

Agenda

Faculty Senate Meeting

*Meeting place and time: 3:30 pm, Monday, September 8, 2014
Memorial Union, Prairie Rose Room*

I. Substitutions – R. Kitch

II. Approval of [May 12, 2014, Faculty Senate Minutes](#)

III. Consent

- a. 2014 Spring Graduates ([attachment 1](#))
- b. Academic Affairs Report
- b. Policy Changes

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- a. President D. Bresciani
- b. Provost B. Ingram
- c. B. Pruess, President of Faculty Senate
- d. S. Sather-Wagstaff, President-Elect of Faculty Senate
- e. W. McCrory, President of Staff Senate
- f. H. Haugeberg, Vice President of Student Body

V. Senate Committee Reports

VI. Unfinished Business

- a. *Ad hoc* committee for the analysis of the transitional SROI questions ([attachment 2](#))
- b. *Ad hoc* committee for the determination of the evaluation procedure for the ombudsperson ([attachment 3](#))

VII. New Business

- a. IT expo (Owen) ([attachment 4](#))
- b. Measure 3 (Peterson) ([attachment 5](#))
- c. Goals for the upcoming year

VIII. Adjournment

NORTH DAKOTA STATE UNIVERSITY
Spring 2014 Graduates
Degree Conferral Date: May 17, 2014

***College of Agriculture, Food Systems, and
Natural Resources***

Certificate

Kassandra Lee Myers
Samantha Marie Schiller
Lacey Marie Weaver

Bachelor of Arts

Ken Leong Lew

Bachelor of Science

Beth Kristina Aakre
Matthew Lowell Aichele
Natalie Ida Albrecht
Christopher Scott Anderson
Jordan Timothy Anderson
Kelvin Kearney Anderson
Ryan Wayne Appel
Gladys Christiana Adubea Asa
Julie Marilyn Ault
Nicholas Lee Austin
Laura Anne Bachmeier
Michael Timothy Backman
Deependra Bagdas
Elizabeth Anne Bajczyk
Tanner J. Barnharst
Amanda Louise Beck
Kaitlin Christine Beck
Garrett Mark Becker
Amanda Bonnie Bierma
Marshall Paul Allan Bjorklund
Brett Daniel Blackwelder
Kayla Jean Blake
Ryan Paul Brady
Karen Francis Brommenschenkel
Matthew James Brooke
Joseph Mervin Budke
Taylor Brian Bussman
Collin John Cannon
Lynn Kendal Carlson
Zachary Eilean Carlson
Tanner Lee Cattanaach
Krista Marie Cella
Kelli Ann Chinn

Erin Nicole Christ
Brookelle Ann Christman
Angela Joachim Christopher
James Scott Lafayette Clark
Austen Michael Cole
Brady A. Coleman
Megan Constans
Bryant Robert Cook
Adam Douglas Davis
Alexander C. Deraas
Sara Jean Doda
Marshall Allen Erickson
Nicholas Cody Erwin
Alec Cameron Espeland
Chris James Fedje
Emily Rose Feldmann
Nathan Thomas Fix
Zachary James Fleming
Jared Alexander Floodman
Heather Lynette Frahm
Adam Bryce Fyre
Katelyn Marie Garbe
Dane Connor Glasoe
Kelan James Goeser
Christopher Blair Grandalen
Morgan D'Ann Hanson
Shelby Rae Hanson
Hilary Bernadine Hawkins
Kimberly Ann Heggset
Raymond D. Heinz
Levi Keith Helmuth
Morgan Anne Hemme
Jordan Kelley Hieber
Brandon R. Hofer
Kelby C. Houchin
Ethan Lee Huttunen
Kyo Yeon Hwang
Brittany Sue Jangula
Adam Robert Johnson
Justin Thomas Johnson
Kory Lee Johnson
Mindy Marie Johnson
Samantha Jo Johnson
Anna Elizabeth Kampa
MacKenzie Donald Kampmeier

Joshua Richard Kane
Aaron Wallace Klostermeier
Jenna Catherine Klosterman
Abby Alexis Knoll
Andrew James Knox
Kylan G. Kostrzewski
Leah Kay Krabbenhoft
Kyle Paul Kremer
Ashlynn Dawn Krieger
Adam Nikolas Ladwig
Rachael Amanda Lagein
William Charles Lange
David Merlin Larson
Molly O'Toole Lass
Ryan Rae Lenz
Edgar Uriel Linares
Jacob Stephen Longlet
Kevin Leon Louwagie
LaTeasa Lynn Lund
Cody R. Maddock
Andrew Paul Maidl
Trisha Maine
Rachael Christine Masset
Matthew David Mecklenburg
Jadon Matthew Messer
David Charles Mettler
Logan James Metzen
Kurtis Neal Mickelson
Codie Ann Miller
Eric Joseph Miller
Melissa Sue Miller
Jiyan Mageed Mohammad
Jennifer Marie Murphy
Allison Mary Mustonen
Kassandra Lee Myers
Dylan James Nelson
Cody Michael Neu
Esther Mee Kee Ngu
Ethan Lee Olsen
Stephanie Ann Osowski
Daniel Duane Peterson
Andrew Paul Pfarr
Matthew George Poulson
Lindsey Marie Quiner
Mary Marie Ravnaas

Paul Douglas Rice
Jacob J. Rikhus
Tanner Lee Rohloff
Krystal Lee Roy
Ethan Jay Rudell
Brandon Dale Rust
Karla Brooke Ryan
Jana Carol Sampers
Kristi Marie Schaffer
Samantha Marie Schiller
Rebecca Mary Schmidt
Elizabeth Ann Schultz
Eric Charles Schultz
Spencer Daniel Schultz
Anysia Katherine Secord
Kritika Sharma
Kelsi Lee Sletmoen
Brett Jenae Smith
Jordan Michael Smith
Scott James Sova
Matthew James Spadafore
Dustin Timothy Spaeth
David Seth Staples
Megan Elizabeth Stoley
Amber Kae Streyle
Calvin J. Teubner
Nicole Nettum Thorndal
Benjamin Robert Uecker
Amber Joy Urlacher
Nathan David Vogt
Kevin J. Walsh
Kelsey M. Warren
Lacey Marie Weaver
Ben Thomas Weber
Erika Marie Wehmhoff
Richard Alvin Weisz
Rebecca Jean Wetzel
Michael Gregory Wiest
Grant David Winter
Spencer Alec Wirt
Katherine Mae Woodbury
Lacy Ann Wulfekuhle
Aaron Daniel Yaggie
Juliann Marie Zach
Brittany Ann Zaharia

Griffin Andrew Zimmer

Master of Science

Muhammad Arif-Uz-Zaman
Tsogtbayar Baasandorj
Cheryl Marie Brown
Honggang Bu
Katrin Bella Chambers
Andrew Nathan Fillmore
Natsuki Fujiwara
Hilary Jayne Hafner
Whitney Ann Harchenko
Jarrett Donald Hart
Namratha Prakashchandra Hegde
Stephan Wegerle Johansen
Lee M. Kiedrowski
Laura Christine Nessa
Anjan Neupane
Afsana Noor
Ruqian Qin
Kurt D. Rudolph
Nilushni Sivapragasam
Tara J. Swanson
Matthew Gary Taylor
Johanna Villamizar Ruiz
Elliott Weston Welker

Doctor of Philosophy

Kirk Mitchel Anderson
Md. Abdullah Al Bari
Morgan Echeverry-Solarte
Angela M. Linares
Seyed Mostafa Pirseyedi
Lakesh Kumar Sharma
Qijun Zhang

College of Arts, Humanities, and Social Sciences

Bachelor of Arts

Laura Beth Asplund
Anthony Patrick Chaput
Christine Keri Geyer
Hyoji Jin
James Samuel Jones, III.
Mercedes Brianna Rowland Lee
Angela Ann Lorenz
Brianna Marie Michaelson

Mohyeldin Omer Mohamed
Linnea Rose Nelson
Chelsea Victoria Wynne Smith
Moriah Lynn Stephens
Katherine Jean Thoreson
Anushi Imalka Weerasinghe

Bachelor of Fine Arts

Peta-Gaye Grace-Ann Clachar
Spencer Dale Kelley
Chelsey Lynn Lutovsky
Jordan Ray Nelson
Sarah Anne-Elisabeth Palm
Haily Faye Peterson
Dave Alan Sauvageau

Bachelor of Landscape Architecture

Amanda Kay Ahrenholz
Michael Fredrick Blank
Anna Marie Eckberg
Ethan Phillip Gefroh
Leroy Grant
Aaron Jacob Hendrickson
Andrew John Herzog
Drew Jennings Holmgren
Bailey Anne Krause
Nathan Wade Stottler
Johannah Rose Wiege
Joshua David Wildt

Bachelor of Music

Lee Christopher Bottelberghe
Sarah Marie Darling
Andrew Jarrett Geary
Andrew James Long
April Margaret Maertens
Samantha Faye Pyle

Bachelor of Science

Hamad Mohamed Hamad
Amanda Kay Ahrenholz
Christopher Leigh Anderson
Nathan David Anderson
Brandon Lee Antony
Alyssa Carolyn Asmus
Mariah Jeau Bartholomay
Chelsea Marilyn Bennett
Caleb Milan Berthelsen

Michael Fredrick Blank
Stephanie Lee Boushee
Amanda Jo Breen
Thomas Peter Brown
Ardakh Butai
James David Cahill, II.
Keely Nicole Campos
Jeffery Michael Canning
Rebecca Jane Capouch
Kyle Edward Case
Madison Mae Cermak
Bradley David Cernik
Kaitlin Victoria Christianson
Jordan Scott LeGrande Christie
Peta-Gaye Grace-Ann Clachar
Thomas P. Clawson
Calie Chase Craddock
Lee Alexander Dhein
Tyler Robert Diamond
Jeffrey Diemert
Paige Victoria Douglas
Kaitlin M. Doyle
Anna Marie Eckberg
Kyle Raye Erickson
Alexa Nicole Esperum
Robert John Essler
Michael Joseph Evenocheck
Megan Joy Fenstermacker
Kelsie Emma Ferguson
Brittney Rene Gay
Brittany Lynn Gefroh
Ethan Phillip Gefroh
Aldin Golos
Daniel Jacob Gordon
Leroy Grant
Hannah Christine Green
Heather Carol Lee Hall
Erik Bernard Hamilton
Sara Jean Hanson
Paige Allene Haughton
Madison May Hausauer
Emma Jeanne Heaton
Aaron Jacob Hendrickson
Anastacia Christine Hermes
Andrew John Herzog
Colin Lee Hillius
Benjamin David Hixson
Devon Michael Hofer

Kerri L. Holmes
Drew Jennings Holmgren
Jeffrey Ford Hoopes
Kelsey Jean Hoovestol
Tara Lynne Hutchinson
Jonathan Ron Jacobson
Gunther Michael JahnI
Jeffrey Marvin Jerve
Casey Lee Johnson
Courtney Lynn Johnson
Brian Anthony Kawasaki
Brittney Morgan Kelley
Olivia Jordan Khristan
Jin Kim
Sarah Elizabeth Kloster
Andrew Michael Koch
Bailey Anne Krause
Chelsea Morgan Krause
Calvin M. Krueger
Janine Alisha Kuntz
McKenzie Alexandra Kuntz
Alyssa Lee Langaas
Brian Duane Larson
Jacob Alan Larson
Katherine Lynn Laubenstein
Angela Beth Lee
Christopher Emil Lee
Mercedes Brianna Rowland Lee
Kaisa Beth Lundgren
Travis Jacob Lutz
Vincent Montana Maciej
Travis M. Mack
Connor Luke Melvie
Robert Andrew Mjelde
Shelby May Moenster
Christopher Xavier Mootz
Jaime Elizabeth Moran
Ben Douglas Mullenberg
Bryn Marie Nelson
Leah Bryn O'Keefe
Robert John Ollman
Hannah Zoe Olson
Mickelle Fredrick Owens
Cari Michelle Oye
Abby Lynn Paperfuss
Kristeena Beth Patsche
Andrew Timothy Pedersen
Ashley Jo Peters

Jordan Lee Peterson
 Joshua William Rajdl
 Alyssa Margaret Ralston
 Chantell Torie Ramberg
 Fawzia Sebi Riji
 Kathryn Lynn Ritsema
 Kristin Kelly Roe
 Leah Leslie Roehl
 Justin Jeffrey Roehrich
 Ethan Thomas Rostvedt
 Carly Rae Saben
 Samantha Lynn Sandven
 Kris Michael Schaller
 Joel James Schock
 Joshua Robert Schroeder
 Jesse Lee Schuer
 Nora Frances Schulz
 Cody Jason Smith
 Tyler James Smith
 Nicholas Adam Sodahl
 Camila Mercedes Stadium
 Erin Elizabeth Stegman
 Jordan Rae Stiefel
 Nathan Wade Stottler
 Bennett Michael Strege
 Steven Gordon Strom
 Kelsey Marie Svare
 Erin Emily Svercl
 SheraLynn Ternes
 Brett Jordan Urbanec
 Matthew Wayne Vaughn
 Jenna Rose Vculek
 Nicholas Gage Vculek
 Jesse Ryan Wagner
 Benjamin Jacob Wenger
 Johannah Rose Wiege
 Joshua David Wildt
 Brandy Morgan Wilkens
 Jacob Samuel Williams
 Bailey Carol Zilles
 Dylan Jude Zimprich

Bachelor of Science in Architecture

Mshail Abdullah Ahmed
 Tara Michal Anderson
 Gregory David Bednar
 Elizabeth Nicole Bervik
 Nicholas Paul Brandt

Ronald John Brinkman
 Dennis Henry Bukowski
 Britten Jeanette Churchill
 Sarah Carolyn Crook
 Logan Alan Diehl
 Josh Adam Donnelly
 Caetlin Marynn Fox
 Julia Rose Fuller
 Brian George Glur
 Amber Olivia Grindeland
 Catherine Elaine Groth
 Timothy Joseph Halvorson
 Matthew Michael Hoeffler
 Kyle Davis Hoverson
 Aaron Mark Johnson
 Rebecca May Johnson
 Logan Anthony Kern
 Amy Marie Klindworth
 Chelsea Marie Lenz
 Mackenzie Ruth Lyseng
 Kellie Marie McCullough
 Matthew Louis Qual
 Ryan Mitchell Quast
 Crystal Rinkenberger
 Esau Misael Rodriguez Padilla
 Katelyn Max Schmidt
 Alexandra Rose Schrader
 Shawn Lawrence Senescall
 Alyssa Marie Stroh
 Jennifer Jean Upcraft
 Jennifer Ann Watters

Master of Architecture

Dane Patrick Andersen
 Nicholas Scott Anderson
 Benjamin Bradley Atchison
 Matthew Mark Avard
 Catherine Leigh Becker
 Alicia Jo Brackel
 Ward Daniel Briggs
 Nicholas Scott Buck
 Tyler Scott Buerkle
 Holly Ann Burley
 Alexander James Carlson
 Casey Robert Cotcamp
 Taylor Ross Dahl
 Jason Taylor Economos
 Philip Michael Erickson

Matthew Clifford Fremstad
 Blake Gregory Hagen
 Cassandra Lynn Johnston
 Colby Lee Judovsky
 Isaac David Karley
 Stephen William LaGrange
 Jakob Douglas Lawman
 David Joseph Majchrzak
 Steven Paul Martz
 Karissa Joe Meiers
 Calvin Joseph Morey
 Joshua David Muckenhirn
 Kelsi Aline Mueller
 Shawn S. Pauly
 Kyle Patrick Pederson
 Matthew John Peick
 Jill Elizabeth Pexa
 Brett Michael Rathbone
 Jacob James Reimers
 Erin Christine Saarela
 Jacklyn Paige Surat
 Brittany Lynn Taplin
 Jetse Vollema
 Heather Dawn Weaver
 Matthew James Weiss
 Anthony Christian Wocken
 Wenyi Zhang

Master of Arts

Jennifer Burnside
 Tasha Ann Carlson
 Cody Michael Kaser
 Amanda Asselin Nordick
 Jade William Sandbulte
 Geoffrey Cole Vandrovec

Master of Music

Allison Brooke Burggraff
 Benjamin James Fleming
 Zhanna Maureen Ricks
 Elliott Richard Schwab
 Greta Teigen
 Yechun Wang

Master of Science

Daniel Bartholomay
 Maria Mae Buchholz
 Stanley Allan Carignan

John Alexander Carr
 Laura Ann Gould
 Jennie A. Lazarus
 Samantha Lea Montano
 Jenna Lee Mueller
 Audrey June Putz
 Lezhao Ren

Doctor of Philosophy

David Edwin Duff
 Anthony George Dutton
 Laura Catherine Farrell
 Andrew D. Pritchard
 Ericka A. Wentz

College of Business

Bachelor of Science

Jordan Tyler Aaberg
 Alexander Todd Avestini
 Julianna Rose Baartman
 Alexandra Marie Baer
 Matthew Christopher Bailey
 Dominic Jon Baker
 Amanda Kai Barton
 Samuel Dennison Bauer
 Anthony Jon Berg
 Jacob Jeffrey Berger
 Corey Christopher Bower
 Jacqueline Kate Bowman
 Karl Dustin Brezina
 Andrew Curtis Brown
 Karl Alexander Brummer
 Alicia Lynn Burchill
 David Joseph Burns
 Madison Lynn Christensen
 Eric R. Christianson
 Melissa Ann Corniea
 Brooke Alexis Craig
 Jennifer MaeEtta DeGroot
 Navneet Kaur Deosi
 Kylie Patricia Diekman
 Cameron Jeffrey Dietz
 Casey Joseph Druar
 Jacob Michael Ebert
 Jonathan Joseph Ebert
 Matthew David Ebert
 Kathryn Marie Erickson

Collin Robert Flores Esmay
 Kimberly Ann Ferch
 Ryan Thomas Finch
 Douglas Robert Fischer
 Jacob Michael Full
 Sean Randal George
 Casey Comford Getzloff
 Matthew Jeffries Goodwin
 Trevor M. Graham
 Aaron Richard Grinsteiner
 Shaun Paul Grover
 Daniel Blake Halvorson
 Dahye Han
 Kelse Rene Hanson
 Cassandra Lea Hatzenbuhler
 Jonathan Troy Haverly
 Scott Michael Edward Hawkins
 Mitchell John Helbling
 Melanie Kay Hengel
 Brooke Ivy Hestdalen
 Jereme James Hettwer
 Jared Scott Hochhalter
 Shane Daniel Hofer
 Katie Jean Hoffmann
 Edward Henry Jacobs
 Sara Ann Jensen
 Deborah Reanne John
 Jordan Micheal Johnson
 Stephanie Marie Johnston
 Adam R. Keller
 Kaitlyn Marie Klein
 Andrew Justin Koehn
 Benjamin William Martin Koenig
 Brianna Kirsten Kraft
 Kylee Rae Kunde
 Joseph Robert Laber
 Ahmed Abbas Lafta
 Sean Robert Larson
 Irena Lazic
 Linzhi Li
 Justin Jevon Lieberg
 Jordan Ellis Liesemeyer
 John M. Lillestol
 Dalton Steven Lingbeck
 Cristal Lovejoy
 Jarren Michael Lutes
 Vi Tran Tuong Mai
 Brian James Markert

Nicholas Scott Markert
 Stephanie Ann Massmann
 Justin Francis Mathiason
 Jonathon Gregory McCarthy
 Collin Stuart McFadden
 Jacob Clayton Mielke
 Sean Marc Mitterling
 Isaac James Mork
 Nicholas James Nelson
 Frederick Leon Newell, II.
 Dan T. Nguyen
 Tatenda Admire Nhamu
 Ross Anders Olson
 Allie Jo Palmer
 Paul Ray Pedersen
 Amanda Rae Peine
 Kendra Kay Perpich
 Jared Michael Person
 Joshua Jon Peterson
 Sloane Leigh Peterson
 Alexandra Lauren Petrich
 Maria Dawn Pitner
 Eric Norman Post
 Misty Jo Rappuhn
 Joshua Charles Rardin
 Kaitlin Marie Reiff
 Robert Anthony Roman
 Jackson Mark Ronnei
 Aaron Lee Sanderson
 Heidi Jo Sayler
 Kyle Schmiege
 Kristin Maureen Schmura
 Brian Douglas Schultze
 Michael David Schwanke
 Ryan S. Seamands
 Paige Elizabeth Sepin
 Chloe Duden Shockman
 Jordan Douglas Siewert
 David James Snelgrove
 Kasey RoseAnn Steckler
 Alex Richard Steen
 Kyle Lee Sturgeon
 Jingling Sun
 Bryan Raymond Symanietz
 Ling Tao
 Stephanie Sophia Tebbe
 Ashley Marie Terning
 Jacob August Thielges

Jennifer Jeanne Thorson
 Andrew John Towle
 Alex Clark Trosen
 Alexander Mark Tschider
 Tyler David Turgeon-Schramm
 Ricardo Andres Urbina
 Logan Mark Urness
 Gretchen Anne Uselman
 Carly Jean Van Bruggen
 Eric John Vandendriessche
 Cassio Suplicy Vieira Neto
 Dylan Jon VonBank
 Alexis Nicole Vondal
 Tyler Timothy Voss
 Daniel Benedict Wagner
 Zhimou Wang
 Karl Wongchan Warner
 Connor Jackson Wigand
 Mikka Jo Wold
 Alexander Wayne Wolf
 Fan Yang
 Peishan Yang
 Shengjie Zong

Master of Accountancy

Nathan Mark Anderson
 Bridget Nicole Birrenkott
 Jennifer Rae Bogart
 John Paul Fraase
 Emily Ann Gess
 Jonathon Donald Granlund
 Karissa Lynn Kuschel
 Brady Lee Miller
 Ying Wang
 Nathaniel Alan Wilk

Master of Business Administration

Shivanthy Balaretnaraja
 Brandon James Baumgartner
 Murat Cadirci
 DelRae Ruth Chivers
 Edgar Enrique Garcia-Molina
 Monte James Gehrtz
 Amy Marie Lewis Knudson
 Ross A. Larson
 Dongho Lee
 Mariam Siddig-Osman Mohamed
 Rebecca Nalubavu

Marcia Lee Pritchert
 Matthew B. Robinson
 Justin John Zak

College of Engineering

Bachelor of Science in Agricultural and Biosystems Engineering

Hannah Danielle Bye
 Andrew Russell Church
 Sonny Leo Ehli
 Jalen Lee Getting
 James Gregory Johnson
 Connor Joseph Kelley
 Nathan George Leingang
 Richard Todd Lewis
 Tyler Lloyd Mann
 Katherine Frances McKinnon
 Chase Daniel Rosenau
 Joel Mark Shipley
 Eric John Vein
 David Allen Watson
 Nathan Thomas Wiese
 Thomas Allen Wilen
 Derek Grant Zerface

Bachelor of Science in Civil Engineering

Nathan Joseph Amick
 Munkhdemberel Batbayar
 Tyler Jerome Bircherm
 Joshua Alan Brelje
 Colten Joel Caldwell
 Ryan John David
 Bryce Nathaniel DeGuise
 Timothy Paul Dodd
 Jacqueline Edwards
 Joshua Lawrence Eiler
 Brandon L. Erickson
 Ryan Allan Essler
 Taylor Anne Fischer
 Rachel Ann Freed
 Amanda Nicole Grosz
 Erik Bradley Hedman
 Kyle Thomas Imholte
 Benjamin Lynn Jore
 Ethan Donnell Ketelsen
 Kory Michael Kleinknecht
 Braden Paul Korwin-Kuczynski

Taylor S. Krolak
 Kyle Mark Kuhn
 Danielle Jo Kukowski
 Daniel John Kvasnicka
 Clayton Maurice Lexen
 Ryan James Marquette
 Elma E. McFall
 Eric Michael Merck
 Jasmine Rose Mertz
 Anthony Michael Miller
 Jay Pierre Miller
 Andrew David Muehlberg
 Andrew Joseph Notch
 Tyler Daniel Reisetter
 Nicole Cecilia Schutz
 Anthony John Sommerfeld
 Justin Paul Sorum
 Joshua Robert Stuelke
 Megan Grace Swan
 Nathan Thomas Todd
 Calvin Lloyd Trauger
 Bennett Anthony Uhler
 Martin Edward Van Den Eykel, Jr.
 Paul Matthew Voeltz
 Xingyu Wang
 Michael Anthony Weber
 Faith Elizabeth Winings
 Jessica Mavis Woodbury

Bachelor of Science in Computer Engineering

Ryan Joseph Binstock
 Shaurya Chawla
 Michael Alan Christenson
 Michael Thomas Finneman
 Shannon Douglas Henstorf
 Kai Chia Tan
 Aaron Michael Timm

Bachelor of Science in Construction Engineering

Andrew Lawrence Olson
 Blake David Turbak

Bachelor of Science in Construction Management

Joshua Michael Beeber
 Jack Andrew Burns

Samuel Bryce Caven
 Derek Andrew Dame
 Jarrid Michael Helming
 Adam Joseph Ingebritson
 Tanner Timothy Jones
 Cameron Jay Leibfried
 Bradley Joseph Milliren
 Bernard Joseph Omann
 Andrew John Pelzel
 Tyler N. Schultz
 Benjamin David Verchota

Bachelor of Science in Electrical Engineering

Braden Charles Aasand
 Jordan Alexander Albright
 Courtney Alisabeth Becker
 Gage Nicholas Bickler
 Patrick W. Billodeau
 Taylor Andrew Boe
 Jesse Allen Braun
 Mark William Christiansen
 Douglas Richard Durgin
 Wilbert Daniel Fogarty
 Beauregard Jerome Gagnon
 Xue Gu
 Austin Leon Jasmer
 Harit Kaushik
 Yuan Liu

Jack Wendell Mooney
 Darrin Mark Roger Paulson
 Mary Elizabeth Pearson
 Justin Andrew Petersen
 Taylor Renee Ronnei
 Mark Andrew Ruda
 Richard Stephen Santele
 Jacob Gerald Schulzetenberg
 James Patrick Scriven
 Jon William Spaeth
 Ryan Orin Stearns
 Brandon William Stevens
 Darren Lee Stewart
 Justin Thomas Sticht
 Nicholas Scott Swafford
 Jordan Dean Swenson
 Jordan James Timmersman
 Teren Margaret Van Zuilen
 Caleb Westbrook Walters

Luo Zuo

Bachelor of Science in Industrial Engineering and Management

Justin Ryan Clark
 Patrick Charles Hebert
 Wyatt Edmond Knell
 Micah Christian Larson
 Jiabin Lin
 Chenguang Long
 Daniel John Neveau
 Tyler James Pulkrabek
 Hasith Yasantha Ranasinghe
 Robert William Rolle
 Justin James Schultz
 Michael Edward Strand
 Ian Andrew Vanic
 Nawal Whig
 Xingliang Zheng

Bachelor of Science in Manufacturing Engineering

Colton Robert Arries
 Jeffrey Paul Garty
 Derek Matthew Holt
 William Lee Jury
 Zachary Patrick Madsen
 Jacob Clinton Toward

Bachelor of Science in Mechanical Engineering

Erik Steven Aakhus
 Andrew Cole Bartlett
 Reece Andrew Berns
 Oliver Ryan Boeckel
 Joseph Earl Borden
 Justin Jonathan Carlson
 Connor Timothy Coyle
 Stephanie Marie Davis
 Benjamin Patrick Gibson
 Kyle John Gow
 Jacob Dylan Hanson
 Jerick Adam Hedges
 Craig Thomas Hedstrom
 Eric Andrew Hillesheim
 Jeffrey Thomas Hoernemann
 Alex Francis Jennings
 Paul David Johnson

Kathryn Rose Kirkevold
 Brian Daniel Korver
 Casey Lee Krause
 Ross Allen Larson
 Jiaye Li
 Nicholas Edward Meyer
 Christopher Jens Mikkelsen
 Scott Michael Nash
 Jeremy Curtis Nelson
 Mitchel Patrick Nordahl
 Ross Leonard Nygren
 Myungkeun Oh
 Justin Carl Omdalen
 Steven Clare Palmer
 Collin Richard Pierson
 Eric Thomas Rieder
 Hanna Marie Rohl
 Lauren Elizabeth Roy
 Faith Margaret Sandberg
 Zachary Sheldon Schmiess
 Ryan James Schuler
 Christopher Nathaniel Schwarz
 Evan Donald Sitz
 Michael Owen Watada
 Benjamin Joseph Whalen
 Joshua Kent Wikstrom
 Ross Robert Young
 Quan Yuan
 Sarah Susan Zaviska

Master of Construction Management

Satinder Singh Chopra
 Daniel Jerome Schuette

Master of Science

Charles Edward Adams
 Milad Bashirzadeh
 Daniel F. Bogart
 Jiawei Gong
 Jamison Jared Huber
 Mohammad Raisul Islam
 Jennifer Marie Jordahl
 Fei Liu
 Yang Liu
 Jared Michael Risan
 Ashani R. Samaratinga
 Ruchi Shukla
 Jacob D. Strombeck

Yachao Wang

Doctor of Philosophy

Koby Asirvatham
Amer Hmidan
FNU Irfanullah
Michael Maassel
Jun Yang

College of Graduate and Interdisciplinary Studies

Certificate

Mudoh S. Mbah

Master of Natural Resources Management

Jessica Lia Aasand
Benjamin Harold Anderson
Ryan Dakota King
Adam Joseph Kleinschmidt
Emma Elizabeth Chapman
Mohan M. Pai
Zachary B. Sager
Stephen Paul Seifert
Brittany C. Smith
Berdakh Utemuratov

Master of Science

Aida Asgary
Tia Marie Braseth

Master of Transportation & Urban Systems

Kenneth R. Ibold
Dale Marie Stith
Fangzheng Yuan

Doctor of Philosophy

Gabriel Aher
Joseph Bradley Miller
Hui Zhao

College of Human Development and Education

Certificate

Kavitha Gundala
Hilary Jayne Hafner
Tara Jennifer Konya

Lucas James Wandrie

Bachelor of Arts

Amber Frances Batsch
Taylor Faye Peterson
Calli Nicole Belzer Zastoupil

Bachelor of Science

Heather Joy Anderson
Megan Jo Anderson
Casie Rae Antony
Kevin Ray-Richard Arthur
McKayla Marie Artz
Kayla Lynn Bakewell
Taylor Kristian Bales
Zachary Ronald Banister
Olivia Lee Barry
Katherine Jane Bartram
Rebecca Marie Berg
Alissa Jill Bettenhausen
Joseph Jeffrey Blackmore
Michael Scott Blake
Ashley B. Boell
Aubrey Jean Marie Bot
Morgan Lea Braunshausen
Alexis Nicole Broe
Anthony Jacob Brossart
Christine Alexis Brown
Alison Keegan Browning
Courtney Jo Burgad
Amanda Ann Burnside
Annie Joy Burthold
David Duane Campion
Christina Sylvia Carignan
Alison Ann Chaput
Johanna Leigh Christenson
Hannah Kate Corliss
Cameron J. Corrigan
Aren Marie Cossette
Katlyn Elizabeth Critser
Alyssa Ann Danielson
Danielle DeGagne
Leann Sun-Young DeMarais
Kaylee Anna Desotell
Tonya Rae Dick
Tyler John Dickie
Kristen E. Ditch
Brandi L. Enriquez

Jessica Sue Erickson
Megan Renae Espeseth
Megan Phaye Evjen
Josie Lynn Eyers
David James Farrenkopf
Abby Christine Fenlason
Kelsey Marie Fercho
Kayla Marie Frank
Kristen Emma Mary Frovarp
Joshua Brayden Frueh
Christopher Edward Genereux
Savanna Marie Geske
Noel Vernice Gjerde
Mackenzie Jovon Glasser
Amanda Lynn Glover
Antoinette Monae Goodman
Emily Rose Grenz
Katie Nicole Grosse
Rachel Mary Grossman
Elizabeth Ruth Grosz
Alyssa Anne Gullekson
Leah Rae Haak
Emily Lyn Hansen
Melissa Marie Hansen
Micah Grace Hansen
Whitney Rae Hansen
Laura Marie Hanson
Maryann Christiana Harris
Mary C. Hawkins
Elizabeth Marie Heidt
Moses Nathanael Heppner
Mark Alan Hermes
Tyler Cole Hetland
Kate Lynn Hilfer
Joshua Donald Hintz
BriAnn Marie Hoefler
James Jeffrey Hoff
Denae Nicole Hoffman
Kayla Rae Houchin
Zoe Marie Houle
Rebecca Elias Hummel
Alyssa Lynn Huot
Brianna Mae Huston
Maka Yusuf Ibrahim
Macy Ann Iverson
Teresa Marie Iverson
Justine Mabel Ann Jarmin
Danaca Kay Johnson

Emily Jean Johnson
Whitney Marie Johnson
Aryelle Lilly Jones
Sarah Rose Kasin
Ashley Kay Kassenborg
Mary Elizabeth Kelly
Jessica Nicole Kern
Sarah Catherine Kerns
Ryan Noel Kleven
Steven Jay Kluver
Paige Aleksandra Knealing
Theodore Robert Kohorst
Kacee Lee Kopfmann
Sarah Ann Kram
Faith Ann Kruchowski
Caitlin C. Krueger
Tanasha Thresa Krull
Jamie Lynn Kummet
Nikki Ann Laufenberg
Rebecca Hannah Lawson
Jared Brian Lee
Kelsey Rae Leistico
Sean Patrick Lengenfelder
Amy Jo Lick
Holland Jo Anna Lind
Emily Elizabeth Livingood
Jennifer Marie Lopez
Daniel John-Albert Luecke
Andrea Lynn Lundgren
Janik Archer Mahlen
Lisa Jaye Makedonski
Hannah Kathryn McAllister
Vanessa R. McNutt
Brianna Kay Mertz
Jenna Bonnie Jean Miller
Robert Jerald Miller
Khadija Mohamed
Dwight Bradley Monson
Brooke Ashley Nell
Fletcher Scott Nelson
Kean Garth Nelson
Rebecca Jo Ney
Lillian Elizabeth Nicols
McKensie Ann Nielsen
Trista Ann Oberg
Amanda Marie O'Connor
Patricia Ann Ode
Cassandra Mae Olson

Holly Elizabeth Olson
 Jenina Breana Ortega
 Jesse Dean Ott
 Emma Lee Palm
 Kirsti Elizabeth Paul
 Shae Lawson Pepera
 Madison Elaine Perry
 Nicholas Aaron Peterson
 Brittany Lynn Petrik
 Lysnie Marie Pieske
 Maggan Marie Pirrotta
 John Brian Plambeck
 Stefanie Ann Plante
 Monica Katherine Pritchett
 Megan Marie Rademacher
 Madeline Lee Rajtar
 Marita Margaret Rau
 Kelli Melita Richard
 Donna Marie Rindy
 Danielle Jolayne Robb
 Leah Jean Roethel
 Sage Allen Roshau
 William James Ryan
 Megan Lee Sabby
 Steven Caryl Sarlette
 Peter Matthew Sauser-Denesia
 Fred David Schauer
 Stacy Kay Schimming
 Eden Gloria Schmidt
 Laken Nicole Schmidt
 Nicole Rebecca Schmidt
 Brian Micheal Schornack
 Matthew David Schroeder
 Cassandra Paige Schultz
 Stephanie Lynn Severson
 Kelsey J. Sheldon
 Jenna Rose Shiek
 Sarah Jane Sjursen
 Jamie Nicole Slimmer
 Jaclyn Anne Smith
 Emily Marie Spang
 Anne Catherine Storey
 Dustin Matthew Stredwick
 Megan Ann Swartz
 Thomas Charles Swetland
 Kaleah Joy Syverson
 Katelyn A. Tallas
 Abbey Lynn Taubert

Callie Marie Thielen
 Allison Tanya Thimjon
 Hannah Marie Thingelstad
 Kaylee Rae Thompson
 Ashley Ann Tingelstad
 Mariah Brooke Torgerson
 Kaitlin Solveig Turner
 William Mason Turner
 Matthew Gerald Van Beek
 Mariah Dea Viaene
 Cooper Mensuon Wahlo, Jr.
 Molly Helen Wallgren
 Christine Rose Wanner
 Joshua David Lawrence Watne
 Nicholas Steven Whitehead
 Alyssa Kate Wiegandt
 Hayley Kjersten Wilkens
 Ashley Lynn Willard
 Justin Lee Woitte
 Ian Ross Wyffels
 Bobbi Kristine Wynia
 Chelsey Patricia Yantzer
 Paul Michael Zens
 Bohua Zhang
 Jonathan Jeffrey Zimmerman

Master of Athletic Training

Matthew Davis Borowski
 Heather Fahsl
 Nicholas Daniel Fischer
 Kristen Lynn Fosness
 Steven Kenneth Kiphuth
 Rachel Ann Kirmis
 Nathan Norman Kleppe
 Marcus Lee Moberg

Master of Education

Jana Lee Battagler
 Erin Adele Beske
 Angela C. Brant
 Caroline Meredith Fraase
 Stephanie Ann Gramlow
 Rachel Le Gronbach
 Denise Lynn Harrington
 Rosemary Louise Hunt
 Rachel Anne Johnson
 Michael John Kaiser
 Ryan Sloan Kasowski

Keri Jean Kimble
 Elizabeth Ann Kirk
 Nicole L. Langer
 Abby Chrisitne Maloney
 Bobbie Jo Miller
 Katherine Nelson
 Keira Ann Oscarson
 Spencer L. Palder
 Megan Kari Ramsey
 Alissa Violet Renner
 Leah Erin Riske
 Elizabeth Claire Sand
 Nathan Robert Schleicher
 Rebecca Marie Schluter
 Tyler James Senn
 Jessica Eileen Smith
 JoAnn Elizabeth Spiering
 Tonya J. Stokka
 Michelle Louise Wilson

Master of Science

Lyndsie Shaliece Adams
 Christiane Jean Berdan
 Michael A. Best
 Alison Brennan
 Mary Jane Damme
 Jessica Marie Hanson
 April Nicole Iverson
 Bailee Ansoph Kaul
 Thomas Peter Kirchoffner
 Katie Marie Luce
 Gail J. Myers
 Monica Nicklay
 Lynsey Ann Rittenbach
 Tyler A. Roehl
 William Michael Tomblin

Doctor of Philosophy

Malika Carter
 Carolyn Marie DeLorme
 Anita Marie Gust
 Colleen Ann McDonald-Morken
 Robert Lester Walsh
 Jamie Wirth

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

Kirstie Anne Abel
 Stephanie Jo Bauer
 Allison Mae Borsheim
 Abdirahman Mohamed Farah
 Megan Joy Harris
 Britta Ann Lofgren
 Marie Ann Lommel
 Mason Christian Lynk
 Zachary R. Motis
 Jason Ronald Schwartz
 Madison Paige Stone

Bachelor of Science in Nursing

Alexis Marie Aakre
 Haley Christina Abbas
 Kala Jo Anderson
 Shenaee Ann Beal
 Hannah Marie Berns
 Molly Elizabeth Blair
 Rachel Elizabeth Boe
 Aubrey Jean Marie Bot
 Heather E. Brusehaver
 Taylor John Caulfield
 Allyson Lyn Craven
 Carley Marie Dawson
 Danielle Lee Eidschink
 Brianna Lynn Fedje
 Kathryn Lauren Fleming
 Karli Lenae Freeberg
 Brianna Kay Fretland
 Caitlin Anna Giesen
 Ira J. Glass
 Kayli Christine Gross
 Britny Michele Hanson
 Briana Alice Hartog
 Emily Elaine Helmers
 Joe Thomas Hendrickx
 Karis Laurel Johnson
 Haley Jo Johnston
 Morgan Lynn Kaiser
 Todd Michael Kessler
 Michael John Knell
 Amber Dawn Kracht
 Courtney Nicole Kraus

Jennifer Marie Kuntz
 Jordan Elizabeth LaJoie
 Hannah Marie Linz
 Lesley Ann Locken
 Nathan Cole Mattson
 Fallon Chantal Meixel
 Christa May Nagel
 Laura Marie Nelson
 Vivian Nzonto Ngongang
 Aaron Paul O'Connell
 Sherline Nadia Oriental
 Ann Marie Podoll
 Natasha J. Randall
 Tracy Diane Schmitz
 Stephanie M. Schwenk
 Thomas Simanski
 Jaclyn Anne Smith
 Hallie Renee Sorenson
 Morgan Ann Sundet
 Rebecca Jo Theede
 Andrew Christopher Tyson
 Tara Danielle Uehran
 Gretchen Anne Uselman
 Emily Rose Van Den Einde
 Danielle Elizabeth Walz
 Jonathan Adam Yeske
 Brian Robert Ziegler

Master of Public Health

Saurav Dahal
 Kelsey Lynn Folkert
 Camilla M. Hawley
 Twila Pauline Singh
 Jordyn Tinka Wallenborn

Master of Science

Ahren Evangeline Dosch
 Woonhwa Ko

Doctor of Nursing Practice

Melinda Kay Anderson
 Danielle Marie Danielson
 Ashley Grace Huot
 Bonita Jo Jenzen
 Toby Lynn Redden
 Nichole B. Roller
 Jenna Rae Stout
 Kayla Joy Thompson

Doctor of Pharmacy

Carly Blaire Aamoth
 Diane Elizabeth Adams
 Mohamed Sheikh Ahmed
 Dori Lynn Amundson
 Claire Elise Askegaard
 Kayli Ann Bardell
 Nicholas Scott Becher
 Sarah Elaine Bellefeuille
 Gregory Allan Berg
 Kristin Elizabeth Bloom
 Tracey Madelyn Bovkoon
 Erianne Siena Bright
 Shane Matthew Caslavka
 Margo Alison Christopher
 Patricia Ann Louise Cordes
 Taryn Susan Cunningham
 Kimberly Jo Davidson
 Matthew Lee Dohman
 Nidhi Dubey
 Ashley Andrew Eckert
 Alyssa Jo Emerson
 Michelle Ann Faber
 Michael Jon Fisher
 Andrew John Fiske
 Hannah Stephanie Fundaun
 Jonathan David Funk
 Sarah Ann Gabert
 Derek L. Gaffney
 Jeremy W. Grindeland
 Lindsay Elizabeth Hanson
 Joseph Sheahan Henning
 William Daniel Hess
 Kyle John Hilleren
 Alyssa K. Holmen
 Alysia M. Honzay
 April Dawn Huschka
 Molly Rae Irsfeld
 Tenzin Jangchup
 Shalynn Vera Jeske
 Paul Stephan Jilek
 Katie Lynn Johnke
 Alice Elaine Johnson
 April Marie Johnson
 Joseph Robert Kaiser
 Fidelis Kamuntu
 Amanda Jo Kerr
 Kayla Marie Kortan

Katie Marie Kram
 Kyle John Laporte
 Michelle Jo Luebke
 Micaela Marie Maeyaert
 Michael Douglas Meier
 Corey Scott Melroe
 Leah Jean Miller
 Kristyn Marie Murphy
 Lane Dalton Nelson
 Trung Tan Nguyen
 Heath John Oetken
 Hannah Marlo Peterson
 Quang Minh Phan
 Daniel W. Pifher
 Kathleen Lee Powlish
 Haylee Marie Preabt
 Landon Benjamin Rachel
 Shiva Raoof
 Rebecca Rae Richards
 Erika Lei Ridl
 Jaime Aleeyce Rue
 Sarah Louise SchAAF
 Brittanie Rose Schmeets
 Carly Marie Smithers
 Nicole Esther Snyder
 Carlina Jane Stromback
 Jill Marie Tebbe
 Kelsey Dallas Voigt
 Brandi Lynn Wersinger
 Marc Velo Westby
 Jordan Severin Westrum
 Angela Dawn Williams
 John David Youmans
 Jessica Ann Ziegler

Doctor of Philosophy

Buddhadev Layek
 Anil Vishvanath Wagh

College of Science and Mathematics

Certificate

Laura Catherine Farrell
 Albert Okaba Kertho
 Juan Manuel Vargas-Ramirez

Bachelor of Arts

Hannah Marie Brown

Andrew Brian Hatfield
 Alexander James-Paul Kube
 Connie Nguyen
 Baldorj Tsog

Bachelor of Science

Christopher Jacob Adducci
 FNU Ananya Jaidev
 Elizabeth Jade Anderson
 Nicole Joan Anderson
 Stephanie Kay Anderson
 Brock Damone Ashmore
 Cody Michael Bakken
 Corey Dylan Barrett
 Kataryna Alane Barrett
 Catherine Suzanne Bartholomew
 Heidi Jo Bartosh
 Bat-Od Bat-Otgon
 Michael Kenneth Bayles
 Courtney Alisabeth Becker
 Joshua Wayne Bellefeuille
 Patrick Paul Bjerke
 Logan William Boe
 Alyssa Ann Boetel
 David Gordon Breitbach
 Erika Andrea Brennan
 Tyler Robert Brink
 Ashley Rae Callahan
 Eric Wallin Canillas
 Maggie Mae Carlson
 Joseph Matthew Ching
 Alycia Pearl Christiansen
 Meg Alicia Claypool
 Nicholas Andrew Colwell
 Kyle Michael Conner
 James Steven Cross
 Kaleb William Dahl
 Jaren Allan Damm
 Katlin May Danielson
 Stephen David Deraas
 Elise Carole Dick
 Robert James Durham
 Kavin Michael Dvorak
 Jaclyn Lee Eichele
 Molly Lynnae Eldridge
 Alexandra Leigh Engraf
 Jacob Henry Erickson
 Felicia Adele Fahl

Kristopher Lee Fandrich
 Michael Lawrence Farrenkopf
 Erik Bruce Fjelde
 Michael William Folkers
 Samuel Edwin Francis
 Matthew David Franzen
 Stephanie Ann Friestad
 Alexander William Gee
 Zachary Geeraerts
 Sara Marie Gefroh
 Jenna Lee Green
 Katie Jo Grinde
 Tyler Donn Groth
 Michael Douglas Grueneich
 Mary Kate Gullickson
 Austin Ivel Hanson
 Justin Michael Hanson
 Benjamin Asher Hardin
 Lacey Christine Harper
 Nicholas Henry Hastreiter
 Joseph Matthew Hauglid
 Scott Lilong Haws
 Sarah Nicole Hepp
 Owen Robert Higgins
 Nicholas Langford Hodnefield
 Adrian Brakke Hoehle
 Zachary Roy Hofmann
 Trista B. Hohnadel
 Stephanie Rose Jacobson
 Kyle William Jandro
 Ashley Diane Johnson
 Brandon James Johnson
 Damon Allen Johnson
 Eric Scot Jones
 Brandon A. Kaiser
 Sarah Ann Kale
 Nathan B. Kavli
 Jamie Elizabeth Kendall
 Ashley Anne Kershaw
 Tess Monet Kilwein
 Alexandra Marie King
 Jesse Lee Kipp
 Kayley Claire Klingbeil
 Alex James Knudson
 Jeremy Emil Knutson
 Hasu Kortti
 Anna M. Kozlowski
 Angela Ann Kraemer

Nicholas Lee Kramlich
 Jessica Lee Krings
 Anthony Thomas Kulzer
 Ankit Kumar
 Marinda Lee Kurpius-Brock
 Rochelle Louise Langer
 Rachel Anne Larson
 Tyler Jerome Lewandowski
 Ashley Nicole Lindell
 Chase Robert Lingle
 Ciciley Rae Littlewolf
 Davin Godfree Loegering
 Jeffrey Donald Lorsung
 Amber Kae Lund
 Taylor Alexandra Lundquist
 Allison Renae Martin
 Tacy Lee Masters
 Evan Robert McGauvran
 Casey Alexander McLachlan
 Amanda Howes McMullen
 Christopher James Meyers
 Logan John Miller
 Luke Prentice Moen
 Emily Jean Morgan
 Rebecca Katherine Morton
 Tanner Allen Muehler
 Amanda Lee Ockert
 Darwin Glenn Olson
 Austin Aaron Owings
 Dienul Haq Ambeg Paramarta
 Logan Ken Paschke
 Hannah Grace Passolt
 Isaac Ordell Pehrson
 Blake Elliot Pester
 Thomas James Peters
 Taylor Faye Peterson
 Chelsy Ann Posterick
 Cesar Andres Ramirez Sanchez
 Bryan Alan Rask
 Alexis Lynn Rheault
 Scott Daniel Rivenburg
 Sinibaldo Romero
 Margaret Promila Rozario
 Dana Charon Rude
 Whitney Mae Ryan
 Katelyn Rose Rykal
 Kilynn Fay Sandberg
 Jenna Kay Saunders

Brandon Paul Schmidt
 Jacob Eli Schmidt
 Garrett Schultz
 Austin Daniel Selness
 Samantha Anne Shand
 Akshat Sharma
 Nishant Sharma
 Kelly Jean Sidla
 Jennie Irene Sirota
 Mee-Sun So
 Stephanie Ann Sorenson
 Zackery Kyle Staeffler
 Nicholas Monroe Stasko
 Jacob Adam Steiner
 Jeremy James Struxness
 Samuel James Stutsman
 Matthew Allen Swanson
 Joshua Samuel Keat Seng Tan
 Benchamin Hoang Tang
 Michael DuPlessis Tchida
 Morgan Ashley Thompson
 Christopher Jonathan Tonsager
 Eric Thomas Torkelson
 Melissa Joan Tracy
 Max An Tran
 Heidi Marie Trosen
 Nora Cecelia Ulmer
 Caitlin Joann Van Voorhis
 Jaden Dale VanEckhout
 Zachary Conrad Voels
 Taylor M. Wagner
 Tarunveer Singh Waraich
 Marissa Amanda Weinkauff
 Phillip Joseph Weiss
 Daniel D. Weisz
 Hilary H. Wennblom
 Austin Oliver Wiger
 Patrick Dickinson Wiltz
 Catherine Colleen Yager
 Tera Nicole Ydstie
 Camille Elizabeth Zerfas

Master of Science

Srinivas Adithya Amanchi
 Stefan Adam Bock
 Divya Dayala
 Aaron J. Feickert
 Sudheer Gadiparthi

Munmun Gupta
 Nimish Gupta
 Ruchi Gupta
 Jared C. Hall
 John M. Harris
 Michael Glenn Hoffman
 Farzana Jahan
 Matti Maurice Kariluoma
 Sourabh Khosla
 Yannick Mingashanga Kwete
 Ruifeng Liu
 Megan Denise Niner
 Anand Swaroop Pandey
 Sharath Chandra Sambaraju
 Matthew R. Semler
 Sonu Sharma
 Pallavi Srichinta

Master of Software Engineering

Joseph Christopher Gali
 Ganga Srinivas Kanaparthi
 Binod Maharjan
 Srinivasreddy Reddymalla
 Lee Creighton Synkowski
 Anil Tomar
 Ganesh Venkataramani

Doctor of Philosophy

Ibrahim Mithgal Aljarah
 Nailah Shikri Al-Madi
 Lisa Louise Bender
 Ashivee Chakradhar
 Karl D'Silva
 Alfred Mungai Ndungu
 Qasem Turki Obeidat
 Raushan Kumar Singh

College of University Studies

Bachelor of University Studies

Christopher James Aagesen
 Amy Elizabeth Blickensderfer
 Rachel Elizabeth Blomberg
 Mitchell R. Bratteli
 Taylor Michael Braun
 Ashley Ann Burtness
 Soni Irene Cariveau
 Breanna Leigh Disrud

Jennie Maye Hjelmberg
Sara Ann Holman
Eric Todd Enderson Johnson
Catavia Sasche Jones
Kallen John Kleinschmidt
Jennifer Rebecca Mattison
Landon McCluskey
Matthew Erik Moeller
Matthew James Musacchia
Hilliary Louise Trandem
Anthony John Van Voorhis
TrayVonn Ramon Wright

***Ad hoc* committee for the analysis of the transitional SROI questions**

From the transition proposal (C. Ray): A Faculty Senate *ad hoc* committee should be formed to make a recommendation to the Provost, based upon review of available data, concerning final approval of the proposed SROI items, including any revisions. Specifically, the committee needs to do the following:

- Determine which statistical analyses need to be performed. Special attention needs to be paid to possible biases including, but not limited to gender and race/ethnicity.
- Review these analyses.
- Revise or accept the proposed SROI items. Recommend this to the Provost for approval.

***Ad hoc* committee for the determination of the evaluation procedure for the ombudsperson**

Specific charges of this committee:

- 1) Draft changes to faculty senate bylaws (target: section 8, article IV, faculty affairs responsibilities) to formalize authority and responsibility for annual NDSU ombudsperson evaluation.
- 2) Draft detailed guidelines and procedures for the annual evaluation of the NDSU ombudsperson and office.

The committee should conduct its work in cooperation with NDSU ombudsperson Kristine Paranica and NDSU provost Beth Ingram, both of whom would be *ex officio* members of the committee.

2014 NDSU IT Expo

Memorial Union Great Plains Ballroom

<http://www.ndsu.edu/vpit/tech-expo/>

The upcoming NDSU Information Technology Expo is scheduled for Tuesday, September 23. The event is open to all staff, faculty and students, and includes a technology fair, expert panel discussions and technology demonstrations. This year, we have a keynote presenter who will speak about “Generation NeXt: Understanding, Teaching and Serving Today’s Students.” We also plan to begin the day with a Researcher’s Coffee, developed to address specific resources and updates of interest to our research community at NDSU. Other presentation topics will include:

- Next Generation Classroom Technologies
- Can I Borrow Your Work? Alternatives to Copyright in the Digital Age
- Going Adaptive – A Roadmap to Make Your Web Content Adaptive
- Custom Mobile and Web Application Development
- Data Hoarders vs. Data Minimalists: Records Management and Compliance
- Track Training at NDSU
- Microsoft Office Specialist Training & Certification
- ...and more!

Measure 3

At 7:00 pm on Wednesday, October 1, Murray Sagsveen, the NDUS Chief of Staff and Director of Legal Services, will discuss “Facts about the State Board of Higher Education, Constitutional Measure 3, and Accreditation” in NDSU’s Festival Concert Hall. His presentation is open to the public and is co-sponsored by the NDSU Faculty Senate and NDSU’s Office of Accreditation, Assessment, and Academic Advising.

Agenda

Faculty Senate Meeting

*Meeting place and time: 3:30 pm, Monday, October 13, 2014
Memorial Union, Prairie Rose Room*

I. Substitutions – R. Kitch

II. Approval of [September 8, 2014, Faculty Senate Minutes](#)

III. Consent

- a. Academic Affairs Report ([Attachment 1](#))
- b. Informational Policy Changes ([Attachment 2](#))
 - a. 101: Personnel Definitions
 - b. 148: Payroll Deduction Services
 - c. 180: Separation Procedures
 - d. 803: Restricted Gifts vs. Grants Policy
 - e. 804: Allowability of Costs

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- a. President D. Bresciani
- b. Provost B. Ingram
- c. B. Pruess, President of Faculty Senate
- d. S. Sather-Wagstaff, President-Elect of Faculty Senate
- e. W. McCrory, President of Staff Senate
- f. H. Haugeberg, Vice President of Student Body

V. Senate Committee Reports

- a. Senate Coordination Council, for Discussion and Vote (B. Pruess)
 - 103: Equal Opportunity/Affirmative Action Policy on the Announcement of Positions ([Attachment 3](#))
 - 332: Assessment of Teaching ([Attachment 4](#))

VI. Unfinished Business

VII. New Business

- a. Records Management Task Force, M. Robinson ([Attachment 5](#))
- b. Process to determine faculty representation on search committees

VIII. Adjournment

Academic Affairs Committee Report October 13, 2014

Curricular Recommendations

New Program	
Global Business, B.S. (2 nd Major)	

New Courses				
Subject	No.	Title	Crs.	Effective Term
BIOC	723	Structural Basis of Membrane Transport and Signaling	3	Spring 2014
ECE	320	Electronics for Computer Engineers	3	Fall 2014
HDFS	790	Graduate Seminar: Readings and Research in Developmental Science	1	Spring 2015
IME	433/633	Additive Manufacturing	3	Fall 2014
LA	331	Graphics III: Design Communication	3	Fall 2014
MICR	481/681	Microbial Genomics with Computational Laboratory	3	Spring 2015
PSYC	261	Introduction to Cognitive Psychology	3	Spring 2015

Course Deletion				
Subject	No.	Title	Crs.	Effective Term
BUSN	433/633	Law of Electronic Commerce		Fall 2014
BUSN	486	Senior Thesis	3	Fall 2014
BUSN	630	Legal and Social Environment of Business	3	Fall 2014
CM&E	411	Construction Cost Estimating	4	Spring 2015
CM&E	425	Decision Making and Risk Analysis	3	Spring 2015
MICR	665	Fundamentals of Animal Disease	3	Spring 2014
MRKT	480/680	Sports Marketing		Fall 2014
PHRM	465/665	Cultural Competence in Health Care	3	Fall 2014

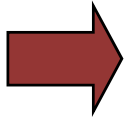
Course Changes									
From:				To:					
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term	
ADHM	665	Aging and the Environment	3	ADHM	705	Environment & Aging	3	Fall 2014	
CFS	760	Pasta Processing	2	CFS	760	Pasta Processing	3	Spring 2015	
CNED	730	Sexual Functioning & Abuse Issues in Counseling	3	CFS	730	Crisis and Trauma in Counseling Practice	3	Summer 2014	
CNED	769	Theory and Practice for Counselor Education	3	CNED	869	Instructional Theory and Practice in Counselor Education and Supervision	3	Spring 2015	
CNED	771	Counselor Education and Supervision in a Multicultural Society	3	CNED	871	Advanced Multicultural Practice in Counselor Education and Supervision	3	Fall 2014	
CNED	772	Advanced Counseling Theories	3	CNED	872	Advanced Counseling Theories	3	Spring 2015	
CNED	776	Qualitative Research and Program Evaluation	3	CNED	876	Qualitative Research and Program Evaluation	3	Spring 2015	
CNED	780	Ethical and Legal Issues in Counselor Education	3	CNED	880	Ethical and Legal Issues in Counselor Education and Supervision	3	Spring 2015	
ECE	321	Electronics I	2	ECE	321	Electronics for Electrical Engineers	5	Fall 2014	
EDUC	121	Improvement of Reading	1	EDUC	121	Approaches to Critical Reading	1	Fall 2014	
MICR	370	Beef Cattle Health Management	1	ANSC	378	Animal Health Management	1	Fall 2014	
NURS	710	Health Promotion and Disease Prevention	2	NURS	810	Health Promotion and Disease Prevention	2	Spring 2014	
NURS	712	Advanced Health Assessment	3	NURS	812	Advanced Health Assessment	3	Spring 2014	
NURS	712P	Assessment Practicum	6	NURS	812P	Assessment Practicum	6	Spring 2014	
NURS	714	Advanced Pathophysiology I	2	NURS	814	Advanced Pathophysiology I	2	Spring 2014	
NURS	716	Advanced Pathophysiology II	2	NURS	816	Advanced Pathophysiology II	2	Spring 2014	
NURS	720	Advanced Practice Roles	2	NURS	820	Advanced Practice Roles	2	Spring 2014	
NURS	730	Clinical Applications	3	NURS	830	Clinical Applications	3	Spring 2014	
NURS	731	Advanced Pharmacology I	2	NURS	831	Advanced Pharmacology I	2	Spring 2014	
NURS	732	Advanced Pharmacology II	2	NURS	832	Advanced Pharmacology II	2	Spring 2014	
NURS	733	Family Primary Care I: Assessment and Management	3	NURS	833	Family Primary Care I: Assessment and Management	3	Spring 2014	
NURS	734	Family Primary Care II: Assessment and Management	3	NURS	834	Family Primary Care II: Assessment and Management	3	Spring 2014	
NURS	735	Family Primary Care III: Assessment and Management	2	NURS	835	Family Primary Care III: Assessment and Management	2	Spring 2014	
NURS	735P	Practicum IV: FNP Role Integration	4-8	NURS	835P	Practicum IV: FNP Role Integration	4-8	Spring 2014	
NURS	736P	Practicum V: FNP Role Integration	4-8	NURS	836P	Practicum V: FNP Role Integration	4-8	Spring 2014	
NURS	799S	Clinical Dissertation	1-15	NURS	899S	Clinical Dissertation	1-15	Spring 2014	

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Corequisite Change	Effective Term
CNED	720	Group Counseling	Prereq: Admission to Counselor Education Program	Summer 2014
ECE	343	Signals & Systems	Change in Bulletin Description Prereq: ECE 311 or MATH 266, EE 206, and ECE 320	Fall 2014

New Special Topics (FYI)				
Subject	No.	Title	Prerequisite/Corequisite Change	Effective Term
RS/RC/MLS	199	Understanding and Developing Compassion as a Patient Care Provider	Prereq: Pre-Radiologic Sciences, Pre-Respiratory Care, Pre-Medical Laboratory Science	Spring 2015

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to ndsuh.policy.manual@ndsuh.edu first so that a clean policy can be presented to the committees.

SECTION: Policy Number and Name 101 Personnel Definitions

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? x Yes No
 - Describe change: Due to the Affordable Care Act, the definition of Seasonal has changed. It is no longer 'less than 8 months'. It is now 6 months or less.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: August 21, 2014 Office of Human Resources/Payroll
 - Email address of the person who should be contacted with revisions: Colette.erickson@ndsuh.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsuh.policy.manual@ndsuh.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University Policy Manual

SECTION 101 PERSONNEL DEFINITIONS

SOURCE: SBHE Policy Manual, Sections 605.1 and 606.1
NDUS Human Resource Policy Manual
NDSU President

1. CLASSIFICATION STATUS

1.1 Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

1.2 Non-Banded Employee

1.2.1 Academic Staff

Faculty (instructors, assistant, associate or full professors), lecturers, and graduate assistants.

1.2.2 Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation, including coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

2. EMPLOYMENT STATUS

2.1 Regular Employee

A *staff employee*, who satisfactorily completes a probationary period, or a *non-banded employee*, who is employed at least seventeen and one-half hours per week if hired before August 1, 2003 or twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year.

2.1.1 Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2 Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches 6 or more credits for two or more consecutive semesters. Credits taught through Continuing Education are not applicable for purposes of this definition.

2.2 Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week, or less than five months per year, if hired before August 1, 2003, or less than twenty hours per week or less than 20 weeks per year if hired on or after August 1, 2003.

2.2.1 A seasonal position is one in which a person works 6 months or less than eight months per year during an institutionally designated "season," such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

3. OVERTIME ELIGIBILITY STATUS

3.1 Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2 Exempt Employee

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

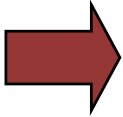
HISTORY:

New	July 1990
Amended	April 1996
Amended	August 1997
Amended	August 1998
Amended	July 1999
Amended	December 1999

Amended	December 2000
Amended	February 2001
Amended	October 2001
Amended	April 2005
Amended	January 2007
Amended	September 18, 2013
Amended	January 28, 2014

Policy Change Cover Sheet

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If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **Policy 148 Payroll Deduction Services**

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Update payroll deduction services due to changes in vendor processing/names
5. This policy change was originated by (individual, office or committee/organization):
 - **Brittnee Steckler, Office of HR/Payroll, September 5, 2014**
 - Brittnee.steckler@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

6. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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North Dakota State University

Policy Manual

SECTION 148 PAYROLL DEDUCTION SERVICES

SOURCE: NDSU President

1. The University provides payroll deduction service for certain types of voluntary group insurance. Detailed information is not available on campus but is available through the providers named.
2. **Supplemental Life Insurance (ING ReliaStar Life Insurance Co.-TriTerm Policy)**
This optional life insurance program provides term insurance for employees. Coverage is also available for spouse and children. Basic amounts of coverage are \$10,000 or \$20,000 or \$30,000 for the employee, with additional amounts available for spouse and children. Options are also available to increase employee coverage to a maximum of \$250,000. Insurance may be continued by direct billing or the policy may be converted to a whole-life policy at the employee's option upon termination of employment.

~~Applications must be made within the first 60 days of employment in order for the employee's basic coverage to be obtained without health questions. Spouse and dependent insurance will require the medical questions to be answered and approval through ReliaStar.~~

3. **Accident Insurance (Reliance Standard Life Insurance Co.)**
An optional group accidental death and dismemberment program is available to all employees with a minimum coverage of \$10,000 and additional increments of \$5,000 to a maximum of \$300,000 coverage. Family coverage is also available.
4. **Cancer Indemnity Insurance (AFLAC-American Family Life Assurance Co. of Columbus)**
This optional supplemental health insurance plan provides for benefits when hospitalized for definitive cancer treatment. This includes both inpatient and outpatient services. The benefits are paid directly to the insured to assist with out-of-pocket expenses.
5. **Hospital Intensive Care Insurance (AFLAC-American Family Life Assurance Co. of Columbus)**
An optional insurance plan which provides benefits for confinement in a hospital intensive care unit. The benefits are paid directly to the insured to assist with out-of-pocket expenses.

6. **ProviDent Dental Plan (Total Dental Administrators, Inc.) –closed plan**

This optional dental maintenance program is available at the employee's expense. The plan requires the choice of a participating dentist in the program.

~~7. **Group Long Term Care Insurance (CNA Insurance Company)**~~

~~An optional insurance plan to cover specific expenses for home health care, community-based services, and/or nursing home care. New employees and their spouses may enroll within 30 days of employment. Rates are determined by age at time of enrollment. Premiums are paid through payroll deduction.~~

~~8.7. **UnumProvident Longer Term Care Insurance**~~

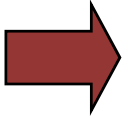
~~An optional insurance plan to cover specific expenses for home health care, community-based services, and/or nursing home care. Anytime enrollment, however, during the first 30 days of employment, there is no medical underwriting for policies under \$6000 that requires underwriting. Rates are determined by age at time of enrollment.~~

HISTORY:

New	July 1, 1990
Amended	April 1992
Amended	January 1995
Amended	April 1996
Amended	August 1996
Amended	May 1997
Amended	December 1999
Amended	October 2000
Amended	November 2000
Amended	June 2001
Amended	March 2002
Amended	November 2005
Amended	January 2007
Amended	December 2010

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: Policy 180 Separation Procedure

7. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Oracle/PeopleSoft HRMS has implemented Managers Self-Service and online process for handling approval and entry of terminations rather than using paper.
8. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: HR/Payroll; Colette Erickson; 09/05/2014
 - Email address of the person who should be contacted with revisions: Colette.erickson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

9. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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North Dakota State University

Policy Manual

SECTION 180 SEPARATION PROCEDURE

SOURCE: SBHE Human Resource Policy Manual, Sections 7 and 26
NDSU President

1. An employee leaving the service of the University, either of his/her own volition or after having been informed of his/her separation, shall contact the Office of Human Resources/Payroll for information relevant to the separation process.
 - ~~1.1 — Departments should submit [the termination online in Oracle/PeopleSoft HRMS Manager Self-Servic](#)~~ean NDSU Change Form: 101 to the Office of Human Resources/Payroll. This should be completed immediately upon notice of separation at least 10 days prior to the end of the pay period in which the separation will occur.~~~~
 - 1.2 *Departments must contact the appropriate security officers to remove or change access for systems, computer access, online services, networks, file storage, e-mail accounts, and e-mail lists for the terminating employee. ([Employee Separation Checklist](#))*
2. A regular employee is eligible to receive payment for accrued annual leave pay. Annual leave pay shall be prorated for the pay period of termination if the employee has not completed a full pay period of employment.
 - 2.1 The last day of work is the termination date, except that two weeks termination pay shall be provided when a two weeks' notice of layoff is not possible (*lack of work, or other unforeseen emergencies*). Upon termination, an employee shall be paid for all unused annual leave accrued through the termination date.
 - 2.2 The effective date used in a resignation, termination, or early retirement agreement is the termination date. This means the effective date can't be a holiday or a non-working day and must be the employee's last working day.
3. A *regular* employee with at least ten continuous years of state employment who leaves the employ of the state, is entitled to a lump-sum payment equal to one-tenth of the pay attributed to the employee's unused sick leave. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the employee's salary or wage at the time the employee leaves the employ of the state.

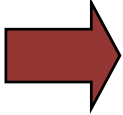
4. *All employees having possession of any University property including, but not limited to, such items as keys, NDSU ID Cards, laptop computers, etc., shall, prior to or upon termination of employment, return such property to the employee's immediate supervisor. All debts owed the University shall be paid in full prior to termination of employment unless other arrangements have been made with the Customer Account Services Office. Faculty who have reporting requirements under sponsored research agreements shall meet such reporting requirements prior to termination. If the employee fails to return property under his/her control, damages property (including destruction of University electronic files or documents), fails to pay debts owed to the University, or fails to meet the reporting requirements under a sponsored research agreement, the employee's last paycheck and/or other compensation due the employee (e.g., accrued leave payments) may be withheld or cancelled (or a portion representing the value of the debt/property) until all such property is returned, debts are paid or reporting requirements are met, provided there is a written document signed by the employee consenting to the foregoing deductions or this deduction policy. Withholding from the employee's last paycheck cannot result in employee receiving less than minimum wage or overtime requirements of law. If the employee is also a student at NDSU, grade transcripts and diplomas may be held in addition to his/her last paycheck.*

HISTORY:

New	July 1990
Amended	June 1994
Amended	July 1997
Amended	October 2000
Amended	January 2006
Amended	December 2006
Amended	October 2007
Amended	January 2008
Amended	October 18, 2010
Housekeeping	June 1, 2011
Amended	February 11, 2014

Policy Change Cover Sheet

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If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **Policy Number and Name** 803 Restricted Gifts vs. Grant Policy

10. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: This change is necessary to define the financial management process for the new undergraduate, academic course project procedures.

11. This policy change was originated by (individual, office or committee/organization):

- Office/Department/Name and the date submitted: Grant & Contract Accounting/Ann Young & Gary Wawers and Sponsored Programs Administration Joycelyn Lucke Love
- Email address of the person who should be contacted with revisions joycelyn.lucke@nds.edu, gary.wawers@nds.edu and ann.young@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

12. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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North Dakota State University Policy Manual

SECTION 803 RESTRICTED GIFTS VS. GRANT POLICY

SOURCE: NDSU President

1. Financial support from any external agency will be classified as a grant or contract if any of the following criteria are met (except as specifically noted below in 803.4):
 - 1.1 any written document has been executed regarding the specific use of the funds beyond a broad programmatic designation, or
 - 1.2 any technical reports are required by the sponsoring agency, or
 - 1.3 a financial report is required by the supporting agency, or
 - 1.4 the work being done has the possibility of producing intellectual property, i.e., patents and copyrights
2. Financial support not meeting any of these criteria may be classified as a gift. Gifts will be classified as either restricted or unrestricted.
 - 2.1 For gifts to the Agriculture Division, the Agriculture Budget Office will first review the documentation. If the documentation shows it to be a gift restricted to a program, or more specific restriction, the gift will be classified as restricted and forwarded to the Grant and Contract Accounting Office for deposit in a restricted gift fund. If the gift terms do not meet the restricted gift test, the gift will be considered unrestricted and deposited to an institutional collection fund.
 - 2.2 For non-agriculture related gifts, the Grant and Contract Accounting Office will review and analyze the documentation. If the documentation indicates the gift is restricted to a program, or more specific restriction, it will be classified as restricted and deposited in a restricted gift fund. If the gift terms do not meet the restricted gift test, the gift will be considered unrestricted and deposited in an unrestricted local fund.

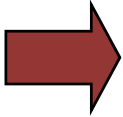
3. When gift funds held at the NDSU Development Foundation are scheduled for expenditure in support of the donor's criteria, the necessary funds will be transferred to the University account established for such purpose. The Foundation cannot originate payment for normal University functions since these expenditures belong on University accounts.
4. Financial support received in support of undergraduate, for credit, academic course projects (ie: Capstone, Senior Design) shall be considered a restricted gift and will be managed in accordance with follow the Accounting Office Gift Policies and Guidelines established by the Accounting Office.

HISTORY:

New	July 1990
Amended	April 1992
Amended	August 2007
Amended	October 2009

Policy Change Cover Sheet

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SECTION: Policy Number and Name 804 Allowability of Costs

13. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No

Describe change: The word "all" needs to be removed as it's not an accurate representation of our procedures. The expenditures that come through on paper are reviewed. The expenditures paid online, via PCard or SSI are audited by a sampling.

-

14. This policy change was originated by (individual, office or committee/organization):

- **Office/Department/Name and the date submitted:** Grant & Contract Accounting/Ann Young and Gary Wawers 08/22/2014

- **Email address of the person who should be contacted with revisions:** gary.wawers@ndsu.edu and ann.young@ndsu.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

15. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

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North Dakota State University Policy Manual

SECTION 804 ALLOWABILITY OF COSTS

SOURCE: NDSU President

1. Before a cost may be charged directly to a sponsored agreement, the cost must meet all of the allowability criteria stated below. The factors affecting allowability of costs are:
 - a) they must be reasonable;
 - b) they must be allocable to sponsored agreements under the principles and method provided below;
 - c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate under the circumstances;
 - d) they must conform to any special limitations or exclusions as set forth in the sponsored agreement.

2. REASONABLE COSTS. A cost is considered reasonable if the nature of the goods or services acquired or applied, and the amount involved therefore, reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made. Major considerations involved in the determination of the reasonableness of a cost are:
 - a) whether or not the cost is of a type generally recognized as necessary for the operation of the institution or the performance of the sponsored agreement;
 - b) the restraint or requirements imposed by such factors as arm's-length bargaining, Federal and State laws and regulations, and sponsored agreement terms and conditions;
 - c) whether or not the individuals concerned acted with due prudence in the circumstances, considering their responsibilities to the institution, its employees, its students, the Government, and the public at large; and
 - d) the extent to which the actions taken with respect to the incurrence of the cost are consistent with established institutional policies and practices applicable to the work of the institution generally, including sponsored agreements.

3. **ALLOCABLE COSTS.** A cost is allocable to a particular sponsored agreement if the goods or services involved are chargeable or assignable to such sponsored agreement in accordance with relative benefits received or other equitable relationship. A cost is allocable to a sponsored agreement if:
- a) it is incurred solely to advance the work under the sponsored agreement;
 - b) it benefits both the sponsored agreement and other work of the institution, in proportions that can be approximated through use of reasonable methods; or
 - c) it is necessary to the overall operation of the institution and, in light of the principles above, is deemed assignable in part to sponsored projects.

Any costs allocable to a particular sponsored agreement under the standards provided above may not be shifted to other sponsored agreements in order to meet deficiencies caused by overdrafts or other fund considerations, to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience.

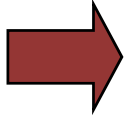
4. The Office of Grant and Contract Accounting reviews expenses charged to sponsored agreements for allowability under the guidelines stated above or for need of further documentation to justify the charge against a specific sponsored agreement.

HISTORY:

New	July 1990
Amended	April 1992
Amended	August 2007

Policy Change Cover Sheet

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SECTION: Policy 103 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Changes to Policy 103 clarify and simplify spouse/partner hire requests from executive/administrative and benefitted academic staff. The changes remove the 2-year window for facilitating spousal/partner hires and clarify lines of communication.
2. This policy change was originated by (individual, office or committee/organization):
 - Submitted by: Office of the Provost/Provost Rafert (on behalf of and working with Commission on the Status of Women Faculty)
 - Date submitted: 6/30/2014
 - Email address of the person who should be contacted with revisions: canan.bilen.green@nds.edu

This portion will be completed by Kelly Hoyt.

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North Dakota State University

Policy Manual

SECTION 103

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE ANNOUNCEMENT OF POSITION OPENINGS

SOURCE: NDSU President

This policy addresses requirements and procedures for position openings. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations and NDSU's Equal Opportunity and Non-Discrimination [Policy 100](#). For equal opportunity purposes, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the search, recruiting, and hiring processes in Sections [202](#) and [304](#) of this manual.

Section 1 pertains to staff positions. Section 2 pertains to faculty and executive/administrative positions. Section 3 pertains to all positions.

STAFF

1. Staff (as defined in [NDSU Policy 101.1.1](#) generally referred to as “broadbanded employees” include those positions in the following job band: 1000, 3000, 4000, 5000, 6000, and 7000).
 - 1.1 If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for equal to or more than twenty weeks, the position shall be announced throughout the appropriate recruiting area as defined in Section [200](#) of this Manual.
 - 1.2 Generally speaking, the recruiting areas are as follows for staff positions:
 - 1.2.1 Administrative/managerial positions in the 1000 band: national.
 - 1.2.2 Professional positions in the 3000 band: regional.
 - 1.2.3 Technical/Paraprofessional (4000); Office Support (5000) Crafts/Trades (6000); and Services (7000): local (Fargo-Moorhead community and/or surrounding counties as applicable).
 - 1.3 When a benefitted staff position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by Reduction in Force policy, [Section 223](#)), a unit

supervisor may choose to advertise a vacant position internally for a minimum of five working days prior to initiating an external search. The procedures, which involve utilizing the online application system for these internal searches, will be the same as those external searches as mentioned in subsection 1 (see Section [202](#)). The Human Resources/Payroll Office, in consultation with the unit supervisor, will be responsible to determine whether a pool of appropriately qualified employees exists.

- 1.4 If the appointment is either less than .50 FTE or clearly stipulated to be for a total duration of less than twenty weeks (non-benefitted), no formal position announcement posting to the online employment application system is required. Unit supervisors are, however, encouraged to announce benefitted positions. The announcement may be distributed within the University to the eligible staff of the particular administrative unit involved. Affirmative action efforts must still be undertaken to ensure that qualified minority individuals, females, and individuals with disabilities are included in the applicant pool. Proof of affirmative action efforts will be required, such as documentation reflecting an open announcement to all eligible staff of an appropriate unit or adequate written documentation on why the candidate is being selected for the opportunity without an announcement to the appropriate unit. Distributing the position announcement to the other Tri-College University institutions or within the Fargo-Moorhead community is also encouraged.
- 1.5 Recruitment for all benefitted staff positions in the 1000 and 3000 bands shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees.
 - 1.5.1 The search committee shall be involved in recruiting, screening, and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from underrepresented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. A member of the Human Resources shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.
- 1.6. Although unit leaders are encouraged to post throughout the University any staff position that offers an important promotional opportunity to employees in other departments, the formal procedures for filling positions that involve utilizing the online application system for job announcements (see Sections [202](#) for broadbanded positions and [304](#) for non-banded) shall be optional in the following cases. (Whenever an appointment is based on one of the following options, the request to recruit must be completed online for benefitted positions and the specific option should be noted in the appropriate section of the online request to offer or on the NDSU [Change Form \(101\)](#) with relevant documentation attached.)

- 1.6.1 Timeslip employment that is not identified as a payroll budget appointment.
- 1.6.2 The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions. This option is governed by [NDSU Policy 240](#) which provides procedures and the requirement of the hiring department to obtain permission from the Director of Human Resources/Payroll who will review for appropriateness of the promotion including equitable issues.
- 1.6.3 When there is concurrence by the hiring department, reassignment due to:
 - 1.6.3.1 An injury resulting in worker's compensation award and subsequent retraining; or
 - 1.6.3.2 A reduction-in-force.
- 1.6.4 When an employee, at time of hire or within two years of employment, has a spouse or partner who is fully qualified and interested in a university position. (Please note the responsibilities lies with the employed spouse/partner's unit supervisor to encourage the spouse/partner to locate positions that they feel they are fully qualified for and make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review the spouse's/partner's education and experience. The hiring department will make the final hiring decision.
- 1.6.5 At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:
 - 1.6.5.1 The employee had a satisfactory performance record; and
 - 1.6.5.2 The employee is returning to a position requiring similar qualifications and having similar responsibilities; and
 - 1.6.5.3 The position is within the department where he/she worked at the time of resignation.

Faculty and Executive/Administrative Staff

- 2. Executive/Administrative (primarily in 0000 job bands) and benefitted Academic Staff (in 2000 band – bands are defined in [NDSU Policy 101.1.2](#)), generally referred to as “non-banded employees,” include such positions as tenured and tenure-track faculty and deans. Recruitment falls under two primary categories: half time or less or interim (2.1) and more than half time (2.2).

- 2.1 Titled and/or Compensated Positions (Less Than .50 FTE or Interim)
If the appointment is less than .50 FTE or stipulated to be for less than twenty weeks, the titled or compensated position shall be announced internally within the unit (and to other relevant internal units as appropriate to the position). The unit supervisor must ensure transparency and equal opportunities for individuals to learn about and apply for the positions. This means the unit supervisor must announce the position to appropriate unit(s) internally and accept applications for at least ten working days. Documentation of the announcement and review of applications must be provided to the Office of Equity, Diversity, and Global Outreach before the position is offered so Equity, Diversity, and Global Outreach can ensure compliance with this policy. Even when using internal searching, for any positions that come with fringe benefits, the formal search process detailed in [Policy 304](#) must be followed.
- 2.2 Equal to or Greater Than .50 FTE, Non-Interim Positions
If the appointment is to be .50 FTE or more and the expectation is that the appointee will serve for equal to or more than twenty weeks, the position shall be announced throughout the appropriate recruiting areas as defined in [Section 103.1](#) of this Manual (with the exception of graduate level degree seeking students).
- 2.2.1 Generally speaking, the recruiting areas are:
- 2.2.1.1 Executive/Administrative positions in the 0000 band: national.
 - 2.2.1.2 Benefitted Academic staff such as tenure/tenure track faculty in the 2000 band: national.
 - 2.2.1.3 The 2000 level: lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff: regional.
- 2.2.2 Recruitment for all benefitted executive/administrative and academic staff positions (all those in the 0000 and 2000 job bands) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees. [NDSU Policy 339](#) requires for every faculty recruiting committee to include faculty from the unit and at least one student. A unit may wish to include both an undergraduate and a graduate student on the committee.
- 2.2.3 The search committee shall be involved in recruiting, screening, and

interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from underrepresented and protected groups. Selection from the group of finalists is the responsibility of the unit administrator and is based on the recommendation of the search committee. The Vice President for Equity, Diversity, and Global Outreach or designee shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.

2.2.4 Exceptions to searches for benefitted executive/administrative, and academic and professional broadbanded staff positions listed (greater than .50 FTE and longer than 4 months) are limited to the following:

2.2.4.1 The transfer of an academic staff member from a lecturer line to a probationary appointment as outlined in the employee's original contract provided that he or she had secured the appointment on a nationally competitive basis.

2.2.4.2 An externally funded appointment as a postdoctoral fellow, research scientist, or broadbanded research professional in a department where the individual has just completed an NDSU graduate degree and the assignment involves continuation of the research used for the individual's thesis/dissertation. This appointment is limited to the period for which funding has been given and normally may not exceed two years.

2.2.4.3 With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Sponsored Programs Administration. Those submitting proposals for internal funding that are not reviewed in Sponsored Programs Administration should contact the Office for Equity, Diversity, and Global Outreach prior to submitting the proposal.

- 2.2.4.4 When a ~~faculty member n employee, at time of hire or within 2 years of employment,~~ has a spouse or partner who is fully qualified and interested in a university position, a dual career exception to the search process may be made. ~~The~~ department or unit administrator is responsible to contact the Vice Provost for Advancement of Faculty as soon as possible. Hiring a spouse or partner depends upon the qualifications of the spouse or partner, the availability of a suitable and acceptable position in each case, and is subject to the approval of the department or unit into which the spouse or the partner will be hired, following an interview process within that unit. :
- ~~2.2.4.4.1 Contact Human Resources/Payroll Office and/or the relevant academic department(s) as soon as possible (depending on the spouse's/partner's education and experience); and~~
- ~~2.2.4.4.2 Encourage the spouse/partner to locate positions that they feel they are fully qualified for and make an appointment with a staff member in Human Resources/Payroll Office and/or with the head/chair of the appropriate unit to review the spouse's/partner's education and experience. The hiring department will make the final hiring decision.~~
- 2.2.4.5 At the request of the appropriate supervisor and with unit support, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:
- 2.2.4.5.1 The employee had a satisfactory performance record; and
- 2.2.4.5.2 The employee is returning to a position requiring similar qualifications and having similar responsibilities; and
- 2.2.4.5.3 The position is within the department where he/she worked at the time of leaving.
- 2.2.4.6 When there is concurrence by the hiring department, reassignment due to:
- 2.2.4.6.1 An injury resulting in worker's compensation

award and
subsequent retraining; or

2.2.4.6.2 A reduction-in-force.

All Positions

3. Exceptions to this policy may be authorized by the President in unique circumstances.

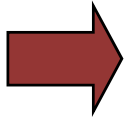
A written request for the Presidential exception is initiated by the hiring department and forwarded through the appropriate supervisory line to the unit's dean or director. If there is support from the dean or director, the request is forwarded to the Provost or the appropriate vice president. If the request is supported by the vice president after consultation with the Vice President for Equity, Diversity, and Global Outreach and the unit's dean and director, it is forwarded by the Provost or Vice President to the President for consideration.

HISTORY:

New	May 15, 1978
Amended	February 6, 1979
Amended	April 21, 1981
Amended	November 13, 1989
Amended	September 24, 1991
Amended	April 1992
Amended	August 1993
Amended	December 1994
Amended	May 4, 1999
Amended	October 2001
Amended	October 2004
Amended	April 2005
Amended	October 2006
Amended	October 2007
Amended	May 2008
Housekeeping	September 2009
Housekeeping	July 2010
Amended	October 2010
Housekeeping	December 2010
Housekeeping	March 2011
Amended	September 30, 2012
Amended	February 4, 2014
Housekeeping	March 20, 2014
Amended	April 24, 2014

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION:

Policy Number and Name

- Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandated change? Yes No
 - Describe change: *This policy change expands the assessment of teaching to include input from the individual faculty member as well as peers while simultaneously clarifying the information collected from students. This current version modified language for clarity.*
- This policy was originated by (individual, office or committee/organization):
 - *Faculty Senate Policy 332 Ad Hoc Committee*
 - *Chris.Ray@nds.edu*

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

- This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 332

ASSESSMENT OF TEACHING

SOURCE: NDSU Faculty Senate Policy

1. INTRODUCTION

- 1.1. The purpose of this policy is to provide direction for instructors in their ongoing efforts to improve the quality of instruction and student learning at North Dakota State University. Four guiding principles are emphasized in this policy concerning the purpose of assessment of teaching effectiveness: (1) to clarify and reflect what is meant by teaching effectiveness, including the demonstration of teaching effectiveness; (2) to emphasize the improvement of teaching and learning; (3) to utilize a holistic approach that triangulates the measurement of teaching effectiveness; and (4) to minimize possible forms of bias such as student motivation and student or instructor demographics.
- 1.2. Definition of Instructors
 - 1.2.1. For the purpose of this policy, instructors include all individuals, regardless of faculty status (e.g., probationary, tenured/tenure-track, and non-tenure-track faculty, instructors, and graduate teaching assistants) who serve in any teaching capacity as defined below.
- 1.3. Definition of Teaching
 - 1.3.1. The assessment process reflected in this policy includes all forms of teaching (e.g., classrooms, labs, online environments, and other instructional supervision activities) at all levels (e.g., undergraduate and graduate). Particular approaches to teaching vary widely, and instructors may demonstrate pedagogical skills in a variety of creative and innovative ways, all of which should be given due consideration.
- 1.4. Sources of Evidence
 - 1.4.1. The triangulation approach to measuring teaching effectiveness should include data collected from the instructor (see section 2), students (see section 3), and peers (see section 4).
 - 1.4.2. The faculty or instructional staff for each academic unit will decide what specific sources of evidence are appropriate for the unit.

2. INSTRUCTOR-PROVIDED MATERIALS

- 2.1. Individual academic units should develop a flexible approach to assessment of teaching effectiveness that includes collection of evidence submitted directly by the instructor. This evidence may be submitted in the form of a teaching portfolio according to criteria and frequency of review established by the academic unit.
- 2.2. In addition to the materials submitted for comprehensive peer review (see section 4), the instructor-provided materials may include, but are not limited to, reflective statements concerning the instructor's philosophy of teaching, teaching effectiveness, and course or curricular changes made as a response to teaching assessments; teaching materials developed by the instructor; video recordings of instructional activities; evidence of scholarly activity related to teaching and learning; evidence of student learning; data from knowledgeable peers; evidence of quality advising; and additional feedback from students.
- 2.3. Additionally, the instructor will assess instruction by soliciting information from students, peers, or both, for the primary purpose of improving instruction. Assistance in selecting appropriate assessment techniques is available from the NDSU Office of Accreditation, Assessment, and Academic Advising. Completion of formative assessments will be noted in annual reports.
- 2.4. Any materials identified by the instructor as relevant to his or her instructional responsibilities should be considered in the teaching evaluation process.

3. STUDENT INPUT

- 3.1. In accordance with NDUS policy 605.1.6, which states that "evaluations of all teaching faculty must include significant student input," all instructors must be assessed regularly by students in a manner appropriate to the instructional role.
- 3.2. University-Wide Course Rating Forms
 - 3.2.1. Every section of every class offered at North Dakota State University will be assessed each term by the students using, as a minimum, the university-wide set of rating items. This set of ratings should consist of items that students are qualified to judge, such as student perception of instructor fairness within the course, perception of overall course quality, student understanding of the subject matter upon course completion, and the instructor's ability to communicate effectively. In addition, each instructor, unit, or college is encouraged to develop additional items to include as a part of the course assessment form as appropriate to the academic discipline.
 - 3.2.2. Departments may utilize an electronic course assessment process as an alternative to paper assessments. Departments using the electronic course assessment process should contact the Group Decision Center (GDC) to have the university-wide rating form set up electronically. Data on

only the university-wide items, aggregated by course level (lower division, upper division, graduate) without reference to specific courses, will be forwarded to the Office of Institutional Research and Analysis.

- 3.2.3. The university-wide course assessment will occur during the final quarter of the term, but not concurrent with examination periods. Someone other than the instructor, Graduate Teaching Assistants, or other individuals under the direct supervision of the instructor will administer the instrument. If administered in paper format during a class session, the aforementioned individual shall collect the assessments and forward them directly to the appropriate department/unit office for analysis. The instructor will not be present while the student rating is being completed. All instructors will receive a copy of the analysis for their courses after final grades are submitted. The departmental/unit office and the dean's office will retain a copy of the analysis.
 - 3.2.4. The assessment form should indicate that student responses to the university-wide rating form may be used for evaluative purposes concerning personnel decisions including tenure, promotion, and salary decisions.
 - 3.2.5. Items on the university-wide rating form are subject to approval by the NDSU Faculty Senate and should be examined and controlled for student motivation and other possible forms of bias.
 - 3.2.6. All courses ending in 90-series numbers will be exempt from this policy concerning the university-wide rating form.
- 3.3. Additional Student Input
- 3.3.1. At the discretion of the instructor, other student input may be used for teaching assessment purposes to supplement the university-wide ratings. Such supplemental evidence may include, but is not limited to, student feedback in the form of exit interviews or other information voluntarily provided by students.

4. PEER REVIEW OF TEACHING

- 4.1. In addition to assessment data provided by students, each academic unit should conduct a critical peer review of the instructor's range of teaching activities. The faculty or instructional staff for each academic unit will decide how this peer review should be conducted, including determining requirements for appropriate reviewers and frequency of review.
- 4.2. For all instructors, this peer review process should include the instructor's knowledge of the subject matter, contributions to the unit's teaching efforts, and any other teaching contributions such as curricular improvements. Materials for peer review may include, but are not limited to: statement of teaching philosophy;

observation of classroom performance; course syllabi, including course objectives; sample instructional materials, assignments, and examinations; development of new or innovative course materials; cumulative list of courses taught by the instructor; student research supervised by the instructor, including theses and dissertations; receipt of teaching awards; and materials advancing the scholarship of teaching and learning in the instructor's academic discipline.

- 4.3. This peer-review process should be conducted in a manner appropriate to the academic discipline and may include consideration of instructional activities occurring both within and outside the formal classroom such as traditional instruction, supervision of student research, laboratory instruction, advising, mentoring, and other activities related to student learning.

HISTORY:

New	December 10, 1973
Amended	April 1992
Amended	June 1994
Amended	January 2004
Amended	July 2, 2009
Housekeeping	February 14, 2011

The Records Management Program at NDSU has been reactivated under the auspices of the Vice President for Finance and Administration. This initiative, which began in 2007, will be overseen by the Records Management Task Force, made up of representatives from the various divisions on-campus. The Task Force would like to have an appointee from the Faculty Senate on the Task Force.

Agenda

Faculty Senate Meeting

*Meeting place and time: 3:30 pm, Monday, November 10, 2014
Memorial Union, Prairie Rose Room*

- I. Substitutions – R. Kitch
- II. Approval of October 13, 2014, [Faculty Senate Minutes](#)
- III. Consent
 - a. Academic Affairs Report ([attachment 1](#))
 - b. Summer graduation list ([attachment 2](#))
 - c. Policies to Faculty Senate for Information ([attachment 3](#))
 - 101: Personnel Definition (minor change)
 - 130: Annual Leave (federal/state mandate)
 - 131.1: Tuition waiver (correction)

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

- IV. General Announcements
 - a. President D. Bresciani
 - b. Provost B. Ingram
 - c. B. Pruess, President of Faculty Senate
 - d. S. Sather-Wagstaff, President-Elect of Faculty Senate
 - e. W. McCrory, President of Staff Senate
 - f. H. Haugeberg, Vice President of Student Body
 - g. Bridget Burke, Dean of Library
 - h. Chris Wilson, General Counsel
- V. Senate Committee Reports
 - a. General Education bylaws (clarify Professional Advisors, [attachment 4](#), A. Rupiper-Taggart)
- VI. Unfinished Business
 - a. Policy 353: Grievances ([attachment 5](#), T. de Sutter, D. Friesner)
 - b. Social Media Guidelines Task Force (K. Sandstrom)
- VII. New Business
- VIII. Adjournment

**Academic Affairs Committee Report
For Faculty Senate Meeting on November 10, 2014**

Curricular Recommendations

New Courses				
Subject	No.	Title	Crs.	Effective Term
AGEC	371	Export Management	3	Spring 2015
ASM	264L	Natural Resource Management Systems Laboratory	1	Spring 2015
BIOL	270	Antibiotic Drug Discovery	3	Spring 2015
CJ/POL	399	Federal Law Enforcement and Crime Policy	3	Spring 2015
HIST	475/675	The Aztec, Maya, and Inca	3	Spring 2015
TL	789	Academic Conduct and Ethics	1	Fall 2014
TL	811	Modeling for Logistic Research	4	Fall 2014
WGS	340	Perspectives in LGBTQ Studies	3	Spring 2015

Course Inactivation				
Subject	No.	Title	Crs.	Effective Term
ANSC	477	Animal Preventative Medicine	3	Spring 2015
ANSC	655	Animal Biotechnology	3	Spring 2015
BIOL	659	Evolution	3	Fall 2014
CFS	453/653	Food Microbiology	3	Fall 2015
CSCI	155	Immigration	2	Spring 2015
CSCI	162	Intense Fortran	2	Spring 2015
CSCI	335	Theoretical Computer Science	3	Spring 2015
SAFE	674	Epidemiology	3	Spring 2015
SAFE	750	Advanced Topics in Epidemiology	3	Spring 2015

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
AGEC	246	Introduction to Agricultural Finance	4	AGEC	246	Introduction to Agricultural Finance	3	Spring 2015
AGEC	451	National AgriMarketing Association (NAMA) II	2	AGEC	451	National AgriMarketing Association (NAMA) II	1	Spring 2015
ANSC	728	Advanced Reproductive Biology		ANSC	828	Advanced Reproductive Biology		Fall 2014
ANSC	730	Growth Biology		ANSC	830	Growth Biology		Fall 2014
ANSC	775	Vitamins and Minerals		ANSC	875	Vitamins and Minerals		Fall 2014
BIOL/BIOC/PHYS	303	The Science of Learning	1	STEM	303	The Science of Learning	1	Spring 2015
EDUC	489/689	Native Americans and Multicultural Instructional Practices	3	EDUC	489/689	Teaching Students of Diverse Backgrounds	3	Fall 2014
PHRM	665	Cultural Competence in Health Care	3	MPH	765	Cultural Competence in Health Professions	3	Fall 2014
UNIV	489	Capstone Experience	1	UNIV	489	Capstone Experience	3	Spring 2015

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Corequisite Change	
BIOL	151	General Biology II	Prereq: Biol 150	
BIOL	151L	General Biology II Laboratory	Prereq: Biol 150L	
BIOL	221	Human Anatomy & Physiology II	Prereq: BIOL 220	
CSCI	445	Software Projects Capstone	Prereqs: CSCI 366 and CSCI 313; Remove Co-req: CSCI 489	

New Special Topics (FYI)				
Subject	No.	Title	Prerequisite/Corequisite Change	
AGEC	499	Agriculture Leadership	None	
AHSS	796	Emerging Trends in Teaching and Learning Online	None	

NORTH DAKOTA STATE UNIVERSITY**Summer 2014 Graduates****Degree Conferral Date: August 8, 2014*****College of Agriculture, Food Systems, and Natural Resources*****Certificate**

Emily Marianne Larson
Tanya Marie Metz

Bachelor of Science

Thomas Christopher Anderson
Crystal Louise Bosek
Abigail Rose Brossart
Jared William Deutz
Emily Paige Driessen
Nicole Nadine Engraf
Emily Kathleen Fischbach
Dena Ruth Flom
Ava Diane Friederichs
Joshua Keith Friedt
Carly Kay Gilbertson
Katherine Marie Hanson
Dane Wyatt Hoffman
Alex Roman Krebsbach
Emily Marianne Larson
Mark Andrew Lawler
Rosalyn Ann Leighton
Tiffany Myriah Lindner
Andrew John Mages
Ashley Ann Mattern
Megan Elizabeth-Ann Melton
Tanya Marie Metz
Zachary Jeffrey Moon
Shannon Marie Murphy
Christine Elizabeth Nodsle
Chelsey Lynne Pizel
Michael Joseph Allen Shutt
Kylee Cynthia Ternes
Justin Cole Wehri
Melissa Ann Wiedrich
Jesse Russell Zeis

Master of Science

Jason Wayland Adams
Gazala Ameen
Deepika Arora
Claudia Elizabeth Carter

Nichole Marie Chapel
Matthew James Chaput
Bethany Rae Mordhorst
Arshi Reyaz
Peter Alistair Turner

Doctor of Philosophy

Febina Mathew
Mona Mazaheri
Ali Soltani

College of Arts, Humanities, and Social Sciences**Bachelor of Arts**

Pei-Yun Liu
Lana Marie Rask

Bachelor of Fine Arts

Sydney Jo Martin

Bachelor of Science

Nicholas Altavilla
Brandon Jacob Austad
Brock Gerald Azure
Ian Berdanier
Brad Allen Boeddeker
Cassandra Amber Cariveau
Shaina Michelle Case
Mark Lewis Champa
Derek Michael Cronquist
David Kelsey Donahue
Tana Elizabeth Grenz
Matthew Joseph Haugen
Zachary Thomas Johnson
Gene W. Keller
Kelsey Lane Kirkwood
Jenna Elizabeth Klee
Erica Lynn Krueger
Mitchell Terrance McGillick
Aric John Moen
Michael Severt Montgomery
Ryan Lee Moran
Taylor Ryan Nelson
Kari Lynn Olson

Matthew Howard Olson
Savannah Rose Poitra
Nicholas Lerald Poser
Brett Daniel Stricker
Amber Sophia Sunderman
Brady Austin VandenBerghe
Thomas Brian Webb, Jr.
Paula Dyann Wikenheiser
Kaitlin Ruth Worral
Brittney Lea Zahradka

Bachelor of Science in Architecture

Samuel Bernard Erickson
Noah Michael Harvey
Ryan Linne
Matthew Curtis Moeckel
Nicholas David Strombeck

Master of Architecture

Matthew Robert Dunham

Master of Arts

Allison Katie Aakre
Emily Nicole Bartz
Keith Cyril Bistodeau
Luc Chinwongs
Gina Lynn Kruschek
Troy Phillip Reisenauer

Master of Music

Eric Martin Bergstedt
Chad Joseph Felton
Myles Ian Lyra
Seongil Park

Master of Science

Miwa Ito

Doctor of Musical Arts

Bradley Jay Miedema

Doctor of Philosophy

Steven Reginald Hammer
Andrea Lynn Mott

College of Business**Bachelor of Science**

Alicia Rae Bartsch
Andrea Jane Birmingham
Hayleigh Diane Bruns
Katie Jo Fadden
Cody Andrew Fettig
Kyle Christian Andrew Hanson
Michael Albert Johnson
Zachary Allen Johnson
Jonathan Robert Jude
Adam Abdul Kader
Alexander James Kissner
Jasper Owen Kleinjan, III.
Jacob William Krebs
Cory P. Montplaisir
Bekah Marie Norton
Matthew Allen Opland
Ryan D. Peter
Sean Derek Redmann
Rachel Marie Reierson
Alyssa Marie Schmid
Justin Anthony Schulte
Lucas Donovan Seltvedt
Hang Sun
Joseph Gregory Wallin
Tracee Nicole Winter

Master of Accountancy

Victoria Lynn Geraets
Hope Ann Stapleton

Master of Business Administration

Maria Vladimirovna Evglevskikh
Joshua Daniel Flute
Mathew David Hedger
Michael James Kingrey
Bhanu Odedra Mistry
Arman Vardazarian
Dawn Christine Willett

College of Engineering**Bachelor of Science in Agricultural and Biosystems**

Derek Mark Olson

Bachelor of Science in Construction Management

Jeffrey Bryce Edison
 Alex Jon Heesch
 Travis A. Trottier

Bachelor of Science in Electrical Engineering

James R. Borud
 Anirban Kanjilal
 Adam Meyer
 Jeffrey Michael Wingert

Bachelor of Science in Industrial Engineering and Management

Lahiru Sampath Amarakoon
 Austen Bowen Dahmes

Bachelor of Science in Mechanical Engineering

Marco Fenu
 John Gustave Gusewelle

Master of Science

Mohammad Abdollahzadeh Zare
 Kevin Michael Beussman
 Taylor John Bruhschwein
 Lee A. Kersting
 Aarti Nanajkar
 Sayeedzebulhaque Sajal
 Christopher James Schmit
 Md. Yiasin Sumon
 Alexandre Yasuo Yamamoto

Doctor of Philosophy

Kashif Bilal
 Bilal Ijaz
 Osman Khalid
 Anakaorn Khan
 Vahidhossein Khiabani
 Siqian Liu
 Saif Ur Rehman Malik
 Atif Mohammad Ahmed Osmani
 Hamed Sajjadi Kia

Songbo Xu
 Qixin Zhou

College of Graduate and Interdisciplinary Studies**Certificate**

Sam Julius

Master of Science

Aaron L. Field
 Thomas A. Zimmermann

Doctor of Philosophy

Yuriy Atanasov
 Paul R. Barnhart
 Maher Nouredine Itani
 Tu Thi Anh Le
 Itai Blessings Mutukwa
 Sumadhur Shakya

College of Human Development and Education**Certificate**

Derek Arthur Jorgenson

Bachelor of Science

Brittney Ann Aubol
 Ulziimaa Badral
 Christine April Boyd
 Danielle Christine Carman
 Olivia Anne Cherrier
 Cassandra Lynne Curtiss
 Lindsey Ann Danielson
 Jamie Lynn Drevlow
 Kelli Jo Eidem
 Zachery Edwin Erdman
 Tiffany Lynn Fletschock
 Kassandra Ann Fox
 Jordyn Noelle Geisenhof
 Kiah Lynn Gianakos
 Breanne Alyse Haverlock
 Mason Rolland Hegna
 Shelby Alexis Heimbuch
 Colin John Hulm
 Spencer Scott Johnson
 Kayla Jo Kent
 Betsy Kathryn Kirmis

Brooke Elizabeth Lemar
 Emily Anne Lesser
 Ariel Listebarger
 Caitlin Renee Mack
 Aspen Theresa Marleau
 Breanna Kay Marthaler
 Tracy Elaine Mauch
 Nicole Marie McRitchie
 Ariel Danae Metz
 Kelsey Jo Nagel
 Cady Anne Nielsen
 Rachel C. Noah
 Casey Brent Odell
 Clarissa Gail Overvig
 Jonathan Charles Pavlicek
 Ashley Marie Potulny
 Eric Frederick Proper
 Alexandra Nicole Radinzel
 Allison Mary Ruhl
 Natalie Mary Jean Severson
 Emma Jean Skumautz
 Ashley Marie Striebel
 Kathryn Erika Swanhorst
 Samantha Bethany Taylor
 Maria Elisabeth Thibodeau
 Brittany Marie Tronnes
 Spencer Dane Uetz
 Sarah Mae Wambheim
 Bethanie Marie Westrich
 Katrina Lynn Wilke
 Keona Edith Wright

Education Specialist

Joel Timothy Hedtke

Master of Education

DeNae Marion Haangenson
 Courtney Jane Peterson

Master of Science

Rebecca L. Amundsen
 Alexandra Drayton
 Hannah M. Hallissey
 Donald Christian Kenna
 Desirae Cassey Kraska
 Rosemary Mlekwa
 Joan Lynn Nagel
 Yusuke Nejo
 Max Marvin Pagel

Tara Louise Roberts
 Anuchidacheromoh Scholz
 Julie Christine Simonson

Doctor of Philosophy

Hidefusa Okamatsu
 Misti Dawn Vogle

College of Pharmacy, Nursing, and Allied Sciences**Bachelor of Science**

Nassir Abdikadir Abdi
 Jared John Anders
 Sarah Marie Anderson
 Micah Jacob Bender
 Brianna Elizabeth Bergstrom
 Brittany Marie Berning
 Bailey Anne Bolinske
 Kathleen Elaine Borts
 James Darwin Brakke
 Nathan Richard Braun
 Parker Nelson Breiland
 Nicole Catherine Caveny
 Christopher Michael Clark
 Joshua Ryan Dehn
 Paige Elizabeth Dennison
 Amanda Ann Dralle
 David Paul Dutt
 Randal K. Essler
 Kaylee Rose Fandrich
 Shaylyn Elyse Fassino
 Mikayla Alise Fick
 Sheri Ann Fitzsimmons
 Scott David Franses
 Caitlin Rose Furstenau
 Janaya Lynn Gasow
 Nicole Christina Geck
 Christopher David Gillick
 Taylor Elizabeth Grove
 Megan Rose Gullickson
 Jamal Khalid Haidari
 Megan Jane Hansen
 Kevin K. Heald
 Katie Mae Heinsen
 Nicole Rose Helliksen
 Tylor Michael Helmers
 Britni Ann Hendrickson
 Jordan Leigh Hendrickson

Kacey Jo Herder
 Tyler Leslie Hewitt
 Jennelle Mae Holt
 Trisha Lyn Huffman
 Liban A. Jamal
 Michael David Jetvig
 Sydney Riley Johnk
 Charles Johnson
 Jason P. Jorgenson
 Courtney Kaye Jude
 Kanako Kabaki
 James Carl Kallander
 Kyrsten Mary Karsky
 Mitch Albert Keller
 Emily Ann Kovacs
 Kristi Kowalski
 Megan Ann Kuster
 Kate Elizabeth Lachowitz
 Cody John Langaas
 Angelina Marie Lennington
 Jane Lang Loueng
 Abby Mary Mattson
 Kelsey Liz Mauch
 Joseph Robert McDonald
 Jessica Joan McKinney
 Megan Michele Michaelson
 Kathy Mok
 Tara Renee Morris
 Adam Lee Muehler
 Jennifer Ann Nesius
 Hai Truong Nguyen
 Patrick P. Nguyen
 Seth Daniel Oberlander
 Andrea Ann Oberloh
 Victoria Kene Okoye
 Joshua Gerald Oliver
 Jeremy Kenneth Olson
 Logan Matthew Olson
 Alan Ross Patterson
 Kevin Matthew Pavlik
 Nhatu Nguyen Phan
 Jami Marie Prettyman
 Ashlee Mae Richards
 Laura Christine Riestenberg
 Jackelyn Rose Roberts
 Alexander Robert Ross
 Brendan Scott Salo
 Erin Ann Sand
 Austin Reid Schieler

Jennifer Florence Sebestik
 Stephanie Marie Seibel
 Ashley Mae Seifert
 Derek J. Siercks
 Grace Lynn Sondrol
 Alexis Lynn Songer
 Robert Luke Sorvig
 Travis James Sporre
 Katie Jo Stein
 Angela Lynn Stevens
 Nicole Marie Teig
 Jacqueline Marie Tellers
 Jacklyn Ellen Watland
 Ryan Richard Wehlander
 Catherine Colleen Weick
 Kristopher Todd Wensmann
 Justin Jeffrey Wetzell
 Kristin Jane Wittenkeller
 Alexis Marie Zastoupil
 Siera Katelyn Zimmerman

Master of Public Health

Nicki Allen Cain Jr
 Swaha Pattanaik

Master of Science

Collette Marie Christoffers
 Sharri M. Lacher

Doctor of Nursing Practice

Robbie Joe Carroll
 Karon Joyce Garrett
 Amanda Rochelle Johnson
 Jason Bentley Nupdal

Doctor of Pharmacy

Sara Nicole Asmus
 Chad J. Baldner
 Tyler Joseph Haugen
 Faidat Jyoti
 Chase Michael Peterson
 Arthur N. Skrundevskiy

Doctor of Philosophy

Varsha Meghnani

College of Science and Mathematics

Certificate

Nitendra Gautam
 Meredith Lynn Irsfeld
 Qunshu Zhang

Bachelor of Arts

Emily Karen Nelson
 Kaila Gavin Solberg

Bachelor of Science

Garth Erik Askegaard
 Christopher Royal Berstler
 Kathryn MacKenzie Dockter
 Shanessa Victoria Ellis
 Kristen L. Fish
 Rebecca Marie Geyer
 Brandon Lee Goering
 Katelyn Therese Grater
 Erica Justine Gulbranson
 Jessa Danielle Huber
 Madeline Margaret Kosis
 Kristian Michael Lien
 Jason Alan Mellmer
 Tammy Thanh Nguyen
 Brendin Trevor Pierre
 Lana Marie Rask
 Terrynn Marie Robertson
 Tyler James Schepper
 Jordan S. Schmidt

Doctor of Philosophy

Mamdouh Khalaf Alenezi
 Mark Thomas Batell
 Olena Kudina
 Ryan Schwiderski
Master of Science
 Ekua Fesuwu Bentil
 Tyler Jordan Brazier
 Md. Minhaz Chowdhury
 Elizabeth Rose Ellens
 Nilukshi Fonseka
 Sunil Kolluru
 Meng Luo
 Yue Ming
 Sana Rehman
 Zhongxing Sun
 Wenting Wang

Anqing Zhang

Master of Software Engineering

Nooresh Bajracharya
 Samyuktha Gurram
 Mukesh Kumar
 Deepak Sheoran

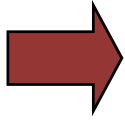
College of University Studies

Bachelor of University Studies

Hannah Marie Daggett
 Michael James Gjerde
 Keenan David Hauff
 Travis T. Kraft
 Keri Lynne Owen
 Kevin Donald Vaadeland

Policy Change Cover Sheet

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If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: 101 Personnel Definitions

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes x No

Describe change: Remove the statement "Credits taught through Continuing Education is not applicable for purposes of this definition" from Policy 101.2.1.2. The statement is inconsistent with NDUS policy.

-

2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted HR/Payroll for the Provost/10.13.2014
 - Email address of the person who should be contacted with revisions
 - Colette.erickson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University Policy Manual

SECTION 101 PERSONNEL DEFINITIONS

SOURCE: SBHE Policy Manual, Sections 605.1 and 606.1
NDUS Human Resource Policy Manual
NDSU President

1. CLASSIFICATION STATUS

1.1 Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

1.2 Non-Banded Employee

1.2.1 Academic Staff

Faculty (instructors, assistant, associate or full professors), lecturers, and graduate assistants.

1.2.2 Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation, including coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

2. EMPLOYMENT STATUS

2.1 Regular Employee

A *staff employee*, who satisfactorily completes a probationary period, or a *non-banded employee*, who is employed at least seventeen and one-half hours per week if hired before August 1, 2003 or twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year.

2.1.1 Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2 Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches 6 or more credits for two or more consecutive semesters.

2.2 Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week, or less than five months per year, if hired before August 1, 2003, or less than twenty hours per week or less than 20 weeks per year if hired on or after August 1, 2003.

2.2.1 A seasonal position is one in which a person works 6 months or less per year during an institutionally designated "season," such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

3. OVERTIME ELIGIBILITY STATUS

3.1 Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2 Exempt Employee

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

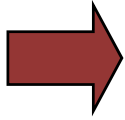
HISTORY:

New	July 1990
Amended	April 1996
Amended	August 1997
Amended	August 1998
Amended	July 1999
Amended	December 1999
Amended	December 2000
Amended	February 2001
Amended	October 2001

Amended	April 2005
Amended	January 2007
Amended	September 18, 2013
Amended	January 28, 2014
Amended	October 8, 2014

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: Policy 130 Annual Leave

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Removing language regarding annual leave forfeiture, annual leave must be paid out to when a limited 12 month appointment switches to a less than 12 month appointment.
5. This policy change was originated by (individual, office or committee/organization):
 - HR/Payroll 9/25/2014
 - Brittnee.Steckler@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

6. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 130

ANNUAL LEAVE

SOURCE: NDUS Human Resources Policy Manual, Section 6
NDSU President

1. Annual leave with pay is earned by eligible employees for the purpose of freeing them from their regular duties to spend time in rest and recreation or to attend to personal matters. Upon approval, annual leave may only be used in place of regularly scheduled work hours and shall not cause overtime. Such leave should be programmed to insure that leave is taken rather than carried forward from year to year.
2. University operations govern annual leave periods. Consideration is given first to the convenience of the administration, departmental needs, then the employee's departmental seniority and finally to the employee's preference. Annual leave is computed on the basis of the employee's hours/week, and months/year.
 - 2.1 The employee must obtain authorization from his/her department head before taking annual leave. The form of this authorization is to be determined by the respective department head.
 - 2.2 The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.
3. Annual leave with pay for full-time benefited, broadbanded staff employees is earned on the basis of continuous service from date of employment as follows:

First through third year - the equivalent of 12 days per year

Fourth through seventh year - the equivalent of 15 days per year

Eighth through twelfth year - the equivalent of 18 days per year

Thirteenth through eighteenth year - the equivalent of 21 days per year

Over eighteen years - the equivalent of 24 days per year

Annual leave for full-time, non-banded employees in the following job categories is earned on the same basis as for staff employees: graduate research fellows (2230), graduate teaching fellows (2235), post doc research fellows (2240), research scientists (2420), extension program assistants (2530), and international exchange scientists (2810).

Graduate teaching, research or service assistants and experiment station project assistants do not earn annual leave.

3.1 Years of service shall be computed from the employment anniversary dates.

3.2 Annual leave for part-time staff employees and the non-banded employees identified above in 3 is earned on a prorated basis.

4. Presidents, executive deans, provosts, vice presidents, positions excluded from the broadbanding system, and other positions approved by the President or chancellor at the time of hire are entitled to accrue a minimum of twelve working days and a maximum of 24 working days of annual leave each year to be taken at the convenience of the administration. Accrual rates for these employees are determined by the institution president. For any of these employees who are less than full-time, the annual leave will be prorated.

Each department may negotiate annual leave accrual on a case-by case basis during the recruitment, with prior Presidential approval. Current benefitted employees are not eligible.

5. Annual leave for 12 month faculty and other non-banded job categories not identified in #3 above is earned at the rate of 16 hours per month, 24 days per year. Annual leave will be prorated for those who are less than full-time. For non-banded employees on 9, 10, or 11, month appointments, see Section 320.
6. All eligible employees may accumulate annual leave hours. Full-time employees may accumulate up to 30 working days or 240 hours which shall be carried forward on January 1st of each year. Part-time employees may accumulate up to the equivalent number of days or hours on a prorated basis. Any accumulation in excess of 30 days or 240 hours (or the equivalent on a prorated basis for part-time employees) on December 31st of each year shall be cancelled.
7. All employees eligible to accumulate annual leave must take at least forty hours (or the equivalent on a prorated basis for part-time employees) of annual leave each year, except for the year during which they are hired.
8. When a holiday occurs during annual leave, the holiday is not considered a day of annual leave time.
9. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll, an employee may be granted annual leave in advance of the accumulation thereof.
10. Benefitted employees terminating employment must be paid for earned unused annual leave subject to all approved payroll matched reductions/deductions. "Unused annual leave" shall include any leave carried over from the previous year and all accrued leave up to the date of termination. Proper termination notice must be given and any unearned annual leave taken shall be deducted from the employee's last paycheck.

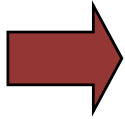
- 10.1 Annual leave earned by an employee on a limited term 12 month appointment (for example, interim administrative appointments or rotating department chair appointments) may not be carried forward by the employee to be used or paid for during the term of a subsequent appointment for less than 12 months.
11. In case of death, payment of all earned, unused annual leave shall be paid according to Section 34-01-12 of the North Dakota Century Code. (See Section 183.)
12. Accrued annual leave for employees previously employed with other North Dakota institutions or agencies may be transferred to institutions under the State Board of Higher Education according to agreements between the employee and the institution. If re-employment occurs within one calendar year, the re-employing institution shall credit the employee with prior years of service from any state agency in computing annual leave accrual rate.
13. When employment begins or ends during a pay period, the accrual of annual leave shall be prorated for the pay period when the employee is hired or terminated and does not work a full pay period.
14. "Notification of Employee Leave" cards are processed on an on-going basis. Each department is responsible for verifying the Departmental Leave Record. Late Leave Cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or correction.

HISTORY:

New	July 1990
Amended	April 1996
Amended	March 1998
Amended	October 1999
Amended	April 2002
Amended	October 2003
Amended	March 2006
Housekeeping	April 2010
Housekeeping	May 15, 2012
Housekeeping	April 11, 2013
Housekeeping	July 12, 2013
Amended	March 26, 2014

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to Melissa Lamp first so that a clean policy can be presented to the committees.

SECTION: *133.1 TUITION Waiver- Spouse/Partner and Dependents*

7. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

It was noticed that in the last update to the policy, language was inadvertently omitted in section 1.1, definition of a dependent. This language was established during the policy development, was approved by the President, and should remain in place.

8. This policy was originated by (individual, office or committee/organization): *Office of Human Resources/Payroll*

9. This policy has been reviewed/passed by the following (include dates of official action):
This portion will be completed by Melissa Lamp

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

If you have any questions regarding this cover sheet, please contact Melissa Lamp at 1-6133 or Melissa.lamp@ndsu.edu.

North Dakota State University

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SECTION 133.1 TUITION WAIVER – SPOUSE/PARTNER AND DEPENDENTS

SOURCE: NDSU President
SBHE Policy Manual, Section 820.1

The North Dakota State Board of Higher Education allows campuses to adopt tuition waivers which are consistent with an institution's mission. The spouse/partner and dependent tuition waiver is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse/partner and dependents of regular (broadbanded staff must be off probation), benefitted NDSU employees are eligible for the waiver effective Fall 2002.
 - 1.1 Dependents are defined as those **unmarried** children **qualifying as dependents under the NDPERS health insurance plan (25 years of age or under if they are a full-time student, otherwise age 22 and under), who rely on the parent(s) for significant financial support**
 - 1.1.1 A spouse/partner or dependent who is also a regular, benefitted employee is only eligible for the employee tuition waiver outlined in Section 133 (Educational Policy).
 - 1.2 Partner is defined for purposes of this policy as same sex partners who have completed and filed a Declaration of Domestic Partnership <http://www.ndsu.edu/forms/> with the Office of Human Resources/Payroll.
 - 1.3 The spouse/partner and/or dependents must meet admission standards and register for classes through regular registration procedures.
 - 1.4 The employee must be actively employed on the first day of each semester to be

eligible for the waiver.

2. The tuition waiver is 50% of the tuition for NDSU classes (excluding self-supporting, Continuing Education courses and internships that require tuition to be paid to the site for student placement) per spouse and/or dependent.

- 2.1 The waiver applies regardless of whether paying resident or out-of-state tuition.
- 2.2 The maximum waiver for the dependent of more than one eligible employee is 50%.
- 2.3 Fees are not waived or waived.
- 2.4 The waiver applies to both undergraduate and graduate level classes.
- 2.5 Early Entry students will be eligible according to the terms of this policy.

3. Procedure

- 3.1 A Spouse/Dependent Tuition Waiver application needs to be submitted to the Office of Human Resources/Payroll by the Monday two weeks prior to the start of classes for which the waiver is requested. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.
- 3.2 Proof of marriage, domestic partnership, and/or dependency may be required.
- 3.3 In accordance with federal regulations, the tuition waiver will be used as a financial resource and become part of the student's financial aid package. The Student Financial Services Office may need to adjust aid if the amount of the tuition waiver, along with other financial aid, exceeds the total cost of attendance.
- 3.4 No employee who has an overdue accounts receivable balance with the University may receive a spouse/dependent tuition waiver.
- 3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee's last paycheck of the semester, or, at the employee's written request, deducted on a prorated basis

throughout the semester.

HISTORY:

New	April 2002
Amended	July 2003
Amended	April 2005
Amended	October 18, 2010
Housekeeping	November 17, 2011
Housekeeping	July 29, 2013
Amended	March 23, 2014

Section 10. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.
2. Non-voting members shall consist one representative from each of the following: the NDSU Library, Registration and Records, the professional advisors (at least 50% of load is advising), and the Provost (or designee). There is no term limit for non-voting members.
3. Committee responsibilities include:
 - a. Ensuring that existing courses and experiences meet general education requirements.
 - b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.
 - c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
 - d. Coordinating and recommending actions to the Faculty Senate on proposals for approving general education courses.
 - e. Providing periodic assessment of students' attainment of intended student outcomes in general education.
 - f. Studying, coordinating, and recommending to the Faculty Senate policies and procedures for continuing improvement in general education.
 - g. Selecting two representatives and one alternate for the North Dakota General Education Council.

Policy Change Cover Sheet

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SECTION: 353: GRIEVANCES-FACULTY

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes x No
 - Describe change: This revision clarifies some of the grievance policy steps and includes timelines for courses of action.
2. This policy was originated by (individual, office or committee/organization):
 - Faculty Affairs Committee
 - Tom DeSutter, thomas.desutter@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University Policy Manual

SECTION 353 GRIEVANCES – FACULTY

SOURCE: SBHE Policy Manual, Section 612
NDSU President

1. Each institution shall establish procedures to attempt mediation or resolution of faculty grievances.
2. "Grievance" ([SBHE Policy, Section 612](#)) means an allegation of a violation of a specific Board or institutional policy, procedure or practice pertaining to the employment relationship. This includes the terms of the grievant's employment contract and this policy. Discretionary actions, such as salary adjustments and performance evaluations, may not be grieved, except to determine: (a) whether the discretionary action was made in accordance with relevant Board or institutional policies, practices, procedures or criteria; and (b) whether the action constitutes a clear abuse of discretion. Complaints involving any matters covered under SBHE Policy, Section [605.3](#) or [605.4](#) are not grievances under this policy. Grievances cannot be filed against written Board and institutional policies, per se. *Decisions on matters related to tenure and promotion may be appealed under NDSU policy [350.1-350.5 and 352](#). Equal opportunity grievances are governed by [NDSU Policy 156](#).*

~~2.1~~ Complaints involving any matters covered under SBHE Policy, Section [605.3](#) or [605.4](#) are not grievances under this policy. For example, *grievance does not include matters related to tenure or promotion. Actions or conditions subject to grievances are those which apply personally to the grievant and are administrative decisions affecting terms and conditions of employment, such as salary adjustments, development leave, assignments/duties, periodic reviews and working environment.*

3. This policy applies only to faculty as defined in SBHE Policy, [Section 605.1](#) of these policies. It does not apply to classified staff or to administrators or coaches.
4. The faculty governance structure at each institution shall by policy define the procedures for filing a grievance in accordance with SBHE Policy, [Section 305.1](#) of these policies.

Commented [KP1]: I moved this from where it was before to streamline the thought process presented here. As I read and reread the clean document, it seemed repetitive and part of 2 and not 4.

4.1 A grievant may initiate the grievance process by 1)communicating with the person whose decision is the subject of the grievance and 2)then discussing the grievance with that person's immediate supervisor. The grievant shall put the basis for the grievance in writing if requested by any supervisor.

4.2 If the outcome of these steps is unsatisfactory to the grievant, a grievant is encouraged to seek advice from the office of the University Ombudsperson. If upon following the advice of the University Ombudsperson the grievant does not believe that the issue has been successfully resolved then the individual may initiate the formal grievances process.

4.3 The formal process begins with an appeal to the President of the Faculty Senate, by filing a written grievance no later than 120 calendar days from the date when the grievant is officially notified of the action or when the grievant becomes aware of a grievable condition that she/he was not made aware of by **written means**. The President of the Faculty Senate may then appoint a Special Review Committee to investigate and resolve the grievance. (The grievant may need to file an appeal to the Special Review Committee prior to the outcome of the informal resolution process in order to retain the right of **appeal**).

4.4 The parties must participate in mediation (though all parties may agree to waive this requirement). See [Policy 350.5 \(2\)](#). Any mediation must be completed within timelines established by SBHE Policy, Section 605.5.

4.3.1 The following mediation procedures and time lines apply to the resolution process, consistent with SBHE Policy, [Section 605.5](#):

4.3.1.1 A faculty member or the administration may request mediation in accordance with institutional policy.

4.3.1.2 Within 15 calendar days of his/her receipt of the written request, the mediator shall meet with identified parties to explain the mediation process.

4.3.1.3 If identified parties agree to mediate, the mediator shall schedule a first mediation session within 10 calendar days of reaching an agreement to mediate. Upon agreement to mediate, other internal proceedings and the time lines provided for those other proceedings shall be stayed pending conclusion of mediation.

4.3.1.4 The first mediation session begins a 20 calendar-day period or a mutually agreed upon mediation period during which participants attempt to resolve the dispute. At the conclusion of the mediation period, the mediator shall notify the Faculty Senate President whether or not the issues have been resolved.

4.3.2 The following mediation procedures and time lines apply to section 612 of these policies:

4.3.2.1 Participation in mediation is mandatory in connection with grievances under section 612 of these policies. Other internal proceedings and the time lines provided for those other proceedings shall be stayed pending conclusion of mediation. *Just a note: above, you allow for all parties to waive mediation, but not here... but I'd really just take this section through 4.3.2.4. out altogether. It's very confusing.

4.3.2.2 Within 15 calendar days of receipt of the written grievance the mediator shall meet with identified parties to explain the mediation process.

Commented [KP2]: Question: We use "officially notified" and then "written means" – do we assume that official notice is always written notice, or should we keep the language consistent (either both "official" or "written")?

Commented [KP3]: I put this in parenthesis

Commented [KP4]: I find this numbering chaotic to digest. It's repetitive – not sure it's helpful to have both 4.3.1-4.3.1.4 and also 4.3.2-4?

4.3.2.3 The mediator shall schedule a first mediation session within 10 calendar days of the meeting under subsection 4b.

4.3.2.4 The first mediation session begins a 20 calendar-day period or a mutually agreed upon mediation period during which participants attempt to resolve the dispute. At the conclusion of the mediation period, the mediator shall notify the appropriate institutional representatives in accordance with institutional policy whether or not the issues have been resolved.

4.3.3 Mediators may be selected by agreement of the parties. If the parties do not agree on a mediator, a mediator shall be assigned by the North Dakota University System staff from a pool of trained, volunteer mediators available through the NDUS office. The College of Council Faculties may offer its advice and recommendations concerning selection of the mediation pool.

4.3.4 Mediators shall facilitate and coordinate the process. Mediators may not issue orders, find fault, impose solutions, or make decisions for the mediation participants.

4.3.5 All time lines in this section are suspended between May 16 and August 15 as to all nine-month faculty unless all parties expressly waive the suspension.

5. *The Special Review Committee (SRC) shall attempt to resolve the grievance using a process that includes interviews with all parties and a review of any evidence presented in writing by the parties. Should the grievance remain unresolved, the SRC shall make its decisions in writing to the complainant, head of the academic unit or program area, dean, or academic vice president, and president. The decisions of the SRC shall be considered binding. Should any party appeal the decision of the SRC, the decision stands until a final decision on the appeal has been made.*

5.1 *The Special Review Committee (SRC) shall consist of the following members:*

5.1.1 *Three members, none of whom can be from the same Department as the grievant, shall be chosen from a pool selected by the Faculty Senate Executive Committee on an annual basis. This pool shall be comprised of tenured faculty members (two from each of the colleges in the University – excluding University Studies), for one-year terms coinciding with the term of the President of the Faculty Senate. Any faculty member may serve up to four successive terms in such a position.*

5.1.2 *The SRC Chair shall be selected by the President of the Faculty Senate. The grievant shall select one member from the pool and the person against whom the grievance is brought shall select the other member from the pool. The Committee shall judge any allegation of bias or conflict of interest. In the event that an individual member is judged by the Committee to be biased or to have a conflict of interest*

Commented [KP5]: I am not aware of the system office having a list of mediators available throughout the state. Is this true, and if so, where is it kept/by whom?

Commented [KP6]: I added language to #5 because it seemed incomplete and a bit fuzzy as to the SRC processes. My understanding is that, at the least, interviews are held and docs reviewed. Same with the "binding" statement – it's more clear to say to what extent it is binding.

in a specific case, the Committee shall replace the member with a substitute member for that case.

5.1.3 *Emeritus professors are eligible for memberships on the SRC.*

5.1.4 *Faculty holding administrative appointments are not eligible for membership on the SRC. "Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, Department Chair or Head, or Associate or Assistant Department Chair or Head of an Academic Unit.*

5.2 *In the event of a dispute as to whether an action is a matter related to tenure or promotion or is subject to grievance, the university or faculty member subject to the action may request an interpretation from the Standing Committee on Faculty Rights by filing a written request for an opinion. The Committee, after reviewing the matter and considering any written argument from either party, shall issue its opinion within thirty calendar days of the time of the filing of the request for an opinion.*

Commented [KP7]: I would move this to the beginning and place it under section 2 - if I were going to file a grievance, I'd want to read this before I'm through the rest of this document - it is a bit late at the end, and isn't logically placed between the SRC process and appeal.... This is about the defining of grievances and how that is done.

6. Appeals of any SRC decision are made directly to the University President. The appellant has twenty days to submit a written appeal to the president. *Within twenty days of the receipt of the appeal, the president will provide written notice to the appellant and other involved parties with his/her decision. The president's decision shall be final.*

HISTORY:

Amended	June 26, 1986
Amended	November 18, 1990
Amended	June 1995
Amended	June 1998
Amended	November 2000
Amended	March 2002
Amended	August 2003
Amended	March 2005
Housekeeping	June 2009
Housekeeping	February 14, 2011
Amen	

Agenda

Faculty Senate Meeting

*Meeting place and time: 3:30 pm, Monday, December 08, 2014
Memorial Union, Prairie Rose Room*

- I. Substitutions – R. Kitch
- II. Approval of [November 10, 2014, Faculty Senate Minutes](#)
- III. Consent
 - a. Academic Affairs Report ([attachment 1](#))
 - b. Policies to Faculty Senate for Information ([attachment 2](#))
 - Policy 100.2, Use of Service Animals, federal mandate
 - Policy 103.1, Recruitment for Exec/Admin/Man Academic Staff (0000, 1000, and 2000), federal mandate
 - Policy 200, Recruitment for Professional Staff Positions (1000 and 3000), federal mandate
 - Policy 201, Recruitment for Broadbanded Staff Positions (4000-7000), federal mandate
 - Policy 515, Travel Employees

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

- IV. General Announcements
 - a. President D. Bresciani
 - b. Provost B. Ingram
 - c. B. Pruess, President of Faculty Senate
 - d. S. Sather-Wagstaff, President-Elect of Faculty Senate
 - e. W. McCrory, President of Staff Senate
 - f. H. Haugeberg, Vice President of Student Body
 - g. Guest announcements (Task Forces)
 - Bertolini or Boerboom for Outreach
 - Rusch for Research
 - Oster-Aaland or Schuh for Teaching
- V. Senate Committee Reports
 - a. General Education bylaws (clarify Professional Advisors, [attachment 3](#), A. Rupiper Taggart, second vote)
 - b. General Education , remove HDFS 468 from General Ed requirements (L. Peterson, [attachment 4](#))
- VI. Unfinished Business
 - a. Policies to Faculty for discussion and possibly vote ([attachment 5](#))
 - Policy 335.1, Code of Professional and Academic Responsibility and Conduct- Graduate Students, D. Wittrock (new policy)

- Policy 326, Academic Misconduct, reference to grad students is removed, D. Wittrock
- Policy 335, Code of Academic Responsibility and Conduct, reference to grad students is removed, D. Wittrock
- Policy 352, Promotion, Tenure and Evaluation ([attachment 6](#), K. Froehlich)

VII. New Business

VIII. Adjournment

**Academic Affairs Committee Report
For Faculty Senate Meeting on December 8, 2014**

Curricular Recommendations

New Program Option	
Ph.D. in Exercise Science and Nutrition – two new options: 1.Exercise Science 2. Nutrition	
Ph.D. in Plant Sciences – new option (emphasis): Plant Breeding and Genetics	

New Courses				
Subject	No.	Title	Crs.	Effective Term
ANSC	312	Bovine Pregnancy Diagnosis and Ultrasonography	1	Fall 2015
ANSC	343	Humane Slaughter and Meat Cutting	3	Spring 2015
BIOL	825	Biology of Aging	3	Spring 2015
ECE	787	Advanced Cardiovascular Engineering III	3	Fall 2015
ECE	788	Advanced Cardiovascular Engineering IV	3	Spring 2015
ENGL	752	Tools for Academic Writing: Writing Your Manuscript	1	Spring 2015
GEOG	105	Fundamentals of Geographic Information Systems	3	Fall 2015
GEOL	219	Oceanography	3	Fall 2015
HIST	664	Imperial Spain	3	Fall 2015
HNES	731	Governance in Sport	3	Spring 2014
MATH	329	Intermediate Linear Algebra	3	Fall 2015
MATH	346	Metric Space Topology	3	Fall 2015
MPH	755	Integrating Primary Care and Public Health	3	Fall 2015
PNAS/HNES	400	Interprofessional Health Care Practice	3	Spring 2015
PSYC	457/657	Managing Work Motivation and Morale	3	Fall 2015
SOC	427	Public Health Law and Policy for Non-Urban, Rural and Frontier Areas	3	Summer 2015
STAT	859	Applied Spatial Statistics	3	Spring 2016
TL	787	Public Transportation II	3	Spring 2015
TL	823	Contemporary Supply Chain Research	3	Spring 2015
TL	829	Supply Chain Risk Management	3	Fall 2015
TL	831	Modeling for Transportation and Logistics Decision Analysis	3	Summer 2015
VETS	255L	Fundamentals of Veterinary Radiography Laboratory	1	Spring 2015
ZOO	465/665	Hormones and Behavior	3	Spring 2015

Course Inactivation				
Subject	No.	Title	Crs.	Effective Term
CSCI	730	Office Information Systems	3	Spring 2015
STAT	451	Bayesian Statistical Decision Theory	3	Fall 2015

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
AGEC	242	Introduction to Agricultural Management	4	AGEC	242	Introduction to Agricultural Management	3	Fall 2015
ANSC	222	Meat Animal Evaluation	2	ANSC	240	Meat Animal Evaluation and Marketing	3	Spring 2015
ANSC	455	Animal Biotechnology	3	ANSC	314	Animal Biotechnology	3	Spring 2015
CNED	723	Assessment and Diagnosis in Counseling	3	CNED	723	Psychopathology and Diagnosis for Counselors	3	Summer 2014
ENGL	751	Multi-Disciplinary Academic Writing	3	ENGL	751	Tools for Academic Writing: Clarity and Style	1	Spring 2015
HIST	403/603	Archival Photography	3	HIST	403/603	Archival Preservation	3	Spring 2015
MATH	102	Intermediate Algebra	3	MATH	098	Intermediate Algebra	3	Fall 2015
MPH	700	Chronic Illness	3	MPH	700	Preventing and Managing Chronic Illness	3	Spring 2015
RNG	462/662	Rangeland Planning and Analysis	3	NRM/RNG/SOIL	462/662	Natural Resource and Rangeland Planning	3	Spring 2015
PHRM	715	Quantitative Methods for Pharmaceutical Social & Administrative Science Research	3	MPH	712	Health Outcomes Research	3	Spring 2015
PLSC/ASM	468	Golf Course Irrigation I	2	PLSC/ASM	468	Landscape Irrigation Design	2	Fall 2014
PLSC/ASM	469	Golf Course Irrigation II	1	PLSC/ASM	469	Landscape Irrigation Installation and Management	2	Spring 2016
VETS	255	Fundamentals of Veterinary Radiography	3	VETS	255	Fundamentals of Veterinary Radiography	2	Spring 2015

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Corequisite Change	
ACCT	102	Fundamentals of Accounting	Other: Student may not have previously taken or be concurrently enrolled in ACCT 201.	Spring 2015
ASM/NRM/SOIL	264	Natural Resource Management Systems	Description: General principles of natural resource management, including soil and water conservation, soil and wind erosion, use of tillage and vegetation for conservation, drainage, irrigation, and soil and water quality.	Spring 2015
CHEM	429	Inorganic Chemistry Laboratory	Prereqs: CHEM 354, Chem 431L; Coreqs: CHEM 425	Fall 2015
INTL	489	Integrative Senior Project	Prereq: INTL 488; Other: International Studies Majors only.	Fall 2015

Minor Inactivation

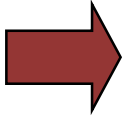
Physical Education

New Special Topics (FYI)				
Subject	No.	Title	Prerequisite/Corequisite Change	

ANSC	399	Fundamentals of Animal Disease II (Canine, Feline, and Equine)	Coreq/Prereq: VETS 135 or BIO 220	Spring 2015
HNES	791	Exercise Endocrinology		Spring 2015
VETS	399	Companion Small Mammal and Exotic Animal Health and Husbandry	Prereq: VETS 135; Other: Animal Science, Equine Science, or Veterinary Technology majors. Students must be at least sophomore status.	Spring 2015
VETS	399	Companion Small Mammal and Exotic Animal Health and Husbandry Laboratory	Prereq: VETS 135, VETS 136, VETS 256; Coreq: VETS 399; Other: Students must be in the professional portion of the Veterinary Technology major.	Spring 2015

Policy Change Cover Sheet

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If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: Policy Number 100.2 and Name Use of Service Animals

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 - **Is this a federal or state mandate?** × Yes
 - **Describe change:**
Revisions reflect a change in the U.S. Department of Justice regulations with regard to the definition of a Service Animal when implementing the Americans with Disabilities Act (Titles II and III). Additionally, there has been clear acknowledgement of the application of the Fair Housing Act to Postsecondary institutions who offer and/or require students to live on campus. Recent court cases have made it essential to dedicate a portion of the policy to assistance animals, and to clearly convey the distinction between assistance and service animals so personnel are aware of the boundaries that exist between the two when evaluating the presence of a disability-related animal on campus.
2. **This policy change was originated by (individual, office or committee/organization):**
 - **Office/Department/Name and the date submitted:** Disability Accessibility Initiatives Policy Subcommittee
 - **Email address of the person who should be contacted with revisions:** jennifer.erickson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. **This policy has been reviewed/passed by the following (include dates of official action):**

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 100.2 USE OF SERVICE **AND ASSISTANCE** ANIMALS

SOURCE: NDSU President

1. Background

North Dakota State University is committed to ensuring equal access, as defined by law, for persons with disabilities who participate in NDSU programs and services and/or use campus facilities. This policy pertains to individuals relying on the aid **of a service or assistance animal to mitigate the impact of a disability**, ~~of a service animal*~~ while ~~at the same time~~ being mindful of health and safety interests of all those in the campus community. This policy is aimed at facilitating access and providing guidelines ~~as well as flexibility~~ with regard to the use of a service ~~animal~~ **or assistance animal** in campus buildings. ~~Accommodations~~ **Requests** will be ~~determined~~ evaluated on a case-by-case basis ~~and be determined~~ through an interactive process.

"Service Animal," as defined by the Americans with Disabilities Act, means a **guide** dog individually trained to ~~provide assistance~~ do work or perform tasks for people with disabilities. ~~to an individual with a disability~~. Service animals perform some of the functions and tasks that an individual with a disability cannot perform for him/herself in activities of daily living. A service animal is a working animal, not a pet. Examples of service include, but are not limited to, guiding a person with impaired vision, alerting persons with hearing loss to intruders or sounds, interrupting distressing or harmful behavior (example: compulsions), and aiding persons with impaired mobility by steadying the person when walking. Their service for the individual entitles them to access public places and common areas. Note: Under specific circumstances, a miniature horse may qualify as a service animal; however, a service animal will commonly be referred to as a dog when explaining policy details.

2. Use of Service Animals at NDSU

- a. To qualify for having a service animal on campus, an individual must:
 1. Have a disability as defined by the Americans with Disabilities Act, AND
 2. Be accompanied by a dog that is trained to do specific tasks or work for the individual with a disability.
- b. If the work of the animal is not readily identifiable, NDSU may make the following inquiries:
 1. Is this animal required because of a disability?
 2. What work or tasks is the animal trained to perform?
- c. **Students with disabilities** accompanied by a service animal are encouraged to open a file with the Disability Services office on campus. Registering with Disability Services can be useful to

students to review additional disability-related needs and to identify reasonable accommodations. While having a service animal does not obligate the student to register with Disability Services, making requests for classroom or other reasonable accommodations does require registration with Disability Services. Students applying for campus housing are strongly encouraged to notify the Residence Life department and Dining Services of their plans to bring a service animal to campus. This can be very important when making room assignments and considering building configurations as well as identifying roommates for compatibility.

d. **Employees with disabilities** are subject to consideration under Title I of the Americans with Disabilities Act. As such, employers can expect employees to submit disability documentation to establish the need for a service animal as a reasonable accommodation at work, as warranted. Employees with disabilities seeking approval for a service animal are expected to register with the Human Resources/Payroll Office and, if necessary, establish that an animal meets the service animal definition.

e. **Visitors with disabilities** who utilize a service animal at NDSU are invited to request accommodations related to their needs (if any) or that of the service animal. If additional information or accommodations are needed, visitors may contact the hosting department or event sponsor. Both the visitor and the hosting department are invited to consult with the [ADA Coordinator](#) in the Office of Equity, Diversity and Global Outreach if accessibility questions surface.

f. The University may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger or where their use may compromise the integrity of research (e.g., work in the life sciences.) Such restricted locations may include, but are not limited to, the following areas: research laboratories, classrooms with demonstration/research animals, wood shops and metal/machine shops, electrical shops, medical and veterinary surgical areas, mechanical rooms, custodial closets, and nuclear research areas. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Disability Services office and the appropriate department and/or laboratory representative. **However,** The person directing the work in the restricted area will make the final decision based on the nature of the research and the best interest of the service animal.

3. Use of Assistance animals at NDSU

a. ASSISTANCE ANIMALS (THOSE THAT DO NOT MEET THE CRITERIA FOR BEING A SERVICE ANIMAL)

Assistance animals, often referred to as therapy or emotional support animals (ESA's), are prescribed to mitigate the impact of a disability by providing emotional support, comfort, calming, stability, socialization and/or other types of assistance. Assistance animals may or may not have specific certifications, but are prescribed or deemed necessary by a qualified professional to allow an individual equal access to use and enjoy campus housing facilities. Unlike service animals, the type of animal to qualify may vary and does not need to be trained to perform specific work for the individual with the disability. **The university can and does require relevant disability documentation to evaluate the potential need for an assistance animal, while considering the reasonableness of the requested accommodation.**

b. The following documentation needs to establish the basis for an assistance animal in campus housing:

1. Verification of a documented disability from a qualifying professional (examples: psychiatrist, psychologist, neuropsychologist etc.)
2. Clear correlation between the functional limitation(s) of the disability and the role of the animal.
3. Verification that the animal is necessary for the student to use and enjoy campus housing.

c. **Students with disabilities** are required to contact the Disability Services office to begin the disability eligibility process by completing an application, submitting disability documentation and meeting with a staff member to make accommodation request(s) and to develop an accommodation plan.

Incoming or currently enrolled students should provide the Disability Services office with appropriate documentation at least **60 days before housing is needed.** Such advance notice helps ensure

accommodations are appropriate and necessary, while fostering a smooth transition to University Housing.

The Disability Services office staff will review the documentation and arrange for conversations between the Associate Director of Operations for Residence Life, the person making the request, and a Disability Services staff person to facilitate the accommodation. Accommodation needs for the individual and/or assistance animal will be determined on a case-by-case basis.

d. **Employees with disabilities** are required to contact the Human Resources/Payroll office to begin the disability eligibility process, submit disability documentation and make their accommodation request(s). See NDSU [Policy 168](#) Reasonable Accommodation on the Basis of Disability-Guidelines for Employee Requests for procedures and forms. Documentation required to establish the basis for an assistance animal will be the same as required of a student in section 3.b. above.

e. **Visitors with disabilities** are required to contact the primary sponsoring/hosting department of the program/event for which ~~s/he~~ **they** plans to attend for consideration to bring an assistance animal on campus to mitigate the impact of a disability. Documentation required to establish the basis for an assistance animal will be the same as required of a student in section 3.b. above. Both visitor and the sponsoring/hosting department are invited to consult with the Office of Equity, Diversity and Global Outreach if accessibility questions surface.

4. Responsibilities of Persons Using Service or Assistance Animals (formerly section 3)

- a. The care and supervision of an approved animal is the responsibility of the individual who uses the animal's service. This person is considered the "handler" of the animal. It is important for the handler to maintain control of the animal at all times. Requirements for clean-up of animal waste are based on the [City of Fargo Policy](#). If the handler is unable to physically remove the waste, an alternative arrangement should be coordinated through Disability Services, Residence Life, Human Resources/Payroll for employees or the sponsoring/hosting department for visitors. When appropriate, spaces will be designated as animal toileting areas by NDSU Facilities Management and Residence Life staff.
- b. Animals need to be immunized against diseases common to that animal. Dogs should wear a current rabies vaccination tag.
- c. Animals housed in a University residence hall or apartment (University Housing) must have an annual clean bill of health from a licensed veterinarian. When necessary, the university has authority to direct that a service animal receive veterinary attention.
- d. Students and employees utilizing a service animal will be required to follow the [City of Fargo](#) licensing and animal tag policy.
- e. The City of Fargo has an [ordinance](#) requiring pets to remain on a leash when not on the owner's property; service animals are subject to this ordinance, except when doing so would interfere with the task(s) they're trained to perform to mitigate the impact of the disability. Under such circumstances, the animal's behavior may be managed through voice commands (for example).
- f. A person who has a service or assistance animal on campus is financially responsible for property damage caused by his or her service or assistance animal.

5. Expectations for Service and Assistance Animals' Behavior

An animal whose behavior is disruptive or presents a direct threat to the safety of others may be removed from NDSU. For purposes of public health and safety, service and assistance animal users are asked to keep animals well groomed and provide prompt and ongoing attention to the overall care of the animal

6. Service Animals in Training

A trainer with a service-animal-in-training may enter any place of public accommodation, common carrier, facility of a health care provider, and any place to which the public is generally invited, without being required to pay an extra charge for the service animal in training (ND 25-13-02.1). The trainer must notify the designated office regarding the presence of the animal, and have current immunization records available. The trainer is liable for any damage done to the premises or facility by a service animal in training.

7. Conflicting Disabilities

The university will work with qualified individuals with disabilities who request accommodations to identify a solution that serves those with disabilities who have competing needs. Individuals who are adversely impacted by the presence of an animal due to a disability must submit documentation of their condition to the appropriate office for consideration when requesting reasonable accommodations. Students are required to submit documentation to the Disability Services office and apply for services. Employees would submit documentation and accommodation requests to the Human Resources/Payroll department. Visitors should contact the sponsoring/hosting department. Consult the [ADA Coordinator](#) in the Office of Equity, Diversity and Global Outreach if accessibility questions surface.

8. Dispute Resolution Procedure

In the event of a dispute or disagreement about a disability determination, appropriateness of an accommodation, service quality, or an animal restriction, a student should confer with the [Disability Services Director](#) [Coordinator](#). The student would follow the dispute resolution procedure on the [Disability Services webpage](#). If the student remains dissatisfied after following the dispute resolution procedure, he or she may contact the [ADA Coordinator in the Office for Equity, Diversity, and Global Outreach](#) to discuss the matter and file a formal equal opportunity grievance, if desired.

An employee with a dispute or disagreement would confer with a staff member in the [Office of Human Resources/Payroll](#) and if the concern is not resolved, he or she may contact the ~~Vice President~~ [ADA Coordinator in the Office](#) for Equity, Diversity, and Global Outreach to discuss the matter and file a formal equal opportunity grievance, if desired.

A visitor with a dispute regarding the use of a service or assistance animal at NDSU should contact the sponsoring/hosting department. If the concern is not resolved contact the [ADA Coordinator in the Office](#) ~~Vice President~~ for Equity, Diversity, and Global Outreach.

Students, employees and visitors have the option, at any point, to consult with the ADA Coordinator/Vice President for Equity, Diversity and Global Outreach regarding concerns about possible discriminatory conduct.

9. Responsibility of University Community Members Regarding Service or Assistance Animals

Members of the university community are expected to follow these guidelines regarding service or assistance animals:

- a. Allow service animals to accompany the handler at all times and everywhere on campus except

where animals are specifically prohibited due to safety or health restrictions, or where the animal may be in danger, or where the integrity of research may be compromised due to the presence of chemicals and/or organisms;

- b. Allow assistance animals to reside with the handler in their on-campus residence once proper approval has been obtained;
- c. Do not touch or feed a service or assistance animal unless invited to do so;
- d. Refrain from distracting, startling or taunting the animal, and;
- e. Do not separate or attempt to separate the animal from its handler.

Relevant NDSU policies and City of Fargo ordinances include:

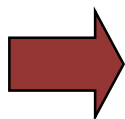
- * [NDSU Policy 100.1 - Nondiscrimination on the Basis of Disabilities and Reasonable Accommodation](#)
- * [NDSU Policy 606 - Guidelines for Student Requests for Reasonable Accommodation](#)
- * [City of Fargo regulations](#)

HISTORY:

New	December 2006
Amended	July 2007
Amended	September 2007
Housekeeping	December 2009
Housekeeping	July 2010

Policy Change Cover Sheet

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SECTION: 103.1: RECRUITMENT FOR EXECUTIVE/ADMINISTRATIVE/MANAGERIAL, ACADEMIC STAFF AND OTHER NON-BANDED POSITIONS (0000, 1000 and 2000 positions)

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
- 5.
- Is this a federal or state mandate? Yes No
 - *Describe change: New requirements are being placed on contractors with the federal government, which by definition includes NDSU, related to recruiting and hiring veterans and persons with disabilities. The change reflects E/O language compliant with the new VEVRAA (Vietnam Era Veterans' Readjustment Assistance Act) and Section 503 of the Rehabilitation Act rules for job postings.*
 - *NOTE: The same language change is also being submitted for NDSU Policies 200: RECRUITMENT FOR PROFESSIONAL STAFF POSITIONS (Banded 1000 and 3000 positions); and 201: RECRUITMENT FOR BROADBANDED STAFF POSITIONS (Banded 4000-7000 Positions).*
6. This policy change was originated by (individual, office or committee/organization):
- Office of Equity, Diversity and Global Outreach / 11/13/14
 - Lois.Christianson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

7. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 103.1

RECRUITMENT FOR EXECUTIVE/ADMINISTRATIVE/MANAGERIAL, ACADEMIC STAFF AND OTHER NON-BANDED POSITIONS (0000, 1000 and 2000 positions)

SOURCE: NDSU President

1. Recruitment Areas

1.1 Generally, all full-time executive/administrative/managerial, academic staff and other non-banded positions require a national search. Based on the source of funding, salary ranges, and local availability, however, some of these positions require only a regional search (a wider search is always an option, if the hiring official wishes). EXCEPTIONS to the national search requirement for these types of positions include:

1.1.1 2000 level: lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff.

1.2 Regular, part-time payroll positions (without regard to the funding source) require only a local search.

2. Recruitment Methods

2.1 Recruitment is a critical function for an effective equal opportunity/affirmative action employment program because increased diversity in the applicant pool is essential in order to increase the diversity of people actually employed. With this objective in mind, some potentially fruitful recruitment channels include:

2.1.1 Advertisements in appropriate professional journals and job registries and/or in The Chronicle of Higher Education. Publications which solicit advertisements on the basis of direct minority circulation are generally not a required method for recruiting; however, if applicant pools consistently lack diversity, a publication such as Affirmative Action Register should be considered.

2.1.2 Regional or national meetings of professional organizations and associations; women's and minority caucuses associated with professional groups are especially helpful and important.

2.1.3 College/University academic departments and placement offices especially at institutions where the student body is composed primarily of women or racial/ethnic minorities.

2.1.4 Industries, government, independent research institutions, etc., where racial/ethnic minorities or women are professionally engaged.

Recruitment (placement of advertisements, position announcement mailings, etc.) for administrative and academic positions is the responsibility of the hiring department. Once the Request to Recruit is approved, and posted online, it also is posted by Job Service North Dakota. A notice for staff positions requiring a minimum qualification of a bachelor's degree may be sent to the NDSU Career Center for their listing.

All recruitment information should include one of the following statements:

- North Dakota State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status or
- NDSU is an EEO/AA-MF/Vet/Disability.

The following additional language may be added to either option above:

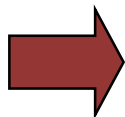
- Women & traditionally underrepresented groups are encouraged to apply.

HISTORY:

New	July 1990
Amended	April 1992
Amended	March 2001
Amended	October 2007
Housekeeping	May 2010
Amended	December 27, 2010

Policy Change Cover Sheet

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SECTION: 200: RECRUITMENT FOR PROFESSIONAL STAFF POSITIONS (Banded 1000 and 3000 positions)

8. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
- 9.
- Is this a federal or state mandate? Yes No
 - Describe change: New requirements are being placed on contractors with the federal government, which by definition includes NDSU, related to recruiting and hiring veterans and persons with disabilities. The change reflects E/O language compliant with the new VEVRRA (Vietnam Era Veterans' Readjustment Assistance Act) and Section 503 of the Rehabilitation Act rules for job postings.
 - NOTE: The same language change is also being submitted for NDSU Policies 103.1: RECRUITMENT FOR EXECUTIVE/ADMINISTRATIVE/MANAGERIAL, ACADEMIC STAFF AND OTHER NON-BANDED POSITIONS (0000, 1000 and 2000 positions) and 201: RECRUITMENT FOR BROADBANDED STAFF POSITIONS (Banded 4000-7000 Positions)
10. This policy change was originated by (individual, office or committee/organization):
- Office of Equity, Diversity and Global Outreach / 11/13/14
 - Lois.Christianson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

11. This policy has been reviewed/passed by the following (include dates of official action):

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Faculty Senate:

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Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 200

RECRUITMENT FOR PROFESSIONAL STAFF POSITIONS (Banded 1000 and 3000 positions)

SOURCE: NDSU President

1. Recruitment Areas

- 1.1 *Full-time* 1000-level professional positions require a *national search*.
- 1.2 Full-time 3000 level professional positions require at least a regional search (a wider search is always an option, if the hiring official wishes.)
- 1.3 Part-time positions in these job bands require only a local search.

2. Recruitment Methods

- 2.1 Recruitment is a critical function for an effective equal opportunity/affirmative action employment program because increased diversity in the applicant pool is essential in order to increase the diversity of people actually employed. With this objective in mind, some potentially fruitful recruitment channels include:
 - 2.1.1 Advertisements in appropriate professional journals, web sites and job registries and/or in The Chronicle of Higher Education. Publications which solicit advertisements on the basis of direct circulation to people from traditionally under-represented groups are generally not a required method for recruiting; however, if applicant pools consistently lack diversity, a publication such as Affirmative Action Register should be considered.
 - 2.1.2 Regional or national meetings of professional organizations and associations; caucuses for women and for people from traditionally under-represented groups associated with professional groups are especially helpful and important.
 - 2.1.3 College/University academic departments and placement offices especially at institutions where the student body is composed primarily of women or people from traditionally under-represented racial/ethnic groups.
 - 2.1.4 Industries, government, independent research institutions, etc., where people from traditionally under-represented racial/ethnic groups or women are professionally engaged.
 - 2.1.5 Directories (usually published annually) of graduates from traditionally under-represented groups.

NOTE: Responsibility for recruitment for professional staff positions is shared jointly by the hiring department and the Office of Human Resources/Payroll. Advertisements in *The Chronicle of Higher Education* or in professional publications and position announcement mailings are usually done by the hiring department. Only advertisements in selected regional newspapers and notices to the NDSU Career Center office and selected agencies for affirmative action purposes are handled by the Office of Human Resources/Payroll.

All recruitment information should include one of the following statements:

- North Dakota State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status; or
- NDSU is an EEO/AA-MF/Vet/Disability employer.

The following additional language may be added to either option above:

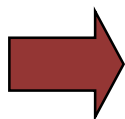
- Women & traditionally underrepresented groups are encouraged to apply.

HISTORY:

New	July 1990
Amended	November 1995
Amended	April 1996
Amended	October 1999
Amended	October 2007
Amended	December 27, 2010
Housekeeping	October 17, 2012

Policy Change Cover Sheet

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SECTION: 201: RECRUITMENT FOR BROADBANDED STAFF POSITIONS (Banded 4000-7000 Positions)

12. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**

- 13.
- Is this a federal or state mandate? **Yes** **No**
 - Describe change: New requirements are being placed on contractors with the federal government, which by definition includes NDSU, related to recruiting and hiring veterans and persons with disabilities. The change reflects E/O language compliant with the new VEVRAA (Vietnam Era Veterans' Readjustment Assistance Act) and Section 503 of the Rehabilitation Act rules for job postings.
 - NOTE: The same language change is also being submitted for NDSU Policies 103.1: RECRUITMENT FOR EXECUTIVE/ADMINISTRATIVE/MANAGERIAL, ACADEMIC STAFF AND OTHER NON-BANDED POSITIONS (0000, 1000 and 2000 positions) and 200: RECRUITMENT FOR PROFESSIONAL STAFF POSITIONS (Banded 1000 and 3000 positions).

14. **This policy change was originated by (individual, office or committee/organization):**

- Office of Equity, Diversity and Global Outreach / 11/13/14
- Lois.Christianson@nds.edu

This portion will be completed by Kelly Hoyt.

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15. **This policy has been reviewed/passed by the following (include dates of official action):**

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North Dakota State University

Policy Manual

SECTION 201

RECRUITMENT FOR BROADBANDED STAFF POSITIONS (Banded 4000-7000 Positions)

SOURCE: NDSU President

1. Recruitment Areas

The recruitment area for staff positions (4000-7000 bands) is local which means the Fargo-Moorhead community and surrounding counties. Several of the recruitment methods do, however, reach a state-wide audience in both North Dakota and Minnesota.

2. Recruitment Methods

2.1 Recruitment for staff positions (4000-7000 bands) is conducted by the Office of Human Resources/Payroll in conjunction with the employing department. All such positions are listed with various agencies including some of those listed below:

2.1.1 Job Service of North Dakota and Minnesota.

2.1.2 The State of North Dakota Human Resources Management Services Office

2.1.3 Local groups and agencies including the Fargo YWCA, New Horizons Manor, Southeast Human Service Center, VA Regional Center and Native American Programs.

2.2 Listings of current openings (updated daily) are available on the INTERNET at <http://www.ndsu.edu/jobs>.

All recruitment information should include one of the following statements:

- North Dakota State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status; or
- NDSU is anEEO/AA M/F/Vet/Disability Employer.

The following additional language may be added to either option above:

- Women & traditionally underrepresented groups are encouraged to apply.

HISTORY:

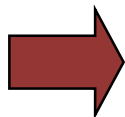
New

July 1990

Amended	April 1996
Amended	April 1997
Amended	December 1999
Amended	December 27, 2010
Housekeeping	December 12, 2011
Housekeeping	December 6, 2012

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: Policy Number 515 Travel Employees – Foreign Travel Authorization

16. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: Added designee verbiage to allow the Provost and Vice Presidents the ability to designate approval authority, for trips to foreign countries, to a dean or other direct report, as they see fit. This change was in response to discussion with Provost Ingram, to allow some flexibility in the approval process.

17. This policy change was originated by (individual, office or committee/organization):

- Accounting Office / Ramona Adams / 10/31/2014
- ramona.adams@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

18. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 515

TRAVEL - EMPLOYEES

SOURCE: NDSU President
North Dakota Century Code (NDCC)
North Dakota Office of Management and Budget Policy

1. GENERAL PROVISIONS

1.1 DEFINITION OF "TRAVEL" - *(NDSU Interpretation)*

For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office. For purposes of travel by staff members employed on the University campus their "community" shall include, Fargo, West Fargo, and Moorhead.

1.2 MEANS OF TRAVEL - *(NDSU Interpretation)*

Employees must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University.

1.3 ACCOUNTING OFFICE RESPONSIBILITY - *(NDSU Interpretation)*

The NDSU Accounting Office is responsible for the initial development of NDSU's employee travel expense reimbursement policy, in addition to the final review and approval of individual employee travel expenses. Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification. The NDSU Accounting Office must apply the travel rules in this policy on a reasonable, fair and consistent basis.

1.4 TRAVEL VOUCHER REQUIREMENTS - (NDCC 54-06-09 (6))

Before an allowance for any such mileage or travel expenses may be made, the employee shall file with the employee's department an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, college, or division.

(NDCC 44-08-05.1)

Any employee who has the power to approve a voucher for a department shall determine, before approving such voucher, the following:

1.4.1 That the expenditure for travel or other expenditures were for lawful and official purposes.

1.4.2 If for travel expense, that the travel actually occurred and that the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.

1.4.3 If the voucher is for expenditure other than travel expense, that the expenditure is lawful and that the voucher contains no false claims.

2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

Employees may be reimbursed for expenses incurred within their "city or community" of employment for the following:

2.1 (NDSU Interpretation)

Parking fees for personal vehicles when conducting University functions or attending University meetings.

2.2 (OMB Policy 507)

Mileage at in-state rates for personal vehicles used to transport equipment or university guests for university functions.

2.2.1 (OMB Policy 507)

Mileage from a normal work station to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

2.3 (NDSU Interpretation)

Meals may be reimbursed as provided under NDSU Policy 170.

2.4 (NDSU Interpretation)

Transportation between the employee's residence and airport, which consists of taxi fare or mileage plus airport parking, whichever is less.

3. OUT-OF-STATE TRAVEL AUTHORIZATION - (NDSU Interpretation)

Employees must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President or Provost must have their out-of-state trips pre-approved by their Vice President or Provost. Vice Presidents, Provost, and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. An interactive web form is available for purposes of obtaining out-of-state travel authorization.

3.1 WORKERS COMPENSATION - (NDSU Interpretation)

In cases where employees are working out-of-state for 30 consecutive days, or for any international trip, the employee must notify the University Police and Safety Office to arrange proper Workers Compensation coverage.

3.2 FOREIGN TRAVEL AUTHORIZATION - (NDSU Interpretation)

Each trip to a foreign country must be approved by the appropriate Vice President or Provost or their designee.

4. PRIVATELY OWNED TRANSPORTATION - (NDCC 54-06-09)

An employee, when required to travel by motor vehicle or truck in the performance of official duty, should use a state-owned vehicle, whenever possible.

(OMB policy 511)

When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

(NDCC 44-08-03)

Where more than one state employee travels in the same car while engaged upon official duty, whether belonging to different departments, subdivisions, boards, or commissions or not, no claim may be made for more than one mileage, such claim to be made by the owner or lessee of such car.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below.

4.1 IN-STATE MILEAGE - (NDCC 54-06-09 (1a))

The sum of 56.5 cents (for travel prior to 01/01/2014) or 56.0 cents (for travel on or after 01/01/2014) per mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle.

4.2 (NDCC 54-06-09 (1a))

The sum of 84 cents per mile when such travel is by private airplane.

4.3 OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))

If only one person engages in travel exceeding any geographic point 300 miles beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first 300 miles.

(NDSU Interpretation)

When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by 300 miles. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the 300 mile expanded border, the employee may be reimbursed at the 56.5 cents (for travel prior to 01/01/2014) or 56.0 cents (for travel on or after 01/01/2014) per mile rate. This includes both the departure and return parts of the trip.

When two or more state employees travel in the same vehicle, the per mile allowance is 56.5 cents (for travel prior to 01/01/2014) or 56.0 cents (for travel on or after 01/01/2014). State employees accompanying the vehicle owner must be listed on the travel voucher.

4.4 (NDCC 54-06-09 (5))

State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid 56.5 cents (for travel prior to 01/01/2014) or 56.0 cents (for travel on or after 01/01/2014) per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle, the 300 mile restriction, in 4.3 above, does not apply.

(NDSU Interpretation)

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as: traffic or parking tickets, vehicle repairs, or any other normal automobile expenses.

5. COMMERCIAL AIRLINES - (OMB Policy 510)

For travel on official state business, airline tickets may be either purchased through a travel agency and billed to the department, or purchased by the employee and reimbursed. In either case, the original itinerary should be used to support the travel agency payment or employee reimbursement.

Reimbursement to an employee or *tickets directly billed to a department* will be allowed for the actual cost of tourist or coach fare, purchased at the lowest reasonable rate available, except when approved by the President, or President's designee, unless not permitted by federal rules or regulations. Approvals must be filed in the President's Office. First Class or Business Class tickets should normally be through a frequent flyer upgrade or the employee should use frequent flyer miles earned via state travel. Invoices from third parties (like travel agencies) must identify if travel is First Class or Business Class.

5.1 *(NDSU Interpretation)*

If the ticket is paid by the employee in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid using an accounts payable voucher.

5.2 *(NDSU Interpretation)*

Meal and lodging expenses will be limited to the days needed to complete the business trip. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented.

6. MEAL REIMBURSEMENTS - (NDCC 44-08-04)

Reimbursement is allowed only for overnight travel or other travel, away from the normal place of employment, for four hours or more. Verification of expenses by receipt is required only for lodging expenses.

6.1 DEFINITION - QUARTERS - (NDCC44-08-04 (2)) *(NDSU Interpretation italicized)*

For purposes of employee meal and lodging reimbursements, state law defines the four quarters of a day as follows:

First quarter shall be from six (6) a.m. to twelve (12) noon. No reimbursement may be made if travel begins after seven (7) a.m.

Second quarter shall be from twelve (12) noon to six (6) p.m. *(No reimbursement will be made for this quarter if travel begins after one (1) p.m. or ends prior to twelve (12) noon.)*

Third quarter shall be from six (6) p.m. to twelve (12) midnight. *(No reimbursement will be made for this quarter if travel begins after seven (7) p.m. or ends prior to six (6) p.m.)*

Fourth quarter shall be from twelve (12) midnight to six (6) a.m. *(This quarter pertains to claiming lodging expense.)*

6.2 CONFERENCE, SEMINAR, OR OTHER MEETING - (NDCC 44-08-04 (1))

Claims may also be made for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the University; however, if a meal is included in a registration fee, the applicable quarter's meal allowance cannot be claimed for that meal.

6.3 TAXABLE MEALS - *(NDSU Interpretation of IRS regulations)*

Meal reimbursements that do not involve "overnight lodging" are reported as taxable gross income on the employee's W-2 and are subject to withholding and employment taxes. A lodging receipt is considered adequate proof of overnight lodging. Also, a notation on the travel voucher that the employee stayed overnight with a friend or relative is sufficient.

6.4 PAYMENT FOR MEALS OF STAFF & GUESTS, WHILE IN TRAVEL STATUS - (NDSU Interpretation)

NDSU Policy 170 allows reimbursement to employees for meals of staff and guests, even though the employee is not in travel status. Employees while in travel status may also occasionally encounter meal expenses when they are required to be at a meeting and there is a need to pay for meals of guests, such as when interviewing candidates, recruiting, or fund raising.

If an employee is at a required meeting and pays for meals of guests (while in travel status), the employee may be reimbursed for the actual receipt amount. If the employee meal is reimbursed at actual receipt amount on the travel voucher, he/she must not claim the applicable quarter's meal allowance.

When employees are reimbursed for the actual receipt amount for meals under this section, the expenses should be reflected under the "miscellaneous expense" column on the travel voucher. The purpose of the meeting and names of guests must be documented on either the travel voucher or an attached banquet and meeting documentation form.

6.5 TEAM TRAVEL - (Excerpt from NDCC 44-08-04, Subsection 1)

If a higher education athletic team or other organized institution organization group meal is attended at the request of and on behalf of the institution, actual expenses for the entire group, including coaches, trainers, and other employees, may be paid or submitted for payment of a team or group travel expense report: subsection 2 does not apply; and officers and employees are not required to document individual expenses or submit individual travel reimbursement vouchers.

(NDSU Interpretation)

Meal expenses of athletic department employees, when traveling with student athletes to games, are covered by travel advances issued from the Accounting Office. These meals are attended at the request of and on behalf of the University and, therefore, the meals are paid from the travel advance at the actual cost of the meals, in accordance with the Athletic department meal reimbursement guidelines for student athletes. Since the meals are paid out of the travel advance, it is not necessary for the employees involved in the team travel to complete a travel voucher to claim reimbursement for the meals.

As an alternative to actual meal costs, some head coaches may prefer to distribute a cash per diem to the employees and student athletes. The cash per diem is distributed from the travel advance for the individual to use for meals. The cash per diem for employees must not exceed the meal allowance allowed policy and must not exceed the Athletic department meal reimbursement guidelines for student athletes. Since the employee cash per diem is paid from a travel advance, it is not necessary for the employee to complete a travel voucher to claim reimbursement for the meals.

6.6 MEAL ALLOWANCE RATES - (NDCC 44-08-04 (2))

Meal reimbursement rates depend upon the time of day the employee is in travel status and whether the travel is in-state or out-of-state. Verification of receipts shall not be required for the first three quarters listed above in Section 6.1.

6.6.1 IN-STATE - (NDCC 44-08-04 (2))

For travel prior to August 1, 2013, in-state rates are as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
In-State	\$ 30.00	\$ 6.00	\$ 9.00	\$ 15.00

For travel on or after August 1, 2013, in-state rates are as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
In-State	\$ 35.00	\$ 7.00	\$ 10.50	\$ 17.50

6.6.2 OUT-OF-STATE, WITHIN CONTINENTAL U.S. - (NDCC 44-08-04 (3))

The allowance for out-of-state meals, within the continental United States, is equal to per diem meals rate in the city for which a claim is made on that day as established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The standard meal allowance rate (per diem) for cities in the continental United States is currently \$46.00 per day effective 10/01/2009. The North Dakota Office of Management and Budget (NDOMB) web site shows the official current out-of-state meal allowance rates that NDSU will follow. The NDOMB web site includes a [listing of cities](#) whose meal allowance rates are higher than the standard rate.

The table below (effective 10/01/2009) shows examples of how the meal allowance per diem is split between the first quarter or breakfast (20%), second quarter or lunch (30%), and third quarter (50%).

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Out-of-State, within continental U.S. (depending on city) <u>Standard Rate</u>	\$ 46.00	\$ 9.20	\$ 13.80	\$ 23.00
(depending on city)	\$ 51.00	\$10.20	\$ 15.30	\$ 25.50
(depending on city)	\$ 56.00	\$11.20	\$ 16.80	\$ 28.00
(depending on city)	\$ 61.00	\$12.20	\$ 18.30	\$ 30.50
(depending on city)	\$ 66.00	\$ 13.20	\$ 19.80	\$ 33.00
(depending on city)	\$ 71.00	\$ 14.20	\$ 21.30	\$ 35.50

6.6.3 NON-CONTINENTAL UNITED STATES AND OVERSEAS NONFOREIGN AREAS - (NDCC 44-08-04 (4))

The allowance for meals in noncontinental United States and overseas nonforeign areas, including Alaska, Hawaii, and Guam, is equal to the per diem meals rate in the city for which a claim is made on that day as established by the rule for federal employees established by the United States per diem committee and must be

allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

6.6.4 FOREIGN TRAVEL - NDCC 44-08-04(5))

The allowance for meals outside the United States is equal to the per diem meals rate in the city for which a claim is made on that day as established by rule for federal employees established by the United States department of state and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

7. LODGING REIMBURSEMENTS - (NDCC 44-08-04 (1)(2d)(6)) *(NDSU Interpretation italicized)*
 Reimbursement for in-state lodging expenses incurred while in travel status during the fourth quarter shall not exceed 90% of the rate established by the United States General Services Administration (GSA) for North Dakota, plus applicable state or local taxes on lodging. As of October 1, 2010, the GSA rate for lodging in North Dakota was \$77; therefore, the maximum amount that can be claimed is \$69.30, plus applicable taxes. For travel on or after October 1, 2013, the GSA rate for lodging in North Dakota was \$83; therefore, the maximum amount that can be claimed is \$74.70, plus applicable taxes.

The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time. See the city/county rate exceptions, found on the Accounting website. The amounts shown are 90% of the GSA rates and are the maximum state reimbursable rates that can be claimed, plus applicable state and local taxes. These rates are effective October 1, 2012.

Out-of-state lodging expenses shall be reimbursed at actual expense.

An original lodging receipt is required for reimbursement to the employee. *(When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost.)*

7.1 IN-STATE LODGING RATES OVER MAXIMUM - (SBHE 806.1.10)

In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, the following process needs to be followed:

7.1.1 Prior-approval by campus designated approver must be obtained.

7.1.2 The request must document the name of the employee, name of city traveling to, dates of lodging, name and local phone number of the lodging facility, the rates quoted for the dates of travel or if there were no available rooms. A minimum of 3 facilities should be contacted. If traveling to a North Dakota community that does not have 3 lodging facilities, indicate on documentation.

7.1.3 This documentation must be attached to the travel reimbursement form.

7.1.4 Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained.

7.1.5 *If a room is more than the 90% maximum GSA rate for North Dakota, allowed in section 7, above, the additional taxes eligible for reimbursement must be pro-rated. For example (using the \$74.70 maximum rate): if the room is \$80.00 and taxes are \$12.00, the individual will be reimbursed \$74.70 plus \$11.21 pro-rated taxes ($\$74.70/80.00 \times \$12.00 = \$11.21$).*

7.2 DIRECT BILLING OF LODGING TO DEPARTMENT - (NDSU Interpretation)

Employee lodging must be first paid by the employee and then reimbursed using the travel voucher. An employee's lodging expense should not be paid directly by the department to the lodging facility.

EXCEPTIONS - (NDSU Interpretation)

7.2.1 State law (NDCC 44-08-04.5) allows a state agency or institution to pay an out-of-state lodging provider directly when the North Dakota Office of Management and Budget has obtained a sales tax exemption from the destination state.

(NDSU Interpretation)

(At this time, OMB does not have an agreement with any other state. State agencies will be notified when such agreements have been obtained.) The state law exception does not apply to in-state lodging.

7.2.2 (NDSU Interpretation)

A lodging facility may be paid directly by the department if the travel involves a student field trip or athletic team travel.

7.3 REQUIRED DEPOSITS - (NDSU Interpretation of OMB Policy 513)

If a lodging facility requires a paid deposit to hold a room in advance, it should be paid by the employee. If the deposit is paid by the employee in a month prior to the travel dates, the employee may be reimbursed immediately after the deposit is paid using a Request for Payment form. The employee will need to verify that the deposit was properly credited to the lodging bill when the travel takes place.

7.4 ROOM SHARING - (NDSU Interpretation)

When two or more state employees share lodging accommodations, each employee should normally claim his/her own reimbursement. In instances where one employee pays the total lodging costs, he/she may claim reimbursement for the same by listing the other employee(s) sharing the lodging accommodation.

(OMB Policy 513)

When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.

8. MISCELLANEOUS TRAVEL EXPENSES - *(NDSU Interpretation)*

Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, parking fees and up to \$5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed on the travel voucher must be individually identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00.

8.1 ENTERTAINMENT & PERSONAL EXPENSES - *(NDSU Interpretation)*

Employee entertainment or other personal expenses are not reimbursable. Expenses claimed by an employee that appear to fall in this category, will need additional justification to support claiming them as necessary business expenses.

8.2 CAR RENTAL - (OMB Policy 518)

8.2.1 The university will reimburse an employee for car rental if the employee used an aircraft to get to their destination, and if the use of the vehicle is sufficient to justify that mode of travel instead of a taxi. It is generally the policy to discourage car rentals unless their cost effectiveness is self-evident.

8.2.2 When renting a car for university business, purchase of additional insurance is not necessary because it is covered by the State's Risk Management Fund. However, the North Dakota Risk Management Division does recommend purchasing the liability insurance if renting outside the United States. Also, when out of the country, it is advisable to purchase the loss damage waiver as well. Employees should consider what coverages the employee's personal auto insurance provides.

8.3 TIPS AND OTHER CHARGES - *(NDSU Interpretation)*

Reasonable tips, not to exceed \$5.00 per tip, and service charges that are a necessary part of the business trip are reimbursable. Examples include: tips to bellhops and taxicab drivers. No reimbursement is allowed for tips on meals that are covered by the meal allowance.

8.4 LOST RECEIPTS - *(NDSU Interpretation)*

When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost. Credit card receipts are not sufficient.

9. TRAVEL ADVANCES - (NDCC 44-08-04.2)

The Accounting office may approve a travel advance to employees for payment of meal and lodging expenses incurred while the employee is traveling on official business of this state, provided that such travel is planned to be in excess of five days per month, and provided that the funds advanced do not exceed eighty percent of the estimated expenses for the period.

NDSU LIMITATIONS - (NDSU interpretation)

Funds advanced for meals and lodging must be accounted for as required by this Policy. Travel advances may not be made from state appropriated funds. A travel advance form is available to request an advance. The Accounting Office will generally limit travel advances to the following two situations:

9.1 *When an employee is chaperoning a group of students or other guests and is expected to pay some of the student's or guest's expenses.*

9.2 *When an employee is going on a trip for an extended period of time, such as more than one month. Usually these are international trips funded by a special grant.*

HISTORY:	
New	July 20, 2000
Amended	July 2001
Amended	June 2003
Amended	October 2003
Amended	August 2005
Amended	February 2006
Amended	October 2007
Amended	January 2008
Amended	July 17, 2009
Housekeeping	October 6, 2009
Housekeeping	February 2010
Amended	July 2010
Housekeeping	September 2010
Housekeeping	January 5, 2011
Housekeeping	June 15, 2011
Housekeeping	August 18, 2011
Housekeeping	January 27, 2012
Housekeeping	April 23, 2012
Housekeeping	October 10, 2012
Housekeeping	January 10, 2013
Housekeeping	July 30, 2013
Housekeeping	September 18, 2013
Housekeeping	December 31, 2013
Housekeeping	March 3, 2014

8. MISCELLANEOUS TRAVEL EXPENSES - *(NDSU Interpretation)*

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Housekeeping	January 10, 2013
Housekeeping	July 30, 2013
Housekeeping	September 18, 2013
Housekeeping	December 31, 2013
Housekeeping	March 3, 2014

Section 10. General Education

1. Voting membership shall consist of one tenured faculty member from each representation unit, a representative from the Assessment Committee, and two students selected by the Student Government.
2. Non-voting members shall consist one representative from each of the following: the NDSU Library, Registration and Records, the professional advisors (at least 50% of load is advising), and the Provost (or designee). There is no term limit for non-voting members.
3. Committee responsibilities include:
 - a. Ensuring that existing courses and experiences meet general education requirements.
 - b. Developing criteria and procedures for submitting, evaluating, and approving courses and experiences that meet general education requirements of NDSU and the Higher Learning Commission of the North Central Association of Colleges and Schools.
 - c. Developing criteria and procedures for submitting, evaluating, and approving courses or experiences that meet the general education requirements for integration into students' curricula.
 - d. Coordinating and recommending actions to the Faculty Senate on proposals for approving general education courses.
 - e. Providing periodic assessment of students' attainment of intended student outcomes in general education.
 - f. Studying, coordinating, and recommending to the Faculty Senate policies and procedures for continuing improvement in general education.
 - g. Selecting two representatives and one alternate for the North Dakota General Education Council.

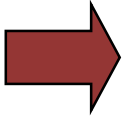
For Faculty Senate:
Approved General Education Recommendations

For Faculty Senate Meeting on (month/year): December 8, 2014

Outcomes Key:			
<ol style="list-style-type: none"> 1. Communicate effectively in a variety of contexts and formats. 2. Locate and use information for making appropriate personal and professional decisions. 3. Comprehend the concepts and perspectives needed to function in national and international societies. 4. Comprehend intrapersonal and interpersonal dynamics. 5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society. 6. Integrate knowledge and ideas in a coherent and meaningful manner. 7. Comprehend the need for lifelong learning. 			
Courses Withdrawn from General Education List of Approved Courses			
Course No.	Course Title	Categories	Dept or GE Request
HDFS 468	Families and Work	B, G	Department

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **Policy 326: Academic Misconduct**

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 - Is this a federal or state mandate? Yes x No
 - Describe change: Change removes reference to graduate students from this policy. Misconduct issues for graduate students will be adjudicated under a new policy, 335.1.

2. **This policy change was originated by (individual, office or committee/organization):**
 - Office/Department/Name and the date submitted Graduate School, October 23, 2014
 -
 - Email address of the person who should be contacted with revisions: david.wittrock@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. **This policy has been reviewed/passed by the following (include dates of official action):**

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 326

ACADEMIC MISCONDUCT

SOURCE: NDSU President
NDSU Faculty Senate

1. PHILOSOPHY& PURPOSE

1.1 North Dakota State University is committed to upholding the highest standards of integrity of its endeavors in the pursuit of academic activities including research, instruction, and service. The University will promote an open and honest atmosphere in reviewing and reporting possible academic misconduct.

1.2 Scholarly inquiry creates the expectation for strict integrity in its pursuit. Integrity is defined as a commitment to intellectual honesty, and personal responsibility. As a public institution engaged in research, NDSU has an obligation to ensure public trust and confidence in our academic programs and publications. NDSU is committed to creating an environment which promotes responsible conduct that embraces attitudes of excellence, trust, and lawfulness in all our endeavors. It is essential to create this environment in order to maintain academic integrity, which in turn will promote academic excellence leading to reliable and accurate research results. ¹ Because misconduct in scholarly inquiry, including the improper expenditure of funds, threatens the confidence in the academic endeavor, it is the responsibility of the University to foster an academic environment that discourages misconduct in all endeavors of scholarly activity and to develop policies and procedures to deal forthrightly with possible misconduct associated with scholarly activity

1.3 These policies and procedures deal with academic misconduct and define a process to report, review, investigate, and resolve, allegations of academic misconduct. They are directed toward governing behaviors to maintain integrity in the pursuit of scholarly, academic activities, and they are consistent with the principle of self-regulation in maintaining integrity in

scholarly inquiry.²

2. APPLICABILITY

2.1 These policies are applicable to all persons employed at NDSU and associated with NDSU through academic activities. These would include, but are not limited to faculty, adjunct faculty, research professors, lecturers, collaborators, staff, technicians, post-doctoral fellows, undergraduate students, and volunteer assistants. However, allegations against undergraduate students which are course related will be handled under [NDSU Policy 335: Code of Academic Responsibility and Conduct. All allegations of misconduct against graduate students, whether course related or involving other aspects of scholarly and professional misconduct, will be handled under NDSU Policy 335.1: Code of Professional and Academic Responsibility and Conduct – Graduate Students.](#)

2.2 While this policy deals with internal allegations, any NDSU employee wanting to charge misconduct against an individual(s) outside the University must have discussed the allegations with the Department Chair, Dean and Provost/Vice President for Academic Affairs before proceeding with such allegations.

3. DEFINITIONS

3.1 **Academic or scientific misconduct** shall mean fabrication, falsification, plagiarism, misrepresentation of sources, breach of confidentiality, or other practices, including fiscal impropriety, that seriously deviate from those that are commonly accepted within the discipline for proposing, for conducting, or reporting research; or material failure to comply with a sponsor's requirements that uniquely relate to the conduct of the research. It does not include honest error, or honest differences in interpretations or judgments of data.

3.2 **Allegations** shall mean any written or oral accusation by any University official or other Complainant, from inside or outside of NDSU, of possible misconduct that is forwarded to the Office of the Provost/Vice President for Academic Affairs.

3.3 **Complainant** means any person who makes a formal allegation of research or scholarly misconduct under this Policy.

3.4 **Fabrication** is making up data or results and recording or reporting them.

3.5 **Falsification** is manipulation of research materials, equipment, processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

3.6 **Inquiry** shall mean informal information gathering and initial fact-finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.

3.7 **Investigation** shall mean the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.

3.8 **Plagiarism** shall mean taking over ideas, methods, or written words of another without acknowledgment of and with the intention that they be credited as the work of the deceiver. Different academic disciplines may have their own separate definition which may add additional elements that need to be taken into consideration in an allegation of plagiarism.

3.9 **Respondent** shall refer to the accused or the person against whom an allegation of research misconduct is directed or who is the subject of a research misconduct proceeding.

3.10 **Scholarly inquiry, creative activity, and research** shall be considered synonymous terms.

4. PRINCIPLES

4.1 Due to the wide variety of endeavors of scholarly activity, no one set of guidelines can cover all situations. Also, because of the seriousness of the nature of this subject, several basic principles must be used to guide the processes.

4.2 Allegation(s) must receive immediate, appropriate, thorough, and impartial consideration.

4.3 The Complainant who in good faith reports apparent academic misconduct shall be protected from recrimination. Good faith allegations are those that are made with the honest belief in the truth of the allegation based on the information the Complainant had reasonable access to at the time of the allegation.

4.4 The Respondent, Complainant, witnesses, and committee members must be afforded confidential treatment during the entire process to the extent reasonably possible. Disclosure of the charges and evidence under this policy will be made only as specified in the regulations of the sponsoring agency or as required by the North Dakota Open Records Act. Any violation of this rule is also considered a matter for disciplinary action. Further, the Respondent must be afforded confidential treatment to the extent reasonably possible while being given an opportunity to respond to the allegations and provide a defense during the Inquiry or Investigation phases. A confidentiality agreement can be required.

4.5 From receipt of the initial allegation to the completion of the investigation, every effort will be made to obtain and secure evidence that will be directly applicable to the case. All evidence must be carefully weighed to determine whether an allegation has been made in good faith or malice.

4.6 In order to determine misconduct, NDSU must find (1) that there was a significant departure from accepted practices of the relevant academic or professional community; (2) it was committed intentionally, knowingly, or recklessly; and (3) the allegation must be proven by a preponderance (greater than 50%) of the evidence.

4.7 If allegations of apparent academic misconduct are shown to be unfounded and have been made with the malicious intent of destroying a career and reputation, the evidence of this fabrication is to be presented to the Provost/Vice President for Academic Affairs for appropriate examination and possible disciplinary action.

4.7.1 Malicious allegations to harm or harass other individuals will not be tolerated by the University, nor will retaliation against the Respondent, Complainant, witnesses, or inquiry or investigative committee members. Further actions against Complainants who have acted in bad faith may be taken under NDSU policies that apply to employment and termination procedures. Actions that may be taken by

NDSU could include, but are not limited to, termination of employment or expulsion.

- 4.8 Any University action imposing sanctions must comply with the procedural requirements of the applicable personnel or student policies (see Policies [220](#), [335](#), [350.3](#), or [601](#)).
- 4.9 Challenges against a member of the Academic Integrity Committee for a conflict of interest shall be handled by the committee first and then, if the matter is not resolved, by the President of the Faculty Senate.

5. ACADEMIC MISCONDUCT PROCEDURES

In dealing with academic misconduct allegations, NDSU will follow a three phase process: (1) Phase I - receipt of the allegation; (2) Phase II - an immediate inquiry of the allegation; and (3) Phase III - if warranted, an investigation of the allegation which may lead, where applicable, to recommendations for appropriate sanctions and reporting. Actual sanctions and appeals will be considered separately and will be handled through other administrative processes.

6. PHASE I: RECEIPT OF ALLEGATION

6.1 Initially, the Complainant should report the allegation and provide evidence to the university official who is the immediate supervisor of the Respondent. The person receiving the allegation is hereafter referred to as the receiver of the allegation.

6.1.1 Any National or Federal agency involved could also be notified. Most agencies will not investigate initially and will allow NDSU to proceed as the primary investigating body. The funding agency will review the submitted reports to determine if further actions need to be taken. Federal agencies expect each institution to handle these proceedings and will only take charge if there is an immediate need to handle the case themselves.

6.2 Upon receipt of an allegation, the receiver of the allegation must immediately inform the Provost/Vice President for Academic Affairs (or specified designee) formally, in writing of the nature of the allegation. The Provost/Vice President for Academic Affairs will inform the President.

6.3 Allegations of academic misconduct by a Complainant (other than the University acting through its administration) must normally be received within

six years from the time when alleged academic misconduct occurred. Other exceptions include: (1) the Respondent continues or renews any incident of alleged research misconduct that occurred outside the six-year limit through the citation, republication or other use for the potential benefit of the Respondent of the research record that is the subject of the allegation; (2) NDSU, following consultation with appropriate agencies, determines that the alleged misconduct, if it occurred, would possibly have a substantial adverse effect on the health or safety of the public; or (3) there is an allegation of fraud which prevented the discovery of the alleged misconduct. Allegations older than six years will normally not be accepted.

7. PHASE II: INQUIRY

- 7.1 Upon receipt of an allegation, the Provost/Vice President for Academic Affairs will prepare a statement of allegation which identifies the Complainant, and notifies the Respondent, the appropriate department chair(s), and academic dean(s) of the allegation with available evidence.
- 7.2 The Respondent and Complainant will be offered initial consultation at the time of the receipt of the allegation to assist all parties in understanding the extent of this policy and procedures, and the potential and real consequences. They shall be provided copies or informed of the location of relevant policies and/or rules.
- 7.3 The Provost/Vice President for Academic Affairs shall appoint an inquiry committee of three persons consisting of non-administrative, tenured faculty with the rank of professor (emeritus and emerita professors are eligible). Members of the committee may be external to the University and non-faculty members may be appointed if a specific case warrants their inclusion to review the allegation(s).
 - 7.3.1 The inquiry committee will determine if there is sufficient basis to conduct an investigation based on whether (1) the allegation falls within the definition of academic misconduct as defined above; (2) the allegation is sufficiently credible; and (3) the allegation is specific enough so that potential evidence of academic misconduct may be identified. "Sufficient basis" means that there is enough evidence that could be adequate to establish a violation if proven.
 - 7.3.2 Interviews must be conducted, where possible, with both the Respondent and the Complainant and any other persons who may

have information relevant to the allegation and purpose of inquiry. The Complainant and the Respondent must comply with appropriate requests by the inquiry committee for documents and other relevant evidence.

7.3.3 The committee may seek an opinion by a recognized authority in the Respondent's field.

7.3.4 Upon completion of the inquiry, the committee will prepare a report which shall include: (1) the name and position of the Respondent(s); (2) a description of the allegation of misconduct; (3) list of persons interviewed; (4) a summary of the evidence; (5) the conclusions of the inquiry; (6) a rationale for the recommendation that the alleged misconduct did or did not warrant an investigation; (7) any comments by the Complainant and Respondent; and (8) identification of relevant grants or other funding involved.

- 7.4 The Complainant and Respondent shall be given a complete copy of the report. Each will be given 10 working days to respond to the report and their comments will become part of the record. A copy of the report and responses shall be sent to the General Counsel.
- 7.5 The inquiry report will be completed and submitted to the Office of the Provost/Vice President for Academic Affairs within 60 calendar days from the receipt of the initial allegation, unless circumstances which can be documented indicate reasons for exceeding this 60 day period.
- 7.6 If the Provost/Vice President for Academic Affairs determines that there is no basis to conduct an investigation, a copy of the inquiry report shall be maintained for a period of seven years in the Office of the Provost/Vice President for Academic Affairs. This is to permit a later, independent assessment of the reasons for determining that an investigation was not warranted should this be requested by an appropriate agency.
- 7.7 Seven years after the completion of the inquiry, all documentation shall be destroyed.
- 7.8 If, at any time, the documentation is requested by any party, the Respondent shall be notified.

- 7.9 All work of those involved should, to the extent possible, remain confidential. Breaches of confidentiality may be subject to appropriate sanctions.
- 7.10 The Complainant can appeal a decision not to conduct an inquiry to the Committee on Academic Integrity within five (5) working days of receiving notice that an inquiry is not warranted.

8. PHASE III: INVESTIGATION

8.1 If the Provost/Vice President for Academic Affairs determines that the findings from the inquiry provide sufficient basis for conducting an investigation, the investigation must be initiated within a thirty (calendar) day period after written notification to the Respondent that there will be an investigation. On or before the initiation of the investigation, NDSU will notify all applicable agencies as required by regulations.

8.2 The investigation will be conducted by the standing committee of the Faculty Senate, the Committee on Academic Integrity.

<http://senate.ndsu.edu/fileadmin/facultysenate/docs/constitution.pdf>

8.3 The Provost/Vice President for Academic Affairs shall forward the inquiry report to the Committee on Academic Integrity (Investigation Committee) which shall investigate the allegations in substantial compliance with all Federal Regulations.

8.4 The Investigation Committee shall comply with the following guidelines:

8.4.1 Respondent must be notified in writing that an investigation is being conducted, must be interviewed by the Investigation Committee, and has the right to call any witnesses or produce any evidence in defense. In addition, the Respondent has the right to have an attorney accompany him/her/them to the interview. If an attorney for the Respondent is present, the Investigation Committee may request that the University provide legal counsel to assist it as well.

8.4.2 The Investigation Committee may request, and must use diligent efforts to secure, any evidence considered necessary to conduct a complete investigation of the allegation. Whenever possible, interviews should be conducted of all individuals involved including the Respondent and the Complainant as well as other individuals who might have information regarding key aspects of the allegations.

Because of the possible specialized nature of the evidence to be investigated, the Committee may seek advice from experts within or from outside the University. Complete summaries of these interviews should be prepared and provided to the interviewed person(s) for comment and shall be included as part of the investigation file and furnished to the Respondent.

8.4.3 The Investigation Committee will deliberate and reach its conclusions and write its final report in executive session. Further, the Investigation Committee must prepare and maintain all documentation to substantiate its findings.

8.4.4 The investigation by the Investigation Committee is to remain confidential unless disclosure is required by the North Dakota Open Records Act or by the sponsor's guidelines.

8.5 If it is determined that the allegations of misconduct are groundless, a report with supporting documentation shall be forwarded to the Office of the Provost/Vice President for Academic Affairs to be retained appropriately for a period of seven years.

8.6 If the allegations are substantiated by a preponderance (greater than 50%) of the evidence, the Investigation Committee shall forward the report to the Provost/Vice President for Academic Affairs and the President with recommendations for appropriate disciplinary action (sanctions).

8.7 The Respondent and Complainant shall be given a complete copy of the report. Each will be given ten (10) calendar days to respond to the report and their comments will become part of the record.

8.8 All persons and agencies involved in the investigation shall be notified of the conclusion. A copy of all documents shall be furnished to the Respondent and the Complainant. If the documents are requested by any party, the Respondent shall be notified.

8.9 In the case of a federal grant, a final report (in substantial compliance with all Federal regulations) prepared by the Provost/Vice President for Academic Affairs describing policies and procedures under which the investigation was conducted, the nature of the allegations, how information was obtained, all persons interviewed with text or summary of interviews, the

findings, the basis for the final decision, and a description of disciplinary action taken by the institution, must be sent to the appropriate agency. 3

8.10 It shall be the responsibility of the Provost/Vice President for Academic Affairs to communicate the results of the investigation to collaborators, journals, publishers, professional societies, licensing agencies, and sponsoring agencies with whom the accused has had professional contact as appropriate.

8.11 The investigation should ordinarily be completed within 120 calendar days of its initiation. If it cannot be completed within that time, then a request to the Office of Research Integrity (ORI) (or other applicable agency(ies)), will be made by the Provost/Vice President for Academic Affairs to extend the time, and documentation for the reasons for exceeding this period must be made available in the report.

9. SPECIAL REPORTING REQUIREMENTS

9.1 Normally, the inquiry or investigation will be conducted in such a manner as to protect the privacy/confidentiality of all involved.

9.2 However, if at any stage of the inquiry or investigation, any of the following conditions exist, there must be immediate notification to the sponsoring agency or other affected parties:

9.2.1 there is an immediate health safety risk or immediate need to protect human or animal subjects;

9.2.2 research activities should be suspended;

9.2.3 there is an immediate need to protect agency funds, equipment, or the integrity of the research process;

9.2.4 there is an immediate need to protect the interests of the person(s) making the allegation or the individuals who are subject to the allegations as well as his/her co-investigators and associates;

9.2.5 it is probably that the alleged incident is going to be reported publicly;

9.2.6 there is reasonable indication of possible violation of civil or criminal law. In this instance, the institution must inform the appropriate sponsoring agency, if necessary, within 24 hours of obtaining that information; or

9.2.7 there is a reasonable belief that the research community or public should be informed.

10. SANCTIONS

10.1 NDSU administration may implement specific sanctions congruent with the misconduct.

10.2 Sanctions resulting from academic misconduct may include, but are not limited to, termination of employment or student status, termination of current research activity, special prior review of future research activities, written reprimand, probation for a specific period of time, and/or suspension of rights and responsibilities.

10.3 In cases of students, recommendations for sanction or disciplinary actions will be forwarded to the Vice President for Student Affairs to determine appropriate administration of any sanctions.

10.4 In deciding what final actions are appropriate when misconduct is found, NDSU officials should consider:

10.4.1 the seriousness of the misconduct;

10.4.2 the degree to which the misconduct was knowing, intentional, or reckless;

10.4.3 whether the misconduct was an isolated event or part of a pattern of behavior;

10.4.4 whether it had a significant impact on the research record, research subjects, other researchers, institutions, or the public welfare; and

10.4.5 other relevant circumstances.

11. APPEALS

11.1 Appeals of the Committee on Academic Integrity finding of misconduct will be handled through federal agencies of oversight where applicable or through NDSU's President's Office.

11.2 NDSU appeals must be made directly in writing to the President of NDSU within 30 days of the notice of determination by the Committee on Academic Integrity.

11.3 Review of the appeal is by the President. The President has the option to appoint a technical review committee for advice.

11.4 NDSU may suspend an internal appeal until further determination by the agencies.

11.5 NDSU appeals will be restricted to the evidence presented and will be limited to the University's failure to follow published procedures or arbitrary or capricious decision making.

11.6 Upon review of the appeal, the determination made by the President of the University is final.

11.7 Grievances and appeals to sanctions and disciplinary actions will be handled accordingly to the applicable polices. Faculty (policy [157](#), [350.3](#), [353](#)); Staff/employee (policy [157](#), [230](#), [231](#)); and Students (policy [601](#) and [335](#)).

1. Integrity in Scientific Research, Institute of Medicine, National Research Council, (2002).

2. See Office of Science and Technology's Research Misconduct Policy (2000)

http://www.ostp.gov/cs/federal_policy_on_research_misconduct In addition, these policies and procedures are necessary since the federal government requires that each entity applying for research grants or agreements under the Public Health Service must establish explicit, uniform policies and procedures for investigating and reporting instances of alleged or apparent misconduct involving research activities that are supported with funds made available under the Public Health Service Act. The appropriate acts providing authority are: 42 CFR Part 50, Section 493, Public Health Service Act, as amended, 99 Stat. 874-875, (42 u.s.c. 289b); Section 501(f), Public Health Service Act, as amended, 102 Stat. 4213 (42 u.s.c. 290aa(f)).

3. For example, the Office of Research Integrity (ORI), in the Office of the Director of the National Institutes of Health.

HISTORY:

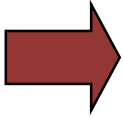
New May 14, 1990

Amended April 1992

Amended	June 1995
Amended	December 2002
Amended	October 2003
Amended	October 2007
Amended	November 2008
Housekeeping	February 14, 2011

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SECTION: **Policy 335: Code of Academic Responsibility and Conduct**

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes x No
 - Describe change: Change removes reference to graduate students from this policy. Misconduct issues for graduate students will be adjudicated under a new policy, 335.1.

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 - Office/Department/Name and the date submitted Graduate School, October 23, 2014
 -
 - Email address of the person who should be contacted with revisions: david.wittrock@nds.edu

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North Dakota State University

Policy Manual

SECTION 335

CODE OF ACADEMIC RESPONSIBILITY AND CONDUCT

SOURCE: NDSU Faculty Senate Policy

The academic community is operated on the basis of honesty, integrity, and fair play. This trust is violated when students engage in academic misconduct, either inadvertently or deliberately. This policy serves as the guideline for cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context (e.g., coursework, exams for degree requirements, practical experience, or fieldwork experience). Depending on the nature of the alleged offense, academic misconduct involving undergraduate research (e.g., thesis, dissertation, honors thesis), may be handled by either this policy or [policy 326, ACADEMIC MISCONDUCT](#). All allegations of misconduct against graduate students, whether course related or involving some other aspect scholarly and professional misconduct, will be handled under NDSU Policy 335.1: Code of Academic and Professional Responsibility and Conduct – Graduate Students. This policy also serves as the guideline for cases in which there is evidence of student academic misconduct in more than one instance.

Procedures established by an academic college may exceed the minimum standards outlined in this policy. Academic colleges with an approved and published honor commission (or similar mechanism) may employ alternative procedures; however, the standards of expected behavior shall not be less than those in this policy. In all cases, the procedures presented in this policy for tracking academic misconduct must still be followed; see Sections 5.c and 5.d of this policy.

1. Definitions. In this policy, an “instructional staff member” is defined as anyone who has primary responsibility for a course, or other instructional context to which this policy applies. Examples of instructional staff members include tenured and tenure-track faculty members, professors of practice, teaching assistants who have primary responsibility for a course, teaching fellows, instructors, and lecturers.

In this policy, a “student” is defined as anyone enrolled in undergraduate or professional coursework at NDSU. These students include individuals in a non-degree status, such as those taking NDSU courses through a collaborative, consortium, exchange, or early admission program, or in a conditional admit status (e.g., Tri-College, NDUS Collaborative Registration, and Early Entry/dual credit program).

2. Examples of behavior constituting academic misconduct. Academic misconduct (intentional or otherwise) includes but is not limited to the following:
 - a) Plagiarizing, i.e., submitting work that is, in part or in whole, not entirely one's own, without attributing such portions to their correct sources;
 - i. Cases of apparently unintentional plagiarism or source misuse must be handled on a case-by-case basis and in the context of the instructor's policies. Unintentional plagiarism may constitute academic misconduct.
 - ii. Improper attribution of sources may be a symptom of bad writing and not plagiarism. Instructors are encouraged to recognize that citation skills are developed over time and are contextual.
 - b) Receiving, possessing, distributing or using any material or assistance not authorized by the instructional staff member in the preparation of papers, reports, examinations or any class assignments to be submitted for credit as part of a course or to fulfill other academic requirements;
 - c) Unauthorized collaborating on individual assignments or representing work from unauthorized collaboration as independent work;
 - d) Having others take examinations or complete assignments (e.g., papers, reports, laboratory data, or products) for oneself;
 - e) Stealing or otherwise improperly obtaining copies of an examination or assignment before or after its administration, and/or passing it onto other students;
 - f) Unauthorized copying, in part or in whole, of exams or assignments kept by the instructional staff member, including those handed out in class for review purposes;
 - g) Altering or correcting a paper, report, presentation, examination, or any class assignment, in part or in whole, without the instructional staff member's permission, and submitting it for re-evaluation or re-grading;
 - h) Misrepresenting one's attendance or the attendance of others (e.g., by PRS or attendance sheet) in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect;
 - i) Fabricating or falsifying information in research, papers, or reports;
 - j) Aiding or abetting academic misconduct, i.e., knowingly giving assistance not authorized by the instructional staff member to another in the preparation of

papers, reports, presentations, examinations, or laboratory data and products;

- k) Unauthorized copying of another student's work (e.g., data, results in a lab report, or exam);
 - l) Tampering with or destroying materials, (e.g., in order to impair another student's performance);
 - m) Utilizing false or misleading information (e.g., illness or family emergency) to gain extension or exemption on an assignment or test.
3. The university culture of academic honesty. A primary responsibility of the students, instructional staff members, staff members and administrators is to create an atmosphere in which academic honesty, integrity, and fair play are the norm and academic misconduct is minimized.
- a) Instructional staff members are responsible for providing guidelines concerning academic misconduct at the beginning of each course in each class syllabus, and should use precautionary measures and security to discourage academic misconduct.
 - b) Students are subject to disciplinary action even when not enrolled in the course where the academic misconduct occurred.
4. Fairness. Instructional staff members and administrators are responsible for procedural fairness to any student accused of academic misconduct. An instructional staff member who suspects that academic misconduct has occurred in his/her class or other instructional context has an initial responsibility to:
- a) inform the student involved of his/her suspicion and the suspicion's grounds;
 - b) allow a fair opportunity for the student to respond;
 - c) make a fair and reasonable judgment as to whether any academic misconduct occurred; and
 - d) inform the student of the judgment, penalty (if any), and the student's right to appeal. See also Section 5.c of this policy.
5. Penalties from instructional staff members for academic misconduct. Instructional staff members have the prerogative of determining the penalty for academic misconduct in their classes and other instructional contexts.
- a) Penalties may be varied with the gravity of the offense and the circumstances of the particular case. Penalties may include, but are not limited to, failure for a particular assignment, test, or course.

- b) If an instructional staff member imposes a penalty, the student may not drop the course in question without the permission of the instructional staff member. (The instructional staff member is responsible for notifying the Registrar to prevent the student from dropping the class.)
 - c) If an instructional staff member imposes a penalty, the instructional staff member must complete the [Student Academic Misconduct Tracking Form](#) and submit copies to the student, the chair/head of the instructional staff member's primary department, or the program director if the student is enrolled in an interdisciplinary program. It is the chair/head or program director's responsibility to forward copies of the tracking form to the Dean of the college of the student's primary major, the Dean of the instructional staff member's primary college, the Registrar, and the Provost.
 - d) Within three class days of receiving the [Student Academic Misconduct Tracking Form](#), the Registrar shall enter the information from the Student Academic Misconduct Tracking Form into a FERPA compliant Student Academic Misconduct Database.
 - e) In cases of particularly egregious academic misconduct, the Dean of the college of the student's primary major or the Dean of the college where the academic misconduct occurred may recommend suspension or expulsion as outlined in Sections 9 and 10 of this policy.
6. Penalties from instructional staff members for students not enrolled in course. If a student involved in a case of academic misconduct is not enrolled in the course in which the academic misconduct occurred, the instructional staff member teaching that course may recommend a penalty to the Dean of the instructional staff member's primary college. If the student is enrolled in a different college, the Dean will forward the recommendation to the Dean of the college of the student's primary major.
- a) The Dean of the college of the student's primary major may impose academic warning or probation in the college, according to established college policy.
 - b) Alternatively, the Dean of the college of the student's primary major may recommend suspension or expulsion to the Academic Standards Committee (http://www.ndsu.edu/fileadmin/vpaa/POLICIES_FOR_NDSU_UNIVERSITY_ACADEMIC_STANDARDS_COMMITTEE-Rev_6_22_10.doc), as outlined in Sections 9 and 10 of this policy.
7. Penalties for students with multiple instances of academic misconduct. If, when entering an instructional staff member's report into the Student Academic Misconduct Database, it is discovered that the student has a prior record of academic misconduct, the Registrar shall notify the Provost and Dean of the college of the student's primary major about the student's repeated academic misconduct.

- a) In case of repeat offenses, the Provost and/or the Dean of the college of the student's primary major may recommend additional penalties up to and including dismissal, suspension or expulsion, as outlined in Sections 9 and 10 of this policy.
8. Non-graduate student appeals for penalties from instructional staff members. A student who has received a penalty from an instructional staff member for academic misconduct may appeal the penalty on one or more of the following bases: the penalty was too severe for the offense; the instructional staff member's decision was made in an arbitrary or capricious manner; the instructional staff member's decision was not substantiated by adequate evidence; or the student's rights were violated.
- a) If the student chooses to appeal the instructional staff member's penalty, the student must initiate the appeal process within fifteen class days after the beginning of the following semester. For spring or summer courses, the appeal must be initiated within fifteen class days of the start of the fall semester. The student must appeal the penalty in writing. The appeal must be pursued in the following sequence: the instructional staff member, the chair/head of the instructional staff member's primary department, and the Dean of the instructional staff member's primary college.
 - b) If the appeals outlined in Section 8.a. are not granted, the student may request a hearing by the Student Progress Committee in the college where the academic misconduct occurred to appeal the penalty. The student may request that two additional students be appointed to the Student Progress Committee for the hearing: one student shall be a member of the Student Court appointed to the Student Progress Committee by the Chief Justice of the Student Court, and the other student shall be a student senator for that college appointed to the Student Progress Committee by the Student Body President.
 - i. The outcome of the appeal shall be communicated to the Registrar by the Student Progress Committee within three class days after the Student Progress Committee has made its final decision. The decision of the Student Progress Committee is final.
 - ii. If the Student Progress Committee decides that no academic misconduct has occurred, then the Registrar shall delete all relevant information relating to the case from the Student Academic Misconduct Database. Otherwise, the Registrar shall enter the decision of the Student Progress Committee into the Student Academic Misconduct Database.
9. Suspension or expulsion at the university level of non-graduate students. In cases of particularly egregious academic misconduct, a student may be suspended or expelled for academic misconduct in accordance with the following procedure:

- a) If the Dean of the college of the student's primary major or the Dean of the college where the academic misconduct occurred decides that suspension or expulsion is warranted, that Dean shall recommend suspension or expulsion to the Academic Standards Committee. At the same time, the Dean who recommends suspension or expulsion also shall notify the student of this action and inform the student of the hearing and response options described in Sections 9.b. and 9.c. of this policy.
- b) The student has five class days after receiving the Dean's notification to request a hearing from the Student Progress Committee (or Honor Commission or similar body) in the college of the Dean who has recommended suspension or expulsion.
 - i. Such hearings shall be held in accordance with college policy.
 - ii. The Academic Standards Committee shall take no action on the case before a hearing is concluded.
 - iii. The Student Progress Committee (or Honor Commission or similar body) shall forward its decision and appropriate hearing information to the student, the Dean who recommended suspension or expulsion, the Dean of the college of the student's primary major, and the Academic Standards Committee.
- c) The student has five class days after receiving notification to respond to the Dean's recommendation and/or the hearing outcome in a written statement submitted to the Academic Standards Committee.
- d) If the Academic Standards Committee decides that suspension or expulsion is warranted, the committee chair shall recommend suspension or expulsion to the Provost/VPAA. At the same time, the committee chair also shall notify the student of its decision and inform the student that he/she has the right to respond to the recommendation, as described in Section 9.e. of this policy.
- e) The student has five class days after receiving the Academic Standards Committee's notification to respond to the committee's recommendation in a written statement to the Provost/VPAA.
- f) If the Provost/VPAA decides that suspension or expulsion is warranted, he/she shall impose suspension or expulsion. At the same time, the Provost/VPAA shall notify the student of his/her decision and the terms of the decision, and inform the student that he/she has the right to appeal the penalty, as described in Section 9.g. of this policy. At the same time, the Provost/VPAA also shall notify the Registrar and President of the university of the action and its terms.

- g) The student may file a written appeal of this penalty with the President of the University within thirty calendar days of receiving the notice of the decision. The President's decision normally will be made within thirty calendar days after receiving the appeal. The President's decision on the matter is final.
 - h) The Office of the President shall notify the following parties of the results of the final decision on suspension or expulsion: the student, the chair/head of the student's primary major department, the Dean who recommended suspension or expulsion, the Dean of the college of the student's primary major, the Academic Standards Committee, the Provost/VPAA, and the Registrar.
10. Procedures for cases involving individuals who are not NDSU students. If a person who is not an NDSU student (according to the definition in Section 1 of this policy) is involved in academic misconduct, the instructional staff member shall send a written statement describing the academic misconduct to the Provost/VPAA, Vice President for Student Affairs, Registrar, and Director of Admission for appropriate action. Appropriate action may include, but is not limited to, holds being placed on admission or readmission to the university, and notification being sent to the individual's home institution.
11. Rescission of degrees. A degree previously awarded may be rescinded if it is determined that the graduate's actions taken to obtain the degree involved academic misconduct. The degree conferring college reserves the right to recommend to the Provost the rescission of any wrongfully obtained degree(s).
- a) Written notice of the concerns and recommendation to rescind the graduate's degree(s) shall be sent via certified mail and email with return receipt to the graduate, with a hold placed on the student's record. The graduate will have 30 days after the notice was received to respond in writing or request a hearing with the conferring college's Student Progress Committee for undergraduate degree holder. A recommendation by the Committee or Council to the Provost whether to rescind the degree(s) shall be made within 30 days after a response is received or hearing is completed.
 - b) A decision by the Provost shall be made within 30 calendar days after receiving the recommendation. The graduate has 10 business days after receiving the Committee or Council recommendation to respond, in writing, to the Provost. Notice of the decision whether to rescind the degree(s) shall be sent to the respondent via certified mail with return receipt. The respondent may file an appeal of this decision with the President of the University within 30 calendar days of receiving the notice of the decision. The President's decision will normally be made within 30 calendar days after receiving the appeal.

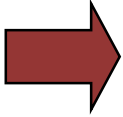
- c) The Office of Registration and Records will be notified of the results of the final decision on rescinding the degree(s).

HISTORY:

New	December 10, 1973
Amended	May 12, 1975
Amended	April 1992
Amended	December 2006
Amended	March 2007
Amended	January 27, 2011
Housekeeping	March 04, 2011
Amended	January 28, 2014

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: Policy 335.1: Code of Professional and Academic Responsibility and Conduct – Graduate Students

7. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
- Is this a federal or state mandate? Yes No
 - Describe change: A new policy that consolidates all adjudication of academic and professional misconduct under a single policy. Corresponding changes removing reference to graduate students from policies 326 and 335 have also been submitted.
8. **This policy change was originated by (individual, office or committee/organization):**
- Office/Department/Name and the date submitted Graduate School, October 23, 2014
 -
 - Email address of the person who should be contacted with revisions: david.wittrock@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

9. **This policy has been reviewed/passed by the following (include dates of official action):**

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 335.1

CODE OF PROFESSIONAL AND ACADEMIC RESPONSIBILITY AND CONDUCT – GRADUATE STUDENTS

SOURCE: NDSU Faculty Senate Policy

Definitions of academic misconduct, including plagiarism, cheating, and other forms of academic misconduct are found in NDSU Policy 326 and NDSU Policy 335 (insert links). The definitions in these policies are applicable to graduate students. The purpose of this policy is to define how incidents of academic as well as professional misconduct will be adjudicated when involving a graduate student.

Procedures established by an academic college (including the College of Graduate and Interdisciplinary Studies) may exceed the minimum standards outlined in this policy. Academic colleges with an approved and published student code of conduct, honor commission, or similar mechanism may employ alternative procedures; however, the standards of expected behavior shall not be less than those in described in NDSU policy. In all cases, the procedure presented in this policy for tracking academic misconduct must still be followed.

This policy is applicable in any instance of alleged academic or professional misconduct involving a NDSU graduate student. Misconduct covered by this policy would include all instances of academic or professional misconduct, including for-credit activities, activities related to the duties of an assistantship, or other activities associated with the individual's role as a student at NDSU. Colleges and Departments with graduate programs may also have a code of academic and professional conduct that includes expectations beyond those stated in university policies. These expectations will be adjudicated using procedures defined by this policy as well as procedures specific to the program.

In this policy, a “student” is defined as anyone enrolled as a graduate student at NDSU. These students include individuals in a non-degree status, such as those taking NDSU courses through a collaborative program or in a conditional admit status (e.g., GPIDEA, dual degree program).

1. **Fairness.** Instructional staff members and administrators are responsible for procedural fairness to any student accused of academic or professional misconduct.

An instructional staff member who suspects that academic or professional misconduct has occurred in his/her class or other context has an initial responsibility to:

- a) inform the student involved of his/her suspicion and the suspicion's grounds, including specific information regarding the nature of the misconduct and how it is a violation of policy;
- b) allow a fair opportunity for the student to respond;
- c) make a fair and reasonable judgment as to whether any academic misconduct occurred; and
- d) inform the student of the judgment, penalty (if any), and the student's right to appeal. See also Section 6 of this policy.

2. **Penalties from instructional staff members for academic misconduct.** Instructional staff members have the prerogative of determining the penalty for academic misconduct in their classes and other instructional contexts.

- a) Penalties may vary with the gravity of the offense and the circumstances of the particular case. Penalties may include, but are not limited to, failure for a particular assignment, test, or course.
- b) If an instructional staff member imposes a penalty, the student may not drop the course in question without the permission of the instructional staff member. (The instructional staff member is responsible for notifying the Registrar to prevent the student from dropping the class.)
- c) If an instructional staff member imposes any penalty, the instructional staff member must complete the [Student Academic Misconduct Tracking Form](#) and submit copies to the student, the chair/head of the instructional staff member's primary department, or the program director if the student is enrolled in an interdisciplinary program. Programs that have a code of student conduct or similar document should develop a reporting form to track professional misconduct. It is the chair/head or program director's responsibility to forward copies of the tracking form to the dean of the college of the student's primary major, the dean of the instructional staff member's primary college, the Registrar, the Dean of the College of Graduate and Interdisciplinary Studies, and the Provost.
- d) Within three class days of receiving the Student Academic Misconduct Tracking Form, the Registrar shall enter the information from the Student Academic Misconduct Tracking Form into a FERPA compliant Student Academic Misconduct Database.

- e) In cases of particularly egregious academic misconduct, the dean of the college of the student's primary major or the dean of the college where the academic misconduct occurred may recommend dismissal, suspension, or expulsion to the Dean of the College of Graduate and Interdisciplinary Studies. In the case of a non-degree student or a student in an interdisciplinary graduate program administered by the College of Graduate and Interdisciplinary Studies, the recommendation is made by an Associate Dean in the College of Graduate and Interdisciplinary Studies.
3. **Penalties from instructional staff members for students not enrolled in course.** If a student involved in a case of academic misconduct is not enrolled in the course in which the academic misconduct occurred, the instructional staff member teaching that course may recommend a penalty to the dean of the instructional staff member's primary college. If the student is enrolled in a different college, the dean will forward the recommendation to the dean of the college of the student's primary major.
- a) The dean of the college of the student's primary major may recommend sanctions including dismissal, academic warning, or probation. This recommendation is made to the Dean of the College of Graduate and Interdisciplinary Studies, who will initiate the process defined in number 6 below. In the case of a non-degree student or a student in an interdisciplinary graduate program administered by the College of Graduate and Interdisciplinary Studies, the recommendation is made by an Associate Dean in the College of Graduate and Interdisciplinary Studies.
4. **Penalties from program administrators for actions that do not occur in the context of a course.** If a student is involved in professional or academic misconduct outside of the context of a for-credit activity that results in sanctions, the program administrator must complete the [Student Academic Misconduct Tracking Form](#) and submit copies to the student, the dean of the college of the student's primary major, the dean of the instructional staff member's primary college, the Registrar, the Dean of the College of Graduate and Interdisciplinary Studies, and the Provost. Sanctions including dismissal, academic warning, or probation may be recommended by the program administrator. This recommendation is made to the Dean of the College of Graduate and Interdisciplinary Studies, who will initiate the process defined in number 6 below.
5. **Penalties for students with multiple instances of academic misconduct.** If, when entering a report into the Student Academic Misconduct Database, it is discovered that the student has a prior record of academic misconduct, the Registrar shall notify the Dean of the College of Graduate and Interdisciplinary Studies and the dean of the college of the student's primary major about the student's repeated academic misconduct.
- a) In case of repeat offenses, the dean of the college of the student's primary major may recommend additional penalties up to and including dismissal, academic warning, or probation, as outlined in Sections 3 and 4 of this policy.

In the case of a non-degree student or a student in an interdisciplinary graduate program administered by the College of Graduate and Interdisciplinary Studies, the recommendation is made by an Associate Dean in the College of Graduate and Interdisciplinary Studies. A second offense constitutes grounds for immediate dismissal.

6. **Appeals of penalties imposed by an instructional staff member or by the dean of the student's academic college (the Associate Dean of the College of Graduate and Interdisciplinary Studies if the student is in an interdisciplinary program or is a non-degree student) must be filed in accordance with the policy described in the NDSU *Graduate Bulletin*.**
 - a) The Dean of the College of Graduate and Interdisciplinary Studies will provide the student with written notice of the following:
 - i. additional disciplinary action taken, if any;
 - ii. description of the graduate student appeal process, as outlined in the NDSU Graduate Bulletin; and
 - iii. the date by which an appeal must be filed by the student, should the student choose to file an appeal.
 - b) If an appeal is filed, the Dean of the College of Graduate and Interdisciplinary Studies will notify the student of the result following the completion of the appeal process.
 - c) The following parties shall be notified if additional penalties up to and including dismissal are imposed upon the student: the student, the student's advisor, the chair/head of the student's primary major department, the dean who recommended dismissal, suspension, or expulsion, the dean of the college of the student's primary major, the Provost, and the Registrar.
7. **Penalties for students who engage in professional misconduct.** Graduate programs may define expectations of professional behavior and non-academic program standards. Graduate programs who desire to set such standards must develop and disseminate a code of student conduct or similar document that clearly delineates the expected standards of behaviors, the potential penalties for violating these standards, and define the procedural fairness and appeal processes within the college for addressing such matters. Sanctions may include dismissal, probation, or academic warning. Appropriate standards of professional behavior are best defined and adjudicated within the academic program. As a result, sanctions imposed by the individual graduate program and supported by the academic dean must be forwarded to the Dean of the College of Graduate and Interdisciplinary Studies for action.

8. **Procedures for cases involving individuals who are not NDSU students.** If a person who is not an NDSU student is involved in academic misconduct, the instructional staff member shall send a written statement describing the academic misconduct to the Provost, Vice President for Student Affairs, Dean of the College of Graduate and Interdisciplinary Studies, and Registrar for appropriate action. Appropriate action may include, but is not limited to, holds being placed on admission or readmission to the university, and notification being sent to the individual's home institution.
9. **Rescission of degrees.** A degree previously awarded may be rescinded if it is determined that the graduate's actions taken to obtain the degree involved academic misconduct. In such cases the following procedures shall apply.
 - a) Written notice of the concerns and recommendation to rescind the graduate's degree(s) shall be sent to the student by the Dean of the College of Graduate and Interdisciplinary Studies via certified mail and email with return receipt. A hold will be placed on the student's official transcript and academic record. The graduate will have 30 calendar days after the notice was received to respond in writing to the Dean of the College of Graduate and Interdisciplinary Studies to request a hearing with the Graduate Council.

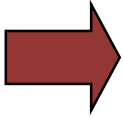
In the appeal, the burden of proof shall be on the graduate. The graduate has the right to be given notice in sufficient detail that the accusation is clear and the details of the accusation are detailed enough for a meaningful response. The Graduate Council is not bound by the rules of legal evidence or procedure and may develop procedures that its members consider to be fair and equitable to the particular circumstance. The Graduate Council will make a decision based on available information, nonresponses to questions is available information, i.e., a negative inference may be drawn from the lack of a response. A recommendation of whether to rescind the degree(s) shall be made by the Graduate Council to the Dean of the College of Graduate and Interdisciplinary Studies within 30 calendar days after a response is received or a hearing is completed.

- b) A decision by the Dean of the College of Graduate and Interdisciplinary Studies shall be made within 30 calendar days after receiving the recommendation from the Graduate Council. Notice of the decision whether to rescind the degree(s) shall be sent to the respondent via certified mail with return receipt. The respondent may file an appeal of this decision with the Provost of the University within 30 calendar days of receiving the notice of the decision. The President's decision will normally be made within 30 calendar days after receiving the appeal.
- c) The student's program administrator, academic dean, the Provost, and the Office of Registration and Records will be notified of the results of the final decision on rescinding the degree(s).

HISTORY:

Policy Change Cover Sheet

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SECTION: Policy 352 PROMOTION, TENURE, AND EVALUATION

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Changes to Section 6.10 of Policy 352 require, rather than merely allow, a university advisory committee, and clarify faculty composition of that committee. Housekeeping changes are also included to make this section of the policy consistent with current promotion, tenure, and evaluation timelines and process.

2. This policy change was originated by (individual, office or committee/organization):
 - Submitted by: Faculty Senate *ad hoc* Committee to Review Policy 352
 - Date submitted: 11/14/2014
 - Email address of the person who should be contacted with revisions: Karen.Froelich@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 352

PROMOTION, TENURE AND EVALUATION

SOURCE: NDSU President
NDSU Faculty Senate

1. INTRODUCTION

1.1 The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.

1.2 From the University's mission flows the expectation that each faculty member will make contributions of high quality to the areas of teaching, research, and service. "Teaching" includes all forms of instruction both on- and off-campus. "Research" includes basic and applied research and other creative activities. "Service" includes public service, service to the University, college, and department, and service to the profession. Because of the University's mission, the quality and quantity of contributions in all three areas

will be considered at the times of promotion and tenure. But, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to exhibit equal levels of accomplishment in all areas. Moreover, disciplines will vary with respect to the kinds of evidence produced in support of quality of contributions.

1.3 The policies and standards of each college should be congruent with the University's mission and its policies on promotion and tenure, and also should reflect the college's unique expectations of its faculty members. The policies and standards of academic units within each college should be consistent with the missions of the University and college and their policies on promotion and tenure, and also should designate evidence of how faculty in the academic unit meet the expectations of the college and University.

2. UNIVERSITY PROMOTION, TENURE, POST-TENURE, AND EVALUATION: CRITERIA AND EVIDENCE

2.1 Promotion and granting tenure are not automatic. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background and experience.

2.2 The evaluation of a candidate's performance shall be based on the individual's contributions to teaching, research, and service, on- and off-campus, in regional, national, or international activities. Judgments will be based on evidence of both the quality and significance of the candidate's work.

2.2.1 TEACHING

2.2.1.1 CRITERIA In the areas of teaching (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:

2.2.1.1.1 The effective delivery of instruction to and the stimulation of learning by students and/or clients;

2.2.1.1.2 the continuous improvement of courses or instructional programs;

2.2.1.1.3 the effective advising and mentoring of undergraduate and/or graduate students.

2.2.1.2 EVIDENCE A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence and information from multiple sources such as:

2.2.1.2.1 the receipt of awards or special recognition including certification or licensing for teaching;

2.2.1.2.2 student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge;

2.2.1.2.3 peer evaluation of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods;

2.2.1.2.4 the dissemination of best practices in teaching;

2.2.1.2.5 evaluation by advisees of the quality of graduate and undergraduate advising.

2.2.2 RESEARCH

2.2.2.1 CRITERIA In the areas of research and creative activities (as defines above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:

2.2.2.1.1 contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or

2.2.2.1.2 creative activities and productions that are related to the candidate's discipline.

2.2.2.2 EVIDENCE A candidate demonstrates quality of research by providing evidence of completed original work (i.e. published/in press, exhibited, or funded) from multiple sources such as:

2.2.2.2.1 presentation of scholarly or professional papers, and
publication of books or articles;

2.2.2.2.2 juried or invited presentations or productions in the theater,
music, or visual arts, design, and architecture;

2.2.2.2.3 the development and public release of new products or
varieties, research techniques, copyrights, and patents or other
intellectual property ;

2.2.2.2.4 peer evaluation of research by colleagues from an individual's
discipline or area of expertise;

2.2.2.2.5 the receipt of awards or special recognition for research ;

2.2.2.2.6 the receipt of grants or other competitive awards.

2.2.3 SERVICE

2.2.3.1 CRITERIA In the areas of service (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure and post-tenure review:

2.2.3.1.1 contributions to the welfare of the department, college,
university, or profession, and/or

- 2.2.3.1.2 contributions to the public that make use of the faculty member's academic or professional expertise.
- 2.2.3.2 EVIDENCE A candidate demonstrates quality of service by providing evidence and information from multiple sources such as:
 - 2.2.3.2.1 the receipt of awards or special recognition for service;
 - 2.2.3.2.2 evaluation of an individual's service contributions by peers, administrators, and constituents;
 - 2.2.3.2.3 active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;
 - 2.2.3.2.4. active participation and leadership in University governance and programs at the department, college, university and system levels;
 - 2.2.3.2.5. effective management or improvement of administrative procedures or programs.
 - 2.2.3.2.6 contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;
 - 2.2.3.2.7 contributions to the operation of state or federal agencies.

2.3 The foregoing lists are not exhaustive, and other forms of information and evidence might be produced in support of the quality and significance of the candidate's work. The mission statements and

specific promotion and tenure criteria of the individual academic units are important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

3. COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

- 3.1. Each academic unit is responsible for refining the University promotion, tenure, post-tenure, and evaluation criteria and applying those criteria within the special context of the unit. Thus, each academic unit will develop specific promotion, tenure, post-tenure, and evaluation criteria and designate the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. Within the framework of the University's promotion and tenure criteria, each academic unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service.
- 3.2. A statement of promotion, tenure, post-tenure, and evaluation criteria specific to each college shall be developed by the Promotion, Tenure, and Evaluation (PTE) committee of the college in consultation with the Dean and approved by the faculty of the college. The faculty of each department shall also develop a statement of criteria for promotion, tenure, post-tenure, and evaluation that shall be reviewed and approved by the college PTE committee and the Dean to assure consistency with the college promotion, tenure, post-tenure, and evaluation criteria. The college and departmental statements, and any subsequent changes, shall be reviewed and approved by the Provost assure consistency with University and State Board of Higher Education (SBHE) policies.
- 3.3. For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.
- 3.4. Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic-relevant experience, eligibility for tenure requires a probationary period of six years. Evaluations for

promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. However, exceptional academic accomplishments may warrant early promotion prior to the completion of the six years of the probationary period. Petitions for early promotion shall be initiated by department heads/chairs, and not by faculty members themselves.

3.5 Faculty Hired with Previous Relevant Experience

A faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original hiring contract. Tenure recommendations and recommendations for appointment at the rank of Associate Professor or Professor for new hires (administrators or faculty with prior experience) are made by the respective Department and the College PTE Committee. The process of review is initiated by the Chair/Head.

There are two options:

3.5.1 Faculty may be given one to three years (maximum allowed) of credit. For example, given one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service.

3.5.2 Faculty may be given the full six year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service.

For either option, failure to achieve tenure will lead to a terminal year contract. Any exceptions to Section 3.5. Must be approved by the President.

3.6 Extension of Probationary Period

At any time during the probationary period but prior to the sixth year (or prior to the year in which the portfolio is due), a faculty member may request an extension of the probationary period not to exceed a total of three years based on institutional, personal or family (pertaining to a child, spouse/partner or parent, as described in NDSU Policy 320) circumstances, personal illness or disability, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are also eligible for this extension. Faculty members are encouraged to request probationary period extension as soon as they recognize the need for extension. Written notification to the Provost must be submitted within one year of the beginning of the event for which the extension is requested and

approved prior to July 1 of the year in which the tenure/promotion portfolio is due. A faculty member who submits an extension request during the academic year in which they are to undergo third year review must successfully undergo third-year review and renewal before any extension can take effect. The request must be in writing and will be submitted to the Provost who will review the request and will approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4, however, appeals will not be granted for requests that are submitted outside the required timeline for extension.

3.6.1 Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child (or children in case of twins, triplets, etc.) by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period upon written notification to the Provost. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year (per birth/adoption occurrence, not to exceed three years total extension) must be requested under the provisions of 3.6 above.

3.6.2 Extension of Probationary Period for Personal Illness or Disability

A probationary faculty member who experiences a personal illness or disability may request an extension of his/her probationary appointment. Medical documentation of the personal illness or disability is required. Such documentation shall be collected and housed by the Office of Human Resources/Payroll following guidelines provided in NDSU Policy 168. However, the Office of Human Resources/Payroll shall not make recommendations to the Provost pertaining to probationary period extension requests. The faculty member will grant the Provost access to Human Resources records relevant to the request by completing the Authorization for Release of Information available from the General Counsel's Office. The Provost shall maintain strict confidentiality of such documentation. Written notification of the request for an extension, along with supporting documentation, must be provided to the Provost.

3.6.3 Extension of Probationary Period for Institutional Circumstances

A probationary faculty member may be granted an extension of probationary period due to institutional circumstances, such as major disruption of work or faculty's ability to perform their duties beyond the reasonable control (e.g., natural or human-caused disaster, or lab-space unavailability) of the faculty member. Written notification of the request, along with supporting documentation, for an extension must be provided to the Provost.

3.6.4 Procedures for Initiating, Reviewing, and Approving Notifications/Requests for Extension of the Probationary Period

- 3.6.4.1 Notification of extension of the probationary period due to childbirth or adoption may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.
- 3.6.4.2 Request for extension of the probationary period due to personal or family circumstances, personal illness or disability shall be initiated by the faculty member. In the case of requests involving disability or illness, it is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.
- 3.6.4.3 Request for extension of the probationary period due to institutional circumstances may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.
- 3.6.4.4 Faculty members may inform their Department Chair/Head and/or Dean of the college of their request if they wish to do so, but they are not required to do so.
- 3.6.4.5 Extension of the probationary period requests shall be submitted to the Provost using the Request for Probationary Period Extension form.
- 3.6.4.6 Once an extension of the probationary period request is approved, the faculty member, Department Chair/Head, and

the Dean of the college will be notified in writing by the Provost. If the request is denied, the faculty member will be notified in writing by the Provost.

3.6.5 Confidentiality

Individuals involved in the extension of the probationary period process (which may include the supervisor, the Department Chair/Head, the Dean of the college, the Provost, and/or the Office of Human Resources/Payroll) have the responsibility of keeping information pertaining to the request confidential and not sharing such information with individuals not involved in the process. Medical documentation provided by a faculty member requesting extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of Human Resources/Payroll. Other written documentation and forms pertaining to the request/notification of extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of the Provost. It is understood that some information provided pursuant to this policy may be subject to disclosure pursuant to North Dakota open records laws.

3.6.6 Granting of an extension does not increase expectations for performance. For instance if the department requires at least five refereed journal articles in the standard six year probationary period, and a faculty member receives an extension of the probationary period, then the department will still only require at least five refereed journal articles for that faculty member's probationary period.

Related Policies and Procedures:

Policy 156. Equal Opportunity Grievance Procedures
(<http://www.ndsu.edu/fileadmin/policy/156.pdf>)

Policy 168. Reasonable accommodation on the basis of disability -
guidelines for employee requests
(<http://www.ndsu.edu/fileadmin/policy/168.pdf>)

Policy 320. Faculty obligations and time requirements
(<http://www.ndsu.edu/fileadmin/policy/320.pdf>).

NDSU HIPAA Security Procedures- see
http://www.ndsu.edu/general_counsel/hipaa/

Authorization for Release of Information:
http://www.ndsu.edu/fileadmin/generalcounsel/Forms-HIPAA/Authorization_for_Release_of_Information_01.doc

3.7 Each academic unit shall establish the criteria for promotion and tenure, including early promotion, as part of its statement on promotion, tenure, post-tenure review, and evaluation.

4. PERIODIC REVIEW

- 4.1 Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration in delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.
- 4.2 The procedures for periodic review that are developed by each academic unit shall be reviewed and approved by the college PTE committee and the Dean.
- 4.3 All full-time faculty will be reviewed annually. Unless college or department procedures provide otherwise, annual reviews of non-tenured faculty shall be conducted so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.
- 4.4 Probationary faculty hired into tenure-track positions must receive special review during their third year of service to the institution. This third-year review shall recognize and reinforce areas of strength as well as point out areas of weakness that could jeopardize the case for promotion and tenure. Specific formative evaluations shall be provided to help candidates prepare their strongest case for promotion and tenure. Any extension granted prior to the third year review will delay the review by an equal period.

- 4.5 Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the reviews and the communication of their results. Periodic reviews shall result in a written report to the faculty member being reviewed. The report shall state expectations and goals for the coming review period. For probationary faculty, the report shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should the periodic reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for nonrenewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.
- 4.6 Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance relative to the current position description. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.
- 4.7 The faculty member being reviewed shall have 14 days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file.

5. COMPOSITION OF PTE COMMITTEES

5.1. Each college shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. The college PTE committee shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. Ordinarily, at least three departments or sub-units of a college will be represented on the committee, and usually no more than one member of the same department may serve on the committee at one time.

5.2 Only tenured faculty members who have completed three years of full-time appointment with the University and who have attained the rank of associate professor or above are eligible for election to a college or department PTE Committee. Faculty members being considered for promotion may not serve while under consideration.

5.3 The department and college PTE committees' reviews and recommendations are part of a process of peer review. Thus, faculty holding administrative appointments, including those with interim status, are not eligible to serve. ("Administrative appointment" includes appointments as President, Vice President, Associate or Assistant Vice President, Dean, Associate or Assistant Dean, Department Chair or Head, Associate, Assistant or Vice Chair or Head, or Director of an academic unit.)

6. PTE PROCEDURES

6.1 The candidate shall ensure that the electronically submitted portfolio is current, accurate and complete for review at the department level using procedures consistent with department and college policies. The chair or head shall forward the electronic portfolio together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the College's PTE Committee no later than November 1.

6.2 After November 1, the information that may be added to the portfolio is limited to

- a) Recommendations by the evaluating units considering the portfolio at that time;
- b) the candidate's response to those recommendations;
- c) any materials requested by the evaluators.

6.2.1 Candidates may petition the college Dean and PTE committee to add additional materials after the deadline. The Dean and PTE committee must both agree to the addition in order for additional material to be added.

6.2.2 Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.

6.3 Unsolicited individual faculty input is limited to the department level of review.

6.4 Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and must be included in the portfolio for review at the next level.

6.5 Allegations of misconduct discovered after November 1 that could be detrimental to a candidate's case (e.g. academic misconduct) shall be handled through the appropriate University policy and mechanisms. In such cases, the PTE process will be suspended until the allegations are resolved. Once the PTE process resumes, the candidate may update the portfolio.

6.6 Colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.

6.7 The College PTE Committee and the College Dean shall separately and independently review and evaluate the candidate's portfolio without discussion or communication.

6.8 The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The report and recommendations shall be submitted to the Provost by January 5. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.

6.9 The College Dean shall also prepare a separate written report, including recommendations and an explanation of the basis for them that shall be included in the candidate's portfolio. The Dean shall forward the report and recommendations, and the portfolio of the candidate, to the Provost by January 5. A copy of the Dean's report shall be sent to the College PTE committee, the chair or head of the academic unit, and the candidate.

- a. The Provost shall review the candidate's materials and the recommendations of the Department, College PTE Committee, and College Dean, and shall

solicit input from a nonvoting advisory committee consisting of a faculty representative from each College PTE Committee, selected by the Provost with attention to diversity. The Provost shall submit a recommendation to the President in writing, including an explanation of the basis for it, by the deadline established in the PTE guidelines. Copies of the Provost's written recommendation shall be sent to the candidate, the Department Chair/Head, the College Dean, and the Department and College PTE Committees.

6.11 When appropriate, the President shall then make the final recommendation to the SBHE for tenure. When appropriate, the President shall notify the candidate of promotion or denial of promotion.

6.12 In the case of joint appointments, the primary responsibility for the review rests with the department and the college that hold the majority or plurality of the appointments. Such department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort. This input from other units which shall be included in the portfolio.

6.13 When evaluating faculty participating in interdisciplinary programs, the primary department may solicit input from the director of the interdisciplinary program as appropriate to the allocation of effort.

7. APPEALS

7.1. Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Section 353.

7.2. Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

8. DOCUMENT RETENTION

Electronic copies of portfolios shall be maintained by the appropriate college for the length of time specified by the university records management policy. Disposal of these documents, as well as filing of archival copies, will also conform to the university records management policy.

HISTORY:

Amended	May 13, 1974
Amended	February 10, 1975
Amended	December 12, 1988
Amended	May 14, 1990
Amended	April 1992
Amended	December 12, 1994 (Effective date July 1, 1995)
Amended	June 1997
Amended	November 2000
Amended	October 2001
Amended	October 2007
Amended	July 2008
Housekeeping	February 14, 2011
Amended	October 11, 2011
Amended	June 19, 2014

Agenda

Faculty Senate Meeting

*Meeting place and time: 3:30 pm, Monday, January 26, 2015
Memorial Union, Prairie Rose Room*

I. Substitutions – R. Kitch

II. Approval of December 08, 2014, [Faculty Senate Minutes](#)

III. Consent

- a. Academic Affairs Report ([attachment 1](#))
- b. Policies to Faculty Senate for Information ([attachment 2](#))
 - Policy 101: Personnel Definitions, federal mandate
 - Policy 128: Timeslip Payroll, correction
 - Policy 181: Resignations, state board mandate
 - Policy 190: Intellectual Property, federal mandate
- c. Gen Ed, Administration Policies ([attachment 3](#))
- d. University Assessment Plan ([attachment 4](#))

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- President D. Bresciani
- Provost B. Ingram
- B. Pruess, President of Faculty Senate
- S. Sather-Wagstaff, President-Elect of Faculty Senate
- W. McCrory, President of Staff Senate
- H. Haugeberg, Vice President of Student Body
- Guest announcements (Task Forces)
 - T. Alvarez, Vice President Student Affairs

V. Senate Committee Reports

- Standing Committees (for discussion)
 - Gen Ed, New Model ([attachment 5](#), L. Peterson)
- Changes to bylaws (for discussion and vote)
 - Ombuds evaluation ([attachment 6](#), Roger Green)
 - Pharmacy faculty, bylaws change ([attachment 7](#), C. Peterson)

VI. Unfinished Business

- Academic Freedom ([attachment 8](#), L. Del Rio Mendoza, for discussion and vote)

VII. New Business

VIII. Adjournment

**Academic Affairs Committee Report
For Faculty Senate Meeting on January 26, 2015**

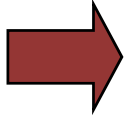
New Courses				
Subject	No.	Title	Crs.	Effective Term
EDUC	461/661	Special Education: Exceptionalities and Education	2	Summer 2014
TL	885	Geospatial Information Systems for Transportation	3	Spring 2015

Course Reactivation				
Subject	No.	Title	Crs.	Effective Term
HIST	466/666	History of Russia I	3	Fall 2014

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Corequisite Change	
HDFS	773	Foundations of Couple and Family Therapy I	Desc: This course will cover approaches to couple and family therapy that are specifically designed to address the ways in which larger social systems negatively influence the lives of individuals, couples, and families. In particular, this course will focus on helping students learn how to use these approaches to counter the effects of social inequalities in their work with clients.	Fall 2015
NURS	404	Adult Health III	Prereq: Nurs 342 and admission to the nursing program	Spring 2015

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: 101: Personnel Definitions

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Based on the implementation of the Affordable Care Act (ACA), under Federal law, language needs to be added to our policy to define full-time employment status for ACA purposes.
2. This policy change was originated by (individual, office or committee/organization):
 - Office of Human Resources/Payroll
 - colette.erickson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 12/19/14

Faculty Senate: 12/19/14

Staff Senate: 12/19/14

Student Government: 12/19/14

President's Cabinet: 12/19/14

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University Policy Manual

SECTION 101 PERSONNEL DEFINITIONS

SOURCE: SBHE Policy Manual, Sections 605.1 and 606.1
NDUS Human Resource Policy Manual
NDSU President

1. CLASSIFICATION STATUS

1.1 Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

1.2 Non-Banded Employee

1.2.1 Academic Staff

Faculty (instructors, assistant, associate or full professors), lecturers, and graduate assistants.

1.2.2 Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation, including coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

2. EMPLOYMENT STATUS

2.1 Regular Employee

A *staff employee*, who satisfactorily completes a probationary period, or a *non-banded employee*, who is employed at least seventeen and one-half hours per week if hired before August 1, 2003 or twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year.

2.1.1 Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2 Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches ~~6~~7.5 or more credits for two or more consecutive semesters.

2.2 Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week, or less than five months per year, if hired before August 1, 2003, or less than twenty hours per week or less than 20 weeks per year if hired on or after August 1, 2003.

2.2.1 A seasonal position is one in which a person works 6 months or less per year during an institutionally designated "season," such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

2.2.2 Full-time ACA Temporary Employee: Working 30 hours or more per week or 130 hours per month or 1, 560 hours per year: Includes any employee that is reasonably expected to work 30 hours per week for a month, variable hour employees, and does not meet the season definition.

2.2.3 A full-time ACA, part-time academic employee is defined as someone who teaches 11 semester hours or more in a single semester during the academic year, and fewer than 7.5 semester hours in any other semester.

3. OVERTIME ELIGIBILITY STATUS

3.1 Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2 Exempt Employee

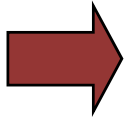
Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

HISTORY:

New	July 1990
Amended	April 1996
Amended	August 1997
Amended	August 1998
Amended	July 1999
Amended	December 1999
Amended	December 2000
Amended	February 2001
Amended	October 2001
Amended	April 2005
Amended	January 2007
Amended	September 18, 2013
Amended	January 28, 2014
Amended	October 8, 2014
Amended	November 7, 2014

Policy Change Cover Sheet

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If the changes you are requesting include housekeeping, please submit those changes to ndsuh.policy.manual@ndsuh.edu first so that a clean policy can be presented to the committees.

SECTION: 128: Timeslip Payroll and Electronic Timekeeping/Temporary Staff

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Language regarding graduate assistants and student employees was inadvertently omitted, and needs to be placed back into the policy as it is still applicable.

5. This policy change was originated by (individual, office or committee/organization):
 - Colette Erickson – Office of HR/Payroll
 - colette.erickson@ndsuh.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

6. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 12/19/14

Faculty Senate: 12/19/14

Staff Senate: 12/19/14

Student Government: 12/19/14

President's Cabinet: 12/19/14

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North Dakota State University Policy Manual

SECTION 128

TIMESLIP PAYROLL AND ELECTRONIC TIMEKEEPING/TEMPORARY STAFF

SOURCE: NDSU President

1. A timeslip/temporary employee is a person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week if hired before August 1, 2003, or twenty hours per week if hired on or after August 1, 2003 and at less than twenty weeks each year. ([This also includes graduate assistants and student employees whose employment is incidental to their student status.](#)) Policies and benefits included in this manual shall not apply to temporary employees except as noted. Individuals should be paid on an hourly basis. Timeslip pay periods will correspond to the regular semi-monthly pay periods which start on the first day of the month to the 15th of the month, and the 16th day of the month to the last day of the month. See Policy 122.1 for payment dates.
 - 1.1 Available to all NDSU departments is an electronic timekeeping system to pay temporary hourly staff. Pay periods and payment dates for departments utilizing this system correspond with the dates stated above in Policy 128.1.
 - 1.2 Contact the Human Resource/Payroll Office to implement electronic timekeeping. Please see the user's manual for instruction for use of the system.
2. Instructions
 - 2.1 Complete Hiring Form: 100 including the funding allocation on the second page. Submit one copy of Form 100 to the Human Resource/Payroll Office on or before the last day of the pay period in which the employee was hired. If a student is employed under work study, use a position number that has work study funding assigned to it.
 - 2.2 Departments enter time for each employee on the Higher Ed Time Entry screen at the end of each pay period when specified by the payroll calendar.
 - 2.3 Time not entered by the departments within the specified pay period will not be included in that pay period's payroll. The department must then fill out and submit to the Human Resource/Payroll office a late timeslip that will then be paid on the next regularly scheduled payday.
 - 2.4 Hours worked are to be entered as follows. Fractional hours must be expressed in "tenths". Round time to the nearest "six minute interval" as follows:

00-06 minutes worked = .1
 07-12 minutes worked = .2
 13-18 minutes worked = .3
 19-24 minutes worked = .4
 25-30 minutes worked = .5
 31-36 minutes worked = .6
 37-42 minutes worked = .7
 43-48 minutes worked = .8
 49-54 minutes worked = .9
 55-60 minutes worked = 1.0

- 2.5 Departments cannot enter two different regular hourly rates of pay on the same position number for the same employee. Utilize a second Hiring Form 100 to submit to the Human Resource/Payroll office and assign a second pool position number for the second hourly rate. Enter hours worked for each position number separately on the Higher Ed Time Entry screen.
- 2.5.1 NDSU as a whole is considered as the employer for overtime purposes. If a temporary employee works more than 40 hours in one week, whether in one department or multiple departments, those hours are subject to overtime payment.
- 2.6 Students are exempt from FICA withholding when enrolled and regularly attending classes at the university where employed. The IRS uses the 12/20 rule as a standard to determine the qualifications for exemption. Under this guideline, students must be enrolled for 12 credit hours per semester and working an average of 20 or fewer hours per week. The 12/20 rule is used on a prorated basis for students enrolled between 6 and 12 credit hours per semester. An example of this proration is that a student enrolled for 9 credit hours should not work more than an average of 15 hours per week. Persons enrolled for less than 6 undergraduate credit hours are not exempt from FICA withholding.
- 2.7 Where students are employed under the work-study program and have been hired into a position number that has work study funding assigned to it, hours must be entered on the Higher Ed Time Entry screen. In the "Other Earn Code" box, enter H14, and enter the hours in the "Other Hours" column. When this is done, the Actuals Distribution process will charge 25 percent matching to the fund specified on the Hiring form 100 and 75 percent to the work-study fund.
- 2.8 Salary payments to nine, ten and eleven month personnel performing services during summer school or who have summer salary must be made by use of the Change Form 101. Fill in the summer payment information at the bottom of the second page of the form.

Since summer salaries for faculty from summer school and grant funds may be subject to retirement, all fund sources will be subject to the matching

requirement. Please note "Pay Retirement Benefits" in the Remarks section on the second page of the form.

All faculty summer payments must be approved by the Office of the Provost and Vice President for Academic Affairs before being processed by the Human Resource/Payroll Office.

3. Timeslip employee raises are at the discretion of the department if the new hourly wage is \$13.00 per hour or less. Department heads should be sensitive to the wage rates and amount of raises the regular staff are receiving in relation to the temporary staff.

Prior approval from the Office of Human Resources/Payroll is required prior to assigning more than \$13.00 per hour compensation. These employees should possess unique skills and experience required for a specific job. Skills and experience possessed, responsibility level, accountability, supervision required and complexity of tasks will be used to determine rate of pay.

Temporary job codes are based on student or timeslip categories and the work performed:

Student job codes: http://sits.ndus.edu/broadbanding/descriptors/8000_band/

8800	Student General	Office & library workers, ITS
8805	Student Medical Clinic*	All employees in a Medical Clinic setting
8806	Student Medical Hospital	Hospital workers
8810	Student Aviation - Ground Crew	Aviation ground crew
8811	Student Aviation - Flying	Aviation flying operations
8815	Student Wellness & Entertainment Facilities*	All employees in Auditorium, Theatre, Wellness Ctr. (excluding Daycare)
8816	Student Broadcasting	Radio, TV employees
8820	Student Security	Parking, traffic, security, law enforcement
8825	Student Farming - Machinery	Farming & ranching machinery
8826	Student Farming - Non-Machinery	Farming & ranching non-machinery
8827	Student Veterinary Medical	Medical treatment of animal regardless of setting
8830	Student Forest Nursery	Working with plants (excluding lawn maintenance & services)
8835	Student Painting	Painters

8836	Student Plumbing	Plumbers
8837	Student Carpentry	Carpentry and general maintenance
8838	Student Electrician	Electrician
8839	Student Heating Plant Operator	Heating plant assistant
8845	Student Laboratory	Research testing of samples in a lab setting
8846	Student Non-Agricultural Field Work	Environmentalist
8847	Student Electronics & ITS Hardware	Computer & electronic hardware, installation, maintenance, repair
8848	Student Roofer	Roofers
8850	Student Custodial, Grounds & Maintenance	Building service, janitorial workers, groundskeepers and general maintenance
8855	Student Dining	Food service workers
8856	Student Daycare Workers	Daycare and childcare workers
8860	Student Auto	Automobile repair & maintenance
8865	Student Printing*	All printing operations workers
8870	Student Heavy Equipment Operator/Road Construction	Heavy equipment operators
8871	Student Bus Driver	Bus, van drivers
8872	Student Delivery	Courier, delivery, etc.
8875	Student Warehouse	Warehouse workers i.e., forklift

Timeslip Employee Job Codes: http://sits.ndus.edu/broadbanding/descriptors/9000_band/

9800	Temporary General	Office & library workers, ITS
9805	Temporary Medical Clinic*	All employees in a Medical Clinic setting
9806	Temporary Medical Hospital	Hospital workers
9810	Temporary Aviation - Ground Crew	Aviation ground crew
9811	Temporary Aviation - Flying	Aviation flying operations
9815	Temporary Wellness & Entertainment Facilities*	All employees in Auditorium, Theatre, Wellness Ctr. (excluding Daycare)

9816	Temporary Broadcasting	Radio, TV employees
9820	Temporary Security	Parking, traffic, security, law enforcement
9825	Temporary Farming - Machinery	Farming & ranching machinery
9826	Temporary Farming - Non-Machinery	Farming & ranching non-machinery
9827	Temporary Veterinary Medical	Medical treatment of animal regardless of setting
9830	Temporary Forest Nursery	Working with plants (excluding lawn maintenance & services)
9835	Temporary Painting	Painters
9836	Temporary Plumbing	Plumbers
9837	Temporary Carpentry	Carpentry and general maintenance
9838	Temporary Electrician	Electrician
9839	Temporary Heating Plant Operator	Heating plant assistant
9845	Temporary Laboratory	Research testing of samples in a lab setting
9846	Temporary Non-Agricultural Field Work	Environmentalist
9847	Temporary Electronics & ITS Hardware	Computer & electronic hardware, installation, maintenance, repair
9848	Temporary Roofer	Roofers
9850	Temporary Custodial, Grounds & Maintenance	Building service, janitorial workers, groundskeepers and general maintenance
9855	Temporary Dining	Food service workers
9856	Daycare Workers	Daycare and childcare workers
9860	Temporary Auto	Automobile repair & maintenance
9865	Temporary Printing*	All printing operations workers
9870	Temporary Heavy Equipment Operator/Road Construction	Heavy equipment operators
9871	Temporary Bus Driver	Bus, van drivers, etc.
9872	Temporary Delivery	Courier, delivery, etc.

9875	Temporary Warehouse	Warehouse workers i.e., forklift
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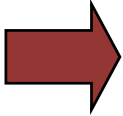
*Composite: all employees in department

HISTORY:

New	July 1990
Amended	November 1996
Amended	January 1999
Amended	January 2007
Amended	October 2007
Amended	November 2008
Amended	January 28, 2014

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to ndsu.policy.manual@ndsu.edu first so that a clean policy can be presented to the committees.

SECTION: **Section 181: Resignations**

7. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Board Policy was recently updated to help define job abandonment and the recourse when such action has been taken.

8. This policy change was originated by (individual, office or committee/organization):
 - Human Resources/Payroll
 - colette.erickson@ndsu.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

9. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 12/19/14

Faculty Senate: 12/19/14

Staff Senate: 12/19/14

Student Government: 12/19/14

President's Cabinet: 12/19/14

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 181

RESIGNATION

SOURCE: SBHE Human Resource Policy Manual

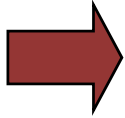
1. In case of resignation, a regular employee is requested to give two weeks written notice to the department head. A copy of the notice shall be sent to the Office of Human Resources/Payroll. An Employee Separation Checklist ([Separation Information - Human Resources/Payroll \(NDSU\)](#)) is available for use by supervisors to assist with the process. Vacation and or Sick Leave time may not be used as notice of separation of employment; an employee is required to be present at work on their final day of employment unless the absence is approved by the department head, after consultation with the Director of Human Resources/Payroll. One week's notice is requested for temporary and probationary employees (see Section 222). The period of notice may be reduced or waived upon recommendation of the department head. Individuals resigning should report to the Office of Human Resources/Payroll for final processing.
2. Job abandonment is considered a resignation. Job abandonment occurs when an employee has not contacted the institution and has not reported to their scheduled work shift for three consecutive days without approval. The institution shall notify the employee, in writing by certified mail, that the employee's failure to report to work or to contact the employer constitutes job abandonment and is effective the last day worked. Written notice shall include notice of the right to appeal and a copy of Section 231 Appeal Procedure for Disciplinary and Reduction In Force Actions.

HISTORY:

New	July 1990
Amended	April 1992
Amended	July 1997
Amended	February 2006

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **190 – Employee Responsibility and Activities: Intellectual Property**

10. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
- Is this a federal or state mandate? Yes No
 - Describe change: The State Board of Higher Education updated SBHE Policy 611.2 on November 20, 2014 increasing the minimum percent of net royalties to be received by the Creator/Inventor from 30% to 40%. The requested change is to bring NDSU Policy Section 190 in to compliance with the revised State Board of Higher Education Policy 611.2.
 - The document has been updated to reflect that the Vice President for Research, Creative Activities and Technology Transfer has been changed to the Vice President for Research and Creative Activity.
11. This policy change was originated by (individual, office or committee/organization):
- Office/Department/Name and the date submitted:
Office of the Vice President for Research and Creative Activity
12/15/2014
 - Email address of the person who should be contacted with revisions:
Jolynne.Tschetter@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

12. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 12/19/14

Faculty Senate: 12/19/14

Staff Senate: 12/19/14

Student Government: 12/19/14

President's Cabinet: 12/19/14

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 190

EMPLOYEE RESPONSIBILITY AND ACTIVITIES: INTELLECTUAL PROPERTY

SOURCE: SBHE Policy Manual, Section 611.2

1. General Principles.

The primary purposes of this policy are to encourage and promote research and scholarship based on the traditional principles of the academic profession. These products may constitute Intellectual Property that could be of financial benefit to the individuals involved and the Institution. This policy establishes guidelines to support faculty, staff, and students, in identifying, protecting and administering Intellectual Property and defining the rights and responsibilities of all involved. This policy governs unless a policy on specific Intellectual Property provides a different rule.

2. Definitions.

- a) "Author(s)": Person who creates a Copyrightable Work.
- b) "Copyrightable Work or Work": An original Work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, journals, software, computer programs, musical work, dramatic works, videos, multimedia products, sound recordings, pictorial and graphical works, etc.. A Work may be the product of a single Author or a group of Authors who have collaborated on a project. A Work is created by an Author.
- c) "Creator": Either an Inventor(s) in the context of an Invention, or an Author(s) in the context of a Copyrightable Work.
- d) "Institution": The individual colleges and universities and the North Dakota University System.
- e) "*Inventor(s)*": *Person(s) who creates an Invention. The term "Inventor(s)" includes "Breeder(s)" or "Plant Breeder(s)" as defined by the PVPA, 7 U.S.C. § 2401(a)(2). In regards to plant variety protection, a "Breeder" is the person(s) who directs the final breeding creating a variety and/or the person(s) who discovers and develops the variety. 7 U.S.C. § 2401 (a)(2). Like patent law, persons who work is directed by the Inventor are not considered the Breeder*

as they do not direct the breeding process.

- f) "Intellectual Property": Collectively, all forms of property created by the mind including, but not limited to, Inventions, Copyrightable Work, Trademarks, and Tangible Research Property.
- g) "Invention": A process, method, discovery, device, plant, composition of matter, or other Invention that reasonably appears to qualify for protection under the United States patent law (including, but not limited to, utility patent, plant patent, design patent, certificate of Plant Variety Protection, etc.), whether or not actually patentable. An Invention may be the product of a single Inventor or a group of Inventors who have collaborated on a project.
 - 1) *In regards to plant variety protection, "discover" means finding a natural plant which results in breeding a variety, or finding a new variety by performing experiments on results of cross-breeding and realizing that the resulting plant is different and closer in characteristics to a desired variety.*
 - 2) *In regards to plant variety protection, "develop" means to make additional selections for (a) cross-breeding and/or (b) developing pure lines. This may lead to the variety for which protection is sought or may eliminate variance and convert a non-uniform variety to a uniform variety using the desired characteristics.*
- h) "Mediated Courseware": Teaching aids created and/or deployed electronically. Mediated Courseware may incorporate text, graphics, video, and audio elements. Examples of such materials include, but are not limited to, hypertext modules, simulation software, web sites, and databases containing numbers, images, or text.
- i) *"Net Royalties": Net Royalties are defined as gross royalties and fees less the expenses incurred by the Institution in conducting the research and in procuring, protecting, preserving, maintaining, and licensing the patent and related property rights, and such other cost, taxes, or reimbursements as may be necessary or required by law.*
- j) "Significant Use of University System or Institution Resources": Significant Use of Institution Resources means an Author's use of other employees' time or Institution facilities or equipment that appreciably increases the Institution's costs beyond those normally incurred in support of an employee in the Institution. Significant Use does not include the normal use of Institution employees, facilities, or equipment commonly available to faculty, staff, *students*, or the public, such as libraries, Internet access, office space, office equipment, computers, and/or office supplies. Unless otherwise agreed, Significant Use also does not include the use of Institutional developmental leave time, so long as it does not appreciably

increase the Institution's costs beyond those normally incurred in support of an employee of the Institution.

- k) "Tangible Research Property": Tangible items produced in the course of research including, but not limited to, such items as biological materials, engineering drawings, integrated circuit chips, computer databases, prototype devices, circuit diagrams, and equipment. Individual items of Tangible Research Property may be associated with one or more intangible properties, such as Inventions, Copyrightable Work, and Trademarks. An item of Tangible Research Property may be the product of a single Creator or a group of individuals who have collaborated on the project.
- l) "Trademark" (including Service Mark): A distinctive word, design, or graphic symbol, or combination word and design, that distinguishes and identifies the goods and services of one party from those of another, such as names or symbols used in conjunction with plant varieties or computer programs, or the Institutional names, logos, or derivatives thereof.
- m) "Work For Hire": Defined pursuant to Federal Copyright Law which includes a Work prepared by an employee within the scope of employment or a Work created pursuant to a written agreement identifying the Work as a Work for Hire.

3. General Patent Policy.

- a) The North Dakota State Board of Higher Education encourages the faculty, staff, and others associated with the Institutions under its jurisdiction to seek patents on Inventions as a method of bringing recognition and remuneration to all parties involved. Each Institution shall establish a "patent review procedure" to define the Institution's processing of such Inventions or discoveries, consistent with Board policy. The Inventor(s) shall submit to the Institution the conception and/or reduction to practice of all potentially patentable discoveries prior to *making any public "enabling" disclosure*.
- b) A patentable discovery may arise from the development of a new and useful process, device or apparatus, article of manufacture, composition of matter (including chemical compounds, microorganisms, and the like), plant, or related improvement, or a new use for a known material or device. A public "enabling" disclosure is one which will enable others in the same or a related field to fully understand and practice the Invention. The Institutional "patent review procedure" shall assure provision of guidelines to the Inventor(s) in defining what may constitute a public "enabling" disclosure.
- c) The Institution shall have the right of first refusal to the title of all patentable discoveries or *Inventions* derived with the use of facilities, gifts, grants, or contract funds through the university, subject to restrictions arising from the overriding obligations of the Institution pursuant to gifts, grants, contracts, or

other agreements with outside organizations. The Inventor(s) shall provide all necessary declarations, assignments, or other documents as may be necessary in the course of Invention evaluation, patent prosecution, or protection of patent rights to assure that title in such Inventions shall be held by the Institution or other parties as may be appropriate under the circumstances.

- d) The Institution shall have six months in which to assess the technical and commercial viability and patentability of the discovery in accordance with Institutional procedures. If the Institution judges the discovery not to be patentable, or decides not to pursue a patent, and, in the absence of overriding obligations to outside sponsors of the discovery *and subject to NDSU procedures*, all rights will revert to the Inventor. In no instance, and regardless of ownership of the patent, may the Institution's name be used in connection with the marketing of the Invention.
 - 1) Subject to restrictions arising from overriding obligations of the Institution pursuant to gifts, grants, contracts, or other agreements with outside organizations, the Institution agrees, for and in consideration of the assignment of patent rights *or Inventions*, to pay annually to the named Inventor(s), or to the Inventor(s)' heirs, successors, or assigns, a minimum of ~~30~~40 percent of the net royalties and fees received by the Institution.
 - 2) When there are two or more Inventors, each Inventor shall share equally in the Inventor's share of *Net Royalties*, unless all inventors have agreed in writing to a different distribution of such share. The Institution will have final authority over any agreement purporting to share rights and/or *Net Royalties* between participating parties.
 - 3) In addition to the Inventor's(s)' share, the *Net Royalties* shall be disbursed by negotiated agreement with allocations to the originating department, the originating college/school, and the Institution. In the disposition of any *Net Royalties* income accruing to Institutional parties, other than the Inventor(s), support of research shall receive first consideration. The "patent review procedure" shall outline the negotiation and distribution mechanism at each Institution.
 - 4) The provisions of this section apply to plant variety protection unless inconsistent with Institution policy.

4. *NDSU Patent Review Procedures.*

- a) *NDSU* shall adopt procedures implementing *SBHE Policy 611.2* that include:
 - (1) Procedures for required disclosure of Intellectual Property;
 - (2) Procedures for review, evaluation, and protection of Intellectual Property;

- (3) Rules governing distribution of Net Royalties or fees;
 - (4) A process for resolving disputes; and
 - (5) A process for informing faculty, staff, and students of the rights and responsibilities of Intellectual Property.
- b) *Upon employment, all regular employees must sign the NDSU Intellectual Property Agreement. Temporary employees may be required to sign as well based on supervisor discretion. A failure to have the Agreement signed in no way changes or lessens the applicability of this Policy.*
 - c) *NDSU patent policy provides that discoveries or Inventions developed by faculty, staff, students, and associates using NDSU facilities, time, or materials shall be vested in NDSU. Any Invention developed by faculty, students, employees and associates using NDSU facilities, time or materials, must be reported to the NDSU Technology Transfer Office (TTO). Adjunct faculty are subject to this policy if working on NDSU projects or using NDSU facilities unless expressly exempted by the Vice President for Research, ~~and Creative Activities & Technology Transfer (VPRCA~~TT~~)~~.*
 - d) *Faculty, staff, students, and associates with discoveries or Inventions will supply the appropriate materials and descriptions to the TTO using the appropriate invention report or disclosure form(s) for processing prior to any public disclosure to prevent loss of patent rights. The TTO shall be responsible for determining the procedure to be followed in securing patent protection and the assignment of rights to be made.*
 - e) *Ownership of such patent rights normally will be assigned to NDSU except in the following cases:*
 - (1) *If NDSU elects not to pursue a patent or six months elapses from the time a complete invention disclosure is filed, ownership reverts to the Inventor(s).*
 - (2) *When prior agreement between NDSU and an external agency assigned all rights to the agency, usually as a condition of a contract or grant.*
 - f) *The VPRCA~~TT~~ must approve the conditions of any contract or grant in which*
 - (1) *the disposition of patents is specified as being other than to NDSU and/or*
 - (2) *in which specific licensing agreements are specified.*
 - g) *NDSU will have a period of six (6) months from full and complete disclosure to evaluate the commercial viability and patentability of the Invention. If further research or development activity is required to ensure patentability and/or market or commercial feasibility, this evaluation period may be extended for a period not to exceed six (6) months, upon mutual written agreement between the parties. If the discovery is patentable, NDSU will find a mechanism to obtain patents and arrange licenses.*

- h) *NDSU may assign or transfer ownership rights in Intellectual Property to independent foundations created for the purpose of obtaining or administering and marketing NDSU Intellectual Property, receiving gifts, or supporting or promoting NDSU or NDSU research. For NDSU, the NDSU Research Foundation (NDSU/RF) is the independent foundation recipient of assignments of patents, copyrights, trademarked cultivars, and plant variety protection. NDSU/RF files for the appropriate Intellectual Property protection and is responsible for subsequent enforcement.*
- i) *Should a scientist believe s/he is an Inventor entitled to a portion of the Inventor share and has not been so identified as stated in section 4(d), the scientist must promptly notify her/his Department Chair/Head or Unit Director in writing of her/his claimed inventorship before the patent publishes. If disputes regarding inventorship or distribution of Net Royalties occur, resolution will be made by a panel consisting of the Academic Dean(s) involved and the VRPCA~~FF~~ in consultation with General Counsel. Such agreements shall be on file in the TTO.*
- j) *Net Royalties from Inventions shall be shared by the inventor(s), NDSU, and the NDSU/RF. Inventor(s) shall receive a minimum of ~~30~~40% of the Net Royalties with the remainder being distributed as per agreement between the NDSU/RF and The NDSU contributing college(s), department(s), and /or other units to support endeavors to enhance NDSU research.*
- k) *Plant Variety Protection.*
- 1) *Unless otherwise provided for below, the general provisions of NDSU Policy 190 shall apply to plant variety protection. The term "variety" includes germplasm, natural selections, cultivar, inbred lines, or hybrids. Intellectual Property protection may be obtained on all varieties.*
 - 2) *At the time of release or before plant variety protection is filed, ownership of the variety is assigned to NDSU/RF.*
 - 3) *Per North Dakota law, N.D.C.C. § 15-10-17(9) and SBHE Policy 611.2, the percentage of the Net Royalties due the Inventor is established pursuant to rules of the State Board of Higher Education and NDSU (See 4(j)).*
 - 4) *The North Dakota Agriculture Experiment Station (NDAES) supports the following internal distribution of Net Royalties generated from the utilization of plant varieties developed by the NDAES. First, the NDSU/RF will be reimbursed for expenses. Then, Net Royalties will be distributed by NDSU/RF as follows:*
 - i. *20% to the NDSU/RF from in-state licensing royalties (or 32.5% from out-of-state licensing royalties or 35% from foreign*

licensing royalties).

- II. ~~30~~40% to the Inventor(s),
- III. 50% from in-state collected royalties (or 37.5% from out-of-state licensing royalties and or 35% from foreign licensing royalties) to be distributed as directed by NDAES to the contributing departments or units.

The NDAES and the NDSU/RF can negotiate to change the NDAES and NDSU/RF percentages on a case-by-case basis.

- 5) The Breeder or her/his immediate supervisor, in consultation with the relevant Department Chair/Head, will identify, before a variety release, other scientists who provided inventive activity towards the development of the variety. Following pre-release, but in no event later than the release, the Breeder and the other scientists will decide how to divide the inventor share among themselves and will recommend this distribution to the Department Chair/Head and Director of the NDAES.
- 6) Should a scientist believe that s/he is a Breeder entitled to a portion of the Inventor share and has not been so identified as stated in this section, the scientist must notify her/his Department Chair/Head or Unit Director and the Director of the NDAES in writing of her/his claimed inventorship before the release of the variety. Disputes on inventorship or department/unit distributions shall be resolved by a decision panel which shall consist of the VPRCAFF, the Vice President for Agriculture and University Extension (VPAUE), Director of the NDAES, and the Department Chair/Head(s) involved, in consultation with General Counsel. The VPAUE may include an advisory panel of faculty with expertise in the area to advise the decision panel.
- 7) Upon termination of employment, a Breeder must identify to her/his immediate supervisor, the Director of the NDAES, and TTO of any advanced genotypes(s) in which s/he claims inventorship. The Institution and the Inventor shall negotiate rights in the varieties. If the Inventor fails to make this disclosure prior to or at the time of termination of employment, Inventor shall be deemed to have waived any right to Net Royalties on nondisclosed varieties. Net Royalties may be paid only for a set term pursuant to the agreement on advanced genotypes released as varieties.
- 8) The Breeder shall elect at the time of release of the variety to receive or permanently waive some or all of that share that such Breeder(s) is/are entitled to receive from net royalties, if any, from the variety.

- l) It is the responsibility of employees to ensure that the terms of their consulting agreements with third parties do not conflict with their commitments to the Institution. Each employee shall make the nature of the employee's obligations to NDSU clear to any third party for whom the employee expects to consult. Specifically, the scope of the consulting services must be distinguished from the scope of research commitments to NDSU. (See [NDSU Policy Section 152](#))

5. General Copyright Policy

- a) Except as otherwise explicitly provided under this policy or applicable law, an employee who creates a Work retains copyright ownership of the Work. If there has been Significant Use of University System or Institutional Resources, the provisions of section 5(b) of this policy shall apply.
- b) If there has been Significant Use of Institutional Resources, as defined in section 2 of this policy, to create a Copyrightable Work, the ownership of which is vested in the individual employee, the Institution shall be reimbursed out of the Net Royalties, in accord with an agreement between the employee and the Institution, up to that amount that constitutes the Institution's Significant Use. The Institution shall be reimbursed for the Significant Use of any facilities, personnel or resources, except those considered part of the normal academic environment including library facilities. *This pertains to all Copyrightable Work except Copyrightable Software as described in section 7.*
- c) If employees are employed or commissioned by the Institution or agencies of the Institution for the creation of Work, or if by prior agreement they are assigned to produce or develop Work in the course of their regular duties, and if such Work is deemed appropriate for copyright, it must be reported to the NDSU TTO pursuant to its copyright review procedure. In such instances, the NDSU TTO shall have the first option to secure copyright in the name of the Institution. Should the *NDSU TTO* decide, in writing, it would not be appropriate to secure copyright, the employee then may proceed to personally secure the copyright.
- d) Net Royalties received as a result of copyright ownership by the Institution will be disbursed, with at least ~~30~~ 40 percent to the employee(s). *The remainder will be distributed according to NDSU Procedures (4(j)).*

6. Mediated Courseware.

- a) Self-initiated Mediated Courseware. When employees develop Mediated Courseware without specific direction by the Institution, unless otherwise agreed, the ownership of the courseware shall remain with the employee. Normally, no royalty, rent or other consideration shall be paid to the employee when that Mediated Courseware is used for instruction at the Institution and such Mediated Courseware shall not be used or modified without the consent of the employee. While the Creator is under Institutional employment, the Mediated Courseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit

offering of the employee's own Institution unless that transaction has received the approval of the chief academic officer of the Institution. The Institution shall have a perpetual, non-exclusive royalty-free right to use such courseware for archival research purposes. Should approval be granted to offer the course outside of the Institution, the provisions of section 5(b) of this policy shall apply.

- b) Institution-directed Mediated Courseware. When the Institution directs in an employment contract the creation of a specific Mediated Courseware, the resulting Mediated Courseware belongs to the Institution and the Institution shall have the right to revise it and decide who will utilize the Mediated Courseware in instruction. The Institution may specifically agree to share revenues, pursuant to the General Patent Policy with the employee(s) receiving a minimum of 30-40 percent of the Net Royalties and fees, and control rights with the employee.
- c) Development and use of Institution-directed Mediated Courseware shall be reported to the *unit head and/or college administrator with a copy to the TTO at the Institution.*

7. Copyrightable Software.

Unless a separate written agreement provides otherwise, software created by employees within the scope of their employment and not covered under Mediated Courseware in section 6 of this policy shall be treated as a Work for Hire, owned by the Institution and commercialized pursuant to the General Patent Policy, with the employee(s) getting a minimum of 30-40 percent of the Net Royalties and fees. *The remainder will be distributed according to NDSU Procedures (4(j)).*

8. Student Work/*Intellectual Property.*

- a) The ownership of copyrights in student Work is governed by the following:
 - 1) Copyright ownership of student Work that is performed in whole or in part by the student with financial support in the form of wages, salaries, stipend, or grants from funds administered by the Institution shall be determined in accordance with the terms of the support agreement, or in the absence of such terms, shall become the property of the Institution.
 - 2) Copyright ownership of student Work generated by research performed in whole or in part utilizing equipment or facilities provided by the Institution under conditions that impose copyright restrictions shall be determined in accordance with such restrictions.
 - 3) Students will own the copyrights to their Work not within the provisions of (1) and (2) above; however, a student must, as a condition to a degree award, grant royalty-free permission to the Institution to reproduce and publicly distribute, including by electronic means, copies of the student's Work.

- 4) Where there is Significant Use of Institution Resources, copyright ownership shall be determined under section 5(b) of this policy.
- b) Ownership of student Inventions shall be governed by the Patent Policy in sections 3 & 4 of this policy. *It is the policy of NDSU that this grant of ownership and control extends to any Work products or written and electronic reports of students that are essential for documentation of any Invention or discovery resulting from research administered by the Institution. Students who are performing services as teaching assistants or research assistants or who are using university resources shall therefore be required by the departmental administrator to submit the original form of any laboratory notebook, spectral information, electronic data, and other written documentation related to University-administered research.*
- 1) *Inventions which are created on the student's own time and which do not involve Significant Use of University Systems or Institution's Resources shall belong to the student.*
 - 2) *Ownership of a student Invention that is created in whole or in part by the student with financial support in the form of wages, salaries, stipend, or grants from funds administered by the Institution shall be determined in accordance with the terms of the support agreement, or in the absence of such terms, shall become the property of the Institution.*
 - 3) *Ownership of a student Invention generated by research performed with Significant Use of Institution resources (utilizing equipment or facilities provided by the Institution under conditions that impose Invention restrictions) shall be determined in accordance with such restrictions.*

9. General Trademark Policy

NDSU may develop a Trademark policy that provides for the protection of NDSU Trademarks and Service Marks.

HISTORY:

New	May 2005 (New policy to reflect SBHE policy 611.2, incorporates NDSU policies 340, 341 and 342)
Amended	November 2010
Housekeeping	December 2010

For Senate information, an addition to the general education administrative policies (posted online and in the Bulletin) follows.

Rationale: The General Education Committee repeatedly receives requests to waive the Wellness requirement for individuals with military training. Recently, students have provided evidence that that approval is appropriate, documenting not just fitness training but also nutrition, CPR, and first aid instruction. To assist students in more timely graduation by facilitating this process for all with basic training, and to alleviate the petitions load for the General Education Committee, we've added a policy to automatically approve these waivers as long as the student provides military documentation. The policy empowers the Registration and Records office to receive the documentation and mark the student record. See #14 below.

Contact: Amy Rupiper Taggart, Director of General Education, amy.rupipertaggart@ndsu.edu

GENERAL EDUCATION ADMINISTRATIVE POLICIES:

1. General education courses may be used to satisfy requirements for both general education requirements and the major, minor, and program emphases. No more than two courses from any given department may be double counted in a curriculum.
2. Departments or colleges may preclude their students from double counting general education courses.
3. Department or college requirements for graduation may exceed the minimum general education requirements.
4. Except for courses that meet the cultural diversity or global perspectives requirements, no course can fulfill the requirements for more than one general education category.
5. General education requirements can be met through the College Level Examination Program (CLEP), department examinations, the Advanced Placement Program (AP) of the College Entrance Examination Board, or equivalents. A student who passes the CLEP examinations in both the physical and biological sciences shall be considered to have fulfilled the laboratory requirement.
6. General education requirements can be met by successful completion of a course for which an approved general education course in the same department is a prerequisite or by successful completion of an advanced course in the same department with comparable course content. **revised 12-9-2002**
7. No general education course may be taken for graduate credit.
8. Except for courses offered only on a pass/fail basis, no courses taken to meet the general education requirements may be taken for pass/fail grades.

9. The general education minimum requirements apply to all undergraduate degree programs as well as the professional degree program in pharmacy.
10. Transfer students meet NDSU's general education "Writing and Reading I and/or Writing and Reading II" requirement in the Communication category if they have credit in any English course (in composition, composition and literature, or the equivalent) totaling at least 2.67 semester credits per course. Transfer students who have only partially fulfilled general education category requirements through transfer-approved courses must complete the requirements in approved courses within the NDSU deficient categories. No category credit requirement may be deficient by more than a partial semester credit. The total for all general education categories must be at least 36 semester credits.
11. A student who has completed a general education program consisting of a minimum of 36 credits at an accredited institution and who transfers to NDSU or who pursues a second degree at NDSU is considered to have completed his or her general education requirements at NDSU.
12. General education courses at other accredited institutions, which do not have equivalent courses at NDSU, may be accepted in transfer as part of the general education requirements at NDSU.
13. All general education course syllabi and course web sites must identify the course as having been approved for meeting General Education requirements and include the general education outcomes for which each course is approved. (see [Syllabi Requirements](#))
14. Effective spring semester 2015, students who have completed basic military training will receive a waiver for the Wellness category. Military record documentation is required for the waiver; documentation is to be submitted to the Office of Registration and Records with a completed [Appeal for Exception to General Education Requirements](#) form. The waiver for the training will not lead to course credit, and all other minimum graduation requirements apply.

Assessment Plan

I. Introduction

North Dakota State University (NDSU) is a student-focused, land-grant, research university whose core values emphasize the importance of teaching and learning and accountability to the people of North Dakota. Teaching and learning within the university is carried out through eight colleges that offer a wide range of academic programs that result in certification, bachelor's, master's, specialist, and doctoral degrees as well as through Student Affairs and the Extension Service. Goals for learning are established at every level of the university by programs themselves and/or external agencies that reflect important learning outcomes for undergraduate, graduate, and Extension Service programs.

To ensure that NDSU demonstrates its commitment to the core value of accountability, assessment of learning goals is conducted at the various levels in the university (program, college, and institutional). This process is guided by the University Assessment Committee. The University Assessment Committee (UAC) was created in 1992 through the Office of Assessment and Institutional Research at North Dakota State University. All departments and units on campus were asked to submit annual assessment reports for the following year, 1993-1994. To strengthen the assessment initiative, the UAC developed a campus-wide strategic plan in 1995 to serve as a guide for preparing assessment reports.

Due to the current trends in higher education that emphasize the importance of a comprehensive assessment of learning outcomes, the University Assessment Committee is committed to supporting and consistently revising an inclusive, strategic assessment plan that fits with North Dakota State University's mission as a land grant institution. In order to accomplish this, the plan must address the role of Academic Affairs, Student Affairs, and the Extension Service.

This campus-wide strategic assessment plan serves as a framework within which faculty and staff from Academic Affairs, Student Affairs, and the Extension Service identify learning outcomes, design appropriate assessments to measure learning, analyze the results, and then use results to make changes to improve learning. That information can then be used to demonstrate to multiple audiences the university's willingness to fulfill its obligation to accountability and its commitment to teaching and learning.

II. Goals

- Nurture a campus culture in which all appropriate units systematically gather evidence to document learning and/or development and use that evidence to continually improve learning and/or development.

- Promote campus-wide systems to assess student learning
- Use annual assessment reports as an opportunity to engage in ongoing conversations about the learning and/or development that units are promoting.
 - Provide consistent and timely feedback to units about annual assessment reports.
 - Solicit regular feedback from units about the assessment process.
- Promote campus-wide dialogues about how assessment methods can be employed to improve learning and/or development.
 - Promote professional development on assessment.
- Provide information to external audiences to document assessment practices and improvements based on those practices.

III. Implementation of Goals

Academic Affairs

The Provost provides administrative leadership for all academic activities, by promoting, supporting, and sustaining excellence in teaching, research, creative activity, and service in academic units. The Provost is responsible for guiding the University's instructional curriculum, which includes undergraduate, graduate, and distance education. The UAC reports to the Faculty Senate and the Provost.

The UAC distributes its guidelines to and shares its feedback on assessment reports with department chairs or heads. Department chairs and heads are responsible for engaging all their instructional faculty in conducting regular assessment and completing the annual UAC report. Instructional faculty identify and communicate student learning outcomes to their students and analyze how those outcomes for their program are aligned with the university learning outcomes and with outcomes in individual classes in their program. Program assessment plans identify where student learning occurs in the curriculum, how and how often it is assessed, and how the program uses those results to improve student learning.

Student Affairs

The Division of Student Affairs embraces the mission of the university by providing services, programs, and resources to students to support academic, professional, and personal growth. Included in the philosophical foundation central to the Division's mission is the commitment to student engagement and a transformative learning environment. The Division embraces a learning agenda framework for its work with students.

Assessment in the Division of Student Affairs is guided by the Student Affairs Assessment Committee and the Office of Student Affairs Assessment. Each department (or the major activities from each department, as approved by the Student Affairs Assessment Committee

and the Director of Student Affairs Assessment), submits an annual report to the Director of Student Affairs Assessment.

Results from assessment will be shared with a variety of stakeholders. Internally, results will be discussed and used within each department and by the leadership of the Division to inform changes and improvements. Externally, results will be shared and communicated to show how the Division is meeting expected goals, making changes to improve the achievement of those goals, and being good stewards of the provided resources.

Extension Service

Established in 1914, the Extension Service exists to serve the educational needs of North Dakotans and addresses identified needs through education in four program areas: Agriculture and Natural Resources, Family and Consumer Sciences, Community Vitality and 4-H Youth Development. These four programs deliver educational opportunities throughout the state with 10 program planning teams. Teams may change as needs emerge, and teams are responsible for creating educational programs and evaluation tools to assess the impact.

Program development/assessment is an ongoing systematic process that NDSU extension professionals follow as they plan, implement, and evaluate their educational programs. Extension agents and specialists, in collaboration with their leaders and teams, identify learning goals and expected outcomes for their audiences. Based on the assessment processes, agents and specialists create annual impact reports. Impact reports are broadly shared, and summary reports are prepared for stakeholders at the state and federal levels.

IV. Responsibilities of the University Assessment Committee (UAC)

The purpose of the University Assessment Committee (UAC) is to apply a continuous quality improvement process to the assessment of student learning in both undergraduate and graduate programs at NDSU, to the array of extracurricular activities conducted in Student Affairs, and learning opportunities presented by the NDSU Extension Service to diverse clientele. The Bylaws of the Faculty Senate of NDSU define the UAC membership as a Joint Standing Committee (<http://www.ndsu.edu/fileadmin/facultysenate/docs/bylaws.pdf>) and describe committee responsibilities. Those are:

1. Annually reviewing the assessment of student learning in the university's undergraduate and graduate programs, within the units of the Division of Student Affairs and in the NDSU Extension Service.
2. Developing procedures for the annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.

3. Providing feedback and assistance to departments and other academic units on their assessment activities.
4. Providing a yearly summary of assessment activities to the Faculty Senate, the Provost, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

V. Annual Planning Process

At their first meeting of each academic year, UAC members will: 1) review feedback about the assessment process received from units; 2) review the strengths and weakness of the review process employed in the previous year; 3) review patterns of strengths and weaknesses in reports reviewed in the previous year; and 4) based on the previous three items, develop an action plan for the coming academic year.

NDSU Student Quest

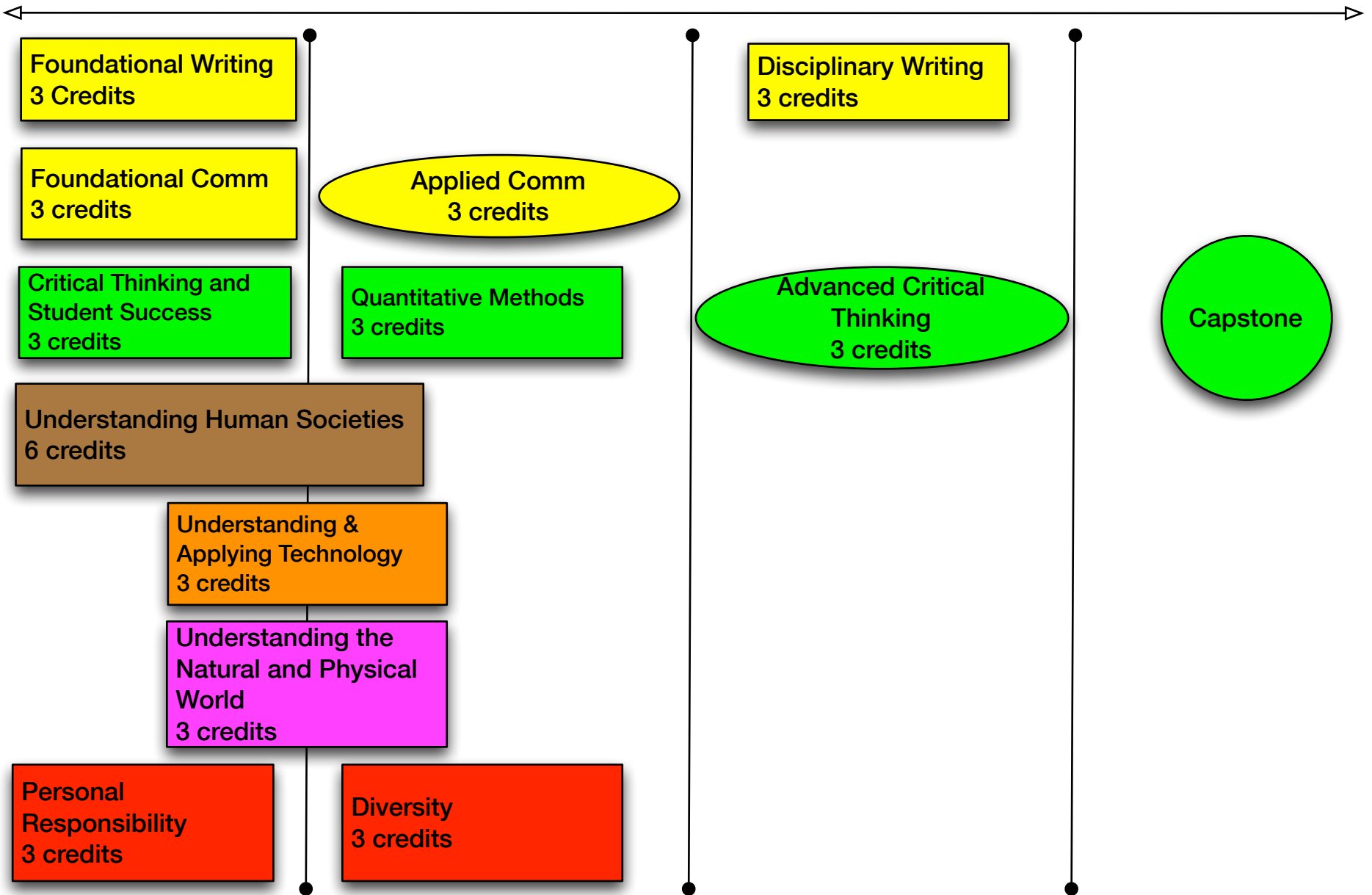
Attachment 5

Thresholds

Exploration

Transformation

Integration



Undergraduate Learning Outcomes

<p>COMMUNICATION</p> <p>Students will use a variety of modes, particularly written, oral, artistic, and visual, to</p> <ul style="list-style-type: none"> • effectively communicate analysis, knowledge, understanding, expression and/or conclusions • skillfully use high-quality, credible, relevant sources • demonstrate appropriate conventions in a variety of communication situations • demonstrate the ability to communicate effectively with diverse audiences in a variety of contexts
<p>CRITICAL THINKING, CREATIVE THINKING, AND PROBLEM SOLVING</p> <p>Students will</p> <ul style="list-style-type: none"> • explain the nature of evidence used for analysis • apply quantitative and qualitative methods to collect and analyze data • apply creativity and divergent thinking • evaluate the assumptions, evidence, and logic of competing views and explanations • identify methods of inquiry, approaches to knowledge, and their assumptions and limitations in multiple disciplines • evaluate, synthesize, and apply evidence to understand and address complex, real world problems • generate creative, reasoned, approaches or solutions to unscripted, real world problems
<p>TECHNOLOGY</p> <p>Students will</p> <ul style="list-style-type: none"> • apply technology to demonstrate creativity and solve problems • use technology to enhance understanding • identify the social, aesthetic, and ethical implications of technological decisions • analyze how technology shapes, limits, and augments our experiences and understandings
<p>NATURAL AND PHYSICAL WORLDS</p> <p>Students will</p> <ul style="list-style-type: none"> • analyze components and dynamics of natural and physical worlds • develop models to explain phenomena within the natural and physical worlds • identify the role of scientific methods in the study of natural and physical worlds
<p>HUMAN SOCIETIES</p> <p>Students will</p> <ul style="list-style-type: none"> • identify the nature and impact of aesthetic and creative activities in human experience • analyze the interplay of self and society, particularly how social structures shape human experiences and how humans shape social structures • analyze the components and dynamics of human societies in their artistic, cultural, and historical contexts • apply theories or research methods to understand human events, identities, artifacts, or social structures • engage in a creative, aesthetic, or artistic activity
<p>DIVERSITY AND GLOBAL PERSPECTIVES</p> <p>Students will</p> <ul style="list-style-type: none"> • identify how values and contributions of diverse societies provide contexts for individual experiences, values, ideas, artistic expressions, and identities • identify the role diversity plays in the ability of biological organisms to adapt to a changing environment • analyze how diversity contributes to and shapes solutions to challenges confronting the global community • evaluate how diverse systems (both natural and human-made), technologies, or innovations emerge from, interact with, and affect various communities • collaborate with others in diverse interpersonal, intercultural, or international settings
<p>PERSONAL AND SOCIAL RESPONSIBILITY</p> <p>Students will</p> <ul style="list-style-type: none"> • examine their own values, biases, and conclusions • analyze the ethical basis for and implications of personal, professional, and civic decisions • comprehend and demonstrate appropriate standard of professional behavior • identify stewardship of the land and its people as integral to a land-grant university • analyze human impacts on the world and the importance of sustaining its resources for future generations • engage in service learning

Revised and approved by Core Undergraduate Learning Experiences (CULE) team 04/30/13 & 04/01/14
 Approved by Faculty Senate 05/06/13 & 04/14/14

NDSU QUEST: Why do we need GE change now? Benchmarking (Data & Analysis from OIRA**)

Academic Engagement:

- On the National Survey of Student Engagement from 2007-13, 1639 NDSU first-year and 2321 seniors both reported the following less often (significance level at least $p < 0.05$) than students at peer institutions:
 - “Learned something that changed the way you understand an issue or a concept”
 - “Worked harder than you thought you could to meet an instructor’s standards or expectations”
 - “Discussed ideas from your readings or classes with others outside of class”
 - “Time spent preparing for class”
 - “Time spent on assigned readings”

Critical Thinking:

- In CULE’s survey of alumni, employers, faculty, staff, and students, thinking critically had the third largest average gap for all groups between performance now and future importance.
 - 28% of faculty evaluated present students’ performance as “poor” in “Thinking critically about information, ideas, and beliefs.”
 - 84% rated this as “very important” or “critical” for future graduates.
 - 26% of faculty evaluated present students’ performance as “poor” in “Integrating and synthesizing information from a variety of sources.”
 - 75% rated this as “very important” or “critical” for future graduates.
 - 24% of faculty evaluated present students’ performance as “poor” in “Thinking creatively and innovatively about problems.”
 - 80% rated this as “very important” or “critical” for future graduates.
 - 24% of faculty evaluated present students’ performance as “poor” in “Analyzing and drawing conclusions from a variety of sources to solve complex problems.”
 - 77% rated this as “very important” or “critical” for future graduates.
- In the 2010 Noel-Levitz Employer Satisfaction Survey of over 900 employers, critical thinking was the academic skill with the second largest negative gap between performance satisfaction and expectation for employers of NDSU students.
- In the Collegiate Learning Assessment (CLA), a nationally normed, performance-based assessment of value-added learning, the longitudinal results (2007-11) for seniors showed less gain (“value-added”) in four of the five categories than the 30 other schools in the “institutional sample.” They were in the bottom quartile for critiquing an argument.
- On the National Survey of Student Engagement from 2007-13, 1639 NDSU first-year and 2321 seniors both reported the following less often (significance level at least $p < 0.05$) than students at peer institutions:
 - Coursework emphasizes analyzing the basic elements of an idea, experience or theory”
 - “Synthesizing and organizing new ideas, information or experiences into new, more complex interpretations and relationships”
 - “Applying theories or concepts to practical problems or new situations” (first-year only)
 - “Putting together ideas or concepts from different courses when completing assignments or during course discussions”
 - “NDSU’s contribution to your ability to solve complex real-world problems”

Communication:

- In CULE’s survey of alumni, employers, faculty, staff, and students, written communication had the largest average gap for all groups between performance now and future importance. Oral communication had the second largest average gap.
 - 27% of faculty evaluated present students’ performance as “poor” in “Writing clearly and effectively in a variety of contexts.”
 - 94% rated this as “very important” or “critical” for future graduates.

- 13% of faculty evaluated present students' performance as "poor" in "Speaking clearly and effectively in a variety of contexts."
 - 87% rated this as "very important" or "critical" for future graduates.
- In the 2010 Noel-Levitz Employer Satisfaction Survey of over 900 employers, oral communication was the academic skill with the largest negative gap between performance satisfaction and expectation for employers of NDSU students.
- On the National Survey of Student Engagement from 2007-13, 1639 NDSU first-year and 2321 seniors both reported the following less often (significance level at least $p < 0.05$) than students at peer institutions:
 - "Frequency of making presentations in classes"
 - "NDSU's contribution to their ability to speak clearly and effectively"

Personal and Social Responsibility:

- In CULE's survey of alumni, employers, faculty, staff, and students,
 - 18% of faculty evaluated present students' performance as "poor" in "Examining one's own values and conclusions."
 - 71% rated this as "very important" or "critical" for future graduates.
 - 16% of faculty evaluated present students' performance as "poor" in "Understanding the ethical basis for and implications of personal and professional decisions."
 - 65% rated this as "very important" or "critical" for future graduates.
- In the 2010 Noel-Levitz Employer Satisfaction Survey of over 900 employers, employers evaluated NDSU students as having a negative gap between performance satisfaction and expectation in teamwork, reliability, listening to others, positive attitude toward work, self-discipline, accepting responsibility, and understanding and taking directions.
- On the National Survey of Student Engagement from 2007-13, NDSU 2321 seniors reported the following less often (significance level $p < 0.05$) than students at peer institutions:
 - "NDSU contributed to their ability to develop a personal code of ethics"

Diversity and Global Perspectives:

- In CULE's survey of alumni, employers, faculty, staff, and students, understanding the viewpoints of non-Western societies had the fourth largest average gap for all groups between performance now and future importance.
 - 31% of faculty evaluated present students' performance as "poor" in "Understanding the viewpoints of societies other than the United States and Western Europe."
 - 60% rated this as "very important" or "critical" for future graduates.
 - 24% of faculty evaluated present students' performance as "poor" in "Understanding cultural and ethnic diversity within the United States."
 - 61% rated this as "very important" or "critical" for future graduates.
- In CULE's survey of alumni, employers, faculty, staff, and students,
 - 19% of faculty evaluated present students' performance as "poor" in "Working effectively with people from different backgrounds and cultures."
 - 72% rated this as "very important" or "critical" for future graduates.
- On the National Survey of Student Engagement from 2007-13, 1639 NDSU first-year and 2321 seniors both reported they did the following less often (significance level at least $p < 0.05$) than students at peer institutions:
 - "Including diverse perspectives in class discussions or writing assignments"
 - "Frequency of having serious conversations with students of a different race or ethnicity than their own"
 - "Frequency of having serious conversations with students having different religious beliefs, political opinions, or personal values than their own"
 - "Experiencing NDSU as encouraging contact among students of diverse backgrounds"

**OIRA staff, Emily Berg, Paul Fisk, and Mark Hanson, provided this information and analysis.

Present GE	
Present GE Outcomes	
Communicate effectively in a variety of contexts and formats, using a variety of communication skills.	
Locate and use information for making appropriate personal and professional decisions.	
Comprehend the concepts and perspectives needed to function in national and international societies.	
Comprehend intrapersonal and interpersonal dynamics.	
Comprehend concepts and methods of inquiry in science and technology and their applications for society	
Integrate knowledge and ideas in a coherent and meaningful manner.	
Comprehend the need for lifelong learning.	
PRESENT GE MODEL	Credits
First Year Experience (189)	1
Communication	12
<ul style="list-style-type: none"> ENGL 120 (3 credits) 	
<ul style="list-style-type: none"> COMM 110 (3 credits) 	
<ul style="list-style-type: none"> Upper Level Writing (3 credits) 	
Quantitative Reasoning	3
Science & Technology	10
<ul style="list-style-type: none"> Must include 1 credit lab 	
Humanities & Fine Arts	6
Social & Behavioral Sciences	8
<ul style="list-style-type: none"> Includes 2 credits of Wellness 	
Cultural Diversity	
<ul style="list-style-type: none"> Embedded—no additional credit 	
Global Perspectives	
<ul style="list-style-type: none"> Embedded—no additional credit 	
Capstone Course in major—no additional credit	

PROPOSED GE: NDSU Quest	
Core Questions	
How does the world work?	
What does it mean to be human?	
How do we create, expand, or discover knowledge and understand its limitations?	
What values and practices are worth sustaining for the common good?	
What are the world's challenges and how might they be addressed?	
Core questions approved by the Senate 4/8/13 New outcomes approved by the Senate 4/14/14	
PROPOSED GE MODEL	Credits
Communication	9
<ul style="list-style-type: none"> ENGL 120 (3 credits) 	
<ul style="list-style-type: none"> Applied Oral Communication Modules or Course (1+1+1 or 3 credits) (200 level) 	
<ul style="list-style-type: none"> Upper Division Writing (3 credits) 	
Critical Thinking, Creative Thinking, and Problem Solving	9
<ul style="list-style-type: none"> Critical Thinking + Student Success (2 + 1) 	
<ul style="list-style-type: none"> Quantitative Methods (3 credits) 	
<ul style="list-style-type: none"> Advanced Critical Thinking in major (3 credits) 	
Technology	3
Natural & Physical Worlds	3
Human Societies	6
Diversity & Global Perspectives	3
<ul style="list-style-type: none"> Must counterbalance emphasis of major (course not in major) 	
Personal & Social Responsibility	
<ul style="list-style-type: none"> Must counterbalance emphasis of major (course not in major) 	3
Capstone Course in major—no additional credit	
Optional theme-based Interdisciplinary minor, certificate or path, based on Quest courses, as way to connect Quest courses	
<ul style="list-style-type: none"> Sustainability, Innovation, World Hunger, Gender Studies, Grand Challenge Scholars, etc. 	

Proposed GE (NDSU Quest): Draft Model

Key to abbreviations: Core Questions (CQ)
HWW = How does the world work?
HDC = How do we create, expand, or discover knowledge and understand its limitations?
WDH = What does it mean to be human?
WVP = What values and practices are worth sustaining for the common good?
WWC = What are the world's challenges and how might they be addressed?

Foundation/Lower Division 33 Credits

Core Learning Outcome	Component	Credits	Core Questions	Note
Communication	Written (ENGL 120)	3	HDC	Students will still get credit for ENGL 110 for transfer purposes, but ENGL 110 would not be part of NDSU Quest
	Oral (COMM 110)	3	HDC	
	Applied	1+1+1	HDC	Applied experiences designated by major. May be existing courses or additional credits for courses or independent 1 credit modules/workshops. COMM 110 & ENGL 120 are pre-requisites
Critical Thinking, Creative Thinking, and Problem Solving	First Year Experience + Critical Thinking	1 + 2	HDC	Met by two separate classes or one combined class addressing skills for academic success and critical thinking. CT class is supported at the institutional level, but is "owned" by each college. CT could be interdisciplinary and should address "big questions." CT classes may use a common text on critical thinking in variety of disciplines
	Quantitative Methods	3	HDC, HWW	Quest course designated by major. Not tied to any particular department. Must meet bullet "apply quantitative and qualitative methods to collect and analyze data."
Technology		3	HWW, HDC	Quest course designated by major
Natural and Physical Worlds		3	HWW, HDC	Quest course designated by major
Human Societies		6	HWW, WDH, HDC	Quest courses designated by major
Diversity and Global Perspectives		3	HWW, HDC, WWC	Quest course designated by major, but must counterbalance learning emphasis of major.
Personal and Social Responsibility		3	HWW, WVP	Quest course designated by major, but must counterbalance learning emphasis of major.

Upper Division

Core Learning Outcome	Component	Credits	Core Questions	Note
Communication	Upper Division Writing	3	HDC	Quest course designated by major. COMM 110 & ENGL 120 are pre-requisites
Critical Thinking, Creative Thinking, and Problem Solving		3	HDC + major appropriate	Any approved upper division course in the major (including the capstone) that meets the Critical Thinking outcome.
Communication + Critical Thinking, Creative Thinking, and Problem Solving	Capstone	3	HWW, HDC, WVP, WWC	Integrated into major. May meet the advanced critical thinking outcome for the major (see above).

Optional Pathways

Optional Theme-based Minor	Integrated	16	Integrated	Foundation in Quest for interdisciplinary options such as Sustainability, Innovation, World Hunger, Great Books and Great Ideas. May be completed by non-Quest courses.
Optional Theme-based Certificate	Integrated	16	Integrated	Foundation in Quest for interdisciplinary options such as Sustainable Design. May be completed by non-Quest courses.
Optional Path	Integrated		Integrated	Foundation in Quest for applied and experiential learning.

Bylaws change, ombuds

Section 8. Faculty Affairs

1. Membership shall consist of one faculty member from each representation unit, a non-voting faculty representative from the Commission on the Status of Women Faculty, and a nonvoting representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include:
 - a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
 - b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
 - c. **Reviewing the ombudsperson's annual report and performing an annual interview and written evaluation (to be submitted to the Ombudsperson and Provost at the end of each Fall semester) of the ombudsperson and office. The review and evaluation committee is comprised of at least three faculty with broad college representation who do not possess any actual or perceived conflict of interest with the ombudsperson office.**

Bylaws change, Pharmacy faculty

Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected senator for every fifteen eligible faculty members (see Constitution Article III, Section 1), or major fraction thereof, assigned to the representation unit as of October 1 of each year. Faculty members regardless of their location (i.e. Agriculture Experimental Station and the NDSU Extension Service) shall be counted in and vote with their assigned representation unit.

Revised Academic Freedom Statement

Academic freedom is the principle upon which thought and understanding are advanced in academic settings. Academic freedom provides a safe haven for the expression of diverse points of view by both faculty and students. Faculty members are entitled to full freedom in conducting their courses, including, but not limited to, the selection of the mode of information delivery, methods of evaluation, demonstration in their subject or field of competence, and assignment of grades. Students have a right to access all information relevant to any academic discussion and to express their views without fear of ridicule, recrimination, or reprisal. However, academic freedom entails responsibility. During academic discourse, faculty and students are responsible for being informed about the subject matter and for respecting others. For further information on academic freedom see NDSU Policy 325 at <http://www.ndsu.edu/fileadmin/policy/325.pdf>.

The motion was to pass it as a recommended (not required) statement for syllabi and that colleges and departments should determine if they want to require it on their syllabi.

Agenda

Faculty Senate Meeting

*Meeting place and time: 3:30 pm, Monday, February 9, 2015
Memorial Union, Prairie Rose Room*

- I. Substitutions – R. Kitch
- II. Approval of January 26, 2015, [Faculty Senate Minutes](#)
- III. Consent
 - a. Fall Graduation List ([attachment 1](#))
 - b. Policy changes ([attachment 2](#))
 - Policy 131.1: Tuition Waiver, updated language that did not get changed
 - Policy 515: Travel, state mandate

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

- IV. General Announcements
 - President D. Bresciani
 - Provost B. Ingram
 - B. Pruess, President of Faculty Senate
 - S. Sather-Wagstaff, President-Elect of Faculty Senate
 - W. McCrory, President of Staff Senate
 - H. Haugeberg, Vice President of Student Government
- V. Senate Committee Reports
 - Budget Committee ([attachment 3](#), K. Rodgers)
 - Gen Ed, Administration Policies ([attachment 4](#), A. Rupiper-Taggart, for discussion and vote)
- VI. Unfinished Business
 - Changes to bylaws (for discussion and vote)
 - Ombuds evaluation ([attachment 5](#), R. Green)
 - PNAS faculty, bylaws change ([attachment 6](#), C. Peterson)
 - University Assessment Plan ([attachment 7](#), L. Peterson, for discussion and vote)
 - Academic Freedom ([attachment 8](#), L. Del Rio Mendoza, for discussion and vote)
 - Social Media Guidelines ([attachment 9](#), K. Sandstrom)
- VII. New Business
- VIII. Adjournment

NORTH DAKOTA STATE UNIVERSITY
Fall 2014 Graduates
Degree Conferral Date: December 19, 2014

College of Agriculture, Food Systems, and Natural Resources

Bachelor of Science

Ahmed Rashid Abdille
 Justin Thomas Alme
 Alaetra Alexandra Alvarez
 Tyler Chad Anderson
 Paige Marie Austing
 Marcie Ann Bachler
 Hannah Marie Barrett
 Karl M. Bartholomay
 Courtney Lee Beer
 Adam D. Bernhardson
 Deann Galen Berntson
 Matthew Ross Boeder
 Morgan Leigh Boyum
 Alexander Adam Brezina
 Heather Ann Brown
 Sarah Marie Budde
 Beau Lewis Buehler
 Lucas James Bumgarner
 Jessica A. Christianson
 Benjamin David Cigelske
 Jonathan Seth Cobb
 Sofia Isabel Costa Terryll
 Brandon Lee Dahl
 Matthew Charles Dahlke
 Colton R. Eichele
 Benjamin Curtis Erickstad
 Calli Rae Feland
 Charles Jeffrey Forward
 Lindsey Rane Forward
 Brandon Michael Friez
 Morgan Christine Geer
 Sydney Marie Gilles
 Kayla Marie Graber
 Andrew James Greenmyer
 John Alexander Grieger
 Michael Stephen Grove
 Kanika Gupta
 Andrew Martin Hagen
 Beth Alyssa Halls
 Jacob Alan Haman
 Bre'Anna Doreen Hanson
 Dalton Charles Hanson

Brent Charles Hasbargen
 Dalton Eugene Hassler
 Samantha Kay Hogstad
 Neil Robert Iverson
 Nathan Joseph Jahnke
 Angela Bernice Johnson
 Brenden Alan Klebe
 Kouevi K. Kodjovi
 Brady Daniel Koehler
 Joseph W. Koll
 Joelle Christine Kraska
 Matthew Evans Krey
 Kimberly Ann LaFond
 Jared Gregory Steven Lamirante
 Walter Lanza
 Camden Peter Larson
 Matthew Lynn Larson
 Keaton Bruce Laymon
 Elizabeth Ngulefac Leke
 Ryan Russell Martinson
 Tanner Kurt Martinson
 Tucker Jerome McPherson
 Alec Todd Miller
 Kaitlin Ann Miller
 Aaron Thomas Montplaisir
 Nicholas Duane Morrison
 Andrew Edmund Moser
 Presley Earl Mosher
 Benjamin Beryl Munson
 Mitchell Jon Neitge
 Norman Nicholson
 Emily Brooke Norwig
 Martin Henry Peterson
 Taylor Lee Pulvermacher
 Braeden E. Regner
 Jordon Scott Rehak
 Cade Evan Robertson
 Joseph Thomas Rude
 Katherine Marie Sanders
 John Pius Schmidt
 Jeremy Lee Schwartz
 Tye Alan Scott
 Jared Scott Seinola
 Andrew Jeffrey Siemon
 Graeme Sletten
 Christy Kay Sperling

Danielle Marie Steinhoff
 Mark Allen Stola
 Joshua Todd Stutrud
 Tiffany Nicole Swanson
 Ethan David Sweep
 Christian Andrew Taylor
 Joseph Paul Terfehr
 Jordaan Christine Thompson
 Alexander John Trudel
 Jeremiah Shane Ulmer
 Krishna Vaid
 Petrus Adrianus Van Bedaf
 Jacey Lee Vetter
 Brian William Volkenant
 Allison Louise Walter
 Brandon Michael Weber
 Tanner John Wegscheid
 Madelyn Laura Welding
 Justin Ken Wendlandt
 Emily Kay Wentzel
 Adam Newman Wibe
 Jessy Eli Wicht
 McKenzie Jean Wollmann
 Derek Alan Wunderlich
 Jordan Elizabeth Zenker

Master of Science

Chiti Agarwal
 Loren Lydia Baranko
 Alison R. Crane
 Mellissa Renee Crosswhite
 Nathan R. Dalbec
 Ryan M. Daly
 Resha Dias
 Lukshman Jayampathi Ekanayake
 Dustin N. Ford
 Skye Gabel
 Brian Paul Gallagher
 Ashton Anne Hansen
 Meredith Lynn Irsfeld
 Jeba Rose Jennifer Jesudoss
 Albert Okaba Kertho
 Regina C. Laufmann
 Dasul Lee
 Austin Taylor Link
 Bryant Robert Sanderson

Kiriy Wadhawan
 James S. Walker
 Krista Rose Wellnitz
 Xiaotian Wu

Doctor of Philosophy

Raphael W. Colbert
 Yang Gao
 Yangbo He
 Priyankar Samanta

College of Arts, Humanities, and Social Sciences

Bachelor of Arts

Bo Aaron Balsdon
 Stephanie Marie Cossette
 David Joseph Flute
 Mary Margaret Gust
 Morgan Lyn Joraanstad
 Joseph Aloys Lutovsky
 Christine M. McClellan
 Genaro Ordaz, IV.
 Katelyn Hope Ostby
 Duane Lemott Powell
 Whitney Margaret Sauer
 Jeffrey Alan Zimmerman

Bachelor of Fine Arts

Julianna Marie Haman
 Virginia K. Pick
 Justine Liza Pulec
 Sarah Marie Svensson
 Ian Paisley Warner

Bachelor of Music

Erika Ann Berger
 Matthew James Fornshell
 Alyson Denae Hubrig
 Emily Rebekah Lehmann
 Samantha Marria Martel
 Michael John Petyo, III.

Bachelor of Science

Casey Dawn Anhorn
 Rachel Marie Austin

Jarrold John Baadsgaard
 Megan N. Babel
 Ingrid Margaret Bales
 Emily Marie Bares
 Jeremy Scott Bartel
 Brandon Leonard Berce
 Matthew Richard Bigelow
 Sarah Elizabeth Bridge
 Mackenzie J. Brimm
 Stephanie Ann Christianson
 James Michael Conley
 Rebecca A. Cross
 Marcus Tre Davis
 Anne Regina Debner
 Corrie Caplin Dunshee
 Shautay Michelle Feist
 David Joseph Flute
 Erin Kristine Fox
 Kelsey Renae Gisi
 Kelsey Lynne Gordon
 Derek Tyler Graham
 Jake William Grossman
 Brandon L. Hamman
 April Mae Hanson
 Ryan Todd Hassel
 Alisa Cheyenne Jacobson
 Shannon Michelle Jacobson
 Brenna L. Johansen
 Ryan Justak
 David Paul Kalis
 Molly Claire Keleny
 Colton Christopher Kellen
 Adam Jonathon Kempenich
 Joseph Gilbert Kerlin
 Austin James Kettelhut
 Trevor King
 Jacob M. Klatt
 Mudiaga Kpohraror
 Jacob George Kubik
 Jacob Leroy Kuntz
 Taylor Clark Kuseske
 Eric Kellen Lein
 Morgan Todd Lubben
 Andrew Paulson Lundeen
 Jacob Allan Maahs
 Rebecca Anne Maciej
 Shandi M. Mack
 Geoffrey E. Martin
 Kaylee Nicole Martin

Tyler James Mauch
 Samantha Marie McCormick
 Andrew Lee Nerison
 Danielle Candice Pepper
 Kelsey Ann Petersen
 Joshua P. Peterson
 Kent Joseph Pierskalla
 Mercedes Rose Pitzer
 Erik August Renstrom
 Joseph Donald Schuler
 Nikolaus Jay Gilbert Severson
 Brennan Sina Shorter
 Jeffrey Paul Sprout
 Demetri A'Lee Stafford
 Robyn Joyce Stessen
 Braden James Stevenson
 Daniel Arthur Stroup
 Jennifer Rose Swenson
 Victoria Marie Thelen
 Meghan Leah Thomas
 Robert Lucas Tieso
 Torri Lee Traxler
 Sean Nicholas Tressman
 Zakia Triffi
 Jenae Emma Valvoda
 Rachel Maire Zimmerman

Bachelor of Science in Architecture

Shelby K. Augustine
 Michael Anthony DeLaRosa
 Collin Scott Johnson
 Michael Phillip Schnack

Master of Architecture

Leah K. Fagerland

Master of Arts

Jenna Lark Clawson
 Earla E. Croll
 Kayley K. Erlandson
 Chad Allen Halvorson
 Michael Allan Jones
 Emily B. Plummer
 Sadie Rae Rudolph

Master of Music

Rachel Faye Horan
 Angela Sue Howard
 Bernard James Van Moer

Master of Science

Daiko N. Abe
 Jared Jon Huibregtse
 James Daniel Jorissen
 Scott Olson

Doctor of Musical Arts

Nicholaus S. Meyers

College of Business

Certificate

Brandon Robert Hoium

Bachelor of Science

Mohamud Sharif Abdikadir
 Eric James Anderson
 Daniel Bruce Aubol
 Brett Jacob Bakken
 Melissa Ann Bakken
 Alexandra Elizabeth Balke
 Mostafa A. Bashir
 Rachel Ann Bausman
 Mitchell Wayne Benson
 Jenica Jean Bohnenkamp
 Elise Janine Braun
 Kelsey Marie Braunberger
 Curtis James Bryniarski
 Jacob William Cusick
 Daniel Henry Deyle
 Heather Everson
 Jennifer Lynn Fischer
 James William Frohreich
 Tyler Alan Gaugler
 Trevor Robert Gebhart
 Jake Alexander Germundson
 Michael C. Gillitzer
 Kaili Gong
 Matthew Theodore Grenz
 Tanner D. Grunewald
 Garrett B. Gulsvig
 Colten James Heagle
 Shawn Charles Heinen
 Anthony DuWayne Heisler
 Grant Lee Hermanson
 Casey Eugene Hickel
 Brandon Robert Hoium
 Lindsey Jo Hulm
 Trisha Dianne Illies

Nicholas A. Johnson
 Micaela Melissa Kempf
 Max S. Ketterling
 Logan Mackenzie Kiltie
 Gavin Michael Klemm
 Ryan James Klocke
 Kayla Randi Knutson
 Shane Michael Kokinos
 Tanner Charles Komrosky
 Nicole Ann Krapfl
 Mitchell Aaron Krauter
 Brandon Scott Lamping
 Jonathan Mark Lee
 Matthew Raymond Limoseth
 Quincy Adam Lofberg
 Charlie Nhan Luong
 McCoy James Lupo
 Timothy Kevin Mangle
 Collin James McCoy
 Ashley Marie Moore
 Amar Musale
 Peter A. O'Donnell
 Dylan James Offutt
 Caitlin Rose Olek
 Marissa Rose Olson
 Stacie Lynn Olson
 Karysa Rae Pederson
 Hannah Elisabeth Pilger
 Chanel Jasmine Robert
 Ethan Frederick Rodgers
 Philip Benjamin Rose
 Joel Martin Rosnau
 Zhengyang Ruan
 Angela Mae Sather
 Ryan Scott Saunders
 Tanner Blake Schlafman
 John D. Schmidt
 Kira Marie Schumaker
 Adam James Schwichtenberg
 Kiley Jo Severson
 Gregory Ward Smidl
 Joshua Anton Stastny
 Eric D. Steckling
 Erin Leigh Steffan
 Laura Ann Steffan
 Nicholas Wayne Stenzel
 Jacob Allen Stevens
 Zachary Scott Thelen
 Kyle Douglas Veum

Benjamin S. Vogeler
 Nicholas John Voss
 Danielle Marie Wahl
 Jesse Joe Wahl
 Yang Wang
 Abigail Lee Weller
 Brian Dale Wilberg
 Brant Daniel Wilson
 Dana Elizabeth Wood
 Ellen Jean Zetocha

Master of Accountancy

Yuying Dong
 Justin Wade Fox
 Justin J. Kill
 Joshua Robert Kodet
 Nolan Andrew Larson
 Seth T. Nicolai
 Erin Lee Seaver
 Scott Ronald Sorvaag
 Kelsey N. Wichman

Master of Business Administration

Christopher Henry Bott
 Eric A. Carlson
 Jeffrey Daniel Dertinger
 Rachel Suzanne Deyle
 Jason Alexander Gibb
 Benjamin L. Harvey
 Jesse James Morrow
 Ramesh Singh
 Raja Vivekanandhan Srinivasan
 Victoria Valerievna Voloshchenko
 Sarah Jo West

College of Engineering

Bachelor of Science in Agricultural and Biosystems Engineering

Tyler Michael Bergh
 Jeffrey Michael Dockendorff
 Jacob Lee Hanson
 Jake Daniel Schumacher Hodorff
 Christopher John Koudela
 Thomas John Pederson
 Elsie Helen Satterfield
 Mitchell David Sawicki

Bachelor of Science in Civil Engineering

Megan Marie Albert
 Nathaniel Peder Anderson
 Austin Tanner Becker
 Paul Behm Bervik
 Cari Janel Blommel
 Nathan James Danner
 Lindsey Anne Feyder
 Sean-Tom Martin Garry
 Blake Karl Hansen
 Stephen Robert Joersz
 Kyle Bradley Kuhn
 Taylor Michael LaHaise
 Christopher William Larson
 Jordan Scot Lillemon
 Joel Timothy Luing
 Anders Sandbulte Melby
 Andrew Thomas Merkel
 Joseph Robert Morrissette, III.
 Luke Otto
 Ryan Rieckman
 Jason Reinhold Sailer
 Cody Michael Sauer
 Bradley James Schaff
 Cody Allen Strom
 Zachary William Taylor
 Nathan Harris Trosen
 Nicholas John Wacholz
 Shane Paul Winkler
 Drew Alden Zaeske

Bachelor of Science in Computer Engineering

Vidisha N. Bhatt
 Daniel John Bitzan
 Mariana Lopez Jaimez
 Justin James McIntosh
 Stephanie Joy Rosen
 Eric M. Schleper
 Tyler Jame Todd

Bachelor of Science in Construction Management

Huda Sadiq Alhamadah
 Zachary Joel Crisman
 Erik Bakke Diederich
 Kyle Nelson Dillon
 Kyle James Emanuel
 Stephanie Joy Foster

Jeffrey Michael Jackson
 Richard Curtis Johnson
 Lucas William Judd
 Jacob Allan Knain
 Milind Badrinath Kokane
 Matthew Benjamin Lee
 Marcus Robert Myre
 Kyle Edward Pederson
 John Glenn Stanchfield
 Giovanni Vazquez
 Theodore J. Zierden

Bachelor of Science in Electrical Engineering

Aman Ibrahim Adam
 Ibrahim Aden Ahmed
 Elissa Elaine Dahl
 Jawaan Donte Davis
 Colten Ferris
 Peng Gao
 Joshua K. Haugen
 Lucas Peter Johnson
 Jamison Robert Kahler
 Lee G. Keller
 Kristofer Erik Larsen
 Joseph Paul Larson
 Taylor Nelson Lee
 Waylon Ross Lindseth
 Andre Alexander Marin
 Reid Banning McGraw
 Timothy John Michlitsch
 Moe Oo
 Jason Hunter Radziszewski
 Chad Thomas Roehrich
 Samir Saxena
 Gregory Joe Schaff
 Richard C. Schneider
 Thomas Ernest Schwandt
 Ahmed Abukar Suleiman
 Travis James Tolstedt
 Tanner James Voss
 Eric Hove Weber
 Andrew Keith Widmer
 Drew A. Wyum

Bachelor of Science in Industrial Engineering and Management

Omar Yousif Ahmad
 Pedro Castro Dos Santos

Mitchell Thomas Giese
 Nitesh Kharel
 Benjamin Robert Klingbeil
 Serhat Cem Kofteci
 Jacob Thon Makuei
 Grant Michael Olson
 Kyle William Sanford
 Katie Kay Scholl
 Nicholas John Thomes
 Monit Verma

Bachelor of Science in Manufacturing Engineering

Connor Michael Johnson
 David Matthew Stenseth

Bachelor of Science in Mechanical Engineering

Samuel Richard Benson
 Joel Roland Brummer
 Zachary Paul Buth
 Timothy Richard Celandar
 Jordan Robert Clitty
 Patrick Gerald Collins
 Nicholas Joseph Elliott
 Jonathan Douglas Evert
 Cameron Colby Hanson
 Eric Daniel Haverluk
 Tharindu Dhananjaya Hettigoda
 Christopher Charles Hines
 Dylan Kent Hoffman
 Steven Jeffrey Hukriede
 Kaleb Richard Hutchens
 Bradley Joseph Johnson
 Russell Allen Koetz
 Sean Vaughn Kohls
 Lance Michael Krogh
 Neil Stanley Larson
 Brandon David Lee
 Jacob Andrew Leroux
 Jonathan P. Lindgren
 Mindy Kay Ludlum
 Joey Lee Mack
 Nathan Richard Marcy
 Kurtis John Mattson
 Mitchell James Muske
 Tyler J. Reineke
 Peter Kerry Roller, Jr.
 Daniel Frazer Ronnevik

Craig Ray Roske
 Kyle Edward Sandberg
 Dustin Paul Scheer
 Matthew Peter Schmidt
 Andrew Peter Schwartz
 Rachel Rae Tharalson
 Joseph Colton Wheatley

Master of Construction Management

William Scott Brock
 Maria C. Camargo
 Saahil Das
 Carl Kanhai
 Mark S. Monasky
 Kevin Pham

Master of Science

Gurmukh Hiro Advani
 Austin J. Allard
 Revathi Dhamotharan
 Ankan Ghosh
 Feng Guo
 Noah Lebassi Habtezion
 Mohammad Kamal Hossan
 Shah Mohammad Limon
 Joshua Joseph Morman
 Arjun Thapa
 Prateek Tripathi
 Smriti Tripathi
 Kevin Bradley Young
 Youhao Zhao

Doctor of Philosophy

Ting Li
 Muhammad Mubeen Masud
 Chaudhry Arshad Mehmood
 Syed Aftab Naqvi
 Tanush Wadhawan

College of Graduate and Interdisciplinary Studies

Certificate

James Arthur Fuller

Master of Arts

Marie Janet Haldane

Master of Managerial Logistics

Richard Mark Mendenhall

Master of Natural Resources Management

Benjamin Lawrence Carlson
 Courtney Noel DuChene
 Zahra Sharif Hashim
 Joshua Christian King
 Katherine Marie Ledin
 Andrew Jacob Lillejord
 Jordan M. Smith
 Sarah Denise Wilson

Master of Science

Ruchi Joshi
 Peter L. O'Brien
 Shalindra Suresh Rathnasinghe
 Zijian Zheng

Master of Transportation & Urban Systems

Fang Xu

Doctor of Philosophy

Fikadu Legesse Alema
 Avinash Harishchandra Ambre
 Andrew John Kubas
 Julie Alison Kuruc
 Heather E. Roller
 Matthew Patterson Shatzkin
 Gongjun Shi
 Mark Thomas Wiltermuth
 Zhengping Zhou

College of Human Development and Education

Certificate

Lauren Alexandra Dennhardt
 Jessica Leigh Mahoney
 Heather E. Roller

Bachelor of Arts

Michele Anne Moquist
 Paige Emily Olson

Bachelor of Science

Elizabeth Ann Anderson
 Julie Lynn Anderson

Mackenzie Anne Bade
 Chandra R. Beehler
 Cole D. Bender
 Ryan Joseph Berg
 Kayla Rose Birkholz
 Regina Grace Bitzan
 Megan C. Bohn
 Ashleigh Nicole Burbank
 Caleb C. Carlson
 Kelsey A. Casselle
 Grace Audrey Christian
 Elise Marie Citrowske
 Hannah Alyssa Colby
 Chelsi Anna Collins
 Lauren Taylor Cundiff
 Kelsey Laine Daul
 Megan Anne Dix
 Christian Leo Dudzik
 Amber K. Eastman
 Blake Ronald Ehley
 Michael T. Felt
 Vanessa Anne Whitney Forsman
 Karen Amanda Freberg
 Desirae Sue Ganje
 Alexis Rose Geggelman
 Ethan Jon Grefsrud
 Patrick Charles Gulan
 Chloe Cathrene Gunderson
 Anders Norman Gylland
 Michael Dean Hardie
 Larwuo Gono Harris
 MyLynn Wanda Henderson
 Amanda Margaret Henkels
 Mary Elizabeth Hischer
 Amanda M. Holmes
 Evan Johnson
 Jacob Russell Kiefer
 Kyle Scot Kleinendorst
 Kristen Marie Knight
 Anthony Gust Kohler
 Michael Brandon Koska
 Carrie LeAnn Kruize
 Samantha Lako
 Kelli Anne Lampppa
 Sarah Michelle Lanman
 Stephanie Ann Little
 Maddie Lyn McClellan
 Gina Lynn McCullough
 Kendra Rose Meyer

Jennifer Lynne Mickels
 Samantha Kay Mitterling
 Chelsi Marie Mooridian
 Andrew F. Nack
 Mackenzie Lynn Olson
 Qi Ouyang
 Meegan Cynara Marie Parker
 Madeline Kay Plahn
 Alyson Corin Raymo
 Grant Russell Richardson
 Daniel Charles Ricke
 Margery Allyn Rook
 Marshall Paul Roorda
 Kaytlin Marie Roth
 Alexis Genila Ryan
 Kaylin Ray Sheets
 Ryan Ray Siemieniewski
 David Clayton St Peter
 Christa Ann Stangl
 Mikaela Anne Stephenson
 Kylie Mariah Teske
 Kelsey Jo Thoreson
 Erika Marie Tisdale
 Anna Rose Tweiten
 Taylor Nichole Tysdal
 Emilee Elizabeth Vetter
 Zachary Ryan Vraa
 Bethany Patricia Leilani Waiwairole
 Sally Ruby Walker
 Marguerite Alyce Walter

Master of Education

Joshua Roger Allmaras
 Derrick L. Bopp
 Shawn Merle Brink
 Elizabeth Jayne Crowley
 Katherine Rose Felder
 Christopher Marvin Larson
 Aaron Douglas Loff
 David James McQueen
 Ryan Emery Mears
 Kimberly Karmin Murphy
 Samantha Mitchell Skinner
 Eric Wayne Viall

Master of Science

Daniel J. Adamietz
 Joshua LeRoy Boe
 Lindsey Anne Boes

Brandy Lynn Buro
 Serena Lynn Flagg
 Claudette A. Gourneau
 Anna Lynn Gross
 Karen Annette Henry
 Chongmin Ji
 Laura King McKee
 Jarad Steven Miller
 Nicholas Alexander Obey
 Samjhana Rajbhandari

Doctor of Philosophy

Julie Lynn Grabanski
 Kara Elizabeth Gravley-Stack
 Irene Frances Harper
 Andrea Lynn Huseh-Zosel
 Michelle Ann Westbrook

College of Pharmacy, Nursing, and Allied Sciences

Bachelor of Science

Tafadzwa Bhobho
 Blake Allen Bixby
 Jordan Ann Daly
 Kelli Noelle DuBord
 Dena Loveda Gleason
 Kelsey Lee Greenwaldt
 Jennifer Ellen Hulne
 Elizabeth Christine Kampa
 Mason Marcus Mastel
 Sophors Tang
 Noella Uwase
 Katrina C. Valder
 Justin Daniel Wennerberg

Bachelor of Science in Nursing

Jacquelyn Kay Armentrout
 Katie Marie Benson
 Caleb Paul Christiansen
 Megaan Jo Cianci
 Terra Lee Fennern
 Lisa Marie Hagel
 Tessa Leah Hand
 Trudy Lynn Hanson
 Bonnie Marie Hemquist
 Nytrisha Jo Jacobson
 Danielle Emma Janzen
 Lindy Margaret Johnson

Lucy Ann Kappel
 Katelyn Penhale Kosen
 Tricia Ann Melbye
 Bethany Joy Nies
 Kristin Rebecca Oliver
 Rashelle Marie Olson
 Sarah D'Nay Rampaart
 Jennifer Kay Reiter
 Alice Mary Safe
 Alexis Kristen Schauer
 Molly Marie Schellack
 Hannah Christine Schiefelbein
 Rachel Marie Schmitz
 Heidi Lynn Selzler
 Sally Lynn Trotter
 Cari Ann Vasfaret
 Nicole Madelle Yantzer

Doctor of Pharmacy

Dean Derfus

Doctor of Philosophy

Rahul Nahire

College of Science and Mathematics

Certificate

Francisco Bittara Molina
 Sheshanka Dugyala
 Ehab Noureldin
 Jason D. Zurn

Bachelor of Arts

Jordann L. Brandner
 Joseph Steven Klabo

Bachelor of Science

Sadia Mohamed Abdulkadir
 Mustafa Ahadzada
 Haaris Ali
 Samantha Nicole Almanza
 Alexander Jon Althoff
 Cassie Alexandra Palm Anderson
 Tyler Douglas Antony
 Chris Bradley Barnick
 Callie Lorena Mae Barrett
 Jamie Marie Boespflug
 Sydney Lea Boschert
 Emily D. Boyd

Michaela Lynn Branden
 Brian Patrick Connelly
 Pragya Dahal
 Jeremy David Dalos
 Nilmini Tharaka De Silva
 Philip Charles DeGreef
 Eric J. DeRocher
 Mara Virgene Doran
 Kristopher J. Ekart
 Tyler W. Ellsworth
 Alexandra Adair Ericksen
 Peter Tristan Erickson
 Sara M. Evanoff
 Paul Arthur Eysers
 Katie Ella Field
 Brandon James Fischer
 William Francis Goracke
 Pake Emil Hagen
 Caleb L. Halvorson
 Nolan Daniel Haslop
 Sarah Ann Haynes
 Joanna E. Heppner
 Amanda Rae Hericks
 Catlyn Joy Holowell
 Thomas William Jaszczak
 Chris Robert Jones
 Taylor Anne Just
 Yvon Stephane Kadeoua
 Pawan Katiyar
 Kendra Maria Kibble
 Eunbi Kim
 Lynsey Jae Kissinger
 Chelsey Margaret Kjelland
 Matthew Paul Kramer
 Alayna Catherine Krantz
 Melissa Kay Lacher
 Benjamin J. LeVahn
 Mikal Marie Liebswager
 Gabriel Adam Lillestol
 Sarah Elizabeth Lindblom
 Amanda Jean Lopez
 Alannah Mae Marsh
 David Nicholas Mauch
 Elizabeth Anna McNamara
 Katelyn Shirley Mertz
 Bianca Annette Moravec
 Lynsey Nicole Morrell
 Kyle David Gordon Nelson
 Emily Ann Nilson

Brittany Alyce Nordick
 Glynis Serene Cordel Nystrom
 Cody Robert Okeson
 David Norman Oliver
 Brittany B. Olson
 Andriana Rachel Puchany
 Chase Rick Reuter
 Megan Arlette Rude
 Adam Louis Sagaser
 Emily Marge Sargent
 Mackenzie Jean Schmuck
 Sarah Nicole Schroth
 Cody Harvey Schulz
 Tori Michelle Schwab
 Bethany M. Schwandt
 Matthew John Scott
 Udeep Bahadur Sijapati
 Travis Alan Skuza
 Garrett Paul Slater
 Yechun Song
 Joshua Wade Sowl
 Destini Taylor Spaeth
 Benjamin Arthur Torgerson
 Alex Thomas Van Ningen
 Peyton Davis Vane
 Jordan Tyler VanSickle
 Sadie Marie Waite
 Rachel Lee Westra
 Derek Jeffrey Wikstrom
 Eric L. Wilcox
 Peggy Ann Willenbring
 Alicia Lynn Zook

Master of Science

Keith Abeyratne
 Syed Kutub Uddin Ahmed
 Ramakanth Reddy Annadi
 Christopher C. Bauer
 Pooja Gautam
 Alemayehu Kasahun Gebremariam
 Karan Chitkara
 Devi Madamanchi
 Lincoln E. Martin
 Casey Brian McCausland
 Abhaya Nath Poudyal
 Rahul Puri
 Christina Rose Roylance
 Souvik Sen
 Sarjan Shrestha

Tara N. Slominski
Sudhindra Upadhyaya
Qi Wang
Songtao Zheng

Master of Software Engineering

Navdeep Singh Bawa
Thomas Gemuend
Raju Karki
Haram Kim
Nuraj Maskey
Nikita Mishra
Santosh Saharan
Sirisha Veeraganta

Doctor of Philosophy

Khalid Alemerien
Saba Al-Kaseasbeh
Elango Kumarasamy
Susan Olet
Hui Xu

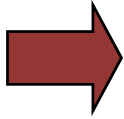
College of University Studies

Bachelor of University Studies

Kyle Mathew Fennell
Tyler Raymond Gefroh
Tyler John Golden
Jeremy L. Gordon
Sarah Haider
Zachary Paul Johnson
Megan Marie Kortie
Alyssa Marie Kroshus
Morgan Lee Olson
Carolina Linda Pettus
Jordan Pfingsten
Timothy Lane Roesch
Teia Marie Roller
Olivia Jean Salo
Natasha LaNita Salzer
Jared Jay-Allen Tabor

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: Tuition Waiver – Spouse/Partner and Dependents

- Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: It was noted that during the last policy update (that added language about partners being covered under the policy) various sections were missed that should have included that new language.
- This policy change was originated by (individual, office or committee/organization):
 - Office of Human Resources/Payroll on 12/31/14
 - colette.erickson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

- This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 133.1

TUITION WAIVER – SPOUSE/PARTNER AND DEPENDENTS

SOURCE: NDSU President

SBHE Policy Manual, Section 820.1

The North Dakota State Board of Higher Education allows campuses to adopt tuition waivers which are consistent with an institution's mission. The spouse/partner and dependent tuition waiver is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse/partner and dependents of regular (broadbanded staff must be off probation), benefitted NDSU employees are eligible for the waiver effective Fall 2002.
 - 1.1 Dependents are defined as those unmarried children (25 years of age or under if they are a full-time student, otherwise age 22 and under), who rely on the parent(s) for significant financial support.
 - 1.1.1 A spouse/partner or dependent who is also a regular, benefitted employee is only eligible for the employee tuition waiver outlined in Section 133 (Educational Policy).
 - 1.2 Partner is defined for purposes of this policy as same sex partners who have completed and filed a Declaration of Domestic Partnership <http://www.ndsu.edu/forms/> with the Office of Human Resources/Payroll.
 - 1.3 The spouse/partner and/or dependents must meet admission standards and register for classes through regular registration procedures.
 - 1.4 The employee must be actively employed on the first day of each semester to be eligible for the waiver.
2. The tuition waiver is 50% of the tuition for NDSU classes (excluding self-supporting, Continuing Education courses and internships that require tuition to be paid to the site for student placement) per ~~spouse and/or dependents~~spouse/partner or dependent.
 - 2.1 The waiver applies regardless of whether paying resident or out-of-state tuition.

2.2 The maximum waiver for the spouse/partner or dependent of more than one eligible employee is 50%.

2.3 Fees are not waived or waived.

2.4 The waiver applies to both undergraduate and graduate level classes.

2.5 Early Entry students will be eligible according to the terms of this policy.

3. Procedure

3.1 A Spouse/Partner and Dependent Tuition Waiver application needs to be submitted to the Office of Human Resources/Payroll by the Monday two weeks prior to the start of classes for which the waiver is requested. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.

3.2 Proof of marriage, domestic partnership, and/or dependency may be required.

3.3 In accordance with federal regulations, the tuition waiver will be used as a financial resource and become part of the student's financial aid package. The Student Financial Services Office may need to adjust aid if the amount of the tuition waiver, along with other financial aid, exceeds the total cost of attendance.

3.4 No employee who has an overdue accounts receivable balance with the University may receive a spouse/partner and dependent tuition waiver.

3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee's last paycheck of the semester, or, at the employee's written request, deducted on a prorated basis throughout the semester.

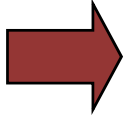
HISTORY:

New	April 2002
Amended	July 2003

Amended	April 2005
Amended	October 18, 2010
Housekeeping	November 17, 2011
Housekeeping	July 29, 2013
Amended	March 23, 2014

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



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SECTION:

Policy Number 515 Travel - Employees

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Housekeeping changes to policy 515, Section 4, to reflect the new mileage rates effective January 1, 2015. The rate is increasing to 57.5 cents per mile on January 1; private airplane travel is changing to 86.0 cents per mile.

5. This policy change was originated by (individual, office or committee/organization):
 - Accounting Office / Ricki Martin / 12/31/2014
 - ricki.martin@ndsuh.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

6. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 12/31/14

Faculty Senate: 12/31/14

Staff Senate: 12/31/14

Student Government: 12/31/14

President's Cabinet: 12/31/14

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North Dakota State University

Policy Manual

SECTION 515

TRAVEL - EMPLOYEES

SOURCE: NDSU President
North Dakota Century Code (NDCC)
North Dakota Office of Management and Budget Policy

1. GENERAL PROVISIONS

1.1 DEFINITION OF "TRAVEL" - (NDSU Interpretation)

For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office. For purposes of travel by staff members employed on the University campus their "community" shall include, Fargo, West Fargo, and Moorhead.

1.2 MEANS OF TRAVEL - (NDSU Interpretation)

Employees must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University.

1.3 ACCOUNTING OFFICE RESPONSIBILITY - (NDSU Interpretation)

The NDSU Accounting Office is responsible for the initial development of NDSU's employee travel expense reimbursement policy, in addition to the final review and approval of individual employee travel expenses. Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification. The NDSU Accounting Office must apply the travel rules in this policy on a reasonable, fair and consistent basis.

1.4 TRAVEL VOUCHER REQUIREMENTS - (NDCC 54-06-09 (6))

Before an allowance for any such mileage or travel expenses may be made, the employee shall file with the employee's department an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, college, or division.

(NDCC 44-08-05.1)

Any employee who has the power to approve a voucher for a department shall determine, before approving such voucher, the following:

1.4.1 That the expenditure for travel or other expenditures were for lawful and official purposes.

1.4.2 If for travel expense, that the travel actually occurred and that the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.

1.4.3 If the voucher is for expenditure other than travel expense, that the expenditure is lawful and that the voucher contains no false claims.

2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

Employees may be reimbursed for expenses incurred within their "city or community" of employment for the following:

2.1 *(NDSU Interpretation)*

Parking fees for personal vehicles when conducting University functions or attending University meetings.

2.2 *(OMB Policy 507)*

Mileage at in-state rates for personal vehicles used to transport equipment or university guests for university functions.

2.2.1 *(OMB Policy 507)*

Mileage from a normal work station to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

2.3 *(NDSU Interpretation)*

Meals may be reimbursed as provided under NDSU Policy 170.

2.4 *(NDSU Interpretation)*

Transportation between the employee's residence and airport, which consists of taxi fare or mileage plus airport parking, whichever is less.

3. OUT-OF-STATE TRAVEL AUTHORIZATION - *(NDSU Interpretation)*

Employees must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President or Provost must have their out-of-state trips pre-approved by their Vice President or Provost. Vice Presidents, Provost, and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. An interactive web form is available for purposes of obtaining out-of-state travel authorization.

3.1 WORKERS COMPENSATION - *(NDSU Interpretation)*

In cases where employees are working out-of-state for 30 consecutive days, or for any international trip, the employee must notify the University Police and Safety Office to arrange proper Workers Compensation coverage.

3.2 FOREIGN TRAVEL AUTHORIZATION - *(NDSU Interpretation)*

Each trip to a foreign country must be approved by the appropriate Vice President or Provost.

4. PRIVATELY OWNED TRANSPORTATION - (NDCC 54-06-09)

An employee, when required to travel by motor vehicle or truck in the performance of official duty, should use a state-owned vehicle, whenever possible.

(OMB policy 511)

When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

(NDCC 44-08-03)

Where more than one state employee travels in the same car while engaged upon official duty, whether belonging to different departments, subdivisions, boards, or commissions or not, no claim may be made for more than one mileage, such claim to be made by the owner or lessee of such car.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below.

4.1 IN-STATE MILEAGE - (NDCC 54-06-09 (1a))

The sum of ~~56.556.0~~ cents (for travel prior to ~~01/01/2014~~01/01/2015) or ~~56.057.5~~ cents (for travel on or after ~~01/01/2014~~01/01/2015) per mile actually and necessarily traveled in the performance of official duty when such

travel is by motor vehicle.

4.2 (NDCC 54-06-09 (1a))

The sum of ~~84-86~~ cents per mile when such travel is by private airplane.

4.3 OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))

If only one person engages in travel exceeding any geographic point **300 miles** beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first **300 miles**.

(NDSU Interpretation)

*When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by **300 miles**. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the **300 mile** expanded border, the employee may be reimbursed at the ~~56.556.0~~ cents (for travel prior to ~~01/01/2014~~01/01/2015) or ~~56.057.5~~ cents (for travel on or after ~~01/01/2014~~01/01/2015) per mile rate. This includes both the departure and return parts of the trip.*

When two or more state employees travel in the same vehicle, the per mile allowance is ~~56.556.0~~ cents (for travel prior to ~~01/01/2014~~01/01/2015) or ~~56.057.5~~ cents (for travel on or after ~~01/01/2014~~01/01/2015). State employees accompanying the vehicle owner must be listed on the travel voucher.

4.4 (NDCC 54-06-09 (5))

State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid ~~56.556.0~~ cents (for travel prior to ~~01/01/2014~~01/01/2015) or ~~56.057.5~~ cents (for travel on or after ~~01/01/2014~~01/01/2015) per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle, the **300 mile** restriction, in 4.3 above, does not apply.

(NDSU Interpretation)

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as: traffic or parking tickets, vehicle repairs, or any other normal automobile expenses.

5. COMMERCIAL AIRLINES - (OMB Policy 510)

For travel on official state business, airline tickets may be either purchased through a travel agency and billed to the department, or purchased by the employee and reimbursed. In either case, the original itinerary should be used to support the travel agency payment or employee reimbursement.

Reimbursement to an employee *or tickets directly billed to a department* will be allowed for the actual cost of tourist or coach fare, purchased at the lowest reasonable rate available, **except when approved by the President, or President's designee, unless not permitted by federal rules or regulations.** Approvals must be filed in the President's Office. First Class or Business Class tickets should normally be through a frequent flyer upgrade or the employee should use frequent flyer miles earned via state travel. Invoices from third parties (like travel agencies) must identify if travel is First Class or Business Class.

5.1 *(NDSU Interpretation)*

If the ticket is paid by the employee in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid using an accounts payable voucher.

5.2 *(NDSU Interpretation)*

Meal and lodging expenses will be limited to the days needed to complete the business trip. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented.

6. MEAL REIMBURSEMENTS - (NDCC 44-08-04)

Reimbursement is allowed only for overnight travel or other travel, away from the normal place of employment, for four hours or more. Verification of expenses by receipt is required only for lodging expenses.

6.1 DEFINITION - QUARTERS - (NDCC44-08-04 (2)) *(NDSU Interpretation italicized)*

For purposes of employee meal and lodging reimbursements, state law defines the four quarters of a day as follows:

First quarter shall be from six (6) a.m. to twelve (12) noon. No reimbursement may be made if travel begins after seven (7) a.m.

Second quarter shall be from twelve (12) noon to six (6) p.m. *(No reimbursement will be made for this quarter if travel begins after one (1) p.m. or ends prior to twelve (12) noon.)*

Third quarter shall be from six (6) p.m. to twelve (12) midnight. *(No reimbursement will be made for this quarter if travel begins after seven (7) p.m. or ends prior to six (6) p.m.)*

Fourth quarter shall be from twelve (12) midnight to six (6) a.m. *(This quarter pertains to claiming lodging expense.)*

6.2 CONFERENCE, SEMINAR, OR OTHER MEETING - (NDCC 44-08-04 (1))
Claims may also be made for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the University; however, if a meal is included in a registration fee, the applicable quarter's meal allowance cannot be claimed for that meal.

6.3 TAXABLE MEALS - *(NDSU Interpretation of IRS regulations)*
Meal reimbursements that do not involve "overnight lodging" are reported as taxable gross income on the employee's W-2 and are subject to withholding and employment taxes. A lodging receipt is considered adequate proof of overnight lodging. Also, a notation on the travel voucher that the employee stayed overnight with a friend or relative is sufficient.

6.4 PAYMENT FOR MEALS OF STAFF & GUESTS, WHILE IN TRAVEL STATUS
- *(NDSU Interpretation)*

NDSU Policy 170 allows reimbursement to employees for meals of staff and guests, even though the employee is not in travel status. Employees while in travel status may also occasionally encounter meal expenses when they are required to be at a meeting and there is a need to pay for meals of guests, such as when interviewing candidates, recruiting, or fund raising. If an employee is at a required meeting and pays for meals of guests (while in travel status), the employee may be reimbursed for the actual receipt amount. If the employee meal is reimbursed at actual receipt amount on the travel voucher, he/she must not claim the applicable quarter's meal allowance.

When employees are reimbursed for the actual receipt amount for meals under this section, the expenses should be reflected under the "miscellaneous expense" column on the travel voucher. The purpose of the meeting and names of guests must be documented on either the travel voucher or an attached banquet and meeting documentation form.

6.5 TEAM TRAVEL - (Excerpt from NDCC 44-08-04, Subsection 1)
If a higher education athletic team or other organized institution organization

group meal is attended at the request of and on behalf of the institution, actual expenses for the entire group, including coaches, trainers, and other employees, may be paid or submitted for payment of a team or group travel expense report: subsection 2 does not apply; and officers and employees are not required to document individual expenses or submit individual travel reimbursement vouchers.

(NDSU Interpretation)

Meal expenses of athletic department employees, when traveling with student athletes to games, are covered by travel advances issued from the Accounting Office. These meals are attended at the request of and on behalf of the University and, therefore, the meals are paid from the travel advance at the actual cost of the meals, in accordance with the Athletic department meal reimbursement guidelines for student athletes. Since the meals are paid out of the travel advance, it is not necessary for the employees involved in the team travel to complete a travel voucher to claim reimbursement for the meals.

As an alternative to actual meal costs, some head coaches may prefer to distribute a cash per diem to the employees and student athletes. The cash per diem is distributed from the travel advance for the individual to use for meals. The cash per diem for employees must not exceed the meal allowance allowed policy and must not exceed the Athletic department meal reimbursement guidelines for student athletes. Since the employee cash per diem is paid from a travel advance, it is not necessary for the employee to complete a travel voucher to claim reimbursement for the meals.

6.6 MEAL ALLOWANCE RATES - (NDCC 44-08-04 (2))

Meal reimbursement rates depend upon the time of day the employee is in travel status and whether the travel is in-state or out-of-state. Verification of receipts shall not be required for the first three quarters listed above in Section 6.1.

Introduction

The Faculty Senate Budget Committee is a standing committee, currently in its second year of operation. The Committee's charge is articulated in Article IV, Section 3 of the NDSU Faculty Senate Bylaws (<http://www.ndsu.edu/facultysenate/bylaws/#c320753>):

Section 3. Budget

1. Voting members shall consist of one faculty from each representation unit, and a representative of the Dean of Graduate and Interdisciplinary Studies.
2. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance (or designee).
3. Committee responsibilities include:
 - a. Becoming familiar with the university budget process.
 - b. Developing a set of guiding principles which align with strategic priorities, with the intent of informing university budget decisions from a faculty perspective.
 - c. Soliciting input regarding the budget process from a wide range of faculty and on an ongoing basis.
 - d. Serve as a resource for the Provost in budget matters.
 - e. Acting as a conduit of information between faculty and administration for budget discussions and decisions.

2013-2014 Academic Year

Committee members were elected or appointed by their respective academic units during the fall term of 2013. Inaugural members are listed in Table 1. The Committee met for the first time on January 29, 2014.

Table 1. Budget Committee members for 2013-2014

Member	Representing
James Hammond	College of Agriculture, Food Systems, and Natural Resources
Joel Hektner	College of Human Development and Education
Verlin Hinsz	College of Graduate & Interdisciplinary Studies
Tom Isern	College of Arts, Humanities & Social Sciences
Kent Rodgers	College of Science & Mathematics
Craig Schnell (Chair)	College of Pharmacy, Nursing & Allied Sciences
Newell Wright	College of Business
Frank Yazdani	College of Engineering
Bruce Bollinger	Vice President for Finance & Administration (non-voting)
Bruce Rafert	Provost (non-voting)
Birgit Pruess	Senate liason (non-voting)

The Committee made a conscious decision to focus on the first responsibility listed in the Bylaws, to become familiar with the university budget process. To that end, all meeting agendas during the spring 2014 term centered around presentations by leaders of administrative units on the NDSU campus who have insight and responsibilities for budgetary aspects of their operations. Table 2 summarizes the salient activities of each meeting.

Table 2. Summary of Budget Committee activities, spring 2014

Meeting Date	Principal Agenda Items	Presenter	Administrative Unit
January 29	Elect chair (Schnell), set goals		
February 12	Overview of NDSU Budget Process	Cindy Rott & Bruce Bollinger	VPFA
February 26	College of Agriculture Budgeting	Ken Grafton	ANRFS
March 12	Academic Infrastructure Investments	Bruce Rafert	Provost
April 9	Indirect Cost Process & Budget	Anne Young	Restricted Funds Accounting
April 23	2015-2017 Biennial Budget Process	Cindy Rott & Bruce Bollinger	VPFA

That goal proved to be ambitious and was extended into the 2014-2015 academic year (*vide infra*). Nevertheless, the Committee gained considerable insight into budgeting at the University level and the College of Agriculture, Food Systems, and Natural Resources. The minutes of each spring 2014 meeting followed by its corresponding presentation materials are provided in Attachment 1 of this report.

2014-2015 Academic Year

Committee members for the 2014-2015 academic year are listed in Table 3.

Table 3. 2014-2015 members of the Budget Committee

Member	Representing
William Bowlin	College of Business
Joel Hektner	College of Human Development and Education
Verlin Hinsz	College of Graduate & Interdisciplinary Studies
Tom Isern	College of Arts, Humanities & Social Sciences
Juan Osorno	College of Agriculture, Food Systems, and Natural Resources
Kent Rodgers (Chair)	College of Science & Mathematics
Craig Schnell	College of Pharmacy, Nursing & Allied Sciences
Frank Yazdani	College of Engineering
Bruce Bollinger	Vice President for Finance & Administration (non-voting)
Beth Ingram	Provost (non-voting)
Birgit Pruess	Senate liason (non-voting)

During the fall 2014 term, the Committee continued to pursue a working understanding of the University budgeting process. Meeting agendas during the fall 2014 term continued their focus on presentations by leaders of administrative units on the NDSU campus wherein budgetary aspects of their operations were laid out and explained. This is a value added year because the Committee is gaining insight into the interplay between ND, NDUS and NDSU biennial budgeting. Table 4 summarizes this year's Committee activities to date.

Table 4. Summary of Budget Committee activities, 2014-2015 to date

Meeting Date	Principal Agenda Items	Presenter	Administrative Unit
September 8	Elect new chair (Rodgers), set goals		
September 29	Elect scribe, 2015 NDSU Budget	Bruce Bollinger	VPFA
October 6	2015-2017 Capital Budget Preparation	Mick Ellingson & Bruce Bollinger	VPFA
October 20	FY2013 NDSU Budget Report	Gary Wawers & Bruce Bollinger	VPFA
November 17	UGPTI Budget Process & Planning	Denver Tolliver, Director	UGPTI
December 1	NDSU Tech. Transfer & Research Found.	Dale Zetocha, Executive Director	Tech. Trans. & Res. Found.
December 15	Planning & goals		
January 26	Update on ND budget	Bruce Bollinger	VPFA

The minutes of the 2014-2015 meetings to date, along with their corresponding presentation materials, are included in Attachment 2 of this report.

Goals for Spring 2015

The Committee has invited the Provost, Vice President for Research and Creative Activities, Director of Athletics, and Interim Director of the Research and Technology Park to make presentations this spring. Presentations by these members of our administration will round out the Committee's familiarization with the overall University budgeting process in its current state. Thus, although the Committee's budgetary knowledge and insight will likely continue to deepen, its initial goal will have been achieved.

With its newly acquired insight into the many aspects of the NDSU budget and budgeting processes, the Committee will devise and implement a strategy to meet its responsibilities 3b-3e, in the Faculty Senate Bylaws (*vide supra*). The Committee views these responsibilities to be strongly coupled. It further sees, as the lynch pin of a successful strategy, effective acquisition, coordination and communication of faculty input and feedback to the University budgeting process.

Logistical Note

Because of the complexities of the University budget and the importance of continuity in the knowledge base of the Budget Committee, the Committee has devised a scheme for staggering of member terms and would like to keep the outgoing chair as a Committee member for at least one year following their term. A proposal to amend the Bylaws to allow for this term extension will be brought before the Senate in the coming months.

Attachment 1

Faculty Senate Budget Committee

RE: Minutes

Date: 29 Jan 2014 @ 2:00 pm

Place: Memorial Union-Peace Garden

Present: Rafert, Hammond, Hektner, Hinsz, Isern, Pruess, Rodgers, Rott, Schnell, Wright, Yazdani

Absent: Bollinger

1. Meeting called to order by Dr. Pruess, serving as the Faculty Senate Liaison
2. Agenda item: to elect a committee chair
 - a. Nominations:
 - a.i. Dr. Hammond-nominated Dr. Schnell
 - a.ii. Dr. Rodgers-self-nominated
 - b. Vote: Dr. Schnell received most votes
3. Dr. Pruess turned meeting leadership over to Schnell
4. Discussion:
 - a. Meeting times: committee agreed to meet for one hour every two weeks
 - b. Best time 2:00 pm on the 2nd and 4th Wednesday of the month
 - c. For the first meeting 12 Feb 2014, items for discussion
 - c.i. NDSU Budget Process-VP Bollinger
 - c.ii. Allocations of equity funds-Provost Rafert
 - c.iii. Calculation of financial ratios-VP Bollinger
 - d. Dr. Schnell will communicate with VP Bollinger and Provost Rafert
5. Adjournment
 - a. Meeting adjourned @ 3:00 pm

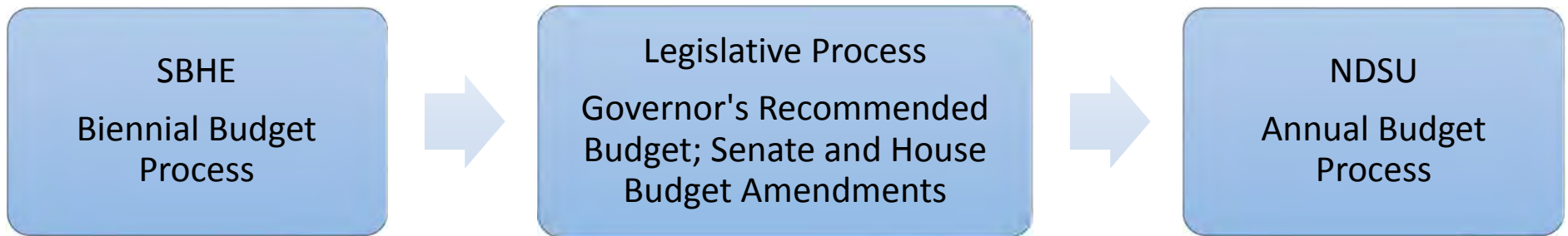
MINUTES: BUDGET COMMITTEE

MEETING: 12 Feb 2014 @ 2:00 p in Dinwoodie - Bjornson Room, MU

PRESENT: Hammond, Hektner, Hinsz, Isern, Rodgers, Schnell, Wright, Yazdani, Rott (for Bollinger)

ABSENT: Rafert, Pruess

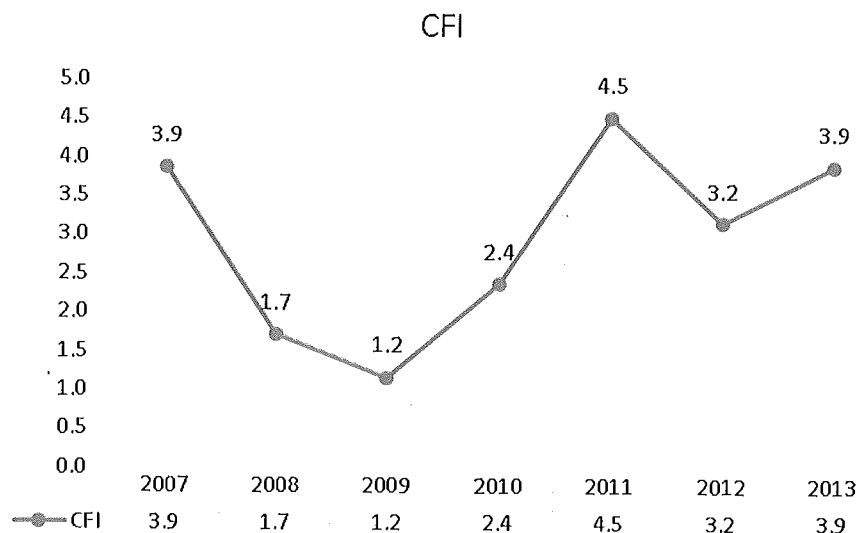
- 1) Minutes from meeting of 29 Jan 2014 were accepted.
- 2) Question was discussed about having substitutes if attendance not possible.
Decided to leave decision to member not attending.
- 3) Cynthia Rott, Budget Director, presented a description of the budget process.
(Refer to Attachment #1)
 - a) Campus collects initiatives which are vetted by the President, Provost, VPBA, and other members of the President's cabinet. Largest portions go to salaries, health insurance, and "cost to continue". Recommendations sent to Chancellor's for more vetting.
 - b) SBHE then evaluates and presents budget (of all institutions) to OMB and Governor.
 - c) Legislature acts on budget and sends final approval budget to SBHE.
 - d) SBHE finalizes campus budgets.
 - e) Campus – final decisions made by President and VPBA. Funds disbursed to campus units. Final campus budget receives funds from several sources, primarily from general fund appropriated and tuition and other.
 - f) Discussion described division of funds by percent from general fund appropriation and tuition which at NDSU currently stands at 40/60.
 - g) Additional discussion dealt with the new funding formula at Legislative level allocating funds based upon credit completion (in previous biennium).
- 4) Cynthia Rott also presented on the Composite Financial Index (CFI - A formula devised by the HLC as an estimation of financial health of an institution) as calculated based on 1) viability ratio, 2) primary reserves, 3) return net assets, and 4) net income. See Attachment 2 for graph showing variation in the CFI from 2007 – 2013.



Composite Financial Index (CFI)

The CFI is a measure, used by the Higher Learning Commission and other external agencies, is based on the audited financial statements to assess the institution's overall financial health based on the sufficiency and flexibility of resources, the management of debt, the performance of assets, and the results of operations.

A score of 1.0 or below institution is required to undergo an HLC Financial Panel review. A score of 3.0 (out of 10) is considered the minimum threshold for financial health.



CFI Range	Performance Strategy
7.5 to 10.0	Deploy resources to achieve robust mission
6.5 to 9.0	Allow experimentation with new initiatives
4.5 to 7.0	Focus resources to compete in future state
2.5 to 5.0	Direct institutional resources to allow transformation
1.0 to 3.0	Re-engineer the institution
1.0 or below	<i>HLC Financial Panel Review required for institution</i>
-1.0 to 2.0	Consider substantive programmatic adjustments
-2.0 to 1.0	Assess debt and Department of Education compliance and remediation issues
-3.0 to 0.0	With likely large liquidity and debt compliance issues, consider structured programs to conserve cash
-4.0 to -2.0	Consider whether financial exigency is appropriate

MINUTES: BUDGET COMMITTEE

MEETING: 26 Feb 2014 @ 2:00 p in Morrill Hall 313

PRESENT: Hammond, Hektner, Hinsz, Isern, Rodgers, Schnell, Wright, Yazdani, Bollinger, Rafert, Pruess, Rott (all were present)

Guests: Boerboom, Extension Director; Grafton

- 1) Minutes from 12 Feb 2014 as corrected (spelling of Dr. Yazdani corrected) were discussed with no comment. Approval will be made at 12 March meeting (minutes attached).
- 2) Vice President (agriculture), Dean (College of Agriculture, Natural Resources, and Food Systems), and Director (Agricultural Experiment Station). Grafton made a presentation on the processes, procedures, and outcomes of the budget for agriculture. The process is complicated but works very well as Ag gets excellent support from the Legislature.

There were a lot of questions for Dr. Grafton.

Dr. Boerboom answered brief questions about the Extension Budget.

The Agriculture Budget has many unique features:

- a) The process differs in that SBARE (State Board of Agriculture Research and Education) is extensively involved at all stages.
 - b) The budgets for the Experiment Station and Extension are considered in a bill (H-1020, S-2020), separate from the University budget (S-2003, H-1003). Funds between the bills may not be comingled.
 - c) The directors of the Experiment Station and Extension have total responsibility for each one's budget without University influence including federal funds.
- 3) Meeting ended at 3:00. Provost Rafert will present at the 12 March meeting on distribution of the equity funds for 2013 – 2015.

Overview of NDSU Agriculture - Activities and Complexities

Ken Grafton
North Dakota State
University



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ND Agriculture Overview

North Dakota has:

- 31,900 farms
- Average size farm 1,240 acres
- 22 million acres under cultivation
- 92% of total land mass involved in agriculture



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North Dakota Agriculture

- Agriculture is a critical component to the state's economy.
- Food/fiber production accounts for more than \$8.0 billion annually (on-farm value).
- Economic impact of top three commodities worth \$28 billion in 2012.
- Crop production accounts for about 87% of total farm revenues.
- 1st in production of 15 crop commodities.
- Livestock production primarily beef, with smaller production of dairy, swine, and sheep.



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North Dakota Crop Production

North Dakota grows 42 crops and leads in the production of:

<u>Crop</u>	<u>% U.S. production</u>
HRS Wheat	47
Durum Wheat	52
Barley	28
Flax	95
Pinto Bean	56
Field Pea	41
Sunflower	52
Canola	83

Source: ND Ag Statistics, 8/13

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NDSU Agriculture

- College of Agriculture, Food Systems, and Natural Resources
- ND Agricultural Experiment Station
 - Research Extension Centers
 - Agronomy Seed Farm
- Components of the NDSU Extension Service
- NCI affiliation



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NDSU Agriculture Leadership

Ken Grafton – VP, Dean, Director

Chris Boerboom – Director of Extension

David Buchanan – Assoc. Dean, Academics

Jane Schuh – Assistant Dean, Academics

Mark Weber – Director of the NCI



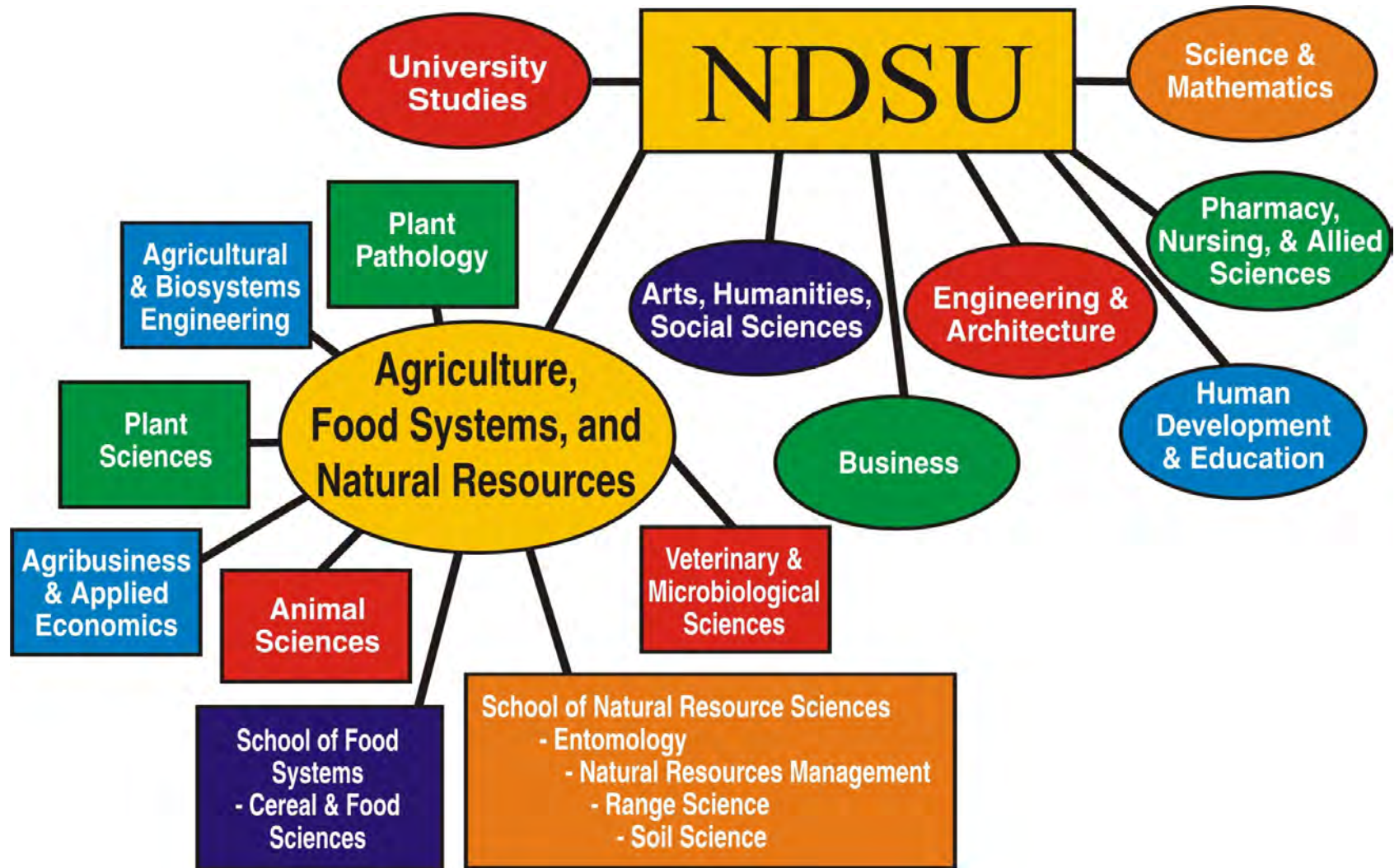
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State Board of Agriculture Research and Education (SBARE)

- Established by the Legislature in 1997
- Responsible for identifying AES and Ext priorities
- Reports to the Legislature on activities of NDAES and EXT
- More than advisory – budgetary control



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CAFSNR Mission

The College is to provide excellent and timely instructional programs to traditional and nontraditional students in Agricultural sciences. These programs are designed to provide the skills needed by our students to be competitive in a global economy.



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NDSU Extension Service

- Part of a nationwide, university-based system that provides research-based educational programs to citizens in all 53 counties and four Native American reservations in the state.
- 258 FTE's located throughout the state
- Funding from Federal, State, county, and grants (2013-15 total funding is \$53,757,074)
- Program areas: *Ag and Natural Resources, Youth Development, Family and Consumer Sciences, Community Economic Development and Leadership.*



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Northern Crops Institute

- Approved by Legislature in 1981 – construction completed in 1983.
- Four state entity- ND, SD, MT, and MN with purpose to promote and develop markets for northern grown crops.
- Provides education, technical services, and short course training to better utilize commodity products
- Visited by representatives from 130 countries since first established.



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ND Agricultural Experiment Station

Mission

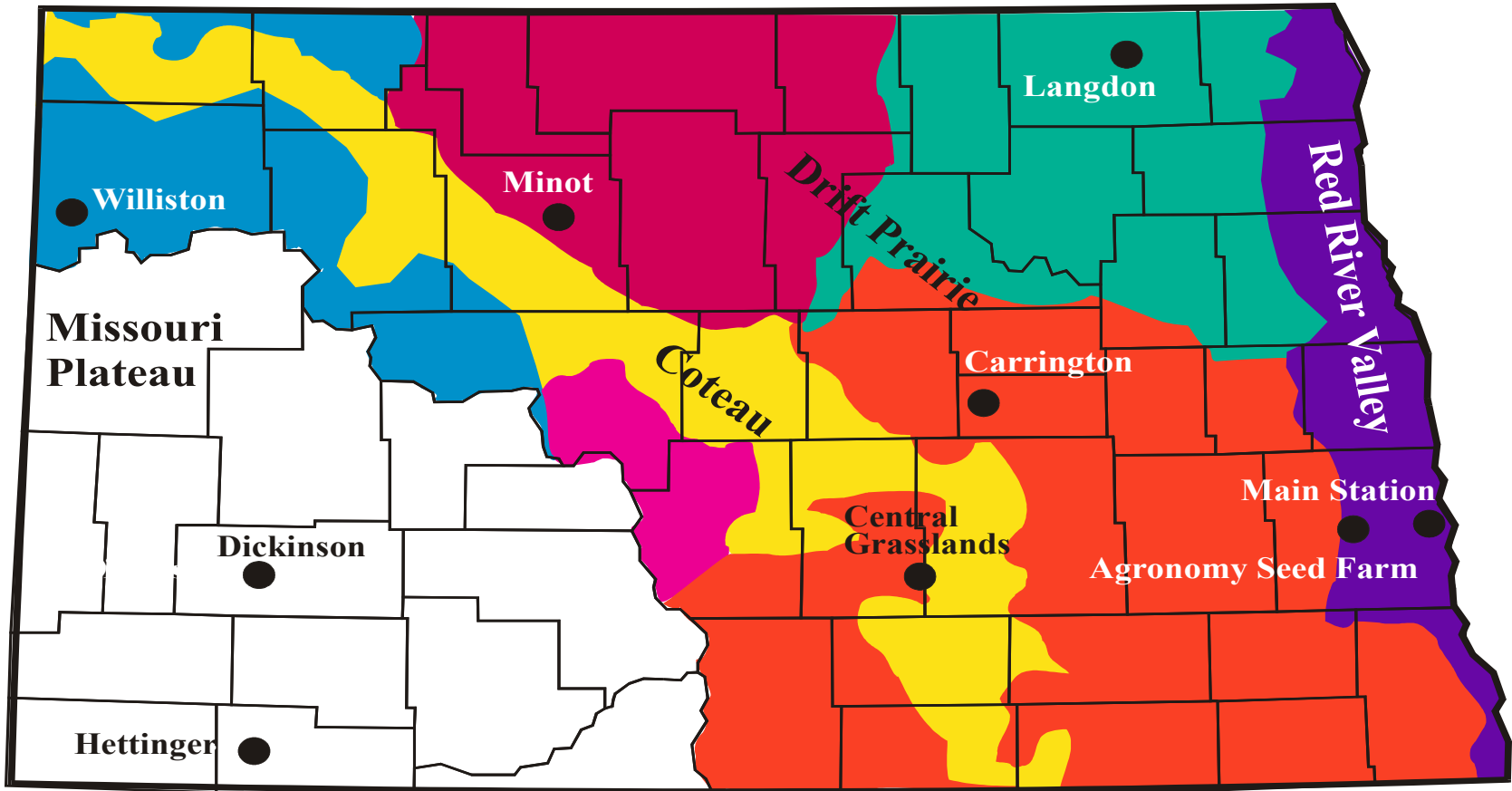
The ND Agricultural Experiment Station shall develop and disseminate technology important to the production and utilization of food, feed, fiber, and fuel from crop and livestock enterprises. The research must provide for an enhancement of the quality of life, sustainability of production, and protection of the environment.

(Century Code 4-05.1-05)



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Principal Physiographic Areas of North Dakota



Morrill Act

- Each state received 30,000 acres of land for each member of the congressional delegation.
- Technical education expanded rapidly
 - 1862 – six engineering schools
 - 1880 – 85
 - 1917 – 126
- Expansion of engineers and scientists coincided with industrialization and economic growth after Civil War (Com. for Study of Invention, NSF 2004)
- “Land-grant universities represent the most original and distinctive contribution the U.S. has made to Higher Education” – A. Toynbee

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Critical Issues

- Competitiveness in a global economy.
- Safe and secure food and fiber system.
- Healthy, well-nourished population.
- Greater harmony between agriculture and the environment.
- Enhanced economic opportunities and quality of life.



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Strategic Directions

- Focus on Student Achievement
 - Create optimal learning environments
 - Develop/maintain outstanding academic programs
 - Review curricula concentrating on learning outcomes
 - Expand distance education programs
 - Emphasize Multidisciplinary programs



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Strategic Directions

- Personnel Development
 - Recruit and retain a diverse faculty and staff
 - Encourage and support developmental opportunities
 - Encourage international experiences



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Strategic Directions

- Role of land-grant university as a source of innovation, enhanced economic opportunities, social responsibility, and as a vehicle to serve society is vital to solving emerging issues.
- NDSU will remain at the forefront of providing science-based solutions to challenges affecting North Dakota, the Nation, and the World.



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NDSU Agriculture

- NDAES has approximately 125 SY, 307 PY and TY
- CAFSNR has approximately 35 FTE
- Housed in 6 departments and one School
- 7 Research Ext. Centers and Main Station
- 1,530 Students - 247 Grad Students
- More than \$30 million in grants, gifts, and contracts



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NDSU Agriculture

- NDAES and NDSU Extension Service are separate agencies affiliated with NDSU
- Faculty positions are programmatic based. Joint appointments reflect the research program priority
- Teaching appointments (typically 10-15%) are based on faculty expertise (eg., mol. genetics vs. ruminant nutrition) and vary among the faculty.
- Specific positions requested from the Legislature after review by SBARE, NDSU, and SBHE.



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A statewide mission – agriculture is the Number 1 industry in North Dakota



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NDSU Agriculture

Responsible for the R & D and education (traditional and nontraditional) of our state's largest industry.

ROI of research activities large and continuous:

- Glenn wheat - \$350 million in new monies first year of commercial release, remains the second most popular HRS wheat cultivar in ND;
- 10% increase in feed efficiency will increase profitability of beef cattle production by \$40 million annually
- Comprehensive invasive weed control strategy – great success in curbing leafy spurge infestation - \$14+ million/yr
- NDAWN – disease prediction models using NDAWN data results in \$30 million annual increase in revenue (savings) by spraying when appropriate for disease control



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CAFSNR and NDAES

<i>CAFSNR</i>		<i>NDAES</i>	
Faculty	34.79	SY	126.3
Instructor	12.46	PY TY	307.0
Staff	19.23	Clerical	27.7
TOTAL	66.49		461.0

Payroll	\$5,274,145
Operating	414,124
TOTAL	\$5,688,268

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NDAES

Legislative Authorization

	13-15	11-13	09-11	07-09
General Fund	\$ 76,192,223	\$ 69,401,606	\$ 72,584,341	\$ 55,417,389
Special Funds	64,144,940	59,866,324	62,180,321	59,166,195
Federal Funds	<u>6,381,618</u>	<u>6,046,416</u>	<u>6,327,061</u>	<u>6,081,375</u>
Total Funding	\$ 146,718,781	\$ 135,314,346	\$ 141,091,723	\$ 120,664,959
Budgeted Expense Categories:				
Salary/Fringe	65%	65%	63%	66%
Operating	22%	23%	22%	23%
Capital Projects	8%	7%	12%	8%
Equipment	5%	5%	3%	3%
Capital Projects Funded by Legislature	\$ 5,925,000	\$ 9,494,581	\$ 17,000,000	\$ 8,907,750

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	2011-2013			2013-2015		
	General Fund	Other Funds	Total	General Fund	Other Funds	Total
Main Station	\$ 54,456,398	\$ 49,479,991	\$ 103,936,389	\$ 58,606,521	\$ 53,053,716	\$ 111,660,237
RECs						
Dickinson	3,158,759	3,229,803	6,388,562	3,678,608	2,525,021	6,203,629
Central Grasslands	1,789,789	1,076,058	2,865,847	2,025,990	1,255,240	3,281,230
Hettinger	1,659,018	1,714,157	3,373,175	2,195,790	2,530,112	4,725,902
Langdon	1,395,564	983,243	2,378,807	1,567,635	1,306,000	2,873,635
North Central	1,670,255	2,729,566	4,399,821	2,015,952	2,626,676	4,642,628
Williston	2,358,157	1,051,932	3,410,089	2,478,732	1,365,637	3,844,369
Carrington	<u>2,913,666</u>	<u>4,212,822</u>	<u>7,126,488</u>	<u>3,622,995</u>	<u>4,392,397</u>	<u>8,015,392</u>
REC Total	14,945,208	14,997,581	29,942,789	17,585,702	16,001,083	33,586,785
Agronomy Seed Farm	0	1,435,168	1,435,168	0	1,471,759	1,471,759
NDAES Total	\$ 69,401,606	\$ 65,912,740	\$ 135,314,346	\$ 76,192,223	\$ 70,526,558	\$ 146,718,781

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results

Questions?



research
generating
results

MINUTES: BUDGET COMMITTEE

MEETING: 12 Mar 2014

PRESENT: Hammond, Hektner, Hinsz, Isern, Schnell, Wright, Bollinger, Rafert

ABSENT: Rodgers, Yazdani, Pruess

- 1) Minutes from meeting of 12 Feb 2014 were approved.
- 2) Minutes from 25 Feb 2014 – no changes.
- 3) Future meetings
 - 26 Mar – Ann Young – Indirect Cost
 - 09 Apr – VP Bollinger – NDSU Budget and Annual Fiscal Reports
 - 23 Apr – TBA
- 4) Provost Rafert presented
 - “NDSU Academic Infrastructure Investments”
 - process
 - academic revenues
 - academic expenses
 - investment of \$6.4 mm(biennial) funding

NDSU NORTH DAKOTA STATE UNIVERSITY



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SEC Agenda

- Academic Infrastructure Investments (base needs 101)
- Academic Infrastructure Investments (one time needs 101)
- Academic Infrastructure Investments (base allocations)
- Discussion

Academic Infrastructure Investments (base needs)

- 1. **Academic Infrastructure Investments for Accreditation (A).** It is critical for NDSU to obtain full term accreditation in all areas (e.g., AACSB, NCATE, ABET...)—a shortfall in any area could contribute in a negative fashion to us all. Investments in this category are foundational and are driven by the results of ongoing accreditation visits.
- 2. **Academic Infrastructure Investments to Overarching Initiatives (OI).** The Dean's Council itself identified and introduced multiple areas of need into our roadmap discussions which are of great and critical concern to the faculty that span all/most colleges and units which have seen a long period of resource increase but which are key to the success of NDSU as a national student centered, landgrant, research university. Examples include increases to the library acquisition budget, more assistantships, competitive assistantship stipends, creation and funding of a first ever spousal hiring pool, competitive health insurance subsidy for graduate assistantship holders, etc.

Academic Infrastructure Investments (base needs)

- 3. **Academic Infrastructure Investments to Fulfill Prior Commitments (C).** I have learned that many of your units contain probationary and even tenured faculty for which a portion of their salary base is paid using local funds—those cases have arisen via a wide array of situations (and in some cases, substantial amounts of local funds were utilized to supplement the extra sections rubric). We all recognize the need to place each of these positions on a firm foundation of appropriated base—and to resist future temptations to leverage those funds via local funds (unless there exists a detailed strategic plan that has a method embedded within that plan to address this situation).
- 4. **Academic Infrastructure Investments to new areas of excellence: Academic Roadmap (AR).** We have developed a que of activities, prioritized within colleges—and in many cases overlapping between several, that requires approximately 150+ faculty to achieve our objectives. This is a long term framework, built and informed by past success and strengths and informed by emerging opportunities, but conditioned by the pragmatic realities of the other three factors above.

Academic Infrastructure Investments (one time needs)

- Extra Sections
- Salary Savings
- Departmental Local Funds
- Development Foundation

Academic Infrastructure Investments (Base Allocation) FY14/15

Academic Infrastructure Investments FY14 and FY15

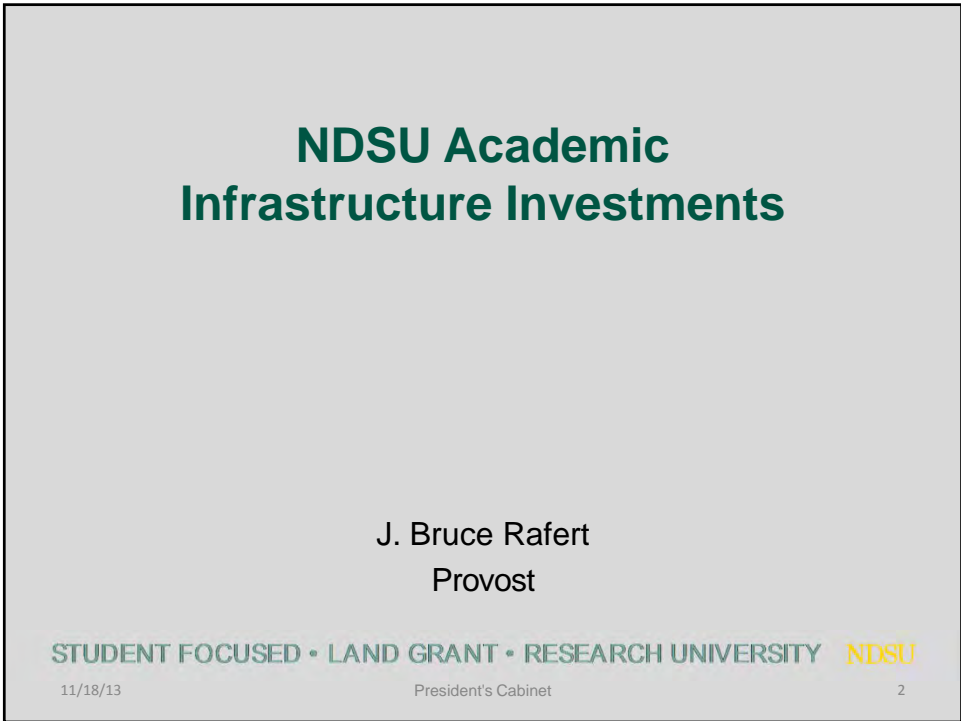
College	Item	FTE (new)	FTE (gap)	A	QI	C	AB	0.265 FY14				*** 3% salary increase built into FY15 0.2617 FY15				2 Year
								Salary	Eringe	Operating	Total	Salary	Eringe	Operating	Total	
AG	Bioinformaticist in Plant Sciences	1.0					x	75,785	21,599		97,385	78,060	22,770		100,830	198,215
	Director of Global Inst. of Food Science	0.37					x	77,650	22,130		99,780	79,980	23,330		103,310	203,090
	Total							153,436	43,729		197,165	158,039	46,100		204,139	401,305
AHSS	Writing Program Administrator		1.0			x	x	49,602	14,137		63,739	51,090	14,903		65,993	x 129,732
	Director of Center for Social Research		0.5			x	x	57,763	16,468		74,231	59,517	17,361		76,878	x 151,129
	AHSS Unile		1.5			x	x	94,733	26,999		121,732	97,575	28,463		126,037	x 247,769
	Spousal/Partner Pool:		0.5		x		x	30,460	8,681		39,141	31,374	9,152		40,526	79,667
	Hire 1		1.0		x		x	56,000	15,960		71,960	57,680	16,825		74,505	x 146,465
	Hire 2		1.0		x		x	31,080	8,858		39,938	32,012	9,338		41,350	81,288
	Hire 3		1.0		x		x	27,750	7,909		35,659	28,583	8,338		36,920	72,579
	ALA Program Director		1.0			x	x	78,666	22,426		101,112	81,047	23,641		104,688	x 205,799
	Total							426,094	121,437		547,531	438,877	128,020		566,897	1,114,429
Business	Management & Marketing faculty		0.5			x		27,916	7,956		35,872	28,753	8,387		37,141	73,013
	AFIS Chair		0.25			x		25,000	7,125		32,125	25,750	7,511		33,261	65,386
Engineering	STEM position		0.45			x	x	30,490	8,690		39,180	31,405	9,161		40,565	x 78,745
	VPAF		0.3		x			38,524	10,979		49,503	39,680	11,575		51,254	100,759
	3 Junior faculty		3.0		x		x	227,359	64,797		292,156	234,180	68,310		302,490	594,646
	Total							296,373	84,466		380,839	305,264	89,046		394,310	775,149
PNAS	MPH faculty		1.0				x	75,786	21,599		97,385	78,060	22,770		100,830	198,215
	Nursing faculty		1.0		x		x	75,786	21,599		97,385	78,060	22,770		100,830	198,215
	Total							151,573	43,198		194,771	156,120	45,540		201,660	396,431
HDE	STEM position		0.55			x	x	37,266	10,821		48,087	38,364	11,197		49,561	x 97,467
	CIEI Director		1.0			x	x	45,786	13,049		58,835	47,160	13,757		60,917	119,752
	Spousal hire		1.0				x	58,000	16,530		74,530	59,740	17,426		77,166	x 151,696
	Total							141,052	40,200		181,252	145,284	42,379		187,663	368,915
Science & Math	Computer Science		0.5			x	x	41,932	11,951		53,883	43,190	12,599		55,789	x 109,671
	Chemistry		0.5			x	x	37,931	10,910		48,741	39,069	11,398		50,465	x 99,207
	Chemistry		0.5			x	x	37,658	10,733		48,391	38,788	11,314		50,102	x 98,493
	Chemistry		0.5			x	x	34,767	9,909		44,676	35,810	10,446		46,256	x 90,931
	Biological Sciences - senior hire		1.0				x	140,000	39,900		179,900	144,200	42,063		186,263	x 366,163
	Biological Sciences - potential junior hire		1.0				x	85,680	24,419		110,099	88,250	25,743		113,993	x 224,092
	Total							377,968	107,721		485,689	389,307	113,561		502,868	988,557
Grad School	Grad student assistantships					x		196,000	4,000		200,000	196,000	4,000		200,000	x 400,000
	Grad assistant health insurance					x			100,000		100,000		100,000		100,000	x 200,000
	Total							196,000	104,000		300,000	196,000	104,000		300,000	600,000
Library	Libraries acquisitions & materials					x				75,000	75,000			75,000	x 150,000	
Provost	Omsbud		1.0			x		103,000	29,559		132,559	103,000	30,045		133,045	265,604
	Total							103,000	29,559		132,559	103,000	30,045		133,045	265,604
RCA	VPR stepback		1.0			x		171,757	48,951		220,707	176,909	51,604		228,514	449,221
	RCA Appropriated base (loss of local funds)					x				144,022	144,022			144,022	144,022	288,044
	CBRP					x				100,000	100,000			100,000	100,000	200,000
	AVPRCA Biologics/Biomedical Outreach		0.25				x	42,024	11,977		54,001	43,285	12,626		55,911	109,911
	Total							213,781	60,927	244,022	518,730	220,194	64,231	244,022	528,447	1,047,177
IT	Salary equity pool					x		18,947	5,400		24,346	19,515	5,693		25,207	49,554
EDGO	AVPGO		0.25				x	51,950	14,806		66,756	53,509	15,608		69,117	x 135,873
	TOTAL		16.1	8.3				2,183,069	670,524	319,022	3,172,616	2,239,612	700,122	3,191,022	3,258,756	6,431,392

Summary

- Support for ~24 FTE faculty with fringes
- 3% compensation for same included FY15
- Omsbud funded (first)
- Spousal Hire Pool funded (first)
- Graduate Student Health Subsidy (40% PhD) (first)
- Graduate Stipend funding
- New support for library

Discussion





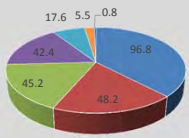
Agenda

- Revenues and Operating Expenses for NDSU-Context/Overview
- Academic Infrastructure Investments FY14
 - \$6.4M 'true up' funds (\$3.2M/yr) supports ~24 FTE faculty lines plus other strategic efforts as noted later in this presentation
 - \$534K operating funds (13% return)
 - A very good year
- Discussion

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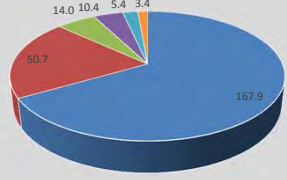
NDSU Revenues and Operating Expenses (FY12 snapshot)

Revenues FY12 (millions)



Category	Value (millions)
Tuition and Fees	96.8
Sales and Services-Auxillary	45.2
State and NonGovt Grants and Contracts	48.2
Other-Operating	17.6
Sales and Services-Other	42.4
Federal Grants	5.5
Waivers/Scholarships/Fellowships	0.8

Operating Expenses FY12 (millions)

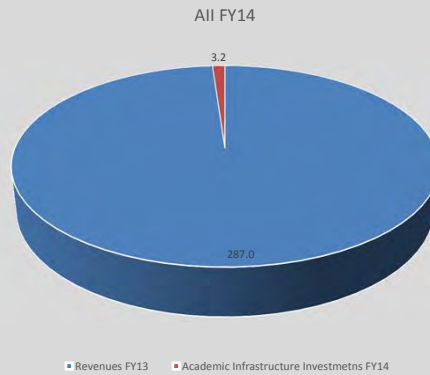


Category	Value (millions)
Salaries	167.9
Operating Expenses	30.7
Depreciation Expense	14.0
Costs of Good Sold	10.4
Waivers/Scholarships/Fellowships	5.4
Data Processing	3.4

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Academic Infrastructure Investments FY14- portion of NDSU Budget—"True up" funds

\$3.2M (FY14); \$6.4M (FY14 + FY15)



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All Operating Funds Increase FY14

- 13% increase of \$534K
 - \$53K Ag
 - \$44K AHSS
 - \$20K COB
 - \$41K COE
 - \$4K Grad
 - \$235K Library
 - \$23K PNAS
 - \$66K CSM
 - \$2K Univ Studies

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Four Guiding Metrics for Strategic Investments

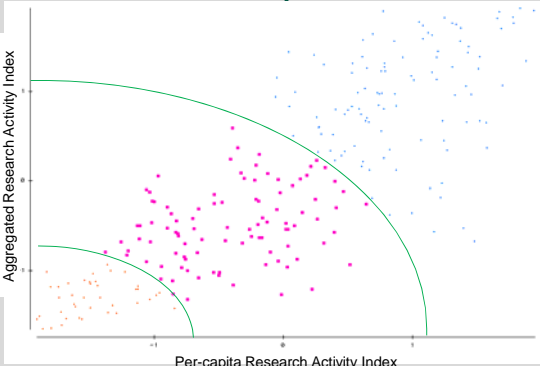
- Accreditation Needs
- Overarching Initiatives
 - Library \$150K
 - Grad health insurance subsidy \$200K
 - Grad stipend increase \$400K
 - Spousal hire pool (first ever) \$200K
 - Omsbud position (first ever) \$265K
- Prior Commitments
- Academic Roadmap-academic program and national reputation (e.g., Carnegie RVH) growth

- Categories are not mutually exclusive

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National Reputation I: Carnegie Classification

2010 update/announced January 2011



What does this mean – numerous moving parts contribute to determination of our classification

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Funding and Expenditures

Unit	Grant	Non-Grant	Prog Inc	Total
Agricultural Affairs	16,369,848	46,439,394	53,340	62,862,582
Art/Hum/SS	359,992	10,293	0	370,285
Business	8,030	0	0	8,030
Eng/Arch	2,364,403	121,692	0	2,486,095
Human Dev/Ed	517,163	37,243	0	554,406
Pharm/N/AS	1,232,566	190,294	0	1,422,860
Sci/Math	9,816,913	1,295,576	0	11,112,488
UGPTI	6,354,265	1,728,194	0	8,082,460
RCA	12,737,234	1,066,834	0	13,804,068
Grad School	80,485	0	0	80,485
WRRRI	12,893	0	0	12,893
EQ/DIV	45,990	0	0	45,990
Total	49,899,784	50,889,520	53,340	100,842,644

FY2013 Base research expenditures

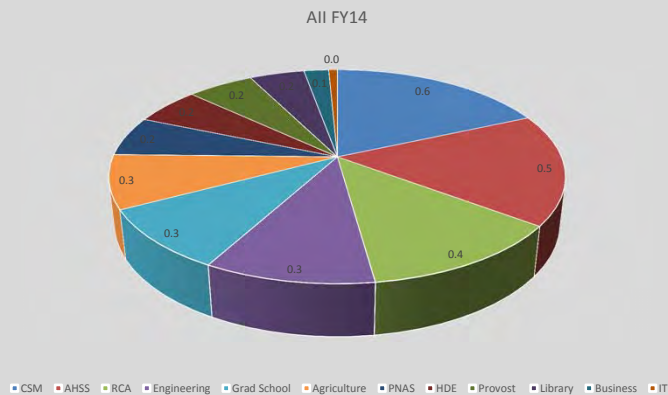
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\$3.2M Academic Infrastructure Investments FY14 (by unit)



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AII Numbers FY14

CSM	0.6	18.36%
AHSS	0.5	16.85%
RCA	0.4	12.60%
Engineering	0.3	10.19%
Grad School	0.3	9.24%
Agriculture	0.3	8.13%
PNAS	0.2	5.97%
HDE	0.2	5.61%
Provost	0.2	5.61%
Library	0.2	4.62%
Business	0.1	2.09%
IT	0.0	0.74%
	3.2	100.00%

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Discussion

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Numbers FY13

Revenues			
	Tuition and Fees	100.9	35.16%
	Appropriations	77.1	26.86%
	Sales and Services-Auxillary	46.2	16.10%
	Federal Grants	36.8	12.82%
	State and NonGovt Grants and Contracts	15.8	5.51%
	Sales and Services-Other	9.3	3.24%
	Other-Operating	0.9	0.31%
	Total	287.0	100.00%
Operating Expenses			
	Salaries	175.5	64.88%
	Operating Expenses	58.6	21.66%
	Depreciation Expense	17.7	6.54%
	Costs of Good Sold	10.6	3.92%
	Waivers/Scholarships/Fellowships	3.9	1.44%
	Data Processing	4.2	1.55%
	Total	270.5	100.00%

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MINUTES: BUDGET COMMITTEE

MEETING: 09 Apr 2014

PRESENT: Hammond, Hektner, Isern, Pruess, Rodgers, Schnell, Wright, Yazdani, Bollinger, Rafert

ABSENT: Hinsz

GUEST: Ann Young

- 1) Minutes from meeting of 12 Mar 2014 were approved.
 - 2) Changed time for the meeting of 23 Apr from 2:00 pm to 11:30 am and added lunch. Meeting to be held in Room 123 Sudro Hall.
 - 3) V. P. Bollinger will present on the 2014 – 2015 NDSU Budget on 23 Apr.
 - 4) Ann Young presented on the Indirect Cost process and budget.
-

NOTE: 23 Apr 2014 meeting

Time: 11:30 am

Place: 123 Sudro Hall
(Dean's Conference Room)

North Dakota State University

Indirect Costs

Indirect Cost – aka “Facilities & Administration”, “F&A”, “IDC”

- Administrative Costs – include General Admin, Dept Admin, Spons Proj Admin and St Services Admin – the rate for this portion is capped at 26%
- Facilities Costs – include Building Depr, Equip Depr, Interest, Operations & Maintenance and Library – this are only applicable to on-campus
 - Ex. Organized Research Administrative Costs/Organized Research All Base + Organized Research Facilities Costs/Organized Research On Campus Base = Organized Research On Campus Rate

Indirect Cost Current Rates – calculated based on MTDC – Modified Total Direct Cost*

Sponsored Activity	Effective Dates	On Campus	Off Campus
Research	7/1/2010 – 6/30/2011	43.5 %	26.0 %
Research	7/1/2011 – 6/30/2013	44.5 %	26.0 %
Research	7/1/2013 – 6/30/2014	45.0 %	26.0 %
Instruction	7/1/2010 – 6/30/2014	53.2 %	26.0 %
Other Sponsored Activity	7/1/2010 – 6/30/2014	38.1 %	20.3 %
CNSE	7/1/2010 – 6/30/2014	35.0 %	19.3 %

NDSU has currently submitted their new indirect cost proposal – for FY '15 we'll be using the provisional rates which are equal to the current rates

*MTDC – with the MTDC basis – Indirect costs are not calculated on (1) Sub-awards over \$25,000, (2) Capital Equipment, (3) Capital Expenditures, (4) Tuition Remission, (5) Rental Costs of Off-site Facilities, (6) Scholarships and Fellowships

Off-campus rates are used for departments off campus (typical test is they don't use library or police services) – such as the Ag Extension Centers, offices in Bismarck, Colorado, etc

Rates aren't negotiated – some federal programs have policies that limit the IDC that they'll pay, some sponsors have policies that indicate that they won't pay indirect costs (common for the majority of the commodity sponsors)

Indirect Cost Distribution

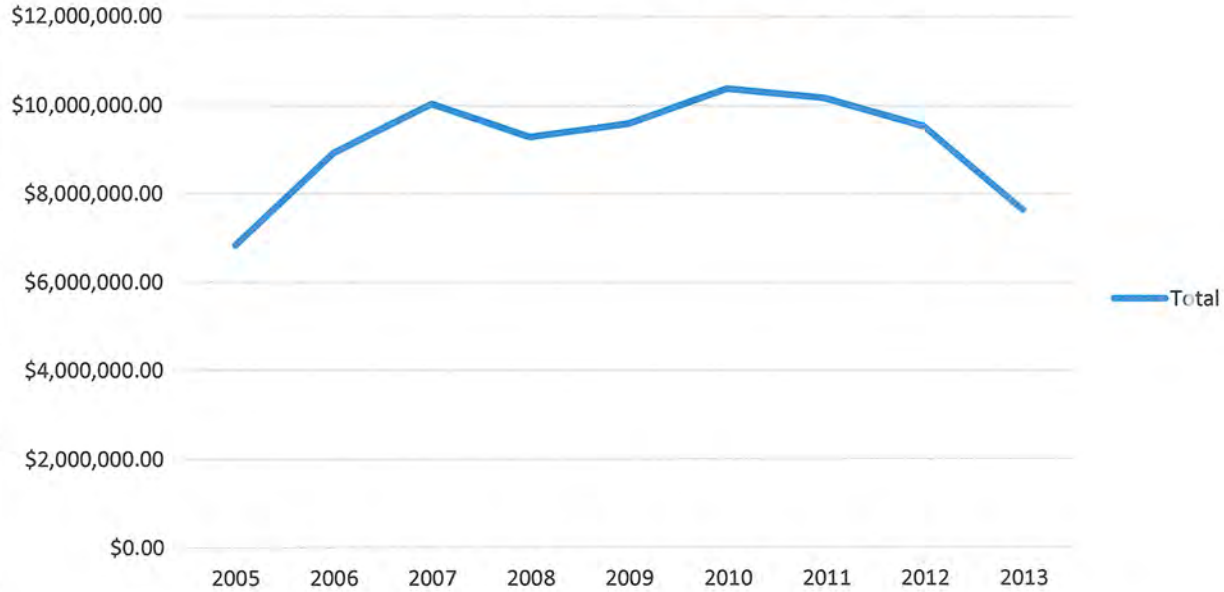
Standard

- 42% - College
- 42% - General Admin
- 16% - Research General Admin

EPSCoR and Federal Gov't Relations

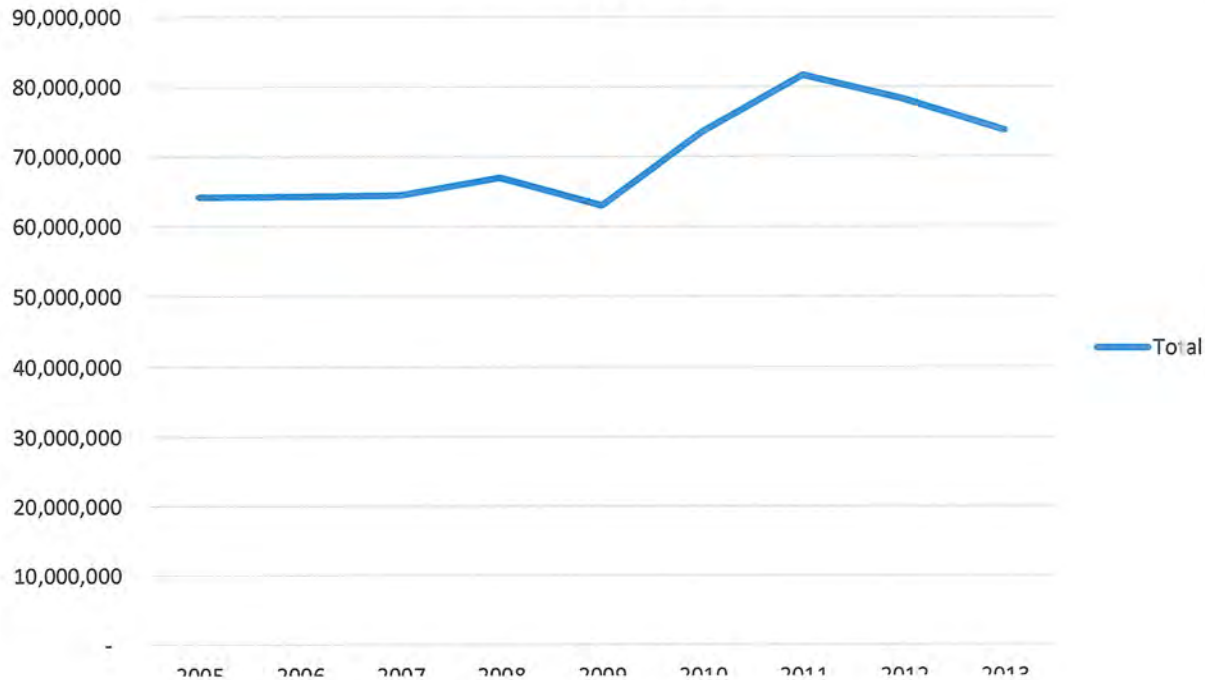
- 100% - Research General Admin

Indirect Cost Revenues Over the Years



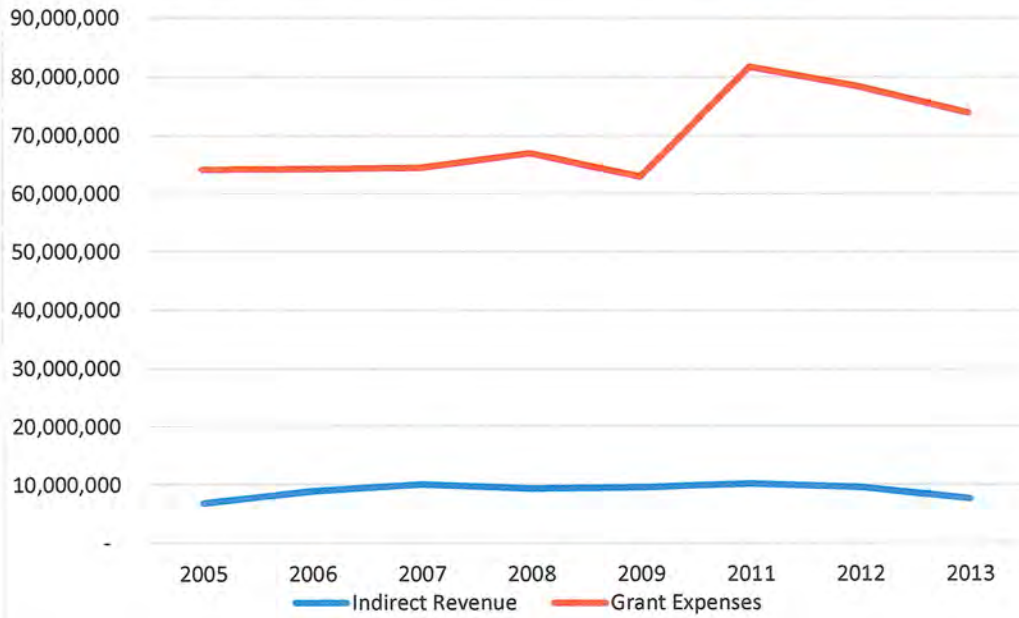
Fiscal Year	Sum of Amount
2005	6,836,925
2006	8,925,801
2007	10,039,192
2008	9,284,399
2009	9,591,373
2010	10,394,241
2011	10,171,857
2012	9,547,560
2013	7,651,339
Grand Total	82,442,687

Expenses by Fiscal Year



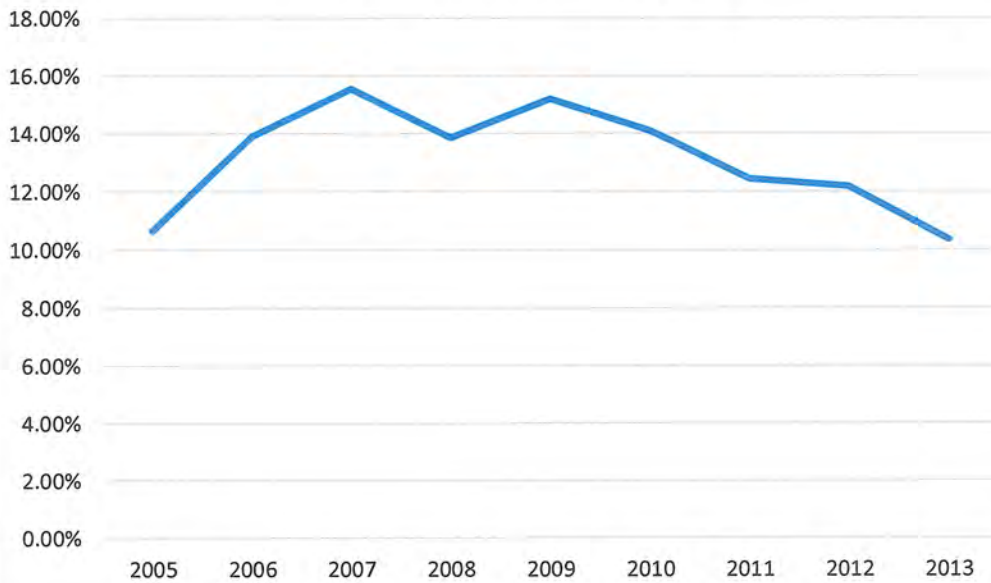
Fiscal Year	Total Expenses
2005	64,191,010
2006	64,234,716
2007	64,515,389
2008	67,002,682
2009	63,015,398
2010	73,598,275
2011	81,834,497
2012	78,375,510
2013	73,935,540
Grand Total	630,703,017

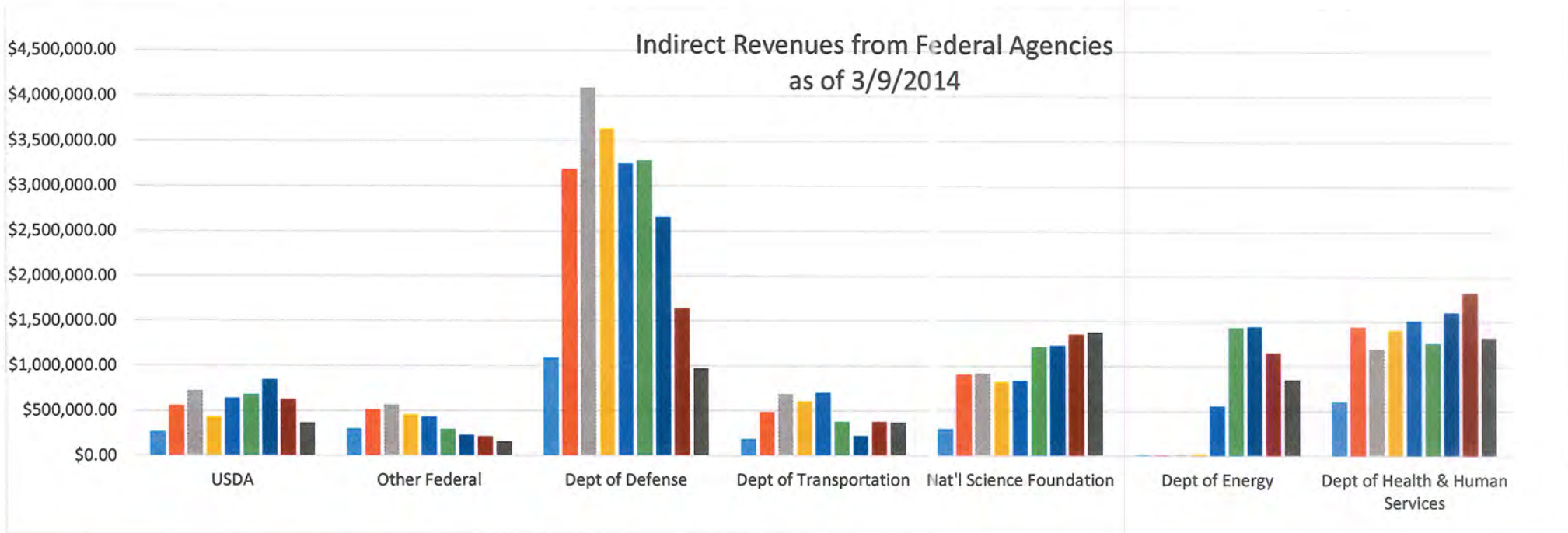
Grant Expenses and Indirect Revenues by Fiscal Year



Fiscal Year	Indirect Revenue	Grant Expenses	%
2005	6,836,925	64,191,010	10.65%
2006	8,925,801	64,234,716	13.90%
2007	10,039,192	64,515,389	15.56%
2008	9,284,399	67,002,682	13.86%
2009	9,591,373	63,015,398	15.22%
2010	10,394,241	73,598,275	14.12%
2011	10,171,857	81,834,497	12.43%
2012	9,547,560	78,375,510	12.18%
2013	7,651,339	73,935,540	10.35%
Grand Total	82,442,687	630,703,017	13.07%

Indirect Revenues/Grant Expenses





Sum of Amount Sold To3	Fiscal Year									
	2005	2006	2007	2008	2009	2010	2011	2012	2013	Grand Total
USDA	265,984	560,503	718,092	430,798	641,284	681,935	849,004	626,150	365,052	5,138,802
Other Federal	302,773	513,895	564,816	459,356	433,357	298,572	231,394	217,789	159,311	3,181,263
Dept of Defense	1,085,986	3,191,834	4,086,248	3,637,395	3,253,580	3,287,067	2,657,800	1,638,175	971,667	23,809,752
Dept of Transportation	188,708	485,952	687,209	604,681	701,818	373,747	222,565	376,536	371,763	4,012,980
Nat'l Science Foundation	300,219	907,671	922,120	826,606	841,064	1,215,007	1,232,585	1,356,855	1,380,640	8,982,768
Dept of Energy	14,441	17,187	20,602	28,542	562,534	1,430,024	1,442,261	1,147,096	849,724	5,512,411
Dept of Health & Human Services	606,064	1,439,468	1,195,577	1,408,952	1,513,185	1,261,327	1,603,399	1,820,002	1,320,378	12,168,352
Grand Total	2,764,175	7,116,510	8,194,665	7,396,331	7,946,822	8,547,679	8,239,008	7,182,604	5,418,536	62,806,329

MINUTES: BUDGET COMMITTEE

MEETING: 23 Apr 2014

PRESENT: Hammond, Hektner, Hinsz, Isern, Pruess, Rodgers, Schnell, Yazdani, Bollinger

ABSENT: Rafert, Hammond, Wright

GUEST: Cynthia Rott

MEETING PLACE: 123 Sudro Hall (Dean's Conference Room)

-
- 1) Minutes from meeting of 09 Apr 2014 were approved.
 - 2) Meetings scheduled for 07 and 21 May 2014.
 - 3) Cyndi Rott presented information on the Biennial Budget process FY2015 – 2017. (attached)

4/23/14

Biennial Budget

- State Constitution: Article VIII It shall be the duty of the heads of the several state institutions hereinbefore mentioned, to submit the budget requests for the biennial appropriations for said institutions to said state board of higher education; and said state board of higher education shall consider said budgets and shall revise the same as in its judgment shall be for the best interests of the educational system of the state; and thereafter the state board of higher education shall prepare and present to the state budget board and to the legislature a single unified budget covering the needs of all the institutions under its control. "Said budget shall be prepared and presented by the board of administration until the state board of higher education organizes as provided in subsection 6a." The appropriations for all of said institutions shall be contained in one legislative measure. The budgets and appropriation measures for the agricultural experiment stations and their substations and the extension division of the North Dakota state university of agriculture and applied science may be separate from those of state educational institutions.
- Covers two-year period (e.g. 15-17 biennium is July 1, 2015 through June 30, 2017)
- State funds request only; some limited other funds related to capital assets only
- SBHE sets operating budget request priorities in about April of even numbered years
- SBHE sets capital budget request priorities in about June of even numbered years
- After priorities established by SBHE, campuses and NDUS Office develop detailed budget plans in compliance with OMB budget requirements
- Final SBHE request submitted to the Governor in July of even numbered years
- Governor releases Executive Budget Recommendation in December of even numbered years
- Legislature sets final appropriation in about April-May of odd-numbered year
- Funding, in large part, is driven by Governor's funding formula, which was utilized for the first time in the 2013-15 budget (referred to as Student Credit Hour (SCH) model)

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2015-17 Biennial Budget Process and Timeline

January 13, 2014

Operating Budget

Action	Action Date
OMB works directly with campuses to update preliminary student credit hours (SCH) schedules (as of 9/30/13) for Governor's funding model, and campuses submit to OMB.	Sept-Dec 2013
Governor's Office and OMB meet with NDUS Office and campuses to review the process that was used to update the preliminary SCH schedules for Governor's funding model.	December 18, 2013
OMB sends email, instructing CTS to run SCH query as of 12/31/13 for all campuses. Institutions to send completed SCH reports to OMB (Tammy Dolan) and NDUS (Cathy McDonald).	Email sent December 19, 2013; SCH schedules due January 31, 2014
Prepare calculations for cost to continue, salary, inflation and utilities increases	January 2014
Discuss process and format for 2015-17 budget request with Admin. Affairs Council, including "system" initiatives	January 7, 2014
Distribute memo to SBHE and Cabinet on process and timeline, with copies distributed to major NDUS Councils and others (SMHS Advisory, SBARE, etc)	January 15, 2014
Discuss process, format and priorities for 2015-17 budget request with Cabinet	January 30, 2014
Administrative Affairs Council meeting	February 4, 2014
Chancellor visit with internal constituents, including NDSA, to identify budget needs	February, 2014
Special initiative requests due from AAC, SAC, CTS, Financial Aid and EPSCoR, and others	February 17, 2014
Cabinet meeting, review and prioritize high level requests	February 27, 2014
Administrative Affairs Council meeting	March 4, 2014
Budget requests due from SMHS, Forest Service, UGPTI & NCI	March 17, 2014
SBHE Budget/Finance Committee (BFC) meet to discuss budget proposal, as needed	March, 2014
Cabinet meeting for final input	March 27, 2014
Chancellor provide briefing to NDSA, CCF and SSS on budget proposal	Early April, 2014
SBHE Budget/Finance Committee (BFC) meet to review Chancellor's budget recommendation and finalize budget recommendation	Early April, 2014
Governor releases biennial budget guidelines (approximately mid -April)	Mid-April 2014
Budget requests due from SBARE	April 10, 2014
SBHE BFC recommends and SBHE reviews and approves biennial budget request, excluding major capital projects; UND SMHS, Forest Service, SBARE, UGPTI & NCI budget request presentations	April 24, 2014
SBHE finalizes biennial budget request, excluding major capital budget priorities recommended by SBHE Budget and Finance Committee—see separate process below	April 24, 2014 or subsequent second meeting date
Additional SBHE meeting, as needed, to finalize budget request	Late April-early May
Possible report to HE Interim Committee on SBHE final budget request	May, 2014
NDUS Office internally update regional salary schedules after March-April Academe Report is available	May, 2014
Detailed budget instructions released to campuses	May 5, 2014
OMB budget schedules completed and ready for NDUS Office review	July 3, 2014
Individual detailed budget requests due to OMB	July 15, 2014

Major Capital Priorities

Action	Action Date
Campuses instructed to update "Inventory" schedules and maps for the master plans (Guidelines not finalized at that time)	September 16, 2013
System-wide master plan and space utilization study initiated	January 2, 2014
Additional campus master plan guidelines distributed to campuses.	January 21, 2014
Campus facility master plans due to NDUS Director of Facility Planning (tentative)	April 15, 2014
Draft system-wide master plan and space utilization study submitted by consultant to NDUS	Mid-May 2014
Campuses make presentations to SBHE on campus master plan and 2015-17 major capital project priorities	May 29, 2014
Consultant presents final system-wide master plan and space utilization study to SBHE	May 29, 2014
Chancellor recommends priority list to SBHE Budget and Finance Committee	Mid-June, 2014
SBHE reviews BFC recommended priority list and SBHE approves final 2015-17 priority list	June 26, 2014
Campuses incorporate approved projects into final OMB budget request	July 15, 2014

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2015-17 Biennial Budget - Other Potential Budget Items

02-24-14 Cabinet meeting

Operating Budget

1. EPSRoR or other research funding (EPSCoR 13-15 base funding=\$7,050,000): Total requested increase = \$5 million
 - \$950,000 for state 1:1 match from \$7,050,000 to \$8 million/biennium for main NSF EPSCoR award
 - \$3 million/biennium for 1.) seed grants that lead to more wide spread connection of researchers to private sector partners with the intent of moving institutional research into the commercial sector; 2.) undergrad research support; 3.) seed grants to interdisciplinary teams for the purpose of developing competitive packages for large, multi-million dollar federal initiatives.
 - \$1,050,000/biennium (faculty start-up packages)
2. Extra-ordinary repairs base funding increase. Currently, \$11.5 M/biennium, or about 15% of OMB formula, should be funded at 100% of formula. (Based on 13-15 values--20%=+\$4.0 M; 25%=+\$7.8 M; 35%=+\$15.5 M)
3. Special salary increases
 - Western ND-custodial and support staff positions
 - Other
 - Meeting with Governor on special circumstances

Per Chancellor, campuses to submit specific proposals by March 10 about targeted areas for special salary consideration. Proposals should include:

- Targeted area (e.g. custodial staff)
- Number of employees impacted
- Justification, including specific data (e.g. external market, internal market, turnover, etc.)
- Proposed adjustment, including over what period of time (e.g. add 1 five percent per year over standard comp. call)
- 15-17 biennial cost, including related benefit costs--show detailed calculation; if adjustments continue into future biennia, please note continuation details

4. Pathways—
 - Remedial
 - Tuition model change impact
 - Blended on-campus/on-line rates
 - Fund dual credit delta
5. Student Success/collaborative Initiatives
 - Retention software
 - New education and training programs
 - Student retention and success projects

- Academic success center projects
- Medical education and training center in Williston (programmatic and capital)
- a. Include pool of \$X in System Office budget, to be allocated during the 15-17 biennium by the SBHE
- b. Before the biennial budget is finalized, consider proposals for inclusion in individual campus(es) budgets, limited to total of \$X
- c. Allow some or all campuses to request an initiative unique to their institution in individual campus budget request, limit \$X by campus or in total?
- 6. Native American Student Services: Chancellor to visit with Scott Davis about possible inclusion in the Indian Affairs budget; funds accessible by all campuses
- 7. Additional audit positions
- 8. Establish Sector Funds
 - Permanent Research University Fund
 - Perpetual endowments for research startup projects
 - Perpetual endowments for research faculty chairs
 - Perpetual endowments for graduate student scholarships
 - Regional
 - Teacher Education Excellence Centers
 - Permanent endowment for faculty chairs
 - Community College
 - Continued Community College Awareness Campaign
 - TrainND support
 - Two-year college tuition freeze or buy-down
 - Workforce Enhancement Grants without matching funds required

Per Chancellor, each sector to meet and submit a proposal, as desired, by March 10 to include the following information:

- Program description, including description of collaboration and leverage
- Expected Outcomes
- Proposed Use of Funds
- 15-17 additional cost, including base and one-time; please note if current 13-15 budget includes any related funding
- Describe on-going cost in future biennia
- Source of funding for 15-17 biennium

9. Legacy fund proposals

- Current balance is \$1.77 billion, projected to be \$3.0 billion by June 30, 2015
- Legacy Fund use/timing

Prohibits the expenditure of the principal and earnings of the legacy fund until after June 30, 2017, and an expenditure of principal after that date requires a vote of at least two-thirds of the members elected to each house of the Legislative Assembly. "Principal" means 30 percent of total revenue derived from taxes on oil and gas production or extraction deposited in the fund and any funds transferred by the Legislative Assembly into the fund from any source. Subsection 2 further prohibits spending more than 15 percent of the principal of the legacy fund during a biennium. The 15 percent limit must be determined by the Office of Management and Budget by December 1 of each even-numbered year and at other times as requested by the Legislative Management.

10. Safety and Security

11. Higher ed as a magnet to attract ND's workforce—buydown non-resident tuition rates

Capital Budget

1. \$62 million for completion of SOMHS construction
2. Deferred maintenance pool (13-15 \$10 million; 07-09=\$10 million)
3. Special infrastructure pool (one-time)
4. Aging physical plant replacement
5. Major capital project funding
6. Expanded Skills Centers-Fargo (NDSCS) and Grand Forks (LRSC)

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15-17 Budget—Remedial Education Grade 12 (Dr. Cowen)

Pearson platform on 5 community college campuses plus instructional materials: \$ 3 million

Faculty:

Deans of Teacher Education (Salaries + Benefits)

For 3 weeks (develop/ deliver/ evaluate conference and

Contact with teachers afterwards on as needed basis) two summers

\$80K x 2 summers =

\$160,000

5 community colleges, 1 for English + 1 for Math

from each—900 high school students would be assisted = 1 faculty person for every 90 students to monitor their progress x 6 hours weekly = \$48,900 x 5 FTE faculty = \$244,500 x 2 academic years =

\$ 489,000

Stipends for High School teachers serving as mentors to 12th grade teachers x 2 academic years

\$ 80,000

Conference travel/ rental buildings at 5 locations/ lodging for 20 people (deans/instructors) @ \$100 per night x 5 nights x 2 years = \$20,000 plus food and mileage =

\$25,000

Faculty travel to various high schools

\$ 10,000

Codes for 1800 students (if 900 take 2 Pearson courses) x 2 years @ \$100 per course)

\$ 360,000

Set up labs in Grade 12 with computers (K-12 expense exclusively) N/A

\$4,124,000

(Tennessee is about \$1.5M annually—and most of the community colleges already had the Pearson platform for Math; now building English platform, so that would double the cost for the additional English remediation)

Mental Health Budget Request for 2015-17 Biennium (Becky Lamboley)

Need	Biennium Cost
After Hours Crisis Intervention (have \$11,520 per biennium, need a total of \$33,000 per biennium)	\$21,480
System wide consortium (like the substance abuse prevention consortium) \$1,000 operating per year, \$5,000 training/prevention programs initiatives per year.	\$12,000
Additional licensed counselor/psychologist/substance abuse counselor (FTE) for each campus. \$46,000 salary, \$18,900 FB per employee, per year. Plus 3% increase second year of the biennium	\$755,711
A Graduate Assistant (20hrs/wk) to work with the NDUS Director of Student Affairs to: 1) Continue to assess mental health needs within the system, 2) Develop strategies to address needs, and 3) Partner with state agencies, including NDUS Academic Affairs, to address lack of North Dakota mental health professionals. \$18,000 salary per year, \$6,000 tuition per year.	\$48,000
Total	\$837,191

This is in addition to \$282,520 in NDUS System Office 13-15 base budget, plus individual campus amounts included in the 13-15 inflation funding factor.

**Schedule of NDUS General Fund BASE Increases, State Funded Major Capital Projects (General fund,
Permanent Oil Trust & State Bonding) & Other One-time Increases**
(Excludes NDSU Research & Extension, Upper Great Plains Transportation Institute and Northern Crops Institute)

	NDUS GF BASE Increase (Decrease)		State Funded Major Capital Projects 1/				Other One-time Increases 2/		
	\$\$ Increase (Decrease)	%% Increase (Decrease)	General fund	Permanent Oil Trust Fund	State Bonds	Total	General fund	Permanent Oil Trust Fund	Total
2013-15	\$ 72,746,409	12.0%	\$ 177,174,763	\$ -		\$ 177,174,763	\$ 46,183,306		\$ 46,183,306
2011-13	\$ 71,965,336	13.4%	\$ 47,136,000	\$ -		\$ 47,136,000	\$ 4,124,357	\$ -	\$ 4,124,357
2009-11	\$ 91,259,736	20.6%	\$ 39,008,248	\$ 10,400,000		\$ 49,408,248	\$ 21,941,900		\$ 21,941,900
2007-09	\$ 52,597,688	13.5%	\$ 13,808,235	\$ 4,809,515		\$ 18,617,750	\$ 14,723,832	\$ 3,673,800	\$ 18,397,632
2005-07	\$ 26,970,123	7.5%	\$ 658,875		\$ 13,168,111	\$ 13,826,986	\$ 50,000		\$ 50,000
2003-05	\$ (8,994,585)	-2.4%			\$ 8,022,347	\$ 8,022,347	\$ 3,342,000		\$ 3,342,000
2001-03	\$ 28,496,461	8.8%	\$ 4,141,000		\$ 9,838,133	\$ 13,979,133			

1/ "Major capital projects" include major renovation, additions and new construction. Regular repair and replacement funds are in the base. In addition to the "state" funds identified above, the following was provided from the Governor's flexible ARRA funds during the 2009-11 biennium: \$500,000 to UND for a simulation laboratory initiative, \$11.2 million for the UND Education Building and \$5 million for Swain Hall at MiSU.

2/ Examples of "one-time funding" uses include: deferred maintenance; Northern Tier Network infrastructure; ConnectID (CND) system support; start-up funding for various campus programs, including (as examples) oil rig program at WSC and nanoscience/technology training program at NDSCS; special assessments; WSC funding from 11-13 special session; etc

3/ The ND University System's share of the state budget has decreased each biennium, from 2001-03 to 2013-15. NDUS' percentage of the state budget is/was as follows: 21% in 2001-03; 20.1% in 2003-05; 19.5% in 2005-07; 19.0% in 2007-09 and 18.2% in 2009-11; 15.5% in 2011-13 and 13.2% in 2013-15.

History of General Fund Appropriations by Function
(Millions of Dollars)

	(1) Health & Human Services	(2) Elementary, Secondary and Other Education	(3) North Dakota University System	(4) NDSU Research & Extension	(5) All Other State Agencies	(5) Total General Fund Approp.
A. 1983-85	\$187.21	\$402.60	\$196.29	\$32.42	\$176.59	\$1,005.11
% of Total Budget	19.6%	40.1%	19.5%	3.2%	17.6%	100.0%
B. 1985-87	\$257.66	\$423.94	\$221.22	\$35.28	\$195.45	\$1,133.55
% of Total Budget	22.7%	37.4%	19.5%	3.1%	17.3%	100.0%
C. 1987-89	\$233.01	\$410.16	\$211.92	\$32.57	\$169.51	\$1,057.17
% of Total Budget	22.0%	38.8%	20.0%	3.1%	16.1%	100.0%
D. 1989-91 - Post Referral	\$236.18	\$398.72	\$227.48	\$33.99	\$132.25	\$1,028.62
% of Total Budget	23.0%	38.7%	22.1%	3.3%	12.9%	100.0%
E. 1991-93	\$274.12	\$449.11	\$263.73	\$38.29	\$173.38	\$1,198.63
% of Total Budget	22.9%	37.5%	22.0%	3.2%	14.4%	100.0%
F. 1993-95	\$297.42	\$467.96	\$252.12	\$36.82	\$198.12	\$1,251.23
% of Total Budget	23.8%	37.4%	20.1%	3.0%	15.8%	100.0%
G. 1995-97	\$329.40	\$500.53	\$268.45	\$38.90	\$211.05	\$1,346.84
% of Total Budget	24.3%	37.2%	19.9%	2.9%	15.7%	100.0%
H. 1997-99	\$355.11	\$546.28	\$302.24	\$44.15	\$241.46	\$1,489.24
% of Total Budget	23.8%	36.7%	20.3%	3.0%	16.2%	100.0%
I. 1999-01	\$366.46	\$569.95	\$327.41	\$47.13	\$263.09	\$1,594.04
% of Total Budget	23.0%	35.8%	20.5%	3.0%	17.8%	100.0%
J. 2001-03	\$390.30	\$596.36	\$368.95	\$51.74	\$341.63	\$1,746.98
% of Total Budget	22.3%	34.1%	21.0%	3.0%	19.6%	100.0%
K. 2003-05	\$430.10	\$630.98	\$361.54	\$50.77	\$330.28	\$1,803.67
% of Total Budget	23.9%	34.9%	20.1%	2.8%	18.3%	100.0%
L. 2005-07	\$505.57	\$664.68	\$387.16	\$56.61	\$375.43	\$1,989.45
% of Total Budget	25.4%	33.4%	19.5%	2.8%	18.9%	100.0%
M. 2007-09	\$621.70	\$749.51	\$468.65	\$76.28	\$545.82	\$2,461.97
% of Total Budget	25.3%	30.4%	19.0%	3.1%	22.2%	100.0%
N. 2009-11 (Adj)	\$701.22	\$1,155.74	\$693.30	\$97.61	\$711.49	\$3,259.36
% of Total Budget	21.5%	35.5%	18.2%	3.0%	21.8%	100.0%
O. 2011-13 (Incl Special Session)	\$986.65	\$1,352.74	\$657.79	\$97.90	\$1,141.61	\$4,236.69
% of Total Budget	23.3%	31.9%	15.5%	2.3%	26.9%	100.0%
P. 2013-15	\$1,232.15	\$1,777.37	\$902.65	\$111.24	\$2,839.20	\$6,862.59
% of Total Budget	18.0%	25.9%	13.2%	1.6%	41.4%	100.0%
Q. Percent increase from 1983-85 to 2013-15	525%	341%	360%	243%	1608%	583%
R. Percent increase from 1993-95 to 2013-15	314%	280%	258%	202%	1333%	448%

North Dakota University System Fall Headcount enrollment
 North Dakota University System Fall Headcount enrollment
 Percent change in enrollment - North Dakota University System
 K-12 public enrollment
 K-12 public enrollment
 Percent change in enrollment - K-12

1983 = 34,155
 2012 = 48,203
 + 41.1%
 1983 = 116,689
 2012 = 99,192
 - 15.0%

NOTES:
 Includes capital projects funded from general fund cash (excludes state bonded projects).

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North Dakota University System 2014-15 SBHE Approved Annual Budget Guidelines

Salary Guidelines:

NDUS entities should prepare their 2014-15 payroll budget consistent with their campus/entity approved salary administration plan, and within the following guidelines:

- Campus/entity-wide average salary increases be a minimum of 3% for permanent employees beginning with the month of July 2014, unless an exception is provided by the SBHE.
- Compensation adjustments are to vary based on documented performance, market, equity and other factors such as promotion and changes in workload and responsibility, and are not necessarily to be the same percentage increase for each employee.
- All permanent employees whose documented performance levels meet standards are eligible for a salary increase.
- Probationary employees are not eligible for the standard July 1 increase; however, in unique circumstances, a probationary employee may be eligible for a market or equity adjustment to address internal or external equity on July 1. In addition, once the employee is off probation, they may be given all or a portion of other increases, at the discretion of the appointing authority.
- May also use other salary administration tools, including one-time pay adjustments.
- Are authorized to adjust full-time equivalent positions as needed, subject to the availability of funds.

Strategic Investments

Consistent with goals identified in Pathways to Student Success, the 2014-15 budget should continue the focused effort started during the 2009-11 biennium, to specifically target investments to improve student retention and graduation rates. As part of the annual budget document, campuses should specifically identify new and continued targeted investments in these areas (dollar amount and the source of funds) to support the investments (e.g. reallocation of existing funds, new 13-15 funding, etc.).

Tuition: [Note - Approved tuition rate increases included on page 4]

The Chancellor's Cabinet recommends maximum tuition rate increases as noted below, providing individual institutions the ability to do something less than the maximum rate increase, as they are able. The recommendation is based on the final 13-15 legislative appropriation which:

- was based on the Governor's new funding model, which assumes state/student shares of: UND/NDSU 60/40%; four-year 70/30%; and, two-year 75/25%;
- included a student cost share for the cost to continue of: UND/NDSU 40%; four year 30%; and, two-year 25%), and;
- did not fully fund the state share of the cost to continue by about \$7 million .

Also, during the 2013-14 rating setting process in the Spring of 2013, it was noted that tuition rates would need to be increased at comparable levels both years of the biennium. The maximum rates recommended below, while slightly higher than the rate increases for 2013-14, are in keeping with this two-year plan and the final biennial appropriation. It should be

noted that in 2013-14, seven institutions had rate increases that were below the maximum permitted levels.

Additionally, an exception is recommended for WSC. WSC has traditionally had a significantly lower rate of tuition than other two-year campuses as documented below. In addition to creating revenue and budget challenges at WSC, it is making many elements of the Pathways implementation difficult. For example, campuses recently agreed to common rates for qualified high school students taking college credit (subsidized rate of \$65 and unsubsidized rate of \$115 per credit hour). However, at WSC for example this means that a qualified high school student taking a college credit course in the high school would pay \$115, which is more than a traditional college student taking the same course on campus would pay or \$100.68 per credit.

Column (1)	Column (2)	Column (3)
Campus	2013-14 Current Per Credit Hour Rate	WSC Rate as a Percent of other NDUS campuses
WSC	\$100.68	
BSC	\$114.38	88%
DCB	\$134.29	75%
LRSC	\$130.43	77%
NDSCS	\$115.93	87%

Therefore, it is recommended that WSC move to a minimum rate of \$115 per credit hour by Fall 2015. In order to accomplish this in an orderly manner, rate changes would be phased in over two years as follows:

Column (1)	Column (2)	Column (3)	Column (4)
Academic Year	Per Credit Hour Rate	Dollar Increase	Percent Increase
2013-14	\$100.68		
2014-15	\$107.84	\$7.16	7.1%
2015-16	\$115.00	\$7.16	6.6%

Please note that Fall 2015 proposed rate is subject to change dependent on final Pathways Plan tuition model recommendations.

At WSC, a full-time student taking 15 hours per semester or 30 hours per year would experience a \$215 tuition cost increase between Fall 2013 and Fall 2014 under this proposal. Recommended maximum resident rate increases for the 2014-15 academic year are:

Column (1)	Column (2)	Column (3)	Column (4)	
Campus	Proposed 2014-15 Maximum Rate Incr.	Approved 2013-14 Maximum Rate Incr.	Actual 2013-14 Rate Incr. (based on 15 credit hours per semester)	
			Dollars	Percent
BSC	3.81%	2.42%	\$67.20	2.00%
LRSC	2.13	2.18	\$65.00	2.13
WSC	7.1	4.76	\$0.00	0.0
NDSCS	3.28	3.76	\$110.40	3.28
DCB	2.42	3.30	\$103.00	3.30
DSU	5.08	3.97	\$180.00	3.97
MaSU	3.57	3.79	\$160.00	3.57
MiSU	5.09	3.62	\$118.00	2.50
VCSU	4.16	4.23	\$181.50	3.90
UND/SMHS	4.90	3.72	\$221.00	3.72
NDSU	4.23	3.28	\$201.00	3.28

It should also be noted that per SBHE approval in June 2013, the NDUS will work with the State of MN for continued phase-in of changes to the MN reciprocity rate. The plan is to phase the rates from the current 112% undergrad/127% grad to 115% undergrad/130% grad over a three year period starting in AY13-14, as deemed necessary.

Connect ND Fee

Approve a reduction in the ConnectND fee of \$81 per semester to \$66 per semester or \$15 beginning in the Fall 2014 semester. The fee will be reduced, in part, because the final payment was made on the bonds that helped finance CND costs. The resulting reduction could have been \$23; however, there are offsetting ongoing personnel and software license/maintenance costs that support the CND system. Those cost increases, which are roughly equivalent to \$8 per student, have been factored into the AY14-15 CND fee, thus the net reduction will be \$15.

Mandatory Fee Increases

SB2094 limits mandatory fee increases to no more than 1% of the latest available average full-time, resident, on-campus, undergraduate tuition rate at that institution, unless the state board determines that an exemption from the requirements of this section is necessitated as a result of:

1. Student demand, as evidenced by a campus-wide student election or formal action by an institution's student governing board or committee.
2. Before mandatory fees on students may be increased to support the construction or renovation of a campus building valued at more than \$1 million, the use must be approved by a majority of the students voting on the question at a campus-wide election. This subsection does not apply to any construction or renovation for which the use of mandatory fees was authorized before 7/1/13.

Approve the mandatory increases, and exemption from the requirements of this section for WSC (**Attachment 1**)

Annual Budget Document and Timelines

The Board's approval of the 2014-15 annual budget guidelines includes the following:

- 2014-15 salary guidelines
- Carryover authority and reporting requirement
- 2014-15 approved tuition rate increases - SBHE set proposed maximum 14-15 rate tuition increases noted below in column 1 and also set actual rate as outlined in column 2. Presidents may petition the Board at a later meeting for increases (over the amount in column 2) up to the caps (in column 1) with appropriate justification.

Campus	Column 1 Proposed 2014-15 Maximum Rate Incr.	Column 2 Presidents' Expected Rate of Increase
BSC	3.81%	2% - 2.42%
LRSC	2.13	2.13%
WSC	7.1	7.10%
NDSCS	3.28	3.28%
DCB	2.42	2.42%
DSU	5.08	3.97% minimum, may be higher
MaSU	3.57	3.57%
MiSU	5.09	2.5%
VCSU	4.16	3.90%
UND/SMHS	4.90	3.72%
NDSU	4.23	4.23%

- 2014-15 ConnectND fee reduction from \$81 per semester to \$66 per semester
- 2014-15 total mandatory fee increases and exemption from 1% limitation at WSC
- Provide the Chancellor the authority to approve the annual budgets within the guidelines set forth by the Board; however, any line item transfers from operations to capital assets line item must be approved by the Board.

As part of the annual budget, campuses and related entities shall:

- Include descriptions, amounts and source of funds for new and continued targeted investments to improve student retention and graduation rates (e.g. reallocation of existing funds, new 13-15 funding, etc.).
- Include descriptions and amounts of new investments and allocations that will assist with carrying out the goals set forth in the Board and campuses strategic plans.
- Include descriptions and amounts of reallocations/reductions and the corresponding effect on ability to carry out Board and campus strategic plans.
- Include a brief explanation of other significant changes in the budget, not specifically addressed otherwise.
- Disclose 2014-15 tuition rate increase.

- Disclose 2014-15 overall average salary increase and a brief description of related salary increase policy for FY15.
- Disclose final 2011-13 carryover, and the proposed use of these funds.

Campuses shall submit annual budget schedules to the NDUS Office by no later than June 2, 2014. The Chancellor shall review and approve the annual budgets consistent with the guidelines established by the SBHE.

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Attachment 2

AGENDA
FACULTY BUDGET COMMITTEE
08 Sep 2014 @ 2:00 pm
Memorial Union Mandan Room

- 1) Introduce new committee members
 - Dr. Bud Bowlin – Business
 - Dr. Juan Osorno – Plant Science

- 2) Elect committee chair

- 3) Select meeting date

- 4) Set schedule ---
 - a) V.P. Bollinger – budget for FY 2015
 - annual reports – FY 2012, 2013, 2014
 - b) V. P. Rusch – Research and Creative Activities
 - c) V. P. Alvarez – Student Affairs
 - d) Athletics
 - e) Provost Ingram – Academic Affairs

- 5) Other Business

Agenda*Faculty Senate Budget Committee Meeting***9/29/14**

1. Review, revise and approve minutes of the September 8 meeting
 2. Elect a scribe to record and distribute meeting minutes
 3. Follow-up on distribution of 2013-2014 Budget Committee report
 4. Presentation of the 2015 budget by VP Bollinger
 5. Develop a strategy to stagger terms of the Committee members
 - a. Terms are set two years with the possibility for two consecutive terms
-

Minutes*Faculty Senate Budget Committee***9/29/14**

Present: Bruce Bollinger, Bud Bowlin, Joel Hektner, Verlin Hinsz, Tom Isern, Juan Osorno, Kent Rodgers, Craig Schnell, Frank Yazdani

Absent: Beth Ingram, Birgit Pruess

The meeting was called to order by the Chair at 1:35 PM on Sept. 29

1. Review, revise and approve minutes of the September 8 meeting

The minutes from past meeting were approved, just adding few names for potential presenters for the UGPTI and the Extension service (K. Grafton).

2. Elect a scribe to record and distribute meeting minutes

Juan Osorno was nominated by Craig Schnell, second by Verlin Hinsz and elected.

3. Follow-up on distribution of 2013-2014 Budget Committee report

Craig Schnell, former chair of the Committee presented a copy of last year's report for submission to the Faculty Senate. He has given a copy of the report to Provost Ingram.

4. Presentation of the 2015 budget by VP Bollinger (see attachment)

VPFA Bollinger and Cindy Rott from the budget office presented the approved annual budget guidelines from the SBHE for the coming biennium.

VP Bollinger gave some general comments about how the university and the Exp. Station present separate budgets to the legislature and referred to the budget documents for details.

Cindy Rott started by explaining the salary guidelines. There was a brief discussion of salary pool allocation.

Cindy explained the tuition guidelines. What are the goals vs the real proportion of state vs tuition income and also a \$7M deficit across the entire university system that still needs to be addressed. The historic trend has been to reduce state appropriation and increase tuition. A question was asked about the constitutionality of inequity of funding schemes among ND institutions that force some students to pay more tuition than others.

Cindy then continued describing the document that included an explanation of the maximum approved tuition increase for each institution within the university system vs the president's rate increase. A question was asked regarding the impact of enrollment numbers vs tuition increases and Bollinger explained the dynamics behind this and how NDSU credit rate is capped at 12 credits since the 1990s. It was also noted that UND president's expected rate increase was less than the maximum allowed.

The discussion on tuition also delved into the elimination of fees and rolling over all the costs into tuition. One area that will be affected is distance and continuing education (DCE) since no extra fees/tuition will be charged for these courses, resulting in the same price for regular vs online classes. A discussion of the importance of DCE funds to some departmental operations ensued. VP Bollinger explained that this would be a revenue-neutral change in the way the University collects tuition and that the funds collected for online courses by DCE would be compensated by a tuition restructuring scheme at the state board level. There was concern and discussion of how those funds would be allocated to the various academic units. Bollinger explained that the changes in tuition structure is a state mandate that must be implemented by the fall 2017 term. A question was asked if we could see the operational allocations to each college/department; Bollinger said he could bring a print out of the operational sheets.

5. Develop a strategy to stagger terms of the Committee members

Tabled due to lack of time.

Meeting adjourned at 3:00 PM.

North Dakota University System 2014-15 SBHE Approved Annual Budget Guidelines

Salary Guidelines:

NDUS entities should prepare their 2014-15 payroll budget consistent with their campus/entity approved salary administration plan, and within the following guidelines:

- Campus/entity-wide average salary increases be a minimum of 3% for permanent employees beginning with the month of July 2014, unless an exception is provided by the SBHE.
- Compensation adjustments are to vary based on documented performance, market, equity and other factors such as promotion and changes in workload and responsibility, and are not necessarily to be the same percentage increase for each employee.
- All permanent employees whose documented performance levels meet standards are eligible for a salary increase.
- Probationary employees are not eligible for the standard July 1 increase; however, in unique circumstances, a probationary employee may be eligible for a market or equity adjustment to address internal or external equity on July 1. In addition, once the employee is off probation, they may be given all or a portion of other increases, at the discretion of the appointing authority.
- May also use other salary administration tools, including one-time pay adjustments.
- Are authorized to adjust full-time equivalent positions as needed, subject to the availability of funds.

Strategic Investments

Consistent with goals identified in Pathways to Student Success, the 2014-15 budget should continue the focused effort started during the 2009-11 biennium, to specifically target investments to improve student retention and graduation rates. As part of the annual budget document, campuses should specifically identify new and continued targeted investments in these areas (dollar amount and the source of funds) to support the investments (e.g. reallocation of existing funds, new 13-15 funding, etc.).

Tuition: [Note - Approved tuition rate increases included on page 4]

The Chancellor's Cabinet recommends maximum tuition rate increases as noted below, providing individual institutions the ability to do something less than the maximum rate increase, as they are able. The recommendation is based on the final 13-15 legislative appropriation which:

- was based on the Governor's new funding model, which assumes state/student shares of: UND/NDSU 60/40%; four-year 70/30%; and, two-year 75/25%;
- included a student cost share for the cost to continue of: UND/NDSU 40%; four year 30%; and, two-year 25%), and;
- did not fully fund the state share of the cost to continue by about \$7 million .

Also, during the 2013-14 rating setting process in the Spring of 2013, it was noted that tuition rates would need to be increased at comparable levels both years of the biennium. The maximum rates recommended below, while slightly higher than the rate increases for 2013-14, are in keeping with this two-year plan and the final biennial appropriation. It should be

noted that in 2013-14, seven institutions had rate increases that were below the maximum permitted levels.

Additionally, an exception is recommended for WSC. WSC has traditionally had a significantly lower rate of tuition than other two-year campuses as documented below. In addition to creating revenue and budget challenges at WSC, it is making many elements of the Pathways implementation difficult. For example, campuses recently agreed to common rates for qualified high school students taking college credit (subsidized rate of \$65 and unsubsidized rate of \$115 per credit hour). However, at WSC for example this means that a qualified high school student taking a college credit course in the high school would pay \$115, which is more than a traditional college student taking the same course on campus would pay or \$100.68 per credit.

Column (1)	Column (2)	Column (3)
Campus	2013-14 Current Per Credit Hour Rate	WSC Rate as a Percent of other NDUS campuses
WSC	\$100.68	
BSC	\$114.38	88%
DCB	\$124.29	75%
LRSC	\$130.43	77%
NDCS	\$115.93	87%

Therefore, it is recommended that WSC move to a minimum rate of \$115 per credit hour by Fall 2015. In order to accomplish this in an orderly manner, rate changes would be phased in over two years as follows:

Column (1)	Column (2)	Column (3)	Column (4)
Academic Year	Per Credit Hour Rate	Dollar Increase	Percent Increase
2013-14	\$100.68		
2014-15	\$107.84	\$7.16	7.1%
2015-16	\$115.00	\$7.16	6.6%

Please note that Fall 2015 proposed rate is subject to change dependent on final Pathways Plan tuition model recommendations.

At WSC, a full-time student taking 15 hours per semester or 30 hours per year would experience a \$215 tuition cost increase between Fall 2013 and Fall 2014 under this proposal. Recommended maximum resident rate increases for the 2014-15 academic year are:

Column (1) Campus	Column (2) Proposed 2014-15 Maximum Rate Incr.	Column (3) Approved 2013-14 Maximum Rate Incr.	Column (4) Actual 2013-14 Rate Incr. (based on 15 credit hours per semester)	
			Dollars	Percent
BSC	3.81%	2.42%	\$67.20	2.00%
LRSC	2.13	2.18	\$65.00	2.13
WSC	7.1	4.76	\$0.00	0.0
NDSCS	3.28	3.76	\$110.40	3.28
DCB	2.42	3.30	\$103.00	3.30
DSU	5.08	3.97	\$180.00	3.97
MaSU	3.57	3.79	\$160.00	3.57
MiSU	5.09	3.62	\$118.00	2.50
VCSU	4.16	4.23	\$181.50	3.90
UND/SMHS	4.90	3.72	\$221.00	3.72
NDSU	4.23	3.28	\$201.00	3.28

It should also be noted that per SBHE approval in June 2013, the NDUS will work with the State of MN for continued phase-in of changes to the MN reciprocity rate. The plan is to phase the rates from the current 112% undergrad/127% grad to 115% undergrad/130% grad over a three year period starting in AY13-14, as deemed necessary.

Connect ND Fee

Approve a reduction in the ConnectND fee of \$81 per semester to \$66 per semester or \$15 beginning in the Fall 2014 semester. The fee will be reduced, in part, because the final payment was made on the bonds that helped finance CND costs. The resulting reduction could have been \$23; however, there are offsetting ongoing personnel and software license/maintenance costs that support the CND system. Those cost increases, which are roughly equivalent to \$8 per student, have been factored into the AY14-15 CND fee, thus the net reduction will be \$15.

Mandatory Fee Increases

SB2094 limits mandatory fee increases to no more than 1% of the latest available average full-time, resident, on-campus, undergraduate tuition rate at that institution, unless the state board determines that an exemption from the requirements of this section is necessitated as a result of:

1. Student demand, as evidenced by a campus-wide student election or formal action by an institution's student governing board or committee.
2. Before mandatory fees on students may be increased to support the construction or renovation of a campus building valued at more than \$1 million, the use must be approved by a majority of the students voting on the question at a campus-wide election. This subsection does not apply to any construction or renovation for which the use of mandatory fees was authorized before 7/1/13.

Approve the mandatory increases, and exemption from the requirements of this section for WSC (Attachment 1)

Annual Budget Document and Timelines

The Board's approval of the 2014-15 annual budget guidelines includes the following:

- 2014-15 salary guidelines
- Carryover authority and reporting requirement
- **2014-15 approved tuition rate increases** - SBHE set proposed maximum 14-15 rate tuition increases noted below in column 1 and also set actual rate as outlined in column 2. Presidents may petition the Board at a later meeting for increases (over the amount in column 2) up to the caps (in column 1) with appropriate justification.

Campus	Column 1 Proposed 2014-15 Maximum Rate Incr.	Column 2 Presidents' Expected Rate of Increase
BSC	3.81%	2% - 2.42%
LRSC	2.13	2.13%
WSC	7.1	7.10%
NDSCS	3.28	3.28%
DCR	2.42	2.42%
DSU	5.08	3.97% minimum, may be higher
MaSU	3.57	3.57%
MiSU	5.09	2.5%
VCSU	4.16	3.90%
UND/SMHS	4.90	3.72%
NDSU	4.23	4.23%

- 2014-15 ConnectND fee reduction from \$81 per semester to \$66 per semester
- 2014-15 total mandatory fee increases and exemption from 1% limitation at WSC
- Provide the Chancellor the authority to approve the annual budgets within the guidelines set forth by the Board; however, any line item transfers from operations to capital assets line item must be approved by the Board.

As part of the annual budget, campuses and related entities shall:

- Include descriptions, amounts and source of funds for new and continued targeted investments to improve student retention and graduation rates (e.g. reallocation of existing funds, new 13-15 funding, etc.).
- Include descriptions and amounts of new investments and allocations that will assist with carrying out the goals set forth in the Board and campuses strategic plans.
- Include descriptions and amounts of reallocations/reductions and the corresponding effect on ability to carry out Board and campus strategic plans.
- Include a brief explanation of other significant changes in the budget, not specifically addressed otherwise.
- Disclose 2014-15 tuition rate increase.

- Disclose 2014-15 overall average salary increase and a brief description of related salary increase policy for FY15.
- Disclose final 2011-13 carryover, and the proposed use of these funds.

Campuses shall submit annual budget schedules to the NDUS Office by no later than June 2, 2014. The Chancellor shall review and approve the annual budgets consistent with the guidelines established by the SBHE.

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Agenda*Faculty Senate Budget Committee Meeting*10/6/14

1. Review, revise and approve minutes of the September 29 meeting
2. Budget presentation for the upcoming biennium by VPFA Bollinger
3. Develop a strategy to stagger terms of the Committee members
 - a. Terms are set two years with the possibility for two consecutive terms

Present: Bruce Bollinger, Bud Bowlin, Joel Hektner, Verlin Hinsz, Tom Isern, Kent Rodgers, Craig Schnell, Birgit Pruess

Absent: Beth Ingram, Juan Osorno, Frank Yazdani

The chair called the meeting to order at 1:35 PM in the MU Prairie Room. The floor was opened for revisions or corrections to the draft minutes from the September 29 meeting. Hearing none, motion was made by Verlin Hinsz to accept the minutes as submitted and seconded by Tom Isern. The vote to accept was unanimous.

There was a brief discussion of the emerging policy relating to tuition for on-line courses. Historically, departments offering on-line courses have recovered the costs of offering the courses by collecting tuition through NDSU's Office of DCE. The NDUS has mandated that by the fall term of 2017, tuition for all on-line courses will be subject to the 12-credit tuition cap and that tuition for those courses will be charged at the same rate as a "face-to-face" course. There is widespread concern about both the time line and nature of this transition. VPFA Bollinger reminded the Committee that this transition will necessarily be revenue neutral for the University. The VPFA's office is awaiting a response from the NDUS Office regarding the pathways tuition model. VP Bollinger agreed to present those details, once they are in hand, at a Faculty Senate Budget Committee meeting later this semester or early next semester.

VPFA Bollinger and Director of Facilities Management Micheal Ellingson presented the status of NDSU's capital improvement requests for the coming biennium. See the attached digital presentation for details.

The Committee discussed strategies to stagger terms of its members so as to maintain a rolling experience base. It was suggested that we draw straws to decide who will rotate off the Committee after their first two-year term. In other words, whoever draws the short straw would request to be replaced by their constituency. Others would run for re-election or ask to be reappointed.

The meeting was adjourned at 3:00 PM.

NDSU NORTH DAKOTA STATE UNIVERSITY

2015-17 CAPITAL PROJECT REQUESTS

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

2015-17 Major Capital Project Requests

State Funded

Recommend by the SBHE September 2014

Rank	Project	Amount
1	Dunbar II	\$ 45,900,000
2	Accreditation Projects:	\$ 59,900,000
	Pharmacy, Nursing & Allied Sciences	\$ 32,700,000
	Engineering	\$ 27,200,000

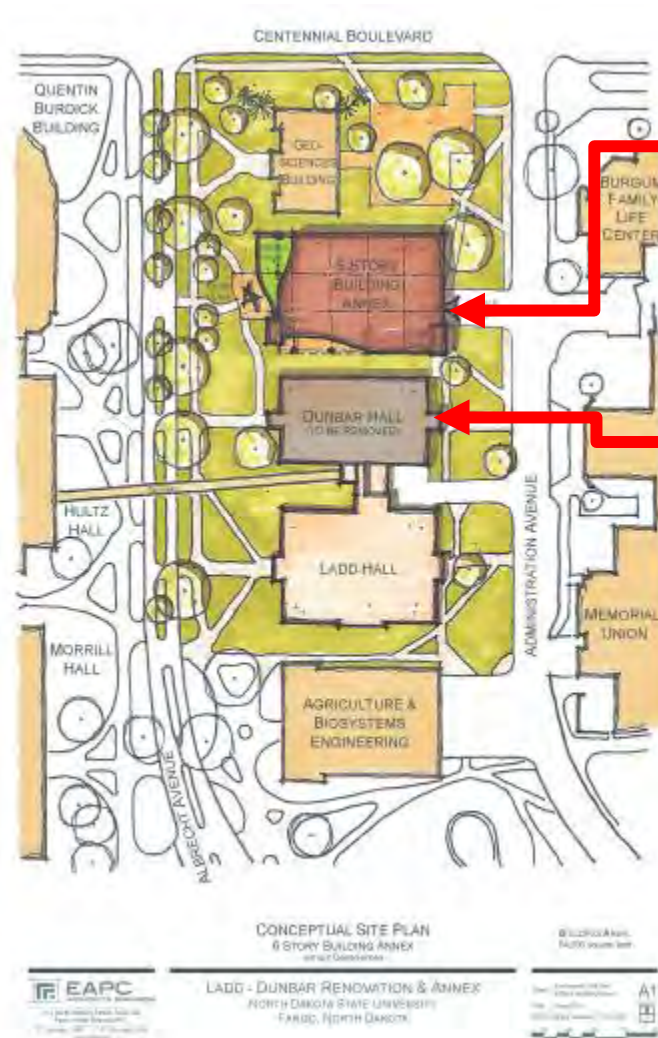
Not Approved	Project	Amount
3	Crop Quality Food Science Facility	\$32,000,000

Capital Project Priority #1

Dunbar II

Dunbar II

- New six-story building replacement - \$45,900,000
 - ~106,000 square feet
- Minimizes educational programs & research having to be off-line during renovation
 - No other facilities on campus contain infrastructure where activities could be moved
- Consolidates Departments of:
 - Chemistry & Biochemistry
 - Geosciences
 - Center for Protease Research shared CORE laboratories
- Accommodates:
 - Upper-level undergraduate students
 - Graduate students
 - Faculty (offices, research)
 - Improved lab areas



Work Plan:

1. Construct a new building
2. Move contents from old Dunbar to new building
3. Demolish old Dunbar (built 1963)

Dunbar II

Project will address

- Safety and code concerns
- Critical deferred maintenance issues
- Accessibility (ADA compliance)
- Space issues

- Project will ensure NDSU can meet the needs of North Dakota by
- Providing for up-to-date undergraduate and graduate education in areas critical to North Dakota
- Attracting the best research faculty to address concerns faced by citizens of North Dakota
- Providing cost savings and revenue generation
 - Removal of an inefficient building
 - Exceeds \$2.5 million annually in research expenditures
 - Better chances to secure more grant funds with adequate space

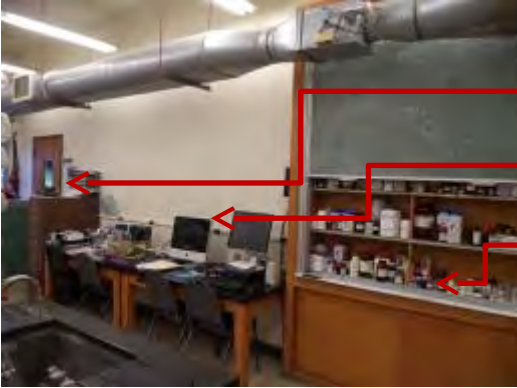
Capital Project Ranking Matrix for 2015-17 Project Prioritization

Life Safety	Inadequate/malfunctioning HVAC facilities; general building & fume hood ventilation for safe handling of dangerous chemicals; outdated fire system that does not match chemicals used in building; no central storage system for chemicals; faculty offices access through research labs; undersized research lab spaces with very poor circulation; safety issues more critical because of building's location in center of campus
Statutory Compliance	Fire code standard violations; control areas for hazardous materials; fire separation at control areas; lack of accessibility in research areas; excessive quantities of chemicals stored for laboratory use (reoccurring code violation from City of Fargo Fire Department); sanitary/storm sewer code; ADA - both main entrances are inaccessible
Deferred/Critical Maintenance	Using NDUS's calculation – have in excess of \$4 million in deferred maintenance
Program or Accreditation	Insufficient space to hire additional faculty; lack of faculty & adequate space restricts ability to train new graduate students & for current students to continue in their programs; physical separation of faculty also significantly diminishes what can be accomplished in advancing education & resulting research of, by & for students
High Priority for State	Science field is vital to ND; Chemistry, Biochemistry, Geosciences all important disciplines for energy, biomedical & high-technology manufacturing industries in state
Urgent Infrastructure Need	Definite urgent needs - electrical systems at full capacity, obsolete HVAC systems; life/health/safety, research & education funding, ability to accommodate current operations & future growth
Master Plan Consistency	#1 priority for NDSU; Chemistry is one of the original departments at NDSU; its students have long been vital to NDSU; its research has benefitted state, region, nation for 100+ years; disruptions to research & graduate education by having to stop operations during renovations vs. constructing a new building (or trying to conduct activities in outdated facilities) will severely hinder deliverables for major new grant in Chemistry & Biochemistry
Removal of Existing Facilities	Plan would be to demolish Dunbar (~49,100 square feet), which was constructed in 1963
Consolidation of Services & Efficiencies	Consolidate Chemistry, Biochemistry, Geoscience, shared core laboratories & resultant equipment, personnel, methods & storage into single building; improved student educational opportunities; modern research laboratories planned for needs in accordance with current IBC standards; 1850 major undergraduate and 450 graduate students run through the program.

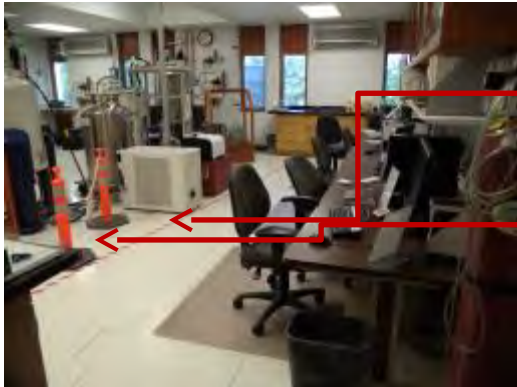
Dunbar (current facility)



Outdated Geoscience lab/classroom



- Students exposed to lab conditions in order to access faculty
- Grad office located in lab space
- Non compliant chemical storage



- Line dividing lab space from office/computer space
- Cones, sign & chain addressing a hazardous area



Equipment & materials blocking aisles due to lack of space

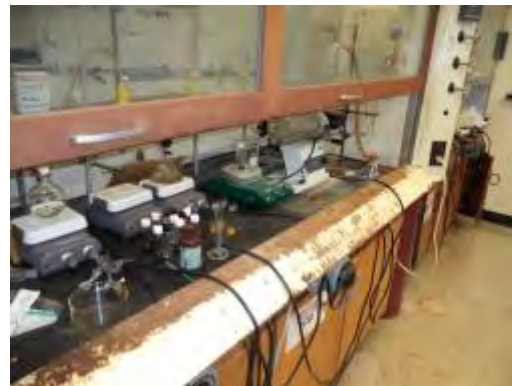


- Storage converted to lab & support space
- Temporary mechanical installed for ventilation

Dunbar (current facility)



Storage placed in corridor due to lack of space



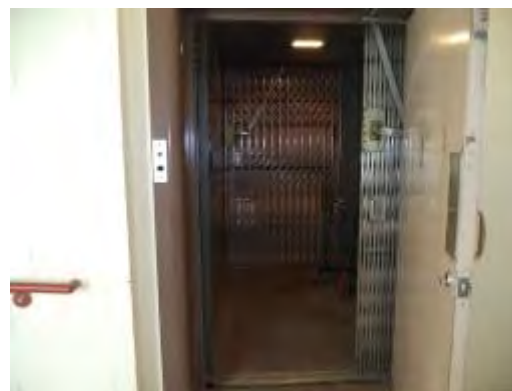
Obsolete & inadequate fume hoods



Storage issue in lab
No workbench space due to equipment space needs

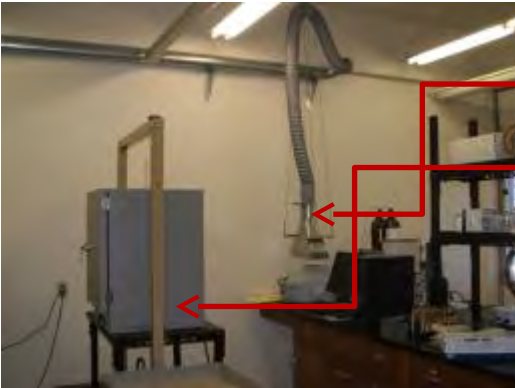


Student access to faculty office through lab, past experiments & temporary safety cabinets



ADA accessibility to Dunbar is through Ladd Hall & then with the use of this freight elevator

Dunbar (current facility)



Makeshift ventilation
Temporary equipment support



Plumbing issues in building necessitate accessing infrastructure through existing walls in order to make repairs



Grad office immediately adjacent to lab workbench in non-climate controlled lab



Capital Project Priority #2

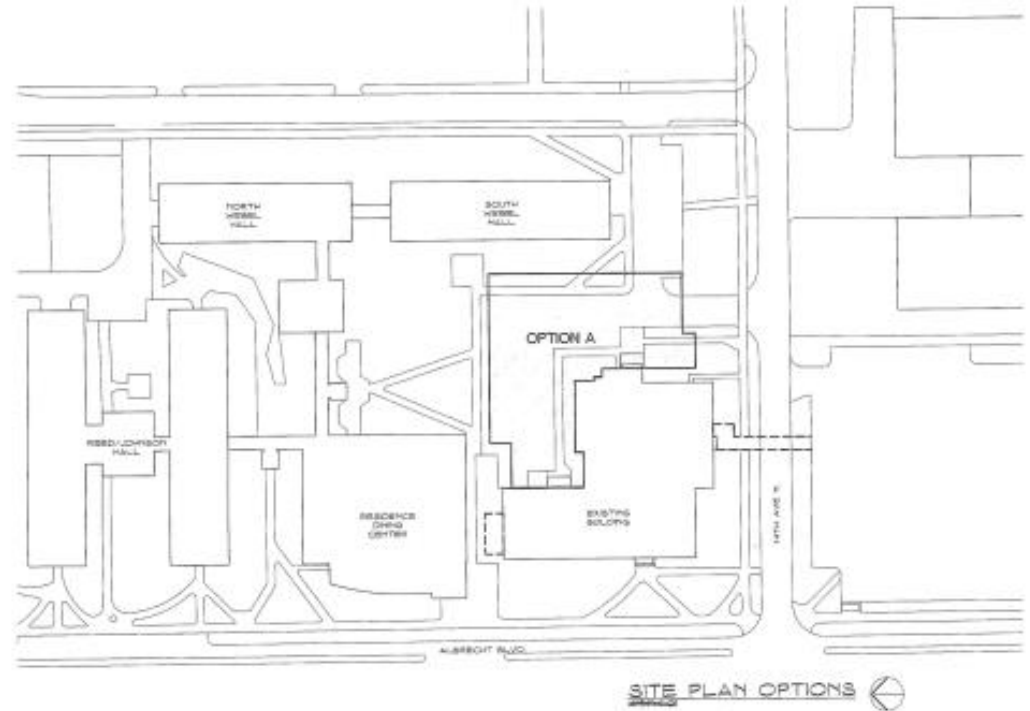
Pharmacy, Nursing & Allied Sciences / Engineering Project 1

Accreditation Projects

Pharmacy, Nursing & Allied Sciences (PNAS)

Sudro Addition - \$32,700,000

- Five-to-six story building
 - ~93,000 Square Feet
- Also includes partial renovation, update & repurpose of existing building (~26,000 sq ft)
 - Results in reduction of deferred maintenance backlog
- Includes:
 - Offices, classrooms, research & clinical labs, student study & library space, technology
- Additional space for:
 - Master of Public Health
 - Master of Health Administration
 - American Indian Public Health Resource Center
 - Health Science Branch Library



Pharmacy, Nursing & Allied Sciences (PNAS)

Project will address

- Critical accreditation shortfalls
- Space shortages resulting in
 - Inefficient use of leased space
 - Repurposed student space due to programming needs
 - Shared faculty offices (FERPA issues)
- Project will allow NDSU to meet the needs of North Dakota by:
- Attracting the best undergraduate and graduate students into programs critical to ND
- Attracting the best research and teaching faculty to address concerns faced by citizens of North Dakota
 - Provide additional space to address growth in faculty
 - Create facilities to retain and attract the top researchers/faculty
 - Create space for all faculty needing research space
 - Help fill the nation's need for research in the Health Sciences

Capital Project Ranking Matrix for 2015-17 Project Prioritization

Life Safety	Adequate space for teaching & research labs in medical health field important for life, health & safety protocols
Deferred/Critical Maintenance	Project results in ability to address deferred maintenance in existing building
Program or Accreditation	Needed to address ACPE (Pharmacy) accreditation Physical Facilities standard violation; progress report on status of bringing it into full compliance expected within two years of the March 2014 ACPE Focused On-Site Evaluation visit; report stated: <i>"The space available to the College is not keeping pace with its current rate of growth and limits the success of the pharmacy program. Managing growth of the College is the biggest issue facing the program."</i> ; failure could result in negative accreditation against Pharmacy program, negative impact in ability to continue current & future research growth, funding, quality of education & training for health profession students ND Board of Nursing expects quality improvements in NDSU's program, including provision of appropriate space for simulation education, to satisfy Board of Nursing standards & criteria for continued program approval
High Priority for State	Only Pharmacy program in state; supplies 90% of current practicing pharmacists in ND serving citizens' health care needs; 70-85% of Nursing graduates remain in state to practice nursing
Master Plan Consistency	PNAS exemplifies three principal responsibilities of a land grant university-Teaching, Research, Public Service; serves state, region, nation through programs providing education, research, patient care & public service; project essential to address goals of program expansion, growth in Nursing, Master of Public Health (MPH), two-way distance ed with Bismarck, new interprofessional education training requirements & new programs in Master of Health Administration (MHA), international nursing partnerships, nursing genetic counseling
Existing Space Condition	Recent on-site evaluations from accrediting bodies (Nursing & Pharmacy) cited both programs for lack of sufficient space, impacting programs' ability to address important quality improvements needed to meet current accreditation standards; non-compliance will place health profession programs at risk of possible negative accreditation action, negatively impacting ability to continue current (& future) growth of research programs & funding
Space Efficiency	Unprecedented PNAS growth since mid 1990's - from 650 students & 40 employees to current 2,000 students & 156 employees, with only modest changes to physical facilities; resultant insufficient & inefficient quantity & quality of space attributing to accreditation issues; locating components to leased facilities necessitated due to lack of space (Constructed new in 1959 - 35,100 sq ft. : addition in 1968 - 13,455 sq ft. : addition in 2001 - 13,738 sq ft.)

Pharmacy, Nursing & Allied Sciences (PNAS)



Students waiting for check-offs --- lab too small and must wait in hallway.



Overcrowded Lab that should be of a clean room nature

Tape designates imaginary "walls" of clean room

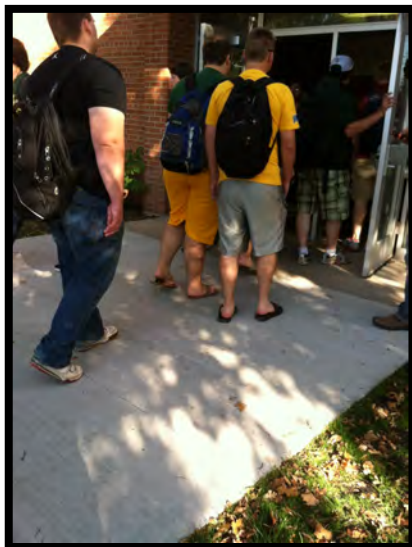


Hallways converted to student study space



Joint storage issues - Pharmacy, Nursing & Allied Sciences

Pharmacy, Nursing & Allied Sciences (PNAS)



Line of students trying to get into building before class



Office converted to core lab room



Crowded hallways between classes

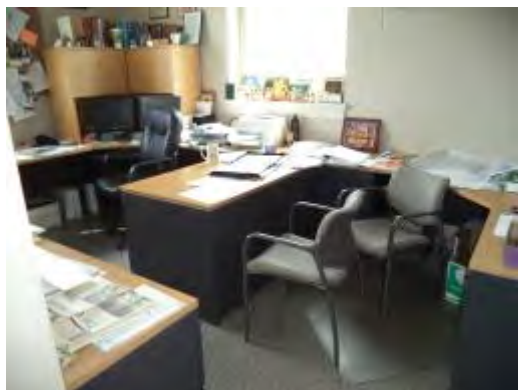


Common computer cluster used as grad office space

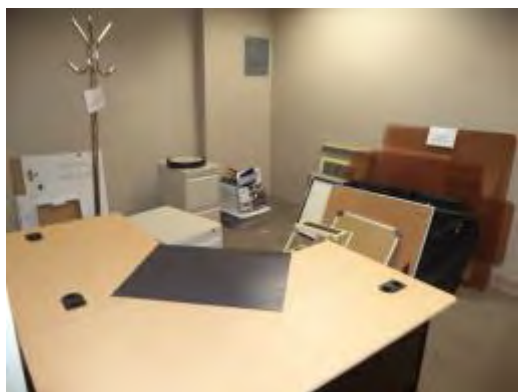


Concept Pharmacy lab space; inadequate for number of students utilizing it

Pharmacy, Nursing & Allied Sciences (PNAS)



Faculty sharing minimal office space (possible FERPA issue)



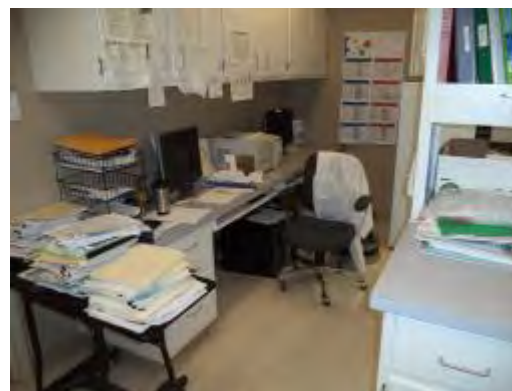
Office converted to a Biosafety II lab; inadequate space for lab



Conference room located in a skills assessment teaching lab



Access to shared faculty office through a space also used as a shared faculty office (by different departments – Pharmaceuticals & Nursing)

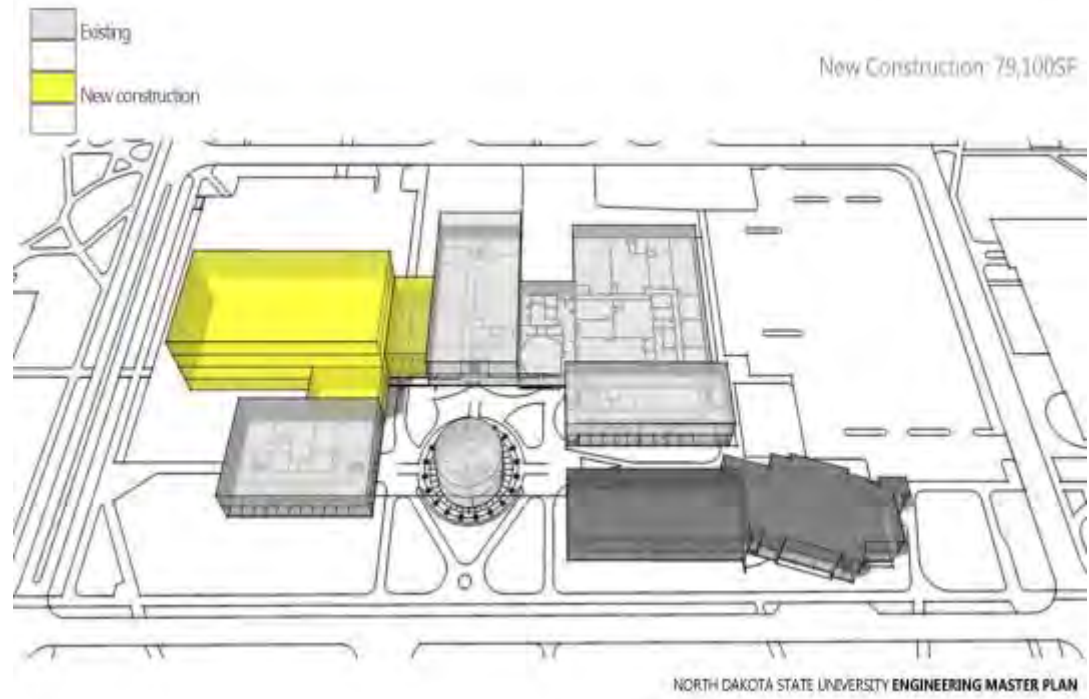


Graduate student office located in aisle way of a lab; egress issue

Engineering (Project 1)

New construction - \$27,200,000

- Three-to-four story building
 - 79,100 square feet
- Connecting to Electrical & to Civil & Industrial Engineering buildings
- All Engineering disciplines located in new facility
- Separation of space for disciplines
- Projects 2 – 7 will be requested in future biennia



Engineering (Project 1)

Project will address

- Critical accreditation shortfalls
- Space shortages resulting in
 - Inefficient use of leased space
 - Repurposed student space due to programming needs
 - Shared faculty offices (FERPA issues)
- Project will allow NDSU to meet the needs of North Dakota by:
- Attracting the best undergraduate and graduate students into programs critical to ND
- Allow for needed growth in undergraduate and graduate programs
 - Give students up-to-date spaces in which to complete senior design projects
 - Update labs to meet 21st century standards
- Attracting the best research and teaching faculty to address concerns faced by citizens of North Dakota
 - Provide additional space to address growth in faculty
 - Create facilities to retain and attract the top researchers/faculty in Engineering
 - Create space for all faculty needing research space
 - Help fill the nation's need for research in the Health Sciences

Capital Project Ranking Matrix for 2015-17 Project Prioritization

Life Safety	Eliminate current life, health, safety issues; includes addition of adequate infrastructure to handle current needs; eliminate many multifunctional areas (i.e., research lab also operating as classroom and/or graduate student offices) that create health & safety issues; research & specialty equipment better served in new space vs. trying to make existing space fit need
Statutory Compliance	ADA compliance – only access to 2nd floor in CIE & ECE buildings is through Dolve Hall, use of freight elevator & then traveling outside on catwalks around Admin building to access other areas in complex; renovations will bring buildings up to current code; all new additional square footage will meet current codes
Program or Accreditation	Critical needs maintaining future accreditation of engineering & construction management programs; recent EAC (Engineering Accreditation Commission) report - Criterion 7. Facilities – “requires that classrooms, offices, labs, & associated equipment be adequate to support attainment of student outcomes & to provide atmosphere conducive to learning”; report cited unresolved concerns on inadequate & outdated space for modern engineering instruction, laboratory experiences & computer (technology) applications and <i>“the potential exists for programs to fall out of compliance with this criterion in the future”</i> ; teaching, research & graduate student projects presently all housed in same rooms & facilities designed for smaller college serving undergraduate students & only a few Master’s students – college currently houses 2,100+ undergraduate & 350 graduate students in Master’s & Ph.D. programs; lack of space & current conditions have direct bearing on faculty recruitment & providing students with what could be construed as an incomplete education due to lack of appropriate space to meet academic needs; next general accreditation in college slated for 2018, allowing time to initiate & implement program of work to meet accreditation needs through 2024 & beyond
High Priority for State	Engineering is a critical need within state; firms are continually asking how to increase number of graduates from NDSU; infrastructure needs, expanding technology corridor activities & new start up companies seeking high quality graduates from NDSU
Existing Space Condition	No significant improvement to facilities since completed in late 1960’s (55 years); space inadequate & outdated for modern engineering instruction, laboratory experiences & computer (technology) applications; recent accreditations commented about low quality & limited space in college not meeting current needs for undergraduate students in an engineering college; teaching, research & graduate student projects presently all housed in same rooms & facilities designed for smaller college serving undergraduate students & only a few Master’s students

Engineering (Project 1)



Materials teaching lab used by multiple disciplines (Civil, Construction Engineering)



Storage issues in that same lab



Lab not offered because lab size too small to accommodate 15 students



Sr. Design Studio (13'x15') with four work stations used by 13 students



Teaching lab for 8-12 students shared with grad student office/cluster located in back of area

Engineering (Project 1)



Electrical room converted to faculty/research lab



Grad offices located in aisle way to same lab, impeding egress



Two grad students sharing 2'x5' office/space



Biomed lab sharing space with grad/senior design students



Faculty use hallway as office to consult with students, grade papers, etc. due to lack of space

Engineering (Project 1)



Several hundred dollar (donated) robotic piece of equipment not used because of lack of space & infrastructure



Area 1:
Teaching classroom for 12

IME Room 133

Area 2:
Material storage in room; narrow aisle is safety concern



Area 3:
Storage issue; chairs pulled into classroom area when in use



Area 4:
Faculty/research lab with station for department support technician



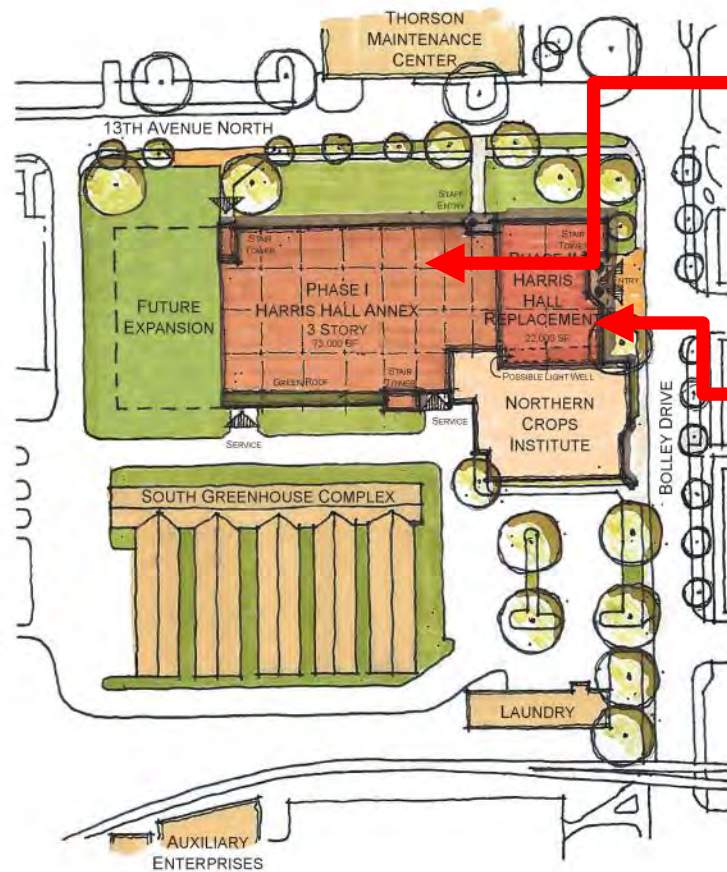
Capital Project Priority #3

Crop Quality Food Science Facility

Crop Quality Food Science Facility

New construction to replace current Harris Hall - \$32,000,000

- Three story building
 - 73,000 square feet
- Housing crop quality, food science, & food safety & teaching research agendas
- State-of-the art facility for:
 - Researchers
 - Federal & industry grant enhancement
 - Students
 - Education using current technologies
 - Stakeholders
 - Information to remain competitive in global economy



Work Plan:

1. Construct new building.
2. Move contents from old building
3. Remove environmental concerns from old building (asbestos)
4. Leave old building for storage and until a future request to remove and building new (Phase II)

CONCEPTUAL SITE PLAN



HARRIS HALL
NORTH DAKOTA STATE UNIVERSITY
FARGO, NORTH DAKOTA



Crop Quality Food Science Facility Attachment 3

Address safety and code concerns

- Address deferred maintenance
 - Unable to operate some equipment due to lack of infrastructure and space
 - Insufficient electrical capacity requires planning and scheduling of equipment run times
- Improve undergraduate and graduate experience
 - Provide additional square footage needed to handle current growth of undergraduate students
 - Address the need of space for the growing number of graduate students
 - Update laboratory spaces
 - Improve ventilations and conditions
 - Create an accessible building
- Match the facility to NDSU's recognition as one of the Top 108 public and private institutions according to Carnegie Commission on Higher Education
- Address needs for faculty
 - Create facilities to retain and attract the top researchers/faculty
 - Create space for all faculty needing research space
 - Help fill the nation's need for research in the science field
- Removal of an inefficient building (Agronomy greenhouses)

Capital Project Ranking Matrix for 2015-17 Project Prioritization

Life Safety	Better ventilation - inadequate/malfunctioning HVAC facilities - effectively reduce exposure to dust during milling of seed samples; extremely poor condition and/or abandoned water lines; inadequate plumbing for eyewash stations; insufficient water pressure in event of chemical spills; lack of sufficient electrical supply presenting fire hazard; overloaded circuits; lack of fire protection and dust mitigation in a facility in which handling/milling grains occurs; asbestos in floors & ceilings; undersized research laboratory spaces
Statutory Compliance	State laws for laboratories preparing food products for sensory evaluation; federal guidelines for research laboratories where research conducted using regulated traits; ND Dept. of Health standards for current food grade labs that are not being met; fire code standards
Deferred/Critical Maintenance	Harris Hall is one of the two academic buildings containing classrooms & labs on campus in poorest condition; renovation of current facility is cost prohibitive; ventilation issues & lack of fire protection poses serious fire hazard to facility & adjacent Northern Crops Institute building; deferred maintenance will be corrected with construction of new facility
Program or Accreditation	Food Science academic program requires national accreditation; cereal chemistry/cereal quality program only one of two in nation; Food Safety program only one in nation offering certificate, B.S., M.S. & Ph.D. degrees; insufficient space to hire additional faculty and support staff, thereby affecting students and research programming
High Priority for State	ND leading state in production for spring wheat, durum wheat, barley, pulses, flax and several other crops; Harris houses laboratories to evaluate crop quality for these along with corn & winter wheat; labs provide research & outreach to end users of crops, including international markets; programs are crucial for development & release of crop varieties critically important to state's economy; on-farm value of ND wheat, corn & soybean crop exceeded \$8 billion in both 2012 & 2013; NDSU-developed wheat varieties are grown on more than 60% of wheat acreage in the state
Master Plan Consistency	NDSU is "Land Grant Research" university & activities in Harris Hall are consistent with its teaching, research & public service responsibilities, especially in regards to agriculture; agriculture aligns with needs & core values of ND; improving research, providing quality classroom space & supporting agricultural needs consistent with master plan
Consolidation of Services & Efficiencies	Current facility built in 1953 to house wheat, barley & durum; new facility would house many more crops; foster collaborative research & interaction between scientists; shared analytical labs used by multiple users

Crop Quality Food Science Facility

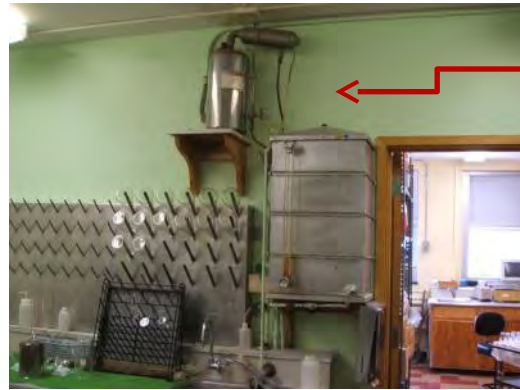


Inadequate, temporary ventilation added to research lab



Water treatment equipment in men's restroom

Space shortage & infrastructure issues



Portable, makeshift water distiller/storage



Lack of proper storage space for food & grain samples



Temporary water storage

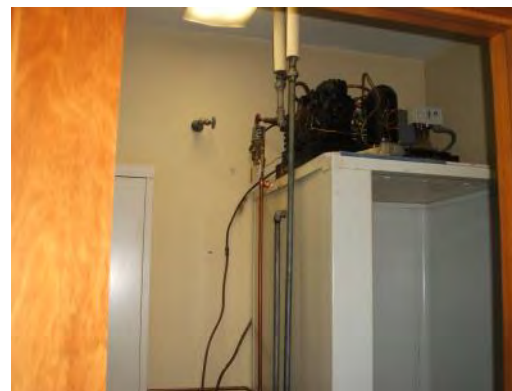
Plumbing very poor

Researchers pail (carry) water into lab

Crop Quality Food Science Facility



Ovens located in center of building
No exhaust available so units are connected to building ventilation
Causes ash & vapors to be distributed throughout building



Ancient hot water heating system



1950's ventilation system



Emergency shower/eyewash station located in hallway instead of research lab
Also located next to electrical panel

2015-17 Major Capital Project Requests

Non-State Funded (\$10,000,000+)

Rank	Project	Funding	Amount
1	Aquatic Center	Bond/Local	\$11,000,000

Aquatic Center (Priority #1)

\$11,000,000

Bond/Local Funding

- Expansion to Wellness Center facilities
 - ~29,000 square feet
 - Locker facilities
 - Aquatics facilities
 - Including indoor leisure & indoor competition pool
 - Support facilities
- Provide facilities for NDSU students to swim for new exercise options & relaxation
 - Lifetime recreational activity
 - Component of physical wellness not offered
 - Lack of functional swimming pool
- Expand teaching abilities
- Add intermural sporting options
- Also open for use by faculty & staff
- Student body voted & approved project
 - April 2013 student-wide vote/approval
 - Information presented to/through:
 - ~50-60 student organizations
 - Two student open forums
 - Multiple informational email messages via listserv to entire student body & all 285 student organizations
 - Posters placed in Memorial Union & Wellness Center
 - Published in student newspaper (NDSU Spectrum)



Conclusion:

Dunbar II

- Address safety concerns
- Eliminated a poor building and reduce deferred maintenance
- Improve quality of education for upper classmen and graduate students
- Address growth concerns
- Improve and continue to grow research

Pharmacy/Nursing/Allied Health

- Address accreditation concerns
- Address growth concerns in a field that deals with an aging population and a shortage of workers
- Improve quality of education for all college students
- Improve and continue to grow research

Engineering

- Address accreditation concerns
- Address growth concerns in a field that has a shortage of workers
- Improve quality of education for all college students
- Improve and continue to grow research
- First step of the bigger picture to address high maintenance building in the Engineering complex by having some swing space

Questions?

STEM Update



STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY **NDSU**

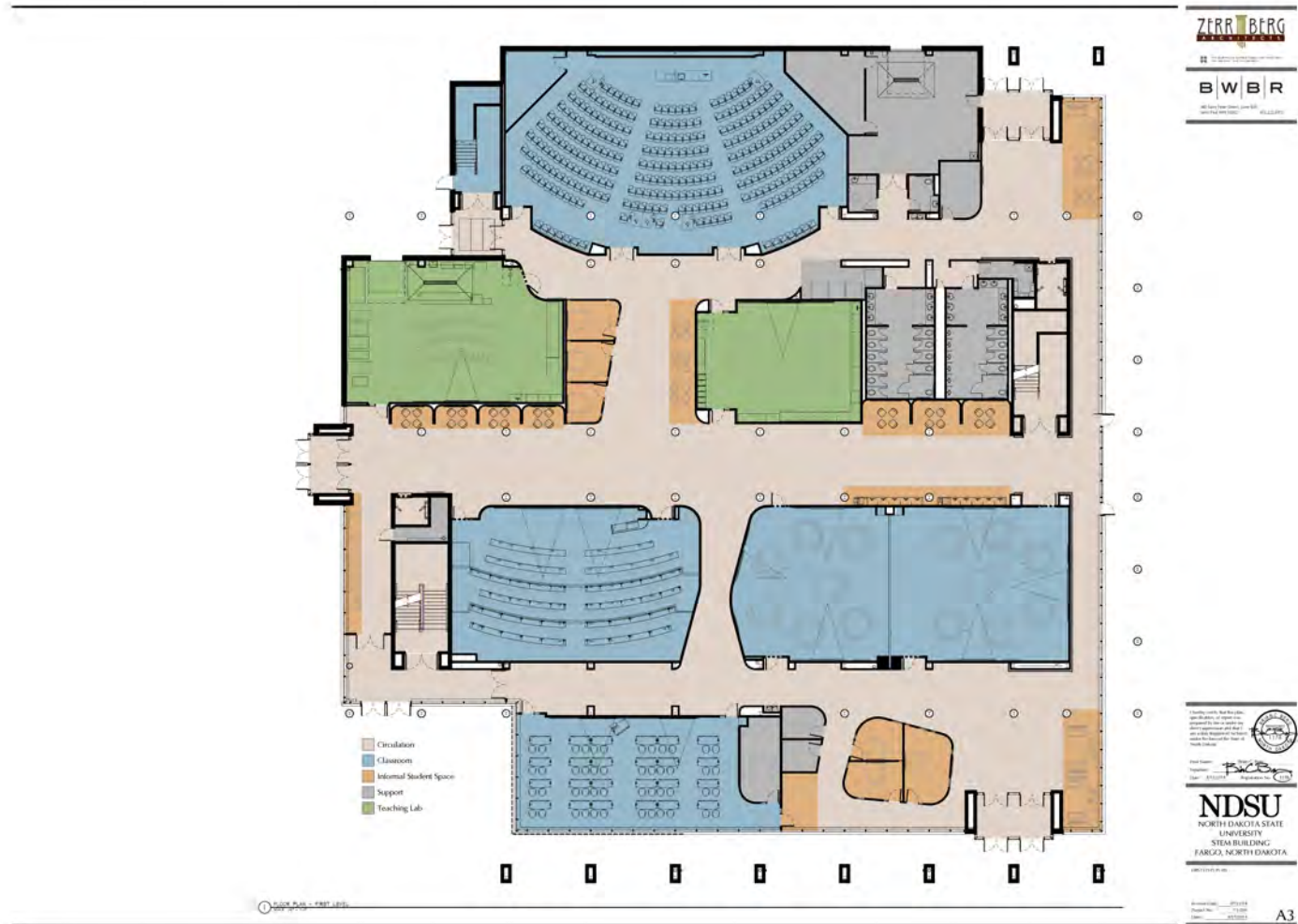
CRITERIA FOR BUILDING

- Spaces that are primarily, but not exclusively, for STEM instruction
- Flexible spaces that can be used for a variety of different sciences
- Spaces that must be dedicated (i.e. not flexible) should be highly utilized spaces
- Primarily first and second year / introductory foundation courses

CRITICAL SUCCESS FACTORS

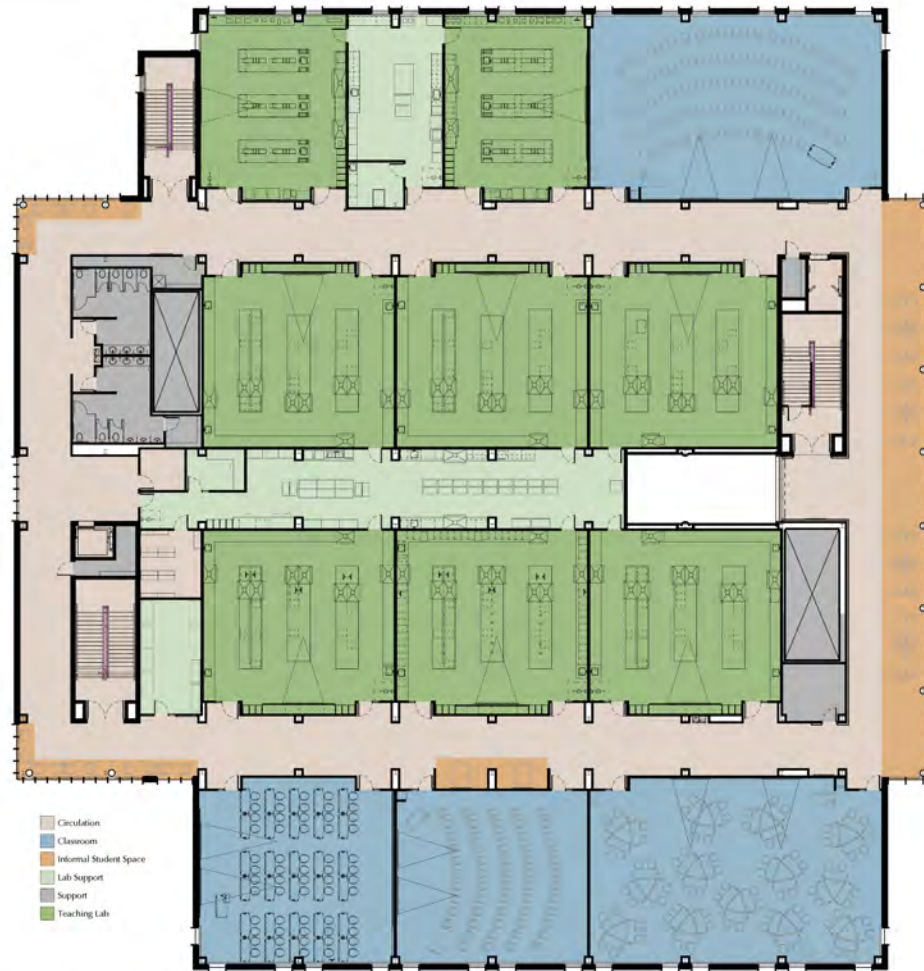
1. State-of-the-art building with WOW factor to attract and support STEM undergraduate students in an interdisciplinary learning environment.
 - State-of-the-art building with WOW factor to attract and support STEM undergraduate students in an interdisciplinary learning environment.
 - Provide learning environments that maximize a wide **variety of teaching/ learning styles** (problem-based learning, group work, and student driven projects).
 - Provide **technology** supporting active learning, collaboration and distance education.
 - Provide **flexible** labs (and lab support areas) and classrooms to accommodate multiple uses, change in equipment and a variety of teaching styles.
 - Provide **adaptable** spaces and infrastructure accommodating changes in technology, changes in lab equipment, and changes in educational techniques. Accommodate scale up.
 - Maximize **collaboration** and **group work** in study rooms, project based rooms, and informal unassigned spaces.
 - Design less flexible spaces to **match course function** and maximize room usage.
 - **Enhance the campus** and the surrounding spaces.
 - Secure **universal design** for all students.
 1. Provide learning environments that maximize a wide **variety of teaching/ learning styles** (problem-based learning, group work, and student driven projects).
 2. Provide **technology** supporting active learning, collaboration and distance education.
 3. Provide **flexible** labs (and lab support areas) and classrooms to accommodate multiple uses, change in equipment and a variety of teaching styles.
 4. Provide **adaptable** spaces and infrastructure accommodating changes in technology, changes in lab equipment, and changes in educational techniques. Accommodate scale up.
 5. Maximize **collaboration** and **group work** in study rooms, project based rooms, and informal unassigned spaces.
 6. Design less flexible spaces to **match course function** and maximize room usage.
 7. **Enhance the campus** and the surrounding spaces.
 8. Secure **universal design** for all students.
- Spaces that are primarily, but not exclusively, for STEM instruction
 - Flexible spaces that can be used for a variety of different sciences
 - Spaces that must be dedicated (i.e. not flexible) should be highly utilized spaces
 - Primarily first and second year / introductory foundation courses

STEM first floor



STEM second floor

STEM third floor



- Circulation
- Classroom
- Informal Student Space
- Lab Support
- Support
- Teaching Lab

1 FLOOR PLAN - THIRD LEVEL



Revised Date: 07/2024
Project No: 11004
Sheet: 01/0001

Faculty Senate Budget Committee

Approved Minutes from 10-20-14 meeting

Present: Bruce Bollinger, Bud Bowlin, Joel Hektner, Verlin Hinsz, Kent Rodgers, Beth Ingram, Juan Osorno, Frank Yazdani

Absent: Tom Isern, Craig Schnell, Birgit Pruess

The meeting was called to order at 1:35 PM. First item in the agenda was to approve last meeting minutes. Motion to approve by Hinsz, seconded by Bowlin. Bollinger asked for some language clarification in a specific sentence in the minutes in order to avoid confusion. Minutes approved unanimously after the minor language change.

Provost Ingram asked for some feedback regarding the topics to be presented by her office. The committee suggested the following topics: Faculty lines, Operating funds (present and future), and DCE tuition transition.

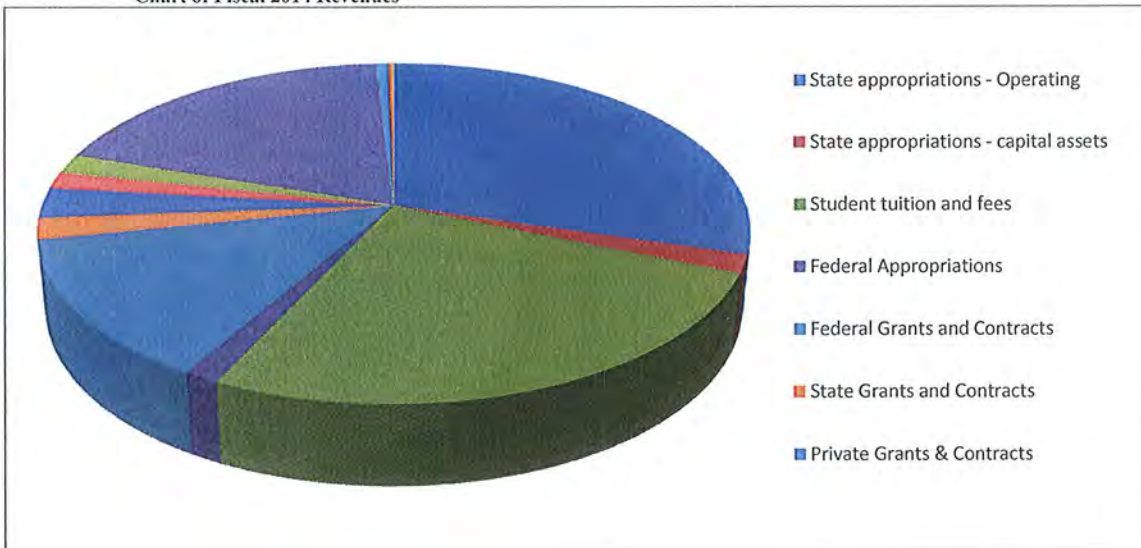
Gary Wavers from the Office of Finance and Administration presented the FY2014 NDSU Financial Report, including statements of revenues and expenses (see attached). The document shows statements by source, natural, and functional classification given the fact that one type of statement doesn't necessarily answer all the questions. Most discussion focused on understanding what is included within each category. Specific topics included federal appropriations, sales and services, graduate students, scholarships and tuition waivers, loss on capital assets, interest on capital debt, carryover balances, and public service.

Meeting adjourned at 2:45PM.

**North Dakota State University
Statement of Revenues - by Source
Fiscal Year Ended June 30, 2014**

		<u>2014</u> Un-audited		
REVENUES				
State appropriations - Operating		31.3%	\$ 122,486,870	29.6%
State appropriations - capital assets			7,083,135	1.7%
Student tuition and fees		25.7%	106,491,251	25.7%
Federal Appropriations			5,790,560	1.4%
Federal Grants and Contracts			55,474,397	13.4%
State Grants and Contracts		21.3%	8,328,337	2.0%
Private Grants & Contracts			11,880,324	2.9%
Capital Grants & Contracts			6,612,856	1.6%
Gifts		1.8%	7,489,167	1.8%
Sales and services - auxiliaries & other		19.0%	78,481,016	19.0%
Investment income		0.9%	2,554,108	0.6%
Other Revenue: operating & non-operating			1,166,744	0.3%
Total revenues		100.0%	\$ 413,838,765	

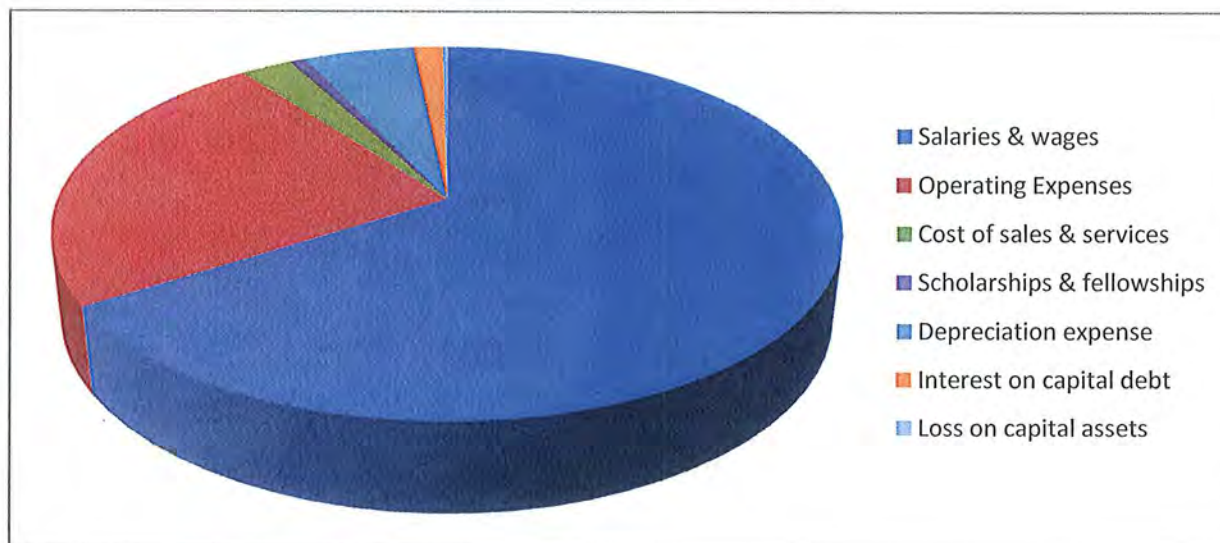
Chart of Fiscal 2014 Revenues



North Dakota State University
Statement of Expenses - by Natural Classification
Fiscal Year Ended June 30, 2014

	<u>2014</u>		
	Un-audited		
EXPENSES			
Salaries & wages	\$	254,955,104	65.9%
Operating Expenses		91,797,103	23.7%
Cost of sales & services		9,626,280	2.5%
Scholarships & fellowships		3,115,800	0.8%
Depreciation expense		20,714,843	5.4%
Interest on capital debt		5,521,863	1.4%
Loss on capital assets		954,381	0.2%
Total Expenses	\$	<u>386,685,374</u>	100.0%

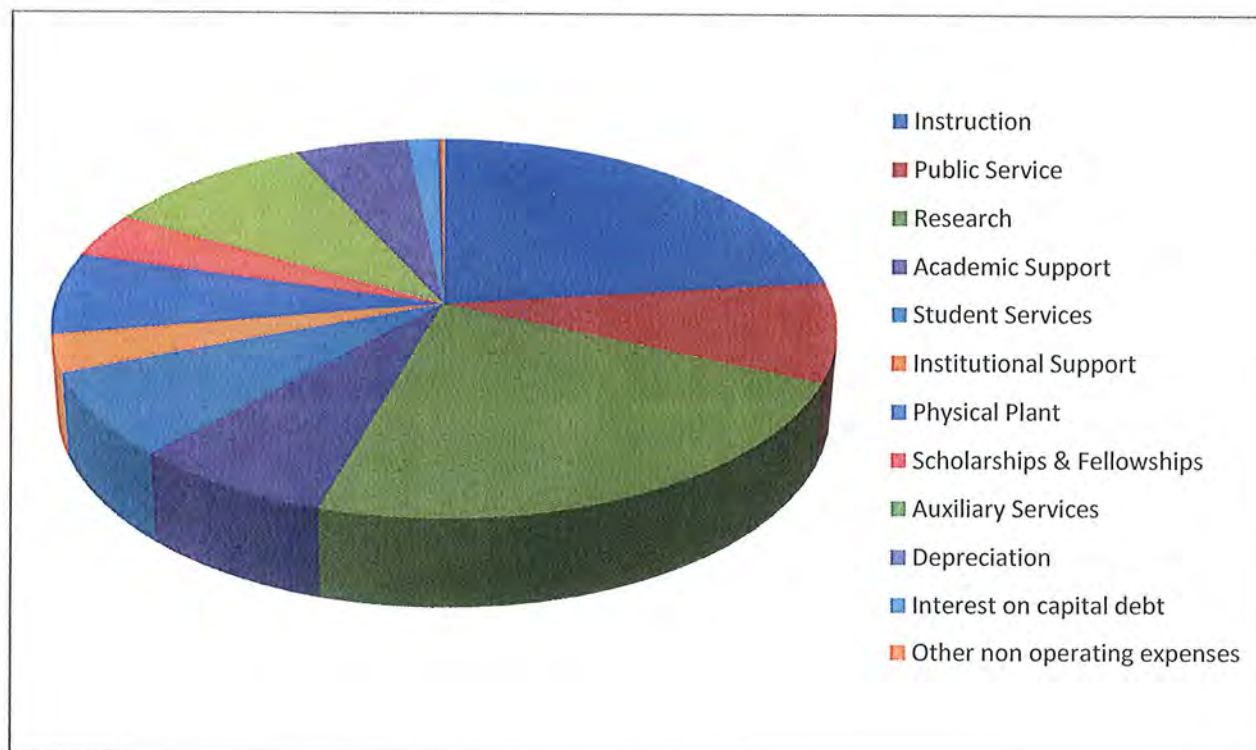
Chart of Fiscal 2014 Expenses - Natural Classification



North Dakota State University
Statement of Expenses - by Functional Classification
Fiscal Year Ended June 30, 2014

EXPENSES	<u>2014</u>		
	Un-audited		
Instruction	\$	88,965,338	23.0%
Public Service	\$	32,568,246	8.4%
Research	\$	89,184,114	23.1%
Academic Support	\$	28,625,917	7.4%
Student Services	\$	28,056,145	7.3%
Institutional Support	\$	12,042,311	3.1%
Physical Plant	\$	26,946,246	7.0%
Scholarships & Fellowships	\$	14,973,711	3.9%
Auxiliary Services	\$	38,132,258	9.9%
Depreciation	\$	20,714,843	5.4%
Interest on capital debt	\$	5,521,863	1.4%
Other non operating expenses	\$	954,381	0.2%
Total expenses	\$	386,685,373	100.0%

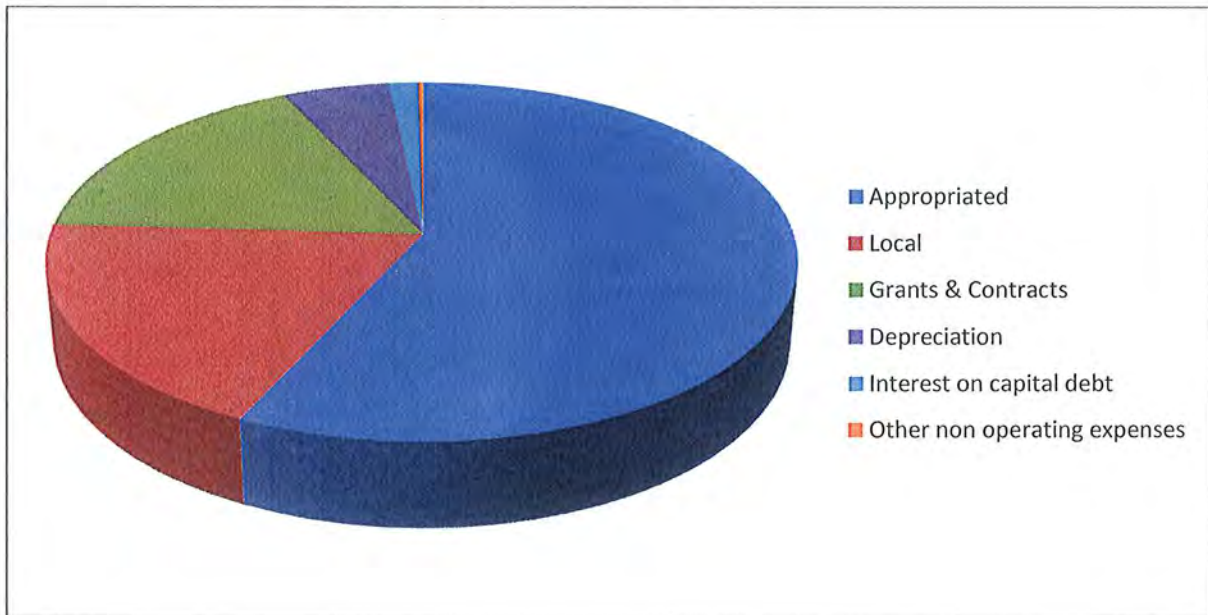
Chart of Fiscal 2014 Expenses - Functional Classification



**North Dakota State University
Statement of Expenses - by Funding Source
Fiscal Year Ended June 30, 2014**

	<u>2014</u>	
	Un-audited	
EXPENSES		
Appropriated	\$ 220,231,771	57.0%
Local	\$ 73,131,773	18.9%
* Grants & Contracts	\$ 66,130,742	17.1%
Depreciation	\$ 20,714,843	5.4%
Interest on capital debt	\$ 5,521,863	1.4%
Other non operating expenses	\$ 954,381	0.2%
Total expenses	\$ 386,685,373	100.0%

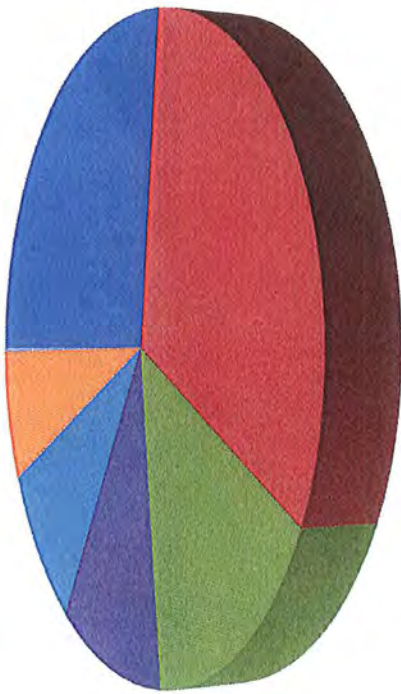
Chart of Fiscal 2014 Expenses - by Funding Source



* Grants & Contracts, Scholarships, Restricted Gifts

NDSU Operating Revenues FY14 = \$397.3M

- Tuition and Fees
- State Appropriations
- Federal Grants and Appropriations
- Sales and Services-Auxiliary
- Sales and Services-Other
- State and Nongovernmental Grants and Contracts, Gifts
- Other Operating



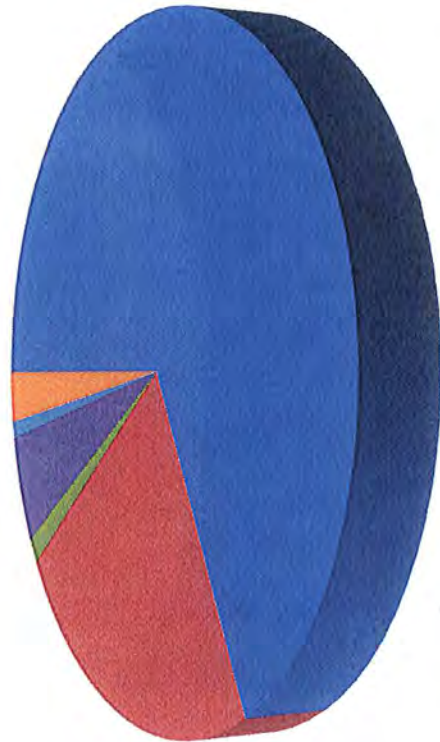
Operating Revenues do not include nonoperating revenues (gains/losses on capital assets, endowment/investment income, interest, insurance proceeds, tax revenues, capital grants). Although state appropriations and federal grants, contracts and appropriations are classified as "nonoperating revenue" for financial statement purposes (per GASB), they are included in "operating revenue" for this presentation because the revenue from these sources fund operating expenses.

Source: FY2014 NDSU unaudited financial statements

Operating Revenues		
Tuition and Fees	\$ 106,491,251	27%
State Appropriations	122,486,870	31%
Federal Grants and Appropriations	61,264,957	15%
Sales and Services-Auxiliary	42,560,463	11%
Sales and Services-Other	35,920,553	9%
State and Nongovernmental Grants and Contracts, Gifts	27,697,828	7%
Other Operating	861,352	0%
Total	\$ 397,283,274	100%

NDSU Operating Expenses FY14 = \$380.2M

- Salaries
- Operating expenses
- Data processing
- Depreciation
- Scholarships and fellowships
- Cost of sales and services

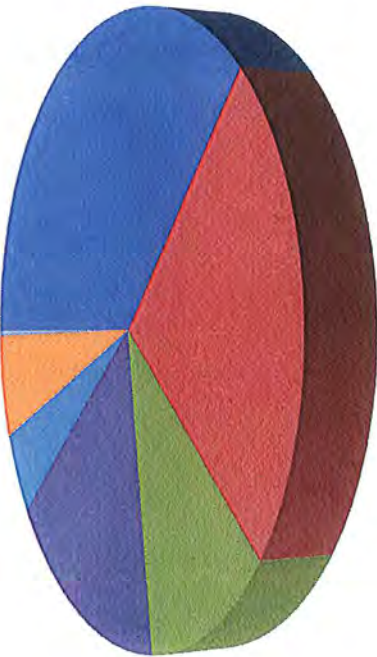


Source: FY2014 NDSU unaudited financial statements

Operating Expenses		
Salaries	\$ 254,955,104	67%
Operating expenses	87,101,119	23%
Data processing	4,695,884	1%
Depreciation	20,714,843	5%
Scholarships and fellowships	3,115,800	1%
Cost of sales and services	9,626,280	3%
Total	\$ 380,209,130	100%

NDSU, excluding Ag & Other, Operating Revenues FY14 = \$287.6M

- Tuition and Fees
- State Appropriations
- Federal Grants and Appropriations
- Sales and Services-Auxiliary
- Sales and Services-Other
- State and Nongovernmental Grants and Contracts, Gifts
- Other Operating



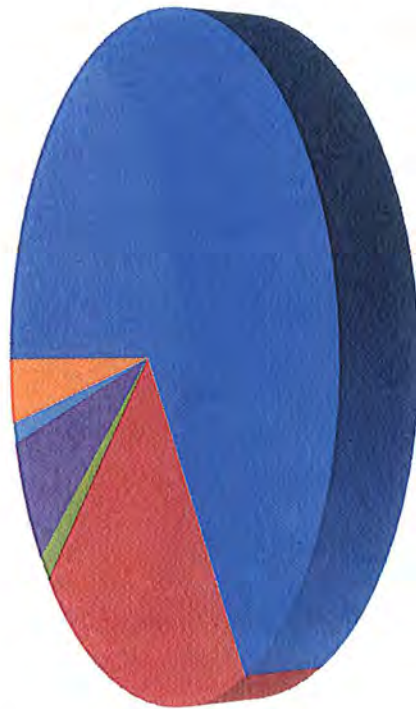
Operating Revenues do not include nonoperating revenues (gains/losses on capital assets, endowment/investment income, interest, insurance proceeds, tax revenues, capital grants). Although state appropriations and federal grants, contracts and appropriations are classified as "nonoperating revenue" for financial statement purposes (per GASB), they are included in "operating revenue" for this presentation because the revenue from these sources fund operating expenses.

Source: FY2014 NDSU unaudited financial statements

Operating Revenues		
Tuition and Fees	\$ 106,491,251	37%
State Appropriations	68,767,355	24%
Federal Grants and Appropriations	33,863,184	12%
Sales and Services-Auxiliary	47,382,009	16%
Sales and Services-Other	13,516,108	5%
State and Nongovernmental Grants and Contracts, Gifts	16,759,344	6%
Other Operating	861,352	0%
Total	\$ 287,640,604	100%

NDSU, excluding Ag & Other, Operating Expenses FY14 = \$277.6M

- Salaries
- Operating expenses
- Data processing
- Depreciation
- Scholarships and fellowships
- Cost of sales and services



Source: FY2014 NDSU unaudited financial statements

Operating Expenses		
Salaries	\$ 182,935,384	66%
Operating expenses	59,590,402	21%
Data processing	3,884,236	1%
Depreciation	18,369,697	7%
Scholarships and fellowships	3,099,600	1%
Cost of sales and services	9,670,621	3%
Total	\$ 277,549,940	100%

Note: The above information represents NDSU, excluding the Agricultural Experiment Station & Research Centers, Extension Service, ND Forest Service, Upper Great Plains Transportation Institute, Northern Crops Institute.

Faculty Senate Budget Committee
Approved Minutes from 11-17-14 meeting

Present: Joel Hektner, Verlin Hinsz, Kent Rodgers, Juan Osorno, Frank Yazdani

Absent: Tom Isern, Craig Schnell, Birgit Pruess, Bud Bowlin, Beth Ingram.

Meeting started at 1:35PM.

Kent Rodgers asked for additions to the agenda? None.

First item in the agenda was to approve last meeting minutes. Motion to approve by Hinsz, seconded by Hektner. Minutes approved unanimously.

Kent R. mentioned that he's trying to arrange for one more meeting before the December break and will keep the committee informed.

Dr. Denver Tolliver, director of the Upper Great Plains Transportation Institute (UGPTI) and Kathy McCarthy also from UGPTI gave a presentation about their budget (see attached document). As with many other units/divisions within NDSU, there is a dynamic process always occurring with budgets. Dr. Tolliver explained in detail how the budget planning process goes, who is involved, and the timeline of events. He emphasized the important role of the Advisory Transportation Council during this process. There is a baseline and optional requests that go into the budget planning. Budget is presented separately to the governors' office and from there it is presented to the legislative assembly. The whole process follows the SBHE guidelines.

Current 2013-15 budget shows that most of the budget is from federal funds (US-DOT mainly), followed by special funds (ND-DOT mainly) and finally, general funds, for a total biennial budget of \$16,529,787. Dr. Tolliver expressed some concerns regarding the uncertain future of federal funds and how this will impact the UGPTI. 85-90% of the budget is in the form of grant and contracts. For example, a total of 60 proposals were awarded during the last year totaling more than \$13 million.

Questions from the committee were mostly related to the number of personnel (faculty and students), facilities, contracts, etc. Additional discussion focused on the involvement of the UGPTI in the current railroad situation at the state level.

Meeting adjourned at 2:41PM.

Upper Great Plains Transportation Institute

Budget Process and Planning

11/18/14

UGPTI Overview

- Established 1967
- North Dakota Century Code 54-53-01
- Administered by and in conjunction with NDSU
- President responsible for selection of personnel for and administration

Advisory Transportation Council

- North Dakota Century Code 54-53-02
- “Shall serve in an advisory capacity”
- “Shall consult with the institute in matters of policy affecting the administration of this chapter and in the development of transportation in the state of North Dakota”
- 19 members specified in code

Advisory Council Composition

- State agencies (Ag., Commerce, PSC, DOT, Aeronautics)
- Local (Assoc. of Counties, League of Cities, Chambers of Commerce)
- Ag. Industry (Wheat Com., Grain Growers, Grain Dealers, Corn Council, Farmers Union)
- Other Industry (AGC, railway, motor carrier, lignite council, manufacturing sector)

Legislative Planning: 2015 Session

Date	Milestone
10/13	Advisory Council strategic planning session
12/13	Initial meeting with Chancellor
02/14	UGPTI AC Legislative Comm. approves budget initiatives
02/14	Presentation to SBHE (Overview of UGPTI)
03/14	Budget requests submitted to SBHE/Q&A
04/14	Meeting with Governor's Chief of Staff
04/14	Meeting with budget analyst/LMC
04/14	Presentation of budget initiatives to SBHE
07/14	Budget submitted
08/14	Budget presentation to OMB
TBD	Presentation to legislative committees

Baseline vs Optional Requests

- General fund budget request for 2015-17 biennium limited to 100% of present appropriation (baseline)
- General fund budget needs beyond baseline can be prioritized as “Optional Requests”
- No limitations to requesting special funds or federal funds unless for a new FTE

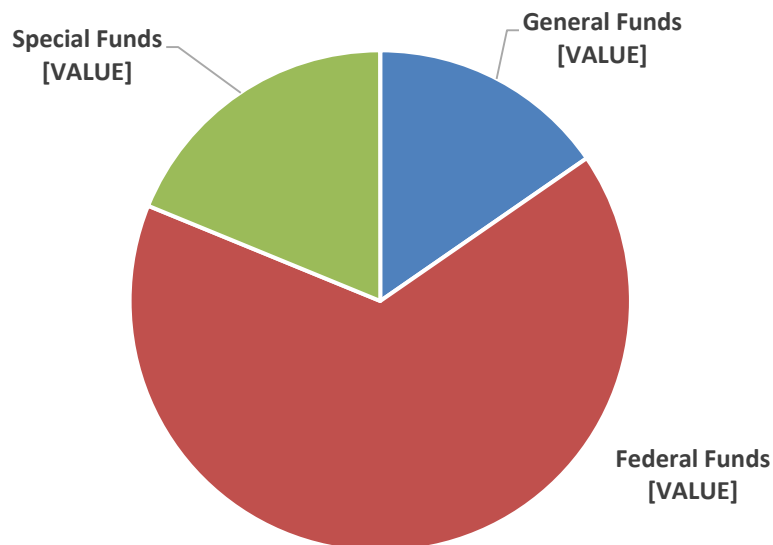
Budget Preparation and Submittal

- Submitted July 15, 2014
- After submittal, a budget review meeting may be held: representative from Governor's Office, OMB Director, OMB budget analyst, and Leg. Council rep.
- OMB analysis and recommendation
- Governor presents executive budget to the Legislative Assembly at organizational session in December

SBHE Guidelines

- SBHE promulgates biennial budget guidelines for the NDUS usually in conjunction with the budget guidelines released by the state executive branch
- The statutory deadline for all budgets to be submitted is usually July 15, including the optional request

UGPTI Budget – 2013-15



GF – Includes one-time funding of \$1,250,000

UGPTI Staff/Students – FY2015

Full Time Staff – 52

Students (undergraduate/graduate) – 47

Part Time Staff - 18

Grants and Contracts

- The UGPTI Budget is approx. 85-90% grants and contracts
- Sources of funding include: USDOT, USDA, FTA, FHWA, AASHTO, Army Corps of Engineers, NDDOT, ND Wheat Commission, MPOs, MNDOT, MTDOT, Rutgers, SGT (Stinger Ghaffarian Technologies), TransAnalytics
- 60 proposals were awarded for a total of \$13,313,811 (7/1/13 – Present).

Agenda*Faculty Senate Budget Committee Meeting*12/1/14

1. Additions to the agenda from the floor?

 2. Review, revise and approve minutes of the November 17th meeting

 3. Time and day of week for next semester's meetings

 4. Presentation by Mr. Dale Zetocha, Director, NDSU Technology Transfer Office and Executive Director, NDSU Research Foundation

 5. Staggering of member terms
-

Faculty Senate Budget Committee
Approved Minutes from 12-1-14 meeting

Present: Joel Hektner, Verlin Hinsz, Kent Rodgers, Juan Osorno, Birgit Pruess, Bud Bowlin, Beth Ingram, Bruce Bollinger.

Absent: Tom Isern, Craig Schnell, Frank Yazdani

Meeting started at 1:33PM.

Rodgers asked for additions to the agenda?

Bollinger reminded the committee that the governor's budget plan will be announced on Wednesday December 3rd. This would be useful for future discussion within the budget committee.

Hinz mentioned he will be out of campus during the spring 2015 semester and asked his dean to appoint a replacement for next period.

Second item in the agenda was to approve last meeting minutes. Motion to approve by Hinsz, seconded by Hektner. A couple of typos were found by Osorno and he will change them. Minutes approved unanimously.

Rodgers mentioned that he's trying to arrange for one more meeting before the December break to finally discuss the staggering of member within the committee and plan a meeting schedule for next semester.

Next, Mr. Dale Zetocha, director of the NDSU tech transfer office and Executive Director of the NDSU Research Foundation gave a report on the budgets handled by his offices (see attached document). Zetocha explained the different roles of each one of these 2 offices and how they operate. Since the budget for the tech transfer office is handled by the VP of Research and Creative Activities, this information should be presented by that office. Zetocha then focused his presentation of the NDSU Research Foundation, explaining how the board of directors is conformed (Bowlin asked who were the members and how many). He also explained the general policies regarding Intellectual Property and then showed the statements from last 4 years as well as a projected FY2015 budget. Crop varieties are the main source of revenue, followed by returns on investments (endowments). Largest expense is the investment in patents.

Most questions were focused on the cost of patents and who decide what to patent? There is a clear procedure for crop varieties but the decision-making process for patents doesn't appear to be as clear in comparison. Zetocha explained that most decisions about patents are made by him and his office and it is a difficult decision because it is hard to predict the success of a specific technology 5 years ahead of time in many cases. There were also questions about how endowments were created and how they are being handled.

Meeting adjourned at 2:41PM.

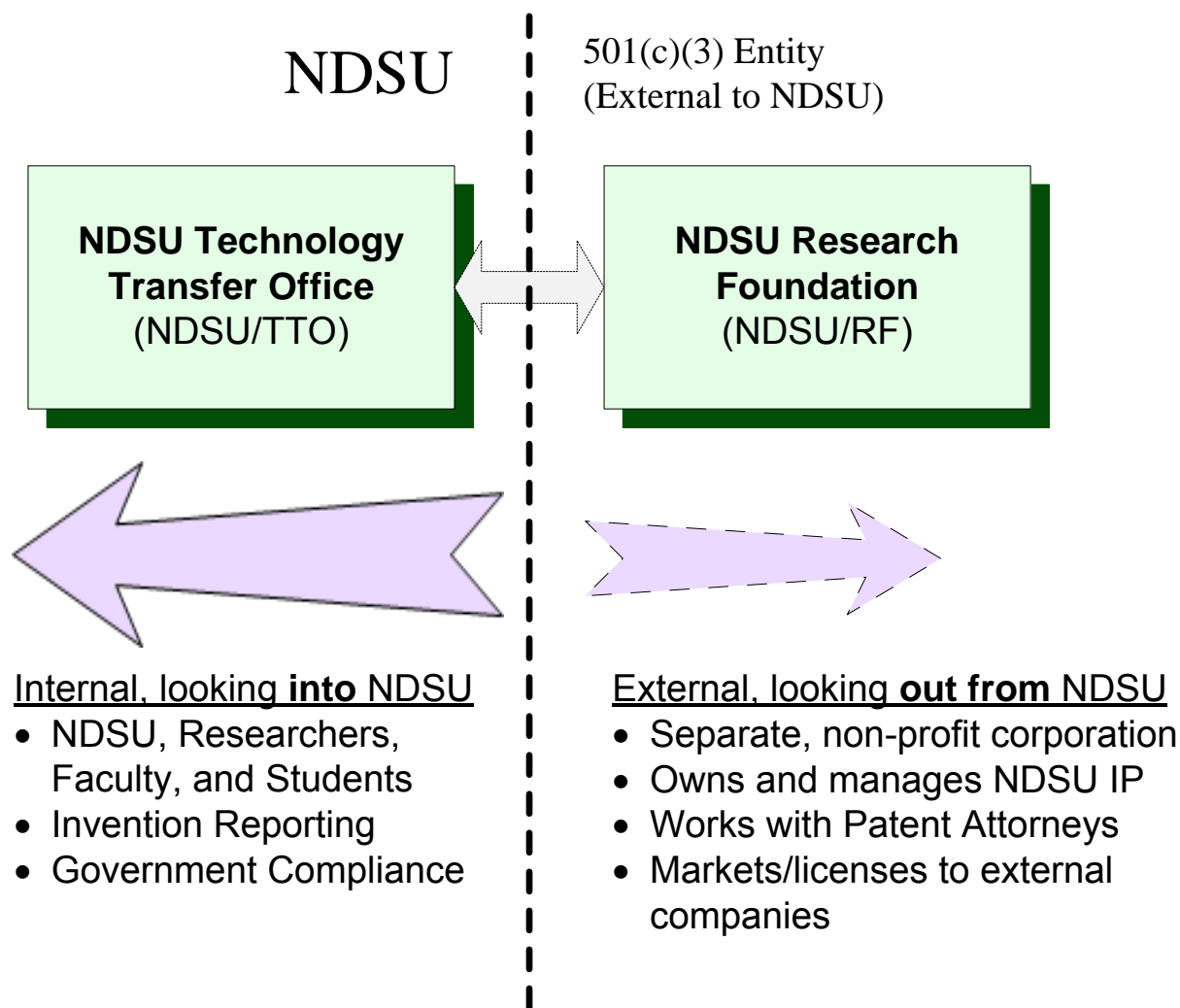
**NDSU Technology Transfer and
NDSU Research Foundation**
Faculty Senate Budget Committee
December 1, 2014

Dale Zetocha

Director, NDSU Technology Transfer Office

Executive Director, NDSU Research Foundation

Two Different Offices



NDSU Technology Transfer Office (NDSU/TTO)

- Report to Vice President for Research and Creative Activity (VPRCA)
- TTO budget is handled by VPRCA
- Expenses
 - TTO only, or
 - Cost Shared with NDSURF
- TTO does not receive any revenue
- www.ndsu.nodak.edu/research/tech_transfer

NDSU Technology Transfer Office (NDSU/TTO)

- Staff have split appointments with NDSURF
- IP Matters involving NDSU Research
(evaluation and decisions to protect)
- Invention Report/Plant Report/Software
Reporting
- Government Compliance
- www.ndsu.nodak.edu/research/tech_transfer

NDSU Research Foundation (NDSURF)

Non-blended unit of NDSU

- Coordinates IP protection
- Markets IP to industrial and commercial entries
- Negotiates licenses to practice IP rights
- Administers & monitors executed license agreements
- Facilitate start-up companies utilizing NDSU developed IP
- www.ndsuresearchfoundation.org

NDSU IP Policy Drivers

- When federal funding is involved
 - University has first right to elect title
 - Title reverts to federal agency if university waives
 - Inventors may petition the federal agency for ownership
- When tax-free bonded buildings (R1, R2) are involved
 - Licensing terms cannot be set up front

NDSU IP Policy Drivers

- When no federal funding
 - “What’s yours is yours, what’s mine is mine”
 - Joint ownership of jointly-developed inventions
 - Need to protect state employee’s interest in a technology
 - IP is state property
 - Need to be aware of use of bonded buildings
- Follow NDSU Policy 190 and SBHE Policy

Forms of Intellectual Property

- Any form of property created by the mind:
 - Inventions
 - Crop varieties, germplasm, horticultural varieties
 - Tangible research property
 - Copyrightable software
 - Trademarks
 - Trade Secrets, know-how

Forms of Intellectual Property Protection

- Patent
- Plant Variety Protection
- Copyright
- Trademark
- Trade Secret

Bayh-Dole Act Provisions

- Government retains a non-exclusive license to practice and retains march-in rights
- Requires inventions to be reported
- Universities may elect title
- Universities must file patents on inventions they elect to own
- Encourages collaboration with industry to promote utilization of inventions
- Portion of net revenue to be shared with the inventor(s) and to support future research

Researcher's Right to Publish

- Faculty typically get more from publishing than from patenting
 - Tenure requirements
 - Generating research dollars
 - Peer recognition
- Will never prevent faculty from publishing
- Balance the need to protect with the right to publish

Typical Revenue Sharing Arrangement

- Net Revenue = total Licensing revenue minus Adm. Fee and patent and licensing expenses
- 70% Net Revenue Returned to Contributors/Department
 - 30% Inventor(s) (minimum)
 - 40% Departments/Colleges (maximum)
- 30% Net Revenue Covers NDSURF Operations and Endowment
 - 21% NDSURF
 - 9% NDSURF Endowment

Invention Activity

- Annually average nearly 50 inventions (FY05 - FY14)
- Annually 20-30 applications (Patents, PVP, Trademarks)
- Average licensing income \$2.0+ million/year (FY10 –FY-14)
- 41 licenses varieties/technologies (7 exclusive and 34 non-exclusive) (FY14)

Total NDSURF Licensing Revenues and Expenses

	FY-10	FY-11	FY-12	FY-13	FY-14
Licensing Revenue	\$1,884,361	\$1,930,120	\$2,133,217	\$2,172,985	\$2,005,786
Legal & Related					
Patent	\$366,933	\$402,560	\$486,751	\$471,316	\$625,227
Licensing	\$18,110	\$29,393	\$25,805	\$8,253	\$11,015
PVP	\$20,222	\$27,775	\$20,493	\$22,852	\$16,418
Royalty Collection /Other	\$14,069	\$39,101	\$11,075	\$7,286	\$9,695
Trademark	\$2,500	\$490	\$3,703	\$781	\$7,550
Net Revenue Distributed					
NDSU Dept/College/NDAES	\$873,566	\$788,735	\$834,649	\$790,028	\$659,856
Breeder/Inventor	\$401,629	\$394,450	\$415,093	\$399,798	\$398,865
Non-NDSU Royalty Dist	\$3,575	\$6,210	\$14,420	\$14,452	\$6,528

NDSURF Budget Considerations

■ Revenue

□ **Ag. variety revenue:**

Seed production acres and bushels certified; weather; age and quality of variety; state, national, and foreign adaptation (if applicable); financial license terms; prior year revenue; and licensee feedback and reporting

□ **Patentable inventions and other IP**

Stage of dev. at time of license, finding licensee, R&D, regulatory hurdles, size of market/niche, extent of patent or IP protection, financial license terms and timing, licensee reporting, and performance of licensee

NDSURF Budget Considerations

■ Expenses

- ❑ Salaries (50% paid to NDSU for NDSURF)
- ❑ Patent and IP protection costs
- ❑ Other Operating
- ❑ NDSU Dept./Unit distributions or Endowments
- ❑ Inventor distributions
- ❑ Other party distributions

NDSU Research Foundation Statement of Revenues and Expenses

July 1, 2013 - June 30, 2014

Income			
Research Fees and Royalties		\$1,754,791	
License Fees		153,382	
Patent Cost and Other Reimbursements		97,613	
Litigation Settlements		19,687	
Interest		7,796	
Dividends		100,383	
Contributions		0	
Investment Return		937,086	
Total Income			\$3,070,738
Expenses			
Total Legal and Related		669,905	
Patent	\$625,227		
Licensing	11,015		
Plant Variety Protection and Related	16,418		
Research Fee Collection & Other	9,695		
Trademark	7,550		
Total Salaries and Operating		267,910	
Total Research Fees and Royalties Disbursed		1,065,249	
NDSU Dept/College/NDAES	659,856		
Breeder/Inventor	398,865		
Non-NDSU Royalty Disbursed	6,528		
Total Expenses			\$2,003,064
Increase in Net Assets			1,067,674
Net Assets at Beginning of Year			\$4,969,133
Net Assets at End of Year			\$6,036,807

NDSURF Budget Considerations

FY-15 Budget Projections

■ Licensing Revenue	<u>\$1,992,700</u>
■ Legal and Related Exp.	\$498,000
■ NDSU Dept/Unit and RF Wht Endow.	\$764,200
■ Inventor/Breeder Distr.	\$410,000
■ Administrative Exp.	<u>\$337,200</u>
■ Total Exp.	<u>\$2,009,400</u>
■ Net Income (Loss) from Operations	(\$16,700)*

*Excludes Endowment Income/Loss

1. Additions to the agenda from the floor

 2. Review, revise and approve minutes of the December 1st meeting

 3. Time and day of week for next semester's meetings

 4. Staggering of member terms
 - a. People whose circumstances will end their terms include Joel Hektner, Verlin Hinsz and Bud Bowlin
 - b. If half the voting Committee members (i.e. 4 of 8) could serve a second two-year term, an experience base could always be carried forward. Shall we ask the academic units for four of us to consider reappointing their representatives? A formal, one-time request could be made to the appropriate Deans by the chair.

 5. Report(s) to Faculty Senate

 6. Goals for spring 2015 term
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Faculty Senate Budget Committee
Approved Minutes from 12-15-14 meeting

Present: Verlin Hinsz, Kent Rodgers, Juan Osorno, Birgit Pruess, Bud Bowlin, Frank Yazdani.

Absent: Tom Isern, Craig Schnell, Joel Hektner Beth Ingram, Bruce Bollinger.

Meeting started at 1:45PM.

Rodgers asked for additions to the agenda? None.

Second item in the agenda was to approve last meeting minutes. Hinsz moved to approve the minutes, second by Bowlin. Minutes approved unanimously.

Third point was to discuss the best day and time to meet during the Spring 2015. It was suggested to continue the committee meetings every other Monday from 1:30 to 3PM. Rodgers will send email to the rest of the committee to see if they agree. If a different day is needed, it will be arranged by email. There was also brief discussion about bringing Bollinger again now that the governor's budget is known.

Fourth point was the staggering of members. The committee needs to find replacements for Bowlin, Hektner, Hinsz, and Yazdani. Rodgers will contact the respective deans in order to find faculty from each one of those colleges to serve in the committee. Rodgers and Osorno will continue for another year. Schnell and Isern will be asked if they want to continue serving one more year or if replacements should be also sought after.

Fifth point was to decide when and what to report to the faculty senate. Pruess is the committee liaison and given the current agenda, it may not be possible to get time allocated until February 2015, but she will keep checking. Rodgers as the committee's chair will give the report and also he will ask for feedback/ideas to the faculty senate about what areas they want this committee to work more specifically.

Meeting adjourned at 2:34PM.

For Senate information, an addition to the general education administrative policies (posted online and in the Bulletin) follows.

Rationale: The General Education Committee repeatedly receives requests to waive the Wellness requirement for individuals with military training. Recently, students have provided evidence that that approval is appropriate, documenting not just fitness training but also nutrition, CPR, and first aid instruction. To assist students in more timely graduation by facilitating this process for all with basic training, and to alleviate the petitions load for the General Education Committee, we've added a policy to automatically approve these waivers as long as the student provides military documentation. The policy empowers the Registration and Records office to receive the documentation and mark the student record. See #14 below.

Contact: Amy Rupiper Taggart, Director of General Education, amy.rupipertaggart@ndsu.edu

GENERAL EDUCATION ADMINISTRATIVE POLICIES:

1. General education courses may be used to satisfy requirements for both general education requirements and the major, minor, and program emphases. No more than two courses from any given department may be double counted in a curriculum.
2. Departments or colleges may preclude their students from double counting general education courses.
3. Department or college requirements for graduation may exceed the minimum general education requirements.
4. Except for courses that meet the cultural diversity or global perspectives requirements, no course can fulfill the requirements for more than one general education category.
5. General education requirements can be met through the College Level Examination Program (CLEP), department examinations, the Advanced Placement Program (AP) of the College Entrance Examination Board, or equivalents. A student who passes the CLEP examinations in both the physical and biological sciences shall be considered to have fulfilled the laboratory requirement.
6. General education requirements can be met by successful completion of a course for which an approved general education course in the same department is a prerequisite or by successful completion of an advanced course in the same department with comparable course content. **revised 12-9-2002**
7. No general education course may be taken for graduate credit.
8. Except for courses offered only on a pass/fail basis, no courses taken to meet the general education requirements may be taken for pass/fail grades.

9. The general education minimum requirements apply to all undergraduate degree programs as well as the professional degree program in pharmacy.
10. Transfer students meet NDSU's general education "Writing and Reading I and/or Writing and Reading II" requirement in the Communication category if they have credit in any English course (in composition, composition and literature, or the equivalent) totaling at least 2.67 semester credits per course. Transfer students who have only partially fulfilled general education category requirements through transfer-approved courses must complete the requirements in approved courses within the NDSU deficient categories. No category credit requirement may be deficient by more than a partial semester credit. The total for all general education categories must be at least 36 semester credits.
11. A student who has completed a general education program consisting of a minimum of 36 credits at an accredited institution and who transfers to NDSU or who pursues a second degree at NDSU is considered to have completed his or her general education requirements at NDSU.
12. General education courses at other accredited institutions, which do not have equivalent courses at NDSU, may be accepted in transfer as part of the general education requirements at NDSU.
13. All general education course syllabi and course web sites must identify the course as having been approved for meeting General Education requirements and include the general education outcomes for which each course is approved. (see [Syllabi Requirements](#))
14. Effective spring semester 2015, students who have completed basic military training will receive a waiver for the Wellness category. Military record documentation is required for the waiver; documentation is to be submitted to the Office of Registration and Records with a completed [Appeal for Exception to General Education Requirements](#) form. The waiver for the training will not lead to course credit, and all other minimum graduation requirements apply.

Section 8. Faculty Affairs

1. Membership shall consist of one faculty member from each representation unit, a non-voting faculty representative from the Commission on the Status of Women Faculty, and a nonvoting representative of the Dean of Graduate and Interdisciplinary Studies.
2. Committee responsibilities include:
 - a. Reviewing policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching and service.
 - b. Reviewing and recommending revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
 - c. **Reviewing the ombudsperson's annual report and performing an annual interview and written evaluation (to be submitted to the Ombudsperson and Provost at the end of each Fall semester) of the ombudsperson and office. The review and evaluation shall be conducted by a subcommittee is-comprised of at least three faculty members with broad college representation who do not possess any actual or perceived conflict of interest with the ombudsperson office.**

Bylaws change, Pharmacy faculty

Article I: Faculty Senate Membership

Section 1. Each representation unit shall have one elected senator for every fifteen eligible faculty members (see Constitution Article III, Section 1), or major fraction thereof, assigned to the representation unit as of October 1 of each year. Faculty members regardless of their location (e.g. Agriculture Experimental Station and the NDSU Extension Service) shall be counted in and vote with their assigned representation unit.

Assessment Plan

I. Introduction

North Dakota State University (NDSU) is a student-focused, land-grant, research university whose core values emphasize the importance of teaching and learning and accountability to the people of North Dakota. Teaching and learning within the university is carried out through eight colleges that offer a wide range of academic programs that result in certification, bachelor's, master's, specialist, and doctoral degrees as well as through Student Affairs and the Extension Service. Goals for learning are established at every level of the university by programs themselves and/or external agencies that reflect important learning outcomes for undergraduate, graduate, and Extension Service programs.

To ensure that NDSU demonstrates its commitment to the core value of accountability, assessment of learning goals is conducted at the various levels in the university (program, college, and institutional). This process is guided by the University Assessment Committee. The University Assessment Committee (UAC) was created in 1992 through the Office of Assessment and Institutional Research at North Dakota State University. All departments and units on campus were asked to submit annual assessment reports for the following year, 1993-1994. To strengthen the assessment initiative, the UAC developed a campus-wide strategic plan in 1995 to serve as a guide for preparing assessment reports.

Due to the current trends in higher education that emphasize the importance of a comprehensive assessment of learning outcomes, the University Assessment Committee is committed to supporting and consistently revising an inclusive, strategic assessment plan that fits with North Dakota State University's mission as a land grant institution. In order to accomplish this, the plan must address the role of Academic Affairs, Student Affairs, and the Extension Service.

This campus-wide strategic assessment plan serves as a framework within which faculty and staff from Academic Affairs, Student Affairs, and the Extension Service identify learning outcomes, design appropriate assessments to measure learning, analyze the results, and then use results to make changes to improve learning. That information can then be used to demonstrate to multiple audiences the university's willingness to fulfill its obligation to accountability and its commitment to teaching and learning.

II. Goals

- Nurture a campus culture in which all appropriate units systematically gather evidence to document learning and/or development and use that evidence to continually improve learning and/or development.

- Promote campus-wide systems to assess student learning
- Use annual assessment reports as an opportunity to engage in ongoing conversations about the learning and/or development that units are promoting.
 - Provide consistent and timely feedback to units about annual assessment reports.
 - Solicit regular feedback from units about the assessment process.
- Promote campus-wide dialogues about how assessment methods can be employed to improve learning and/or development.
 - Promote professional development on assessment.
- Provide information to external audiences to document assessment practices and improvements based on those practices.

III. Implementation of Goals

Academic Affairs

The Provost provides administrative leadership for all academic activities, by promoting, supporting, and sustaining excellence in teaching, research, creative activity, and service in academic units. The Provost is responsible for guiding the University's instructional curriculum, which includes undergraduate, graduate, and distance education. The UAC reports to the Faculty Senate and the Provost.

The UAC distributes its guidelines to and shares its feedback on assessment reports with department chairs or heads. Department chairs and heads are responsible for engaging all their instructional faculty in conducting regular assessment and completing the annual UAC report. Instructional faculty identify and communicate student learning outcomes to their students and analyze how those outcomes for their program are aligned with the university learning outcomes and with outcomes in individual classes in their program. Program assessment plans identify where student learning occurs in the curriculum, how and how often it is assessed, and how the program uses those results to improve student learning.

Student Affairs

The Division of Student Affairs embraces the mission of the university by providing services, programs, and resources to students to support academic, professional, and personal growth. Included in the philosophical foundation central to the Division's mission is the commitment to student engagement and a transformative learning environment. The Division embraces a learning agenda framework for its work with students.

Assessment in the Division of Student Affairs is guided by the Student Affairs Assessment Committee and the Office of Student Affairs Assessment. Each department (or the major activities from each department, as approved by the Student Affairs Assessment Committee

and the Director of Student Affairs Assessment), submits an annual report to the Director of Student Affairs Assessment.

Results from assessment will be shared with a variety of stakeholders. Internally, results will be discussed and used within each department and by the leadership of the Division to inform changes and improvements. Externally, results will be shared and communicated to show how the Division is meeting expected goals, making changes to improve the achievement of those goals, and being good stewards of the provided resources.

Extension Service

Established in 1914, the Extension Service exists to serve the educational needs of North Dakotans and addresses identified needs through education in four program areas: Agriculture and Natural Resources, Family and Consumer Sciences, Community Vitality and 4-H Youth Development. These four programs deliver educational opportunities throughout the state with 10 program planning teams. Teams may change as needs emerge, and teams are responsible for creating educational programs and evaluation tools to assess the impact.

Program development/assessment is an ongoing systematic process that NDSU extension professionals follow as they plan, implement, and evaluate their educational programs. Extension agents and specialists, in collaboration with their leaders and teams, identify learning goals and expected outcomes for their audiences. Based on the assessment processes, agents and specialists create annual impact reports. Impact reports are broadly shared, and summary reports are prepared for stakeholders at the state and federal levels.

IV. Responsibilities of the University Assessment Committee (UAC)

The purpose of the University Assessment Committee (UAC) is to apply a continuous quality improvement process to the assessment of student learning in both undergraduate and graduate programs at NDSU, to the array of extracurricular activities conducted in Student Affairs, and learning opportunities presented by the NDSU Extension Service to diverse clientele. The Bylaws of the Faculty Senate of NDSU define the UAC membership as a Joint Standing Committee (<http://www.ndsu.edu/fileadmin/facultysenate/docs/bylaws.pdf>) and describe committee responsibilities. Those are:

1. Annually reviewing the assessment of student learning in the university's undergraduate and graduate programs, within the units of the Division of Student Affairs and in the NDSU Extension Service.
2. Developing procedures for the annual reporting of assessment activities by departments and other academic units, units in the Division of Student Affairs, and the NDSU Extension Service on their assessment activities.

3. Providing feedback and assistance to departments and other academic units on their assessment activities.
4. Providing a yearly summary of assessment activities to the Faculty Senate, the Provost, the Vice President for Agriculture and University Extension, and the Director of the NDSU Extension Service.

V. Annual Planning Process

At their first meeting of each academic year, UAC members will: 1) review feedback about the assessment process received from units; 2) review the strengths and weakness of the review process employed in the previous year; 3) review patterns of strengths and weaknesses in reports reviewed in the previous year; and 4) based on the previous three items, develop an action plan for the coming academic year.

Revised Academic Freedom Statement

Academic freedom is the principle upon which thought and understanding are advanced in academic settings. Academic freedom provides a safe haven for the expression of diverse points of view by both faculty and students. Faculty members are entitled to full freedom in conducting their courses, including, but not limited to, the selection of the mode of information delivery, methods of evaluation, demonstration in their subject or field of competence, and assignment of grades. Students have a right to access all information relevant to any academic discussion and to express their views without fear of ridicule, recrimination, or reprisal. However, academic freedom entails responsibility. During academic discourse, faculty and students are responsible for being informed about the subject matter and for respecting others. For further information on academic freedom see NDSU Policy 325 at <http://www.ndsu.edu/fileadmin/policy/325.pdf>.

The motion was to pass it as a recommended (not required) statement for syllabi and that colleges and departments should determine if they want to require it on their syllabi.

GUIDELINES FOR THE USE OF Instructional COMPUTING and Social Media TOOLS

These guidelines are intended to provide assistance and direction to faculty members at NDSU for use of computing and social media resources as educational tools in all courses (online and traditional) at NDSU.

A. INTRODUCTION.

NDSU is guided by its Mission, Vision and Core Values, which provide the context through which NDSU makes decisions about its operations and activities. Within its Core Values, NDSU provides the following guidance about *Teaching and Learning*:

We provide a superior teaching and learning environment within and outside of the traditional classroom. We promote and value liberal, graduate and professional education in a collegial environment where divergent ideas can be shared. We foster an environment that promotes life-long learning with individually defined goals.

This Core Value inspires us to recognize technology's value in the educational process for two important reasons. First, computing technology has created many new tools that can be highly effective as pedagogical devices. Second, computing resources are now ubiquitous in our society, and NDSU needs to help train its students in cutting-edge computing technology in order to prepare them for their roles as employees, entrepreneurs and citizens.

Nevertheless, NDSU must be mindful of legal restraints, privacy concerns, and security issues which exist for computing resources, and particularly the internet and social media. As will be discussed in more detail below, the University must comply with: (i) the Family Educational Rights and Privacy Act ("FERPA") which protects a student's educational records, including classroom assignments/projects; and (ii) the Americans with Disability Act ("ADA") which requires NDSU to provide academic adjustments and auxiliary aids and services to otherwise qualified students with disabilities (*e.g.*, readers, interpreters, adaptive equipment for classroom use) if these are needed for equality of opportunity.

Moreover, even when FERPA and the ADA are not implicated in the use of a particular computing tool, NDSU must still be mindful of basic security and privacy concerns associated with our students' information.

It is important to NDSU faculty to provide an innovative, engaging atmosphere for instructional learning and still be mindful of NDSU policy and procedure and all applicable federal and state regulations when creating that environment. To encourage this, the following guidelines have been created and are intended to be flexible enough to foster development of new and exciting computing tools for instructional purposes.

B. WHEN SELECTING YOUR COMPUTING TOOLS.

The first determination to be made is whether to use a computing tool which is (1) provided by NDSU; (2) acquired by a faculty member specifically for a particular class; or (3) a publicly-available non-NDSU social media computing tool such as Facebook, Twitter, etc. This section will provide guidance regarding each of these options.

1. NDSU PROVIDED COMPUTING OPTIONS: NDSU, through its Information Technology Services, provides many tools to support the academic mission. The primary benefits of using NDSU-provided services are the ease of use, cost savings for the instructor, and protection of data. Primarily, these tools are found in Blackboard and present faculty with several instructional benefits including a secure interface for instruction and testing for the students and the faculty that helps support the prevention of cheating or plagiarizing; the ability to facilitate online discussions between students, and between students and the instructor(s); and a secure and safe environment for submitting work.

2. CLASS-SPECIFIC ACQUIRED COMPUTING OPTIONS: There may be circumstances when a faculty member opts to use a 3rd-party computing tool that is not provided by NDSU. Examples of this might be a facilitative, online interactive or a class specific web-based service, including test-taking/grading options. These services/tools may be used by NDSU faculty; however, 3rd party services

raise privacy and security concerns if they are transmitting and receiving student educational records or other protected data. As a result, the University, not the faculty member, will need to enter into an agreement with the 3rd-party provider. Faculty members can contact the Vice President for IT or his/her respective chairperson in order to discuss the process involved with acquiring the tool.

3. **PUBLICLY-AVAILABLE THIRD PARTY SOCIAL MEDIA TOOLS:** Some faculty may choose to utilize publicly available social media tools as pedagogical devices for their class (e.g., Facebook, Twitter, etc.). When using these tools, faculty members must be cognizant of privacy and security issues that can occur in this environment. Listed below are basic guidelines for social media usage:

- (a) When using social media tools, alert the students to their use as soon as possible so that the students can consider whether they want to participate in the class. This can be done through the faculty member's syllabus by specifying if and which social media tools will be used. Students also need to be informed if classroom material will be publicly available through a social media site.
- (b) If relevant and reasonable, provide the students with an alternative for participation in a way that does not include the social media participation if (1) the student requests such an alternative; or (2) it is necessary to comply with the Americans with Disability Act as determined by NDSU Disability Services.
- (c) If the students, are required by the site to create an account that requires a login and/or password, and the student does not want to use their real name, or the site could potentially provide information that will identify the student and the student's work to people outside of the classroom, provide a process that permits the students to create an alias or other mechanism (known by the faculty member) that prevents the student from being publicly recognizable.

- (d) Encourage students not to provide information that they would not want publicly known, including personal information, medical information, social security numbers, etc.
- (e) Beyond personal information, faculty and students must be polite and respectful in their discussions and online presence. An educational exercise/assignment using online social media must follow the same rules of decorum and respect that would occur in a face-to-face classroom.
- (f) Many privacy and security issues relate to the fact that these sites can publicly share information such as comments/discussions are available to the public and can be difficult to delete or remove from the site. If possible, when using a social media site for discussion, create a “private group” for the class. Most social media sites have privacy settings; inform the students what those settings are and where they are located. Be sure to explain to them what settings are expected to be used for the duration of the class.
- (g) It is highly recommended that faculty members don’t use their personal social media sites for teaching purposes. If the faculty member chooses to use his/her own social media site(s) as an online media tool for instruction, then he/she should treat the personal environment as an extension of his/her classroom.
- (h) Class discussions may be conducted via social media but, evaluative comments and grades must not be shared publicly or with other members of the class.
- (i) Social media Internet sites have the ability to share information quickly and worldwide, be sure to take precautions to protect all confidential, sensitive, copyright protected and proprietary information to which, you as an NDSU faculty member own or have access to and will be using for the class.

- (j) It is recommended to incorporate the Fair Use Guidelines for Online Learning for materials which you don't own or have formal written permission to use.
- (k) Ensure the terms of the Internet site or services you are using are appropriate for the work you are doing. For example, some services store data in foreign countries, some respond to government requests for data without notice to users, and some retain your data even after your account is closed.
- (l) Be mindful of NDSU policies and procedures when using computing tools to facilitate student learning within your course. The policies and procedures listed below can be found at www.ndsu.edu/policy.

<u>Number</u>	<u>Policy/Procedure Title</u>
100	Equal Opportunity and Non-Discrimination Policy
100.1	Non-Discrimination on the Bias of Disabilities and Reasonable Accommodation
151	Code of Conduct
158	Acceptable Use of Electronic Communications Devices
162	Sexual Harassment Policy
190	Intellectual Property
325	Academic Freedom
326	Academic Misconduct
331	Classroom Assignments, Class Lists, and Instructor Initiated Drop Policy
331.1	Course Syllabus

600	Family Educational Rights and Privacy Act – FERPA
601	Student Code of Behavior
606	Guidelines for Student Requests for Reasonable Accommodation
712	Contract Review
713	Records Retention
718	Public/Open Records

NDSU Links and Resources

Legal: www.ndsu.edu/general_counsel

Fair Use Guidelines: www.ndsu.edu/its/fair_use_guidelines_for_educational_multimedia

Copyright Guidelines: www.ndsu.edu/its/copyright

IT Security Guidelines: www.ndsu.edu/its/security

Contact Information

NDSU's general counsel office:

Phone: 231-8741

Email: christopher.s.wilson@ndus.edu

Web site: www.ndsu.edu/general_counsel

NDSU's information technology security office:

Phone: 231-5870

Email: ndsu.itso@ndsu.edu

Web site: www.ndsu.edu/its/security

NDSU's Provost for Academic Affairs:

Phone: <http://www.ndsu.edu/provost/>

Email: beth.ingram@ndsu.edu

Web site: 231-7131

Date: January 25, 2015

Date: September 4, 2014

Agenda

Faculty Senate Meeting

*Meeting place and time: 3:30 pm, Monday, March 9, 2015
Memorial Union, Prairie Rose Room*

I. Substitutions – R. Kitch

II. Approval of February 9, 2015, [Faculty Senate Minutes](#)

III. Consent agenda

- a. Academic Affairs Report ([attachment 1](#))
- b. Policy changes ([attachment 2](#))
 - Policy 808: Allowable Cost Policies (federal mandate, housekeeping)

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

IV. General Announcements

- President D. Bresciani
- Provost B. Ingram
- B. Pruess, President of Faculty Senate
- S. Sather-Wagstaff, President-Elect of Faculty Senate
- W. McCrory, President of Staff Senate
- H. Haugeberg, Vice President of Student Body
- Guest announcement: Vice Provost for Academic Affairs, C. Wolf-Hall

V. Senate Committee Reports

VI. Unfinished Business

- IT ([attachment 3](#), M. Wallman)
- CULE status update (discussion, no vote, [attachment 4](#), L. Peterson)

VII. New Business

- New Phi Kappa Phi Faculty award (input and vote to support, [attachment 5](#), C. Wolf-Hall)

VIII. Adjournment

**Academic Affairs Committee Report
For Faculty Senate Meeting on March 9, 2015**

Program Specialization Title Change
Public Health in Clinical Systems (formerly Community Health Sciences)

New Courses				
Subject	No.	Title	Crs.	Effective Term
AHSS	188	Cultural Diversity Scholars	2	Fall 2015
CE	452/652	Fundamentals of Oil & Gas Pipeline: Design, Operation, Inspection, & Maintenance	3	Spring 2016
CSCI	848	Empirical Methods in Software Engineering	3	Spring 2015
ECE	722	Wireless IC Design	3	Fall 2015
ECE	773	Advanced Digital Design	4	Fall 2015
ECE	801	Big Data and Cloud Computing	3	Fall 2015
ECE	802	High Performance Computing in the Cloud	3	Fall 2015
HDFS	880	Supervision and Teaching Couple and Family Therapy	3	Fall 2015
NURS	850P	Family Primary Care: Specialty Practicum	2	Summer 2015
RNG	213	Rangeland Sampling Techniques	3	Fall 2015

Course Inactivation				
Subject	No.	Title	Crs.	Effective Term
ADHM	150	Design Fundamentals – Lecture	1	Fall 2015
ADHM	153	Sketching for Creativity	1	Fall 2015
ADHM	250	Interior Environmental Analysis	2	Fall 2015
ADHM	362	Codes for Interiors	3	Fall 2015

Course Changes								
<i>From:</i>				<i>To:</i>				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
ABEN	650	Bioprocess Engineering	3	ABEN	750	Bioprocess Engineering	3	Spring 2015
ADHM	368	Interior Materials and Maintenance	3	ADHM	368	Interior Materials	2	Fall 2015
ADHM	470	Retail Financial Management and Control	4	ADHM	470	Retail Financial Management and Control	3	Fall 2015
ECE	470/670	Digital Systems II	3	ECE	470/670	Fault Tolerant Digital Design	3	Fall 2015
HNES	485	Sport Management Internship	12	HNES	485	Sport Management Internship	1-12	Summer 2015
NURS	704	Advanced Nursing Research	3	NURS	704	Nursing Research/Evidence Based Practice	3	Spring 2015
NURS	733P	Family Primary Care: Residency I	8	NURS	833P	Family Primary Care: Residency I	6	Fall 2015
NURS	734P	Family Primary Care: Residency II	8	NURS	834P	Family Primary Care: Residency II	6	Spring 2015
PSYC	221	Psychology at Work	3	PSYC	221	Psychology Applied to Work	3	Fall 2015
STAT	651	Bayesian Statistical Decision Theory	3	STAT	851	Bayesian Statistical Inference	3	Fall 2015

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Corequisite Change	Effective Term
ADHM	151	Design Fundamentals – Studio	Coreq: ADHM 160, 161	Fall 2015
ADHM	160	Interior Design Careers	Other Req: Interior Design major; Apparel, Retail Merchandising and Design major (Retail Merchandising Option – Interior Merchandising Focus)	Fall 2015
ADHM	161	Introduction to Manual Drafting	Other Req: Interior Design major; Apparel, Retail Merchandising and Design major (Retail Merchandising Option – Interior Merchandising Focus)	Fall 2015
ADHM	162	Intermediate Manual Drafting	Prereq: ADHM 161 with a grade of C or higher. Coreq: ADHM 261. Other Req: Interior Design major.	Fall 2015
ADHM	251	Interior Design Studio I – Residential	Desc: Introduction of design theory and process to analyze interior environments. Emphasis on programming and space planning. Prereq: ADHM 151, 160, 162, 261 (grade of C or higher in all prerequisite course work). Coreq: ADHM 264, 365. Other req: Interior Design major; Apparel, Retail Merchandising and Design major (Retail Merchandising Option – Interior Merchandising Focus)	Fall 2015
ADHM	253	Interior Design Studio II – Office Design	Prereq: ADHM 251, 264, 365 (grade of C or better in all prerequisite course work). Coreq: ADHM 254, 368. Other req: Interior Design major; minimum of 3.0 cumulative GPA.	Fall 2015
ADHM	254	Interior Design Studio III – Small Scale Contract Design	Prereq: ADHM 251, 264, 365 (grade of C or better in all prerequisite course work). Coreq: ADHM 253, 368. Other req: Interior Design major; minimum of 3.0 cumulative GPA.	Fall 2015
ADHM	261	Visual Communications	Other req: Interior Design major.	Fall 2015

ADHM	264	Residential Systems	Prereq: ADHM 151, 160, 162, 261 (with a grade of C or higher in all prerequisite course work). Coreq: ADHM 251, 365. Other req: Interior Design major; minimum of 3.0 cumulative GPA. Apparel, Retail Merchandising and Design major (Retail Merchandising Option – Interior Merchandising Focus)	Fall 2015
ADHM	300	Design Resource Management	Prereq: ADHM 254, 368. Other req: Interior Design major; minimum of 3.00 cumulative GPA; with a grade of C or higher in all prereq courses.	Fall 2015
ADHM	351	Interior Design Studio-IV-Advanced Residential	Prereq: ADHM 253, 254, 368 (with a grade of C or higher in all prereq courses). Coreq: ADHM 363, 460. Other req: Interior Design major; minimum of 3.00 cumulative GPA.	Fall 2015
ADHM	353	Interior Design Studio V-Large Scale Contract Design	Prereq: ADHM 351, 363, 460 (with a grade of C or higher in all prereq courses). Coreq: ADHM 461. Other req: Interior Design major; minimum of 3.00 cumulative GPA; with a grade of C or higher in all prereq courses.	Fall 2015
ADHM	363	Commercial Lighting Design and Building Systems	Prereq: ADHM 253, 254, 368 (with a grade of C or higher in all prereq courses). Coreq: ADHM 351, 460. Other req: Interior Design major; minimum of 3.00 cumulative GPA.	Fall 2015
ADHM	365	CADD for Interiors	Prereq: ADHM 162, 261 (with a grade of C or higher in all prereq courses). Coreq: ADHM 251, 264. Other req: Interior Design major; minimum of 3.00 cumulative GPA.	Fall 2015
ADHM	450	Research and Project Development in Interior Design	Prereq: ADHM 353, 461. Other req: Interior Design major; minimum of 3.00 cumulative GPA; with a grade of C or higher in all prereq courses.	Fall 2015
ADHM	460	Career Development and Professional Practice	Prereq: ADHM 254, 368 (with a grade of C or higher in all prereq courses). Coreq: ADHM 351, 363. Other req: Interior Design major; minimum of 3.00 cumulative GPA.	Fall 2015
ADHM	461	Building Information Modeling	Prereq: ADHM 351, 363, 460. Coreq: ADHM 353. Other req: Interior Design major; minimum of 3.00 cumulative GPA; with a grade of C or higher in all prereq courses.	Fall 2015
ADHM	485	Global Consumer Analysis	Prereq: ADHM 171, 385, Psyc 111.	Spring 2016
CE	441	Finite Element Analysis	Prereq: CE 343	Fall 2015
ECE	401	Senior Design I	Coreq: ECE 320	Fall 2015
ECE	443	Communications I	Prereq: ECE 343 & ECE 341	Fall 2015
EE	206	Circuit Analysis I	Prereq: Math 166 with a grade of C or better. Coreq: Math 129	Fall 2015
HDFS	330	Child Development	Descr: Study of children, three years through middle childhood. Emphasis on social, cognitive, physical, and emotional development. Prereq: HDFS 230, HDFS 320, or PSYC 250.	Spring 2015
HDFS	357	Personal and Family Finance	Prereq: recommended: HDFS 186. Other req: HDFS majors/minors, WGS majors/minors, FACS majors, Pre-FACS majors only.	Fall 2015
HDFS	462	Methods of Family Life Education	Other req: HDFS majors/minors, WGS majors/minors, FACS majors, Pre-FACS majors only.	Fall 2015
HDFS	775	Clinical Applications in Couple and Family Therapy I	Descr: This course explores quantitative, qualitative, and mixed-method methodologies within the context of couple and family therapy research.	Fall 2015
HNES	142	Yoga II	Descr: This intermediate yoga educational course is based upon asanas (postures), pranayama (breathing techniques), and shamata practice (mindfulness). Emphasis is placed on combining awareness, stability and fluidity in the creation of a personal practice.	Fall 2015

Degree Inactivation

Master of Science in Botany

Master of Science in Zoology

Program Termination

MS Nurse Educator

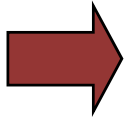
Clinical Nurse Specialist

Accelerated/Combined Degree

BS/MS program in Biology

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: Policy Number and Name **808 ALLOWABLE COST POLICIES – FRINGE BENEFITS**

- Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: The Affordable Care Act (ACA) is a federal requirement – the change in office to contact is just housekeeping
- This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: Grant & Contract Accounting/Ann Young and Sponsored Programs Administration/Val Kettner and Amy Scott
 - Email address of the person who should be contacted with revisions val.kettner@nds.edu, amy.scott@nds.edu and ann.young@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

- This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University Policy Manual

SECTION 808 ALLOWABLE COST POLICIES – FRINGE BENEFITS

SOURCE: NDSU President

1. The term "fringe benefits" covers several costs which are incurred by the University in connection with employment of various classes of personnel. Fringe benefit costs relating to employees working on a sponsored agreement are charged to the sponsored agreement in direct proportion to the salary paid. The items included in the fringe benefit category are:

a) F.I.C.A. - "Social security" applies to all classes of employees except full-time graduate and undergraduate students.

b) TIAA-CREF - Applies to all benefitted employees in the 0000 through 3000 bands. The rate of university contribution varies with the length of participation in the plan.

c) State retirement - Applies to all benefitted employees eligible under Section 101 not covered by TIAA-CREF.

d) Unemployment compensation - Applies to all classes of employees except students.

e) Workmen's compensation - Applies to all classes of employees.

f) Disability insurance - Applies to all professional employees covered by TIAA.

g) Life insurance - Applies to all employees eligible under Section 101.

h) Health insurance - Applies to all employees eligible under Section 101 and Affordable Care Act (ACA) Eligible employees.

Contact the Office of ~~Grant and Contract Accounting~~ Sponsored Programs Administration for the current fringe benefit rates when preparing proposal budgets.

HISTORY:

New July 1990 Amended April 1992 Amended August 2007 Housekeeping September 6, 2013

Marc Wallman is interested in talking to us. The list of questions is copied from his E-mail below in blue.

- What IT services do you currently use and like?
 - What IT services are currently offered that do not fully meet your needs?
 - What should the IT Division be doing, that we are not doing?
 - What communications channels do faculty find most effective?
 - Do you have suggestions for a keynote speaker and presentations for the 2015 IT Expo?
 - NDSU's records management process
 - Anything else faculty senate members might want to discuss.
-
- Meetings with units with which Marc met last year will include a review of issues brought forth at that time, to make sure they have been or are being addressed as is possible.

CULE/QUEST Tentative Timeline

- 03/10 CULE meeting to consider revising Learning Outcomes based on feedback from open forums and emails.
- 03/11 Faculty Survey on new GE model (QUEST) closes
- 03/24 CULE meeting #1 to consider revising QUEST model based on feedback from open forums, emails, and faculty survey
- 04/07 CULE meeting #2 to consider revising QUEST model based on feedback from open forums, emails, and faculty survey
- 04/13 Faculty Senate meeting
 - Discussion and possible vote on revised Learning Outcomes
 - Discussion and possible vote on revised Model
- 04/___ QUEST Design Workshops for colleges
 - Goal: get people in the disciplines creating mock-ups of how a student from their majors might move through a new curriculum represented by the proposed model.
- 04/21 CULE meeting
- 05/11 Faculty Senate meeting

NDSU Phi Kappa Phi Faculty Lectureship (NDSUPKPFL)

Phi Kappa Phi is a national honor society. The motto of Phi Kappa Phi is Phi comes from the initial letters of the Greek words forming its adopted motto: Philosophia Krateitō Photōn, "**Let the love of learning rule humanity.**" (www.phikappaphi.org)

NDSU is proud to partner with the NDSU Chapter of Phi Kappa Phi to offer the Fall Faculty Lectureship Award to share in Phi Kappa Phi's mission "To recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others."

When: To be held each Fall semester immediately after the Phi Kappa Phi Initiation.

Award: \$2,500 to the winner. Two other finalists will receive \$500 each

Minimum Selection Criteria

The NDSU Phi Kappa Phi Faculty Lectureship shall be awarded only to those individuals whose outstanding, high impact research, scholarship, or creative activity consistently supports NDSU'S top tier research status and who have a proven ability to effectively present their research to a broad community in the land grant tradition. More specifically, all winners of the NDSU Phi Kappa Phi Faculty Lectureship must have a:

1. Proven ability to effectively and dynamically communicate their research to an intelligent listener, and
2. Be passionate about communicating what they do to others so that the latter can appreciate the beauty of the research and know its ramifications on others.
3. Not be a member of the NDSU Phi Kappa Phi Faculty Lectureship selection committee.

Preferred Criteria:

1. Membership in Phi Kappa Phi.

The lecture shall be

1. Held in Fall semester
2. Consist of a professional presentation on the PKPFL winner's research presented to a broad segment of the community.
3. A period that allows for questions or other interaction with audience members.

Award selection committee membership

1. President of the NDSU Phi Kappa Phi Chapter or his or her designee.
2. NDSU Provost or her or his designee.
3. One representative member from each of NDSU's colleges. This individual should be an accomplished researcher, teacher, and service provider.

Selection process

1. Call for nominations
 - a. The University community will be contacted through email and other means to announce the NDSUPKPFL, and then request nominations based on the selection criteria.
 - b. An up to date CV and very short nominating letter (2 pages or less, single spaced) stating why the nominee satisfies each criterion for the Lectureship should be submitted.
2. The committee will evaluate the nomination materials and determine the finalists. Evaluation of the candidates' qualifications may include any of the following information or other information the committee deems relevant to deciding the quality of the candidate's work.

Research – their discipline's regional or international scholarship or creative work.

- a. Evaluated by quality of journals or other venues of publications, quality of research, or citations.
- b. Evidence from CV or support letters from outstanding scholars in the field.

Teaching – the university's mission of excellence in education.

- a. Evaluated by quality of the teaching.
- b. Evidence from the number of classes or students taught, SROIs, and peer evaluations.

Service – the university's land grant mission of outreach.

- a. Evaluated by the quality of impact the individual has had.
- b. Evidence from quality of events organized, leadership activities involving the local and regional communities, or letters of support.

The submitted nomination materials should address the nominee's impact on the lives of people in the local, state, regional, national, or international community and clearly address the candidate's ability to communicate her or his scholarly work through effective and engaging oral communication.

3. The committee will invite up to 4 finalists for an interview with the lectureship committee.
4. Interviews
 - a. Evaluation of candidates should be based on which candidates are outstanding in both necessary selection criteria.
 - b. In the event of a tie, membership in Phi Kappa Phi may be used as the deciding factor in favor of a candidate.
5. At the conclusion of the interviews the committee shall select a winner. The Provost's Office will notify the winner and the finalists of the decision and work with the committee chair and the NDSU Phi Kappa Phi chapter's president to make the necessary arrangements for delivering the lecture.

NDSUPKP Faculty lectureship timeline

1. Policy completed. (February 2015)
2. Policy presented to Faculty Senate Executive Committee. (March 2015)
3. Policy revised according to Faculty Senate Executive Committee? (March 2015)

4. NDSUPKP Faculty Lectureship committee is formed. (April 2015)
5. Call for nominations distributed to faculty. (April, May, and August 2015)
6. Nominations due. (7 September 2015)
7. NDSUPKP Faculty Lectureship committee evaluates nominations, and then determines 3-4 people to interview. (15 September 2015)
8. Interviews scheduled. (23 September 2015)
9. Interviews held and NDSUPKP Faculty Lectureship committee determines who receives award. (First week of October 2015)
10. Relevant individuals, including award winner, nominating faculty member, university relations, president, etc., notified. (By second week of October 2015)
11. Initiation and NDSUPKP Faculty Lectureship - 12 November 2015

Schedule for NDSUPKP Faculty Lectureship – 12 November 2015

1. Initiate PKP members in Beckwith Recital Hall.
2. Procession to Festival Hall.
3. NDSUPKP Faculty Lectureship in Festival Hall.

Reception afterward

Agenda

Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, April 13, 2015
Memorial Union, Prairie Rose Room

- I. Substitutions – R. Kitch
- II. Approval of March 9, 2015, [Faculty Senate Minutes](#)
- III. Consent
 - a. Academic Affairs Report ([attachment 1](#))
 - b. Policy changes ([attachment 2](#))
 - Policy 166.1: Institutional Safety (housekeeping, office name change)
 - Policy 344: Classified Research (housekeeping, position title name change)
 - Policy 345: Research involving Human Participants (housekeeping, office name change)
 - Policy 347: Institutional Biosafety Committee (housekeeping, office name change)
 - Policy 407: Auxiliary Exclusive Services (housekeeping, office name change)
 - Policy 712: Contract Review (housekeeping, office name change)
 - Policy 801: Grant and Contract Administration (housekeeping, office name change)
 - Policy 803: Restricted Gifts vs Grants (minor changes)

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

- IV. General Announcements
 - President D. Bresciani
 - Provost B. Ingram
 - B. Pruess, President of Faculty Senate
 - S. Sather-Wagstaff, President-Elect of Faculty Senate
 - W. McCrory, President of Staff Senate
 - H. Haugeberg, Vice President of Student Government
- V. Senate Committee Reports
- VI. Unfinished Business
 - a) Policies for discussion and vote
 - Policy 350.4 Board regulations on hearings and appeals ([attachment 3](#), B. Sylvester)
 - Policy 350.3: Board regulations on nonrenewal; termination or dismissal of faculty ([attachment 4](#), B. Sylvester)
 - Policy 713: Records Management ([attachment 5](#), T. Semmens)
 - Policy 353: Grievances ([attachment 6](#), T. de Sutter)
 - b) Policies for discussion

- Policy 350.1: Board Regulations on Academic Freedom and Tenure ([attachment 7](#), K. Grafton)
- c) Bylaws change, Budget Committee ([attachment 8](#), K. Rodgers)
- d) Misc. topics for discussion
 - General Education ([attachment 9](#), for discussion and vote, L. Peterson/A. Rupiper-Taggart)
 - Academic Advising ([attachment 10](#), A. Weber)

VII. New Business

- a) Special election

VIII. Adjournment

**Academic Affairs Committee Report
For Faculty Senate Meeting on April 13, 2015**

Curricular Recommendations

New Certificate Option	
Public Health Certificate in Infection Prevention	
Public Health Certificate in Health Systems Leadership	

New Courses				
Subject	No.	Title	Crs.	Effective Term
ANSC	230	Meat Grading and Evaluation	2	Fall 2015
ANSC	231	Livestock Evaluation	2	Fall 2015
ANSC	332	Competitive Dairy Cattle Evaluation	2	Fall 2015
ANSC	335	Competitive Equine Evaluation	2	Fall 2015
ASM	455/655	Data Management in Precision Agriculture	3	Spring 2016
ECE	661	Control Systems I	4	Fall 2015
EDUC	420/620	STEM Philosophy for Educators	3	Fall 2015
EDUC	421/621	STEM Curriculum for Educators	3	Spring 2016
EDUC	422/622	STEM Methods for Educators	2	Summer 2016
EDUC	423/623	STEM Strategies for Educators	2	Spring 2016
EDUC	453/653	Foundations of Teaching English Language Learners	1	Fall 2016
EDUC	454/654	Linguistics for Teachers of English Language Learners	3	Spring 2016
EMGT	861	Preparedness Theory II	3	Fall 2015
EMGT	862	Mitigation Theory II	3	Fall 2015
EMGT	863	Response Theory II	3	Fall 2015
EMGT	864	Recovery Theory II	3	Fall 2015
HNES	746	Nutrition and Health Disparities	3	Fall 2015
HNES	747	Understanding Food Culture	3	Fall 2015
MUSC	318	Mixed Chamber Ensemble	1	Fall 2015
MUSC	771	Orff Schulwerk Level I	3	Summer 2015
SAFE	440/640	Hazard Analysis Critical Control Point (HACCP) and Food Safety Systems	2	Spring 2016
THEA	160	Storytelling	3	Spring 2017
THEA	210	Theatre Practicum	1-2	Fall 2015
THEA	260	Theatre for Young Audiences Ensemble	3	Spring 2017
THEA	268	Acting the Song I	3	Spring 2016
THEA	468	Acting the Song II	3	Fall 2017

Course Inactivation				
Subject	No.	Title	Crs.	Effective Term
ARCH	326	Design Theory	3	Fall 2015
CSCI	275	Digital Systems	3	Fall 2015
CSCI	373	Assembly Programming	3	Fall 2015
CSCI	475	Operating Systems Design	3	Fall 2015
HNES	428	Sport Management Internship	12	Fall 2015
PHRM	351	Pharmaceutical Care I	1	Fall 2015
PHRM	452	Pharmaceutical Care II	1	Spring 2016
PHRM	551	Pharmaceutical Care III	1	Fall 2015
PHRM	552	Pharmaceutical Care IV	1	Spring 2016

Course Reactivation				
Subject	No.	Title	Crs.	Effective Term
HIST	260	Women in American History	3	Fall 2015

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
ADHM	368	Interior Materials and Maintenance	3	ADHM	368	Interior Materials	2	Fall 2015
ANSC	320	Dairy Cattle Selection	1-2	ANSC	232	Dairy Cattle Evaluation	2	Fall 2015
ANSC	365	Equine Evaluation	2	ANSC	235	Equine Evaluation	2	Fall 2015
ANSC	330	Meat Selection, Grading, and Judging	1-2	ANSC	330	Competitive Meat Grading and Evaluation	2	Fall 2015
ANSC	331	Livestock Selection	1-2	ANSC	331	Competitive Livestock Evaluation	2	Fall 2015
EMGT	430	Socio-behavioral Foundations of Emergency Mangement	3	EMGT	430	Emergency Management Capstone	3	Fall 2015
HNES	485	Sport Management Internship	12	HNES	485	Sport Management Internship	1-12	Summer 2015
MLS	111	Introduction to Medical Laboratory Science	1	MLS	200	Introduction to Medical Laboratory Science	1	Fall 2015
MUSC	163	Voice Class II	1	MUSC	163	Voice Class for Instrumentalists	2	Fall 2015
PHRM	351L	Pharmaceutical Care Laboratory I	1	PHRM	351L	Pharmaceutical Care Laboratory I	2	Fall 2015
PHRM	452L	Pharmaceutical Care Laboratory II	1	PHRM	351L	Pharmaceutical Care Laboratory II	2	Spring 2016
PHRM	551L	Pharmaceutical Care Laboratory III	1	PHRM	351L	Pharmaceutical Care Laboratory III	2	Fall 2015

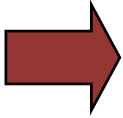
PHRM	552L	Pharmaceutical Care Laboratory IV/IPPE IV	1	PHRM	552L	Pharmaceutical Care Laboratory IV/IPPE IV	2	Spring 2016
PHRM	581	Advanced Pharmacy Practice Experience I	9	PHRM	581	Advanced Pharmacy Practice Experience I	10	Summer 2015
PHRM	582	Advanced Pharmacy Practice Experience II	16	PHRM	582	Advanced Pharmacy Practice Experience II	15	Fall 2015
RC	111	Introduction to Respiratory Care	1	RC	200	Introduction to Respiratory Care	1	Fall 2015
RELS	220	Old Testament	2	RELS	220	Old Testament	3	Fall 2015
RS	111	Introduction to Radiologic Sciences	1	RS	200	Introduction to Radiologic Sciences	1	Fall 2015
THEA	286	Theatrical Design Studio I; Collaboration and Concept	3	THEA	376	Theatrical Design Studio I: Theatrical Drawing and Rendering	3	Fall 2015
THEA	287	Theatrical Design Studio II; Materials and Techniques for Design	3	THEA	377	Theatrical Design Studio II: Collaboration for the Designer	3	Spring 2016

Change in Prerequisites/Corequisites and Change in Bulletin Descriptions					
Subject	No.	Title	Prerequisite/Corequisite Change		Effective Term
ADHM	300	Design Resource Management	Prereq: ADHM 254, 368. Other Req: Interior Design major; minimum of 3.00 cumulative GPA; with a grade of C or higher in all prereq courses.		Fall 2015
ADHM	351	Interior Design Studio IV-Advanced Residential	Prereq: ADHM 253, 254, 368 (with a grade of C or higher in all prereq courses). Coreq: ADHM 363, 460. Other req: Interior Design major; minimum of 3.00 cumulative GPA.		Fall 2015
ADHM	353	Interior Design Studio V-Large Scale Contract Design	Prereq: ADHM 351, 363, 460 (with a grade of C or higher in all prereq courses). Coreq: ADHM 461. Other Req: Interior Design major; minimum of 3.00 cumulative GPA; with a grade of C or higher in all prereq courses.		Fall 2015
ADHM	363	Commercial Lighting Design and Building Systems	Prereq: ADHM 253, 254, 368 (with a grade of C or higher in all prereq courses). Coreq: ADHM 351, 460. Other req: Interior Design major; minimum of 3.00 cumulative GPA.		Fall 2015
ADHM	365	CADD for Interiors	Prereq: ADHM 162, 261 (with a grade of C or higher in all prereq coursework). Coreq: ADHM 251, 264. Other req: Interior Design major; minimum of 3.00 cumulative GPA.		Fall 2015
ADHM	450	Research and Project Development in Interior Design	Prereq: ADHM 353, 461. Other req: Interior Design major; minimum of 3.00 cumulative GPA; with a grade of C or higher in all prereq courses.		Fall 2015
ADHM	460	Career Development and Professional Practice	Prereq: ADHM 254, 368 (with a grade of C or higher in all prereq courses). Coreq: ADHM 351, 363. Other req: Interior Design major; minimum of 3.00 cumulative GPA.		Fall 2015
ADHM	461	Building Information Modeling	Prereq: ADHM 351, 363, 460. Coreq: ADHM 353. Other req: Interior Design major; minimum of 3.00 cumulative GPA; with a grade of C or higher in all prereq courses.		Fall 2015
ADHM	470	Retail Financial Management and Control	Prereq: ADHM 171, CSCI 114 or 116, MRKT 320, MGMT 320 and ACCT 102.		Fall 2015
ADHM	485	Global Consumer Analysis	Prereq: ADHM 171, ADHM 385, PSYC 111.		Spring 2016
CSCI	488	Human Computer Interaction	Prereq: CSCI 313		Fall 2015
FREN	370	Translation: Practice & Theory	Descr: Introduction to basic concepts, strategies, and issues in translation; practice and development of skills and techniques for translation of a wide variety of texts. Taught in French and English. May be repeated for credit. Prereq: FREN 312.		Spring 2015
HNES	210	First Aid and CPR	Descr: To provide the student with the knowledge and skills necessary in an emergency to help sustain life and minimize pain and the consequences of injury or sudden illness until medical help arrives. Successful completion leads to American Red Cross CPR/AED for the Professional Rescuer and Health Care Providers and First Aid certifications.		Spring 2015
HNES	485	Sport Management Internship	Descr: This course provides comprehensive learning experiences for students majoring in Sport Management. It includes 43 hours per credit of on-site work experience with approved organizations and may be repeated for a total of 12 credits. Prereq: HNES 110, HNES 224, HNES 226.		Summer 2015

New Special Topics (FYI)					
Subject	No.	Title	Prerequisite/Corequisite Change		Effective Term
AHSS	199	Looking In	Other req: Course is required of and limited to all residents of AHSS Living-Learning Community on 4 th /5 th floor of Thompson Hall.		Fall 2015
AHSS	199	Reaching out	Other req: Course is required of and limited to all residents of AHSS Living-Learning Community on 4 th /5 th floor of Thompson Hall.		Spring 2016

Policy Change Cover Sheet

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If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION:

Section 166.1: Institutional Safety

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity

2. This policy change was originated by (individual, office or committee/organization):
 - The Office of the Vice President for Research and Creative Activity, February 18, 2015
 - Sheri Anderson: sheri.anderson@nds.edu; Cassie Johnson: cassandra.j.johnson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

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SECTION 166.1 INSTITUTIONAL SAFETY

SOURCE: NDSU President

1. Institutional Biosafety

1.1 The University's Institutional Biosafety policies are administered by the Office of Sponsored Programs Administration (Division of the Vice President for Research, ~~and Creative Activities~~Activity, and Technology Transfer).

1.2 The North Dakota State University Institutional Biosafety Committee is charged with the responsibility of maintaining an institutional biosafety program and formulating policies consistent with State and Federal Laws, such as the NIH Guidelines for Research Involving Recombinant DNA Molecules as outlined in Policy 347. Anyone involved with recombinant DNA methodology must contact the chair of the Institutional Biosafety Committee who is responsible for advising and assisting the Committee and University faculty.

2. Institutional Laboratory and Chemical Safety

2.1 Anyone employed at North Dakota State University who will be using hazardous chemicals in a laboratory, greenhouse, or field site will need to attend the Laboratory and Chemical Safety Short Course provided by the Safety Officer and adhere to requirements of the NDSU Chemical Plan available from the Safety Office.

2.2 The Laboratory and Chemical Safety Committee is composed of a cross section of representatives from various science departments. The committee's responsibilities include 1) maintaining and revising the NDSU Chemical Hygiene Plan as appropriate to ensure compliance with regulatory changes; 2) advising the University Administration on changes to ensure regulatory conformity, and 3) assisting and supporting the University Police & Safety Office in maintaining adherence to the management plan and other regulatory requirements.

3. Radiation Safety

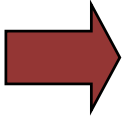
3.1 The North Dakota State University Radiation Safety Committee is charged with the responsibility of maintaining a Radiation Safety Program and formulating policies consistent with both State and Federal laws and assure radiation safety for all personnel. Anyone contemplating the use of radioisotopes in any form whatsoever should contact the Radiation Safety Officer, who is responsible for advising and assisting the committee as well as for more general administration of the Radiation Safety Program and for monitoring and accounting for the disposal of hazardous chemical waste from campus research and teaching activities.

HISTORY:

New	July 1990
Amended	June 1994
Amended	July 2001
Amended	July 2008

Policy Change Cover Sheet

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SECTION:

Section 344: Classified Research

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Housekeeping - Updating the policy to state the correct title.

5. This policy change was originated by (individual, office or committee/organization):
 - The Office of the Vice President for Research and Creative Activity, February 18, 2015
 - Sheri Anderson: sheri.anderson@nds.edu; Cassie Johnson: cassandra.j.johnson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

6. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 344

CLASSIFIED RESEARCH

SOURCE: NDSU Faculty Senate Policy

Classified research, which involves a concealed inquiry and restrictions on communication, is not conducive to the open atmosphere of a university and the disclosure of its activities to the public. Conduct of classified research restricts full participation of students and faculty who work on that research and may limit the information contained in a graduate thesis. It is therefore necessary for the University to have a policy of complete disclosure of research activities and sources of funds.

In times of national emergency, however, it is possible that freedom of dissemination conflicts with the immediate needs of society. Research funded by industrial organizations may involve patent applications which require a short delay of thesis publication resulting from that research. Faculty members may also wish to act as consultants on classified research projects not involving the use of University facilities. Consequently, a categorical refusal to accept classified research may constitute a violation of academic freedom.

For the above reasons, proposals to conduct classified research will be reviewed on a case-by-case basis by the ~~University director of research administration~~[Vice President for Research and Creative Activity or designee](#) and the Senate Research Committee, with complete disclosure to the Faculty Senate, following the guidelines set forth below.

GUIDELINES ON NEGOTIATING CLASSIFIED RESEARCH CONTRACTS OR ACTIVITIES

1. The University will, under no circumstances, enter into any agreement or contract for which the direct purpose of the research results is the destruction of human life or the incapacitation of human beings.
2. No student or faculty member shall be required to obtain a security clearance in order to participate in University research.
3. No thesis containing any federally classified information will be accepted in partial fulfillment of the requirements for an advanced degree.
4. The University will not enter into any agreement or contract which restricts the freedom of the University to disclose the existence of the contract or agreement, the general nature of the research to be conducted or the identity of the outside

contracting or granting agency.

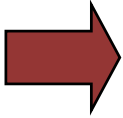
5. Proprietary research contracts or agreements, involving possible patent applications by the funding organization, will be accepted by the University provided that all patent applications are filed early enough to avoid a delay of more than six months in national disclosure of a graduate thesis resulting from the research involved.
6. The University will permit the participation of faculty members in classified research of their choice by means of normal consulting arrangements or leaves of absence without pay.

HISTORY:

New	March 10, 1975
Amended	April 1992
Housekeeping	February 14, 2011

Policy Change Cover Sheet

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If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **Section 345: Research Involving Human Participants**

7. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity

8. This policy change was originated by (individual, office or committee/organization):

- The Office of the Vice President for Research and Creative Activity, February 18, 2015
- Sheri Anderson: sheri.anderson@nds.edu; Cassie Johnson: cassandra.j.johnson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

9. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

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SECTION 345

RESEARCH INVOLVING HUMAN PARTICIPANTS

SOURCE: NDSU President

North Dakota State University has provided a formal guarantee to the Office of Human Research Protections, in the Department of Health and Human Services (DHHS), that it will follow procedures which will assure the protection of all human participants involved in NDSU research projects. This guarantee applies to all such research conducted by faculty, students, staff, or other representatives of the University, whether or not the research is sponsored by agencies of the U.S. Government.

In order to comply with this assurance, the University has established an organization competent to review research projects that involve human participants. In compliance with federal provisions (Protection of Human Subjects (45 CFR 46, 21 CFR 50)), the Institutional Review Board (IRB) has been designated to review these projects by the Office of the Vice President for Research, ~~and Creative Activities & Technology Transfer.~~

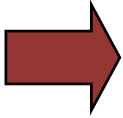
The function of the IRB is to assist investigators in the protection of the rights and welfare of human participants. Investigators will not bear the sole responsibility for determining the standards for ethical conduct of research involving human participants. It is necessary for others, who are independent of this research, to share this responsibility. The University's guidelines for human subject research were approved by the Faculty Senate on October 13, 1986. They have been incorporated into a document called, NORTH DAKOTA STATE UNIVERSITY GUIDELINES FOR THE PROTECTION OF HUMAN PARTICIPANTS IN RESEARCH. Copies of this document are available from the IRB Office, or NDSU [IRB web page](#).

HISTORY:

New	December 18, 1974
Amended	April 1992
Amended	July 2006
Housekeeping	February 14, 2011
Housekeeping	May 23, 2011

Policy Change Cover Sheet

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SECTION: **Section 347: Institutional Biosafety Committee**

10. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity

11. This policy change was originated by (individual, office or committee/organization):

- The Office of the Vice President for Research and Creative Activity, February 18, 2015
- Sheri Anderson: sheri.anderson@nds.edu; Cassie Johnson: cassandra.j.johnson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

12. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 347

INSTITUTIONAL BIOSAFETY COMMITTEE

SOURCE: NDSU President

1. The National Institute of Health (NIH) Guidelines require that each institution conducting or sponsoring recombinant DNA research is responsible for ensuring that research is conducted in accordance with NIH Guidelines. In addition, institutions must establish an Institutional Biosafety Committee (IBC) composed of no fewer than five members collectively having experience and expertise in recombinant DNA research.

North Dakota State University endorses this regulation and has an established Institutional Biosafety Committee. The NDSU IBC's purpose is to assure the safe use of recombinant DNA, infectious agents, and human blood, bodily fluids, or tissues, in research and teaching, and to maintain compliance with NIH Guidelines and additional federal regulations.

2. All project directors of research and teachers of courses involving recombinant DNA, infectious agents, or human blood, bodily fluids or tissue at NDSU, or conducted by representatives of NDSU, are responsible for submitting the protocol forms required for review and approval by the NDSU Institutional Biosafety Committee.
3. Further information about the IBC can be obtained from the Office of Sponsored Programs Administration (Research 1, Rm 132, phone 701.231.8114, email: ndsu.ibc@ndsu.edu).

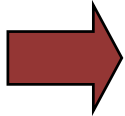
The NDSU Institutional Biosafety Committee is administered by the Office of Sponsored Programs Administration (Division of the Vice President for Research, ~~and Creative Activities and Technology Transfer~~).

HISTORY:

New July 31, 2001

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to ndsuh.policy.manual@ndsuh.edu first so that a clean policy can be presented to the committees.

SECTION: Section 407: Auxiliary Exclusive Services

13. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity

14. This policy change was originated by (individual, office or committee/organization):

- The Office of the Vice President for Research and Creative Activity, February 18, 2015
- Sheri Anderson: sheri.anderson@ndsuh.edu; Cassie Johnson: cassandra.j.johnson@ndsuh.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

15. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

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Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 407

AUXILIARY EXCLUSIVE SERVICES

SOURCE: NDSU President

1. Purpose: NDSU auxiliary functions (Dining Services, Wellness Center, Day Care, Student Health Center, Residence Life, Telecom, Print and Copy Services and the NDSU Bookstore) have all invested heavily in infrastructure in order to serve NDSU. These entities also provide important local dollars to help support the University overall. It is in NDSU's interest to support their functions.
2. Therefore, this policy establishes "exclusive rights to operate" for those identified auxiliary functions to be sole providers of their services on campus. NDSU departments and NDSU related entities receiving services on NDSU property must follow this policy (provided that such services are not otherwise contracted out - see 3.0).
 - 2.1 The Fargodome, Technology Park, Alumni Association/Development Foundation, and Alumni Center are entities which are exempt when receiving services on their property, as they are separate from the University. However, the functions of the Vice President for Research, ~~and Creative Activities~~ ~~Activity, and Technology Transfer~~ are not exempt at the Research & Technology Park. Departments and NDSU-related entities are encouraged to use NDSU Auxiliary Services at the Research & Technology Park and the Alumni Center.
 - 2.2 This policy does not apply to individual's purchasing products or services for personal use or to services which are part of an academic class.
 - 2.3 Departments and NDSU related entities are encouraged, rather than required, to order their office supplies and equipment from the NDSU Bookstore.
 - 2.4 Student organizations are considered "related entities" when receiving services in the Memorial Union or for any function on campus larger than 250 people when not in the Union.

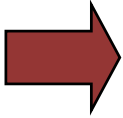
3. Exceptions to this policy may be made with the approval of the affected auxiliary unit (or Dean of Student Life) or when the auxiliary unit does not provide the service. Exceptions may also be required due to governing law or regulation due to contractual commitments by the University.

HISTORY:

Amended	May 2006
Amended	October 2007
Housekeeping	February 16, 2011

Policy Change Cover Sheet

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SECTION: Section 712: Contract Review

16. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity

17. This policy change was originated by (individual, office or committee/organization):

- The Office of the Vice President for Research and Creative Activity, February 18, 2015
- Sheri Anderson: sheri.anderson@nds.edu; Cassie Johnson: cassandra.j.johnson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

18. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 712

CONTRACT REVIEW

SOURCE: NDSU President
SBHE Policy Manual, Section 840

1. Any contractual agreement involving North Dakota State University must be signed by the President and/or the Vice President for Finance and Administration, or their designated representative or as otherwise stated in Section 2.
2. The following positions have contractual authority in the stated areas:

Provost and Vice President for Academic Affairs	academic agreements
Vice President for Agriculture and University Extension	entitlement programs such as Hatch and McIntire-Stennis funds and USDA/CSRS noncompetitive grants; Extension Service funds such as Smith-Lever funds
Vice President for Equity, Diversity and Global Outreach	agreements related to Equity, Diversity & Global Outreach's mission such as grants and/or international agreements
Vice President for Information Technology or Dean, NDSU Libraries	software site licensing contracts
Vice President for Research, and Creative Activities <u>Activity and Technology Transfer</u>	research grants and contracts and technology transfer documents

Vice President for Student Affairs	student affairs agreements
Director, Division of Fine Arts	Reineke Fine Arts and Askanase Hall use
Director of Purchasing	purchase agreements and leases
State Forester	Cooperative Forestry Assistance funds

3. Delegated authority to sign as a designated representative shall be in writing and submitted to the President. All contracts and contract amendments, must be approved by University General Counsel pursuant to State Board of Higher Education Policy 840. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the University. General Counsel approved form contracts don't need further approval unless they are changed.
4. Written delegation must specify area of contract authority by position and/or name and be reviewed by the delegator when person in that position changes.

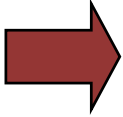
For more information regarding contract review, see [SBHE Policy 840](#) and [NDUS Procedure 840](#).

HISTORY:

New	July 1990
Amended	April 1992
Amended	November 1992
Amended	May 1996
Amended	February 2000
Amended	October 2000
Amended	January 2003
Amended	February 2005
Amended	October 2007
Amended	January 2008
Amended	December 27, 2010

Policy Change Cover Sheet

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SECTION: **Section 801: Grant and Contract Administration – General Provisions**

19. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**

- Is this a federal or state mandate? Yes No
- Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity

20. **This policy change was originated by (individual, office or committee/organization):**

- The Office of the Vice President for Research and Creative Activity, February 18, 2015
- Sheri Anderson: sheri.anderson@nds.edu; Cassie Johnson: cassandra.j.johnson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

21. **This policy has been reviewed/passed by the following (include dates of official action):**

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 801

GRANT AND CONTRACT ADMINISTRATION - GENERAL PROVISIONS

SOURCE: NDSU President

1. PROPOSALS.

All proposals submitted to external agencies must be reviewed and approved by the responsible Department Chair, the College Dean and Sponsored Programs Administration (as a designee of the Vice President for Research, ~~and Creative Activities~~ ~~Activity~~ ~~and Technology Transfer~~). PRIOR to the submission of the proposals. In cases where equipment match funds are required, the Vice President for Research, ~~and Creative Activities~~ ~~Activity~~ ~~and Technology Transfer~~'s (or designee's) approval is also required.

1.1 The completed proposal must be submitted to all parties involved in the proposal approval process. The Chair and Dean are responsible for reviewing the proposal for consistency with the department and college mission; availability and commitment of department and college support services and resources, including faculty and staff time, space and finances; and assurance that the department and college obligations as defined in the proposal will be met. Sponsored Programs Administration, as designated by the Vice President for Research, ~~and Creative Activities~~ ~~Activity~~ ~~and Technology Transfer~~, acts on behalf of the President and reviews the proposal for consistency with the institutional mission and policies, public or private agency policies and regulations, and applicable federal, state and local laws and regulations. Each office may require modifications to the proposal. Proposals must meet the criteria of each review process BEFORE submission to a sponsoring agency.

1.2 A Proposal Transmittal Form is required for each proposal submitted for review. Proposal Transmittal Forms may be obtained from Sponsored Programs Administration.

1.3 Sponsored Programs Administration requires a minimum of 72 hours to process a proposal. If time is a problem, the entire proposal need not be submitted. A completed Proposal Transmittal Form, the proposal cover page, an abstract, and the budget page may be sufficient for final approval. Following final review by Sponsored Programs Administration (as a designee of the Vice President for Research, ~~and Creative Activities~~ ~~Activity~~ ~~and Technology Transfer~~), the principal investigator will be called and informed of university approval or of the need for revision. Grant and contract proposals requiring additional space, renovations, remodeling, and/or relocations must be approved by the Vice President for Research, ~~and Creative~~

~~Activities~~Activity, and Technology Transfer and the Vice President for Finance and Administration prior to submission.

2. AWARDS.

All contracts and agreements must be reviewed by Sponsored Programs Administration prior to their execution. Sponsored Programs Administration is responsible for negotiating all terms of the agreement.

3. All correspondence between the Principal Investigator and the external agency, relating to the terms of the award, shall be copied to Sponsored Programs Administration. Sponsored Programs Administration is responsible for requesting approval from the awarding agency to change any agreement terms.
4. Sponsored Programs Administration reserves the right to renegotiate or reject any proposal or agreement which has not been reviewed through the proper channels and signed by the appropriate authorized representative.
5. All financial reports required by the external agencies will be prepared by Grant and Contract Accounting. The Principal Investigator will be contacted if assistance is needed in completing the reports.
6. All checks relating to sponsored agreements should be sent to:

Grant and Contract Accounting
North Dakota State University
NDSU Dept. 3130
PO Box 6050
Fargo, ND 58108-6050

If a check is mistakenly sent to a department instead of Grant and Contract Accounting, the check should be delivered as soon as possible to Grant and Contract Accounting for deposit. All information received with the check should be attached. The Customer Account Services Office will not deposit a check into a grant or contract account (Funds 40000-49999) without the approval of Grant and Contract Accounting.

HISTORY:

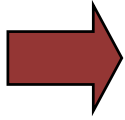
New	July 1990
Amended	April 1992
Amended	June 1996
Amended	March 2002
Amended	August 2007

Amended October 2009
Housekeeping February 14, 2011

Policy 803 Version 1 2/11/15

Policy Change Cover Sheet

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SECTION: Policy Number and Name **803 Restricted Gifts vs. Grant Policy**

22. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: This change adds how Sponsored Academic Project Agreements will be handled, they are not currently reflected in the policy. Sponsored Programs has developed related Agreement forms.

23. This policy change was originated by (individual, office or committee/organization):

- Office/Department/Name and the date submitted: Grant & Contract Accounting/Ann Young & Gary Wawers and Sponsored Programs Administration Joycelyn Lucke Love
- Email address of the person who should be contacted with revisions joycelyn.lucke@nds.edu, gary.wawers@nds.edu and ann.young@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

24. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

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North Dakota State University Policy Manual

SECTION 803

RESTRICTED GIFTS VS. GRANT POLICY

SOURCE: NDSU President

1. Financial support from any external agency will be classified as a grant or contract if any of the following criteria are met [\(except as specifically noted below in 803.4\)](#):

1.1 any written document has been executed regarding the specific use of the funds beyond a broad programmatic designation, or

1.2 any technical reports are required by the sponsoring agency, or

1.3 a financial report is required by the supporting agency, or

1.4 the work being done has the possibility of producing intellectual property, i.e., patents and copyrights

2. Financial support not meeting any of these criteria may be classified as a gift. Gifts will be classified as either restricted or unrestricted.

2.1 For gifts to the Agriculture Division, the Agriculture Budget Office will first review the documentation. If the documentation shows it to be a gift restricted to a program, or more specific restriction, the gift will be classified as restricted and forwarded to the Grant and Contract Accounting Office for deposit in a restricted gift fund. If the gift terms do not meet the restricted gift test, the gift will be considered unrestricted and deposited to an institutional collection fund.

2.2 For non-agriculture related gifts, the Grant and Contract Accounting Office will review and analyze the documentation. If the documentation indicates the gift is restricted to a program, or more specific restriction, it will be classified as restricted and deposited in a restricted gift fund. If the gift terms do not meet the restricted gift test, the gift will be considered unrestricted and deposited in an unrestricted local fund.

3. When gift funds held at the NDSU Development Foundation are scheduled for expenditure in support of the donor's criteria, the necessary funds will be transferred to the University account established for such purpose. The Foundation cannot originate payment for normal University functions since these expenditures belong on University accounts.

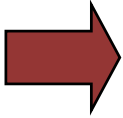
[4. As an exception to 803.1, any financial support received from an external agency for the support of an undergraduate, for-credit, academic design course project \(Capstone or Senior Design\) does not need to be routed through Sponsored Program Administration but should be sent directly to Grant and Contract Accounting for deposit into a restricted fund.](#)

HISTORY:

New	July 1990
Amended	April 1992
Amended	August 2007
Amended	October 2009

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: 350.4 BOARD REGULATIONS ON HEARINGS AND APPEALS

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 - Is this a federal or state mandate? Yes No
 - Describe change:
 - to remove superfluous text (e.g. 350.4 section 1, 6, and 8);
 - to address role of the hearing officer in deliberations (350.4 section 9); current policy does not address
 - to revise reporting procedure of the SCoFR's written report (350.4 section 11); Appropriate to have SCoFR forward its report to faculty member's chair/head and request reconsideration if the Committee concluded the chair/head did not give the issue adequate consideration. Consistent with AAUP Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments.
2. **This policy change was originated by (individual, office or committee/organization):**
 - Robert K. Sylvester, PharmD, Chair Standing Committee on Faculty Rights
 - Robert.Sylvester@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. **This policy has been reviewed/passed by the following (include dates of official action):**

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

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North Dakota State University

Policy Manual

SECTION 350.4

BOARD REGULATIONS ON HEARINGS AND APPEALS

SOURCE: SBHE Policy Manual, Section 605.1, 605.2, 605.3, 605.4

1. A faculty member may request a hearing with the Standing Committee on Faculty Rights by filing a written notice, accompanied by a specification of the reasons or the grounds upon which the appeal is based, with the Committee chair or senior member of the Committee and the president. The institution shall have twenty calendar days from receipt by the president of the notice and specifications to file a response with the Committee Chair or senior member of the Committee and the faculty member.
2. The Committee shall appoint, at the expense of the institution according to institution procedures, a hearing officer with authority to conduct pre-hearing meetings, supervise exchange or collection of information, advise the Committee and preside over the hearing. The faculty member, the institution and their representatives shall comply with all reasonable directives and requests of the hearing officer appointed by the Committee. The institution shall provide necessary clerical support for the Committee, and upon request, for the hearing officer.
3. The Committee or the hearing officer shall hold a pre-hearing meeting or meetings in order to (a) simplify the issues, (b) effect stipulations of facts, (c) provide for the exchange of documentary or other information, or (d) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious. The faculty member, the institution and their representatives shall participate in pre-hearing meetings upon request and comply with the directives of the Committee or the hearing officer. (*"Discovery" is defined as the exchange or collection of information.*) Discovery shall be informal and formal depositions or interrogatories for the purposes of discovery are not permitted, except with agreement of the parties.
4. The Committee or the hearing officer shall serve written notice of hearing on the faculty member and the president or their representatives at least twenty calendar days prior to the hearing.
5. The faculty member and the institution may stipulate to a decision on the basis of the written statements, in which case the Committee shall make its decision on that basis.
6. During the proceedings the institution and the faculty member are entitled to have an administrative or academic advisor and counsel of their choice and at their own

expense. Proceedings concerning the appointment or removal of a faculty member may be closed, unless the faculty member requests that the proceedings be open, in which case the proceedings shall be open. Proceedings not concerning the appointment or removal of a faculty member, including proceedings concerning discipline not involving dismissal, shall be open.

7. A verbatim transcript of the hearing or hearings shall be made at the institution's expense and shall be accessible to both parties. A party shall be provided a copy of the record, or part of the record, upon request, at the institution's expense.
8. The findings of fact, conclusions and the decision shall be based solely on the evidence received by the Committee. In cases brought under NDSU Policy 350.3(4), the faculty member has the burden of persuasion to prove, by a preponderance of the evidence, that the action violated the faculty member's rights; in cases appealed pursuant to NDSU Policy 350.3(8) or (9), the burden of proof that grounds for the institution's action exist shall rest with the institution and be satisfied only by clear and convincing evidence in the record considered as a whole.
9. The Committee may admit any evidence which is of probative value in determining the issues or if the interests of justice will best be served by admitting the evidence. Every reasonable effort shall be made to obtain the most reliable evidence available. The Committee shall grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made. Deliberations by the Committee will be conducted without the hearing officer, although the hearing officer may be consulted by the Committee on procedural matters.
10. The faculty member shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The institution shall cooperate with the Committee in securing witnesses and making available documentary and other evidence. The faculty member and the institution shall have the right to confront and cross-examine all witnesses. Testimony may be taken by deposition, including deposition by telephone, or witnesses may testify by telephone, facsimile, video or other electronic means, upon agreement of the parties or, absent an agreement, upon request of a party and determination by the Committee or hearing officer that such use does not substantially prejudice the rights of any party. Affidavits may be received into evidence upon stipulation of the parties.
11. The Committee shall generate a written report with its findings of fact, conclusions and recommendations, (collectively the "Committee's Decision"). The Committee's Decision shall be forwarded to the faculty member and the chair/head of the faculty member's department. Within twenty calendar days after receipt of the Committee's Decision, the chair/head of the faculty member's department shall submit to the president a copy of the Committee's Decision along with her/his written position either consenting to the Committee's Decision or disputing the committee's Decision. In drafting her/his response, the chair/head will consult with the department as she/he determines appropriate. After receipt of this material, the president shall

make a decision and provide written notice of the decision, including findings of fact and reasons or conclusions based on the hearing record, to the Committee, the faculty member, the Provost, the appropriate dean and chair/head within twenty calendar days of receiving the report. Both the faculty member and the Committee may, within ten calendar days of the decision, submit a written response to the decision, to which the president may reply.

12. The decision of the president is final.

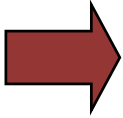
HISTORY:

Replaces portions of Policy 605, SBHE Minutes April 25, 1995, pg 6554.

Amended	April 25, 1995
Amended	March 1998
Amended	February 2001
Amended	August 2003
Amended	December 2005

Policy Change Cover Sheet

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SECTION: 350.3 BOARD REGULATIONS ON NONRENEWAL; TERMINATION OR DISMISSAL OF FACULTY

1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 - Is this a federal or state mandate? Yes No
 - Describe change: to apply designated timelines consistently between policies 350.3 and 350.4; to include a statement addressing the issue of adequate consideration from the AAUP Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments. The issue has been a source of importance in previous hearings with on language in the policy addressing it.
2. **This policy change was originated by (individual, office or committee/organization):**
 - Robert K. Sylvester, PharmD, Chair Standing Committee on Faculty Rights
 - Robert.Sylvester@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. **This policy has been reviewed/passed by the following (include dates of official action):**

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 350.3

BOARD REGULATIONS ON NONRENEWAL; TERMINATION OR DISMISSAL OF FACULTY

SOURCE: SBHE Policy Manual, Section 605.1, 605.2, 605.3, 605.4

1. A probationary appointment may be terminated, without cause, with notice to the faculty member that the appointment will not be renewed.
 - a. Notice shall be given:
 - 1) At least 90 days prior to termination during the first year of probationary employment at the institution.
 - 2) At least 180 days prior to termination during the second year of probationary employment at the institution.
 - 3) At least one year prior to termination after two or more years of probationary employment at the institution.

If a faculty member is appointed during the academic year, then the initial contract shall indicate when the first academic year of service at the institution begins. For the purpose of this section, "academic year of service" means on a probationary appointment. The twelve months notice may be given at any point during the calendar year and the appointment terminates twelve months thereafter. (This NDSU language clarifies the interpretation that has been applied to this NDUS language throughout the University System.)
 - b. A department chair, dean or other person authorized under institution policies to give such notice shall provide written notice of the decision, including a reference to the policy section pursuant to which the action is taken. The faculty member may within ten calendar days after receipt of the notice request a reconsideration by the deciding body or individual. The faculty member may incorporate a request for mediation in the request for reconsideration. The institution shall respond in writing to the faculty member within ten calendar days after receipt of the request.

Nonrenewal decisions shall be made in every instance by the University President. Recommendations for nonrenewal shall be initiated within the academic unit in accordance with Policy 352. Colleges shall have specific procedures for nonrenewal recommendations prior to the sixth year in accordance with Policy 352 and 350.3.2 (See below.). A department chair may initiate a review for nonrenewal at any time.

2. An institution may terminate a probationary appointment, effective at the end of any contract term, with no less than 90 days notice of nonrenewal, based upon a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon determination by the institution that such action is necessary because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of organizational units or program areas or elimination of courses. The notice of nonrenewal shall include a reference to the policy section pursuant to which the action is taken. When a probationary appointment is terminated pursuant to this subsection, the provisions of subsection 1 do not apply.
3. A special appointment expires at the end of the term stated on the contract and may be renewed at the discretion of the institution. The decision to renew or not renew a special appointment is not reviewable under subsection 4 of this policy; it is, however, reviewable under Policy 353: Grievances – Faculty. Additionally, a special appointment may be terminated prior to the term stated on the contract. A decision to terminate a special appointment prior to the term stated on the contract is reviewable pursuant to subsection 4 of this policy. (See Policy 350.1, 4c.)
4. A faculty member on probationary or special appointment may, within twenty calendar days after receipt of notice of nonrenewal of a probationary appointment or termination of a special appointment or, if the faculty member requests reconsideration or the parties agree to mediation under paragraph b of subsection 1, within twenty calendar days of receipt of the results of the reconsideration or conclusion of mediation, request review of the decision and hearing by Standing Committee on Faculty Rights by following the process set forth in NDSU Policy 350.4~~iling written notice with the deciding body or individual and the chair or senior member of the Standing Committee on Faculty Rights~~. The request for review may be based on allegations that the institution failed to comply with applicable policies or gave the decision inadequate consideration, or that the nonrenewal decision violated (a) academic freedom, (b) rights guaranteed by the United States Constitution, or (c) terms of the employment contract or other written agreement. The allegation must be supported by a specification of the reasons why the decision violated these rights and a summary of the evidence supporting the allegation(s). “Inadequate consideration” means that the decision was arbitrary and capricious, or not the result of a conscientious and deliberative review process in which relevant evidence was considered and irrelevant evidence was excluded, or that the process lacked fundamental fairness.~~The institution shall, within twenty calendar days of receipt of~~

~~the written notice and specifications, provide a written response to the faculty member and the chair of the Standing Committee on Faculty Rights.~~

5. A faculty member may terminate an appointment effective at the end of the term of the appointment by giving notice in writing at the earliest possible opportunity, but not later than May 15, or one month after receiving notification by the institution of the terms of an appointment for the coming academic year, whichever date occurs later. The faculty governance structure at an institution may recommend procedures permitting a faculty member to request a waiver of this deadline in case of hardship or for other good cause defined by those procedures. An institution may provide that failure without reasonable cause by a faculty member to return a contract by the time set forth in the contract shall constitute a resignation. Any return time so established by the contract shall be reasonable.

Resignation or Retirement

Generally accepted standards of professional ethics (see AAUP Statement on Recruitment and Resignation of Faculty Members) require faculty members who plan to resign or retire to give prompt notice in writing to their chair or supervisor. This includes prompt notice when employment is accepted elsewhere. Only in personal emergencies or for other compelling reasons, should faculty members leave during the academic year, except when this coincides with the expiration of their contractual obligations.

6. An institution may terminate an appointment of a tenured faculty member following a determination by the Board that a financial exigency exists which requires such action at an institution or institutions, or upon determination by the institution that such action is necessary because of loss of legislative appropriations, loss of institutional or program enrollment, consolidation of academic units or program areas, or elimination of courses. In such cases, significant consideration shall be given to length of service and tenure status in the retention of faculty members within the affected academic unit or program area, curriculum requirements, professional achievements, breadth of competence, and equal employment opportunity. A tenured faculty member terminated pursuant to this subsection shall be given written notice of termination, including the reason(s) for the action, at least twelve months prior to the date of termination. Each institution shall establish procedures for implementing this policy.
 - a. A tenured faculty member given notice of termination under this section may request that the institution circulate his or her vita to other academic units or program areas within the institution. In addition, the institution shall ensure that fair consideration is given to the faculty member, during the period of the terminal appointment, for vacant academic positions in the employing institution for which the faculty member is qualified. The faculty within any academic unit or program area shall have the major responsibility in determining qualifications for appointment therein. If a tenured faculty member accepts an appointment in a different academic unit or program

area, the faculty member shall retain his or her tenure status, subject to approval of the Board.

- b. A position terminated under this section shall not be filled by a replacement within two years, unless the released faculty member has been offered appointment with tenure and a reasonable time within which to accept or decline it.
 - c. The provisions of section 605.4 (*NDSU 350.4*) do not apply when a tenured faculty member is terminated under this subsection. The faculty member may, however, within twenty calendar days of receipt of notice of termination, file a request for review under processes established at the institution for that purpose.
 - 1) *An administrative decision to terminate a tenured faculty member within the university shall be preceded by the following steps:*
 - a) *Consultation with the dean of the college or equivalent unit involved regarding the justification for terminating tenured appointments.*
 - b) *Consultation with the faculty and the relevant PTE committee in an academic unit or program regarding the termination of tenured appointments.*
 - 2) *Once the administration decision is finalized following these consultations, the identification of faculty members for termination shall be made by the University president following recommendations by the dean.*
7. In accordance with section 305.1 of these policies, the faculty governance structure at each institution shall adopt procedures by which faculty participation is solicited before notice of termination is given any tenured faculty member pursuant to subsection 6. Faculty participation shall be solicited concerning:
- a. The extent to which there are grounds for termination of tenured appointments;
 - b. Judgments determining where within the overall academic program termination of appointments may occur; and
 - c. The procedure and criteria for identifying the individuals whose appointments are to be terminated.
 - 1) *An administrative decision to terminate a tenured faculty member within the university shall be preceded by the following steps:*

- a) *Consultation with the Executive Committee of the Faculty Senate regarding the extent to which there are grounds for termination of tenured appointments.*
 - b) *Consultation with the Academic Affairs committee of the University Senate regarding the justification for terminating tenured appointments, if that is a consequence of the decisions; and*
 - c) *Consultation with the Academic Affairs committee, or the equivalent, of the college or equivalent unit involved regarding the justification for terminating tenured appointments.*
 - d) *Consultation with the faculty in an academic unit or program regarding the consequences of the decision.*
- 2) *Once the administration decision is finalized following these consultations, the identification of faculty members for termination shall be made by the University president following recommendations by the dean.*
8. A faculty member may be dismissed at any time for adequate cause. Adequate cause means: (a) demonstrated incompetence or dishonesty in teaching, research, or other professional activity related to institutional responsibilities, (b) continued or repeated unsatisfactory performance evaluations and failure to respond in a satisfactory manner to a recommended plan for improvement; (c) substantial and manifest neglect of duty, (d) conduct which substantially impairs the individual's fulfillment of his or her institutional responsibilities or the institutional responsibilities of others, (e) a physical or mental inability to perform assigned duties, provided that such action is consistent with laws prohibiting discrimination based upon disability, or (f) significant or continued violations of Board policy or institutional policy, provided that for violations of institutional policy the institution must notify the faculty member in advance in writing that violation would constitute grounds for dismissal, or the institutional policy must provide specifically for dismissal as a sanction.
- a) An authorized institution officer shall give written notice of intent to dismiss and specify the reasons for the action. The officer may, in the officer's discretion, also schedule a meeting with the faculty member to discuss the action. The notice shall state that the officer will forward to the institution president a recommendation to dismiss unless the faculty member, within twenty calendar days of receipt of the notice, requests a hearing before the Standing Committee on Faculty Rights. If the faculty member does not make a timely request for a hearing, the president, upon receipt of a recommendation to dismiss, shall make a decision and provide written notice and reasons for the action to the faculty member within ten business days of receipt of the recommendation.

- 1) *Written notice of the intent to terminate or dismiss shall be given to the faculty member.*
- 2) *Appropriate administrative officers include the academic unit or program chair and the dean of the college or equivalent unit.*

The written notice of termination or dismissal from the President must in any event be given within 60 days of the initial written notice of intent to terminate or dismiss.

- b) A faculty member may, within twenty calendar days of receipt of notice of intent to forward to the institution president a recommendation to dismiss, request for a formal hearing before the Standing Committee on Faculty Rights, pursuant to section 605.4. (NDSU 350.4)
 - c) Pending a final decision on dismissal for adequate cause, the faculty member may be suspended by the institution's president, or assigned to other duties in lieu of suspension, if it is reasonably determined that it is in the best interests of the faculty member or the institution to do so. The faculty member's salary and fringe benefits shall continue during a period of suspension. Salary and benefits shall be terminated upon a final decision by the institution president to dismiss the faculty member following conclusion of proceedings at the institution.
9. If the administration determines that the conduct of a faculty member, although not constituting ground for termination or dismissal, provides reasonable cause for imposition of a sanction, the administration shall inform the faculty member in writing of the sanction and the reasons for the sanction. A sanction means demotion, suspension (but not including suspension pending a dismissal or termination decision), salary reduction or loss of salary, or restriction or loss of privileges imposed as a formal disciplinary measure. A sanction does not include implementation of an improvement plan or performance action plan or negative comments in a performance review, letter of reprimand or other document placed in a personnel file; rights to respond to a performance review or a letter of reprimand or other document placed in a personnel file are set forth in N.D.C.C. , 54-06-21 and institution grievance procedures adopted under SBHE Policy 612. If the sanction is imposed following a hearing by the Standing Committee on Faculty Rights and based on the hearing record, there is no further review. If the sanction is imposed without a hearing, the faculty member may request review upon filing with the institution's president and chair or senior member of the Standing Committee on Faculty Rights a request for review and specifications of reasons within twenty calendar days of receipt of notice of imposition of a sanction. The institution shall have twenty calendar days following receipt of the request for review to file a response. The Standing Committee on Faculty Rights shall review the matter according to procedures established at the institution for that purpose and issue a written report within twenty calendar days of receipt of the institution's response and may make a

recommendation to resolve the dispute, stating its reasons. The institution shall make its final decision upon reconsideration and provide written notice of that decision to the faculty member within ten business days of receipt of the report and recommendation of the Standing Committee on Faculty Rights. Upon filing of a request for review pursuant to this subsection, imposition of the sanction shall be suspended pending a final decision of the institution's president following conclusion of those proceedings.

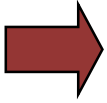
HISTORY:

Replaces portions of Policy 605, SBHE Minutes April 25, 1995, pg 6554.

Amended	April 25, 1995
Amended	July 1, 1996
Amended	January 1997
Amended	October 1998
Amended	February 2001
Amended	June 2003
Amended	August 2003
Amended	March 2004
Amended	February 2005
Amended	November 2005
Amended	March 2010
Housekeeping	February 14, 2011
Housekeeping	February 27, 2012
Amended	March 5, 2012

Policy Change Cover Sheet

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SECTION: Policy Number and Name: Policy 713, Records Management

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No

Describe change: This policy has been revised, re-written and updated to 1) fit guidelines and standards established by the North Dakota State Office of Records Management, and 2) to reflect the NDSU change in leadership and governance.

2. This policy change was originated by (individual, office or committee/organization):

- Information Technology Division, Theresa Semmens, Chief Information Security Officer & Director for Records Management, March 2, 2015
- Theresa.Semmens@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 713

RECORDS RETENTION MANAGEMENT

SOURCE: NDSU President
~~NDCC 12.1-11-05~~
~~NDCC 44-04-18~~
~~NDCC 54-46~~
~~NDCC 55-02.1-05~~

I. POLICY and PURPOSE

The policy and purpose for Records Management is to

1. Comply with all applicable state, and federal laws and regulations, specifically North Dakota Century Code 54-46, and the North Dakota State University Records Retention Schedule found on the NDSU Records Management Web site.
2. Establish an efficient University-wide records management system for maintaining, identifying, retrieving, preserving and destroying records through the use of best practices and standards and according to North Dakota Century Code and all applicable federal laws.
3. Ensure that records are adequately protected and/or preserved.
4. Ensure that all records that are no longer needed or of no value are destroyed at the appropriate time.
5. Preserve University history.
6. Limit liability to the University.

~~1. This policy has been adopted in response to state and federal laws; as best management practices to limit liability and increase information security; to preserve vital information; and to save storage space and improve access.~~

~~1. The objective of the Records Management Program is to assist University departments in managing their records throughout the entire record life cycle; from creation or receipt, through the use and maintenance stage, until final disposition. As a state institution, various records produced in the daily course of business at NDSU are subject to state and federal laws/regulations, including access restrictions, retention and disposal.~~

II. SCOPE

This policy applies to all records, including all University information and University resources, regardless of format, whether in paper, electronic, microfilm, (e.g., microfilm, microfiche, magnetic tapes, USB flash drive, CD/DVD ROM), electronic mail, or other electronic medium.

I.

2. The North Dakota Century Code (NDCC 54-46-02) defines a record as a "document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business." A "state record" is further defined as "A record of a department, office, commission, board, or other agency, however designated, of the state government." For records description and series, see the Records Retention Schedule.

III. OBJECTIVE

The objective of the Records Management policy is to assist and provide guidance to the University entities in managing records throughout the lifecycle of the record, i.e., from creation or receipt, use and maintenance stage, and final disposition. Various records produced in the course of University business must adhere to federal and state laws/regulations including access, storage, retention and disposal.

IV APPLICABILITY

This policy applies to anyone who creates, disseminates, stores, manages, destroys and/or has access to NDSU records of any type, classification or description. This includes all NDSU employees who have access to records and any external entities such as vendors whose purpose maybe to provide storage space or destruction services for records.

V. RELATED POLICIES AND APPLICABLE STATE LAW

Standards, guidelines and procedures will follow and adhere to all policies and laws listed but not necessarily limited to

- North Dakota Century Code 54-46;
- NDUS Policy 1912 Public Records and related procedures:
 - 1912.1, Information Security Procedures;
 - NDUS 1912.2, Student Records – Directory Information; and
 - NDUS 1912.3, Employee Personal Information;
- NDSU Policy 713.1 Litigation Hold; and
- NDSU Policy 718, Public/Open Records.

VI. RECORDS MANAGEMENT PROGRAM OVERSIGHT

The Records Management Task Force will be responsible for Records Management policy, standards, guidelines, processes and procedures. The task force is comprised of

- One faculty member appointed by the Faculty Senate Staff Executive Committee

- Two unit records coordinators appointed by the Staff Senate Executive Committee
- The University provost and the vice presidents or their designees
- An archivist from the University Archives
- University System General Counsel or designee
- The NDSU Chief Information Technology Security Officer who serves as the Director of Records Management (co-chair)
- One Student Government member appointed by the Student Government President
- Associate Director for the NDSU Library (co-chair)
- If any task force member is unable to attend a scheduled meeting, a proxy may be sent in their place.
- Policy amendments/changes and standards and guidelines to be reviewed and approved by ND University System General Counsel prior to submission for publishing

The NDSU Director of Records Management

- Reports to the Vice President for Information Technology.
- The role of Director of Records Management will include
 - Coordinating retention, preservation and destruction processes and procedures for University records in accordance with this Policy and University Records Management procedures and practices
 - Assisting General Counsel with coordinating efforts to comply and respond to any issued Litigation Hold Notices and public records requests in a timely manner
 - Ensuring that all Unit Records Coordinators (URCs) appointed by University units receive ongoing training and education
 - Collecting and compiling annual disposal records as submitted by the URCs and reporting those metrics/statistics to the State's Records Management office
 - Investigating and reporting on any potential non-compliance to the Unit Administrator and General Counsel if applicable. Recommend and require remediation to ensure compliance
 - Maintaining an up-to-date list of Unit Records Coordinators and their contact information
 - Sharing information as needed and relevant to the Records Management Task Force, and the URCs
 - Providing current and updated information on the records management Web site; www.ndsu.edu/recordsmanagement

The NDSU Records Coordinator

- Appointed by the Vice President for Information Technology
- Works with the Director of Records Management
- Assists the Task Force and the Director of Records Management as needed.

Unit Records Coordinators

- Appointed by their respective department heads.
- Their role will include
 - Providing assistance to faculty, staff and administrators in their units for retention, preservation and destruction of their unit's records in accordance

with this Policy's procedures and practices, institutional requirements, and state and federal laws.

- Serve as the liaison between their unit and the Director of Records Management and the Records Management Task Force
- Completing continuing education and training on annual basis
- Submitting records disposal forms to the Director of Records Management as required by policy and state law

~~II.~~

~~III. — The NDSU record retention schedule defines the NDSU "state records" managed under this policy. Groups of similar records are defined as a "record series". There are several hundred record series descriptions in the retention schedule.~~

~~4.1 — Examples of some items that are considered to be state records include **but are not limited to** payroll records, personnel files, annual reports, contracts, project files, grade books, student work that is not returned and affects decisions regarding the student, invoices, equipment maintenance logs, computer system log files, research journals (lab books), research and grant proposals, equipment maintenance records, meeting minutes, master copies of exams and course handouts.~~

~~4.2 — Examples of some items **not** considered as state records include **but are not limited to** library and museum materials used for reference; student items including but not necessarily limited to homework, tests, quizzes, term papers and minor projects that are graded and **returned** to the student; drafts used to produce a final product; magazines you subscribe to as a member of an organization; and extra copies of documents retained only for convenience of reference.~~

~~IV. — NDSU Office of Ethics, Compliance and Audit is responsible for coordinating the records management program at NDSU with the assistance of unit records coordinators (appointed by unit administrators). To assure compliance with all regulatory agencies as well the records retention program, NDSU Office of Ethics, Compliance and Audit may be contacted (NDSU.recordsmanagement@ndsu.edu).~~

~~V. — Changes to the NDSU record retention schedule must be approved by the state Records Management Task Force that includes members from the Office of Attorney General, State Auditor, State Archivist, and the State Records Administrator. The program is managed by the Records Management group of the state Information Technology Department.~~

~~VI. — A campus Records Management Coordination Committee is responsible for working with the NDSU records management coordinator to suggest and~~

~~coordinate changes in the NDSU record retention schedule with the state Records Management Task Force; propose changes to policy; make changes in procedures; and make departments aware of and provide training on policies and procedures. The committee shall be responsible for developing their own operating procedures, organization, and term lengths.~~

~~7.1—Members of the Records Management Coordination Committee shall be:~~

- ~~—Two faculty members appointed by the Faculty Senate Executive Committee~~
- ~~—Two unit records coordinators appointed by the Staff Senate Executive Committee~~
- ~~—The university vice presidents or their designees~~
- ~~—An archivist from the Institute for Regional Studies & University Archives~~
- ~~—The university general counsel or designee~~

~~VII.—The NDSU Records Management Coordinator, Chair~~

~~The NDSU Institute for Regional Studies & University Archives is the official depository for all NDSU records determined to have archival value, pursuant to NDCC 55-02.1-05, so designated by the State Archivist of North Dakota, dated November 29, 2007.~~

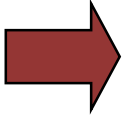
~~VIII.—Detailed procedures and instructions for compliance, litigation holds, the official NDSU records retention schedule detailing retention periods and disposal methods, and answers to frequently asked questions are available at the NDSU Records Management Web site.~~

HISTORY:

New	August 20, 1996
Amended	January 22, 2002
Amended	June 11, 2007
Amended	August 1, 2007
Amended	September 2007
Amended	November 2008
Amended	April 2009
Housekeeping	September 2010
Housekeeping	February 14, 2011
<u>Amended</u>	<u>March 2015</u>

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to ndsuh.policy.manual@ndsuh.edu first so that a clean policy can be presented to the committees.

SECTION: 353: GRIEVANCES-FACULTY

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes x No
 - Describe change: This revision clarifies some of the grievance policy steps and includes timelines for courses of action.

2. This policy was originated by (individual, office or committee/organization):
 - Faculty Affairs Committee
 - Tom DeSutter, thomas.desutter@ndsuh.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsuh.policy.manual@ndsuh.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

SECTION 353**GRIEVANCES – FACULTY****SOURCE: SBHE Policy Manual, Section 612****NDSU President**

1. ~~This Policy is intended to provide a fair, internal process for resolving certain employment-related disputes that arise between faculty or academic staff members and administrators. Each institution shall establish procedures to attempt mediation or resolution of faculty grievances.~~

2. "Grievance" means an allegation of a violation by an NDSU administrator of a specific Board or institutional policy, procedure or practice pertaining to the employment relationship. This includes the terms of the grievant's employment contract and this policy. Discretionary actions, such as salary ~~adjustments~~ increases and performance evaluations, may not be grieved, except to determine: (a) whether the discretionary action was made in accordance with relevant Board or institutional policies, practices, procedures or criteria; and (b) whether the action constitutes a clear abuse of discretion.

"Grievance" does not include Complaints involving any matters covered under NDSU policies 350.1-350.5 and 352 or equal opportunity grievances which are governed by NDSU Policy 156 SBHE Policy, Section 605.3 or 605.4 are not grievances under this policy. Grievances cannot be filed against written ~~SBHE or NDSU Board and institutional policies~~, per se. ~~Decisions on matters related to tenure and promotion may be appealed under NDSU policy 350.1-350.5 and 352. Equal opportunity grievances are governed by NDSU Policy 156.~~

3. This policy applies only to faculty as defined in NDSU Policy 350.1 SBHE Policy, Section 605.1 of these policies. ~~It does not apply to classified staff or to administrators or coaches.~~

4. ~~The faculty governance structure at each institution shall by policy define the procedures for filing a grievance in accordance with SBHE Policy, Section 305.1 of these policies.~~

4.1 ~~Actions or conditions subject to grievances are those which apply personally to the grievant and are administrative decisions affecting terms and conditions of employment, such as salary adjustments, development leave, assignments/duties, periodic reviews and working environment. Grievance does not include matters related to tenure or promotion.~~

4.2A ~~grievant~~ Grievant may only initiate the grievance process described in this policy after communicating with the administrator whose decision is the subject of the grievance (the "respondent") in attempting a good-faith attempt communication to resolve the matter. with the person whose decision is the subject of the grievance (the "respondent"). grievant may only initiate the grievance process after attempting a good-faith communication with the ~~by 1) communicating with the person whose decision is the subject of the grievance (the "respondent").~~ In the event that such communication fails to achieve a satisfactory result, then the grievant must attempt to ~~and 2) then discuss the matter with the~~ ing the grievance with that respondent's ~~person's~~ immediate supervisor. The grievant shall put the basis for the grievance in writing if requested

by either the respondent or the respondent's any supervisor. In the event that communication with the supervisor fails to achieve a satisfactory result, then ~~the outcome of these steps is unsatisfactory to the grievant,~~ a grievant may then appeal to a Special Review Committee (the "SRC") by filing a written grievance with the presiding officer of the Faculty Senate no later than 120 calendar days from the date when the grievant is officially notified of the grievable issue ~~action or when the grievant becomes aware of a grievable condition that she/he was not made aware of by written means.~~ The grievant is permitted to ~~may need to~~ file an appeal to the SRC ~~Special Review Committee~~ prior to the outcome of the previous steps in order to retain the right of appeal. The SRC shall review the written grievance in order to determine if the grievance was timely filed and if the matter is properly grievable. The SRC shall dismiss the grievance if the matter was not timely grieved or properly grievable. Such decision to dismiss by the SRC shall be appealable by either party to the ~~In the event of a dispute as to whether an action is a matter related to tenure or promotion or is subject to grievance, the university or faculty member subject to the action may request an interpretation from the Standing Committee on Faculty Rights ("SCOFR") by filing a written request for an opinion. The SCOFR shall offer the non-appealing party an opportunity to respond to the appeal in writing and provide the non-appealing party a reasonable opportunity to provide such response. The SCOFR Committee,, after reviewing the written positions of each party matter and considering any written argument from either party, shall issue its opinion within 30 thirty calendar days of the time of the filing of the request for an opinion. The parties must participate in mediation (though both parties may agree to waive this requirement). See Policy 350.5 (2).~~

5. The ~~Special Review Committee (SRC)~~ shall attempt to resolve the grievance on an informal basis. The SRC may, in its discretion, require the parties to participate in mediation (NDSU Policy 350.5) and/or use other dispute resolution options available through the University Ombudsperson, including interviews with both parties. ~~Should the grievance remain unresolved after mediation and/or informal dispute resolution, then the SRC shall proceed to the formal resolution process.~~

6. The formal resolution process shall be handled as follows:

(a) Hearings shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties. Grievances involving faculty/academic staff who hold academic year (AY) appointments will normally not be held during summer semester unless the faculty/academic staff member has a summer appointment.

(b) On the rare occasion when a party fails to respond to repeated attempts to schedule a hearing or unreasonably delays the scheduling of a hearing, the chair of the SRC~~CR~~ will schedule the hearing for the first date available to the panel members and the other party.

(c) The S~~CR~~ shall provide written notice of the time and place of the hearing, the names of counsel, the names of any witnesses, and copies of any documents submitted by the parties and deemed relevant by the S~~CR~~, to each party at least seven (7) days before the hearing.

(d) The hearing shall be conducted in good faith and must be completed within 14 calendar days unless the ~~SERC~~ determines that an extension of time is necessary.

(e) All hearings shall be recorded. A party may request and obtain a copy of the recording from the ~~SERC~~.

(f) Hearings shall be closed unless the parties agree otherwise.

(g) All parties may present their cases in person and may call witnesses on their behalf. The names of witnesses must be provided to the ~~SERC~~ at least seven ~~(7)~~ days prior to the hearing date.

(h) The grievant is entitled to bring counsel to the hearing, but such counsel only maintains an advisory role and shall not participate in the hearing. The name of counsel must be provided to the ~~SERC~~ at least seven ~~(7)~~ days prior to the hearing date. In the event that the counsel fails to comply with her/his limited advisory role, then the chair of the ~~SERC~~ may remove the counsel from the hearing after providing an initial warning.

(i) Any party shall be entitled to ask pertinent questions of any witness or the other party at appropriate points in hearings. Questioning shall be done in a professional and appropriate manner and shall be limited to matters that are pertinent to the hearing. The chair of the ~~SRCCR~~ shall determine what questions are pertinent. In the event that a party fails to be professional or appropriate in her/his questioning, then the chair of the ~~SRCCR~~ may terminate her/his questioning of the witness.

(j) The grievant bears the burden of proving that there has been a violation of policy or established practice.

(k) The ~~SERC~~ shall resolve any procedural issues raised by the parties, after providing each party the opportunity to be heard on such matters.

(l) The ~~SRCCR~~ shall report its findings and recommendations in writing within 21 days of the completion of the hearing to the grievant, the respondent, the President, the Provost and to the administrator who is the respondent's immediate supervisor. The ~~SRCCR~~'s report is advisory to the President.

~~, the Committee shall make its recommendations in writing to the complainant, head of the academic unit or program area, dean, or academic vice president, and president.5.1~~

7. The ~~Special Review Committee (SRC)~~ shall consist of the following members:

(a) ~~5.1.1~~ Three members, none of whom can be from the same Department as the grievant, shall be chosen from a pool selected by the Faculty Senate Executive Committee on an annual basis. This pool shall be comprised of tenured faculty members (two from each of the colleges in the University – excluding University Studies), for one-year terms coinciding with the term of the President of the Faculty Senate. Any faculty member may serve up to four successive terms in such a position.

(b) ~~5.1.2~~ The ~~SR~~~~pecial Review Committee~~ Chair shall be selected by the President of the Faculty

Senate.

(c) The grievant shall select one member from the pool and the person against whom the grievance is brought shall select the other member from the pool. The Committee shall judge any allegation of bias or conflict of interest. In the event that an individual member is judged by the Committee to be biased or to have a conflict of interest in a specific case, the Committee shall replace the member with a substitute member for that case.

(de) ~~5.1.3~~ Emeritus professors are eligible for memberships on the SRC.

(ed) ~~5.1.4~~ Faculty holding administrative appointments are not eligible for membership on the

SRC. "Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, Department Chair or Head, or Associate or Assistant Department Chair or Head of an Academic Unit.

~~5.2 In the event of a dispute as to whether an action is a matter related to tenure or promotion or is subject to grievance, the university or faculty member subject to the action may request an interpretation from the Standing Committee on Faculty Rights by filing a written request for an opinion. The Committee, after reviewing the matter and considering any written argument from either party, shall issue its opinion within thirty calendar days of the time of the filing of the request for an opinion.~~

8. ~~6-~~ The President shall, within ~~30~~^{thirty} days of receipt of the recommendation, provide written notice of her/his decision to the grievant, the respondent, the provost, and to the administrator who is the respondent's immediate supervisor of his/her decision concerning the grievance after consideration of the Special Review Committee's recommendation. The President's decision shall be final.

Birgit: Would the Faculty Senate consider a minor change to Policy 350.1.4.c.12.I and following (Research Professorships)? The language currently in policy states:

'Research Professorships shall be for faculty members whose primary function is research in a position that is supported entirely by extramural funding.'

Would the Senate consider removing the 'extramural funding' position of that statement (be silent on the issue) so that the position could be supported regardless of funding? There is some rationale for this and I would be happy to explain it to you, but in essence, we have scientists located at the RECs that have a 100% research appointment. These are generally state supported. They may or may not be adjunct faculty in a department on campus, but do not hold faculty rank otherwise. I was told several years ago that the language would be changed to allow individuals supported primarily by General Fund that they could opt for a Research Assistant Professor title, and applicant pools have been much improved since then. However, I noticed that the language in 350 has not changed.

Thanks for considering this request.

Regards,

Ken

Section 3. Budget

1. Voting members shall consist of one faculty from each representation unit, and a representative of the Dean of Graduate and Interdisciplinary Studies.
 - a. To maintain continuity within ongoing budgetary discussions, the outgoing Chair of the Committee will continue to serve for at least the year following their term. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity. If the outgoing chair is reappointed/re-elected to represent their academic unit, then they will return to normal Committee membership.
2. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance (or designee).
3. Committee responsibilities include:
 - a. Becoming familiar with the university budget process.
 - b. Developing a set of guiding principles which align with strategic priorities, with the intent of informing university budget decisions from a faculty perspective.
 - c. Soliciting input regarding the budget process from a wide range of faculty and on an ongoing basis.
 - d. Serve as a resource for the Provost in budget matters.
 - e. Acting as a conduit of information between faculty and administration for budget discussions and decisions.

TEXT for NDUS Policy 403.7

The brief new paragraph #2 establishes a procedure for NDUS institutions to pilot an “alternative general education program.” The NDSU model needs that permission.

TEXT for NDUS GE Proficiency Statements and Rationale

These are proficiency statements for five common NDUS general education learning outcomes students should have demonstrated upon completion of general education and discipline program requirements at the two-year level. They elaborate on what students would actually need to do to demonstrate they are proficient in these outcomes and they were crafted by faculty from the NDUS system. The five NDUS Essential Learning Outcomes were presented to the Faculty Senate on March 19, 2012.

Hi Dr. Pruess,

I am emailing for your consideration for time on the April or May Faculty Senate meeting agenda.

I would like to take a few minutes to address the Senate about academic advising updates.

In particular, I would like to provide updates about the restructure and responsibilities of the Advising Resource Center, as the office is now under the Office of the Provost.

One of our first initiatives is working to provide better points of contact for our transfer students within departments as well as reorganizing information related to advising to make it more user friendly for advisors.

I can provide you more detail if you would like.

Thank you for your consideration. Please let me know if you have any questions or would like additional information beforehand.

Andrea

Agenda

Faculty Senate Meeting

Meeting place and time: 3:30 pm, Monday, May 11, 2015
Memorial Union, Prairie Rose Room

- I. Substitutions – R. Kitch
- II. Approval of [April 19, 2015, Faculty Senate Minutes](#)
- III. Consent agenda
 - a. Academic Affairs Report ([attachment 1](#))
 - b. Policy changes ([attachment 2](#))
 - Policy 101: Personnel Definitions (ACA)
 - Policy 133.1: Spouse Tuition (correction)
 - Policy 154: Emergency Procedures (correction)
 - Policy 166: Health and Safety (fixed broken link)
 - Policy 515: Travel (housekeeping)
 - Policy 800: Authorized Representatives (federal/state mandate)
 - Policy 818: Procurement Standards (federal/state mandate)

Any Senator can request that an item on the consent agenda be placed on the regular agenda.

- IV. General Announcements
 - President D. Bresciani
 - Provost B. Ingram
 - B. Pruess, President of Faculty Senate
 - Dennis Cooley, Faculty Senate President-Elect
 - G. Sprecher, President of Staff Senate
 - J. Fergel, Vice President of Student Body
- V. Senate Committee Reports (for information only)
 - a) IQAOC *ad hoc* committee ([attachment 3](#), D. Comez)
 - b) CULE *ad hoc* committee ([attachment 4](#), L. Peterson)
- VI. Unfinished Business (discussion and vote)
 - a) Bylaws change, Budget Committee ([attachment 5](#), second vote)
 - b) Dean's list policy change ([attachment 6](#), C. Wolf-Hall)
 - c) Enrollment deadline ([attachment 7](#), C. Wolf-Hall)
 - d) CULE ([attachment 8](#), B. Pruess)
 - e) Gen Ed Proficiency Statement ([attachment 9](#), L. Peterson)
 - f) Senate Operating Budget ([attachment 10](#), B. Pruess)
- VII. New Business
 - a) Election ([attachment 11](#))
 - b) Passing of the gavel
- VIII. Adjourn

**Academic Affairs Committee Report
For Faculty Senate Meeting on May 11, 2015**

Curricular Recommendations

New Program Option	
Doctor of Musical Arts in Collaborative Piano Performance	
Doctor of Musical Arts in Piano Performance	
Master of Music in Collaborative Piano Performance	
Master of Music in Piano Performance	

New Course Prefix	
Public Health - PH	

New Courses				
Subject	No.	Title	Crs.	Effective Term
BUSN	301	Organizational Citizen	0	Fall 2015
MUSC	385	Music Entrepreneurship	3	Fall 2015
MUSC	705	Graduate Diction Survey	3	Fall 2015
MUSC	723	Advanced Piano Pedagogy	3	Fall 2015
MUSC	724	Topics in Piano Pedagogy	1-3	Fall 2015
MUSC	725	English and German Diction	2	Fall 2015
MUSC	726	Italian and French Diction	2	Fall 2015
MUSC	732	Applied Collaborative Study	1-4	Fall 2015
MUSC	750	Studies in Collaborative Piano	2	Fall 2015
MUSC	770	Topics in Keyboard Literature	1-3	Fall 2015
THEA	150	Theatre Foundations I	1	Fall 2015
THEA	211	Stage Management practicum and seminar	2	Fall 2015
THEA	250	Theatre Foundations II	1	Fall 2015
THEA	350	Theatre Foundations III	1	Fall 2015

Course Inactivation				
Subject	No.	Title	Crs.	Effective Term
CSCI	448/648	Digital Image Processing	3	Fall 2015
CSCI	468-668	Database Systems Design	3	Fall 2015
CSCI	737	System Simulation	3	Fall 2015
CSCI	802	Performance Evaluation	3	Fall 2015
CSCI	808	Foundations of Programming	3	Fall 2015
CSCI	822	Compiler Constructions	3	Fall 2015
CSCI	834	Expert Systems	3	Fall 2015
CSCI	861	Integer Programming	3	Fall 2015
THEA	205	Backstage Practicum	1	Fall 2016
THEA	206	Perform/Mgmt Practicum	1	Fall 2016
THEA	460	Acting the Song	3	Spring 2016

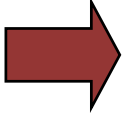
Course Reactivation				
Subject	No.	Title	Crs.	Effective Term
PPTH	752	Plant Nematology	2	Fall 2015

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
ARCH	321	History of Architecture I	3	ARCH	321	History and Theory of Architecture I	3	Fall 2015
BOT/RNG	717	Aquatic Vascular Plants	2	BOT/RNG	717	Aquatic Vascular Plants	3	Fall 2015
CSCI	315	System Analysis and Design	3	MIS	315	System Analysis and Design	3	Fall 2015
HNES	110	Introduction to Health, Physical Education and Sport Management	3	HNES	110	Introduction to Health and Physical Education	3	Spring 2016
PPTH	752	Plant Nematology	2	PPTH	752	Plant Nematology	3	Fall 2015
THEA	370	Technical Theatre Production	3	THEA	370	Technical Theatre Production	1-3	Fall 2015

New Special Topics (FYI)				
Subject	No.	Title	Prerequisite/Corequisite Change	
CJ	399	Minnesota & North Dakota Criminal Codes	None	
				Summer 2015

Policy Change Cover Sheet

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SECTION: 101: Personnel Definitions

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? Yes No
 - Describe change: Based on the implementation of the Federal Law, Affordable Care Act (ACA), part-time lecturer benefit eligibility to become a regular employee has changed.
2. This policy change was originated by (individual, office or committee/organization):
 - Office of Human Resources/Payroll
 - colette.erickson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 4/27/2015

Faculty Senate: 4/27/2015

Staff Senate: 4/27/2015

Student Government: 4/27/2015

President's Cabinet:

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North Dakota State University Policy Manual

SECTION 101

PERSONNEL DEFINITIONS

SOURCE: SBHE Policy Manual, Sections 605.1 and 606.1
NDUS Human Resource Policy Manual
NDSU President

1. CLASSIFICATION STATUS

1.1 Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

1.2 Non-Banded Employee

1.2.1 Academic Staff

Faculty (instructors, assistant, associate or full professors), lecturers, and graduate assistants.

1.2.2 Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation, including coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

2. EMPLOYMENT STATUS

2.1 Regular Employee

A *staff employee*, who satisfactorily completes a probationary period, or a *non-banded employee*, who is employed at least seventeen and one-half hours per week if hired before August 1, 2003 or twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year.

2.1.1 Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2 Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches ~~6~~7.5 or more credits for two or more consecutive semesters.

2.2 Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week, or less than five months per year, if hired before August 1, 2003, or less than twenty hours per week or less than 20 weeks per year if hired on or after August 1, 2003.

2.2.1 A seasonal position is one in which a person works 6 months or less per year during an institutionally designated "season," such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

3. OVERTIME ELIGIBILITY STATUS

3.1 Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2 Exempt Employee

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

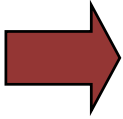
HISTORY:

New	July 1990
Amended	April 1996
Amended	August 1997
Amended	August 1998
Amended	July 1999

Amended	December 1999
Amended	December 2000
Amended	February 2001
Amended	October 2001
Amended	April 2005
Amended	January 2007
Amended	September 18, 2013
Amended	January 28, 2014
Amended	October 8, 2014
Amended	November 7, 2014

Policy Change Cover Sheet

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SECTION: Tuition Waiver – Spouse/Partner and Dependents

4. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: It was noted that during the last policy update (that added language about partners being covered under the policy) various sections were missed that should have included that new language.

5. This policy change was originated by (individual, office or committee/organization):

- Office of Human Resources/Payroll on 12/31/14
- colette.erickson@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

6. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

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North Dakota State University

Policy Manual

SECTION 133.1

TUITION WAIVER – SPOUSE/PARTNER AND DEPENDENTS

SOURCE: NDSU President

SBHE Policy Manual, Section 820.1

The North Dakota State Board of Higher Education allows campuses to adopt tuition waivers which are consistent with an institution's mission. The spouse/partner and dependent tuition waiver is intended to help recruit and retain faculty and staff who can best perform or support the teaching, research and public service mission of the University.

1. The spouse/partner and dependents of regular (broadbanded staff must be off probation), benefitted NDSU employees are eligible for the waiver effective Fall 2002.
 - 1.1 Dependents are defined as those unmarried children (25 years of age or under if they are a full-time student, otherwise age 22 and under), who rely on the parent(s) for significant financial support.
 - 1.1.1 A spouse/partner or dependent who is also a regular, benefitted employee is only eligible for the employee tuition waiver outlined in Section 133 (Educational Policy).
 - 1.2 Partner is defined for purposes of this policy as same sex partners who have completed and filed a Declaration of Domestic Partnership <http://www.ndsu.edu/forms/> with the Office of Human Resources/Payroll.
 - 1.3 The spouse/partner and/or dependents must meet admission standards and register for classes through regular registration procedures.
 - 1.4 The employee must be actively employed on the first day of each semester to be eligible for the waiver.
2. The tuition waiver is 50% of the tuition for NDSU classes (excluding self-supporting, Continuing Education courses and internships that require tuition to be paid to the site for student placement) per ~~spouse and/or dependents~~[spouse/partner or dependent](#).

- 2.1 The waiver applies regardless of whether paying resident or out-of-state tuition.
- 2.2 The maximum waiver for the [spouse/partner or](#) dependent of more than one eligible employee is 50%.
- 2.3 Fees are not waived or waived.
- 2.4 The waiver applies to both undergraduate and graduate level classes.
- 2.5 Early Entry students will be eligible according to the terms of this policy.

3. Procedure

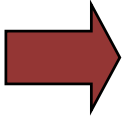
- 3.1 A Spouse/[Partner and](#) Dependent Tuition Waiver application needs to be submitted to the Office of Human Resources/Payroll by the Monday two weeks prior to the start of classes for which the waiver is requested. Given that conditions in this policy may change, it will be necessary to review the conditions of eligibility each term.
 - 3.2 Proof of marriage, domestic partnership, and/or dependency may be required.
 - 3.3 In accordance with federal regulations, the tuition waiver will be used as a financial resource and become part of the student's financial aid package. The Student Financial Services Office may need to adjust aid if the amount of the tuition waiver, along with other financial aid, exceeds the total cost of attendance.
 - 3.4 No employee who has an overdue accounts receivable balance with the University may receive a spouse/[partner and](#) dependent tuition waiver.
 - 3.5 In accordance with IRS regulations, the value of the tuition waived for graduate level classes will be considered taxable income to the employee. Federal, state and social security taxes will be deducted in a lump sum from the employee's last paycheck of the semester, or, at the employee's written request, deducted on a prorated basis throughout the semester.
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HISTORY:

New	April 2002
Amended	July 2003
Amended	April 2005
Amended	October 18, 2010
Housekeeping	November 17, 2011
Housekeeping	July 29, 2013
Amended	March 23, 2014

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **Policy 166 University Health and Safety Policy**

7. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
- Is this a federal or state mandate? Yes No
 - Describe change: Updating broken links
8. This policy change was originated by (individual, office or committee/organization):
- Office/Department/Name and the date submitted: University Police and Safety Office 3/25/15
 - Email address of the person who should be contacted with revisions: jolean.pederson@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

9. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 3/25/2015

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be

North Dakota State University

Policy Manual

SECTION 166

UNIVERSITY HEALTH AND SAFETY POLICY

*SOURCE: NDSU President
North Dakota Office of Management & Budget - Risk Management Division*

1. Purpose

To establish a comprehensive safety policy that facilitates the protection of life and property by providing a safe University work and learning environment that is free of recognized hazards that could cause injury, illness or property damage.

The policy will set forth safety and environmental responsibilities, to provide support for safety rules, regulations and procedures, and to establish basic guidelines for safe practices, activities, programs and training for the successful implementation of the University's occupational and environmental safety program. However, it cannot be assumed that all necessary warnings and precautionary measures are contained in this document, or that other or additional information or measures may not be required. Users of this policy should consult pertinent local, state, and federal laws and legal counsel prior to initiating their own safety program.

2. General Policy

The University has a strong commitment to the health and safety of all employees, students, and visitors at NDSU. In keeping with this commitment, the University Health & Safety Policy is as follows:

2.1 In the interest of providing a safe environment for employees, students and visitors, all University activities should be conducted in accordance with applicable safety codes such as City of Fargo, State of North Dakota, County, NFPA, ANSI and by all governmental safety and environmental standards such as OSHA, EPA, DOT, NRC and other similar agencies that govern the design, construction, operations, use and maintenance of University facilities. Guidelines of the State Office of Risk Management will form the foundation for the University Health & Safety Program.

2.2 The University Police and Safety Office (UP&SO) will work closely with departments, safety committees, employees, and students throughout the University to promote compliance with this policy.

3. Procedures/Responsibilities

3.1 University President

The University President is committed to the implementation of the University's Health and Safety Policy at all facilities under University control. See 3.6 of this Policy.

3.2 Vice Presidents, Associate Vice Presidents, Deans

Vice Presidents, Associate Vice Presidents, and Deans are committed to the implementation of the Health & Safety Policy in all facilities under their control. See 3.6 of this Policy.

3.3 University Loss Control Committee

The University has established the [Loss Control Committee](#) as a University Operational Committee with the authority to oversee University compliance with the Health and Safety Program.

3.4 Directors/Department Heads/Chairs

3.4.1 Implement the Health and Safety Policy and communicate its requirements for faculty, students and staff. See 3.6 of this Policy.

3.4.2 Under the guidance of the Safety Office, designate or empower safety representatives for departments, units, or sections to promote compliance with the Health and Safety Policy and program requirements.

3.4.3 Direct individuals, including but not limited to principal investigators, supervisors, regular part time and temporary employees, visiting professors, and students, to obtain any required safety training before they work with hazardous chemicals, biohazardous agents, radiation, or physical/mechanical hazards in their working or learning environments.

3.4.4 Report all incidents, work related illnesses, and work site injuries to the UP&SO **within 24 hours**. Also, conduct a review and investigation of all work related illnesses, incidents, and work related

injuries as needed to complete the Supervisors Investigation Report and to identify if there are workplace hazards that need to be corrected. <http://www.ndsu.edu/fileadmin/policy/144.pdf>

3.4.5 Determine whether safety needs for unit/departments are met (e.g., training, personal protective equipment, and corrective measures including non-mandated items identified in safety audits).

3.4.6 Incorporate workplace safety requirements and responsibilities into the position description and responsibility review. Workplace expectations should be communicated to each employee annually and at the time of hire.

3.4.7 Conduct periodic safety self-audits of work areas and/or facilities. For assistance, refer to the NDSU [Self Inspection Checklist](#).

3.4.8 Communicate emergency action plans to all personnel to provide familiarity and coordination between facility personnel and emergency responders. Refer to the NDSU [Personal and Safety and Security on the NDSU Campus](#).

3.4.9 Ensure use of all flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace will be in compliance as outlined in the Annual Safety Notice and the written safe operating procedures. These procedures are living documents and will change as standards and regulations change. They will also be documented in the annual inspection checklist.

3.5 Faculty, Principal Investigators, and Supervisors

3.5.1 Provide guidance in the implementation of the University's Health and Safety Policy and all other University Safety Programs in work areas under their supervision/control. See 3.6 of this Policy.

3.5.2 Direct faculty, staff members and students under their supervision to attend, and comply with:

- [Annual Baseline Safety Training](#)
- [Annual Supervisor Safety Training](#)

- Defensive Driving Training (for those who drive State Fleet vehicles or NDSU leased vehicles)
- Substance Abuse Policy & required elements
<http://www.ndsu.edu/fileadmin/policy/155.pdf>
- [Annual Notice of Policies and Designated Medical Provider](#)
- All institutional department and protocol specific training
- All grant specific required training
- All state and federal required training

3.5.3 Maintain workplaces and equipment under their control in a safe, well-kept condition.

3.5.4 Identify and correct potential hazards proactively by following the Near Miss Program, engineering or administrative controls, or by assuring use of necessary personal protective equipment.

3.5.5 Report all incidents, work related illnesses, and work site injuries to the UP&SO **within 24 hours**. Complete the investigation report form as required.

<http://www.ndsu.edu/fileadmin/policy/144.pdf>

3.5.6 Document compliance with the Safety Policy through the Annual Responsibility Review.

3.5.7 Properly dispose of waste in accordance with University, state and federal requirements.

3.6 All Employees

3.6.1 Comply with this policy and all other University health and safety programs.

3.6.2 Attend and comply with:

- [Annual Baseline Safety Training](#)
- [Annual Supervisor Safety Training](#)
- Defensive Driving Training (for those who drive State Fleet vehicles or NDSU leased vehicles)
- Substance Abuse Policy & required elements
<http://www.ndsu.edu/fileadmin/policy/155.pdf>
- [Annual Notice of Policies and Designated Medical Provider](#)
- All institutional department and protocol specific training
- All grant specific required training
- All state and federal required training

3.6.3 Inform a supervisor or instructor of any safety or health hazards in the workplace or NDSU property.

3.6.4 Report all incidents, work related illnesses, and work site injuries to the UP&SO **immediately or within 24 hours**.

<http://www.ndsu.edu/fileadmin/policy/144.pdf>

3.6.5 Refer to claims and reporting of injuries by third parties (students and visitors) in Policy 159.

<http://www.ndsu.edu/fileadmin/policy/159.pdf>

3.6.6 Comply with all State Fleet, leased and rented vehicle rules and regulations. Report all accidents immediately. The driver is responsible for completing the Risk Management Fund Motor Vehicle Accident Report Form. To comply with state requirements, the University has a [Motor Vehicle Accident Review Committee](#) and all accidents will be reviewed by this committee.

3.7 **Contractors**

Architects, Engineers, Contractors and Subcontractors will comply with the North Dakota State University [Facilities Management Design Standards](#).

3.8 **University Police and Safety Office (UP&SO)**

3.8.1 Advise the University community of its responsibilities regarding the Health and Safety Policy. See 3.6 of this Policy.

3.8.2 Provide guidelines for programs to assist with individual and University compliance as it relates to relevant environmental, health, and safety laws, regulations, policies, and guidelines.

3.8.3 Recommend programs and actions for compliance.

3.8.4 Consult with regulators and other external entities on behalf of the University.

3.8.5 Provide guidance and assistance in identifying, evaluating and correcting safety and health hazards.

3.8.6 Conduct investigations and analyses of occupational incidents, injuries and illnesses.

3.8.7 Identify noncompliant situations and recommend improvements for those who are responsible for departments, laboratories, units and work areas.

3.8.8 Provide guidance for proper disposal of hazardous materials and dispose of properly when accepted.

3.8.9 Execute responsibilities involving inspections and enforcement delegated by any standing University safety committee.

3.8.10 In cases of imminent danger to life or health, order cessation of hazardous activity until the danger from such a condition is abated or adequate measures have been taken.

4. **References**

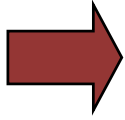
The materials contained in this policy have been prepared for use by North Dakota State University. In an effort to provide a basic safety manual, its contents are compiled from sources believed to be reliable and to represent the best opinions on the subject. No warranty, guarantee, or representation is made by the University as to the accuracy or sufficiency of the information contained herein and the University assumes no responsibility in connection therewith. For additional information and links, please see the [UP&SO website](#).

HISTORY:

New	July 2008
Housekeeping	September 19, 2011
Housekeeping	January 14, 2013

Policy Change Cover Sheet

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SECTION: 164 Emergency Procedures Policy Number and
Name

10. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: Policy on Emergency Procedures does not provide accurate information on buildings that might be used as shelters in the event of a tornado. Important that this is changed as summer weather is approaching.

11. This policy change was originated by (individual, office or committee/organization):

- University Police & Safety Office 4/8/2015 Office/Department/Name and the date submitted
- Jolean.Pederson@ndsuh.edu Email address of the person who should be contacted with revisions

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

12. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

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SECTION 164

EMERGENCY PROCEDURES

SOURCE: NDSU President

The purpose of the following emergency procedures is to provide for an immediate and orderly response to situations so the well-being of faculty, staff, students, and visitors will be assured.

1. EMERGENCY SERVICES

1.1 Ambulances/Fire/Police/Sheriff: **911**

When dialing, remain on the line, give location and describe problem.

1.2 Employees should become familiar with evacuation procedures and guidelines in the ["Personal Safety & Security on the NDSU Campus" handbook](#).

1.3 The Communication Call Center will serve as an Emergency Control Center in the event of campus emergencies.

2. SEVERE WEATHER / NATURAL DISASTER

2.1 During periods of severe weather, one of the following three statements will be made through area media by the University and, when necessary, by department heads: 1) the University will be in full operation, 2) classes are to be canceled, or 3) the University is closed.

2.1.1 Employees who are unable to report to work when the University remains open during inclement weather shall notify their supervisor at the beginning of their work day and take annual leave or leave without pay.

2.1.2 When classes are simply canceled, all personnel will be on regular duty even though classes are not held.

2.1.3 Only "key employees" may be required to work during the period when the institution is officially closed. All other employees will be granted leave with pay for hours which they would normally work during the storm period. "Key employees" shall be designated in writing by each department. During the emergency the department head may authorize other *regular* employees to work as "key employees."

2.2 Upon reopening of the University, regular policies and procedures will be in effect.

3. TORNADO

3.1 When the threat of a tornado is imminent, the city/campus emergency sirens will be activated, ~~and personnel are encouraged to seek shelter inside campus buildings, in the lowest floor of the buildings, and in spaces where there are no exterior windows.~~

3.2 ~~If severe weather occurs on weekends or holidays, the University Police will open the Bison Sports Arena, Seim Hall, Stockbridge Hall, Dolve Hall, and Construction Management for the residents of Bison Court and University Village Apartments.~~

Stay calm and seek an area of safety immediately and monitor local weather announcements if possible.

~~3.2.1 Other campus buildings which could serve as shelters and are often open on weekends are Memorial Union, Family Life Center, and the Library.~~

3.3 If you are outside, seek shelter in a nearby sturdy building if time permits, or lie flat in a ditch or low-lying area.

3.4 If you are inside a building, seek shelter immediately in the lower level or interior hallway or room of the building, get under something sturdy, stay away from outside windows and walls, and assume a crouched position with arms over your head.

3.5 If you are in a vehicle in the immediate path of the tornado, get out immediately and seek an area of safety if time permits, or if unable to leave the vehicle, ensure the lap/shoulder belt is on, and cover your head with your arms and/or any other protective items available to you such as coats, blankets or cushions.

3.6 Remain in an area of safety until the all clear has been provided by the weather announcements or other emergency authorities.

~~Remain inside the respective shelters until the threat of the tornado has passed. An all clear message will be issued via the news media.~~

~~±~~ **CHEMICAL/RADIATION ACCIDENT**

4.1 In the event of a serious chemical or radiation spill or accident, call 911, or report the circumstances to the Safety Office, 231-7759.

4.1.1 Be prepared to give specifics (e.g. chemical/radioactive material, building name, room number, person[s] injured, etc.)

4.1.2 If necessary, evacuate the building by activating the fire alarm. Refer to building evacuation instructions posted in the building.

4. BOMB THREAT

If you need information regarding a bomb threat, please contact the University Police (231-8998).

5. FIRE REPORTING AND BUILDING EVACUATION PROCEDURES

6.1 Know how to activate the fire alarm system, and sound the nearest alarm in the building.

6.2 Alert the Fire Department at 911 from the nearest telephone from which you can safely call. Provide them with:

1. Your name (calling from NDSU)
2. Location of the fire (building name, room #)
3. Extent of the fire, and
4. If applicable, indicate that someone will be at a specific entrance to the building to give directions.

6.3 Calmly alert people in the building and evacuate the building by following the EXIT signs. **DO NOT USE THE ELEVATORS**. When a fire alarm is activated, **ALL PERSONS MUST EVACUATE THE BUILDING IMMEDIATELY!**

6.4 Once an alarm has been activated and immediate attention has been given by emergency personnel to the safety of others, and **if it is safe to do so**, close corridors, windows, doors, and stairwells to prevent the spread of fire and smoke.

6.5 Remain outside of the building at a safe distance.

6.6 Meet police or fire personnel upon their arrival to direct them to the fire.

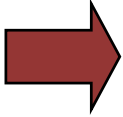
6.7 Emergency fire systems, such as fire extinguishers and fire alarms, must be in a state of readiness at all times. It is a criminal offense to tamper with firefighting equipment or to sound a false alarm. In instances where the fire alarm is utilized to evacuate buildings as in the case of a bomb threat, the alarm is to be activated **only** upon authorization of the main administrative office in the building.

HISTORY:

New	July 1990
Amended	December 1992
Amended	June 1994
Amended	May 1995
Amended	January 1996
Housekeeping	March 21, 2013
Housekeeping	October 2, 2014

Policy Change Cover Sheet

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SECTION: **Policy 515 TRAVEL - EMPLOYEES**

13. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
- Is this a federal or state mandate? Yes No
 - Describe change: Housekeeping – To clarify how employees obtain prior approval for Out-of-state travel.
14. This policy change was originated by (individual, office or committee/organization):
- Accounting Office – Ricki Martin 3/17/15
 - ricki.martin@ndsu.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

15. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 515

TRAVEL - EMPLOYEES

SOURCE: NDSU President
North Dakota Century Code (NDCC)
North Dakota Office of Management and Budget Policy

1. GENERAL PROVISIONS

1.1 DEFINITION OF "TRAVEL" - (NDSU Interpretation)

For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office. For purposes of travel by staff members employed on the University campus their "community" shall include, Fargo, West Fargo, and Moorhead.

1.2 MEANS OF TRAVEL - (NDSU Interpretation)

Employees must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University.

1.3 ACCOUNTING OFFICE RESPONSIBILITY - (NDSU Interpretation)

The NDSU Accounting Office is responsible for the initial development of NDSU's employee travel expense reimbursement policy, in addition to the final review and approval of individual employee travel expenses. Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification. The NDSU Accounting Office must apply the travel rules in this policy on a reasonable, fair and consistent basis.

1.4 TRAVEL VOUCHER REQUIREMENTS - (NDCC 54-06-09 (6))

Before an allowance for any such mileage or travel expenses may be made, the employee shall file with the employee's department an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, college, or division.

(NDCC 44-08-05.1)

Any employee who has the power to approve a voucher for a department shall determine, before approving such voucher, the following:

1.4.1 That the expenditure for travel or other expenditures were for lawful and official purposes.

1.4.2 If for travel expense, that the travel actually occurred and that the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.

1.4.3 If the voucher is for expenditure other than travel expense, that the expenditure is lawful and that the voucher contains no false claims.

2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

Employees may be reimbursed for expenses incurred within their "city or community" of employment for the following:

2.1 *(NDSU Interpretation)*

Parking fees for personal vehicles when conducting University functions or attending University meetings.

2.2 *(OMB Policy 507)*

Mileage at in-state rates for personal vehicles used to transport equipment or university guests for university functions.

2.2.1 *(OMB Policy 507)*

Mileage from a normal work station to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

2.3 *(NDSU Interpretation)*

Meals may be reimbursed as provided under NDSU Policy 170.

2.4 *(NDSU Interpretation)*

Transportation between the employee's residence and airport, which consists of taxi fare or mileage plus airport parking, whichever is less.

3. OUT-OF-STATE TRAVEL AUTHORIZATION - (NDSU Interpretation)

Employees must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President or Provost must have their out-of-state trips pre-approved by their Vice President or Provost. Vice Presidents, Provost, and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. ~~An interactive web form is available for purposes of obtaining out-of-state travel authorization. Prior approval is to be obtained by using the Travel Authorization – Out-of-State form.~~

3.1 WORKERS COMPENSATION - (NDSU Interpretation)

In cases where employees are working out-of-state for 30 consecutive days, or for any international trip, the employee must notify the University Police and Safety Office to arrange proper Workers Compensation coverage.

3.2 FOREIGN TRAVEL AUTHORIZATION - (NDSU Interpretation)

Each trip to a foreign country must be approved by the appropriate Vice President or Provost.

4. PRIVATELY OWNED TRANSPORTATION - (NDCC 54-06-09)

An employee, when required to travel by motor vehicle or truck in the performance of official duty, should use a state-owned vehicle, whenever possible.

(OMB policy 511)

When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

(NDCC 44-08-03)

Where more than one state employee travels in the same car while engaged upon official duty, whether belonging to different departments, subdivisions, boards, or commissions or not, no claim may be made for more than one mileage, such claim to be made by the owner or lessee of such car.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below.

4.1 IN-STATE MILEAGE - (NDCC 54-06-09 (1a))

The sum of **56.0 cents (for travel prior to 01/01/2015) or 57.5 cents (for travel on or after 01/01/2015)** per mile actually and necessarily traveled in

the performance of official duty when such travel is by motor vehicle.

4.2 (NDCC 54-06-09 (1a))

The sum of **86 cents** per mile when such travel is by private airplane.

4.3 OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))

If only one person engages in travel exceeding any geographic point **300 miles** beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first **300 miles**.

(NDSU Interpretation)

*When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by **300 miles**. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the **300 mile** expanded border, the employee may be reimbursed at the **56.0 cents (for travel prior to 01/01/2015) or 57.5 cents (for travel on or after 01/01/2015)** per mile rate. This includes both the departure and return parts of the trip.*

*When two or more state employees travel in the same vehicle, the per mile allowance is **56.0 cents (for travel prior to 01/01/2015) or 57.5 cents (for travel on or after 01/01/2015)**. State employees accompanying the vehicle owner must be listed on the travel voucher.*

4.4 (NDCC 54-06-09 (5))

State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid **56.0 cents (for travel prior to 01/01/2015) or 57.5 cents (for travel on or after 01/01/2015)** per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle, the **300 mile** restriction, in 4.3 above, does not apply.

(NDSU Interpretation)

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as: traffic or parking tickets, vehicle repairs, or any other normal automobile expenses.

5. COMMERCIAL AIRLINES - (OMB Policy 510)

For travel on official state business, airline tickets may be either purchased through a travel agency and billed to the department, or purchased by the employee and

reimbursed. In either case, the original itinerary should be used to support the travel agency payment or employee reimbursement.

Reimbursement to an employee *or tickets directly billed to a department* will be allowed for the actual cost of tourist or coach fare, purchased at the lowest reasonable rate available, **except when approved by the President, or President's designee, unless not permitted by federal rules or regulations.** Approvals must be filed in the President's Office. First Class or Business Class tickets should normally be through a frequent flyer upgrade or the employee should use frequent flyer miles earned via state travel. Invoices from third parties (like travel agencies) must identify if travel is First Class or Business Class.

5.1 *(NDSU Interpretation)*

If the ticket is paid by the employee in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid using an accounts payable voucher.

5.2 *(NDSU Interpretation)*

Meal and lodging expenses will be limited to the days needed to complete the business trip. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented.

6. MEAL REIMBURSEMENTS - (NDCC 44-08-04)

Reimbursement is allowed only for overnight travel or other travel, away from the normal place of employment, for four hours or more. Verification of expenses by receipt is required only for lodging expenses.

6.1 DEFINITION - QUARTERS - (NDCC44-08-04 (2)) *(NDSU Interpretation italicized)*

For purposes of employee meal and lodging reimbursements, state law defines the four quarters of a day as follows:

First quarter shall be from six (6) a.m. to twelve (12) noon. No reimbursement may be made if travel begins after seven (7) a.m.

Second quarter shall be from twelve (12) noon to six (6) p.m. *(No reimbursement will be made for this quarter if travel begins after one (1) p.m. or ends prior to twelve (12) noon.)*

Third quarter shall be from six (6) p.m. to twelve (12) midnight. *(No reimbursement will be made for this quarter if travel begins after seven (7) p.m. or ends prior to six (6) p.m.)*

Fourth quarter shall be from twelve (12) midnight to six (6) a.m. (*This quarter pertains to claiming lodging expense.*)

6.2 CONFERENCE, SEMINAR, OR OTHER MEETING - (NDCC 44-08-04 (1))
Claims may also be made for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the University; however, if a meal is included in a registration fee, the applicable quarter's meal allowance cannot be claimed for that meal.

6.3 TAXABLE MEALS - (*NDSU Interpretation of IRS regulations*)
Meal reimbursements that do not involve "overnight lodging" are reported as taxable gross income on the employee's W-2 and are subject to withholding and employment taxes. A lodging receipt is considered adequate proof of overnight lodging. Also, a notation on the travel voucher that the employee stayed overnight with a friend or relative is sufficient.

6.4 PAYMENT FOR MEALS OF STAFF & GUESTS, WHILE IN TRAVEL STATUS - (*NDSU Interpretation*)

NDSU Policy 170 allows reimbursement to employees for meals of staff and guests, even though the employee is not in travel status. Employees while in travel status may also occasionally encounter meal expenses when they are required to be at a meeting and there is a need to pay for meals of guests, such as when interviewing candidates, recruiting, or fund raising. If an employee is at a required meeting and pays for meals of guests (while in travel status), the employee may be reimbursed for the actual receipt amount. If the employee meal is reimbursed at actual receipt amount on the travel voucher, he/she must not claim the applicable quarter's meal allowance.

When employees are reimbursed for the actual receipt amount for meals under this section, the expenses should be reflected under the "miscellaneous expense" column on the travel voucher. The purpose of the meeting and names of guests must be documented on either the travel voucher or an attached banquet and meeting documentation form.

6.5 TEAM TRAVEL - (Excerpt from NDCC 44-08-04, Subsection 1)
If a higher education athletic team or other organized institution organization group meal is attended at the request of and on behalf of the institution, actual expenses for the entire group, including coaches, trainers, and other employees, may be paid or submitted for payment of a team or group travel expense report: subsection 2 does not apply; and officers and employees are

not required to document individual expenses or submit individual travel reimbursement vouchers.

(NDSU Interpretation)

Meal expenses of athletic department employees, when traveling with student athletes to games, are covered by travel advances issued from the Accounting Office. These meals are attended at the request of and on behalf of the University and, therefore, the meals are paid from the travel advance at the actual cost of the meals, in accordance with the Athletic department meal reimbursement guidelines for student athletes. Since the meals are paid out of the travel advance, it is not necessary for the employees involved in the team travel to complete a travel voucher to claim reimbursement for the meals.

As an alternative to actual meal costs, some head coaches may prefer to distribute a cash per diem to the employees and student athletes. The cash per diem is distributed from the travel advance for the individual to use for meals. The cash per diem for employees must not exceed the meal allowance allowed policy and must not exceed the Athletic department meal reimbursement guidelines for student athletes. Since the employee cash per diem is paid from a travel advance, it is not necessary for the employee to complete a travel voucher to claim reimbursement for the meals.

6.6 MEAL ALLOWANCE RATES - (NDCC 44-08-04 (2))

Meal reimbursement rates depend upon the time of day the employee is in travel status and whether the travel is in-state or out-of-state. Verification of receipts shall not be required for the first three quarters listed above in Section 6.1.

6.6.1 IN-STATE - (NDCC 44-08-04 (2))

For travel prior to August 1, 2013, in-state rates are as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
In-State	\$ 30.00	\$ 6.00	\$ 9.00	\$ 15.00

For travel on or after August 1, 2013, in-state rates are as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
In-State	\$ 35.00	\$ 7.00	\$ 10.50	\$ 17.50

6.6.2 OUT-OF-STATE, WITHIN CONTINENTAL U.S. - (NDCC 44-08-04 (3))

The allowance for out-of-state meals, within the continental United States, is equal to per diem meals rate in the city for which a claim is made on that day as established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The standard meal allowance rate (per diem) for cities in the continental United States is currently \$46.00 per day effective 10/01/2009. The North Dakota Office of Management and Budget (NDOMB) web site shows the official current out-of-state meal allowance rates that NDSU will follow. The NDOMB web site includes a [listing of cities](#) whose meal allowance rates are higher than the standard rate.

The table below (effective 10/01/2009) shows examples of how the meal allowance per diem is split between the first quarter or breakfast (20%), second quarter or lunch (30%), and third quarter (50%).

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Out-of-State, within continental U.S. (depending on city) Standard Rate	\$ 46.00	\$ 9.20	\$ 13.80	\$ 23.00

(depending on city)	\$ 51.00	\$10.20	\$ 15.30	\$ 25.50
(depending on city)	\$ 56.00	\$11.20	\$ 16.80	\$ 28.00
(depending on city)	\$ 61.00	\$12.20	\$ 18.30	\$ 30.50
(depending on city)	\$ 66.00	\$ 13.20	\$ 19.80	\$ 33.00
(depending on city)	\$ 71.00	\$ 14.20	\$ 21.30	\$ 35.50

6.6.3 NON-CONTINENTAL UNITED STATES AND OVERSEAS NONFOREIGN AREAS - (NDCC 44-08-04 (4))

The allowance for meals in noncontinental United States and overseas nonforeign areas, including Alaska, Hawaii, and Guam, is equal to the per diem meals rate in the city for which a claim is made on that day as established by the rule for federal employees established by the United States per diem committee and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

6.6.4 FOREIGN TRAVEL - NDCC 44-08-04(5))

The allowance for meals outside the United States is equal to the per diem meals rate in the city for which a claim is made on that day as established by rule for federal employees established by the United States department of state and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

7. LODGING REIMBURSEMENTS - (NDCC 44-08-04 (1)(2d)(6)) *(NDSU Interpretation italicized)*

Reimbursement for in-state lodging expenses incurred while in travel status during the fourth quarter shall not exceed 90% of the rate established by the United States General Services Administration (GSA) for North Dakota, plus applicable state or local taxes on lodging. As of October 1, 2010, the GSA rate for lodging in North Dakota was \$77; therefore, the maximum amount that can be claimed is \$69.30, plus applicable taxes. For travel on or after October 1, 2013, the GSA rate for lodging in North Dakota was \$83; therefore, the maximum amount that can be claimed is \$74.70, plus applicable taxes.

The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time. See the city/county rate exceptions, found on the Accounting website. The amounts shown are 90% of the GSA rates and are the maximum state reimbursable rates that can be claimed, plus applicable state and local taxes. These rates are effective October 1, 2012.

Out-of-state lodging expenses shall be reimbursed at actual expense.

An original lodging receipt is required for reimbursement to the employee. *(When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost.)*

7.1 IN-STATE LODGING RATES OVER MAXIMUM - (SBHE 806.1.10)

In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, the following process needs to be followed:

- 7.1.1 Prior-approval by campus designated approver must be obtained.
- 7.1.2 The request must document the name of the employee, name of city traveling to, dates of lodging, name and local phone number of the lodging facility, the rates quoted for the dates of travel or if there were no available rooms. A minimum of 3 facilities should be contacted. If traveling to a North Dakota community that does not have 3 lodging facilities, indicate on documentation.
- 7.1.3 This documentation must be attached to the travel reimbursement form.

7.1.4 Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained.

7.1.5 *If a room is more than the 90% maximum GSA rate for North Dakota, **allowed in section 7, above**, the additional taxes eligible for reimbursement must be pro-rated. For example (using the \$74.70 maximum rate): if the room is \$80.00 and taxes are \$12.00, the individual will be reimbursed \$74.70 plus \$11.21 pro-rated taxes ($\$74.70/80.00 \times \$12.00 = \$11.21$).*

7.2 DIRECT BILLING OF LODGING TO DEPARTMENT - *(NDSU Interpretation)*
Employee lodging must be first paid by the employee and then reimbursed

using the travel voucher. An employee's lodging expense should not be paid directly by the department to the lodging facility.

EXCEPTIONS - (NDSU Interpretation)

7.2.1 State law (NDCC 44-08-04.5) allows a state agency or institution to pay an out-of-state lodging provider directly when the North Dakota Office of Management and Budget has obtained a sales tax exemption from the destination state.

(NDSU Interpretation)

(At this time, OMB does not have an agreement with any other state. State agencies will be notified when such agreements have been obtained.) The state law exception does not apply to in-state lodging.

7.2.2 *(NDSU Interpretation)*

A lodging facility may be paid directly by the department if the travel involves a student field trip or athletic team travel.

7.3 **REQUIRED DEPOSITS - (NDSU Interpretation of OMB Policy 513)**

If a lodging facility requires a paid deposit to hold a room in advance, it should be paid by the employee. If the deposit is paid by the employee in a month prior to the travel dates, the employee may be reimbursed immediately after the deposit is paid using a Request for Payment form. The employee will need to verify that the deposit was properly credited to the lodging bill when the travel takes place.

7.4 **ROOM SHARING - (NDSU Interpretation)**

When two or more state employees share lodging accommodations, each employee should normally claim his/her own reimbursement. In instances where one employee pays the total lodging costs, he/she may claim reimbursement for the same by listing the other employee(s) sharing the lodging accommodation.

(OMB Policy 513)

When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.

8. **MISCELLANEOUS TRAVEL EXPENSES - (NDSU Interpretation)**

Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, parking fees and up to \$5.00 per day for personal telephone calls while in

travel status. All miscellaneous travel expenses claimed on the travel voucher must be individually identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00.

8.1 ENTERTAINMENT & PERSONAL EXPENSES - *(NDSU Interpretation)*
Employee entertainment or other personal expenses are not reimbursable. Expenses claimed by an employee that appear to fall in this category, will need additional justification to support claiming them as necessary business expenses.

8.2 CAR RENTAL - (OMB Policy 518)

8.2.1 The university will reimburse an employee for car rental if the employee used an aircraft to get to their destination, and if the use of the vehicle is sufficient to justify that mode of travel instead of a taxi. It is generally the policy to discourage car rentals unless their cost effectiveness is self-evident.

8.2.2 When renting a car for university business, purchase of additional insurance is not necessary because it is covered by the State's Risk Management Fund. However, the North Dakota Risk Management Division does recommend purchasing the liability insurance if renting outside the United States. Also, when out of the country, it is advisable to purchase the loss damage waiver as well. Employees should consider what coverages the employee's personal auto insurance provides.

8.3 TIPS AND OTHER CHARGES - *(NDSU Interpretation)*
Reasonable tips, not to exceed \$5.00 per tip, and service charges that are a necessary part of the business trip are reimbursable. Examples include: tips to bellhops and taxicab drivers. No reimbursement is allowed for tips on meals that are covered by the meal allowance.

8.4 LOST RECEIPTS - *(NDSU Interpretation)*
When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost. Credit card receipts are not sufficient.

9. TRAVEL ADVANCES - (NDCC 44-08-04.2)

The Accounting office may approve a travel advance to employees for payment of meal and lodging expenses incurred while the employee is traveling on official business of this state, provided that such travel is planned to be in excess of five

days per month, and provided that the funds advanced do not exceed eighty percent of the estimated expenses for the period.

NDSU LIMITATIONS - (NDSU interpretation)

Funds advanced for meals and lodging must be accounted for as required by this Policy.

Travel advances may not be made from state appropriated funds. A travel advance form is available to request an advance. The Accounting Office will generally limit travel advances to the following two situations:

9.1 When an employee is chaperoning a group of students or other guests and is expected to pay some of the student's or guest's expenses.

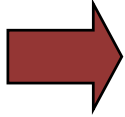
9.2 When an employee is going on a trip for an extended period of time, such as more than one month. Usually these are international trips funded by a special grant.

HISTORY:

New	July 20, 2000
Amended	July 2001
Amended	June 2003
Amended	October 2003
Amended	August 2005
Amended	February 2006
Amended	October 2007
Amended	January 2008
Amended	July 17, 2009
Housekeeping	October 6, 2009
Housekeeping	February 2010
Amended	July 2010
Housekeeping	September 2010
Housekeeping	January 5, 2011
Housekeeping	June 15, 2011
Housekeeping	August 18, 2011
Housekeeping	January 27, 2012
Housekeeping	April 23, 2012
Housekeeping	October 10, 2012
Housekeeping	January 10, 2013
Housekeeping	July 30, 2013
Housekeeping	September 18, 2013
Housekeeping	December 31, 2013
Housekeeping	March 3, 2014
Housekeeping	December 31, 2014

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **Section 800: Authorized Representatives**

16. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
- Is this a federal or state mandate? Yes No
 - Describe change: Housekeeping – For Section 5, the new Uniform Guidance requires individuals signing invoices to be authorized signors for the University. It doesn't change our process just includes the authority in the policy, per the attached letter. The other changes are updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity
17. This policy change was originated by (individual, office or committee/organization):
- The Office of the Vice President for Research and Creative Activity, and Grant & Contract Accounting; March 5, 2015
 - Sheri Anderson: sheri.anderson@nds.edu; Cassie Johnson: cassandra.j.johnson@nds.edu, Gary Wawers: gary.wawers@nds.edu and Ann Young: ann.young@nds.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

18. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 800

AUTHORIZED REPRESENTATIVES

SOURCE: NDSU President

1. AUTHORIZED REPRESENTATIVE FOR SIGNING PROPOSALS AND AWARD DOCUMENT

The Vice President for Research, ~~and Creative~~ [ActivitiesActivity, and Technology Transfer](#) (or designee) is the designated university representative to sign all proposals and award documents (research, education, fee-for-service etc.) submitted to external agencies. In the absence of the Vice President, the Provost and Vice President for Academic Affairs or the Vice President for Finance and Administration may sign.

In cases where special commitments on behalf of the University are required (e.g., IVN time, real property improvements such as buildings, or financial match commitments by the University), the Vice President for Finance and Administration and the Vice President for Research, ~~and~~ [Creative ActivitiesActivity, and Technology Transfer](#) must both approve the proposal.

2. AGRICULTURAL EXPERIMENT STATION FUNDS

The designated representative to sign for agricultural entitlements such as Hatch and McIntire-Stennis funds and USDA/CSREES non-competitive grants is the Vice President for Agriculture and University Extension.

3. NDSU EXTENSION SERVICE ENTITLEMENT FUNDS

The designated representative to sign for extension service funds such as Smith-Lever funds is the Vice President for Agriculture and University Extension.

4. NORTH DAKOTA FOREST SERVICE

The designated representative to sign for Cooperative Forestry Assistance funds is the State Forester.

5. AUTHORIZED BUSINESS OFFICIAL

The Authorized Business Official for all grant and contract [agreement](#) financial activity, is the ~~Manager~~ [Director](#) of Grant and Contract Accounting as delegated by the Vice President for Finance and Administration. All financial reports, [including but not limited to billings, invoices, financial reports and equipment reports](#), requiring an authorized official's certification must be signed by the [Grant & Contract Officers or the Director](#)~~Manager~~ of Grant and Contract Accounting.

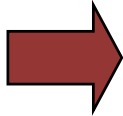
HISTORY:

New	July 1990
Amended	April 1992
Amended	September 1993
Amended	June 1996
Amended	March 2002
Amended	August 2007
Amended	October 2009

Policy 818 Version 1 02/20/2015

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to ndsuh.policy.manual@ndsuh.edu first so that a clean policy can be presented to the committees.

SECTION: **Policy Number and Name** 818 PROCUREMENT STANDARDS ON
FEDERAL AGREEMENTS

19. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change:
- The new Uniform Guidance allows for an extension for implementing the new Procurement guidelines but requires us to note in our policies that we won't be implementing the new guidelines until 7/1/2016.
- The other change is a housekeeping change so that the policy reflects what is actually being done. There is no requirement for all Sole Source purchases to be approved – unless specifically included in the sponsor's award terms and conditions as noted in 818.1.3

20. This policy change was originated by (individual, office or committee/organization):

- Office/Department/Name and the date submitted: Grant & Contract Accounting/Ann Young & Gary Wawers
-
- Email address of the person who should be contacted with revisions gary.wawers@ndsuh.edu and ann.young@ndsuh.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

21. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Council:

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsuh.policy.manual@ndsuh.edu. All

suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University Policy Manual

SECTION 818 PROCUREMENT STANDARDS ON FEDERAL AGREEMENTS

SOURCE: NDSU President

1. The acquisition of goods, services, or equipment is subject to the following standards.
 - 1.1 Procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical, practical procurement.
 - 1.2 Positive efforts shall be made by the University to utilize small business and minority-owned business sources of supplies and services. Such effort should allow these sources the maximum feasible opportunity to compete for contracts utilizing federal funds.
 - 1.3 All proposed sole source contracts for purchase or where only one bid or proposal is received in which the aggregate expenditure is expected to exceed \$5,000 shall be subject to prior approval at the discretion of the federal sponsoring agency.
 - 1.4 The Office of Grant and Contract Accounting will review ~~all~~ purchase requisitions or request for payments which exceed \$5,000. ~~If the Purchasing Department states that the vendor is the sole source of the order or only one bid was received, the Office of Grant and Contract Accounting will contact the awarding agency for instructions. Note that if approval is required by the awarding agency, the order could be delayed.~~
 - 1.5 NDSU will be implementing the new Uniform Guidance Purchasing requirements effect July 1, 2016.

HISTORY:

New	July 1990
Amended	April 1992
Amended	August 2007

IQAOC

1. Committee formation, charge and membership
2. The approach implemented:
 - a) Interview with the chairs (or representatives) of each of the FS Committees (Program Review, University Assessment, General Education, and Academic Affairs)
 - b) Outlined the strengths/weaknesses of each of the committees; identified major issues as well as challenges/opportunities
 - c) Researched how other peer institutions handle/approach the tasks these committees are in charge of.
3. Current discussions:
 - a) Restructuring these committees with the goal that streamlines the reporting process while keeping faculty oversight should intact
 - b) Reviewing their operations; create a holistic process that avoids duplication and overlap
 - c) Create a common electronic platform for routine formal work and reporting

Present GE**Present GE Outcomes**

Communicate effectively in a variety of contexts and formats, using a variety of communication skills.

Locate and use information for making appropriate personal and professional decisions.

Comprehend the concepts and perspectives needed to function in national and international societies.

Comprehend intrapersonal and interpersonal dynamics.

Comprehend concepts and methods of inquiry in science and technology and their applications for society

Integrate knowledge and ideas in a coherent and meaningful manner.

Comprehend the need for lifelong learning.

PROPOSED GE: NDSU QUEST**Core Questions**

How does the world work?

What does it mean to be human?

How do we create, expand, or discover knowledge and understand its limitations?

What values and practices are worth sustaining for the common good?

What are the world's challenges and how might they be addressed?

Core questions approved by the Senate 4/8/13

New outcomes approved by the Senate 4/14/14

PRESENT GE MODEL	Credits
First Year Experience (189)	1
Communication	12
• ENGL 110 (3 credits)	
• ENGL 120 (3 credits)	
• COMM 110 (3 credits)	
• Upper Level Writing (3 credits)	
Quantitative Reasoning	3
Science & Technology	10
• Must include 1 credit lab	
Humanities & Fine Arts	6
Social & Behavioral Sciences	8
• Includes 2 credits of Wellness	
Cultural Diversity	
• Embedded—no additional credit	
Global Perspectives	
• Embedded—no additional credit	
Capstone Course in major—no additional credit	
Total Credits	40

PROPOSED GE MODEL	Credits
Communication	12
• ENGL 120 (3 credits)	
• COMM 110 (3 credits)	
• Applied Oral Communication Modules or Course (1+1+1 or 3 credits) (200 level)	
• Upper Division Writing (3 credits)	
Critical Thinking, Creative Thinking, and Problem Solving	9
• Critical Thinking (3 credits) (Student Success removed)	
• Quantitative Methods (3 credits)	
• Advanced Critical Thinking in major (3 credits)	
Technology	3
Natural & Physical Sciences (includes 1 credit lab)	7
Human Societies	6
Diversity & Global Perspectives	3
Personal & Social Responsibility—no additional credit	
• Embedded in major or met through a QUEST approved course that includes this learning outcome	
Capstone Course in major—no additional credit	
Optional theme-based Interdisciplinary minor, certificate or path, based on QUEST courses, as way to connect QUEST courses	
• Sustainability, Innovation, World Hunger, Gender Studies, Grand Challenge Scholars, etc.	
Total Credits	40

Breadth Requirement: In addition to ENGL 120 and COMM 110, students must complete 12 QUEST credits outside their majors.

Proposed GE (NDSU QUEST): Revised Draft Model

Key to abbreviations: Core Questions (CQ)
HWW = How does the world work?
HDC = How do we create, expand, or discover knowledge and understand its limitations?
WDH = What does it mean to be human?
WVP = What values and practices are worth sustaining for the common good?
WWC = What are the world's challenges and how might they be addressed?

Foundation/Lower Division 34 Credits

Core Learning Outcome	Component	Credits	Core Questions	Note
Communication	Written (ENGL 120)	3	HDC	Students will still get credit for ENGL 110 for transfer purposes, but ENGL 110 will not be part of NDSU QUEST
	Oral (COMM 110)	3	HDC	
	Applied	1+1+1	HDC	Applied QUEST communication experiences designated by major. May be existing courses or additional credits for courses or independent 1 credit modules/workshops. COMM 110 & ENGL 120 are pre-requisites
Critical Thinking, Creative Thinking, and Problem Solving	Critical Thinking (First Year Experience/ Student Success removed)	3	HDC	Any QUEST course that meets the critical thinking learning outcomes. Courses will help students understand how scholars analyze evidence to develop theories to address problems. Most courses will either a) examine how a discipline makes sense of the world [e.g. "thinking like a chemist"] or b) focus on a so-called "wicked problem" or issue [e.g. "thinking about world hunger"]
	Quantitative Methods	3	HDC, HWW	"thinking about race through literature"]. Any QUEST course that meets the Critical Thinking Learning Outcome bullet "apply quantitative and qualitative methods to collect and analyze data."
Technology Natural and Physical Sciences		3	HWW, HDC	QUEST course designated by major
		7	HWW, HDC	QUEST courses designated by major. Must include a one credit (or equivalent) laboratory employing active learning.
Human Societies		6	HWW, WDH, HDC	QUEST courses designated by major
Diversity and Global Perspectives		3	HWW, HDC, WWC	QUEST course designated by major

Personal and Social Responsibility		0	HWW, WVP	Embedded in major or met through a QUEST approved course that includes this learning outcome
Upper Division				
Core Learning Outcome	Component	Credits	Core Questions	Note
Communication	Upper Division Writing	3	HDC	QUEST course designated by major. COMM 110 & ENGL 120 are pre-requisites

Critical Thinking, etc. 3 HDC + major appropriate Any approved upper division course in the major (including the capstone) that meets the Critical Thinking outcome.

Communication + Critical Thinking, etc. Capstone 3 HWW, HDC, WVP, WWC Integrated into major. May meet the advanced critical thinking outcome for the major (see above).

Optional Pathways

Optional Theme-based Minor	Integrated	16	Integrated	Foundation in QUEST for interdisciplinary options such as Sustainability, Innovation, World Hunger, Great Books and Great Ideas. May be completed by non-Quest courses.
Optional Theme-based Certificate	Integrated	16	Integrated	Foundation in QUEST for interdisciplinary options such as Sustainable Design. May be completed by non-Quest courses.
Optional Path	Integrated		Integrated	Foundation in QUEST for applied and experiential learning.

Breadth Requirement: In addition to ENGL 120 and COMM 110, students must complete 12 QUEST credits outside their majors.

Revised 04/08/15

Date: April 9, 2015

To: Members of the NDSU Community

From: Core Undergraduate Learning Experiences (CULE)

RE: Revised QUEST model for new General Education

To begin with, CULE thanks everyone for participating in the multiple stages of this process that began in the fall of 2010. As part of this process CULE:

- Held open-ended meetings on GE revision with 40 units and 460 individuals
- Received 1370 responses from alumni, employers, faculty, staff and students to a survey asking respondents to rate 29 student learning outcomes in terms of how well NDSU students are currently addressing each one and how important each outcome will be in the future
- Used Institutional Research's qualitative analysis of the results of six surveys administered over the past decade to triangulate with and confirm the CULE survey results
- Held 14 campus meetings on the proposed Core Questions and Learning Outcomes
- Held 13 campus meetings, attended by over 300 people, on the proposed QUEST model
- Received 304 responses (with 129 comments) from faculty to a survey about the new QUEST model

Based on the feedback, CULE proposes six changes to the QUEST model:

1. Critical Thinking and Student Success
 - University 189 will no longer be a general education course, although many colleges or departments may wish to continue it as a requirement to meet the needs of their students.
2. Critical Thinking
 - Critical Thinking classes will be new or restructured courses that focus on how disciplines make sense of the world or particular issues (world hunger, social inequality, justice, beauty, love, entropy, climate change, sustainability, clean water, renewable energy, etc.)
 - Courses could be disciplinary or cross-disciplinary and could be offered by any college or department (or combination of departments), but they must
 - address the Critical Thinking outcome as a substantial part of student work
 - teach the critical thinking skills employed by the discipline or needed to understand the problem or issue and
 - address at least one of the Core Questions.
 - There will need to be professional development funding to support this.
3. Natural and Physical Sciences
 - Added a one-credit (or equivalent) laboratory experience with the stipulation that the laboratory must involve active or problem-based learning.
4. Natural and Physical Sciences
 - Increased from 3 credits to 6 in didactic classes.
5. Personal and Social Responsibility
 - This will be double-counted by being embedded in the major or met through a QUEST approved course that includes this learning outcome. There will be no separate credits required for this outcome.

6. Breadth

- Students must complete 12 QUEST credits outside their major, in addition ENGL 120 and COMM 110.

Based on the feedback to the proposed QUEST model, CULE proposes three changes to the previous Undergraduate Learning Outcomes to support the fullest participation by disciplines in the new model:

1. Technology
 - Revised to emphasize applying, not just analyzing
2. Natural and Physical Worlds
 - Revised to Natural and Physical Sciences
3. Personal and Social Responsibility
 - Revised to allow more options for students

CULE also proposes the following steps.

1. CULE requests the Faculty Senate to approve the concept of the revised QUEST model this spring, contingent upon these three steps.
 - a. The Provost will appoint a QUEST Feasibility Committee to analyze the resources needed to implement the model. This committee should be composed of at least two deans and three department chairs.
 - b. The Provost will appoint a QUEST Design/Professional Development Committee to develop specific models for the proposed new Critical Thinking courses and the proposed Applied Communication modules. This committee should include one or more of the course design professionals recently hired in several of the colleges.
 - c. Based on reports from the QUEST Feasibility and Design/Professional Development Committees, the Faculty Senate will give the final approval to implementing the new QUEST model at an appropriate starting date.
2. CULE will be dissolved as an ad hoc Faculty Senate committee.
3. The General Education Committee will be charged with implementing the new QUEST model and assessing it in order to make revisions and improvements on an ongoing basis.

CULE Members:

Cole Davidson, Registration (9/13-09/14); Noah Engels, Students (09/14-present); Marion Harris, AFSNR (08/10-present); Robert Harrold, Assessment (08/10-12/11); RaNelle Ingalls, Student Affairs (08/10- present); Rajesh Kavasseri, Engineering (08/10-present); Andrew Mara, AHSS (08/10-present); Kevin McCaul, Deans (08/10-08/12); Charlene Myhre, Libraries (08/10-08/13); Cynthia Naughton, PNAS (08/10-present); Lisa Nordick, DCE (08/10-12/14); Larry Peterson, Provost/Assessment (08/10-present); Seth Rasmussen, Science & Math (08/10-present); Susan Ray-Degges, HDE (08/10-present); Kent Sandstrom, Deans (09/12-present); Carolyn Schnell, University Studies (08/10-present); Herbert Snyder, Business (08/10-present); Amy Rupiper Taggart, General Education (01/14-present); Beth Twomey, Libraries (09/13-present); Kevin Walsh, Students (09/13-05/14).

Section 3. Budget

1. Voting members shall consist of one faculty from each representation unit, and a representative of the Dean of Graduate and Interdisciplinary Studies.
 - a. To maintain continuity within ongoing budgetary discussions, the outgoing Chair of the Committee will continue to serve for at least the year following their term. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity. If the outgoing chair is reappointed/re-elected to represent their academic unit, then they will return to normal Committee membership.
2. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance (or designee).
3. Committee responsibilities include:
 - a. Becoming familiar with the university budget process.
 - b. Developing a set of guiding principles which align with strategic priorities, with the intent of informing university budget decisions from a faculty perspective.
 - c. Soliciting input regarding the budget process from a wide range of faculty and on an ongoing basis.
 - d. Serve as a resource for the Provost in budget matters.
 - e. Acting as a conduit of information between faculty and administration for budget discussions and decisions.

Dean's List Policy Change Proposal

Effective Fall 2015

Current:

To be eligible for inclusion on the [Dean's List](#) for any given semester, a student must have earned a minimum grade-point average of 3.50 during that term while completing at least 12 semester hours (nine hours during the summer) in graded coursework using grades that carry honor points. The student may not have any [grades of 'Incomplete'](#) for the semester. The Dean's List is only maintained for undergraduate students and professional (Pharm.D.) students.

Proposed:

To be eligible for inclusion on the [Dean's List](#) for any given semester, a student must have earned a minimum grade-point average of 3.50 during that term while completing at least 12 semester hours (nine hours during the summer) in graded coursework ~~using grades that carry honor points. The student may not have any [grades of 'Incomplete'](#) for the semester.~~ The Dean's List is only maintained for undergraduate students and professional (Pharm.D.) students.

Enrollment Add/Drop Deadline and Retroactive Withdrawal Limit Proposal

Background and History

- Currently, after the last day to add courses online, students must obtain a paper class permit from faculty/department and bring to Bison Connection or Registration and Records for processing
- Challenges:
 - Students are not included in fourth week enrollment census
 - Compliance issues for federal and state financial aid
 - Students who are Pell Grant/ND State Grant/ND State Scholarship eligible may miss out on additional funding due to being added to a course after census.
 - Students added to courses after the term are not correctly calculated for Standards of Satisfactory Academic Progress (SAP) and may receive aid for the upcoming term for which they are not eligible. Additionally, if the student needs to include the course they were added to after the term is over to their cumulative or term GPA for SAP purposes, staff must manually calculate the GPA.
 - In situations where a student is added to a course after financial aid census is completed but the enrollment date recorded on the students record is back dated to a date preceding census it could appear that the student was under awarded for Pell Grant.
 - Students are added to classes after grade rosters have been generated; this requires faculty to complete a grade change form and submit for processing
 - While rare, students are added after end of term; not an acceptable practice for academic records and business processes; results in inaccurate academic standing determinations, including Dean's list consideration, inaccurate SAP, etc.
 - Current volume of late adds is significant and processing demands are high as next bullet demonstrates
- During Fall 2014, 1,278 course adds were processed between the last day to add online and the last day of finals week (09/04/2014 – 12/19/2014). 562 permits were processed after fourth week enrollment census.

UGRD	971
PROF	4
GRAD	303
Total	1,278

- Currently, retroactive withdrawal requests do not have a time limit. This is not acceptable academic record practice as there should be a stated time limit for making adjustments to an academic record which can be adequately supported by documentation.

Proposal

- Enforce a deadline to add courses
 - After deadline to add online (seven business days into semester) a paper permit will be required with instructor/department approval (same as current process)
 - Permits will be accepted through fourth week enrollment census
 - Full semester course additions will not be processed after fourth week enrollment census, unless approved by The Graduate School Dean or the Registrar
- Collaborate with University Relations on an awareness campaign for students as well as faculty and staff

- Institute a time limit for retroactive withdrawals
 - Formal appeal request must be submitted prior to three years after the term of last date of attendance at NDSU
 - Registration and Records and The Graduate School will develop guidelines to provide to College Student Progress Committees

CULE proposal	Senate additions	Order
1. CULE requests the Faculty Senate to approve the concept of the revised QUEST model this spring, contingent upon these three steps.		4
<p>a. The Provost will appoint a QUEST Feasibility Committee to analyze the resources needed to implement the model. This committee should be composed of at least two deans and three department chairs.</p>	<p>Quest Feasibility Committee: <u>Appointment:</u> with input from the Provost as senate <i>ad hoc</i> committee, will report to senate and Provost <u>Membership (all approved by faculty senate):</u> voting members, 1 to 2 faculty members from budget committee, 2 senate appointed faculty, other faculty who have relevant experience; non-voting members, 1 dean, 1 head, Provost or designee, possibly Registrar or designee; other members, 2 members from former CULE committee (will fall either under voting or non-voting members according to their faculty status) <u>Committee chair:</u> faculty who was not formerly on CULE committee <u>Charges:</u> create operating procedures, assess feasibility and determine re-allocation of resources, assess compatibility with other NDUS institutions, amend current model accordingly or suggest alternative model</p>	1
<p>b. The Provost will appoint a QUEST Design/Professional Development Committee to develop specific models for the proposed new Critical Thinking courses and the proposed Applied Communication modules. This committee should include one or more of the course design professionals recently hired in several of the colleges.</p>	<p>QUEST Design/Professional Development Committee: <u>Appointment:</u> with input from the Provost as senate <i>ad hoc</i> committee, will report to senate and Provost <u>Membership (all approved by faculty senate)</u> Seeing as this committee will take up work later, we can fill in the details in Fall.</p>	2
<p>c. Based on reports from the QUEST Feasibility and Design/Professional Development Committees, the Faculty Senate will give the final approval to implementing the new QUEST model at an appropriate starting date.</p>	<p>Vote on outcome of the two committees in two independent procedures.</p>	3
<p>2. CULE will be dissolved as an <i>ad hoc</i> Faculty Senate committee.</p>		Done
<p>3. The General Education Committee will be charged with implementing the new QUEST model and assessing it in order to make revisions and improvements on an ongoing basis.</p>		5

Rationale for NDGEC Proficiency Statements

Last edited 6 January 2015

The North Dakota General Education Council (NDGEC) began as a grassroots, faculty-led organization whose primary goals were to improve articulation and transfer of general education courses among North Dakota higher learning institutions--including public and many participating private and tribal universities--and to provide a common forum for discussing common general education issues in the state. During that time, the Association of American Colleges and Universities (AAC&U) developed the Liberal Education and America's Promise (LEAP) initiative which articulated a set of Essential Learning Outcomes (ELOs) developed with feedback from faculty across the country. By 2010, the NDGEC helped North Dakota to become recognized as a LEAP State by AAC&U. The North Dakota University System (NDUS) agrees with the LEAP initiative, and over the last several General Education Summits the NDGEC has endorsed five of the ELOs as statewide outcomes: written communication, oral communication, critical and creative thinking, quantitative reasoning, and breadth of knowledge.

North Dakota higher learning institutions have benefitted from the General Education Requirement and Transfer Agreement (GERTA), which ensures transferability of common courses from one institution to another. Recently, the Western Interstate Commission for Higher Education (WICHE) began the Interstate Passport Initiative, a new approach to transfer that shifts focus from credit hours and course descriptions to student learning outcomes. The Lumina Foundation, with strong support from AAC&U and various accreditation agencies, including the Higher Learning Commission, also promotes competency-based education to ensure students are acquiring outcomes and achieving goals associated with their degree profiles. Working with the Lumina Foundation, AAC&U established the Quality Collaborative, inviting North Dakota to participate through the NDGEC. Over the last two years, NDGEC members began aligning student-learning outcomes with degree proficiency profiles.

As stewards of general education in North Dakota, the NDGEC has developed proficiency statements corresponding to the five ELOs approved at the General Education Summit at Bottineau at April 2014. These proficiency statements clarify outcomes students should have demonstrated upon completion of general education and discipline program requirements at the two-year level. As indicators of competency-based education, student transcripts in the future might contain notations that students have established proficiency in any or all of these five ELOs, subject to the endorsement of the authorizing institution pursuant to internal policies in compliance with NDUS 403.7. Such transcript notations will be in addition to existing endorsements in compliance with GERTA.

NDGEC continues to serve as an advisory board to its member institutions, the NDUS, and independent and tribal colleges in North Dakota. Approval of these proficiency statements as endorsed by NDGEC supports North Dakota's existing commitment to faculty-led oversight of General Education while maintaining autonomy of NDGEC member institutions to oversee assessment and documentation of their existing student learning outcomes.

General Education Proficiency Statements

Developed by NDUS Faculty, Fall 2014

Last edited December 8, 2014

Oral Communication

Oral communication involves actively and critically expressing and receiving ideas through spoken language with the goal of achieving shared understanding of meaning.

Students who are proficient in oral communication will be able to:

- Organize a clear central message, using supporting evidence ethically and logically
- Communicate a message effectively, demonstrating ability to adapt language and delivery based on audience and purpose
- Listen to and evaluate a speaker's central message and use of supporting evidence
- Initiate and negotiate effectively in a collaborative setting by listening to, building upon, verifying, and challenging others' ideas and conclusions

Quantitative Literacy

Quantitative literacy involves fluency with the tools and concepts that are commonly used to understand, analyze, and reason with quantitative information.

Students who are proficient in quantitative literacy will be able to:

- Perform the arithmetic processes necessary to solve quantitative problems
- Present accurate interpretations of quantitative information on a wide array of topics and issues and explain how both calculations and symbolic operations are used
- Create accurate graphs or other visual interpretations of trends, relationships, or changes in status and correctly use them to provide written or oral explanations
- Reason with appropriate numeric, symbolic, graphical or statistical tools to understand a wide variety of issues, and to interpret, analyze and critique information or a line of reasoning presented by others
- Develop and support a line of reasoning about issues that are not solely mathematical by correctly using quantitative information

Written Communication

Written communication requires students to write effectively, individually and collaboratively, in a variety of genres to address different audiences for specific purposes, using sources and evidence appropriate to the context. It can involve working with many different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum.

Students who are proficient in written communication will be able to:

- Effectively use genres, such as essays, reviews, lab reports, case studies, memos, and blogs, appropriate to the context.
- Adapt to the needs and expectations of different audiences.
- Demonstrate the ability to write for different purposes, such as to inform, analyze, explain, and persuade.
- Integrate and cite credible and relevant sources.
- Reflect on the writing process in order to improve.
- Demonstrate acceptable control of language conventions, such as grammar, usage, style, and diction.

Breadth of Knowledge

Students who are proficient in breadth of knowledge will be able to:

- Describe how existing knowledge or practice is advanced, tested and revised in each of the four core field categories: Arts and Humanities, Communications, Math, Science, and Technology and Social Sciences
- Describe a key debate or problem relevant to each of the four core field categories, and explains the significance of the debate or problem to the wider society, and show how concepts from the core fields can be used to address the selected debates or problems
- Use recognized methods of each core field category studied, including the gathering and evaluation of evidence, in the execution of analytical, practical or creative tasks to be identified by threshold concepts
- Describe, evaluate, and interpret an important societal problem using threshold concepts from two of the core field categories

Critical and Creative Thinking

Critical and creative thinking are complementary cognitive processes that operate across disciplines. These processes include inquiry, analysis, evaluation, discovery, and invention applied to a situation, scenario, issue, or problem.

Students who are proficient in critical and creative thinking will be able to:

- Identify a problem or question and its component parts, recognizing relevant ideas, concepts, theories, or practical approaches
- Evaluate fundamental knowledge and issues associated with a situation or problem, identifying underlying assumptions and anticipating consequences
- Create possible approaches and processes to solving emerging problems or unscripted scenarios
- Transform ideas into new forms or innovative applications and explore complex issues in original ways

Senate Operating Budget

Currently: \$ 2,200 for coffee and cookies

Future Plan: \$ 2,500 from the Provost for operating expenses

	Item	# of occurrences	Total
Senate Executive Committee Meetings			
	Coffee 1 gallon = \$ 19.95	9 meetings	179.55
Senate Meetings			
	Coffee 3 gallons = \$ 59.85	9 meetings	538.65
	24 cans of soda = \$ 24	9 meetings	216.00
	Donutballs 7 dozen = \$ 34.65	9 meetings	311.85
Travel to Bismarck for CCF members	\$ 300 flat rate per person	3 members	900.00
Misc.			323.95
Total			2,500.00

Kendall E. Nygard

Professor, Department of Computer Science and Operations Research

North Dakota State University (NDSU), Fargo, ND 58105

(701) 231-8203, kendall.nygard@ndsu.edu

Professional Preparation:

PhD, 1978, Operations Research, Virginia Polytechnic Institute and State University

MA, 1973, Mathematics, Mankato State University

BS, 1969, Mathematics and Physics, Moorhead State University

Appointments:

1992-present: Professor, Computer Science and Operations Research, NDSU

1996-2005: Professor and Chair, same program.

2000: Air Force Office of Scientific Research, Visiting Research Scientist, Air Force Research Laboratory, Air Vehicles Directorate, Wright-Patterson AFB, Ohio (Summer Appointment).

1994-1995: Director of the Scientific Computing Center and Professor, Department of Computer Science, University of North Dakota (on leave from NDSU).

1983-1992: Assoc. Professor, Computer Science and Operations Research, NDSU

1977-1983: Asst. Professor, same program.

1986-1987: Adjunct Professor, Department of Operations Research, The Naval Postgraduate School, Monterey, CA (on leave from NDSU).

1984: Air Force Office of Scientific Research Fellow, Logistics Command, Wright-Patterson AFB, Ohio (Summer Appointment).

1975-1977: National Science Foundation Energy Research Grant Fellow, VPI&SU.

Teaching:

Teach the following NDSU courses in rotation: 1) Social Implications of Computers, 2) Linear Programming, 3) Simulation, 4) Foundations of the Digital Enterprise, 5) Advanced Technologies in Logistics, and 6) Topics of the Digital Enterprise

Research Interests:

Data Science, Sensor Networks, Smart Grid, Unmanned Air Vehicles, Cloud Computing, Operations Research, Simulation, Cooperative Control, Optimization, Heuristics, Transportation Routing and Scheduling, Artificial Intelligence, Software Engineering, Network Security, Pervasive Computing, Green Computing, Soft Skills, Behavioral Marker Systems, Social and Ethical Issues in Technology, Cultural Issues in Technology

Grants and Contracts:

53 grants and contracts at NDSU totaling \$ 4,399,882

10 Recent Publications (of 159 Publications while at NDSU)

1. S. Pachaiyappan, J. Tang and Kendall E. Nygard, "Wireless Sensor Network Scheduling with an Artificial Bee Colony Method," Proc. 30th International Conference on Computers and Their Applications, 2015.
2. V. Khiabani, K. Erdem, K. Farahmand and Kendall E. Nygard, "Smart Grid PMU Allocation Using Genetic Algorithm," Journal of Network and Innovative Computing, 2, 2014.
3. L. Bender, G. Walia, F. Fagerholm, M. Pagels, and K. Nygard, "Measurement of the Non-Technical Skills of Software Professionals: An Empirical Investigation" Proc. of the 26th Int. Conf. on Software Engineering and Knowledge Engineering (SEKE), 2014.
4. S. Khosla, L. Bender, G. Walia, and Kendall E. Nygard, "Female Factor and Team Projects - A Social Sensitivity Perspective" in the Proceedings of 2014 International Conference on Software Engineering Research and Practice (SERP), 2014.
5. M. Hamidi, K. Farahmand, S. Sajjadi, and K. Nygard "A Heuristic for a Multi-Product Four-Layer Capacitated Location-Routing Problem," International Journal of Industrial Engineering Computations 5(1), 2014.

6. H. Bu and K. Nygard, "Adaptive Scheduling of Smart Home Appliances Using Fuzzy Goal Programming," In Proceedings of the Sixth International Conference on Adaptive and Self-Adaptive Systems and Applications, 2014.
7. K. Nygard, S.Bou Ghosn, M.Chowdhury, R.McCulloch, D. Loegering, A.Pandey, M. Khan, and P. Ranganathan, "Decision Support Independence in a Smart Grid," The Second Int. Conference on Smart Grids, Green Communications and IT Energy-aware Technologies, 2012.
8. K. Gagneja, P.Ranganathan, S.Boughosn, P.Loree, and K. Nygard, "Limiting Transmit Power of Antennas in Heterogeneous Sensor Networks," 2012 IEEE International Conference on Electro/Information Technology, 2012.
9. Y. Potla, R.Annadi, J. Kong, G. Walia, and K. Nygard, "Adapting Web Page Tables on Mobile Devices," International Journal of Handheld Computing Research, 3(1), 2012.
10. P. Ranganathan, and K. Nygard, "An Optimization Framework for an On-demand and Capacity Based Distributed Energy Resource Assignment in Smart Grid Computing", Proceedings of the Future Computing Conference, (Best Paper Award), Lisbon, 2010.

Professional Service Activities and Honors, past and present:

2015: Virtual Fellow, US Department of State, 2013-2014: Jefferson Science Fellow, Global Development Lab, USAID; 2015: Fellow, International Academy, Research, and Industry Association; international activities in diplomacy, education or research in many countries, including Pakistan, Ghana, Ethiopia, Egypt, China, and India; Advisory Editor, Journal of Heuristics, Editorial Advisory Board, book series on Operations Research and Computer Science, Kluwer Publishers; Science and Technology Proposal Review Committee, National Academy of Science; Founding Associate Editor, ORSA Journal on Computing; Program Chair, 16th International Conference on Computer Applications in Industry and Engineering, Editor, Computer Science Technical Section National Newsletter; Advisory Chair, Future Computing Conference, Invited keynote speaker at major conferences in Japan and St. Maarten, Invited presenter at the Pentagon; NDSU College of Science and Mathematics Research Award.

NDSU, University System, and Community Service Activities, Honors and Awards, past and present

Founding faculty representative, North Dakota State Board of Higher Education; Presiding Officer of NDSU University Senate; President and constitution Architect, ND Council of College Faculties; Executive steering committee for the PeopleSoft ERP system in North Dakota; Consultant, North Dakota Department of Public Instruction; Keynote speaker at Turtle Mountain Tribal College; PI for a major NSF S-Stem Scholarship Program and four other major educational programs; Major adviser for 24 Ph.D. students and more than 150 Master of Science students; NDSU Tapestry of Diverse Talents; College Level PT&E committee member and chair; Member of Private Foundation Boards in the FM Community; Member of various Fargo-Moorhead Economic Development Corporation special committees; Developer of International cooperative agreements with India and China; Member of search committees

for NDSU President and VPAA; Testified multiple times to legislative committees in North Dakota; Chair, NDSU policy committee on English proficiency in the classroom; organizer and panel chair for network security symposiums at NDSU.