

Meeting Agenda

January 24, 2022

- I. Call to Order.
- II. Attendance.
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from December 13, 2021.
- V. Announcements.
 - 1. Dean Bresciani, President
 - 2. Margaret Fitzgerald, Provost
 - 3. Florin Salajan, Faculty Senate President
 - 4. Dennis Cooley, Faculty Senate Past-President
 - 5. Anastassiya Andrianova, Faculty Senate President-Elect
 - 6. Joshua Schroetter, Staff Senate President
 - 7. Laura Friedmann, Student Body Vice-President
 - 8. Philip Hunt, Registrar
 - 9. Sigrid Jewett, Chair, Residence Hall Association Advocacy Committee
- VI. Committee and Other Reports.
 - 1. Budget Committee report
- VII. Consent Agenda.
 - 1. UCC Report
- VIII. Unfinished Business.
- IX. General Order.
 - 1. Policy 311
- X. New Business.
 - 1. Resolution on Defending Academic Freedom to Teach about Race and Gender Justice, and Critical Race Theory
 - 2. Proposed Amendments to the Council of College Faculties (CCF) Constitution
 - 3. NDSU Core Values
- XI. Adjournment.

Meeting Minutes

December 13, 2021

- I. Call to Order: 3:03pm.
- II. Attendance: See Appendix 1.
- III. Adoption of the Agenda:
 1. Motion to adopt: Limb/Hassel
 2. Approved unanimously.
- IV. Approval of Meeting Minutes from November 15, 2021.
 1. Approved by unanimous consent.
- V. Announcements.
 1. Dean Bresciani, President
 - i. Attorney General's opinion on 2030 and the Assistant Attorney General's interpretation provides us with a reasonable, wide-swath of activities within the scope of academic freedom and compliance with the letter of the law. NDSU's checking employee activities has caused some faculty concern, but checking is only to see if law is being broken. It is no more than that.
 - ii. Capital campaign continues through the end of the year: \$461 million to date and more coming in. Still have 2/3rds of potential donors in reserve, which is good news for future fundraising.
 - iii. Question: Is there any clear definition for academic freedom given that institutions in other states can do things that NDSU might not be able to do?
 - a. NDSU cannot break state law, just as no institution in any state can break state law. We do not have to like the law but we have to comply with it. Pres. Bresciani does not think that the vast majority of things we would do would break state law. If you have a question about any activity, then check with Matt Hammer, Associate State Attorney General.

- iv. Question: In light of the recent stay on the vaccine mandate, is there anything other than political pressure preventing us from going forward?
 - a. It is a federal court stay. Not sure if it would break the law if we continued, but it would not be politically well received in the state. We need to have some governmental backstop on any movement forward.
- v. Question: What is the strategy for managing workload and expectations for faculty in the current situation?
 - a. We do not have any options other than what we are doing. There are not a lot of choices in this situation. We are hoping that the situation improves as health conditions Improve. We cannot lose students because that is also an issue for NDSU and its budget, including retaining positions and other needs.

2. Margaret Fitzgerald, Provost

- i. SB2030 and Challenge grant: NDSU will be using the same procedure that UND has been using to determine if every activity is compliant with the law. The first step is to inventory all the potential and actual agreements NDSU has in place. The information obtained has to be in by December 23, 2021. All new agreements should be reviewed by Matt Hammer as well.
- ii. Question: If a student wanted to use an internship for credit, then can they do that?
 - a. Please have Matt Hammer review, but it would seem to be fine.
- iii. Question: Can you remind of us the deadlines for the budget cuts?
 - a. Budget reduction recommendations for Phase 1 are due by December 31, 2021. Final cuts are due to Business Office by the end of January 2022.
 - b. Phase two budget recommendations are due by the end of February 2022.

3. Florin Salajan, Faculty Senate President

- i. Mentioned that 2030 is a terrible law but we need to comply with it. He will share guidance with the faculty and take feedback from faculty.
- ii. Shared governance committee has resumed its work on a shared governance framework.
- iii. Grading Policy/Scheme has started its work.

- iv. We will continue the hybrid format for Faculty Senate meetings, but encouraged those who can to attend in-person to do so. He is concerned that the non-verbal parts of communication, discussion, and debate are being lost when there are insufficient people interacting in the room. He expressed concern about a disconnect and reduction in engagement through this format.
- v. Question: If Prof. Secor-Turner was still a faculty member here, would SB2030 have been a problem for her?
 - a. Pres. Salajan stated that the question would have to be answered by Matt Hammer. He thinks it might have been difficult for her to continue her research here.
 - b. Pres. Bresciani stated that the research would have been no problem but the partnership with Planned Parenthood part would be a problem, but that would be for Matt Hammer to decide.
- 4. Dennis Cooley, Faculty Senate Past-President
 - i. No announcements.
 - ii. Question: Is the SBHE increasing the number of members permitted on the Standing Committee on Faculty Rights?
 - a. Cooley will send an email to find out where the NDSU FS request is in the system and if we can increase membership to 7 people.
- 5. Anastassiya Andrianova, Faculty Senate President-Elect
 - i. No announcements and wished everyone Happy Holidays.
- 6. Joshua Schroetter, Staff Senate President
 - i. If you are aware of anyone affiliated with NDSU who has died In 2021, then please fill out the form for them to be recognized.
 - ii. The Staff Senate is working on planning honor's day event? It will be held later than normal to increase attendance numbers. He welcomed faculty involvement in the committee.
- 7. President Ludewig, Student Government
 - i. Student Government is looking to help students with end of semester and preparation for next.
 - ii. Student Government has not meet In three weeks to give people a break.
- 8. RaNelle Ingalls for the Registrar
 - i. Grades are due by Tuesday of next week - 21 December 2021
 - ii. Question: What is student enrollment for Spring 2022?

- a. Enrollment is still open and will remain open through the 7th day of the Spring semester. She can provide more numbers to FS if FS desires. (The figures were sent to Pres-Elect Andrianova).

VI. Committee and Other Reports.

1. Budget Committee report

- i. M. Petersen reported that the committee has had input with the ad hoc budget committees. It had opportunities to review two of the proposals from Tuition Waivers and Course Enrollment.
- ii. Reminded faculty to attend Wednesday's discussion on Summer Session pay.
- iii. The committee has met with Pres. Bresciani to help the committee work more efficiently.

VII. Consent Agenda: Approved without objection.

- 1. UCC Report
- 2. Policy 350.2
- 3. Policy 350.5
- 4. Policy 353

VIII. Unfinished Business.

- 1. None.

IX. New Business.

1. Policy 311

i. Motion to approve: Christensen/Cooley

- a. Concerns were raised that having a 20 student minimum and lowering salary reimbursement to \$2,500/credit hour would lower faculty interest in teaching summer sessions. There is a potential to discourage more senior faculty from teaching, although it might increase graduate student and junior faculty teaching. The change has the potential to lower the number of offerings for summer.
- b. Question was raised on why the salaries of graduate students teaching in summer are not raised instead of capping faculty salaries.
 - a. The challenge has been to teach classes with a decreasing budget. With a cap, there would be more

money coming back to departments. There is a risk that faculty will not participate but teaching is voluntary in the first place.

- b. There is a huge discrepancy between compensation between those with high salaries and those with much lower salaries.
- c. The policy has not been changed since 1990. The committee is not set on a cap of \$2,500 per credit, but committee thought it made the most sense. If we do not set the cap, then NDSU will have to lower the percentage across the board to fit the pot of money.
- d. There will be a campus discussion on 15 December 2021.

- c. Question: Why was this policy presented now when the feedback is coming on Wednesday?
 - a. The university needs to get the policy changed otherwise will have to reduce the percentage.
- d. Concern was raised about a provost or summer session director arbitrarily changing faculty compensation if it is not clearly stated in the policy.
- e. Motion to postpone further discussion and action until the January Faculty Senate meeting: Cooley/Smith
 - a. Motion to postpone passed (Appendix 2 - Q1): 26 + 13¹ = 39 aye, 0 nay, 0 abstain.

2. Policy 350.3

- i. Motion to approve: Limb/Wood
 - a. Motion passed (Appendix 2 - Q2): 32+1 aye, 1 nay, 3 abstain.

3. Policy 350.4

- i. Motion to approve: Roberts/Limb
 - a. Motion passed (Appendix 2 - Q3): 33+1 aye, 2nay, 1abstain.

4. Proposal to create a working group on mode of instruction recommendations: Motion to create the working group: Christensen/Smith

- i. Idea for this was generated as a result of discussion with faculty and students. It is an open question about how well the hybrid,

¹ Some senators were unable to use the online voting platform; so their votes were recorded by voice vote.

hyflex, blended courses work. Are students doing worse than for in-class experiences? Do students attend the online classes?

- a. The working group will try to determine:
 - a. What works?
 - b. What are the concerns and what are the suggestions to Improve?
 - c. Is there a shared understanding of the issues and such?
- b. Suggestions
 - a. To have a more modest proposal of 3 rather than 4 representatives from each body.
 - b. Add a graduate student as one of the student representatives.
 - c. Add a part-time faculty member to consult.
 - d. Do not penalize programs that have been successful with the hybrid model.
 - e. Have membership of people who did well with the hybrid model.
- c. What would be some tangible products of this working group?
 - a. It is not clear at the moment. These potential products will be understood better when the group has engaged in information gathering and discussion. Recommendations will come after that, including the pros and cons being identified.
- ii. Motion to create the working group passed (Appendix 2 - Q4): 35 aye, 0 nay, 2 abstain
 - a. Pres. Salajan said that there is now a responsibility to fill the committee and follow through with its charge.

X. Motion to adjourn at 4:38pm: Ross/Limb. Passed unanimously.

Appendix 1

Attendance Name	Substitution	Present
Aldrich-Wolfe, Laura		x
Amiri, Ali		x
Andrianova, Anastassiya		x
Arnold, Lisa		x
Asa, Eric		x
Berg, Eric		x
Burt, Sean	Johnson, D.	x
Byrd, Christopher		x
Choi, Juwon		x
Christensen, Warren		x
Cooley, Dennis		x
Creese, John		x
Emanuelson, Pam		x
Fellows, Kristen		x
Harringer, Shannon		x
Hassel, Holly		x
Hershberger, John		x
Hong, Yontao (David)		x
Huseth-Zosel, Andrea		x
Jackson, Jeremy	Caton, J.	x
Kilina, Svetlana		x
Larson, Jamee		x
Limb, Ryan		x
Lin, Zhibin		x
March, Raymond		x
McGrath, Ryan		x
Nordstrom, Onnolee	Li, J.	x
O'Rourke, Stephen		x
Overton, Kimberly		x
Peltier, Allison		
Philbrick, Candace		x
Rahman, Mukhlesur		x
Roberts, David		x
Ross, Darrell		x
Salajan, Florin		x
Selekwa, Majura		x
Smith, Matthew		x
Thompson, Sara		x

Tian, Ruilin	x
Ungar, Abraham	x
Wood, Scott	x
Wu, Xiangfa	
Yan, Changhui	x
Yan, Guiping	x
Zhang, Qi	x
Zhao, Pinjing	x

Appendix 2

Session Name: Ballot 12-13-2021 4-39 PM

Date Created: 12/13/21, 4:12:06 PM

Active Participants: 38 of 38

Questions: 4

Results Detail

Last Name	First Name	Q1	Q2	Q3	Q4
ALDRICH-WOLFE	Laura	-	AYE	AYE	AYE
ANDRIANOVA	Anastassiya	AYE	AYE	AYE	AYE
ARNOLD	Lisa	AYE	AYE	AYE	AYE
ASA	Eric	-	AYE	AYE	AYE
BYRD	Christopher	AYE	AYE	AYE	AYE
CATON	James	AYE	ABS	AYE	AYE
CHOI	Juwon	AYE	AYE	AYE	AYE
CHRISTENSEN	Warren	AYE	AYE	AYE	AYE
COOLEY	Dennis	AYE	AYE	AYE	ABS
CREESE	John	-	AYE	AYE	AYE
EMANUELSON	Pamela	AYE	AYE	AYE	AYE
FELLOWS	Kristen	AYE	AYE	AYE	AYE
HARRIGER	Shannon	-	AYE	AYE	AYE
HASSEL	Holly	AYE	AYE	ABS	AYE
HERSHBERGER	John	AYE	AYE	AYE	AYE
HONG	Yongtao	AYE	AYE	AYE	AYE

HUETH-ZOSEL	Andrea	AYE	AYE	AYE	AYE
JOHNSON	Donald	AYE	AYE	AYE	AYE
LARSON	Jamee	AYE	AYE	AYE	AYE
LI	Jin	-	-	-	AYE
LIMB	Ryan	AYE	AYE	AYE	AYE
LIN	Zhibin	-	AYE	AYE	AYE
MARCH	Ray	-	NAY	NAY	-
MCGRATH	Ryan	AYE	AYE	AYE	AYE
O'ROURKE	Stephen	-	AYE	AYE	AYE
OVERTON	Kimberly	AYE	AYE	AYE	AYE
PHILBRICK	Candace	-	AYE	AYE	AYE
RAHMAN	Md Mukhlesur	-	AYE	AYE	AYE
ROBERTS	David	AYE	ABS	NAY	AYE
ROSS	Darrell	AYE	AYE	AYE	AYE
SELEKWA	Majura	-	AYE	AYE	AYE
SMITH	Matthew	AYE	AYE	AYE	AYE
TIAN	Ruilin	AYE	-	-	AYE
THOMPSON	Sara	AYE	AYE	AYE	ABS
WOOD	Scott	AYE	AYE	AYE	AYE
YAN	Changhui	AYE	ABS	AYE	AYE
ZHANG	Qi	AYE	AYE	AYE	AYE
ZHAO	Pinjing	-	AYE	AYE	AYE

**University Curriculum Committee Report
For Faculty Senate Meeting on January 24, 2022**

Program Update			
B.S. Management:	Adding	ENTR 440 as an elective.	
B.S. Marketing:	Adding	ENTR 440 as an elective.	
Program name change from B.S. Dietetics to B.S. Nutrition Science			
CIP Code change PhD Stem Education from CIP code 131399 to 12.1214			

New Courses			
Subject	No.	Title	Effective Term
CFS	473	Food Safety	Fall 2022
FIN	452	Real Estate Lending	Fall 2022
FIN	453	Risk Management in Banking	Fall 2022
FIN	330	Data Analytics in Finance	Fall 2022
HNES	303	Sport Communication and New Media	Fall 2022
HNES	323	Ethics of Sport	Fall 2022
HNES	444	Sport Funding and Commerce	Fall 2022
MIS	679	Business Data Mining and Predictive Analytics	Fall 2022
NURS	230	Introduction to Nursing and Evidence Based Practice	Fall 2022
POLS	623	Public Policy Analysis	Fall 2022
POLS	724	Public Budgeting and Finance	Fall 2022
POLS	780	Masters of Public Policy Capstone	Fall 2022
CSCI	706	Data-Driven Security	Fall 2022

Course Inactivations			
Subject	No.	Title	Effective Term
ASM	454	Principles and Application of Precision Agriculture	Fall 2022
ASM	455	Data Management in Precision Agriculture	Fall 2022
ASM	655	Data Management in Precision Agriculture	Fall 2022
EMGT	414	Spatial Analysis in Emergency Management	Fall 2022
EMGT	614	Spatial Analysis in Emergency Management	Fall 2022
EMGT	420	Hazard, Risk, and Vulnerability Assessments	Fall 2022
EMGT	620	Hazard, Risk, and Vulnerability Assessments	Fall 2022
MUSC	424	Piano Pedagogy II	Fall 2022
MUSC	624	Piano Pedagogy II	Fall 2022
MUSC	723	Advanced Piano Pedagogy	Fall 2022
MUSC	724	Topics in Piano Pedagogy	Fall 2022
MUSC	750	Studies in Collaborative Piano	Fall 2022
MUSC	770	Topics in Keyboard Literature	Fall 2022
PLSC	741	Cytogenetics	Fall 2022

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Title/Prerequisite/Co-requisite/Description Change	Effective Term
ASM	429	Hydraulic Power Principles/App	Co-requisite change from PHYS 211 to PHYS 120.	Spring 2022
ECE	111	Introduction to Electrical and Computer Engineering	Changing prerequisite from MATH 105 to MATH 103.	Fall 2022
ECE	173	Introduction to Computing	Changing prerequisite from MATH 105 to MATH 103.	Fall 2022
ECE	679	Formal Verification	Changing course number from 779 to 679 and changing title from Computer-	Spring 2023

			Aided Verification to Formal Verification	
H&CE	445	New title: Designing and Delivering Nonformal Education Programs Old title: Technology Transfer in Agriculture	Course description update.	Spring 2022
NRM	431	National Environmental Policy Act and Environmental Impact Assessment	Course description update and Jr/Sr standing requisite added.	Spring 2022
RNG	456	Ecological Restoration	Removing prerequisite of RNG 136.	Fall 2022
PAG	315	Electronic Systems in Precision Ag	Added PHYS 120 as a prerequisite.	Fall 2022

General Education Changes/Revalidations				
Subject	No.	Title	Action	Category
ENGL	150	Being Human	Update Gen Ed categories	Adding Gen Ed category D. Course now fulfills Category A and D.

UCC-specific procedures and policy updates

All items herein follow along with consent consideration. They are presented in an effort of committee transparency and awareness of procedural and policy changes which fall with the responsibilities of UCC.

A. Cross-listing courses policy

- a. Updated to include the wording of 'programs' instead of just departments. Addressed because in many cases around campus former departments have merged with now multiple programs found with departments. This was to assist with concerns of accreditation and resource limitations. Simply to ensure programs/departments are not limited in cross-listing courses/curricula where appropriate.
- b. Updated documentation will be posted with current UCC/Registration & Records procedures.
- c. This was an internal policy which did not require full review beyond analysis by UCC and R&R.

B. Guidelines for Developing and Submitting 4+1/Dual-Degree Program Proposals

- a. Previously the existing guidelines applied primarily to the students who were seeking and proposing developing this type of personal program.
- b. There were no existing procedures for departments to prepare proposals for accelerated/4+1/dual-degree situations. And therefore, no procedure for UCC to evaluate. This was especially problematic with interdepartmental proposals.
- c. This procedure will be available with the UCC website

C. UCC Membership Duties

- a. The committee description/purpose and the UCC Charge existed previously as the only documentation of membership responsibility.
- b. The current membership developed the duties in an effort to more easily justify and explain roles on the committee AND to improve onboarding of new membership.

CROSS LISTING OF COURSES POLICY

(Approved by NDSU University Senate-February 13, 2006)

(Updated by UCC sub-committee Fall 2021)

- I) Definition: A cross-listed course is the same course catalogued under two or more prefixes.
- II) Considerations for Cross-Listing:
 - A. A cross-listed course provides students with a choice of relevant prefixes under which to take a course.
 - B. It provides faculty an opportunity to collaborate across disciplinary lines, and it may benefit **departments and programs** through the sharing of resources.
 - C. Cross-listing should only be considered when two or more programs wish to collaborate on the offering of a course with significant cross-disciplinary content (programs may be on the same department).
 - D. Cross listing should not be used as a tool for resolving differences or opposition between or among departments over their respective offerings or over similar courses.
- III) Guidelines for Cross-Listed Courses:
 - A. *Student Registration:*

Students may only earn credit for the same course under one prefix. If the course is repeatable for credit, students may only retake the course under the same prefix as the previous attempt. Students may sign up under any prefix of a cross-listed course (except if it is being repeated for credit), but they may be advised according to academic program requirements (where applicable).
 - B. *Bulletin/Catalog Listing:*
 - 1. Cross-listed courses and proposals must be identical in title, course number, prerequisites, description, outline, classification, units, grading practice, and number of times a course may be taken for credit.
 - 2. Each 35-word description should end with: "Cross-listed with [prefix]." The complete bulletin description will be listed under only one prefix, that being that prefix under which the course was initially offered or under the program primarily responsible for the course. Reference to the primary prefix will be made in the bulletin descriptions of all other cross-listed prefixes of the same course. With new cross-listed course proposals, if an originating or primary program is not identified, the description will be listed under the prefix listed first on the course proposal form.

C. Scheduling Considerations:

When two or more **programs** agree to cross-list a course, they shall:

1. Contact each other every semester to determine if either **program** wishes to offer the course in the next semester's schedule.
2. Agree upon the time, day, and location (if applicable) that the cross-listed course is to be offered, and determine the number of seats allotted to each program (prefix). Each program should submit the course under its prefix, according to the agreed upon logistics, along with the rest of their classes to be scheduled in a given term. Each program's schedule will reflect any offering of the course.
3. Have the option of staffing the course in alternating sequence. They shall choose their own instructor for the course when it is their turn to teach it unless other prior arrangements are agreed upon by both programs.

D. Course Updates/Proposals/Changes:

When two or more **departments/programs** agree to cross-list a course, they shall:

1. Agree upon any proposed changes in the course title, course number, prerequisites, description, level, credits, or number of times it may be taken. A joint Course Proposal and Change Form, with signatures from all impacted programs, is to be submitted to the respective department/college curriculum committee(s) and to UCC (and Graduate Council if applicable).
2. Notify all other **participating programs** if contemplating withdrawing from an approved cross-listing arrangement, and before submitting a course deletion to UCC.

E. FTE Reporting:

All FTEs are credited to the program funding the instructor. If a course is team-taught, the participating programs must determine how the FTEs are to be assigned or split.

Guidelines for Developing and Submitting 4+1/Dual-Degree Program Proposals

- a. Follow all credit requirements as discussed in the following resources:
 - a. Catalog: <https://catalog.ndsu.edu/academic-policies/degree-and-graduation/#accelerateddegreeprogramsugrdrtogradtext>
 - b. Declaration Form: <https://www.ndsu.edu/fileadmin/facultysenate/ucc/accelerated-programs.pdf>
- b. Submission of combined BS/MS will be submitted as a Program Change in Course Leaf. You will be adding a new pathway to the existing BS.
 - a. Applies if both degree plans currently exist within NDSU.
 - b. If one or both of the degree plans are new, new programs first need approved through the SBHE.
 - i. See proposal procedures at: https://www.ndsu.edu/facultysenate/committees_1/ucc/new_programs/
- c. For proposed 4+1 programs involving multiple academic units (including inter-institutional collaborations), proposal should be initiated by the BS program with supporting documents from the MS program.
- d. Submit a complete plan of study (POS) accounting for all credits expected by enrolled students.
 - a. This is to ensure students will adequately receive all eligible Financial Aid opportunities available to them.
- e. Detailed description of terminal project expectation for candidates.
 - a. Thesis (plan A), Non-thesis project (plan B), coursework only (plan C).
- f. Justification:
 - a. Include a Program Insight report initiated by Jeff Boyer, Director of Assessment & Accreditation
 - b. Describe the need for this new pathway, benefits to candidates, benefits to programs, employment opportunities, etc. and any pertinent information supporting the development of this pathway option.
 - c. Also include a plan and description for program(s) to promote this new pathway to students (recruitment plans).

Notes:

** If modifications to the existing standalone MS program are anticipated as a result of a new 4+1 plan of study, departments need to consider submitting a new pathway proposal and plan for the existing MS program.

- For example, if a non-thesis route is planned for the 4+1 plan of study and one does not currently exist within the MS, a non-thesis plan of study (Plan C) needs submitted as a program change as well.

University Curriculum Committee (UCC)

(Updated by UCC – January 19, 2022)

1. Membership

Voting: Voting members shall consist of one tenured faculty member from each of the representation units, a tenured faculty representative appointed by the Dean of the College of Graduate and Interdisciplinary Studies, and two students – one graduate and one undergraduate - appointed by the Student government.

Non-voting: The Provost, Registrar, and Dean of Libraries shall each appoint one non-voting representative.

- a. Terms shall be four years. Voting members shall not serve consecutive terms. Terms shall be staggered so that no more than one-third of the members are new.
- b. One faculty member will be elected as chair. Neither the Provost's, Registrar's, nor Dean of Libraries' representative shall serve as chair.
- c. The chair shall have served at least one year on the committee.
- d. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.

2. Committee Responsibilities

- a. Developing criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
- b. Coordinating and recommending actions on proposals for curriculum and course changes that have been received from the colleges.
- c. Requesting the formation of ad hoc Faculty Senate committees to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed, and
- d. Performing other appropriate duties as assigned by the Faculty Senate

2.1 Committee member duties:

- a. Follow all Committee Responsibilities as outlined by NDSU Faculty Senate
- b. Review UCC policies and procedures
 1. [NDSU Policy 333.1: Course Syllabus](#)
 2. [Faculty Senate Bylaws](#)
 3. [NDSU Policy Manual \(Policies 330-339\)](#)
- c. Review NDSU Faculty Senate policies and procedures pertinent to UCC operations
- d. Attend weekly meetings, whatever the format, or send alternate faculty member representative.
- e. Review weekly meeting agenda and previous minutes in advance.
- f. Review assigned proposals, prepare notes/comments for each, and prepare your intended motion for each proposal.
- g. Collaborate with your college curriculum committee (CCC) regularly
 - a. Present and/or send updates from UCC
 - b. Assist your CCC in the review process procedures
 - c. Provide training when necessary
 - d. Assist on follow through with the UCC charge to CCCs
 - h. Prepare discussion/new business items for weekly meeting and submit one week in advance
 - i. Serve on *ad hoc* committees within UCC to address special business items and policy and procedure development
 - j. Where appropriate, recommend new UCC policies and/or procedures

2.2 Committee chair duties in addition to the above:

- a. Elected annually prior to final meeting of the spring semester
- b. Lead the business of the committee
 1. During scheduled meetings
 2. Across the University

- c. Have a working knowledge of Parliamentary Procedure (Robert's Rules of Order)
- d. Prepare weekly agendas alongside a Registrar's Office representative
- e. Assist in preparation of the monthly UCC Report, alongside Registrar's Office representative, sent to Faculty Senate for review
- f. Communicate the business of the committee to affected parties across campus
- g. Communicate UCC decisions to departments and faculty when appropriate.
- h. Attend monthly Faculty Senate meetings

2.3 Committee co-chair duties:

- a. Elected annually prior to final meeting of the spring semester
- b. Serve as chair in the absence of the chair
- c. Coordinate the responsibilities of *ad hoc* UCC committees
- d. Collaborate with the Graduate Council and General Education Committees
- e. Mentor student members and co-review assigned proposals with students
- f. Attend monthly faculty senate meeting in the absence of the chair

2.4 Student Member duties:

- a. Serve as a voting member to UCC
- b. Attend UCC meetings and designate an alternate when absent
- c. Shared responsibilities for review of proposals as other elected members to UCC
- d. Collaborate with UCC Co-Chair in review process
- e. Present business items related to UCC responsibilities from student perspective
- f. Report your work back to Student Council

3. UCC Charge to College Curriculum Committees (CCC)

College Curriculum Committees (CCC) (formerly college academic affairs committees): The purpose of the CCC is to review undergraduate and graduate curriculum proposals in the college. The committee performs five functions:

- 1) It alerts respective units within their college about upcoming curricular deadlines;
- 2) It advises individual units about initiation and creation of curriculum change proposals, including consideration of such issues as course duplication and awareness of cross listing policy;
- 3) It will have the primary responsibility for evaluating routine curricular matters such as changes in course descriptions, course content, course requirements, course credits, course prefix, and course syllabi;
- 4) Advise and review general education course proposals; and
- 5) After thorough review/and evaluation, the CCC will recommend curriculum changes to the University Curriculum Committee (UCC).
 - a. The UCC will receive proposals from the CCC that deal with such routine curricular matters to be moved to a consent agenda. The UCC will return such proposals to the CCC for reconsideration only in cases where there appears to be a serious oversight on the part of the college and/or department curriculum committees.

UCC Charge Approved by UCC February 1, 2017

Policy Change Cover Sheet

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

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

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

Policy Number and Name: **311 Summer Session Teaching Salary**

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 only applies to permanent faculty and does not provide guidance on salaries for part-time academics (PTAs) or graduate teaching assistants (GTAs).
2. The amount paid to graduate teaching assistants and part time academics has been the same for at least 10 years (\$850/credit for GTAs; \$1300/credit for PTAs). The amount paid to full-time faculty has increased with pay increases. Over the years, the disparity in pay has become wide, and in order to decrease that gap and pay GTAs and PTAs a fair wage, we would want to look at placing a cap or other restrictions on salary.
3. The Summer appropriated budget has received across-the-board cuts along with other departmental budget cuts. The funds to pay instructor salaries are limited by this budget, so this would provide the flexibility to maximize offerings and support student needs by restructuring the pay. The policy change would allow for a maximum salary per credit that could still be negotiated with the Office of Summer Session by the College or Department.
4. This policy change would also allow us to offer more classes that students need to catch up or stay on track during the summer. The summer session ad-hoc committee has generated a list of classes that have high DFW rates or are regularly filled to or past capacity during the academic year.
5. A cap of \$2500/credit, for example, would still be higher than most other university summer rates. For example, University of California Chico pays approximately \$2334/credit, but cost of living is almost 28% more expensive than Fargo, North Dakota. More data available upon request.

Is this a federal or state mandate: ☐ Yes ☒ No

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

Melissa Lamp, Summer Session Director and the Ad Hoc Committee on Summer Session

Date Submitted to SCC Secretary: 11/2/2021

Email address of the person who should be contacted if revisions are requested: melissa.lamp@nds.edu

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

North Dakota State University

Policy Manual

SECTION 311

SUMMER SESSION TEACHING SALARY

SOURCE: NDSU Faculty Handbook

Faculty members employed by NDSU on a ~~non-academic full-time~~ basis and who are also employed for the summer session ~~(s)~~ will be paid ~~a percentage based on previous year salary with a maximum amount~~ on the basis of their teaching load multiplied by a percentage of their previous academic year salary. ~~The payment structure, including any applicable maximum payments, shall be, as~~ determined by the Director of Summer ~~School~~ Session and/or the Office of the Provost, who may ~~in consultation with the applicable College and/or Department, based on available budgetary resources.~~

Graduate assistants and part-time academic appointees will be paid at a flat rate per credit as determined by the Director of Summer Session and/or the Office of the Provost. Departments and Colleges may supplement instructor pay by coordinating with the Office of Summer Session.

HISTORY:
New July 1990

Faculty Senate Resolution on Defending Academic Freedom to Teach about Race and Gender Justice, and Critical Race Theory

RATIONALE:

WHEREAS state legislative proposals are being introduced across the United States that target academic discussions of racism and related issues in American history in schools, colleges and universities; and

WHEREAS [SBHE Policy 401.1](#) and [NDSU Policy 325](#) affirm the importance of academic freedom to the proper functioning of universities, in line with the American Association of University Professors' [1940 statement of Principles on Academic Freedom and Tenure](#), by virtue of which faculty have responsibility for the curriculum; and

WHEREAS in a nation that has for centuries struggled with issues of racial inequity and injustice, many students do not have adequate knowledge of BIPOC and LGBTQI history and the policies that contributed to inequities, NDSU has a responsibility and opportunity to help build equity and social justice.

WHEREAS educating about systemic barriers to realizing a multiracial democracy based on race or gender should be understood as central to the active and engaged pursuit of knowledge in the 21st century to produce engaged and informed citizens; and

WHEREAS the term “divisive” is indeterminate, subjective, and chills the capacity of educators to explore a wide variety of topics based on subjective criteria that are inapposite from the goals of education and the development of essential critical thinking skills; and

WHEREAS over seventy organizations, including the American Association of University Professors (AAUP) and the Association of American Colleges and Universities (AACU), issued the [Joint Statement on Legislative Efforts to Restrict Education about Racism and American History](#) (June 16, 2021) stating their “firm opposition to a spate of legislative proposals being introduced across the country that target academic lessons, presentations, and discussions of racism and related issues in American history in schools, colleges and universities . . . In higher education, under principles of academic freedom that have been widely endorsed, professors are entitled to freedom in the classroom in discussing their subject. Educators, not politicians, should make decisions about teaching and learning;” and

WHEREAS [NDSU's statement on Diversity and Inclusion](#) affirms that “The NDSU community prioritizes and values diversity and inclusion. We take collective responsibility for ensuring a sense of belonging, respect, and justice that support the success of each person;” and

WHEREAS the [NDSU's Strategic Plan for 2021-2026](#) designates *Diversity, Inclusivity, and Respect* as its first goal under which the institution aspires to “Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach;” and

RESOLUTION:

THEREFORE BE IT RESOLVED that the Faculty Senate resolutely rejects any attempts by bodies external to the faculty to restrict or dictate university curriculum on any matter, including matters related to racial and social justice, and will stand firm against encroachment on faculty authority by the ND state legislature.

BE IT FURTHER RESOLVED that the Faculty Senate stands with our K-12 colleagues throughout the state of North Dakota and the United States who may be affected by this pernicious legislation when they seek to teach the truth in U.S. history and civics education.

BE IT FURTHER RESOLVED that the Faculty Senate affirms the [Joint Statement on Efforts to Restrict Education about Racism](#), authored by the AAUP, PEN America, the American Historical Association, and the Association of American Colleges & Universities, endorsed by over seventy organizations, and issued on June 16, 2021.

Adopted by the NDSU Faculty Senate on January XX, 2021.

X. New Business

2. Proposed Amendments to the Council of College Faculties (CCF) Constitution

Edits to the CCF Constitution were approved on November 2, 2021 by CCF and are captured in section V: *Officers* as follows:

1. Change to the timing of when officers and the SBHE faculty representative are elected.
2. Addition of "Immediate Past Officers".

Any edits to the CCF constitution must be ratified at the campus level as defined in the CCF constitution: "*After approval by the Council of College Faculties, this constitution must be submitted to the faculty governing bodies in the North Dakota University System and ratified by two thirds (2/3) of those bodies.*"

THE CONSTITUTION OF THE NORTH DAKOTA UNIVERSITY SYSTEM'S COUNCIL OF COLLEGE FACULTIES

The faculties of the campuses in the North Dakota University System, to organize for their mutual benefit a structure within which they may:

- (a) identify the interests shared among System faculty;
- (b) identify interests in teaching, research, and service shared by faculty appointed to institutions with like roles and missions; and compare them with interests not necessarily shared by faculty appointed to institutions with differing roles and missions;
- (c) work together to find ways to agree regarding their interest as System faculty;
- (d) assist the System and the State Board of Higher Education in their duty to improve higher education by ministering to the needs and proper development of each institution, in harmony with the best interests of the people of North Dakota;
- (e) assist the System in its duties to coordinate and correlate the diverse work in the different institutions and to develop cooperation among the institutions;
- (f) reach agreement on, and identify disagreement in, the views of faculty matters of interest to or pending before the System and the State Board of Higher Education;
- (g) communicate their agreement or disagreement to the System and the Board in a manner which respects and presents any disagreement as clearly as it reports agreement;
- (h) communicate to the System and the Board, through the faculty representative to the Board, the agreement of faculty at institutions with like roles and missions, as well as issues with which faculty at other institutions are not in accord;
- (i) proceed in a manner that informs the System and the Board of the diversity of views on issue(s) so that the Board might perform its governing role for the benefit of the entire system;

do establish this Constitution of the North Dakota University System.

I

NAME

The name of this organization shall be North Dakota University System Council of College Faculties referred to hereafter as the Council.

II

PURPOSE

The purpose of the Council shall be to foster quality in scholarly activities, teaching, and learning, and to consider all issues and conditions of employment which apply to the faculty at all campuses of the system. Furthermore, the Council's representative to the

State Board shall articulate these concerns to the SBHE, the System, and other organizations

III

MEMBERSHIP

- (a) The Council membership shall consist of faculty representatives from each campus as selected by procedures defined by and for each campus in the System. The representative members and alternates from each institution shall have full rights to discussion and deliberation. An alternate may vote only in the absence of a member from that campus. No proxy votes will be allowed.
- (b) Each representative shall serve a three-year term.
- (c) Representatives must act as a liaison between the Council and their respective campus faculty governance organizations.
- (d) The number of representatives shall be based on the percentage of the total System faculty at a given campus as established by the SBHE FTE faculty allotment.
 - 0.0 to 4.00% one representative
 - 4.01 to 10.00% two representatives
 - more than 10.00% three representatives

Adjustments to the number of representatives shall be made annually based on SBHE data as of April 15 of each year. Representation shall be certified as an agenda item of the May meeting. Representatives will assume duties at the first meeting following September 1 of each year.

IV

MEETINGS

The Council must meet at least three times throughout the academic year, including a meeting in May. Additional meetings may be called as deemed necessary by the President of the Council or by a majority vote of the members. Meetings will be conducted according to Robert's Rules of Order, the latest addition. Fifty (50) percent of the membership plus one (1) shall constitute a quorum.

V

OFFICERS

The elected officers shall consist of a president, a vice president, a secretary, a parliamentarian, and a representative to the SBHE. ~~Election of officers for the next academic year will occur at the April meeting.~~ Election of the president, vice president, secretary and parliamentarian for the next academic year will occur at the April meeting. The election of the CCF representative to the State Board of Higher Education will occur at the March meeting in order to comply with SBHE Policy 30.29. The terms of office shall be for one year commencing

June 1st, except for the representative to the SBHE, whose term shall be for one year commencing July 1st.

Section A. President

1. The President shall preside at Council meetings and otherwise act as the chief executive officer of the council

Section B. Vice President

1. The Vice President shall preside at meetings in the absence of the president, act as liaison to the Academic Affairs Council, and carry out duties as assigned.

Section C. Secretary

1. The Secretary shall record and maintain a file of minutes of the Council meetings and distribute copies within two weeks after each meeting to all Council members, SBHE members, the Chancellor, and the members of the Chancellor's Cabinet. The minutes will be placed on the NDUS website within one month after approval at the next Council Meeting.
2. The Secretary shall keep a record of the membership and activities of the Council.

Section D. Parliamentarian

1. The Parliamentarian shall advise the Council on parliamentary procedure, and act as liaison to the Student Affairs Council.

Section E. Representative to the SBHE

1. The Council shall be the organization identified in Chapter 15-10 "The State Board of Higher Education" Section 15-10-02.2 "Membership of state board of higher education-Advisor" of the North Dakota Century Code that shall select the SBHE representative.
2. The Representative to the SBHE shall report to the SBHE the actions and concerns of the Council as agreed to by the Council.
3. The Representative to the SBHE shall report to the Council the actions and concerns of the SBHE.

Section F. Vacancies

1. Vacancies occurring during a term of office shall be filled by a vote at the next scheduled meeting after the vacancy occurs.

Section G: Ex-Officio members.

1. Immediate past officers of the CCF, unless currently serving as elected delegates to the Council, may serve as ex-officio officers of the Council.

VI

QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS

Section A. Qualifications

1. Any member of the Council shall be eligible to hold any office.
2. Any member completing his or her term on the Council remains eligible to serve as

representative to the SBHE for two years following the end of that Council term.

Section B. Nominations

Nominations shall be made from the floor at any meeting by March 15 or in writing no later than March 15th.

Section C. Election

The election of officers will be by majority vote of the members voting at the April meeting. If more than two candidates are competing for an office, and no one receives a majority, a run-off between the top two will be held at the same meeting.

VII

RATIFICATION AND AMENDMENTS

Section A. Ratification

This constitution must be approved by at least two-thirds (2/3) of the members of the Council of College Faculties present and voting. After approval by the Council of College Faculties, this constitution must be submitted to the faculty governing bodies in the North Dakota University System and ratified by two thirds (2/3) of those bodies. After consideration and approval by the State Board of Higher Education, this constitution shall become effective immediately.

Section B. Amendments

Amendments to the constitution may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered.

Amendments must be approved by at least two-thirds (2/3) of the members present and voting of the Council. After approval by the Council, amendments must be submitted to the faculty governing bodies in the North Dakota University System and approved by two-thirds (2/3) of them. After consideration and approval by the State Board of Higher Education, amendments shall become effective immediately.

VIII

The council may establish by-laws consistent with this constitution.

BY-LAWS

Section I. Council Agenda

The President, with advice from officers and members, will set an agenda before each

scheduled meeting. The agenda must be distributed to all campus representatives, SBHE members, the Chancellor, and the Chancellor's Cabinet at least one week in advance of the meeting.

Section II. Council Functions

1. Liaisons

The Council shall establish formal liaisons with the SBHE, Academic Affairs Council, Chancellor's Cabinet, and other groups deemed appropriate by the Council.

2. Recall and Initiative

Any motion passed by the Council may be rescinded by a vote of two-thirds (2/3) of the campus faculty governance organizations. Motions may be placed on the Council agenda for consideration by a two-thirds (2/3) vote of campus faculty governance organizations.

3. Faculty Compensation Committee

A. Purpose:

The Faculty Compensation Committee shall consult with the Chancellor on faculty compensation issues.

B. Membership:

The committee shall consist of the Executive Board of the Council of College Faculties (president, vice-president, secretary, parliamentarian and SBHE representative), a faculty member from each of the NDUS Campuses, and representative of the NDUS Staff (Vice Chancellor for Administrative Affairs/CFO and Director, Human Resources) as ex-officio, nonvoting members. The campus representative faculty member will be selected by procedures defined by and for each campus in the system.

C. Responsibilities:

1. The committee will assist the Chancellor with a study of faculty compensation and the findings.
2. The committee will submit recommendations to the Chancellor and the State Board of Higher Education before submission of the biennial budget request.
3. The committee will present its recommendation to the Council of College Faculties, the Chancellor, and any other person or group deemed necessary.
4. The responsibilities of this committee include all direct and indirect facets of faculty compensation.)

Section III. Amendments to By-Laws

Amendments to the By-Laws may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered. Amendments must be approved by two-thirds (2/3) of the members present and voting.

History

- Approved by the North Dakota University System Council of College Faculties February 12, 1992. Ratified by the institution senates of the campuses in the North Dakota University System by May 1992.
- Amended January 26, 1999, by unanimous consent of the CCF and ratified by the campuses by April 20, 1999. Approved by the SBHE April 29, 1999.
- Amended February 2008 by unanimous consent of the CCF and ratified by the campuses in September of 2008. Approved by the SBHE ????
- Amended January 19, 2021 by unanimous consent of the CCF and ratified by the campuses by March 30, 2021. Approved by the SBHE

X. New Business

3. NDSU Core Values

The *NDSU Core Values* were endorsed by the Staff and Student Senates, and have been forwarded to the Faculty Senate for its response.

NDSU Core Values

The core values listed below were selected by a recent strategic planning group and adopted by the University. Our core values detail how we are all expected to behave and make decisions. Living by these values helps us reach our goals and potential, as individuals and as an institution.

Collegiality – Share responsibility for working together in cooperative, considerate, and respectful ways.

Inclusivity – Value the unique skills, experiences, and identities of each person, continuously improving how we involve, develop, empower, and trust one another.

Community – Build a shared identity based on common participation, goals, understandings, traditions, and belonging.

Creativity – Use intellectual and artistic inventiveness to explore many possible ideas, problems, and answers.

Excellence – Work to produce exceptional quality in all endeavors.

Impact – Produce change that benefits the lives of our community members, our state, our country, and our world.

Innovation – Apply ingenuity and invention to produce new knowledge, methods, and products.

Integrity – Actively live by our values and work to fulfill our mission.

Resilience – Recover quickly from adverse situations.

Responsiveness – Adjust quickly and positively to internal and external needs.

Transformation – Create meaningful, positive change in thinking, knowledge, relationships, and action.