

TO: Members of the Senate
FROM: Secretary of the Senate
SUBJECT: Senate Meeting on November 2, 2017
DATE: October 26, 2017

The November meeting of the University Senate will be held on Thursday, November 2, 2017 at 3:30 p.m. in Room 113, Education. Chair Nancy Vogeltanz-Holm, presiding.

CALL TO ORDER

AGENDA

SENATE CALENDAR:

- 1) Announcements/Chair Updates
 - a. Senate Budget Committee: F&A Plans by College(Attachment #1)
 - b. Promotion, Tenure, & Eval(PTE)Working Group Update
 - c. Council of College Faculties (CCF)Update: NDUS Retirement Plan creates an Investment Policy Statement; SBHE Chairman Morton responds to CCF concerns
 - d. Vogeltanz-Holm, Bachmeier, Peterson, & Mochoruk will work on first draft of updated UND Mission
 - e. Senators should complete Title IX Training
- 2) Establish Quorum
- 3) Review and Approval of October 5, 2017 Minutes (Located at <http://und.edu/university-senate/17-10-5.pdf>)
- 4) Senate Executive Committee Meeting 10-18-2017, Actions
 - a. Provost advises that an Administrator Evaluation Procedure Draft has been created
 - b. Provost advises that Faculty Travel data has been collected and will be shared with Budget Committee/SEC/Senators
 - c. SEC has commenced reviewing UND Constitution
 - d. SEC supports Faculty Handbook Committee's decision to update Senate yearly; SEC added that the Committee will update to Senate as needed if "substantial" changes occur.
 - e. SEC members agree that Essential Studies Program activities should be reviewed by the Senate.
- 5) Question period

CONSENT CALENDAR:

- 6) Honors Committee Annual Report (attachment #2)
- 7) Essential Studies Annual Report (attachment #3)

BUSINESS CALENDAR:

- 8) Curriculum Committee Report (Report to Follow on 10-30-2017)

F&A Distribution

CONPD –

Policy Number:

501

Policy Name:

**Distribution and Use of Returned College of Nursing &
Professional Disciplines Facilities & Administrative Allocation**

Reviewed by:

Last Review Date:

The University's incentive-based budget model will distribute Facilities & Administrative (F&A) recovered from CNPD external grants for allocation per this policy. The CNPD will redistribute the F&A monies to CNPD principal investigators/program directors/designated officials and departments that are directly involved in sponsored projects both as an incentive and as an institutional investment. The F&A monies returned to the CNPD principal investigators/program directors/designated officials and departments must be spent in support of research and scholarly activity or programmatic activity.

Any funded project that involves multiple principal investigators and/or multiple colleges must, at the time the proposal is submitted, define in a separate memorandum of agreement how the total allocation of F&A will be shared between the participating principal investigators and colleges. This agreement must be endorsed by the CNPD Office of Research & Grants Management. The agreement shall be reviewed each year until the project is active and any modifications made will be at the discretion of the principal investigators.

The CNPD Office of Research & Grants Management will administer, monitor appropriate use of the funds, and distribute all F&A monies allocated to CNPD according to the following schedule:

CNPD Office of Research & Grants Management	70%
Principal investigators/program directors/designated officials	30%

The designated recipient in each of the following groups is responsible for prioritizing the research-related use of distributed funds.

The returned F&A monies should be used to enhance scholarly activity and the research mission of the College of Nursing and Professional Disciplines and its departments.

The CNPD Office of Research & Grants Management will utilize F&A funds to provide the following services/activities to enhance CNPD's scholarly activity and research mission;

- Faculty and student awards including seed awards, start-up funds, publication awards and travel awards;
- Editorial and statistical support to develop proposals and publications;
- Support for local research development workshops
- Support for research staff including but not limited to Graduate Research Assistants

F&A Distribution

Examples of appropriate use of funds are listed below. This list is not prioritized or exhaustive.

1. Costs associated with development of external grant proposals.
2. Pilot/preliminary research projects or for faculty research projects requiring supplemental funds, including seed or summer grants, or stipends.
3. Central shared research resources, such as specialized research equipment and computer software needed for conduct of research or research services and specialized expertise such as computer technology and instrument design.
4. Incidental research needs of faculty for temporary research assistant services to facilitate research project progress.
5. Funding support for research colloquia, workshops, or speakers for purposes of research and/or scholarly development within the college.
6. New faculty research start-up funding.
7. Development and maintenance of research infrastructure, including equipment.
8. Matching funds for external grant proposals.
9. Support for travel, publication, grant development or other activities directly related to enhancing research capacity.

F&A funds not utilized in accordance with this policy will be recaptured by CNPD.

A&S Plan for Distribution of F&A (Facilities & Administrative costs for externally-funded grants)

So that departments and PI's can plan appropriately, the college would like to share its intention for FY17-18 distribution of F&A funds recovered from external grants.

Under the new budget model (MIRA), the process to determine the amount of F&A that returns to the college has changed. Specifically, F&A distributions for sponsored revenue (grants) will flow to the appropriate college. Administrative costs associated with that research activity also become the financial responsibility of the college through support unit cost pools impacted by research activity.

While we do not yet have details on the amount that will be available to A&S, the college goal is to continue distribution of F&A funds to departments and PIs in a manner similar to recent years. We will base distributions on 30% of the F&A recovered the previous year. In the current year, distributions will be based on the value of F&A recovered in 2016-17.

F&A Distribution

College distribution to departments and PIs will be determined using each department's policy which is on file in the A&S Dean's office. If a department wishes to submit an updated distribution plan (% to department vs % to PI), they are welcome to do so at any time.

Estimated Timeline for 2017-18:

Early October: The college expects to receive a detailed breakdown of F&A funds recovered during FY16-17.

Mid October: A&S will calculate amounts to be disbursed to departments and PIs

Late October/Early November: Distributions will be transferred in **one lump sum** to department-level and PI-level fund numbers dedicated to F&A activities.

- *Note: This is a change from previous years when distributions were transferred on a quarterly basis.*

Instructions related to management of F&A budgets will be shared with chairs and administrative support staff when departmental/PI distribution amounts are announced.

LAW – It only affects their Trial Judicial Institute, and Dean Rand has communicated directly with them.

EHD - A number of questions about F & A have emerged in the discussion of the MIRA model, and they are also relevant given our changed organizational model. In the past, EHD has received approximately 36% of the total F & A from eligible grants. The College retained 5% of that amount, and the rest went to the Department(s) of the PI(s). Each department had its own proportion awarded to the PI, typically 40-60%, and the PI could use that for any research-relevant expense.

With the MIRA model, the College will receive 100% of the F& A for eligible grants. Any F&A earned will be awarded on a quarterly basis. The College will retain xx% of that fund and the remaining xx% will go to the PI. The College portion of the F & A will be overseen by the Research and Faculty Development (RFD) Committee and AD-RFD Rachel Navarro. PIs will be able to use their funds on any research-relevant expense, as before.

This change in procedure will have very little impact on individual faculty, as the percentage and amounts of funding going directly to PIs will remain similar to what we have done in the past.

CEM - Approximately 1/3 of the overall F&A collected and received by CEM will be used in FY18 to distribute based on our current distribution schedule. We will retain 2/3 of the overall F&A funds for strategic needs in the college (the Leadership Team is working on what this will be).

The 1/3 that is distributed will be based on FY17 data (PIs, awards, F&A info) and based on the following CEM distribution schedule:

F&A Distribution

40% - PI
20% - PI's Department
20% - Faculty Research Support
20% - College

We plan to do our distribution as soon as UND distributes our first quarterly payment of FY18 which is expected in October.

UPDATE:

The leadership team in CEM voted unanimously to go with the following system for F&A distribution under MIRA.

- A portion will be distributed as (40% PI, 20% dept, 20% college, 20% faculty support) — This portion is 36% of the whole, which is exactly the same percentage we used to get before MIRA
- A portion will be used to pay the service fees charged by the research division under MIRA
- The remaining portion will be used by CEM's research council (a committee of faculty that promotes research) to support activities that will advance CEM's research mission and help increase external funding.

CoBPA – For now, same as last year. We distribute the F&A back to each department that generated it. This will be for 17-18 for right now.

JDOSAS - In the past the Odegard School received 36% of our F&A from the University. Of this amount, 70% was returned to the department. We budgeted for the return to the department to remain at that level for FY18 with the remainder to the Dean's office. A large portion of the Dean's office share was budgeted to cover support unit allocation and participation fees.

SMHS - We [SMHS Administration and Finance] do not have any information about this academic year yet. Typically, the information is sent to us from the budget office in November each year and they are responsible for transferring the F&A funds. Also, due to the impact of the new MIRA model and the associated F&A distribution being unclear, Dr. Wynne is not able to answer the provosts question at this time.

Honors Committee University Senate Report; Oct. 1 2017

Voting Members:

Faculty

Joe Vacek (Chair)
Surojit Gupta
Pam Kalbfleisch
Brian Darby
Ric Ferraro
Laurie McHenry
Anne Haskins
Kim Porter
Matt Gilmore

Students

Andie Jackson
Rachel Bock
Nicole Korsmo
Conrad Kranz
Mark Miller
Jennifer Allen
Sawyer Flynn
Alaina Patry

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

Amanda Boyd, Director
Robin David, Associate Director
Emily Hill, Student Life Coordinator
Diane Kinney, Administrative Secretary

The Honors Committee met multiple times during the 2016-2017 Academic Year. Honors Committee members worked throughout the previous academic year with the Sophomore Honors Portfolio process and with Senior Honors Thesis students. These tasks require Honors Committee members to meet individually with thesis committees and students. Additionally, select members of the Honors Committee met frequently with Honors Program Faculty and Staff to discuss major programmatic changes.

First, Honors had a new director for 2016-2017, Dr. Amanda Boyd. Dr. Boyd was selected to lead Honors during a time of transition, both programmatically and physically. Programmatically, Honors has been tasked by the Office of the Provost to increase its enrollment and attract more high-achieving students to UND. Honors has also been directed to work on increasing student retention within the Program. A redesign initiative is actively underway, and has been ongoing for the entirety of 2016-2017, along with the normal classes, advising, and student life activities of Honors.

Dr. Rebecca Rozelle-Stone has been appointed a Faculty Fellow to assist with the Honors Program Redesign.

While no specific changes have yet been approved, there has been discussion to end the Honors Major, a major programmatic change which would need to be approved through the Curriculum Committee and beyond. A majority of the Honors Committee was opposed to such a change.

Last year there was an 18% increase in applications to the Honors Program due to enhanced marketing, concurrently with a 20% decrease in budget funding. Additionally, Brian Schill resigned. The reduced budgets and staffing is being dealt with by streamlining; for example, the Sophomore Honors Portfolio was eliminated, since the function of it as a filter has largely been replaced by strong student preparation. Much faculty, staff, and committee time was saved by the elimination of the SHP.

Lastly, the move to Colombia Hall was difficult, yet managed well. The space is quite different, but has become a usable home for Honors. The students appear to be taking the changes in stride, and Honors has held a few student information sessions discussing aspects of all the above.

There will likely be more significant changes as the Honors redesign project moves forward in the 2017-2018 academic year, and the Honors Committee stands ready to assist as it can, as well as keep the University Senate informed.

Sincerely,

Joseph J. Vacek, J.D.
Chair, Honors Committee

UND Senate Essential Studies Committee
2016-2017 Annual Senate Report

Compiled by Kenneth Flanagan, Chair, Senate Essential Studies Committee

I. Membership of the Senate Essential Studies Committee 2016-2017:

Faculty Members	
Kenneth Flanagan, Chair	College of Nursing/Social Work
Lori Robison, past Chair	College of Arts & Sciences/English
April Bradley	College of Arts & Sciences/Psychology
Brooke Solberg	School of Medicine & Health Sciences
Tanis Walch	College of Education & Human Development
David Yearwood	College of Business & Public Administration/Technology
Mark Jendrysik	College of Business & Public Administration/Political Science
Elizabeth Bjerke	JDO School of Aerospace Sciences
Melissa Gjellstad	College of Arts & Sciences/Languages
Clement Tang	College of Engineering & Mines/Mechanical Engineering
Brad Reissig	College of Arts & Sciences/Theatre Arts
Administration/Staff	
Karyn Plumm	Academic Deans' Designee (voting)
Joan Hawthorne	Provost's Designee (voting)
Ryan Zerr	Essential Studies Director
Scott Correll	Registrar
Christina Fargo	Registrar/Designee
Student Members	
Natalie Buck	
Committee Secretary	
Carla Spokely	Essential Studies Office

The Essential Studies Committee (ESC) met 16 times during the 2016-2017 year. Minutes from the meetings are available on the ES web page.

II. Scope of Senate Essential Studies Committee 2016-2017:

1) Reviewing and validating new courses applying for ES designation.

The ESC reviewed and voted on eight applications to have courses validated as Essential Studies courses.

- Seven courses were approved during the review process.

- One course was tabled with a request for more information and revision. Upon review the course was approved for ES status.

2) Reviewing course revalidations (Breadth of Knowledge)

The course revalidation process resumed for the 2016-17 academic year. Courses were revalidated only for Breadth of Knowledge. The Essential Studies Offices implemented an electronic form for revalidation.

- 59 courses were revalidated.

3) Reviewing and voting on student petitions regarding ES requirements.

The ESC reviewed and voted on 35 student petitions during the 2016-2017 year.

- 19 petitions were approved.
- 16 petitions were denied.

4) Improving ES Program (summarize work done by sub-committees)

During the 2016-17 academic year the Essential Studies Committee (ESC) initiated a revised revalidation for the Breadth of Knowledge courses having suspended those the previous year. It was believed that the revised revalidation process would allow a more “user friendly” approach and overall streamline the process while still providing the Committee the information needed to adequately assess the quality and effectiveness of the Essential Studies program. The response to this revised process was overwhelming positive on the part of members of the ESC, as well as, by those faculty involved with seeking revalidation of courses. There were a few minor suggestions made to further improve the process and those have been incorporated into the review process for the current academic year.

Throughout the year the ESC discussed the Special Emphasis component of the Essential Studies program in order to ensure that these special emphasis courses provide students the opportunity to more actively engage with course material particularly with regards to the U and G diversity offerings. This resulted in the ESC approving some revision to the diversity special emphasis offerings in response to feedback received from various constituencies on campus, results of assessment data regarding diversity, and the overall campus climate. The ES Committee adopted new criteria and categories for the diversity special emphasis component; diversity courses would be categorized in one of the following tracks The Diversity of Human Experience (DHE) or Analyzing Worldview (AW). The DHE course would focus on providing a knowledge base regarding diversity with the AW courses have a more experiential approach to allow for increase encounters with diverse populations.

In addition to these above mentioned initiatives the ESC conducted their usual and customary tasks associated with their charge given by the University Senate.

5) Representing UND in state and national General Education conversations

- Joan Hawthorne, Ryan Zerr represented UND on the North Dakota General Education Committee
- Committee voted to join the WICHE Interstate Passport

**University Senate Curriculum Committee Report
November 2, 2017**

I New Course

- ANTH 360 : Environmental Change & Culture
- ANTH 385 : Antiquities, Culture and Law
- AVIT 105 : Essentials of Flight
- CHEM 495 : Chemistry Capstone
- CJ 220: Introduction to Courts
- MLS 530 : Medical Laboratory Leadership: Principles & Practice
- MLS 531 : Medical Laboratory Leadership: Practical Applications
- MLS 532 : Medical Laboratory Leadership: Conflict Resolution
- MLS 589 : Readings in Medical Laboratory Science
- MLS 590 : Project Development
- MPH 553 : Population Health Outcomes Research
- MRKT 431 : Customer Relationship Management (CRM)
- THEA 421 : History of Period Styles for Theatrical Design

II Course Deletion

- HIST 460 : The Atlantic World
- PHIL 252 : Ethics in Business and Public Administration
- THEA 325 : Scene Craft
- THEA 336 : Lighting for Stage II
- THEA 500 : Introduction to Research in Theatre Arts
- THEA 501 : Seminars in Theatre Arts
- THEA 502 : Seminar in Dramatic Production and Criticism
- THEA 504 : Dramatic Theory and Criticism
- THEA 525 : Period and Style in Dramatic Production
- THEA 537 : Graduate Cooperative Education
- THEA 595 : Research Problems in Theatre
- THEA 996 : Continuing Enrollment

III Degree Title Change

- Degree title change from “BS in Aeronautics with a Major in Aviation Technology Management” to “BS in Aeronautics with Major in Aviation Studies”.
- Degree title change from “BFA with major in Graphic Design & New Art Media” to “BFA with major in Graphic Design”.

IV New Program

- UND-AVIT : Minor in Unmanned Aircraft

- UND-EFR : Certificate in Quantitative Research Methods
- UND-LANG : Certificate in Chinese, Classical, German, French, Norwegian, or Spanish Language

V Program Termination

- CSD-Minor-ASL : Minor in American Sign Language
- CSD-PhD : PhD in Communication Sciences & Disorders
- OSEH-BS : BS in Occupational Safety & Environmental Health

Senate Approval is not required for the following report items

VI Program Changes

- B.S. in Aeronautics with a Major in Aviation Technology Management
 - Degree title change to “BS in Aeronautics with Major in Aviation Studies”.
 - Change in program requirements
- Biol-BS-F&W : BS with Major in Fisheries & Wildlife Biology
 - Change in program requirements
- Biol-BS : BS with Major in Biology
 - Change in program requirements
- Chem-BS : BS in Chemistry
 - Change in program requirements
- Chem-BSMajor : BS with Major in Chemistry
 - Change in program requirements
- Engl-BA : BA with Major in English
 - Change in program requirements
- Hist-BA : BA with Major in History – Program Change
 - Change in program requirements
 - Combine two degree tracks into one
- MLS-MS : MS in Medical Laboratory Science
 - Change in program requirements
- Mrkt-BBA : BBA with Major in Marketing
 - Change in program requirements
- OT-MOT : Master of Occupational Therapy
 - Change in degree requirements
- PA-MPAS : Master of Physician Assistant Studies
 - Change in degree requirements
- PH-MPH : Master of Public Health
 - Change in degree requirements
 - Change in requirements for the Health Management and Policy Specialization
 - Change in requirements for the Population Health Analytics Specialization
- PH-Cert : Public Health
 - Change in certificate requirements

- Phys-BS/MS : Five-year B.S.-M.S. Degree Program in Physics
 - Editorial changes
- Phys-BS : Physics & Astrophysics
 - Change in program requirements
- Rel-BA : BA with Major in Philosophy & Religion: Religious Studies Concentration
 - Change in program requirements
- SWk-MSW : Master of Social Work
 - Change in degree requirements
- Thea-BA : BA with Major in Theatre Arts
 - Change in program requirements
 - Change of tracks to subplans
- UND-OT : Occupational Therapy Doctorate
 - Change in degree requirements

VII Course Changes: Undergraduate

- AVIT 238 : UAS Operator Certification
 - Prerequisite change
- CSCI 150: Introduction to Computer Science
 - Course number change to 110
 - Terms offered: Fall, Spring, and Summer
- EE 201 : Introduction to Digital Electronics
 - Corequisite change
 - Terms offered: Fall and Spring
- EE 314 : Signals and Systems
 - Corequisite change
 - Terms offered: Fall
- EE 401 : Electric Drives
 - Corequisite change
 - Terms offered: Spring
- EE 405 : Control Systems I
 - Corequisite change
 - Terms offered: Spring
- EE 452 : Embedded Systems
 - Corequisite change
 - Terms offered: Spring
- ENGR 200 : Computer Applications in Engineering
 - Prerequisite change
 - Terms offered: Fall, Spring, and Summer
- ENGR 201 : Statics
 - Prerequisite change
 - Terms offered: Fall, Spring, and Summer

- ENGR 202 : Dynamics
 - Prerequisite change
- ENGR 203 : Mechanics of Materials
 - Prerequisite change
 - Terms offered: Fall, Spring
- ENGR 206 : Fundamentals of Electrical Engineering
 - Prerequisite change
 - Terms offered: Fall, Spring, Summer
- ENGR 410 : Technology Ventures
 - Change in credit hours from 3 to 1-3
 - Repeatable for credit from “No” to “Yes”
 - Total credits allowed: 6
 - Prerequisite change
 - Terms offered: Spring
- ENGR 460 : Engineering Economy
 - Prerequisite change
 - Terms offered: Fall, Spring, Summer
- GEOE 323 : Engineering Geology
 - Change in credit hours from 3 to 4
- GEOE 455 : Geomechanics II
 - Title change to “Geomechanics”
 - Change in credit hours from 2 to 3
 - Prerequisite and Corequisite change
- HIST 381 : Modern Africa
 - Terms offered: Spring odd years
 - Revise course description
- HIST 440 : Research Capstone
 - Prerequisite change
- ME 483 : Mechanical Measurements Laboratory
 - Prerequisite change
- PTRE 445 : Advanced Reservoir Engineering
 - Title change to “Well Testing”
- PTRE 445B : Advanced Reservoir Engineering
 - Title change to “Well Testing”
- PTRE 475 : Stimulation and Intervention Techniques
 - Title change to “Well Completions”
- PTRE 475B : Stimulation and Intervention Techniques
 - Title change to “Well Completions”
- THEA 120 : Voice and Movement I – Course Change
 - Terms offered: Fall odd years
- THEA 225 : Makeup for the Stage

- Terms offered: Fall
- THEA 230 : Text Analysis
 - Terms offered: Spring odd years
- THEA 242 : Tap Dance
 - Terms offered: Fall even years
- THEA 260 : Costume Craft
 - Terms offered: Spring odd years
- THEA 270 : Stagecraft
 - Terms offered: Fall
- THEA 271 : Intermediate Acting I: The Actor in You
 - Terms offered: Fall odd years
- THEA 326 : Lighting for Stage I
 - Title change to “ Lighting for Stage”
- THEA 339 : Production Design
 - Repeatable for credit from “No” to “Yes”
 - Prerequisite change
 - Terms offered: Fall odd years
 - Revise course description
- THEA 344 : Musical Theatre Dance Style
 - Prerequisite change

VIII Course Changes: Graduate

- MPH 590 : MPH Seminar
 - Title change to “MPH Seminar in Leadership and Advocacy”
 - Terms offered: On Demand
 - Revise course description
- MPH 594 : Practicum
 - Terms offered: On Demand
 - Revise course description
- N&D 541 : Biochemical and Physiological Basis of Nutrition: Macronutrients
 - Terms offered: Fall even years
- N&D 542 : Biochemical and Physiological Basis of Nutrition: Micronutrients
 - Terms offered: Spring odd years
- N&D 550 : Nutrition Education and Program Planning
 - Terms offered: Fall odd years
- N&D 591 : Seminar in Nutrition
 - Total credits allowed from 1 to 2
 - Terms offered: On demand
- N&D 594 : Research Methods in Nutrition
 - Terms offered: Spring even years

