CONCURRENT MEETINGS OF:
THE UNIVERSITY SENATE
THE FACULTY SENATE

THURSDAY, NOVEMBER 5, 2015
2:30 - 5:00 P.M.

25 Mondale Hall--Twin Cities Campus
105 Kiehle Hall--Crookston Campus
173 Kirby Plaza--Duluth Campus
7 Humanities/Fine Arts Building--Morris Campus
Room 322--Rochester Campus

This is a concurrent meeting of the University Senate and Faculty Senate. There are 245 voting members of the University Senate and 163 voting members of the Faculty Senate. A simple majority must be present for a quorum. Most actions require only a simple majority for approval. Actions requiring special majorities for approval are noted under each of those items.

1. TRIBUTE TO DECEASED MEMBERS OF THE UNIVERSITY COMMUNITY

FACULTY/ACADEMIC PROFESSIONALS/STAFF

Vernon Albertson
Professor
Electrical and Computer Engineering
1928 - 2015

Timothy Behme
Lecturer
Communication Studies
1968 - 2015

Pamela Bridson
Principal Office and Administrative Specialist
Orthopedic Clinic Operations
1947 - 2015

Richard Brill
End User Support
School of Business and Economics Dean's Office - University of Minnesota Duluth
1970 - 2015

John Britton
Professor
Chemistry
1930 - 2015

Florence Brown
Executive Assistant
Medical School Dean's Office
1924 - 2015
Clarke Chambers  
Professor  
History  
1921 - 2015

Sharon Collison  
Executive Assistant  
Institutional Research  
1944 - 2015

Sally Cook  
Community Program Specialist  
Ophthalmology  
1940 - 2015

Anita Dille  
Senior Accountant  
Soil, Water and Climate  
1943 - 2015

Raymond Dodson  
Professor  
Chemistry  
1920 - 2015

Jennifer Donnelly  
Community Program Associate  
Psychology  
1970 - 2015

John Edson  
Professor  
Laboratory Medicine and Pathology  
1926 - 2015

Gerald Eldred  
Executive Accounts Specialist  
Continuing Education  
1950 - 2015

Gerald Fischer  
Director  
University of Minnesota Foundation  
1943 - 2015

Peter Fleming  
Office Support Assistant  
Coffman Bookstore  
1957 - 2015

John Goodding  
Professor  
Agronomy and Plant Genetics
1922 - 2015

Gerald Gothard
Senior Operating Engineer
Heat Plant - University of Minnesota Duluth
1938 - 2015

Roy Griak
Head Coach
Men's Track
1923 - 2015

Peter Hannah
Researcher
Epidemiology
1938 - 2015

Evelyn Hansen
Professor
General College
1926 - 2015

Clayton Hanson
Information Technology Professional
Human Resources
1974 - 2014

Teresa Harrell
Senior Counselor
Global Programs/Strategy Alliance
1948 - 2015

Teresa Harrold
Principal Accounts Specialist
Sponsored Financial Reporting
1935 - 2015

Gregg Herrmann
Clinical Instructor
College of Pharmacy
1955 - 2015

Lanna Huynh
Junior Scientist
Disability Resource Center
1960 - 2015

Joyce Johnson
Office Specialist
Academic and Distributed Computing Services
1933 - 2015

Allen Knutson
Electromechanical Systems Specialist
Physics and Astronomy
1932 - 2015

Beth Kowahl
Developer
AHC Administrative Information Systems
1951 - 2015

Chelsea Langhans
Assistant Child Care Teacher
Child Development
1990 - 2015

Elizabeth Latts
Community Program Associate
Pediatrics
1941 - 2015

Robert Letson
Associate Professor
Ophthalmology
1927 - 2015

Richard Lidberg
Associate Professor
Education - University of Minnesota Duluth
1932 - 2015

Lorne Lindberg
Electrician Foreman
Capital Planning and Project Management
1943 - 2015

Jeanne Lupton
Associate Vice President
University of Minnesota Foundation
1923 - 2014

Beatrice Niesch
Attendance
Middlebrook Food Service
1949 - 2015

Eugene Ogan
Professor
Anthropology
1930 - 2015

Margaret Olson
Junior Cashier
Bookstore - University of Minnesota Duluth
1933 - 2015

Richard Oriani
Professor
Chemical Engineering and Materials Science
1920 - 2015

Judith Patton
Principal Operations/Student Services Specialist
Bookstore - University of Minnesota Duluth
1942 - 2015

Thomas Pearsall
Professor
Writing Studies
1925 - 2015

Barbara Polister
Coordinator
Community Integration
1927 - 2015

John Polley
Assistant Professor
Agriculture and Natural Resources - University of Minnesota Crookston
1922 - 2015

Richard Purple
Professor
Integrative Biology and Physiology
1936 - 2015

Shirley Raynes
Executive Assistant
Auxiliary Administration
1936 - 2015

Ann Reilly
Executive Office and Administrative Specialist
Health Policy and Management
1953 - 2015

William Rempel
Professor
Animal Science
1921 - 2015

Harlan Rosendahl
Extension Educator
University of Minnesota Extension
1953 - 2015

Julie Ross
Professor
Pediatric Epidemiology
1961 - 2015
Daniel Rossiter
Carpenter
Facilities Management
1954 - 2015

Margaret Samuelson
Executive Assistant
Agricultural Experiment Station
1933 - 2015

Cristine Scarlett
Executive Secretary
Biochemistry, Molecular Biology and Biophysics MED
1942 - 2015

Harold Seim
Assistant Professor
Family Medicine and Community Health
1940 - 2015

George Sell
Professor
Mathematics
1937 - 2015

Richard Seybolt
Professor
Foreign Language and Literature - University of Minnesota Duluth
1942 - 2015

Allan Shocker
Professor
Marketing
1937 - 2015

Wesley Simonton
Professor
College of Liberal Arts Dean's Office
1921 - 2015

Thomas Soulen
Associate Professor
Plant Biology
1935 - 2015

Marvin Stein
Professor
Computer Science and Engineering
1924 - 2015

David Swanson
Employee Benefits Counselor
Human Resources
1938 - 2015
John Taborn
Associate Professor
Educational Psychology
1935 - 2015

Dennis Theis
Adjunct Associate Professor
Oral Medicine, Diagnosis, and Radiology
1946 - 2015

Romana Urueta
Assistant Professor
Nursing
1927 - 2015

James VanLear
Laboratory Animal Attendant
Research Animal Resources
1952 - 2015

Robert Vickers
Professor
Diagnostic and Biological Sciences
1932 - 2015

Carol Wells
Professor
Laboratory Medicine and Pathology
1944 - 2015

Lorentz Wittmers
Associate Professor
Biomedical Sciences - University of Minnesota Duluth
1942 - 2015

John Zak
Audio/Visual Media Producer
University Relations - University of Minnesota Crookston
1949 – 2015

STUDENTS

Halvor Adams
College of Science and Engineering – University of Minnesota Duluth

Mary L. Buckley
University of Minnesota Crookston

Jesus Estrada-Perez
College of Liberal Arts

Ryan Giguere
College of Liberal Arts
Steven Haney  
College of Continuing Education

Roger Jenni  
Carlson School of Management

Nicole Kopfmann  
College of Liberal Arts

Reed O. Ortloff  
University of Minnesota Crookston

Aaron Pasch  
College of Education and Human Development

Emily Roland  
College of Liberal Arts

John Schmidt  
College of Liberal Arts

Wendy Lyne Shereck-Reitmeier  
University of Minnesota Crookston

Vanida Thavisone  
College of Liberal Arts

2. SENATE CONSULTATIVE COMMITTEE REPORT  
(5 minutes)

3. MINUTES FOR APRIL 30, 2015  
Action by the University Senate  
(2 minutes)

MOTION:

To approve the University Senate and Faculty Senate minutes, which are available on the Web at the following URL.

http://www1.umn.edu/usenate/usenate/minutes/150430sen.pdf

JENNIFER ALEXANDER, CLERK  
UNIVERSITY SENATE

4. SENATE CONSULTATIVE COMMITTEE  
Senator Responsibilities  
Information for the University Senate  
(5 minutes)

Responsibilities of Faculty Senators
To be distributed at the meeting.

Responsibilities of Student Senators

In order to ensure that the University governance system operates effectively to represent student concerns and perspectives, individuals serving as Student Senators should:

1. Attend all University and Student Senate meetings or arrange for an alternate to attend.
2. Review docket materials before Senate meetings and be prepared to discuss and vote on issues presented.
3. Share draft policies and policy amendments with constituents and relevant student organizations for discussion before Senate action.
4. Distribute to constituents and relevant student organizations information on significant matters before the Senate and solicit student views on such issues.
5. Bring to the Senate, or one of its committees, issues of concern to their constituents and relevant student organizations.
6. Communicate regularly with student governance bodies.
7. Consider serving on one of the Senate committees.
8. Remember that, while they are elected as delegates from their academic units, “[e]ach member of the University Senate shall represent the University as a whole.”

Adopted unanimously by the Student Senate Consultative Committee 9/14/06.

MOTION A
Consent Agenda
Action by the University Senate
(5 minutes)

Agenda Items 5. and 6. are considered to be non-controversial or “housekeeping” in nature and are offered as a “Consent Agenda” to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. As Item 5. is an amendment to the University Senate Bylaws, the motion requires either a majority of all voting members of the University Senate (123) at one regular or special meeting, or a majority of all voting members of the University Senate present and voting at each of two meetings. This is the first meeting at which this motion is being presented.

5. UNIVERSITY SENATE BYLAW AMENDMENTS
Civil service appointments to University Senate Committees

MOTION:

To amend Article II of the University Senate Bylaws, as follows (language to be added is underlined; language to be deleted is struck out).
ARTICLE II. COMMITTEES OF THE UNIVERSITY SENATE (Changes to this article are subject to vote only by the University Senate)

...  

5. University Senate Committee Charges  

...  

A. ADVISORY COMMITTEE ON ATHLETICS

The Advisory Committee on Athletics provides consultation and advice to the President, the senior administrator responsible for athletics, and the Department of Intercollegiate Athletics on policies and other major decisions. All policies formulated by the Advisory Committee on Athletics will be reported to the Twin Cities members of the Senate Consultative Committee for action and to the Twin Cities Delegation for information after the Twin Cities members of the Senate Consultative Committee have acted. The Twin Cities Delegation has the authority to reverse or modify a decision by the Twin Cities members of the Senate Consultative Committee.

Membership

The Advisory Committee on Athletics shall be composed of:  
4 tenured Twin Cities faculty members,  
2 academic professional members,  
4 student members (including 2 selected by the representatives of students in the intercollegiate athletics program),  
1 civil service member,  
2 alumni members,  
the 2 Faculty Representatives to the NCAA,  
the chair of the Faculty Academic Oversight Committee for Intercollegiate Athletics, and  
ex officio representation as specified by vote of the Twin Cities Delegation.

The chair, faculty, and academic professional, civil service members shall be appointed by the President after consultation with the Faculty Committee on Committees. Two student members shall be appointed by the Student Committee on Committees. Civil service members shall be appointed by the Civil Service Consultative Committee. Alumni members shall be appointed by the director of alumni relations.

The chair shall hold no administrative appointment higher than department chair or head. No one, other than the Faculty Representatives to the NCAA, may serve more than six (6) consecutive years on this committee.

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B. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of:  
no more than 8 faculty members (including one from each system campus, where appropriate),  
...
2 academic professional members,
3 students,
2 civil service members,
5 alumni, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Alumni members shall be appointed by the director of alumni relations.

C. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee recommends University policies, procedures, programs, and services concerning faculty/academic professionals, students, staff, and guests of the University with disabilities.

Membership

The Disabilities Issues Committee shall be composed of:
at least 7 faculty members,
2 academic professional members,
4 students (two graduate/professional and two undergraduates),
2 civil service members, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Civil service members shall be appointed by the Civil Service Consultative Committee.

Duties and Responsibilities

a. To advise the president and administrative offices, including the Disability Services Office, disability resource centers at each campus, and the University ADA Coordinator, on policies, programs, and services for students, employees, and guests of the University.

... 

d. To inform the University community of the special concerns of its members with disabilities and of the available resources.

... 

D. EQUITY, ACCESS, AND DIVERSITY COMMITTEE

The Equity, Access, and Diversity Committee is primarily concerned with the impact and compliance of University policies, programs, and services on equal opportunity, affirmative action, and diversity from a system perspective.

Membership

The Equity, Access & Diversity Committee shall be composed of:
at least 7 faculty members,
2 academic professional members,
6 students (including at least one from each system campus),
2 civil service members, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Civil service members shall be appointed by the Civil Service Committee. Each system campus shall have at least 1 faculty or academic professional member where appropriate.

E. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior University officers on all major issues of planning, budget, resource allocation policy, and University operations.

The committee is expected to consider matters of University-wide policy or effect.

The Committee may, from time to time, act as a Twin Cities campus committee, and take up matters exclusively of concern to the Twin Cities, and may appoint subcommittees to deal with issues that pertain to the entire University or only to the Twin Cities campus.

Membership

The Finance and Planning Committee shall be composed of:
10 faculty members,
2 academic professional members,
4 students,
2 civil service members, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Civil service members shall be appointed by the Civil Service Consultative Committee.

F. INFORMATION TECHNOLOGIES COMMITTEE

The Information Technologies Committee represents faculty, academic professional, civil service and student interests in the development, implementation, and distribution of information technologies at the University. Information technologies include information systems (including their associated hardware and software) and the electronic exchange of information among faculty, staff and students.

Membership

The Information Technologies Committee shall be composed of:
8 faculty members,
4 academic professional members,
3 student members (with at least one undergraduate and one graduate student),
1 civil service member, and
ex officio representation as specified by vote of the University Senate.
Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Civil service members shall be appointed by the Civil Service Consultative Committee.

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G. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, civil service, and student interest in the University libraries.

Membership

The Library Committee shall be composed of:
12 faculty/academic professional members,
4 students,
1 civil service member, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Academic professionals members must be eligible to serve in the Faculty Senate. Civil service members shall be appointed by the Civil Service Consultative Committee and shall not be a library employee.

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H. SENATE COMMITTEE ON COMMITTEES

The Senate Committee on Committees appoints members of certain committees of the University Senate and advises the Senate Consultative Committee on the committee structure of the University Senate.

Membership

The Senate Committee on Committees shall be composed of:
the faculty, civil service, and academic professional members of the Faculty Committee on Committees, and
the student members of the Student Committee on Committees.

The chair of the Faculty Committee on Committees shall serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

a. To forward annually to the University Senate for approval names of faculty members, academic professionals, civil service, undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the University Senate specified in the Bylaws of the University Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional, undergraduate student or graduate/professional student member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, civil service, undergraduate student and
graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, academic professionals, civil service, undergraduate students and graduate/professional students. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the University Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.

b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the Senate Consultative Committee about any changes in committee structure, charge, or membership which it deems appropriate.

c. To review and forward as appropriate to the University Senate any proposed changes to the charge, membership, or ex officio members for committees of the University Senate prior to approval from the University Senate.

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J. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social concerns.

Membership

The Social Concerns Committee shall be composed of:
7 faculty members,
3 academic professional members,
7 students,
3 civil service members,
3 alumni representatives, and
ex officio representation as specified by vote of the University Senate.

Faculty/academic professional, civil service, and student members shall be appointed by the Committee on Committees. Civil service members shall be appointed by the Civil Service Consultative Committee. The alumni members shall be appointed by the president in consultation with the director of alumni relations.

... 

K. STUDENT ACADEMIC INTEGRITY COMMITTEE

The Student Academic Integrity Committee is an advisory body to the Senior Vice President for Academic Affairs and Provost and to the administrative officers responsible for education, outreach, and sanctions related to issues of academic integrity.

Membership

The Student Academic Integrity Committee shall be composed of:
5 faculty members,
3 academic professional members,
§ 6 students (including one from each system campus; of the two Twin Cities representatives, at least one of whom shall be a graduate or professional student and at least one of whom shall be an undergraduate student from each of the Crookston, Duluth, Morris and Twin Cities campuses), and ex officio representation as specified by vote of the University Senate.

Members will be appointed by the Committee on Committees. Academic professional members must be eligible to serve in the Faculty Senate. At least 1 faculty or academic professional member must be from a system campus. The chair of the committee shall be a tenured faculty member.

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COMMENT:

During 2014-15, the Civil Service Consultative Committee (CSCC) worked with the Faculty Committee on Committees regarding the appointment process for civil service employees to University Senate Committees. It was determined that CSCC would no longer make these appointments. Instead the Faculty Committee on Committees would fill these seats in a similar manner to how faculty and academic professional seats are filled.

The proposed Bylaws amendments make the change in the appointment process for each University Senate Committee that has civil service members and adds two civil service members to the Faculty Committee on Committees.

DAVID KIRKPATRICK, CHAIR
SENATE CONSULTATIVE COMMITTEE

6. UNIVERSITY SENATE RULES AMENDMENT
Disabilities Issues Committee Ex Officio Membership

MOTION:

To amend Article II, Section 1 of the University Senate Rules as follows (language to be added is underlined; language to be removed is struck out). As an amendment to the University Senate Rules, the motion requires a simple majority for approval.

ARTICLE II. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE (Changes to this article are subject to vote only by the University Senate)

1. Ex Officio Members of University Senate Committees

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- Disabilities Issues--Office of the Senior Vice President for Academic Affairs and Provost (the University ADA coordinator); Office for Equity and Diversity (Disability Services Resource Center)

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COMMENT:

This amendment updates the name of the University office.
7. SENATE CONSULTATIVE COMMITTEE
Administrative Policy on Individual Conflicts of Interest
Discussion
(60 minutes)

The draft to be discussed will be available at:
http://www1.umn.edu/usenate/usenate/docs/1510individual_COI_draft.pdf

COMMENT:

The Conflicts of Interest (COI) Program, as part of its 4 year comprehensive review of Administrative Policy: Individual Conflicts of Interest (http://policy.umn.edu/operations/conflictinterest), and Administrative Policy: Individual Conflicts of Interest: Standards that Govern Those Involved in Clinical Health Care (http://policy.umn.edu/operations/clinicalcoi), proposes to merge the provisions into one policy. The changes proposed by the COI Program are reflected in red text, with explanatory comments in the margin. In addition, the draft policy includes, in purple text, provisions recommended by the Implementation Team. That group was charged with implementing the recommendations made by the panel that conducted the recent review of the university's human research protection program. The final report of the Implementation Team is available at: http://research.umn.edu/advancehrp/documents/workplan-final.pdf, and pages 54-56 of that report is the section on conflict of interest.

8. PRESIDENT'S REPORT
(10 minutes)

9. QUESTIONS TO THE PRESIDENT
(15 minutes)

Questions to the President should be submitted in writing to the University Senate office no later than Tuesday, November 3, 2015. The President may also choose to take questions from the floor.

10. UNIVERSITY SENATE OLD BUSINESS

11. UNIVERSITY SENATE NEW BUSINESS

12. UNIVERSITY SENATE ADJOURNMENT

THIS CONCLUDES THE UNIVERSITY SENATE BUSINESS.
THE SUBSEQUENT ITEMS ARE FACULTY SENATE BUSINESS ONLY.
MEETING OF THE FACULTY SENATE

13. ADMINISTRATIVE RESPONSES TO SENATE ACTIONS

Information

FACULTY SENATE

Amendments to the Board of Regents Policy on Commercialization of Intellectual Property Rights
Approved by the Faculty Senate: April 30, 2015
Board of Regents Response: June 12, 2015

14. EDUCATIONAL POLICY COMMITTEE

Amendment to the Administrative Policy on Mandatory Attendance at First Class Session and Consequences for Absence

Information

The Educational Policy Committee approved the following amendment to the Administrative Policy on Mandatory Attendance at First Class Session and Consequences for Absence following its September 8 meeting. This amendment is included for information.

AMENDMENT TO THE ADMINISTRATIVE POLICY ON MANDATORY ATTENDANCE AT FIRST CLASS SESSION AND CONSEQUENCES FOR ABSENCE

POLICY STATEMENT

1. Students must attend the first class session in order to receive important information about the course from the instructor. Students must attend the first class meeting of every part of a course in which they are registered (including, for example, labs, and discussion sections, lectures, and other types of class meetings), unless they have obtained prior approval from the instructor (or department, if appropriate) for an intended absence before the first class meeting. Without such prior approval, a student may lose his or her place in the class to another student. The registration materials should alert students to the fact that they must attend the first session of a course, whether that session is a lab, discussion section, lecture, or some other class meeting.

2. If a student wishes to remain in a course from which he or she has been absent the first day without prior approval, the student must contact the instructor as soon as possible. In this circumstance, instructors have the right to deny access to the class if other students have been admitted and the course is full. However, instructors should consider extenuating circumstances (e.g., weather) that may have prevented a student from attending the first class session and from notifying the instructor in advance.

3. Absence from the first class session that falls during a recognized religious holiday (e.g., Rosh Hashanah) does not require instructor approval, but the student must notify the instructor in advance regarding the absence and the reason for the absence. In this instance, the place for the student will be retained. (See Administrative Policy: Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester for further information regarding absences).

4. Students are responsible for officially cancelling their enrollment in any course for which they have enrolled and subsequently been denied enrollment. If any such student
does not officially disenroll from the course, the instructor has to the choice to either (a) assign a failing grade to the student for that course, or (b) request that the student be disenrolled. Instructors will fail any such student who does not officially cancel a course.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Students are required to attend the first class session to receive important information about the course from the instructor. In addition, because students can enroll and disenroll for courses online, the list of registered students fluctuates. A student’s presence at the first class session is required to clearly indicate the number of students who are committed to taking the course. Instructors can then determine whether any students who were not able to register for a course because all seats were taken may take the place of students who registered but did not attend the first class session.

PROCEDURES

There are no procedures related to this policy.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices related to this policy.

FAQ

1. **Is it mandatory that a student be removed from a class if he/she misses the first class session?**
   Instructors are not required to request that the student be removed from the class, but it is their prerogative to make such a request.

2. **What is the necessary process for instructors to disenroll students from a course?**
   Instructors can contact their college’s student services department or One Stop Student Services to request students be disenrolled for not attending the first class session.

3. **How does this policy apply to on-line courses?**
   The policy extends to on-line courses as well as traditional in-person courses. Students must attend the first class meeting or obtain permission from the faculty member to be absent. In the traditional classroom courses, attendance means the student is physically present in the course. For courses that are delivered partially or completely online, instructors have discretion to indicate on the syllabus the specific action(s) a student would need to take within a specified time period (e.g., post an online discussion group on academic matters, initiating contact with a faculty member to ask a question about an academic course topic, submitting an assignment, taking a quiz) in order to be considered as having attended the online course. If a student does not attend (e.g., log into the course in Moodle) the course instructor may request that the student be removed from the class.

   **Is it mandatory that a student be removed from a class if he/she misses the first class session?**
   Faculty members are not required to request that the student be removed from the class, but it is their prerogative to make such a request.
**ADDITIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Suzanne Bardouche</td>
<td>612-626-9159</td>
<td><a href="mailto:bardouch@umn.edu">bardouch@umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Belinda Cheung</td>
<td>612-625-6977</td>
<td><a href="mailto:Cheun002@umn.edu">Cheun002@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmeyrs@crk.umn.edu">kmeyrs@crk.umn.edu</a></td>
</tr>
<tr>
<td>Morris Campus</td>
<td>Bart Finzel</td>
<td>320-589-6015</td>
<td><a href="mailto:finzelbd@morris.umn.edu">finzelbd@morris.umn.edu</a></td>
</tr>
<tr>
<td>Rochester Campus</td>
<td>Lori Carrell</td>
<td>507-258-8006</td>
<td><a href="mailto:lcarrell@r.umn.edu">lcarrell@r.umn.edu</a></td>
</tr>
</tbody>
</table>

**DEFINITIONS**

**Officially cancel**
Students must cancel (drop) a class if they have been denied enrollment in that course. Students are responsible for dropping a course to officially remove it from their record and may do so online in the course registration system.

**RESPONSIBILITIES**

**Students**

Attending the first sessions of courses for which they have registered, or seek prior approval from the instructor if they are unable to attend. Use the course registration system to drop a course they have registered for but will not be attending.

**Instructors**

Monitor official course registration lists. Take attendance at first class meeting(s). Respond promptly to students who have contacted the instructor regarding not attending the first class session. Notify students if they have been denied enrollment in a course. Report a failing grade if a student who was denied enrollment in a course does not drop the course, or request that the student be disenrolled.

**RELATED INFORMATION**

Administrative Policy: *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*

**SUE WICK, CHAIR**

**EDUCATIONAL POLICY COMMITTEE**

**15. EDUCATIONAL POLICY COMMITTEE**

Amendment to the Administrative Policy on Timely Graduation by Undergraduates

**Information**
The Educational Policy Committee approved the following amendment to the Administrative Policy on Timely Graduation by Undergraduates at its October 14 meeting. This amendment is included for information.

**AMENDMENT TO THE ADMINISTRATIVE POLICY ON TIMELY GRADUATION BY UNDERGRADUATES**

**POLICY STATEMENT**

Students are admitted to the campuses and colleges of the University of Minnesota to pursue a baccalaureate degree. Degree-seeking undergraduate students are expected to enroll in and successfully complete courses that will move them toward degree completion in a timely manner. The general benchmark for timely degree completion for students admitted as New High School (NHS) students is four years (8 academic semesters).

**A. DECLARING A MAJOR**

Degree-seeking students are expected to declare and be accepted into a major. Requirements are as follows:

1. New High School (NHS) students are expected to declare and be accepted into all intended major(s) and minor(s) (if applicable) no later than the end of their fourth academic term of enrollment after matriculation regardless of total credit completion.

2. New Advanced Standing (NAS) and Inter-University Transfer (IUT) students are expected to declare and be accepted into all intended major(s) and minor(s) (if applicable) as follows:

   Students entering with 0-26 credits, no later than the end of their fourth semester of enrollment at the University

   Students entering with 27-59 credits, no later than the end of their third semester of enrollment at the University.

   Students entering with 60 or more credits, no later than the end of their second semester of enrollment at the University.

3. Failure to declare a major by the end of the term indicated above may result in a hold being placed on the student’s record, requiring advisor permission to register. A hold may be placed sooner than the term indicated above, if programmatically warranted.

4. Students may not earn a degree in a program, college or campus to which they are not currently admitted, irrespective of any accumulation of required credits and courses on their record.

5. Colleges and campuses may not award a degree to a student who is not currently admitted to that program, college, or campus as a degree-seeking student.

**B. COURSE REGISTRATION**

1. Failure to enroll in courses that are applicable to degree requirements may result in a hold being placed on the student’s record, requiring advisor permission to register.
2. After declaring/being accepted into a major, students are expected to enroll in required major courses and other courses necessary to complete University degree requirements. Failure to do so may result in a hold being placed on the student’s record, requiring advisor permission to register.

C. GRADUATION CLEARANCE

1. Students are expected to apply to graduate; the application should be submitted on or before the beginning of the term during which the student expects to complete all degree requirements.

2. The University has the authority to clear students for graduation after they have completed required degree program, college, campus, and University requirements, regardless of whether the student has submitted the application to graduate.

D. DEGREE PROGRAM REQUIREMENTS

All degree programs must have a curricular sample plan that enables students who enter as NHS to graduate in four years. Such a plan should assume that students will enroll for at least 15 degree-applicable credits per semester, on average, but the plan may not require that students enroll for more than 17 credits per semester, on average.

Exclusions

This policy is not applicable to the Duluth campus.

REASON FOR POLICY

Timely graduation is an underlying foundational principle for undergraduate education at the University, in support of a high quality educational experience for the student and wise use of the resources of the University and of the student. Undergraduate students are admitted to the University to pursue an undergraduate degree. To make the best use of students' resources, as well as University resources, students are not allowed to continue registering for courses indefinitely without having a formal plan for completing a degree in a timely manner. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

PROCEDURES

Administrative Degree Clearance Procedure

FORMS/INSTRUCTIONS

There are no forms related to this policy.

APPENDICES

There are no appendices related to this policy.

FAQ

1. How does a student declare a major?
Students should talk to their academic advisor or their college or campus’s career services professionals to help clarify their goals. Colleges and campuses have their own policies and procedures for changing majors. Some majors may require an application or portfolio review.

2. **Can a student receive both a Bachelor of Arts (B.A.) and a Bachelor of Science (B.S.) degree in the same major from the University?**
   No, a student may not earn two degrees in the same major (e.g., B.S. and B.A. in Economics) from any campus(es) of the University.

3. **Can a student receive both a Bachelor of Arts (B.A.) and a Bachelor of Science (B.S.) degree in a different major from the University?**
   A student fulfilling requirements for two majors within different degree structures (e.g., one B.A. and one B.S.) can earn two degrees. The student must have completed all additional requirements for the degree, beyond completion of the major (e.g., the language requirement for a B.A. degree). A student may complete one set of liberal education/general education requirements to meet the requirements for both degrees.

4. **What is the difference between a double major and a second degree?**
   A student earning more than one major but with both majors in the same degree structure (e.g., both as B.A. degrees or both as B.S. degrees) earns one degree with a double major (e.g. a B.A. degree, with majors in English and history). A student fulfilling requirements for two majors within different degree structures (e.g., one B.A. and one B.S.) can earn two degrees (e.g. a B.A. degree with a major in English, and a B.S. degree with a major in biology).

5. **How does this policy affect students who are doing a double major or seeking multiple minors?**
   Students who are pursuing a double major should declare both majors within the recommended timelines for declaring a major. Students are discouraged from adding majors or minors later in their academic careers if doing so will delay timely graduation. Students have the option of pursuing a second major or a minor after graduation.

6. **Will a student with a permanent 13-credit exemption be required to declare/be accepted into a major by the term indicated?**
   Students with an approved 13-credit exemption should work with an academic advisor to develop a modified benchmark for declaring a major.

7. **Can the University of Minnesota graduate an undergraduate student if that student has not applied to graduate?**
   Yes, in circumstances where the student has completed all degree requirements, the University can clear the student for graduation and grant the degree. See the Administrative Degree Clearance Procedure (add link).

### ADDITIONAL CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact(s)</td>
<td>Robert McMaster</td>
<td>612-626-9425</td>
<td><a href="mailto:mcmaster@umn.edu">mcmaster@umn.edu</a></td>
</tr>
<tr>
<td>Crookston Campus Procedures</td>
<td>Ken Myers</td>
<td>218-281-8200</td>
<td><a href="mailto:kmyers@crk.umn.edu">kmyers@crk.umn.edu</a></td>
</tr>
</tbody>
</table>
**Definitions**

**Degree-seeking student**
A student who has been officially admitted to a University of Minnesota college to pursue an undergraduate degree program.

**Non-degree student status**
Non-degree students are not officially admitted into a University of Minnesota degree program for the semester(s) of course enrollment. Non-degree status includes those students who are admitted for a future semester and students who are degree-seeking at another institution, but taking classes at the University of Minnesota, Twin Cities.

**New High School (NHS)**
Students who have graduated from high school but have not previously matriculated to another post-secondary institution. (They may have earned college credits while they were enrolled in high school, for example AP credits or credits through PSEO.)

**New Advanced Standing (NAS)**
Students who have graduated from high school, who have previously matriculated at another post-secondary education institution where they earned credits.

**Inter-University Transfer (ICT)**
Students who have matriculated at one University of Minnesota campus where they earned credits, and are now enrolling at a different University of Minnesota campus.

**Academic Major**
A student’s main field of specialization during his or her undergraduate or graduate studies. The major is recorded on the student’s transcript.

**Academic Minor**
A student's declared secondary field of study or specialization during his or her undergraduate or graduate studies. A minor typically consists of a set of courses that meet specified guidelines and is designed to allow a sub-major concentration in an academic discipline or in a specific area in or across disciplines. The minor is recorded on the student's transcript.

**Responsibilities**

**College**
- Establish the curricula and the requirements for majors and minors
- Periodically review student records to determine student progress in meeting degree requirements
- Monitor major declaration benchmarks
- Determine if a student has met all of the requirements to receive a degree
- Clear the student to receive the degree
STUDENT
• Maintain regular communication with an academic advisor
• Declare a major
• Register for courses that allow for progress toward timely graduation
• Apply for graduation

RELATED INFORMATION
Admissions for Undergraduates: Twin Cities, at http://policy.umn.edu/education/admissions
Academic Unit Authority over the Curriculum and Major, at http://policy.umn.edu/education/curriculumauthority
Academic Probation and Suspension for Undergraduate Students, at http://policy.umn.edu/education/acadprobation
Teaching and Learning: Student Responsibilities, at http://policy.umn.edu/education/studentresp

COMMENT:
This draft incorporates proposed revisions to two existing policies, and combines them into one, unified policy. The two existing policies are


As part of the required comprehensive review of policies, policy owners are required to periodically review policies to determine if a policy is still needed, whether the purpose and goal of the policy is being met, and whether changes are needed to improve effectiveness in the policy. The proposed changes to these two policies above came out of that review process. Consultation and discussion took place with the Registrar’s Advisory Committee, a policy advisory group of academic advisors, the policy owner(s) and policy contact(s). The policy contact also reviewed any questions regarding the policies that had been logged on the policy web site.

SUE WICK, CHAIR
EDUCATIONAL POLICY COMMITTEE

MOTION B
Consent Agenda
Action by the Faculty Senate
(5 minutes)

Agenda Items 16. and 17. are considered to be non-controversial or “housekeeping” in nature and are offered as a “Consent Agenda” to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. As Item 18. is an amendment to the Faculty Senate Bylaws, the motion requires either a majority of all voting members of the Faculty Senate (82) at one regular or special meeting, or a majority of all voting members of the Faculty Senate present and voting at each of two meetings. This is the first meeting at which this motion is being presented.

16. FACULTY SENATE BYLAW AMENDMENTS
Civil service appointments to Faculty Senate Committees
MOTION:

To amend Article IV of the Faculty Senate Bylaws, as follows (language to be added is underlined; language to be deleted is struck out).

ARTICLE IV. COMMITTEES OF THE FACULTY SENATE (Changes to this article are subject to vote only by the Faculty Senate)

...

5. Faculty Senate Committee Charges

...

D. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of:

12 faculty/academic professional members, 6 students (including one from a coordinate system campus), and ex officio representation as specified by vote of the Faculty Senate.

Members shall be appointed by the Committee on Committees. Academic professional members must be eligible to serve in the Faculty Senate. The chair of the committee shall be a tenured faculty member.

...

G. FACULTY COMMITTEE ON COMMITTEES

The Faculty Committee on Committees appoints members of certain committees of the Faculty Senate and advises the Faculty Consultative Committee on the committee structure of the Faculty Senate.

Membership

The Faculty Committee on Committees shall be composed of:

15 elected tenured or tenure-track faculty members, and 4 academic professional members, and 2 civil service members.

Of the faculty/academic professional members, 1 shall be from the Morris campus and the remainder from the Twin Cities campus. All faculty members of the Committee shall be elected by the faculty members of the Senate from their respective campuses. The Twin Cities faculty members of the Faculty Committee on Committees shall be nominated by the current Twin Cities faculty members of the Faculty Committee on Committees. The academic professional candidates for the Committee on Committees shall be appointed in accord with procedures
The civil service candidates for the Committee on Committees shall be appointed in accord with procedures established by the Civil Service Consultative Committee. In case of a faculty/academic professional vacancy, the remaining faculty/academic professional members, by majority vote, shall fill the vacancy by interim appointment until the next general election. In case of a academic professional or civil service vacancy, the appointing authority shall fill the vacancy for the remainder of the term.

The Faculty Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair is eligible for re-election to that position. The chair shall also serve as the chair of the Senate Committee on Committees.

Duties and Responsibilities

a. To forward annually to the Faculty Senate for approval names of faculty members, academic professionals, civil service, and chairs it recommends for appointment to those committees of the Faculty Senate specified in the Bylaws of the Faculty Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty/academic professional member currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, civil service, undergraduate student and graduate/professional student members; and 5) expressions of interest in committee service offered by faculty, and academic professionals, and civil service. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the Faculty Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.

I. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior University officers on all major issues of planning, budget, resource allocation policy, and University operations.

The committee is expected to consider matters of University-wide policy or effect.

The Committee may, from time to time, act as a Twin Cities campus committee, and take up matters exclusively of concern to the Twin Cities, and may appoint subcommittees to deal with issues that pertain to the entire University or only to the Twin Cities campus.

Membership

The Finance and Planning Committee shall be composed of
10 faculty members,
2 academic professional members,
4 students,
2 civil service members, and
ex officio representation as specified by vote of the University Senate.
Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Civil service members shall be appointed by the Civil Service Consultative Committee.
K. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, postdoctoral fellows/associates, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of:
15 faculty members,
2 academic professional members,
3 students,
1 civil service staff member,
1 postdoctoral fellow/associate, and
ex officio representation as specified by vote of the Faculty Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Academic professional members must be eligible to serve in the Faculty Senate. Postdoc members shall be appointed by the Postdoctoral Association. Civil service members shall be appointed by the Civil Service Consultative Committee.

COMMENT:

During 2014-15, the Civil Service Consultative Committee (CSCC) worked with the Faculty Committee on Committees regarding the appointment process for civil service employees to Faculty Senate Committees. It was determined that CSCC would no longer make these appointments. Instead the Faculty Committee on Committees would fill these seats in a similar manner to how faculty and academic professional seats are filled.

The proposed Bylaws amendments make the change in the appointment process for each Faculty Senate Committee that has civil service members and adds two civil service members to the Faculty Committee on Committees.

DAVID KIRKPATRICK, CHAIR
FACULTY CONSULTATIVE COMMITTEE

17. FACULTY SENATE RULES AMENDMENT
Finance and Planning Committee Ex Officio Membership

MOTION:

To amend Article IV, Section 1 of the Faculty Senate Rules as follows (language to be added is underlined; language to be removed is struck out). As an amendment to the Faculty Senate Rules, the motion requires a simple majority for approval.

ARTICLE IV. RULES FOR COMMITTEES OF THE FACULTY SENATE (Changes to this article are subject to vote only by the Faculty Senate)

1. Ex Officio Members of Faculty Senate Committees
- **Finance and Planning**--Office of the Senior Vice President for Academic Affairs and Provost (two representatives); Office of the Vice President for Budget and Finance (two representatives, including one from the Controller's Office); Office of the Vice President for University Services; Chair of the Academic Health Center Faculty Consultative Committee; State Economist

...  

**COMMENT:**

While the State Economist has served on the Finance and Planning Committee for many years in an unofficial capacity, this amendment makes this position a named ex officio representative on the committee.

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**DANIEL FEENEY, CHAIR**

**FINANCE AND PLANNING COMMITTEE**

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**END OF MOTION B**

**18. FACULTY CONSULTATIVE COMMITTEE REPORT**

(5 minutes)

**19. FACULTY LEGISLATIVE LIAISONS UPDATE**

(5 minutes)

**20. PROVOST’S REPORT**

(10 minutes)

**21. QUESTIONS TO THE PROVOST**

(10 minutes)

Questions to the Provost should be submitted in writing to the University Senate office no later than Tuesday, November 3, 3015. The Provost may also choose to take questions from the floor.

**22. FACULTY SENATE OLD BUSINESS**

**23. FACULTY SENATE NEW BUSINESS**

**24. FACULTY SENATE ADJOURNMENT**