



2-4-1999

## February 4, 1999

University of North Dakota

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## Minutes of the University Senate Meeting

February 4, 1999

1.

The February meeting of the University Senate was held at 4:05 p.m. on Thursday, February 4, 1999, in room 7, Gamble Hall. Mary Kweit presided.

2.

The following members of the Senate were present:

|                          |                    |                      |
|--------------------------|--------------------|----------------------|
| Bass, Gerald             | Korsmo, Tom        | Rice, Dan            |
| Bergstad, Josh           | Kweit, Mary        | Richard, Don         |
| Bernhardt, Jason         | Lee, Randy         | Rieke, Judy          |
| Bridewell, John          | Leier, Kent        | Robertson, Charles   |
| D'Andraia, Frank         | Luber, Patrick     | Rowley, David        |
| Elsinga, Lillian         | Lucke, Peggy       | Schneider, Mary Jane |
| Fivizzani, Albert        | Markovich, Stephen | Schwartz, Rhonda     |
| Fry, Patricia            | Marshall, David    | Semrau, Chris        |
| Gabrynowicz, Joanne      | Melland, Helen     | Shaeffer, James      |
| Grabe, Mark              | Mochoruk, James    | Sheridan, Daniel     |
| Handy-Marchello, Barbara | Moretti, Charles   | Sickler, Jonathan    |
| Hansen, Kenneth          | Munski, Douglas    | Snortland, Steve     |
| Harris, Mary             | Nelson, Berly      | Sukalski, Katherine  |
| Hoffmann, Mark           | Nelson, Richard    | Swisher, Wayne       |
| Hunter, Susan            | Nelson, Tami       | Torson, Ned          |
| Jacobsen, Bruce          | Nichols, Elizabeth | Wagner, John         |
| Knoll, Harvey            | O'Kelly, Marcia    | Wieland, Sarah       |
| Korom, Scott             | Perry, David       |                      |

3.

The following members of the Senate were absent:

|                    |                   |                         |
|--------------------|-------------------|-------------------------|
| Antes, James       | Dockter, Sally    | McElroy-Edwards, Jackie |
| Bagheri, Fathollah | Elbert, Dennis    | Meyers, Elizabeth       |
| Baker, Kendall     | Ettling, John     | Moen, Janet Kelly       |
| Bengiamin, Nagy    | Gard, Betty       | Mohr, Thomas            |
| Boyd, Robert       | Hanson, Elizabeth | Poehls, Alice           |
| Cesari, Aaron      | Huang, Shihlung   | Rakow, Lana             |
| Davis, W. Jeremy   | Liere, Sara       | Stofferahn, Curtis      |
| DeMers, Judy       | Lindholm, Lynn    | Wilson, H. David        |

4.

The following announcements were made:

- 1) Sara Hanhan informed the Senate that the General Education Requirements Task Force has proposed changes to the GER pages in the academic catalog. The proposed changes will be published in the University Newsletter and any questions or comments should be forwarded to her.
- 2) Mr. Knull announced that the Presidential Search Committee has met six times and narrowed the field to 13 candidates. The committee will continue to receive and review additional applications until February 16, 1999. Six candidates will then visit the campus. Included in their campus visit will be open sessions for faculty, students, a lecture given by the candidate and a general session at the North Dakota Museum of Art.
- 3) Ms. Kweit forwarded an invitation to all Senate members to a forum concerning the Fighting Sioux logo. The forum, which is sponsored by the Student Political Action Network (SPAN), is scheduled for Wednesday, February 10, at 12:00 pm in the basement of Swanson Hall.

Mr. Rowley moved to include this issue on the Business Calendar. The motion was seconded, voted upon and carried by a vote of 46 for, 1 against, and 3 abstaining.

- 4) Ms. Kweit also informed the Senate that a Senate forum is scheduled for Thursday, February 18, 1999 at 4:05 pm. In the past the Senate has used these additional meetings on the third Thursday of the month as an opportunity for the faculty to discuss issues informally. The topic of this form will be the utility of having a regular faculty caucus.

5.

The Chair asked if there were additions or corrections to the minutes of the January 7, 1999 meeting. There being none, the minutes were approved as distributed.

6.

The Chair introduced the Question Period. Ms. Wieland asked the Senators to help make students aware of the Student Government positions that are open. Packets for students to be included in the upcoming election are available in the Student Government Office on the main floor of the Memorial Student Union until February 16, 1999.

Ms. Gabrynowicz asked if the University Bookstore, under new management, would still be handling the duplicated student course packets. Ms. Lucke responded that the bookstore has exclusive rights to all course materials and should continue to provide this service.



7.

The Annual Reports from the Summer Sessions Committee was received and filed after a motion from Mr. Munski was seconded by Mr. Jacobsen. (Attachment)

Ms. Kweit presented a request from the Bush Planning Task Force to include a sentence in a new faculty development grant proposal that indicates Senate endorsement. Mr. Marshall moved approval of the sentence which will read:

"Finally, formal indications of support for this project come in the form of endorsements by the University Senate, the Provost, and the President, all of whom enthusiastically support the proposed program."

Mr. Robertson seconded the motion which was seconded, voted upon and carried unanimously.

8.

Mr. Mochoruk made a motion to move the Senate to informal discussion with Chancellor Larry Isaak about the authority and responsibility of North Dakota University System institutional presidents and campus constitutions. Mr. Berly Nelson seconded the motion which was voted upon and carried unanimously. Discussion commenced.

Mr. Mochoruk moved to extend the meeting time past 5:30 pm. Mr. Leier seconded the motion, which was voted upon and approved by a vote of 42 for, 1 against, and 1 abstaining.

9.

Mr. Mochoruk made a motion to move to informal discussion regarding the Fighting Sioux logo issue. Mr. Marshall seconded the motion, which was voted upon and carried unanimously. Discussion followed.

10.

The meeting adjourned at 5:48 pm

Mary Bergstrom, for Alice Poehls, Secretary

## University of North Dakota Summer Sessions

Dr. Donald L. Piper, Director

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### UND MEMORANDUM

TO: Alice Poehls, Secretary of the University Senate Date: December 4, 1998

FROM: Douglas Munski, Chair, UND Summer Sessions Committee  
Donald L. Piper, Director, UND Summer Sessions *alp*

RE: Summer Sessions Committee Annual Report to the UND Senate for 1998

Because the Summer Sessions Committee reports in January, Committee memberships and activities span parts of two academic years--spring of 1997-98 and fall of 1998-99.

| <u>Committee Membership (1997-98)</u> | <u>Committee Membership (1998-99)</u>            |
|---------------------------------------|--|
| Frank Karner (SEM, 1998)              | Jerome Bakken (A&S, 1999)                        |
| DuWayne Wacker (BPA, 1998)            | Mark Romanick (MED, 1999)                        |
| Jerome Bakken (A&S, 1999), Chair      | Ronald Brinkert (EHD, 2000)                      |
| Melissa Parker (EHD, 1999)            | Richard Ludtke (A&S, 2000)                       |
| Ronald Brinkert (EHD, 2000)           | Mary Askim (BPA, 2001)                           |
| Richard Ludtke (A&S, 2000)            | Douglas Munski (A&S, 2001)                       |
| Don Piper (Director, ex-officio)      | Don Piper (Director, ex-officio)                 |
| Reine Freeman (OAR, ex-officio)       | Carol Drechsel (Office of Registrar, ex-officio) |

The Committee met during 1998 on the following dates: January 23, April 3, May 1, October 26, and December 4.

The UND Summer Sessions Committee is advisory rather than administrative; therefore, the Committee spent much of its time reviewing and discussing information and sharing insights, concerns, and suggestions about the future of Summer Sessions. The following excerpts from the Summer Session 98 Executive Summary provide information and discussion topics.



## Summer Session 98, University of North Dakota

### Excerpts from the Executive Summary

This is the fourth year in which Summer Sessions has been administered by Dr. Don Piper, Director, under the supervision of Dr. Robert Boyd, now Vice President of Student and Outreach Services.

#### Historical Overview and Goals

**Summer Session 95.** Goals included providing a smooth transition for the administration and operation of Summer Session, increasing the involvement of the deans in the planning for and operation of the Summer Session, and stabilizing enrollments--which had declined by 12% since 1992. Goals one and two were accomplished. For goal three, enrollments nearly were "stabilized" with overall student headcount down by only 1.2% and graduate headcount and student credit hours up by 6.0% and 3.9%, respectively.

**Summer Session 96.** Major goals included raising faculty salaries, reducing the number of low enrollment course offerings, working out as many as possible of the potential conflicts in course schedules, and improving marketing efforts to increase enrollments. Significant progress was made on all goals.

**Summer Session 97.** The session was opened on May 12, three weeks after the devastating flood of 1997 hit the Grand Forks community and damaged 72 buildings at UND. We were able to locate and bring back to the campus all but four of our 250 summer session faculty. Initially, we were down approximately 30% in enrollments compared to Summer Session 96 (which had been a record-high year); however, extraordinary efforts soon began to produce results and enrollments increased steadily every week. When the official count was taken, we were down by 15.7%. However, as many people observed, the miracle really was not the numbers; it was the fact that we actually held Summer Session 97 as planned!

**Summer Session 98.** Goals included continuing to raise faculty salaries, working out as many as possible of the potential conflicts in course schedules, moving to contingency contracts to reduce the number of low enrollment courses, and increasing enrollments to recover from the devastating effects of the flood of 1997. All goals were accomplished, and all indicators showed that the summer sessions recovery was complete.

#### Summer Session 98: Some Comparisons to Summer Sessions 97 and 96

Following on the heels of the disastrous post-flood environment in which Summer Session 97 was held, the Summer Session 98 enrollments truly were remarkable (see chart below). Headcount enrollments increased by 499 students (17.5%) over Summer Session 97, and they were within 31 students (0.9%) of Summer Session 96 enrollments which had been the highest since UND adopted a twelve-week summer session five years ago in 1994. Total student credit hours (SCH) increased by 2,730 (17.3%) over Summer Session 97 and even surpassed Summer Session 96 by 250 SCH (1.4%). Increases occurred at every undergraduate level as well as at the graduate level. The extraordinary efforts in "getting the word out" about the opportunities in Summer Session 98 resulted in enrollments from 46 states (all except Delaware, Rhode Island, Vermont, and West Virginia); Washington, D.C.; and five Canadian provinces. The strength of this recovery--especially in such a short period of time--exceeded almost all expectations.



### Selected Indicators Comparing Summer Session 98 to Summer Sessions 96 and 97

| Indicator                      | Summary Data for<br>Summer Sessions 96-97-98 |         |         | Changes from<br>S.S. 96 to S.S. 98 |        | Changes from<br>S.S. 97 to S.S. 98 |       |
|--------------------------------|--|---------|---------|------------------------------------|--------|------------------------------------|-------|
|                                | S.S. 96                                      | S.S. 97 | S.S. 98 | Amounts                            | %'s    | Amounts                            | %'s   |
| Student Headcount              | 3,382  | 2,852   | 3,351   | -31                                | -0.9%  | 499                                | 17.5% |
| Student Credit Hours (SCH)     | 18,287                                       | 15,807  | 18,537  | 250                                | 1.4%   | 2,730                              | 17.3% |
| Full-time Equivalents (FTE)    | 1,721  | 1,481   | 1,725   | 4                                  | 0.2%   | 244                                | 16.5% |
| Total Tuition Waiver Headcount | 662  | 370     | 457     | -205                               | -31.0% | 87                                 | 23.5% |

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

#### Some Major Accomplishments for Summer Session 98

Several procedures were used to reduce low enrollment course offerings, attract more experienced faculty, pay faculty for heavy advisement loads, reduce course scheduling conflicts, and increase enrollments.

**Reduction in low enrollment offerings.** There clearly had been too many courses with small enrollments and too many courses--especially undergraduate courses--that were filled and closed soon after registration began. This happened in part because very little market research was completed. Beginning in 1996, Summer Sessions obtained from the Office of Admissions and Records a report of every "low enrollment" course offered in the past five summer sessions (using the UND standard of lower division=fewer than 15 students; upper division=fewer than 10; graduate=fewer than 5). The appropriate parts of the report were given to the deans with the request that they share them with department chairpersons, try to identify why each course had been low enrollment, and then not offer any course if it had been a low enrollment course for two or more summer sessions unless they had good reason to believe that the course would not be low enrollment next summer or they had a specific reason why they must offer the course.

In preparation for Summer Session 98, the following policy was implemented:

- a. No regular summer-session-funded course with 3 or fewer students enrolled at the first meeting of the course is to be allowed to continue (excluding individualized middle-digit-8-or-9 courses). The department chair and/or the dean will be expected to cancel the course and notify the Office of Admissions and Records, the students, the instructor, and the Director of Summer Sessions.
- b. The department chair and/or the dean will be expected to cancel any undergraduate course with fewer than 10 students and any graduate course with fewer than 5 students at the first meeting of the course (excluding individualized middle-digit-8-or-9 courses) and notify the Office of Records and Registration, the students, the instructor, and the Director of Summer Sessions. If the dean and



the department chair decide not to cancel the course, the college allocation for the following Summer Session may be reduced.

The implementation of this policy resulted in the virtual elimination of courses with very low enrollments. The money saved enabled us to pay faculty for heavy advisement loads--something that had not been done in previous years.

**Faculty appointments and salaries.** Prior to 1996 summer salaries were more than one-third below UND averages for comparable ranks and assignments for the regular academic year--just too low to attract many regular senior faculty. Because the situation demanded attention, salaries for Summer Session 96 were increased by an average of 20% (although this had to be accomplished within the existing salary allocation along with a reduction of \$25,000 in salary allocations for FY 96). Salaries were raised an average of 10% for Summer Session 97 and another 4% for Summer Session 98. The percentage of full professors has not yet increased, but the percentage of associate professors has increased by 10% in the past three years.

**Faculty pay for heavy advisement loads.** There really has not been a consistent and workable method for paying faculty for heavy advisement loads during the summer. During Summer Session 98 a plan was initiated to give supplementary pay of one semester hour of summer session salary to those faculty having more than three enrolled and active students in individualized middle-digit-eight-or-nine courses (excluding 996: Continuing Enrollment) or 337/537: Cooperative Education. This plan was welcomed and appreciated by faculty, and it will be used with some refinements again next summer.

**Star courses.** Four years ago "star" (minimum enrollment) courses were initiated to appeal to a wider audience, increase enrollments, help departments offer "experimental" courses, and offer additional sections of over-subscribed courses. These courses have proven to be very successful. This summer, 63 of these courses provided 157 semester hours of credit, 982 enrollments, and 2,773 student credit hours. Estimated tuition was \$360,490; faculty salaries (direct only) were \$146,719 for a "margin" of \$213,771.

**Improved course schedules and reduction in potential scheduling conflicts.** Several years ago class time schedules were revised so that each period begins on the hour and is one hour in length (50 minutes of teaching and 10 minutes for passing time or break). This simplified schedule has encouraged more MWF or TR combinations and made scheduling more similar to the regular semester. Also, because two or more courses which a student needed often were scheduled inadvertently with conflicts which forced the student to take only one of the courses, we have developed a "pre-scheduling" process to examine the preliminary course schedule, identify potential "natural" conflicts, and then attempt to resolve these conflicts **before** the Timetable is published. This procedure has succeeded in resolving approximately 100 class time conflicts in each of the past couple of years.

**Marketing and advertising.** The Director worked with University Relations, Admissions and Records, Student Academic Services, Enrollment Services, Dining Services, and Plant Services to "get the word out" and recruit more students. Some successful activities are listed below.

1. Redesigned and enlarged the course listings in the Timetable to make them easier to read.
2. Designed and placed posters in all UND classrooms, in all offices frequented by students, and in academic departments.



3. Placed table tents with dates, registration information, and reasons for students to attend on tables in all dining halls and faculty dining areas (3 times), in campus offices and areas frequented by students, and in local businesses; distributed the tents at the statewide conferences of school administrators.
4. Sent letters to UND faculty asking them to share general information about Summer Session 98 in their classes and to encourage students to consider attending.
5. Provided Timetables and brochures to all of the K-12 schools in northeastern North Dakota and northwestern Minnesota to attract more educators and especially potential freshmen.
6. Designed a 30-second TV advertisement to be aired on Studio One, UND's award winning news and information TV show.
7. Distributed 30-second audiotape advertisements to radio stations in North Dakota and the region.
8. Placed a "crawler" on TV Channel 3 to provide Summer Session 98 information and dates.
9. Maintained a Summer Session Internet Home Page; placed the course schedule on the Internet.

**Summer Session Help Table and Appreciation Tent.** Our "help table" in the lobby of Twamley Hall on the first day of the four- and eight-week sessions again assisted many very appreciative students with registration information and other concerns. Our "appreciation tent" on the mall on July 30 served coffee, ice water, doughnuts, muffins, and bagels to more than 150 very appreciative staff members and faculty.

### **Observations and Challenges**

As Summer Session 98 was reviewed, several observations and challenges were noted. We are in the process of addressing these prior to Summer Session 99.

**Potential decrease in resources to employ faculty.** As a result of the mandated budget reductions for UND, Summer Session 99 may have as much as \$93,000 less than anticipated for faculty salaries. The consistent history of summer sessions indicates that this shortfall is likely to result in more than \$200,000 less in tuition than anticipated. Tentative agreements have been made to try to restore these funds and to begin the faculty salary allocations in October on the assumption that the resources will be found but with a caution to the deans that some courses may have to be cancelled at a later time if funds are not available.

**Course scheduling.** Course offerings still are heavily concentrated in late morning and early afternoon; there are very few early morning courses, evening courses, or weekend courses--all times when students who have daytime employment might be more able to take courses. Students--and especially graduate students--are interested in courses that meet one or two evenings per week, and especially two **consecutive** evenings per week. Departments are being encouraged to respond appropriately for Summer Session 99. A second scheduling concern centers around conflicts between the six-and-six week and four-and-eight sessions. The vast majority of departments use the four-week, eight-week, or twelve-week sessions (although a few departments offer some short courses in one- or two-week blocks of time, a practice that is allowed and encouraged in appropriate situations). Only one college and one department in another college regularly schedule courses in the first or second six-week sessions. Many courses scheduled during the six-week sessions (and especially the first six weeks) overlap and conflict with the eight-week courses scheduled by the rest of the campus, thus causing students to take fewer of the courses that they want and need. Discussions are proceeding to change the scheduling in the college that has been using



the six-week sessions so that these conflicts will be eliminated or at least reduced. It is imperative that these discussions be brought to a successful conclusion before initial course scheduling for summer begins in November.

**Library access.** Prior to Summer Session 97, the Chester Fritz Library was open only one night each week (Sunday). Many students--and especially some who were resident students for summer only--found the lack of access during weekday evenings to be very inconvenient. Because of budget restraints, the library could not respond to these needs. Therefore, Summer Sessions provided the funds to help the library remain open four nights each week during both Summer Session 97 and 98. Although these transfers of funds did solve the problem, it seems inappropriate that summer session funds should continue to be required for this purpose. Surely the Chester Fritz Library budget should be adjusted to accommodate this need in future summers.

**Summer Session 98** has been a success as indicated by every measure, and the recovery from the disastrous consequences of the flood of 1997 seems to be complete. Excellent help and support were provided by many offices and people in Twamley Hall, by the colleges and departments, and by many support people across the whole campus. This help and support are appreciated greatly. If the necessary financial resources for employing summer faculty can be provided, we expect another successful experience in Summer Session 99!

*[Faint, illegible text, likely bleed-through from the reverse side of the page.]*

The following table lists the summer faculty:

|                 |               |                     |
|-----------------|---------------|---------------------|
| Adams, Patricia | Alford, David | Belser, Tom         |
| Allen, Kenneth  | Anderson, Tom | Bennett, Alice      |
| Anderson, John  | Anderson, Tom | Birkhead, Bob       |
| Anderson, Jason | Archer, David | Schreiner, Mary Ann |
| Archer, David   | Archer, David | Shelton, James      |
| Archer, Mark    | Archer, David | Stiller, Kathleen   |
| Archer, Judy    | Archer, David | Strickland, Steve   |
| Archer, Mark    | Archer, David | Trotter, Dan        |
| Archer, Mark    | Archer, David | Wickham, Sarah      |
| Archer, Mark    | Archer, David | Wilson, H. David    |