TO: Members of the Senate
FROM: Secretary of the Senate
SUBJECT: Senate Meeting on November 7, 2013
DATE: October 30, 2013

The November meeting of the University Senate will be held on Thursday, November 7, 2013, at 4:05 p.m. in Room 7, Gamble Hall.

AGENDA

1) Announcements
2) Minutes of the previous meeting and business arising from the minutes
3) Question period

CONSENT CALENDAR:

4) Annual report of the Senate University Assessment Committee, Deb Worley, Chair, Senate University Assessment Committee (attachment #1)
5) Annual report of the Senate Student Policy Committee, Cassie Gerhardt, Senate Student Policy Committee (attachment #2)

BUSINESS CALENDAR:

6) Curriculum Committee report, Leslie Martin, Chair, Curriculum Committee (handout at meeting)
7) Proposed Senate Committee Manual changes, Senate Executive Committee (attachment #3)
8) Proposed change to Intellectual Property policy (attachment #4)
Senate University Assessment Committee
Annual Report for
Academic Year 2012-2013

The Senate University Assessment Committee (UAC) provides faculty guidance and oversight to the Office of the Vice President of Academic Affairs and Provost in developing and implementing the University Assessment Plan. In addition, the committee analyzes and interprets assessment results, develops appropriate reports, and disseminates assessment results to the Office of Vice President of Academic Affairs and Provost, the University Senate, and the community.

The University Assessment Committee was able to accomplish the tasks and responsibilities charged to it by the University Senate, in part due to the support provided by Joan Hawthorne, Director of Assessment & Regional Accreditation. The Committee is grateful for her continued support and expertise.

Much of the work of assessment has been, and is, conducted outside the University Assessment Committee. The UAC wishes to thank the Essential Studies Committee, the Office of Institutional Research (OIR), and the University community for their assessment efforts. Every contribution is vital to the assessment process at the University of North Dakota. Special thanks are also offered to Carmen Williams, Sue Erickson, and Nancy Krom who willingly shared their research expertise and UAC experience with the University Assessment Committee on an ongoing basis.

The Senate University Assessment Committee for the 2012-2013 academic year consisted of the following individuals:

Mary Askim-Lovseth (BPA)
Wayne Barkhouse (Graduate School Designee)
Paul Drechsel (JDO)
Odella Fuqua (VPF&O Designee)¹
Jacob Gapp, Student Representative²
Joan Hawthorne (Director of Assessment & Regional Accreditation)
Roxanne Hurley (Nursing)
Sukhvarsh Jerath (CEM)
Krista Lynn Minnette, Chair (A&S)
Bradley Myers (Law)
Shari Nelson (VPSA Designee)
Kenneth Ruit (MED)
Tom Steen (Director, Essential Studies)
Carmen Williams (VPAA Designee; Institutional Research)
Deborah Worley (EHD)
Sue Erickson (Visitor/Consultant; Institutional Research)
Nancy Krom (Recorder; Institutional Research)

Functions and Responsibilities of the University Assessment Committee

Committee members are expected to review committee policies in even numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. No concerns about policies or recommendations for changes surfaced.

The University Senate has identified six areas of responsibility for the University Assessment Committee. The responsibilities of the Committee and its accomplishments during the 2012-2013 academic year are addressed as follows:

¹ This position was eliminated during this past academic year with the approval of the University Senate.
² The second student representative position on the committee was vacant during the 2012-2013 academic year.
I. Address all issues regarding assessment of student achievement and development.

The University Assessment Plan recognizes the role of the Academic Curriculum (implicit and explicit) in student learning and development. Through a review process of departmental annual reports, assessment plans, previous assessment reviews, and departmental documents, the assessment activities of departments and programs within the College of Education and Human Development, the College of Nursing, the School of Law, and the School of Medicine and Health Sciences were reviewed in 2012-2013. The results were communicated to the department chairs through the Director of Assessment & Regional Accreditation.

In addition, the University Assessment Committee conducted reviews of six non-academic units including: the Dean of Students Office, Disability Services for Students, the McNair Program (TRIO), the Student Success Center, the Women's Center, and the Writing Center. The Committee recognizes their contributions in the achievement of Institutional, Essential Studies, and Program goals relative to student learning and development.

Finally, the committee reviewed seven OIR (Office of Institutional Research) tools regularly used by various University stakeholders. These include: the Sophomore Satisfaction survey, the Graduating Seniors Survey, ES Student Evaluations, the First Year Experience Survey, the Faculty Survey of Student Engagement (FSSE), the Beginning College Survey of Student Engagement (BCSSE), and the National Survey of Student Engagement (NSSE).

II. Develop, review, and evaluate the University Assessment Plan in conjunction with the Director of Assessment & Regional Accreditation.

This document is to be reviewed every other year. The University Assessment Plan was reviewed in the fall semester of 2011. Minimal revisions were made to the document at that time. The plan should be reviewed again in the fall of 2013. The University Assessment Plan can be found online at: http://umd.edu/university-senate/assessment/_files/docs/univ-asmt-plan.pdf

III. Oversee and evaluate the implementation of the University Assessment Plan, evaluate assessment activities and the interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

Assessment of Student Learning and Development: Program Level

As noted above, the UAC reviewed the assessment documents for the departments and programs within the College of Education and Human Development, the College of Nursing, the School of Law, and the School of Medicine and Health Sciences during the spring of 2013. A total of 33 programs within these areas were reviewed. Findings were documented and forwarded to departments through the Director of Assessment & Regional Accreditation.

The Director of Assessment & Regional Accreditation and the UAC continue to provide guidance to departments as they develop, implement, and make use of their assessment plans. Taken collectively, the reviews help determine the state of assessment for the University as a whole. It is noted that departments and programs are doing well in the following areas: a specific plan is in place, student learning goals are well-articulated, and direct and indirect methods of assessment are implemented. Areas where the committee sees needed improvement for a small number of programs are as follows: assessment methods are not clearly described, no results are reported, and results are not clearly tied to stated goals and closing the loop (decision-making is not tied to evidence).
Assessment of Student Learning and Development: Institutional Level

The University has many assessment tools at its disposal. As noted in section I above, seven tools were reviewed this past year.

Some of the tools delivered and analyzed by the Office of Institutional Research are mandated by the North Dakota University System (NDUS). Others have been developed by UND for internal purposes. Many of the surveys do not directly measure student learning; they do address the infrastructures and environments that promote and enhance student learning. Thus, even though survey findings are of special importance to administration, academic departments may also find results noteworthy in further understanding student learning.

Full reports of the survey findings were relayed to the appropriate departments by the Office of Institutional Research. UAC reviews were also forwarded to the respective administrative or academic departments via the Director of Assessment & Regional Accreditation and/or the OIR. Departmental chairs and individual faculty are encouraged to access survey results through communications by the Director of Assessment & Regional Accreditation, via the University Newsletter, and/or in the On Teaching publication.

Assessment of Non-Academic Units

It is recognized that many non-academic units have a direct involvement in student learning and development. As noted in section I above, six non-academic units were reviewed during the 2012-2013 academic year. UAC reviews were forwarded to the respective units via the Director of Assessment & Regional Accreditation.

IV. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

A process for providing feedback from the Committee to administrators and departments continues to be provided by the Director of Assessment & Regional Accreditation. Changes in the process continue as appropriate.

Additionally, a luncheon for Chairs and Deans of reviewed programs was held in May of 2013. Many members of the Assessment Committee attended. The Director of Assessment & Regional Accreditation facilitated a brief presentation by departments who have developed and maintained successful assessment systems.

V. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

The 'Report of a Comprehensive Evaluation Visit,' as written by the Higher Learning Commission of the North Central Association [Higher Learning Commission (NCAHLC) (HLC of the NCA)] in October 2003, helps drive and motivate many of the activities of the University Assessment Committee. A focused visit by the HLC was completed in April 2008 with very favorable results.

The University Assessment Committee provided representation to UND’s Steering Committee preparing for the HLC Focused Visit. Documents from the Assessment Committee, including meeting minutes, the University Assessment Plan, templates, procedures, and completed reviews were made available to the Steering Committee upon request.

The Director of Assessment & Regional Accreditation, the University Assessment Committee, and the Essential Studies Committee continue to work together to address the assessment of student learning and development throughout the campus.
In preparation for a planned comprehensive visit from the HLC of the NCA in Fall 2013, faculty, staff, administrators, and students were organized for self-study in Spring 2011 and conducted much of that self-study, including a review of assessment activities, in 2011-12 and 2012-13. Members of the University Assessment Committee were recruited to serve key roles on teams studying UND’s efforts regarding criterion three (Teaching and Learning: Quality, Resources, and Support) and criterion four (Teaching and Learning: Evaluation and Improvement). Drafts of individual criterion chapters became available for campus review in Spring 2013. The final self-study report will be released by the end of August for dissemination across campus and examination by members of the HLC team assigned to UND’s reaccreditation review.

VI. Work with Institutional Research to keep the Assessment Committee’s website current.

Institutional Research continues to update the content of the website, including a number of enhancements and improvements added within the last year, including revised versions of the templates used for committee work. Assessment resources (procedures, forms, templates, contact persons, and model plans) are posted. The Assessment Plans of Academic Departments and non-academic units that attend to student learning and development are available to the campus and public. The Committee website can be found at: http://www.und.edu/dept/datacol/assessment/index.htm

Summary: During 2012-2013, the University Assessment Committee fulfilled its purpose, function and responsibilities including annual reviews of academic and non-academic assessment activities, and OIR (Office of Instruction Research) tools, and a review of templates for assessment reviews.

Respectfully Submitted,
Krista Lynn Minotte
Chair, University Assessment Committee

July 2013
Annual Report of the
Student Policy Committee
University of North Dakota
2012-2013

Meetings

Committee met at least one time per month, from September 2012 to May 2013.

Members

Student Members
Lindsey Eickmann
Kaileen Flaherty
Shane Gerbert
Kjista Gorney
Tyler Tandeski
Jennifer Vetter (chair)

Faculty Members
Craig Carlson (Term expires 2013)
Gene DeLorme (Term expires 2013)
Victor Lieberman (Term expires 2015)
Sally Pyle (Term expires 2014)
Gary Ullrich (Term expires 2014)

Ex-Officio and Staff Members
Missy Burgess, Student Involvement and Leadership Office
Cassie Gerhardt, Student Involvement and Leadership Office

Actions

I. Approval of Student Organization Constitutions

A. Approved as New Organizations:
   2. Water Polo Club – October 16, 2012
   5. Games Club – October 23, 2012
   7. Footbag & Hackysack Club – October 30, 2012
  10. UND Forensics Team – February 1, 2013
  11. UND Wrestling – February 21, 2013
  13. Graduate Student Association – April 3, 2013

B. Approved as Reforming Organizations:

C. Tabled after initial discussion, no further action taken:

D. Constitution Revisions Approved:
   1. Asian Cultural Association – October 16, 2012 (previously approved as Asian Student Association)
   2. Early Childhood Education Student Organization – October 30, 2012
   3. Fencing Club – February 21, 2013

E. Organizations Dissolved for not filing a roster card since receiving approval from SPC
   1. Rollerblading Club – February 21, 2013
   2. Students for Democracy – February 21, 2013
3. Hip Hop Club – February 21, 2013
4. Game Design Club – February 21, 2013

F. Organizations Dissolved for failing to file a roster card for four or more semesters
   1. Eloquence Unlimited
   2. Fellowship of Christian Athletes
   3. Newman Center Activities Association
   4. North Word Undergraduate Reading Series
   5. Power On!
   6. Project 88
   7. Racquetball Club
   8. Students for Concealed Carry on Campus
   9. Students for Sensible Drug Policy
  10. UND Indoor Soccer Club
  11. UND Paintball Club

Compiled by Cassie Gerhardt
Program Suspension

- B.S. in Cytotechnology
GENERAL GUIDELINES
FOR
COMMITTEES OF THE UNIVERSITY SENATE

A. Election of Committee Members - With the exceptions noted below, all committee members elected by the University Senate will be elected and notified in April of each academic year. Students selected to serve on Senate committees will be selected and notified in April of each academic year. The committees will organize in May in order that each committee may be ready to function at the beginning of each academic year.

B. Terms of Committee Members - The term of membership of all committees is staggered to provide continuity to committees from year to year. Committee members are eligible for re-election, but not to consecutive terms.

C. Committee Support - Senate committees should have financial and centralized clerical support. The lack of such support leads to reduced effectiveness of committees and/or use of limited departmental resources. A minimal budget for each committee for operational expenses such as photocopying would make committees more productive and eliminate the inequitable drain on limited departmental resources.

D. Reporting To Senate - Each committee will provide a short, written and oral report of its activities once each year or as required. The method and date of reporting is part of the committee description. The date of reporting is also included on the list of committees.

E. Communications with Committees - The Secretary of the Senate chairs promptly notifies members in writing of their selection and the duties of the committee. If necessary, the chair of the Senate will designate the member responsible for calling the first meeting. Unless specified in the committee description, the committee will elect its chair.

F. Motivation of Faculty Participation in Committees - Participation by more faculty in committee work is encouraged. Committees are the means for the faculty to self-govern. Committees address matters of faculty concern and self interest. A robust committee system assists in advancing these. Committee work is expected of all faculty as part of their obligation to the University.

G. Voting Status of Committee Members - Unless otherwise stipulated in the description of each committee, all committee members are full voting members of the Committee.

H. Permanent or Ad Hoc Committee - Unless otherwise stipulated in the description of each committee, all committees are permanent committees of the Senate. When a committee is created, the Senate Executive Committee will prepare an entry containing the new committee's name, functions, responsibilities, status as a permanent or ad hoc committee, method and schedule for the determination of its membership, and the date by which it shall report to the Senate (see Appendix).

*Exceptions: 1. Election to the Committee on Committees and Senate Executive Committee takes place at the October Senate meeting.

2. Membership on the Funding or Enrollment Emergency Committee is commensurate with the members' selection to the University Budget Committee or the Faculty Advisory Budget Committee.
3. Election to the Standing Committee on Faculty Rights is coincidental with and conducted in the same manner as the election of members of the Council to University Senate.

I. Quorum for all Committees of the University Senate shall be set at 33% of eligible voting members, except in those instances where a committee chooses to establish quorum at a higher level. Any such changes to quorum will be in effect only until the end of the academic year in which they are adopted, unless altered by the committee before that time. Seats deemed to be vacant by the committee chair on account of resignation or two unexcused absences should not be considered when establishing quorum.

J. In order to insure the full and proper functioning of all committees of the University Senate, committee chairs shall have the authority to declare a seat on their committee vacant if the member resigns or has two unexcused absences from committee meetings. When a vacancy has occurred, the committee chair shall notify the Chair of the University Senate who will then, in consultation with the Committee on Committees and the Senate Executive Committee, arrange for the appointment of a replacement who shall hold office until the next regularly scheduled set of committee elections—for the remainder of the term for which they were appointed.

Sources of

Information: Item A-F: University Senate Minutes - February 19, 1981. The second sentence of item A and the second sentence of item B are proposed additions.

Items G and H: Proposed additions

Items I and J: University Senate Minutes - May 2, 2013
SENATE ADMINISTRATIVE PROCEDURES COMMITTEE

Purpose: To provide academic guidance and overview of requests for exceptions to University-wide policy.

Membership:
Deans (two)
Registrar or designee, non-voting chair (one)
Faculty (five)
Student (one)

Terms:
Deans - two years with one being replaced each year
Registrar - concurrent with office
Faculty - two years
Student - one year

Selection:
Deans - appointed by the President in April and assuming responsibilities May 1
Faculty - approximately one-third elected by the Senate in April and assuming responsibilities May 1
Student - elected by the Student Senate in April and assuming responsibilities May 1
Registrar or designee - ex-officio (non-voting)

Functions and Responsibilities:
To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee. Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume responsibility for the following:

1. Act on petitions of appeals regarding university-wide requirements and policies except for ES/GBR and Honors requirements. These petitions relate to the following:
   a. Change of Grade
   b. Registration
   c. Credit in course not allowed for credit
   d. Transferability of undergraduate work to UND
   e. All other university-wide academic requirements except the following which are reserved to the jurisdiction of the of the Deans and faculty:
   (1) Graduate without being enrolled (dean 1)
   (2) Extension of time to remove an incomplete (instructor, department chair, and dean 2)
   (3) Special and validating examinations and re-examinations (instructor, department chair, and dean 2)
(4) Graduate from one college while enrolled in another (both deans)

(5) Add a course late during a term (instructor, advisor, dean 2)

(6) Take or give examinations at times other than those specified (department chair and dean 2)

(7) Repeat a course with grade of C or better and have the last grade only counted in averages (advisor, department chair, and dean 2)

(8) Take correspondence course in major while enrolled (advisor, department chair, and dean 1)

(9) Take non-major correspondence course while enrolled (dean 1)

(10) Complete a major with fewer than 15 hours of institutional credit in the major (chair of major department and dean 1)

(11) Complete a minor with fewer than 4 hours of institutional credit in the minor (chair of minor department and dean 2)

(12) Graduate with fewer than 30 of the last credits for a first baccalaureate degree earned as institutional credit, of fewer than the last 15 for a second or subsequent degree (dean 1)

(13) Be enrolled for more than 21 credit hours in a regular semester, or for more than 15 in a summer session (advisor and dean 1)

(14) Graduate with fewer than 36 upper level credit hours (advisor and dean 1)

(15) Have a similar, but differently named, course constitute a repeat of a previous course chair of department offering course and dean 2)

(16) Change a grade mis-recorded in a course (instructor and dean 2)

2. Maintain and keep current committee website.

Notes:

A. Dean 1 = dean of the student's college/program

Dean 2 = dean of the college offering the course(s)

B. Appeal of decisions in these 16 matters shall be acted on by the appropriately established review and appeal committee in the respective colleges; the same committee shall resolve cases of divided decisions.
C. Items 1-3 were assigned to the jurisdiction of the Dean by the Council on March 1, 1962 and items 4-7 & 8-10 were assigned later by the Council or Senate. Items 8-16 & 7-13 are additional assignments approved on Oct. 16, 1991.

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

Source of Information:

University Senate By-laws

University Senate Minutes - March 1, 1962

University Senate Minutes - May 15, 1969

University Senate Minutes - January 20, 1983

University Senate Minutes - February 3, 1983

University Senate Minutes - May 15, 1983

University Senate Minutes - February 6, 1992

University Senate Minutes - March 4, 1999
SENATE UNIVERSITY ASSESSMENT COMMITTEE

Purpose: The Senate University Assessment Committee provides faculty guidance and oversight in developing and implementing the University Assessment Plan, analyzing and interpreting assessment results, developing appropriate reports, and disseminating assessment results to the Office of Vice President for Academic Affairs and Provost, the Faculty Senate and the University community.

Membership:
- Vice President for Academic Affairs and Provost or designee (two, one voting and one non-voting)
- Vice President for Student Affairs or designee
- School of Graduate Studies Representative
- Faculty (eight, one from each college)
- Students (two)

Terms:
- Vice President for Academic Affairs and Provost or designee - concurrent with office
- Vice President for Student Affairs or designee - concurrent with office
- School of Graduate Studies Representative - one year
- Faculty - three years with approximately one-third elected each year
- Students - one year

Selection:
- Vice President for Academic Affairs and Provost or designee - ex-officio
- Vice President for Student Affairs or designee - ex-officio
- School of Graduate Studies Representative appointed by Graduate Committee in consultation with Graduate Dean
- Faculty - About one-third are elected every year by the Senate in April and assuming responsibilities May 1.
- Students - approximately one-third elected by the Student Senate in April and assuming responsibilities May 1

Functions and Responsibilities:
- Perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State Legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.
- Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:
  1. Address all issues regarding assessment of student achievement and development.
  2. Develop, review and evaluate the University Assessment Plan in conjunction with the Assistant Provost for Assessment and the Assessment Director.
  3. Oversee the implementation of the University Assessment Plan, evaluate assessment activities and the
interpretation of assessment results, and evaluate the overall effectiveness of the Plan.

4. Make recommendations regarding how to address any deficiencies that are revealed by assessment activities.

5. Review University Accreditation Report when issued and advise the Senate regarding the Report and its implications.

6. Work with Institutional Research to keep the assessment website current.

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

Source of Information:

University Senate Minutes - May 6, 1999
University Senate Minutes - February 7, 2002
University Senate Minutes - May 4, 2006
University Senate Minutes - February 7, 2013
5. PATENT POLICY

5.1 All rights to and interests in inventions, patent-pending and patented, shall be determined as follows:

5.1.1 Inventions resulting from work, research, or investigation conducted in the course of the creator's employment at UND shall be owned by UND.

5.1.2 Inventions resulting from work created by a UND employee outside the scope of employment and without the use of institutional resources belong to the employee.

5.1.3 UND may not claim any rights to, or any ownership interest in, inventions developed solely by student(s) unless:

5.1.3.1 The student has received financial support from UND in the form of wages, salary, stipend, or grant funds, for the research leading to the development of the invention; or

5.1.3.2 The invention was developed in cooperation with other students or UND employee(s) as part of resulted from a cumulative, multi-semester classroom project under the supervision of UND faculty utilizing UND resources, in which case UND shall be entitled to a non-commercial, royalty-free license; or

5.1.3.3 The work leading to the invention was funded by a sponsorship agreement, federal funding agreement, other agreement, or governed by a material transfer agreement that restricts ownership of the invention.

5.1.4 To protect students' academic progression, UND may not impose an embargo greater than six (6) months on research output, unless otherwise agreed upon in writing.