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October 6, 1966

University of North Dakota

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MINUTES OF THE UNIVERSITY SENATE MEETING

October 6, 1966

(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, October 6, 1966, in Room 415 of Twamley Hall. Mr. Penn presided.

2.

The following members of the Senate were present:

Anderson, Donald G.	Kolstoe, Ralph H.	Reid, John R.
Barnes, Ronald E.	Laird, Wilson M.	Reiten, Palmer J.
Bjork, Alton J.	Larson, Milton B.	Robertson, Donald J.
Brumleve, Stanley J.	McKenzie, Ruby M.	Robinson, Elwyn B.
Caldwell, Robert A.	Morgan, William I.	Rognlie, Philip A.
Cornatzer, W. E.	Nelson, Edward O.	Rowe, John L.
Curry, Mabel	O'Kelly, Bernard	Thorson, Playford V.
Cushman, Martelle L.	Olmstead, Edwin G.	Walden, Jerrold
Dickens, Nancy M.	Oslund, Valborg	Wheeler, George C.
Hankerson, Kenneth L.	Pearce, Donald J.	Witmer, Robert B.
Herndon, James F.	Penn, John S.	Wynne, John T.
Heyse, Margaret F.	Peterson, Russell A.	

The following members of the Senate were absent:

Starcher, George W.	Hamre, Christopher J.	Marwin, Richard M.
Boehle, William R.	Harwood, Theodore H.	Polovitz, Michael F.
Clifford, Thomas J.	Knutson, Marian W.	Thomforde, Clifford J.
Dixon, John D.	Koth, Arthur W.	Koenker, William E.
Gustafson, Ben G.	Marti, Leonard R.	

3.

There being no corrections, the minutes of the May, 1966, meeting were ordered approved as submitted.

4.

The Chair welcomed Dean Dickens, Dean O'Kelly and Dean Wynne to the Senate.

5.

The Chair read a letter from Dr. Charles Scott, President Emeritus of Dickinson State College, in which Dr. Scott expressed his appreciation for the honor conferred on him by the University. He enclosed a check to be deposited in a fund to be utilized by the faculty.

6.

Miss McKenzie reported on the omission of Professor Glenn Smith's name from the ballot for Senate election due to the understanding that Mr. Smith would be on leave for the second semester. It was moved that, under the circumstances, the election proceed as planned. The motion was seconded, voted upon, and carried.

7.

Dean Larson moved that the regulation on page 63 of the 1966-68 catalog, under Scholarship Average, be changed to read as follows:

"In order to receive a degree, a student must maintain an average of C for his entire course. This means that a student must secure twice as many grade points as semester hours for his entire program in the University. In the case of students who transfer to the University of North Dakota from other colleges or universities, it is required for graduation that the overall average be at least C, and that the average of work taken at UND be C."

The motion was seconded. Discussion followed. Mr. Reiten moved to amend the motion by adding, "This action to become effective February 1, 1967, and to apply to all students entering the University after that date." The motion to amend was seconded. Discussion followed. The amendment was voted upon and carried. The original motion, as amended, was voted upon and carried.

8.

Dean Larson requested permission to withdraw a recommendation which he had submitted for the agenda. Permission to withdraw was granted by unanimous consent.

9.

The Chairman explained the request from President Starcher for the election of two representatives from the Senate to an ad hoc steering committee to formulate goals and objectives and a long term plan for the University and called for nominations. The members nominated were: Mr. Laird, Mr. Penn, Mr. Reid and Mr. Robinson. A motion was made that nominations cease. The motion was seconded, voted upon and carried. A ballot was taken and Mr. Penn and Mr. Reid were declared elected as representatives from the Senate to an ad hoc steering committee to formulate goals and objectives and a long term plan for the University.

10.

Mr. Laird submitted the report and recommendations from the Committee on Committees and moved the adoption. The motion was seconded. Comments by Mr. Laird followed. Mr. Larson moved to amend the motion to adopt to read instead, "To receive the report for consideration at a later meeting." The motion was seconded, voted upon and passed.

11.

The meeting adjourned at 5:10 p.m.

R. M. McKenzie
Secretary

October 6, 1966

Report of the Committee on Committees on the committee structure of the University of North Dakota.

At the direction of the University Senate, the Committee on Committees undertook during 1966 a study of the various committees of the University. Immediately we discovered that there was no single place where detailed information on the various committees could be found or where and, in some cases, exactly why certain committees were created. The Committee could find no one in the University who could identify all the committee chairmen.

A request was directed to the temporary chairman of each committee listed in the mimeographed statement issued by the President's office in the fall of 1965 asking that the duties of each committee be detailed and sent to the Committee on Committees. Response was not 100%. The Committee relied heavily on the University Constitution, Senate minutes, Faculty Handbook, and its own judgment as to what some of the committees are supposed to do or be doing. It was also discovered that some committees have not met recently. Two of the committees questioned their continuance.

Some overlap and duplication were found, although perhaps not as much as would be expected. In one area of apparent duplication, the Committee consulted Dean Barnes. This conference indicated the desirability of future study of the committees dealing with student affairs.

One of the very real problems in committee work is the time demanded by service on some committees. Some meet often and for long hours (e.g., Graduate Committee). Others have heavy loads for only a short part of the year (e.g.,

Curriculum Committee). As mentioned previously, some committees apparently never met. In this last instance, it would appear that the committee was either not needed, or it wasn't doing the job for which it was originally created.

Another problem is the fact that some of the University committees are composed of members elected by the Senate with additional members appointed by the President. The dichotomy of selection leads to confusion in the lines of responsibility of the various committees.

Some committees have as their chairman the executive head of the activity for which the committee is responsible. We feel that this is not a good practice and that the committee should not be chaired by the executive head of the activity for which the committee is responsible.

There are a number of committees such as Commencement, Founders Day, Governors Day, etc., which are primarily in the field of public relations, and these functions might better be handled by an administrative officer designated by the President. These administrative officers could call on the faculty if they wish, but the faculty should not be burdened with such extraneous duties.

There may be other committees, such as Homecoming, Mothers Day, etc., which are the primary concern of students. Further study might indicate the desirability of delegating the responsibility for such committees to the Student Senate.

Appended to this report is a description of the committees as they now exist. Approval of the recommendations of this report would necessitate further study and revision of the committee structure.

RECOMMENDATIONS

1. The faculty committee structure should be more fully and properly utilized to improve the functioning of the University and its academic program. To this end we recommend:
 - a. A clearer delineation of the authority to whom each committee is responsible and should report.
 - b. A clearer definition of the functions and responsibilities of the committees.
 - c. Expeditious referral to the committees of all matters coming within their purviews.

2. Committees should be made directly responsible to the authority selecting them. Committees should be classified as those which should be elected by the Senate and those which should be appointed by the President. We recommend the assignment of all committees into these two categories as follows:

SENATE COMMITTEES

Academic Policies	Library
*Administrative Procedures	Quarterly Journal
*Athletics	Senate Executive
Codification	*Student Academic Standards
Committee on Committees	*Student Activities
Curriculum	Student Policy
Extension (Academic functions only)	*Student Relations
Faculty Research	Summer Session
*Graduate	Tenure
Honorary Degrees	University College
*Honors	University Teacher Education
Humanities	

PRESIDENT'S COMMITTEES

*Advisory	Governors Day
Buildings and Grounds	Health and Sanitation
Catalogue	History, Government, Citizenship
Commencement	Homecoming
Computer and Data Processing	Honors Day
*Convocations	Housing
Executive (Plant)	Mothers Day
Faculty Lectures	Recruitment for College Teaching
Faculty Staff Memorial	Student Financial Aids
Fine Arts Week	Upton Lecture
Founders Day	

* Heavy work load committees

3. Committee responsibilities of individual faculty members should not be onerous and should be distributed as equitably as possible throughout the faculty. The committees noted by an asterisk in Recommendation 2 are regarded by this Committee on Committees as heavy work load committees and cognizance should be taken of this in committee assignments.
4. Consideration should be given to the combination or elimination of some committees.
 - a. The Committee on the Recruitment for College Teaching has recommended that it be abolished.
 - b. Further study should be made of the following committees dealing with student affairs with a view to reorganizing or combining their functions and duties:

Student Activities
Student Policy
Student Relations
 - c. The functions of the Fine Arts Week Committee should be reassessed. The committee itself has so recommended.

5. When a committee exists to advise on the operation of an administrative unit, the administrative officer of such unit should serve as a non-voting member of the committee.
6. Each committee should submit an annual report in writing by May 15, or such other date as may be specifically authorized, to the authority which constituted it. Such reports should be filed with the Secretary of the Senate and the office of the President with a copy to the Chairman of the Committee on Committees.
7. Ad hoc committees should not be perpetuated indefinitely. If their responsibilities and functions are of a continuing nature they should be converted to standing committees.
8. Approved descriptions of the structure and function of all University faculty standing committees should be made a part of the Faculty Handbook. This should be updated regularly.
9. This report should be regarded as a starting point for a more complete study of the committee structure of the University and should be referred back to the same committee.

John D. Dixon
William J. Morgan
Donald J. Pearce
John S. Penn
Wilson M. Laird, Chairman

APPENDIX

ACADEMIC POLICIES COMMITTEE

- Membership: Four faculty members, the Vice President of Academic Affairs and three students.
- Term: Faculty terms are two years with terms of two members expiring each year.
- Selection: Faculty elected by the Senate at the May meeting and take office on September 1 of the same year.
Vice President of Academic Affairs (ex officio).
Students selected by Student Senate.
- Functions and Responsibilities: It shall be the responsibility of the Committee on Academic Policies to recommend to the University Senate and/or the Student Senate policies and plans of action relating to the academic life of the University (curricula, teaching methods, and those aspects of student and faculty affairs which affect academic life) which are consistent with the acknowledged purposes of the University. In exercising this responsibility, the Committee may:
- a. Receive and screen suggestions from both faculty and students relating to the responsibility of this committee. These suggestions may be supplemented by surveys or other appropriate means.
 - b. Consider methods to provide for the orderly and adequate long term planning (5-10 years) on a continuing basis of the educational program of the University consistent with both internal and external needs, and bring recommendations to the senates on these matters.
 - c. Encourage directed institutional research on the academic climates, the curricula, faculty practices, classroom procedures and other matters which influence the educational program of the University and bring recommendations to the senates based upon such research.
 - d. Encourage directed extra-institutional research on the characteristics of the culture of the areas from which the University draws its students and into which it sends its graduates and others (the home and other aspects of extra-campus student life which influence academic behavior, the academic, professional, vocational and social activities of graduates, drop outs, and transfer students, and other pertinent matters), and make recommendations to the senates based on such research.

ADMINISTRATIVE PROCEDURES COMMITTEE

- Membership: Three Senate members and two deans.
- Term: One year.
- Selection: Faculty members elected by the Senate at the December meeting and take office immediately.
Deans elected by the Advisory Council in December and take office immediately.

Functions and Responsibilities:

1. This committee shall deal with those functions so delegated to it by the Senate.
2. It is recommended that those functions which involve administrative procedures which concern more than one college but do not warrant Senate action be delegated to the Administrative Procedures Committee.
 - a. Petitions--
 - Waive general University required course
 - Change of grade
 - Deviations from generally required averages
 - Credit in courses not allowed for credit
 - Graduate from one college while enrolled in another (and deans concerned)
 - Deviations from English Proficiency examination requirement
 - Take examinations early
 - Early examinations for graduating seniors
 - Deviations from residence requirements
 - Deviations from credit allowed from a junior college
 - b. Computation of academic averages
 - c. Admission, promotion and graduation requirements
 - d. Regulation re "restricted" admission to the University
 - e. Scheduling of and regulations re English Proficiency Examination
 - f. Approval of any Army or Air Force activities
 - g. Excusing a group of students from class for reasons other than trips where more than one college may be involved
 - h. Permission for early registration
 - i. Confirmation of action of Student Activities Committee
 - j. Registration procedures

(Senate By-laws
Senate Minutes - March 1, 1962)

ADVISORY COMMITTEE

Membership: Eleven administrators.

Term: Indefinite.

Selection: Ex officio: The Vice Presidents and the Deans of the various schools and colleges.

Functions and Responsibilities: Meets at the call of the President to consider with him the budget, appointments, promotions, dismissals, salaries, and such other matters as may be thought worthy of attention. When meeting as the Budget Committee the Comptroller joins the committee.

(University Constitution IV, 2.)

ATHLETICS COMMITTEE

- Membership:** Seven faculty, one alumnus and two students.
- Term:** Faculty terms are three years with approximately one-third selected each year.
- Selection:** Four faculty members elected by the Senate at the May meeting, three faculty members appointed by the President in May and all take office on September 1 of the same year.
- Functions and Responsibilities:** It is the function of this committee to provide guidance and control of the intercollegiate athletic program. The committee establishes policies and procedures which are administered by the Director of Athletics.

(No official description found)

BUILDINGS AND GROUNDS COMMITTEE

- Membership:** Twelve faculty members and four students.
- Term:** Faculty terms are three years, with one-third selected each year.
- Selection:** Nine faculty members elected by the Senate at the May meeting and three appointed by the President in May and all take office on September 1 of the same year.
- Functions and Responsibilities:** Has advisory supervision of the buildings and grounds of the University, considering space allocation, landscaping, parking and other matters pertaining to the maintenance and development of the physical plant.

(No official description found)

CATALOGUE COMMITTEE

Membership:	Five faculty members.
Term:	Three years with approximately one-third selected each year.
Selection:	Appointed by the President in May and take office on September 1 of the same year.
Functions and Responsibilities:	Serves as an advisory board to the Registrar in the publication of the University Catalogue.

(No official description found)

CODIFICATION COMMITTEE

- Membership:** One Senate member, the Vice Chairman of the Senate, the Secretary of the Senate.
- Term:** One year.
- Selection:** Elected by the Senate at the December meeting and take office immediately. The Vice Chairman and Secretary of the Senate ex officio.
- Functions and Responsibilities:** This committee shall be charged with the general care of the University Constitution and shall attend specifically to publication, distribution, amendment, and interpretation.
- This committee shall be charged with the general care of the Senate bylaws. It shall keep the bylaws current and shall see to it that a currently codified copy is available to the Chairman at every meeting of the Senate. It shall publish codified bylaws for the Senate members as often as it deems advisable.
- This committee shall be charged with the care of the Standing Rules, exercising the sort of supervision directed for the bylaws.
- This committee shall be charged with the codification of Council and Senate legislation. It shall publish the codified legislation at the direction of the Senate.

(Senate Bylaws
Senate Minutes - December 13, 1962)

COMMENCEMENT COMMITTEE

- Membership:** Six faculty members, two students, and the Senior Class President.
- Term:** Faculty serve three years with one-third selected each year.
- Selection:** Appointed by the President in May and take office on September 1 of the same year.
- Functions and Responsibilities:** The Commencement Committee is responsible for all arrangements for commencement.

(No official description found)

COMMITTEE ON COMMITTEES

- Membership:** Four Senate members and the Chairman of the Senate.
- Term:** One year.
- Selection:** Elected by the Senate at the December meeting and take office immediately.
Chairman of the Senate ex officio.
- Functions and Responsibilities:** Its function shall be (1) to study and report on committee structure and (2) to nominate personnel for Senate committees. The Committee on Committees of the Senate shall be charged with a continuous review and analysis of the committee structure of the University and shall make recommendations to the Senate concerning any modifications which seem desirable.
- The Committee on Committees shall recommend nominees to the President for appointment to those standing committees which are appointed by him. These recommendations shall be considered advisory only.

(Senate By-laws
Senate Minutes - May 3, 1962)

COMPUTER AND DATA PROCESSING COMMITTEE

- Membership: Nine faculty members, the two Vice Presidents, the Comptroller, Assistant Registrar, and the Director of the Computer and Data Processing Center.
- Term: Ad hoc.
- Selection: Appointed by the President.
- Functions and Responsibilities: This Committee coordinates the activities of the Computer and Data Processing Center relative to use of equipment and scheduling, with the objective in mind that the equipment is used most effectively in areas of teaching, research, etc.

(Memo from the President's office
dated July 29, 1965)

CONVOICATIONS COMMITTEE

- Membership:** Two faculty members or administrators--appointed by the President. Three faculty members including at least one member of the Senate--elected by the Senate. Three students including at least one member of the Student Senate--selected by the Student Senate. One member of the Student Union Governing Board selected by the Student Union Governing Board.
- Term:** Elected faculty members serve 3 years with one-third selected each year. Other members serve one year. The Committee shall assume its duties on February 1 each year, and any necessary replacements will be made in September to serve until the next February 1.
- Selection:** See Membership above. Selected in January and take office on February 1 of the same year.
- Functions and Responsibilities:** The Committee will report in January each year to the Faculty Senate and to the Student Senate, and invite comments and suggestions from these two bodies. This Committee will have responsibility for approving lectures, concerts, lighter forms of entertainment, etc. It shall have direct responsibility for plans and policies, and for direct administration of the University convocations and entertainment programs of campus-wide interest. The Committee may wish to subdivide and maintain two or more types of program, but coordinated through the Committee as a whole. To insure the continuance of a convocations series which contributes to the educational and cultural climate of the campus and state, it is recommended that the Committee clearly delineate the allocation of funds by separate budgets for the convocations series and for entertainment programs.

(Senate Minutes: Feb. 6, 1964,
p. 137
March 5, 1964,
p. 138)

CURRICULUM COMMITTEE

- Membership:** Six faculty members and the Vice President of Academic Affairs.
- Term:** Three years with one-third elected each year.
- Selection:** Elected by the Senate at the May meeting and take office on September 1 of the same year.
Vice President of Academic Affairs ex officio*.
- Functions and Responsibilities:** The function of the committee is to consider all new courses or course changes. It also considers proposed programs and curricula which may result in further requests for new courses. It considers new courses proposed for graduate credit after they first have been approved by the Graduate Committee. The Curriculum Committee forwards all of its recommendations to the Senate for action.

(*ex officio item only - Senate Minutes - October 4, 1962
No official description found)

EXECUTIVE (PLANT) COMMITTEE

- Membership: Vice President for Finance, Dean of Students, Purchasing Agent, Superintendent of Buildings and Grounds, Comptroller, and Director of Auxiliary Services.
- Term: Indefinite.
- Selection: All ex officio appointed by the President.
- Functions and Responsibilities: The function of the committee is the coordination of duties of the various non-academic departments to prevent duplication of effort and to advise the President on routine matters pertaining to the physical plant.

(No official description found)

EXTENSION COMMITTEE

- Membership: Six faculty members.
- Term: Three years with one-third selected each year.
- Selection: Five faculty members elected by the Senate at the May meeting, one faculty member appointed by the President in May, and all take office on September 1 of the same year.
- Functions and Responsibilities: This committee serves in an advisory capacity to the Dean of the Extension Division with regard to all programs of the Division for which academic credit is granted.

(No official description found)

FACULTY LECTURES COMMITTEE

Membership: Six faculty members.

Term: Three years with one-third selected each year.

Selection: Appointed by the President in May and take office on September 1 of the same year.

Functions and Responsibilities: This Committee makes all arrangements for five faculty lectures each year.

(No official description found)

FACULTY RESEARCH COMMITTEE

- Membership: Six faculty members.
- Term: Three years with one-third selected each year.
- Selection: Appointed by the President in May and take office on September 1 of the same year.
- Functions and Responsibilities: The committee is concerned with the stimulation and encouragement of faculty research. It administers the allocation of research funds made available to it. Such funds are allocated to faculty members on the basis of applications submitted to the committee.

(No official description found)

FACULTY-STAFF MEMORIAL COMMITTEE

Membership: Six faculty members.

Term: Three years with one-third selected each year.

Selection: Appointed by the President in May and take office September 1 of the same year.

Functions and Responsibilities: Sets policies, collects and dispenses funds for memorial use.

(No official description found)

FINE ARTS WEEK COMMITTEE

Membership: Five faculty members and three students.

Term: Faculty serve three years with approximately one-third selected each year.

Selection: Faculty appointed by the President in May and take office September 1 of the same year.

Functions and Responsibilities: The primary function of this committee is to stimulate interest in fine arts and to involve students in such activities.

(No official description found)

FOUNDERS DAY COMMITTEE

- Membership:** Five faculty members and one student.
- Term:** Faculty serve three years with approximately one-third selected each year.
- Selection:** Faculty appointed by the President in May and take office September 1 of the same year.
- Functions and Responsibilities:** Responsible for all arrangements for the Founders Day Banquet.

(No official description found)

GOVERNOR'S DAY COMMITTEE

Membership: Five faculty members and one student.

Term: Faculty serve three years with approximately one-third selected each year.

Selection: Faculty appointed by the President in May and take office September 1 of the same year.

Functions and Responsibilities: Makes all arrangements for the various functions associated with the annual Governor's Day.

(No official description found)

GRADUATE COMMITTEE

- Membership:** Three faculty members from the Graduate Faculty, one member from the graduate faculty of each college or school which gives courses carrying graduate credit and the Dean of the Graduate School.
- Term:** Three years with approximately one-third selected each year - not eligible for re-election for one year.
- Selection:** Three faculty members elected by the Graduate Faculty via a written nominating ballot and a written election ballot with the procedure to start in the second week of October.
- One member elected by graduate faculty of each college which gives courses carrying graduate credit. This election to follow the same procedure as that prescribed above for election of members at large. This election shall follow immediately the election of members at large and shall be completed by the end of the first week of November. The election of such college representatives shall be staggered.
- Dean of the Graduate School *ex officio*.
- Functions and Responsibilities:** The Graduate Committee will elect its own chairman, act as the executive committee of the Graduate Faculty and perform such duties and exercise such responsibilities as the Graduate Faculty delegates or refers to it, advise and assist the Dean of the Graduate School in administering the work of the school and make recommendations to the Dean of the Graduate School and to the Graduate Faculty.
- (Senate Minutes - May 2, 1963)
(Senate Minutes - February 3, 1966)

HEALTH AND SANITATION COMMITTEE

- Membership:** Six faculty members.
- Term:** Three years with one-third selected each year.
- Selection:** Appointed by the President in May and take office September 1 of the same year.
- Functions and Responsibilities:** Acts in an advisory capacity to the Director of Health Services in formulating standards and regulations relative to health and sanitation on the campus.

(No official description found)

HISTORY, GOVERNMENT AND CITIZENSHIP COMMITTEE

- Membership:** Six faculty members with student assistance (number indefinite).
- Term:** Faculty serve three years with one-third selected each year.
- Selection:** Appointed by the President in May and take office on September 1 of the same year.
- Functions and Responsibilities:** Handles arrangements for the History, Government and Citizenship contest, including grading, housing and entertaining contestants.

(No official description found)

HOMECOMING COMMITTEE

- Membership:** Five faculty members with student assistance (number indefinite).
- Term:** Faculty serve three years with approximately one-third selected each year. Students serve one year.
- Selection:** Appointed by the President in May and take office September 1 of the same year.
- Functions and Responsibilities:** Responsible for arranging Homecoming events and festivities.

(No official description found)

HONORARY DEGREES COMMITTEE

- Membership:** Vice President of the Senate (chairman),
Chairman of the Committee on Committees,
Chairman of the Administrative Procedures
Committee, Chairman of the Tenure Com-
mittee, Dean of the Graduate School,
Academic Vice President, President of the
Senate.
- Term:** One year to take office December 1.
- Selection:** All ex officio.
- Functions and
Responsibilities:** Evaluates suggested candidates for honor-
ary degrees and makes recommendations to
the Senate.

(Senate Minutes - April 18, 1963)

HONORS COMMITTEE

- Membership:** Not definitely established.
- Term:** Three years with approximately one-third selected each year.
- Selection:** Appointed by the President in May and take office on September 1 of the same year.
- Functions and Responsibilities:** The Committee assists the Coordinator in formulating policy and in proposing courses of study, seminars, special lectures, colloquia and symposia; it advises and assists the students who are enrolled in the Program; and it assists colleges and departments in the development of special programs of honors study which fall outside the Honors Program.
- The Coordinator and the Committee will select the Honors Students and Honors Faculty; work with department chairmen and deans in making suitable adjustments in curricula and faculty loads; determine the students' class status equivalence; and recommend to the deans their graduation on the basis of the Coordinator's and Committee's evaluation.

(Senate Minutes - December 7, 1961)

HONORS DAY COMMITTEE

- Membership: Five faculty members and one student.
- Term: Faculty serve three years with approximately one-third selected each year. Student serves one year.
- Selection: Faculty appointed by the President in May and take office September 1 of the same year.
- Functions and Responsibilities: Responsible for arranging the Honors Day Program and determining and publishing the list of honors. In cooperation with the Convocations Committee the committee also secures the necessary speaker or speakers.

(No official description found)

HOUSING COMMITTEE

- Membership: Five faculty members.
- Term: Three years with approximately one-third selected each year.
- Selection: Appointed by the President in May and take office September 1 of the same year.
- Functions and Responsibilities: Concerned with all problems relating to housing of students on and off campus. It determines policies and business relations in all areas of housing. It also acts as an appeals committee in all matters dealing with housing other than disciplinary matters handled by the Dean of Students.

(No official description found)

HUMANITIES COMMITTEE

- Membership: Not definitely established.
(Presently consists of Coordinator of
Humanities and 6 faculty)
- Term: Ad hoc.
- Selection: Appointed by the President.
- Functions and
Responsibilities: To advise on the structure and plan the
implementation of the Humanities Pro-
gram.
- (No official description found)

LIBRARY COMMITTEE

- Membership:** Nine faculty, two students.
- Term:** Faculty serve three years with approximately one-third selected each year. Students serve one year.
- Selection:** Eight elected by the Senate at the May meeting, one appointed by the President in May and all take office on September 1 of the same year.
- Functions and Responsibilities:** Advises on administration of the library services of the University, reports on library needs and services, especially financial, and budgets funds to academic departments for library purchases.

(No official description found)

MOTHERS DAY COMMITTEE

- Membership: Five faculty members; four students.
- Term: Faculty serve three years with approximately one-third selected each year.
- Selection: Appointed by the President in May and take office on September 1 of the same year.
- Functions and Responsibilities: Make all arrangements for Mothers Day.
- (No official description found)

QUARTERLY JOURNAL COMMITTEE

Membership: Six faculty.

Term: Three years with one-third selected each year.

Selection: Appointed by the President in May and take office on September 1 of the same year.

Functions and Responsibilities: Supervises the editorial policies and publication of the North Dakota Quarterly Journal.

(No official description found)

SENATE EXECUTIVE COMMITTEE

- Membership: One Senate member, the Chairman, Vice Chairman and Secretary of the Senate.
- Term: One year.
- Selection: Faculty member elected by the Senate at November meeting and take office immediately. Others ex officio.
- Functions and Responsibilities:
1. To call special meetings of the Senate;
 2. To change the time of the regular meeting in emergencies;
 3. To prepare the agenda;
 4. To approve the minutes of Senate meetings;
 5. To act on behalf of the Senate in emergencies when a special meeting of the Senate does not seem justified.

(Senate Minutes - February 8, 1962)

STUDENT ACADEMIC STANDARDS COMMITTEE

Membership:	Six faculty.
Term:	Three years with one-third selected each year.
Selection:	Elected by the Senate at the May meeting and take office on September 1 of the same year.
Functions and Responsibilities:	Acts as an appeals board in cases involving suspension for unsatisfactory scholarship; to study the administration of campus academic standards.

(No official description found)

STUDENT ACTIVITIES COMMITTEE

- Membership:** Five faculty, Dean of Students, Coordinator of Student Activities, and seven students.
- Term:** Faculty serve three years with approximately one-third selected each year.
- Selection:** Appointed by the President in May and take office on September 1 of the same year. Dean and Coordinator ex officio.
- Functions and Responsibilities:** Governs all aspects of organized student activities outside the classroom; requests funds from the Budget Committee and allocates them to such student organizations.

(No official description found)

STUDENT FINANCIAL AIDS COMMITTEE

- Membership:** Eleven faculty members and two students.
- Term:** Faculty serve three years with approximately one-third selected each year. Students serve one year.
- Selection:** Appointed by the President in May and take office September 1 of the same year.
- Functions and Responsibilities:** Coordinates all financial aids including scholarships and loans affecting the students. Loans are handled by the entire committee. Scholarships are awarded by a subcommittee including 2 students. A financial aids subcommittee consisting of representatives from each college awards grants. A loan subcommittee makes the awards and loans.

(No official description found)

STUDENT POLICY COMMITTEE

- Membership: Four faculty, Dean of Students, four students.
- Term: Faculty serve three years, with approximately one-third selected each year. Students serve one year.
- Selection: Faculty elected by the Senate at the May meeting, and take office on September 1 of the same year. Dean of Students ex officio. Students selected by Student Senate.
- Functions and Responsibilities: To review policies and regulations concerning the student's life outside the classroom. The committee may also recommend policy changes and recommend implementation of existing policies to Student and Faculty Senates and the Office of Student Affairs.
- (Senate Minutes - December 2, 1965)
(Senate Minutes - January 6, 1966)

STUDENT RELATIONS COMMITTEE

- Membership: Five faculty, four students.
- Term: Faculty serve three years, with approximately one-third selected each year. Students serve one year.
- Selection: Appointed by the President in May, and take office on September 1 of the same year.
- Functions and Responsibilities: Acts as an appeals board on disciplinary actions taken by the Office of Student Affairs, and in some cases takes original disciplinary action.

(No official description found)

SUMMER SESSION COMMITTEE

- Membership:** Seven faculty members.
- Term:** Three years with approximately one-third selected each year.
- Selection:** Six elected by the Senate at the May meeting, one appointed by the President in May, all take office September 1 of the same year.
- Functions and Responsibilities:** Serves as an advisory board to the Director of Summer Sessions, formulates policy recommendations concerning scheduling, staffing, budgetary and related matters.

(No official description found)

TENURE COMMITTEE

- Membership:** Five faculty members with tenure status.
- Term:** Five years with one selected each year.
- Selection:** Elected by members of the faculty holding tenure, the chairman to be elected by the committee from its membership. Election by mail ballot in a manner similar to election of Senate members.
(time not specified)
- Functions and Responsibilities:** Conducts hearings requested by persons with tenure who have been recommended for dismissal and make recommendations to the President and the Board.

(University Constitution VII, 4, C.)
(Minutes of Tenured Faculty Meeting September 28, 1965)

UNIVERSITY COLLEGE COMMITTEE

- Membership:** Seven faculty members.
- Term:** Three years with approximately one-third selected each year.
- Selection:** Elected by the Senate at the May meeting and take office on September 1 of the same year.
- Functions and Responsibilities:** Serves as an advisory board to the Dean of the University College, interpreting the legislation that established the College and making recommendations regarding its curriculum and operation.

(No official description found)

UNIVERSITY TEACHER EDUCATION COMMITTEE

- Membership:** Twenty-three faculty members: Dean of the College of Education, directors of the divisions of professional education and chairmen of departments offering majors in the College of Education.
- Term:** One year.
- Selection:** Ex officio: Dean of the College of Education, professional educators, and chairmen of departments in which education students major.
- Functions and Responsibilities:** Is responsible for policy formation, planning curricula, developing a system of registration, and determining admission and completion standards for teacher preparation.

(NCATE Survey Report, December, 1962)

UPSON LECTURE COMMITTEE

Membership: Seven faculty members.

Term: Three years with approximately one-third selected each year.

Selection: Appointed by the President in May and take office on September 1 of the same year.

Functions and Responsibilities: Selects outstanding speakers for convocations under the terms of the grant for this purpose by Maxwell Upson.

(No official description found)