Faculty Senate

Full Faculty Senate Procedural Meeting
March 7, 2019 – 3:30pm, Westlie Room – MSU Student Center


Absent: Kowan O’Keefe/Andy Heitkamp, Daniel Ngugi, Chris Keller, Mikhail Bobylev, Kathryn Kilroy, Bikalpa Ghimire, Gideon Amponsah

Guests: Jane LaPlante, Heather Golly, Drake Jeffries, Jaci Reep-Jarmin, Teresa Loftesnes, Nicole Wondrasek, Paul Lepp, Rebecca Ringham

1. Seating of Alternate Delegates
   Ernst Pijning for Daniel Ngugi
   Christopher Heth for Mikhail Bobylev
   Motion to seat alternate delegates (Conn/Sajal), Motion carried.

2. Review Agenda

3. Approval of minutes from last procedural meeting – February 7, 2019
   Motion to accept the minutes, (Cresap/Willoughby), Motion carried.

4. Approval of minutes from Discussion Meeting – February 21, 2019
   Motion to accept the minutes, (Mondon/Cresap), Motion carried.

5. Standing reports
   A. Dr. Steven Shirley, MSU President
      i. See SharePoint folder (March 7, 2019 Procedural Meeting) for full report

   B. Dr. Laurie Geller, Vice President for Academic Affairs
      i. See SharePoint folder (March 7, 2019 Procedural Meeting) for full report

   C. Staff Senate Liaison, Kowan O’Keefe/Andy Heitkamp (report given by Jessica Smestad, FS Secretary)
i. Staff Senate will be having a raffle again this year to support the Staff Senate Scholarship. Tickets will be available late March /early April and winners will be drawn during finals week.

ii. The next Staff Senate meeting is Tuesday, March 19 at 8:30am in the Jones Room.

D. Student Government Association Liaison
   i. No representative present

E. Council of College Faculty, Bryan Schmidt
   i. UND controversy – an administrator being allowed to live out of state and work for the institution
   ii. Governance Committee – North Dakota State Board is exploring potential governance structure changes
   iii. House Bill 1206 – concealed carry on campus
       a. Differences of opinion on CCF regarding this bill

F. Faculty Satisfaction Survey Committee, VP of Faculty Senate, Bryan Schmidt
   i. The faculty satisfaction survey will be sent out the end of March/early April

G. Academic Assessment Committee, Lisa Borden-King
   i. Compressed Courses for Spring 2019
       a. Compressed courses for the 2nd 8 week session are past due. Please remind chairs to submit them as soon as possible.
       b. Summer courses will almost ALL need to be reviewed. They are due to Chairs by April 8th and to the Academic Assessment Committee in the SharePoint file by April 15th.
   ii. General education assessment
       a. Assessment Day was a success. Attendance was high and there were insightful and important comments and thoughts shared with the committee before, during, and after the meeting on cards and in person. The summary of comments and thoughts will be sent to faculty by the end of spring break along with some action plans.
   iii. Assessment Liaison process
       a. Our most recent meeting explored where on syllabi to list the SLOs the course addresses (whether or not they are assessed in that course). The preference of those present appeared to be for a separate subheading on the syllabus template.
       b. Departments should be thinking about assessment tools and assessment projects/plans. Please make sure to check in with your liaison!

Unfinished Business

6. Report from Ad Hoc Committee on Intellectual Property Rights Policy and Procedure to be provided at the April 4, 2019 Procedural Meeting (Bobylev)

New Business

7. General Education Committee Report (report comes moved and seconded)
   A. Proposed new General Education courses:
      i. HIST 242 – CCS3
      ii. HIST 364 – CCS3
      iii. HIST 364 – IP1
      iv. ED 095 – IP2
8. **Nominating Committee establishment** (Article III, Section 1, Letter D -The Annual Meeting)
   A. Proposed membership:
      i. Timothy Morris, Committee Chair
      ii. Vicki Michels
      iii. Linda Cresap
   B. Charge to the Nominating Committee:
      i. Nominations are required for V.P., Secretary, CCF (1+1) and North Dakota General Education Advisory Council (1+1).
      The V.P and Secretary shall be elected at the Annual Meeting (May 2, 2019). [CCF] nominations will be forwarded to the Faculty Elections Committee in time to be included in the Annual Election. The representatives of the NDGEAC shall be elected by the faculty for three year terms on a staggered basis. At least one NDGEAC representative must be a faculty member from the College of Arts and Sciences. Nominations for the representative and alternate shall be made by the Nominating Committee of the Faculty Senate.

   **Motion to approve the members of the Nominating Committee and its charge (Olson/Magnus), Motion carried**

9. **Reminder to all Committees**: Faculty Senate’s Annual Meeting shall be held in conjunction with our final procedural meeting on May 2, 2019 and in accordance with our bylaws. Please submit final reports for consideration at the Annual Meeting.

10. **Report from the Ad Hoc Committee on Faculty Senate structure** (Michels)
   A. Proposed Changes to the Bylaws of the Faculty Senate
      i. Article II, Section 1
         a. The Executive Board shall consist of Senate officers, the Vice President for Academic Affairs, the Parliamentarian, and two other faculty members appointed by the Senate President with Senate approval. Although some Executive Board members may not be members of the Senate, they shall have voting rights at all Executive Board meetings
      ii. Article III, Section 1, Letter B
         a. Faculty Senate officers include the president, vice president, secretary, and immediate past president. These officers are elected at the senate meeting following the annual meeting.
      iii. Article III, Section 1, Letter B, Number 3, Vice President
         a. In collaboration with Immediate Past President, provide orientation to newly elected Faculty Senate members and committee chairs of their duties and responsibilities
      iv. Article III, Section 1, Letter B, Number 3, Immediate Past President
         a. Duties:
            1. Report results of annual elections to the Faculty Senate, Faculty, and provide results to vice president to assist in updating web-pages to reflect results.
2. Assist the transitioning of newly elected officers.
3. Work with ITC to update Faculty Senate web pages.
4. Confirm by-law changes are reflected in the Faculty Handbook.
5. In collaboration with Vice President, provide orientation to newly elected Faculty Senate members and committee chairs of their duties and responsibilities.

Motion to approve bylaw changes i through iv (Conn/Willoughby), Motion carried

v. Article III, Section 1, Letter E
   a. The Faculty Senate, in accordance with Article VI, Section 4 of the Constitution, shall consist of the President of the University, the Vice President for Academic Affairs, one member selected from and by each academic division/department, and one selected from and by the librarians and honors director, and three elected from the faculty at-large.

Edited in the bylaws to reflect the change in the Constitution (see faculty senate discussion meeting minutes – Feb 21, 2019)

vi. Article III, Section 1, Letter E, Number 1
   a. Elected members shall serve for three years. Elections shall be staggered so that no more than one-third will be selected each year. Terms of office for Faculty Senate shall be limited to two three-year terms with one year off before being eligible to serve on Faculty Senate again.

Motion to approve bylaw change vi (Willoughby/Markel), Motion carried with six opposed

vii. Article III, Section 1, Letter E, Number 3
   a. In cases of vacancy for a senator representing a division/department, the division/department shall select a replacement to complete the unexpired term.

Motion to approve bylaw change vii (Willoughby/Magnus), Motion carried

viii. Article III, Section 1, Letter E, Number 4
   a. No member may concurrently serve as a senator and chair of an academic division/department unless elected at-large.

Motion to approve bylaw change viii, as amended (Huston/Morris), Motion failed

Motion to amend the motion to allow chairs to be eligible for faculty senate at-large positions (Mondon/Ringrose), Motion carried with 4 opposed

ix. Article III, Section 1, Letter F, Number 1 – General Rules
   a. The Faculty Election Committee shall be responsible for administering all aspects of faculty elections. There shall be three types of elections: 1) the Annual Election of at-large membership of the Faculty Senate and the elected at-large membership of Senate committees; 2) college elections of college representatives on Senate committees; and 3) special elections. All full-time faculty, as described in Article IV, Section 1 of the Constitution and librarians shall be eligible to vote in faculty elections. Faculty and librarians unable to participate in an election may vote by absentee ballot, in compliance with procedures set
forth by the Faculty Election Committee. Absentee ballots shall be made available to the faculty and librarians at least one instructional week prior to the election, and must be returned before the start of the election. Six weeks before the Annual Election, the Faculty Election Committee shall inform the faculty and librarians in writing of all vacancies on the Senate and Senate committees which shall be filled by faculty elections.

*Motion to approve bylaw change ix (Singer/Rabe), Motion carried*

x. Article III, Section 1, Letter F, Number 3 – College Elections  
a. Six weeks before the Annual Election, the Faculty Election Committee shall notify the faculty of each college, in writing, of all vacancies on the Senate committees which need to be filled from that college. The Faculty Election Committee shall provide a written procedure for how the elections will be conducted and shall also administer the college elections. College elections shall occur at least two weeks prior to the Annual Election. The Faculty Election Committee shall notify each division/department and librarians/honors director of vacancies on Faculty Senate that need to be filled by that division/department and librarians/honors director. Department/Division faculty members shall elect their senator.

*Motion to approve bylaw change x (Conn/Mondon), Motion carried*

  Friendly amendment to change the final sentence to read “Department/Division faculty members shall elect their senator”

xi. Article III, Section 2, Letter A, Number 6  
a. Membership on the Faculty Research Grants shall be limited to faculty members of the rank of associate professor or higher.

*Motion to approve bylaw change xi (Mondon/Roberts), Motion carried*

xii. Article III, Section 2, Letter H  
a. Terms of office for committee membership shall be limited to two three-year terms with one year off before being eligible to serve on the committee again.

*Motion to approve bylaw change xii (Markel/Mondon), Motion carried*

xiii. Article III, Section 2, Letter L  
a. Should any committee member determine that a committee member is impeding the work of the committee by missing meetings or failing to complete assigned duties, any committee member shall notify the Faculty Senate executive board of the concern and the committee member about whom the complaint is being raised. The committee member being considered for removal will have the opportunity to respond to the Faculty Senate executive board. The Faculty Senate executive board will determine whether to authorize the removal of the committee member.
Motion to approve bylaw change xiii (Markel/Magnus), Motion carried

Friendly amendment to change the first sentence to read, “Should any committee member determine that a committee member is impeding the work of the committee by missing meetings or failing to complete assigned duties, any committee member shall notify the Faculty Senate executive board...is being raised.”

Friendly amendment to change the second sentence, “The committee member being considered for removal will have the opportunity to respond to the Faculty Senate executive board”

xiv. Article III, Section 2, Letter M
   a. Newly elected Faculty Senators and new committee chairs shall attend orientation provided by the Vice President and Immediate Past President.

Motion to approve bylaw change xiv (Willoughby/Morris), Motion carried

xv. Article III, Section 3, Letter A, Number 1 – Membership (Academic Assessment Committee)
   a. Two faculty members elected at large, two faculty members from the College of Arts and Sciences, one faculty member from the College of Business, one faculty member from the College of Education and Health Services, and one student. The Director of Academic Assessment and the Registrar shall be non-voting members ex officio. One member of the General Education Committee shall serve as a liaison.

xvi. Article III, Section 3, Letter A, Number 5 – Duties (Academic Assessment Committee)
   a. To define and coordinate the university’s program of formative and aggregate assessment of broad patterns of learning in all academic programs.
      To coordinate assessment with non-academic institutional assessment committees.
      To organize the university-wide portion of Assessment Day activities each semester.
      To establish deadlines for academic assessment reports.
      To review syllabi for consistency of required elements.

Motion to approve bylaw changes xv and xvi (Magnus/Roberts), Motion carried

xvii. Article III, Section 3, Letter B, Number 5 – Duties (Academic Hall of Fame)
   a. To actively solicit nominations of MSU alumni who have gone on to complete additional study in graduate or professional school and who have subsequently contributed to the advancement of their field of study by scholarly work, innovation, or administration. This award honors meritorious service in a discipline and highlights the accomplishments of our most distinguished alumni.
      To receive nominations and request a letter for evaluation and support for each nominee from the appropriate MSU Department or Division.
      To review all nominees and supporting documentation. A report summarizing the accomplishments of all nominees considered
worthy of recognition shall be forwarded to the Faculty Senate. The Faculty Senate shall elect inductees by a two-thirds vote of the members present.
To ensure the inductees to the Academic Hall of Fame are recognized in an appropriate venue.
To annually review the process for receiving nominations and applications.

Motion to approve bylaw change xvii (Mondon/Rabe), Motion carried

xviii. Article III, Section 3
    a. Eliminate the Athletic Policies Committee

Motion to approve bylaw change xviii (Magnus/Willoughby), Motion carried.

xix. Article III, Section 3, Letter F, Number 1 – Membership (Constitutional Review Committee)
    a. Three faculty members appointed by Faculty Senate President at staggered intervals.

xx. Article III, Section 3, Letter F, Number 2 – Method of Selection (Constitutional Review Committee)
    a. Three members shall be appointed by the Senate President, with approval of the Executive Board.

xxi. Article III, Section 3, Letter F, Number 3 – Term (Constitutional Review Committee)
    a. Faculty members shall serve three-year staggered terms. The terms shall be staggered so that one member shall be appointed each year.

xxii. Article III, Section 3, Letter F, Number 4 – Method for filling a vacancy (Constitutional Review Committee)
    a. The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for a faculty member to serve until the next Annual Election. The President of the Senate, with the approval of the Executive Board, shall appoint the replacement for an appointed faculty member to fill the unexpired term.

Motion to approve bylaw change xix, xx, xxi, xxii (Mondon/Ringrose), Motion carried.

xxiii. Article III, Section 3
    a. Eliminate the Curricular Diversity and Campus Climate Committee

Motion to approve bylaw change xxiii (Willoughby, Pijining), Motion carried

xxiv. Article III, Section 3, Letter G, Number 1 – Membership (Curriculum Committee)
    a. Three faculty members elected at large, four faculty members from the College of Arts and Sciences, two faculty members from the College of Business, four faculty members from the College of Education and Health Sciences, and three students. The Chair of the Library shall be a voting member ex officio, and the Registrar shall be a non-voting ex officio. The committee may select any non-voting consultants it wishes, including TEAC, General Education, and Graduate Council, if those committees/council are not already represented among the
elected members of the Curriculum Committee. The committee may select any non-voting consultants it wishes. 

(Revised 1/2019)

xxv. Article III, Section 3, Letter G, Number 5 – Duties (Curriculum Committee)

a. To examine the curriculum, as changes are proposed, for possible improvements.
   To approve or to disapprove undergraduate and graduate curriculum proposals based upon accreditation, budget and resource allocation implications, impact on enrollment, impact on course rotation, impact on other programs, and consistency with the university mission.
   To submit appropriate recommendations to the Faculty Senate for action.

Motion to approve bylaw changes xxiv and xxv (Huston/Morris), Motion carried

xxvi. Article III, Section 3, Letter I, Number 1 – Membership (Faculty Handbook Committee)

a. One faculty member each from the College of Arts and Sciences, the College of Business, and the College of Education and Health Sciences, and one member from the University administration. Non-voting administrative assistant to manage the edits and publication of the revisions and removal of outdated copies of the handbook.

Motion to approve bylaw change xxvi (Mondon/Markel), Motion carried

xxvii. Article III, Section 3, Letter J, Number 1 – Membership (Faculty Research Grants Committee)

a. Three faculty members from the College of Arts and Sciences, two faculty members from the College of Education and Health Sciences, and one faculty member from the College of Business. Members of this committee must be at the rank of associate professor or higher to serve. The Vice President for Academic Affairs (or designate) shall be a voting member ex officio.

xxviii. Article III, Section 3, Letter J, Number 5 – Duties (Faculty Research Grants Committee)

a. To award research grants as outlined in the Faculty Handbook under “Grants Research and Development Opportunities.”
   To prepare, for the Vice President for Academic Affairs, a final report on grants awarded. To assist in formulating policies and programs regarding faculty research.
   To enhance faculty scholarship and research.
   To conduct workshops for faculty interested in writing applications for the faculty research grants.

Motion to approve bylaw changes xxvii and xxviii (Morris/Conn), Motion carried

xxix. Article III, Section 3, Letter K, Number 5 – Duties (Faculty Rights Committee)

a. Add “The Faculty Rights Committee Chair shall request and receive training from the Human Resource Director regarding protocols for hearings, storage of records, and
other procedures related to faculty grievances and appeals”
as an introduction to the committee’s duties

Motion to approve bylaw change xxix (Willoughby/Conn), Motion carried

xxx. Article III, Section 3, Letter L, Number 1 – Membership (Faculty
Satisfaction Survey Committee)
   a. The Senate Vice President will chair the committee. Membership will
      include a representative from the Office of Institutional Research (non-
voting member), and three faculty with either quantitative or qualitative
      research expertise. No two members may be from the same department.
      No division/department chair may serve as a member.

Motion to approve bylaw change xxx (Singer/Conn), Motion carried

The remaining agenda items (the remainder of the proposed bylaws changes and the constitutional
review committee report) will be presented at the Faculty Senate Discussion Meeting on March 21, 2019

11. Upcoming meetings:
   A. Discussion Meeting: March 21, 2019
   B. Procedural Meeting: April 4, 2019
   C. Discussion Meeting: April 18, 2019
   D. Annual Election: April 23, 2019
   E. Procedural Meeting and Annual Meeting: May 2, 2019
   F. Legislative Forums (State Fair Center, Norse room, 9:00am):
      i. March 9
      ii. March 23
      iii. April 6

Adjournment
Meeting adjourned at 5:52pm

Respectfully submitted,
Jessica Smestad, M.A.
Faculty Senate Secretary