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October 4, 1973

University of North Dakota

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MINUTES OF THE UNIVERSITY SENATE MEETING

October 4, 1973

1.

The October meeting of the University Senate was held at 4:00 p.m. on Thursday, October 4, 1973, in Room 7, Gamble Hall. Mr. Kulas presided.

2.

The following members of the Senate were present:

Clifford, Thomas	Iseminger, Gordon	Peterson, Russell
Ali, Sam	Jarman, Lloyd	Phillips, Monte
Anderson, Owen	Johnson, A. William	Pomeroy, Earl
Apanian, Ronald	Kaelke, Michael	Read, Tamar
Apostal, Robert	Kemper, Gene	Reid, John
Behringer, Marjorie	Koenig, Walter	Robertson, Donald
Brown, Russell	Kolstoe, Ralph	Rogers, John
Brubakken, Ray	Kraft, Larry	Rowe, Clair
Brumleve, Stanley	Kraft, Lee	Rude, Ramon
Bzoch, Ronald	Lundberg, Stuart	Rushing, Robert
Caldwell, Mary	Mitchell, Robbie	Russell, LaVonne
Clark, Alice	Murray, Stanley	Stenberg, Virgil
Engel, Dean	Nelson, Gini	Strentz, Herbert
Fletcher, Alan	Nordlie, Robert	Thorson, Playford
Ford, Donald	O'Kelly, Bernard	Tweton, D. Jerome
Grina, Mary	Oslund, Valborg	Ulven, Milford
Hedahl, Beulah	Penn, John	Van Voorhis, Robert
Heyse, Margaret	Perrone, Vito	Wright, Paul

The following members of the Senate were absent:

Bale, Harold	Marti, Leonard	Vennes, John
Bodelson, Eric	Naismith, Donald	Warner, Edward
Goderstad, Lee	Ramsett, David	Worley, Floyd
Kannowski, Paul	Skogley, Gerald	Student Member CTL
King, Robert	Swanson, Loren	Student Member HRD
Koenker, William	Tomasek, Henry	Student Member GRAD
MacKichan, Ruth		

3.

There being no corrections, the minutes of the meeting of May 3, 1973, were ordered approved as submitted.

4.

The Chair called for the election of a Chairman and Vice-Chairman. Mr. Jarman nominated Mr. D. Jerome Tweton for Chairman. Mr. Thorson moved that nominations cease and that Mr. Tweton be declared elected. The motion was seconded, voted upon and carried. Mr. Tweton assumed the Chair.

Mr. Tweton called for nominations for Vice-Chairman. Mr. Thorson nominated Mr. Paul Kannowski. It was moved that nominations cease and that Mr. Kannowski be declared elected. The motion was seconded, voted upon and carried.

5.

Mr. Rude presented the second reading of the proposed amendment to the By-laws of the University Senate under Membership, section 6:

"The Student Senate will provide for the election of 24 student members to the Student Senate, who with the President of the Student Body and the Vice-President, make up the student members to the University Senate and will also provide for the starting date and duration of their terms of office."

Mr. Rude moved the adoption of the proposed amendment. The motion was seconded and discussion followed. Mr. Rude then moved that this item be referred to the Committee on Committees. (Mr. Rude subsequently indicated that it was the intent that the Committee on Committees could consider or could refer to whomever they saw fit.) The motion was seconded and discussion followed. The motion was voted upon and carried.

6.

Mr. Rushing reported that the Codification Committee had not yet met as one of the three member's term had expired. Mr. Rushing also said that the intent of Mr. Perrone's motion of last May was not exactly as recorded in the minutes. He then asked Mr. Perrone to report in lieu of the Codification Committee.

Mr. Perrone moved that the University Constitution be amended to include, as an ex-officio member of the Senate, the Director of Indian Studies and that the proposed amendment be effective at the Senate Meeting which follows formal board action. The motion was seconded. The Chair ruled that the second portion of Mr. Perrone's motion was of an expediting nature and not of an amending nature and should be considered only at the time of the second consideration of the proposed amendment. Discussion on the proposed amendment followed. The proposed constitutional amendment was voted on and carried. (Since a change in the University Constitution must be voted upon twice, this item will be placed on the agenda next month.)

Brunleve, Stanley

Kraft, Larry

Read, Tamar
Raid, John

7.

The Chair called upon Mr. Ronald Pynn, the Chairman of the ad hoc Committee to Study Course-Faculty Evaluations, to present the report of that committee. Mr Pynn introduced the committee and presented the report. (The recommendations are attached.) Mr. Reid moved that the Senate accept the report and that the recommendations be voted upon separately. The motion was seconded, voted upon and carried.

Recommendation #1, "All faculty will be evaluated by students in every course." This recommendation was moved and seconded. Discussion followed. The motion was voted upon and carried.

Recommendation #2, "The Administration will provide the material necessary for evaluation of all courses of five (5) or more students, including:

- a. A minimal form for all courses, that also provides for open-ended comments.
- b. Supplemental questions standardized for:
 - 1. Laboratories
 - 2. Large lecture courses (100 level)
 - 3. Upper-level courses/small lower-level courses/seminars/recitations
- c. Opportunity for departments and/or instructors to include additional questions."

This recommendation was moved and seconded. Discussion followed. Mr. Strentz moved to amend the recommendation to include the phrase, "or appropriate academic department," so the recommendation would read, "The Administration, or appropriate academic department, will provide the material necessary for evaluation of all courses of five (5) or more students ... The motion to amend was seconded, voted upon and lost. Discussion resumed on the original recommendation.

8.

The Chair called for the resignation of Mr. Ford. Discussion on Recommendation #2. "The Administration will provide the material necessary for evaluation of all courses of five (5) or more students, including: ... The motion to amend was seconded, voted upon and lost. Discussion resumed on the original recommendation. Mr. Ford moved to adjourn to an adjourned meeting at the call of the Chairman. The motion was seconded, voted upon and carried. The meeting was adjourned at 5:35.

9.

The University Senate adjourned meeting of October 4, was called to order at 4:15 on Thursday, October 11, 1973, in Room 7, Gamble Hall. Mr. Kannowski presided.

10.

The following members of the Senate were present:

- | | | |
|-------------------|----------------|-------------|
| Brown, Russell | Kolstoe, Ralph | Read, Tamar |
| Brumleve, Stanley | Kraft, Larry | Reid, John |

Bzoch, Ronald
 Caldwell, Mary
 Clark, Alice
 Ford, Donald
 Hedahl, Beulah
 Heyse, Margaret
 Iseminger, Gordon
 Kaelke, Michael
 Kannowski, Paul
 Koenig, Walter

Kraft, Lee
 Lundberg, Stuart
 Mitchell, Robbie
 Murray, Stanley
 Nelson, Gini
 O'Kelly, Bernard
 Oslund, Valborg
 Penn, John
 Perrone, Vito
 Pomeroy, Earl

Rowe, Clair
 Rude, Ramon
 Russell, LaVonne
 Stenberg, Virgil
 Thorson, Playford
 Tomasek, Henry
 Ulven, Milford
 Vennes, John
 Wright, Paul

The following members of the Senate were absent:

Clifford, Thomas
 Ali, Sam
 Anderson, Owen
 Apanian, Ronald
 Apostal, Robert A.
 Bale, Harold
 Behringer, Marjorie
 Bodelson, Eric
 Brubakken, Ray
 Engel, Dean
 Fletcher, Alan
 Goderstad, Lee
 Grina, Mary

Jarman, Lloyd
 Johnson, A. William
 Kemper, Gene
 King, Robert
 Koenker, William
 MacKichan, Ruth
 Marti, Leonard
 Naismith, Donald
 Nordlie, Robert
 Peterson, Russell
 Phillips, Monte
 Ramsett, David
 Robertson, Donald

Rogers, John
 Rushing, Robert
 Skogley, Gerald
 Strentz, Herbert
 Swanson, Loren
 Tweton, D. Jerome
 Van Voorhis, Robert
 Warner, Edward
 Worley, Floyd
 Student Member CTL
 Student Member HRD
 Student Member GRAD

11.

The Chair called for the resumption of discussion on Recommendation #2, "The Administration will provide the material necessary for evaluation of all courses of five (5) or more students, including:

- a. A minimal form for all courses, that also provides for open-ended comments.
- b. Supplemental questions standardized for:
 1. Laboratories
 2. Large lecture courses (100 level)
 3. Upper-level courses/small lower-level courses/seminars/recitations
- c. Opportunity for departments and/or instructors to include additional questions."

Mr. Perrone moved to amend the recommendation to read as follows:

The administration will provide the material necessary for evaluation of all courses over five or more students. The forms used shall be developed by the administration or colleges and/or departments. It is expected that forms developed within colleges or departments would be such that they could be processed through the University computer.

The motion was seconded. Discussion followed. Mr. Rude voted to amend the

amendment to add, "to include a minimal form for all courses which may not make up the entire evaluation and that also provides for open-ended comments." The amendment was seconded. Further discussion followed. Mr. Rude requested permission to withdraw the amendment to the amendment and it was granted by unanimous consent. Mr. Perrone requested permission to withdraw his amendment and it was granted by unanimous consent. Mr. Rude, Mr. Perrone and Mr. Reid retired from the room to consult concerning an agreeable amendment. Mr. Penn moved that while this conference was going on regarding recommendation #2, the Senate proceed to recommendation #3. The motion was seconded, voted upon and carried.

12.

Mr. Strentz moved the approval of Recommendation #3 which reads: Procedures for evaluating courses with fewer than five (5) students are to be left to the discretion of the instructor and/or department. The motion was seconded, voted upon and carried.

13.

Mr. Kolstoe moved to defer action on recommendation #4 of the report of the ad hoc Committee for Course and Faculty Evaluation Study and proceed to subsequent recommendations. The motion was seconded, voted upon and carried.

14.

Mr. Mitchell moved adoption of recommendation #5, "The results of student evaluations will be made available to students in departmental offices, the Counseling Center and the Office of Student Development." The motion was seconded. Discussion followed. The motion was voted upon and carried.

15.

Mr. Perrone moved the approval of the following amendment to recommendation #2:

"The administration will provide the material necessary for evaluation of all courses of five (5) or more students. A minimal form is to be developed by a council on teaching with appropriate interaction with faculty and students. Colleges and/or departments will develop evaluation forms which they feel respond directly to their unique situations. Colleges and/or departments shall provide for students to participate with faculty in the development of these forms. A substantial part of all forms used in evaluation shall be appropriate to computer processing."

The motion was seconded. Mr. Kolstoe moved to strike the word, "will," and substitute, "may," so the second sentence would read: Colleges and/or departments may develop evaluation forms which they feel respond directly to their unique situations. The motion was seconded, voted upon and carried. Mr. Kraft moved to postpone further consideration on the amendment until the next meeting, with the provision that copies of it be provided all members of the Senate prior to that meeting. The motion was seconded, voted upon and carried.

16.

Mr. O'Kelly moved suspension of the rules to consider agenda items five and seven at this time. The motion was seconded, voted upon and carried.

17.

Mr. Strentz moved the approval of agenda item #5, which reads: Recommendation that the University Letter be used for the call for University Senate agenda items and publication of the agenda. The motion was seconded. Discussion followed. The motion was voted upon and carried.

18.

Mr. O'Kelly moved the approval of agenda item #7, the recommendation from the faculty of the Department of Sociology and Anthropology, approved by the faculty of the College of Arts and Sciences, to approve the separation of the faculty in Anthropology from the Department of Sociology and Anthropology for the establishment of an autonomous Department of Anthropology and Archaeology. The motion was seconded. Discussion followed. The motion was voted upon and carried.

19.

Mr. Koenig moved to adjourn to an adjourned meeting subject to the call of the Chairman. The motion was seconded, voted upon and carried. The meeting was adjourned at 5:30 p.m.

20.

The October 11 adjourned meeting of the University Senate was called to meet on October 25, 1973 at 4:00 p.m. in Room 7, Gamble Hall.

21.

The following members of the Senate were present:

Anderson, Owen
Apanian, Ronald
Bzoch, Ronald
Caldwell, Mary
Clark, Alice
Johnson, A. William
Kannowski, Paul
Kemper, Gene
Koenig, Walter
Koenker, William

Kolstoe, Ralph
Kraft, Larry
Mitchell, Robbie
Nelson, Gini
Nordlie, Robert
O'Kelly, Bernard
Oslund, Valborg
Penn, John
Phillips, Monte
Ramsett, David

Read, Tamar
Reid, John
Robertson, Donald
Rude, Ramon
Rushing, Robert
Strentz, Herbert
Thorson, Playford
Tomasek, Henry
Wright, Paul

The following members of the Senate were absent:

Clifford, Thomas	Heyse, Margaret	Rowe, Clair
Ali, Sam	Iseminger, Gordon	Russell, LaVonne
Apostal, Robert	Jarman, Lloyd	Skogley, Gerald
Bale, Harold	Kaelke, Michael	Stenberg, Virgil
Behringer, Marjorie	King, Robert	Swanson, Loren CTL
Bodelson, Eric	Kraft, Lee	Tweton, D. Jerome
Brown, Russell	Lundberg, Stuart	Ulven, Milford GRAD
Brubakken, Ray	MacKichan, Ruth	Van Voorhis, Robert
Brumleve, Stanley	Marti, Leonard	Vennes, John
Engel, Dean	Murray, Stanley	Warner, Edward
Fletcher, Alan	Naismith, Donald	Worley, Floyd
Ford, Donald	Perrone, Vito	Student Member CTL
Goderstad, Lee	Peterson, Russell	Student Member HRD
Grina, Mary	Pomeroy, Earl	Student Member GRAD
Hedahl, Beulah	Rogers, John	

22.

The meeting was not called to order as a quorum was not present.

23.

The October 11, 1973, adjourned meeting of the University Senate was called to order at 4:05 p.m. on Thursday, November 1, 1973, in Room 7, Gamble Hall. Mr. Tweton presided.

24.

The following members of the Senate were present:

Anderson, Owen	Kannowski, Paul	Pomeroy, Earl
Apostal, Robert	Kemper, Gene	Reid, John
Behringer, Marjorie	King, Robert	Robertson, Donald
Brown, Russell	Koenig, Walter	Rogers, John
Bzoch, Ronald	Koenker, William	Rowe, Clair
Caldwell, Mary	Kraft, Larry	Rude, Ramon
Clark, Alice	Kraft, Lee	Rushing, Robert
Engel, Dean	Murray, Stanley	Stenberg, Virgil
Fletcher, Alan	Nelson, Gini	Strentz, Herbert
Ford, Donald	Nordlie, Robert	Swanson, Loren
Goderstad, Lee	O'Kelly, Bernard	Thorson, Playford
Hedahl, Beulah	Oslund, Valborg	Tomasek, Henry
Heyse, Margaret	Penn, John	Tweton, D. Jerome
Iseminger, Gordon	Perrone, Vito	Ulven, Milford
Johnson, A. William	Peterson, Russell	Van Voorhis, Robert
Kaelke, Michael	Phillips, Monte	Wright, Paul

The following members of the Senate were absent:

Clifford, Thomas
 Ali, Sam
 Apanian, Ronald
 Bale, Harold
 Bodelson, Eric
 Brubakken, Ray
 Brumleve, Stanley
 Grina, Mary
 Jarman, Lloyd

Kolstoe, Ralph
 Lundberg, Stuart
 MacKichan, Ruth
 Marti, Leonard
 Mitchell, Robbie
 Naismith, Donald
 Ramsett, David
 Read, Tamar

Russell, LaVonne
 Skogley, Gerald
 Vennes, John
 Warner, Edward
 Worley, Floyd
 Student Member CTL
 Student Member HRD
 Student Member GRAD

25.

Mr. Ford moved that the Senate adjourn. The motion to adjourn was seconded, voted upon and carried. The meeting adjourned at 4:06 p.m.

Milford Ulven
 Secretary

Recommendations for Positive Action

A. The Committee recommends that course/faculty evaluation by students proceed as promptly after Senate approval as possible. The following procedures are recommended:

1. All faculty will be evaluated by students in every course.

2. The Administration will provide the material necessary for evaluation of all courses of five (5) or more students, including:

a. A minimal form for all courses, that also provides for open-ended comments.

b. Supplemental questions standardized for:

1. Laboratories
2. Large lecture courses (100 level)
3. Upper-level courses/small lower-level courses/seminars/recitations

c. Opportunity for departments and/or instructors to include additional questions.

3. Procedures for evaluating courses with fewer than five (5) students are to be left to the discretion of the instructor and/or department.

4. The Administration will compile the information from 2.a. and 2.b.

5. The results of student evaluations will be made available to students in departmental offices, the Counseling Center and the Office of Student Development.

6. Publication will not take place at this time. However, after a suitable period (two years), University Senate should re-evaluate the question of publication.

7. The results from student evaluations must be subject to control and close scrutiny to insure proper use. To this end:

a. Communication of evaluations to faculty:

- 1) Each chairperson or coordinator should visit individually with the faculty member of that department to discuss the results of the evaluations as soon as possible after the results have been distributed. If a faculty member believes the evaluation to be unfair or distorted, written comment should be submitted to the chairperson or coordinator with a copy sent to the appropriate dean.

2. Communication between the chairperson or coordinator and the dean, and possibly the Vice President for Academic Affairs concerning the faculty member's performance should be written.
3. All information and written communications regarding a faculty member's teaching effectiveness should remain in the department file and made available to that faculty member upon request.

b. Any data analyses beyond frequency tabulations of responses to individual evaluation items are not to be done, unless adequately supervised by an appropriate committee.

B. The Committee recommends the establishment of a committee composed of students, faculty, and administrators, to continually assess student evaluations.

1. If the Council on Teaching, proposed by the SCOPE report, is enacted, this should function as that committee.
2. Policies related to Administrative use of student evaluations, particularly for purposes of raises, promotions, and tenure, should be reviewed by this committee.
3. To implement the policies established by this committee, an Instruction Office should be established.
 - a. This office should examine and assess the utility of evaluation forms and suggest improvements where appropriate.
 - b. This office should be organized to provide assistance to faculty (advice, workshops, seminars, GTA training) for improvement of instruction.
 - c. Budgetary funding for a half-time Director of Instruction Office should be approved.
 - d. The Director should be a faculty member with an adequate background in the psychology of learning and in techniques of learning. The Director should be responsible for administering the student evaluation and should be available to assist and advise faculty members in the improvement of teaching.

Mr. Penn moved that the Council report on the agenda for this meeting be unfinished business from the October meeting. The motion was seconded, voted upon and carried.