



11-6-2014

November 6, 2014

University of North Dakota

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Minutes of the University Senate Meeting
November 6, 2014

1.

The November meeting of the University Senate was held at 4:05 p.m. on Thursday, November 6, 2014 in Room 113, Education. Chair Melissa Gjellstad presided.

2.

The following members of the Senate were present:

Anderson, Ernest	Henderson, Pam	Popehn, Montana
Anderson, Julie	Hill, Robert	Quinn, Andrew
Anderson, Suzanne	Jendrysik, Mark	Rand, Kathryn
Beattie, Robert	Jeno, Sue	Reesor, Lori
Bradley, April	Johnson, Chase	Reissig, Brad
Bridewell, John	Jones, Nicholas	Routon, Claudia
Campbell, Katherine	Kenville, Kim	Rozelle-Stone, Rebecca
Cavalli, Matthew	Kurtz, Sharley	Schwartz, Rhonda
Cerkoney, Marissa	Liang, Lewis	Semke, William
Christopherson, Anne	Lim, Howe	Sheridan, William
Cowden, Kimberly	Martin, Will	Smart, Kathy
DiLorenzo, Thomas	McHenry, Laurie	Stofferahn, Curt
Drewes, Mary	Medina, Shannon	Sum, Paul
Ernst, Julia	Mikulak, Marcia	Tanaka, Tomohiro
Fevig, Ron	Milavetz, Barry	Walker, Anne
Franklin, Tanner	Mosher, Sarah	Weaver-Hightower, Rebecca
Gedafa, Daba	Munski, Doug	Weber, Bret
Gjellstad, Melissa	Onchwari, Grace	Zerr, Jessica
Halgren, Cara	Poochigian, Donald	Zerr, Ryan

3.

The following members of the Senate were absent:

Badahdah, Abdallah	Harsell, Dana	Schuster, Shane
Baker, Mary	Hunter, Cheryl	Smith, Bruce
Brekke, Alice	Johnson, Brett	Storrs, Debbie
Brown, Ryan	Kelley, Robert	Swisher, Wayne
Burgess, Gaye	Lawrence, David	Walton, Susan
DeLong, Loretta	Marasinghe, Kanishka	Williams, Margaret
El-Rewini, Hesham	Mitzel, John	Wood, Robert
Enright, Jeremiah	Murphy, Eric	Wynne, Joshua
Frank, Daniel	Petros, Tom	Young, Tim
Geiger, Jonathan	Roux, Gayle	
Grant, Vincent	Schroeder, Janie	

4.

The following announcements were made:

- a. A Budget Redesign update was given by Mr. DiLorenzo. He shared that Huron has been working on modeling this fall. Over the course of the next few weeks, there will be presentations to the Executive Committee,

Steering Committee, Deans, and the Senate Budget Committee. He said there will be more information in the next few weeks.

- b. Donna Smith, Director of EEO/Affirmative Action and the Title IX coordinator for UND, gave a presentation on Title IX. Ms. Smith explained that Title IX protects faculty, students and staff from sexual violence and sexual harassment or assault. Under Title IX, certain people are required to report any known incidents. This includes most staff and all faculty including adjuncts and graduate students who have interaction with students. If an incident is reported, the faculty or staff member must report it to Ms. Smith or a deputy Title IX coordinator. More information on Title IX can be found at: <http://und.edu/affirmative-action/title-ix/index.cfm>
Ms. Smith stated that online training on this law will be required. She emphasized that if anything is disclosed to the faculty or staff member, it must be reported. She described resources available and other ways to assist victims. An investigation is not required if the victim does not want one. Ms. Smith then answered questions.
- c. Darrin King, NDUS Deputy CIO Core Technology Services, gave a high-level security overview. He reported on a security breach that involved identity mitigation. As a result of the breach, NDUS looked deeply at security including both long- and short-term items. He listed the three levels in security: devices, systems and people. It was found there is not enough intrusion detection across the system. This security issue has been addressed statewide, quadrant by quadrant and NDUS is now on the last quadrant. Additionally, passwords were not being changed. Dr. Lisa Feldner, NDUS CIO, wanted password resets to be done earlier than later. This past spring, the first step was to request password changes; presently, there is a deadline for passwords to be changed. Mr. King indicated that all will receive warnings and prompts to change passwords each 90 days. He then answered questions.
- d. Steve Light updated the Senate on the Student Engagement Working Group. The group is looking at all engagement opportunities for students. It is early since the group has just started its work. He will report back on the group progress as well as the high impact practices on which they will focus.
- e. Mr. Zerr reported on the Promotion and Tenure and Evaluation group that is being formed. It is not yet fully formed, but he will have more information at the next Senate meeting. He wanted all to know that it is getting established, which is in response to the SEC and Senate work from past years. Mr. Zerr then answered questions.
- f. Ms. Jenó, a member of the taskforce for the procedure on the nickname and logo change, described the process for gathering participants and said three meetings are planned for November 5, 6 and 7. She also indicated that a survey will be sent out. She is hoping for a better response rate on this survey than the last one. Ms. Jenó indicated that Senate has always had involvement/concern regarding the nickname/logo. She urged senators to complete the survey.
- g. Ms. Gjellstad gave several updates:
SOAR: The Coordinating Committee and subcommittees are working diligently. They are addressing the lists and detailing methodology and procedures; next, they will look at survey questions. She indicated that they are making good progress.
Council of College Faculties: They are currently working with the Chancellor on motor pool issues.
University Council: A meeting has been scheduled for Tuesday, November 18 at 3:30 p.m. The meeting format will be changed to include updates

from the three Senates and a question and answer period for the Vice Presidents and President.

Legislative Affairs Committee: The Committee is developing fact sheets regarding higher education for the legislative session to better tell our story.

Ad Hoc Student Evaluation of Teaching Committee (USAT): The Committee's first finding is that the current document is flawed. There will be more information coming. Mr. Quinn, a committee member, reported that there have been no decisions made yet, but stated that online courses are part of what is being considered.

Senate group-work activity: results from the activity at the last meeting were shared via a handout that illustrated the topics that are being talked about and the topics that are not being talked about. A second group-work activity was introduced to identify top issues/priorities that the senators believe the University Senate should engage in more deeply in the next months. The senators concluded the activity by submitting their suggestions.

Senator Outreach: The senators were thanked for their outreach efforts and asked if they felt they were successful. Mr. Weber shared that visits were made to the departments in the College of Nursing and Professional Disciplines. The departments were surprised and appreciated the visit. He reported that many were not knowledgeable about University Senate. He indicated that the visits will continue. Mr. Hill reported on a recent faculty gathering about research across colleges and departments. It encouraged collaboration and interaction and he stated it was an important moment for UND.

Shared Governance: an email and survey will be sent soon as the next step in the faculty senate conversation process. More information will be provided at the next Senate meeting. All were encouraged to respond to the survey.

5.

Ms. Gjellstad called attention to the minutes of the October 2, 2014 meeting. There was a motion of approval by Mr. Jendrysik. Mr. Munski seconded and the minutes were approved as distributed.

6.

The question period was opened at 5:00 p.m.

- a. Ms. Weaver-Hightower asked, as an at-large senator, who she should reach out to as her constituents. Ms. Gjellstad indicated that there are many possibilities and shared various ideas. Ms. Weaver-Hightower indicated she will contact the other at-large senators for collaboration.
- b. Mr. DiLorenzo reported that the State Board of Higher Education will launch a search for a new chancellor with the goal of having that person in place by May.
- c. Mr. Sheridan asked if University Senate is looking at the Strategic Plan in the future as UND moves more into the research role. He stated that he sees teaching support from the Office of Instructional Development, but that he does not see much support for research and scholarship. He also stated that Senate does not seem to engage in conversations regarding becoming a research institution. Ms. Gjellstad shared that the promotion and tenure discussion has that topic at the forefront. Mr. DiLorenzo indicated that it is an important question for

the Senate. He thinks the Senate might want to engage in the discussion over the coming weeks and months. He then shared some initiatives that have occurred and are occurring regarding research. Mr. Sheridan indicated he believed the President's decision to move research under the Provost and the Academic Affairs division was a good one. He asked if Mr. DiLorenzo will pursue funds from the legislature for research. Mr. DiLorenzo stated that there is a plan to engage the legislature in ways they can support research activities in all avenues. It may not be a line item, similar to NDSU, but more broadly requested. He also stated it would be good for the Senate to engage in discussion on what it takes to be a high-tier research university. Discussion ensued about research for the arts and humanities and social sciences.

The question period closed at 5:17 p.m.

7.

Ms. Gjellstad called attention to the annual report from the University Senate Committee on Committees. A motion was made by Mr. Munski to accept and file the report. There was a second by Mr. Quinn and the motion was approved.

8.

Ms. Gjellstad called attention to the University Senate Curriculum Committee report. She requested a motion to approve the items needing Senate approval. Mr. Jendrysik moved approval. Mr. Sum seconded, and the motion was approved.

9.

Ms. Gjellstad shared proposed Senate Bylaw changes submitted by the University Senate Executive Committee. The main change regarded approval of changes to the Code of Student Life. She shared the process for changes to the Code. Ms. Gjellstad indicated that since this was the first reading of the proposed changes, a vote could not occur until the next meeting. There were no questions.

10.

Mr. Munski moved to extend the meeting to 5:40 p.m. There was a second by Mr. Zerr and the motion was approved.

11.

Sol Jensen, Assistant Vice President of Enrollment Services, explained the two proposed admission changes submitted by the Academic Policies and Admissions Committee. The proposal included a priority deadline and a confirmation tuition deposit. Mr. Jensen indicated that the priority deadline is planned to begin fall 2015 with the deadline being March 1. The \$200 non-refundable confirmation tuition deposit would begin in fall 2016. He discussed the benefits of the proposed changes and answered questions. Mr. Munski moved to approve. There was a second by Mr. Sheridan. Discussion ensued.

12.

Mr. Munski moved to extend the meeting to 5:45 p.m. There was a second by Mr. Zerr and the motion was approved.

13.

Mr. Quinn recommended a friendly amendment to split the two admissions proposals. There was a second by Ms. Mikulak. The motion was approved. Discussion ensued.

14.

Quorum was lost and the meeting was adjourned at 5:43 p.m.

Suzanne Anderson, Secretary
University Senate

We are talking about: (*word cloud image*)

SOAR 25
Promotion and tenure 20
Collaborative leadership/ Faculty governance/faculty senate 14
HURON/New budget model 11
The Fighting Sioux mascot and transition 8
Library situation 6
Graduation rates/retention 3
Collaboration in interdisciplinary work 2
Measure 3 2
One stop service initiative 2
Parking 2
Research funding 2
Senate constituent outreach 2
Student retention 2
Diversity initiatives
Drinking and drug abuse
Oath/The loyalty pledge
Student fees
Tuition increases
UND public image

Academic improvement
Accountability (individual, programmatic, departmental)
Amount of resources being diverted to sports
Enhancing student experiences
Future of Babcock hall
Lowering standards as UND follows business model
Non-studious campus culture
Saving money
State Board of Higher Education and legislative issues
Student/faculty interaction
The support of the legislature

We are *not* talking about:

Parking/traffic 10
SOAR 8
Diversity and inclusion/ racial discrimination/walk for change 7
Administration vs faculty lines Increase in administrative positions/decline in faculty 6
Academic advisors/advisement 5
HURON/The new budget model 5
Library situation 5
Enrollment and intentional planning 4
Faculty senate 4
International/global education 4
Bullying and uncivil behavior of colleagues 3
Measure 3 3
Oath/The loyalty pledge 3
Online and distance students—equity of costs, problems, and as growth area 3
Research funding—inadequacy to combat isolation through travel 3
Retention of students 3
The Fighting Sioux mascot and transition 3
Title IX, Clery, and other federal compliance issues 3
Benefits and compensation for faculty 2
Current status of building on campus—excessive—purpose of 2
Non-renewal of tenure track positions in small departments 2
Student/faculty recruitment 2
Tuition increases 2
Women's promotion and tenure 2

We are *not* talking about (continued – 1 time mentions):

FACULTY ISSUES

Changing nature of the faculty
Compliance exercise burden
Contingent faculty
Curriculum and delivery method (face to face vs. online)
Faculty service commitment—how to get more faculty involved
Fear of staff reductions
Financial aid compliance—verification of enrollment/attendance
High Impact practices/best instructional practices
How to reengage and support faculty who have reductions in research and teaching challenges
Maternity/paternity policy
Morale
Resistance to change
Respect/professionalism in social media
Salaries and compression
Spousal hiring policy
USAT forms
Enrollment impacts—goals of individual departments

INSTITUTIONAL ISSUES

Academic citizenship
Attracting top students
Business model of education vs education model—how affecting UND's quality
Campus culture—internally motivated reading vs. fancy library
Campus safety
Creative academic programs
Direction of the university—so many changes. Why?
Graduate School Dean – “interim” status and pending search
EERC and its problems
Equity of funding across disciplines

Excess number of forms to complete
How spending matches mission statements
Initiatives from VPAA – scope and impact
Institutional identity
Issues of faculty extra pay—the 20% rule over and above contract
Lack of a UND Strategic Plan / Strategic planning
Master planning
Memorial Union renovation
ND legislature
Ombudsman
Tobacco free campus
Unclear institutional goals
University identity
University/business partnerships
Use of state reserve monies from state
What constitutes a university
What is “Exceptional”? What does it mean?

SENATE ISSUES

Committees—structure and responsibilities
How to engage University Senate in process/task forces
Meaning of faculty/shared governance

STUDENT ISSUES

Alcohol policy
First year live-in policy
Funding for student research
Questioning technology in the classroom
Sexual assault
Student feedback
Summer programming as a recruitment tool
Time to graduation
Ways to better educate our students

TO: University Senate
FROM: Emily Cherry, Committee on Committees
DATE: September 25, 2014
RE: 2013-2014 Annual Committee on Committees Report

Chair: Emily Cherry

Members: Anne Walker, Darla Adams, Daba Gedafa, Ryan Zerr

In academic year of 2013-2014 the committee met to review nominations for University 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 2014. Approximately 153 responses were received; data was collected to assess preferences for University Senate level committees, and recommendations were made to the University Senate. 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:

- Marketing strategy to solicit more response from the survey
- Three emails were sent as reminders to participate and the survey was renamed the University Service Preference Form
- Revision of the electronic survey occurred in the Fall 2013 in preparation for use in January 2014
- A more streamlined survey was presented. Two options were given on the survey (1) to submit a preference for a group of committees or (2) to individually submit a preference for a single committee.
- Less questions were asked on the survey and as a result the survey took less time to complete
- A section on the survey was created to ask questions or make suggestions to the University Senate Executive Committee in an effort to maintain transparency
- Analysis of the preferences and previous service of the faculty to finalize a ballot for the University Senate;
- Submitting nominations for 48 expired terms on Senate Committees for the election in March-April;
- Submitting nominations for the University Senate election for University Senate officers in September;
- Noteworthy is the committee's struggle to fill positions left vacant through resignations or leaves of absence by elected committee members. With new chair appointments and campus initiative University Senate committee appointments were strained.

Appointments for Senate Committees

The following COC appointments were made Summer-Fall 2014 due to resignations after the May Election-2014

Committee	Appointment	Resignation
Compensation	James Higgins	P. Worley
Conflict of Interest	Mary Drewes	J. Stone
Curriculum	Alex Johnson	J. Haskins
Faculty Instructional Development	Kari Chaisson	J. Jackson
Honors Program	Sherrie Fleshman	D. Maury
Library	Bonni Gourneau	J. Stone
Scholarly Activities	Howe Lim	B. Lesch

Respectfully Submitted,
 Committee on Committees

**University Senate Curriculum Committee Report
November 6, 2014**

I New Courses

- MLS 525: Professional Communication in the Medical Laboratory
- MLS 526 : Advanced Clinical Hemostasis
- MLS 527 : Medical Laboratory Education: Assessment and Accreditation
- ACCT 497 : Accounting Internship

II Course Deletions

- MLS 514 : Computer Applications in Clinical Laboratory Science
- MLS 521: Seminar

III Title Changes – Department, Major & Minor

- “Department of Geography” to “Department of Geography and Geographic Information Science”

Senate Approval is not required for the following report items

IV Program Changes

- MS in Medical Laboratory Science
 - Degree requirements from 32 credits to 33 credits
 - Remove MLS 521 and MLS 514
 - Add MLS 525, MLS 526 and MLS 527
- Certificate in Medical Laboratory Science
 - Add MLS 473 to Immunohematology Certificate
 - Add MLS 340 to Microbiology Certificate

V Course Changes: Undergraduate

- MUSC 595: Individual Lessons
 - Add prerequisite: “permission of instructor “
 - Change in credit hours from 1 to 1-2 credits
 - Revise course description
- MUSC 596: Individual Lessons
 - Add prerequisite: “permission of instructor “
 - Change in credit hours from 1 to 1-4 credits
 - Revise course description
- MLS 501: Quality Assurance in the Clinical Laboratory
 - Title change to Advanced Laboratory Practice: Technical Concepts
 - Change in credit hours from 2 to 3
 - Revise course description
- MLS 502: Erythrocytes in Health and Disease
 - Title change to Advanced Clinical Hematology: Erythrocytes

- Change in credit hours from 2 to 3
- Revise course description
- MLS 503: Leukocytes in Health and Disease
 - Title change to Advanced Clinical Hematology: Leukocytes
 - Change in credit hours from 2 to 3
 - Revise course description
- MLS 505: Financial Management of the Clinical Laboratory
 - Title change to Advanced Laboratory Practice: Financial Management
 - Change in credit hours from 2 to 3
 - Revise course description
- MLS 506: Clinical Chemistry
 - Title change to Advanced Clinical Chemistry
 - Change in credit hours from 2 to 3
 - Revise course description
- MLS 507: Clinical Immunohematology
 - Title change to Advanced Clinical Immunohematology
 - Change in credit hours from 2 to 3
 - Revise course description
- MLS 508: Leadership and Conflict Resolution in the Health Sciences
 - Title change to Leadership for the Laboratory Professional
 - Change in credit hours from 2 to 3
 - Revise course description
- MLS 509: Educational Methodologies in Laboratory Science
 - Title change to Medical Laboratory Education: Teaching Principles
 - Change in credit hours from 2 to 3
 - Revise course description
- MLS 513: Advanced Clinical Immunology for Laboratory Professionals
 - Title change to Advanced Clinical Immunology
 - Change in credit hours from 2 to 3
 - Revise course description
- MLS 515: Capstone Course in Clinical Laboratory Science
 - Title change to Capstone in Medical Laboratory Science
 - Revise course description
- MLS 516: Special Topics in Clinical Laboratory Science
 - Title change to Special Topics in Medical Laboratory Science
 - Change in repeatable credits from 10 to 12
 - Revise course description
- MLS 517: Health Care Administration for the Clinical Laboratory Professional
 - Title change to Advanced Laboratory Practice: Administrative Concepts
 - Change in credits from 2 to 3
 - Revise course description
- MLS 518: Molecular Diagnostics
 - Title change to Advanced Molecular Diagnostics
 - Change in credits from 2 to 3

- Revise course description
- **MLS 522: Clinical Bacteriology**
 - Title change to Advanced Clinical Bacteriology
 - Change in credits from 2 to 3
- **MLS 523: Clinical Virology, Mycology, and Parasitology**
 - Title change to Advanced Non-Bacterial Microbiology
 - Change in credits from 2 to 3
 - Revise course description
- **MLS 524: Current Trends and Issues for the Clinical Laboratory Scientist**
 - Title change to Current Trends and Issues in Medical Laboratory Science
 - Revise course description
- **MLS 591 : Directed Study in Laboratory Medicine**
 - Revise course description
- **MLS 997 : Independent Study**
 - Revise course description
- **CHEM 492: Senior Research**
 - Change in credits from 1 to 1-3
 - Revise course description
- **MBIO 302 : General Microbiology Lecture**
 - Prerequisite change
- **ACCT 397 : Cooperative Education:**
 - Change in credits from 1 to 1-2
 - Prerequisite change
 - Revise course description

BYLAWS OF THE UNIVERSITY SENATE

MEMBERSHIP

1. The University Senate shall consist of the following: Ex-Officio members, Council members elected by the Council, student members elected by the students, and staff members elected by Staff Senate.

The total number of elected Council members on the Senate shall be three times the number of ex-officio members. The Council members of each professional school or college and the libraries shall elect two Senate members with the exception of the College of Arts and Sciences, which shall have the right to elect eight senators, two each from the areas of Natural and Physical Sciences, Humanities, Social Sciences, and Fine Arts; the balance of the faculty membership of the Senate shall be elected at large by the Council. One of the faculty-at-large positions will be held by the incoming Chair of the Senate to assure that the Chair is a voting member of the Senate.

2. The procedure for electing Senate members at large shall be as follows:

- a) ~~During~~ By no later than the first week of April each year, the Registrar shall distribute to members of the Council a nominating list of those eligible to serve on the Senate and shall state the number to be elected at large according to the provisions of the Constitution and this legislation.
- b) Each member of the Council may indicate his/her choices for nomination by choosing from the list of nominees not to exceed in number the number of vacancies to be filled; any nomination list choosing more than the number to be elected at large shall be void.
- c) Those equal in number to twice the number to be elected who shall have received the most nominating votes shall be declared nominees.
- d) ~~A list of these nominees shall be printed as constitute the ballot, which will be~~ and distributed to all members of the Council; each member shall vote for a number of nominees not to exceed the number to be elected; any ballot choosing more than the number to be elected at large shall be void.
- e) The Registrar shall prescribe the time and method for returning marked ballots and nominating lists and shall count and tabulate the same, providing that all nominating and balloting shall be secret, and these election procedures shall be completed before the third week of April.

3. The procedure for electing faculty members by each school or college faculty and the term of office thereof shall be as follows:

- a) ~~During~~ By no later than the third week of April of each year each school or college and the libraries shall provide for the nomination and election by the Council members of his/her school, college, or the libraries to the Senate two Council members who shall have been listed by the Registrar as eligible to serve on the Senate in accordance with Section 2a, in such a manner as the dean/director shall prescribe, providing that the voting for the nominated candidates shall be by secret ballot, with the exception of the College of Arts and Sciences, which shall have the right to elect eight senators, two each from the areas of Natural and Physical Sciences, Humanities, Social Sciences, and Fine Arts.
- b) Only those of the respective faculties who are qualified to be members of the Council shall be entitled to vote.
- c) Such Senate members shall hold office for one year and shall not serve consecutively for more than three terms. In the event of a vacancy in such Senate seat, the faculty concerned may at any time hold a special election, in the same manner as provided in Section 3a, to fill the vacancy.

- d) In the event the faculty of a school, college, or the libraries should desire to waive its right to elect members to the Senate, it shall so notify the Council prior to the regular April elections held by the Council, and the Council shall then nominate and elect one or more of its members to serve for the one-year term of the seat involved along with the regular members at large elected by the Council.

4. Members at large shall hold office for two years, and shall not serve consecutively for more than two terms. Representatives of schools or colleges shall hold office for one year and shall not serve consecutively for more than three. No elected member, however, shall serve consecutively for more than four years.

5. September 1 of each year shall be the date upon which all terms due to expire in a particular year shall expire, and upon which new terms of those elected earlier in the calendar year at regular elections shall commence. In the event that a Senator, elected at-large, ~~leaves the University prior to August 15, is unable to perform his/her duties,~~ the person receiving the next highest number of votes shall serve. ~~College representatives who leave the University prior to August 15 are unable to perform his/her duties~~ shall be replaced using procedures determined by the college. The pool of eligible candidates will be those individuals entering at least their second year on August 16 of the next academic year.

6. Procedure for selecting student members of the University Senate:

The Student Senate will provide for the selection of fourteen student members to the University Senate and will also provide the duration of their terms of office. Starting dates will be the same as for other University Senate members.

7. Procedure for electing staff members of the University Senate:

The Staff Senate will provide for the election of three staff members to the University Senate and will also provide for the duration of their terms of office. Starting date will be the same as for other University Senate members.

OFFICERS

At the first meeting of the seating of the new members of the Senate, the Chair Elect will assume the position of the Chair. A Vice Chair/Chair Elect shall be elected from the elected members. The Vice Chair/Chair Elect shall serve a term of one year, and then automatically assume the role of Chair of University Senate the next year. Unless otherwise elected as a Senator, the Senate term of the Senate Chairperson will be extended for the year of service as Chair. The one-year extension shall be allocated from the number of at-large Senate seats. Nominations shall be made by the Committee on Committees which must name at least two nominees for each position. The chair must always ask for nominations from the floor. In the event of any vacancy in the office of Chair, the Vice Chair/Chair Elect shall become the Chair. In the event of any vacancy in the office of Vice Chair/Chair Elect, the Committee on Committees shall at the next regular meeting of the Senate nominate at least two elected members, the Chair must ask for nominations from the floor, and the Senate shall elect a new Vice Chair/Chair Elect from all the nominees. ~~In Fall 2004, there will be an election of a Chair for 2004-2005 and an election of a Vice Chair/Chair elect (as specified by the new policy).~~

MEETINGS

1. Items for the agenda shall be in the hands of the Secretary of the Senate not later than 14 days (exclusive of holidays) before a Senate Meeting. The agenda shall be distributed one full week before

each Senate meeting to all faculty, student body and staff representatives. Items not included in the agenda may not be considered at a meeting except with the special consent of the Senate. Only members of the Senate may submit items for the agenda.

2. The Senate's official guide for parliamentary procedure shall be the "Standard Code of Parliamentary Procedure" by Alice F. Sturgis.

3. The minutes of all Senate meetings shall be distributed to the members of the Senate and shall be available to all members of the faculty.

COMMITTEES

1. Executive Committee

There shall be an Executive Committee of the University Senate. It shall consist of these members of the Senate: the Chairperson; the Vice Chairperson/Chair Elect, the immediate past Chairperson, whether or not still a member of the Senate (if this individual is unable to serve, then the available past Chairperson who most recently served as chairperson shall serve); three faculty representatives, one to be elected each year for a two-year term, and one, the member of the Council of College Faculties serving the third year of a three-year term (if this individual is unable to serve, then a substitute will be chosen from the remaining UND Council of College Faculties by the UND Council of College Faculties delegation); the Vice President for Academic Affairs; one student, elected annually; one staff representative, elected annually; and the Registrar. The Registrar shall serve as Secretary of the Executive Committee. The functions of the Executive Committee are to:

- 1) call special meetings of the Senate;
- 2) change the time of the regular meeting in emergencies;
- 3) prepare the agenda;
- 4) ~~approve the minutes of the Senate meetings;~~
- 5) act on behalf of the Senate when a meeting of the Senate does not seem justified or when such a meeting is prevented by lack of a quorum. Subsequent to the action taken by the Executive Committee, the Committee will report to the next meeting of the Senate to seek approval for the action that was taken by the Committee;
- 6) monitor the implementation of Senate legislation;
- 7) coordinate action between the Senate and its committees;
- 8) edit, publish, and keep current the Faculty Handbook;
- 9) care for the Senate bylaws by keeping them current, ~~providing a codified copy to the chairperson at every meeting of the Senate and publishing codified copies to the Senate as often as it deems advisable;~~
- 10) care for the University Constitution, attending specifically to publication, distribution, amendment, and interpretation;
- 11) care for the Standing Rules, exercising the sort of supervision directed for the bylaws;
- 12) codify Council and Senate legislation, publishing the codified legislation at the direction of the Senate;
- 13) maintain the University Senate Committee Manual.
- 14) Exercise the constitutionally-granted authority of the Senate in the following cases:
 - a. Student requests for a graduation date other than at winter, spring, or summer commencement;
 - b. Dean of Students Office requests for changes to the Code of Student Life

For each such action taken by the Executive Committee, the Committee will report on the action at the next meeting of the Senate after which the action was taken.

2. Permanent and ad hoc committees

The Executive Committee created by these bylaws is a permanent committee of the Senate. The Senate may create such other permanent and such ad hoc committees as it deems necessary and convenient to the conduct of its business. Other permanent committees may be created only by the Senate, after reasonable notice, at a regular or special meeting, and shall continue until dissolved by the Senate at a regular or special meeting following reasonable notice. Ad hoc committees may be created by the Senate at any meeting or by the Executive Committee, and shall continue until the delegated responsibility is accomplished or until dissolved by the creating authority.

AMENDMENTS

Amendments to the Senate bylaws may be submitted in the agenda at any regular meeting but shall not be acted upon until the next regular meeting.

(Senate Minutes pages 10, 11, 12, 14, 17, 56, 251, 254, 279, 596, 641, 773, 856, 935, 958, 961, 962, 1224, 1367, 1531, 1698, 1742, 2535, 2913, 3236, 3237, 4156, 5111, 5174)

05/09/94; amended 02/05/98; 11/2/00; 01/11/01; 2/5/04; 2/5/09; 4/07/11; 11/1/12

University of North Dakota

Proposed Recommendations for Admission Processes

BACKGROUND

Over the past few years UND has been engaged in strategic enrollment management (SEM) practices, a process used by many colleges and universities across the nation that has enabled UND to align its mission with its academic, co-curricular, fiscal, and enrollment resources through strategic recruiting and retention efforts—all focused on academic excellence and student success. Specifically, SEM relies on best practices and predictive analytics, which has supported the University to continue to bring the most qualified students to UND and maximize operational effectiveness.

Based on research provided to the SEM Committee at UND, the following two changes to the admission process and timeline are being recommended in order to continue UND's demonstrated focus on the academic quality of the incoming class and as a way to assist the University in managing academic course loads.

1. Priority admission application date
2. Confirmation tuition deposit with priority date

PRIORITY ADMISSION APPLICATION DATE

Recommendation

Beginning with the fall 2015 entry term, implement a priority admission application date of March 1 for new freshmen and April 15 for new transfer students.

To meet the priority application date, the Office of Admissions must have a complete application, including: submitted online application, payment of \$35 application fee, and receipt of official transcripts, test scores, or other required documents for admission consideration. Prospective students will still have the opportunity and be encouraged to apply after the priority application date, space permitting, and the Office of Admissions will actively market/promote that availability—both before and after these dates. Currently, 90% of all freshmen already apply by March 1, and 69% of all transfer students apply by April 15.

Benefits

- The freshman priority application date matches UND's March 1 freshman scholarship deadline. By meeting this date it will ensure that even more students will be eligible for UND scholarships, if academically qualified. In addition, this also matches the Honors Program application

deadline. Therefore, it helps all incoming students to know the same date for all three of these processes.

- The transfer priority application date also matches UND’s April 15 transfer scholarship deadline.
- Gives flexibility to the Office of Admissions to shape and control the size and academic quality of the entering class. UND and national data both demonstrate evidence that higher achieving students apply earlier while less-prepared students apply later. Students who are most likely to be successful for retention and graduation may still be admitted with completed applications after the priority date.
- Adds sense of urgency for students to submit a complete application early and proceed to next enrollment steps (applying for scholarships and financial aid, registering for classes, signing up for orientation, and applying for housing).
- A consistent priority application date will provide better predictive analytics to assist academic departments, including: how many students to expect for each academic major and the number of academic course sections to plan to offer.
- Better alignment with national standards and best practices. The following chart demonstrates that creating a March 1 priority application date will put UND in alignment with the majority of UND’s top competitor and peer institutions.

Chart 1: Competitor and Peer Institutions’ Priority Admission Application Dates

Competitor Institutions	Priority Date	Peer Institutions	Priority Date
North Dakota State University	August 1	University at Buffalo-SUNY	Nov. 15/Dec. 15
University of Minnesota-Twin Cities	December 15	University of Alabama-Birmingham	June 1
University of Minnesota-Duluth	December 15	University of Hawaii-Manoa	March 1
Minnesota State University-Mankato	April 1	University of Illinois-Chicago	January 15
Minnesota State University-Moorhead	August 1	University of Kentucky	February 15
Concordia College	Rolling	University of Louisville	February 15
St. Cloud State University	May 1	University of Missouri-Kansas City	June 15
Bemidji State University	May 1	University of Nevada-Reno	May 1
University of St. Thomas	Rolling	University of North Carolina-Chapel Hill	Oct. 15/Jan. 10
University of Wisconsin-Madison	February 1	University of Pittsburgh	Rolling
University of Wisconsin-Eau Claire	December 1	University of Tennessee	December 1
Iowa State University	July 1	University of Utah	December 1
Embry-Riddle Aeronautical University	Rolling	University of Vermont	Nov. 1/Jan. 15
Winona State University	March 1	University of Virginia	Nov. 1/Jan. 1
University of South Dakota	Rolling	Wright State University	Rolling
South Dakota State University	Rolling		

CONFIRMATION TUITION DEPOSIT WITH PRIORITY DATE

Recommendation

Building on the admission application priority date, add a \$200 confirmation tuition deposit beginning with the fall 2016 entry term.

The confirmation deposit will be nonrefundable, but refunds may be granted on appeal for extenuating circumstances on a case-for-case basis. The confirmation deposit is not an additional fee/expense to students; rather, it is a \$200 first installment payment that goes directly towards the tuition bill as a way for admitted students to reserve their space in the incoming class. The selection of \$200 as the amount is based on competitor/peer research; it will be substantial enough as a first installment payment to be useful for predicting the enrollment of the incoming class, yet will not be cost prohibitive for the majority of students and their families. However, students who are unable to pay the confirmation deposit due to financial need or other extenuating circumstances will still be allowed to confirm their enrollment through a deferral process.

In addition, the confirmation deposit of all admitted students will be due by a May 1 (national reply date set by the National Association for College Admission Counseling) priority date to reserve their space. Students can still confirm after this date, space permitting, and the Office of Admissions will actively market/promote that availability—both before and after the priority date.

Benefits

- Will give UND better data and predictive analytics on the incoming class, including: how many students to expect for each academic major and the number of academic course sections to plan to offer.
- Gives flexibility to shape the size and academic quality of the incoming class.
- Adds sense of urgency to proceed to next enrollment steps (registering for classes, signing up for orientation, and applying for housing).
- Better alignment with national standards and best practices. The following chart demonstrates that creating a confirmation tuition deposit with a May 1 priority date will put UND in alignment with the majority of UND's top competitor and peer institutions.

Chart 2: Competitor and Peer Institutions' Confirmation Tuition Deposit Amount and Deadline

Competitor Institutions	Deposit	Deadline		Peer Institutions	Deposit	Deadline
North Dakota State University	\$0	n/a		University at Buffalo-SUNY	\$150	May 1
University of Minnesota-Twin Cities	\$250	May 1		University of Alabama-Birmingham	\$0	n/a
University of Minnesota-Duluth	\$80	n/a		University of Hawaii-Manoa	\$200	May 1
Minnesota State University-Mankato	* \$0	May 1		University of Illinois-Chicago	* \$0	May 1
Minnesota State University-Moorhead	\$300	August 5		University of Kentucky	* \$0	May 1
Concordia College	\$200	May 1		University of Louisville	\$0	n/a
St. Cloud State University	\$300	August 5		University of Missouri-Kansas City	\$0	n/a
Bemidji State University	\$300	August 5		University of Nevada-Reno	\$250	n/a
University of St. Thomas	\$200	ASAP		University of North Carolina-Chapel Hill	\$250	May 1
University of Wisconsin-Madison	\$100	May 1		University of Pittsburgh	\$300	May 1
University of Wisconsin-Eau Claire	\$100	May 1		University of Tennessee	\$250	May 1
Iowa State University	\$330	May 1		University of Utah	\$150	May 1
Embry-Riddle Aeronautical University	\$200	May 1		University of Vermont	\$475	May 1
Winona State University	\$0	n/a		University of Virginia	\$400	May 1
University of South Dakota	\$100-250	May 1		Wright State University	\$0	n/a
South Dakota State University	\$0	n/a		*Still must confirm/reserve space online		