



## **University Senate Agenda**

### **October 3rd Meeting**

TO: Members of the University Senate

FROM: Zarrina Azizova, University Senate Chair, 2024-2025

SUBJECT: October 3rd, University Senate Meeting

DATE: September 26, 2024

The October 2024 meeting of the University Senate will be held on Thursday, October 3, 2024, from 3:30-5pm via Zoom. Voting members should use the personalized link they were sent to join the webinar as a panelist. Please check your clutter/junk/spam folder if you do not see the invitation in your inbox. A public link for visitors is posted on the Senate website and in the University Letter.

#### **I. Call to Order (Chair Zarrina Azizova)**

#### **II. Establish Quorum** (Secretary Scott Correll)


#### **III. Consent calendar:**

- 1) Approval of September 5<sup>th</sup> meeting minutes (attached b.)
- 2) Standing Rules of the University of North Dakota, February 5, 1998 (attached c.)
- 3) Vevox Voting Protocols (attached d.)
- 4) University Senate Assessment Committee Report (attached e.)
- 5) University Senate Curriculum Committee Report (attached f.)
- 6) Guidelines For Essential Studies Transfer (GUEST) Minor Updates 2024 (attached g.)

#### **IV. Business calendar:**

#### **V. Announcements:**

1. Senate Executive Committee Report (Chair Zarrina Azizova) (attached h.)
2. Council of College Faculties update (Bob Newman)
3. Staff Senate update (Anna Kinney)
4. Student Government update (Connor Ferguson)
5. Updates from the Provost (Eric Link)
6. Invited Updates:

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- 6.1 Madhavi Marasinghe, CIO, updates regarding UIT (documents attached i.)
  - 6.2 Beth Valentine, Equity Compliance and Education Manager, updates regarding new accessibility regulations & implications (documents attached i.)
  - 6.3 Gary Schindler, Faculty Athletic Rep, and McKenzie Burian, first year medical students, updates regarding student athletes and faculty support.
  7. Question period (max 20 minutes)

## **VI. Adjourn**

Minutes of the University Senate Meeting  
September 5, 2024

1.

The September meeting of the University Senate was held at 3:30 p.m. on Thursday, September 5, 2024, via Zoom Conference. Past Chair Sarah Robinson opened the meeting, and Chair Zarrina Azizova presided.

2.

The following members of the Senate were present:

Adjekum, Daniel	Hume, Wendelin	Oliver, Emily Cherry
Alberts, Crystal	Iiams, Michele	O'Brien, Kevin
Alghazo, Runna	Kinney, Anna	Orvis, Maya
Anderson, Sonya	Kraus, Robert	Partington, Ellie
Azizova, Zarrina	Kubatova, Alena	Pedersen, Daphne
Bakke, Rebecca	Langerud, Heather	Petros, Thomas
Bjorg, Renae	LaPlant, Chloe	Pokornowski, Alex
Chelmo, Hallie	Lawson-Body, Assion	Reading, Patrick
Clark, Travis	Legerski, Elizabeth	Rundquist, Bradley
Correll, Scott	Liang, Lewis	Saga-Leiser, Lea
Dasse, Kimberly	Howe Lim, Yeo	Sauer, Michelle
Ferguson, Connor	Linder, Meloney	Smart, Kathy
Gjellstad, Melissa	Link, Eric	Steen, Carla
Glaser, Carson	Malloy, Art	Steidl, Ellen
Goldsberry, Daralyn	Masursky, Danielle	Sum, Paul
Grabanski, Julie	McGinniss, Michael	Swanson, Brenna
Grave, Shannon	Millspaugh, Richard	Westall, Sara
Gregg, Cindy	Montigne, Justin	Wild, Brandon
Harsell, Dana	Moritz, Sandra	Wilson, Amanda
Hoffmann, Mark	Munski, Douglas	Witte, Shelbie
Homstad, Stephanie	Newman, Robert	Wynne, Joshua
Hove, Hannah	Oancea, Cristina	

3.

The following members of the Senate were absent:

Armacost, Andrew	Mongeon-Stewart,	Shogren, Maridee
Bichel, Rebecca	Karla	Smith, Jobi
Bost-Sandberg, Lisa	Moyer, Dalton	Snyder, Scott
Brown, Logan	Nelson, Chris	Talk, Natalie
Gill, James	Nelson-Boutros,	Tande, Brian
Henley, Amy	Lilien	Tatro, Lauren
Ji, Yun	Pappas, Brian	Wallace, Alfred
Martin, Kaleb	Rajpathy, Odele	Wozniak, Mike
Mayo, Whitney	Schweitzer, Kimberly	

4.

Ms. Azizova overviewed the University Senate rules and procedures following the Senate By-Laws and Standing Rules. The Standard Code of Parliamentary Procedure by Alice F. Sturgis will be followed.

5.

Quorum was established

6.

Without objection, the minutes from the University Senate on May 2, 2024, were approved and filed.

7.

Without objection, the University Senate Curriculum Committee annual report was filed.

8.

Without objection, the University Senate Legislative Affairs Committee annual report was filed.

9.

Ms. Azizova called attention to the ballots for Senate Vice Chair/Chair Elect and the faculty representative on the Senate Executive Committee.

The final results of the election are as follows:

Senate Vice Chair/Chair Elect - Adam Matz  
Faculty Representative on SEC - Tanis Walch

10.

Ms. Azizova provided a report from the Senate Executive Committee.

11.

Ms. Mongeon-Stewart was scheduled to discuss parking, but had other impending business arise. Ms. Azizova reminded everyone to refer to the updated email from Parking Services dated Friday, August 30, 2024.

12.

Ms. Alberts provided a Council of College Faculties update. There have been a number of topics discussed over the summer including the situation at Dickinson State University as well as post-tenure review. The Chancellor is proposing some policy changes. CCF is monitoring the changes.

13.

Ms. Kinney provided an update from Staff Senate. The State Employee Recognition Week commences on September 20th. Ms. Kinney is also the chair of State Staff Senate.

14.

Ms. Kempel (in lieu of Mr. Ferguson) provided an update from Student Government. Ms. Kempel stated that the student government is meeting with college departments and deans. They are also working with the Wellness Center. Green bandana project training is ongoing. They are trying to bring greater visibility to the Hilyard Center.

15.

Mr. Link provided updates from the Office of the Provost. The Higher Learning Commission reaffirmed our accreditation for a ten-year term. We have begun a new academic year with increased student headcount as well as increased credit hour generation. There was a record setting fundraising effort by the UND Alumni Association & Foundation last year with over \$100 million raised. Retention has also increased for first year students. There are many capital projects occurring on campus. We are getting ready to enter a legislative session. The UND priorities already sent to the NDUS system for inclusion. The NDUS Chancellor will be retiring in December 2025.

16.

Ms. Plumm and Ms. Krenelka were in attendance to present on student retention initiatives. Student Disability Resources now reports to Student Academic Success and Career Engagement. Utilization of this service has increased from Spring 2022 to Spring 2024 by 117 students. Retention has increased over the last few years, but to help continue this increase SASCE would like to build relationships between advisors and faculty. There is also a plan to increase student experiential learning via internships/co-ops as well as undergraduate research with faculty members. TTaDA works with SDR to ensure we make learning resources tailored to the accommodation required. UND is transitioning to Blackboard ULTRA, which is more user-friendly. TTaDA is working on increasing flexibility and engagement in learning. SPEA is a flexible delivery method. TTaDA is promoting Universal Design for learning to benefit everyone and meet diverse needs.

17.

The twenty minute question and answer period opened at 4:49 p.m. Ms. Anderson asked about processes for synchronous online courses and students experiencing a medical emergency. Ms. Plumm is going to research an answer. Mr. Pokornowski discussed contacting UND PD. Ms. Alberts inquired about Blackboard Ultra and if there is a university committee to decide about UND customizations. Ms. Krenelka stated the NDUS timeline to roll out the conversion to ULTRA is by fall 2025. Ms. Legerski asked about providing access to COVID tests as students are reporting symptoms. Mr. Link stated he is not aware of any discussion, but will bring it to the president's executive committee. Mr. Pokornowski stated students can visit Student Health Services. Mr. Clark stated that he has solicited feedback to the University Senate Online and Distance Education committee. Mr. Link added that the policy changes at the system level include series 605 policies revisions. The question and answer period concluded at 5:01 p.m.

18.

There were no matters arising presented.

19.

The meeting adjourned at 5:01 p.m.

Scott Correll, Secretary  
University Senate

## Standing Rules of the University of North Dakota Senate

1. The University of North Dakota Senate meets regularly on the first Thursday of each month from September to May. Meetings begin at 3:30 p.m. and adjourn not later than 5:00 p.m.

2. ~~The meeting room is determined by the Executive Committee of the Senate. Normally Senators sit in the front half of the room.~~ Each year, the meeting room, physical or virtual, is determined by the Senate Executive Committee. If the meeting is set up to be in a virtual space, technology support and instructions should be distributed to all Senate members at least one week prior to the meeting date. The University Senate members should receive individualized speakers' link to join the meeting, while public access/link will be posted on the University Senate website.

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3. Visitors may occupy seats not reserved for Senate members; when all seats in the visitors' area are occupied, no other visitors will be admitted. Electronic recording of Senate meetings, either by audio or video means, is permitted; however, such recording and the positioning of equipment and personnel shall not interfere with the scheduled business of the Senate. The presiding officer of the Senate is empowered to relocate such recording equipment or personnel in order to facilitate the business of the Senate.

4. Visitors may speak with the consent of the Senate membership.

5. No member shall speak for more than two consecutive minutes, except by a majority vote of the Senate.

6. Minutes of Senate meetings shall be distributed to Senate members.

7. Notices and agendas of Senate meetings shall be linked in the *University Letter* (or comparable campus-wide communication) and/or the University Senate web page. Minutes of each Senate meeting, including a list of those present and absent will be posted on the University Senate web page. The Senate will publish attendance records at the end of each semester, both a summary by categories (ex-officio, elected council members, student) and individual statistics.

8. Items on the agenda shall be identified with the name of the person who either reports it to the Registrar or who will present it to the Senate. Reports of university committees may be presented to the Senate by committee chairs who are not members of the Senate.

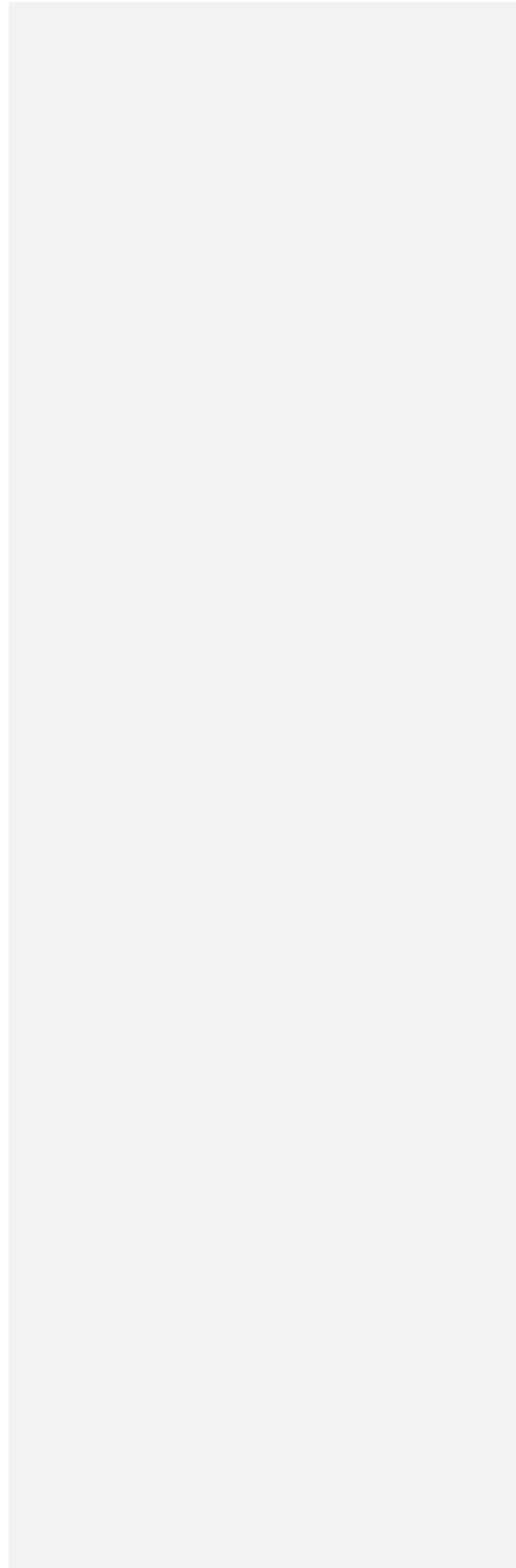
9. Agenda items brought for Senate action shall be divided into three separate "calendars."

a. Senate calendar: items reported to the Senate by the Senate Executive Committee, including action taken by the Executive Committee that the Senate must ratify or reverse; announcements; review of minutes; and a question period. The question period shall not exceed 20 minutes.

b. Consent calendar: non-controversial items such as committee reports that are read by title and voted upon without debate or discussion. One objection from any member removes the items from the consent calendar.

c. Business calendar: normal action items requiring the attention of the Senate;

debatable.





10. All votes of the Senate are open, public votes.

a. Procedural votes, including votes on motions to receive reports, may proceed without roll call, by voice, hand, or electronic means according to the direction of the chair; the chair shall announce the result of the vote, which shall be recorded in the minutes, unless challenged by a senator prior to the commencement of the next item of business. Upon a challenge, the chair may proceed to a re-vote, or may call a roll call vote.

b. All non-procedural votes shall be roll call votes, with the votes of each member present being made public at the meeting and recorded in the minutes. Voting may be by signed ballot or by other identifiable electronic means. The secretary's announcement of the result shall be the official vote of the Senate on the matter unless challenged by a senator before the next item of business is begun. Roll call votes need not be used when the vote is unanimous or when an individual or a small number of individuals vote in the negative or abstain and are willing to identify themselves and have their votes recorded. If the number is such that the issue is in doubt, or the process becomes cumbersome, the chair may request a roll call vote. Any member may request a roll call vote on any vote taken in the Senate.

c. At the September Senate meeting the Committee on Committees shall present a ballot for the offices of Vice Chair/Chair Elect of the Senate and the Executive Committee member-at-large. Individual senators may submit nominations for these offices to the Committee on Committees prior to the Committee's preparation of the ballot. The Student Senator nominee to the Senate Executive Committee shall be included on the ballot. All nominations will be accepted up to one week prior to the September meeting of the Senate. Nominations will also be accepted from the floor. The Vice Chair will become the Chair of the Senate beginning with the September meeting. The other newly elected officers will assume their responsibilities immediately after the adjournment of the September University Senate meeting.

d. Each year, prior to the first meeting of the full University Senate of the fall semester, the Senate Executive Committee will establish the voting protocols to be used by the senate on all senate business. These protocols will be distributed to University Senate membership prior to that first meeting.

Approved by the UND Senate, February 5, 1998

Amended: February 5, 2004.

Amended: July 24, 2017

## University Senate Voting Protocols

The following rules ensure a smooth and fair voting process using online polling platforms [e.g., Vevox], safeguarding transparency and efficiency in decision-making during the University Senate meetings.

### Pre-Voting Setup:

All Senate members should ensure they have access to the online polling platform (OPP) prior to the meeting. This includes logging into their accounts and familiarizing themselves with the interface. Members should confirm that their devices (laptops, tablets, smartphones) are fully functional and have stable internet access. Senate members must be properly registered in OPP as eligible voters for each session. Before official voting, a test vote should be conducted to ensure everyone can submit their vote without technical issues.

### Voting Procedure:

The University Senate Chair should announce the start of the voting process, clearly specifying the motion or issue to be voted on. Each vote should have a clearly defined voting window (e.g., 2-5 minutes). OPP will track this and close the vote automatically when the time expires. OPP will display a confirmation message once a vote has been successfully submitted. Senate members should verify that their votes have been registered.

### Counting and Results:

OPP will automatically count the votes once the voting window closes. After the vote, OPP will display the results in an aggregated format (e.g., total yes/no/abstentions) on screen for all members to view. For votes with narrow margins, the Chair may request a review of the results before moving to the next item of business.

### Post-Vote Documentation:

The Secretary of the University Senate or a designated individual should save the vote results and document them in the meeting minutes. All votes in OPP are identifiable by voters' first and last name. OPP voting results should be archived for future reference, in accordance with the university policies on meeting records. All votes of the Senate members are open, public votes.

### Technical Issues:

If a University Senate member experiences difficulties during voting, they must immediately notify the Senate Secretary or a designated IT support person. Extending voting time may be necessary to address the immediate technical issue. Votes submitted via online meeting chat or email will be considered invalid votes. Duplicate submissions will be handled by OPP, which prevents multiple votes from a single user. All Senate members reserve the right to abstain from the decisive vote (e.g., yes or no); however, the choice to abstain should be submitted via OPP during the voting process.

### Security and Integrity:

Only registered and authorized Senate members can access the voting session on OPP.

## Senate University Assessment Committee

### Annual Report for Academic Year 2023-2024

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.

Committee members for the 2023-2024 academic year included:

- Frank Bowman (CEM)
- Heather Terrell (A&S)
- Karina Knutson (VPAA)
- Roberto de Magalhaes (NCoBPA)
- Amber Adgerson (Grad designee)
- Donna Pearson (EHD)
- Karyn Plumm (ES)
- Alex Pokornowski (VPSA)
- Shane Schellpfeffer (VPAA)
- Makoto Tsuchiya (SMHS), UAC Chair
- Shanna Urban (CNPD)
- Andy Leonard (JDOSAS)
- Kristian Herman (student)
- Sami Price (student)
- Ireland Hanson (admin)

The committee met monthly during the academic year and focused their work on the following projects: updated the University Assessment Committee Charge, update the Review Rubric used by committee members when reviewing submitted assessment reports, and implement a new assessment software submission system.

#### UAC Charge

The new UAC Charge was approved and distributed to University Senate with the following purpose, functions, and responsibilities:

**Purpose:** The Senate University Assessment Committee collaborates with the Office of Institutional Effectiveness & Accreditation as champions of the assessment of student learning at UND. This is done by supporting, guiding, and encouraging faculty and staff to utilize good practices, processes, and methodologies for assessment.

**Functions and Responsibilities:**

1. Serve as an advisory group to the Office of Institutional Effectiveness & Accreditation

2. Serve as the liaison between the college and UAC regarding the assessment of student learning
3. Provide assessment-related expertise and support to college, as needed
4. Review assigned curricular and co-curricular assessment reports, provide feedback and suggestions for improvement, using a shared rubric
5. Identify and facilitate development and training on key issues in assessment practice
6. Review and discuss results of assessments administered by the Office of Institutional Effectiveness & Accreditation

### New Assessment Software

A new assessment software by Watermark was deployed for 2023-2024 academic year after a year of development and training. The new software was used to collect annual programmatic assessment reports and the narratives for the Academic Program Reviews. Karina Knutson, Assessment/Accreditation Specialist of the Institutional Effectiveness & Accreditation office, provided software training. The software's superior workflow as well as Karina's training made the process smooth both in the information entry by each academic program and by the reviews conducted by the Assessment Committee members.

### Review of Assessment Reports

The University Assessment Committee members conducted reviews of annual assessment reports for all bachelor's degree programs as well as certificate programs during Fall 2023. Since the Assessment Committee targeted the reviews of ALL annual assessment reports of undergraduate programs for 2023-2024 academic year, the annual assessment reports of 92 bachelor's degree programs as well as 35 certificate programs were reviewed using the new peer review rubric developed by the Assessment Committee during the 2022-2023 academic year. Each Assessment Committee member reviewed 12 to 13 annual assessment reports, and the results were reviewed by the Office of Institutional Effectiveness & Accreditation. During Spring 2024, the reviews with discrepancies between the Assessment Committee members and the Office of Institutional Effectiveness & Accreditation were discussed by all Assessment committee members to ensure accuracy and fairness. Annual reports of graduate programs will be reviewed every other year, and 2024-2025 will be the year that they will go through reviews.

### Assessment Report Results

Results of the Academic Year 202-2024 were compiled by Shane Schellpfeffer, Director of Institutional Effectiveness & Accreditation. Among all the undergraduate degree and certificate programs (total = 117), 50 were assessed as exemplary, 58 were determined acceptable and nine were determined as developing toward assessment learning outcomes. All but 15 programs have clearly identified action plans for program improvement. All but eight programs' results were deemed either acceptable (83) or exemplary (23).

### Peer Review Rubric

The new peer review rubric developed in the previous academic year was vastly useful in assessing academic programs during 2023-2024 program assessment reviews. It was descriptive and specific to how the program can improve. The peer review rubric was modified after the initial round of 2023-24 annual reviews by the UAC members to better accommodate program differences so that the assessment is fair and accurate.

### Higher Learning Commission (ALC) accreditation team visit

The Assessment Committee participated in a meeting with the HLC accreditation visiting team to discuss its effort in program assessment. In addition to the committee's meeting with the team, the Assessment Committee Chair met with the accreditation team regarding Criterion 4 (Teaching and Learning: Evaluation and Improvement) and Criterion 5 (Institutional Effectiveness, Resources and Planning).

### Other Projects

As a future project, the Assessment Committee will benefit greatly from a guide to provide information on the functions of the University Assessment Committee. Beyond making the meeting minutes and annual reports available via Microsoft Teams, it would assist the new UAC members to be oriented effectively and quickly.

**University Senate Curriculum Committee Report  
October 2024**

**I New Course**

- BIOL 493 : Instructional Experience in Biology
- BIOL 497 : Internship
- CSD 496 : Therapy Abroad
- FS 498 : Courtroom Proceedings and Testimony for Forensic Scientists

**II Course Inactivation**

- PT 604 : Gross Anatomy Lab I
- PT 606 : Gross Anatomy Lab II

**Senate Approval is not required for the following report items**

**I Program Changes**

- KIN-UGMINOR : Minor in Coaching
- N&D-MS : Master of Science in Nutrition
- NURS-DNP : Doctor of Nursing Practice (DNP)
- NURS-DNP : Post-Baccalaureate Doctor of Nursing Practice (DNP)
- PSYC-BA : BA with Major in Psychology
- PSYC-UGCERT: Undergraduate Certificate in Behavioral Health
- PT-DPT : Doctor of Physical Therapy
- T&L-UGMINOR : Minor in Special Education

**II Course Changes: Undergraduate**

- ACCT 200 : Elements of Accounting I
- ACCT 201 : Elements of Accounting II
- ACCT 300 : Advanced Spreadsheet Applications
- ACCT 417 : Service Learning in Accounting with VITA
- ANTH 171 : Introduction to Cultural Anthropology
- ANTH 172 : Introduction to Archaeology
- ANTH 270 : Introduction to Forensic Anthropology
- ANTH 350 : Cultural Experience: Ethnography
- ANTH 360 : Environmental Change & Culture
- ANTH 376 : The Aztec, Maya and Inca
- ANTH 480 : Senior Seminar
- BME 180 : Biomedical Engineering Innovation-Based Learning I
- CE 432/CE 532 : Environmental Engineering Design
- GEOG 121 : Global Physical Environment
- ISBC (ISBA) 431 : Database Administration and Optimization
- ISBC 499 (ISBA 499): Special Topics

- T&L 413 : Assessing and Correcting Reading Difficulties
- T&L 444 : Assessing and Correcting Mathematics Difficulties

### **III Course Changes: Graduate**

- ART 501 : Sculpture
- ART 520 : Painting
- ART 530 : Drawing
- ART 540 : Printmaking
- ART 550 : Ceramics
- ART 560 : Metalsmithing: Jewelry and Small Sculpture
- ART 570 : Photography
- ART 573 : Graphic Design

**University of North Dakota  
Essential Studies Program**

**GUIDELINES FOR ESSENTIAL STUDIES TRANSFER**

**“Essential Studies” is UND’s undergraduate program in general education.**

The University of North Dakota welcomes transfer students and accepts credits awarded by regionally accredited institutions. Specific questions or inquiries not addressed by the Guidelines can be addressed to:

**Registrar’s Office**  
[christina.fargo@und.edu](mailto:christina.fargo@und.edu)  
701.777.2148 or 777-2711  
Twamley Hall 201 (Stop 8382)

Additional information about UND’s Essential Studies program can be found at the ES website:

<http://und.edu/academics/essential-studies/>

This document was initially approved by the Essential Studies Committee on: April 1, 2011. It was revised and approved by the Essential Studies Committee in 2015. The current version was revised and approved by the Essential Studies Committee in September, 2024.

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### UND Essential Studies Program

#### 2024 GUIDELINES FOR ESSENTIAL STUDIES COURSE TRANSFER (G.U.E.S.T.)

This document describes how courses taken at other institutions align with UND’s Essential Studies (ES) program requirements for both Breadth of Knowledge (BoK) requirements and Special Emphasis (SE) requirements. It is intended to help with course transfer into the ES program.

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Students under Essential Studies. The ES program applies to all first-year students who entered UND in Fall 2008, or later, and for all transfer students who entered UND in Fall 2009, or later. Updated requirements in the Special Emphasis categories of Diversity of Human Experience and Analyzing Worldview apply to all students who begin at UND in Fall 2020 or later. The Digital Information Literacy Special Emphasis requirement applies to all first-year students who enter UND in Fall 2024 or later and to all transfer students who enter UND in Fall 2025 or later.

Transfer Agreements. Some transfer credit decisions are determined by the North Dakota University Systems’ (NDUS) “General Education Requirements Transfer Agreement” (GERTA). UND’s BoK categories are the same as the GERTA categories. GERTA is used to facilitate transfer between the 11 institutions in the state public college and university system; it is often used for transfer from the ND tribal colleges and the ND private institutions. In addition to GERTA, NDUS also has a “Common Course Numbering” policy, which applies primarily to courses in general education.

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In addition to the above agreements, the NDUS SBHE Policy 412 includes the following: “Students who have earned an Associate in Arts and/or Associate in Science from an institution accredited by an organization recognized by the United States Department of Education shall be granted credit for having met all lower-division general education requirements. Students may be required to complete other courses, which may fall under a general education category, only if the courses are required as part of the student’s program and were not completed prior to transfer or are part of the receiving institutions upper-division general education requirements.”

Students who have earned an Associate of Arts or Associate of Science from a U.S. regionally or CHEA accredited institution will be considered to have completed the Breadth of Knowledge and Special Emphasis requirements but must still complete the Capstone.

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Students transferring to UND with a completed 4-year baccalaureate degree earned at U.S. regionally or CHEA accredited institution or earned outside of the U.S. but with an equivalency of a United States bachelor’s degree from a regionally accredited institution as designated by trained admissions personnel and/or foreign credentials services of American (FCSA) or member organizations of the national association of credential evaluation services (NACES) or the association of international credit evaluators (AICE) will have all Essential Studies requirements waived.

Transfer Credit for Majors. Requirements for majors and pre-requisites within majors are *not* addressed by this document. Questions about this aspect of transfer should be addressed to the major department.

If the course equivalent at UND and the guidelines are different: When a transfer course receives a UND equivalency that is not an approved ES course but based on GUEST would fulfill ES requirements, the student has the one-time option of having the equivalency removed so the course may be used to fulfill the ES requirement. The student would need to contact the Registrar’s Office with the request to remove the equivalency.

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**Caution Concerning Use of the Guidelines.**

Readers are reminded that the purpose of this document is to provide general guidance that can be used by advisors to provide advice regarding evaluation of course credit for Essential Studies. While students should always check their Academic Advising Report or Degree Map\*, all final decisions are made as part of an official transcript review by the Office of the Registrar. Decisions made by consulting this document will not supersede that review.

\*Each student can access his/her Academic Advising Report through Campus Connection or Degree Planner. The report tells which program requirements in Essential Studies and in the major that the student has completed to date. It also tells which requirements remain to complete. The AAR is a key tool that helps students and their advisers plan their programs of study wisely and efficiently.

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## Checklists for ES Transfer

### Steps to be followed in Addressing Inquiries about ES Transfer Credit

#### Prospective Students

1. Inform the student about the articulation agreements that are available online. If the student's transfer institution is one with whom we have an agreement, they will be able to find that information online.
2. Advise prospective transfer students to contact their college advisor for other questions about transferring. Advise students who have not yet decided on a major to contact the College of Arts & Sciences to inquire about the Bachelor of General Studies degree. Any other questions related to transfer should be directed to the Registrar's Office.

#### Newly Admitted Students

1. All admitted transfer students will have a course-by-course evaluation of their incoming transfer credit. The Office of the Registrar will determine which credits will transfer to UND, including how those credits will be applied toward UND's Essential Studies requirements.
2. The individual college or department determines how the accepted courses may be used toward the student's major.
3. Check the Academic Advising Report or Degree Planner--it will be used to reflect how courses apply toward the student's degree requirements.
4. If a course was not marked as equivalent to a specific UND course, a Breadth of Knowledge or Special Emphasis requirement and the student thinks it should have been, it is the student's responsibility to contact their Academic Core Advisor for review and investigation of the transfer equivalency decision.
5. If a satisfactory decision is not reached through departmental consultation, the student may appeal by petition directly to the Essential Studies Committee. Students and advisors may also contact the Director of Essential Studies for help with petitions.

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#### Currently Enrolled Students

1. All currently enrolled UND students who have taken courses at another institution will have their incoming transfer courses evaluated by the Office of the Registrar. The Office of the Registrar will determine which credits will transfer to UND, including credits to be applied toward UND's Essential Studies Requirements.
2. The individual college or department determines how the accepted courses may be used toward the student's major.
3. The Academic Advising Report or Degree Planner will be used to reflect how courses apply toward a student's degree requirements.
4. If a course was not marked as equivalent to a specific UND course, a Breadth of Knowledge or Special Emphasis requirement and the student thinks it should have been, it is the student's responsibility to contact their advisor for review and investigation of the transfer equivalency decision.
5. If a satisfactory decision is not reached through departmental consultation, the student may appeal, with an ES petition, directly to the Essential Studies Committee. Students and advisors may also contact the Director of Essential Studies for help with petitions.

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**GUIDELINES FOR ESSENTIAL STUDIES TRANSFER:  
BREADTH OF KNOWLEDGE REQUIREMENTS**

Reminder: the following covers courses other than those governed by Common Course Numbers, GERTA, Articulation Agreements, and/or other NDUS policies.

Information below is organized first by Breadth of Knowledge (BoK) area—Communication, Social Sciences, Arts and Humanities, and Math/Science/Technology—and second by department.

NOTE: Guidelines included here may be used to address questions about ES credit. These guidelines do not address course equivalency.

**I. Communication:**

- ✓ TRANSFER CREDIT OK'd for English Composition I: (UND's English 110), College Writing I, College Composition I, Composition I, Freshman Writing.
- ✓ OK for English Composition II (UND's English 130): NDUS English 120 and 125, Research Writing courses, College Writing II, College Composition II, Composition II, Professional/Business and Technical Writing courses, Public Writing courses.
- ✓ NO: Writing courses with a technical program prefix will not normally count toward the ES Communication requirement.
- ✓ NO: Courses in literature will not count toward the BoK requirement in Communication. However, they may count toward the Humanities requirement.
- ✓ OK for Oral Communication: Any 3-credit course that is clearly a public speaking course. E.g., Speech, Introduction to Public Speaking.

*(NOTE: Courses such as "Introduction to Communication," "Mass Communication," and "Interpersonal Communication" do not normally fulfill this requirement because they may be about communication rather than provide students with opportunities to practice and receive feedback on their oral communication skills.)*

**II. Social Science**

American Indian Studies:

- ✓ OK: Introduction to American Indian or Indigenous Studies or courses in Culture or Politics.

*(NOTE: Courses in Art, Religion, History, Languages or Literature fit instead under Humanities.)*

Anthropology:

- ✓ OK: Introduction to Anthropology or course in Cultural Anthropology, Archaeology or Pre-History.

*(NOTE: Courses in Physical Anthropology or Biological Anthropology or Human Origins do not fit here but they may fit under Math/Science/Technology.)*

Economics:

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- ✓ OK: Intro, Micro, Macro, Survey of Economics.

(NOTE: Courses in Statistics will count under Math/Science/Technology).

Gender studies:

- ✓ OK: Any women or gender studies course that contains a social science discipline in the title (e.g., Psychology of Women or Gender Sociology).

Geography:

- ✓ OK: Human, Cultural or Introduction to Geography. Regional Geography courses.

(NOTE: Courses in Physical Geography, Weather or Climate may fit Under Math/Science/Technology.)

Political Science:

- ✓ OK: Any regular academic Political Science course.
- ✓ NO: experiential courses or work in political science, e.g., student government.

Psychology:

- ✓ OK: Introduction to Psychology, General Psychology, Developmental (e.g., Child Psychology, Adolescent), Abnormal, Personality, Cognitive, Social, Sport, Forensic, Positive, Learning, Educational, or other sub-field area in Psychology
- (NOTE: Statistics courses count under Math/Science/Technology; "Self-Help" courses do not apply to ES but would transfer in as elective credits.)

Sociology:

- ✓ OK: Introduction to Sociology, General Sociology, and most other Sociology courses.

(NOTE: Statistics courses count under Math/Science/Technology; Self-Help courses or 100 or 200-level courses on marriage or family normally do not apply to ES but would transfer in as elective credits.)

Social Science:

- ✓ OK: Introduction to Social Sciences.

III. Fine Arts:

- ✓ OK: Any course in Art, Music or Theatre.
- ✓ OK: Creative Writing.

IV. Humanities:

American Indian Studies:

- ✓ OK: Courses in History, Languages, Literature, Religion.

English:

- ✓ OK: Any literature course. Examples include: Courses with phrase "literature" or "literary" in the title (e.g., "Literary Analysis," or "Introduction to Literature"). Also, Poetry, Short Story, Fiction, Novel, Drama, or "Introduction to" any of these. American or British "survey" or "authors." Courses that explore various kinds of "writers" or "writing" (e.g., American, Native American, African American, Minnesota, Midwestern, Women, Twentieth Century).
- ✓ (Note: Creative Writing counts under Fine Arts).

Gender studies:

- ✓ OK: Any women or gender studies course that contains a humanities discipline in the title (e.g., History of Women or Gender Philosophy).

History:

- ✓ OK: Any regular academic History course.

**Deleted:** Indian Studies:†  
 OK: Introduction to Indian Studies or courses in Culture or Politics.†  
 †  
 (NOTE: Courses in Art, Religion, History, Languages or Literature fit instead under Humanities.)

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Humanities course:

OK: Any regular academic introductory or survey course in Humanities, e.g., Intro to Humanities, Humanities Survey, Humanities I, Humanities plus an era (e.g., Humanities: Greek and Roman).

Languages:

OK: Any regular academic world language, including American Sign Language, or indigenous language course.

Philosophy:

OK: Any regular academic Philosophy course with a Philosophy prefix.

Religion:

OK: Any course from public colleges and universities.  
OK: Any course from private colleges without religious affiliation.  
(NOTE: Courses from colleges with a religious affiliation must be reviewed by the Philosophy & Religious Studies department for ES applicability).

Art/Music/Theatre:

Art/Music/Theatre courses in appreciation, history, or literature will count toward the BOK requirement in Fine Arts. However, students may request to use these courses to count toward the BOK requirement in Humanities instead (cannot count "both ways"). Students or advisors should contact the Registrar's Office if they want to make such a request.

V. Math/Science/Technology:

Special Note about Laboratory courses: To fulfill the Lab Science portion of the MST requirement, the classes approved below must be at least 4 semester credits (or 3+1) and include a lab (see section on Notes for information on fractional credit, p.13). The lecture and lab must be for the same course, e.g., General Biology 3 credits + General Biology Lab 1 credit.

Anthropology:

OK: Physical Anthropology, Biological Anthropology or Human Origins.

(NOTE: Other Anthropology courses may fit under Social Sciences.)

Biology:

OK: Standard Biology courses, e.g., Introduction to Biology, General Biology, Principles of Biology, Concepts of Biology, Environmental Biology, General Ecology, Microbiology.  
OK for Lab: General Biology, Concepts of Biology, Human Biology, Anatomy & Physiology, Biochemistry, Microbiology. (See also Special Note above about Labs)

Deleted: American Indian Studies:¶  
OK: Courses in History, Languages, Literature, Religion.¶

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Deleted: (NOTE: American Sign Language is not accepted as Humanities for UND and transfer courses.)¶

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## Chemistry:

- ✓ OK: Standard courses in general Chemistry, e.g., Preparatory Chemistry, Introduction to Chemistry, Introduction to General Chemistry, Fundamentals of Chemistry, Aspects of Chemistry, General Chemistry, Principles of Chemistry.
- ✓ OK: standard courses in Organic Chemistry, Inorganic Chemistry, Biochemistry.
- ✓ OK for Lab: General Chemistry, Chemistry for Non-Science Majors. (*See also Special Note about Labs*)

## Geography:

- ✓ OK: Physical Geography, Weather and Climate, Earth Science.
- ✓ OK for Lab: Physical Geography, Earth Science. (*Note: see also Special Note about Labs*)

(*NOTE: Introductory courses, such as "Introduction to Geography," fit under Social Sciences.*)

## Geology:

- ✓ OK: Introduction to Geology, Physical, Historical, Environmental.
- ✓ OK for Lab: Introduction to Geology, Physical, Historical. (*See also Special Note about Labs*)

## Meteorology/Atmospheric Science:

- ✓ OK: Introduction to Meteorology, Introduction to Atmospheric Science.
- ✓ OK for Lab: Introduction to Meteorology. (*See also Special Note about Labs*)

## Nutrition:

- ✓ OK: Introduction to Nutrition.

## Physics:

- ✓ OK: Introduction to Physics, College Physics, Engineering Physics, Astronomy, Physics for Non-Science majors.
- ✓ OK for Lab: All of the above. (*See also Special Note about Labs*)

## Physiology and/or Anatomy:

- ✓ OK: Any standard Anatomy or Physiology or combined Anatomy & Physiology course.
- ✓ OK for Lab: Any of the above. (*See also Special Note about Labs*)

## Mathematics:

- ✓ OK: College Algebra, Trigonometry, Pre-Calculus, Survey of Calculus, Applied Calculus, Calculus.
- ✓ MAYBE: Courses with titles like "Math for Liberal Arts" will be evaluated individually, normally by UND's Department of Math. Check with the Registrar's Office first.

(*NOTE: Courses that are a pre-requisite for College Algebra do not count, nor do Math courses geared specifically for a vocational program.*)

## Computer Science:

- ✓ OK: Introduction to Computers, Introduction to Computer Science.
- (*NOTE: Data entry courses, programming language courses, and computer courses with a technical program prefix do not normally apply to ES but would transfer in as elective credits.*)

## Statistics:

- ✓ OK: Any course labeled Statistics under Business, Economics, Mathematics, Statistics, Psychology, Sociology, or similar programs.
- (*NOTE: Statistics courses within a technical or vocational program normally do not apply to ES but would transfer in as elective credits.*)

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***REMINDER: An official transcript review must be completed before any credit decision can be considered as final. Also remember that this document addresses ES applicability, not transfer equivalence.***

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**GUIDELINES FOR ESSENTIAL STUDIES TRANSFER:  
SPECIAL EMPHASIS REQUIREMENTS**

*NOTE: Guidelines included here may be used to address questions about ES credit.  
These guidelines do not address course equivalency.*

**I. Quantitative Reasoning:**

Mathematics:

- ✓ OK: College Algebra, Trigonometry, Applied Calculus, Survey of Calculus, Finite Math, Calculus, Differential Equations, Statistics.
- ✓ MAYBE: Courses with titles such as "Math for Liberal Arts" will be evaluated individually, normally by UND's Department of Math. Check with the Registrar's Office first.

Sciences:

- ✓ OK: any regular academic course in general Chemistry.
- ✓ OK: Physics, Atmospheric Sciences (Meteorology).
- ✓ OK: Geography courses in Global Physical Environment or Global Climate
- ✓ NO: Organic Chemistry, Inorganic Chemistry, Biochemistry.

Statistics:

- ✓ OK: Any course labeled Statistics under Business, Economics, Mathematics, Statistics, Psychology, Sociology, or similar disciplines.

**HH. Global Diversity:**

Anthropology:

OK: Course in Cultural Anthropology, Archaeology or Pre-History

Geography:

- ✓ OK: World Regional Geography, Cultural Geography, Human Geography.
- ✓ OK: Regional Geography courses other than North America.

History:

- ✓ OK: History of a single country or region outside the United States.
- ✓ OK: History of World Civilization I or II, Western Civilization I or II.

Philosophy/Religion:

- ✓ OK: World Religions, Asian Philosophy or Religion Courses, such as Hinduism, Buddhism, and Islam.

World Languages

- ✓ OK: Any second language courses

Other:

- ✓ OK: Courses in an academic discipline about a country or region or culture outside the United States (e.g., World Music, Art of Asia, International Literature, Comparative International Politics, World Food Patterns, Global Health)
- ✓ OK: Courses in Women Studies and Gender Studies

**HHH. United States Diversity:**

- ✓ OK: American Indian Studies courses that fit under BQK categories Social Sciences or Humanities.

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Foreign Languages¶

OK: Any second language courses¶

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- ✓ OK: Courses, although housed in various departments, which fulfill a similar diversity requirement at the home school, e.g., Multicultural Education, Diversity in American Society, Race in America.
- ✓ OK: Courses dealing with specific identities and minority groups in the United States, e.g., Black American Writers, Latino Culture, LGBTQ+ Communities.

**IV The Diversity of Human Experience: – beginning Fall 2020**

- ✓ OK: Courses in an academic discipline about a specific country or region or culture (e.g., World Music, Art of Asia, International Literature, Comparative International Politics, World Food Patterns, Global Health, LGBTQ+ Studies, Women or Gender Studies courses, or any discipline-specific course focused entirely on culture or diversity).
- ✓ OK: Any study abroad credit earned would satisfy this requirement.
- ✓ OK: Any transferred world language acquisition course (whether that language is taught at UND or not) would fulfill this requirement.

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**V Analyzing Worldview – beginning Fall 2020**

- ✓ OK: Courses in an academic discipline at the 200 level or above that contains *Multi- or Inter-cultural* in the title or are deemed equivalent to the courses on the Analyzing Worldview list would fulfill this requirement.

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**VI. Advanced Communication:**

- ✓ OK: Advanced Composition (i.e., college composition courses beyond Composition II).

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**VII. Digital Information Literacy – beginning Fall 2024**

- ✓ OK: Courses listed on NDUS Digital Literacy Transfer matrix satisfy the requirement
- ✓ OK: Courses with *Digital Literacy* in the title would meet this requirement
- ✓ OK: Courses deemed equivalent to the courses on the Digital Information Literacy list would fulfill this requirement.

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**CAPSTONE REQUIREMENTS**

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**I. Capstone Courses for Essential Studies**

- ✓ OK: Courses equivalent to any approved ES Capstone course at UND

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*(Note on “C” courses: Most students will find that their departments have developed “C” courses in their majors. Students in majors that do not have a “C” course should be advised to take a “C” course that is open to all students.)*

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Notes

Applying to special transfer issues not addressed in the previous sections.

1. North Dakota University System (NDUS) and Essential Studies transfer.

- GERTA (NDUS policy: General Education Requirements Transfer Agreement). All GERTA courses will apply to Breadth of Knowledge ES requirements.
- Common course numbers. All NDUS courses that have CCNs with UND courses will fulfill both Breadth of Knowledge (BoK) and Special Emphasis (SE) requirements in the same ways that UND courses do.
- Oral Communication. Courses in GERTA under ND: COMM will fulfill the Comm 110 requirement, as will similar Public Speaking courses.

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2. Other Articulation Agreements. All courses from schools with which we have articulation agreements will fulfill the BoK and SE requirements according to the existing agreement. If an articulation agreement has not yet been updated, the student should contact the Office of the Registrar.

3. Transfer Credit By Examination or Test.

- Credits earned through AP, CLEP, IB, and DSST will fulfill Breadth of Knowledge requirements. They will NOT fulfill any Special Emphasis requirements. This will apply to all students, whether from North Dakota or elsewhere.
- In accordance with UND policy and practice, credits earned through UND Challenge Exams and Language Placement and Credit Exams will fulfill Breadth of Knowledge requirements only. They will NOT fulfill any Special Emphasis requirements.
- Lateral world language credits earned will satisfy both Breadth of Knowledge and Special Emphasis requirements.
- Placement Exams taken for placement only (not for credit) do NOT fulfill any Breadth of Knowledge or Special Emphasis requirements.

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4. ACT Scores and Essential Studies Transfer

- English ACT of 27 or above will waive the English 110 requirement for Essential Studies or the old GER. Note: the effect of this waiver is that the student needs to complete 6 of the 9 credits in the BoK Communication category (e.g., English 130 + Communication 110). However, the student is still required to complete at least 120 credits for graduation.
- Math ACT does not waive an Essential Studies requirement. It only counts as a pre-requisite for the next level.

5. Study Abroad Credit. If possible, students planning to study abroad should get prior approval of their planned work and how it will transfer. Arrangements are best made in advance if a student wants to earn ES credit for an international learning experience. Contact the International Programs Office for more information. For major requirements, see the faculty advisor in the department or college. The Study Abroad paperwork can be obtained from the International Programs Office.

NOTE: UND does not grant credit for study abroad based solely on the experience of living in a foreign country. We require that, for ES credit, the experience must be a) a learning experience, b) guided or directed by a qualified instructor, c) designed so the student reflects seriously on the learning they have gained from the experience, and d) the student's experience and reflection is assessed by the instructor.

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6. **Fractional Transfer Credit.** The following guidelines show how ES credit is judged when a student inquires about transferring coursework that carries fewer credits than the UND equivalent. This most often occurs when transfer is from institutions with a quarter system.

**Lab Sciences**

- ✓ OK: Two quarters (2 2/3 + 2 2/3) of lab sciences--either same or different sciences.
- ✓ OK: A 3 1/3 credit lab science (5 quarter hours). Note: 9 credits Lab Sciences total still needed.
- ✓ OK: A 3-credit lab science course. Note: 9 credits total still needed.
- ✓ NO: A 2 2/3 credit (4 quarter hours) lab science.

**Speech**

- ✓ OK: A 2 2/3 credit (4 quarter hours) speech course.
  - ✓ OK: 2-credit speech course.
- Note: at least 8 credits total of English Composition plus Speech are still needed as minimum under Communication.*

**English Composition**

- ✓ OK: for these combinations of fractional credits for Comp I & Comp II: 3 + 2 2/3. Or, 2 2/3 + 2 2/3. Or, 3 + 2.
- NO: 2 + 2.

*Note: as for Speech above, at least 8 credits total of English Composition plus Speech are still needed as minimum under Communication.*

**Fine Arts**

- ✓ OK: A 2 2/3 credit fine arts course.
- ✓ OK: A 2-credit fine arts course.
- ✓ OK: Three 1-credit fine arts courses. Maximum of 3 both for transfer and UND.
- ✓ OK: Two 1-credit fine arts courses--both for transfer and UND.

**Special Emphasis Requirements:**

- ✓ OK: 2 2/3 credits but still requiring 9 credits total in each: A&H, SS, and Math/Science/Tech
- NO: 2 credits or fewer. The ES Committee will consider petitions for 2.0 credits if the coursework can be shown that it met the UND criteria for Special Emphasis learning outcomes and learning experiences.

7. **Dean's Waivers:** Under Essential Studies, academic deans may approve a reduction of up to 1 credit in *one* of the following Breadth of Knowledge categories: Communication, Arts & Humanities, or Social Sciences. However, deans may not approve a reduction in the 9 credits of Math/Science/Technology. Dean's waivers also do not apply to Special Emphasis or Capstone requirements.

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### How G.U.E.S.T. Was Developed and Approved.

The initial version of the guidelines was developed by an ad hoc Essential Studies transfer group in Fall 2010. This version is also a revision of the first ES transfer guidelines (2009), which were developed as part of UND's implementation of Essential Studies, and which replaced the former transfer document for the old program (Guidelines on Transfer for the General Education Requirements, 1993).

Each version of GUEST is approved by the Essential Studies Committee (ESC). Future versions will be reviewed and revised every other year. The ESC will be responsible for the biennial review and revision.

#### Members of the 2010 Ad hoc ES Transfer Group:

Suzanne Anderson, Registrar  
 Lisa Burger, Director, Student Success Center  
 Mary Coleman, Past Chair, Essential Studies Committee  
 Christina Fargo, Assistant Registrar  
 Sherrie Fleshman, Chair, Essential Studies Committee  
 Adam Kitzes, Essential Studies Committee  
 Steve Light, Associate Provost for Undergraduate Education  
 Jennifer Manzke, Manager of Non-Articulated Transfer/Registrar's Office  
 Tom Rand, Associate Dean, Arts & Sciences  
 Lori Robison, Essential Studies Committee  
 Tom Steen, Director of Essential Studies

The Guidelines were revised in 2015, and they were approved by the ES Committee on May 12, 2015.

#### Members of the 2015 GUEST Team:

Lisa Burger, Student Affairs/Student Success Center  
 Marlys Escobar Nursing & Professional Disciplines  
 Christina Fargo, Assistant Registrar  
 Brett Goodwin, Biology  
 Adam Kitzes, English  
 Tom Rand, Arts & Sciences  
 Lori Robison, English  
 Tom Steen (editor), Essential Studies

The Guidelines were revised in 2018-19, and they were approved by the ES Committee

#### Members of the 2018 GUEST Team:

Valerie Bauer, CNPD  
 Bailey Bubach, CEM  
 Michael Dodge, JDO  
 Joan Enlow, Registrar's Office  
 Christina Fargo, Registrar's Office  
 Ken Flanagan, EHD  
 Melissa Gjellstad, CAS  
 Kayla Hotvedt, CAS  
 Mark Jendrysik, CoBPA  
 Brad Reissig, CAS  
 Brooke Solberg, SMHS

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Clement Tang, CEM  
Ryan Zerr, Essential Studies

The Guidelines were revised in 2019 and approved by the ES Committee

Members of the 2019 GUEST Team:  
Michael Dodge, CEM  
Joan Enlow, Registrar's Office  
Christina Fargo, Registrar's Office  
Brooke Solberg, SMHS  
Karyn Plumm, Essential Studies

The Guidelines were revised in 2021 and approved by the ES Committee

Members of the 2021 GUEST Team:  
Brooke Solberg, SMHS  
Donovan Widmer, CAS  
Joan Enlow, Registrar's Office  
Christina Fargo, Registrar's Office  
Karyn Plumm, Essential Studies

The Guidelines were revised in 2024 and approved by the ES Committee

Members of the 2024 GUEST Team:  
Gary Ullrich, JDO  
Nicole Derenne, CAS  
Christina Fargo, Registrar's Office  
Joan Enlow, Registrar's Office  
Scott Correll, Registrar's Office  
Karyn Plumm, Essential Studies

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**[attachment to the USenate Chair’s Update Item on the USenate Agenda  
10/03/2024]**

**The Robert O. and Marcia B. Kelley Award for Excellence in Collaborative  
Governance**

The *Robert O. and Marcia B. Kelley Award for Excellence in Collaborative Governance* is to honor and recognize up to three individuals annually: one each from among faculty, staff and students. The award is in recognition of outstanding contributions to the advancement of shared governance through demonstrated leadership efforts in collaborative practice. Through collaborative governance, administration, faculty, staff, and students engage in a cooperative effort to fulfill the mission and vision of the institution.

To be considered for this award, an individual must have significantly advanced the culture, principles or practices of collaborative governance. Such advancement will be demonstrated by successful and/or sustained governance-related campus activity. This activity should have, or have promise of, lasting positive value that includes significant shared leadership and decision-making consistent with principles and priorities articulated in the UND strategic plan.

Awardees will be determined by the UND LEADS Implementation Team based upon nominations forwarded by the Student Body President, the Staff Senate President, and the Chair of the University Senate, respectively, based on consultations they have with the collaborative governance bodies which they lead and through outreach to the constituencies which they represent. Annually, there may be up to three student nominees forwarded by the Student Body President, three staff nominees forwarded by the Staff Senate President, and three faculty nominees forwarded by the Chair of the University Senate.

For each nominee there must be a brief letter of nomination which articulates the reasons for their nomination, ideally speaking to specific contributions the individual has made to advancing UND’s mission and vision through efforts that demonstrate leadership in collaborative practice. Nominations must be received by the UND LEADS Implementation Team no later than November 29. Award winners will be recognized as part of the annual Founders Day banquet.

**Process and deadlines for nomination of faculty in AY 2024-2025:**

Call for nomination for The Robert O. and Marcia B. Kelley Award for Excellence in Collaborative Governance is announced at the University Senate Meeting on **October 3, 2024**.

By **October 24, 2024**, the University Council faculty members can recommend a colleague, or self-recommend, to the Senate Executive Committee (SEC) using the Qualtrics link [to be added].

On **October 25, 2024**, the University Senate Chair will contact potential nominees to confirm whether they accept their nominations. If they accept, SEC will follow these steps in the process:

1. The nominator(s) must submit a nomination pack via email to the University Senate Chair by **November 14, 2024**:
  - a. A brief letter of nomination.
  - b. Letters of support from other faculty are strongly encouraged.
  - c. A current curriculum vitae of the nominee must accompany the nomination.
2. The Senate Executive Committee review all nominations and select up to three nominations at the SEC meeting on **November 21, 2024**.
3. The University Senate Chair submits nominations for up to three finalists to the UND LEADS Implementation Team on/by **November 29, 2024**.



# Overview: Accessibility of Web Information and Services of State and Local Government Entities

Submitted by Beth Valintine (Equity Compliant & Education Manager, Deputy ADA Coordinator, Equal Opportunity & Title IX)

## Background and Summary

In April 2024, the Department of Justice issued a new rule updating its regulations for Title II of the Americans with Disabilities Act (ADA). Title II covers public entities, including state colleges and universities. Under Title II, UND always had an obligation to provide effective communication in our role as a public entity. The new regulations, which have the force of law, define the technical standard for “effective communication” as compliance with WCAG 2.1 AA standards. Covered content must meet this standard by April 2026.

[WCAG](#), or Web Content Accessibility Guidelines, are technical standards aimed at making websites, apps, electronic documents, and other digital assets accessible to people with a broad range of disabilities, including sensory, intellectual, learning, and physical disabilities.

## Scope

### Public Entities & Title II

The new regulations apply to UND as a public entity serving students and the public. Web content and mobile applications used by students and the public must meet the new guidelines. However, mobile apps and digital content used solely by UND employees do not, as of now, have to meet WCAG 2.1 AA standards.

If a person is both a student and an employee, we should look to which of their roles is predominate in the context in which they will access the mobile apps and/or digital content.

### Web Content and Mobile Apps

Web content is defined as the information and sensory experience communicated to users by means of a user agent such as a web browser or media player. The regulations include:

- Web content that UND makes available directly
- Web content that UND makes available through contractual, licensing, or other arrangements
- Web content accessed through Blackboard and other LMSs
- “Conventional electronic documents,” such as PDFs, word processor file formats, presentation file formats, and spreadsheets, that are accessible through covered websites
- Social media posts

Mobile apps are software applications designed to be downloaded and run on a mobile device, such as a smartphone or tablet. An example would be the My UND app.

## Exceptions

Other than mobile apps and digital content that is used solely by employees, there are five categories of digital content that do not have to meet WCAG 2.1 AA criteria. They are:

1. Preexisting conventional electronic documents no longer in use (e.g. PDF flyers of past events kept for historical purposes)
2. Archived web content, as defined in regulations
3. Content posted by a third party that we are not in a contractual, licensing, or similar type relationship with (e.g. public comments on blogs or a social media page)
4. Conventional electronic documents that are password protected and about a specific individual, their property, or their account
5. Preexisting social media posts

The new rule also incorporates the more general exceptions to ADA provisions, whose applicability is generally determined by the ADA Coordinator or designee. Conformance to WCAG 2.1 AA is not required if it would:

- Result in a fundamental alteration to the program, service, or activity
  - However, compliance with WCAG 2.1 AA is required to the extent that it does not result in a fundamental alteration.
- Result in an undue financial and administrative burden for UND
  - This determination must take into account the entirety of UND’s resources, not just an individual department or division.

## Additional Examples

Required to Meet WCAG 2.1 AA	Exceptions <sup>1</sup>
Active websites on und.edu, undeerc.org, ruralhealth.und.edu, fightinghawks.com, etc.	Archived web content
Social media content created after Apr. 2026	Social media posts made before Apr. 2026
A document relating to a conference in May 2026 posted publicly online. (Includes Word, PowerPoint, Excel, or PDF files)	A document relating to a conference from May 2006
Electronic journals accessed through a UND library for use in a course	Archived content in Scholarly Commons posted before Apr. 2026
Course content posted in Blackboard or other learning management system (LMS)	A tuition bill for an individual student posted in their account as pdf
Online software used by students, such as Campus Connections or any LMS	Software used exclusively by employees, such as Employee Self-Service
Online content relating to public events	Online content with employee-only access
	Web content that cannot meet all WCAG 2.1 AA criteria because doing so would fundamentally alter the service it provides
	Web content that can only be brought into compliance at a cost equal to a substantial part of UND’s operating budget

<sup>1</sup> Note that there may be some situations in which the examples in this column would not qualify as an exception.

**University Information Technology 2024 Update (10/3/24)**

**Submitted by: Madhavi Marasinghe (UND CIO)**

- **UND Network Management**

After two years of needs assessment and cost-benefit analysis in collaboration with CTS, on July 1, 2024, UND executed the contract to outsource the management of the UND local area network from CTS to Apogee. The transition of services will take approximately a year. The new partnership allows UND to reduce its network operational cost by \$13M over 10 years, ensure network hardware and software are refreshed and meet current standards, keep network cost controlled and predictable, have on-site staff to support network services, monitor the network 24/7/365, and rapidly adapt to changing needs of the community.

During the first phase of the transition of services to Apogee, before the start of the semester, Apogee successfully transitioned the network management for ten Residential Hall buildings. To accommodate increased enrollment and the bandwidth needs of our students, the total number of wireless access points in the residential halls was more than doubled from 684 to 1509 at no extra charge to UND. This allows students to connect up to ten devices simultaneously with minimum speeds of 100Mbps download and 25Mbps upload. This is a significant improvement in the student connectivity experience.

Discussions and planning to transition the rest of the academic and administrative buildings are underway.

- **Polling Software – Vevox**

UND currently uses multiple polling platforms (PointSolutions, Top Hat, Mentimeter, to name a few) for students, faculty, and staff to give quizzes, surveys, and polls.

Some of these solutions require students to pay between \$25 and \$35 per semester per software. To possibly alleviate the financial burden on students and to have a single university-supported solution by Fall 2025, please test Vevox to see whether it will meet your needs.

Vevox is an easy-to-use platform that can be used both for academic and business purposes. It allows you:

- Build and deploy polls or surveys
- Host question-and-answer sessions

- Review your response metrics through a data analytics dashboard.

Vevox is a solution that can be used anytime, anywhere, using any device, as it does not require downloads or installations. Vevox also integrates into PowerPoint, MS Teams, Zoom, and Blackboard and is also available in the classroom.

UND users will be provided with the full suite of tools that Vevox offers, again at no charge to you, your department, or your poll/survey participants. Vevox allows for up to 5000 concurrent participants in a given session, so you'll have no trouble ensuring you can reach absolutely everyone in your class, meeting, committee, or conference.

For information, training, and support on Vevox, please take a look at [TTaDA's polling webpage](#) or [UIT's Vevox service page](#).

TTaDA offers Vevox Getting Started training sessions. You can go to [TTaDA's registration portal](#) for training sessions. Please note that you are NOT required to attend a training session before using Vevox.