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**February 3, 1977**

University of North Dakota

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## MINUTES OF THE UNIVERSITY SENATE MEETING

February 3, 1977

1.

The February meeting of the University Senate was held at 4:05 p.m. on Thursday, February 3, 1977, in room 7, Gamble Hall. Stephen Markovich presided.

2.

The following members of the Senate were present:

Clifford, Thomas	Kinghorn, Norton	Poykko, Brian
Apanian, Ronald	Koenig, Walter	Pynn, Ronald
Caldwell, Mary	Kolstoe, Ralph	Ramsett, David
Christy, Neil	Langemo, E. Mark	Ray, Paul
Clark, Alice	Lewis, Robert	Robertson, Donald
Crail, Erick	Loendorf, Lawrence	Rogers, John
Curry, Mabel	Lykken, Glenn	Selbyg, Arne
Dahl, I.J.K.	Markovich, Stephen	Strobel, Jon
Dobesh, Larry	Medalen, Rodney	Sundre, Orlo
Eickhoff, Luvern	Nelson, Edward	Swanson, Loren
Facey, Vera	Norman, Ernest	Tomasek, Henry
Fletcher, Alan G.	O'Kelly, Marcia	Tweton, D. Jerome
Flynn, Gerald	Owens, Thomas	Uherka, David
Grinde, Jacquelyn	Paulson, David	Ulven, Milford
Guy, Daniel	Palenberg, John	Vukelic, Jim
Heyse, Margaret	Perrone, Vito	Wrenn, William
Kannowski, Paul	Phillips, Monte	

The following members of the Senate were absent:

Bolonchuk, William	Krenz, Mike	Peterson, Russell
Brown, Russell	Kulas, Ludwik	Polovitz, Michael
Brumleve, Stanley	Larson, Omer	Raymond, Art
Bryan, William	McDonald, Bonnie	Rowe, Clair
Bzoch, Ronald	McElroy, Jacquelyn	Russell, LaVonne
Dolan, Mike	Naismith, Donald	Sherman, Dana
Hurlburt, Esther	Nelson, Conny	Skogley, Gerald
Kemper, Gene	Nicoli, Dave	Stenberg, Virgil
Kilgore, Kevin	O'Kelly, Bernard	Thomford, Neil
Kraft, Larry	Penn, John	Warner, Edward

3.

It was moved and seconded that the minutes of the meeting of December 2, 1976, be approved as distributed. The motion was voted upon and carried.



4.

Neil Christy asked for the consent of the Senate to add an item to the agenda. Since there was no objection, Mr. Markovich stated that an additional item would be added after the published agenda was considered.

5.

Mr. Thomas Howard, Chairperson of the Council on Teaching, presented the report from the Council on Teaching. (See attachment #1.) There being no objection, the report was accepted.

6.

Mr. Orlo Sundre, Chairperson of the Continuing Education Committee, presented the report of that committee. (See attachment #2.) There being no objection, the report was accepted.

7.

Ms. Suzanne Bennett, Chairperson of the Curriculum Committee, presented the report of that committee. (See attachment #3.) There being no objection, the report was accepted.

8.

Mr. Donald Piper, Chairperson of the Committee on the Evaluation of Administrators, presented the report of that committee. (See attachment #4.) A motion was made to approve the report and to allow the committee to continue its work. The motion was seconded and discussion followed. The motion was voted upon and carried.

9.

Mr. Christy presented the following motion which was added to this month's agenda:

The Student Senate shall be given full authority over all facets of the Board of Student Publications while maintaining freedom of the press. The faculty members of the Board of Student Publications are to be nominated by the University Senate Committee on Committees and elected by the University Senate.

The motion was seconded and discussion followed. The Chair asked if there was any objection to Mr. David Vorland, a member of the Board of Student Publications, addressing the Senate. There being no objection Mr. Vorland addressed the Senate. Mr. Christy moved to amend the motion by adding, "and to include

a presidential appointee on the Committee," and to delete the phrase, "while maintaining freedom of the press." The motion to amend was seconded, voted upon and carried. Mr. Kolstoe moved to amend by changing the wording in the first sentence so that it will read:

"The Student Senate has full authority over all facets of the Board of Student Publications."

The motion to amend was seconded, voted upon and carried. The original motion, as amended, was voted upon and carried.

10.

A motion was made to adjourn. The motion was seconded, voted upon and carried. The meeting adjourned at 4:30 p.m.

Milford Ulven  
Secretary

1976-1977 FIRST SEMESTER REPORT  
TO THE UNIVERSITY SENATE  
FROM  
THE COUNCIL ON TEACHING

February 3, 1977

Prepared by Thomas Howard, Chairperson

This report is submitted in compliance with the Council's by-laws, which require such a statement to the Senate at the end of each semester.

The Council on Teaching, created by the Senate in 1974 and given the responsibility of fostering programs to enhance the quality of teaching, of allocating available funds for the improvement of instruction, and of devising procedures for faculty evaluation, has pursued activities during the past semester in keeping with its charge.

Members of the Council for the past semester have been William Bolonchuk, Marjorie Behringer, Jerry Davis, Beulah Hedahl, Thomas Howard, Robert King, Conny Nelson, Sr. Carol Neuburger, John Oberpriller, Linda Ochs, Vito Perrone, Robert Snortland, David Stocker, and Steven Scherling. Student members have been Erick Crail, Mike Dolan, Steve Hampsten, Sher Hoverson, Kevin Kilgore, Bonnie McDonald, Brian Poykko, Dawn Schock, Jon Strobel, and Jim Vukelic.

Officers have been Thomas Howard, Chairperson; Bonnie McDonald, Vice Chairperson; Sr. Carol Neuburger, Secretary; William Bolonchuk, faculty representative to the Executive Committee; Mike Krenz, student representative to the Executive Committee.

Membership on the standing committees has consisted of:

Program: Neuburger, Snortland, Stocker, Hoverson, Dolan, Kilgore.

Governance: McDonald, Bolonchuk, Behringer, Poykko, Davis.

Evaluation: Hedahl, Nelson, Scherling, Perrone, Hampsten, Crail.

Awards: Vukelic, King, Oberpriller, Ochs, Strobel.

The primary activity of the Program Committee last semester was a workshop on professional ethics, held November 11, 1976, from nine to twelve noon at the Law School. This Program, prepared by a subcommittee headed by Bolonchuk, attracted approximately one hundred faculty participants--a good showing for a university holiday. A follow-up program is contemplated for this semester.

The Governance Committee has devoted much of its attention to contemplating changes in the by-laws concerning the election date of Council members. Currently, Council elections are held at the same time as Senate elections. The proposed change would move Council elections to the spring, thus making it possible for the Council to organize and function during the summer. This is especially important for the Program Committee. Also, changes are being considered concerning the method of selection of student representatives. It is expected that these by-law changes will be reported to the Senate during the current semester.

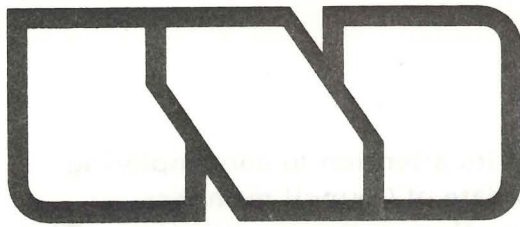
The Evaluation Committee is currently considering two subjects. First, the reliability of the evaluation form that is presently being used. This seems to be necessitated by the growing uses to which the results are being put. The form as originally designed was intended only to be an aid to the instructor in obtaining student reaction to teaching methods. Now that the form may be used for administrative purposes (tenure, promotion, etc.), perhaps a different type of evaluation is needed. Second, the uses to which the evaluation results may be put. Some administrators have asked the Council for its opinion concerning this. The Council feels, however, that this determination must be made by the Senate and is not included in the Council's responsibilities. The Senate has expressed itself concerning this on several occasions, but because the statements have come at various times and are not always understood by all faculty, the Committee is contemplating codifying the Senate's actions and asking that they be re-stated by the Senate in complete form.

The Awards Committee is currently accepting nominations for the three outstanding teacher awards and the departmental teaching-excellence award. Recipients will be named at the Founders' Day program.

The relationship between the Council and the Committee for Instructional Development, which makes grants for the improvement of teaching, has now been formalized. Henceforth, membership on the Committee will include the chairperson of the Council, the past chairperson of the Council, and the chairperson of the Council's Awards Committee.

The Council has no recommendations to make to the Senate at this time. However, during the current semester the Senate should expect communications from the Governance Committee and the Evaluation Committee concerning the matters discussed above.

Respectfully submitted,  
Thomas Howard  
Chairperson, Council on Teaching



# memorandum

TO: University Senate Secretary

DATE: January 20, 1977

FROM: Orlo A. Sundre *OAS*

RE: Report for Senate Committee on Continuing Education

The Continuing Education Committee did not meet during the Spring term or Summer term of 1976.

The committee did meet three times during the Fall term of 1976 and expects to continue meeting on a monthly basis. The following actions and activities took place at the meetings this fall.

1. Dean Sundre distributed an administrative chart of the Division of Continuing Education and data concerning all activities conducted by the Division during the academic year 1975-76.
2. The committee discussed at length its function and responsibilities as set forth by the University Senate. It was agreed that the committee was advisory in nature and could be helpful to the dean and the Division regarding policy and operation.
3. The committee was introduced to the present University policy regarding extension services at UND as established by Senate action in 1963. The committee has decided to review and update this policy during the year and request the dean to submit it to the Senate for consideration.
4. The committee selected Dean Sundre to serve as chairperson during the 1976-77 year.
5. The committee requested reports from the four Continuing Education departments so that they can better understand the present operation.
6. A report was presented to the committee by Mr. L. D. William Luckow on the operation and activities of the department of Conferences and Institutes.
7. Topics for discussion at later meetings include:
  - (a) credit for workshops, seminars, and short courses
  - (b) tuition and fees for Continuing Education activities
  - (c) faculty compensation for instructional services
  - (d) statewide Continuing Education policies
  - (e) who should be served by the University through Continuing Education
  - (f) the Continuing Education Unit (CEU)
  - (g) Continuing Professional Education: Credit versus CEU
  - (h) future planning

O. A. S.

OAS:djk

UNIVERSITY CURRICULUM COMMITTEE REPORT FOR UNIVERSITY SENATE  
January 1976 to January 1977

Committee Membership - January 1976 to May 1976: Suzanne Bennett, Chairperson; Ivan Dahl, Vice-Chairperson; Milford Ulven, Secretary; Herbert Auer, Robert Beecroft, Jacquelyn McElroy, John Peterson, Glenn Prigge, William Wrenn, William Koenker, Vice-President of Academic Affairs and students - James Lee, Bill Seibert, and Joe Uridil.

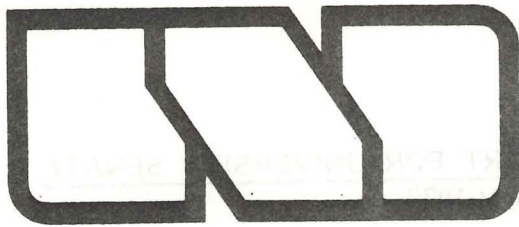
The University Curriculum Committee had six meetings from January 1976 to May 1976. The majority of the meeting time was spent reviewing courses submitted from individual departments. A record of the committee action on courses and programs was submitted to the Senate in May 1976 and is in the minutes of the Senate. In addition to the customary course review business of the committee, the group investigated: 1) possible duplication of media courses within the Departments of Library Science and Audiovisual Instruction and Speech, and 2) means of recognizing and receiving credit for flight instruction received outside the UND Department of Aviation.

Committee Membership - September 1976 through May 1976: Suzanne Bennett, Chairperson; Glen Prigge, Vice-Chairperson; Milford Ulven, Secretary; Herbert Auer, Ivan Dahl, Frank Karner, Jacquelyn McElroy, Paul Schwartz, William Wrenn, Conny Nelson, Vice-President of Academic Affairs; and students - Bruce Marsden, Bill Siebert, and Joe Uridil.

The Curriculum Committee met eight times between September and December. Courses and programs reviewed and approved by the committee during that time period were submitted to the Senate in December and are on record in the minutes of the Senate. Additional business conducted by the group included: 1) beginning a review of the function and responsibilities of the Curriculum Committee and its relationship to the Graduate Committee, 2) investigating Experiential Learning Programs to determine the desirability or need of developing such programs on this campus, and 3) revising the Course Outline Proposal forms.

Report submitted by:  
Suzanne Bennett, Chairperson  
University Curriculum Committee  
January 24, 1977





# memorandum

TO: All Full-time Academic Faculty

DATE: Earl Mason Mabel Curry  
Glen Smith Mark Langemo  
Donald L. Piper (Chairperson), Mary Martin (Ex Officio) Glenn Lykken

FROM: Senate Committee on Evaluation of Administrators:

RE: Feedback to Improve Administrator Effectiveness at UND

In January of 1974 the University Senate formed a committee to implement an evaluation procedure for administrators at UND. That committee designed an evaluation questionnaire and a set of general procedures for the evaluations.

In December of 1976 the present committee was appointed to make any needed changes in the instrument, work out specific procedures, and implement the evaluation process during the spring semester of 1976-77. Our committee has made minor changes in the format of the questionnaire and designed specific procedures to be used on a trial basis.

We want to emphasize that the primary purpose for this evaluation is to encourage improved performance. Also, since this is an "initial experiment" in administrator evaluation at UND, we urge you to provide suggestions for improving the instrument and/or the process. You may write these comments on the back of this memo and return them to the Office of Institutional Research, 302 Twamley Hall, for consideration by the committee.

Since the primary purpose of the evaluation is to encourage improved performance, the person evaluated will get the original questionnaires and a summary report after the responses are tallied. The Office of Institutional Research will have a summary copy as a matter of record to be released only by permission of the person evaluated. The only other persons who will receive summary copies are as follows:

Person Evaluated

Department/Program Chairperson  
Assistant/Associate Dean  
Dean  
Vice President for Academic Affairs

Office Receiving Evaluation

Dean of that College  
Dean of that College  
Vice President for Academic Affairs  
President

Evaluations for administrators who are in their first or last year or for whom there are less than three potential evaluators will not be tallied, summarized, or reported to anyone other than the person evaluated. A summary of norms for the various levels of administration will be made available to the corresponding level of administration, but individual administrators, departments, or colleges will not be identified in these summaries.

We urge you to make your responses as complete and accurate as possible, and we thank you for your help.

DIRECTIONS

To make it easier for you to respond, we have placed all of the evaluation forms in this one packet. Please complete only those forms which apply to you; leave the others blank when you return the packet.

Each color-coded form has been marked with an identifying number and title for the administrator to be evaluated. Please respond as follows:

<u>Persons Being Evaluated</u>	<u>Persons Who Should Complete the Form</u>	
1. Department/Program Chairpersons 2. Assistant/Associate Deans 3. College Deans	All full-time academic faculty supervised by the person being evaluated in their primary discipline.	
4. Graduate Dean		All associate and full members of the Graduate Faculty.
5. Continuing Education Dean		All department/program chairpersons and faculty who have been involved in Continuing Education activities in the past year.
6. Summer Sessions Dean	All department/program chairpersons and faculty who have recently offered summer sessions courses.	
7. University College Dean	Chairpersons of undergraduate departments and members of the University College Advisory Committee.	
8. Vice President for Academic Affairs	All deans, assistant/associate deans, department/program chairpersons, and full-time academic faculty.	

It is most helpful to have a response to all of the items on the questionnaire for all of the administrators with whom you have worked. However, if you feel that you just do not have sufficient information to provide an appropriate response to a particular question or a particular administrator, please leave that item or questionnaire blank.

If you have any questions in regard to these directions, please call Mary Martin at 777-2168.

Thank you for your help. Please return the completed packet to the Key punch Room at the Computer Center as soon as possible but no later than

1. FOR EVALUATING DEPARTMENT/PROGRAM CHAIRPERSONS

(1-3) 1. Name of administrator you are evaluating \_\_\_\_\_

(4) 2. In your opinion, how well do you know this person as an administrator? (Check one)  
 1.  very well      2.  quite well      3.  somewhat      4.  just a little      5.  not at all

\*\*\*\*\*

Check once for each of two items.

(5) 3. Your classification      (6-7) 4. Your College or School

1. Faculty Member	<input type="checkbox"/>	1. A&S	<input type="checkbox"/>	5. FA	<input type="checkbox"/>
2. Chairperson	<input type="checkbox"/>	2. BPA	<input type="checkbox"/>	6. HRD	<input type="checkbox"/>
3. Dean/Associate Dean	<input type="checkbox"/>	3. CTL	<input type="checkbox"/>	7. Law	<input type="checkbox"/>
		4. Engr	<input type="checkbox"/>	8. Med	<input type="checkbox"/>
				9. Nurs	<input type="checkbox"/>

\*\*\*\*\*

Directions: Each of the items below deals with characteristics of administrators or administrative staff members. Please indicate your rating of this administrator by checking the most appropriate point on the scale as to whether you: strongly agree (SA), agree (A), are neutral (N), disagree (D), or strongly disagree (SD) with each statement. If the statement is not applicable, or if you do not have sufficient information upon which to base an answer, please skip to the next item.

		5	4	3	2	1
		SA	A	N	D	SD
A. In regard to democratic principles, this person:						
(8) 1. Assures participation by those affected in the formation and implementation of policies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(9) 2. Shows respect for individuals and their opinions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(10) 3. Displays sensitivity and fairness in dealing with associates and staff		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(11) 4. Encourages use of appeal routes by those questioning his or her decisions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. In regard to administrative effectiveness this person:		SA	A	N	D	SD
(12) 5. Works toward making sound decisions without undue delay		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(13) 6. Communicates with associates and staff members regarding their mutual efforts in achieving group goals		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(14) 7. Is available		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(15) 8. Is responsive and flexible to changing needs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(16) 9. Deals equitably with all persons regardless of sex, race, religion, or marital status		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(See other side)

C. In regard to professional qualities, this person:		SA	A	N	D	SD
(17)	10. Encourages new ideas and innovative approaches					
(18)	11. Stimulates and recognizes quality performance by associates and staff					
(19)	12. Keeps abreast of developments and conditions in area of responsibility					
(20)	13. Shows integrity, can be trusted to keep his/her word					

\*\*\*\*\*

Directions: In this section, please rank this person on a scale of from 5 (excellent) to 1 (poor) on each of the six items below. Circle the number which you think is most appropriate:

D. How do you rate this person (?) as a (n):		Excellent			Poor	
(21)	1. Spokesman, presenting the views and decisions of others	5	4	3	2	1
(22)	2. Harmonizer, working to bring people to a consensus	5	4	3	2	1
(23)	3. Planner, anticipating problems, need and opportunities	5	4	3	2	1
(24)	4. Leader, meriting the respect and loyalty of others	5	4	3	2	1
(25)	5. Executive, efficiently and responsibly getting things done	5	4	3	2	1
(26)	6. Overall, I would rate this administrator as	5	4	3	2	1

E. In your evaluation of this administrator, are there particular observations or comments--positive or negative, on his or her strengths or weaknesses-- which you wish to add to make this evaluation complete and more representative of your views? Please use the space below or other paper for additional comments. Your comments may be most helpful.