



## **Criterion 2: Integrity: Ethical and Responsible Conduct**

**The institution acts with integrity; its conduct is ethical and responsible.**

### **CORE COMPONENTS**

2. A. The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.
2. B. The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.
2. C. The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.
2. D. The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.
2. E. The institution's policies and procedures call for responsible acquisition, discovery, and application of knowledge by its faculty, students, and staff.

MSU's policies are based on the principles of integrity, accountability, and good stewardship of public resources. These principles derive from the North Dakota University System (NDUS) State Board of Higher Education (SBHE) Policies and Procedures that govern all of North Dakota's public universities and colleges. These principles are also articulated in the MSU Faculty and Staff Code of Conduct.

MSU is transparent about its financial affairs and follows systematic practices to ensure ethical and responsible use of state resources. Established practices govern typical financial activities; these practices include clear processes for expenditures and major purchases, regularly scheduled external audits, and publication of both the university's budget and costs for students to attend MSU.

During calendar year 2016, MSU was charged by the NDUS to reduce its 2015-17 biennial budget by 6.55%. For 2017-19, the ND State Legislature reduced MSU's appropriation by 18%. At the conclusion of the ND Legislative Session, the final MSU general fund and tuition budget for the 2017-19 biennium was \$36.3 million.

The Budget Recommendation ad hoc committee (BRC) is an advisory group to the President and President's Staff and was responsible for reviewing financial and university data in order

to provide recommendations for comprehensive reductions. Details of the required reductions and the process MSU used to respond were shared with the campus community through emails from President Steven Shirley and open campus forums.

Final budget reductions were determined and implemented by the President's Staff beginning in May 2017. Reductions included position eliminations or freezes, academic and administrative position reallocations, and reductions in operating expenses. The most important considerations when making reductions was to avoid affecting student support and activities and to retain employees.

MSU seeks fair and systematic application of academic policies on graduate and undergraduate academic credit, transfer credit, and graduation requirements. These policies are articulated in the MSU online catalogs. Degree requirements are set by the faculty, implemented through the Registrar's Office, and managed through Campus Connection software.

The university operates under the auspices of the NDUS and follows SBHE policy in all matters, including those related to personnel. Guided by the MSU Director of Human Resources, MSU administrators and supervisors adhere to the NDUS Human Resource Policy Manual and the MSU Policies/Procedures for Managing Human Resources and Risk Management Issues.

The Vice President for Academic Affairs (VPAA) manages faculty affairs and evaluations, including publishing a clear evaluation schedule and timeline. The VPAA works with the Faculty Senate in overseeing faculty evaluation, tenure, and promotion policies.

MSU's auxiliary services include the bookstore, food services, and housing. Both entities report to the Vice President for Administration and Finance.

Minot State University clearly and completely discloses information to multiple audiences through its comprehensive website, print media, and social media. MSU's website home page provides direction to various constituents depending on their relationship to MSU and their informational needs. The About Us link directs constituents to websites for Enrollment Services, Faculty and Staff Directory, the Fact Book, Student Consumer Information, Strategic Plan, and Accreditation. The Academics and Departments link provides information about academic programs, academic advising, general education, and distance education offerings, for example.

Potential students and parents can view the Enrollment Services website and the Enrollment Services marketing brochures to access admissions requirements, degree offerings, residence hall information, costs, and other student resources. The graduate and undergraduate online catalogs outline institutional requirements, including general education, and detailed academic program information and requirements. Faculty and staff offices, emails, and phone numbers are listed in the MSU directory, which is printed yearly and available on the website. In addition, departments maintain profiles of faculty on their web pages.

Current MSU tuition and fees, housing, and board costs are provided on the Financial Aid, Business Office, Enrollment Services, and Residence Life web pages. Costs for graduate students are also explained in the Graduate Catalog. Additional costs for international students are listed on the Office of International Programs website.

MSU's Public Information Office publishes electronic and hard copy media listing current activities, campus events, program initiatives, alumni accomplishments and profiles of student work.

## TEAM TWO

**Chair** Dan Ringrose, Chair, Social Science and Professor of History

**Members** Linda Benson, Public Information Specialist  
Terry Eckmann, Professor of Teacher Education and Human Performance  
Joseph Jastrzembski, Professor of History  
Deb Kinzell, Associate Registrar  
Mindy Rudnick, Accountant  
Sarah Henderson, Access Services Librarian, Evidence Coordinator  
Kelly Lichtenberger, Coordinator of Peer Mentoring, Evidence Coordinator

Minot State University belongs to the North Dakota University System, which is governed by the SBHE. The SBHE is composed of representatives selected from across the state to represent diverse interests and includes a faculty and a student representative. The SBHE sets policy and direction for the NDUS system and assumes control, oversight, and administration of the institutions in the system. The governing board delegates significant authority to the institution president regarding the day-to-day operation of the campus, including its goals and administrative structure.

Minot State University's mission and vision promotes freedom of expression and the pursuit of truth in teaching and learning. MSU faculty are afforded academic freedom as an "unhampered opportunity to seek the truth in any field." The MSU Student Handbook promotes academic honesty, reminding students that MSU is committed to academic integrity. Further, the student conduct policy outlines MSU's expectations of its students.

Minot State University's Institutional Review Board (IRB) is responsible for creating and implementing policies and procedures for the protection of human subjects. MSU subscribes to the Collaborative Institutional Training Initiative (CITI) for IRB workshops. Faculty and students conducting research with human subjects are required to complete the Social/Behavioral Research for Investigators and Key Personnel training module.

MSU has a Responsible Conduct in Research policy and an Intellectual Property policy, both found in the Faculty Handbook. MSU also has an Institutional Animal Care and Use Committee to oversee research involving animals.

MSU expects students to demonstrate academic honesty and integrity in all matters. The MSU Catalog clearly addresses academic honesty, with specific attention to plagiarism and academic integrity. Faculty emphasize academic integrity and plagiarism in syllabi, particularly in English 120 and in survey history courses, which are required of undergraduates and include paper writing with documented sources.

