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## January 20, 1983

University of North Dakota

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## MINUTES OF THE UNIVERSITY SENATE MEETING

January 20, 1983

1.

A special meeting of the University Senate was held at 4:05 p.m. on Thursday, January 20, 1983, in room 7, Gamble Hall. Sharon Lambeth presided.

2.

The following members of the Senate were present:

Clifford, Thomas	Johnson, A. William	Phillips, Monte
Antes, James	Karuntileka, Parakrama	Plawecki, Judith
Bostrom, Donald	Kemper, Gene	Pynn, Ronald E.
Boyd, Robert	Kolstoe, Ralph	Reid, John R.
Brown, Ralph	Korbach, Robert	Ring, Benjamin
Clark, Alice	Lambeth, Sharon	Rowe, Clair
Curry, Mabel	Lang, Gretchen	Samson, Mark
Davis, W. Jeremy	Langemo, Mark	Schubert, George
Donaldson, Sandra	Lewis, Robert	Schwartz, Paul J.
Elsinga, Lillian	Markovich, Denise	Shireman, Joyce
Hampsten, Elizabeth	Medalen, Rodney	Tomasek, Henry
Hampsten, Richard	O'Kelly, Bernard	Wermers, Donald
Hess, Carla	Oberpriller, John	White, Harvey
Hill, Lawrence	Omdahl, Lloyd B.	Young, Robert
Hill, Richard	Pederson, Steven	
Jacobsen, Bruce	Perrone, Vito	

The following members of the Senate were absent:

Ahlen, Michael	Henry, Gordon H.	Peltier, Suzette
Bender, Myron	Johnson, Tom	Skarvold, Jane
Berg, Marty	Lee, Randy H.	Skogley, Gerald
Bolonchuk, William	Loendorf, Lawrence	Waitsman, Eileen
Fletcher, Alan	Ludtke, Richard	Warner, Edward
Fuller, Mary Lou	Markovich, Stephen C.	Wilborn, Graciela
Greff, Louise	Miller, Jack	Wilson, Todd
Grow, Crystal	Nowacki, Melanie	Yeager, Bradford
Haffner, Peter	O'Keefe, Kerry	
Hamerlik, Gerald	Odegard, John	

3.

There being no objection, the minutes of the December meeting are approved, as distributed.

4.

Ralph Kolstoe announced that the State Board of Higher Education will be taking action on the first reading of the recommended Regulations on Academic Freedom, Tenure, and Due Process. A status report on the study will be on the agenda for the February Senate meeting and a copy of the draft will be distributed to Senate members.

5.

A. W. Johnson presented the recommendation from the Council of Deans for a policy statement on the Role of the College/School Faculties and Deans in Academic Matters and moved approval. Mr. Perrone seconded the motion. (See attachment # 1.) Mr. Hampsten moved to amend by adding a third sentence to item # 1 as follows: "With respect to the requirements of the Honors Program, the Dean will follow the recommendations of the Honors Committee"; and by changing the second sentence in item # 3 to read: This includes admission by transfer from University College, admission by transfer from other UND colleges, co-admission of members of the Honors Program, admission by transfer from other institutions, and re-admission of former students, including those who have been dismissed from the college. Also, to amend item # 4 C by changing the period to a comma and adding the following phrase, "except those of the Honors Program, which shall be determined by the Honors Committee." Mr. O'Kelly seconded the motion to amend. The motion was voted upon and carried by a vote of 43 for and 1 abstaining. Discussion on the main motion followed. The motion, as amended, was voted upon and carried by a vote of 41 for and 4 against. (See attachment # 1.)

6.

A. W. Johnson presented the Council of Deans proposed revision of the functions and responsibilities of the Administrative Procedures Committee and moved approval. Mr. Schubert seconded the motion. (See attachment # 2.) Mr. Hampsten moved a friendly amendment to add the following phrase to the end of sentence C, "and Honors requirements." The motion, as amended, was voted upon and carried by a vote of 41 for, 2 against and 1 abstaining.

7.

A. W. Johnson presented the Council of Deans proposed revision of the functions and Responsibilities of the Student Academic Standards Committee and moved approval. Mr. Schubert seconded the motion. (See attachment # 3.) Lawrence Hill moved a friendly amendment to change the sentence after the word, Selection, to read: Faculty elected by the Senate in April and assume responsibilities at the beginning of the fall semester. The motion, as amended, was voted upon and carried by a vote of 41 for, 1 against and 1 abstaining.

8.

A. W. Johnson moved that the GER Committee, in addition to its other responsibilities, shall be responsible for a) establishing guidelines for implementation of GER policies by the Deans, b) serving as an appeal board regarding determinations of the applicability of transferred work to meet the general education requirements. Carla Hess seconded the motion. The motion was voted upon and carried by a vote of 39 for, 1 against and 1 abstaining.

9.

A. W. Johnson moved that the policies on Role of the College/School Faculties and Deans in Academic Matters, Functions and Responsibilities of the Administrative Procedures Committee and the Student Academic Standards Committee commence Fall 1983. The motion was seconded. Discussion followed. Mr. Omdahl moved to refer this issue back to the Council of Deans for development of an orderly transition schedule to present to the Senate at its next meeting. Mr. Wermers seconded the motion which was voted upon and carried by a vote of 36 for, 2 against and 1 abstaining.

10.

Ronald Pynn, Chair of the Honorary Degrees Committee, presented the report from that committee recommending a candidate for an honorary degree. He moved to approve the recommendation pending approval by the President and the State Board of Higher Education. Mr. Johnson seconded the motion which was voted upon and carried by a vote of 36 for, 2 against and 1 abstaining.

11.

President Clifford announced that the State Board will be acting on a policy on outside employment and education for faculty and staff and suggested that this also be reviewed by the Senate at its February meeting. This policy will be on the February Senate meeting agenda and a copy of the policy draft will be distributed to Senate members.

12.

George Schubert moved to adjourn. The motion was seconded, voted upon and carried. The meeting adjourned at 5:20 p.m.

D. J. Wermers  
Secretary

## Role of the College/School Faculties and Deans in Academic Matters

1. The Dean of the degree-granting college/school shall be responsible for and have sole authority to certify students as meeting all graduation requirements. In doing so, the Dean will ensure that all degree requirements (including university, college, department, program, major) have been met. With respect to the requirements of the Honors Program, the Dean will follow the recommendations of the Honors Committee. With respect to the general education requirements (GER), the Dean will apply the policies and guidelines of the GER Committee. If the student is a transfer student, the Dean will utilize the GER transfer determination supplied by the Admissions Office (see 4b, below).
2. All aspects of petitions and appeals relating to college requirements, including requirements of its departments, shall be handled within the college in which the requirements exist. Each college shall establish a procedure for acting on such petitions.
3. The Dean of the college/school serves as the admitting officer for the degree-granting college/school. This includes admission by transfer from University College, admission by transfer from other UND colleges, co-admission of members of the Honors Program, admission by transfer from other institutions, and re-admission of former students, including those who have been dismissed from the college. The college/school shall determine admission requirements, subject to the approval of the University Senate, and shall implement an admissions procedure.
4. With respect to the transfer to UND of undergraduate work completed at another institution:
  - (a) The Admissions Office, in consultation with the appropriate colleges or academic departments, shall determine the transferability of all such work to UND. Any appeal regarding this determination shall be directed to the Administrative Procedures Committee for final determination.
  - (b) The Admissions Office shall determine the applicability of transferred work to meet university-wide general education requirements, based upon the guidelines established by the GER Committee, and, if necessary, in consultation with the appropriate academic departments. This determination normally shall be made during the student's first term of enrollment at UND and the transcript shall be marked to indicate the use of such work to meet GER. Any appeal relating to these requirements shall be directed to the GER Committee for final determination.
  - (c) The Dean of the degree-granting college/school to which the student is admitted shall determine the applicability of other transferred work to meet all other degree requirements, except those of the Honors Program, which shall be determined by the Honors Committee.
5. Each degree-granting college/school shall establish a process whereby the results of college decisions regarding the meeting of degree requirements by students may be appealed to a college committee.

Administrative Procedures Committee

- Membership - Four faculty, two deans, one student, Director of Admissions and Records or designee (non-voting chair)
- Terms - Faculty for two years with two being replaced each year  
Deans for two years with one being replaced each year  
Student for one year
- Selection - Faculty elected by the Senate in April and assume responsibilities at the beginning of the fall semester.  
Deans appointed by the President in April and assume responsibilities at the beginning of the fall semester.  
Student selected by the Student Senate

## Functions and Responsibilities

- a. Deals with those functions delegated to it by the Senate.
- b. Approves the academic calendar.
- c. Acts on petitions or appeals regarding university-wide requirements and policies except for GER and Honors requirements. These include:

Change of grade

Registration

Deviations from generally required averages

Credit in courses not allowed for credit

Transferability of undergraduate work to UND,

and all other university-wide academic requirements except the following which are reserved to the jurisdiction of the Deans and faculty:

1. Graduate without being enrolled (dean)
2. Extension of time to remove an incomplete (instructor, department chair, and dean)
3. Special and validating examinations and re-examinations (instructor, department chair, and dean)
4. Graduate from one college while enrolled in another (both deans)
5. Add a course late during a term (instructor, adviser, dean)
6. Take or give examinations at times other than those specified (department chair and dean)
7. Repeat a course with grade of C or better and have the last grade only counted in averages (adviser, department chair, and dean)
8. Take correspondence course in major while enrolled (adviser, department chair, and dean)
9. Take non-major correspondence course while enrolled (dean)
10. Complete a major with fewer than 15 hours in the major done in residence (chair of major department and dean)
11. Complete a minor with fewer than 4 hours in the minor done in residence (chair of minor department and dean)
12. Graduate with fewer than 30 of the last credits for a first baccalaureate degree done in residence, or fewer than the last 15 for a second or subsequent degree (dean)
13. Be enrolled for more than 21 credit hours in a regular semester, or for more than 10 in a summer session (adviser and dean)

14. Graduate with fewer than 36 upper level credit hours (adviser and dean)
15. Have a similar, but differently named, course constitute a repeat of a previous course (chair of department offering course and dean)
16. Change a grade misrecorded in a course (instructor and dean)

- Notes:
- A. The dean referred to is that of the student's college/program, except for items 11 and 16 in which case it is the dean of the college offering the course(s).
  - B. Appeals of decisions in these 16 matters shall be acted on by the appropriately established review and appeal committee in the respective colleges; the same committee shall resolve cases of divided decisions.
  - C. Items 1-3 were assigned to the jurisdiction of the Dean by the Council on March 1, 1962 and items 4-7 were assigned later by the Council or Senate. Items 8-16 are suggested as additional assignments.

Student Academic Standards Committee

Membership - Six faculty, two students, Director of Admissions and Records.

Terms - Faculty (three years, with one third elected each year)

Students (two years, with one elected each year, one a junior and one a senior)

Selection - Faculty elected by the Senate in April and assume responsibilities at the beginning of the fall semester

Students selected by the Student Senate from the junior class and with G.P.A. of at least 2.5.

Acts as an appeals board for University College students in cases involving suspension for unsatisfactory scholarship. Acts upon requests for readmission for those cases in which a college recommends readmission of a student who has been suspended from another college. Acts as an appeal board for undergraduate student academic grievances in accord with the Code of Student Life. Acts upon grade forgiveness requests for undergraduate students. Studies the administration of academic standards applicable to undergraduate students.

The Director of Admissions and Records or designee will be a non-voting member, serve as chair, prepare all student files for review, act as a resource person, and prepare the annual report for the University Senate.