

TO: Members of the Senate
FROM: Scott Correll, Secretary of the Senate
SUBJECT: Senate Meeting on October 3, 2019
DATE: September 26, 2019

The October meeting of the University Senate will be held on Thursday, October 3, 2019 at 3:30 p.m. in Room 113, Education.

CALL TO ORDER (Chair VanLooy)

AGENDA

SENATE CALENDAR:

- 1) Chair Opening Remarks:
 - a. Greetings from President Wynne
 - b. Senate Chairs Announcements
 - c. Meloney Linder, VP for Marketing and Communications
 - d. Council of College Faculties Update
 - e. Staff Senate Update
 - f. Student Government Update
 - g. Provost DiLorenzo
- 2) Establish Quorum (Secretary Correll)
- 3) Review and approval of September 5, 2019 USenate minutes (attachment)
- 4) Senate Executive Committee Report (Chair VanLooy)
 - a. SBHE Research Committee (attachment)
 - b. Senate Budget Committee: Impacts on Carnegie R1 ranking (attachment)
- 5) Question period

CONSENT CALENDAR:

- 6) None

BUSINESS CALENDAR:

- 7) Curriculum Committee, Request for Approval (attachment)
- 8) Proposed changes to the ES Policy Manual (attachment)

Minutes of the University Senate Meeting
September 5, 2019

1.

The September meeting of the University Senate was held at 3:30 p.m. on Thursday, September 5, 2019 in Room 113, Education. Past Chair Paul Todhunter opened the meeting and new Chair VanLooy presided.

2.

The following members of the Senate were present:

Alberts, Crystal	Jendrysik, Mark	Petros, Tom
Bailey, Tamba-Kuui	Jeno, Susan	Pierce, David
Bateman, Connie	Kassow, Benjamin	Robinson, Julie
Blackburn, Royce	Keengwe, Jared	Rundquist, Bradley
Carlson, Craig	Khavanin, Mohammad	Self, Noah
Correll, Scott	Kolodka, Edward	Shivers, Jed
DiLorenzo, Thomas	Legerski, Elizabeth	Shogren, Maridee
Dodge, Michael	Lian, Gracie	Sum, Paul
Du, Guodong	Linder, Meloney	Tavakolian, Kouhyar
Ernst, Julia	Maine, Whitney	Ternus, Matthew
Gable, Christopher	McGinniss, Mike	Thorson, Erika
Gjerde, Quinten	McLean, Riley	VanLooy, Jeff
Gosnold, William	Meek, Steve	Walker, Stephanie
Halcrow, Steven	Millspaugh, Richard	Wasylow, Megan
Heitkamp, Thomasine	Mochoruk, James	Wild, Brandon
Henley, Amy	Munski, Doug	Wilson, Nick
Hoffmann, Mark	Neubert, Jeremiah	Wolfgram, Meaghan
Hume, Wendelin	Oancea, Cristina	Yang, Cai Xia
Iiams, Michele	Oltz, Tammy	Zhao, Julia
Iseminger, Colt	Pedersen, Daphne	

3.

The following members of the Senate were absent:

Bjerke, Elizabeth	Kostrzewski, Diana	Olson, Devon
Clauson, Tyler	Lindseth, Paul	Sauer, Michelle
Delhommelle, Jerome	Liu, Jun	Sens, Donald
Dusenbury, Mark	Matz, Adam	Sens, Mary Ann
Gjellstad, Melissa	Mihelich, John	Tande, Brian
Halgren, Cara	Murphy, Eric	Wynne, Joshua
Juntunen, Cindy	Nonte, Stephen	

4.

Mr. VanLooy thanked outgoing chair Todhunter. He then reviewed the University Senate rules and procedures, as well as parliamentary procedure.

5.

Mr. VanLooy called attention to the goals of the University Senate for this year. He announced that there will be a Senate forum on September 19, 2019 with the Presidential Search Committee Co-Chairs. There is also an upcoming State of the University Address/University Council meeting on September 23.

6.

Ms. Legerski updated the Senate on the status of the Council of College Faculties.

7.

Ms. Maine updated the Senate on the status of Staff Senate.

8.

Ms. Lian updated the Senate on the status of Student Senate.

9.

Quorum was established.

10.

The May 2, 2019 University Senate minutes were approved without objection.

11.

Mr. VanLooy gave the following SEC updates: 1) the Summer Graduation Candidates were approved; and 2) the Student Success and Wellness Period proposal was reviewed.

12.

The twenty-minute question period opened at 4:02 p.m.

Mr. Jendrysik stated that UND has no presence in the western part of North Dakota and inquired if there were plans to increase UND's presence.

Mr. Petros inquired about mission the Research Committee. Mr. VanLooy stated that he was still unclear of the mission and vision of the Committee, but stated the main mission is to increase collaboration between research universities. Mr. Petros requested that the Committee's agenda items be publicized.

Ms. Alberts asked if UIT was understaffed, as it appears the current ticket turnaround time is very slow. Madhavi Marasinghe, UIT CIO, stated that they are understaffed, but in the process of filling positions. She will visit with the team to see what happened regarding the English department requests.

The question period ended at 4:09 p.m.

13.

Mr. VanLooy called attention to the Intercollegiate Athletics Committee annual report; without objection, the report was accepted and filed.

14.

Mr. VanLooy called attention to the Faculty Instructional Development Committee annual report; without objection, the report was accepted and filed.

15.

Mr. VanLooy called attention to the University Curriculum Committee annual report; without objection, the report was accepted and filed.

16.

Mr. VanLooy called attention to the August 2019 Graduation Candidates; without objection, the list was accepted and filed.

17.

Mr. VanLooy called attention to the election ballots for Senate Vice-Chair/Chair Elect, faculty representative on the Senate Executive Committee, two Senate faculty members on the Committee on Committees, staff representative on the Senate Executive Committee, and student representative on the Senate Executive Committee. The election results are as follows:

Senate Vice-Chair/Chair Elect - Elizabeth Legerski
Faculty Representative on the Senate Executive Committee - Mark Dusenbury
Faculty Representatives on the Senate Committee on Committees - Melissa Gjellstad and Wendelin Hume
Staff Representative on the Senate Executive Committee - Whitney Maine
Student Representative on the Senate Executive Committee - Gracie Lian

18.

Mr. VanLooy called attention to the Senate Committee on Committees revised charge. Mr. VanLooy moved to approve and Mr. Munski seconded the motion. Ms. Jenó added an amendment to make the past-chair a voting member. Mr. Millspaugh seconded the amendment and the motion along with the amendment carried.

19.

The meeting adjourned at 4:36 p.m.

Scott Correll, Secretary
University Senate

**North Dakota State Board of Higher Education
Research Committee**

Special Meeting Notice and Agenda
September 11, 2019

The State Board of Higher Education Research Committee will meet on Wednesday, September 11th at 3:00 p.m. CT., North Dakota State University, Prairie Room, NDSU Memorial Union, 1401 Administration Avenue, Fargo, ND

Call to Order
Action Items

Committee Business

1. Agenda
2. [July 31, 2019](#), Meeting Minutes

Committee Reports/Discussion

3. Research Updates and Orientation
 - a) History of research activity at NDSU and UND – Jane Schuh, John Mihelich
 - b) Successes and challenges in the research enterprise - Jane Schuh, John Mihelich
 - c) NDSU and UND Update on joint hire for IP commercialization with commerce department – John Mihelich
 - d) Orientation of [Research Dashboard and Metrics](#) – Ryan Jockers
 - e) [University Research Survey](#) – Valley Prosperity Partnership

Committee Business Continued

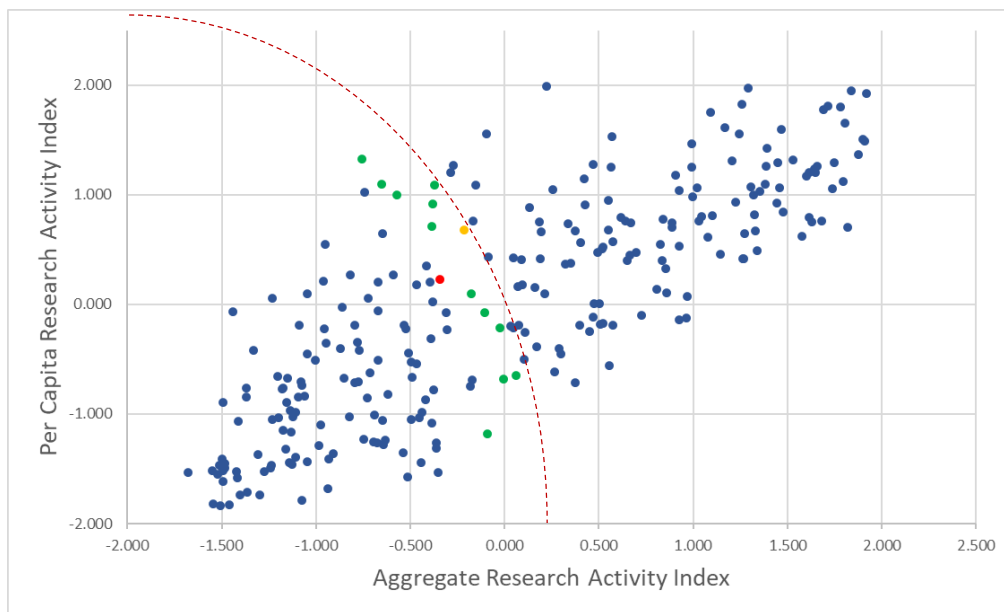
4. Research Committee Duties/Policy 302.7: *Ranked in each category by committee survey*
 - a. Accountability
 - i. Review and report on system-wide and institution-level research performance
 - b. Advisory
 - i. Promote dissemination to the public of information about research at the institutions
 - ii. Communicate institutional needs or problems related to research and the research environment to the SBHE
 - iii. Receive and report on information on issues that impact research at NDUS institutions
 - iv. Advise the SBHE on the implementation of policies, procedures, and programs, at the system and institution level, instituted for the support of research
 - v. Serve as a forum for the discussion of improvement and expansion of research activity
 - c. Integration/Collaboration
 - i. Promote cooperation and collaboration between institutions, state and federal agencies, and the private sector on research and research-related issues; and other research-related issues as brought to the committee's attention by the institutions or other stakeholders.
 - ii. Originate and suggest amendments to research related SBHE policies, including, but not limited to, changes to the scope and duties of the research committee

- iii. Promote cross-institution collaboration in research
- d. Strategic Guidance
 - i. Promote the well-being of faculty and staff involved with research activity
 - ii. Make recommendations for the coordination of programs to enhance research and the research environment
 - iii. Develop a bi-annual strategy focused on research
- 5. Meeting Schedule – Casey Ryan
 - a. October 16, 3pm at UND
 - b. November 20, 3pm at NDSU

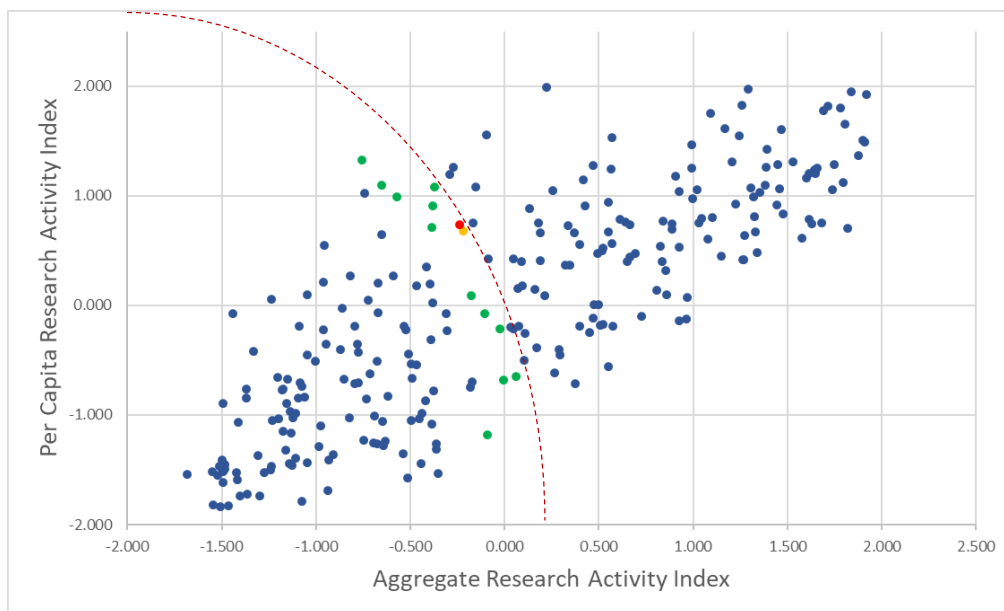
A quorum of the State Board of Higher Education's Audit Committee will be present for the September 11, 2019 meeting of the State Board of Higher Education's Research Committee meeting.

2018 Carnegie Classification of Institutes of Higher Education

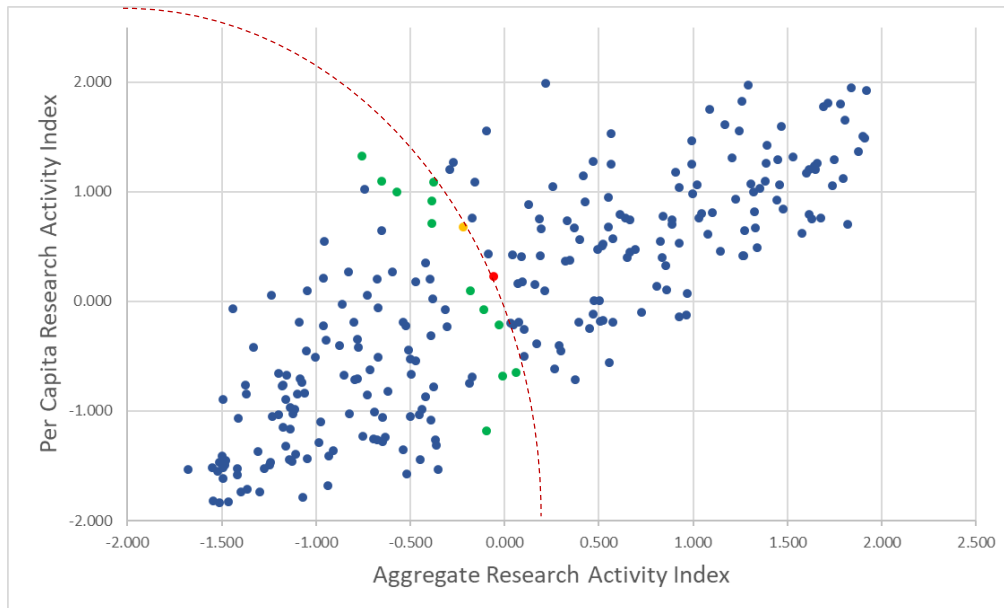
The [CCIHE 2018 Research Activity Index scatter plot](#), derived from the [CCIHE 2018 public dataset](#), is below. Each data point is one of 266 research-active institutions classified by CCIHE. UND (red) is well within the R@ side of the R1/R2 transition (dashed arc). Other R2 institutions near the margin are shown in green). NDSU (yellow) is shown for reference. R1 institutions are to the right of the margin, R2 institutions are to the left.



The following scenario indicates the impact of changing only UND's science & engineering research & development (S&ER&D) expenditures. A \$2M increase (the library's budget increase) would have a marginal effect on UND's position. Even a \$100 million increase in S&ER&D isn't quite enough to move it into R1 territory (see below).



A second scenario in which UND awards humanities (from 1 to 10), social sciences (from 3 to 4) and STEM (from 24 to 60) research/scholarly doctorates in numbers comparable to that of NDSU, also moves UND's position to the R1/R2 margin. In this model, UND's research and scholarship doctoral degrees conferred in professional fields would be unchanged (63 compared to NDSU's 20).



These scenarios show that the best strategy to achieve R1 status will involve significant increases in both R&D spending and conferral of research doctoral degrees.

Hi Jeff.

We had a few updates to our policy manual last year that occurred in two different votes. The senate has not acted upon them as we needed to pull both drafts together into one. In addition to that, we have also now updated our GUEST appendix. This year's committee just voted to approve all changes in one document. It is attached. The changes it includes are:

1. The change in charge of the ES Committee to bring business to University Senate.
2. Wording updates to reflect a new structure (e.g., removal of references to 'ES Office') and the inclusion of the AA/AS policy that was approved by the committee.
3. Updates to the GUEST appendix.

Please let me or Michael know if you have any questions or concerns.

Sincerely,

Karyn Plumm, Ph.D.
she/her/hers
Assistant Vice Provost
University of North Dakota
Twamley 304B
701.777.1322

Essential Studies Policy Manual

Addressing policies affecting the ES Program and the ES Committee

Last Revised: March 25, 2019

History: Developed by Joan Hawthorne and Anne Walker, May 2015
Revised by ES Committee, August 28, 2015
Revised by ES Committee, September 8, 2015
Revised by ES Committee, May 3, 2016
Revised by ES Committee, March 28, 2017
Revised by ES Committee, March 25, 2019

Introduction

This document serves as the repository for information pertaining to the UND Essential Studies Program, including policies adopted by the ES Committee, the Bylaws of the ES Committee, and the duties and responsibilities of the ES Director.

As would be expected, policies pertaining to the Essential Studies Program may change according to the shifting needs of the program and the University. When such changes occur, the policies and bylaws contained in this document will be revised. The current version of this document may be obtained by going to the ES website or by contacting the [Director of ES-Office](#).

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Essential Studies Program Mission Statement

UND's Essential Studies Program is committed to producing graduates who are prepared for productive and fulfilling public, private, and professional lives. To this end, the program provides an education through which students acquire knowledge across a range of disciplines and develop intellectual skills that are key for future success.

Essential Studies Committee Mission Statement

To provide faculty guidance and oversight of the University's general education program—"Essential Studies"--by defining the principles and goals of Essential Studies, developing and implementing Essential Studies policies, and setting standards for courses that carry Essential Studies credit. To offer guidance and advice to the Director of Essential Studies regarding the administration of the ~~Office of Essential Studies~~ and Essential Studies program and to the Senate University Assessment Committee regarding the assessment of the Essential Studies program.

Essential Studies Director Mission Statement

The mission of the Essential Studies Director at the University of North Dakota is to make it possible for students and faculty to focus their attention on the important aspects of the Essential Studies Program – learning related to the ES Program's goals. The ES Director handles all administrative matters pertaining to the Program, accepts and responds to student and faculty inquiries, assists individuals and offices across campus with matters pertaining to the Program, works in conjunction with the ES Committee to formulate Program policy and revisions, and serves as the UND connection point with the wider general education community.

University Senate Charge to the Essential Studies Committee

Purpose: To provide faculty guidance and oversight of the University’s general education program—“Essential Studies”—by defining the principles and goals of Essential Studies, developing and implementing Essential Studies policies, and setting standards for courses that carry Essential Studies credit. To offer guidance and advice to the Director of Essential Studies regarding the administration of the Essential Studies program and to the Senate University Assessment Committee regarding the assessment of the Essential Studies program.

Membership: Academic Dean or designee (one) (voting)
Faculty (twelve, including Chair and Chair-Elect)
Past-Chair (one, voting)
Students (three)
Vice-President for Academic Affairs or designee (one)(voting)
Registrar or designee (non-voting)
Dean of Libraries or designee (non-voting)
Director of Essential Studies (~~non-voting~~) currently part of Assistant Vice Provost for Student Success duties (non-voting)

Terms: Academic Dean or designees - one year
Faculty - three years
Past Chair - one year
Students - one year
Vice President for Academic Affairs or designee - concurrent with office
Registrar or designee - concurrent with office
Dean of Libraries or designee – concurrent with office
Director of Essential Studies – concurrent with office (AVP Student Success)

Selection: Academic Dean or designee - elected by Dean’s Council in April and assuming responsibilities May 1.
Faculty - one third elected each year by the Senate in April and assuming responsibilities May 1. At least one member from each of the colleges with undergraduate programs, and at least four members from the College of Arts and Sciences (one from each of its divisions: Humanities; Fines Arts; Sciences; and Social Sciences). Candidates are selected from colleges in accordance with membership criteria as described above.
Students – three by the Student Senate in April and assuming responsibilities May 1.
Vice-President for Academic Affairs or designee - ex-officio
Registrar or designee - ex-officio
Director of Essential Studies – ex-officio

Functions and Responsibilities:

Acting in conjunction with the Director of Essential Studies, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Address all issues regarding Essential Studies (ES) requirements, including possible Essential Studies program revision. Forward recommendations for ES Program change to the University Senate for final approval.
2. Heighten University-wide interest in Essential Studies and its role in providing a strong liberal arts foundation for UND undergraduates.
3. Foster interdisciplinary discussion about Essential Studies.
4. Encourage experimental courses including an integrated alternative program in Essential Studies.
5. Define the principles of Essential Studies, set criteria for ES courses, and review courses for inclusion within the ES requirements. Forward recommendations for inclusion of courses in the ES Program to the University Senate for final approval.
6. Through regular reporting via the Director of Essential Studies, maintain an active line of communication with the University Curriculum Committee in order to receive and provide feedback on issues of mutual concern.
7. Establish guidelines for implementation of ES policies.
8. Serve as an appeal board regarding determinations of the applicability of transferred work to meet the ES requirements. In those cases where general education articulation agreements are recommended by the committee, forward those recommendations to the University Senate for final approval.
9. Act on student petitions for exceptions to ES requirements.
10. In conjunction with the ES Director, keep current the content of the committee website.

Functions & Responsibilities of the ES Director

The Director of Essential Studies provides vision, leadership, and advocacy for excellence in general education for all undergraduate students. The Director coordinates the Program; collaborates with academic units in the development, implementation, and ongoing validation of a broad array of Essential Studies courses and curriculum; and works closely with faculty, staff, advisors, and students to inspire innovative teaching and learning and support student success.

The Director reports directly to the Office of the Provost and Vice President for Academic Affairs, assisting academic leadership throughout the university to develop, promote, and achieve strategic initiatives and innovation across the undergraduate Essential Studies curriculum, and works closely with the University Senate Essential Studies Committee (ESC), academic units, faculty, and campus advisors to ensure academic quality and integrity.

Primary Responsibilities

Vision, Leadership, and Advocacy

- Provide vision and leadership for the ES Program, particularly in communicating with students, faculty, staff, and administration the importance of the ES Program, its objectives, and its requirements.
- Serve as ES liaison to academic units and leadership throughout the university, and to support units, including OID, Student Affairs, Registrar's Office, and Enrollment Services.
- Coordinate and implement recommendations of the 2014-2015 Essential Studies Program Review in accordance with the Program's mission and vision.
- Align ES Program with national and university best practices in general education, state higher education policies, and university mission and vision.
- Serve as ex-officio member on the University Senate Essential Studies and Assessment Committees.
- Serve as UND's delegate and spokesperson for ES and general education at state and national meetings and conferences. Participate in such events to ensure that UND is part of state and national conversations in matters relating to general education.

Implementation and Coordination of ES Program

- Work with faculty, chairs, and deans to ensure that optimal number of ES courses will be offered each semester, on campus and online, in relation to ES goals and requirements, departmental four-year plans, and university retention, persistence, and completion goals.
- Work with faculty, chairs, and deans to promote the creation of innovative or interdisciplinary ES courses, especially those integrating High-Impact Practices (HIPs) in teaching and learning.
- Facilitate the implementation of the ES Program and address issues that may arise in coordination with departments, colleges/schools, and other university units.
- Work with departments to educate and support their chairs, faculty, and advisors about the validation & revalidation of ES courses. Work with the ES Committee to support a positive and effective process for the ES validations and revalidations.
- Work with students who have questions or concerns about their ES programs of study. This includes helping and advising them about petitions, course choices, and alternative options for successfully completing their ES work.
- Collaborate with advisers—both central and faculty—to provide advice and guidance about ES that is accurate and helpful. Support advisers by providing up-to-date ES information and help them educate students about the purposes and value of ES learning.

- Collaborate with ES course instructors so they are knowledgeable about the ES purposes and value and so they are aware of their course's specific contributions to the ES program (as per the course's validation).

Assessment of ES Program

- Work with the Director of University Assessment to develop, manage, and conduct assessment activities for Essential Studies, including its effectiveness in promoting student learning outcomes as well as student retention and completion. This includes direct assessments by ES learning outcome and other assessments that might be developed to help UND examine what our students are learning in their ES work.
- Host (or co-host) campus discussions on the results of assessment activities so that UND "closes the loop" on assessment activities for the purpose of analyzing and goal-setting related to the improvement of student learning in ES.

Promotion of Essential Studies

- Develop web-based or social media and other informational materials that help prospective and current students, parents, faculty, staff, and advisers understand and promote the purposes and benefits of a quality general education, with specific links to Essential Studies as a means for students to gain a quality general education that will help them succeed in the workplace and in their communities.

Faculty Development

- Develop and implement ES instructor and adviser support system for delivering and promoting Essential Studies learning.

Office Management

- Manage the [Office of ESES](#) related business and budget.
- Ensure proper and effective keeping and maintaining of ES records. Coordinate records management with the Office of the Registrar and with the ES Committee.
- Ensure regular hours and support for campus ES stakeholders: students, faculty, advisers, administration, and the public.

Policies of the Essential Studies Program

1. Course Credits Not Earned at UND

These policies are contained in the document “Guidelines for ES Course Transfer” (GUEST), included as an appendix to this policy manual, and also available on the Essential Studies webpage.

2. Student Petitions for Essential Studies Credit

Policies:

- 2a. Per UND’s Advising Policy, students have a responsibility for knowing the requirements for graduation and for taking an active role in their academic planning. Therefore petitions will not be approved on the basis of expediency, such as a petition being filed in a student’s last semester before graduation.
- 2b. If a student is requesting a petition because of advisor error, a letter from the advisor should be submitted in support of the petition.
- 2c. Petitions may be approved for courses which were not ES courses at the time they were taken but which were validated for ES the following semester AND were taught in a way that met the ES goals as evidenced by the course syllabus or a letter from the instructor.
- 2d. Petitions to substitute a course or experience for an ES requirement must demonstrate that the student has met the ES goal through college-level, academic-oriented work or study. Petitions for off-campus or work experiences may be approved if the student can provide evidence of their theoretical and/or conceptual learning in relationship to the goal.
- 2e. Students cannot petition for intercultural knowledge and skills special emphasis requirements simply on the basis of having personal experiences with people from different cultures.
- 2f. High school courses cannot be petitioned to meet ES requirements.
- 2g. College credits earned through tests (such as AP and CLEP) may not be counted towards special emphases.
- 2h. Students who have earned an associate of arts, associate of science, or baccalaureate degree from a U.S. regionally or CHEA accredited institution will be considered to have completed the Breadth of Knowledge requirements but must still complete the capstone and special emphases requirements, except where existing transfer policies also waive special emphases.
- 2i. In cases where multiple students are petitioning for the same reason, a group petition may be submitted by an instructor on behalf of the group of students.
- 2j. Petitions must be received by the [Office of the Director](#) of Essential Studies 5 business days in advance of the next meeting of the ES Committee in order to be put on the next meeting agenda.
- 2k. A sub-committee of two voting committee members, as determined by the ES Committee, plus the Director of Essential Studies, reviews the petitions and makes one of 3 recommendations to the full committee: to approve the petition, to deny the petition, or to have the full committee discuss the petition (in the case when the sub-committee is not unanimous in its recommendation).
- 2l. The full committee votes on each petition.
- 2m. Petitions submitted in the summer may be acted on by the three-person petition review sub-committee in lieu of the full ESC since the ESC does not meet in the summer.
- 2n. The student may appeal the decision a maximum of one time by submitting a revised petition.
- 2o. The Essential Studies Committee grants the Director of Essential Studies authority to rule on petitionable matters, and requires the Director to include in an annual report to the committee the number and type of such actions. Such rulings by the Director do not preclude the student from submitting a petition on the same matter to the ES Committee.

Notes and Additional Considerations:

- Decisions on petitions should take into account previous petition decisions for similar issues and be thoughtful about making precedents that will affect future petitions.
- The [Office Director](#) of Essential Studies facilitates the student petition process and answers students' questions about petitions.
- Full information on how to submit a petition plus information on reasons why petitions may be denied are listed on the ES website.
- The [Office Director](#) of Essential Studies notifies the student of the committee's decision.

3. ES Course Validation

Policies:

- 3a. When there is a desire to add a special emphasis designation to a currently-validated ES course, that course must go through course validation, using the validation form provided, prior to approval for the special emphasis.
- 3b. All special emphasis requests must be approved through the ESC as a whole rather than through a subcommittee.
- 3c. Newly validated ES courses are included in the listing of ES course (and thus eligible for ES status) by the Fall semester following the year approved (if the approval is completed by February 15). If the approval occurs after February 15, the course will be eligible for ES status and listed in the online catalog by the following Fall semester (typically a bit more than a year away). [Note: This policy is to maintain ES program compliance with expectations for the online course catalog.]

Notes and Additional Considerations:

- The committee provides guidance for the ES director in generating text that explains expectations for ES courses, including specifying expectations for how the identified ES goal is taught in the course and how alignment of all required ES elements should be clarified. This includes providing clarity regarding the expectation to ensure that appropriate language about the designated ES goal is included on the syllabus for an ES course.

4. ES Course Revalidation

Policies:

- 4a. All revalidation requests must be submitted by October 1 of the scheduled year.
- 4b. ESC members will review the revalidation proposals during the October 1 – January 31 time period, with subcommittee review preceding whole committee action. The assessment data form must be submitted for ESC review prior to full committee action.
- 4c. The ESC must take final action on all revalidation requests in time for decisions to be reflected in the next academic catalog, which typically means a February 15 final action due date. The exact date needs to be worked out in advance with the Registrar who oversees catalog publication.
- 4d. No revalidation work will be brought to the ESC as a whole until a subcommittee review has occurred.
- 4e. Revalidation decisions are to be approved by a subcommittee before being brought to the ES Committee as a whole. At least half of the members of a subcommittee should have seen and reached agreement on the language of the assessment data form as well as on the decision itself prior to forwarding. If there is disagreement among initial readers, additional members of the subcommittee shall read and render an opinion.

- 4f. When members of a subcommittee find the issues to be novel or complex and are thus unable to reach consensus (or uncertain about the appropriate course of action), the issue should be brought to the ESC as a whole for resolution and action.
- 4g. Any revalidation action that includes a delay in the decision (e.g., request for more information) should specify the need to be addressed prior to revalidation. This should be in writing, with the comments available both to the revalidating department/individual and members of the ESC.

Notes and Additional Considerations:

- When revalidation requests are received, all the checked boxes should be reviewed prior to distribution to subcommittee members. This administrative review should ensure that the identified goal, special emphasis, breadth of knowledge area, etc. in the revalidation are consistent with those in the previous validation/revalidation.
- All assessment data forms should include clear language documenting what was noted in the revalidation request. This should include description of strengths in courses approved for revalidation, identification of any areas needing improvement in future revalidations, and identification of information to be submitted in a future semester for any provisional revalidations. The aim is to be helpful and supportive to faculty who teach ESCourses.

Bylaws of the Essential Studies Committee

The Essential Studies Committee charge, including membership and the committee's functions and responsibilities, as adopted by the University Senate and contained in the University Senate Committee Manual, appears in an earlier section of this document.

1. Committee Operations

Policies:

- 1a. Quorum for the ESC is 1/3 of all voting members, as per University Senate rules.
- 1b. Each ESC member is expected to serve as a member of a subcommittee (in addition to serving on the ESC itself) as assigned by the chair. Involvement in other ESC work (e.g., additional ad hoc subcommittees, Assessment Week planning) is generally at the discretion of the member.
- 1c. ESC meeting times and places (for the semester) are to be publicly posted as soon as they are determined. ESC agendas are to be publicly posted at least one day prior to each meeting in order to enable interested parties to attend if desired. [Note: Names of student petitioners should not be identified on agendas.]

Notes and Additional Considerations

- All committee members should go through training prior to involvement with validations, revalidations, or other outreach to campus generally.

2. Roles of Committee Officers

Policies:

- 2a. The chair of the ESC calls all meetings, prepares agendas, and presides over ESC meetings.
 - i. The chair will serve on the executive committee.
 - ii. The chair of the ESC, in consultation with the past-chair and ES director, appoints subcommittees, including a chair for each subcommittee.
- 2b. An ESC chair-elect will be identified in the ~~fall~~ Spring semester, ~~ideally fairly soon after the semester begins.~~
- 2c. The past-chair remains an official member of the ESC for a full year after her/his chair term is over.
 - i. The past-chair will serve on the executive committee.
 - ii. She/he assists with any outreach and follow-up on extensions or other business carried over from the previous year.
- 2d. An executive committee of the ESC is comprised of the past-chair, current chair, and chair-elect.
 - i. Meetings (face-to-face or electronic) of this body will occur at the request of the ES Director to provide input or guidance as needed, e.g., in planning activities related to ES.
 - ii. The executive committee does not stand in for the ESC in making any committee decisions.
 - iii. Chairs of subcommittees may be invited to participate in any executive committee meetings as the ES Director sees appropriate.

3. ESC Relationship with the ES Director

Policies:

- 3a. The ES Director writes letters for all non-approved course proposals and petitions, explaining the committee's decisions and/or any needed next steps.
- 3b. When the ESC acts to deny a petition or postpone action on a course (grant an extension or a provisional revalidation, or request more information for a validation), the ES Director should keep records of the reason for the delay or denial in order to improve clarity and consistency in future communications with the same individual or department.
- 3c. The ESC Director ensures timely action on all requests to the committee, whether for petitions, validations, revalidations, or other decisions. All requests of any sort are tracked and files are maintained to ensure appropriate and timely responses.
- 3d. The ESC Director is responsible for ensuring that all letters needed to report committee actions are sent, on a timely basis, to students or faculty submitting requests of any sort. In cases where the letter is to be written by another individual, the ESC Director still serves as the conduit, tracking progress and ensuring timely reports back.
- 3e. The Director of the ES program is responsible for maintaining a record of policy decisions of the ESC and updating this record of policies on a timely basis. Revisiting previous policy decisions will occur when either the Director or the ESC perceives a need.

Appendix: Guidelines for ES Course Transfer (GUEST)

University of North Dakota
Essential Studies Program
**GUIDELINES FOR ESSENTIAL STUDIES
TRANSFER**

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

UND received the “Improvement in General Education” award from the Association of General & Liberal Studies in Fall 2008 for the campus’ work in revising general education and developing the Essential Studies program.

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

Registrar’s Office
christina.fargo@mail.und.edu
701.777.2148 or 777-2711
Twamley Hall 201 (Stop 8382)

Additional information about UND’s Essential Studies program can be found at the ES website or by contacting the Office of Essential Studies:

Director of Essential Studies
essentialstudies@und.edu
701.777.4434
O’Kelly Hall 113 (stop 7310)

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

This document was initially approved by the Essential Studies Committee on: April 1, 2011. It was revised in 2015, and the updated edition was approved by the Essential Studies Committee on May 12, 2015.

UND Essential Studies Program

2015 GUIDELINES FOR ESSENTIAL STUDIES COURSE TRANSFER (G.U.E.S.T.)

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

Students under Essential Studies. The ES program applies to all first-year students who entered UND in Fall 2008, or later, and for all transfer students who entered UND in Fall 2009, or later.

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

Besides the NDUS agreements, UND has also established articulation agreements with a large number of schools and systems outside the state. See the Registrar's Office for current list.

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

If the course equivalent at UND and the guidelines are different: the student can choose one, but not both. That is, the student can choose to transfer according to the course equivalency OR s/he can choose the guideline here (GUEST).

Caution Concerning Use of the Guidelines.

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

*Each student can access his/her Academic Advisement Report through Campus Connection. The report—sometimes also referred to as the "degree audit"—tells which program requirements in Essential Studies and in the major that the student has completed to date. It also tells which requirements remain to complete. The AAR is a key tool that helps students and their advisers plan their programs of study wisely and efficiently.

Checklists for ES Transfer

Steps to be followed in Addressing Inquiries about ES Transfer Credit

Prospective Students

1. Inform the student about the articulation agreements that are available online. If the student's transfer institution is one with whom we have an agreement, they will be able to find that information online.
2. Advise prospective transfer students to contact their college advisor for other questions about transferring. Advise students who have not yet decided on a major (or college) and who have other questions about transferring to contact Student Success Center.

Newly Admitted Students

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

Currently Enrolled Students

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

GUIDELINES FOR ESSENTIAL STUDIES TRANSFER: BREADTH OF KNOWLEDGE REQUIREMENTS

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

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

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

I. Communication:

- TRANSFER CREDIT OK'd for English Composition I: (UND's English 110), College Writing I, College Composition I, Composition I, Freshman Writing.
- OK for English Composition II (UND's English 130): NDUS English 120 and 125, Research Writing courses, College Writing II, College Composition II, Composition II, Professional/Business and Technical Writing courses, Public Writing courses.
- NO: Writing courses with a technical program prefix will not normally count toward the ES Communication requirement.
- NO: Courses in literature will not count toward the BOK requirement in Communication. However, they may count toward the Humanities requirement.
- OK for Oral Communication (O): Any 3-credit course that is clearly a public speaking course. E.g., Speech, Introduction to Public Speaking.
(NOTE: Courses such as "Introduction to Communication," "Mass Communication," and "Interpersonal Communication" do not normally fulfill this requirement because they may be about communication rather than provide students with opportunities to practice and receive feedback on their oral communication skills.)

II. Social Science

Anthropology:

- OK: Introduction to Anthropology or course in Cultural Anthropology, Archaeology or Pre-History.
(NOTE: Courses in Physical Anthropology or Biological Anthropology or Human Origins do not fit here but they may fit under Math/ Science/ Technology.)

Economics:

- OK: Intro, Micro, Macro, Survey of Economics.
(NOTE: Courses in Statistics will count under Math/ Science/ Technology).

Geography:

- OK: Human, Cultural or Introduction to Geography. Regional Geography courses.
(NOTE: Courses in Physical Geography, Weather or Climate may fit under Math/ Science/ Technology.)

Indian Studies:

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

Political Science:

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

Psychology:

- OK: Introduction to Psychology, General Psychology, Developmental (e.g., Child Psychology, Adolescent), Abnormal, Social Psychology.
(NOTE: Statistics courses count under Math/Science/Technology; "Self-Help" courses do not apply to ES but would transfer in as elective credits.)

Sociology:

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

Social Science:

- OK: Introduction to Social Sciences.

III. Fine Arts:

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

IV. Humanities:

English:

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

History:

- OK: Any regular academic History course.

Humanities course:

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

Indian Studies:

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

Languages:

- OK: Any regular academic foreign language or Native American language course. (NOTE: *American Sign Language is not accepted as Humanities for UND and transfer courses.*)

Philosophy:

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

Religion:

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

Art/Music/Theatre:

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

V. Math/Science/Technology:

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

Anthropology:

- OK: Physical Anthropology, Biological Anthropology or Human Origins. (NOTE: *Other Anthropology courses may fit under Social Sciences.*)

Biology:

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

Chemistry:

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

Geography:

- OK: Physical Geography, Weather and Climate, Earth Science.
- OK for Lab: Physical Geography, Earth Science. *(Note: see also Special Note about Labs)*
(NOTE: Introductory courses, such as "Introduction to Geography," fit under Social Sciences.)

Geology:

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

Meteorology/Atmospheric Science:

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

Nutrition:

- OK: Introduction to Nutrition.

Physics:

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

Physiology and/or Anatomy:

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

Mathematics:

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

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

Computer Science:

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

Statistics:

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

(NOTE: Statistics courses within a technical or vocational program normally do not apply to ES but would transfer in as elective credits.)

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

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

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

I. Quantitative Reasoning: (“Q”)

Mathematics:

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

Sciences:

- OK: any regular academic course in general Chemistry.
- NO: Organic Chemistry, Inorganic Chemistry, Biochemistry.
- OK: Physics, Atmospheric Sciences (Meteorology).

Statistics:

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

II. Global Diversity: (“G”)

Anthropology:

- OK: Intro or course in Cultural Anthropology, Archaeology or Pre-History.

Foreign Languages

- OK: courses that are equivalent to UND course offerings that have been approved for Global Diversity (“G”). Examples: Spanish 101, First-year Norwegian, Chinese 201.
- NO: Languages that are not offered at UND will not count toward the Special Emphasis in Global Diversity (G). Examples: Dutch 101, First-year Korean, Arabic 201.

Geography:

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

History:

- OK: History of a single country or region outside the U.S. and British Commonwealth countries (including Canada).
- OK: History of World Civilization I or II, Western Civilization I or II.

Philosophy/Religion:

- OK: World Religions, Asian Philosophy or Religion Courses, Islam.

Other:

- OK: Study in a regular academic discipline of a country or region outside the U.S. and the British Commonwealth countries, including Canada (e.g., World Music, Art of Asia).

- NO: Women Studies and Gender Studies--no automatic credit.

III. United States Diversity: (“U”)

- OK: Indian Studies courses that fit under BOK categories Social Sciences or Humanities.
- OK: Courses, although housed in various departments, which fulfill a similar diversity requirement at the home school, e.g., Multicultural Education, Diversity in American Society, Race in America.
- OK: Courses dealing with specific minority groups in the U.S., e.g., Black American Writers, Latino Culture.
- NO: Women Studies and Gender Studies--no automatic credit. Advise students to petition if their transferring course meets the “U” criteria.

IV. Advanced Communication: (“A”)

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

V. Capstone Courses for Essential Studies (“C”)

- NO transfer credit: All students, including transfers, are required to take an approved ES Capstone course at UND to fulfill their requirements for Essential Studies.

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

Notes

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

1. North Dakota University System (NDUS) and Essential Studies transfer.
 - GERTA (NDUS policy: General Education Requirements Transfer Agreement). All GERTA courses will apply to Breadth of Knowledge ES requirements according to the UND Gold Page.
 - Common course numbers. All NDUS courses that have CCNs with UND courses will fulfill both Breadth of Knowledge (BoK) and Special Emphasis (SE) requirements in the same ways that UND courses do.
 - Oral Communication. Courses in GERTA under ND: COMM will fulfill the “O” requirement, as will similar Public Speaking courses.

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

3. Transfer Credit By Examination or Test.
 - Credits earned through AP, CLEP, IB, and DSST will fulfill BoK requirements, and they will fulfill UND Special Emphasis requirements up to Fall 2016. Effective Fall 2016, they will NOT fulfill any SE requirements. This will apply to all students, whether from North Dakota or elsewhere.
 - In accordance with UND policy and practice, credits earned through UND Challenge Exams and Language Placement and Credit Exams will fulfill BoK requirements. They will NOT fulfill any SE requirements.
 - Placement Exams taken for placement only (not for credit) do NOT fulfill any BoK or SE requirements.

5. ACT Scores and Essential Studies Transfer
 - English ACT of 27 or above will waive the English 110 requirement for Essential Studies or the old GER. *Note: the effect of this waiver is that the student needs to complete 6 of the 9 credits in the BoK Communication category (e.g., English 130 + Communication 110). However, the student is still required to complete at least 125 credits for graduation.*
 - Math ACT does not waive an Essential Studies requirement. It only counts as a pre-requisite for the next level.

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

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

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

Lab Sciences

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

Speech

- OK: A 2 2/3 credit (4 quarter hours) speech course.
- OK: 2-credit speech course.

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

English Composition

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

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

Fine Arts

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

Special Emphasis Requirements: "A," "G," "Q," and "U"

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

- NO: “C” transfer credit. All students, including transfers, must take an ES Capstone (“C”) course at UND to fulfill their ES requirements.
7. Dean’s Waivers: Under Essential Studies, academic deans may approve a reduction of up to 1 credit in *one* of the following Breadth of Knowledge categories: Communication, Arts & Humanities, or Social Sciences. However, deans may not approve a reduction in the 9 credits of Math/Science/Technology. Dean’s waivers also do not apply to Special Emphasis or Capstone requirements.

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

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

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

Members of the 2010 Ad hoc ES Transfer Group:

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

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

Members of the 2015 GUEST Team:

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