

TO: Members of the Senate
FROM: Scott Correll, Secretary of the Senate
SUBJECT: Senate Meeting on February 6, 2020
DATE: January 30, 2020

The November meeting of the University Senate will be held on Thursday, February 6, 2020 at 3:30 p.m. in Room 113, Education.

CALL TO ORDER (Chair VanLooy)

AGENDA

SENATE CALENDAR:

- 1) Chair Opening Remarks:
 - a. Senate Chairs Announcements
 - b. Madhavi Marasinghe (UIT Update)
 - c. Council of College Faculties Update
 - d. Staff Senate Update
 - e. Student Government Update
 - f. Provost DiLorenzo
- 2) Establish Quorum (Secretary Correll)
- 3) Review and approval of December 5, 2019 USenate minutes (attachment)
- 4) Senate Executive Committee Report (Chair VanLooy)
 - a. SYLLABI – Online syllabus software
 - b. University Assessment Plan revisions
 - c. Communication with Senate Committees
- 5) Question period

CONSENT CALENDAR:

- 6) Curriculum Committee, Request for Approval (Approved by SEC in December) (attachment)
- 7) Academic Policies & Admissions Annual Report (attachment)

BUSINESS CALENDAR:

- 8) Academic Policies & Admissions policy revisions (attachment)
- 9) University Senate General Guidelines revisions (attachment)
- 10) Curriculum Committee, Request for Approval (attachment; provided at later date)

Minutes of the University Senate Meeting
December 5, 2019

1.

The December meeting of the University Senate was held at 3:30 p.m. on Thursday, December 5, 2019 in Room 113, Education. Chair Jeffrey VanLooy presided.

2.

The following members of the Senate were present:

Alberts, Crystal	Iiams, Michele	Oancea, Cristina
Bailey, Tamba-Kuui	Iseminger, Colt	Olson, Devon
Bjerke, Elizabeth	Jendrysik, Mark	Orvedal, Casey
Carlson, Craig	Jeno, Susan	Pedersen, Daphne
Clauson, Tyler	Juntunen, Cindy	Petros, Tom
Correll, Scott	Kassow, Benjamin	Pierce, David
Delhommelle, Jerome	Kaste, Grant	Robinson, Julie
DiLorenzo, Thomas	Legerski, Elizabeth	Sauer, Michelle
Dodge, Michael	Lian, Gracie	Sum, Paul
Du, Guodong	Linder, Meloney	Tavakolian, Kouhyar
Dusenbury, Mark	Liu, Jun	VanLooy, Jeff
Ernst, Julia	McGinniss, Mike	Walker, Stephanie
Eilts, Caleb	Meek, Steve	Wasylow, Megan
Gable, Christopher	Mihelich, John	Wild, Brandon
Gjellstad, Melissa	Millspaugh, Richard	Wolfgram, Meaghan
Gosnold, William	Mochoruk, James	Wynne, Joshua
Hoffmann, Mark	Munski, Doug	Yang, Cai Xia
Hume, Wendelin	Nonte, Stephen	Zhao, Julia

3.

The following members of the Senate were absent:

Bateman, Connie	Kolodka, Edward	Rundquist, Bradley
Blackburn, Royce	Kostrzewski, Diana	Self, Noah
Gilbertson, Ryan	Lindseth, Paul	Sens, Donald
Gjerde, Quinten	Maine, Whitney	Sens, Mary Ann
Halcrow, Steven	Matz, Adam	Shivers, Jed
Halgren, Cara	McLean, Riley	Shogren, Maridee
Heitkamp, Thomasine	Murphy, Eric	Tande, Brian
Henley, Amy	Mussehl, Anthony	Ternus, Matthew
Keengwe, Jared	Neubert, Jeremiah	Thorson, Erika
Khavanin, Mohammad	Oltz, Tammy	Wilson, Nick

4.

Mr. VanLooy made the following announcements:

- a. A very special thank you to all those involved with the presidential search.
- b. Please remember to get your committee reports in on time; APAC is due next.

5.

Ms. Legerski made the following announcements from the Council of College Faculties:

- a. The SBHE is adopting an amendment to not allow Healthcare after separation for early retirement.

- b. The new presidential contract draft is not finalized for the NDUS, but may impact contract renewals. It appears that performance bonuses have been removed.

6.

Ms. Maine announced that the Staff Senate 31 Days of Glory winners are announced every Monday and Friday.

7.

Ms. Lian provided the following updates from Student Senate:

- a. Student Senate passed a resolution to welcome Dr. Armacost as the new president of UND.
- b. Student Senate is working on a NDUS Student Data Privacy Rights Act.

8.

Mr. DiLorenzo called attention to the New Student Orientation and Registration. Ms. Plumm and Ms. Okerlund provided updates. They called attention to prior feedback and changes for the upcoming year. The process involves four steps: 1) admission, 2) registration, 3) orientation, and 4) Welcome Weekend.

9.

Quorum was established.

10.

With correction, the minutes from the University Senate on November 7, 2019, were approved.

11.

Mr. VanLooy reported on the following SEC items:

- a. There have been concerns regarding the extra day added to the Thanksgiving break.
- b. There is a new transcript ordering software.

12.

The twenty-minute question period opened at 3:46 p.m.

Ms. Alberts inquired about waiving prerequisites and AP scores that come in low. Ms. Plumm responded that a final check is run before classes start.

Ms. Alberts inquired about placement exams. Ms. Plumm stated that math is working on a new online exam, chemistry has a new one, and languages has been changed. Mr. VanLooy asked for clarification. Ms. Plumm responded.

Mr. Bailey inquired about the selling of the old logo in new markets. Ms. Linder stated she was unaware of any such vendors. We can send a cease and desist letter if the vendor is identified. Ms. Linder said she can distribute the Athletics policy regarding the legacy line.

The question period ended at 3:53 p.m.

13.

Without objection, the University Senate Library Committee annual report was approved and filed.

14.

Mr. VanLooy called attention to the Degree Candidates for fall 2019 graduation. Mr. Munski moved to approve, Mr. Jendrysik seconded and the motion carried.

15.

Mr. VanLooy called attention to the College of Engineering & Mines proposed Essential Studies waiver for holding a bachelor's degree from another accredited institution. Mr. Mochoruk moved to approve and Mr. Dodge seconded. A discussion ensued. The motion carried.

16.

Mr. VanLooy called attention to the University Assessment Plan changes. Mr. Munski moved to approve, Mr. Jendrysik seconded and the motion carried.

17.

Mr. VanLooy called attention to the Curriculum Committee report. Ms. Gjellstad moved to approve and Mr. Millspaugh seconded. A discussion ensued. The motion carried.

18.

The meeting adjourned at 4:06 p.m.

Scott Correll, Secretary
University Senate

**University Senate Executive Curriculum Committee Report
December 19, 2019**

I Program Inactivation

- UND-PSYC :UND-PSYC : Graduate Certificate in Cyber Security and Behavior
- Musc-EHDMInor :Minor in Music from Education & Human Development

II Title Changes – Department, Degree, Major and Minor

- “BBA with Major in Investments” to “BBA with Major in Finance”
- “Doctor of Philosophy in Educational” to “Doctor of Philosophy in Teaching and Leadership”
- “Curriculum and Instruction” to “Master of Science in Teaching and Leadership”
- “BS with Major in Interdisciplinary Health Studies” to “BS with Major in Health Studies”
- “PhD in Scientific Computing” to “PhD in Computer Science”

III New Program

- UND-MRKT :Professional Sales Minor
- BSED in Indigenous Language Education
- UND-T&L :Certificate in Special Education
- UND-T&L :English Language Learner (ELL) Education Minor
- UND-T&L :Undergraduate Certificate in Autism Spectrum Disorder

To: Lori Hofland, Administrative Assistant, Office of the Registrar
From: Timothy Prescott, Chair, Academic Policies and Admissions Committee, 2019-2020
Re: APAC Annual Report, 2018-2019
Date: January 18, 2020

During the 2018-2019 academic year, the committee met 3 times. It consisted of:

Tim Prescott, Chair (A&S),
James Casler (JDO),
Soizik Laguette (JDO),
Renee Mabey, (MED),
Theresa Hanley, Student Government Appointee,
Elayna Hall, Student Government Appointee,
Trevor Nameniuk, Student Government Appointee,
Scott Correll, Registrar Office (Ex-Officio)
Debi Melby, Admissions, Secretary (Ex-Officio)

The following issues were discussed and voted upon during the 2018-2019 academic year:

- Clarifying the definition of “Credit Hour” to align with HLC.
- Updating the Foreign Language Placement policy to specify that students should use the UND Testing Center.
- Decreasing the requirement of a minor from 20 to 16 credits, and the credits taken at UND from 4 to 3.
- Removed the requirement that double majors needed dean signatures.

Since the Spring of 2018, the committee has been considering a proposal that would restrict large value assignments being due the week before finals. We solicited feedback from chairs, modified the proposal, and in Spring 2019 forwarded the proposal to the senate. The senate asked us to reconsider the proposal. Currently, the Student Senate is researching the impact of such a proposal.

During the 2019-2020 academic year so far, the committee has also considered:

- Removing the requirement that graduates have a 2.0 GPA in their major and minor.
- Revising the Final Examination Policy.

Respectfully submitted,
Timothy Prescott

Present Policy
Grade Point Average

To qualify for a degree a student must achieve a minimum 2.00 (C) average on all University work. For students with transfer work, it is required that the overall average (including transfer work) be 2.00 (C) and that the average work taken at the University of North Dakota be 2.00 (C). Some undergraduate colleges require higher averages. (See requirements under specific college information.)

All UND coursework applied to the major or minor must average 2.0 or above; all coursework applied to the major or minor including transfer work must also average 2.0 or above. Certain colleges or majors/minors may require a higher GPA.

Proposed Change
Grade Point Average

To qualify for a degree a student must achieve a minimum 2.00 (C) average on all University work. For students with transfer work, it is required that the overall average (including transfer work) be 2.00 (C) and that the average work taken at the University of North Dakota be 2.00 (C). Some undergraduate colleges require higher averages. (See requirements under specific college information.)

~~All UND coursework applied to the major or minor must average 2.0 or above; all coursework applied to the major or minor including transfer work must also average 2.0 or above. Certain colleges or majors/minors may require a higher GPA.~~

NDSU Policy

Scholastic standing requirement: A minimum institutional grade-point average of 2.00 based on work taken at NDSU is required for graduation.

Final Examination Policy (Proposed Changes)

No undergraduate student should be obliged to write three or more finals on the same day. If the student has three or more finals scheduled the same day, the student wishing an accommodation regarding final exams should contact their instructors to establish a mutually acceptable time to reschedule one or more of the exams. Any student request for the rescheduled final exam must be presented to the instructor before the end of the tenth week of the semester, otherwise, the student's rescheduling right is forfeited. If an accommodation cannot be reached, they should contact the department chair(s) to find a mutually agreeable time. If no agreement is reached, the appropriate dean(s) should be contacted. The final appeal, if no mutually convenient time has been found, will be to the Vice President of Academic Affairs. For help in requesting an accommodation, the student may contact their advisor.

A student who is absent from a regularly scheduled examination without an excuse considered valid by the instructor is normally given an F for the course. If the excuse is valid, the policy on incompletes will apply.

An examination is held at the end of most courses according to the published examination schedule. Alternate evaluation methods and schedules may be used when recommended by the departmental faculty and approved by the dean of the college offering the course. Any change in time from the published schedule requires the recommendation of the chairperson of the department and approval of the dean of the college offering the course. Any student who would be disadvantaged by such a change should report this in advance to the dean of the college offering the course, who will ensure that satisfactory alternate arrangements will be made by the instructor. Final exams for all courses, on-campus and semester based online, will conclude on or prior to the end of the final exam period. No final exams shall extend beyond the final exam period.

~~A student who is absent from a regularly scheduled examination without an excuse considered valid by the instructor is normally given an F for the course. If the excuse is valid, the policy on incompletes will apply.~~

~~No undergraduate student should be obliged to write three or more finals on the same day. If the student has three or more finals scheduled the same day, the student wishing an accommodation regarding final exams should contact his/her instructors to establish a mutually acceptable time to reschedule one or more of the exams. Any student request for the rescheduled final exam must be presented to the instructor before the end of the tenth week of the semester, otherwise, the student's rescheduling right is forfeited. If an accommodation cannot be reached, he or she should contact the department chair(s) to find a mutually agreeable time. If no agreement is reached, the appropriate dean(s) should be contacted. The final appeal, if no mutually convenient time has been found, will be to the Vice President of Academic Affairs.~~

Commented [PK1]: Can we provide a dated deadline regardless of year? For example, October 31st during the Fall and March 20th during the Spring?

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Final Examination Policy (Approved by SEC 1-24-2020)

No undergraduate student should be obliged to write three or more finals on the same day. If the student has three or more finals scheduled the same day, the student wishing an accommodation regarding final exams should contact their instructors to establish a mutually acceptable time to reschedule one or more of the exams. Any student request for the rescheduled final exam must be presented to the instructor before the end of the tenth week of the semester, otherwise, the student's rescheduling right is forfeited. If an accommodation cannot be reached, they should contact the department chair(s) to find a mutually agreeable time. If no agreement is reached, the appropriate dean(s) should be contacted. The final appeal, if no mutually convenient time has been found, will be to the Vice President of Academic Affairs. For help in requesting an accommodation, the student may contact their advisor.

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Commented [VJ1]: The APAC originally approved a change indicating specific deadline dates of October 31st for the fall semester and March 20th for the spring semester. However, the SEC decided specific dates may cause more confusion as the calendar can shift by one week causing the date to fall on the 9th week instead of the 10th week. As well, the specific date may fall on a weekend also causing confusion for the deadline. Therefore, this change was reverted with a friendly amendment by the SEC.

GENERAL GUIDELINES

FOR

COMMITTEES OF THE UNIVERSITY SENATE

A. Election of Committee Members - With the exceptions noted below*, all committee members elected by the University Senate will be elected and notified in April of each academic year. Students selected to serve on Senate committees will be selected and notified in April of each preferably before the beginning of each academic year. The committees will organize in May so that each committee may be ready to function at the beginning of each academic year. Unless specified in the committee description, each committee will elect a chair. If a committee chair for the following academic year is not elected by May, a senior member of the committee shall be designated by the University Senate Chair to serve as a point of contact until a chair is elected.

B. Terms of Committee Members - The term of membership of all committees is staggered to provide continuity to committees from year to year. Committee members are eligible for re-election, but not to consecutive terms.

C. Committee Support - Senate committees should have financial and centralized clerical support. The lack of such support leads to reduced effectiveness of committees and/or use of limited departmental resources. A minimal budget for each committee for operational expenses such as photocopying would make committees more productive and eliminate the inequitable drain on limited departmental resources.

D. Reporting to Senate - Each committee will provide a short, written report of its activities once each year or as required. The method and date of reporting is part of the committee description. The date of reporting is also included on the list of committees. Any documents provided to the Senate Executive Committee for review before moving to the Senate for approval (e.g. committee charges) shall include an original version indicating any changes made to the document (e.g. such as with track changes in Microsoft Word), a memo summarizing the changes, and a current "clean" version of the document after the changes are made.

E. Communications with Committees - The Secretary of the Senate promptly notifies members in writing of their selection and the duties of the committee. The elected committee chairs shall call the first meeting, which shall occur during the first month of the academic year. If necessary, the chair of the Senate will designate the member responsible for calling the first meeting. Unless specified in the committee description, the committee will elect its chair.

F. Motivation of Faculty Participation in Committees - Participation by more faculty in committee work is encouraged. Committees are the means for the faculty to self-govern. Committees address matters of faculty concern and self interest. A robust committee system assists in advancing these. Committee work is expected of all faculty as part of their obligation to the University.

G. Voting Status of Committee Members - Unless otherwise stipulated in the description of each committee, all committee members are full voting members.

H. Permanent or Ad Hoc Committee - Unless otherwise stipulated in the description of each committee, all committees are permanent committees of the Senate. When a committee is created, the Senate Executive Committee will prepare an entry containing the new committee's name, functions, responsibilities, status as a permanent or ad hoc committee, method and schedule for the determination of its membership, and the date by which it will report to the Senate (see Appendix).

*Exceptions: 1. Election to the Committee on Committees and Senate Executive Committee takes place at the September Senate meeting.

2. Election to the Standing Committee on Faculty Rights is coincidental with, and conducted in the same manner as the election of members of the Council to University Senate.

I. Quorum for all Committees of the University Senate shall be set at 33% of eligible voting members, except in those instances where a committee chooses to establish quorum at a higher level. Any such changes to quorum will be in effect only until the end of the academic year in which they are adopted, unless altered by the committee before that time. Seats deemed to be vacant by the committee chair on account of resignation or two unexcused absences should not be considered when establishing quorum.

J. In order to insure the full and proper functioning of all committees of the University Senate, committee chairs shall have the authority to declare a seat on their committee vacant if the member resigns or has two unexcused absences from committee meetings. When a vacancy has occurred, the committee chair shall notify the Chair of the University Senate who will then, in consultation with the Committee on Committees and the Senate Executive Committee, arrange for the appointment of a replacement who shall hold office for the remainder of the term for which they were appointed.

Sources of Information:

Item A-F: University Senate Minutes - February 19, 1981.

Items I and J: University Senate Minutes – May 2, 2013

Clean Version of Proposed Changes (Approved by SEC 1-24-2020)

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