



## University Senate Agenda

### March 2, 2023 Meeting

TO: Members of the Senate Executive Committee

FROM: Robert Newman, University Senate Chair, 2022-2023

SUBJECT: March 2, 2023 University Senate Meeting

DATE: February 23, 2023

The March 2023 meeting of the University Senate will be held on Thursday, March 2, 2023 from 3:30-5pm via Zoom. Voting members should use the personalized link they were sent to join the webinar as a panelist. Please check your clutter/junk/spam folder if you do not see the invitation in your inbox. A public link for visitors is posted on the Senate website and in the University Letter.

#### I. Call to Order (Chair Robert Newman)

#### II. Senate calendar:

##### 1) Announcements

##### a. Elections for Senate Committees 2023-24 (CoC nominees attached)

"Elections to fill open seats on Senate committees for next fall will be conducted starting Thursday, March 2nd, 2023. Voting members of the Senate will be sent a ballot (Qualtrics survey link). Survey links are unique to each member of the Senate, so do not share the link. The ballot form will close at the end of the day on Wednesday, March 8th, 2023."

##### b. Legislative session updates (Newman)

##### c. Council of College Faculties update (Doug Munski)

##### d. Staff Senate update (Paula Cox)

##### e. Student Government update (Faith Wahl)


##### f. Updates from the Provost (Eric Link)

##### g. Campus Security updates (Chief Rodney Clark)

##### h. Reminder regarding Senate Committee Annual Report deadlines:

i. Due Jan. 19: Academic Policies & Admissions, DEI

ii. Due Feb. 16: Administrative Procedures, Essential Studies, Intellectual Property



iii. Due Mar. 23: Campus Safety, Conflict of Interest/Scientific Misconduct,  
Curriculum, Intercollegiate Athletics, Online & Distance Education

- 2) Establish Quorum (Secretary Scott Correll)
- 3) Review and approval of Feb. 2, 2022 minutes (attached)
- 4) Senate Executive Committee Report (Chair Bob Newman)
- 5) Question period (max 20 minutes)

**III. Consent calendar:**

1. Curriculum Committee Report – March (attached)
2. Administrative Procedures (attached)
3. Student Academic Standards (attached)

**IV. Business calendar:**

1. Proposed changes in CCF Constitution and Bylaws (attached)
- 2.

**V. Matters arising**

**VI. Adjourn**

Minutes of the University Senate Meeting  
February 2, 2022

1.

The September meeting of the University Senate was held at 3:30 p.m. on Thursday, February 2, 2023, via Zoom Conference. Chair Bob Newman presided.

2.

The following members of the Senate were present:

Adjekum, Daniel	Ji, Yun	Robinson, Sarah
Alberts, Crystal	Jordan, Rachel	Rundquist, Brad
Armacost, Andy	Juntunen, Cindy	Running Bear, Ursula
Azizova, Zarrina	Kalbfleisch, Pamela	Seddoh, Amebu
Bjorggaard, Stacy	Kehn, Andre	Sheridan, Bill
Clark, Travis	Kinney, Anna Marie	Shogren, Maridee
Correll, Scott	Kraus, Robert	Singhal, Sandeep
Cox, Paula	Laguetta, Soizik	Smart, Kathy
Dada, Precious	Lawson-Body, Assion	Spaeth, Andria
Dahlke, Rachel	Legerski, Elizabeth	Sperle, James
Denny, Dawn	Light, Steve	Stone, Lucian
de Silva, Renuka	Linder, Meloney	Traynor, Paul
Dhungana, Bebas	Lindseth, Glenda	Tulin, Alexei
Dockter, Sally	Link, Eric	Urban, Shanna
Doze, Van	Liu, Jun	Wahl, Faith
Germolus, Isaiah	Malloy, Art	Weber, Bret
Gjellstad, Melissa	Marquis, Jared	Wild, Brandon
Gupta, Surojit	Maskaly, Jonathan	Wilson, Nick
Halcrow, Steven	Masursky, Danielle	Wise, Richard
Henley, Amy	Mattingly, Shaina	Wynne, Joshua
Homstad, Stephanie	Mongeon-Stewart, Karla	Zerr, Ryan
Iseminger, Colt	Newman, Robert	
Jendrysik, Mark	Peterson, Karen	

3.

The following members of the Senate were absent:

Berry, Whitney	Mastrud, Morgan	Rajpathy, Odele
Cook, Jennifer	Mihelich, John	Sela, Sapir
Crotty, Tyanne	Milavetz, Barry	Strand, Skyler
Emter, Adelyn	Mosher, Sarah	Tande, Brian
Fiedler, Kianna	Niemi, Tyler	Wallace, Alfred
Henneman, Emily	Olson, Katlyn	
Kuznicki, Malissa	Pappas, Brian	
Mamaghani, Iraaj	Pokornowski, Alex	

4.

Mr. Newman introduced Dr. Art Malloy, Vice President of Student Affairs. Mr. Malloy thanked everyone for the warm welcome.

5.

Mr. Newman introduced Dr. Randi Lynn Tanglen, Vice Provost for Faculty Affairs. Ms. Tanglen also thanked everyone for a warm welcome.

6.

Mr. Armacost provided legislative session updates. Mr. Armacost stated we try to provide good updates to our legislatures regarding bills that affect higher education. All of the NDUS presidents meet each Friday to discuss current bills that are introduced. HB1003, or the appropriations bill, is being considered. UND would like a 6% and a 4% pay raise to be covered by state dollars. UND is asking for a 7% increase in base funding to cover inflation. UND will be studying our science and allied health facilities. Mr. Armacost called attention to the tenure bill. The legislature member who introduced the bill wants to move it forward. UND's stance is the current system works well and that there is no need for change. There is also a bill on concealed carry measures on college campuses. UND's stance is that weapons do not belong on campus. There is a bill on Title IX and retaliation. False claims could become illegal and punishable. There is a bill on pronoun usage. There is also a bill about what library materials that may be prohibited. Mr. Armacost reminded everyone if they want to testify to the legislature they are welcome to do so as an individual entity, but not as a UND spokesperson.

7.

Mr. Munski provide a Council of College Faculties update. The CCF met in emergency session this past Tuesday wants to seek changes to the bill undermining tenure. There are already policies and procedures in place at NDUS institutions.

8.

Ms. Cox provide a Staff Senate update. Staff Senate is also keeping up on legislative bills. Staff Senate is looking for volunteers for a community involvement event.

9.

Ms. Wahl provided an update from Student Government. Ms. Wahl expressed gratitude for all the hard work on the new strategic plan. The student government submitted testimony on concealed carry as well as the appropriations bill. There are some off campus events planned

to distribute Naloxone to community members. Some Student Government money will be used to purchase indigenous art for campus.

10.

Mr. Link provided the following updates. Enrollment looks good for the spring semester with upward trends in headcount. SCH, however, is slightly down. The School of Graduate Studies held their annual 3-minute thesis championship last week. There have been lots of students at UND receiving national awards. Please check out all the work coming out of TTaDA. Please welcome Dr. Tanglen. A new library dean will be joining us in April. The search for a new Essential Studies Director will launch soon. The recruitment will be an internal search. The position will be a 60% administrative workload, and 40% for teaching, research, and service.

11.

Ms. Mongeon-Stewart provided an update from the Vice President for Finance and Operations office. The facilities staff has remained busy with the cold and snowy weather. It has been difficult to fill BST positions, which is why removing our own office trash is still continuing. There was not a parking committee meeting last month; thus, no updates. This year's final budget will be delayed due to the legislative session.

12.

Ms. Krenelka discussed AI/ChatGPT. It is a chat bot that was launched last year. It is an educational tool that provides feedback to students. It is here to stay, and we should learn to use it to maximize student learning.

13.

Mr. Newman stated the following reports are due from senate committees:

Academic Policies & Admissions, January 19<sup>th</sup>  
DEI, January 19<sup>th</sup>

Administrative Procedures, February 16<sup>th</sup>  
Essential Studies, February 16<sup>th</sup>  
Intellectual Property, February 16<sup>th</sup>

14.

Quorum was established.

15.

Without objections, the minutes from the December 1, 2022, senate meeting were approved.

16.

Mr. Newman provide a report from the Senate Executive Committee. There is a web page on the UND website with legislative issues affecting higher education. There is an ad hoc UND/NDSU senate leadership coordinating committee. A University Council meeting will be held on April 24, 2023, from 3:00 to 4:30 p.m.

17.

The twenty minute Question and Answer period began at 4:21 p.m. Ms. Alberts asked about drafting a resolution to thank former Assistant Attorney General, Jason Jenkins for his service to UND. Ms. Alberts will draft a resolution. The question period ended at 4:23 p.m.

18.

Mr. Newman called attention to the FIDC annual report. Without objection, the report was filed.

19.

Mr. Newman called attention to the Curriculum Committee Approvals report. Without objection, the report was filed.

20.

Mr. Newman called attention to the nominated honorary degree candidates. Mr. Jendrysik moved to approve the first candidate. Ms. Smart seconded the motion. There was no discussion. The motion carried. Mr. Sheridan moved to approve the second candidate. Ms. Smart seconded the motion. There was no discussion. The motion carried.

21.

Mr. Newman called attention to the previous testimony on HB1446 including the text language and the Council of College Faculties response. Mr. Newman presented a University Senate response. Mr. Sheridan moved to approve the UND response. Ms. Alberts seconded the motion. A discussion ensued. Many possible pathways were discussed. Ms. Alberts needed to depart. Ms. Smart accepted the second position. The motion carried.

22.

Ms. Kalbfleisch moved to extend the meeting to 5:20 p.m. Ms. Smart seconded. The motion carried.

23.

There were no matters arising.

24.

The meeting adjourned at 5:01 p.m.

Scott Correll, Secretary  
University Senate

**University Senate Curriculum Committee Report**  
**March 2, 2023**

**I New Course**

- BME 631 : Anatomy and Physiology for Biomedical Engineers I
- BME 632 : Anatomy and Physiology for Biomedical Engineers II
- KIN 510 : Ethical Sports Leadership
- KIN 542 : Sport Psychology for Teams
- KIN 543 : Sport Psychology for Coaches
- KIN 551 : Philosophy and Application of Coaching
- N&D 564 : Integrative and Functional Nutrition
- PHYS 502T : Physics I for Teachers
- PHYS 503T : Physics II for Teachers
- PHYS 504T : Physics III for Teachers
- PHYS 505TL : Physics I/II/III for Teachers Laboratory: Online
- PHYS 506T : Conceptual Classical Mechanics for Teachers
- PHYS 507T : Conceptual Electromagnetism for Teachers
- PHYS 508T : Conceptual Quantum Physics for Teachers
- SPED 534 : Teaching Students with Multiple Disabilities
- SPST 553 : Space Diplomacy and Space Cooperation
- SPST 562 : Soviet/Russian Space Program

**II Course Deactivation**

- BIOL 505B : Biological Inquiry for Teachers
- BIOL 506B : Ecology for Teachers
- BIOL 507B : Cellular and Molecular Biology for Teachers
- ENGL 95 : Introduction to Academic Writing
- SPST 522 : Remote Sensing Principles
- SPST 523 : Remote Sensing Applications

**III Program Inactivation**

- NURS-DNP : Doctor of Nursing

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

**IV Program Changes**

- ACCT-MACC: Master of Accountancy
- AVIT-PHD : PhD in Aerospace Sciences
- CE-MENGR : Master of Engineering in Civil
- CE-MS : MS in Civil Engineering
- CE-PHD : Ph.D. in Civil Engineering
- EFR-PHD : PhD in Educational Foundations & Research



- MPH-CERTGR : Certificate in Public Health
- MPH-MPH : Master of Public Health
- N&D-MS : Master of Science in Nutrition
- NURS-CERTGR : Post-Graduate Certificate Program (Nurse Educator)
- SWK-MSW : Master of Social Work
- T&L-MS : Master of Science in Teaching and Leadership

#### **V Course Changes: Undergraduate**

- HON 101 : Research Scholars Cornerstone
- HON 102 : Leaders in Action Cornerstone

#### **VI Course Changes: Graduate**

- ACCT 510 : Taxation of Individual
- ACCT 511: Taxation of Business
- BIOL 505A (505) : Biological Inquiry for Teachers
- BIOL 506A (506) : Ecology for Teachers
- BIOL 507A (507) : Cellular and Molecular Biology for Teachers
- BIOL 512 : Advanced Evolutionary Analysis
- BIOL 533 : Grassland Ecology
- CE 403/503 : Structural Dynamics
- CE 414/514 : Foundation Engineering
- CE 421/521 : Hydrology
- CE 423/523 : Hydraulic Engineering
- CE 431/531 : Environmental Engineering I
- CE 432/532 : Environmental Engineering II
- CE 502/402 : Structural Stability
- CE 517/417 : Transportation Asset Management
- CE 518/418 : Pavement Engineering
- CE 519/419 : Sustainable Pavements
- CE 524/424 : Open Channel Hydraulics
- CE 525/425 : Surface Hydrology
- CE 526/426 : Applied Hydraulics
- CE 536/436 : Environmental Engineering III
- CE 537/437 : Environmental Engineering IV
- CE 555/455 : Prestressed Concrete-Analysis and Design
- CE 557/457 : Advanced Steel Design
- CE 558/458 : Theory of Plasticity
- CE 562 : Graduate Seminar in Civil Engineering
- CHE 505 : Biochemical Engineering
- CHEM 561A : Foundations of Chemistry for Teacher Development
- CHEM 563A : I Organic and Biochemistry for Teacher Development
- CJ 535 : Seminar in Juvenile Justice

- ECON 506 : Econometrics
- EDL 516 : Education Finance and Policy
- EDL 532 : Staff and Program Evaluation
- EDL 573 : Administration and Organizational Behavior
- EDL 574 : Administration and Organizational Behavior II
- MGMT 501 : Quantitative Analysis for Management Decisions
- MGMT 505 : Organization Leadership and Ethics
- MGMT 545 : Strategic Supply Chain Management
- MGMT 585 : Advanced Strategic Management
- N&D 561 Nutrition and Pathophysiology I
- N&D 562 Nutrition and Pathophysiology II

TO: University Senate

FROM: Scott Correll, Chair, Administrative Procedures Committee

DATE: February 17, 2023

RE: 2021-22 Annual Administrative Procedures Committee Report to University Senate

I. The Administrative Procedures Committee met on 7 occasions to review student petitions for deviations from university-wide academic requirements and policies related to registration deadlines, grade changes, and all other administrative procedures not reserved to the jurisdiction of the Deans, except for general education requirements. The summary table below reports the activity of the committee from June 29, 2021 to May 12, 2022.

II. Membership

<u>Spring 2021</u>	<u>Fall 2021 and Spring 2022</u>
Soizik Laguette	Karen Peterson
Crystal Alberts	Soizik Laguette
Kim Kenville	Josh Crowell
Bonnie Gourneau	Leslie Martin
Ken Ruit	Paul Sum
Karyn Plumm - VPAA	Faith Wahl - Student
Brad Runquist - VPAA	Ken Ruit - VPAA
Faith Wahl - student member	Amy Henley - VPAA
Scott Correll - ex-officio non-voting chair	Scott Correll, ex officio, non-voting chair

III. Administrative Procedures Committee Report for 2022-22

A. Petitions by type:	<u>Approved</u>	<u>Denied</u>	<u>Tabled</u>	<u>Total</u>
1. Drops after deadline	44	20	0	64
2. Grade changes	5	2	0	7
3. Change to/from S/U	3	1	0	4
4. Change to/from Credit to Audit	1	0	0	1
5. Remove "W" from record	19	7	0	26
6. Withdraw after deadline	14	5	0	19
7. Accept transfer credit	0	0	0	0
8. Grade forgiveness	1	0	0	1
9. Repeat one course with another	1	0	0	1
10. Change number of credits after deadline	0	0	0	0
11. Remove Incomplete from Record	1	0	0	1
12. Add after the deadline	11	0	0	11
13. Increase credits after the deadline	3	0	0	3
14. Extend Incomplete Deadline	1	0	0	1
	<u>104</u>	<u>35</u>	<u>1</u>	<u>139</u>

B. Personal re-considerations after denials: 2 Approved, 0 Denied

C. Referred for additional information: 0



TO: University Senate

FROM: Scott Correll, Chair, Student Academic Standards Committee

DATE: February 17, 2023

RE: 2021-22 Annual Student Academic Standards Committee Report to Senate

The Student Academic Standards Committee, an appeals board, meets upon demand. The Committee functions within the guidelines approved by the Senate on February 3, 1983, as revised in April, 1985, and again as revised on March 4, 1999. A summary of the years' Probation/Suspension/Dismissal, Reinstatement, Academic Grievance and exceptions to admission standards activities is indicated below.

Because of the confidential nature of the information about the students, the Committee keeps no written minutes other than a statement about the action taken with respect to each student seeking reinstatement. When a grade grievance is the issue before the Committee, minutes are kept of the entire proceedings.

The Committee meets as needed, with the greatest demand usually occurring at a time immediately preceding the beginning of a term.

Fall 2021-Spring/Summer 2022, members held 5 meetings: 11/4/2021, 3/20/2022, 4/7/2022, 5/5/2022 and 7/7/2022.

Membership:

<u>Spring, 2021</u>	<u>Fall, 2021 &amp; Spring, 2022</u>
Sheryl O'Donnell	Jeremiah Neubert
Cai Xia Yang	Minou Rabiei
Janet Jedlicka	Sheryl O'Donnell
Minou Rabiei	Steve LeMire
Jeremiah Neubert	Donna Person
Steve LeMire	Doug Munski
Tiana Staudinger Student	Odele Rajpathy - Student
Morgan Mastrud - Student	Karyn Plumm - VPAA
Karyn Plumm - VPAA	Scott Correll - ex-officio
Scott Correll - ex-officio	non-voting chair
non-voting chair	

Student Academic Standards Committee Annual Report for 2021-22

A. Students suspended:

1. Suspended after Spring Semester 2022 (2230)	180
2. Suspended after Summer Session 2022 (2240)	32
3. Suspended after Fall Semester 2021 (2210)	<u>102</u>
Total suspended for year	314

B. Students dismissed:

1. Dismissed after Spring Semester 2022 (2230)	24
2. Dismissed after Summer Session 2022 (2240)	3
3. Dismissed after Fall Semester 2021 (2210)	<u>20</u>
Total dismissed for year	47

C.	Students reinstated by Deans from January 1 - September 15, 2022	
	<b>1. Reinstated for spring, summer and fall of 2022.</b>	<b>56</b>
D.	Requests for Reinstatement by Committee	
	1. Approved	12
	2. Denied	0
	3. No Action	0
E.	Personal Appeals of Denied Reinstatements	
	1. Approved	0
	2. Denied	0
F.	Academic Grievance Reviews	0

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

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

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

do establish this Constitution of the North Dakota University System.

**I**

**NAME**

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

**II**

**PURPOSE**

The purpose of the Council shall be to foster quality in scholarly activities, teaching, and learning, and to consider all issues and conditions of employment which apply to the faculty at all campuses of the system. Furthermore, the Council's representative to the

State Board shall articulate these concerns to the SBHE, the System, and other organizations

### III MEMBERSHIP

- (a) The Council membership shall consist of faculty representatives from each campus as selected by procedures defined by and for each campus in the System. The representative members and alternates from each institution shall have full rights to discussion and deliberation. An alternate may vote only in the absence of a member from that campus. No proxy votes will be allowed.
- (b) Each representative shall serve a three-year term.
- (c) Representatives must act as a liaison between the Council and their respective campus faculty governance organizations.
- (d) The number of representatives from each institution shall be based on the its rolling three-year average percentage of the ~~total~~ Primary Total Faculty of the NDUS. The Primary Total Faculty is defined and calculated using data System Faculty at a given campus as established by the SBHE, obtained from the HR office of the NDUS. FTE faculty allotment. This rolling average will include the current year and the two previous years of allotment data for assigning the number of representatives.
  - 0.0 to 43.00% merits one representative
  - 43.01 to 10.00% merits two representatives
  - more than 10.00% merits three representativesAdjustments to the number of representatives shall be made annually by the CCF based on SBHE-NDUS data as of ~~April 15~~ February 1 of each year. Representation shall be certified as an agenda item of the ~~May~~ March meeting. Representatives will assume duties at the first meeting following September 1 of each year.

### IV MEETINGS

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

### V OFFICERS

The elected officers shall consist of a president, a vice president, a secretary, a

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parliamentarian, and a representative to the SBHE. Election of the president, vice president, secretary and parliamentarian for the next academic year will occur at the April meeting. The election of the CCF representative to the State Board of Higher Education will occur at the March meeting in order to comply with SBHE Policy 30.29. The terms of office shall be for one year commencing June 1st, except for the representative to the SBHE, whose term shall be for one year commencing July 1st.

**Section A. President**

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

**Section B. Vice President**

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

**Section C. Secretary**

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

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

**Section D. Parliamentarian**

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

**Section E. Representative to the SBHE**

1. The Council shall be the organization identified in Chapter 15-10 "The State Board of Higher Education" Section 15-10-02.2 "Membership of state board of higher education-Advisor" of the North Dakota Century Code that shall select the SBHE representative.

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

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

**Section F. Vacancies**

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

**Section G: ~~Ex-Officio~~ Advisory members.**

1. Immediate past officers of the CCF may serve as advisory members of the Council and shall not have voting privileges, unless currently serving as elected delegates to the Council, ~~may serve as ex-officio officers of the Council.~~

**VI**

**QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS**

**Section A. Qualifications**

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

**Section B. Nominations**

Nominations shall be made from the floor at any meeting by March 15 or in writing no later than March 15th.

**Section C. Election**

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

**VII**

**RATIFICATION AND AMENDMENTS**

**Section A. Ratification**

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

**Section B. Amendments**

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

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

**VIII**

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

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## **BY-LAWS**

### **Section I. Council Agenda**

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

### **Section II. Council Functions**

#### **1. Liaisons**

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

#### **2. Recall and Initiative**

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

#### **3. Faculty Compensation Committee**

##### **A. Purpose:**

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

##### **B. Membership:**

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

##### **C. Responsibilities:**

1. The committee will assist the Chancellor with a study of faculty compensation and the findings.
2. The committee will submit recommendations to the Chancellor and the State Board of Higher Education before submission of the biennial budget request.
3. The committee will present its recommendation to the Council of College Faculties, the Chancellor, and any other person or group deemed necessary.
4. The responsibilities of this committee include all direct and indirect facets of faculty compensation.)

### **Section III. Amendments to By-Laws**

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

#### **History**

- Approved by the North Dakota University System Council of College Faculties February 12, 1992. Ratified by the institution senates of the campuses in the North Dakota University System by May 1992.
- Amended January 26, 1999, by unanimous consent of the CCF and ratified by the campuses by April 20, 1999. Approved by the SBHE April 29, 1999.
- Amended February 2008 by unanimous consent of the CCF and ratified by the campuses in September of 2008.
- Amended January 19, 2021 by unanimous consent of the CCF and ratified by the campuses by March 30, 2021.
- Amended November 2, 2021 by unanimous consent of the CCF and ratified by the campuses by March 3, 2022.

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- (e) assist the System in its duties to coordinate and correlate the diverse work in the different institutions and to develop cooperation among the institutions;
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- (g) communicate their agreement or disagreement to the System and the Board in a manner which respects and presents any disagreement as clearly as it reports agreement;
- (h) communicate to the System and the Board, through the faculty representative to the Board, the agreement of faculty at institutions with like roles and missions, as well as issues with which faculty at other institutions are not in accord;
- (i) proceed in a manner that informs the System and the Board of the diversity of views on issue(s) so that the Board might perform its governing role for the benefit of the entire system;

do establish this Constitution of the North Dakota University System.

### **I**

#### **NAME**

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

### **II**

#### **PURPOSE**

The purpose of the Council shall be to foster quality in scholarly activities, teaching, and learning, and to consider all issues and conditions of employment which apply to the faculty at all campuses of the system. Furthermore, the Council's representative to the

State Board shall articulate these concerns to the SBHE, the System, and other organizations

### III

#### MEMBERSHIP

- (a) The Council membership shall consist of faculty representatives from each campus as selected by procedures defined by and for each campus in the System. The representative members and alternates from each institution shall have full rights to discussion and deliberation. An alternate may vote only in the absence of a member from that campus. No proxy votes will be allowed.
- (b) Each representative shall serve a three-year term.
- (c) Representatives must act as a liaison between the Council and their respective campus faculty governance organizations.
- (d) The number of representatives from each institution shall be based on its rolling three-year average percentage of the Primary Total Faculty of the NDUS. The Primary Total Faculty is defined and calculated using data obtained from the HR office of the NDUS. This rolling average will include the current year and the two previous years of allotment data.
  - 0.0 to 3.00% merits one representative
  - 3.01 to 10.00% merits two representatives
  - more than 10.00% merits three representatives

Adjustments to the number of representatives shall be made annually by the CCF based on NDUS data as of February 1 of each year. Representation shall be certified as an agenda item of the March meeting. Representatives will assume duties at the first meeting following September 1 of each year.

### IV

#### MEETINGS

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

### V

#### OFFICERS

The elected officers shall consist of a president, a vice president, a secretary, a parliamentarian, and a representative to the SBHE. Election of the president, vice president, secretary and parliamentarian for the next academic year will occur at the April meeting. The election of the CCF representative to the State Board of Higher Education will occur at the

March meeting in order to comply with SBHE Policy 30.29. The terms of office shall be for one year commencing June 1st, except for the representative to the SBHE, whose term shall be for one year commencing July 1st.

**Section A. President**

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

**Section B. Vice President**

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

**Section C. Secretary**

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

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

**Section D. Parliamentarian**

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

**Section E. Representative to the SBHE**

1. The Council shall be the organization identified in Chapter 15-10 "The State Board of Higher Education" Section 15-10-02.2 "Membership of state board of higher education-Advisor" of the North Dakota Century Code that shall select the SBHE representative.

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

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

**Section F. Vacancies**

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

**Section G: Advisory members.**

1. Immediate past officers of the CCF may serve as advisory members of the Council and shall not have voting privileges, unless currently serving as elected delegates to the Council.

**VI**

**QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS**

**Section A. Qualifications**

1. Any member of the Council shall be eligible to hold any office.

2. Any member completing his or her term on the Council remains eligible to serve as representative to the SBHE for two years following the end of that Council term.

**Section B. Nominations**

Nominations shall be made from the floor at any meeting by March 15 or in writing no later than March 15th.

**Section C. Election**

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

**VII**

**RATIFICATION AND AMENDMENTS**

**Section A. Ratification**

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

**Section B. Amendments**

Amendments to the constitution may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered. Amendments must be approved by at least two-thirds (2/3) of the members present and voting of the Council. After approval by the Council, amendments must be submitted to the faculty governing bodies in the North Dakota University System and approved by two-thirds (2/3) of them. After consideration and approval by the State Board of Higher Education, amendments shall become effective immediately.

**VIII**

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

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**BY-LAWS**

**Section I. Council Agenda**

The President, with advice from officers and members, will set an agenda before each



scheduled meeting. The agenda must be distributed to all campus representatives, SBHE members, the Chancellor, and the Chancellor's Cabinet at least one week in advance of the meeting.

## **Section II. Council Functions**

### **1. Liaisons**

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

### **2. Recall and Initiative**

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

### **3. Faculty Compensation Committee**

#### **A. Purpose:**

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

#### **B. Membership:**

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

#### **C. Responsibilities:**

1. The committee will assist the Chancellor with a study of faculty compensation and the findings.
2. The committee will submit recommendations to the Chancellor and the State Board of Higher Education before submission of the biennial budget request.
3. The committee will present its recommendation to the Council of College Faculties, the Chancellor, and any other person or group deemed necessary.
4. The responsibilities of this committee include all direct and indirect facets of faculty compensation.)

## **Section III. Amendments to By-Laws**

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

### **History**

- Approved by the North Dakota University System Council of College Faculties February 12, 1992. Ratified by the institution senates of the campuses in the North Dakota University System by May 1992.
- Amended January 26, 1999, by unanimous consent of the CCF and ratified by the campuses by April 20, 1999. Approved by the SBHE April 29, 1999.
- Amended February 2008 by unanimous consent of the CCF and ratified by the campuses in September of 2008.
- Amended January 19, 2021 by unanimous consent of the CCF and ratified by the campuses by March 30, 2021.
- Amended November 2, 2021 by unanimous consent of the CCF and ratified by the campuses by March 3, 2022.