



# Minot State UNIVERSITY

Feb. 5, 2015  
3:30 p.m.  
Westlie Room

## Faculty Senate

### FACULTY SENATE MINUTES – *Approved by Faculty Senate on February 19, 2015*

**In Attendance:** Lenore Koczon, DeVera Bowles, ShaunAnne Tangney, Jane la Plante, Jean François Mondon, Katie Kilroy (for Mikhail Bobylev), Draza Markovic, Stephen Hayton, Mehdi Hossain (for Lori Willoughby), Chris Keller, Linda Cresap, Micah Bloom (for Linda Olson), Laurie Geller, Aili Smith, Jacob Sowers, Scott Kast, Cheryl Nilsen, Tom Seymour, Ann Beste-Guldborg, Orlene Schroeder, Connie Geyer, Lesley Magnus, Johnna Westby, Rebecca Porter, Chelsea Geis, Nicole Egge (for Kevin Gilgallon)

**Absent:** Steve Shirley, Harry Hoffman, Kevin Neuharth, Daniel Ngugi, Zeni Shabani

**Guests:** Marley Kotylak, Erik Kana, Lisa Borden-King

Meeting called to order at 3:33 pm by President DeVera Bowles

### AGENDA

1. Opening / Attendance / Seating of Alternate Delegates
  - *Motion to seat alternate delegates: Katie Kilroy for Bobylev, Medhi for Lori Willoughby (Westby/la Plante); motion carried*
2. Approval of minutes from Jan. 22, 2015
  - *Motion to approve the minutes from January 2 (Seymour/Cresap); motion carried*
3. Agenda Updates – none
4. Announcements / Comments from the Faculty Senate President
5. Administrative Reports
  - VPAA's Report - Dr. Lenore Koczon
    - Starting to watch bills go through the legislature
    - Watching Education and Environmental Subcommittee for funding of higher education
    - Starting to see movement on faculty search committees
    - Keep an eye on when tenure recommendations are due to the system office – ND State Board of Higher Education wants a 60-day review of applicant recommendations
    - Catalog deadline is approaching
    - Academic Policies is looking at the definition of a credit hour as well as

other policies

- Happy Valentine's Day!
- Tom Seymour: Minot Chamber of Commerce Legislative Forum on Valentine's Day at 9 a.m. on the North Dakota State Fair Center
- Stephen Hayton asked about the impact of new tuition rate on enrollment. Dr. Koczon summarized the current state of tuition rates.
- DeVera Bowles asked about prioritization. No update has been provided; we should start to see some movement soon
- ShaunAnne Tangney indicated the need to change the bylaws to update the new tenure deadlines.

#### 6. Report by SGA Representative

- Student Center is now open 24 hours
- SGA is doing presentations in classrooms – contact Chelsea Geis or Marley Kotylak
- Elections are in March.

#### 7. Report by Staff Senate Representative - Rebecca Porter

- Keep your eyes open for the cookbook.

#### 8. New Business

- Emeritus Faculty at Minot State
  - DeVera Bowles summarized the requirements and benefits as listed in the Emeritus Status Policy.
  - Not sure where the policy resides; it is not in the bylaws
  - Tom Seymour recommended emeritus faculty information be announced once a year.
  - Could it be announced in the same email as the Board of Regents awards announcements
  - Putting it the Faculty Handbook would list is somewhere; it could be sent to the Handbook Committee for consideration
  - Some more benefits would make it more attractive; research the perks at other schools
  - Tom Seymour and Stephen Hayton will have coffee and discuss some language for this and then it will go to Handbook Committee
  - Do we need an ad hoc committee? Katie Kilroy, Tom Seymour, Stephen Hayton
- Academic Policies – Rebecca Porter
  - Brought forward a proposed non-degree seeking policy (see attachment)
  - The suggested changes allow non-degree seeking students who are active duty military to complete up to 24 semester hours of undergraduate credit. (Non-military students can take up to 12 credits.) Also, the suggested changes clarify application procedures for all non-degree students.
  - A suggestion was made to split one of the paragraphs into two separate paragraphs
  - *Moved to approve the changes to the non-degree seeking policy (Tangney/Nilsen); motion carried.*

- Curriculum items – Linda Cresap

### **Department of Business Administration**

- BADM 598 – revise course description to eliminate Entrepreneurship as part of the content.

*Motion carried.*

**Department of Education**– Dr. Lisa Borden-King presented several changes on to the professional education sequence and the early childhood experience.

**Professional Education sequence** change from 37-42 credits to 38 -43 credits.

- NEW course: ED 221, 1 sh, Diagnostic Teaching (elective/optional course in prof. ed)
- NEW Course: ED 260L, 0 sh, Clinical I
- Course Change: ED 470 to ED 283 (note correction made 2/5)
- NEW Course: ED 282L, .5 sh, Clinical II
- Course Change: ED 460 to ED 282 (note correction made 2/5)
- NEW Course: ED 284L, .5 sh, Clinical III
- Course Change: ED 320, title change to Curric, Planning, Assessm I
- NEW Course: ED 321L, .5 sh, Clinical IV
- NEW Course: ED 322, 2 sh, Curric, Planning, Assessm II
- NEW Course: ED 323L, .5 sh, Clinical V
- NEW Course: ED 324L, 0 sh, Fall Experience
- NEW Course: ED 482, 2 sh, Student Teaching Seminar
- NEW Course: ED 483, 2 sh, Student Teaching Seminar
- NEW Course: ED 484, 2 sh, Student Teaching Seminar

The changes are a result of the CAEP accreditation requirements and include separate courses (L) to meet the increased clinical experience requirements.

Current students will stay on the old program but take different courses and course equivalencies will take care of those issues.

*Motion carried.*

### **Early Childhood Experience**

- Course Change: ELED 421 change prerequisites to add *OR ECE 314*
- Program change: ECE, increase student teaching in Pre-K or K from 6 to 8 cr.
- Program change: ECE, increase credit hours from 128 to 130 (see description on form)
- Program change: ED, decrease credit hours in from 10 to 8 credits for ED 492
- Course Change: ECE 215, Add ECE 360 Language Acquisition as a co-requisite
- Course Change: ECE 310, Add ECE 312, ECE 313, ECE 314 as co-requisites.
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- Course Change: ECE 314, Add ECE 310, ECE 312, ECE 313 as co-requisites
- Course Change: ECE 335, Remove ED 320 as a prerequisite

- Course Change: ECE 360, Remove ED 320 as a prerequisite; Add ECE 335 as a prerequisite; Add ECE 215 as a co-requisite
- Course Change: ECE 361, Add ECE 335 as a prerequisite; Add 430 as a co-requisite
- Course Change: ECE 411, Add ECE 335 as a prerequisite; Add ED 491 as a co-requisite
- Course Change: ECE 430, Remove prerequisite of Admission to Teacher Education; Remove ED 320 as prerequisite; remove restriction to Elementary Education majors; Add ECE 361 as co-requisite

*Motion carried.*

### **Business Information Technology**

- Program Change: BS Ed, Business Education, drop two elective credits due to additions in the major and professional education sequence.
- Course Change: BIT 432, credits from 2 to 3 SH, title to Leadership in CTSOs
- NDCTE has requested we change the course. Thus we change course, title, and program.

*Motion carried.*

### **9. Closure**

- *Move to adjourn (Nilsen), 4:14 p.m.*

Respectfully submitted,  
Laurie Geller, Ed.D.  
FS Secretary

## Curriculum Committee items for Faculty Senate, February 5, 2015

The following items are recommended for approval by the Faculty Senate Curriculum Committee (all items are located on the SharePoint 2013 Faculty Senate portal at <https://sharepoint2013.minotstateu.edu/committees/facultysenate/layouts/15/start.aspx#/SitePages/Home.aspx>)

### Department of Business Administration

BADM 598 – revise course description to eliminate Entrepreneurship as part of the content.

### Department of Education

Professional Education sequence change from 37-42 credits to 38 -43 credits.  
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NEW Course: ED 483, 2 sh, Student Teaching Seminar  
NEW Course: ED 484, 2 sh, Student Teaching Seminar

Early Childhood Experience – Dr. Lisa Borden-King presented several ECE changes on behalf of Dr. Kana.

Course Change: ELED 421 change prerequisites to add *OR ECE 314*  
Program change: ECE, increase student teaching in Pre-K or K from 6 to 8 credits  
Program change: ECE, increase credit hours from 128 to 130 (see description on form)  
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Remove ED 320 as prerequisite; remove restriction to Elementary Education majors; Add  
ECE 361 as co-requisite

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in the major and professional education sequence.

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**February 5, 2015**

**FOR DISCUSSION TODAY AT FACULTY SENATE: EMERITUS FACULTY**

According to State Board policy 430.2:

Institutions may confer emeritus status upon retirement or after retirement to faculty or senior administrators or professionals (excluding emeritus status for presidents), pursuant to institution policies and procedures. Criteria for emeritus status may include, but are not limited to, length of service to the institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline.

A search of the SBHE website found minutes of state board meetings in which Emeritus status was formally approved for individuals from different NDUS institutions at the same time tenure status was being approved for other individuals.

MINOT STATE UNIVERSITY FS Minutes from April 21, 2011 :

### **Emeritus Status Policy**

(from report offered by) Kathy Hintz, Academic Policies Committee Chair

#### Academic policies drafted language for emeritus faculty:

- Two faculty members from the retiring faculty member's college should write letters of support.
- The letters of support should be sent in sequence to the chair, dean, vice-president for academic affairs, and the president for approval.
- Faculty members normally will be nominated within one year of retirement.

#### Benefits:

- The benefits that faculty can request include library privileges, a library carrel, and email.
- Annual announcements of emeritus faculty will be made at the Retirement Social

*Emeritus Status Policy comes approved from the Academic Policies committee  
(the motion carried)*

## Non-Degree Seeking Credit Policy Proposal

### Current Non-Degree Seeking Policy

Students who enroll in courses but do not wish to seek a degree may enroll as Undergraduate Non-Degree students. Students who do not have prior college/university credits are not eligible for the Non-Degree student status. Students enrolling with this status are not eligible for federal financial aid and may not exceed a total of 12 semester hours of undergraduate credit. Students enrolling in upper-level coursework that have pre-requisites may be asked to provide a copy of a college transcript to the department overseeing the course and seek departmental approval prior to enrollment. Non-degree students are not required to fulfill admission requirements. However, students must complete the ND University System Application for Admission, pay the \$35 application fee, and provide a record of immunization for measles, mumps, and rubella if participating in classes on campus, and complete the Non-Degree Seeking form.

Enrollment in courses beyond 12 semester hours will be contingent upon completion of all entrance requirements for transfer students. Students wishing to change their status to degree seeking must also complete the Application for Status Change from Non-Degree to Degree Seeking. This form must be submitted and all official transcripts received by the Registrar's Office prior to enrolling for the next semester.

### Proposed Non-Degree Seeking Policy

Students who enroll in courses but do not wish to seek a degree may enroll as Undergraduate Non-Degree students. Students who do not have prior college/university credits are not eligible for the Non-Degree student status. Students enrolling with this status are not eligible for federal financial aid and may not exceed a total of 12 semester hours of undergraduate credit. **Non-degree seeking students who are active duty military can complete up to 24 semester hours of undergraduate credit.** Students enrolling in upper-level coursework that have pre-requisites may be asked to provide a copy of a college transcript to the department overseeing the course and seek departmental approval prior to enrollment.

**To apply to be a non-degree seeking student, students must complete the ND University System Application for Admission, pay the \$35 application fee, and provide a record of immunization for measles, mumps, and rubella if participating in classes on campus, and complete the Non-Degree Seeking form. However, non-degree students are not required to fulfill all transfer admission requirements.**

Enrollment in courses **beyond 12 (24 for active duty military)** semester hours will be contingent upon completion of all entrance requirements for transfer students. Students wishing to change their status to degree seeking must also complete the Application for Status Change from Non-Degree to Degree Seeking. This form must be submitted and all official transcripts received by the Registrar's Office prior to enrolling for the next semester.

Approved by Academic Policies Committee 2/3/15