




## University Senate Agenda

### February 2021 Meeting

TO: Members of the University Senate  
FROM: Liz Legerski, University Senate Chair, 2020-2021  
SUBJECT: February 4 University Senate Meeting  
DATE: January 29, 2021

The February meeting of the University Senate will be held on Thursday, February 4, 2021, from 3:30-5pm via Zoom. Voting members should use the link they will be sent one day prior to the meeting to join the webinar as a panelist. A new account for the University Senate meetings has been created, so please use the new link you will be sent. This email will come from Dan Boese ([dan.boese@und.edu](mailto:dan.boese@und.edu)). Please check your clutter/junk/spam folders if you do not see the invitation in your inbox. A public link for visitors is available on the Senate website and in the University Letter.

- I. Call to Order (Chair Legerski)
- II. **Senate Calendar:**
  - a. Announcements/Chair opening remarks
    - i. Upcoming events to note
      1. Starfish Early Alert Surveys will close on 2/8/2021 12:00 AM CST
      2. NDUS OER Virtual Conference March 2-3 more info at:  
[ndus.edu/oer/](http://ndus.edu/oer/)
    - ii. Reminder re committee annual report deadlines
      1. Due Feb. 18: Administrative Procedures, Intellectual Property, Student Academic Standards
    - iii. Legislative session updates (Jed Shivers, Peter Johnson, others)
    - iv. Council of College Faculties update (Tom Petros)
    - v. Staff Senate update (Megan Wasylow)
    - vi. Student Government update (Matthew Ternus)
    - vii. Provost updates (Debbie Storrs)
  - b. Establish Quorum (Marci Mack, for Secretary Correll)
  - c. Review and approval of December 3, 2020 Senate meeting minutes (see attached)
    - i. Fall Senate Attendance Report is included at end of minutes

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- d. Senate Executive Committee report (Chair Legerski)
    - i. Approved COUN 504 and an early graduation request
    - ii. Voted in support of Essential Studies Assessment proposal & Academic Policies and Admissions passing time proposal for AY 2021-2022 (see below)
    - iii. Discussed new Syllabi software, problems with final exams being held during last week of class, Covid vaccine matters, Online and Distance Education Committee's work
  - e. Question period (20 minutes)

**III. Consent Calendar:**

- a. Faculty Instructional Development Committee Annual Report (see attached)
- b. Academic Policies and Admissions Committee Annual Report (see attached)
- c. Legislative Affairs Committee Annual Report (see attached)
- d. Honorary Degree Committee Annual Report (see attached)

**IV. Business Calendar:**

- a. December Curriculum Committee Report (see attached)
- b. 2021 Honorary Degree Candidate nomination (see attached)
- c. Council of College Faculties Constitution and Bylaws changes (see attached)
- d. Academic Policies and Admissions Committee MWF start times proposal (see attached)
- e. Essential Studies Assessment Proposal (see attached)

V. Matters arising

VI. Adjourn

Minutes of the University Senate Meeting  
December 3, 2020

1.

The December meeting of the University Senate was held at 3:30 p.m. on Thursday, December 3, 2020, via Zoom Conference.

Chair Liz Legerski called the meeting to order at 3:30 pm.

Started with procedural communications and the link that you should receive for panelists (voting members of Senate). Wants to make sure that those people who are voting members, should be voting. Try to use the yes/no feature in the Participants panel.

2.

The following members of the Senate were present:

Alberts, Crystal	Kenville, Kim	Rundquist, Bradley
Armacost, Andrew	Lease, Jered	Saligumba, Amanda
Barkdull, Carenlee	Legerski, Elizabeth	Sauer, Michelle
Cherry, Emily	Liang, Lewis	Schill, Brian
Chu, Qianli	Lim, Howe	Schlenker, Jared
Correll, Scott	Linder, Meloney	Spaeth, Andria
Cowdrey, Hunter	Lindseth, Paul	Storrs, Debbie
Denny, Dawn	Liu, Jun	Stupnisky, Robert
Dodge, Michael	Matz, Adam	Tang, Clement
Doze, Van	Mihelich, John	Ternus, Matthew
Dusenbury, Mark	Millspaugh, Richard	VanLooy, Jeff
Feehery, Davis	Minnotte, Michael	Wahl, Faith
Foster, Nathan	Munski, Doug	Walker, Stephanie
Halgren, Cara	Myers, Brad	Wasylow, Megan
Hand, Laura	Newman, Robert	Wilson, Nick
Henley, Amy	Ng, Lilly	Wise, Richard
Hume, Wendelin	Oancea, Cristina	Xiao, Feng
Iiams, Michele	Olson, Devon	Yang, Wei
Iseminger, Colt	Park, Chan	Yousif, Zeineb
Jendrysik, Mark	Pedersen, Daphne	Zerr, Ryan
Juntunen, Cindy	Rand, Kathryn	Zhao, Julia
Kassow, Benjamin	Reissig, Brad	
Kehn, Andre	Robinson, Sarah	

3.

The following members of the Senate were absent:

Bertsch, Brenna	McGinniss, Michael	Sens, Donald
Cory, Claire	Murphy, Eric	Shivers, Jed
Germolus, Isaiah	Perkins, Dexter	Tande, Brian
Khavanin, Mohammad	Peterson, Karen	Wynne, Joshua
Kostrzewski, Diana	Plowman, Austin	
Light, Steven	Reedy, Kaelan	

4.

1. Liz called the meeting to order and made the following announcement and opening remarks and events to note:

Senate Calendar:

Announcements/Chair Opening remarks

1. Upcoming events to take note of:
  - a. Thank you, Lori Hofland, for your service to the University Senate. We could not do what we do without your service.
  - b. Dec 7 Noon Faculty and Staff Town Hall
  - c. Dec 11 – R&R Day/Last day for students to change to or from S/U Grading
  - d. Dec 15 – 3-4 pm. Managing Stress: Activating the Parasympathetic Nervous System, Presented by Jodi Ramberg, Licensed professional Counselor, University Counseling Center
  - e. December 22 – Grades Due at Noon
  - f. Next Senate Meeting – February 4, 2021
2. Reminder re committee annual report deadlines
  - a. Overdue November 19 – legislative Affairs, Committee on Committee, Compensation, Faculty Instruction Development, Honors, Honorary Degrees, SCOFR
  - b. Due Jan 21: Academic policies and Admissions
3. The Village resources available to faculty and staff (The Village Rep)
4. Diversity, Equity and Inclusion Task Force recommendations (President Armacost, Co-Chairs, Tamba-Kuui Bailey and Cara Halgren)

The co-chairs wanted to express 3 things to Senate: #1 - They wanted to say thanks to everyone for their input and participation. #2 - They are committed to a sustaining committee and that these recommendations will outlive them. #3. They would like to welcome questions regarding the group and the ideas and recommendations.

They gave a summary of the process developed by the committee and the report that was developed by the 27-member committee. Tamba-Kuui talked about the process and outcome of the recommendation. He described how they looked at the charter and the charge of the task force and how they could take the Strategic Goal #5 to the next level.

The 4 Working Groups were discussed:

- 1- UND Review
- 2 - Climate Survey
- 3 - Other Models of diversity, equity and inclusion
- 4 - Best Practices

They felt that they had great representation across all of the groups.

Framework of reconsidering Recommendations. How to educate, organize, resisting and re-envisioning a new paradigm of being at UND.

The Top 10 Prioritized Recommendations were listed:

(If you need them, you could get the list from Tamba-Kuui slide)

## 10 Minute of Questions for Cara and Tamba-Kuui.

the President asked Liz how she felt that the Senate could contribute to the task force activities. She felt that #5 and #6 seem to fit with the Senate duties. #5 is establishing a standing committee for DEI issues. #6 is teaching DEI across the curriculum and how can the Senate Curriculum Committee help support curriculum development.

Bob Newman asked if the President had a sense of a timeline for acting on the recommendations. President Armacost responded on the timeline. He stated that it is now up to the Executive Council to work on which recommendations would come first. He feels that we first need to think about how the diversity statement should look on this campus. We need to look to see what can be worked on immediately and where the next things fit in.

Carleen Barkdull had a question - Is there a conversation about doing a capacity assessment of where current strengths around this work already exist in academic and support units on which we can rapidly build? Cara feels that there is already work being done regarding this and we should try to capitalize on what we already have going on. Cara said that this group is committed to getting started on the work immediately, but they want to make sure that the work is done well, not just fast. Tamba-Kuui stated that it is important to move forward and not just process the steps and how to get it accomplished. He discussed how the faculty handbook talks about diversity, and it is lacking. He feels that Senate can be very involved in the process through the work on the handbook and how they can use the handbook to expand on this group. Cara stated that Tamba-Kuui did the work on writing the report and she wanted to thank him.

5. Council of College Faculties update (Tom Petros)  
The council has not met since the last Senate meeting so there is nothing to report.
6. Staff Senate update (Megan Wasylow)  
The Engagement committee has figured out how to engage staff creatively during COVID – next week we are doing Bingo over Zoom. Also, coffee with Kathy Armacost will be held next week. 31 Days of Glory tickets were sold out this year.
7. Student Government update (Matthew Ternus)  
Student Government met last night and heard from Cara and Tamba-Kuui. They are working with the Counseling Center on a few projects regarding online scheduling. They are also working with facilities regarding recycling. Following up on projects such as free menstrual products on campus.
8. Provost Updates (Debbie Storrs)  
Thanks Senate for supporting the student S/U grading proposal. At this time, we are reporting 260 students grading for 377 classes. It is much lower than expected at this time. Currently we have 61% hybrid and 39 online only courses. We are encouraging faculty to go to UAP website and Starfish alert dashboard to get the data they need. Also, asking faculty to use Starfish as it is a great way to communicate with students.
9. Establish Quorum (Marci Mack, for Secretary Correll)  
We have quorum (85 participants).

10. Review and approval of November 5, 2020 minutes

Are there any changes to the minutes? With no changes, the minutes can be filed without objection with the corrections that have been made.

11. Senate Executive Committee report (chair Legerski)

Met with DEI Task Force Co-chairs, and we have pledged to support this work. The SEC approved 2 applications for early graduation (due to COVID disruption of field work and an emergency hire). There was also discussion regarding an Essential Studies Assessment proposal, which will be shared at the next Senate meeting.

12. Question period (20 Minutes) 4:19 pm

Adam Matz asked about a question that was discussed at the last meeting and we did not complete the discussion. Liz stated it is on our agenda for later.

Jun Liu asked what the purpose was of setting up bylaws in their department and how can they challenge these bylaws. Most likely should work with the chair and if that is not possible, talk with the dean. If there is a majority vote for something, how do you get it passed without full agreement? The example of evaluating collegiality was brought up. Debbie talked about how you should look at the faculty handbook to see what it says about collegiality and how you look at it could be a form of bias. We all have to deal with complex personalities in every place of employment. The faculty handbook should deal with some of these issues without having more relatively clear delineation of issues as far as evaluations go. Debbie more conversations about what does academic freedom mean.

Question period closed at 4:31 pm.

Consent Calendar:

13. Faculty handbook Committee Annual Report.

No questions or changes so the report was filed without objection.

14. University Assessment committee Annual Report

15. Library Committee Annual Report.

Any questions or concerns about any of the 3 annual reports? If no concerns, we can file them without objection.

Thanks to the committees for their reports.

No questions or changes so the report was filed without objection.

Business Calendar:

a. Approval of Dec 2020 degree Candidates

Kim Kenville made a motion to approve our December 2020 degree candidate. Mark Jendrysik seconded the motion. The motion carries (1 abstain)

b. University Curriculum report. Kim Kenville made a motion to approve. Davis Feehery seconded the motion. The motion carries. 62 yes and 3 abstain.

c. Faculty Handbook Course Syllabus Policy proposal (see attached)

Nick Wilson made a motion to approve the policy. Cristina Oancea seconded the motion. Discussion followed.

Where did this policy originally come from? The policy came from a student proposal 2 years ago to extend the RR day to a RR week. That policy was not approved by the U Senate. The faculty had questions about what the students wanted and needed from this policy. Since some faculty don't provide a syllabus, the faculty handbook committee researched what other universities do for a syllabus policy, so the faculty handbook committee put this policy together for flexibility for faculty but standard basic policy for students to have the syllabus. What are the penalties for not doing this? The faculty handbook does not provide for penalties of not following the handbook. This would be addressed by the college/department in their annual review process.

Debbie said it is written to provide flexibly for departments/faculty to just provide basic ideas to assist student in knowing and planning their semesters.

Kim brought up her time on the ad pro committee and how it would be important for students and faculty to have the syllabus to show dates and deadlines for their classes in support of their petitions.

The motion carried – 55 for 4 opposed and 4 abstain.

Matters Arising

The meeting adjourned at 4:49 p.m.

Marci Mack, Acting Secretary  
University Senate

UNIVERSITY OF NORTH DAKOTA  
SENATE MEETING ATTENDANCE RATES\*  
SENATE MEMBERSHIP\*\*, FALL SEMESTER 2020

Ex-Officios	% of Meetings Attended	At-Large Senators	% of Meetings Attended	College Representatives	% of Meetings Attended	Student Representatives	% of Meetings Attended	Staff Representatives	% of Meetings Attended	SUMMARY	% of Meetings Attended
Andrew Armacost	100	Qianli Chu	75	Crystal Alberts	100	Brenna Bertsch	75	Brian Schill	75	Ex-Officios (16)	69
Scott Correll	100	Michael Dodge	50	Carenlee Barkdull	100	Claire Cory	50	Andria Spaeth	100	At-Large Senators (30)	86
Cara Halgren	100	Van Doze	100	Emily Cherry	75	Hunter Cowdrey	50	Megan Wasylow	100	College Reps (24)	86
Amy Henley	75	Mark Dusenbury	75	Dawn Denny	100	Davis Feehery	100			Student Reps (12)	79
Cindy Juntunen	100	Steven Halcrow	75	Laura Hand	100	Nathan Foster	75			Staff Reps (3)	92
Diana Kostrzewski	0	Wendelin Hume	100	Andre Kehn	100	Isaiah Germolus	50			Total Senators (85)	82
Meloney Linder	100	Michele Iiams	100	Kim Kenville	75	Lilly Ng	100				
Paul Lindseth	75	Colt Iseminger	75	Jered Lease	100	Austin Plowman	75				
Mike McGinniss	50	Mark Jendrysik	100	Michael Minnotte	100	Kaelan Reedy	75				
John Mihelich	75	Benjamin Kassow	75	Bradley Myers	100	Amanda Saligumba	100				
Brad Rundquist	75	Mohammad Khavanin	50	Robert Newman	75	Matthew Ternus	100				
Jed Shivers	75	Elizabeth Legerski	100	Matthew Nilles	75	Faith Wahl	100				
Debbie Storrs	100	Lewis Liang	100	Devon Olson	100						
Brian Tande	0	Steve Light	75	Chan Park	100						
Stephanie Walker	75	Howe Lim	100	Dexter Perkins	50						
Joshua Wynne	0	Jun Liu	100	Kathryn Rand	75						
		Adam Matz	100	Brad Reissig	100						
		Richard Millsbaugh	100	Sarah Robinson*	75						
		Doug Munski	100	Michelle Sauer	100						
		Eric Murphy	0	Donald Sens	0						
		Cristina Oancea	100	Robert Stupnisky	100						
		Daphne Pedersen	100	Clement Tang	100						
		Karen Peterson	75	Wei Yang	75						
		Jared Schlenker	100	Zeineb Yousif	100						
		Jeffrey VanLooy	100								
		Nick Wilson	100								
		Richard Wise	100								
		Feng Xiao	50								
		Ryan Zerr	100								
		Julia Zhao	100								
				*term started in October							

\* Percentages based on four official meetings in Fall 2020 (9/3, 10/1, 11/5 and 12/3)

\*\* Official Senate membership is 85

Source: Office of the Registrar (12/4/20)



## **Annual report for the Faculty Instructional Development Committee, 2019-20**

Submitted by Jim Mochoruk, Committee Chair - October 2020

### **Faculty membership of FIDC for 2019-20.**

Tim Prescott (A&S) 2020  
Mark Jendrysik (BPA) 2020  
Lisa Ortman (EHD) 2021 (resigned)  
Sarah Nielsen (MED) 2021  
Kristen Borysewicz, (LIB) 2022  
James Mochoruk (A&S) 2022

### **Student Representatives (Nominated by Deans to serve on Awards Committee)**

Nivedita Biswas  
Abby Wilfert

### **Ex-Officio Members:**

Dr. Anne Kelsch, Director OID  
Dr. Timothy Burrows

### **Support Personnel:**

Carrie Herrig, TTDA  
Chelsea Lupien, TTDA

For AY 2019-20 the FIDC had one main task: to encourage nominations, and then to evaluate and submit recommendations for UND Excellence Awards to be awarded at Founder's Day, February 27, 2020.

The Committee met on the following dates: September 30, November 1, December 13, January 16, February 28, and April 6 (Zoom meeting).

At our first meeting of the year the outgoing Chair of the Committee, Mark Jendrysik, reviewed the committee's work for the previous year – with special emphasis upon the changes that were made and ratified regarding the Committee's Senate charge.

At the second meeting a new Chair was selected, Jim Mochoruk, and preliminary plans were made for how to encourage more nominations for the excellence awards, how to recruit student representatives for the evaluation process as well as a general review of the processes and methods to be used for selection.

At the third (December) meeting – where our two student members joined us – we finalized our arrangements for evaluation and ranking. For those who may be interested in how this works the committee submits the following summation:

Committee Members were given until January 8 to review and score each file submitted for **the nine Excellence Awards** for which we were responsible. The evaluations were based upon the rubric that was built into each award's clearly listed criterion:

- a. Outstanding Undergraduate – Sixteen files were submitted; two awards were to be given in this category.
- b. Outstanding Graduate/Professional Teaching – Five files were submitted.
- c. Departmental Excellence in Teaching – One file was submitted.
- d. Outstanding Faculty Development or Service – One file was submitted.
- e. Departmental Excellence in Service – One file was submitted.
- f. Outstanding Teaching/Research/Creative Activity and Services (Faculty Scholar) – Three files were submitted.
- g. Excellence in Collaborative Governance (Faculty) – No files submitted.
- h. Excellence in Collaborative Governance (Staff) – No files submitted.
- i. Excellence in Collaborative Governance (Student) – One file submitted.

Because the evaluation period was co-terminus with the exam period and winter break our preliminary work was carried out using our Blackboard Site (2020 Excellence Awards), which contained the files for each award category, the appropriate rubric and Final File Submission.

Every Committee member reviewed each file and completed a rubric for each nominee and were asked to bring those documents with them to the committee meeting of January 16.

In order to expedite matters, each committee member was asked to send their top three nominees – in ranked order - to our support staff for a preliminary tabulation by January 8. For those awards that had only have one candidate, members were asked to forward an explanation/statement of support detailing why the individual in question should receive the award.

With all of this advance preparation – and some great diligence on the part of committee members and support staff - the January 16<sup>th</sup> meeting was able to get through its deliberations with considerable ease. As everyone agreed, this is one of the most delightful tasks that can be undertaken, for each and every file spoke volumes about the dedication and excellence of all 28 nominees.

At the end of the deliberation process, the following were selected to be honored at Founder's Day, 2020:

**Collaborative Governance, Student: Wen Sun**

**Departmental Teaching: Department of Pathology**

**Departmental Service: Department of Occupational Therapy**

**Faculty Development or Service: Jessica Foley**

**Faculty Scholar: Michael Mann**

**Graduate Teaching: Robert Stupnisky**

**Undergraduate Teaching (2 awards): Dexter Perkins & Shaina Mattingly**

The committee wound up its work on the awards process by discussing ways in which the award winners could be granted even wider recognition for their efforts – that is to say beyond the usual press releases, in-house newsletters and the Founder’s Day Banquet.

We thought that we could reach the public and make the awardees realize how much we appreciated their hard work by having their awards announced during one of the home games of the UND hockey team at the Ralph Engelstad Arena. Ideally, the recipients would be invited to the game and provided tickets to the Presidential Box so that they could be there to hear the announcement – and even take a bow.

The committee chair duly sent a request to this effect to the Office of the President, and although the reception of this idea was enthusiastic, the timing did not work out for this year’s awards – but we hope that this idea will be taken up by President Armacost for future years.

Although this concluded the main task of the FIDC we continued to meet because there was a strong feeling among committee members (and the chair in particular) that our Senate charge called upon us to take a more active role in ensuring that pedagogical excellence and the promotion of pedagogical innovation was being encouraged in every possible. Recognizing that changing funding models had downloaded certain responsibilities from TTDA and the Office of Instructional Development to individual colleges it was thought that an important first step would be to conduct a survey of every college about the work they were doing. To that end, the committee chair was tasked with producing a survey document that would provide some data and some qualitative observations of how these changes were playing out in the various colleges. Unfortunately, our timing could not have been worse, for just as the survey document was finished (after considerable development, review and revision) the pandemic set in. Still, after considerable internal discussion it was decided to send the following letter – with the survey embedded - to every Academic Dean at UND.

Dear Dean ....

**I am writing to you today in my capacity as Chair of the Faculty Instructional Development Committee (FIDC). Under the terms of our Senate charge the FIDC is supposed to “review funding and other support provided at the college level for instructional development, to ensure best practices are followed and faculty are aware of instructional development opportunities.”**

**Of course, those of us serving on the committee recognize that this is an extremely busy and difficult time for all colleges. As a result, we are loathe to place any more burdens upon you or your staff. However, given how directly this pandemic has affected UND’s teaching mission – reminding us all of the centrality of this mission to the University’s long-term health and relevance – and also keenly aware that the Higher Learning Commission will insist that we can “outline the Institution’s plan for assuring quality” in terms of our instructional mission – we felt that we should go on with this survey that we had originally planned to roll out in March of 2020. (We are aware of one-time funding being made available for online course development during the summer of 2020. We ask that you please delineate between these funds and the funding that is available regularly in the college.)**

- 1) How much does your college currently spend on instructional development? (Please construe this very broadly. This would include funding for teaching-related workshops, funding for faculty travel to attend teaching-related conferences and workshops, funding for faculty stipends to develop courses, grants for the acquisition of teaching-related materials, financial support to help faculty adopt new pedagogical approaches and to apply new technologies to courses, to fund “summer professorships,” to help new hires – tenure track and non-tenure track – establish themselves as teachers etc.)
- 2) By how much – if at all – have you increased your college’s financial commitment to instructional development from 2017-18 to the present? (again, this would include funding for all the categories listed above)
- 3) What mechanisms does your college employ to advertise the availability of such instructional development opportunities to faculty?
- 4) Please provide a list of all the major initiatives supporting instructional development within your college.
- 5) Has your college developed any plans to further increase the funding related to the instructional challenges associated with on-line courses?
- 6) Please tell us if, in your estimation, we need more centralized aid in handling instructional development at UND (ie through TTaDa, the Provost's Office) or more money in general for this work (either at the college or university level.) Any specific recommendations would be most appreciated.

If possible, we would like to have your responses in hand by May 31, 2020 so that we can tabulate the data and begin formulating a plan of action to present to the Senate Executive Committee and the incoming President in a timely fashion.

Thanks in advance,

**James Mochoruk, Ph.D.**  
**Chester Fritz Distinguished Professor**  
**Dept. of History, Stop 8096**  
**University of North Dakota,**  
**Grand Forks, ND 58202**

Not surprisingly, given the circumstances of Spring 2020 not every college responded by our suggested deadline and we did not press the matter until the resumption of classes this fall. We

now have responses from most colleges and are waiting upon only one last set of replies. This information will be tabulated and an informal white paper will be drafted (by outgoing chair Mochoruk) summarizing the results.

The Committee has recommenced its Fall meetings and Dr. Matt Gilmore has taken over as Chair.

Respectfully submitted on behalf of the FIDC,

Jim Mochoruk

January 5, 2021.

Report to the University Senate from the Academic Policies and Admissions Committee.

Committee Members: Jennifer Aamodt, Hans Broedel (Chair), Steven Light, Kathryn Rand, Brett Venhuizen, Andrea Young; Scott Correll (ex officio), Deb Melby (ex officio).

The APAC Committee has met twice (via Zoom) during the past year.

First, the Committee considered and voted to recommend a proposal submitted on behalf of the Provost's Office/Professional Advisors to establish uniform waitlist requirements for all UND courses (Meeting held September 3, 2020).

Second, the Committee considered a proposal from the Registrar and Provost's Office to make permanent the fifteen-minute period between 50-minute classes on M/W/F, initiated as a temporary measure in Fall of 2020. The Committee ascertained through communication with Student Body President Matthew Ternus that student government gave the measure its mild support. However, after discussion, given our limited experience with the new schedule, a friendly amendment was offered and approved that recommended extending the new class schedule temporarily for three semesters (through Spring, 2022) before making the change permanent (Meeting held November 23, 2020).

The Committee also asks that administration make efforts to align its schedule, including committee meetings and other events, to the new academic timetable in order to facilitate participation by students and teaching faculty.

Sincerely,

Hans Peter Broedel, Chair.

December 1, 2020

To: Liz Legerski, University Senate Chair

From: Kim Kenville, Legislative Affairs Committee Chair

Re: Annual Report

The Legislative Affairs Committee (LAC) is most active during the legislative session in North Dakota. This occurs in the “odd numbered” years, thus beginning January 2021. During the non-session time frame the committee met and visited with our Team GF legislators for a conversation about UND’s priorities and the upcoming session (February 2020).

Due to Covid-19 restrictions, there were no meetings for the remainder of the spring semester. The committee met on 9/25/2020 had introductions, elections, and Peter Johnson provided an overview of past committee work and historical context.

Attached is the 2021 UND Legislative Handout and priorities. The committee has invited GFs senior Senator, Ray Holmberg, Chair of Appropriations to visit with the group on Friday December 4, 2020 to preview the upcoming session.

#### Current Committee Membership

- Kim Kenville
- Virginia Clinton-Lisell
- Brian Schill
- Kaelyn Reedy
- Kyle Markwardt
- Peter Johnson
- Mark Jendrysik
- Liz Legerski
- Beth Bjerke
- Meloney Lindner

**Honorary Degree Committee Report**  
University Senate Report 2020  
Submitted January 14, 2021

Members:

Elizabeth Scharf, Chair  
Kirsten Dauphinais  
Thomasine Heitkamp  
Mark Jendrysik  
Steven Halcrow  
Debbie Storrs

The Honorary Degree Committee reviewed the sole nomination for honorary degree via email during the week of January 31, 2020. Based on the criteria established by the State Board of Higher Education and the University of North Dakota, the sole applicant for honorary degree was supported by the Honorary Degree Committee and subsequently approved by the Senate Executive Committee on February 21, 2020 followed by approval by the University Senate on March 5, 2020.

The recipient of the distinguished award in 2020 is Henry D. Herr. Herr is an alumnus of the University of North Dakota Accountancy program. He is a businessman who helped to build companies that transformed the health care landscape, a generous and humble philanthropist, and a human being of extraordinary personal integrity. He has achieved success and lived life in a way that is wholly consistent with the North Dakota State Board of Higher Education and the University of North Dakota criteria for honorary degrees.



**University Senate Executive Curriculum Committee Report  
December 2020**

**I Program Changes**

- COUN-MA :MA in Counseling Psychology & Community Services

**II New Course**

- COUN 504 :Foundations In Counseling

**III Course Changes**

- COUN 501: Ethics: Counseling and Counseling Psychology
  - Credit hour change from 3 to 3-4
  - Prerequisite change
  - Revise course description
  - Terms offered updated
  
- COUN 506: Rehabilitation Counseling: Foundations and Ethical Issues
  - Course title change to “Rehabilitation Counseling: Foundations of Ethical and Professional Issues”
  - Credit hour change from 3 to 4
  - Prerequisite change
  - Revise Course description
  - Terms offered updated
  
- COUN 510: Counseling Methods
  - Corequisite change
  - Terms offered updated
  
- COUN 520: Diagnostic and Prevention Strategies in Counseling
  - Terms offered updated
  
- COUN 530: Theories of Counseling, Personality and Development
  - Terms offered updated
  
- COUN 532: Multicultural Counseling
  - Credit hour change from 3 to 4
  - Terms offered updated

To: University Senate  
From: Kirsten A. Dauphinais  
Date: January 27, 2021  
Re: Honorary Degree Candidate

The candidate earned a Bachelor's Degree in Journalism from the University of South Dakota and has lived, worked and contributed to Grand Forks for over 50 years. This individual has had an influential career in journalism at the local, regional and national level. This is evidenced by authoring hundreds of articles and news stories, publication of three books, two of which are compilations of authored news writings. Further evidence of this person's regional and national stature is the fact that he/she has been featured on local and national television as a result of publications including People Magazine, The New York Times, Time Magazine, and NPR. In addition, recognition of her/his distinctive work is evidence in regional awards for excellence in media. This person has also contributed significantly to the community and UND through membership on a variety of professional boards. It is the opinion of the University Senate's Honorary Degree Committee that this individual is worthy of an honorary degree.

THE CONSTITUTION OF THE NORTH DAKOTA UNIVERSITY SYSTEM'S COUNCIL  
OF COLLEGE FACULTIES

The faculties of the campuses in the North Dakota University System, ~~in order to~~ organize for their mutual benefit a structure within which they may:

- (a) identify the interests shared among System faculty;
- (b) identify ~~particular~~ interests in teaching, research, and service shared by faculty appointed to institutions with like roles and missions; and compare them with ~~particular~~ interests not necessarily shared by faculty appointed to institutions with differing roles and missions;
- (c) work together to find ways to agree regarding their interest ~~of as~~ System faculty;
- (d) assist the System and the State Board of Higher Education in their duty to improve higher education by ministering to the needs and proper development of each institution, in harmony with the best interests of the people of North Dakota;
- (e) assist the System in its duties to coordinate and correlate the diverse work in the different institutions and to develop cooperation among the institutions;
- (f) reach agreement on, and identify disagreement in, the views of faculty matters of interest to or pending before the System and the State Board of Higher Education;
- (g) communicate their agreement or disagreement to the System and the Board in a manner which respects and presents any disagreement as clearly as it reports agreement;
- (h) communicate to the System and the Board, through the faculty representative to the Board, the agreement of faculty at institutions with like roles and missions, as well as issues with which faculty at other institutions are not in accord;
- (i) proceed in a manner which informs the System and the Board of the diversity of views on issue(s) so that the Board might perform its governing role for the benefit of the entire system;

do establish this Constitution of the North Dakota University System.

## NAME

The name of this organization shall be North Dakota University System Council of College Faculties, referred to hereafter as the Council.

## II

### PURPOSE

The purpose of the Council shall be to foster quality in scholarly activities, teaching and learning, and to consider all issues and conditions of employment which apply to the faculty at all campuses of the system. Furthermore, the Council's representative to the State Board shall articulate these concerns to the SBHE, the System, and other organizations

## III

### MEMBERSHIP

(a) The Council membership shall consist of faculty representatives from each campus as selected by procedures defined by and for each campus in the System. The representative members and alternates from each institution shall have full rights to discussion and deliberation. An alternate may vote only in the absence of a member from that campus. No proxy votes will be allowed.

(b) Each representative shall serve a three-year term.

(c) Representatives must act as a liaison between the Council and their respective campus faculty governance organizations.

(d) The number of representatives shall be based on the percentage of the total System faculty at a given campus as established by the SBHE FTE faculty allotment.

0.0 to 4.00% one representative

4.01 to 10.00% two representatives

more than 10.00% three representatives

Adjustments to the number of representatives shall be made annually based on SBHE

data as of April 15 of each year. [Representation shall be certified as an agenda item of the May meeting.](#)

Representatives will assume duties at the first meeting following September 1 of each year.

## IV

### MEETINGS

**Commented [LE1]:** This seems like good practice, so was added.

The Council must meet at least three times throughout the academic year, including a meeting in May. Additional meetings may be called as deemed necessary by the President of the Council or by majority vote of the members. Meetings will be conducted according to Robert's Rules of Order, latest addition. Fifty (50) percent of the membership plus one (1) shall constitute a quorum.

V

#### OFFICERS

The elected officers shall consist of a president, a vice president, a secretary, a ~~treasurer/~~parliamentarian, and a representative to the SBHE. Election of officers for the next academic year will occur at the February-April meeting. The terms of office shall be for

one year commencing June 1st, except for the representative to the SBHE, whose term shall be for one year commencing July 1st.

##### Section A. President

1. The President shall preside at Council meetings and otherwise act as the chief executive officer of the council

##### Section B. Vice President

1. The Vice President shall preside at meetings in the absence of the president, act as liaison to the Academic Affairs Council, and carry out duties as assigned.

##### Section C. Secretary

1. The Secretary shall record and maintain a file of minutes of the Council meetings and distribute copies within two weeks after each meeting to all Council members, SBHE members, the Chancellor, and the members of the Chancellor's Cabinet. The minutes will be placed on the NDUS website within one month after approval at the next Council Meeting.

2. The Secretary shall keep a record of membership and activities of the Council.

##### Section D. ~~Treasurer~~ Parliamentarian

- ~~1. The Treasurer shall keep an account of any and all receipts and expenditures of the Council and coordinate reimbursements.~~
- ~~2. The Treasurer shall serve as Parliamentarian.~~

1. The Parliamentarian shall advise the Council on parliamentary procedure, and act as liaison to the Student Affairs Council.

**Commented [LE2]:** The Council does not have any funds to manage, so it doesn't make sense to have a Treasurer.

**Commented [LE3]:** It seems early to hold elections in February when terms do not begin until June 1<sup>st</sup>.

**Commented [LE4]:** This seems like good practice, so was added.

**Section E. Representative to the SBHE**

1. The Council shall be the organization identified in Chapter 159 and 160 of the 1991 Session Laws of the North Dakota Legislative Assembly, codified at the time of adoption of this Constitution as Section 15-10-02, in Chapter 15-10 "The State Board of Higher Education" Section 15-10-02.2 "Membership of state board of higher education-Advisor" of the North Dakota Century Code that shall select the SBHE representative.

**Commented [LE5]:** Update to reflect current information.

2. The Representative to the SBHE shall report to the SBHE the actions and concerns of the Council as agreed to by vote of the Council.

**Commented [LE6]:** In practice, formal votes are not taken on all matters.

3. The Representative to the SBHE shall report to the Council the actions and concerns of the SBHE.

**Section F. Vacancies**

1. Vacancies occurring during a term of office shall be filled by a vote at the next scheduled meeting after the vacancy occurs.

VI

QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS

**Section A. Qualifications**

- 1. Any member of the Council shall be eligible to hold any office.
- 2. Any member completing his or her term on the Council remains eligible to serve as representative to the SBHE for a period of two years following the end of that Council term.

**Section B. Nominations**

Nominations shall be made from the floor or in writing at any meeting by March 15 prior to the January March meeting of the academic year, but no later than January or in writing no later than March 15th.

**Commented [LE7]:** If elections are held later in the semester, then nominations would be accepted later as well.

**Section C. Election**

The election of officers will be by majority vote of the members voting at the February April meeting. If more than two candidates are competing for an office, and no one receives a majority, a run-off between the top two will be held at the same meeting.

**Commented [LE8]:** It seems early to hold elections in February when terms do not begin until June 1<sup>st</sup>.

VII

RATIFICATION AND AMENDMENTS

**Section A. Ratification**

This constitution must be approved by at least two-thirds (2/3) of the members of the Council of College Faculties present and voting. After approval by the Council of College Faculties, this constitution must be submitted to the faculty governing bodies in the North Dakota University System and ratified by two-thirds (2/3) of those bodies. After consideration and approval by the State Board of Higher Education, this constitution shall become effective immediately.

**Section B. Amendments**

Amendments to the constitution may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered.

Amendments must be approved by at least two-thirds (2/3) of the members present and voting of the Council. After approval by the Council, amendments must be submitted to the faculty governing bodies in the North Dakota University System and approved by two-thirds (2/3) of them.

After consideration and approval by the State Board of Higher Education, amendments shall become effective immediately.

VIII

The council may establish by-laws consistent with this constitution.

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BY-LAWS

**Section I. Council Agenda**

The President, with advice from officers and members, will set an agenda ~~prior to~~before each scheduled meeting. The agenda must be distributed to all campus representatives, SBHE members, the Chancellor, and the Chancellor's Cabinet at least ~~two~~one weeks in advance of the meeting.

**Section II. Council Functions**

### 1. Liaisons

The Council shall establish formal liaisons with the SBHE, Academic Affairs Council, Chancellor's Cabinet, and other groups deemed appropriate by the Council.

### 2. Recall and Initiative

Any motion passed by the Council may be rescinded by a vote of two-thirds (2/3) of the campus faculty governance organizations. Motions may be placed on the Council agenda for consideration by a two-thirds (2/3) vote of campus faculty governance organizations.

### 3. Faculty Compensation Committee

#### A. Purpose:

The Faculty Compensation Committee shall consult with the Chancellor on faculty compensation issues.

#### B. Membership:

The committee shall consist of the Executive Board of the Council of College Faculties (~~president, vice-president, secretary, parliamentarian and SBHE representative~~), a faculty member from each of the NDUS Campuses, and representative of the NDUS Staff (Vice Chancellor for ~~Administrative Affairs/CFO and Student Affairs and Director, of Finance Human Resources~~) as ex-officio, nonvoting members. The ~~campus~~ representative faculty member will be selected by procedures defined by and for each campus in the system.

**Commented [LE9]:** Updates to reflect current titles.

#### C. Responsibilities:

1. The committee will assist the Chancellor with a study of faculty compensation and the findings.

2. The committee will submit recommendations to the Chancellor and the State Board of Higher Education ~~prior to before~~ submission of the biennial budget request.

3. The committee will present its recommendation to the Council of College Faculties, the Chancellor and any other person or group deemed necessary.

4. The responsibilities of this committee include all direct and indirect facets of faculty compensation.



### Section III. Amendments to By-Laws

Amendments to the By-Laws may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered. Amendments must be approved by two-thirds (2/3) of the members present and voting.

### History

- Approved by the North Dakota University System Council of College Faculties February 12, 1992. Ratified by the institution senates of the campuses in the North Dakota University System by May, 1992.
- Amended January 26, 1999 by unanimous consent of the CCF and ratified by the campuses by April 20, 1999. Approved by the SBHE April 29, 1999.
- Amended February 2008 by unanimous consent of the CCF and ratified by the campuses in September of 2008. Approved by the SBHE ????
- Amended January 19, 2021 by unanimous consent of the CCF and ratified by the campuses by March XX, 2021. Approved by the SBHE April XX, 2021.

The standard class start times were adjusted on an emergency basis for fall 2020 and spring 2021 to encourage greater social distancing and eliminate hallway congestion leading to close contact. The following is a proposal to permanently enact these standard start time changes. In addition to providing a COVID-resistant environment, the additional five minutes between classes allows for students to traverse between buildings without skipping a class period, greater time for parking exchange in the parking lots, and time to purchase food, snacks, or beverages on-campus.

## **Standard Class Start Times**

### **Monday-Wednesday-Friday Classes**

- Daytime classes start times are as follows:
  - 8:00 a.m.
  - 9:05 a.m.
  - 10:10 a.m.
  - 11:15 a.m.
  - 12:20 p.m.
  - 1:25 p.m.
  - 2:30 p.m.
  - 3:35 p.m.
  - 4:40 p.m.
- Class length: 50 minutes
- Passing time between classes : 15 minutes
- Three hour classes are scheduled on M-W-F in three 50 minute blocks
- Two hour classes are similarly scheduled but only in two of the three days

### **Tuesday – Thursday Classes**

- Daytime classes start times are as follows:
  - 8:00 a.m.
  - 9:30 a.m.
  - 11:00 a.m.
  - 12:30 p.m.
  - 2:00 p.m.
  - 3:30 p.m.
- Class length: 75 minutes
- Passing time between classes: 15 minutes
- 1, 2, or 3 hour classes scheduled on Tuesday-Thursday begin on a Tuesday-Thursday start time.

## ES Assessment Proposal

The goal for assessing UND's Essential Studies (ES) was an ambitious undertaking that sought several specific factors, including external reviews, peer comparison, non-multiple choice testing, and upper level assessments. This was to be primarily supported by using AAC&Us VALUE Institute. It was believed that the VALUE Institute would expand to include all of UND's ES goals, but this did not occur. As a result, the VALUE Institute is only available for Critical Thinking as a stand-in for Critical Inquiry & Analysis, Quantitative Reasoning, Written Communication, and Intercultural Knowledge and Skills. In addition to not providing assessments for Oral Communication and Information Literacy, the process has proven to be expensive (\$3000 for each assessment) and laborious for faculty and staff. The 100 artifact cap for the VALUE Institute also does not provide a comprehensive sample from across the ES list of courses. It is for these reasons that I suggest the following changes to the assessment process of ES outcomes in order to provide both direct and indirect measures.

1. ES courses validate only one goal to have a greater course focus on that particular goal. Selecting one goal/outcome will make the course focus clearer to students and allow the instructor to emphasize the importance of the selected ES goal. One goal also allows for a simplified course validation and review process by the ES Committee. Often faculty are unsure of how to incorporate a wide-variety of assessments in one class to properly meet the multiple goals or offer overall weak assessments because of too many goals.
2. A validation of one goal will allow SELFI items to gather more quality indirect data by using the same number of items currently used. One item can ask the student which goal the course focused on (faculty can post this as needed when the course evaluations are being completed). The following items may include perceived growth, importance of concepts, relevance to major, and an overall understanding of the importance of ES. Currently, the SELFI focuses on students trying to list all the goals associated with a validated course and how well they thought those goals were met, which is minimally beneficial at best.
3. To decrease the work load for faculty and staff, increase the direct measures' sample sizes, reduce costs, include holistic assessments across the curriculum, and to provide more academic autonomy, each academic program would select one ES goal that make the most sense to their program and include this as one of their program outcomes. These outcomes can replace current outcomes or be added to their current list. Taskstream can map these goals and allow for university-wide reporting that details how and where each ES goal is being assessed across the university. In addition to how ES goals are assessed, Taskstream can report the percentage of goals being met or exceeded. This method provides a much more accurate snapshot of how students are meeting these goals and where they are naturally occurring.

A combination of indirect SELFI measures and direct program measures will provide a much more in-depth understanding of how students are performing across campus through multiple measures. From these methods, we can also determine how well students understand the importance of their general education curriculum at UND.