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April 3, 1980

University of North Dakota

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MINUTES OF THE UNIVERSITY SENATE MEETING

April 3, 1980

1.

The April meeting of the University Senate was held at 4:05 on Thursday, April 3, 1980, in room 7, Gamble Hall. Richard Hill presided.

2.

The following members of the Senate were present:

Clifford, Thomas	Hampsten, Richard	Naismith, Shirley
Aas, Allan	Hedahl, Beulah	Oberpriller, John
Basuray, Tom	Hess, Carla	Perrone, Vito
Bender, Myron	Hill, Richard	Peterson, Fred
Bott, Alexander	Hogan, Wayne	Phillips, Monte
Bryan, William A.	Huber, Darwin	Randorf, Jeffrey
Bzoch, Ronald	Johnson, A. W.	Rogers, John
Christensen, Bonniejean	James, Thomas H.	Schilson, Elizabeth
Chute, Edward	Kelley, Frank	Schubert, George
Curry, Mabel	Kemper, Robert W.	Seabloom, Robert
Dando, William	Kolstoe, Ralph H.	Simmons, Jim
Dawes, Kenneth	Larson, Omer	Tomasek, Henry
Dixon, John	Lee, Randy	Uherka, David
Fletcher, Alan	Lewis, Robert	Warner, Edward
Glassheim, Patricia	McElroy, Jacquelyn	Wilborn, Graciela
Hamerlik, Gerald	Murray, Stanley N.	Wrenn, William J.
Hampsten, Elizabeth	Myers, Mick	

3.

The following members of the Senate were absent:

Berg, Marty	Johnson, Tom	Peterson, Russell
Carlson, Todd	Kemper, Gene A.	Rowe, Clair
Carr, Chris	Korbach, Robert	Seaworth, Tom
Clark, Alice	Langemo, E. Mark	Skogley, Gerald
Dahl, Ivan J.K.	Nelson, Conny	Smith, Greg
Dobesh, Larry	O'Kelly, Bernard	Voeller, Diane
Gallant, Ruth	Omdahl, Lloyd	Zinser, Elisabeth
Hoekstra, Marten	Pederson, Merle	

3.

There being no objection, the minutes of the meeting of February 7, 1980, were approved as distributed.

4.

Mr. Perrone moved that the standing rule that cameras not be permitted be waived. The motion was seconded, voted upon and carried.

5.

Mr. Hill reported that consideration of Honorary Degrees would be the last item on the agenda and that visitors would be invited to leave but if they decided to stay, they would be asked not to reveal the names of those recommended since the nominees must be approved by the President and the State Board of Higher Education.

Mr. Hill also reported the following:

- 1) that the Academic Policies Committee deliberated the question of modification of the promotion procedure and recommends the promotion procedure continue as is.
- 2) that as directed by the Senate, he initiated conversation with administrators regarding faculty voice in the Hyslop gift deliberation. The structure of this gift together with when the income will first be realized does not make that an urgent discussion. He has assurance that there will be faculty involvement though, to this date, the structure of any deliberative mechanism has not been fully determined.
- 3) that the Senate Executive Committee participated in the selection of a screening committee for the recruitment of a Director of Instructional Development.

6.

Mr. Kolstoe moved acceptance of the report of the Continuing Education Committee. The motion was seconded, voted upon and carried. (See attachment # 1.)

7.

Mr. Luvern Eickhoff, Chairman of the Council on Teaching, presented the report of that committee. Mr. Schubert moved acceptance of the report. The motion was seconded, voted upon and carried. (See attachment # 2.)

8.

Mr. John Reid, Chairman of the Committee on the Role of Chairpersons, presented a progress report for that committee. (See attachment # 3.)

9.

Mr. Boyd Wright, Chairman of the Task Force to Review the Senate Committee Structure, presented a progress report for the Task Force.

10.

Mr. Donald Bostrom, Chairman of the Curriculum Committee, presented the report of that committee. Mr. Murray moved acceptance of the report. The motion was seconded, voted upon and carried. (See attachment # 4.)

11.

Mr. William Sheridan presented the report of the Faculty Research Committee for Mr. James Larson, Chairman. Mr. Lewis moved acceptance of the report. Mr. Bzoch seconded the motion which was voted upon and carried. (See attachment # 5.)

12.

Mr. Schubert presented the following recommendation from the Deans Council regarding CLEP general examinations.

The University of North Dakota will not grant credit for the CLEP General Examinations to students who enter the University after June 1, 1980, except that credit may be awarded to students who:

- I) transfer from another college or university;
- II) have taken one or more of the CLEP General Examinations prior to June 1, 1980; and
- III) have met the conditions for the use of the CLEP General Examinations indicated in the 1978-80 UND Undergraduate Bulletin.

Mr. Simmons seconded the motion and discussion followed. The discussion clarified the interpretation that all three items must be satisfied to constitute an exception. The motion was voted upon and carried.

13.

Mr. Bender, Chairman of the Committee on Committees, presented the list of nominees for election to the General Education Requirements Committee. Those nominated to serve as faculty members were: Michael A. Anderegg, Kenneth Dawes, Patricia Glassheim, Olen Kraus, Kathryn McCleery, John C. Peterson, John W. Sinn, Cecelia Traugh, Cecilia Volden, and Richard Wilsnack. (Eight faculty to serve.)

George Schubert was nominated to serve as the ex-officio dean on the committee.

Mr. Hill called for nominations from the floor. Discussion followed.

Mr. Murray moved that the ex-officio dean be named by the Council of Deans and that all deans be removed from the list of nominees. The motion was seconded and discussion followed. Mr. Simmons asked for a division of the question. Mr. Hill granted the request.

Mr. Johnson moved a substitute motion that the General Education Requirements Committee consist of eight faculty members selected by the Senate, two student members selected by Student Government, the Vice-president of Academic Affairs, ex-officio, and an academic dean, ex-officio, selected by the Council of Deans. The motion was seconded. Mr. Kolstoe moved to amend the motion to add, and to establish staggered three year terms for faculty members. The motion to amend was seconded, voted upon and carried. The motion, as amended, was voted upon and carried. The motion, as amended, and substituted was voted upon and carried.

Mr. Hill again called for nominations from the floor. Mr. Fletcher nominated Monte Phillips and George Schubert. Mr. Bott nominated Randy Lee. Mrs. Christensen nominated Ed Chute. Mr. Perrone was nominated by Fred Peterson but declined the nomination.

Mr. Fletcher moved that the names of the members of the Deans Council be excluded from the ballot. The motion was seconded, voted upon and defeated.

A ballot was taken and the following members were elected:

3 year term

Kenneth J. Dawes
Kathryn McCleery
Monte Phillips

2 year term

Michael A. Anderegg
Patricia Glassheim
Olen Kraus

1 year term

John C. Peterson
Richard Wilsnack

14.

Mr. Hill and Mr. Bender introduced the following proposal from the Senate Executive Committee:

The Institutional Review Board (IRB) proposed by the Committee on the Use of Human Subjects shall be a Presidential Committee; the functions of that committee shall include:

- A. Provide institutional review and recommendations on policy and procedures for implementing UND's policy on use of human subjects.
- B. Provide actual institutional review of specific projects involving the use of human subjects.

Mr. Hill then called upon Mr. Earl Freise, Director of Research and Program Development, to explain the Board make-up. Mr. Freise explained that projects supported by Federal grants and contracts require certain minimum requirements as to the size of the committee, professional qualifications of members and knowledge of the activities involving human subjects. Mr. Phillips moved that the Board be constituted as a presidential committee with the functions as listed under A. and B. The motion was seconded. Mrs. Hess moved to amend the motion by deleting the word, "actual," in part B. Mr. Kolstoe seconded the motion to amend. The motion to amend was voted upon and carried. The motion, as amended, was voted upon and carried.

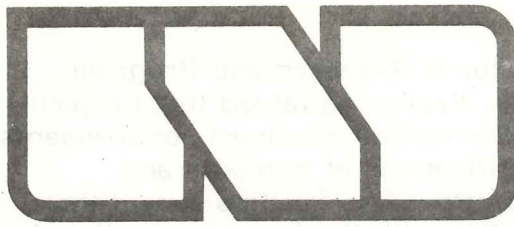
15.

Mr. Gerald Flynn, Chairman of the Honorary Degrees Committee, presented that committee's report on four candidates for Honorary Degrees. The Chair requested that the names of the candidates for Honorary Degrees be kept confidential pending approval by the President and the State Board of Higher Education. Each candidate's approval was separately moved, seconded, voted upon and carried.

16.

A motion was made to adjourn. The motion was seconded, voted upon and carried. The meeting adjourned at 5:30 p.m.

Shirley Naismith
Secretary



memorandum

TO: Members of the University Senate

DATE: Dec. 27, 1979

FROM: Woodrow McBride, Chairman - Continuing Education Committee

RE: Annual Report

During the past calendar year, 1979, the Senate Continuing Education Committee met two times. The committee members are as follows:

1978 Spring Term

Kenneth Dawes, Social Work
Orlo Sundre, Continuing Education
Virginia Norman, Nursing
Woodrow McBride, Math
Theodore Pedeliski, Pol. Sci.
Amy Lind, Occupational Therapy
George Frien, Religion

1979 Fall Term

Larry Kraft, Law
Robert Boyd, Continuing Education
Donald Piper, CTL
Woodrow McBride, Math
Theodore Pedeliski, Pol. Sci.
Amy Lind, Occupational Therapy
George Frien, Religion

Major topics discussed by the Committee included:

1. The Committee decided that a UND/UMA Advisory Committee should be formed and should be composed of the following:
 - a. a representative of VPAA
 - b. the Dean of Outreach Programs
 - c. the Senate Continuing Education Committee (as the faculty component)
 - d. the UMA/ND Delivery Coordinator (non-voting member)
2. The Committee discussed "service" as a component of the process for determining promotions in rank and the possibility of it being included as a real consideration in the promotion process.
3. Woodrow McBride was elected Chairperson for the 1979-80 academic year.
4. A progress report was submitted by UMA/ND Delivery Coordinator, Barbara Cichy and Dr. Beverly Brekke on the UMA/ND program.
5. Robert Boyd, Acting Dean of Outreach Programs, reported on the Division of Continuing Education Activities for the calendar year 1979 and the transition activities that followed the leaving of Dean Sundre.

1980 ANNUAL REPORT - UND COUNCIL ON TEACHING

TO THE UNIVERSITY SENATE:

The Council on Teaching has had nine meetings since its last annual report of one year ago. These meetings were for the expressed purpose of planning, organizing and conducting the business of the Council. The efforts of the Council occur many times in its subcommittees; they are: Awards, Programs and Evaluation. The Governance committee acts between Council meetings, as do the previously mentioned subcommittees, to review the by-laws and make recommendations to the operation of the Council. The report of the three subcommittees are attached to this annual report of the Council.

The present membership on the Council, with committee assignments and officerships, is as follows:

<u>College or School</u>	<u>Faculty Rep.</u>	<u>Sub-Comm. Assign.</u>	<u>Term</u>	<u>Student Rep.</u>	<u>Comm. Assign.</u>
Arts & Science	Louis Palanca	Awards	1980	Michelle Erickson	Program
Bus. & Pub. Ad.	Tom Basuray	Program (CH.)	1982	not named	
Center for Teaching and Learning	Sheldon Schmidt	Awards (Ch.)	1980	Shirley Middleton	V-Ch. & Ch. Governance
Engineering	Clifford Thomforde	Program	1982	Peggy Herbeck	Awards
Fine Arts	Ellen-Rose Auyong	Ch. Eval.	1981	Annella Swartz	Awards
Grad School	Eldon Gade	Sec.	1981	Clyde Dudder	Governance
HRD	Luvern Eickhoff	Ch. COT	1980	Alan Aas	Evaluation
Law	Larry Kraft	Eval.	1982	Michael Vadnie	Awards
Med School	not named		1981	Margaret Nordell	Evaluation
Nursing	Cecelia Volden	Program	1982	Marlene Brisson	Governance
Univ. College Honors	Gerald Lawrence		1981	Sarah Jordheim Gordon Dexhiemer	Evaluation Program
VPAA Office Ex-Officio Member	Alice Clark				
Members:					
Counseling Ctr.	Duane Lussenheide				
Dean's Council	George Shubert		1980		

For the year of this report, the Council has been extremely busy in conducting the activities to which it has been charged. In April, 1979, elections were held, the officers elected to the Council were as follows:

Chairman: Luvern R. Eickhoff
Secretary: Eldon Gade
Vice Chairman: Shirley Middleton
Faculty Representative: Ellen Auyong
Student Representative: Annella Swartz

In September, the Executive Committee selected chairpersons for each of the subcommittees, they are as follows:

Program: Thomas Basaray
Evaluation: Ellen Rose Auyong
Awards: Sheldon Schmidt
Governance: Shirley Middleton

The chairperson of the subcommittee on Governance is the vice chairperson of the Council by virtue of the by-laws.

In reporting subcommittee activities the membership has been extremely active in conducting the charge of each subcommittee.

The Program committee has met on several occasions to plan and conduct the "improvement of instruction" seminars. By the time of the due date of this report (February 21, 1980) the subcommittee on program will have conducted two seminars for the university community.

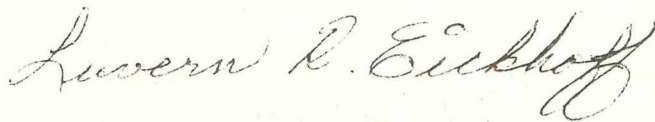
The Evaluation committee has met on several occasions to concern themselves with the two evaluations conducted by the Council. These evaluations are the Course Evaluations and Administrator Evaluations. Their efforts have resulted in some standardization of administering and reporting the results of these evaluations. The process of conducting these evaluations continues to be costly as was reported in last year's annual report.

The Awards committee has been very busy in the last two months. In an effort to improve upon the selection process of award recipients, a new

format was installed to obtain a greater number of nominees for the upcoming Founders Day Awards programs. Since there has been a change in the awards, as evidenced by monetary award and contributors, the Senate needs to be aware that some of the problems that arose due to certain criteria and qualifications has been removed because of the non-restrictive nominee format.

In concluding this report, the various subcommittees have ongoing activities planned for the balance of the academic year, these activities perhaps will be reflected in the next annual report.

Respectfully submitted,

A handwritten signature in cursive script that reads "Luvern R. Eickhoff". The signature is written in dark ink and is positioned above the typed name and title.

Luvern R. Eickhoff
Chair, Council on Teaching

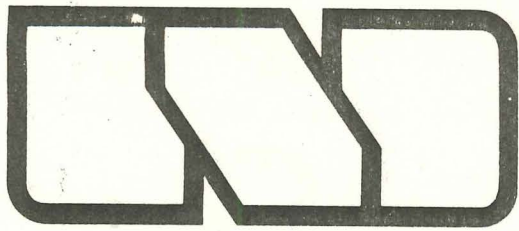
PROGRAM SUB-COMMITTEE ANNUAL REPORT - 1979-80

The Program Sub-Committee of the Council on Teaching was assigned the primary responsibility of generating specific program ideas that would be of interest to members of the university community.

In discharging this obligation the sub-committee, to date, has met five times. At the outset the sub-committee decided that the overall interest of the faculty members would be best served if a number of programs of specific interest were generated. In keeping with this philosophy, so far the sub-committee has organized two programs.

The first was a workshop titled "Clinical Instruction and Assessment of Its Effectiveness", held at the Memorial Student Union on December 11, 1979. The facilitator was Dr. Carla Hess from the Department of Communication Disorders.

The second event was a forum on the Personalized System of Instructions (P.S.I) titled "Current Status of Individualized Mastery Instruction (P.S.I) at the University of North Dakota", held at the University Lecture Bowl on February 19, 1980. A panel of current P.S.I. users headed by Professors Ralph Kolstoe (Psychology) and Richard Johnson (Computer Science) participated in the forum.



memorandum

TO: Luvern Eickhoff, Chairperson, Council on Teaching DATE: 1/23/80
FROM: Sheldon Schmidt
RE: Our work in the Awards & Grants Committee since October 8, 1979

The Council on Teaching's Awards & Grants Standing Committee has met three times since I have become Chairperson. We met to organize after a regularly-scheduled Council on Teaching meeting on October 8, 1979. Members Schmidt, Vadnie, Herbeck and Council Chairperson Eickhoff attended at least part of the meeting. Eickhoff explained the nature of the various awards and grants. Other business at this meeting included determining meeting times and determining just what information we would need to gather to carry out our duties as members of the Awards & Grants Committee. Chairperson Schmidt related his experience serving on this committee last year.

A second Awards & Grants Committee meeting was held on 11/15/79; members Schmidt, Vadnie, Palanca and Council Chairperson Eickhoff were present. Discussion centered on the forms and procedures used to solicit teacher award nominations; criteria for selecting winners once nominations were received; a letter from Robert Lewis, English Department (see attached "A") regarding who can nominate, apparent biases against faculty teaching lower division courses, the possibility of "weighting" student evaluations of instructors in lower division classes differently than evaluations of upper division classes, and the importance of attempting to make the teaching of lower division classes somewhat more prestigious for faculty than they now are; and, finally, there was discussion of the procedures for determining the McDermott award.

The third Awards & Grants Committee meeting was held on 1/21/80. At this meeting the committee discussed the changes in the awards and the finding of awards (see attached "B"), the new nomination advertisement and form (attached "C") created by Dave Vorland, University Relations, with some assistance from Sheldon Schmidt, Awards & Grants Chairperson. Distribution of the nomination forms was discussed and the following was decided in an attempt to assure the largest possible number of nominations:

1. Pre "call-for-nominations" news story in the Dakota Student (see attached "D").
2. Large ad and nomination blanks in Dakota Student (See attached "E").
3. Placement of blank forms in three central locations - Information Desk in University Center and Wilkerson Hall and check-out desk in Chester Fritz Library.
4. Posting advertisement and nomination blanks in every department and college office in the University and in the sorority and fraternity residences.
5. "Stuffing" the advertisement/nomination form in all on-campus residence hall mailboxes.

We expect a large number of nominations as a result of the above activity.

SLS/bt



memorandum

TO: Luverne Eickhoff

DATE: 2/25/80

FROM: Sheldon Schmidt

RE: Work done by the Council on Teaching's Awards and Grants Standing Committee since the report of 1/23/80.

We have had 5 meetings since the 1/23/80 report was written. The first two meetings dealt with the changing criteria and selection of Outstanding Teacher awards due to the new funding. The final 3 meetings were used to pre-select the nominees to be considered in the final balloting by the full membership of the COT.

Information regarding the awards as presently funded was sought from and passed on to the Awards and Grants Standing Committee, through Eickhoff and Schmidt, by Dr. Alice Clark and Mr. Earl Strinden. Using the information given, the following general criteria were established for each award: (It should be noted here that the press for time to make the selections did not permit the Awards and Grants Committee to ask the full membership of COT to debate and approve the criteria and selection process used this year. They should, prior to the 1981 selections of Outstanding Teacher awards, establish and publish specific criteria for each award.)

Dale Award: All full-time faculty teaching undergraduate classes were considered eligible. Administrators were eligible if they taught undergraduate courses, but the extent of their teaching (i.e. an occasional course vs a regular load of 2+ courses) was considered as a significant factor by the selection committee. Selection criteria also included consideration of class size, differences in the teaching of 100-200 vs 300-400 courses, and differences in teaching "major" courses vs courses generally elected by students to meet general university requirements. Student evaluation of courses was the primary factor to be considered in selection. (It should be noted here that most nominees had excellent student course ratings and that after the nominee list was pared to approximately 15 the process became very subjective.) No attempt was made to establish specific "weighting" of the various general criteria, but discussion was encouraged between the many ranking steps used to arrive at the 4-5 nominees forwarded to the full COT in each award category. No effort was made to distinguish between what some may consider "hard" or "soft" courses! Good teaching was considered good teaching regardless of what was being taught.

Gamble Excellence in Teaching and Service Award: All full-time faculty were eligible for consideration. As noted above, administrators were eligible when it was determined that teaching load was a significant part of their regular UND assignment. (F forms were used to make the distinction of what was "significant teaching load.") Every nominee was considered in the initial steps of the selection process whether or not they were nominated for the Gamble Award. It was determined that students might not have the information necessary to nominate persons for specific awards, so the Committee used the Academic Supplement to determine the one or several award categories faculty would be considered in.

Memo To: Luverne Eickhoff
 Date: 2/25/80
 Page 2

The initial paring was done in terms of Teaching Excellence at either the undergraduate or graduate levels. Once that was determined, and the list pared to approximately 25 or fewer nominees, the "service" criteria became the important criteria. The service criteria included direct service to students as well as departmental, college, UND, professional organizations, alumni and community service. With those categories as the guide, committee members were asked to rank the nominees in each award category. These "private" rankings were tabulated and the results were discussed before each new step in the ranking process.

Kops Excellence in Teaching and Research Award: Same procedure as Gamble, above, but research became the important criteria for selection once excellence in teaching had been established. The research criteria included consideration of the amount of time the nominee had to do research (F forms) and their records as noted in the Academic Supplement. No distinction was attempted as regards funded/nonfunded research, research with the focus specifically aimed at courses taught vs funded research for government or business, etc.

University Fellows Award for Public Service: All nominees were considered in the initial stages of selection. Nominees who were full-time administrators were considered, but special note was made as to whether the service done was really an expected part of the administrative function at UND. Public service was defined as service done in addition to direct service to the University or to students. In most instances the service was connected to the professional expertise of the faculty member, but did not need to be connected in that way. The Academic Supplement and solicited clarifying statements from nominees were considered as the primary sources for selection.

Nominations were accepted until 4:00 p.m. on Monday, February 4, 1980. A total of 40 persons were nominated by over 60 separate nominators. The nominations were made by graduate and undergraduate students, faculty, administrators, alumni, and staff.

The following procedure was used in processing each of the nominations:

1. The validity of the nomination was determined.
2. Letters and requests for information were sent to nominees. This included a form asking them to release F forms, Academic Supplements and student course evaluations to the committee. (Attached "A" page 1)
3. After permission was granted, requests were made to departments for the F forms and Academic Supplements, requests were made to Institutional Research for course evaluations, and nominees turned in summaries of their service record and commented, if they wished to do so, on anything unique in their teaching, service or research efforts. (Attached "A" page 2-3)
4. After all requested information was received on each nominee, the nomination statement, the course evaluations, the F form and Academic Supplement and the summary information solicited from each nominee was stapled together to form the "evaluation package" used by the Awards and Grants Committee and later by the full COT to guide them in the selection process.

Memo To: Luverne Eickhoff
Date: 2/25/80
Page 3

Two nominees (GTA's) were removed from the selection list leaving 38 nominees. One faculty person with a 1 year appointment removed himself from the list leaving 37 total nominees. The final list included 4 past Outstanding Teacher award winners (reflecting new basic rules for eligibility); a full-time administrator (who continued on the Fellows Award list until very late in the selection process); and many faculty who divided their time between administration and teaching. Many nominees continued on the list for more than one award until late in the selection process. (Two faculty remained on 2 award lists down to the final selections made by the full COT, with the understanding that if they won one award they were automatically removed from any consideration for an additional award.) One member of the COT remained on the Dale Award list through the final balloting. The nominee did not participate in any of the balloting for that award during either the pre-selection process or during the final balloting.

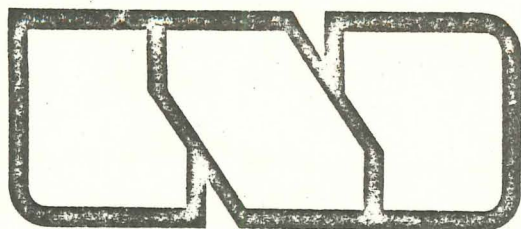
After all of the information was collected and made available to the Awards and Grants membership, the pre-selection process began. There were 2 one-hour meetings and one four-hour meeting during which the Awards and Grants membership pared the list of nominees down to 5 nominations for the Dale Award, 4 nominations for the Gamble Award, 4 nominations for the Kops Award, and 4 nominations for the University Fellows Award. The nominations were forwarded to the full membership on the COT for final selection of the winners in each of the awards categories. The extra person (5th person) was included in the Dale nominations so that at least 4 nominations could be considered by the COT, should they have decided to remove from consideration the nominee who was also a COT member.

The paring of the nominations lists was made by the Awards and Grants Committee by asking the membership to rank all members on each of the various lists. Tabulations were made of the individual rankings, new lists (the survivor lists) were drawn-up, discussions and sharing were done by the membership at "whole group" sessions, members reviewed again the nominations and the evaluation packages after which the ranking process was repeated. Final nominees sent to the full membership of the COT for the final consideration were the result of 6 separate rankings held over 3 separate days and after a total of 6 hours of committee work. (Individual members spent countless additional hours evaluating the nominations before and between rankings of the nominees.)

Recommendations

As Chairperson of the Awards and Grants Committee I would like to request a meeting of the full COT to deal specifically with our selection procedures and to attempt to formalize a "Criteria and Selection Procedure" statement for future Outstanding Teacher selection.

SLS/bt



memorandum

TO:

DATE:

FROM: Sheldon Schmidt, Chairperson, Council on Teaching's
Awards and Grants Standing Committee

RE: Outstanding Faculty Awards for 1980

Your name has been placed in nomination to receive one of the 1980 Outstanding Faculty Awards to be awarded at the annual Founder's Day banquet on February 26, 1980.

You will be considered for one of the following awards:

- Dale Award - Undergraduate Teaching - \$1000.
- Gamble Award - Teaching and Service - \$1500.
- Kops Award - Teaching and Research - \$1000.
- University Fellows Award - Public Service - \$1000.

Regarding the process of selection:

1. The Awards and Grants Committee, made up of 3 students and 3 faculty, is the screening committee for the full Council on Teaching. The COT is made up of student and faculty representatives from each college/school in UND. The full COT will make the final decisions regarding the 4 winners.
2. Eight to 12 faculty will be recommended to the full COT for final consideration.
3. Only the names of the 4 award winners will be made public by the COT.
4. The selection process for determining award winners is in no way a popularity contest. A single nomination for 1 person and 10 nominations for another person are treated basically the same in that:
 - a. One of many nominations serve simply to identify a person to be evaluated and recommended or not recommended, and
 - b. Evaluation and recommendation is based solely on student course evaluations, your Academic Record form and your F form.

The COT's Awards and Grants Committee needs your permission to review your course evaluations, Academic Record forms and F forms, housed in the VP Academic Affairs office and in your Departmental or College/School office. Please sign, tear off and return ASAP the permission form below to permit us to begin the evaluation process.

_____ You have permission to evaluate my course evaluations, Academic Record form, and F form.

_____ You do not have permission to evaluate my course evaluations, Academic Record form, and F form.

Please return this release to: Sheldon L. Schmidt, CTL/UND, Education Building.

Signed: _____

RECORD OF SERVICE

1882

NAME: _____ DEPARTMENT: _____ PHONE: _____

The Awards and Grants committee, if you have given permission as requested in the cover letter, will have available to it much of the information requested here. However, ours is a very large task and your assistance in organizing your service record would greatly facilitate our work and the selection of the various award winners.

You need not limit yourself to service as defined in the Faculty Handbook (pp. 22-26); rather, include any additional service activity you think important. Choose from your service record those you consider the most significant activities. If more space is needed, please attach an additional page.

<u>UNIVERSITY-WIDE SERVICE ACTIVITY:</u> (year)	<u>OTHER UND SERVICE ACTIVITY:</u> (Alumni, student group advisement, etc.) (year)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

<u>COLLEGE/SCHOOL-WIDE SERVICE ACTIVITY:</u>	<u>COMMUNITY SERVICE:</u> (Activity - city, county, state - which you believe raises the quality of life in the "community" which supports and is the natural constituency of UND.)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

<u>DEPARTMENT-WIDE SERVICE ACTIVITY:</u>	<u>SERVICE TO PROFESSIONAL ORGANIZATIONS:</u> (Beyond simple membership!)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

NOTE: If the categories on this form do not adequately permit you to report your service activity, create, on another sheet, appropriate categories. Please also create space to report "citations" of note, awards, etc.

If you wish to point out or give us an explanation of some unique factor in your research record, do so here:

If you wish to point out or give us an explanation of some unique factor in your service record, do so here:

If you wish to point out or give us an explanation of some unique factor in your teaching record, do so here:
(Please give the following information: % 100-200 level teaching _____; % 300-400 level teaching _____; % graduate teaching _____.)

COMMITTEE ON THE ROLE OF THE CHAIRPERSON AT UND
(COROC): INFORMATION REPORT

Membership:

Dr. John Reid, Geology - Chairperson
Dr. Don Bostrom, Accounting and Business Law
Dr. Beverly Brekke, Special Education
Dr. Richard Hill, Educational Administration
Dr. Helen Smiley, HPER
Mr. Frank Kelly, Visual Arts
Dr. Ramses Toma, Home Economics & Nutrition
Dr. Pat Glassheim, Philosophy
(Unable to schedule for meetings - resigned)
Mr. Wilbur Weisser, Physics
Dr. William Dando, Geography
Dr. Paul Taylor, Management
Dr. Donald Naismith, Mechanical Engineering
Dr. Ron Engle, Theatre Arts
Dean Olen Kraus, College of Arts & Sciences
Dean Elizabeth Zinser, College of Nursing
Dr. Alice Clark, AAVP (ex officio)

Activities:

1. Met almost every week since early last semester, laying the ground-work for the detailed evaluation of UND chairpersons. This has included:
 - a. Literature search and presentation of summaries by individual members.
 - b. Informal discussions with faculty chairpersons to obtain a better idea of what the problems were and what COROC's approach might be.
 - c. Review of past surveys related to UND Chairpersons: Koenker 1972, CAARP 1978, and Form F activities data.
 - d. Survey of representative institutions outside North Dakota.
 - e. Synthesis of Role/Functions statements (including categorization).
 - f. Attempt to develop a method to measure more fairly the variations in difficulties of chairing departments at UND.
 - g. Summarization of stated concerns of UND chairpersons and former chairpersons (not systematic).
 - h. Development and distribution of a detailed evaluation instrument to present UND chairpersons (except Medicine and Law).
2. The instrument has been completed and returned by 48 of the 49 departments surveyed. Key punching is complete and the first printouts have been examined by the committee. Cluster analyses are in progress. The summary of the sets of data will be returned, together with the original data to each chairperson. There will be a personal interview to follow-up on role perceptions and concerns of each chairperson.

Initial computer compilation has reinforced the verbal input from former chairpersons early last semester. Specifically the following ranking of impediments to successful chairing at UND have been determined:

1. Paperwork requirements are excessive . . . often unnecessary and are generated by too many sources. (3.33 Md)
2. The bureaucracy (additional middle management in Twamley) places heavy time demands (as meetings) and heavy paper demands (as surveys) without achieving significant productivity. (3.88 Md)
3. The amount of released time or compensating time is inadequate for the tasks required . . . time requirements deny potential recreational and family pursuits. (4.14 Md)
4. Discretionary dollars are insufficient (for travel, for materials, for resources). (4.44 Md)
5. Compensation does not correspond to the amount of responsibility of added work. (4.73 Md)
6. Accepting the chairperson's role jeopardizes ability to remain current in one's field . . . the decision arrests professional development. (5.02 Md)
7. Support staff (as secretaries) too low in number or in classification level to assure consistent, competent service. (6.19 Md)

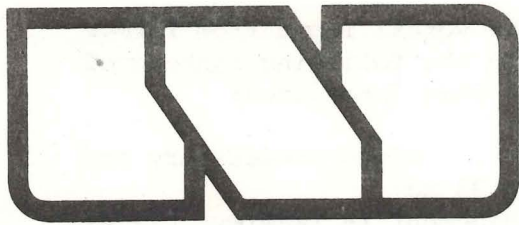
Plus 3 other impediments.

In contrast, the following is a ranking of satisfactions of chairing departments:

1. Permits/encourages leadership in departmental program development. (3.07 Md)
2. Makes an important contribution to the department, college and university by accepting this necessary responsibility. (3.86 Md)
3. Permits enhancing faculty growth and competence. (4.06 Md)
4. Permits involvement in the more important decisions in the department, college and university. (4.19 Md)
5. Maximizes positive impact on students. (4.56 Md)
6. Permits working through student problems in a manner which is both satisfying and productive. (4.56 Md)
7. Enhances your capacity to facilitate faculty service and research activities. (5.88 Md)

Finally, the survey instrument will provide the basis for a detailed job description of chairperson at UND (roles/ responsibilities) and a list of responsibilities that should be included, but are not.

On the basis of all these studies, the Committee expects to make specific recommendations to the University Senate on ways to clarify the role of the Chairperson and on ways to make that role more acceptable and rewarding. The final report and specific recommendations will necessitate considerable effort over the summer if an early fall deadline is to be met.



memorandum

TO: University Senate

DATE: March 20, 1980

FROM: Curriculum Committee Chairperson
 Dr. Donald E. Bostrom (Accounting & Business Law)

RE: ~~ACA~~ Annual Report to the Senate
 1979-1980 Academic Year

Chairperson: Donald Bostrom, Accounting & Business Law

Vice Chairperson: Barrie Wells, Music

Other Members: John Crawford, English; Paul Kannowski, Biology; Roland Mower, Geography; Ernest Norman, Social Work; Monte Phillips, Civil Engineering; Marjorie Rykken, Nursing; Alice Clark, Ex-Officio, designee for VPAA Conny Nelson; Hardin Aasand, Student Member; Steven Finney, Student Member; Brenda Reiff, Student Member

Secretary: Donna Bruce, Acting for Shirley Naismith, Registrar

During the academic year to date the Committee has met eighteen times. Activities have included the following:

1. Approval or disapproval of new courses
2. Approval or disapproval of old course drops
3. Approval or disapproval of title changes for current courses
4. Approval or disapproval of credit changes for current courses
5. Approval or disapproval of number changes for current courses
6. Approval or disapproval of description changes for current courses
7. Approval or disapproval of prerequisite changes for current courses
8. Approval or disapproval of new majors, minors, and programs
9. Approval or disapproval of termination of old majors, minors, and programs
10. Approval or disapproval of changes in contents and requirements for existing majors, minors, and programs
11. Adjudication of duplications and jurisdictional conflicts in curriculum areas
12. Implementation of new North Dakota State Board of Higher Education uniform statewide policies and procedures for preparation and processing of course and curriculum actions
13. Planning for future integration of new state board forms and policies with those in use and in effect at UND
14. Study of methods and mechanisms for improving University Curriculum Committee communication and liaison with, and service and assistance levels to, colleges and departments on campus and their respective curriculum committees--UCC Subcommittee proposals are currently under deliberation
15. Revision and reformulation of the Committee's Charge Description (Membership, Terms, Selection, Meetings, Functions and Responsibilities, and Guiding Principles); submitted November 13, 1979 for Senate consideration and approval via the Senate Executive Committee Task Force to Review Senate Committee Structure
16. Review of the Deans' Council General Graduation Requirements proposal in advance of its recent Senate approval

Report of the
FACULTY RESEARCH COMMITTEE
(March 15, 1979 - March 14, 1980)

THE COMMITTEE MEMBERSHIP:

As of September, 1979 the Committee consisted of:

James H. Larson, Chairperson (Sociology) '81
William Sheridan (Biology) '82
James Vivian (History) '82
Mason Somerville (Engineering) '80
Elizabeth Schilson (Counseling and Guidance) '81
John Reid (Geology) '81
Earl Freise (Director of Research and Program Development) Ex-official
Conny Nelson (Vice-President for Academic Affairs) Ex-official

FUNCTIONS AND RESPONSIBILITIES:

The Constitution and By-laws of the University Senate (minutes of November 3, 1966; November 2, 1967; and April 9, 1968) charge the Committee to:

stimulate and encourage faculty research, develop institutional policy on faculty research and to allocate research funds available to the Faculty Research Committee on the basis of applications submitted to it.

MEETINGS:

Beginning in September 1979, the Committee has met at least once each month. During the spring semester, policy discussion necessitated frequent weekly meetings. The November and February meetings were devoted primarily to evaluation faculty proposals. Policy meetings have focused on:

- 1) developing mechanisms, policies or approaches to stimulate research activities of the faculty;
- 2) means which would increase funds available for faculty research;
- 3) teaching loads;
- 4) a supportative structure which would sustain research activities across the campus.

FUNDS:

During the 1978-79 academic year, the faculty research committee awarded a total of \$35,346.35 to faculty members. \$30,308 was available for the academic year 1979-80. As of February 8, 1980 the committee had awarded \$14,181.50 to individuals requesting research and travel funding. The range for grants was \$60.00 to \$1,000.00. The deadline for the last allocation round is April 4.

ACTIONS:

1. Recognizing the committee's primary mission is to stimulate faculty research and the faculty need to explore ideas, research, interests in a creative interchange, the committee has supported the previous policy to fund travel requests. With inflation severely impacting faculty members' ability to pay travel costs, and the awareness of "scarce" college travel funds, the fund allocation ceiling was increased to \$400.00. The number of requests have increased, but only those proposals directly related to research activities have been approved.
2. The committee has frequently noted the increasing cost of research. In contrast, the funds available to the committee have remained relatively constant over the past three years. One result is the diminished attractiveness of faculty research funds for many faculty members. The average grant allocation remains about \$600.00, but this reflects the self selection process. If the committee desires to broaden its research stimulation efforts, the upper limit should be increased from \$1,200.00 to \$2,500.00. Doing this would severely limit the number of funded proposals, unless the total allocation were proportionally increased. The committee has discussed the possibility of soliciting additional funds from major corporations. Professor Somerville drafted a letter and listed possible sources. The chairman and Professor Somerville met with the President concerning the effort and recognized need to carefully coordinate the solicitation with other UND (alumni) solicitations. Multiple requests received by corporations/persons are perceived as detracting from future contributions to UND. The committee is pursuing the goal as a coordinated activity with the centennial committee, Alumni, and President's office.
3. The committee discussed the feasibility of a research forum which would allow an exchange of ideas, problems, and plans between administrators and faculty members. The committee decided to have a forum in April or October with speaker invitations going to Director, ORPD; VPAA and Graduate School Dean. After the forum, two FRC members would respond to departmental invitations to discuss faculty research at departmental meetings.
4. The relationship between Summer Research Professorships and research activities was assessed by the committee. The present required linkage with graduate students was cited as beneficial, but it was perceived as deemphasizing or limiting the opportunity for advancing research activities or grantsmanship. It was recognized that a strong link exists between research and graduate programs; however, a research professorship program covering the researcher's full salary for the three months and research activities as the only activity has its merits. A plan similar to the Florida State University (COFRS) Faculty Research Support will be reviewed for possible implementation at UND.

5. The faculty morale, sponsored research, and indirect cost topic has received the greatest attention and has produced a series of working policy drafts. The committee hopes to have a formal policy to present to the Senate in May.

OTHER ACTIVITIES:

1. Professors Larson and Schilson served as representatives on the Annual Departmental Excellence in Research selection committee.

Respectfully submitted,

James H. Larson, Ph.D.
Chairman, Faculty Research Committee