TO: Members of the Senate
FROM: Secretary of the Senate
SUBJECT: Senate Meeting on November 6, 2014
DATE: October 30, 2014

The November meeting of the University Senate will be held on Thursday, November 6, 2014, at 4:05 p.m. in Room 113, Education.

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 Committee on Committees, Emily Cherry, Chair, Senate Committee on Committees (attachment #1)

BUSINESS CALENDAR:

5) Curriculum Committee report, Leslie Martin, Chair, Curriculum Committee (handout at meeting)

6) Proposed changes to the University Senate Bylaws, Senate Executive Committee (attachment #2)

7) Proposed recommendations for admission processes and confirmation tuition deposit with priority date, Matt Cavalli, Chair, Academic Policies & Admissions Committee, (attachment #3)
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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Appointment</th>
<th>Resignation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation</td>
<td>James Higgins</td>
<td>P. Worley</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Mary Drewes</td>
<td>J. Stone</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Alex Johnson</td>
<td>J. Haskins</td>
</tr>
<tr>
<td>Faculty Instructional Development</td>
<td>Karl Chaisson</td>
<td>J. Jackson</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Sherrie Flesman</td>
<td>D. Maury</td>
</tr>
<tr>
<td>Library</td>
<td>Bonni Gourneau</td>
<td>J. Stone</td>
</tr>
<tr>
<td>Scholarly Activities</td>
<td>Howe Lim</td>
<td>B. Lesch</td>
</tr>
</tbody>
</table>

Respectfully Submitted,
Committee on Committees
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)

05/09/04; amended 02/05/09; 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

<table>
<thead>
<tr>
<th>Competitor Institutions</th>
<th>Priority Date</th>
<th>Peer Institutions</th>
<th>Priority Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Dakota State University</td>
<td>August 1</td>
<td>University at Buffalo-SUNY</td>
<td>Nov. 15/Dec. 15</td>
</tr>
<tr>
<td>University of Minnesota-Twin Cities</td>
<td>December 15</td>
<td>University of Alabama-Birmingham</td>
<td>June 1</td>
</tr>
<tr>
<td>University of Minnesota-Duluth</td>
<td>December 15</td>
<td>University of Hawaii-Manoa</td>
<td>March 1</td>
</tr>
<tr>
<td>Minnesota State University-Mankato</td>
<td>April 1</td>
<td>University of Illinois-Chicago</td>
<td>January 15</td>
</tr>
<tr>
<td>Minnesota State University-Moorhead</td>
<td>August 1</td>
<td>University of Kentucky</td>
<td>February 15</td>
</tr>
<tr>
<td>Concordia College</td>
<td>Rolling</td>
<td>University of Louisville</td>
<td>February 15</td>
</tr>
<tr>
<td>St. Cloud State University</td>
<td>May 1</td>
<td>University of Missouri-Kansas City</td>
<td>June 15</td>
</tr>
<tr>
<td>Bemidji State University</td>
<td>May 1</td>
<td>University of Nevada-Reno</td>
<td>May 1</td>
</tr>
<tr>
<td>University of St. Thomas</td>
<td>Rolling</td>
<td>University of North Carolina-Chapel Hill</td>
<td>Oct. 15/Jan. 10</td>
</tr>
<tr>
<td>University of Wisconsin-Madison</td>
<td>February 1</td>
<td>University of Pittsburgh</td>
<td>Rolling</td>
</tr>
<tr>
<td>University of Wisconsin-Eau Claire</td>
<td>December 1</td>
<td>University of Tennessee</td>
<td>December 1</td>
</tr>
<tr>
<td>Iowa State University</td>
<td>July 1</td>
<td>University of Utah</td>
<td>December 1</td>
</tr>
<tr>
<td>Embry-Riddle Aeronautical University</td>
<td>Rolling</td>
<td>University of Vermont</td>
<td>Nov. 1/Jan. 15</td>
</tr>
<tr>
<td>Winona State University</td>
<td>March 1</td>
<td>University of Virginia</td>
<td>Nov. 1/Jan. 1</td>
</tr>
<tr>
<td>University of South Dakota</td>
<td>Rolling</td>
<td>Wright State University</td>
<td>Rolling</td>
</tr>
<tr>
<td>South Dakota State University</td>
<td>Rolling</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Competitor Institutions</th>
<th>Deposit</th>
<th>Deadline</th>
<th>Peer Institutions</th>
<th>Deposit</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>North Dakota State University</td>
<td>$0</td>
<td>n/a</td>
<td>University at Buffalo-SUNY</td>
<td>$150</td>
<td>May 1</td>
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<tr>
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<tr>
<td>Minnesota State University-Mankato</td>
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<td>May 1</td>
<td>University of Illinois-Chicago</td>
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<tr>
<td>Minnesota State University-Moorhead</td>
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<td>August 5</td>
<td>University of Kentucky</td>
<td>* $0</td>
<td>May 1</td>
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<tr>
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<td>May 1</td>
<td>University of Louisville</td>
<td>0</td>
<td>n/a</td>
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<td>St. Cloud State University</td>
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<td>August 5</td>
<td>University of Missouri-Kansas City</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td>Benedict State University</td>
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<td>August 5</td>
<td>University of Nevada-Reno</td>
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<td>University of St. Thomas</td>
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<td>ASAP</td>
<td>University of North Carolina-Chapel Hill</td>
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<td>May 1</td>
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<td>May 1</td>
<td>University of Pittsburgh</td>
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<tr>
<td>South Dakota State University</td>
<td>$0</td>
<td>n/a</td>
<td>*Still must confirm/reserve space online</td>
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