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April 18, 1963

University of North Dakota

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MINUTES OF THE UNIVERSITY SENATE MEETING

April 18, 1963

(NOT TO BE MADE AVAILABLE TO NON-FACULTY MEMBERS)

1.

A meeting of the University Senate was held at 4:00 p.m. on Thursday, April 18, 1963, in the Memorial Room of the Student Union. Mr. Tomasek presided.

2.

The following members of the Senate were present:

Boehle, William R.	Henderson, J. Donald	Myers, Roger A.
Caldwell, Robert A.	Heyse, Margaret F.	Nething, Marjorie J.
Cash, William L.	Jackson, Ronald	Reeves, Mary Elizabeth
Curry, Myron M.	Jorgensen, Roy H.	Reiten, Palmer J.
Cushman, Martelle L.	Kannowski, Paul B.	Robertson, D. J.
Facey, Vera	Kolstoe, Ralph H.	Matthews, Paul
Ford, Donald H.	Koth, Arthur	Tomasek, Henry
Hamre, Christopher J.	MacKichan, Ruth J.	Wheeler, George C.
		Wills, Bernt L.

The following members were absent:

Starcher, George W.	Harwood, Theodore H.	Penn, John S.
Brumleve, Stanley	Hatfield, Charles	Robinson, Elwyn B.
Bullard, Charles W.	Koenker, William E.	Rowe, John L.
Clifford, Thomas J.	Lium, E.L.	Severson, Roland G.
Fossum, Guilford O.	McKenzie, Ruby M.	White, James P.
Gillmor, Donald M.	Pearce, Donald J.	Witmer, R. B.

3.

Mr. Ford moved that the University Senate strongly recommend that, if possible, faculty members do not schedule tests other than final examinations the last week of classes, and that a copy of this recommendation be sent to all faculty members. The motion was seconded, voted upon, and lost.

4.

Mr. Kolstoe moved that a committee for honorary degrees be established, the membership of which would be as follows:

Vice-President of the Senate, Chairman
 Chairman of the Committee on Committees
 Chairman of the Administrative Procedures Committee
 Chairman of the Tenure Committee
 Dean of the Graduate School
 Academic Vice-President
 President of the Senate

The motion was seconded, voted upon, and carried.

Mr. Kolstoe moved that the legislation passed by the University Council on January 19, 1959, be amended as follows:

Section 11 - 3
(Line 3) change "Administrative Committee" to
"Committee for Honorary Degrees."

Section 11 - 7
(Line 1) change "Administrative Committee" to
Committee for Honorary Degrees." Change
"Council" to "Senate" in all portions of
the section.

Section 11 - 8
Change "Council" to Senate."

Section 11 - 9
Change "Council" to "Senate."

The motion was seconded, voted upon, and carried.
(On page 88 of these minutes is attached a final copy of Standards and Procedures
for the Awarding of Honorary Degrees).

5.

Mr. Curry submitted the policy statement of the General Extension Division and
moved its adoption. The motion was seconded.

Discussion followed, and Mr. Kolstoe moved to amend the motion as follows:
Page 2, Part B, No. 2 will read - "The larger general policies of the General Extension
Division are decided upon by the Extension Committee with the approval of the Senate."
The motion was seconded, voted upon, and carried. The original motion, as amended,
was then voted upon and carried.
(On pages 89,90 and 91 is a revised copy of the policy statement of the General
Extension Division.)

6.

The meeting adjourned at 5:00 p.m.

Clara B. Laughlin
Secretary pro tem

STANDARDS AND PROCEDURES FOR THE AWARDING OF HONORARY DEGREES

- I. It is recommended that the following criteria be used in considering persons for an honorary degree.
 1. Achievement of distinction in scholarship, or in comparable professional or creative achievement.
 2. Recognized and outstanding service to the nation, to the state, or to the University of North Dakota.
 3. Attendance at or graduation from the University of North Dakota, except as the individual is outstanding with reference to criteria 1 and 2.
 4. Non-membership on the faculty of the University of North Dakota.
 5. Scholarship specialization in an area in which the University normally grants an earned degree.

- II. It is recommended that the procedures for awarding an honorary degree include the following:
 1. Nominations may be made by any member of the University Council.
 2. Nominations must be accompanied by a factual dossier providing evidence that the nominee meets the criteria set forth in part I above. Such factual compilation should include the following, in the order listed:
 - a. A brief biography
 - b. A list of scholarly writings, research and publications
 - c. Description of public service and achievements
 - d. List of offices and positions held
 - e. Other factual justification for consideration
 3. The nominee's scholarship will be evaluated by the departmental faculty in the area of the nominee's specialization, such evaluation to be a part of the dossier presented to the Committee for Honorary Degrees.*
 4. A nominee will not be informed that he is being considered until he has been finally approved.
 5. The titles of honorary degrees will be distinct from those of earned degrees.
 6. No honorary bachelor's or master's degrees will be awarded.
 7. Nominations approved by the Committee for Honorary Degrees will be presented by its chairman to the University Senate, and, if approved by the Senate, presented by the President to the State Board of Higher Education for final approval, provided that the Senate may give its approval only if the nomination has been made at a previous meeting of the Senate.
 8. No name once submitted to the Senate may again be presented to the Senate within the same year.
 9. Notification to the nominee of the approval of the Senate and the State Board of Higher Education will be made by the President of the University.

Approved by the University Senate on April 18, 1963

*Committee for Honorary Degrees established as follows:

Vice-President of the Senate, Chairman
 Chairman of the Committee on Committees
 Chairman of the Administrative Procedures Committee
 Chairman of the Tenure Committee
 Dean of the Graduate School
 Academic Vice-President
 President of the Senate

UNIVERSITY OF NORTH DAKOTA

University Extension Services

The extension work of the University of North Dakota is established as an organic unit of the University, under the title of the General Extension Division. The general purpose of this service is to bring the facilities of the University to those who are not able to come to the campus for regularly scheduled classes.

The General Extension Division

The General Extension Division has charge of all extension work. This Division is not a part of any other department, division, school, or college. Members of the General Extension Division belong to the Extension faculty, and representation in the academic faculty is allowed on the same basis as faculty affiliation with any other school or college.

A. Non-collegiate Activities

The General Extension Division is concerned with non-collegiate activities which are not primarily involved with the granting of credits equivalent to those given by other departments, divisions, schools, or colleges of the University. In this part of its work the Division is responsible to the Board of Higher Education through the President of the University.

B. Collegiate Activities

The General Extension Division is concerned with collegiate activities which are primarily involved with the granting of credits by the departments, divisions, schools, or colleges of the University. In this part of its work the Division is responsible to the department chairman and to the dean of the school or college affected.

Administrative Status of the General Extension Division

In general, extension work involves the administration of all extra-mural teaching or service functions of the University, particularly when directed toward those persons who are not regular resident students. Typical of these extra-mural functions are correspondence courses, evening classes, short courses on the campus and elsewhere, institutes, conferences, workshops, and other similar activities. It is understood that in the administration of all teaching and service functions, the General Extension Division solicits the advice and sympathetic assistance of all departments of the University.

A. The Director (or Dean)

There shall be a Director (or Dean) of the General Extension Division. His duties shall correspond to those of the dean of a school or college.

B. Relationship between the General Extension Division and Other Units of the University

All extension work undertaken by the University shall be accomplished through the General Extension Division.

1. Differences of opinion as to what constitutes extension work in any particular instance may properly be referred to the President of the University for decision.
2. The larger general policies of the General Extension Division are decided upon by the Extension Committee with the approval of the Senate.
3. The work representing any University department shall be outlined after consultation with that department. The General Extension Division has administrative responsibility for all such work. The technical subject matter and content of any Extension credit course shall be under the supervision of the department or departments concerned.
4. Extension teachers, in each case, are recommended for appointment only when the appointee has been approved by the chairman of the department

- or departments under whose jurisdiction the subject to be taught falls, by the dean of the appropriate college, and by the Director (or Dean) of the General Extension Division. Rank and title, as well as salary and promotion of regular Extension teachers is agreed upon by the interested departments, by the dean of the appropriate college, and the Director (or Dean) of the General Extension Division. The name of each regular Extension teacher appears on the General Extension Division staff and may also appear on the staff of the department chiefly represented by him.
5. All matters pertaining to registration and credit are to be handled through the Registrar's Office. Admission procedures for students at the Williston Center will be the same as those used on the main campus. All official, permanent records of extension students shall be kept in the Office of the Registrar at the University and transcripts of records shall be issued only by the Registrar. All business matters are handled through the Business Office.

C. Instruction

The instructional work of the General Extension Division is carried on under five different categories.

1. Evening and Saturday classes
2. Correspondence courses
3. Extension lectures, lecture courses, and other similar programs
4. Institutes, conferences, workshops, and short courses
5. Classes at organized extension centers

D. Community Services Bureau (or Department)

The General Extension Division shall also maintain and operate a community services bureau (or department), when such needs arise.