, which included C. Wolf Hall, M. Mara, V. Clark Johnson and R. Green. The committee gathered information from previous years and put forth a proposal for university consideration and action.

The goal of an ombudsperson/office/service is to reduce the number of grievances filed at the university, resulting in substantial savings. It was deemed that faculty, staff and graduate students are all intrinsically important to the university and should be supported. An ombudsperson doesn't advocate for individuals or groups, but for fairness and impartiality, and assists with settling conflicts and concerns, provides resources, interprets policy and procedures, offers guidance, and identifies and recommends areas for institutional improvement. The individual/s would keep records on the kinds of cases presented only, and not individuals. The presentation included recommendations on the qualifications, selection process, evaluation and reporting process.

Discussion followed on conflicts of interest and best practices, as well as the role of ombudsperson v. formal policies and procedures. It was clarified how two people get together with an ombudsperson, and explained that formal grievances tend to result in win-lose situation, whereas ombudsperson efforts tend to end in win-win situations. A question was raised on the role of the ombudsperson in tenure-promotion decisions. The committee felt that tenured, seasoned faculty members who have earned the respect of faculty might be good candidates for this position, though funding may determine whether a professional position is created.

MOTION (Pruess/Jones): to approve the ad-hoc committee's recommendation that the NDUS Provost and President create an NDSU Ombudsperson Office on campus. MOTION CARRIED WITH UNANIMOUS CONSENT.

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V) **New Business**

a. Ad-hoc Budget Committee –

- i. Faculty Senate Executive Committee is working on new language to change the Bylaws to include a Budget Committee. However, due to the steps and time required to approve Bylaws changes and the upcoming legislative session, an ad hoc committee may serve in an interim capacity to represent faculty in the budget process.

MOTION (Rogers/Welch): to approve an ad hoc budget committee. The same committee representatives who served on the initial committee will be asked to continue in this capacity. If unable or unwilling to serve, Stone Carlson will select new representatives.

MOTION CARRIED WITH UNANIMOUS CONSENT.

VI) **Adjournment**

The Faculty Senate meeting adjourned at 5 p.m.

Submitted,

Kristi Wold-McCormick, Ph.D.
Secretary

Faculty Senate Minutes

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North Dakota State University

December 10, 2012

Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Courses							
Subject	No.	Title					Crs.
CJ	327	Drugs and the Criminal Justice System					3
MPH	731	Biostatistics					3
Course Deletions							
ARCH	528	Sociocultural Issues					2
PSCI	416/ 616	Pharmacodynamics and Applied Therapeutics VI					3
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
MUSC	347	Piano Pedagogy I	2	MUSC	423/ 623	Piano Pedagogy I	2
MUSC	348	Piano Pedagogy II	2	MUSC	424/ 624	Piano Pedagogy II	2
MUSC	411/ 611	Form and Analysis	2	MUSC	411/ 611	Form and Analysis	3
PHRM	532/ 632	PTDI: Infectious Disease	3	PHRM	532/ 632	<i>Infectious Disease</i>	3
PHRM	536/ 636	Pharmacotherapy of Disease: Neurology and Psychiatry	3	PHRM	536/ 636	<i>Neurology and Psychiatry</i>	3
PSCI	411/ 611	Pharmacodynamics and Applied Therapeutics I	3	PSCI	411/ 611	<i>Principles of Pharmaco- kinetics/Pharmacodynamics</i>	3
PSCI	415/ 615	Pharmacodynamics and Applied Therapeutics V	3	PSCI	415/ 615	<i>Neuropsychiatry Pharmacodynamics</i>	3
SOIL	444/ 644	Soil Genesis and Survey	4	SOIL	444/ 644	Soil Genesis and Survey	3
New Special Topics							
THEA	299	Scenic Painting					3
PHRM	596	Chronic Illness					3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title			Prerequisite/Corequisite Change		
CJ	406	Crime and Delinquency			Prereq or Coreq: CJ/POLS 325		
CJ	407	Deviant Behavior			Prereq or Coreq: CJ/POLS 325		
CJ	460	Criminalization			Prereq or Coreq: CJ/POLS 325		
CJ	461	Corrections			Prereq or Coreq: CJ/POLS 325		
CJ	465	Women and Minorities in Criminal Justice			Prereq or Coreq: CJ/POLS 325		
CJ	489	Senior Capstone in Criminal Justice			Prereq or Coreq: CJ/POLS 325		
MUSC/ THEA	228	Development of Musical Theatre			Delete all course prerequisites		

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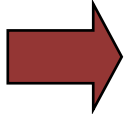
December 10, 2012

Attachment 2

Policy 183 Version 1 101012

Policy Change Cover Sheet

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



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

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

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

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

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

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

- *Office of Human Resources/Payroll – Colette Erickson*
- *Colette.erickson@ndsu.edu*

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

This portion will be complete by Melissa Lamp

Policy

Committee:

University

Senate:

Staff Senate:

President's

Council:

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

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

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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!

North Dakota State University Policy Manual

SECTION 183

NONRENEWAL AND DISMISSAL OF NONBANDED, NONACADEMIC STAFF

SOURCE: SBHE Policy Manual, Section 608.2

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

a) At least three months, if written notice is given during the first year of service;

b) At least six months, if written notice is given during the second year of service or
thereafter;

~~c) At least twelve months, if written notice is given thereafter.~~

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

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

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chief executive. The chief executive shall make a final decision and give written notice of that decision.

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

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

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

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

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

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

HISTORY: New June 1994
Amended May 1996
Amended February 1998
Amended July 1999

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Amended December 1999

Amended January 2000

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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.

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

Course No.	Course Title	Categories	Outcomes
POLS 120	Terrorism	B, G	3, 6

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Attachment 4

Creation of an NDSU Ombudsperson Position

Fall 2012

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

Document origin: NDSU HD&E, <http://www.jefferson.edu/jmc/faculty/pdf/toaombudsjobcollege.pdf>

Rationale:

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

Description:

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

Qualifications:

To qualify for an Ombudsperson role, a candidate must:

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

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Selection:

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

Evaluation and Reporting:

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

Important Notes:

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

Recommended Document:

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Attachment 4

IOA Best Practices: A Supplement to IOA's Standards of Practice (version 2, March 31, 2008)

Creation of an NDSU Ombudsperson Position

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

Fall 2012

NDSU NORTH DAKOTA
STATE UNIVERSITY

Rationale

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

NDSU NORTH DAKOTA
STATE UNIVERSITY

Description

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

Qualifications

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

Selection

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

Evaluation and Reporting

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

Important Notes

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

Proposed Senate Motion

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

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Attachment 6

Faculty Senate Resolution Regarding the NDSU Libraries' Materials Budget Adopted 10 December, 2012

Whereas the accessibility of library resources by NDSU students, faculty, and staff is inferior to that at peer institutions, including the University of North Dakota, and Whereas the ability to support our existing online databases and other holdings is increasingly at risk, and Whereas the Libraries have exercised all available efforts in achieving cost efficiencies, including renegotiating database and other vendor contracts, and entering into additional consortial buying arrangements, and Whereas fiscal constraints have necessitated cancellation of nearly all print subscriptions, including journals, magazines, and newspapers, and the Libraries have been without a book budget during the past four consecutive years, and

Whereas the faculty's collective concern was quantified in the 2011-12 COACHE Faculty Job Satisfaction Survey wherein all faculty cohorts ranked the NDSU Libraries in the lowest categories among their peers, and Whereas the 2006, 2008 and 2010 Noel-Levitz Student Satisfaction Inventories showed student satisfaction with the Libraries' resources and services to be significantly lower than their opinion of the Libraries' importance, and Whereas the administrative and faculty focus on growth has resulted in the classification of NDSU as a Research University of Very High Research Activity (RU/VH) by the Carnegie Commission on Higher Education, and that maintaining its RU/VH ranking and competitive stature will depend upon availability of library resources to students, faculty and staff,

Therefore, let it be resolved that the North Dakota State University Faculty Senate urges the NDSU Administration, in consultation with faculty, students, and the Libraries, to design and implement a strategy to establish and maintain library holdings and database access at the average level of (parity with) NDSU's IPED peers. As this crisis has developed over a period of years, the Faculty Senate realizes that it will not be alleviated overnight. However, as this is a matter of considerable urgency, the Senate feels it warrants priority in the allocation of funds to achieve this goal within five years.

Let it be further resolved that the Faculty Senate recommends that the Libraries' materials budget be funded to the greatest extent possible with new funds, and not with reallocations from academic college and/or department budgets.

And, let it be further resolved that the Faculty Senate recommends that the NDSU Administration explore new funding streams including, but not necessarily limited to the following three, the combination of which would contribute significantly to ameliorating the Libraries' fiscal crisis:

Immediate term. Consider requesting the Student Fee Advisory Board to consider increasing the Student Library Fee by \$1.66 per credit as a short term strategy to allow the University's development and implementation of a long-term funding model. Further, the Faculty Senate wishes to acknowledge and commend our students' support of the University through recent budgetary challenges and, out of respect and appreciation for that support, the Faculty Senate acknowledges and recommends that any new funding strategy for the Libraries should not rely exclusively on regular or substantial increases in the Student Library Fee in subsequent years.

Near term. Consider increasing appropriated funding through directing a portion of the prospective new higher education funding model allocations to the Libraries in order to put the Libraries on a fiscal trajectory to establish and maintain parity with the holdings of peer institutions.

Medium to long term. Consider working with the Development Foundation to launch fundraising campaigns aimed at establishing endowments for the long-term support of the Libraries.

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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. T. Stone Carlson presiding and the following senators present: A. Akyuz, B. Aly Ahmed, K. Benson, A. Bezbaruah, U. Burghaus, M. Clark, A. Denton, T. DeSutter, M. Eighmy, M. Engler, P. Gibbs, K. Gordon, R. Green, J. Harmon, H. Hatterman-Valenti, X. Jia, B. Johnson, J. Jones, R. Jones, J. Knodel, W. Lin, F. Littman, L. Manikowske, C. Pearson, B. Pruess, S. Rahman, Y. Rhee, K. Rodgers, G. Shen, E. Skoy, C. Stockwell, B. Suzen, A. Welch, E. Wu, and P. Zhao

Substitution: R. Jones for M. Weber

I. Approval of Minutes

MOTION (Welch/Pearson): to approve the minutes of the December 10, 2012, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

II. Consent Agenda

- Academic Affairs Report ([Attachment 1](#))

MOTION (Helstern/DeSutter): to approve the Consent Agenda. Stone Carlson announced that the original agenda posted had an error on the Academic Affairs report; the HNES subplan title change was listed for a master's instead of bachelor's program. This error was corrected within hours of the original posting.

MOTION CARRIED WITH UNANIMOUS CONSENT.

III. General Announcements

A. *President of Faculty Senate* –

Stone Carlson reported that the Faculty Senate Executive Committee is planning to have the new SROI questions implemented this semester. Studies have been conducted, and questions recommended by the FORWARD Committee likely will be used.

B. *President of Staff Senate* –

L. DeGeldere provided the following announcements:

- A Valentine's Ball is scheduled for February 23. The event is no longer intended to turn a profit, but any proceeds raises will be contributed to student scholarships. Students, faculty and staff are welcome to come dressed in formal or casual wear. The event and additional details will be publicized in the near future.
- Dean Reid, NDSU Libraries, visited Staff Senate in January to provide an update on the state of the library. Staff Senate has formed a small committee to explore ways staff can help promote library funding efforts.

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C. *Vice President of Student Body* –

J. Beehler reported the following:

- Local and out-of-state architecture firms have visited NDSU to gather information for the proposed addition to the Wallman Wellness Center. Estimates are expected in late February, and will be taken to VP Bollinger to discuss bonds and funding options before it goes to a student vote. If students vote no, the process will halt; if they vote yes, then the next stage of planning will proceed.
- Student senators will be in Bismarck testifying to the Senate Education Committee to express the priorities and concerns determined by Student Government this past fall. A student representative is in Bismarck this semester advocating for student issues.
- Students are in the process of discussing student fees, including the library fee. Final recommendations will be sent to President Bresciani.

IV. Committee Reports

- *Accreditation Report (Attachment 3)* -

L. Peterson, Accreditation, Assessment and Academic Advising, announced that plans are underway for the next accreditation review and visit in 2015-2016. There is a new requirement in the accreditation criteria linking assessment of student learning to planning and budgeting. HLC Criterion 5 deals with institutional effectiveness and processes, including time, budget, scholarly activity and expertise, along with student learning.

One suggestion is to add four questions to new course and program proposals, for initial review by the Academic Affairs Committee, to help determine how student learning outcomes are aligned with programs.

V. Unfinished Business

A. *Ad-hoc Budget Committee* –

Stone Carlson reported that Faculty Senate previously voted to recall the ad hoc budget committee during this legislative/budget process until an official committee is formed. Only one member of original committee is able to serve on ad hoc committee for the current semester. Volunteers from the Faculty Senate are preferred, but senators also were encouraged to identify other faculty members who have interest in and knowledge of the budget/finance process. Interested individuals should contact Stone Carlson. E. Wu volunteered to serve.

B. *Priorities for Faculty Senate* –

Stone Carlson opened up the floor for senators to express suggestions for future items of discussion. Ideas included:

- *SROIs*. Evaluation of faculty by students was reiterated. Brief discussion ensued on the new questions, implementation/transition process, and the role of students

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in the process. The proposed questions will be presented again to the Senate in the near future, and a newly formed committee will need to be considered.

- *Policy 352: PTE guidelines and process.* Concern was expressed that the current policy does not allow for recourse for faculty given probationary periods, but not tenure. The Provost can deny cases when they are approved at all other levels. There is a lot of diversity in wording used at department/college level for PTE.
- *University sustainability.* It was suggested that NDSU have a more comprehensive approach and policy on energy, heating/cooling, vehicles on campus, use of non-recyclables and water resources. Student Government has created such an environmental and sustainability group, and encourage faculty involvement and support. Brief discussion followed on the Student Environmental Advisory Council (SEAC). Student Body Vice President Beehler reported that the committee meets regularly, and includes students, as well as representatives from Facilities Management, Residence Life and Dining Services.
- *Plus/minus grading.* This issue has come up on multiple occasions in the past, but has not gained enough support for a proposed policy change. Senators discussed how such a grading scale would impact qualitative v. quantitative grading, its use for final grades only, optional use of it by instructors, and the flexibility and accuracy that a broader range of honor points would afford. Secretary Wold-McCormick reporting that both plus/minus and combined (AB/BC) grades are used extensively at institutions nationwide, and will gather additional information, including prior discussions at NDSU. The current student information system can easily accommodate such grading scales, but such a change may need approval at the ND University System level. Students also were asked to discuss this and come back with a recommendation from their perspective.
- *Standardized workload agreement.* This topic, which focuses on separating teaching, research, and service loads/overloads, has surfaced recently. It is important for faculty to provide feedback to their departments/colleges. The Provost would like to have ideal loads defined for each college.

VI. New Business

- *Addition of Budget Committee to Bylaws* – For Information and Discussion ([Attachment 2](#))

Stone Carlson opened up for discussion the formal addition of a Budget Committee to the Faculty Senate Bylaws.

L. Peterson commented that this model would fit nicely with the new accreditation requirements process, as the planning process will consider the perspective of internal and external constituent groups.

Discussion ensued on language that includes administrators serving on this Faculty Senate committee, as well as item 3.d. related to serving as a resource for the Provost in budget matters. Some senators felt it should read ‘to the Provost’ or ‘advising the Provost on budget matters’ instead. There was also discussion about eliminating item d. altogether. Another suggestion was to add the word ‘central’ in front of administration in item e. While the committee will not have any real power, it should serve as a conduit to the Provost.

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Clarification on voting committee members were implemented in the transition from a University to a Faculty Senate. It is possible that there could be another level of membership on Faculty Senate or for others to attend upon invitation. It was expressed that having non-voting members, such as administrators, serve on committees lends to a more transparent process and allows for everyone to be working with the same data and information.

The idea is that the committee would vote on recommendations to bring forward to administration regarding budget matters, such as how potential new funding would be spent toward various projects (e.g., the library).

Any changes made to the Budget Committee bylaws proposal can be presented and voted on as amendments at the next Faculty Senate meeting.

VII. Adjournment

The meeting adjourned at 4:55 p.m.

Submitted,

Kristi Wold-McCormick, Secretary
Faculty Senate

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

Sub-Plan Title Change in HNES, B.A./B.S. Program							
From: Community Sport				To: Sport Management			
New Courses							
Subject	No.	Title					Crs.
ARCH	475/ 675	Design Build Studio					6
ECE	705	Stochastic Processes					3
HNES	758	Clinical Aspects of Nutrition Support					3
HNES	759	Nutrition and Immunology					3
Course Deletions							
MPH	700	Public Health as a Team Endeavor					1
MPH	743	Ethics in Public Health					1
Course Changes							
From:				To:			
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.
ARCH	663	Programming/Thesis Prep	3	ARCH	763	Programming/Thesis Prep	3
ARCH	681	Professional Practice	3	ARCH	781	Professional Practice	3
GEOL	420/ 620	Mineralogy	4	GEOL	420/ 620	Mineralogy	3
GEOL	421/ 621	Mineralogy Laboratory	2	GEOL	421/ 621	Mineralogy Laboratory	1
GEOL	422/ 622	Petrology	4	GEOL	422/ 622	Petrology	3
GEOL	423/ 623	Petrography	2	GEOL	423/ 623	Petrography	1
PHRM	534	PTDI: Rheumatology/Endocrinology/ Gastrointestinal	3	PHRM	534	Rheumatology/Endocrinology/ Gastrointestinal	3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title			Prerequisite/Corequisite Change		
ABEN	444/ 644	Transport Processes in Biological & Environmental Systems			Change in Bulletin Description Prereq: MATH 266, CE 309 or ME 352, and ABEN 263		
ACCT	720	Strategic Cost Management			Change in Bulletin Description		
ARCH	728	Sociocultural Issues			Change in Bulletin Description		
FIN	740	Advanced Financial Management			Change in Bulletin Description		
MGMT	750	Advanced Organizational Behavior			Change in Bulletin Description		
MGMT	751	Advanced Operations Management			Change in Bulletin Description		
MIS	770	Information Resources Management			Change in Bulletin Description		
STAT	730	Biostatistics			Change in Bulletin Descriptpion Prereq: STAT 661 and STAT 468/768		

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Attachment 2

Section 3. Budget Committee

1. Voting members shall consist of one faculty from each representation unit, and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance or (designee).
3. Committee responsibilities include:
 - a. Becoming familiar with the university budget process
 - b. Developing a set of guiding principles which align with strategic priorities, with the intent of informing university budget decisions from a faculty perspective
 - c. Soliciting input regarding the budget process from a wide range of faculty and on an ongoing basis
 - d. Serve as a resource for the Provost in budget matters
 - e. Acting as a conduit of information between faculty and administration for budget discussions and decisions

Countdown to Accreditation Visit in Spring 2016: Linking Assessment of Student Learning, Planning, and Budgeting

FACULTY SENATE PRESENTATION
JANUARY 14, 2013



Countdown to Accreditation Visit in Spring 2016: Linking Assessment of Student Learning, Planning, and Budgeting

- The Higher Learning Commission is the regional accreditation agency for NDSU.
- ***Higher Learning Commission New Criteria for Accreditation***
- Criterion 5.C.2. “The institution links [emphasis added] its processes for assessment of student learning, evaluation of operations, planning, and budgeting.”



Countdown to Accreditation Visit in Spring 2016: Linking Assessment of Student Learning, Planning, and Budgeting



- How do we link those processes and provide evidence for that linking?
- Curriculum Level Option: Add four additional requests to proposals for new courses and programs.



Countdown to Accreditation Visit in Spring 2016: Linking Assessment of Student Learning, Planning, and Budgeting



- 1) Explain how the student learning outcomes for a course or program are aligned with the student learning outcomes for the major or program it supports.
- 2) Explain how the department will assess student learning in this course (or program).
- 3) Include any relevant assessment of student learning results that support creation of this course (or program).
- 4) Include relevant recommendations from any external evaluation that support creation of this course (or program).



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March 25, 2013

The Faculty Senate meeting was held at 3:30 p.m. in the Room of Nations of the Memorial Union with Dr. T. Stone Carlson presiding and the following senators present: A. Akyuz, B. Aly Ahmed, K. Benson, A. Bezbaruah, U. Burghaus, M. Clark, A. Denton, M. Eighmy, M. Engler, K. Gordon, R. Green, J. Harmon, H. Hatterman-Valenti, L. Helstern, X. Jia, B. Johnson, J. Jones, R. Jones, W. Lin, F. Littman, T. Lundeen, K. Maddock Carlin, L. Manikowske, C. Pearson, B. Pruess, S. Rahman, Y. Rhee, K. Rodgers, G. Shen, E. Skoy, C. Stockwell, B. Suzen, M. Weber, A. Welch, E. Wu, N. Yu, W. Zhang, and P. Zhao

Substitution: B. Balas for K. Gordon, M. Harris for J. Harmon, M. Eighmy for B. Hill, and B. Nelson for J. Knodel

I. Approval of Minutes

MOTION (Weber/Pruess): to approve the minutes of the January 14, 2013, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

II. Consent Agenda

- A. Academic Affairs Report ([Attachment 1](#) and [Attachment 2](#))
- B. General Education Recommendation ([Attachment 3](#))
- C. NDSU Policy 129: Salary Administration Policy ([Attachment 4](#))
- D. Confirmation of December 2012 Graduates ([Attachment 5](#))

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

III. General Announcements

A. *NDSU President D. Bresciani* –

President Bresciani reported that the legislative session is in its final stretch, and overall it has been a good one for NDSU. He provided the following legislative updates:

- All ND University System campuses have supported the Governor's budget, which includes the new funding formula for higher education. Legislators seem largely supportive of it as well as of proposed capital construction projects.
- It is uncertain how proposed legislative changes to the governance structure of higher education and the SBHE will end up.
- A proposed amendment to one of the abortion bills has significant implications for research institutions and academic freedom.
- When compared to in- state and out-of-state peers, NDSU continues to do much more with less. Legislators are beginning to more fully understand and appreciate the economic impact of the exceptional job being done by faculty, researchers and students.

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B. Provost J. B. Rafert –

- Activity is underway on the approved faculty ombuds position. A committee is drafting a position description and shoring up final details to begin a search.
- Questions by legislators on the proposed new STEM classroom building have been minor, and it has not received much scrutiny largely due to it being a dedicated teaching/classroom building.
- Rafert and Hatterman-Valenti are co-chairing a task force on academic freedom, which is identifying new ideas and related current events. The idea is to provide the President with recommendations on what the NDSU community can do to advance this cause, such as holding a research summit and focusing on the quality of education.
- The Degree Quality Profile (DQP) distributed by L. Peterson, which focused on capstone courses, is in the final draft stage. There will be one last opportunity to provide feedback, and it is important to get a lot of value from it as it bears on institutional accreditation.
- While some of the legislative bills and amendments are very troubling to academia, it is important for NDSU employees not to be misconstrued as official spokespersons for the university when voicing their personal and professional opinions. Anyone interested in becoming a lobbyist for the university should see Provost Rafert.

C. President of Faculty Senate Stone Carlson –

- Nominations are being sought for the Faculty Senate president-elect for 2013-14. Bylaws require that the names of the candidates be presented at the April senate meeting. Senators are encouraged to contact Carlson if interested or to nominate someone. While there is a lot of work associated with being Faculty Senate president or president-elect, it's a great opportunity to learn about administrative processes, to affect change at the university, and get involved in matters related to university governance. The Provost offers support to the president by way of course relief so that the necessary time can be dedicated to this role while still carrying out departmental responsibilities.

D. President of Staff Senate DeGeldere –

- Staff Appreciation is scheduled for Wednesday, March 27, 8-10 a.m., in the Plains Ballroom. Postcards and emails were sent out and staff are encouraged to attend so they may be recognized for their efforts on campus. Faculty members also are asked to participate to show their support of staff. It's also nomination time for Staff Senate, so this event is a good networking and learning opportunity for interested staff.
- NDSU Day of Honor is being planned to celebrate the lives of faculty, staff and students who were lost in the previous year. The first event is planned for January 2014, and is jointly supported by the staff and student senates.
- Gunkelman Award nominations are being received until April 5. Individuals are encouraged to nominate others who have created a positive environment at NDSU. Nomination forms are available on the Staff Senate web site.

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E. *Vice President of Student Body J. Beehler* –

- Increases to the library fee and technology fee to improve wireless services on campus are going forward to a student vote this spring.
- Students took a stance regarding NDUS Chancellor Shirvani. Students have many concerns with the chancellor, and wanted it to be known that university administration was in no way involved in student discussions or actions. The same is true for the stance taken by the ND Student Association.
- Student Senate passed a \$3.5 million budget for the coming year. It includes funding for a bike share program that would give students access to approximately 100 bikes on campus, at Barry Hall downtown, and at other locations throughout the city. Details are still being worked out in partnership with the city.
- Student body president/vice president elections are underway with only one ticket on the ballot. The ballot also will include a measure for a fee increase to support an aquatics center addition to the Wallman Wellness Center.

IV. Senate Committee Reports

A. *Academic Affairs* – ([Attachment 6](#))

On behalf of the University Academic Affairs Committee, K. Wold-McCormick presented proposed changes to the degree/graduation requirements for undergraduate students. Many edits were housekeeping and combined two sections of the undergraduate catalog/bulletin.

Specific changes were added to the Residence Credit Requirement, which currently states that the last 30 credits ordinarily must be earned in residence at NDSU. Changes were proposed to allow for:

- Reverse transfer of credit, with departmental approval, for students admitted to professional programs (e.g., Veterinary Medicine, chiropractic) prior to completing a NDSU degree;
- NDSU approved study abroad/exchange experience credits to be taken in the last 30 credits without student appeal;
- Dual degree programs created in partnership with other institutions

MOTION (Weber/Pearson) to approve the proposed changes as presented. MOTION CARRIED WITH UNANIMOUS CONSENT.

B. *Accreditation* –

L. Peterson reported the following:

- DQP Quality Improvement Report for HLC will be placed on the accreditation web site and a notice will go to the faculty email list.
- The Accreditation Report Writing team is comprised of: K. Sizer, A. Tangpong, S. Wagner, K. Wold-McCormick, K. Hegstad, L. Peterson, M. Christoffers, W. Slinger, and M. Sheridan.
- Core questions on general education and learning outcomes will be presented at upcoming Senate meetings with the goal of having a single communication outcome, for example.

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C. *Senate Coordinating Council* –

T. Stone Carlson presented the following policy for discussion and vote:

- NDSU Policy 133.1: Tuition Discount ([Attachment 7](#))

More inclusive language has been included to extend benefits to partners.

MOTION (Welch/Pruess): to approve the policy changes as presented.

Discussion ensued on how these changes can make NDSU more competitive with peer institutions in recruiting and retaining faculty.

MOTION TO AMEND (Benson/Stockwell): by striking Section 3.2.1 to remove procedural (affidavit) language. Brief discussion followed on documentation for marriages v. partnerships. Several policies have been approved by the Senate in recent years to incorporate similar inclusive language in policies.

MOTION TO AMEND CARRIED WITH UNANIMOUS CONSENT.

MOTION TO AMEND (Rodgers/Littman): by modifying Section 1.1 to read ‘Dependents are defined as those unmarried children qualifying as dependents under the affordable health care act,’ and strike the remainder of the sentence. Discussion followed on state v. federal requirements. It was suggested to modify amendment further by removing the parenthetical statement and the remainder of the sentence that follows since state requirements must comply with federal policy. Section 1.1 final amended language is to read:

“Dependents are defined as those unmarried children qualifying as dependents under the NDPERS health insurance plan.”

MOTION TO AMEND CARRIED WITH UNANIMOUS CONSENT.

It was suggested that additional housekeeping be done to insert the word partner consistently throughout the policy.

MOTION TO APPROVE POLICY CHANGES, AS AMENDED, CARRIED WITH UNANIMOUS CONSENT.

V. **Unfinished Business**

- *Addition of Budget Committee to Bylaws*

MOTION (Welch/Stockwell): to approve the addition of a Budget Committee to the Faculty Senate Bylaws. MOTION CARRIED WITH UNANIMOUS CONSENT.

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VI. New Business

A. *Proposal to Create an Ad-hoc Committee on Curriculum Approval and Review - (Attachment 8)*

L. Peterson explained that there currently are several different committees looking at various parts of a curriculum (General Education, Academic Affairs, Program Review, and Assessment). As a coordinated university effort, we could perhaps look at the curriculum more holistically. There is an opportunity with the upcoming accreditation to link planning, budget, evaluation, and qualitative assessment to curriculum review processes.

MOTION (Weber/Yu): to approve an ad hoc committee to explore different committee structures/models to streamline curriculum review efforts and create efficiencies and linkages between them. One suggestion was made to have a large committee with various subcommittees.

MOTION CARRIED WITH UNANIMOUS CONSENT.

B. *Resolution to Amendment to Senate Bill 2368 – (Attachment 9)*

Stone Carlson reported that a proposed amendment would limit North Dakota research institutions' partnerships, contracts and grants.

MOTION (Pruess/Pearson) to approve the Faculty Senate resolution as presented. A suggestion was made to strike 'the principle of' in paragraph two, reorder one of the 'whereas' statements, and add 'as amended' after the Senate Bill in the last statement. MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED WITH UNANIMOUS CONSENT.

C. *Academic Freedom Task Force –*

Hatterman-Valenti reported that the task force on academic freedom is finalizing a survey to distribute in the near future to evaluate perceptions of academic freedom as it pertains to NDSU and state of ND. The survey will be distributed to faculty, staff and students.

VII. Adjournment

The meeting adjourned at 5:00 p.m.

Submitted,

Kristi Wold-McCormick, Secretary
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Attachment 1

Academic Affairs Committee Report Previously on February 11, 2013 Agenda

Approved Curricular Recommendations

Dual Major Option							
Double Major in STEM Education with STEM discipline Ph.D.							
New Courses							
Subject	No.	Title					Credits
BIOC	350	Fundamentals of Forensic DNA Analysis					2
HNES	305	Legal Liability and Ethics in Sport					3
MUSC	758	Jazz Methods and Pedagogy in Music Education					3
MUSC	764	Applied Instrumental Literature					1-2
PLSC	779	Study Abroad: Bioenergy Crops – The European View					3
Course Changes							
From:				To:			
Subject	No.	Title	Cr.	Dept.	No.	Title	Cr.
HNES	110	Introduction to Health, Nutrition and Exercise Sciences	1	HNES	110	<i>Introduction to Health, Physical Education and Sport Management</i>	3
HNES	224	Event Management in Sport	3	HNES	224	<i>Sport and Event Management</i>	3
MPH	710	Health Care Systems	3	MPH	710	<i>Healthcare Delivery in the United States</i>	3
MUSC	443/643	Keyboard Literature	2	MUSC	443/643	Keyboard Literature	3
MUSC	721	Advanced Vocal Pedagogy and Repertoire	2	MUSC	721	<i>Advanced Vocal Pedagogy</i>	3
MUSC	722	Advanced Instrumental Music Pedagogy and Literature	2	MUSC	722	<i>Applied Instrumental Pedagogy</i>	1-2
THEA	462	Modern Nonrealistic Styles for the Actor	3	THEA	462	<i>Acting Styles</i>	3
New Special Topics							
CFS	796	Food Systems: Linking Agriculture to Human Health					3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title	Prerequisite/Corequisite Change				
PHYS	252	University Physics II	Change in Bulletin Description Prereq: PHYS 251 or ME 222				

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Attachment 2

Approved Curricular Recommendations

Suspension of option and minor in Health Education							
Suspend Community Health Education (non-teaching) option within B.S./B.A. in Health Education							
Suspend Health Education minor							
New Program in Psychology Department							
Minor in Managerial Psychology							
New Option in Master of Public Health Program							
American Indian Public Health							
Change in Option Title in Master of Public Health Program							
From: Pharmacy in Public Health				To: <i>Community Health Sciences</i>			
Delete Certificate Program							
Human Resource Management, College of Business							
Marketing, College of Business							
New Courses							
Subject	No.	Title					Credits
ADHM	406	Professional Club Management					3
BIOL/ ZOO	766	Advanced Animal Behavior					3
FIN	413	Finance Service Internship					1-3
FIN	470/ 670	Analysis of Fixed-Income Securities					3
GEOG/ GEOL	480/ 680	Geographic Information Systems Pattern Analysis and Modeling					3
HNES	136	Beginners Open Water Scuba Diving – SSI					2
HNES	304	Sport Promotion and Public Relations					3
MPH	771	American Indian Health Policy					3
MPH	772	American Indian Health Disparities					3
MPH	773	Cultural Competence in Indian Health					3
MPH	774	Research Issues in Tribal Communities					3
MPH	775	Case Studies in Indian Health					3
PHYS	171	Introductory Projects in Physics					1
THEA	277	Costume Design for the Theatre					3
THEA	278	Introduction to Design: Scenic Design					3
THEA	279	Scenic Painting					3
Course Deletion							
THEA	180	Dramatic Literature and Style					3
Course Changes							
From:				To:			
Subject	No.	Title	Cr.	Dept.	No.	Title	Cr.
AGEC	711	Advanced Topics in Econometrics	1	AGEC	711	<i>Applied Risk Analysis I</i>	3
ANSC	488	Dairy Industry and Production Systems	2	ANSC	488	Dairy Industry and Production Systems	3
BUSN	789	Business Policy and Strategy	3	BUSN	789	<i>Advanced Strategic Management</i>	3
FIN	420/ 620	Speculative Markets	3	FIN	420/ 620	<i>Options, Futures, and Other Derivatives</i>	3
GEOG	455/ 655	Introduction to Geographic Information Systems	3	GEOG	455/ 655	Introduction to Geographic Information Systems	4
HDFS	722	Applied Research in Gerontology	3	HDFS	722	<i>Methods and Theories in Gerontology</i>	3

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Attachment 2

HIST	473/ 673	Mexico I	3	HIST	473/ 673	<i>Colonial Mexico</i>	3
HNES	429	Sport Management Internship	12	HNES	485	Sport Management Internship	12
HNES	430	Socio-Cultural Dimensions of Sport	3	HNES	226	Socio-Cultural Dimensions of Sport	3
HNES	431	Governance in Sport	3	HNES	431	<i>Governance and Policy in Sport</i>	3
HNES	436	Issues in Sport Management Economics	3	HNES	436	<i>Contemporary Issues in Sport Management</i>	3
IME	489	Manufacturing Engineering Capstone	3	IME	489	<i>Industrial and Manufacturing Engineering Capstone</i>	3
PSCI	412/ 612	Pharmacodynamics and Applied Therapeutics II	3	PSCI	412/ 612	<i>Chemotherapeutic/Infectious Disease Pharmacodynamics</i>	3
THEA	461	Period Styles for the Actor	3	THEA	461	<i>Acting Shakespeare</i>	3

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions

Subject	No.	Title	Prerequisite/Corequisite Change
EDUC	723	Diversity and Educational Policy	Change in Bulletin Description
MRKT	760	Strategic Marketing Management	Change in Bulletin Description
NURS	240	Nursing as a Scholarly Profession	Prereq: NURS 250 and NURS 360
NURS	251	Skills/Concepts for Nursing Practice	Prereq: NURS 250
NURS	252	Gerontologic Nursing	Prereq: NURS 250
NURS	341	Foundations of Clinical Nursing	Prereq: NURS 240, NURS 250, NURS 251, NURS 252, NURS 360 Coreq: NURS 342, PHRM 300
NURS	342	Adult Health I	Prereq: NURS 240, NURS 241, NURS 250, NURS 252, NURS 360 Coreq: NURS 341, PHRM 300
NURS	352	Family Nursing I	Prereq: NURS 341, NURS 342, PHRM 300
NURS	362	Family Nursing II	Prereq: NURS 341, NURS 342, PHRM 300
NURS	402	Mental Health Nursing	Prereq: NURS 341, NURS 342, PHRM 300
NURS	403	Adult Health II	Prereq: NURS 341, NURS 342, PHRM 300
NURS	404	Adult Health III	Prereq: NURS 342, NURS 403
NURS	406	Public Health Nursing	Prereq: NURS 240, NURS 250, NURS 251, NURS 252, NURS 341, NURS 342, NURS 352, NURS 360, NURS 362, NURS 402, NURS 403, NURS 460, NURS 499
NURS	450	Nursing Synthesis and Practicum	Prereq: NURS 240, NURS 250, NURS 251, NURS 252, NURS 341, NURS 342, NURS 352, NURS 360, NURS 362, NURS 402, NURS 403, NURS 460, NURS 499 Coreq: NURS 404, NURS 406
PHYS	252L	University Physics II Laboratory	Change in Bulletin Description Coreq/Prereq: PHYS 252
PHYS	252R	University Physics II Recitation	Change in Bulletin Description Coreq/Prereq: PHYS 252
PLSC	718	Genetics and Plant Improvement	Prereq: PLSC 315; PLSC 315L or equivalent

Rescission of item previously approved by Faculty Senate

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

Sub-Plan Title Change in HNES, B.A./B.S. Program in Physical Education

From: Community Sport To: *Sport Management*

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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 with Revised Prefixes

Previous Course No.	Revised Course No.	Course Title	Categories	Outcomes
UNIV 189	PHRM 189	Skills for Academic Success	F	2, 4
UNIV 189	NURS 189	Skills for Academic Success	F	2, 4

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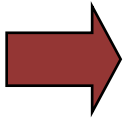
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Attachment 4

Policy 129 Version 1 Nov 23, 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: *Section 129: Salary Administration Policy*

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

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

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

Office of Human Resources/Payroll

colette.erickson@ndsu.edu

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

This portion will be complete by Kim Matzke-Ternes

Policy

Committee:

University

Senate:

Staff Senate:

President's

Council:

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

SECTION 129 SALARY ADMINISTRATION POLICY

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

1. Philosophy and Objectives

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

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

second, recognize different performance levels among employees;

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

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

2. Methods and Guidelines

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

2.1 Salary adjustments are divided into two main categories:

- a) annual budgeted salary adjustments and
- b) other salary adjustments.

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

- a) President's Office provides any relevant legislative or Board directives regarding salary adjustments after consultation with the NDUS office staff and the Chancellor's Cabinet.
- b) The President and Vice Presidents determine priority needs of the institution that require use of salary dollars (faculty promotions, new positions and/or

reallocations) based on information from sources such as deans, directors, department chairs, the Office of Human Resources/Payroll, the Office for Equity, Diversity, and Global Outreach, the Presiding Officer of the Faculty Senate, the President of the Staff Senate, the Program Review Committee, and Planning, Priorities and Resources Committee.

- c) The President and the Vice Presidents establish guidelines, using institutionally recognized market and internal equity data and input from the campus community. They communicate the guidelines to be used in making adjustment decisions, indicating the proportion of salary dollars allocated to each type (see Definitions). These types and proportions are determined according to institutional needs and initiatives whenever campus-wide adjustments are possible.
- d) Once the types and proportions have been determined, the President and Vice Presidents allocate remaining salary adjustment pools to their respective administrative units.
- e) Unit administrators, using the guidelines established by the President and Vice Presidents, allocate the salary pools within their units.
- f) Within the units, each administrator/supervisor develops individual salary adjustment recommendations using performance documentation and other data appropriate to that year's guidelines (institutionally recognized internal equity or market studies, for example).
- g) Unit administrators review and discuss recommendations and documentation for the recommendations (performance documentation, institutionally recognized market or internal equity data) with the administrator/supervisor, adjust the recommendations and/or forward the recommendations to the appropriate vice president.
- h) Prior to recommending the final salary adjustments to the President, each Vice President will consult with the Director of Human Resources/Payroll and/or the Vice President for Equity, Diversity, and Global Outreach to review implications of the recommended adjustments for the campus as a whole and to advise the Vice Presidents on whether there is appropriate documentation for the adjustment, the potential impact on equity generally or whether the proposed adjustment is in compliance with policy.
- i) President presents the budget including salary adjustments to the Chancellor.
- j) Following SBHE approval of the budget, administrators/supervisors, when possible, will inform each employee of his/her salary for the coming fiscal year and the basis for the salary decision prior to the distribution of the University's annual salary notifications.

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

3. Process for Impartial Review of Salary Adjustment Decisions

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

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

- a) Staff employees: NDSU Policy Manual, Section 230, Grievance Procedure for Conditions of Employment.
- b) Faculty: NDSU Policy Manual, Section 353, Grievances - Faculty. This grievance procedure is available to instructors, assistant, associate and full professors, lecturers and graduate teaching assistants.
- c) Nonfaculty, nonbanded employees: NDSU Policy Manual, Section 230, Grievance Procedure for Conditions of Employment. The Staff Personnel Board described in Step 4 will consist of other nonfaculty, nonbanded employees.

3.2 The second is available to any employee when his/her salary decision is alleged to have been made on the basis of an employee's race, color, religion, national origin, sex, disability, age, Vietnam Era Veteran's status, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer: NDSU Policy Manual, Section 156, Equal Opportunity Grievance Procedures.

4. Distribution and Communication of the Policy

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

5. Definitions

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

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

5.2 Internal equity is a comparison of salaries for similar positions at NDSU (or in the University System and/or State government when there is a limited basis for comparison at NDSU) based on appropriate and relevant data including these factors: previous related experience outside the university, a sustained change in responsibility that is more or less than what is considered normal for that type of position, education, or responsibility level within a group of similar positions at NDSU. Internal equity adjustments become part of an individual's base salary. NOTE: length of service is relevant for internal equity ONLY in the context of performance; that is, consideration of performance should override length of service in salary decisions.

5.3 Market or external equity is the comparison of NDSU salaries with those of other employers in the applicable recruitment area based on bona fide and relevant data. While NDSU may recruit nationally to fill a position, the salary may be established by using institutionally recognized, regional data. Market or external equity adjustments become part of an individual's base salary.

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

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

6. Guidelines for Other Salary Adjustments

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

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

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

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

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

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

6.32.2 Market adjustments. A market adjustment is intended to mitigate a documented external inequity using North Dakota University System recognized market data. Market adjustments are normally limited to ten percent but may exceed that amount

with supportive documentation and appropriate administrative approval. Market adjustment proposals must consider institutional internal equity.

6.43 Responsibility adjustments including interim and administrative appointments

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

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

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

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

HISTORY:

New November 1995 Amended
November 1996 Amended January
1997 Amended May 1997
Amended December 1998
Amended July 1999 Amended
August 1999 Amended October
2005 Amended October 2007
Housekeeping July 2010 Amended
October 2010 Housekeeping
February 14, 2011 Housekeeping
April 8, 2011

NORTH DAKOTA STATE UNIVERSITY
Fall 2012 Graduates
Degree Conferral Date: December 14, 2012

Faculty Senate – March 25, 2013
Attachment 5

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

Bachelor of Arts

Haram Kim

Bachelor of Science

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

Blake Arden Lampert
Matthew Joel Lau
Da sul Lee
Mattia Ann Lein
Brent Wayne Lende
Eric Charles Lies
Yu Liu
Charithra R. Lokumana
Andrea Michelle Luther
Joshua T. Martinez
Derek Edward Martinson
Justin Roger Moe
John Thomas Mortenson
William Brian Petersen
Ashley Michelle Randash
David Allen Renton
Kelsey Lynn Rheault
Jadin Leigh Riedesel
Cole Thomas Robertson
Kendra Stacia Rodel
Evan Lee Salsman
Kriti Samadhia
Elizabeth Marie Sauer
Riley Chad Schaefer
Michael Jay Schild
Justin David Schrepel
Jamie Lee Schultz
Cory Scott Skauge
Kevin Patrick Sponsler
James William Steinberger
Ericka Ann Stoltenberg
Nicholas Allen Tollefson
Romano Smith Tuya
MacKenzie Paul Weigel
Joseph Michael Weihrauch
Brittany Helen Wieers
Diane May Williams
Brienne Lyn Zaeske
Marc Simon Ziesmann
Ian Herbert Zimmerman

Master of Science

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

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

Doctor of Philosophy

Pragyan Burlakoti
Kishore Chittem

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

Bachelor of Arts

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

Bachelor of Fine Arts

Tara Kay Fermoyle
Alison Marie Schaaf

Bachelor of Music

Ashley Anne Jacobson
Evan Ross Montgomery
Chris James Schuster
Blake Segerholm

Bachelor of Science

Brenna Elizabeth Adams

Jeffrey Dale Alwin
Feliciano L. Anaya
Joshua James Anderson
Taylor Lawrence Arne
Jason Henry Bedsaul
Kristin Lee Berg
Brent Thomas Boeddeker
Aaron Scott Boerner
Adam Phillip Boll
Stephanie Anne Bondhus
Seth D. Bowman
Fredrick Jamaal Bussey
John Charles
Suzanne Nicole Degrugillier
Katie Marie Dressler
Bethany Rose Economos
Katelyn Elise Ellison
Andrew Clyde Fjeld
Kimberly Gail Fleser
Cailin Marie Foerster
Kelli Marie Fuchs
Christine Nicole Gass
Jill Maureen Guthrie
Chelsey Marie Hagel
Luke Edward Hall
Jacquelyn Vivian Halonen
Britny Lee Hamblin
Kate Allison Hauge
Brittney Marie Hein
Matthew Robert Houle
David John Huebner
Kristopher Jacobs
Kaylee Blanche Jangula
Britta Emma Johnson
Connor B. Johnson
Katie M. Kapel
Rebecca Keightley
Josef Patrick Kloos
Jeffrey Steven Kopp
Kelsey Lee Kuller
Daniel John Lentz
Sara E. Lyman
Robert Daniel Mahoney
Glenn Patrick Manning
Mamie Lynn Mastenbrook
Cody Blaine Mattson
Blake Daniel Nelson
Rylee Thomas Nelson

Brianna Jean Netter
Peterson Olivier
Jason Thomas Pagan
Daniel Gordon Peterson
Kasey Jean Pulkrabek
Matthew Vernon Renfrew
Andrew Joseph Rheault
Austin Jacob Richard
David Andrew Saari
Jeana Renae Scheffler
Ashton Kristine Schwinler
Ashley Kay Smith
Kelsey Jewell Smith
Jalyssa Brooke Sorenson
Rachel Lynn Stokes
Max Von Stueven
Jennifer Joan Thomas
James Lowell Thorson
Tessa Michele Torgeson
Allison Jane Well
Kori Leigh Werner
Shane Paul White
Jennifer Rose Wicklander
Jordan Robert Willgohs
Benjamin Jordan Willms
Sophia Michelle Yohannes-Smadi
Andrew John Young
Michael Stephen Zastoupil
Inessa Mary Zimmerman

Master of Arts

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

Master of Music

Karen W. Morrison

Master of Science

Lisa M. Gulland-Nelson
Daniel David McCollum
Courage Chikomborero Mudzongo
Sarah Jean Sebranek
Ashley Rae Wiertzema

Doctor of Musical Arts

Sarah Kaye Prigge

Doctor of Philosophy

Matthew Attansey

Azad Berwari
Aaron Dale Quanbeck

College of Business

Bachelor of Science

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

Aleshia DaRanda Huffman
Ranganathan Prabakaran Jasothan
Maribeth Chris Joraanstad
Jacob Aaron Juettner
Jeremy Clem Keil
Kenny Cornelius Keller
Michael James Kingrey
Justin David Kinnunen
Anthony M. Kliniske
Karlie Lynn Krieger
Ryan Michael Kuehne
Karissa Lynn Kuschel
Krista M. Lambrecht
Qian Lin
Iryna Serghivna Lindhag
Bradley Jordan Meis
Ross Michael Melby
Cassandra Ann Meyer
Iman Deshun Moore
Emily Elizabeth Moquist
Lincoln Joseph Mousel
Kylie Jo Muehlberg
Kevin James Niccum
Karina F. Nordsven
Kristen Leigh Oldyn
Anna Maria Oleksik
Leslie LuAnn Olson
Britani M. Otto
June Pandey
Mathew Bryan Parker
Sarah A. Parkhouse
Alex Jay Pederson
Breann Lea Petermann
Romalde Pierre
Anthony M. Radermacher
Brittany Sue Raisanen
Patrick Michael Redmond
Spencer Allen Reinert
Lisa Irene Robinson
Chelsea Jolene Roehl
Jordan Michael Rostad
Jonathan Michael Roswick
William J. Ryan
Cory Richard Samson
Kyla Jo Samuelson
Travis Stephan Scepaniak
Michael I. Schenfisch
Kellan Michael Schmaltz
Alex Marcus Schmidt
Isaac Andrew Schmidt
Robert John Schneider, II.
Emily Chestine Schreier

Laura Elizabeth Schumacher
Tyler Scott Schwantes
Jenny Lynn Skjei
Thomas Martin Stadum
Max Morgan Steffes
Perry Stockwell
Mathew Stoddard
Erik Sveum
Jordan Robert
Ohman Thornberg
Ebba Tilahune
McKenna Jo Tysdal
Brett Edward Wanner
Cameron Gordon Wedde
Amber Jean Welter
Christopher Michael Will
Mitchell Alan Wold
Evan P. Workin
Fan Yang
Jonathan Zimprich

Master of Accountancy

Brittany Marie Anhorn
Alec H. Grande
David Lowell McMahon
Rebecca Joy Menking
Reed Michael Ystaas

Master of Business Administration

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

College of Engineering and Architecture

Bachelor of Landscape Architecture

Samantha Lott
Zachary B. Sager

Bachelor of Science

Thomas Michael Homic
Samantha Lott
Zachary B. Sager
Erik Joseph Schwarzkopf
Whitney Rae Vogel
Megan Kyong Un Ward

Bachelor of Science in Agricultural and Biosystems

Ethan Curtis Liebswager
Daniel Kenneth Merritt
Chad Gene Lee Sietsema
Roy Charles Swenson

Bachelor of Science in Civil Engineering

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

Bachelor of Science in Computer Engineering

Jake Lodoen Joraanstad
Zachary Neil Michel
Jamie Lynn Ottmar
Tyler John Pattengale
Austin W. Vandenberg

Bachelor of Science in Construction Engineering

Cade Anthony Krueger
Thomas Jeffrey Ward

Bachelor of Science in Construction Management

Derek Roy Anderson
Lukas James Robert Dahl
Joshua Paul Flem
Jason Richard Foster
Brendan David Frost
Jeremy John Host
Nathan Jeffrey Kemp
Derek Paul Mathison
William Reed McCain
Zachary John Milton
Lucas William Mol
Jesse James Morrow
Caleb Devine Nolte
Patrick Kenneth Peltier
Daniel Nathan Sheridan
Jarrod David Skoog
Brendan Robert Tarang
Leland John Zeman

Bachelor of Science in Electrical Engineering

Brian Michael Amann
Nicholas Alan Boldt
Geetika Chaudhary
Varun Dabas
Nicholas Frederick Engel
Stephanie Fae Erickson
Joshua Gale Ferguson
Huy Xuan Ha
Elliot R. Kirschmann
Qingyu Meng
Ahmed E. Musa Alhowajrah
Garrett Robert Nelson
Preetanjali Prasad
Alexander James Schrautemyer
Dane Ryan Swartz
Brent James Templin
Casey Lee Turnwall
Suhanthan Vethanayagam
Benjamin Albert Whittier
Derek D. Wiseman

Bachelor of Science in Industrial Engineering and Management

Derek Nycklemoe Anderson
Melissa Ann Bartholomay
Jared Michael Comegys
Duanjian Feng
Kyle Joe Kramer

Jason Andrew McKeever
David W. Rokenbrodt
Tyler Bart Samuelson
Michael James Schnepf
Jordan Bryce Sharp
Hanxiao Tian
Luisa Fernanda Torres
Kathryn Lyn Whelan
Joseph Michael Wolverton, Jr.
Aaron Michael Woytcke

Bachelor of Science in Manufacturing Engineering

Craig Matthew Knochenmus
Tyler Paul Thompson
Matthew Allen Walla

Bachelor of Science in Mechanical Engineering

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

Brandon Mitchel Smith
Chad William Splettstoesz
Christopher John Strand
Daniel John Towers
Jacob William Vigness
Andrew Weber
Neysia Ann Wimmer

Master of Architecture

Luis Angel Acevedo
Ankit Rauniyar

Master of Construction Management

Chukwumyen Michael Enyi
Brandon L. Larson
Jeffery Allan Miller
Michael Sanford

Master of Science

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

Doctor of Philosophy

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

College of Graduate and Interdisciplinary Studies

Certificate

William F. Lyons

Master of Managerial Logistics

Ciaran Kelly

Master of Natural Resources Management

Patrick Ryan Corrigan
Mark S. Flicker

Daniel Kevin Margarit
Justin Wade Tabaka

Master of Science

Samantha Marie Brunner
Aigerim Kenzhebekova
Shawn Koltes
Sean Lofgren
Anthony Ntaate
Matt P. Stasica
Gita Thapa
Nattapong Tuntiwiwattanapun
Austin R. Vansickle
Anthony Walekhwa Wamono

Master of Transportation & Urban Systems

Vu Hoang Dang

Doctor of Philosophy

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

College of Human Development and Education

Certificate

Andrea Marie Lang

Bachelor of Arts

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

Bachelor of Science

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

Anne Marie Carlson
Maxwell James Casper
Madison Beth Christenson
Kelly Catherine Cooper
Amanda Chaput Crockett
Ashley Jane Dauner
Jeffrey Daniel Dertinger
Michael Shawn Dobberstein
Jaynell DelRae Dockter-Gust
Bethany Jane Dufault
Lukas Robert Dykema
Shari Ann Elsen
Emily Margaret Eltgroth
Todd Anthony Frie
Adam Steven Gronaas
Sarah Beth Hardesty
Alissa Jo Heinze
Heidi Elizabeth Horstmann
Jessica Michelle Hotchkiss
Kayla Lynn Hovland
Yifang Jiang
Ciarra Lane Jorgenson
Josephine Sophia Jorris
Blaise Joseph Kautzman
Kristen Nichole Killoran
Bryce Delmarr Knaust
Mikayla Ruth Koble
Joseph Thomas Koteles
Kayla Mae Koth
Ryan Keith Kuphal
Elizabeth Erin Kusler
Carly Tere Lenihan
Devon Katherine Lura
Ryan Jeffrey Malmer
Matthew Joseph Melchior
Sarah Leah Mertz
Amy Therese Miller
Alicia Marie Mogen
Shawn Matthew Motl
Trent Joseph Murray
Whitney Rose Myers
Colette Kay Nagel
Crystal Kay Nodsle
Shelby Ilona Novak
Lucas John Odegard
Amanda Kathryn Olson
Maura Oster
Mandi J. Palczewski
Jenny Beth Peterson
Jaime Leigh Raden
Alaina Therese Ramstad
Stephanie Dawn Risser

Mark J. Roe
Myca Marie Romfo
Jacob Michael Sailer
Brandon Tyler Saude
Matthew Jeffrey Severns
Jessica Marie Skadberg
Brendon A. Smith
Courtney Lee Snyder
Braidy Scott Solie
Darin Lynn Spelhaug
Aleah Dawn Stangeland
Erin N. Stedman
Tyler Jason Steen
Robert Strickland
Spencer David Timm
David John Vanyo
Courtney Elizabeth Weck
Zachary Douglas Wentz
Hailey Alena Windels
Alycia Maureen Woodard

Master of Education

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

Master of Science

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

Doctor of Philosophy

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

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

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

Bachelor of Science in Nursing

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

Doctor of Philosophy

Rinku Dutta
Yan Gu
Michael David Scott
Praveenkumar Chandranath

College of Science and Mathematics

Certificate

Wesam Abuhammad
Talal Bakheet Almeelbi
Aastha Budati
Julie L. Fudge
Munmun Gupta
Febina Mathew
Elvis Mokake Ndembe
Erin Kathryn Nyren-Erickson

Mohamed Saif Ur Rahman

Bachelor of Arts

Jessica Nicole Deichert
Michelle Marie Gaffaney

Bachelor of Science

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

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

Master of Science

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

Master of Software

Engineering

Deepak Dhankher
Parimal Raj Sharma

Doctor of Philosophy

Mohammed abd alwahab Akour
Narayanaganesh Balasubramanian
Kevin Robert Betts

College of University Studies

Bachelor of University Studies

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

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Degree/Graduation Requirements

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

1. **Academic major requirements:** Satisfactory completion of all requirements of the curriculum in which one is enrolled.
 - a. Because curricula are subject to change, intended degrees and majors, as well as second majors and minors, must be declared to be official. This may be done at the point of admission or readmission to the University or by submission of a Major Change form to the Office of Registration and Records.
 - b. Students follow the published curricula in place when a major is declared or from the year of admission to a limited- or selective-enrollment program, whichever applies, to graduation provided enrollment at NDSU has not been discontinued for more than one calendar year.
 - c. ~~Students who change or declare additional majors, minors, or degrees are subject to meeting the requirements in effect during the academic year in which the new curriculum was declared.~~
 - d. Students who advance into limited- or selective-enrollment programs will have their academic degree/plan status changed accordingly based on information provided to Registration and Records by the respective academic department.
 - e. Students who discontinue enrollment at NDSU for more than one calendar year are subject to meet the curricular requirements in effect ~~at the time~~ during the term of readmission re-entry.
 - f. Each program of study presented by a candidate for the baccalaureate degree is audited for meeting the degree requirements by the Office of Registration and Records. Degree candidates are certified ~~by the Office of Registration and Records~~ according to total credits and grades earned and other university and degree program requirements.
2. **Total degree credits:** Earn a minimum total of 122 credits in approved coursework. Requirements for some academic programs exceed this minimum.

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3. **General education requirements:** Satisfactory completion of the general education requirements as specified by the University and in a student's degree and major.
4. **Scholastic standing requirement:** A minimum institutional grade-point average of 2.00 based on coursework taken at NDSU for which grades have been assigned is required for graduation. When a course is taken and repeated at NDSU, only the last grade and credits earned will be used in computing the cumulative grade-point average; ~~however, all attempts appear on the transcript.~~ Some academic programs require higher minimum grade-point requirements.
5. **Upper-level credit requirements:** At least 37 of the credits presented for graduation must be in courses taken at the 300 and 400 level.
6. **Transfer Students:** Students with transfer credit from another institution must earn a minimum of 60 semester credits from a ~~four-year~~ baccalaureate-degree granting or professional institution. Of these, at least 36 must be NDSU residence credits as defined below ~~above~~. Within these 36 resident credits, minimum requirements include 15 semester credits in courses numbered 300 or above (37 upper-level credits must still be earned in total) and 15 semester credits in the major field of study.
7. **Residence requirements:** Residence credits include credits registered and paid for at NDSU. ~~while attending~~ These may include courses offered on the NDSU campus, via Tri-College, or via NDSU distance education. Ordinarily, the last 30 credits must be earned in residence.

Exceptions to the Last 30 Credits Requirement:

- a. Courses taken as part of a NDSU-sponsored study abroad or exchange program count as residence credit. Students must still fulfill all other graduation requirements.
- b. Students admitted to an accredited non-baccalaureate professional degree program (eg., Veterinary Medicine, Chiropractic, etc.) at another institution prior to earning their baccalaureate degree from NDSU may be eligible to subsequently earn an NDSU bachelor's degree through the transfer of earned professional course credits. Professional coursework transferred back to fulfill major requirements must be either department-approved as equivalent to NDSU

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coursework or be authorized via department-approved substitution form. To be considered for this waiver, students must complete and submit an *Appeal for Exception to Academic Regulations* form to the Office of Registration and Records during their last semester of enrollment at NDSU. Students must still fulfill all other graduation requirements.

- c. Courses taken as a part of a required curriculum in an NDSU-approved dual degree or joint program with another institution (i.e., HDFS/Elementary Education with VCSU).
 - d. Excluding the above exceptions, students who need to complete a limited number of credits (typically not to exceed nine) to fulfill their graduation requirements, and who are unable to take them at or through NDSU may seek an exception by completing and submitting the *Appeal for Exception to Academic Regulations* form to the Office of Registration prior to enrolling at another institution. To fulfill major requirements, transfer coursework must either be evaluated as equivalent to NDSU courses or be authorized via a department-approved substitution form. Students must still fulfill all other graduation requirements.
8. **Financial obligations:** Satisfy all financial obligations owed to the university.
9. **Application for degree:** All candidates for a baccalaureate or Pharmacy Doctorate degree must indicate their intent to graduate when registering for their last semester. The application forms are available in the Office of Registration and Records, or online at www.ndsu.edu/bisonconnection. Failure to apply by the published graduation application deadline of the planned semester of graduation may delay the awarding of the degree until the following semester. If a student fails to complete the required courses by the intended graduation term, the student must reapply for graduation in a following term.

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SECTION 133.1 TUITION DISCOUNT – SPOUSE / Partner AND DEPENDENTS

SOURCE: NDSU President

SBHE Policy Manual, Section 820.1

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

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

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

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

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

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

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

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

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

2.3 Fees are not discounted or waived.

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

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

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Attachment 7

3. Procedure

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

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

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

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

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

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

HISTORY:

New April 2002

Amended July 2003

Amended April 2005

Amended October 18, 2010

Housekeeping November 17, 2011

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Attachment 8

Ad Hoc Senate Committee on Curriculum Approval and Review

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

The responsibilities of the Committee are to:

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

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Attachment 9

Resolution to Amendment to Senate Bill 2368

Whereas, NDSU as a driving force of research in North Dakota plays a vital role in improving the lives of the citizens of North Dakota through its research efforts and brings millions of dollars to the local and state economies; and

Whereas, academic freedom is integral to the foundation upon which successful research programs are built; and

Whereas, a recent amendment added to Senate Bill 2368 would prohibit universities in the state of North Dakota to contract with certain external funding agencies and community partners; and

Whereas, this amendment represents a significant threat to academic freedom; and

Whereas, this amendment would seriously limit the ability of faculty to fund and carry out their work on behalf of their universities, students and the people of North Dakota; and

Whereas, this amendment would jeopardize the future of key academic programs in medicine, health sciences, and other related disciplines at NDSU and UND, and

Whereas, this amendment would jeopardize medical and health related research and training in North Dakota; and

Be it resolved that the Faculty Senate at NDSU strongly opposes Senate Bill 2368 as amended and any other legislation that restricts the academic freedom of faculty to pursue their research responsibilities and goals as part of their mission to advance human knowledge and educate their students.

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The Faculty Senate meeting was held at 3:30 pm, in the Prairie Rose Room of the Memorial Union with Dr. T. Stone Carlson presiding and the following senators present: A. Akyuz, B. Aly Ahmed, A. Bezbaruah, M. Clark, A. Denton, T. DeSutter, M. Eighmy, K. Gordon, J. Harmon, L. Helstern, X. Jia, B. Johnson, J. Jones, J. Knodel, W. Lin, T. Lundeen, K. Maddock Carlin, L. Manikowske, C. Pearson, B. Pruess, S. Rahman, Y. Rhee, K. Rodgers, E. Skoy, C. Stockwell, B. Suzen, M. Weber, A. Welch, N. Yu, and W. Zhang

Substitution: Y. Yang for G. Shen, T. Fier for M. Engler, J. Glower for R. Green, and C. McGeorge for K. Benson

I. Approval of Minutes

MOTION (C. Pearson/Weber): to approve the minutes of the March 25, 2013, meeting as posted.
MOTION CARRIED WITH UNANIMOUS CONSENT

II. Consent Agenda

- *Academic Affairs Report* ([Attachment 1](#))

MOTION (Welch/ Helstern): to approve the consent agenda as posted. MOTION CARRIED WITH UNANIMOUS CONSENT

MOTION (McGeorge/Pearson): to move the New Business item up on the meeting agenda to allow ample time for discussion on the proposed Bylaws changes from the Commission on the Status of Women Faculty. MOTION CARRIED WITH UNANIMOUS CONSENT

III. New Business

- *Proposed Bylaws Changes from the Commission on the Status of Women Faculty* ([Attachment 5](#))
 - A. Rupiper Taggart reported that the Advance FORWARD grant is coming to an end and the commission is seeking institutionalization through a relationship with the Faculty Senate. She provided an overview of the current structure of the commission and how current members were selected. She discussed how commission association with the Faculty Senate would enhance its presence and efforts.

Rupiper Taggart presented the following change to Article IV, Section 7, Number one (Faculty Affairs Committee) of the Faculty Senate Bylaws:

“Membership shall consist of one faculty member from each representation unit, a faculty representative from the Commission on the Status of Women Faculty, and a representative of the Dean of Graduate and Interdisciplinary Studies.”

MOTION (Rodgers/Pruess): to amend the proposed language to have faculty representatives from the Commission on the Status of Women Faculty and the College of Graduate and Interdisciplinary Studies be *non-voting* members. MOTION CARRIED WITH UNANIMOUS CONSENT.

Discussion ensued on the process for Bylaws changes, keeping faculty governance tightly controlled, and future membership on the commission.

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MOTION (Weber/Helstern): to approve proposed changes as amended to the Faculty Senate Bylaws. MOTION CARRIED WITH UNANIMOUS CONSENT.

IV. General Announcements

A. *President of Faculty Senate-*

- Stone Carlson called for concise and succinct comments due to the number of agenda items.

B. *President of Staff Senate –*

L. DeGeldere reported:

- Gunkelman awards nominations are being accepted through Friday, April 12;
- The first faculty member to receive a Campus Kudos was awarded at the last Staff Senate to Anita Welch

C. *Vice President of Student Body –*

J. Beehler provided the following updates:

- There is an open invitation for faculty to attend the Bison Leader Awards as well as the State of the Student Address next Tuesday, April 16, in the Memorial Union.
- A tree planting ceremony in honor of NDSU students who have lost their lives since February 2012 is scheduled for April 22, 4:30 p.m.
- Student Government approved a resolution to allow the use of pepper spray and mace on campus.
- Legislative update – The higher education funding model is getting resistance in the house appropriations committee. As a result, Student Government will host a letter writing campaign to legislators from their home district to urge students, faculty, and staff to support the higher education funding model.

D. *Textbook Requests –*

C. Wichman, NDSU Bookstore offered the following announcements:

- Summer textbook adoptions: 82% of classes are in and 70% of departments are complete.
- Fall textbook adoptions: 31% of classes are in and 13% of departments are complete.
- Buyback begins April 29, 2013.
- Academic Pub – allows for custom publishing opportunities; instructors may customize printing across publishers; can take select chapters from one book and put with select chapters from another book.
- Instructors are urged to report when books are no longer being used so that the Bookstore can post a sign for students.

V. Senate Committee Reports

A. *General Education – (Attachment 3 and Attachment 4)*

A. Mara and S. Ray-Degges reported that the CULE committee is seeking Faculty Senate permission to move forward using the Five Core Questions (FCQ) as a framework for the general

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education revision. The FCQ have been derived from feedback solicited from faculty and staff through department visits and open forums, as well as a myriad of written feedback received via email. Initially there were six questions, but feedback led the committee to the current FCQ. If this framework is approved, the CULE committee will enter the next phase and develop the outcomes and eventually a new general education model.

A question was raised about how the FCQ would be used in practice. Mara explained that the questions were the initial framework on which the committee will base learning outcomes. An inquiry was made as to the role of the LEAP initiatives and whether LEAP was consulted in this process. Mara explained that the committee did in fact review LEAP as one of its first tasks early in the process and that the FCQ were designed to overlay the LEAP initiatives.

Stone Carlson interjected that the discussion may be moving away from the initial intent and he reminded Senators the vote was to approve the FCQ and more information is forthcoming with respect to learning outcomes and model development. A vote on the FCQ would be an indication that the committee is moving in the right direction for general education revision. A recommendation was made that when moving forward with the FCQ that the committee flesh out a list of outcomes that will attach to each of the core questions.

MOTION (Carlson/DeSutter): to move forward with the five core questions with a recommendation to look more closely at questions 3 & 4 for revision. MOTION CARRIED.

The following senators or their substitutes vote aye: A. Akyuz, B. Aly Ahmed, K. Benson, A. Bezbaruah, M. Clark, A. Denton, T. DeSutter, M. Eighmy, M. Engler, K. Gordon, R. Green, J. Harmon, L. Helstern, X. Jia, B. Johnson, J. Jones, J. Knodel, W. Lin, T. Lundeen, K. Maddock Carlin, L. Manikowske, C. Pearson, S. Rahman, Y. Rhee, K. Rodgers, G. Shen, E. Skoy, C. Stockwell, B. Suzen, M. Weber, N. Yu, and W. Zhang

The following senators voted no: B. Pruess and A. Welch

B. *Ad-Hoc Committee on Assessment of Teaching* – ([Attachment 2](#) and [Attachment 6](#))

C. Ray presented on the SROI transition detailing an 8-year transition timeline, the rationale for the number of items on the SROI, and data analyses. The final SROI items, as well as additional data analyses will be brought back to Faculty Senate for final approval.

MOTION (Skoy/Welch): to move forward with the proposal for SROI transition with the added recommendation to allow for the assessment of relevant student demographic. MOTION CARRIED WITH UNANIMOUS CONSENT

VIII. Adjournment

The meeting adjourned at 5 p.m.

Submitted,
RaNelle Ingalls, associate registrar
(for K. Wold-McCormick)

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Attachment 1

Academic Affairs Committee Report

Approved Curricular Recommendations

New Program in Human Development and Family Science Department							
Ph.D. in Couple and Family Therapy (CFT)							
New Courses							
Subject	No.	Title					Cr.
CJ	759	Advanced Research Design in Criminal Justice					3
NURS	460	Management, Leadership and Career Development					3
PHRM	705	Global Health					3
THEA	460	Acting the Song					3
Course Deletion							
PHRM	705	Public Health as a Team Endeavor					1
Course Changes							
From:				To:			
Subject	No.	Title	Cr.	Dept.	No.	Title	Cr.
HNES	426	Sport and Recreation Administration	3	HNES	426	<i>Sport Administration</i>	3
EMGT	720	Emergency Management Theory	3	EMGT	720	<i>Theory, Research, and Practice</i>	3
New Special Topics							
MICR	791	Professional Development					3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title		Prerequisite/Corequisite Change			
AGEC	339	Quantitative Methods & Decision Making		Change in Bulletin Description Prereq: ECON 201, MATH 146 and CSCI 116			
BUSN	487	Managerial Economics		Prereq: BUSN 350, ECON 201, ECON 202, and MATH 144 or MATH 146 Junior standing or above College of Business major or minor 2.5 CGPA			
MATH	760	Ordinary Differential Equations I		Change in Bulletin Description Prereq: MATH 650 or MATH 680 or Consent of instructor			
MATH	784	Partial Differential Equations I		Prereq: MATH 650 or MATH 683 or Consent of instructor			
MGMT	360	Operations Management		Prereq: MATH 144 or MATH 146, MGMT 320, and STAT 330 Junior or senior class College of Business major or minor 2.5 CGPA			
MRKT	434	Sales Management		Prereq: MRKT 320 and MRKT 430 Junior or Senior class College of Business major or minor 2.5 CGPA			
MRKT	450/ 650	Marketing Research		Prereq: MATH 144 or MATH 146, MRKT 320 and STAT 331 Junior standing or above College of Business major or minor 2.5 CGPA			
THEA	272	Drawing for the Theatre		Change in Bulletin Description			

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Attachment 2

Student Ratings of Instruction Transition Proposal

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

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

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

Current SROI Items

(Scale: *Very Good; Good; In Between; Poor; Very Poor*)

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

Proposed SROI Items¹

(Scale: *Strongly Agree; Agree; Neutral; Disagree; Strongly Disagree*)

- Q6. This instructor created an atmosphere that is conducive to learning
- Q7. This instructor provided well-defined course objectives
- Q8. This instructor provided content and materials that were clear and well organized
- Q9. I understood how my grades were assigned in this course
- Q10. I met or exceeded the course objectives given for this course
- Q11. The instructor was available to assist students outside of class
- Q12. The instructor provided feedback to me in a timely manner
- Q13. The instructor provided relevant feedback that helped me learn
- Q14. The instructor set and maintained high standards that students must meet
- Q15. The physical environment was conducive to learning

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Attachment 2

Transition Timeline

- Fall 2013 An 8-year SROI transition phase should be implemented that includes administration of both current and proposed SROI items. The duration reflects the need for SROI consistency among current probationary faculty.
- Fall 2013 – Data should be collected by the Office of Institutional Research (see below)
Summer 2014
- Fall 2014 A Faculty Senate *ad hoc* committee should be formed to make a recommendation to the Provost, based upon review of available data, concerning final approval of the proposed SROI items, including any revisions.
- Fall 2015 All faculty hired beginning this date should be required to use the approved items for the duration of their probationary period.
- Spring 2021 The transition phase ends. Only the approved items will be included on the SROI forms after this semester.

Transition Process Recommendations

1. Faculty hired before or during the 2013-14 academic year will have the option of reporting data from either the current or proposed SROI items. Faculty selecting the existing SROI items will continue to report data on items 2 and 4 while faculty selecting the proposed SROI items will tentatively report data from items 6, 7, and 8. A final decision must be made after reviewing results from the first set of data and all future reporting must use the same items to ensure consistency. This decision will be documented through a form placed in the instructor's employment file and added to the PTE portfolio. A line will also be added to the policy and procedures checklist for portfolio evaluation to indicate the form is included.
2. Due to the sensitivity of the results to both sample size and outliers, SROI results should be reported as a mean, median, and range, and the number of responses should also be presented in addition to the number of students enrolled in the course.
3. A review process should occur at least every ten years to re-evaluate the Student Rating of Instruction items based upon available data. As indicated in the timeline above, the first review process should occur in the Fall 2015 semester.

Data Analysis

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

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

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Attachment 3

DATE: April 3, 2013

TO: Members Faculty Senate and Members of the NDSU Community

FROM: Core Undergraduate Learning Experiences (CULE)

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

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

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

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

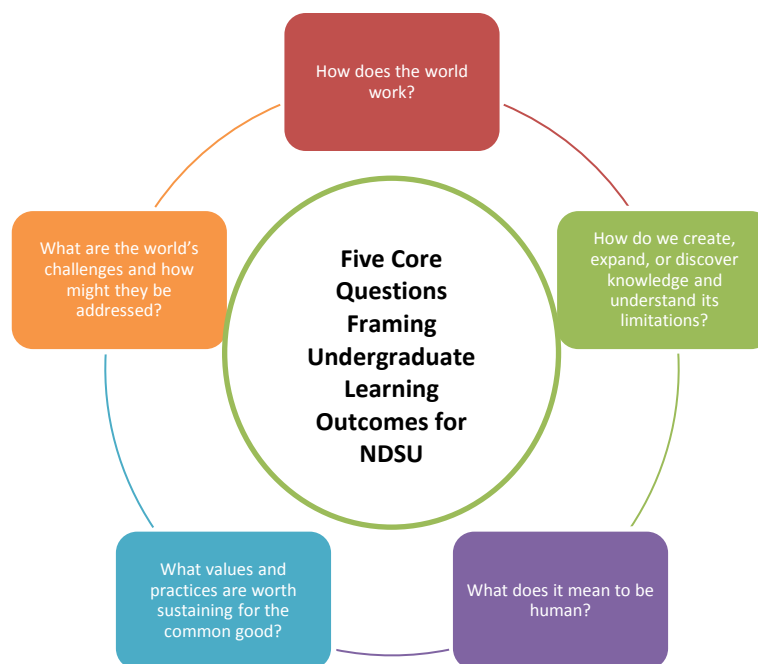
We are continuing to revise, sharpen, and consolidate the individual Learning Outcomes into broader Learning Outcome categories. The provisional Learning Outcome categories are:

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

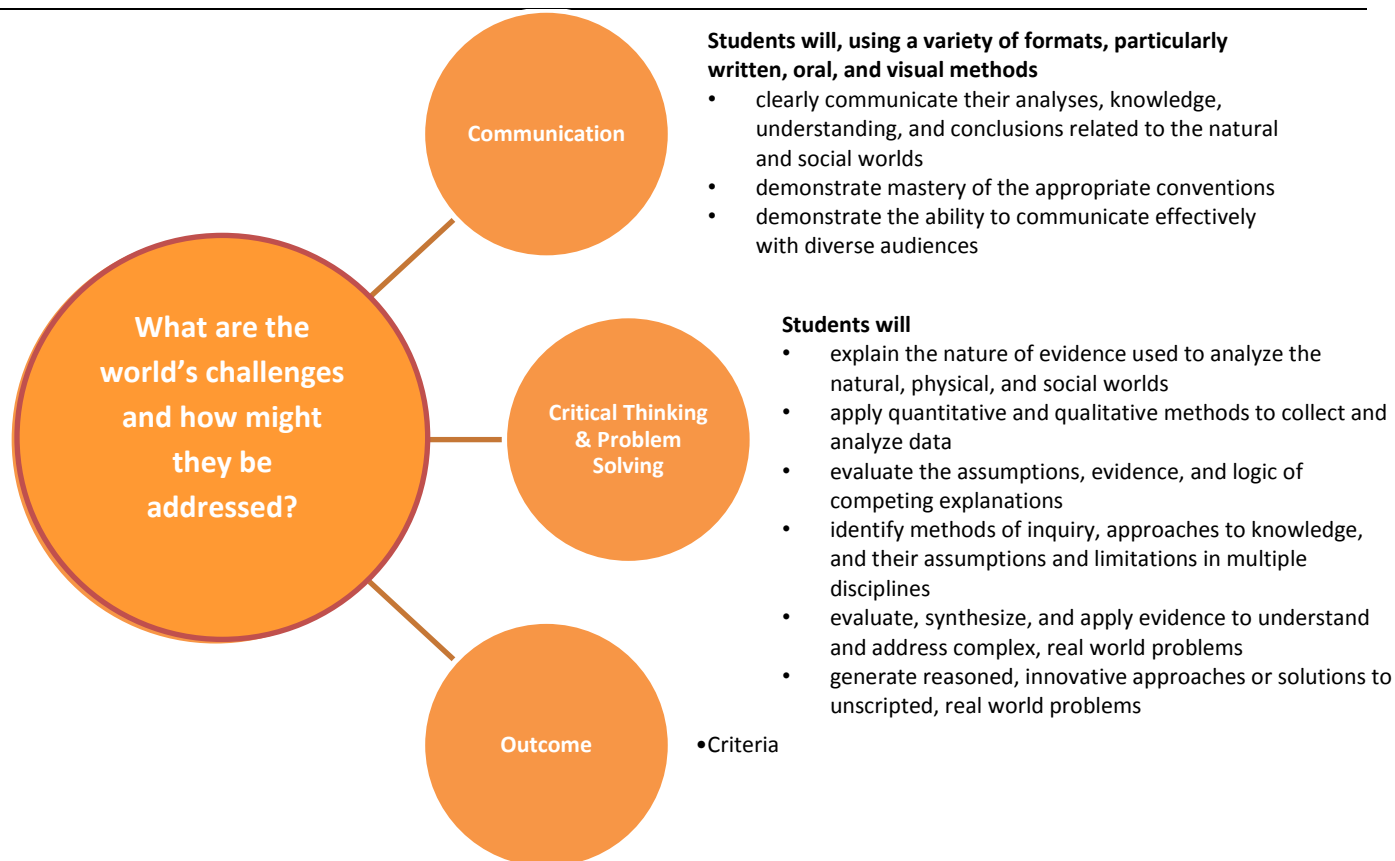
We intend to present the Learning Outcome categories and their associated individual Learning Outcomes to the campus in late April or early May. If the Faculty Senate approves the Five Core Questions and the Learning Outcomes, CULE will develop a model of a GE program to help students fulfill those outcomes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

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

Five Core Questions Framing Undergraduate Learning Outcomes for NDSU



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



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Attachment 5

Article IV: Faculty Senate Standing Committees

Section 5. Equity and Diversity

1. Voting membership shall consist of five faculty members and a faculty representative from **FORWARD the Commission on the Status of Women Faculty** recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President. 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), **a faculty representative from the Commission on the Status of Women Faculty** 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, **a representative from the Commission on the Status of Women Faculty**, and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include the following:
 - 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

Rationale:

A primary role for the CSWF, as charged by the Provost in its formative charter, is initiating policy change to improve organizational climate and recruitment, retention, and advancement of faculty. The NSF grant originally guiding Advance project activities is winding down, and effectively institutionalizing the CSWF so this work continues has become a priority. Designated membership on the above Faculty Senate bodies has three major advantages for this purpose: 1) policy discussions and change initiatives can be significantly facilitated; 2) CSWF will be “wired in” to evolving campus issues, enabling greater proactivity to address faculty needs; 3) a strong link to Faculty Senate enables a degree of independence from the Provost’s office.



Assessment of Teaching Faculty Senate *Ad Hoc* Committee

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

SROI Transition

- Provide an SROI transition process that:
 - Provides a reasonable timeline
 - Provides consistency of assessment
 - Maximizes choice while also minimizing impact upon current faculty
 - Promotes evidence-based decision making
 - Results in an improved SROI



Transition Timeline: Eight Years

- Why so long?
 - One year for piloting / data analyses
 - Six years for tenure cycle
 - One year for tenure clock extensions

15 Items

- Why so many items?
 - Retain current items (for consistency)
 - Implement FORWARD items
 - Include additional literature-based items
 - Allows for complete statistical analysis
 - Only used for one year (during testing)
- What if these aren't perfect either?
 - Recommended 10-year review cycle

Data Analyses

- What about *X* analysis?
 - This proposal is to create a transition process
 - Suggested analyses have been provided, but this list will be finalized with various individuals if process is approved (e.g., Senate, IR, ITS, Registrar, Provost, etc.)

Questions?

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May 6, 2013

The Faculty Senate meeting was held at 3:30 p.m. in the Prairie Room of the Memorial Union with Dr. T. Stone Carlson presiding and the following senators present: A. Akyuz, K. Benson, A. Bezbaruah, U. Burghaus, A. Denton, T. DeSutter, M. Engler, R. Green, J. Harmon, H. Hatterman-Valenti, X. Jia, B. Johnson, J. Jones, R. Jones, J. Knodel, W. Lin, F. Littman, T. Lundeen, K. Maddock Carlin, L. Manikowske, C. Pearson, B. Pruess, S. Rahman, Y. Rhee, K. Rodgers, G. Shen, M. Weber, A. Welch, E. Wu, N. Yu, W. Zhang, and P. Zhao

Substitutions: N. Fisher for P. Gibbs and C. Weber for L. Helstern

I) Approval of Minutes

MOTION (Welch/Weber): to approve the minutes of the April 8, 2013, meeting as posted. MOTION CARRIED WITH UNANIMOUS CONSENT.

Change in Order of Agenda:

MOTION (Yu/Littman): to move the *Unfinished Business: Proposed Bylaws Change* up in the agenda to after the announcements. MOTION CARRIED WITH UNANIMOUS CONSENT.

II) Consent Agenda

- a. Academic Affairs Report ([Attachment 1](#))
- b. General Education Recommendation ([Attachment 2](#))

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

III) General Announcements

- a. *NDSU President* –

NDSU President Bresciani provided the following legislative updates:

- i. The new statewide funding formula was approved, and will result in new resources for NDSU through our research, teaching, etc. The funding should help NDSU become not only a state leader, but a regional and national leader as well.
- ii. Funding was received for the NDSU STEM classroom building. All capital projects were funded at 95%, with 5% going to a pool. Should construction costs exceed the 95% ratio, institutions could apply for the additional 5%.
- iii. True up, or equity funding, of \$6.4 million was approved. However, personnel costs were not fully covered. The SBHE will consider at this week's meeting the balance and potential adjustments between tuition increases and equity funding for institutions across the state.
- iv. The SBHE also will decide on the alignment or centralization of personnel in the University System. Some campus resources would be reallocated to the System Office if approved.

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c. *NDSU Provost –*

Provost Rafert reported the following:

- President's Task Force on Academic Freedom – surveys were distributed to about 22,000 faculty, staff, students and alumni with a May 8 deadline. All are encouraged to respond.
- Four candidates for the VP of Research have been to campus. An analysis of their strengths and weaknesses is being reviewed, but feedback is still welcome and may be directed to K. Katti or Provost Rafert. An offer likely will be made within the week.
- NDSU's EPSCoR grant was renewed at the 50% level for the coming year, and we will need to apply again for future renewal. New commitments for next year might be thin.
- Conferral of tenure recommendations is on the SBHE Consent Agenda at its upcoming meeting.

d. *Staff Senate President –*

L. DeGeldere reported:

- Staff Senate elections were held last week. Kelly Bisek from Customer Account Services will serve as 2013-14 president and Wendy Clarin, Bison Connection/Bison Card, was elected president-elect.

e. *Student Senate Vice-President:*

- Eric Diederich, newly elected student body vice president, introduced himself as a junior in construction management. He looks forward to working with the Faculty Senate in the coming year to improve communication and academic experiences between students and faculty.
- The new student body president is Robbie Lauf.

IV) Unfinished Business

- *Proposed Bylaws Change from the Commission on the Status of Women Faculty -*

MOTION (Welch/Littman): to approve the proposed Faculty Senate Bylaws change as presented. MOTION CARRIED WITH UNANIMOUS CONSENT.

V) Committee Reports

a. *Academic Affairs –*

i. Addendum: ([Attachment 6](#))

C. Stevens presented an addendum of additional courses to the Academic Affairs report on the Consent Agenda.

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

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ii. Guidelines for accelerated/combined bachelors to masters programs:

D. Wittrock presented guidelines for combined/accelerated bachelors to masters programs of study at NDSU. Several academic departments have proposed accelerated or combined bachelors to masters programs recently, and a few such programs already exist on campus. The goal of the guidelines, which were approved by Graduate Council and endorsed by the Academic Affairs Committee, is to take existing programs and create a way for students to earn both degrees in a shorter amount of time with fewer total credits.

Wittrock reported that the Higher Learning Commission (HLC) allows for courses to be counted toward both UGRD and GRAD programs with the stipulation that at least 15 credits be taken at the graduate level in order to get a master's degree. NDSU programs would double count 3-15 credits. These accelerated programs would be targeted at highly talented students and have minimum GPA standards. Graduate Council and Academic Affairs will review all combined program proposals for adherence to these guidelines.

Brief discussion ensued on how to submit proposals and whether students in such programs would qualify for graduate waivers. If support is available at the department level, the usual policies and procedures for assistantships would be applied for graduate courses only.

b. *Council of College Faculties (CCF)–*

- Minot State Vote of No Confidence in Chancellor Shirvani -
<http://www.minotstateu.edu/senate/>

E.J. Miller reported on the CCF meeting discussion about the MiSU Faculty Senate vote of no confidence in Chancellor Shirvani. CCF members were asked to take this issue back to their respective campuses. Miller read a background of the MISU resolution, the resolution itself and a related timeline.

- In February - Chancellor Shirvani phoned the CCF representative to the SBHE asking for CCF support in affirming policies of board from a faculty level. CCF decided it would not be appropriate to take a stand one way or another;
- February 23 - ND Student Association had a vote of no confidence (53-2-7) in the chancellor;
- March 4 - J. Miller asked for guidance from NDSU's Senate Executive Committee regarding these issues. Accreditation was identified as primary concern related to board policies. Miller informed the CCF president of the NDSU discussion;
- March 12 - Senator Grindberg called for the chancellor's resignation based partly on open meetings violations;
- March 14 – A letter to the editor, written by former presidents, was published in the Forum;
- March 19 - Chancellor Shirvani, Vice Chancellor Haller, and board staff participated in the CCF meeting. When asked about campus

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autonomy and accreditation issues, the chancellor indicated that problems arose because the board asked him to move quickly, and that he would like to receive feedback directly from the CCF;

- April 3 – Former President Chaffee wrote the Higher Learning Commission citing accreditation concerns because of board leadership practices.
- April 4 – Minot SU's Faculty Senate approved a vote of no confidence in the chancellor;
- April 9 -- During the CCF meeting, the chancellor praised Skarphol and reported that implemented board policies were a result of best national practices. The CCF approved a motion asking each campus CCF representative to share the MiSU resolution with and have a related discussion on their respective campuses. It was believed that each campus' faculty organization may wish to examine the recent struggles among the SBHE, the chancellor, the campuses and the legislative, and either draft a letter of support, or the lack thereof, of the chancellor.
- Reports on open meeting violations have continued.

Discussion among NDSU senators centered on open meetings violations and whether other faculty senates in the state have since passed no confidence votes. It was expressed that informed discussions with faculty should take place before a vote on recommendation action is taken one way or the other. The impact of any action may be less significant given the closure of the legislative session and actions taken at the upcoming SBHE meeting regarding.

A question was raised on national best practices regarding hiring/firing of institutional presidents since this is an expressed item of concern regarding the chancellor and campus leaders. Claims made by the former NDUS general counsel were mentioned, and concern was expressed about state level leadership not being congruent with what we are used to dealing with in North Dakota. One recommendation was to issue a statement that NDSU faculty does not support the chancellor's policies, in general. Further discussion involved how to get CCF minutes and information out to the greater faculty body in a more timely manner (potential to link minutes and other information off of the Faculty Senate site).

Significant deliberation was held on possible courses of action by the Senate. Options presented included not taking any action; voting on a statement of concern around policies and leadership; and having the Executive Committee further investigate the matter.

MOTION (Pearson/Littman): to issue a statement that the NDSU Faculty Senate has strong concern around policies proposed by the NDUS chancellor and supported by SBHE as some of them may threaten institutional accreditation.

Concern was expressed that we do not have all of the facts and the issue is very politically charged. However, it was generally supported that the Senate has concerns and may want to take a stand. Student Body President Lauf was involved in the NDSA vote of no confidence and shared extensive information on his involvement and the student perspective.

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WITHDRAWAL OF MOTION WITHOUT OBJECTION (Pearson/Pruess).

MOTION (Pruess/Green): In response to the NDUS Council of College Faculties' recent request to discuss the Minot State University Faculty Senate vote of no confidence in Chancellor Shirvani's leadership, because the NDSU Faculty Senate shares some of the same concerns expressed in the Minot State University Faculty Senate resolution, the NDSU Faculty Senate Executive Committee will investigate these matters further before a decision on an appropriate course of action is taken.

MOTION CARRIED WITH FOUR ABSTENTIONS: Welch, Zhang, Weber (for Helstern) and Benson.

c. *General Education/Accreditation -*

i. General Education Learning Outcomes ([Attachment 3](#)):

L. Peterson presented the recommended General Education Learning Outcomes developed by the CULE committee with input by NDSU faculty. Multiple meetings and open forums were held to focus on learning outcomes and defining language. The next step will be developing a new general education model based on these outcomes, which will be brought to the Senate for feedback and approval before finalized.

MOTION (Weber/Weber [for Helstern]): to approve the learning outcomes as presented. MOTION CARRIED WITH UNANIMOUS CONSENT.

ii. WICHE Passport Initiative:

The goal of the Passport Initiative is to create a common currency of learning outcomes for lower division general education coursework to facilitate student transfer between states. Twenty-three institutions are participating from the five pilot states: ND, HI, OR, UT and CA. Statewide meetings and on-campus open forums have been held. The learning outcomes have been narrowed down to written communication, oral communication and quantitative literacy. A passport status agreement is expected to be signed by August. A Group Decision Center survey will be distributed to gather additional faculty input.

d. *Senate Coordinating Council –*

- Policy 335: Code of Academic Responsibility and Conduct ([Attachment 4](#))

MOTION (Green/DeSutter): to approve policy changes as presented.
MOTION CARRIED WITH UNANIMOUS CONSENT.

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New Business

- e. *Guidelines for the Use of Instructional Computing and Social Media Tools* ([Attachment 5](#)) –

K. Sandstrom reported on behalf of the ad hoc committee which was charged by the provost to enumerate what policies and laws govern the use of social media in the classroom. The guidelines are designed to provide assistance and direction to faculty members at NDSU when using computing and social media resources as educational tools in courses.

Brief discussion followed on issues related to accessibility, student privacy, and alternatives for students who choose not to use social media. Three types of systems currently exist to facilitate learning and include internal tools such as Blackboard which are behind firewalls and ensure privacy but are not always suited to what instructors need; specific software selected by instructors; or social media such as Facebook or Twitter. The guidelines are written from a teaching perspective only.

Stone Carlson will send the guidelines to the faculty list to solicit feedback. The finalized guidelines will reside on the ITS web site and may be linked to the Provost, Faculty Senate, and Academic Affairs (and other) sites.

- f. *Passing of the Gavel to Incoming Faculty Senate President* –

Stone Carlson presented the gavel to 2013-14 Faculty Senate President Harlene Hatterman-Valenti. He then thanked the Senate for the exciting and necessary work that was accomplished this past year.

Provost Rafert thanked Stone Carlson by presenting him with a plaque for his year of service as Faculty Senate president.

- g. *New President-Elect* -

Birgit Pruess was presented as the candidate for president-elect for the coming year.

MOTION (Welch/Pearson): to confirm Pruess as president-elect of the Faculty Senate.
MOTION CARRIED WITH UNANIMOUS CONSENT.

VI) Adjournment

Faculty Senate President Hatterman-Valenti adjourned the meeting at 5:25 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 Transcriptable Options in Master of Education Degree							
Teacher Licensure							
New Courses							
Subject	No.	Title					Cr.
HIST	352	Museum Collections Management					3
THEA	181	Dramatic Literature & Style II					3
Course Deletions							
ANTH	208	Folklore and Culture					3
ANTH	452/652	North American Indians					3
ANTH	458/658	Indians of the Plains					3
ANTH	461/661	Germans from Russia					3
Course Changes							
From:				To:			
Subject	No.	Title	Cr.	Dept.	No.	Title	Cr.
ANTH	206	Peoples of the World	3	ANTH	206	<i>Introduction to Cultural Anthropology: Peoples of the World</i>	3
CM&E	204	Construction Surveying	2	CM&E	204	Construction Surveying	3
CM&E	260	Soils and Foundations	4	CM&E	260	Soils and Foundations	3
EMGT	715	Emergency Management for Public Health Professionals	3	<i>MPH</i>	715	Emergency Management for Public Health Professionals	3
PLSC	484/684	Plant Tissue Culture and Micropropagation	2	PLSC	484/684	<i>Plant Tissue Culture and Biotechnology</i>	3
PSCI	413/613	Pharmacodynamics and Applied Therapeutics III	3	PSCI	413/613	<i>Endocrine/Respiratory/GI Pharmacodynamics</i>	3
PSCI	414/614	Pharmacodynamics and Applied Therapeutics IV	3	PSCI	414/614	<i>Cardiovascular Pharmacodynamics</i>	3
PSYC	755	Behavior Therapy & Assessment I	4	PSYC	755	<i>Empirically Supported Interventions I</i>	4
PSYC	756	Behavior Therapy & Assessment II	4	PSCY	756	<i>Empirically Supported Interventions II</i>	4
PSYC	770	Advanced Psychological Assessment	3	PSYC	770	<i>Testing and Assessment</i>	3
THEA	180	Dramatic Literature & Style	3	THEA	180	<i>Dramatic Literature & Style I</i>	3
THEA	273	Stagecraft	3	THEA	270	Stagecraft	3
New Special Topics							
WGS	499	Gender and Media					3
Change in Prerequisites/Corequisites and Change in Bulletin Descriptions							
Subject	No.	Title			Prerequisite/Corequisite Change		
ANTH	111	Introduction to Anthropology			Change in Bulletin Description		
BUSN	780	Business Conditions Analysis			Delete all course prerequisites and corequisites		
CM&E	453	Concrete Design and Construction			Change in Bulletin Description		
HNES	256	Professional Preparation in High School Physical Education			Prereq: HNES 110		
HNES	301	Motor Learning and Performance			Req: Professional Level 2, Completion of required 100 & 200 level courses		

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Attachment 1

HNES	345	Material and Concepts of Health Education	Prereq: HNES 367; Req: Professional Level 2, Instructor Approval
TL	715	Enterprise Resource Planning	Change in Bulletin Description
TL	721	International Logistics Management	Prereq: TL 711
TL	723	Advanced Supply-Chain Planning Across the Enterprise	Prereq: TL 711
TL	725	Technology Advances and Logistics	Prereq: TL 711
TL	727	Organizational Change Management	Delete all course prerequisites and corequisites
TL	729	Adaptive Planning in Logistics Systems	Prereq: TL 711
TL	735	Acquisition Contracts: Law and Management	Delete all course prerequisites and corequisites
Accelerated/Combined Undergraduate to Graduate Programs (For Information Only)			
B.S./B.A. to M.S. Degree in Criminal Justice			
B.S. Degree with a Minor in Coatings and Polymeric Materials to M.S. or Ph.D. in CPM			
B.S. in Electrical or Computer Engineering to M.S./M.E. Degrees in Electrical and Computer Engineering			
Rescission of item previously approved by Faculty Senate			
Per department request, rescind Faculty Senate approval (March 25, 2013) of:			
Deletion of THEA 180: Dramatic Literature and Style			

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Attachment 2

Approved General Education Recommendations For Faculty Senate Meeting on (month/year): May 6, 2013

Outcomes Key:

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

Courses Approved for General Education (New)

Course No.	Course Title	Recommended Categories	Recommended Outcomes
PHYS 220	Physics for Designers	Sp	5, 6
PHIL 257	Traditional Logic	R	5, 6

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Attachment 3

Proposed Undergraduate Learning Outcomes

COMMUNICATION
Students will use a variety of modes, particularly written, oral, artistic, and visual, to <ul style="list-style-type: none">effectively communicate analysis, knowledge, understanding, expression and/or conclusionsskillfully use high-quality, credible, relevant sourcesdemonstrate appropriate conventions in a variety of communication situationsdemonstrate the ability to communicate effectively with diverse audiences in a variety of contexts
CRITICAL THINKING, CREATIVE THINKING, AND PROBLEM SOLVING
Students will <ul style="list-style-type: none">explain the nature of evidence used for analysisapply quantitative and qualitative methods to collect and analyze dataapply creativity and divergent thinkingevaluate the assumptions, evidence, and logic of competing views and explanationsidentify methods of inquiry, approaches to knowledge, and their assumptions and limitations in multiple disciplinesevaluate, synthesize, and apply evidence to understand and address complex, real world problemsgenerate creative, reasoned, approaches or solutions to unscripted, real world problems
UNDERSTANDING AND APPLYING TECHNOLOGY
Students will <ul style="list-style-type: none">apply technology to demonstrate creativity and solve problemsuse technology to enhance understandingidentify the social, aesthetic, and ethical implications of technological decisionsanalyze how technology shapes, limits, and augments our experiences and understandings
UNDERSTANDING NATURAL AND PHYSICAL WORLDS
Students will <ul style="list-style-type: none">analyze the elements and dynamics of natural and physical worldsapply the scientific method to investigate and explain natural and physical worlds
UNDERSTANDING HUMAN SOCIETIES
Students will <ul style="list-style-type: none">analyze the components and dynamics of human societies and their artistic, cultural, and historical contextsidentify the role of aesthetic and creative activities as expressions of human experienceidentify values and contributions of diverse societies, both past and presentidentify how values and contributions of diverse societies provide contexts for individual experiences, values, ideas, artistic expressions, and identitiesanalyze how cultural differences, both domestic and international, contribute to and shape solutions to challenges confronting individuals, groups, societies, or the global community
PERSONAL AND SOCIAL RESPONSIBILITY
Students will <ul style="list-style-type: none">examine their own values, biases, and conclusionsanalyze the ethical basis for and implications of personal, professional, and civic decisionscomprehend and demonstrate appropriate standard of professional behavioridentify stewardship of the land and its people as integral to a land-grant universityanalyze human impacts on the world and the importance of sustaining its resources for future generationsengage in service learningcollaborate with others in diverse interpersonal and intercultural settings

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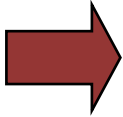
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Attachment 4

[Policy 335 Version 1 03/06/2013](#)

Policy Change Cover Sheet

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



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

SECTION:

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

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

2. **This policy was originated by (individual, office or committee/organization):** David A. Wittrock, Dean of the College of Graduate and Interdisciplinary Studies.
3. **This policy has been reviewed/passed by the following (include dates of official action):**
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 335 CODE OF ACADEMIC RESPONSIBILITY AND CONDUCT

SOURCE: NDSU Faculty Senate Policy

The academic community is operated on the basis of honesty, integrity, and fair play. This trust is violated when students engage in academic misconduct, either inadvertently or deliberately. This policy serves as the guideline for cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context (e.g., coursework, exams for degree requirements, practical experience, or fieldwork experience). Depending on the nature of the alleged offense, academic misconduct involving graduate or undergraduate research (e.g., thesis, dissertation, honors thesis), may be handled by either this policy or policy 326, ACADEMIC MISCONDUCT. This policy also serves as the guideline for cases in which there is evidence of student academic misconduct in more than one instance.

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

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

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

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

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

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

ii. Improper attribution of sources may be a symptom of bad writing and not plagiarism. Instructors are encouraged to recognize that citation skills are developed over time and are contextual.

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- b) Receiving, possessing, distributing or using any material or assistance not authorized by the instructional staff member in the preparation of papers, reports, examinations or any class assignments to be submitted for credit as part of a course or to fulfill other academic requirements;
- c) Unauthorized collaborating on individual assignments or representing work from unauthorized collaboration as independent work;
- d) Having others take examinations or complete assignments (e.g., papers, reports, laboratory data, or products) for oneself;
- e) Stealing or otherwise improperly obtaining copies of an examination or assignment before or after its administration, and/or passing it onto other students;
- f) Unauthorized copying, in part or in whole, of exams or assignments kept by the instructional staff member, including those handed out in class for review purposes;
- g) Altering or correcting a paper, report, presentation, examination, or any class assignment, in part or in whole, without the instructional staff member's permission, and submitting it for re-evaluation or re-grading;
- h) Misrepresenting one's attendance or the attendance of others (e.g., by PRS or attendance sheet) in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect;
- i) Fabricating or falsifying information in research, papers, or reports;
- j) Aiding or abetting academic misconduct, i.e., knowingly giving assistance not authorized by the instructional staff member to another in the preparation of papers, reports, presentations, examinations, or laboratory data and products;
- k) Unauthorized copying of another student's work (e.g., data, results in a lab report, or exam);
- l) Tampering with or destroying materials, (e.g., in order to impair another student's performance);
- m) Utilizing false or misleading information (e.g., illness or family emergency) to gain extension or exemption on an assignment or test.

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

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a) Instructional staff members are responsible for providing guidelines concerning academic misconduct at the beginning of each course in each class syllabus, and should use precautionary measures and security to discourage academic misconduct.

b) Students are subject to disciplinary action even when not enrolled in the course where the academic misconduct occurred.

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

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

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

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

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

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

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

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

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

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

e) In cases of particularly egregious academic misconduct, the dean of the college of the student's primary major or the dean of the college where the academic misconduct occurred may recommend suspension or expulsion as outlined in Sections 9 and 10 of this policy.

6. Penalties from instructional staff members for students not enrolled in course. If a student involved in a case of academic misconduct is not enrolled in the course in which the academic misconduct occurred, the instructional staff member teaching that course may recommend a penalty to the dean of the instructional staff member's primary college. If the student is enrolled in a different college, the dean will forward the recommendation to the dean of the college of the student's primary major.

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

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

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

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

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

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

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

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

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

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

Student Academic Misconduct Database.

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

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

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

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

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

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

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

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

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

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

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

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

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

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dean of the College of Graduate and Interdisciplinary Studies. The imposition of penalties shall be in accordance with the policy described in the NDSU Graduate Bulletin.

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

i. additional disciplinary action taken, if any;

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

iii. the date by which an appeal must be filed by the student, should the student choose to file an appeal.

b) If an appeal is filed, the Dean of the College of Graduate and Interdisciplinary Studies will notify the student of the result following the completion of the appeal process.

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

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

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

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

degree holders. A recommendation by the Committee or Council to the Provost whether to rescind the degree(s) shall be made within 30 days after a response is received or hearing is completed.

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

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

HISTORY: New December 10, 1973 Amended May 12, 1975 Amended April 1992 Amended December 2006
Amended March 2007 Amended January 27, 2011 Housekeeping March 04, 2011hk

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GUIDELINES FOR THE USE OF Instructional COMPUTING and Social Media TOOLS

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

A. INTRODUCTION.

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

We provide a superior teaching and learning environment within and outside of the traditional classroom. We promote and value liberal, graduate and professional education in a collegial environment where divergent ideas can be shared. We foster an environment that promotes life-long learning with individually defined goals.

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

Nevertheless, NDSU must be mindful of legal restraints, privacy concerns, and security issues which exist for computing resources, and particularly the internet and social media. As will be discussed in more detail below, the University must comply with: (i) the Family Educational Rights and Privacy Act ("FERPA") which protects a student's educational records, including classroom assignments/projects; and (ii) the Americans with Disability Act ("ADA") which requires NDSU to provide academic adjustments and auxiliary aids and services to otherwise qualified students with disabilities (*e.g.*, readers, interpreters, adaptive equipment for classroom use) if these are needed for equality of opportunity.

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Moreover, even when FERPA and the ADA are not implicated in the use of a particular computing tool, NDSU must still be mindful of basic security and privacy concerns associated with our students' information.

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

B. WHEN SELECTING YOUR COMPUTING TOOLS.

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

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

2. CLASS-SPECIFIC ACQUIRED COMPUTING OPTIONS: There may be circumstances when a faculty member opts to use a 3rd-party computing tool that is not provided by NDSU. Examples of this might be a facilitative, online interactive or a class specific web-based service, including test-

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taking/grading options. These services/tools may be used by NDSU faculty; however, 3rd party services raise privacy and security concerns if they are transmitting and receiving student educational records or other protected data. As a result, the University, not the faculty member, will need to enter into an agreement with the 3rd-party provider. Faculty members can contact the Vice President for IT or his/her respective chairperson in order to discuss the process involved with acquiring the tool.

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

- (a) When using social media tools, alert the students to their use as soon as possible so that the students can consider whether they want to participate in the class. This can be done through the faculty member's syllabus by specifying if and which social media tools will be used. Students also need to be informed if classroom material will be publicly available through a social media site.
- (b) If relevant and reasonable, provide the students with an alternative for participation in a way that does not include the social media participation if (1) the student requests such an alternative; or (2) it is necessary to comply with the Americans with Disability Act as determined by NDSU Disability Services.
- (c) If the students, are required by the site to create an account that requires a login and/or password, and the student does not want to use their real name, or the site could potentially provide information that will identify the student and the student's work to people outside of the classroom, provide a process that permits the

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students to create an alias or other mechanism (known by the faculty member) that prevents the student from being publicly recognizable.

- (d) Encourage students not to provide information that they would not want publicly known, including personal information, medical information, social security numbers, etc.
- (e) Beyond personal information, faculty and students must be polite and respectful in their discussions and online presence. An educational exercise/assignment using online social media must follow the same rules of decorum and respect that would occur in a face-to-face classroom.
- (f) Many privacy and security issues relate to the fact that these sites can publicly share information such as comments/discussions are available to the public and can be difficult to delete or remove from the site. If possible, when using a social media site for discussion, create a “private group” for the class. Most social media sites have privacy settings; inform the students what those settings are and where they are located. Be sure to explain to them what settings are expected to be used for the duration of the class.
- (g) It is highly recommended that faculty members don’t use their personal social media sites for teaching purposes. If the faculty member chooses to use his/her own social media site(s) as an online media tool for instruction, then he/she should treat the personal environment as an extension of his/her classroom.
- (h) Class discussions may be conducted via social media but, evaluative comments and grades must not be shared publicly or with other members of the class.

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- (i) Social media Internet sites have the ability to share information quickly and worldwide, be sure to take precautions to protect all confidential, sensitive, copyright protected and proprietary information to which, you as an NDSU faculty member own or have access to and will be using for the class.
- (j) It is recommended to incorporate the Fair Use Guidelines for Online Learning for materials which you don't own or have formal written permission to use.
- (k) Ensure the terms of the Internet site or services you are using are appropriate for the work you are doing. For example, some services store data in foreign countries, some respond to government requests for data without notice to users, and some retain your data even after your account is closed.
- (l) Be mindful of NDSU policies and procedures when using computing tools to facilitate student learning within your course. The policies and procedures listed below can be found at www.ndsu.edu/policy.

<u>Number</u>	<u>Policy/Procedure Title</u>
100	Equal Opportunity and Non-Discrimination Policy
100.1	Non-Discrimination on the Basis of Disabilities and Reasonable Accommodation
151	Code of Conduct
158	Acceptable Use of Electronic Communications Devices
162	Sexual Harassment Policy
190	Intellectual Property
325	Academic Freedom
326	Academic Misconduct
331	Classroom Assignments, Class Lists, and Instructor Initiated Drop Policy

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331.1	Course Syllabus
600	Family Educational Rights and Privacy Act – FERPA
601	Student Code of Behavior
606	Guidelines for Student Requests for Reasonable Accommodation
712	Contract Review
713	Records Retention
718	Public/Open Records

NDSU Links and Resources

Legal: www.ndsu.edu/general_counsel/

Fair Use Guidelines: www.ndsu.edu/its/fair_use_guidelines_for_educational_multimedia

Copyright Guidelines: www.ndsu.edu/its/copyright

IT Security Guidelines: www.ndsu.edu/its/security

Contact Information

NDSU's general counsel office:

Phone:

Email:

Web site: www.ndsu.edu/general_counsel

NDSU's information technology security office:

Phone: 231-5870

Email: ndsu.itso@ndsu.edu

Web site: www.ndsu.edu/its/security

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NDSU's Provost for Academic Affairs:

Phone:

Email:

Web site:

Date: February 27, 2013

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Academic Affairs Committee Report - Addendum Faculty Senate – May 6, 2013

Curricular Recommendations

New Courses							
Subject	No.	Title					Cr.
LANG	102	English Structure for Non-Native Speakers					5
LANG	108	Studies in American Language and Culture					3-5
LANG	110	Integrated Academic Language Skills for Graduate Students					5-10
LANG	111	Advanced Issues in American and University Culture					3-5
LANG	112	Advanced Issues in English Language for Non-Native Speakers					3-5
THEA	205	Backstage Practicum					1
THEA	206	Performance and Management Practicum					1
Course Deletion							
THEA	201	Theatre Practicum					1
THEA	202	Theatre Practicum II					1
THEA	203	Theatre Practicum III					1
THEA	204	Theatre Practicum IV					1
Course Changes							
From:				To:			
Subject	No.	Title	Cr.	Dept.	No.	Title	Cr.
THEA	271	Costume Construction	3	THEA	271	<i>Costume Craft</i>	3