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University Letter

January 10, 1997

Volume 34 No. 19

UNIVERSITY LETTER
UNIVERSITY LETTER
University of North Dakota at Grand Forks
Vol. 34, Number 19, January 10, 1997

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President To Respond To Restructuring Report

Decisions by President Kendall Baker on the first set of recommendations from UND's restructuring and Reallocation Committee will be reported at a University Council meeting Friday, Jan. 10, at 12:15 p.m. in Burtness Theatre. The meeting is open to all.

Twenty recommendations regarding low-enrollment academic program offerings were made by the Restructuring and Reallocation Committee, which met from July into November. It was formed by the University Senate in March as a way to fulfill an earlier request from the UND Planning Council for faculty input into academic restructuring and reallocation.

The report was received in December by President Baker to use in making decisions for recommendations to North Dakota University System Chancellor Larry Isaak. UND's Restructuring and Reallocation Committee will continue to function beyond this first round of considerations.

The University Council, which will hear President Baker's decisions on the report, consists of designated administrative officers and full-time faculty with the rank of instructor, assistant professor, associate professor, and professor.

Physician Assistant Program Sets Graduation Ceremony, Dinner For Jan. 10

Faculty, staff and students are invited to participate in the Physician Assistant Graduation set for 4 p.m. Friday, Jan. 10, 1997, in the Chester Fritz Auditorium. The commencement speaker will be Dr. James Brosseau, Associate Professor in the Department of Community Medicine and Rural Health, School of Medicine and Health Sciences, and internist with the Grand Forks Clinic. The graduation ceremony will be followed with a dinner at the Ramada Inn. Reservations are needed by Tuesday, Jan. 7, and can be made by calling me at 7-2344. -- Suzan Huus, Graduation Coordinator, Department of Community Medicine and Rural Health.

Course Start Times Shift

To facilitate course-sharing among NDUS institutions, the North Dakota Board of Higher Education has recommended that regular Monday, Wednesday, and Friday classes begin on the hour and last 50 minutes, with a 10-minute passing period. Typically, Tuesday and Thursday regular classes will begin at 8 a.m., 9:30 a.m., 11 a.m., 12:30 p.m., 2 p.m., and 3:30 p.m. and meet for 75 minutes, with a 15-minute passing period. This change in UND course scheduling will begin with the 1997 spring semester. All colleges/departments should make every effort to notify faculty and students of this change. -- Alice Poehls, Director, Admissions and Records.

EVENTS TO NOTE

Join Writers Conference Reading Seminar

Are you one of those who looks forward to the Writers Conference each year but has trouble finding time to do the reading you'd like? Do you manage to read a couple of the writers' books but wish you had a chance to talk about them with others? If so, consider joining one of the new Writers Conference Reading Seminars. Co-sponsored by the University Writing Program and the English Department, the seminars will gather together six to 10 interested University people who will meet weekly through the spring semester to read and discuss selected works by this year's Writers Conference authors. Featured authors for this year's conference, the theme of which is Writing Nature/The Nature of

Writing, were listed in an attachment to the Dec. 20 University Letter.

To accommodate different schedules, two options will be offered: Fridays from noon to 1 p.m. (leader: John Ettling), and Wednesdays from 4 to 5 p.m. (leader to be announced). Both seminars will begin the second week of classes.

In addition to these seminars, interested readers may sign up for a special Writers Conference e-mail discussion list, moderated by Michael Beard, on leave in Jordan.

To inquire further, or to sign up for any of these seminars, call the University Writing Program office (7-3600), or e-mail me at rankin@badlands.nodak.edu. Be sure to indicate which session you're most interested in. -- Libby Rankin, Professor of English.

Institutional Review Board Will Meet Jan. 10

The Institutional Review Board will meet at 4 p.m. Friday, Jan. 10, in 305 Twamley Hall, to consider all research proposals submitted to the Office of Research and Program Development before Tuesday, Dec. 31. Proposals received later will be considered only if a quorum has reviewed them and time permits.

Clinical medical projects must be reviewed by the Clinical Medical Subcommittee before being brought to the full Board. Proposals for these projects are due in the Office of Research and Program Development Tuesday, Dec. 24.

Notes from the meeting will be available in ORPD approximately one week after the meeting. -- F.R. Ferraro (Psychology), Chair, Institutional Review Board.

Pharmacology Candidate To Present Seminar

Wallace Thoreson of the Department of Ophthalmology at the University of Nebraska will present a seminar, titled: "Regulation of Photoreceptor Calcium Currents and Synaptic Transmission by Chloride Ions," on Friday, Jan. 10, from 9 to 10 a.m. in Room 5510 in the School of Medicine and Health Sciences.

Dr. Thoreson is a candidate for a faculty position in the Department of Pharmacology and Toxicology. Everyone is invited to attend. -- Paul Epstein, Associate Professor of Pharmacology and Toxicology.

Women Studies "Salon" Begins

The Women Studies Program will inaugurate a reading group in feminist literature, beginning Thursday, Jan. 16, at 4 p.m. Faculty, staff, and students are invited to participate.

The group, called "Salon" after 19th-century meetings of intellectuals in patrons' parlors and salons, will meet once a month at the Women's Center, 305 Hamline St., to discuss selected readings by feminist writers.

The first selection is the introduction to "Listen Up: Voices from the Next Feminist Generation," edited by Barbara Findlen. The reading is on reserve at the Chester Fritz Library under "Salon." Additional copies are available from the Women Studies Center at 314 Cambridge St. A reading list for the spring semester will also be developed at the first meeting.

The group will meet on the third Thursday of every month, from 4 to 5 p.m. at the Women's Center, 305 Hamline St. Anyone with an interest in feminist writings is invited to attend. For more information, call Rebecca Moore, 7-2705, or the Women Studies Center, 7-4115. -- Rebecca Moore (Philosophy and Religion), for the Women Studies Program.

Dinosaurs Are Subject Of Lectures

LEEPS (Leading Edge of Earth and Planetary Sciences) Lectures will be presented by Martin Lockley, Department of Geology, University of Colorado-Denver, on Friday, Jan. 17. At noon in Leonard Hall Lecture Bowl, Room 100, he will present, "Tracking Dinosaurs Around the World." At 3 p.m. in 109 Leonard Hall, he will consider "Dinosaurs of Colorado."

The LEEPS Lecture Series is supported by the Department of Geology and Geological Engineering, the Energy and Environmental Research Center, Office of Research and Program Development, Office of Instructional Development and the Advancing Science Excellence in North Dakota (ASEND) Program. All interested persons are welcome to attend. For additional information contact me. -- Dexter Perkins, Professor of Geology and Geological Engineering, 7-2991.

Microbial Genetics Expert To Speak

The Department of Microbiology and Immunology will host a special guest lecture on Friday, Jan. 17, titled: "Barriers to Recombination Between Closely Related Species: Genetic Exchange Between Salmonella Typhimurium and Salmonella Typhi." The lecture will be presented at noon in Room 5510 of the School of Medicine and Health Sciences by Stanley Maloy, Professor of Microbiology at the University of Illinois, Urbana. All interested persons are invited to attend. Dr. Maloy has published extensively, including two textbooks on Microbial Genetics. His current work is directed toward protein regulation of gene expression, protein and membrane interaction, molecular mechanisms of membrane transport, and the role of membrane proteins in determining host specificity. This lecture is co-sponsored by the Office of Instructional Development. For more information contact Scott Hoffman at 7-2625 or Ann Flower at 7-6413. -- Ann Flower, Assistant Professor of Microbiology and Immunology.

OID Session Will Focus On Faculty Web Pages

"Development of a Home Page for Faculty" is the topic for the OID/CILT noon session on Wednesday, Jan. 22, in the Memorial Union Lecture Bowl. Steve Pottenger (Center for Instructional and Learning Technologies) will provide a step-by-step guide to creating a simple World Wide Web page using Adobe Pagemill. He will present an overview of the WWW, hardware and software requirements, and give an online demonstration. Because food and drinks are prohibited in the Lecture Bowl, the usual box lunches cannot be provided for this session. While registration is not required, it would be helpful if you phone the Office of Instructional Development (7-3325) if you plan to attend. -- Dan Rice, Director of Instructional Development.

Forums To Discuss Promotion, Tenure

All faculty members are invited to attend two forums on promotion and tenure. The first forum will focus on the views of administrators; faculty members who have recently been promoted or tenured will be the panelists for the second forum. The first forum will be Wednesday, Jan. 29, from 3 to 4:30 p.m. in the Sioux Room of the Memorial Union. Panelists will be Provost and Academic Vice President Marlene Strathe, Graduate School Dean Harvey Knull, and College of Arts and Sciences Dean John Ettling.

The second forum will be Wednesday, Feb. 19, from 3 to 4:30 p.m. in the Sioux Room of the Memorial Union. The forums are open to all persons in the university community and are sponsored by the President's Advisory Council on Women (PAC-W). For additional information contact me. -- Jan Zahrly, Associate Professor of Management, 7-4697.

OF ACADEMIC INTEREST

Peace Studies Lists New Members

The Center for Peace Studies is pleased to announce the selection of six new members to the Peace Studies Faculty. They are Fatholla Bagheri (Economics), Victoria Holden and Richard Shafer (Communication), Rebecca Moore (Philosophy and Religion), Asako Yoshida (Chester Fritz Library), and Jan Zahrly (Management). -- Janet Kelly Moen, Faculty Coordinator, Peace Studies.

System Will Institute Common Course Numbers (See Attachment included online)

A document has been developed to inform faculty and staff about the common course numbering endeavors to-date as well as to update you on the recent State Board of Higher Education actions. A copy of that document is attached to University Letter. For more information, see the University System web page at <http://www.nodak.edu>. -- Mike Hillman, Vice Chancellor of Academic Affairs, North Dakota University System.

System Faculty Listserv Implemented

North Dakota faculty members, administrators, and board members have the opportunity to communicate via a new e-mail list, ND-FACULTY.

The list is "private," which means subscription requests come to the list-owner, Barbara Laman from Dickinson State University, for approval. The list is set up in this way to prevent people other than North Dakota faculty, administrators, and board members from signing up. The welcome message new

members receive explains more about the privacy issue. The list is also confidential, which means it does not show up on "global lists of lists" and the only announcement of the existence of this list is the article you are now reading.

In order to sign up for ND-FACULTY, send a message to
LISTSERV@LISTSERV.NODAK.EDU
leave the "subject" (Subj:, Subject:) line blank and write in the body of the message
sub nd-faculty yourfirstname yourlastname youraffiliation yourdepartment

For example: sub nd-faculty Barbara Laman DSU English
Or: sub nd-faculty Philip Conn DSU President
Or: sub nd-faculty Larry Isaak SBHE Chancellor

The affiliations and departments will identify you to the list-owner as belonging to the group of people for whom the listserv was established. Once you are "approved," i.e., once the list-owner has forwarded your request to the listserv, you will receive two messages, one informing you how the list works and how to take yourself off, and the other a welcome message with information specific to the list.

-- Sara Hanhan (Education), for the Council of College Faculties.

Nominations Invited For Clifford Faculty Achievement Award

Nominations/applications are invited for the UND Foundation Thomas J. Clifford Faculty Achievement Award for Excellence in Research. The winner of this award will receive a plaque and a check for \$2,000 at the 1997 Founders Day Banquet on Feb. 27.

The following information should be provided:

1. A listing of publications of significant, original and high-quality research, scholarly, and creative contributions in nationally recognized professional journals that are refereed by peer reviewers and/or a listing of juried competitions and invited performances;
2. Overall scholarly activities, such as service as a reviewer of research proposals for federal agencies or other funding sources, service as a referee or editor for professional journals, and contributions to training students in research, scholarly, and creative endeavors;
3. Potential for significant contributions to enhancing the effectiveness of the subject matter taught in the classroom.

Faculty, staff and students may make nominations, and faculty are invited to nominate themselves. Since the Committee will not engage in the gathering of documentation, each nomination or application must be accompanied by thorough evidence of the nominee's qualifications for the award. Five copies of each nomination and supporting documentation should be received at the Office of Research and Program Development no later than Monday, Jan. 13.

Since previous awardees are ineligible for nomination until five years have passed, Arthur Buckley (1996), Sharon and Richard Wilsnack (1995), Michael Anderegg (1994), Robert Nordlie (1993), and David Hein (1992) may not be nominated this year.

The awardee will be selected by the same committee that selects the Fellows of the University Award for Departmental Excellence in Research. This committee includes the director of the Office of Research and Program Development (Chair), the dean of the Graduate School, the chair of the Faculty Research Committee, one faculty member from the Graduate Committee, and one faculty member from the Faculty Research Committee.

If further information is desired, please call the Office of Research and Program Development at 7-4279. -- Carl Fox, Director of Research and Program Development.

Nominations Invited For Departmental Research Award

Nominations for the Fellows of the University Award for Departmental Excellence in Research, recognizing research, scholarly, and creative productivity, are due at the Office of Research and Program Development (ORPD) on Monday, Jan. 13. The winning department will receive a \$1,500 award and a plaque at the 1996 Founders Day Banquet on Feb. 27.

Nominations should include information that will allow the Selection Committee

to judge the quantity and quality of the research, scholarly, and creative activities of the department. At a minimum, such nominations should include a listing of published research or other creative or scholarly activities for the 1995-96 year. Additional information for that year, such as a brief synopsis of ongoing research activities, the number and type of active sponsored projects, dissertations or other research papers presented by students, performances or scholarly presentations by faculty, etc., should be included if they contribute to the overall picture of a department's research, scholarly, and creative activities. A statement of support from the dean is optional. To expedite the review process, five (5) copies of the nomination and supporting documentation should be submitted to ORPD, Box 7134.

Since previous awardees are ineligible for nomination until five years have passed, the Departments of Biology, Geology and Geological Engineering, History, Pharmacology and Toxicology, and Anthropology may not be nominated this year.

If further information is desired, please call the Office of Research and Program Development at 7-4279. -- Carl Fox, Director of Research and Program Development.

Graduate Faculty Nominations Sought

The Graduate School has issued the semi-annual call for nominations for membership on the Graduate Faculty. A memorandum detailing the process, and including a copy of the nomination form, has been sent to the chairperson of each department/program offering a graduate degree. The deadline for nominations to be received in the Graduate School is Friday, Jan. 17. Final action on the nominations is scheduled to be completed by Feb. 28. -- Harvey Knull, Dean, Graduate School.

Students Should Use Form To Leave University

Students completely withdrawing from the 1997 Spring Semester must use the UND "Withdrawal" form to complete the process. The withdrawal form is available at the Office of Admissions and Records, 201 Twamley Hall. Students are not to use the Registration Action Form for this process. -- Alice Poehls, Director, Office of Admissions and Records.

Doctoral Exam Set For Traci Kelly

The final examination for Traci Kelly, a candidate for the Ph.D. degree with a major in English, is set for 4 p.m. Thursday, Jan. 16, in Room 20, Montgomery Hall. The dissertation title is "Burned Sugar Pie: Women's Culture in the Literature of Food." Sandra Donaldson (English) is the committee chair. Members of the Graduate Faculty are invited to attend. -- Harvey Knull, Dean, Graduate School.

Doctoral Examination Set For Qing Yang

The final examination for Qing Yang, a candidate for the degree of Doctor of Philosophy with a major in chemistry, is set for 9:30 a.m. Thursday, Jan. 16, 1997, in Abbott Hall, Room 342. The dissertation title is "Synthesis of Group 4 Metallocenes." Michael Jensen (Chemistry) is the advisory committee chair. Members of the Graduate Faculty are welcome to attend. -- Harvey Knull, Dean, Graduate School.

Doctoral Gowns For Faculty Available

Attention faculty members: the University Bookstore has a special on doctoral gowns.

Some faculty members who want to participate in Commencement exercises don't because they lack academic dress. From now until the end of January you can purchase Jostens Premier Sussex doctoral gown at a special promotional price of \$279.95 (normally \$435). We will have a Jostens representative here at the University Bookstore on Wednesday, Jan. 22, to help faculty with questions or to place an order.

The Jostens Representative will also be here to help with orders or questions regarding the new University of North Dakota Official Class Ring. You may charge on your Visa, MasterCard, Discover, or American Express. Faculty who have received degrees from institutions other than UND and need a hood representing their school are encouraged to place their orders at least six weeks before graduation. The Bookstore can also order deluxe, custom apparel from Jostens anytime. Check with the University Bookstore for prices

and brochures. Special orders take eight to 10 weeks for delivery.

Be part of Commencement this May!

Call (777-2746) or stop in at the Bookstore and place your order now. -- Don Forbes, Manager, University Bookstore.

GRANTS & FELLOWSHIPS

EPSCoR Offers Funding Opportunities

Funding opportunities are available through the ND Experimental Program to Stimulate Competitive Research (ND EPSCoR).

Research addressing the Environmental Protection Agency mission is being solicited. It is expected that Principal Investigator budgets would be approximately \$25,000 per year for no more than two years. Preproposals are due by 4 p.m. Monday, Jan. 20.

A National Science Foundation EPSCoR program is available for individual tenure track faculty members who plan to initiate a research program in one or more areas normally supported by the National Science Foundation. Awards can be made for \$10,000 to \$30,000 (indirect costs are waived) for periods of 12 to 24 months. ND EPSCoR anticipates making 15 to 30 awards. Applications are due by 4 p.m. Monday, Feb. 10.

ND EPSCoR also invites proposals from department chairs soliciting support for new faculty they plan to hire during 1997. This program is the same as the one carried out successfully last year and is expected to be repeated at this time next year based on availability of funds. The major goal of this program is to staff our research universities with new faculty who will be very competitive for NSF CAREER awards. Proposals are due at noon Friday, Jan. 31.

The Agency EPSCoR grants are reviewed and funded separately from the other standard agency programs.

Copies of the RFPs can be obtained from the ND EPSCoR Offices, Room 5118 Medical Science, UND, 7-2942; or 258 Dunbar Hall, NDSU.-- David Givers, ND EPSCoR, Fargo.

Faculty Enhancement Grants Available

Oak Ridge Associated Universities (ORAU) has announced the availability of 20 Junior Faculty Enhancement Awards for full-time assistant professors within three years of their tenure-track appointment. These awards support faculty research in applied science; engineering; life sciences; mathematics; computer sciences; physical sciences; or policy, management and education.

ORAU will award \$5,000, with the applicant's institution providing matching funds of an equal amount, for a total award of \$10,000. The funds can be used for travel, equipment, or other support related to the faculty's research. TWO faculty may be nominated from each institution. Awards are made based on research performance competence, intrinsic merit of research, and diverse participant population. Details and application forms are available at the Office of Research and Program Development, 105 Twamley Hall, or call Colleen at 7-4278.

Because UND may submit only two proposals to ORAU, we are requesting that interested faculty submit their applications to ORPD by 4 p.m. Friday, Feb. 7. -- Carl Fox, Director, Research and Program Development.

Students Can Receive Cash For Inventions

College students have the opportunity to receive recognition and cash awards for their new product ideas and inventions through a program sponsored by B.F. Goodrich. The Collegiate Inventors Program Award is open to full-time undergraduate, graduate, and post-graduate students and recognizes student inventors nationwide whose inventions, discoveries, and research are deemed the year's most outstanding. Three \$7,500 awards and three \$3,000 awards are made to students with their faculty advisors receiving \$2,500 and \$1,000 respectively.

The invention should be reproducible but not yet commercialized. The student's application must contain an analysis of his or her invention composed of a literature search and a patent search. Judging is based on originality and inventiveness, completeness and presentation, usefulness and workability, and potential value to society -- both economically and socially. Entries must be submitted by June 3, for this year's competition, with final judging to take

place over the summer.

The program promotes and rewards innovation, creative problem solving, student/advisor relationships, and an understanding of patents and intellectual property. Contact me at 7-3132 for further information and application materials or check out their website at www.invent.org/bfg/bfghome.html. -- Bruce Gjovig, Director, Center for Innovation.

MONEY MATTERS

Meal Reimbursement Rates Revised

Out-of-State Meal Allowance rates have been revised for travel as of Jan. 1. A new listing has been sent to each department. If your department has not yet received one, please contact Ann at 7-4131. For travel taken prior to Jan. 1, continue to use the previous listing. Out-of-state meals are taxable if there is NOT an overnight stay. If you have any questions, please contact Bonnie, Controller's Office, by e-mail at bonnie_nerby@mail.und.nodak.edu or by phone at 7-2966. -- Lisa Heher, Cash and Investments Manager, Controller's Office.

BILLBOARD

Business Office Lists Fee Payment Schedule

Spring 1997 fee payment will be conducted Tuesday through Thursday, Jan. 14, 15, and 16 in the Memorial Union Ballroom. The Business Office in Twamley Hall will be closed during fee payment. All students should be directed to the Ballroom. Departmental deposits will be accepted in 202 Twamley Hall between 2 and 3 p.m. ONLY on these three days. Although no receipt will be issued, the deposits MUST BE logged in by a representative from your department. The deposits will be processed as time allows. If departments anticipate special needs during these three days, contact Ellarene Hoverson at 7-3084 by noon Tuesday, Jan. 14.

The final day of fee payment will be held at Twamley Hall Friday, Jan. 17, from 8 a.m. to 3 p.m. The primary responsibility of the Business Office tellers will be fee payment assistance to the students. Lines can be expected at the teller windows. Departmental deposits can be brought to the teller windows, but the department will be asked to leave the deposit for later processing. No departmental deposit receipts will be issued Friday, Jan. 17. Receipts will be mailed to your department via intercampus mail. DO NOT bring departmental deposits to 202 Twamley Hall Friday, Jan. 17. Your understanding and cooperation will be greatly appreciated. Thank you. -- Wanda Sporbert, Manager, Business Office.

Speakers Sought For Women's History Month

In preparation for Women's History Month (March 1997), the Department of History is seeking persons who have research on women's history that they would like to present to the public. These popular presentations can encompass a variety of areas, including, for example: famous women, the history of women in professions or sports, legal, political or social events that primarily impact women; or the history of a women's organization or of women's access to an organization. The Department will be compiling a list which it will make available to local service organizations, public libraries, and other groups. Next March, several speakers and events will be scheduled in the Department in celebration of women's history. The Department of History also will provide speakers for those on campus who would like to have a talk presented in a class or some other forum. Please call Anne Kelsch at 7-6489 or Barbara Handy-Marchello at 7-2803 for more information. -- Anne Kelsch, Assistant Professor of History.

PAC-W Seeks Nominations

The President's Advisory Council on Women (PAC-W) seeks nominations for five openings on the Council. New members will begin to meet with the council in March 1997. Members may be staff or faculty (tenure track and non-tenure track). The Council supplies a list of names to President Baker for appointment. If you are interested in having your name placed in nomination, please contact Barbara Handy-Marchello by phone (7-2803), e-mail to handymar@badlands.nodak.edu or by campus mail at Box 8096. -- Barbara Handy-Marchello (History) for the President's Advisory Council for Women.

Turn In 1996 Leave Cards Before Jan. 24

Any annual or sick leave used through Dec. 31, 1996, will be reflected on the 1996 leave balance so long as leave cards are submitted to the Payroll Office before Friday, Jan. 24, 1997. -- Pat Hanson, Director of Payroll.

Computer Center Lists Classes

The following training sessions will be held in the Computer Center Training Room in 361 Upson II Hall. Please register in advance by calling Bonnie or Shelly at the Computer Center, 7-3171. Requests for accommodation related to disabilities need to be made when registering.

HTML (Hyper Text Markup Language), Friday, Jan. 17, 9:30 a.m. to noon. How to write HTML code using a text editor and Claris Home Page.

Netscape, Thursday, Jan. 23, 8:30 to 10 a.m. Learn to browse the World Wide Web (WWW) using Netscape.

E-Mail Using PINE, Jan. 27, 2:30 to 4 p.m. Gain experience sending and receiving electronic mail on a UNIX system using PINE.

-- Marlys Hanson, User Services, Computer Center.

Computer Center Offers Training For Students

Faculty are asked to share the following information on training offered by the Computer Center with their students. These sessions are geared for the beginner and are taught by student trainers.

E-mail logons and microcomputer training are available free of charge to UND students, staff, and faculty. Pre-registration for classes is necessary as we have a fixed number of computers in the labs for the training sessions. The sign-up sheets are available at the Computer Center, 366 Upson II Hall. You may also sign-up by calling 7-3171. All classes will be held in the Computer Learning Lab, Room 201-J, in the Memorial Union from 6 to 8 p.m.

How to Apply for a Computer Logon -User Note G6 (Applying for Mainframe Logons) is available in the basement and third floor document racks in Upson II Hall and the Computer Learning Lab, second floor of the Memorial Union. You may also attend an open lab in Room 219 in the Memorial Union from 6 to 8 p.m. for personal assistance with the application process -- see the schedule below.

E-Mail Training is a two-hour, hands-on session. This training will require that you have an active UNIX logon so you can practice sending and receiving electronic mail. To participate in e-mail training you must sign up for a logon at least three working days prior to class. Microcomputer Training for Windows 3.1 and WordPerfect 6.1 are two-hour, hands-on sessions for the beginner.

SPRING 1997 SCHEDULE

How to Apply for a Computer Logon: Monday, Jan. 27; Tuesday, Jan. 21; Thursday, Jan. 16 and 23

E-Mail Training -- You must have an active logon: Tuesday, Jan. 28 and Feb. 4; Wednesday, Jan. 22; Thursday, Jan. 30 and Feb. 6

World Wide Web using Netscape: Tuesday, Feb. 11 and 25; March 18; April 1

Windows 3.1: Tuesday, February 18; March 25

WordPerfect 6.1 for Windows: Tuesday, March 4; April 8
If you have any questions concerning Macintosh training please call 7-3171. -- Rose Keeley, User Services, Computer Center.

U2 Hotline Announced

University within the University (U2) announces a Professional Development Hotline. You can dial 7-2000 to hear a complete listing of the professional development opportunities currently scheduled on campus for UND faculty, staff and students. This hotline operates much like the Career Mobility Line. You simply dial the number and then press the following numbers for the option you would like to listen to:

- #1 Computer Center seminars
- #2 Safety and Environmental Training Institute
- #3 Supervisory and administrative seminars
- #4 Conflict Resolution Center seminars

#5 Center for Instruction and Learning Technologies seminars
#6 Miscellaneous events and opportunities
#0 to be connected with Jo Coutts at University within the University.

Have a pencil ready to note the seminar title, and person to contact for registration.

This line will be kept current on a weekly basis. If your department would like to have an event listed on this hotline, please contact me at 7-4266. Also, since this is a new venture, any suggestions or recommendations you may have to make the Professional Development Hotline more useful to you are welcome and encouraged. Please call with your ideas and recommendations. -- Jo Coutts, Program Coordinator, Continuing Education.

Postal Services Must Review Bulk Mailings

The U.S. Postal Service provides a special nonprofit bulk rate for organizations that meet eligibility requirements. This special rate provides significant savings for the University over regular rate bulk mail or first class mail. A regular rate bulk mailing costs nearly twice that of a nonprofit mailing. There are, however, closely monitored restrictions placed on both the content of nonprofit mailings and on the organizations which may use the University's nonprofit permit. To protect our status as a nonprofit mailer it is important that the Manager of Campus Postal Services review each bulk mailing before it is printed. Questionable content or nonprofit status problems must be resolved at that time. Mailings also must be properly identified to indicate association with the University. If you have any questions, please call Mel Foster, Mailing Supervisor, at 7-4832. -- Al Hoffarth, Vice President for Operations.

Pager System To Be Expanded; Information Is Attached

Effective Jan. 1, 1997, Plant Services will be expanding its pager service campuswide to UND faculty and staff. The paging system was originally installed in 1981 to enable Plant Services to have daily contact with maintenance personnel working on campus. Because of growth in personnel and services since that time, the existing system has reached its limitations on pager capacity, function, distance, and building penetration capabilities.

In September 1995 a University Pager Committee was formed to determine what system would best serve UND's paging needs in terms of both functionality and cost. The Committee concluded that the existing paging system needed to be updated and expanded to provide a quality service.

Plant Services will administer the paging system and will be offering departments a choice of pagers for purchase, repair, and support services. Departments currently using the tone/voice pagers will not notice any interruption in service, nor will they be required to upgrade pager type. There will, however, be a user fee of \$6.75 per month per pager, beginning Jan. 1, 1997.

Attached to this issue of the University Letter is a copy of the UND Pager System Policy and Procedures. Please read this information carefully, as it outlines the entire process for departments to purchase or rent a pager. Also attached is a copy of the Pager Authorization Form and the Pager Request Form, which must be submitted before ordering a pager. Please make copies of these forms for future use. Should you have any questions, please call me at 7-3007. We look forward to serving your future pager needs. -- Pam Zimbelman, Pager Coordinator, Plant Services.

Participants Needed For Memory Experiments

Participants are needed for experiments dealing with memory and language. Volunteers must be 55 or more years of age. The experiments will require about an hour, and all participants will receive a small honorarium (between \$5 and \$10) for participating. If you are interested or have questions, please call me at 7-2414. -- Richard Ferraro, Assistant Professor of Psychology.

Participants Sought For Nursing Program

The College of Nursing is seeking expectant mothers to participate in the Expectant Family Program and children with chronic illness, developmental disability or health risks to participate in the Child Health Program. The programs are coordinated through the course, N387, The Family in the Community.

The Expectant Family Program serves as a learning experience for UND nursing students by providing the students with the opportunity to support the expanding family. The nursing student's role focuses on the needs of the family during the time of normal childbearing on a one-on-one basis. In the Child Health Program, students visit the family and child about twice a month. Students focus on child health, safety, development, nutrition and family support.

The College of Nursing has been serving 150 to 200 families per year. Nursing students are supervised by College of Nursing faculty throughout the assignment period. There is no cost to participate. This is a community service and an educational experience.

If you are interested in participating in the Expectant Family Program or Child Health Program, please contact Liz Tyree, Coordinator, 7-4522, or the secretary for the Nursing Center, 7-4147, for a brochure or more information.
-- Liz Tyree, Director, Nursing Center.

Expanded University Letter Electronic Delivery Planned

Delivery of University Letter by electronic means through e-mail addresses will be expanded in January to include as many faculty and staff members as are known who hold e-mail addresses. While hard (paper) copies will no longer be sent to those recipients, the audience for messages in the newsletter will be larger because the number of those receiving University Letter via e-mail will be greater than the present hard copy list. That list of recipients had to be reduced several years ago to tenured and tenured track faculty and certain administrators, plus a limited number of unaddressed copies to each office/department for routing because of University Letter copy allocation limitations.

The current change is being implemented in part for that reason, specifically involving the change this fiscal year to dollar instead of copy allocations for duplicating, which would create a significant shortfall in the Office of University Relations budget. Because of that, and because of increasing e-mail accessibility, the expansion of University Letter electronic delivery is advantageous. This method will also provide an earlier delivery time of late Wednesday afternoon or early Thursday, rather than late Thursday or early Friday under the paper production system.

Electronic recipients who want a hard copy have the option of printing one from their e-mail box. Departments and offices may still receive a hard copy of University Letter, and tenured and tenure track faculty who may not have e-mail will receive a hard copy.

Call or contact Jan Orvik, University Letter editor, or Jim Penwarden, University Relations Office director, at 777-2731 about questions on this University Letter e-mail system. -- Jan Orvik (University Relations), Editor, University Letter; Jim Penwarden, Director, Office of University Relations.

Shelly Kain Elected To COSE

Shelly Kain (Office of Vice President for Finance), has been elected as a delegate for a three-year term to the Council of State Employees. She will replace Jo Coutts (Continuing Education), whose position ended Dec 31. Shelly will serve with delegate Richard Tonder (Plant Services) and alternate Marsha Nelson (Memorial Union). -- Diane Nelson, Director of Personnel.

Memorial Union Lists Hours

The Memorial Union regular operating hours for the spring semester are:

LIFETIME SPORTS CENTER, Mon-Thu: 9 a.m. to 11 p.m.; Fri: 9 a.m. to 11 p.m.; Sat: 11 a.m. to 11 p.m.; Sun: 11 a.m. to 11 p.m.
INFO CENTER, Mon-Thu: 8 a.m. to 9 p.m.; Fri: 8 a.m. to 9 p.m.; Sat: 10 a.m. to 9 p.m.; Sun: noon to 9 p.m.
SERVICE CENTER, Mon-Thu: 7:30 a.m. to 9 p.m.; Fri: 7:30 a.m. to 9 p.m.; Sat: 10 a.m. to 9 p.m.; Sun: noon to 9 p.m.
COPY STOP, Mon-Thu: 8 a.m. to 7 p.m.; Fri: 8 a.m. to 5 p.m.; Sat and Sun: Closed
BURGER KING, Mon-Thu: 7 a.m. to 11 p.m.; Fri: 7 a.m. to 11 p.m.; Sat: 9 a.m. to 11 p.m.; Sun: 11 a.m. to 11 p.m.
BOOKSTORE, Mon-Thu: 8:30 a.m. to 5 p.m.; Fri: 8:30 a.m. to 5 p.m.; Sat: 11 a.m. to 3 p.m.; Sun: Closed
ADMINISTRATIVE OFFICE, Mon-Thu: 8 a.m. to 4:30 p.m.; Fri: 8 a.m. to 4:30 p.m.; Sat and Sun: Closed
CRAFT CENTER/SIGN & DESIGN STUDIO (Effective Jan. 21 to May 2) Mon-Thu: 9 a.m. to 9 p.m.; Fri: 9 a.m. to 4:30 p.m.; Sat: 1 to 5 p.m.; Sun: 1 to

5 p.m.; Jan. 8-20 (9 a.m. to 4:30 p.m. M-F, closed weekends); May 3-9
(9 a.m. to 4:30 p.m. M-F, closed weekends)
DINING CENTER, Mon-Thu: 7 a.m. to 7 p.m.; Fri: 7 a.m. to 7 p.m.; Sat and Sun:
Closed
BARBER SHOP, Mon-Thu: 8:30 a.m. to 5:30 p.m.; Fri: 8:30 a.m. to 5:30 p.m.; Sat
and Sun: Closed
CENTENNIAL ROOM, Mon-Thu: 11 a.m. to 1:30 p.m.; Fri: 11 a.m. to 1:30 p.m.; Sat
and Sun: Closed
ESPRESSO BAR, Mon-Thu: 7 a.m. to 8 p.m.; Fri: 7 a.m. to 3:30 p.m.; Sat and
Sun: Closed
CORNER DELI, Mon-Thu: 10:30 a.m. to 10:30 p.m.; Fri: 10:30 a.m. to 3 p.m.; Sat
and Sun: Closed
UNIVERSITY LEARNING CENTER, Mon-Thu: 8 a.m. to 4:30 p.m.; Fri: 8 a.m. to 4:30
p.m.; Sat and Sun: Closed
UNION STATION, Mon-Thu: 9 a.m. to 4:50 p.m.; Fri: 9 a.m. to 4:50 p.m.; Sat and
Sun: Closed
PASSPORT IDs, Mon-Thu: 8 a.m. to 4:45 p.m.; Fri: 8 a.m. to 4:45 p.m.; Sat and
Sun: Closed
COMPUTER LEARNING LAB, Mon-Thu: 8 a.m. to 12:45 a.m.; Fri: 8 a.m. to
10:45 p.m.; Sat: 10 a.m. to 10:45 p.m.; Sun: noon to 12:45 a.m.**
BUILDING HOURS, Mon-Thu: 7 a.m. to 1 a.m.*; Fri: 7 a.m. to 11 p.m.; Sat:
8 a.m. to 11 p.m.; Sun: 11 a.m. to 1 a.m.**

* Lower Level and first floors open until 11 p.m.

** Second and third floors open until 1 a.m. starting Sunday, Jan. 26 (Building closes at 11
p.m. Jan. 6-25)

The hours for the Martin Luther King Jr. Day holiday are:

LIFETIME SPORTS CENTER, Fri., Jan. 17: 9 a.m. to 5 p.m.; Sat., Jan. 18: noon
to 5 p.m.; Sun., Jan. 19: noon to 5 p.m.; Mon., Jan. 20: noon to
6 p.m. (okay for leagues)
INFO CENTER, Fri., Jan. 17: 8 a.m. to 5 p.m.; Sat. through Mon., Jan. 18-20:
noon to 5 p.m.
SERVICE CENTER, Fri., Jan. 17: 7:30 a.m. to 5 p.m.; Sat. through Mon., Jan.
18-20: noon to 5 p.m.
COPY STOP, Fri., Jan. 17: 8 a.m. to 5 p.m.; Sat. and Sun., Jan. 18-19: Closed;
Mon., Jan. 20: noon to 5 p.m.
BURGER KING, Fri., Jan. 17: 7 a.m. to 5 p.m.; Sat., Jan. 18: 11 a.m. to
5 p.m.; Sun. and Mon., Jan. 19-20: noon to 5 p.m.
BOOKSTORE, Fri., Jan. 17: 8:30 a.m. to 5 p.m.; Sat. through Mon., Jan. 18-20:
Closed
ADMINISTRATIVE OFFICE, Fri., Jan. 17: 8 a.m. to 4:30 p.m.; Sat. through Mon.,
Jan. 18-20: Closed
CRAFT CENTER/SIGN & DESIGN STUDIO, Fri., Jan. 17: 9 a.m. to 4:30 p.m.; Sat.
through Mon., Jan. 18-20: Closed
DINING CENTER, Fri., Jan. 17: 7 a.m. to 7 p.m.; Sat. through Mon., Jan. 18-20:
Closed
BARBER SHOP, Fri., Jan. 17: 8:30 a.m. to 5:30 p.m.; Sat. and Sun., Jan. 18-19:
Closed; Mon., Jan. 20: 11 a.m. to 5:30 p.m.
CENTENNIAL ROOM, Fri., Jan. 17: 11 a.m. to 1:30 p.m.; Sat. through Mon., Jan.
18-20: Closed
ESPRESSO BAR, Fri., Jan. 17: 7 a.m. to 3:30 p.m.; Sat. through Mon., Jan. 18-20: Closed
CORNER DELI, Fri., Jan. 17: 7:30 a.m. to 3 p.m.; Sat. through Mon., Jan. 18-20: Closed
UNIVERSITY LEARNING CENTER, Fri., Jan. 17: 8 a.m. to 4:30 p.m.; Sat. through
Mon., Jan. 18-20: Closed
UNION STATION, Fri., Jan. 17: 9 a.m. to 4:50 p.m.; Sat. through Mon., Jan. 18-20: Closed
PASSPORT IDs, Fri., Jan. 17: 8 a.m. to 4:45 p.m.; Sat. through Mon., Jan. 18-20: Closed
COMPUTER LEARNING LAB, Fri., Jan. 17: 8 a.m. to 5:45 p.m.; Sat., Jan. 18: 11
a.m. to 5:45 p.m.; Sun., Jan. 19: noon to 5:45 p.m.; Mon., Jan. 20:
11 a.m. to 5:45 p.m.
BUILDING HOURS, Fri., Jan. 17: 7 a.m. to 7 p.m.; Sat., Jan. 18: 11 a.m. to 6
p.m.; Sun., Jan. 19: 11 a.m. to 6 p.m.; Mon., Jan. 20: 11 a.m. to 6 p.m.

-- MaryAnne Lustgraaf, Director, Memorial Union.

Chester Fritz Library:

Chester Fritz Library hours for the Martin Luther King holiday are: Saturday,
Jan. 18, 1 to 5 p.m.; Sunday, Jan. 19, closed; Monday, Jan. 20 (Martin Luther
King Day), 1 p.m. to midnight. -- Patricia Berntsen, Assistant Director,
Chester Fritz Library.

Health Sciences Library:

The Martin Luther King holiday hours for the Library of the Health Sciences
are: Friday, Jan. 17, 7:30 a.m. to 5 p.m.; Saturday, Jan. 18, 1 to 5 p.m.;

Sunday, Jan. 19, 1 to 11 p.m.; Monday, Jan. 20, 10 a.m. to 11 p.m. -- Judy Rieke, Assistant Director, Library of the Health Sciences.

FYI

Report Icy Conditions To Plant Services

Winter weather causes icy conditions on our parking lots, roads, and sidewalks. We will salt and sand to reduce the slipperiness as much as possible. Please report any hazardous conditions to Plant Services at 7-2591. There are some things you can do to help reduce the risk of falling on ice.

1. Wear boot or overshoes with gripper soles. Slick leather or rubber soles on dress shoes are unsafe on ice.
2. Don't walk with your hands in your pockets. This reduces your balance if you slip on the ice.
3. Take short to medium steps, or shuffle your feet in very icy areas.
4. Don't carry or swing heavy loads, such as large boxes or cases, which could cause you to lose your balance when walking.
5. When walking, curl your toes under and walk as flatfooted as possible.
6. Don't step on uneven surfaces. Step well over or avoid curbs with ice on them.
7. Place your full attention on walking. Don't allow your attention to be divided by getting your keys out of your pocket, digging in your pocketbook for items, etc., while walking on ice.

-- Paul Clark, Associate Director of Plant Services.

Used Fluorescent Bulbs Will Be Recycled

Grand Forks County Commissioners adopted an ordinance on illegal dumping in the Grand Forks County Landfill which became effective in January. The ordinance reads:

"It shall be unlawful for any person, business, etc., to dispose of used oil, used oil filters, fluorescent bulbs, lead-acid batteries, major appliances, scrap metal, used tires, or yard waste, in any solid waste disposal facility unless such facility has provision for intermediate storage and recycling or composting of these materials. All such materials are to be appropriately segregated for recycling or composting."

Plant Services will be collecting fluorescent lamps from our campus buildings beginning this month. Collecting the bulbs will allow us to have the components recycled. Please contact your Building Services Technician or Plant Services Recycling Office, 7-4878, if you have any questions regarding bulb disposal. Plant Services has been recycling major appliances and scrap metal, as well as composting the yard waste for many years. For other banned material please refer to list below for disposal locations.

Used oil, used oil filters, lead-acid batteries, Public Works Building,
724 North 47th St. (former Coca-Cola Building);

Tires, Grand Forks Landfill (three miles west of I-29 on Highway 2)

Grand Forks residents should refer to the 1997 Trash Manual for more information on garbage rates, recycling, and collection schedules. -- Janice Troitte, Recycling Coordinator.

ECO To Recycle Plastic

The Environmental Conservation Organization will collect plastic in the Memorial Union. Plastic collection containers will be located in the basement snack bar area and the south exit on the first floor. Any narrow necked plastic container may be recycled. Containers must be empty, rinsed out if possible; covers should be removed but may be recycled. Unacceptable items include plastic bags, motor oil containers, ice cream buckets, margarine tubs, toys, pipes, etc. Please follow these guidelines so the containers do not become contaminated with unacceptable materials. To join ECO, contact the Student Organization Center at 7-4200. -- Janice Troitte, Recycling Coordinator, Plant Services.

Sunday New York Times Available

UND faculty, staff and students are invited to subscribe to the Sunday edition of the New York Times for just \$2 per copy, a 50 percent savings off the cover price.

Newspapers will be available after 1 p.m. Sunday afternoon at the Memorial Union Service Center. ID cards will be provided; you will not be able to pick up newspapers without them. Newspapers not picked up by Wednesday will be recycled. No credit will be given for unclaimed newspapers.

Spring term delivery begins Jan. 19, Jan. 26 or Feb. 2 and ends May 4. There will be no delivery March 9 (Spring Break) and issues for March 17 and 30 will be available Mondays, March 18 and 31. For more information please call the Service Center at 7-3927. -- Sharon Schimke, Memorial Union Service Center.

Get Up And Go With Healthtrip '97

All citizens in the Greater Grand Forks area are invited to "get up and go, with Healthtrip '97!" You don't have to train for the Boston Marathon to reap the benefits of being active. "The Surgeon General's Report on Physical Activity," published last July, shows that people of all ages can improve the quality of their lives through a lifelong practice of moderate physical activity. Moderate amounts of activity can be obtain in a brisk 30-minute walk, 30 minutes of mowing the lawn or raking leaves, a 15-minute run, or 45 minutes of playing volleyball. Gardening and dancing count, too. And if you are already doing that, consider picking up the pace! The report notes that people who already are physically active will benefit even more by increasing the intensity or duration of their activity.

Healthtrip '97 is an exercise incentive program designed to encourage employees and residents in Grand Forks, East Grand Forks and the Grand Forks Air Force Base to exercise regularly. The United Hospital and the Grand Forks Chamber of Commerce are co-sponsors. The program starts with a kick-off event Wednesday, Jan. 8, 1997, from 5:30 to 6:30 p.m. at the Y Family Center, North Seventh Street and University Avenue. It will conclude April 30. Registration can take place at any time; most like to register at the Chamber of Commerce before the starting date and at the Y on the starting date. There is no deadline; you and your friends can join at any time.

Each participant in Healthtrip '97 will receive a map of the bike path. Now in its seventh year, Healthtrip is promoting a tour of the community. By recording hours of moderate aerobic exercise, participants will receive corresponding credit on their maps. Incentive gifts are presented halfway through the trip and at the end. In 1996, 1,800 people joined the program to "travel the world." Any and all exercise counts on the map. If you spend 15 minutes in a moderate activity, such as a 15-minute walk, this will count as a quarter mile on the bike path. For this year's Healthtrip, you can double your mileage if your time in exercise is most intense or is an activity that will keep you in your target heart rate zone. For example, if you do 15 minutes of running or brisk walking and your heart rate is in the target heart rate zone, you can put a half mile on the map, instead of a quarter mile.

Healthtrip Committee members are active 11 months of the year. This group is composed of community members and is open to anyone interested in joining our working committee. For more information, contact Debbie Kosmatka at 780-5177 or Jamie Johnson at 772-7271. To obtain more information or to join Healthtrip, call 772-7271 and "Get Up and Go!" -- Jan Orvik, Editor, University Letter, for Debbie Kosmatka (United Hospital), Healthtrip '97.

Musiktanz Classes Offered

The Music Department will offer Musiktanz classes taught by Wendy Ensz and MaryJane Kurpius-Brock on Saturday mornings during the second semester. In the Musiktanz program the teacher acts as a role model to assist the parents/care givers in working musically with their children. The parents/care givers attend the children's lessons and participate with them in classes which are comprised of a variety of developmentally appropriate musical activities involving singing, moving, playing, creating, and listening.

The cost per semester is \$60 for Level I and \$75 for Level II. For registration information please call the Music Office at 777-2644. Classes begin Jan. 18 and finish May 10. -- Barbara Lewis, Associate Professor of Music.

Free Defensive Driving Course Offered

A free Defensive Driving Course for UND employees and a member of their family will be held at 16 Swanson Hall, Thursday, Jan. 16, from 12:30 to 4:30 p.m. for all UND employees who are authorized to drive state vehicles. This course may reduce your North Dakota insurance premiums and could possibly take away points from your driving record. Please call the Safety Office at 7-3341 by Tuesday, Jan. 14, to register. -- Norma Haley, Safety Office.

Items Offered To Public On Bids

The University is offering for sale to the public on a sealed high-bid basis the following items: older computer equipment, electric powered car, electric stoves, crib, hospital bed, large commercial refrigerator, and several other miscellaneous items. These may be seen at the Central Receiving warehouse on the southwest corner of the campus. Bids will be taken between 8 a.m. and 3 p.m., Monday through Thursday, Jan. 13-16. -- Jess Carl, Storekeeper, Central Receiving.

Credit Union Declares Five Percent Interest Rebate

The Board of Directors of the Credit Union has authorized a five percent rebate on the interest members paid the Credit Union in 1996. There will be no rebate on the subsidized computer loans or the Credit Union Master Card. This interest rebate has been posted to members' regular share account at the Credit Union, your financial co-operative. When was the last time another lender gave you back part of the interest you paid on a loan? Thank you for using your Credit Union for your borrowing needs. -- George Meister, Manager, University Federal Credit Union.

Jan. 17 Is "Green And White Day"

President Kendall Baker has approved Friday, Jan. 17, as a "Green and White Day." Employees may wear UND colors and jeans. Both the men's and women's basketball team will take on South Dakota State University on Friday, Jan. 17, and the hockey team will play the University of Wisconsin Friday and Saturday, Jan. 17-18. -- Jan Orvik, Editor, University Letter.

CALENDAR OF EVENTS

JANUARY 1997

(Please contact Mavis at the Office of University Relations, Box 7144, or call 777-4304, if you wish to make changes or have an event included.)

Wed., Jan. 8 -- LAST DAY FOR ADVANCEMENT TO CANDIDACY FOR ALL GRADUATE STUDENTS WHO ARE PLANNING TO GRADUATE IN MAY.

Wed., Jan. 8 -- HEALTHTRIP '97 begins with a kick-off event at the Y Family Center, N 7th St. and University Ave.; event concludes April 30; all citizens in the Greater Grand Forks area are invited to "get up and go, with Healthtrip '97"; call 772-7271 for more information.

Wed., Jan. 8 -- INTERNATIONAL STUDENT ORIENTATION, International Centre, 2908 University Ave., 7 p.m., all are welcome; call 777-4231 for more information.

Wed., Jan. 8 -- WRESTLING, UND vs. Moorhead State University, Hyslop Sports Center, 7 p.m.

Wed., Jan. 8, through Thurs., Jan. 23 -- INVITATIONAL CRAFTS EXHIBITION, "No Limits," Gallery, Hughes Fine Arts Center.

Thurs., Jan. 9 -- MEETING, Underrepresented Student Recruitment Committee, 305 Twamley Hall, 9 to 10 a.m.

Thurs., Jan. 9 -- SPRING NEW STUDENT ORIENTATION PROGRAM, River Valley Room, Memorial Union, 8 a.m. to 3:30 p.m.; any office or program wishing to have information flyers available for new students may do so by sending 50 copies to Student Academic Services, Box 7143, by Jan. 1.

Thurs., Jan. 9 -- SOCIAL GATHERING, welcome back, meet new friends and celebrate international foods, dance and music, International Centre, 2908 University Ave., 7 p.m.; all are welcome; call 777-4231 for more information.

Fri., Jan. 10 -- PHYSICIAN ASSISTANT GRADUATION, Chester Fritz Auditorium, 4 p.m.

Fri., Jan. 10 -- UNIVERSITY COUNCIL MEETING, Burtness Theatre, 12:15 p.m.; President Baker will report upon his decisions with respect to the report of the Restructuring and Reallocation Committee; open to the entire University community and to the public.

Fri., Jan. 10 -- PHARMACOLOGY CANDIDATE SEMINAR, Wallace Thoreson of the Department of Ophthalmology at the University of Nebraska will present "Regulation of Photoreceptor Calcium Currents and Synaptic Transmission by

Chloride Ions," Room 5510, School of Medicine and Health Sciences, 9 to 10 a.m.; everyone is invited to attend.

Fri., Jan. 10 -- MEETING, Institutional Review Board, 305 Twamley Hall, 4 p.m.; to consider all research proposals submitted to the Office of Research and Program Development before Tuesday, Dec. 24.

Fri., Jan. 10 -- BASKETBALL, MEN'S, UND at St. Cloud State University, St. Cloud, Minn., 7 p.m.

Fri., Jan. 10 -- BASKETBALL, WOMEN'S, UND at St. Cloud State University, St. Cloud, Minn., 5 p.m.

Fri., Jan. 10 -- WRESTLING, UND vs. University of Northern Colorado, Hyslop Sports Center, 7 p.m.

Fri. and Sat., Jan. 10-11 -- HOCKEY, UND at St. Cloud State University, St. Cloud, Minn., 8:35 p.m.

Sat., Jan. 11 -- BASKETBALL, MEN'S, UND at Mankato State University, Mankato, Minn., 8 p.m.

Sat., Jan. 11 -- BASKETBALL, WOMEN'S, UND at Mankato State University, Mankato, Minn., 6 p.m.

Sun., Jan. 12, through Sun., Feb. 23 -- ART EXHIBITION, Piper Jaffray Collection, a regional collection assembled in states where Piper Jaffray does business, North Dakota Museum of Art.

Mon., Jan. 13 -- NOMINATIONS DUE in the Office of Research and Program Development for the Fellows of the University Award for Departmental Excellence in Research presented at the Founders Day Banquet in February.

Tues., Jan. 14 -- ASBESTOS CLASS, Environmental Training Institute refresher course for workers (2913), Comfort Inn, Highway 2 East, East Grand Forks, Minn.; cost is \$150; call 777-3341 for more information.

Wed., Jan. 15 -- ASBESTOS CLASS, Environmental Training Institute refresher course for supervisors (2914), Comfort Inn, Highway 2 East, East Grand Forks, Minn.; cost is \$150; call 777-3341 for more information.

Wed. through Sat., Jan. 15-18 -- SPRING TUITION/FEE PAYMENT and financial aid distribution.

Thurs., Jan. 16 -- CONFERENCE CALL MEETING, State Board of Higher Education.

Thurs., Jan. 16 -- COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP), Room 312, O'Kelly Hall, 8 a.m.

Thurs., Jan. 16 -- DOCTORAL EXAM for Traci Kelly, a candidate for the Ph.D. degree with a major in English, Room 20, Montgomery Hall, 4 p.m.; members of the Graduate Faculty are invited to attend.

Thurs., Jan. 16 -- WOMEN STUDIES SALON, the Women Studies Program will inaugurate this reading group to discuss selected readings by feminist writers; called "Salon" after 19th-century meetings of intellectuals in patrons' parlors and salons, the group will meet once a month at the Women's Center, 305 Hamline St. from 4 to 5 p.m.; call 777-4115 for more information.

Thurs., Jan. 16 -- FREE DEFENSIVE DRIVING COURSE for UND employees and a member of their family, 16 Swanson Hall, 12:30 to 4:30 p.m.; call the Safety Office at 777-3341 by Tuesday, Jan. 14, to register.

Thurs., Jan. 16 -- ASBESTOS CLASS, Environmental Training Institute refresher course for inspector management planners (2911), Comfort Inn, Highway 2 East, East Grand Forks, Minn.; cost is \$80; call 777-3341 for more information.

Thurs., Jan. 16 -- ORGANIZATIONAL MEETING FOR WOMEN IN SCIENCE, Sioux Room, Memorial Union, noon to 1:15 p.m.; a group of faculty has been meeting informally to discuss women and the sciences on campus; please join us for this organizational meeting if you are interested; feel free to bring your lunch; call Sandra Donaldson at 777-4115 for more information.

Thurs., Jan. 16 -- INTERNATIONAL STUDENT OPEN HOUSE, guests of President Ken and Toby Baker, 1 Yale Drive, 7 p.m.; rides will be provided from the International Centre, 2908 University Ave.; call 777-4231 for more information.

Fri., Jan. 17 -- LEEPS (Leading Edge of Earth and Planetary Sciences) LECTURE, Martin Lockley, Department of Geology, University of Colorado-Denver; at noon in Leonard Hall Lecture Bowl, Room 100, he will present "Tracking Dinosaurs

Around the World"; at 3 p.m. in 109 Leonard Hall, he will consider "Dinosaurs of Colorado"; all interested persons are welcome to attend; call Dexter Perkins at 777-2991 for more information.

Fri., Jan. 17 -- Dr. Stanley Maloy, Professor at the University of Illinois, will present a seminar "Barriers to Recombination Between Closely Related Species: Genetic Exchange Between Salmonella Typhimurium and Salmonella Typhi," Room 5510, School of Medicine and Health Sciences, noon; call 777-2625 for more information.

Fri., Jan. 17 -- ASBESTOS CLASS, Environmental Training Institute refresher course for project design (2924), Comfort Inn, Highway 2 East, East Grand Forks, Minn.; cost is \$150; call 777-3341 for more information.

Fri., Jan. 17 -- GREEN AND WHITE DAY, President Baker has approved wearing jeans and UND colors (hockey, University of Wisconsin; men's and women's basketball, South Dakota State University).

Fri., Jan. 17 -- BASKETBALL, MEN'S, UND vs. South Dakota State University, Hyslop Sports Center, 6:30 p.m.

Fri., Jan. 17 -- BASKETBALL, WOMEN'S, UND vs. South Dakota State University, Hyslop Sports Center, 4:30 p.m.

Fri. and Sat., Jan. 17-18 -- HOCKEY, UND vs. University of Wisconsin, Ralph Engelstad Arena, 8:05 p.m.

Fri. and Sat., Jan. 17-18 -- SWIMMING AND DIVING, MEN'S, UND at University of Alaska-Anchorage, Anchorage, Alaska.

Fri. and Sat., Jan. 17-18 -- SWIMMING AND DIVING, WOMEN'S, UND at University of Northern Michigan Duals, Marquette, Mich.

Sat., Jan. 18 -- GRADUATE MANAGEMENT ADMISSION TEST (GMAT), Room 116, Witmer Hall, 8 a.m.

Sat., Jan. 18 -- BASKETBALL, MEN'S, UND vs. Augustana College, Hyslop Sports Center, 6:30 p.m.

Sat., Jan. 18 -- BASKETBALL, WOMEN'S, UND vs. Augustana College, Hyslop Sports Center, 4:30 p.m.

Sat., Jan. 18 -- WRESTLING, UND at University of Nebraska-Omaha, Omaha, Neb., 7 p.m.

Sun., Jan. 19 -- CONCERT, UND Honor Band and Choir, Chester Fritz Auditorium, time to be announced.

Mon., Jan. 20 -- HOLIDAY, MARTIN LUTHER KING JR. DAY.

Wed., Jan. 22 -- LAST DAY TO ADD A FULL-TERM COURSE FOR SPRING SEMESTER.

Wed., Jan. 22 -- OID/CILT NOON SESSION, "Development of a Home Page for Faculty," Memorial Union Lecture Bowl; Steve Pottenger (Center for Instructional and Learning Technologies) will provide a step-by-step guide to creating a simple World Wide Web page using Adobe Pagemill; call the Office of Instructional Development at 777-3325 if you plan to attend; box lunches cannot be provided for this session.

Wed., Jan. 22 -- DOCTORAL GOWNS FOR FACULTY may be purchased at the University Bookstore from now until the end of January at a special price; a Jostens representative will be present Jan. 22 to help faculty with questions or place an order; call 777-2746 for more information.

Wed., Jan. 22 -- GRAND FORKS OUTREACH for prospective UND students, Memorial Union Ballroom, 7 p.m.; call 777-3304 for more information.

Thurs., Jan. 23 -- "RECLAIMING OUR HERITAGE," with stories told by United States citizens whose foreparents immigrated to the U.S.A.; also a video of Ellis Island will be featured, International Centre, 2908 University Ave., 7 p.m.; all are welcome; call 777-4231 for more information.

Fri., Jan. 24 -- BASKETBALL, MEN'S, UND at University of Northern Colorado, Greeley, Colo.

Fri., Jan. 24 -- BASKETBALL, WOMEN'S, UND at University of Northern Colorado, Greeley, Colo.

Fri., Jan. 24 -- SWIMMING AND DIVING, UND at Gustavus Adolphus College, St. Peter, Minn.

Fri., Jan. 24 -- WRESTLING, UND vs. South Dakota State University, Hyslop Sports Center, 7 p.m.

Fri. and Sat., Jan. 24-25 -- HOCKEY, UND at Colorado College, Colorado Springs, Colo.

Sat., Jan. 25 -- NATIONAL CERTIFICATION AGENCY EXAMINATION, River Valley Room, Memorial Union, 8:30 a.m.

Sat., Jan. 25 -- BASKETBALL, MEN'S, UND at University of Nebraska at Omaha, Omaha, Neb., 8:05 p.m.

Sat., Jan. 25 -- BASKETBALL, WOMEN'S, UND at University of Nebraska at Omaha, Omaha, Neb., 6 p.m.

Sat., Jan. 25 -- SWIMMING AND DIVING, MEN'S and WOMEN'S, UND at Iowa State University, Ames, Iowa.

Sat., Jan. 25 -- WRESTLING, UND vs. Augustana College, Hyslop Sports Center, 7 p.m.

ATTACHMENT: North Dakota University System COMMON COURSE NUMBERING Questions and Answers, December 1996

What is common course numbering?

Common course numbering is a tool to improve the transfer process within the NDUS, to increase the dialogue among NDUS faculty, and to improve the public and student perception of the NDUS. More specifically, common course numbering is a tangible product whereby faculty from throughout the System agree upon the critical content of courses and, as a result of their agreement, assign a prefix, number, and title that is common among the institutions.

Common course numbering is not an attempt to make all courses nor their content equivalent. No two courses, even two sections of the same course taught the same semester by the same instructor, are ever exactly the same. The delivery method, student assessment mechanisms, and even course content may vary between instructors and from semester to semester. The same variability will continue to exist under common course numbering.

The point of common course numbering is that when courses across the System are fundamentally equivalent as determined by the faculty in terms of critical content, the courses will now be commonly numbered. The guiding philosophy of common course numbering is that no student should be required to repeat courses when they have already mastered the knowledge and skills in these courses.

How will common course numbering improve the transfer process?

Common course numbering assists students in developing an academic plan. Currently, individual course transfer decisions are not made until the student submits a transcript for evaluation. Common course numbering makes the course transfer evaluation process proactive by providing students and their faculty advisors with better information about which courses are common among the institutions, thus moving the course transfer mechanics to a point where students and their advisors can decide which courses to register for before the students attempt to transfer to another institution. Course transfer decisions will continue to be campus decisions, only now these decisions will be made proactively.

How will common course numbering increase the dialogue among NDUS faculty?

As indicated above, a basic premise of common course numbering is that the critical content of a course and the resulting agreed-upon prefix, number, and course title is determined by the faculty. In order to get to the level of discussion needed, faculty in their respective disciplines need to meet and talk about their courses.

This process began a number of years ago when the agricultural faculty from the universities, two-year colleges, and tribal colleges met to determine how they could help improve the transfer process for students enrolled in their agricultural programs. Ultimately, as a result of 2-3 meetings per year beginning in 1990, the faculty agreed upon common course numbering in their discipline.

The recent adoption of the common course numbering paradigm by the five, two-year colleges is another indicator of how common course numbering provides an opportunity for inter-campus faculty discussions. Initial faculty discussions of common course numbering began at a meeting of all full-time NDUS two-year faculty held in October 1995. During the 12 months thereafter, faculty leaders convened meetings within their respective disciplines. The faculty dialogues took many forms. Some disciplines met face-to-face. Some exchanged information over the telephone, through e-mail, or over the Interactive Video Network. Although the final outcome was a matrix of common prefixes, numbers, and course titles for applicable courses, another important outcome was the increased dialogue among the two-year faculty throughout the

System.

And, most recently, the "State of the Faculty" conference held in Grand Forks on November 22 and 23, 1996, also provided faculty from all NDUS institutions an environment in which they could pursue discipline-oriented discussions about not only common course numbering but other relevant issues as well. Because of the positive outcomes of the conference, the State Board of Higher Education has directed the Chancellor to determine an ongoing funding plan for this conference in order to have it become an annual event.

How will common course numbering improve the public and student perception of the NDUS?

In recent meetings, legislators have conveyed to the State Board of Higher Education, the Chancellor, System office staff, and institutional officers that the inability to resolve intra-System student transfer problems is the single, biggest reason for declining legislative support for higher education in North Dakota. When legislators hear students complain about problems in transferring credits from one System institution to another, the legislators see this as an indication that the campuses have become large, unresponsive, and bureaucratic organizations that are no longer sensitive to student needs or state policy makers' concerns. As a consequence, many legislators find it difficult to support funding requests for the System.

But, because of the recent staff and faculty efforts on the campuses, progress is being made as to how the NDUS is perceived as evidenced in Governor Schafer's remarks on December 5 during his 1997-99 budget presentation:

Since becoming governor, I have asked higher education to establish clearer priorities and to operate more efficiently together as a unified system. And, I believe the System is beginning to answer this call. The University System and many campuses have made good starts at working together, at sharing responsibilities and programs.

The observation that the "campuses have made good starts at working together" is based upon solid steps taken to improve the student transfer experience, with common course numbering as just one example.

What happens now?

The two-year colleges presented their plan for common course numbering to the State Board of Higher Education at its November 1996 meeting. At that meeting, the Board adopted the common course numbering system with implementation on the two-year colleges starting Fall 1997. A copy of the common course prefix, titles, and numbers proposed by the two-year campuses is available through the office of each academic vice president. The common course numbering information may also be accessed on the System web site (<http://www.nodak.edu/>) by clicking on the "Information for Faculty and Staff" button.

The Board at its November 1996 meeting also asked that all System campuses continue their work with the identification of the critical content of their courses. This is being achieved through the common course numbering project of the two-year colleges and the course equivalency project of all the campuses which was prompted by Board action at its November 1995 meeting. The leaders in this latter endeavor opted to approach this process differently than the two-year colleges by focusing on selected disciplines one at a time rather than make a mass move. Mathematics and chemistry faculty from across the System have developed course equivalencies within their respective disciplines. The biology faculty are to proceed next.

The continued review of the content of courses is necessary to fulfill the Board's action at the same meeting to adopt common course numbering for lower-division courses at all 11 NDUS campuses, with the request that the common course numbering concept be carried beyond the lower-division level whenever possible.

And, as a means to gather information yet continue to move forward, the Board asked the faculty on the four-year campuses to review the common course numbering system proposed by the two-year campuses and respond to the Vice Chancellor for Academic Affairs by December 31, 1996, with concerns about the proposed common course numbering plan. For example, the two-year campuses have proposed calculus at the 200-level while most four-year institutions consider the first calculus course to be a 100-level course. These potential problems need to be identified and resolved quickly, so the two-year campuses can implement commonly numbered courses for the fall 1997 semester. Following the compilation of the faculty responses to the Vice Chancellor for Academic Affairs, the Board will have the common course numbering topic on its agenda either in January or February 1997.

Conclusion

Board members, institutional officers, and some faculty agree the most visible way to show progress in addressing concerns about transfer between System institutions is through a common course numbering system. But, providing students and their academic advisors with the tools to make an informed transfer decision is truly the most important reason for a common course numbering system.

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Attention Faculty Members -- Be part of Commencement this May!

Some faculty members who want to participate in graduation commencement exercises don't because they lack academic dress. From now until the end of January you can purchase Jostens Premier Sussex Doctoral Gown at a special promotional of \$279.95 (normally \$435). We will have a Jostens Representative here at the University Bookstore on January 22, to help faculty with questions or to place an order.

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Faculty who have received degrees from institutions other than UND and need a hood representing their school are encouraged to place their orders at least 6 weeks before graduation. The Bookstore can also order deluxe, custom apparel from Jostens anytime. Check with the University Bookstore for prices and brochures. Special orders take 8 - 10 weeks for delivery.

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Have a nice day and please check out our web site!

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