

**Academic Affairs Committee**

Attachment 1  
January 24, 2000

Approved Curricular Recommendations

<b>New Program</b>							
Minor in Management Information Systems							
<b>Changes in course prefix, number, title, and credits</b>							
<b>Dept.</b>	<b>No.</b>	<b>From</b>	<b>Crs.</b>	<b>Dept.</b>	<b>No.</b>	<b>To</b>	<b>Crs.</b>
EDUC	451	Instructional Planning and Strategies	3	EDUC	451	<i>Instructional Planning, Methods, and Assessment</i>	3
EDUC	486	Classroom Evaluation and Management	3	EDUC	486	<i>Classroom Management of Diverse Learners</i>	3
HIST	499	Senior Seminar	1	HIST	<del>489</del>	Senior Seminar	1
POLS	499	Senior Seminar	1	POLS	<del>489</del>	Senior Seminar	1

Memo

January 10, 2000

To: University Senate

From Michael Garrison, Chair, Special Committee on University Governance

Re: Proposed Bylaws Changes

The committee submits the attached proposal to change the Senate and its committees. The attached changes are incorporated into the draft bylaws attached to this memo. This proposal calls for the following changes to the Senate:

- (1) Establishing a Senate liaison person from the members of the Executive Committee to serve on most standing committees of the Senate,
- (2) The addition of the Assessment Committee as a standing committee,
- (3) The addition of the Faculty Caucus to the Senate governance structure.

The rationale for the changes is the following:

- (1) The Senate Liaison person who will be elected by and from the Executive Committee to serve on most standing committees will enhance communication between the Senate and its committees and improve the overall coordination of Senate activities.
- (2) The Assessment Committee should be a standing committee of the Senate because of its role and connection to curriculum and instruction, areas within the authority of the Senate.
- (3) The Faculty Caucus is designed to function as a "safety valve" when an issue needs to be brought to the faculty as a whole so that the Senate has a sense of the faculty on that issue.

Please note that we are working on other bylaws changes which will be presented to the Senate at a later time. These include requiring senior faculty to serve on many standing committees of the Senate, changes to the Standing Committee on Faculty Rights, and the elimination or consolidation of some standing committees. Only changes to the Executive, Library, CPG, and Campus Space and Facilities Committees are being presented at this time.

The Special Committee makes the following suggested modifications in the Senate Bylaws for your consideration. Note that deleted language is shown in ~~strikeout~~, new language is shown underlined. Note also that because the Faculty Caucus is added as Part XIII of the Bylaws, that existing Part XIII relating to Amendments will be changed to PART XIV under the revised bylaws.

## **PART VIII. SENATE COMMITTEES: GENERAL**

### **Section 1. Committee Types**

Faculty committees of the Senate shall consist of two types: standing and special.

### **Section 2. Senate Confirmation**

The Senate shall confirm the membership of all Senate committees with the exception of the Executive Committee, the Standing Committee on Faculty Rights, and the Graduate Council.

### **Section 3. Committee Rules of Conduct**

In general, the committees and subcommittees shall determine their own operational rules, excepting that meetings shall be open to the faculty, staff, and students and that a majority of the members must be present in order to transact business. Each committee will keep such records as necessary to conduct its business. Following the May Senate meeting every Senate committee will submit to the presiding officer a written summary of its year's work. The presiding officer will submit an annual report to the Senate at its September meeting. After approval by the Senate, the annual report will be placed on permanent file in the University Archives in the North Dakota State University Libraries and with the secretary of the Senate.

### **Section 4. Membership Eligibility**

With the exception of the Standing Committee on Faculty Rights, all members of the faculty, staff, and students as defined in PART III, Section 1, are eligible for committee membership. ~~One member of each committee, named the committee liaison person, shall be an elected faculty senate member, a staff senate representative, or a selected student member of the Senate.~~ The chair of each committee will be selected by the committee and need not be a senator.

### **Section 5. Membership Appointment**

The Executive Committee's report, nominating the members and the Senate liaison person ~~committee liaison person~~, shall be prepared and distributed to the Senate members at least one week prior to the regular Senate meeting in May. Terms of office for committee membership shall be for one year commencing with Senate confirmation. The Senate liaison person ~~committee liaison person~~ shall call a meeting prior to the next Senate meeting for the purpose of electing a chair and organizing for the year's activities. The name of the new chair shall be forwarded to the Executive Committee upon selection.

## **PART IX. SENATE COMMITTEES: STANDING**

### **Section 3. Executive Committee**

1. Membership shall consist of one senator elected by each representation units (except the College of University Studies and the Graduate School), the Presiding Officer, the Presiding Officer-Elect, the Vice-President for Academic Affairs, the Staff Senate president, and the student body president. The Presiding Officer-Elect shall be a non-voting, ex-officio member unless elected to the Executive Committee by his/her representative unit.

2. The term of office shall be for one year following the regular May meeting. PART IV, Section 5, permits a member to be re-elected during that member's term as senator.
3. During the first week of the new Senate term, the Executive Committee shall meet and organize for the following year.
4. Committee responsibilities are the following:
  - a. Recommend ~~the Senate liaison person~~ and the members of all Senate committees, with the exception of the Standing Committee on Faculty Rights and the Graduate Council, and elect a member of the committee to serve as the Senate liaison person for each standing committee of the Senate, with the exception of the Standing Committee on Faculty Rights, the Academic Integrity Committee, and the Graduate Council.
  - b. Expedite Senate functions by receiving all problems referred by members of the faculty, administration, or student body; by assigning problems to Senate committees; and by reviewing periodically the progress of these committees.
  - c. Serve in a liaison capacity regarding the University Senate, administration, Staff Senate, and Student Senate.
  - d. Interpret, when necessary, provisions of the University Senate Constitution and Bylaws.

#### **Section 6. Library Committee**

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, two students, a representative from the Staff Senate, a representative from Information Technology Services, and the Director of the NDSU Libraries.
2. Committee responsibilities are to formulate policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, data bases, electronic, and other services.
3. The Committee shall provide a yearly summary of its activities to the Senate

#### **Section 7. Campus Space and Facilities Committee**

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, one member appointed by the Staff Senate, one member appointed by the Student Senate, the Vice-President for Academic Affairs, and the Vice-President for Business and Finance who shall serve as chair. Ex-officio and non-voting members include the Director of the Physical Plant, chair of the Department of Architecture, the Assistant to the Director of the North Dakota Agricultural Experiment Station, and the Campus Police/Security Chief.
2. The Campus Space and Facilities Committee is responsible for providing campus-wide representation in decisions that relate to the campus physical environment. Committee responsibilities are the following:
  - a. Provide for the systematic development and review of the Campus Master Plan and Guidelines for Campus Development.
  - b. Recommend policies and procedures to meet the current and future needs for all physical facilities and to review changes in University space allocation.

January 24, 2000

- c. Review proposed building projects and major building renovations prior to submission to the President of the University and presentation to the State Board of Higher Education and Legislature.
- d. Recommend policies for site location for new buildings and for overall landscaping.
- e. Recommend traffic and parking regulations, to include cars, buses, bicycles, and pedestrians.
- f. Recommend plans for sidewalks, streets, and parking lots.

3. The Committee is required to meet at least once each semester. The Committee shall provide a yearly summary of its activities to the Senate.

### **Section 8. Computer Planning and Goals Committee**

1. Membership shall consist of one faculty member from each of the representation units (except the College of University Studies), the Senate liaison person, the Vice President for Academic Affairs (non-voting, ex-officio), the Director of Information Technology Services (non-voting, ex-officio), a representative from the Staff Senate, Information Technology Services, the NDSU Extension Service Communications/ Computer Services, a member of the Department of Computer Science, a representative from the NDSU Libraries, and a student representative.

2. Committee responsibilities are the following:

- a. Formulate and maintain long-range goals for academic computing at NDSU.
- b. Review and expedite academic computer concerns.

3. The Committee shall provide a yearly summary of its activities to the Senate.

### **Section 19 University Assessment Committee**

1. Membership shall consist of one elected member from each of the representation units (except the College of University Studies), the Senate liaison person, Vice President for Academic Affairs (non-voting, ex officio), one undergraduate and one graduate student, a representative from the General Education Committee, a representative from the Division of Student Affairs, a representative of the NDSU Extension Service, and a representative from the Office of Assessment and Institutional Research.

2. Committee responsibilities are the following:

- a. Periodically review the assessment of student learning in the university's undergraduate and graduate programs.
- b. Develop procedures for the annual reporting of assessment activities by departments and other academic units.
- c. Provide feedback and assistance to departments and other academic units on their assessment activities.
- d. Provide a yearly summary of assessment activities to the Vice President for Academic Affairs, the Office of Assessment and Institutional Research, and the Senate.