



10-3-2013

**October 3, 2013**

University of North Dakota

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Minutes of the University Senate Meeting  
October 3, 2013

1.

The October meeting of the University Senate was held at 4:05 p.m. on Thursday, October 3, 2013 in Room 7, Gamble Hall. Chair Ryan Zerr presided.

2.

The following members of the Senate were present:

Anderson, Suzanne	Johnson, Phyllis	Ray, Linda
Antonova, Slavka	Keeley, Kim	Reesor, Lori
Baker, Mary	Keengwe, Jared	Reissig, Brad
Barkdull, Carenlee	Kelley, Robert	Rice, Dan
Campbell, Katherine	Khavanin, Mohammad	Schultz, Kasey
Casler, James	Kuntz, Susan	Smart, Kathy
Cherry, Emily	Kurtz, Sharley	Stolt, Wilbur
Combs, Barbara	Laguetta, Soizik	Stone, Jan
De Long, Loretta	Lemire, Steve	Storrs, Debbie
Dennis, Steven	Marasinghe, Kanishka	Sturges, Denyse
Dewar, Graeme	Masko, Meganne	Suleiman, Nabil
El-Rewini, Hesham	McGinniss, Michael	Swisher, Wayne
Ernst, Julia	McHenry, Laurie	Thorson, Kyle
Fazel-Rezai, Reza	Mikulak, Marcia	Towne, Gary
Gedafa, Daba	Munski, Doug	Walton, Susan
Gjellstad, Melissa	Noghanian, Sima	Weber, Brett
Harsell, Dana	Petros, Thomas	Young, Tim
Hillebrand, Diane	Rakow, Lana	Zerr, Ryan
Jeno, Sue	Rami, Manish	

3.

The following members of the Senate were absent:

Allmer, Alison	Hill, Robert	Poochigian, Donald
Anderson, Ernest	Hoffert, Rachel	Porter, Kim
Berg, Kate	Hume, Wendelin	Rand, Kathryn
Brekke, Alice	Jackson, Jon	Shafer, Richard
Burke, Molly	Johnson, Brett	Smith, Bruce
Creamer, Nick	Kalka, Joseph	Sum, Paul
DiLorenzo, Thomas	Lawrence, Shaina	Urlacher, Brian
Doze, Van	Lien, Ross	Walker, Anne
Elbert, Dennis	Light, Steven	Worley, Paul
Geiger, Jonathan	Maury, Debra	Wynne, Joshua
Halgren, Cara	Mitzell, John	
Hanson, Lexi	Oberg, Alan	

4.

The following announcements were made:

- a. Mr. Zerr reminded the Senators that they need to sign the voting record and turn it in prior to leaving the meeting.
- b. Pat O'Neill from BPA and Donna Pearson from EHD reported on the HLC visit and background of the preparation process by the University. Ms. Pearson spoke of the University mission, from which teaching, research and service flow and ultimately lead to UND's five strategic priorities. Mr. O'Neill indicated that the HLC visit will be October 28-30. He stated that the self-study is completed and is online. Mr. O'Neill requested that the Senators read the executive summary prior to the visit and have

conversation within their departments about the content. They asked for questions and there were none at this time.

- c. Josh Riedy reported for Provost DiLorenzo who was out of town:
- He first spoke about IDashboards. Mr. Riedy indicated that UND is working toward a broader license to roll this out to the campus. He then shared the IDashboards site. The purpose of IDashboards is to provide data to inform decision making. Mr. Riedy indicated that this is in the initial stages of development with the hope to provide it to the campus soon.
  - The second update was regarding the one-stop solution, a singular place for service and answers for students. It will be located in the Memorial Union. There is a proposal that has been given to Provost DiLorenzo and Vice President Reesor. Decisions are yet to be made regarding the proposal but it will be implemented. Discussion then occurred. There was a request for copies of the proposal. Ms. Reesor said the proposal will be sent to the Senators when it is final.
- d. Mr. Zerr shared a clarification for the definition of membership for University Council and ultimately Senate membership. The definition was clarified several years ago to include clinical faculty in Nursing. When revisited a few years ago, it was clarified to include all full-time faculty of the rank of instructor or above including clinical instructors. The Senate Executive Committee (SEC) is further clarifying that it is reasonable to consider the definition to include full-time lecturer or above. Mr. Towne reported that the Faculty Handbook states that instructors are tenure-track and lecturers are not. Mr. Petros suggested changing the Constitution to make this clear and codified. Mr. Towne moved to send the matter back to SEC for resolution of issues, particularly with the Constitution. The motion was seconded by Ms. Mikulak and approved with a vote of 46 for and 2 against.

5.

Mr. Zerr called attention to the minutes of the September 5, 2013 meeting. He asked if there were any corrections or additions; hearing none, Ms. Smart moved approval of the minutes and Ms. Baker seconded the motion. The minutes were approved as distributed.

6.

The question period was opened at 4:35 p.m. Ms. Antonova asked about plans for paving the parking lot behind Archives since it gets so muddy. There was no administrator in attendance that could speak to the question. The matter was also raised regarding problems in the winter for snow and parking for that same lot. The question period closed at 4:38 p.m.

7.

Mr. Zerr called attention to the annual reports from the Senate Faculty Instructional Development Committee, Senate Honors Committee and Senate Committee on Committees. Mr. Munski moved to accept and file all three annual reports. There was a second by Mr. Petros and the motion was approved.

8.

The report from the Curriculum Committee was reviewed. Mr. Towne moved to accept the report and those matters requiring Senate approval. There was a second by Ms. Smart and the motion was approved unanimously.

9.

The Academic Policies and Admissions Committee proposal to change the definition for a credit was presented by Paul Drechsel. The proposal was to add the definition of a credit specifically for online education. Mr. Zerr indicated that presentation of the proposal from the Committee is a motion for approval and a second. Discussion ensued. The vote was taken and the motion was approved with a vote of 42 for, 1 against and 4 abstentions.

10.

The meeting adjourned at 4:52 p.m.

Suzanne Anderson  
Secretary to the Senate

## MEMORANDUM

**TO:** University Senate

**FROM:** Faculty Instructional Development Committee  
Kari Chiasson, Chair

**RE:** Annual FIDC Report to the Senate

**DATE:** September 4, 2013

**Committee Membership AY 2012-2013:**

Kari Chiasson (EHD), chair  
Lynda Kenney (BPA)  
Margaret Moore Jackson (LAW)  
Brett Goodwin (A&S)  
Lana Rakow (A&S)  
Elizabeth Tyree (NUR)  
Anne Kelsch (OID)  
Joan Hawthorne (VPAA)

**Committee Activities AY 2012-2013:**

During the 2012-2013 academic year the FIDC made grant awards for teaching-related travel/materials and Scholarship of Teaching and Learning (SoTL) presentations; funded Mini-Project Grants, and Summer Instructional Development Projects.

Thirty-four grant proposals asking for \$35,587.83 were received, compared to 33 the previous year, and 24 were funded in full or partially. Total expenditure, for travel and materials, was \$25,058.25.

The committee received eight proposals for its tenth offering of Mini-Project grants; which was the same as last year. The committee and the Office of Instructional Development awarded four two-week projects and two one-week projects, for a total of \$10,000 plus benefits.

The committee received 23 Summer Professorship proposals, compared to 17 the previous year, and awarded 10 four-week professorships and 2 two-week professorships for \$44,000 plus benefits.

The Developmental Leave Supplement program did not receive requests for funds this year. The programs, Model Projects and Models of Innovative & Best Practices in Teaching & Learning at UND were not offered this year.

## Honors Committee University Senate Report; September 19, 2013

### Voting Members:

#### Faculty

Joe Vacek (Chair)  
Carl Barrentine  
Jodi Holen  
Vikki McCleary  
Jim Mochoruk  
Sonya Hung  
Kim Porter  
Kathy Sukalski  
Elizabeth Tyree

#### Students

Julia Amundson  
Michelle Bonapace-Potvin  
Jaford Burgad  
Kristen Canham  
Jonathon Prezler  
Jolie Schmidt  
Lucas Skjaret  
Marcus Wax

### Non-Voting Members (Honors Program Faculty and Staff):

Sally Pyle, Director  
Robin David, Associate Director  
Kay Powell, Student Life Coordinator  
Brian Schill, Undergraduate Research Coordinator  
Diane Kinney, Administrative Secretary

The Honors Committee met twice during the 2012-2013 Academic Year, although Honors Committee members work throughout the academic year with the Sophomore Honors Portfolio process and with Senior Honors Thesis students. These tasks are ongoing.

### December 10, 2012 Meeting Summary

#### Action Items:

Approval of minutes from the May 2012 meeting;  
Approval of December 2012 graduates;  
Approval of Honors Faculty Reports.

#### Other Business:

Discussion of Honors Faculty Reports;  
Report on the progress of the Honors Experience Working Group;  
Volunteers for Subcommittees: Tuition Waiver Application Review & Grievances.

### May 8, 2013 Meeting Summary

#### Action Items:

Election of Chairperson for 2013-2014 Academic Year: Joseph Vacek;  
Approval of minutes from December 10, 2012;  
Approval of May 2013 graduates;  
Approval of Honors Faculty Reports.

Other Business:

Outgoing committee members were recognized and incoming committee members were introduced;  
Recognition of the Student Award Winners from the Undergraduate Research Banquet, April 2013;  
Discussion of Honors Faculty Reports;  
Report on the progress of the Honors Experience Working Group;  
Discussion of creating a Minor in Honors.

**TO: University Senate**  
**FROM: Linda Ray, Chair - Committee on Committees**  
**DATE: October 3rd, 2013**  
**RE: 2012-2013 Annual Committee on Committees Report**

Chair: Linda Ray

Members: Amebu Seddoh, Darla Adams, Anne Walker

In academic year of 2012-2013 the committee met to elect a chair, and review nominations for Senate Committees. The majority of the work completed via email correspondence among members.

Committee preferences were solicited from faculty using an electronic format in January 2013. Approximately 140 responses were received; data were collected to assess preferences for University level committees, and recommendations were made to the Senate. Of the 140 responses, 36 indicated a preference to not serve on additional committees for the next academic year. Criteria for selection of nominees to various committees are based on survey responses, request given directly to a committee member, and requirements of each committee structure.

Other COC activities included:

- Revision of the electronic survey format sent to the University Council members in January;
- Analysis of the preferences and previous service of the faculty to finalize a ballot for the Senate;
- Submitting nominations for 50 expired terms on Senate Committees for the election in March-April;
- Submitting nominations for the senate election for University Senate officers in September;
- Conducting 16 necessary appointments to committees to replace openings throughout the year.

The COC continues to support the Ad hoc Committee on Shared Governance with support of the Senate Executive Committee's leadership to examine committee structures and streamline this process. The committee appreciates the effort given to the consideration of eliminating committees that don't meet, like the Senate Compensation Committee. Also, any opportunity to streamline tasks and provide support to committees would be of great value. Additionally, consideration should be given to a larger discussion about the role of service as it relates to governance at UND.

Noteworthy is the committee's struggle to fill positions left vacant through resignations or leaves of absence by elected committee members. There is a concern about how service expectations across campus can be uneven based on different units attaching different levels of recognition to this expected part of faculty work. Additionally, concerns were expressed by tenure-track, non-tenured faculty who were asked to serve regarding time commitments, given the time taken from the demands of their scholarship which has greater value. Noteworthy is the concerns regarding college size. The colleges with fewer senior faculties carry a greater burden when college representation is necessary.

In 2013, the Senate passed a new guideline for permanent vacancies on University Senate Committees. Committee on Committee appointments are now limited to the end of the academic year, with an election to the vacancy in the spring election. This process replaces the previous practice of appointments completing the duration of the vacant term. Although this is a more democratic process and improved the ability to recruit members to fulfill shorter terms, there are possible consequences to this action. There is a concern regarding committee structure and possibly function. The terms of committees were structured to instill a continuity of its members and limited turnover. With this new approach to committee vacancies, the committees may encounter a full turnover of their members in rare situations in the future. Also, the administrative task of monitoring elected versus appointed positions is an additional burden on the COC administrative support for the election process.



<b>Senate Committee Replacements for 2013-14</b>				
<b><u>Committee</u></b>	<b><u>Replacement</u></b>	<b><u>Member Replaced</u></b>	<b><u>Member Term Expires</u></b>	
				<b><u>Replacement Term expires (Spring)</u></b>
Academic Policies&Admissions	Janet Jedlicka	Robert Dosch	2016	2014
Budget,Restructuring&Reallocation	Bruce Dearden	Kathleen McLennen	2014	2014
	Kyle De Young	Jeffrey Sun	2014	2014
Conflict of Interest	Julie Anderson	Tracy Evenson (on leave 2013-14)	2015	2014
Essential Studies	Darlene Hanson	Barbara Roll	2015	2014
Faculty Instructional Development	Joel liams	Elizabeth Tyree		
Honorary Degrees	Daba Gedafa	Cindy Anderson	2016	2014
Honors	Cliff Staples	Jim Mochoruk (on leave 2013-14)	2014	2014
	Peter Meberg	Elizabeth Tyree	2015	2014
Legislative Affairs	Nancy Vogeltanz-Holm	Amy Phillips	2014	2014
	Don Poochigian	Al Berger (on leave 2013-14)	2015	2014
Library	Saobo Lei	Enru Wang (on leave 2013-14)	2015	2014
ROTC	James Casler	Al Berger (on leave 2013-14)	2014	2014
Scholarly Activities	Wesley Smith	Cynthia Prescott (on leave Fall 2013)	2016	2014 (spring)
Summer Session	James Haselton	Linda Shanta	2014	2014
University Assessment	Kevin Buettner	Christopher Gjesfeld	2016	2014

Respectfully Submitted,

Committee on Committees

# University Senate Curriculum Committee Report

October 2013

## I Program Suspension

- Master of Accountancy

## II New Courses

- German 310: Screening German Cultures
- MPH 570: Special Topics in Population Health

## III Course Deletions

- German 312: Screening German Cultures
- German 408: Mediating Cultures: Social Discourse in German Speaking-Countries

### Senate approval is not required for the following report items

## IV Program Changes

- M.A. with a Major in Forensic Psychology
  - **Disapproved Request:** Increase in total credits required for degree from 34 credits to 35 credits.
- MPH: Population Health Research & Evaluation Specialization
  - Add new course elective: MPH 570
- MPH: Health Management & Policy Specialization
  - Add new course elective: MPH 570
  - Add existing POLS course electives: POLS 531, POLS 532, POLS 536, POLS 561

## V Course Changes : Graduate

- MPH 504: Leading & Managing Public Health Systems
  - Revise course description
  - Additional Terms offered: Spring, Summer
- MPH 510: Health Care Systems
  - Title change to: Health Care Delivery Systems
  - Revise course description
  - Additional Terms offered: Spring, Summer
- MPH 520: Environmental Health for Public Health Professionals
  - Revise course description
  - Additional Terms offered: Fall, Summer

### Course Changes: Graduate - continued

- MPH 541: Social & Behavioral Sciences in Public Health
  - Revise course description
  - Additional Terms offered: Spring, Summer
- MPH 551: Epidemiology
  - Revise course description
  - Additional Terms offered: Spring, Summer
- MPH 594: Practicum
  - Change in credit hours: from 3 credits to variable 1-3 credits
- PSYC 997: Independent Study
  - **Disapproved Request:** Change in credit hours: from 2 credits to 3 credits

### VI Course Changes: Undergraduate

- MGMT 397: Cooperative Education
  - Change in variable credit hours: from 1- 6 credits, repeatable to 12 credits to 1-3 credits, repeatable to 6 credits.
    - Repeatable to a maximum of 6 credits cumulative from Mgmt 397 & Mgmt 497 are allowed.
  - Change in Pre-requisites
    - From 2.50 GPA to 2.75 GPA
    - From consent of coordinator to consent of instructor
    - Remove: MGMT 302
  - Revise course description
- MGMT 497: Internship in Management
  - Change in variable credit hours: from 1- 4 credits to 1-3 credits, repeatable to 6 credits.
    - Repeatable to a maximum of 6 credits cumulative from Mgmt 397 & Mgmt 497 are allowed.
  - Change in Pre-requisites
    - Add: 2.75 GPA
    - Add: Mgmt 300
    - Remove: Management major & senior standing
  - Revise course description
- PSYC 299: Special Topics in Psychology
  - Pre-requisite
    - Add: Consent of Instructor
  - Add course description: "Repeatable when topics vary".
- PSYC 499: Advanced Special Topics in Psychology
  - Change in variable credit hours: from 1- 3 credits to 1-4 credits
  - Add course description: "Repeatable when topics vary".

## VII Announcements

- BS with a major in Molecular & Integrated Biology
  - Basic Life Science Option
  - Enhanced Life Science Option
  - ✚ Requested completed options to be indicated on a student's academic transcript. Each approved option contains the 16 distinct credit hours required.
  
- Engl 422 (course deletion approved 4.11.13)
  - ✚ Requested delay of effective term from Fall 2013 until Spring 2014.
  
- PA 565 & PA 585 (course deletions approved 2.7.13)
  - ✚ Requested delay of effective term from Spring 2013 until Summer 2014.

## University Senate Curriculum Committee Report

October 2013

### I Program Suspension

- B.S. in Cytotechnology

UND Credit Hour Policy for Distance Courses

Adopted 9/19/13 by UND Academic Policies and Admissions Committee:

Academic units are expressed in terms of semester credit hours at the University of North Dakota. For face-to-face courses, one semester credit hours represents one 50-minute class period (lecture or structured student/faculty interaction) or 2-3 hours of laboratory session for each week of the semester. For online or distance courses, UND academic units are assigned according to the classification of the distance course:

- Type 1: Distance course sections taught synchronously with face-to-face sections with equivalent student learning objectives and expectations for student effort – The distance section is assigned the same credit hours as the face-to-face section.
- Type 2: Distance course sections taught asynchronously with face-to-face sections with equivalent student learning objectives and expectations for student effort – The distance section is assigned the same credit hours as the face-to-face section.
- Type 3: Distance courses not classified as Type 1 or 2 that share equivalent student learning objectives and expectations for student effort as face-to-face sections of the course at UND – The distance section is assigned the same credit hours as the face-to-face section.
- Type 4: Distance courses not classified as Type 1 or 2 that do not have corresponding face-to-face sections at UND for comparison – The department or unit providing the course must document the expected level of student effort, expected student/faculty interactions, course assessment plan, and student learning objectives for the course. This information will be reviewed by the appropriate Department, College/School, and University curriculum committees for assignment of appropriate credit hours.