

Meeting Agenda

January 21, 2025

- I. Call to Order.
- II. Land Acknowledgement
- III. Shared Governance Statement
- IV. Adoption of the Agenda.
- V. Approval of Meeting Minutes from 12/09/24.
- VI. Announcements.
 1. Seinquis Leinen, Director of Strategic Enrollment Management
 1. Garret Kuhn, Student Body President
 2. Kay Hopkins, Staff Senate President
 3. Lisa Montplaisir, Faculty Senate President
 4. Warren Christensen, Faculty Senate Past-President
 5. Christina Weber, Faculty Senate President-Elect
 6. President Cook/Chief of Staff Jace Beehler
- VII. Committee and Other Reports.
 1. FSEC – FS Priorities Report
- VIII. Consent Agenda.
 1. UCC Report
 2. Policy 714: Senate Coordinating Council
- IX. New Business
 1. Proposed change to Faculty Constitution
 - i. Article 2, Section 1
 - a. The Faculty Senate is the University's legislative body responsible for the review and approval recommendations of policy with respect to the following matters: (same as currently exists)
 2. Faculty Senate Bylaw Revision
 - i. Strike 4A and 4F from Article 4, Section 6 to be less specific/restrictive
- X. Adjournment.

Meeting Agenda
December 09, 2024

- I. Call to Order.
 1. Call to order at 3:01 PM
- II. Attendance
 1. See Appendix 1
 2. Substitutions (see Appendix 2)
 - i. Dorfmeister for Akhmedov
 - ii. Dicks for Misialek
 - iii. Branch for Secor
 - iv. Aldrich-Wolfe for Travers
 - v. Liu for Mathew
- III. Land Acknowledgement
- IV. Adoption of the Agenda
 1. Motion to adopt: Magel/Ray
 2. Approved unanimously
- V. Approval of Meeting Minutes from 11/18/24.
 1. Approved
- VI. Announcements.
 1. Lisa Montplaisir, Faculty Senate President
 - i. Special meeting on Tenure and PTR with state board tomorrow
 2. Warren Christensen, Faculty Senate Past-President
 - i. None
 3. Christina Weber, Faculty Senate President-Elect
 - i. None
 4. Garret Kuhn – Student body president
 - i. Updates from student government
 - ii. Planning spring concert
 - iii. Will be going to leadership conference
 - iv. Greek Organization leadership just turned over and will meet with student government soon
 5. Kay Hopkins – Staff Senate President
 - i. Staff Senate meetings are open to anyone
 - ii. Working on professional development opportunities for staff in spring
 - iii. Do Monthly Campus Kudos awards, faculty can nominate anyone for these awards.
- VII. Committee and Other Reports.
 1. None
- VIII. Consent Agenda.

1. UCC Report (pending)
 2. Policy 100: Equal Opportunity and Consent
 3. Policy 134.2: Lactation
 4. Policy 156: Discrimination, Harassment, and Retaliation Complaint Procedures
 5. Motion to Approve: Boonstoppel/Benton
 - i. Approved unanimously
- IX. Old Business.
1. Approval of bylaw changes (Revised Copy of Bylaws Attached)
 - i. Section 14, Page 6, in discussion from last meeting
 - a. Haug: "At the October meeting", strike and have it state "At one of the first 3 meetings"
 - b. Approved Unanimously
 - ii. Section 14, approved with the previous changes, and add unfinished business
 - a. Point Solutions (see Appendix 3)
 - a. Motion carries, unanimously with 1 abstention
 - iii. Article 3 under Committees, proposes to vote on together
 - a. Haug – motion to approve section 3 and 5
 - b. Greives seconds
 - c. Boonstoppel – oral reports are being recorded in the minutes for annual progress?
 - d. Haug – rationale is that reports are not being submitted so why is it in the bylaws
 - e. Benton – Section 5 – colleges did not have representatives ready at the start of the year, so had to wait.
 - f. Haug – voting for committee should happen in the spring and ready for the fall.
 - g. Montplaisir – some colleges did not fill their openings this past year until the Fall. This is at the discretion of the colleges though
 - h. Point Solutions (See Appendix 3)
 - a. Motion Carries, near Unanimous (32 yay, 1 nay)
 - iv. Article 4, Section 4 – Alternate to CCF
 - a. Haug, motions to approve, Magel seconds
 - b. Point Solutions (Appendix 3)
 - a. Motion carries unanimously
 - v. Section 5 – Name change to Access and Opportunity Committee
 - a. Haug motions to approve, seconded by Boonstoppel
 - b. Boonstoppel – why?
 - c. Montplaisir – political
 - d. Haug – make name broader and in line with favored nomenclature
 - e. Point Solutions (See Appendix 3)
 - a. 29 Yay, 2 Nay, 4 abstain
 - vi. Article 4, Section 6

- a. Motion to approve Haug/Conwell
- b. McWood – makes uncomfortable to put into bylaws requirements of working over the summer
- c. Greives – also will not support for same reason, amend motion to remove the change for the organizational meeting for the executive meeting, Section 6 Subsection 4G
- d. McWood seconds
- e. Haug – reality is that there is work that happens over the summer and this would allow faculty a voice
- f. Aldrich-Wolfe – clarify issue is that we are not on campus, but that we are not paid by the university
- g. Point Solutions (Appendix 3)
 - a. Carries to strike (58% approval)
- h. Back to Section 6 with changes,
- i. Templeton – Amend to change language in 4a to “after August 16th)
 - a. Greives seconds
- j. Point Solutions (Appendix 3)
 - a. Carries – 88% approve
- vii. Section 6
 - a. Boonstoppel – friendly amendment to F
 - a. “after the last senate meeting on or before May 15th”
 - b. Nelson seconds
 - c. Point Solutions (Appendix 3)
 - a. Carries
- viii. Section 6, “of voting members to article 3”, added dates to A,F struck G
 - a. Vote to Approve amended 6
 - b. Point Solutions
 - a. Carries unanimously
- ix. Section 10, grade appeals board
 - a. Haug – motions to approve changes
 - b. Greives seconds
 - c. Greives – asking 9-month faculty to commit to work they are not being paid for – amend motion to change language to change date to August 16th
 - d. Mendoza seconds
 - e. Haug – opposes, makes decisions difficult for students if they have to wait until after August 16th to find out grade appeal
 - f. McWood – is there an option to have members be on 12-month contract so those on committee are being paid
 - g. Weber – Comments Keller and Steig online – both agreeing with Haug and importance of summer grade appeals
 - h. Montplaisir – would hope members who agree know it is a potential obligation if they choose to serve

- i. Templeton – discussion for current members of committee, is there a deadline for decisions?
 - j. Point Solutions
 - a. Does not pass (14 Yay, 17 Nay, 3 abstain)
 - k. McWood – can someone explain how many times would need to meet and if it could be virtual
 - l. Montplaisir – understanding from past summer, 2 students waiting for decision and it could be virtual. Could be spring or summer course appeal
 - m. Keller – wanted to reiterate what Haug stated earlier and that it is an issue of progression and retention, important to have timely decisions
 - n. Christenson – have to create another session in Point Solutions
 - a. 215713 – new session ID
 - b. Carries 28 yay, 5 Nay, 2 Abstain
 - x. Article 4 Section 16
 - a. Haug moves to approve
 - b. McWood seconds
 - c. Point Solutions
 - a. Carries 1 Nay, 1 Abstain, all others Yay
 - d. Article 5 Section 1
 - a. Haug moves to approve
 - b. Magel seconds
 - c. Greives – subsection 2, would all 3 members be coming from provost office
 - d. Montplaisir – 1 member is administrative support, 1 would be VP Faculty Affairs
 - e. Hearne – friendly amendment to change 3 to 2 for provost office members
 - f. Vold seconds
 - g. Approved unanimously
 - h. Benton – could we amend 2b to make clearer that VP is 1 of 2 non-voting members.
 - i. Boonstoppel seconds
 - j. Approved unanimously
 - k. Point Solutions
 - i. Passes unanimously
 - e. Article 5 Section 5
 - a. Haug – motion to approve
 - b. Conwell seconds
 - c. Point Solutions
 - i. Motion carries with 1 abstain, 1 Nay, All others Yay
2. Shared Governance Guiding Principles

- i. Montplaisir discusses history on Shared Governance retreat, open forum, and feedback
 - ii. Haug motions to adopt, second McWood
 - a. Approved unanimously
 - 3. Policy 701: Telecommunications
 - i. Boonstoppel, Ray
 - ii. Hearne – in the check off list, it states its mandated. Are they?
 - iii. Jason Glosser – one mandate NDUS Policy 807.1 – cell phone requirement, which is referenced in the checklist
 - iv. Approved unanimously
- X. New Business
 - 1. Amendment to Faculty Senate Constitution
 - i. Weber – make a motion to open the constitution for amendment
 - ii. Boonstoppel seconds
 - iii. Approved unanimously
 - 2. Policy 168: Accommodation on the Basis of Disability
 - i. McWood/Greives to approve
 - ii. Approved unanimously
- XI. Adjournment.
 - 1. Benton/Magel

2024-2025 Faculty Senate Attendance

Last Name	First Name	9-Sep	14-Oct	18-Nov	9-Dec	21-Jan	10-Feb	17-Mar	14-Apr	12-May
Akhmedov	Azer		X	X	X					
Amiri	Ali	X	X	X						
Banerjee	Samiran	X	X	X						
Benton	Bradley	X	X	X	X					
Bhagavathula	Akshaya		X	X	X					
Boonstoppel	Sarah	X	X	X	X					
Butcher	Kirsten	X		X	X					
Chen	Jun (Jeffrey)	X	X	X	X					
Christensen	Warren	X	X	X	X					
Conwell	Erin	X	X	X	X					
David	Shannon	X	X	X	X					
Del Rio Mendoza	Luis	X	X	X	X					
Emanuelson	Pamela	X	X	X						
Greives	Timothy	X	X	X	X					
Haug	Karla	X	X	X	X					
Hearne	Robert	X	X	X	X					
Jeong	Inbae	X	X	X	X					
Katti	Dinesh		X	X	X					
Keller	Stephanie	X	X	X	X					
Kirkpatrick	Sarah	X		X	X					
Kryjevskaja	Mila	X	X	X	X					
Li	Jin	X	X	X	X					
Magel	Ken	X	X	X	X					
Mataic	Dane	X	X	X	X					
Mathew	Febina	X	X	X	X					
Mathew	Sijo	X	X	X	X					
McWood	Leanna	X	X	X	X					
Monono	Ewumbua	X		X	X					
Montplaisir	Lisa	X	X	X	X					
Nelson	Kjersten	X	X	X	X					
Parson	Laura	X	X	X	X					
Peters	Tom	X	X		X					
Rao	Jiajia	X	X	X						
Ray	Chris	X	X	X	X					
Secor	Gary	X	X	X	X					
Smith	Matthew	X	X	X	X					
Steig	Jayme	X	X	X	X					
Sun	Xin (Rex)	X	X	X	X					
Nelson	Jill	X		X	X					
Templeton	Karisa	X	X	X	X					
Travers	Steve	X	X	X	X					
Uppala	Vishal	X	X	X	X					
Vanderburg	Kyle	X	X	X	X					

Vold	Jessica	X	X	X	X					
Weber	Christina		X	X	X					
Wu	Xiangfa		X	X						

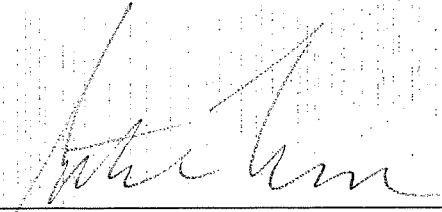
*indicates Alternate 44 voting senators Quorum = 26.4 (27 senators must be present)
X = Present P = Proxy

Faculty Senate Proxy Vote Agreement

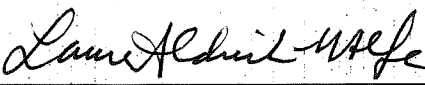
If you are unable to attend a Faculty Senate meeting, you are encouraged to send a substitute from your representation unit. A faculty member who is unable to attend a meeting of the Senate may designate **any non- Senate** faculty to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

I, Steve Travers _____, am unable to attend the Faculty Senate meeting on December 9, 2024 _____.

I, hereby designate Laura Aldrich-Wolfe _____ to be my substitute at said meeting with all the rights and privileges of the senator.

 11/30/24

Senator's Signature Date

 12/04/24

Proxy's Signature Date

Faculty Senate Proxy Vote Agreement

If you are unable to attend a Faculty Senate meeting, you are encouraged to send a substitute from your representation unit. A faculty member who is unable to attend a meeting of the Senate may designate **any non-Senate** faculty to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

I, Dr. Azer Akhmedov, am unable to attend the Faculty Senate meeting
on Dec. 09th, 2024.

I, hereby designate Dr. Josef Dorfmeister to be my substitute at said meeting
with all the rights and privileges of the senator.

Azer Akhmedov 12/09/2024
Senator's Signature *Date*

Josef Dorfmeister 12/09/2024
Proxy's Signature *Date*

Faculty Senate Proxy Vote Agreement

If you are unable to attend a Faculty Senate meeting, you are encouraged to send a substitute from your representation unit. A faculty member who is unable to attend a meeting of the Senate may designate **any non-Senate** faculty to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

I, _____, am unable to attend the Faculty Senate meeting
on _____.

I, hereby designate _____ to be my substitute at said meeting
with all the rights and privileges of the senator.

Senator's Signature

Date

Proxy's Signature

Date

ANNUAL FACULTY MEETING
December 9, 2024

P R O X Y

I, Febina Mathew

hereby designate and appoint:

Zhaohui Liu,

another member in good standing, to attend the annual faculty meeting with full power to vote and act on my behalf.



Faculty Senate Proxy Vote Agreement

If you are unable to attend a Faculty Senate meeting, you are encouraged to send a substitute from your representation unit. A faculty member who is unable to attend a meeting of the Senate may designate **any non- Senate** faculty to take his/her place at that meeting with all the rights and privileges of the senator. The senator's signed notification of the substitution shall be presented to the secretary of the Senate prior to the start of the meeting, and the Senate when assembled shall be notified of the substitution.

I, Gary Secor, am unable to attend the Faculty Senate meeting on 9 December 2024.

I, hereby designate Eric Branch to be my substitute at said meeting with all the rights and privileges of the senator.

Senator's Signature *Date*

Eric Branch

Proxy's Signature 12/09/2024
Date

Results Detail

Session Name

December Faculty Senate Meeting Part 2

Date Created

Monday, December 9, 2024
9:46:50 PM

Active Participants

35

Total Participants

50

Average Score

-

Question Count

4

Participant	Email	Score	Percentage	Q1	Q2	Q3	Q4
Answer Key							
Laura Aldrich-Wolfe	laura.aldrichwolfe@r	-	-	B	C	A	A
Bradley Benton	bradley.benton@nds	-	-	A	A	A	A
Akshaya Bhagavathula	akshaya.bhagavathul	-	-	B	A	A	A
Sarah Boonstoppel	sarah.boonstoppel@	-	-	A	A	A	A
Eric Branch	eric.branch@nds.ec	-	-	-	-	A	A
Jun Chen	jun.chen1@nds.edu	-	-	A	A	A	A
Erin Conwell	erin.conwell@nds.e	-	-	A	A	A	A
Luis Del Rio Mendoza	luis.delriomendoza@	-	-	A	-	A	A
Josef Dorfmeister	josef.dorfmeister@n	-	-	A	A	A	A
Tim Greives	timothy.greives@nds	-	-	A	A	A	A
Karla Haug	karla.haug@nds.ed	-	-	A	A	A	A
Robert Hearne	robert.hearne@nds	-	-	B	A	A	B
Inbae Jeong	inbae.jeong@nds.ec	-	-	-	A	A	A
Dinesh Katti	dinesh.katti@nds.ec	-	-	B	A	A	A
Stephanie Keller	stephanie.r.keller@n	-	-	A	A	A	A
Sarah Kirkpatrick	sarah.kirkpatrick@nd	-	-	A	A	A	A
Mila Kryjevskaja	mila.kryjevskaja@nd	-	-	A	A	A	A
Jin Li	jln.li@nds.edu	-	-	A	A	A	A
Zhaohui Liu	zh.h.liu@nds.edu	-	-	C	A	A	A
Kenneth Magel	kenneth.magel@nds	-	-	A	B	A	A
Dane Mataic	dane.mataic@nds.e	-	-	A	A	A	A
Sijo Mathew	sijo.mathew@nds.e	-	-	A	A	A	A
Leanna McWood	leanna.mcwood@nd	-	-	A	A	A	A
Ewumbua Monono	ewumbua.monono@	-	-	A	A	A	A
Jill Nelson	jill.r.nelson@nds.ed	-	-	A	A	A	-
Kjersten Nelson	kjersten.nelson@nds	-	-	A	A	A	A
Laura Parson	laura.parson@nds.e	-	-	C	A	A	C
Chris Ray	chris.ray@nds.edu	-	-	A	A	A	A
Jayne Steig	jayme.steig@nds.ec	-	-	A	A	A	A
XIN Sun	xin.sun@nds.edu	-	-	A	A	A	A
Karisa Templeton	karisa.templeton@nd	-	-	A	A	A	A
Vishal Uppala	vishal.uppala@nds.	-	-	A	A	-	A
Kyle Vanderburg	kyle.vanderburg@nd	-	-	A	A	A	A
Jessica Vold	jessica.l.vold@nds.e	-	-	B	A	A	A
Christina Weber	christina.d.weber@n	-	-	A	A	A	A

Results Detail

Session Name

December 9th Faculty Senate Part 1

Date Created

Monday, December 9, 2024
8:44:12 PM

Active Participants

33

Total Participants

48

Average Score

-

Question Count

9

Participant	Email	Score	Percentage	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9
Answer Key												
Laura Aldrich-Wolfe	laura.aldrichwolfe@r	-	-	A	A	A	C	A	A	A	A	A
Bradley Benton	bradley.benton@nds	-	-	A	A	A	A	B	A	A	A	A
Akshaya Bhagavathula	akshaya.bhagavathul	-	-	A	A	A	B	A	A	A	A	A
Sarah Boonstoppel	sarah.boonstoppel@	-	-	A	A	A	A	C	A	A	A	A
Jun Chen	jun.chen1@ndsu.edu	-	-	A	A	A	B	A	A	A	A	A
Erin Conwell	erin.conwell@ndsu.e	-	-	A	A	A	A	A	A	A	A	B
Luis Del Rio Mendoza	luis.delriomendoza@	-	-	A	A	A	A	A	B	A	A	A
Josef Dorfmeister	josef.dorfmeister@n	-	-	-	A	A	A	C	A	A	A	B
Tim Greives	timothy.greives@nds	-	-	A	A	A	A	A	-	A	A	A
Karla Haug	karla.haug@ndsu.edu	-	-	A	A	A	A	B	B	B	A	B
Robert Hearne	robert.hearne@ndsu	-	-	A	A	A	A	A	A	A	A	A
Inbae Jeong	inbae.jeong@ndsu.ed	-	-	A	A	A	A	A	A	A	A	A
Dinesh Katti	dinesh.katti@ndsu.ed	-	-	A	A	A	A	A	A	A	A	B
Stephanie Keller	stephanie.r.keller@n	-	-	-	A	A	A	B	A	A	A	B
Sarah Kirkpatrick	sarah.kirkpatrick@nd	-	-	A	A	A	A	A	A	A	A	B
Mila Kryjevskaja	mila.kryjevskaja@nds	-	-	A	A	A	A	A	A	A	A	B
Jin Li	jln.li@ndsu.edu	-	-	A	A	A	A	A	A	A	A	A
Kenneth Magel	kenneth.magel@nds	-	-	A	A	A	A	B	A	A	A	A
Dane Mataic	dane.mataic@ndsu.e	-	-	A	A	A	A	B	A	A	A	B
Sijo Mathew	sijo.mathew@ndsu.e	-	-	A	A	A	A	A	A	A	A	B
Leanna McWood	leanna.mcwood@nds	-	-	A	A	A	A	A	A	A	A	C
Ewumbua Monono	ewumbua.monono@	-	-	-	-	-	A	C	A	A	A	C
Jill Nelson	jill.r.nelson@ndsu.ed	-	-	A	A	A	A	B	A	A	A	B
Kjersten Nelson	kjersten.nelson@nds	-	-	A	A	A	A	B	A	A	A	B
Laura Parson	laura.parson@ndsu.e	-	-	A	A	A	C	A	A	A	A	C
Chris Ray	chris.ray@ndsu.edu	-	-	A	A	A	A	B	A	A	A	B
Jayme Steig	jayme.steig@ndsu.ed	-	-	A	A	A	A	B	B	B	A	-
XIN Sun	xin.sun@ndsu.edu	-	-	A	A	A	C	A	A	A	A	A
Karisa Templeton	karisa.templeton@nd	-	-	A	A	A	A	B	A	A	A	B
Vishal Uppala	vishal.uppala@ndsu.i	-	-	-	-	-	C	A	A	A	A	B
Kyle Vanderburg	kyle.vanderburg@nd	-	-	A	A	A	A	A	A	A	A	B
Jessica Vold	jessica.l.vold@ndsu.e	-	-	A	B	A	A	A	A	A	A	A
Christina Weber	christina.d.weber@n	-	-	A	A	A	A	B	B	B	A	B

NDSU Faculty Senate Bylaws

Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected Faculty Senator (hereto within referred to as "Senator") for every fifteen eligible faculty members (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the representation unit as of October 1 of the previous academic 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.

Section 2.

Members of representation units, including senior lecturers, assistant/associate/full professors of practice, assistant/associate/full professors of research, assistant/associate/full professors, chairs/heads or their equivalents, assistant/associate deans, and deans shall be eligible to vote for representatives.

Section 3.

The following are considered representation units for the purposes of determining Senate (hereto within referred to as "Senate") seats:

1. College of Agriculture, Food Systems, and Natural Resources
2. College of Arts and Sciences
3. College of Business
4. College of Engineering
5. College of Health and Human Sciences

Section 4.

The Senate President (hereto within referred to as "President") with the assistance of the Senate Secretary (hereto within referred to as "Secretary") will stagger Senate terms so that approximately one-third of the Senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary Senators by April 15 of each year for the term to begin in May of that year.

Section 5.

Terms of office shall begin on the Tuesday following Spring Commencement. The term of office of an elected Senator shall be three years. Senators cannot be elected for more than two consecutive terms.

Section 6.

If a Senator must vacate their seat, the vacancy shall be filled by a special election within the unit from which they were elected. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

Section 7.

A Senator may be removed from office by way of a two-thirds majority vote at a regular Senate meeting, followed by a two-third majority vote at the next meeting. This action may never be part of a consent agenda. In the event a Senator is removed, the President will inform the relevant academic unit to elect another Senator before the Senate meets in its next regular meeting.

Section 8.

All Senators are expected to:

1. Attend all Senate meetings. If unable to attend the meeting, the Senator must find a competent substitute (who is not already a Senator) to act as their proxy at the meeting. Said proxy will have all rights and privileges accorded a regular Senator. The Senator must provide signed notification of the substitution to the Secretary prior to the start of the meeting.
2. Prepare for Senate meetings, including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings, as long as doing so advances the business of the Senate.
4. Disseminate Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning Senate activity.
6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.

Administrative officers of the Senate consist of the President, the President-Elect, and the Immediate Past President.

Section 2.

The President-Elect shall be elected for a one-year term by the Senate at the last meeting of the academic year. The President-Elect will be elected from the roster of current or former Faculty/University Senators.

Section 3.

At the end of the term, the President will assume the role of the Immediate Past President, and the President-Elect will succeed the President for a one-year term of office. In the event the outgoing President is unable or unwilling to serve as the Immediate Past President, the President will appoint another past Faculty/University Senate President as a replacement for the position of Immediate Past President.

Section 4.

During their respective terms the President-Elect, the President, and the Immediate Past President will not represent their representation units in the Senate.

Section 5.

The authority of the President-Elect, the President, and the Immediate Past President will be terminated before the end of its term if they lose their eligibility, voluntarily resign with eligibility, or are removed from office by the Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President, President-Elect or Immediate Past President by the Senate requires a two-thirds majority vote at a regular Senate meeting, followed by a two-thirds majority vote at a special meeting of the Senate convened in not more than two weeks after the first meeting. The second meeting will be convened and presided over by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete their term as a Senator.
3. In the event that the authority of the President is terminated, but the President-Elect is still in good standing, the President-Elect will assume the role of President to finish the term left by the removed President and then they will start their originally elected term.
 - a. The removed President will not serve as Immediate Past President.
4. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. The appointment as acting President-Elect shall terminate at the end of the academic year. The acting President-Elect may choose to run for the full position of President-Elect. In the event that the authority of the President-Elect is terminated, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible Past President to serve in that capacity.

6. In the event that the authority of both the President and the President-Elect is terminated at the same time:
 - a. If the authority of the Immediate Past President is still in good standing, then they will convene and preside over the Senate meeting to elect a new President and the President-Elect in not more than two weeks.
 - b. If the authority of the Immediate Past President is also terminated, then a Special Returning Officer appointed by the Senate will convene and preside over the election of the President and the President-Elect in not more than two weeks. Article II, Section 5.5 will then be used to fill the position of the Immediate Past President.

Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council.
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Senate on administrative councils.
9. Represent the Senate to the Staff Senate and the Student Government.
10. Schedule a room for all Senate meetings.
11. Lead the stage party during winter and spring Commencements.
12. Moderate the official mandatory and voluntary faculty listserv.

Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Executive Committee.
4. Serve on the Senate Coordinating Council.
5. Assist the president in moderating the official mandatory and voluntary faculty listserv.
6. Represent the Senate to the Staff Senate and the Student Government.

Section 8.

Duties of the Immediate Past President shall include the following:

1. Advise the President and the President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over regular Senate meetings in the absence of both the President and the President-Elect.
3. Serve on the Executive Committee.
4. Represent the Senate to the Staff Senate and the Student Government.
5. Undertake duties outlined in Article II, Section 9.2-9.4 in the absence of the Secretary at a Faculty Senate meeting.

Section 9.

The Senate will confirm the appointment of a person not on the Senate to serve as Secretary; the Secretary is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Article II, Section 13.
2. Maintain a current roster of Senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record and prepare meeting minutes.
5. Disseminate meeting minutes according to Article II, Section 16.
6. Maintain a permanent record of Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of Senators and committee members.

Section 10.

Regular meetings of the Senate shall be held at 3:00 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a university or State holiday. In event of a conflict, the president, in consultation with Faculty Senate Executive, will reschedule the meeting and communicate the change to the Senate.

Section 11.

Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

Section 12.

Meetings of the Senate shall be open to the public; however, debate on some of the agenda items may be deemed closed at the discretion of the Senate. For closure to occur, a motion to enter executive session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators will be asked to leave except the Secretary and Parliamentarian; the Senate can also exempt some invited guests to stay in the executive session. At each Senate meeting the University President, Provost, Student Body President, and Staff Senate President will be invited to make announcements. The President may allow other non-Senators to speak and/or provide reports. However, only Senators may make motions and only Senators may vote on motions before the Senate.

Section 13.

Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President may make a ruling with the advice from the Parliamentarian. There is no term limit for the Parliamentarian.

Section 14.

The primary business of the Senate is to review, propose, and approve of policy with respect to the following matters:

1. Academic freedom, including rights and responsibilities.
2. All curricular matters, including establishment, dissolution, and substantial changes to degree programs.
3. Research and scholarship.
4. Admissions standards and prerequisites.
5. Requirements for regular certificates and degrees.
6. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
7. Teaching quality.
8. Professional standards and criteria for positions accorded academic rank.
9. Policies and procedures for promotion, tenure, and evaluation.
10. And other academic matters.

The agenda for each regular meeting shall be posted to the Senate website at least one week before each meeting. Any member of the Senate may request of the President that an item be placed on the agenda.

The order of business for Senate meetings shall be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Committees and other reports.
5. Consent agenda.
6. Unfinished business.
7. New business.
8. Adjournment.

In consultation with the Senate Executive Committee, general and special-order items can be added to the agenda as necessary.

During one of the first 3 meetings, the primary order of business will be planning and prioritizing Senate goals for the academic year. The order of business for this meeting will be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Consent agenda.
5. Special order: Planning and prioritizing Senate action for the year.
6. Unfinished business
7. New business.
8. Adjournment.

Section 15.

A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

Section 16.

The minutes of the meeting shall be posted to the Senate website by the Provost Office within one week after the meeting.

Article III: Faculty Senate Committees

Section 1.

Duties of standing committees include:

1. Selecting a chair who will serve as a liaison to the Senate.
2. Initiating and reviewing policy and policy changes in their areas of responsibility.
3. Providing their recommendations to the Senate for action.
4. Consulting with and providing advice to the Administration, students, and staff when requested to do so.
5. Promptly and responsively discharging their duties.

Section 2.

The Senate shall confirm the membership of all standing committees, except the Standing Committee on Faculty Rights.

Section 3.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress to the Senate at the President's request.

Section 4.

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Unit representatives shall be faculty members as defined by the Senate's Constitution, unless otherwise specified under the committee description. Such membership shall be presented to the Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. Committee service begins and ends on the Tuesday following Spring Commencement, unless otherwise specified.

Section 5.

In the first meeting of the Senate, membership of all Senate committees will be approved. After the Senate has approved membership in the standing committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate. The Senate Executive Committee has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties. Faculty members with part time or interim appointment as chair/head or equivalent may be eligible to serve on Faculty Senate Standing Committees. In special circumstances faculty with greater than 50% appointments as chair/head or equivalent may serve on Faculty Senate Standing committees with the approval of Faculty Senate.

Section 6.

All Senate committee action is subject to review and approval by the Senate.

Section 7.

The Senate may create special committees as it deems necessary. Special committees shall be commissioned by a majority vote of the full Senate. The Faculty Senate President shall appoint members of special committees. However, Senate approval by a majority vote is required for appointment of special committee members who are not members of the Faculty Senate. The duties of a special committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by said standing committee. Such committees shall be discharged, by the President upon the completion of their assigned duties.

Article IV: Faculty Senate Standing Committees

Section 1. Academic Integrity

1. Voting membership (five members):
 - a. One tenured faculty member from each representation unit.
 - i. Full professor is preferred.
 - ii. An associate professor may be appointed.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
 - c. No designation about non-consecutive terms.
4. Committee responsibilities:
 - a. Provide investigative assistance on cases involving academic misconduct as described in Policy 326.
 - b. Select panels composed of three persons competent to investigate allegations. Such panels may include members from outside the University.
 - c. Review and recommend policies pertaining to academic integrity.

Section 2. Budget

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (two members):
 - a. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance and Administration (or designee).
3. Terms and limits:
 - a. Three-year term
 - b. Limit of two consecutive terms (six years).
 - c. Terms shall be staggered, so that new members have at least one year to become familiar with the committee and its work.
 - d. Unless by necessity, no more than two committee members may be in their first year of service to the committee.
 - e. 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.
 - i. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity.
 - ii. If the outgoing Chair is reappointed/re-elected to represent their academic unit, then they will return to normal regular committee membership.

4. Committee responsibilities:
 - a. Become familiar with the University budget process.
 - b. Develop a set of guiding principles which align with strategic priorities, with the intent of informing University budget decisions from a faculty perspective.
 - c. Solicit 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. Act as a conduit of information between faculty and Administration for budget discussions and decisions.

Section 3. Conflict of Interest Advisory

1. Voting membership (five members):
 - a. Five tenured faculty members, one representing each academic unit.
 - b. These faculty members are recommended by the Executive Committee and appointed by the President.
 - c. In the event that a member of the committee recuses themselves from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
4. Committee responsibilities:
 - a. Serve as an advisory body to the Administration on the issue of conflict of interest.
 - b. Initiate and review policies concerning conflict of interest and make recommendations regarding such policy to the Senate.
 - c. Hear and rule on appeals of decisions in conflict-of-interest cases.
 - d. Act in accordance with procedures approved by the Senate, specifically Policy 151.1.

Section 4. Council of College Faculties

1. Voting membership (three members):
 - a. Three faculty members elected to staggered three-year terms.
 - b. The faculty shall elect each spring by secure electronic ballot a faculty member to serve.
 - c. Each spring elect an alternate to a one-year term. Alternate is a voting member when serving in the absence of another elected member.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Three-year term.
 - b. No restriction on consecutive terms.
4. Responsibilities:

- a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

Section 5. Access and Opportunity

1. Voting membership (six members):
 - a. Five faculty members; one from each representation unit.
 - b. One faculty representative from the Commission on the Status of Women Faculty
 - i. Recommended by the Executive Committee. The Executive Committee shall strive for representation from diverse groups.
 - ii. Appointed by the President.
2. Non-voting membership (one member):
 - a. Vice Provost for Faculty Affairs and Equity.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. Review, revise, and propose policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.
 - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, LGBTQ (lesbian, gay, bisexual, transgender, and/or queer) people.

Section 6. Executive Committee

1. Voting membership (eight members):
 - a. One Senator from each representation unit.
 - b. Faculty Senate President.
 - c. Faculty Senate Immediate Past President.
 - d. Faculty Senate President-Elect.
2. Non-voting membership (six members):
 - a. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - b. One faculty representative of the Provost's Office, designated by the Provost.
 - c. One faculty representative from the Commission on the Status of Women Faculty.
 - d. One faculty representative from the Council of College Faculties
 - e. The Secretary.
 - f. The Parliamentarian.
3. Terms and limits of voting members:
 - a. One-year term.
 - b. Limit of two consecutive terms.
4. Committee responsibilities:
 - a. Meet and organize for the academic year after August 16, prior to the first Senate meeting.

- b. Delegate tasks to Senate committees.
- c. Review the progress of Senate committees.
- d. Set the agenda for upcoming Senate meetings.
- e. Interpret, when necessary, provisions of the Constitution and the Bylaws.
- f. Meet after the last Senate meeting, on or before May 15th, to close the loop on the year.

Section 7. Faculty Affairs

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (one member):
 - a. One faculty representative from the Commission on the Status of Women Faculty.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
 - c. No designation about consecutive terms.
4. Committee responsibilities include:
 - a. Review policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching, and service.
 - b. Review and recommend revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
 - c. Review the Ombudsperson's annual report and perform an annual interview and written evaluation of the Ombudsperson and office (to be submitted to the Ombudsperson and Provost at the end of each fall semester). The review and evaluation shall be conducted by a subcommittee 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's Office.

Section 8. Faculty Rights

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
 - i. Restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.
 - ii. Elected by the faculty each spring by secure electronic ballot.
 - b. In the event that a member of the committee is on leave, unavailable, or recuses her/himself themselves from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case.
 - i. The replacement will preferably be a faculty member who has previously served on the committee.
 - ii. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other six members, if reasonably possible.
 - iii. Members sitting on an appeal shall complete that appeal even if the member's term expires while the appeal is pending.
2. Non-voting membership:

- a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Five-year term.
 - b. Begins and ends on August 15.
 - c. No consecutive term limit has been set.
- 4. Committee responsibilities:
 - a. Responsibilities and procedures are determined by directives of the North Dakota State Board of Higher Education.

Section 9. General Education Committee

- 1. Voting membership (eight members):
 - a. One faculty member from each of the following Colleges: Agriculture, Food Systems, and Natural Resources; Business; Engineering; Health and Human Sciences;
 - b. Three faculty members from the College of Arts and Sciences.
 - c. One undergraduate student, appointed by the Student Government.
 - d. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
- 2. Non-voting membership (three members):
 - a. Vice Provost for Assessment and Strategic Initiatives
 - b. One representative of the Registrar's Office, designated by the Registrar.
 - c. One representative from Career and Advising Center/Professional Advisors, designated by Career and Advising Center Director
- 3. Terms and limits:
 - a. Three-year terms
 - b. No consecutive terms for voting members. No restriction for non-voting members.
 - c. Terms shall be staggered so that no more than one-third of the members are new.
- 4. Committee responsibilities:
 - a. Review new general education courses to ensure and validate that the general education outcomes are being met.
 - b. Complete the revalidation of courses and experiences on a periodic, five-year timeline to ensure that general education outcomes are being met. The course revalidation should be staggered to review approximately 20% of the general education courses each year.
 - c. Review General Education Appeal petitions.
 - d. Develop and maintain a plan for assessment of General Education Program-level learning outcomes.
 - e. Conduct assessment of students' attainment of general education learning outcomes.
 - f. Develop a university policy governing the policy and procedures for general education revalidation
 - g. Perform other appropriate duties as assigned by the Senate.
 - h. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 10. Grade Appeals Board

1. Committee purpose:
 - a. To provide an avenue for students to challenge any grade they believe to have been unfairly assigned.
2. Voting membership (nine members; eight alternates):
 - a. One faculty member and one alternate from each representation unit.
 - i. These faculty are elected by their representation unit.
 - b. Three students and three student alternates selected by the Student Government.
 - i. Students should be full-time students.
 - ii. Students should have a minimum 2.00 cumulative grade point average.
 - iii. Students should be of junior standing.
 - c. One representative from the Provost's Office, who will also serve as Board Chair.
3. Terms and limits:
 - a. Three-year term.
 - b. No consecutive term-limit has been designated.
4. Committee responsibilities:
 - a. Hear charges of inequitable or prejudiced academic evaluations and provide redress for improper evaluation.
 - b. Act in accordance with procedures approved by the Senate, specifically Policy 337.
 - c. Must meet during the summer to address appeals from spring semester.

Section 11. Program Review

1. Voting membership (eight members):
 - a. One tenured faculty member from each representation unit.
 - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
 - b. One faculty representative of the Provost's Office, designated by the Provost.
 - c. Two students selected by the Student Government.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Four-year term.
 - b. Limit of two consecutive terms.
4. Committee responsibilities:
 - a. Develop criteria and procedures for review of academic programs.
 - b. Perform a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
 - c. Address concerns and make recommendations to the Senate regarding duplication of programs and courses.
 - d. Recommend policies for University support to individual programs.
 - e. Coordinate the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research and Consulting

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (one member):
 - a. One representative of the Vice President for Research and Creative Activities, designated by the Vice President for Research and Creative Activities.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. Initiate and review policies related to University research and consulting issues and make recommendations for consideration of said policy to the Faculty Senate.
 - b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (two members):
 - a. Three representatives from the Information Technology (IT) Division.
 - b. One student representative appointed by Student government
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. An annual review of IT support services to the NDSU teaching and research communities.
 - b. Make recommendations for Senate approval of any changes proposed by the IT Division regarding policy, implementation procedures, or classroom and instructional technologies.
 - c. Formulate recommendations regarding needs of the faculty that are unmet by the IT Division.
 - d. Serve as the liaison between the Senate and the IT Division's administration.

Section 14. University Curriculum

1. Voting membership (seven members):
 - a. One tenured faculty member from each representation unit, except for Arts and Sciences, which will have two.
 - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
 - b. One student appointed by the Student Government.

- c. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
- 2. Non-voting membership (two members):
 - a. One representative of the Provost's Office, designated by the Provost.
 - b. One representative of the Registrar's Office, designated by the Registrar.
- 3. Terms and limits:
 - a. Four-year term.
 - b. No consecutive terms for voting members. No restriction for non-voting members.
 - c. Terms shall be staggered, so that no more than one-third of the members are new.
- 4. Committee responsibilities:
 - a. Develop criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
 - b. Coordinate and recommend actions on proposals for curriculum and course changes that have been received from the colleges.
 - c. Request the formation of a special (*ad hoc*) Senate committee to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.
 - d. Perform other appropriate duties as assigned by the Senate.

Section 15. Policy 352: Promotion, Tenure and Evaluation Committee

- 1. Voting membership (eight members):
 - a. One tenured faculty member from each representation unit (5)
 - b. One member from Faculty Affairs Committee
 - c. One member from the Commission on the Status of Women Faculty
 - d. One member from the Promotion to Professor Task Force
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Three-year term.
 - b. Limit of two consecutive terms (six years)
- 4. Committee responsibilities:
 - a. Review Policy 352: Promotion, Tenure and Evaluation in light of our changing and more complex university
 - b. Initiate and propose policy changes to Policy 352: Promotion, Tenure and Evaluation
 - c. Serve as a forum for faculty members to bring concerns about Policy 352: Promotion, Tenure and Evaluation

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Membership
 - a. Faculty Senate President.
 - b. Faculty Senate Past-President
 - c. Faculty Senate President-Elect
 - d. Staff Senate President.
 - e. Staff Senate Past-President
 - f. Staff Senate President-Elect
 - g. Student Body Vice President (or proxy).
 - h. One representative of Student Government appointed in accordance with the Student Government Code.
 - i. One member from each of the represented bodies (Faculty Senate, Staff Senate, Student Government) would hold voting privileges if a vote is required.
2. Non-voting membership (two members):
 - a. Two representatives from Office of the Provost:
 - i. One of who shall be facilitate meetings and maintain records
 - ii. Vice Provost for Faculty Affairs
 - b. The council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Review policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
 - b. Coordinate the distribution of policies to the appropriate Senate body consistent with the Faculty Senate, Staff Senate, and Student Government constitutions.
 - c. Send policies that have been reviewed and recommended by required bodies be moved on to appropriate channels at NDSU for final approval.
 - d. Facilitate the work of Shared Governance between the Faculty Senate, Staff Senate, Student Government, and Administration.
 - i. When no policies have required discussion, University business will be reviewed.

Section 2. Campus Space & Facilities

1. Voting membership (fourteen members):
 - a. One faculty member from each representation unit.
 - b. Three staff members, appointed by the Staff Senate.
 - c. Three student members (graduate, undergraduate, and on-campus), appointed by the Student Government.
 - d. Provost (or designee).
 - e. Registrar.

- f. Vice President for Finance and Administration (or designee).
- 2. Non-voting membership (four members):
 - a. Director of Facilities Management.
 - b. Chair of the Department of Architecture and Landscape Architecture.
 - c. Assistant to the Director of the North Dakota Agricultural Experiment Station.
 - d. One representative of the Libraries, designated by the Dean of Libraries.
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.
 - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and review changes in University space allocation, including classrooms and laboratories.
 - c. Review proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
 - d. Recommend policies for site location for new buildings and for overall landscaping.
 - e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
 - f. Recommend plans for sidewalks, streets, and parking lots.

Section 3. Library

- 1. Voting membership (ten members):
 - a. One faculty member from each representation unit.
 - b. Two students (one undergraduate and one graduate), appointed by the Student Government.
 - c. One staff member, appointed by the Staff Senate.
 - d. One representative from Information Technology Services.
 - e. Dean of Libraries.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Formulate policy recommendations for the NDSU Libraries.

Section 4. University Athletics

- 1. Committee purpose:
 - a. The University Athletics Committee serves as the NDSU Athletics Advisory Board, as described in the constitution of the National Collegiate Athletics Association (NCAA).
- 2. Voting membership (fourteen members):
 - a. One faculty member from each representation unit.

- b. Two students.
 - c. Student Body Vice President.
 - d. President of the Student-Athletes Advisory Council.
 - e. Two representatives of the Staff Senate.
 - f. Director of Intercollegiate Athletics.
 - g. Senior Women’s Administrator.
 - h. Faculty Athletics Representative.
3. Non-voting membership:
 - a. There are no non-voting members for this committee.
 4. Terms and limits:
 5. Committee responsibilities:
 - a. Promote compliance with principles of conduct as defined by the NCAA.
 - b. Act as the Board of Appeals for athletic grievances.
 - c. Initiate and review policies concerning University athletics and make recommendations for consideration of said policy to the Senate. Such areas of concern include guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, and eligibility of athletes.
 - d. Review upcoming issues at intercollegiate conference meetings and recommend institutional positions.
 - e. Review the budget of the athletic programs prior to its approval by the University President.
 - f. Stimulate interest in athletic events throughout the University community.

Section 5. University Assessment

1. Voting membership (twelve members):
 - a. One faculty member from each representation unit.
 - i. Members must have experience in assessment or an interest in learning and engaging in assessment for their unit.
 - b. One faculty member appointed by the Provost or designee.
 - c. Two graduate students, appointed by Student Government based on student preparation through assessment-related education, training, and/or experience.
 - d. One representative from the Office of Institutional, Research and Analysis.
 - e. One representative from the Office of Teaching and Learning.
 - f. Associate Dean of Libraries for Research and Learning.
 - g. Vice Provost for Assessment and Strategic Initiatives
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Periodic review of the assessment of student learning in undergraduate and graduate academic programs.

- b. Develop procedures for annual reporting of assessment activities by departments and other academic units.
 - c. Provide feedback and guidance to departments and other academic units on their assessment activities, working in conjunction with the Director of Assessment and Accreditation.
 - d. Provide a yearly summary of assessment activities to the Faculty Senate and the Provost.
 - e. Develop an action plan for the upcoming academic year based on review of unit feedback about the assessment process and patterns of strengths and weaknesses in reports. Develop and maintain a University Assessment Plan in collaboration with the Director of Assessment.
5. Member responsibilities:
- a. All members:
 - i. Complete NDSU's baseline training regarding NDSU assessment processes prior to beginning service on UAC.
 - ii. Undertake ongoing professional development related to program assessment and related topics based on guidance from the Director of Assessment and Accreditation.
 - iii. Participate in providing assessment support to campus based on availability and comfort with form of support (e.g., referrals, workshop, webinar, coaching).
 - b. Academic unit representatives:
 - i. Participate in annual review of program assessment reports.
 - ii. Pursue opportunities to provide updates on assessment activities, timelines, and results at College meetings.

Article VI: Amending the Bylaws

Section 1.

Amendments to the bylaws may be proposed by the Senate in a regular meeting or by a petition signed by twenty-five percent of the Faculty. At a meeting of the Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular Senate meeting. If two-thirds of the votes cast are in favor of the bylaws change, it will be added to the agenda for the next regular meeting of the Senate under General Order.

Section 2.

The Secretary of the Senate, or in the absence of a Secretary the President, will distribute the proposed amendment to all members of the faculty no later than nine days after the Senate votes to consider the amendment at their next regular meeting.

Section 3.

At the next regular meeting of the Senate, if approved by a two-thirds vote, the change will be submitted to the University President.

Section 4.

When approved by the University President, the changes shall become effective immediately.

Policy Change Cover Sheet

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion.

*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to nds.scc@nds.edu.

Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name: 714: Senate Coordinating Council

Is this a federal or state mandate: Yes No

This policy impacts (check all that apply): Students Staff Faculty Other (please describe): Senate Coordinating Council

*The President's Council for Campus Well-being is committed to integrating a "Health in All Policies" approach when current policies are revised and new policies are developed. Why a "Health in All Policies" approach? Policies have health effects—positive or negative--on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, and environmental factors of a community influence up to 55% of a person's well-being. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making. For more information, see [HiAP at NDSU 2023 Report](#).

Individual/Department/Committee or Organization submitting the policy change: Senate Coordinating Council

Date Submitted to SCC Secretary: 10/3/2024

Email address of the person who should be contacted if revisions are requested: nds.scc@nds.edu

NDSU's Strategic Plan Inclusivity and Diversity Goal: Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach.

Sub-Goal: Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

Checklist items	Yes	No	N/A	Comments
The <i>social</i> impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging).			x	
The <i>financial</i> impact on students, staff, faculty, others was considered.			x	
The <i>physical health</i> impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment).			x	
The <i>mental health</i> impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking).			x	
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	x			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	x			SCC reviewed this policy and agreed upon the proposed updates
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			x	
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	x			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.	x			
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	x			

Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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): The Senate Coordinating Council cleaned up this policy (grammar, formatting), updated the voting and non-voting members sections, and in Section 3-3 changed 'approval' to 'recommendations'

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.

North Dakota State University

Policy Manual

SECTION 714 SENATE COORDINATING COUNCIL

SOURCE: NDSU President
SBHE Policy 350.1

SOURCE: NDSU President
SBHE Policy 305.1
Faculty Senate Bylaws

1. The Senate Coordinating Council coordinates the routing and adoption of new policies and policy changes for their placement into the NDSU Policy Manual. “All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. ~~Before approval by the President and placement into the policy manual, such policies~~All policy requests, except for interim policies adopted pursuant to subsection 6, must be presented to the Senate Coordinating Council who will direct each policy for review by the appropriate Senates consistent with the Faculty Senate, Staff Senate and Student Body Constitutions and purview of each Senate. Failure to present a policy to the Senate Coordinating Council will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Senate Coordinating Council does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Senate Coordinating Council advises the President on their policy placement in the NDSU Policy Manual.”
2. The membership of the Senate Coordinating Council is made up of the following individuals or their designees:

Voting Members:

1. Faculty Senate President
2. Staff Senate President
3. Student Body Vice President
4. ~~Two~~One representatives of the Faculty Senate as appointed by the Faculty Senate President.
5. ~~Two~~One representatives of the Staff Senate as appointed by the Staff Senate President.
6. ~~Two~~One representatives of Student Government appointed in accordance with the Student Government Code.

Non-Voting Members:

- ~~1.~~ 1. Vice President for Finance & Administration (or designee)
- ~~1.~~ 1. Human Resources Director
2. Two representatives from Office of the Provost to facilitate meetings and maintain records.

Policy initiators ~~and stakeholders~~ are ~~welcome and~~ encouraged to attend the meetings as non-voting members. Only a governing body president or representative can determine whether a policy may move to their governing body for consideration. Therefore, a quorum of at least one

voting member of each governing body shall be present in order to conduct SCC business.

3. Committee Responsibilities

1. The Senate Coordinating Council reviews policy requests to determine ~~first whether it is if they are~~ ready to bring to ~~any of~~ the senates or whether ~~it they~~ should be returned to the policy makers for clarification or proposed and revisions.
2. The Senate Coordinating Council coordinates the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Body Constitutions and purview of each Senate.
3. After approval recommendations ~~or review by from~~ the appropriate senate bodies, the Senate Coordinating Council ~~sends policies to appropriate channels at NDSU for final approval.~~ the policies through the SCC process for final approval.
4. The Senate Coordinating Council serves in as a liaison ~~capacity regarding the to~~ Faculty Senate, Staff Senate, Student Government, and administration regarding policy changes.

~~4.~~

4. The Senate Coordinating Council follows the ~~NDSU Policy Manual~~ Senate Coordinating Council ~~p~~Process for ~~coordinating~~ policy review and revisions prior to publication in the NDSU Policy Manual. (For detailed information on the process, please see the Senate Coordinating Council Process link on the NDSU Policy Manual website.)
5. After a policy goes through the Senate Coordinating Council process and has the final approval of the NDSU President, the NDSU policy is reviewed by the Senate Coordinating Council and placed in policy manual format, and routed to the various senates, Provost, Vice Presidents, councils, committees or other parties for approval or input as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to Office of the Provost for maintaining records for distribution and publication in the manual is updated (available on the NDSU web site at www.ndsu.edu/policy).
6. The President has the authority to adopt interim policies ~~and procedures~~ concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy ~~or procedure~~ must include notice to all Senates prior to or at the time the policy or procedure takes effect. ~~Not later than~~ Within six months of its effective date, the President shall present the interim policy or procedure to the various Senates for review and their decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued. Senate Coordinating Council will send the policy through the Senate Coordinating Council process within six months of the interim policy taking effect.

HISTORY:

New	November 1992
Amended	May 1996
Amended	January 1998
Amended	March 2002
Amended	February 2003
Amended	October 2004
Amended	May 2005

Amended	September 2007
Amended	January 2008
Housekeeping	December 2009
Housekeeping	July 2010
Housekeeping	February 14, 2011
Amended	October 12, 2011
Amended	November 26, 2018

NDSU Faculty Senate Constitution

Article I: Preamble

Section 1.

The administration and faculty of North Dakota State University share responsibility for governance and effective management of the academic affairs of the University. In addition, shared governance mandates involving stakeholders in all aspects of the University mission. As such, faculty, staff, and students exercise this responsibility in their respective domains. To this end, the faculty accepts the responsibility of crafting, reviewing, and approving policies concerning the Academic and Extension missions of NDSU.

Article II: Responsibilities

Section 1.

The Faculty Senate is the University's legislative body responsible for the review and approval of policy with respect to the following matters:

- a. Academic freedom, including rights and responsibilities
- b. All curricular matters, including establishment, dissolution, and substantial changes to degree programs
- c. Research and scholarship
- d. Admissions standards and prerequisites
- e. Requirements for regular certificates and degrees
- f. Regulations regarding attendance, examinations, grading, scholastic standing, and honors
- g. Teaching quality
- h. Professional standards and criteria for positions accorded academic rank
- i. Policies and procedures for promotion, tenure, and evaluation
- j. And other academic matters

Section 2.

The Faculty Senate will also review, recommend, and participate in the formulation and exercise of policy with regard to:

- a. Institutional priorities
- b. The allocation of institutional resources
- c. Academic organization
- d. Administrative procedures and organizational structure
- e. Appointment and promotion of administrators
- f. Issues related to intellectual property
- g. Honorary degrees
- h. Other matters of interest to the faculty

Article III: Membership

Section 1.

Membership in the Faculty Senate consists of elected representatives from non-administrative, half-time or greater appointments from the following groups: faculty who hold the academic rank of professor, associate professor, assistant professor, professor of practice, associate professor of practice, assistant professor of practice, senior lecturer, instructor, or research faculty.

Section 2.

The following, whether full or part time or interim, are considered administrative positions: Chair/Head/or equivalent, Assistant/Associate Dean, Dean, Vice President, Assistant/Associate Vice President, Provost, and President.

Article IV: Amendments

Section 1.

Amendments to the Constitution may be proposed by the Senate or by a petition signed by twenty-five percent of the faculty. The Secretary of the Senate will distribute the proposed amendment to all faculty no later than nine days after the amendment is submitted for approval.

Section 2.

No later than thirty days nor earlier than seven days after the amendment is distributed, the faculty shall vote by secure electronic ballot on the proposed changes. If approved by two-thirds of the ballots cast, the change will be submitted to the University President for concurrence and then forwarded to the North Dakota State Board of Higher Education for consideration.

Section 3.

When approved by the North Dakota State Board of Higher Education, the changes shall become effective immediately.

NDSU Faculty Senate Bylaws

Article I: Faculty Senate Membership

Section 1.

Each representation unit shall have one elected Faculty Senator (hereto within referred to as "Senator") for every fifteen eligible faculty members (see Constitution Article 3, Section 1), or major fraction thereof, assigned to the representation unit as of October 1 of the previous academic 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.

Section 2.

Members of representation units, including senior lecturers, assistant/associate/full professors of practice, assistant/associate/full professors of research, assistant/associate/full professors, chairs/heads or their equivalents, assistant/associate deans, and deans shall be eligible to vote for representatives.

Section 3.

The following are considered representation units for the purposes of determining Senate (hereto within referred to as "Senate") seats:

1. College of Agriculture, Food Systems, and Natural Resources
2. College of Arts and Sciences
3. College of Business
4. College of Engineering
5. College of Health and Human Sciences

Section 4.

The Senate President (hereto within referred to as "President") with the assistance of the Senate Secretary (hereto within referred to as "Secretary") will stagger Senate terms so that approximately one-third of the Senators from each representation unit are elected each year. Each unit shall hold a meeting to elect the necessary Senators by April 15 of each year for the term to begin in May of that year.

Section 5.

Terms of office shall begin on the Tuesday following Spring Commencement. The term of office of an elected Senator shall be three years. Senators cannot be elected for more than two consecutive terms.

Section 6.

If a Senator must vacate their seat, the vacancy shall be filled by a special election within the unit from which they were elected. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member.

Section 7.

A Senator may be removed from office by way of a two-thirds majority vote at a regular Senate meeting, followed by a two-third majority vote at the next meeting. This action may never be part of a consent agenda. In the event a Senator is removed, the President will inform the relevant academic unit to elect another Senator before the Senate meets in its next regular meeting.

Section 8.

All Senators are expected to:

1. Attend all Senate meetings. If unable to attend the meeting, the Senator must find a competent substitute (who is not already a Senator) to act as their proxy at the meeting. Said proxy will have all rights and privileges accorded a regular Senator. The Senator must provide signed notification of the substitution to the Secretary prior to the start of the meeting.
2. Prepare for Senate meetings, including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings, as long as doing so advances the business of the Senate.
4. Disseminate Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning Senate activity.
6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1.

Administrative officers of the Senate consist of the President, the President-Elect, and the Immediate Past President.

Section 2.

The President-Elect shall be elected for a one-year term by the Senate at the last meeting of the academic year. The President-Elect will be elected from the roster of current or former Faculty/University Senators.

Section 3.

At the end of the term, the President will assume the role of the Immediate Past President, and the President-Elect will succeed the President for a one-year term of office. In the event the outgoing President is unable or unwilling to serve as the Immediate Past President, the President will appoint another past Faculty/University Senate President as a replacement for the position of Immediate Past President.

Section 4.

During their respective terms the President-Elect, the President, and the Immediate Past President will not represent their representation units in the Senate.

Section 5.

The authority of the President-Elect, the President, and the Immediate Past President will be terminated before the end of its term if they lose their eligibility, voluntarily resign with eligibility, or are removed from office by the Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President, President-Elect or Immediate Past President by the Senate requires a two-thirds majority vote at a regular Senate meeting, followed by a two-thirds majority vote at a special meeting of the Senate convened in not more than two weeks after the first meeting. The second meeting will be convened and presided over by a Special Returning Officer who will be appointed by the Senate immediately after the first vote. The removed officer shall not complete their term as a Senator.
3. In the event that the authority of the President is terminated, but the President-Elect is still in good standing, the President-Elect will assume the role of President to finish the term left by the removed President and then they will start their originally elected term.
 - a. The removed President will not serve as Immediate Past President.
4. The assumed President may wish to appoint one of the Senators to assist in the duties of the President-Elect. The appointment as acting President-Elect shall terminate at the end of the academic year. The acting President-Elect may choose to run for the full position of President-Elect. In the event that the authority of the President-Elect is terminated, the Senate will vote to replace the President-Elect at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible Past President to serve in that capacity.

6. In the event that the authority of both the President and the President-Elect is terminated at the same time:
 - a. If the authority of the Immediate Past President is still in good standing, then they will convene and preside over the Senate meeting to elect a new President and the President-Elect in not more than two weeks.
 - b. If the authority of the Immediate Past President is also terminated, then a Special Returning Officer appointed by the Senate will convene and preside over the election of the President and the President-Elect in not more than two weeks. Article II, Section 5.5 will then be used to fill the position of the Immediate Past President.

Section 6.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Council.
4. Chair the Senate Executive Committee.
5. Introduce the President at the State of the University Address.
6. Appoint committee members, as outlined in Articles IV and V.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent the Senate on administrative councils.
9. Represent the Senate to the Staff Senate and the Student Government.
10. Schedule a room for all Senate meetings.
11. Lead the stage party during winter and spring Commencements.
12. Moderate the official mandatory and voluntary faculty listserv.

Section 7.

Duties of the President-Elect shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Executive Committee.
4. Serve on the Senate Coordinating Council.
5. Assist the president in moderating the official mandatory and voluntary faculty listserv.
6. Represent the Senate to the Staff Senate and the Student Government.

Section 8.

Duties of the Immediate Past President shall include the following:

1. Advise the President and the President-Elect regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over regular Senate meetings in the absence of both the President and the President-Elect.
3. Serve on the Executive Committee.
4. Represent the Senate to the Staff Senate and the Student Government.
5. Undertake duties outlined in Article II, Section 9.2-9.4 in the absence of the Secretary at a Faculty Senate meeting.

Section 9.

The Senate will confirm the appointment of a person not on the Senate to serve as Secretary; the Secretary is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, then prepare and disseminate the agenda in accordance with Article II, Section 13.
2. Maintain a current roster of Senators and record attendance to confirm a quorum.
3. Collect and read the member substitution authorizations at the meeting.
4. Record and prepare meeting minutes.
5. Disseminate meeting minutes according to Article II, Section 16.
6. Maintain a permanent record of Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and Chairs of Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of Senators and committee members.

Section 10.

Regular meetings of the Senate shall be held at 3:00 pm on the second Monday of each month of the academic year. The meetings will be held the third Monday of the month if the second Monday is a university or State holiday. In event of a conflict, the president, in consultation with Faculty Senate Executive, will reschedule the meeting and communicate the change to the Senate.

Section 11.

Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

Section 12.

Meetings of the Senate shall be open to the public; however, debate on some of the agenda items may be deemed closed at the discretion of the Senate. For closure to occur, a motion to enter executive session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators will be asked to leave except the Secretary and Parliamentarian; the Senate can also exempt some invited guests to stay in the executive session. At each Senate meeting the University President, Provost, Student Body President, and Staff Senate President will be invited to make announcements. The President may allow other non-Senators to speak and/or provide reports. However, only Senators may make motions and only Senators may vote on motions before the Senate.

Section 13.

Senate meetings shall be conducted under Robert's Rules of Order, Newly Revised. The Senate will confirm the appointment of a person not on the Senate to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President may make a ruling with the advice from the Parliamentarian. There is no term limit for the Parliamentarian.

Section 14.

The primary business of the Senate is to review, propose, and approve of policy with respect to the following matters:

1. Academic freedom, including rights and responsibilities.
2. All curricular matters, including establishment, dissolution, and substantial changes to degree programs.
3. Research and scholarship.
4. Admissions standards and prerequisites.
5. Requirements for regular certificates and degrees.
6. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
7. Teaching quality.
8. Professional standards and criteria for positions accorded academic rank.
9. Policies and procedures for promotion, tenure, and evaluation.
10. And other academic matters.

The agenda for each regular meeting shall be posted to the Senate website at least one week before each meeting. Any member of the Senate may request of the President that an item be placed on the agenda.

The order of business for Senate meetings shall be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Committees and other reports.
5. Consent agenda.
6. Unfinished business.
7. New business.
8. Adjournment.

In consultation with the Senate Executive Committee, general and special-order items can be added to the agenda as necessary.

During one of the first 3 meetings, the primary order of business will be planning and prioritizing Senate goals for the academic year. The order of business for this meeting will be as follows:

1. Adoption of the agenda.
2. Approval of the previous meeting minutes.
3. Announcements.
4. Consent agenda.
5. Special order: Planning and prioritizing Senate action for the year.
6. Unfinished business
7. New business.
8. Adjournment.

Section 15.

A quorum of at least 55 percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

Section 16.

The minutes of the meeting shall be posted to the Senate website by the Provost Office within one week after the meeting.

Article III: Faculty Senate Committees

Section 1.

Duties of standing committees include:

1. Selecting a chair who will serve as a liaison to the Senate.
2. Initiating and reviewing policy and policy changes in their areas of responsibility.
3. Providing their recommendations to the Senate for action.
4. Consulting with and providing advice to the Administration, students, and staff when requested to do so.
5. Promptly and responsively discharging their duties.

Section 2.

The Senate shall confirm the membership of all standing committees, except the Standing Committee on Faculty Rights.

Section 3.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Each committee will keep such records as necessary to conduct business. In addition, every Senate Committee (except Academic Integrity, Conflict of Interest Advisory, Executive, Faculty Rights, and Grade Appeals) will make an oral report of progress to the Senate at the President's request.

Section 4.

Individual representation units will determine their own methods for selecting members of standing committees consistent with Articles IV and V. Unit representatives shall be faculty members as defined by the Senate's Constitution, unless otherwise specified under the committee description. Such membership shall be presented to the Senate at the first meeting of each academic year. Committee members will serve two-year terms for at most four consecutive years, unless otherwise specified under the committee description. Committee service begins and ends on the Tuesday following Spring Commencement, unless otherwise specified.

Section 5.

In the first meeting of the Senate, membership of all Senate committees will be approved. After the Senate has approved membership in the standing committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate. The Senate Executive Committee has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties. Faculty members with part time or interim appointment as chair/head or equivalent may be eligible to serve on Faculty Senate Standing Committees. In special circumstances faculty with greater than 50% appointments as chair/head or equivalent may serve on Faculty Senate Standing committees with the approval of Faculty Senate.

Section 6.

All Senate committee action is subject to review and approval by the Senate.

Section 7.

The Senate may create special committees as it deems necessary. Special committees shall be commissioned by a majority vote of the full Senate. The Faculty Senate President shall appoint members of special committees. However, Senate approval by a majority vote is required for appointment of special committee members who are not members of the Faculty Senate. The duties of a special committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by said standing committee. Such committees shall be discharged, by the President upon the completion of their assigned duties.

Article IV: Faculty Senate Standing Committees

Section 1. Academic Integrity

1. Voting membership (five members):
 - a. One tenured faculty member from each representation unit.
 - i. Full professor is preferred.
 - ii. An associate professor may be appointed.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
 - c. No designation about non-consecutive terms.
4. Committee responsibilities:
 - a. Provide investigative assistance on cases involving academic misconduct as described in Policy 326.
 - b. Select panels composed of three persons competent to investigate allegations. Such panels may include members from outside the University.
 - c. Review and recommend policies pertaining to academic integrity.

Section 2. Budget

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (two members):
 - a. Non-voting members shall consist of the Provost (or designee) and Vice President for Finance and Administration (or designee).
3. Terms and limits:
 - a. Three-year term
 - b. Limit of two consecutive terms (six years).
 - c. Terms shall be staggered, so that new members have at least one year to become familiar with the committee and its work.
 - d. Unless by necessity, no more than two committee members may be in their first year of service to the committee.
 - e. 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.
 - i. If the outgoing Chair is no longer the representative of an academic unit, they will serve in a non-voting, advisory capacity.
 - ii. If the outgoing Chair is reappointed/re-elected to represent their academic unit, then they will return to normal regular committee membership.

4. Committee responsibilities:
 - a. Become familiar with the University budget process.
 - b. Develop a set of guiding principles which align with strategic priorities, with the intent of informing University budget decisions from a faculty perspective.
 - c. Solicit 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. Act as a conduit of information between faculty and Administration for budget discussions and decisions.

Section 3. Conflict of Interest Advisory

1. Voting membership (five members):
 - a. Five tenured faculty members, one representing each academic unit.
 - b. These faculty members are recommended by the Executive Committee and appointed by the President.
 - c. In the event that a member of the committee recuses themselves from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement, first considering those who have previously served on the committee.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
4. Committee responsibilities:
 - a. Serve as an advisory body to the Administration on the issue of conflict of interest.
 - b. Initiate and review policies concerning conflict of interest and make recommendations regarding such policy to the Senate.
 - c. Hear and rule on appeals of decisions in conflict-of-interest cases.
 - d. Act in accordance with procedures approved by the Senate, specifically Policy 151.1.

Section 4. Council of College Faculties

1. Voting membership (three members):
 - a. Three faculty members elected to staggered three-year terms.
 - b. The faculty shall elect each spring by secure electronic ballot a faculty member to serve.
 - c. Each spring elect an alternate to a one-year term. Alternate is a voting member when serving in the absence of another elected member.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Three-year term.
 - b. No restriction on consecutive terms.
4. Responsibilities:

- a. All responsibilities and procedures are determined by the Constitution and Bylaws of the Council of College Faculties.

Section 5. Access and Opportunity

1. Voting membership (six members):
 - a. Five faculty members; one from each representation unit.
 - b. One faculty representative from the Commission on the Status of Women Faculty
 - i. Recommended by the Executive Committee. The Executive Committee shall strive for representation from diverse groups.
 - ii. Appointed by the President.
2. Non-voting membership (one member):
 - a. Vice Provost for Faculty Affairs and Equity.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. Review, revise, and propose policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.
 - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, LGBTQ (lesbian, gay, bisexual, transgender, and/or queer) people.

Section 6. Executive Committee

1. Voting membership (eight members):
 - a. One Senator from each representation unit.
 - b. Faculty Senate President.
 - c. Faculty Senate Immediate Past President.
 - d. Faculty Senate President-Elect.
2. Non-voting membership (six members):
 - a. One faculty representative of the Graduate School, designated by the Dean of the Graduate School.
 - b. One faculty representative of the Provost's Office, designated by the Provost.
 - c. One faculty representative from the Commission on the Status of Women Faculty.
 - d. One faculty representative from the Council of College Faculties
 - e. The Secretary.
 - f. The Parliamentarian.
3. Terms and limits of voting members:
 - a. One-year term.
 - b. Limit of two consecutive terms.
4. Committee responsibilities:
 - a. Meet and organize for the academic year after August 16, prior to the first Senate meeting.

- b. Delegate tasks to Senate committees.
- c. Review the progress of Senate committees.
- d. Set the agenda for upcoming Senate meetings.
- e. Interpret, when necessary, provisions of the Constitution and the Bylaws.
- f. Meet after the last Senate meeting, on or before May 15th, to close the loop on the year.

Section 7. Faculty Affairs

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (one member):
 - a. One faculty representative from the Commission on the Status of Women Faculty.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive years (two terms).
 - c. No designation about consecutive terms.
4. Committee responsibilities include:
 - a. Review policies and procedures relating to faculty affairs such as academic freedom, promotion, tenure, and evaluation, teaching, and service.
 - b. Review and recommend revisions to the personnel sections of the Faculty Handbook concerning faculty affairs.
 - c. Review the Ombudsperson's annual report and perform an annual interview and written evaluation of the Ombudsperson and office (to be submitted to the Ombudsperson and Provost at the end of each fall semester). The review and evaluation shall be conducted by a subcommittee 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's Office.

Section 8. Faculty Rights

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
 - i. Restricted to tenured full professors who do not hold an administrative appointment in an academic or non-academic unit.
 - ii. Elected by the faculty each spring by secure electronic ballot.
 - b. In the event that a member of the committee is on leave, unavailable, or recuses her/himself themselves from the committee for a particular case or is recused by committee vote, the committee will appoint a replacement to serve for that case.
 - i. The replacement will preferably be a faculty member who has previously served on the committee.
 - ii. Broad representation, while a worthwhile goal, is not always achievable. However, the replacement member should be from a different representation unit than the other six members, if reasonably possible.
 - iii. Members sitting on an appeal shall complete that appeal even if the member's term expires while the appeal is pending.
2. Non-voting membership:

- a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Five-year term.
 - b. Begins and ends on August 15.
 - c. No consecutive term limit has been set.
- 4. Committee responsibilities:
 - a. Responsibilities and procedures are determined by directives of the North Dakota State Board of Higher Education.

Section 9. General Education Committee

- 1. Voting membership (eight members):
 - a. One faculty member from each of the following Colleges: Agriculture, Food Systems, and Natural Resources; Business; Engineering; Health and Human Sciences;
 - b. Three faculty members from the College of Arts and Sciences.
 - c. One undergraduate student, appointed by the Student Government.
 - d. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
- 2. Non-voting membership (three members):
 - a. Vice Provost for Assessment and Strategic Initiatives
 - b. One representative of the Registrar's Office, designated by the Registrar.
 - c. One representative from Career and Advising Center/Professional Advisors, designated by Career and Advising Center Director
- 3. Terms and limits:
 - a. Three-year terms
 - b. No consecutive terms for voting members. No restriction for non-voting members.
 - c. Terms shall be staggered so that no more than one-third of the members are new.
- 4. Committee responsibilities:
 - a. Review new general education courses to ensure and validate that the general education outcomes are being met.
 - b. Complete the revalidation of courses and experiences on a periodic, five-year timeline to ensure that general education outcomes are being met. The course revalidation should be staggered to review approximately 20% of the general education courses each year.
 - c. Review General Education Appeal petitions.
 - d. Develop and maintain a plan for assessment of General Education Program-level learning outcomes.
 - e. Conduct assessment of students' attainment of general education learning outcomes.
 - f. Develop a university policy governing the policy and procedures for general education revalidation
 - g. Perform other appropriate duties as assigned by the Senate.
 - h. Selecting two representatives and one alternate for the North Dakota General Education Council.

Section 10. Grade Appeals Board

1. Committee purpose:
 - a. To provide an avenue for students to challenge any grade they believe to have been unfairly assigned.
2. Voting membership (nine members; eight alternates):
 - a. One faculty member and one alternate from each representation unit.
 - i. These faculty are elected by their representation unit.
 - b. Three students and three student alternates selected by the Student Government.
 - i. Students should be full-time students.
 - ii. Students should have a minimum 2.00 cumulative grade point average.
 - iii. Students should be of junior standing.
 - c. One representative from the Provost's Office, who will also serve as Board Chair.
3. Terms and limits:
 - a. Three-year term.
 - b. No consecutive term-limit has been designated.
4. Committee responsibilities:
 - a. Hear charges of inequitable or prejudiced academic evaluations and provide redress for improper evaluation.
 - b. Act in accordance with procedures approved by the Senate, specifically Policy 337.
 - c. Must meet during the summer to address appeals from spring semester.

Section 11. Program Review

1. Voting membership (eight members):
 - a. One tenured faculty member from each representation unit.
 - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal.
 - b. One faculty representative of the Provost's Office, designated by the Provost.
 - c. Two students selected by the Student Government.
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. Four-year term.
 - b. Limit of two consecutive terms.
4. Committee responsibilities:
 - a. Develop criteria and procedures for review of academic programs.
 - b. Perform a continuing review of graduate and undergraduate academic programs with regard to such factors as mission, need, quality, cost, and contribution to other programs.
 - c. Address concerns and make recommendations to the Senate regarding duplication of programs and courses.
 - d. Recommend policies for University support to individual programs.
 - e. Coordinate the time of and use of external program reviews by accrediting agencies and/or other expert evaluators in its review of specific academic programs.

Section 12. Research and Consulting

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (one member):
 - a. One representative of the Vice President for Research and Creative Activities, designated by the Vice President for Research and Creative Activities.
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. Initiate and review policies related to University research and consulting issues and make recommendations for consideration of said policy to the Faculty Senate.
 - b. Review research development programs and provide technical and funding reviews for faculty proposals submitted to the development programs.

Section 13. Technology and Instructional Services

1. Voting membership (five members):
 - a. One faculty member from each representation unit.
2. Non-voting membership (two members):
 - a. Three representatives from the Information Technology (IT) Division.
 - b. One student representative appointed by Student government
3. Terms and limits:
 - a. Two-year term.
 - b. Limit of four consecutive terms.
4. Committee responsibilities:
 - a. An annual review of IT support services to the NDSU teaching and research communities.
 - b. Make recommendations for Senate approval of any changes proposed by the IT Division regarding policy, implementation procedures, or classroom and instructional technologies.
 - c. Formulate recommendations regarding needs of the faculty that are unmet by the IT Division.
 - d. Serve as the liaison between the Senate and the IT Division's administration.

Section 14. University Curriculum

1. Voting membership (seven members):
 - a. One tenured faculty member from each representation unit, except for Arts and Sciences, which will have two.
 - i. Each representation unit shall also select an alternate faculty member to serve in case of recusal or absence.
 - b. One student appointed by the Student Government.

- c. Only a voting faculty member will be elected as Chair, and the Chair shall have served at least one year on the committee.
- 2. Non-voting membership (two members):
 - a. One representative of the Provost's Office, designated by the Provost.
 - b. One representative of the Registrar's Office, designated by the Registrar.
- 3. Terms and limits:
 - a. Four-year term.
 - b. No consecutive terms for voting members. No restriction for non-voting members.
 - c. Terms shall be staggered, so that no more than one-third of the members are new.
- 4. Committee responsibilities:
 - a. Develop criteria and procedures for submitting, evaluating, and approving courses, experiences, and program proposals for curriculum and course changes.
 - b. Coordinate and recommend actions on proposals for curriculum and course changes that have been received from the colleges.
 - c. Request the formation of a special (*ad hoc*) Senate committee to recommend policies for the evaluation of transfer credit, policies for graduation, and make other recommendations as needed.
 - d. Perform other appropriate duties as assigned by the Senate.

Section 15. Policy 352: Promotion, Tenure and Evaluation Committee

- 1. Voting membership (eight members):
 - a. One tenured faculty member from each representation unit (5)
 - b. One member from Faculty Affairs Committee
 - c. One member from the Commission on the Status of Women Faculty
 - d. One member from the Promotion to Professor Task Force
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. Three-year term.
 - b. Limit of two consecutive terms (six years)
- 4. Committee responsibilities:
 - a. Review Policy 352: Promotion, Tenure and Evaluation in light of our changing and more complex university
 - b. Initiate and propose policy changes to Policy 352: Promotion, Tenure and Evaluation
 - c. Serve as a forum for faculty members to bring concerns about Policy 352: Promotion, Tenure and Evaluation

Article V: Joint Standing Committees

Section 1. Senate Coordinating Council

1. Membership
 - a. Faculty Senate President.
 - b. Faculty Senate Past-President
 - c. Faculty Senate President-Elect
 - d. Staff Senate President.
 - e. Staff Senate Past-President
 - f. Staff Senate President-Elect
 - g. Student Body Vice President (or proxy).
 - h. One representative of Student Government appointed in accordance with the Student Government Code.
 - i. One member from each of the represented bodies (Faculty Senate, Staff Senate, Student Government) would hold voting privileges if a vote is required.
2. Non-voting membership (two members):
 - a. Two representatives from Office of the Provost:
 - i. One of who shall be facilitate meetings and maintain records
 - ii. Vice Provost for Faculty Affairs
 - b. The council may decide to invite policy initiators to the meetings as non-voting members to explain policy changes.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Review policy to determine first whether it is ready to bring to any of the Senates or whether it should be returned to the policy makers for clarification and revision.
 - b. Coordinate the distribution of policies to the appropriate Senate body consistent with the Faculty Senate, Staff Senate, and Student Government constitutions.
 - c. Send policies that have been reviewed and recommended by required bodies be moved on to appropriate channels at NDSU for final approval.
 - d. Facilitate the work of Shared Governance between the Faculty Senate, Staff Senate, Student Government, and Administration.
 - i. When no policies have required discussion, University business will be reviewed.

Section 2. Campus Space & Facilities

1. Voting membership (fourteen members):
 - a. One faculty member from each representation unit.
 - b. Three staff members, appointed by the Staff Senate.
 - c. Three student members (graduate, undergraduate, and on-campus), appointed by the Student Government.
 - d. Provost (or designee).
 - e. Registrar.

- f. Vice President for Finance and Administration (or designee).
- 2. Non-voting membership (four members):
 - a. Director of Facilities Management.
 - b. Chair of the Department of Architecture and Landscape Architecture.
 - c. Assistant to the Director of the North Dakota Agricultural Experiment Station.
 - d. One representative of the Libraries, designated by the Dean of Libraries.
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Provide for the systematic development and review of the “Campus Master Plan” and Guidelines for Campus Development.
 - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and review changes in University space allocation, including classrooms and laboratories.
 - c. Review proposed building projects and major building renovations prior to presentation to the State Board of Higher Education and the Legislature.
 - d. Recommend policies for site location for new buildings and for overall landscaping.
 - e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
 - f. Recommend plans for sidewalks, streets, and parking lots.

Section 3. Library

- 1. Voting membership (ten members):
 - a. One faculty member from each representation unit.
 - b. Two students (one undergraduate and one graduate), appointed by the Student Government.
 - c. One staff member, appointed by the Staff Senate.
 - d. One representative from Information Technology Services.
 - e. Dean of Libraries.
- 2. Non-voting membership:
 - a. There are no non-voting members for this committee.
- 3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
- 4. Committee responsibilities:
 - a. Formulate policy recommendations for the NDSU Libraries.

Section 4. University Athletics

- 1. Committee purpose:
 - a. The University Athletics Committee serves as the NDSU Athletics Advisory Board, as described in the constitution of the National Collegiate Athletics Association (NCAA).
- 2. Voting membership (fourteen members):
 - a. One faculty member from each representation unit.

- b. Two students.
 - c. Student Body Vice President.
 - d. President of the Student-Athletes Advisory Council.
 - e. Two representatives of the Staff Senate.
 - f. Director of Intercollegiate Athletics.
 - g. Senior Women's Administrator.
 - h. Faculty Athletics Representative.
3. Non-voting membership:
 - a. There are no non-voting members for this committee.
 4. Terms and limits:
 5. Committee responsibilities:
 - a. Promote compliance with principles of conduct as defined by the NCAA.
 - b. Act as the Board of Appeals for athletic grievances.
 - c. Initiate and review policies concerning University athletics and make recommendations for consideration of said policy to the Senate. Such areas of concern include guidelines for athletic schedules, guidelines for participation in postseason activities, awards for excellence in athletics, and eligibility of athletes.
 - d. Review upcoming issues at intercollegiate conference meetings and recommend institutional positions.
 - e. Review the budget of the athletic programs prior to its approval by the University President.
 - f. Stimulate interest in athletic events throughout the University community.

Section 5. University Assessment

1. Voting membership (twelve members):
 - a. One faculty member from each representation unit.
 - i. Members must have experience in assessment or an interest in learning and engaging in assessment for their unit.
 - b. One faculty member appointed by the Provost or designee.
 - c. Two graduate students, appointed by Student Government based on student preparation through assessment-related education, training, and/or experience.
 - d. One representative from the Office of Institutional, Research and Analysis.
 - e. One representative from the Office of Teaching and Learning.
 - f. Associate Dean of Libraries for Research and Learning.
 - g. Vice Provost for Assessment and Strategic Initiatives
2. Non-voting membership:
 - a. There are no non-voting members for this committee.
3. Terms and limits:
 - a. No term or limit on consecutive terms has been designated.
4. Committee responsibilities:
 - a. Periodic review of the assessment of student learning in undergraduate and graduate academic programs.

- b. Develop procedures for annual reporting of assessment activities by departments and other academic units.
 - c. Provide feedback and guidance to departments and other academic units on their assessment activities, working in conjunction with the Director of Assessment and Accreditation.
 - d. Provide a yearly summary of assessment activities to the Faculty Senate and the Provost.
 - e. Develop an action plan for the upcoming academic year based on review of unit feedback about the assessment process and patterns of strengths and weaknesses in reports. Develop and maintain a University Assessment Plan in collaboration with the Director of Assessment.
5. Member responsibilities:
- a. All members:
 - i. Complete NDSU's baseline training regarding NDSU assessment processes prior to beginning service on UAC.
 - ii. Undertake ongoing professional development related to program assessment and related topics based on guidance from the Director of Assessment and Accreditation.
 - iii. Participate in providing assessment support to campus based on availability and comfort with form of support (e.g., referrals, workshop, webinar, coaching).
 - b. Academic unit representatives:
 - i. Participate in annual review of program assessment reports.
 - ii. Pursue opportunities to provide updates on assessment activities, timelines, and results at College meetings.

Article VI: Amending the Bylaws

Section 1.

Amendments to the bylaws may be proposed by the Senate in a regular meeting or by a petition signed by twenty-five percent of the Faculty. At a meeting of the Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular Senate meeting. If two-thirds of the votes cast are in favor of the bylaws change, it will be added to the agenda for the next regular meeting of the Senate under General Order.

Section 2.

The Secretary of the Senate, or in the absence of a Secretary the President, will distribute the proposed amendment to all members of the faculty no later than nine days after the Senate votes to consider the amendment at their next regular meeting.

Section 3.

At the next regular meeting of the Senate, if approved by a two-thirds vote, the change will be submitted to the University President.

Section 4.

When approved by the University President, the changes shall become effective immediately.