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February 7, 2002

University of North Dakota

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Minutes of the University Senate Meeting
February 7, 2002

1.

The February meeting of the University Senate was held at 4:05 p.m. on Thursday, February 7, 2002, in Room 7, Gamble Hall. David Perry presided.

2.

The following members of the Senate were present:

Adams, Ross	Hanson, Brent	Murphy, Eric
Antes, James	Hikins, James	Perry, David
Askim, Mary	Hoffmann, Mark	Petros, Thomas
Bartsch, Brent	Hunter, Susan	Poochigian, Donald
Benoit, Joseph	Jackson, Jon	Porter, Kimberly
Bridewell, John	Jenniges, Sharleen	Potvin, Martha
Brown, Matt	Jeno, Susan	Rakow, Lana
Cleveland, Mike	Johnson, Arnold	Rice, Daniel
Drewes, Mary	Kenville, Kimberly	Schwartz, Rhonda
Ebertowski, Mary	Krogh, Nancy	Smith, Bruce
Elsinga, Lillian	Kupchella, Charles	Stofferahn, Curtis
Ettling, John	Kweit, Mary	Stolt, Wilbur
Fivizzani, Albert	Lang, Gretchen	Thompson, Myra
Gagnon, Gregory	Lieberman, Victor	Thureen, Faythe
Gallager, Robert	Lindseth, Glenda	Tiffany, Mark
Greff, Jason	Mabey, Renee	
Grijalva, James	Mann, Michael	
Hanhhan, Sara	Mochoruk, Jim	

3.

The following members of the Senate were absent:

Bagheri, Fathollah	Juffer, Brad	Shaeffer, James
Boyd, Robert	Juntunen-Smith, Cindy	Skramstad, Allan
Brandt, Jerel	McBride, Rosanne	Smart, Kathy
Davis, W. Jeremy	Meyer, Betsy	Steen, Tom
Dokken, Seth	Munski, Douglas	Todhunter, Paul
Elbert, Dennis	Nichols, Elizabeth	Watson, John
Frost, Chris	Romero, Alan	Wilson, H. David
Heitkamp, Thomasine	Schneider, Mac	

4.

The following announcements were made:

- A. Mr. Perry asked for consent to add two items to the agenda on the business calendar: as item number 10, consideration of the candidates for honorary degrees, and as item number 11 a request from John LaDuke concerning the biology department's assignment in the Seed Money Program disciplinary structure. Hearing no objection, the items were added to the agenda.

- B. Ms. Krogh announced that the Senate Ad Hoc Transfer Policy Committee will sponsor a Senate Forum on Thursday, March 21, at 4:00 p.m. in Room 7, Gamble Hall, concerning a proposed change in the University policy regarding acceptance of transfer credit. The Committee will also hold an informational session for academic advisers on March 6, at 9:00 a.m. in the Memorial Union Lecture Bowl.

5.

The Chairman asked if there were any additions or corrections to the minutes of the December 6, 2001 Senate meeting. There being none the minutes were approved as distributed.

6.

The Chairman announced the question period at 4:12 p.m. There were no questions.

7.

Mr. Stolt moved to receive and file the annual reports of the Summer Sessions Committee and the Academic Policies and Admissions Committee. There was unanimous consent and the reports were received and filed. (Attachments #1 and #2)

8.

Mr. Grijalva reported on behalf of the Council of College Faculties. He gave a summary of the State Board of Higher Education meeting held at Fort Berthold Community College in New Town on January 17, 2002. Mr. Grijalva also announced that a Council of College Faculties meeting will be held over IVN on Tuesday, February 12, 2002 and the next State Board of Higher Education meeting will be held in Fargo on February 21-22, 2002.

9.

The Chairman introduced a request from the Assessment Committee to add three new members to the Committee. Ms. Hanhan moved to add a Graduate School Representative to be appointed by the Graduate Committee in consultation with the Graduate Dean, the Vice president for Finance and Operations or designee, and the Vice President for Student and Outreach Services or designee to the membership of the Senate University Assessment Committee, each with a term of one year. After discussion, the motion was approved unanimously.

10.

Mr. Petros moved to accept the following resolution to be sent to the State Board of Higher Education:

Resolution Regarding SBHE Policy 601.1 Presidential Search Committees

Whereas: The faculty and students in the North Dakota University System (NDUS) are major stakeholders in the NDUS,

Whereas: a majority of the legitimate faculty and student governance bodies asked you to revisit your recent changes to Presidential Search Policy, SBHE Policy 601.1

Whereas: the reasons for your refusal are unclear

Whereas: your unwillingness to even consider our concerns about the policy change has damaged your credibility with the faculty and students

since we communicated to you our wishes through the appropriate channels that were put in place by the SBHE, and we were not even given a hearing,

Whereas: your changes to SBHE Policy 601.1 have raised major concerns for faculty and students across the state,

Whereas: a number of excellent arguments have been presented against your changes in SBHE Policy 601 in the numerous resolutions that were sent to the SBHE,

Whereas: the changes in the Presidential Search Policy are a big issue for all campuses, especially at UND where the last search was tainted by attempts to circumvent the process.

Be it resolved that the University Senate of the University of North Dakota once again asks that you place the issue of your changes to Presidential Search Policy 601.1 back on your agenda and allow debate and discussion involving faculty and student representatives.

Discussion followed. Mr. Stolt offered a friendly amendment to strike the last paragraph beginning with "Whereas," which was accepted by Mr. Petros. Mr. Antes suggested the words "has damaged" in the fourth paragraph be replaced by the words "risks damaging." The change was accepted by Mr. Petros. Mr. Murphy proposed that the word "even" be deleted in the first sentence of the fourth paragraph, and Mr. Bridewell asked that the same word be struck from the last sentence of the same paragraph. Mr. Petros accepted both changes. The following resolution was presented to the Senate for consideration:

Resolution Regarding SBHE Policy 601.1 Presidential Search Committees

Whereas: The faculty and students in the North Dakota University System (NDUS) are major stakeholders in the NDUS,

Whereas: a majority of the legitimate faculty and student governance bodies asked you to revisit your recent changes to Presidential Search Policy, SBHE Policy 601.1

Whereas: the reasons for your refusal are unclear

Whereas: your unwillingness to consider our concerns about the policy change risks damaging your credibility with the faculty and students since we communicated to you our wishes through the appropriate channels that were put in place by the SBHE, and we were not given a hearing,

Whereas: your changes to SBHE Policy 601.1 have raised major concerns for faculty and students across the state,

Whereas: a number of excellent arguments have been presented against your changes in SBHE Policy 601 in the numerous resolutions that were sent to the SBHE,

Be it resolved that the University Senate of the University of North Dakota once again asks that you place the issue of your changes to Presidential Search Policy 601.1 back on your agenda and allow debate and discussion involving faculty and student representatives.

After continued discussion the motion was approved 48 to 1 with 2 abstentions.

11.

Mr. Bridewell presented changes to the University Incomplete Policy on behalf of the Academic Policies and Admissions Committee. Mr. Bridewell moved to adopt the policy presented. (Attachment #3) After discussion, Mr. Antes offered a friendly amendment to change the second sentence of the policy to read "For reasons beyond a students's control, and upon request by a student, an incomplete grade may be assigned by the instructor when there is reasonable certainty the student will successfully complete the course without retaking

it." This amendment was accepted by Mr. Bridewell. After continued discussion, Mr. Bridewell withdrew the motion, and announced the Academic Policies and Admissions Committee will schedule a forum to discuss the proposed policies.

12.

On behalf of the Honorary Degrees Committee, Mr. Benoit recommended three candidates for Honorary Degrees. The recommendations were approved unanimously with one abstention.

13.

Mr. Fivizzani presented a memo from John LaDuke, Chair of Biology, regarding biology's sub-committee assignment for Seed Money funding. Mr. Fivizzani moved to change biology's assignment in the Seed Money Program from Biological Science to Physical Sciences and to change the names of these groups from Biological Sciences to Medical Sciences and Physical Sciences to Mathematics and Natural Sciences. The motion was discussed.

14.

At 5:30 p.m. the Chairman announced the Senate must adjourn. Mr. Murphy moved to extend the meeting until 5:45 p.m. Motion carried.

15.

Discussion continued about Mr. Fivizzani's motion. Mr. Bridewell moved to split the motion into two questions: 1) to change biology's assignment in the Seed Money Program from Biological Science to Physical Sciences, and 2) to change the names of the these groups from Biological Sciences to Medical Sciences and Physical Sciences to Mathematics and Natural Sciences. The Chairman accepted the division of the motion. Mr. Bridewell offered a friendly amendment on the second motion to change the name from Medical Sciences to Bio-Medical Sciences and the amendment was accepted. Mr. Benoit offered a friendly amendment to change Bio-Medical Sciences to Basic Medical Sciences. This was accepted. The first motion to change biology's assignment in the Seed Money Program from Biological Science to Physical Sciences carried unanimously. The motion to change the names of these groups from Biological Sciences to Basic Medical Sciences and Physical Sciences to Mathematics and Natural Sciences carried on a vote of 38 to 1.

16.

Mr. Poochigian moved to require the Seed Money Committee to report to the Senate the distribution and allocation of funding to be submitted to the Senate by mid-April for distribution at the May meeting. The motion carried unanimously.

17.

The meeting adjourned at 5:31 p.m.

Nancy Krogh
Secretary

Transfer Credit

1/10/02

1. An official transcript from each of the student's former institutions must be submitted for review. Upon receipt of the student's transcripts, the Office of the Registrar will determine which credits will transfer as well as how those credits will be applied toward the University of North Dakota's General Education Requirements (GERs). How the accepted courses may be used toward the student's major is determined by the individual college or department from which the student plans to receive his/her degree. Students should contact an adviser in their major to determine course applicability.
2. A credit summary, indicating only the number of credits transferred, institution of origin, and the student's transfer GPA, will be posted to the student's University of North Dakota (UND) transcript after the student has been admitted to the University. A detailed listing of transferred courses will be available to both student and adviser. All of the student's previous under-graduate work becomes part of the student's permanent UND record. All transfer work shown on the student's official transcript will be summarized in semester credits. Work transferred from institutions that use quarter or other systems, will be converted to semester credits.
3. The University of North Dakota participates in the General Education Requirements Transfer Agreement (GERTA) with other North Dakota institutions. Students who have completed their general education requirements (GERs) at another North Dakota institution recognized by GERTA should request proof of GER completion be sent to the UND Office of the Registrar. Students who have completed their GERs at another North Dakota University System (NDUS) institution will be deemed to have completed the GERs at UND as well.
4. In general, all college-level credit attempted, excluding withdrawals, at a regionally accredited institution of higher education will be posted in transfer by UND. There are certain exceptions to this rule, and those exceptions include, but may not be limited to, the following:
 1. Remedial or preparatory courses.
 2. Credit granted for life experience by other institutions.
 3. Credit by examination.
 4. Non-degree continuing education courses.
5. Credit for military courses and training may be granted, but students requesting this credit must produce an official training record. Students should consult the military branch under which they served to have an official copy of this record sent to UND. The American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces will be used to determine whether or not credit is granted and only credit listed as either lower division baccalaureate or upper division baccalaureate credit will be considered.
6. Students transferring college credit from all institutions outside the United States, with the exception of Canadian institutions, must have their transcripts evaluated by an international transcript evaluation company prior to being admitted to UND. Students who need more information about how this evaluation is performed may go on-line to <http://www.wes.org>. Canadian students' work will be evaluated on-site in the Office of the Registrar.
7. This policy will become effective with the UND 2003-2005 Academic Catalog.

Registrar's Office

DEC 18 2001

MEMORANDUM

VICE PRESIDENT FOR ACADEMIC AFFAIRS
 P.O. BOX 8176
 GRAND FORKS, NORTH DAKOTA 58202-8176
 (701) 777-2167
 FAX: (701) 777-4139

To: Nancy Krogh, Secretary of the University Senate

From: Ray Diez, Chair, Summer Sessions Committee *RD*
 Stacie Varnson, Director, Summer Sessions *SV*

Date: December 18, 2001

Re: Summer Sessions Committee Annual Report, 2000-2001

Committee membership:

Mary Askim (previous chair)	term expired 2001
Douglas Munski	term expired 2001
Ray Diez	term expires 2002
Ric Ferraro	term expires 2002
Dennis Elbert	term expires 2003
Graeme Dewar	term expires 2003
Sergio Gallo (new this year)	term expires 2004
Mohammad Khavanin (new)	term expires 2004
Beverly Uhlenberg (VPAA designee)	
Stacie Varnson (ex-officio)	
Janet Hangsleben (Registrar's designee, ex-officio)	

The Summer Sessions Committee met on the following dates: August 7, September 22, October 27 and December 1, 2000, and March 5, 2001. The Committee formally adopted the Summer Sessions Strategic Plan (attached), and assisted with the transition to a new director, Dr. Stacie Varnson. Planning for the shift to two six-week sessions was begun during this time.

Please see the attached Executive Summary of the Summer Sessions Annual Report for specifics concerning the 2001 Summer Session.

EXECUTIVE SUMMARY

SUMMER SESSIONS ANNUAL REPORT, SUMMER 2001

Summer Sessions is a unit within the Division of Academic Affairs with a part-time director and no other staff. The Director disburses funds for summer courses and coordinates planning of classes, markets Summer Sessions to prospective students, and prepares publications and reports. The Director also coordinates the activities of the Senate Summer Sessions Committee, an advisory group of faculty.

General goals of the Summer Sessions Strategic Plan, as well as the University Strategic Plan regarding Summer Sessions, are as follows:

- Increase enrollment (several action strategies, including addition of new programs, increasing evening/weekend offerings, etc.)
- Increase faculty salaries
- Increase appropriated funding for Summer Sessions

[Note that these plans were made prior to the current director assuming leadership.]

Enrollment: New recruitment strategies for Summer 2001 included the development of a distinctive logo and slogan for Summer Sessions, the publication of a preliminary list of course offerings, advertising on campus shuttle buses, and bookmarks with brief information about Summer Sessions which were distributed in the campus libraries. The preliminary course listings brochure proved to be a highly popular tool for both students and advisors alike.

Salaries: Faculty salaries were raised by 3.5% across the board, continuing a trend begun under the previous director several years ago. Although salaries are still below the national median, much progress has been made toward making summer teaching appointments more attractive to faculty.

Funding: Previously cut money was restored to the Summer Sessions budget and an additional \$170,000 was added for "star" courses. Although inadequate to cover all expenses of star courses, this funding was a welcome addition to the Summer Sessions budget. It has increased to \$176,000 for Summer 2002.

Although Summer Sessions did not address certain of the goals set forth by the previous director and committee, the 2001 session was an unqualified success. More courses were offered, fewer were canceled, salaries were raised, and enrollments and revenues increased significantly. Enrollment increased by 4.4% (not including correspondence students) or 10.5% (including correspondence students). The revenue margin increased 24% over Summer 2000; a return of \$2.31 for every dollar spent was realized, compared with \$2.15 in Summer 2000. Administrative practices were streamlined or eliminated, to the relief of support staff across campus. The introduction of the preliminary course listings brochure provided a valuable service to students, faculty and advisors alike.

Goals for Summer 2002 include the move to six-week sessions (from four- and eight-week sessions), further increases in faculty salaries, movement away from the "star" course concept and budget practices, and exploration of new program ideas and new funding mechanisms. The Director also plans to continue production of the Preliminary Course Listings brochure, and produce an on-line version of the Time Schedule of Classes before the start of the spring semester.

SUMMER SESSION 2001 BY THE NUMBERS

Enrollment (including Continuing Ed. correspondence students)	3886
Increase in enrollment (with Con't Ed students/without)	10.5% / 4.4%
Number of faculty employed (including GTAs)	260
Salary increase for faculty	3.5%
Regular courses offered (not including individual instruction courses)	362
Star courses offered (not including individual instruction courses)	106
Courses canceled for low enrollment	14
Evening or weekend courses	44
Margin (revenue generated minus payroll)	\$1.266 million

Analysis and Recommendations

While at least some of the enrollment increase can be attributed to increased marketing efforts, a portion of it is simply due to enrollment increases in the previous fall which tend to spill over into the following spring and summer sessions. It is anticipated that this same effect will benefit Summer 2002 enrollments.

A new computer system (Enterprise Resource Planning) will also prove highly beneficial to Summer Sessions in that it will allow for greater flexibility in scheduling. The current HECN is unable to automate many tasks, requiring manual intervention and increased costs in the form of staffing. The new system should be able to allow much greater capacity for varied-length courses and the administrative details (such as drop/add and refund dates) involved. This will allow departments to better tailor their offerings to their respective student populations and offer more opportunities for experimentation with course lengths.

Increasing enrollments in previously underserved populations, such as high-school students or senior citizens, will involve the creation of new programs, or at least increased marketing of existing offerings that might be of interest to these populations. Either way, a sizeable increase in the advertising budget of Summer Sessions is recommended to ensure success of new programs. The current advertising budget is zero.

Continued increase in faculty salaries is probably the best investment the University can make in Summer Sessions. The more attractive the pay, the greater the number and variety of courses that can be offered. This will likely result in increased enrollment, thus paying for the salary increase and generating additional revenues for other departments and programs.

University of North Dakota Office of Summer Sessions Strategic Plan for 2001-2005

Mission

The mission of the Office of Summer Sessions is to coordinate the activities of the colleges and academic departments in planning and implementing summer courses for UND undergraduate and graduate students and visiting "summer-only" students as well as a variety of short-term activities for K-12 students, teachers, and parents.

Overview of Responsibilities

The Director of Summer Sessions works with the colleges and more than 50 academic departments to plan and implement summer courses for UND undergraduate and graduate students and visiting "summer-only" students as well as variety of short-term activities for K-12 students, teachers, and parents. Summer Sessions employs 250-300 teaching faculty and GTAs; enrolls approximately 3,500 students; generates 18,000-20,000 student credit hours (SCH); and earns more than \$2 million in tuition for the general fund of the university. Specific responsibilities of the Director include:

1. Develop general policies and operating procedures for university summer offerings;
2. Distribute funding guidelines to colleges and departments to be used for faculty assignments;
3. Employ approximately 250-300 faculty and graduate teaching assistants (GTAs);
4. Coordinate the scheduling and offering of more than 800 courses and/or sections;
5. Monitor and approve the offering of approximately 75-100 "star" (minimum enrollment) courses;
6. Oversee the development, publication, and distribution (including electronic) of the Summer Session Timetable;
7. Plan and supervise a wide variety of marketing activities including maintaining Web sites;
8. Assist with student information/advisement and enrollment activities; and
9. Serve as the University "ombudsman" for a wide variety of situations that arise.

Vision, Values, and Guiding Principles for UND Summer Sessions

We believe that Summer Sessions at UND should serve our own regular students as well as "summer only" students and members of the surrounding area by coordinating the offering of a quality curriculum and a wide range of educational opportunities that people need and will take and by helping to provide a campus climate that is conducive to learning at all levels and in all areas. To do this, we must employ well-prepared and enthusiastic faculty and staff, provide the best possible physical facilities, secure an adequate financial resource base, and organize ourselves as efficiently and effectively as possible. Our activities will be guided by several values and guiding principles.

1. Providing as broad and balanced an array as possible of courses and educational opportunities that people need and will take.

2. Scheduling these courses throughout the day and evening and eliminate as many "natural" conflicts as possible so that the courses are as accessible as possible.
3. Encouraging departments to plan course offerings early and carefully so that predictability and availability to students will be as high as possible.
4. Encouraging deans to be actively involved in resource allocation, in planning and making decisions about offering courses in their college, and in recruiting students.
5. Providing good stewardship of scarce University resources by reducing the number of low enrollment courses except in cases where there is a compelling reason to offer the course.
6. Increasing enrollments both in headcount and in the average "course carrying load" of students.
7. Continuing to raise faculty salaries as much as possible to achieve equity and to attract senior faculty including those who have significant numbers of advisees and those who have demonstrated records of attracting students.

Historical and Environmental Scan: Comparisons of Summer Session 2000 to the Past Four Years

Summary Data for Summer Sessions 1996-2000					
Indicator	S.S. 96	S.S. 97	S.S. 98	S.S. 99	S.S. 2000
Incoming New Freshmen	34	26	43	44	45
Total Student Headcount	3,368	2,845	3,346	3,401	3,517
Student Credit Hours (SCH)	18,287	15,807	18,537	19,160	19,995
Full-time Equivalents (FTE)	1,721	1,481	1,725	1,804	1,866
Total Tuition Waiver Headcount	662	370	457	546	590
Total Tuition Billed	\$1,923,617	\$1,664,670	\$2,025,874	\$2,220,309	\$2,399,456
Total Tuition Collected	1,488,388	1,394,117	1,665,978	1,782,342	1,901,190
Total Faculty Salaries (Direct Costs Only)	744,091	779,786	784,303	835,284	882,092
Margin for Indirect Costs	\$744,297	\$614,331	\$881,675	\$947,058	\$1,019,098

Note: Enrollment figures provided by the Office of the Registrar; financial figures provided by the Business Office.

Enrollments. Headcount enrollments increased by 116 students (3.4%) over Summer Session 99, and they were the highest since UND adopted a twelve-week summer session in 1994. Total student credit hours (SCH) increased by 835 (4.4%) and full-time equivalents (FTE) increased by 62 (3.4%); both of these numbers also are the highest in the past seven years. The enrollments came from 49 states (all except Arkansas) and four Canadian provinces. The steady increase in all of these numbers since the Flood of 1997 is particularly encouraging.

Financial resources. The financial success of Summer Session 2000 was equally impressive. Total tuition dollars billed were \$2,399,456 (an increase of \$179,147 or 8.1%) and total tuition dollars collected were \$1,901,190 (an increase of \$118,848 or 6.7%). Total faculty salaries (regular appropriated funds and "star course" salaries) were \$882,092. (The difference between the tuition dollars billed and those collected is explained by the 590 tuition waivers.) This left a margin for indirect costs of \$1,019,098 (an increase of \$72,040 or 7.6%). The "bottom line" is that Summer Session 2000 produced more than two dollars of income (actually \$2.15) for every one dollar spent on faculty salaries. However, these figures relate ONLY to direct faculty salaries--not fringe benefits or indirect costs.

Goals and Actions for Summer Sessions at the University of North Dakota

1. Increase enrollment headcounts from the present level of approximately 3,500 in Summer Session 2000 by 8% for Summer Session 2001, by another 5% for Summer Session 2002, and by 3% for Summer Sessions 2003, 2004, and 2005.

Actions	Responsible Parties	Completion Target Date	Budget Strategies	Assessment
A. Increase enrollments of incoming new freshmen to 5% of the incoming new freshmen class for S.S. 2001, to 8% for S.S. 2002, and to 10% thereafter to help these students get a better start on their academic programs and get into basic courses that may be filled in the fall. <i>(Priority areas 1, 3, 4, 5)</i>	S.S. Director; Student Acad Services; AVP-EM	Beginning S.S. 2001	No specific additional funds; many courses have available seats	Reports from Registrar
B. Increase evening courses from the present level (25) to 30 in Summer Session 2001, to 35 in Summer Session 2002, and to 40 in Summer Session 2003 and thereafter to increase the number of "summer-only" and non-traditional students. <i>(Priority areas 3, 4, 5)</i>	S.S. Director; deans; selected dept. chairs	Beginning S.S. 2001	No specific additional funds; changes in scheduling required	Information recorded in the S.S. Timetable
C. Develop and offer 5 or more courses and/or workshops intended for "outreach" to attract off-campus students including seminars and workshops to help professionals build curriculum in order to deal with the increased emphasis on accountability and standards-based curriculum in the K-12 schools. <i>(Priority areas 3, 4, 5)</i>	S.S. Director; selected dept. chairs; deans	Beginning S.S. 2001	Few additional funds needed but some reallocations within the S.S. budget required	Information recorded in the S.S. Timetable

D. Develop and offer 2-4 programs specifically aimed at credentialing and/or certification for teachers and other professionals who may not be seeking degrees. (Priority areas 3, 4, 5)	S.S. Director; selected dept. chairs; deans	Beginning S.S. 2001	Few additional funds needed but some reallocations required	Enrl of 12-30 participants in each program
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2. Develop a more secure and predictable resource base to support Summer School offerings.

Actions	Responsible Parties	Completion Target Date	Budget Strategies	Assessment
A. Restore the \$77,000 that was cut from the appropriated fund allocation for faculty salaries. (Priority areas 5, 7)	VPAA; Budget Director	S.S. 2001	Approximately \$77,000 must be found and reallocated	Budget transfer accomplished
B. Now that we have several years of history upon which to base our estimates, convert the faculty salary resources for the "star" courses to a pre-determined appropriated fund allocation rather than having to find the funds after summer session has begun. (Priority areas 5, 7)	VPAA; Budget Director	S.S. 2001	Approximately \$250,000 must be found and reallocated	Budget transfer accomplished
C. Increase faculty salaries to move closer to market levels and attract more senior faculty. (Priority areas 4, 5, 7)	S.S. Director; VPAA	S.S. 2001 and beyond	Approval of increased salary schedule	Increase of at least 3-5% per year
D. Secure additional resources in the Chester Fritz Library budget to permit being open five nights per week. (Priority areas 1, 3, 4, 5, 7)	VPAA; Budget Director	S.S. 2001	Approximately \$6,000 must be found and reallocated	Increase in Library budget accomplished

3. Explore the possibility of having some of the money from tuition go back to the departments which help to generate these funds to encourage and support entrepreneurial activities.

Progress on several of these action steps already has begun, and we are hopeful that some of them can be accomplished even earlier than the target dates indicated. However, other goals and action steps are ongoing and will require continuing attention and work over the next several years.

TO: Members of the University Senate

FROM: Helen Melland, Chair, Academic Policies and Admissions Committee

RE: 2001 Annual Report of the Academic Policies and Admissions Committee

DATE: January 25, 2002

The Academic Policies and Admissions Committee did not meet during the 2000-2001 academic year. The Committee met on November 5 and November 26, 2001 and January 7, 2002, and will continue to meet through the 2002 Spring semester.

Membership - 2000-2001

Ray Diez
 Mary Ebertowski
 Heidi Kippenhan, Director, Admissions
 Nancy Krogh, ex-officio
 Helen Melland
 Michael Meyer (Chair)
 Eleanor Yurkovich

Membership - 2001-2002

John Bridewell
 Mary Ebertowski
 Mike Elsberry, student
 Heidi Kippenhan, Director, Admissions
 Nancy Krogh, ex-officio
 Patrick Lubner
 Helen Melland (Chair)
 Mark Tiffany, student
 Eleanor Yurkovich

The Committee is considering several academic issues including:

1. Grading Policies:
 - incompletes
 - grade changes
 - in progress grades
2. Graduation:
 - double majors
 - adding majors or minors after posting of degree
3. Readmission policy
4. Admission policy

The Committee expects to bring some of these issues to the University Senate for policy change during the Spring 2002 semester.

SENATE UNIVERSITY ASSESSMENT COMMITTEE

- Purpose:** To provide faculty guidance and oversight to the Office of Vice President of Academic Affairs in developing and implementing the University Assessment Plan, analyzing and interpreting assessment results, developing appropriate reports, and disseminating assessment results to the University community.
- Membership:** Vice President for Academic Affairs or designee (two, one voting and one non-voting)
Graduate School Representative
 Vice President for Finance and Operations or designee
 Vice President for Student and Outreach Services or designee
 Faculty (eight, one from each college)
 Students (two)
- Terms:** Vice President for Academic Affairs or designee - concurrent with office
Graduate School Representative - one year
 Vice President for Finance and Operations or designee - concurrent with office
 Vice President for Student and Outreach Services or designee - concurrent with office
 Faculty - three years with approximately one-third elected each year
 Students - one year
- Selection:** Vice President for Academic Affairs or designee - ex-officio
Appointed by Graduate Committee in consultation with Graduate Dean
 Vice President for Finance and Operations or designee - ex-officio
 Vice President for Student and Outreach Services or designee - ex-officio
 Faculty - About one-third are elected every year by the Senate in April and assuming responsibilities May 1.
 Students - approximately one-third elected by the Student Senate in April and assuming responsibilities May 1
- Functions and responsibilities:** To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
1. Address all issues regarding assessment of student achievement and development.
 2. Review and evaluate the University Assessment Plan
 3. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.
 4. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

5. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.
6. Maintain and keep current committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the October Senate meeting.

Source of Information: University Senate Minutes - May 6, 1999