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January 15, 1981

University of North Dakota

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With the concurrence of the Senate
of Institutional Research . . . instead

MINUTES OF THE UNIVERSITY SENATE MEETING

January 15, 1981

1.

The January meeting of the University Senate was held at 4:05 p.m. on Thursday, January 15, 1981, in room 7, Gamble Hall. Bonniejean Christensen presided.

2.

The following members of the Senate were present:

Basuray, Tom	Hess, Carla	O'Kelly, Marcia
Bolonchuk, William	Hill, Lawrence	Omdahl, Lloyd
Bott, Alexander	Hill, Richard	Randorf, Jeff
Bryan, William	Jacobsen, Bruce	Reid, John R.
Bzoch, Ronald	Johnson, A.W.	Ring, Benjamin
Carlson, Todd	Keel, Vern	Rowe, Clair
Christensen, Bonniejean	Kemper, Robert	Schilson, Elizabeth
Clark, Alice	Kinghorn, Norton	Schubert, George
Curry, Mabel	Korbach, Robert	Simmons, Jim
Dobesh, Larry	Landry, Dick	Smiley, Mary Helen
Fletcher, Alan	Larson, Omer	Wakefield, Mary
Furman, Leola	Markovich, Stephen	Warner, Edward
Gerhard, Lee	McElroy, Jacquelyn	Wermers, Donald
Hamerlik, Gerald	Myers, Mick	Wilborn, Graciela
Hampsten, Elizabeth	O'Kelly, Bernard	Zinser, Elisabeth

The following members of the Senate were absent:

Clifford, Thomas	Henry, Gordon H.	Pederson, Merle
Aas, Alan	Hoekstra, Marten	Seabloom, Robert
Bender, Myron	Hogan, Wayne	Seaworth, Tom
Berg, Marty	Huber, Darwin	Skogley, Gerald
Boyd, Robert	James, Thomas	Smith, Greg
Brumleve, Stanley	Johnson, Tom	Tomasek, Henry
Carr, Chris	Langemo, E. Mark	Traugh, Cecilia
Dahl, Ivan J.K.	Loendorf, Lawrence	Uherka, David
Glassheim, Patricia	Oberpriller, John	Warden, Karl
Hampsten, Richard	Oring, Lewis	

3.

Bonniejean Christensen announced that there is a correction in the minutes of December 4, 1980, under announcements, # 6, the third sentence should read:

"With the concurrence of the Senate, the Chair will ask Marcia Retzer, Director of Institutional Research..." instead of Duane Luessenheide.

It was moved and seconded that the minutes be approved, as corrected. The motion was voted upon and carried.

4.

The following announcements were made by Bonniejean Christensen:

- 1) Agenda item # 8, Final Report of the Task Force on University Senate Committee Structure, was removed from the agenda and will be placed on the February agenda.
- 2) The Chair asked if there was any objection to adding as agenda item # 1, questions on the ROTC Committee Report which was received at the last Senate meeting. There being no objection, this item was added to the agenda.
- 3) There will be a meeting of the University Council on Monday, January 19, 1981, at 4:00 p.m. in a room to be announced in the Newsletter.
- 4) A presidential Campus Corollary Committee to work with the state committee on the Tenure and Due Process document has been appointed. The members are: Arne Selbyg, William Bolonchuk, Mary Jane Schneider and Ed Chute. At the next Senate meeting, an election will be held to determine the Chair of this committee.
- 5) Agenda items for the February meeting will be due at 4:00 p.m. on Thursday, January 22. An Executive Committee meeting will be held on Friday, January 23, at 1:00 p.m.

5.

Tom Howard, Chairman of the ROTC Committee, and Colonel Lawrence Wollmering of the Military Science department appeared to respond to questions regarding the Report of the ROTC Committee which was received at the December meeting and attached to the minutes of that meeting.

6.

John Reid presented the Report of the Academic Policy Committee and moved its receipt. The Chair declared the report received without formal vote. (See attachment # 1.)

7.

Elizabeth Schilson, Vice Chair of the Senate, assumed to Chair so Mrs. Christensen could present the Report of the Academic Standards Committee. Mrs. Clark moved acceptance of the report. The motion was seconded, voted upon and carried. (See attachment # 2.)

8.

Mr. Simmons moved that his proposal regarding campaigning for Student Government positions be tabled until the February meeting. The motion was seconded, voted upon and carried.

9.

Mrs. Clark presented the information on A-21 and responded to the two issues of how a policy becomes a policy on this campus and the urgency of establishing the A-21 policy. Mr. Bolonchuk moved approval of the policy on increased income and outside activities for faculty and administration and the policy on consulting. The motion was seconded, voted upon and carried. (See attachment # 3.)

10.

Mrs. Schilson presented the progress report of the Program Evaluation Committee. Mrs. Clark commented on the report. The Chair declared the report received without formal vote. (See attachment # 4.)

11.

Mr. Ring presented the following resolution regarding Summer Session salaries:

The UND Summer Session faculty salaries budget should be funded at the formula level beginning with the Summer Session of 1981.

Mr. Schubert, Dean of University College and Summer Sessions, responded. Mr. O'Kelly moved to refer the item to the Summer Sessions Committee. The motion was seconded, voted upon and carried.

12.

Mr. Ring requested information regarding the status of the Committee authorized by the University in February, 1980, to make proposals regarding the use of income from the Hyslop gift. Richard Hill, past Chairman of the Senate, explained how the committee members were chosen. He said that Stanley Murray and Elizabeth Schilson represented the faculty at a meeting with the Alumni Board in the spring, 1980. The Chair stated that she would like these two to continue serving on the committee along with John Reid, James Vivian, Carla Hess, Robert Seabloom, John Dixon, Myron Bender and herself. Mr. Hill read the president's response:

The Executive Committee of the Senate met with the UND Foundation Board in May 1980 and expressed Senate concerns about their grants. The Foundation has agreed to hear requests of faculty for funding of projects in academic areas. The President has conveyed to the UND Foundation Board the desire of the Senate to have them consider the establishment of special chairs in various disciplines. The source suggested is the Hyslop money. No action was taken in May. The request

was filed for consideration until the Hyslop funds were more fully determined and existing commitments to Mr. Hyslop and the renters were determined. The Board expressed interest in having the faculty requests channeled through the Vice President for Academic Affairs for transmission to the Board through the President. Advocates would be welcome at Board meetings to describe and explain their proposals and answer questions the Board might have. This procedure would apply to all foundation funds - not just Hyslop.

13.

Mr. Johnson asked if the Final Report of the Task Force on Committee Structure would definitely be considered at the February meeting and the Chair said that it would.

14.

At 5:40 p.m. , the Chair declared the meeting adjourned.

D.J. Wermers
Secretary

THE
UNIVERSITY
OF
NORTH
DAKOTA

MATHEMATICS DEPARTMENT
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ACADEMIC POLICIES COMMITTEE
1980 ANNUAL REPORT

The elective members of the APC serve on an academic year basis. During the calendar year of 1980 the APC members included:

Academic Year 1979-1980		Academic Year 1980-1981	
Carol Hill (Chm. & Rec.)	Nursing	John Whitcomb (Chm. & Rec.)	Math.
Ed O'Reilly	Chem.	John Reid	Geol.
John Reid	Geol.	Don Bostrom	Acct.
John Whitcomb	Math.	Lee Kraft	Nurs.
V.P. Conny Nelson	Ex Officio	Barbara Shaver	Ex Officio
Toby Anderson	Student	Celeste Gagelin	Student
Michael Thomas	Student	Lori Kinzler	Student
Greg Keim	Student	(To Be Appointed)	Student

Six meetings were held during the 1980 calendar year with one being unofficial due to lack of a quorum.

January 31, 1980: Dean Tomasek discussed the class size policy data which a subcommittee of the Dean's Council obtained in the fall of 1979. A special report of the Enrollment Problems Committee for spring of 1980 was also considered.

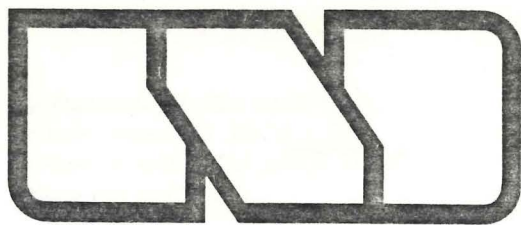
February 5, 1980: The APC was asked to formulate a more definitive policy on class sizes and closing of small classes. After reviewing the data obtained by the Dean's Council Subcommittee on Enrollment Problems and further discussion the APC recommended that concerns relating to class size and cancellation of small classes continue to be dealt with through departmental chairpersons, the Dean's Council, and academic administration.

February 26, 1980: The APC reviewed promotion procedures and recommended that the current system continue but if a further in depth review is warranted that a special ad hoc committee with wide university representation be appointed for that purpose. The committee also reviewed the report from the Senate Task Force on Committees and decided that student members of the committee shall be responsible for informing the Student Senate of committee actions.

September 16, 1980: No quorum (student members not yet appointed).

October 7, 1980: The committee heard testimony from Dr. Wermers, Director of Admissions and Records, and from Dr. Kinghorn and Dr. Chute, English Department, relative to the policy permitting instructors to drop students from class rolls for non-attendance after the first three class meetings of a semester. The APC recommended to the Senate that the policy be retained but modified to read: "At the end of the third class day an instructor at his/her option may request that a student who has not attended class be dropped from the class roll. Those students who have been so dropped will be notified by mail by the registrar's office." The committee further recommended that this policy be published in the University Bulletin and time schedule.

November 13, 1980: In response to a request from the Academic Procedures Committee to review the rationale for the general graduation requirement for the last 30 credits for the bachelor's degree to ordinarily be earned in residence, the committee asked that the School of Law provide us with their recommendation since the initial memo on this matter came from them. The committee also requested additional data from the Director of Admissions and Records to help determine the significance of mid year dismissals which had been referred to APC by Dr. Wermers.



memorandum

TO: University Senate

DATE: December 31, 1980

FROM: William Wrenn, Chairperson *WW*

RE: Annual Committee Report to Senate

The Student Academic Standards Committee, an appeals board, meets upon demand to review the, (1) applications for readmission for students who have been dismissed due to unsatisfactory scholarship and, (2) applications for forgiveness of grades for purposes of graduation for students who have maintained superior academic achievement for at least two semesters after being readmitted following a minimum two year period of non-enrollment at an educational institution.

Because of the confidential nature of the information about the students, the committee keeps no written minutes other than a statement about the action taken with respect to each student.

The committee meets as needs arise, with the greatest demand occurring at a time immediately preceding the beginning of a term. Meetings are usually scheduled toward the end of the semester and prior to or during the first week of the next semester.

Present membership:

Faculty: Bonniejean Christensen
Francis Howell
Earl Mason
Mary Schill
William Wrenn
John Wyckoff

Students: Identification of student members not yet provided.

ACADEMIC STANDARDS COMMITTEE SUMMARY REPORT
1980

Dismissed after Spring Semester 1979-80		186
Dismissed after Fall Semester 1980-81		31
Number of Meetings of the 1980 Committee		13
Applications for Reinstatement, 1980		124
Approved	95	
Denied	29	
Personal Appeals of Denied Reinstatements, 1980		9
Approved	6	
Denied	3	

POLICY ON INCREASED INCOME AND
OUTSIDE ACTIVITIES FOR FACULTY AND ADMINISTRATION

1. A full-time member of the University of North Dakota faculty and administration is first and foremost a member of the University staff. Therefore, any outside employment, including participation in continuing education activities, must be approved by the chairperson of the department and the college dean or by the appropriate administrative supervisor.

A faculty member or administrator's first obligation is to perform all services associated with his or her contract at the University. The unique demands for a faculty member at the University of North Dakota go beyond the traditional teaching, research/creativity, service triad to include activities that cannot always be programmed or clocked. For example, a faculty member is expected to be accessible to his/her students and to spend time counseling and advising them. He/she is expected to participate in continuing professional development. He/she is expected to serve on departmental, college, and University-wide committees.

- A. The workload assignment of individual faculty with regard to teaching, research/scholarly activities, and service shall be determined by Department Chairs/College Deans according to UND college custom.
- B. The assignment shall be adjusted to the individual based on the customary work period for the discipline, the individual's preferences as to teaching, research/creativity, or service, and the needs and mission of the Department, College, and Institution.

2. When external support administered by the University is available for special activities commensurate with the mission of the University of North Dakota (research, teaching, service, or administration), an individual may have his or her assignment appropriately adjusted to reflect the effort devoted to the activity receiving the support.

- A. Normally the University will not provide payment to the faculty in addition to their base contract salary rate from university-administered funds for such special activities.
- B. Payment in addition to the base salary may be made for continuing education instruction which is beyond the assigned load.
- C. The University recognizes that there may be instances where the adjustment in the workload assignment of a faculty member and corresponding responsibilities may justify an increase in the base contract salary. In cases where the Department Chairperson, the Dean, and the Vice President for Academic Affairs approve of an adjustment in the salary rate of a faculty member, the President can authorize issuing a revised contract with an appropriately adjusted base salary. These special activities will involve teaching, research, administration, and/or service clearly in addition to the normal activities and responsibilities expected on these four dimensions through the regular base contract.

3. Professional activities which promote a faculty member's growth and competence in his or her discipline (such as consultant, workshop participant, judge, referee, etc.) and which are remunerated by funds not administered by the University will be regulated by the Policy on Consulting Activities as published in the Faculty Handbook.

POLICY ON CONSULTING

A full-time member of the University of North Dakota faculty and administration is first and foremost a member of the University staff. Therefore, any consulting must be approved by the Chairperson of the department and the college dean or appropriate administrative supervisor. A request to accept a consulting assignment must be submitted in writing by the faculty member for review and approval prior to initiation of the activity.

A faculty member or administrator's first obligation is to perform all services associated with his or her contract at the University. The unique demands for a faculty member at the University of North Dakota go beyond the traditional teaching, research/creativity, service triad to include activities that cannot always be programmed or clocked. For example, a faculty member is expected to be accessible to his or her students and to spend time counseling and advising them. He/she is expected to participate in continuing professional development. He/she is expected to serve on departmental, college, and University-wide committees.

A faculty member's involvement in consulting, compensated or uncompensated, should not exceed four days in any one month and should be directly related to the faculty member's (1) area of professional expertise and (2) self-development in his or her profession. Any exceptions to this policy should be approved by the Academic Vice President.

Faculty are generally expected to provide their services to University activities and programs as part of their normal faculty duties. In unusual circumstances regular University faculty and staff can serve as consultants to projects or activities supported with University administered funds provided all of the following criteria are satisfied: (1) The services of the individual are required and cannot be met by the utilization of the individual acting as a regular employee within the context of his or her employment contract with the University; (2) a selection process has been used to secure the most qualified individual available, considering the nature and extent of service to be required; (3) the services must be performed across Departmental lines or disciplinary speciality or must involve a separate or remote operation within the University; and (4) the fee is appropriate considering the qualifications of the individual to be utilized, the individual's regular University salary rate, and the nature of the services to be rendered.

When the fee is to be charged to a sponsored project, it must conform to any limitation established by the grantor and in no such case may the fee exceed the regular University base contract salary rate for an equivalent time period, although it may be less. In addition, the Office of Grants and Contracts may require a separate certification and additional information at the time the payment authorization is processed justifying the necessity of hiring the consultant and the level of payment.

* NOTE: Special arrangements have been made for the Clinical Departments in the School of Medicine for increased income, outside activities and consulting activities of their clinical faculty.

* The underlined words were submitted by Dr. Dwayne Ollerich in place of the terminology which was first distributed.

MEMORANDUM

TO : Members of the Program Evaluation Committee

FROM: Alice T. Clark, VPAA

DATE: December 15, 1980

RE : Charge to the Committee

On behalf of the Board of Higher Education, Commissioner Kent Alm mandated an evaluation of all academic programs in higher education in North Dakota. Commissioner Alm has been asked to develop a long-range plan for higher education in the State, and this will be the third step in his plan to accomplish that goal. Step one was a development by all institutions of higher education of a long-range institutional plan. Step two was the administration by all institutions of the Institutional Goals Inventory.

The program evaluation at the University of North Dakota will represent the fourth step in our planning efforts. We completed (1) the ten year plan, (2) the administration of the IGI, and (3) an internal college effort to consolidate or reallocate resources.

Commissioner Alm has provided a model developed by Dr. Robert Shirley who serves as a consultant for NCHEMS to be adapted on each campus for conducting the program evaluations. Your committee as a University-wide group of faculty, students, and administrators has been asked to (1) adapt the Strategic Planning Model to UND, to (2) conduct the program evaluations, and to (3) develop recommendations on each program with regard to increasing, decreasing, or stabilizing resources to each program in regard to size and quality.

The recommendations from the Program Evaluation Committee will come to the President of the University through the Vice President for Academic Affairs. The final recommendations will become the basis for internal actions appropriately channeled through existing UND procedures and committees.

M E M O R A N D U M

TO : Members of the Program Evaluation Committee

FROM: President ^{DC} Thomas J. Clifford and Vice President Alice T. Clark

DATE: December 4, 1980

RE : Recommendation for Procedure

In response to your question regarding the disposition of the Program Evaluation Committee Report, we offer the following clarification:

The Program Evaluation Committee will report to the President through the Vice President for Academic Affairs.

The President and the Vice President will work together in reviewing and finalizing recommendations based upon the Program Evaluation Committee Report.

The President will be responsible for submitting the final recommendations to the Commissioner and to the Board of Higher Education as information.

How the Report and the final recommendations will be used or acted upon will be an internal, institutional decision. However, it is important to note that any changes initiated as a result of the final recommendations based on the Program Evaluation Committee Report will be worked through the institution's established channels of procedure.

cc: Deans
Dave Vorland

UNIVERSITY OF NORTH DAKOTA
PROGRAM EVALUATION
WORKING DESCRIPTION OF CRITERIA

1. Faculty Quality
This criterion assesses the quality of the faculty relative to the standards outlined in the UND Faculty Handbook (Reference p. 26).
2. Centrality
A program will be judged in relation to the purposes and mission of the University as defined in Toward the Second Century (Reference p. 4,5)
3. Service to Non-Majors
This criterion refers to the demand by non-majors for courses offered as part of the program relative to the total program enrollment and University enrollment.
4. Library Holdings
For the purposes of this evaluation library and departmental ratings of the holdings and potential availability of resources will be utilized.
5. Facilities
Departments will be expected to evaluate the adequacy of their facilities relative to the program mission.
6. Equipment
Departments will be expected to evaluate the adequacy of their equipment relative to the program mission.
7. External Support
This criterion attempts to estimate the amount of total departmental support provided by non-appropriated funds.
8. Demand by Majors
This criterion refers to the demand by students to major in the program based on past enrollment patterns and judgments about future enrollment patterns with supporting statements.
9. Career Opportunities
Consistent with the traditional mission of the University, to provide both liberal arts and professional education, career opportunities (both national and regional) and their importance will be judged relative to the nature of the individual program.
10. Locational/Comparative Advantage
This criterion refers to the advantages of the program relative to the geographic location of the University and/or the program's unique capabilities.
11. Public Interaction
This criterion attempts to measure the degree to which a program interacts either on or off campus with various public constituencies. This rating will

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be based primarily on a quantitative judgment. Examples of such programs might include music festivals, public performances, science fairs, consulting on public policy, conferences, engineering fairs, institutes, community projects, liason activities in public education, statewide and regional outreach activities, and many others.

12. Accreditation Status

Accreditation may be defined as professional recognition by the appropriate accrediting agency accorded a specialized program of study. Please indicate the accreditation status of all your degrees according to the following: Fully accredited; partial accreditation; seeking accreditation; denied accreditation; not seeking accreditation; not available.

PROGRAM EVALUATION
TIMELINES

At the June 14, 1979 meeting of the Board of Higher Education, Mr. Bryce Streibel "moved that the Commissioner be directed to engage the institutions in long-range planning and program evaluation, to the end of producing a master plan for higher education in North Dakota in both of these areas. The motion was seconded by Dr. Robert Painter. All members voted aye. The motion carried."

Commissioner Kent Alm developed a three phase strategy for carrying out this directive with institutions of higher education in North Dakota. Phase one required all institutions to administer the Institutional Goals Inventory. Phase two required the development of a ten year plan at all institutions. (UND was excused from this requirement on the basis of our ten year plan.) Phase three requires program evaluation according to a prescribed model on all campuses, and Commissioner Alm has requested that phase three be completed by the close of the 1980-81 academic year.

The following tentative time lines are proposed as a schedule which would permit UND to complete an evaluation of all of its programs by May, 1981.

- | | | |
|-------|---|-----------------------------------|
| I. | Organize a University-wide PROGRAM EVALUATION COMMITTEE | By November 10, 1980 |
| A. | Call for self-nominations, chair & department nominations for 8 faculty members. Senate to participate in the final selection processes. | November 6, 1980 |
| B. | President Clifford to nominate two administrators. | November 6, 1980 |
| C. | Student Senate to nominate two student members. | November 6, 1980 |
| II. | Orient the PROGRAM EVALUATION COMMITTEE to the prescribed model. | December 15, 1980 |
| A. | PEC members to attend one day session on Friday, <u>November 14</u> with Dr. Robert Shirley. | November 14, 1980 |
| B. | PEC members to study materials and develop a UND adapted model for Program Evaluation. | December 3, 1980 |
| C. | PEC members to attend workshop for further orientation on <u>December 4</u> with Dr. Robert Shirley. | December 4, 1980 |
| III. | PEC request time at the <u>January 15</u> meeting of the University Senate to acquaint the Senate with the procedures to be used. | Before December 31, 1980 |
| IV. | Collection of materials and data for PEC. This will be directed by the Office of the Vice President through the major services of Dr. Richard Hill and Ms. Marcia Retzer. | January 15, 1981 |
| V. | PEC conducts evaluation | January 15-
April 15, 1981 |
| VI. | PEC writes its recommendations | April 15-
May 1, 1981 |
| VII. | PEC submits its recommendations to the VPAA and the President. | May 1, 1981 |
| VIII. | VPAA submits recommendations to the programs. | May 1-May 7, 1981 |
| IX. | Programs may appeal recommendations to the President and the VPAA. | May 15-
September 15, 1981 |
| X. | VPAA and President develop recommendations based on the PEC report and any appeals heard. Recommendations will be distributed to the programs, the deans, the University Senate, and to any additional persons as deemed appropriate. | September 30-
October 31, 1981 |
| XI. | President submits final recommendations to the Board of Higher Education | November 15, 1981 |
| XII. | Implementation of final recommendations will occur through normal campus channels. | |