



UNIVERSITY OF MINNESOTA

University Senate Consultative Committee  
N307 Elliott Hall  
75 East River Road  
Minneapolis, Minnesota 55455  
Telephone: (612)626-1850

SENATE CONSULTATIVE COMMITTEE MEETING  
AND  
DISCUSSION WITH PRESIDENT KELLER

April 2, 1987  
12:30 - 3:00  
Regents Room, Morrill Hall

FOR DISCUSSION

- 12:30- 1. Assembly Steering Committee business: ACEP proposal to establish  
12:45 an Assembly Committee on Undergraduate Education (attached:  
Motion with Prof. Collins' 3/24 cover letter to Prof. Berscheid.)  
Guests: Professor W. Andrew Collins, Chair, Assembly Committee  
on Educational Policy and Gretchen Kreuter, Assistant to  
the Vice President for Academic Affairs.
- 12:45- 2. SCEP update on progress on the proposal for a Senate  
12:50 Committee on Computers and Other Information Systems.  
Guest: Professor W. Andrew Collins.
- 12:50- 3. Tuition refund schedule (attached: background materials).  
1:10 Guests: Jeanne Lupton, Acting Associate Vice President for  
Student Affairs and Tim Pratt, President, MSA.
- 1:10- 4. Assembly Steering Committee business: Governance oversight  
1:30 of auxiliary services, including the University of Minnesota  
Police Department.  
Guest: Neil Bakkenist, Assistant Vice President, Office of  
Finance and Operations.

FOR INFORMATION

- 1:30- 5. Reports:  
1:40 A. Finance Committee: Chair, Professor Shively;  
B. Student SCC: Chair, Mr. St. Laurent;  
C. FCC & SCC: Chair, Professor Berscheid.  
D. Other.
6. The Crookston faculty has elected Professor Lynnette Mullins  
to the SCC for 1987-1990.

7. Implementation Committee: The preliminary report that will be presented to the Board of Regents is now complete. A copy, including the appendices (which were not attached to copies distributed earlier to SCC) is in the circulating file. We are told that the document remains virtually unchanged from the last version we were given.

FOR DISCUSSION AND ACTION

- 1:40 8. Minutes of March 5 (attached).
- 1:40-  
1:50 9. Report of the Nominations Subcommittee:
- A. Faculty nominations to Senate and Assembly committees and President's Student Behavior Review Panel ready for ratification (attached);
  - B. Bylaws amendments proposed to reduce SCC's nominating responsibilities (attached: proposed amendment and Prof. Berscheid's 3/11 letter to Pres. Keller). Intended for action at the May 14 Senate and Assembly meetings.
- 1:50-  
2:05 10. AIDS Task Force proposal (attached: suggested membership and draft of charge letter).
- 2:05-  
2:15 11. Approval of Senate and Campus Assembly agenda for April 16 (attached: tentative agenda and Committee on Committees' motion for Rules changes concerning Senate Committee on the Use of Human Subjects in Research).

DISCUSSION WITH PRESIDENT KELLER

- 2:15-  
3:00 12. Legislative update.
13. President's items.



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MINUTES Approved 4/30/87  
SENATE CONSULTATIVE COMMITTEE MEETING  
AND  
DISCUSSION WITH PRESIDENT KELLER

April 2, 1987  
12:30 - 3:15  
Regents Room, Morrill Hall

Members present: Tim Allison, Ellen Berscheid (Chair), Charles Campbell, Shirley Clark, Brenda Ellingboe, Jill Gaudette, Richard Goldstein, Ron Kubik, Joe Latterell, Cleon Melsa, Don Peterson, Ronald Phillips, Roy St. Laurent, Andy Seitel, W. Phillips Shively, Bruce Vandal.

Members absent: Mark Brenner, Kim Carlson, Paul Murphy.

Guests: Neil Bakkenist, Assistant Vice President for Finance and Operations; Andy Collins, Chair, Senate and Assembly Committees on Educational Policy; Gretchen Kreuter, Assistant to the Vice President for Academic Affairs; President Kenneth Keller; Jeanne Lupton, Acting Associate Vice President for Student Affairs; Delores Lutz, reporter, Minnesota Daily; Tim Pratt, President, MSA; Heidi Schechter, reporter, Minnesota Daily; Maureen Smith, editor, University Relations; John Wallace, Assistant Vice President for Academic Affairs.

1. Assembly Steering Committee business: Proposal from the Assembly Committee on Educational Policy to establish an Assembly Committee on Undergraduate Education. Guests: Professor W. Andrew Collins and Dr. Gretchen Kreuter.

(Note: Members had received the proposed motion in advance.)  
Steering Committee members approved the proposal in principle and made the following suggestions: (1) the committee should be somewhat smaller than described; (2) the sources of the student membership by colleges should not be restricted; (3) the committee's responsibilities might include actively encouraging improvements to teaching.

In response to the Steering Committee's suggestions, Professor Collins said the Educational Policy Committee would rework its motion.

2. SCEP report on progress towards formation of a Senate Committee on Information Systems.

Professor Collins told SCC that work had been delayed by the movement

of the chair of SCEP's special subcommittee to an administrative position; however, there is consensus in both the subcommittee and the administration that a Senate committee should be created.

Mr. St. Laurent, Student SCC Chair, expressed strong regret that so much time should have elapsed and so many decisions made without the benefit of consultation with a Senate committee. Another member observed, however, that with rapid evolution of the technology, there will be many more decisions to be made.

3. Tuition refund schedule for students cancelling classes. Guests: Jeanne Lupton, Acting Associate for Student Affairs, and Tim Pratt, Twin Cities Student Body President.

Dr. Lupton summarized economic and educational questions that have been addressed since 1984 on this issue. (The existing schedule permits a partial refund through the sixth week of a quarter. The proposal, developed in 1985, would permit no refund after the third week.) Late withdrawal hurts a student because of the unlikelihood of finding a replacement class and, where the class had limited enrollment, hurts other students who wanted the class but for whom there was no place. Improved counseling is a closely related objective. The Management Committee has approved the proposal and it has been on the Regents' docket for information.

Mr. Pratt was skeptical that a change in the refund policy would change student attitudes about choosing classes, but appreciated the money-saving argument for the change. He argued that the money saved should be targeted for restoration of a course information project and for advising. Participants called attention to the responsibility of each faculty member to make clear early in a course what is expected of the student.

Professor Shively, Chair of the Senate Finance Committee, spoke against dedicating funds to particular projects. A worthwhile project should have a place in the overall University budget.

Several SCC members called for research into the reasons students drop classes so that Regental discussion could benefit from data which, so far, seem to be entirely lacking. The Committee questioned why action should be rushed. Consultation has come late. If the objective of the policy is educational rather than financial, then SCEP, for example, should be consulted.

4. (Assembly Steering Committee business). Governance oversight of auxiliary services, especially the University Police. Guest: Neil Bakkenist, Assistant Vice President for Finance and Operations, and recently an officer in the Office of Student Affairs.

Discussion concerned both the broad issue of the desirability of an integrated role for governance in the oversight of support services, and the specific issue of creating a governance oversight role with respect to campus security and police. Steering Committee members are concerned about security of students and staff and their personal possessions

and about the security of equipment such as computers. Vice President Bakkenist recommended the creation of an overall auxiliary services committee that could respond to major issues that arise in the various services in different years.

Professor Berscheid, SCC Chair, asked to hear from any member interested in serving on a subcommittee that will consider how to respond to the need for a more comprehensive and flexible governance involvement with the auxiliary services.

5. Minutes of the March 5 meeting. The minutes are to be considered approved as distributed and with any corrections members report to the secretary by April 6.

6. Faculty nominations for committee positions and chairs. Consideration by SCC will be postponed until the full SCC Nominations Subcommittee can consider the names.

7. SCC's proposed motion to shift to the Committee on Committees several nominating responsibilities.

SCC fully supports the move and will forward the draft motions to the Committee on Committees with the request it take them to the May 14 Senate and Assembly meetings.

The meeting was closed for the following item because it included discussion of personnel.

8. Creating and charging a task force on AIDS.

A. Membership. SCC arrived immediately at a consensus on whom should be asked to chair the task force. Discussion on the size of the task force was inconclusive. Some argued for the committee not to exceed 12 members, who should strongly represent the community most at risk for AIDS, and professional expertise; others argued for a larger, more broadly representative committee, which might divide into working subcommittees. The SCC officers will work to finalize membership and the charge letter and report their proposals back to FCC and SSCC on April 16 and April 30.

9. Agenda for April 16 Senate and Assembly meetings.

A. SCC nomination of a vice chair for the Senate and Assembly. Professor Berscheid reported the FCC's recommendation to nominate Professor Charles Campbell for a second year, particularly because he chairs the Provost's Advisory Planning Task Force and FCC is concerned with maintaining a close liaison between SCC and the task force. The full SCC and full

Steering Committee agreed to present that nomination to the Senate and Assembly, respectively, on April 16.

B. Tentative agenda. The Committee agreed to the inclusion of all other docket items identified.

10. Reports.

The chairs of the Finance Committee, Consultative Committee, and Provost's Advisory Task Force on Planning delivered brief reports. Ms. Ellingboe reported briefly on efforts to attract outstanding speakers for the University forum on SDI.

Discussion with President Keller.

11. Legislative update.

President Keller described the course of legislative proceedings and identified the point of current activity. Negative concerns about Commitment to Focus have greatly abated. The heads of the state's other higher education systems stand in unity with the University on CTF. Mr. Seitel urged the President to make use of the announced support of the Minnesota State Student Coalition for mission differentiation.

The legislature is considering a bill to modify the University's use of the Permanent University Fund from that which the legislature approved in 1985. The move stems from the perception of some legislators that there is a disproportionately small flow of PUF funds to the coordinate campuses. The bill would require that \$15 million of the fund, with a \$5 million match, be used exclusively for scholarships for students at the coordinate campuses. President Keller explained the University's reasons for opposing the bill. Mr. Allison, SCC's student member from the Duluth Campus, presented arguments, concerning both the source of the PUF and the disparate economic situations of the various campuses, in support of the bill.

President Keller reported that the University has succeeded in persuading legislators to table a bill which would deny tuition relief to the professional schools.

The meeting was adjourned at 3:15.

Respectfully submitted,

Meredith Poppele  
Executive Assistant



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Institute of Child Development  
51 East River Road  
Minneapolis, Minnesota 55455-0345

March 24, 1987

Professor Ellen Berscheid  
Chair, Faculty Assembly Steering Committee  
n307 Elliott Hall

Dear Ellen:

I am forwarding a motion, approved by the Assembly Committee on Educational Policy at its meeting on March 5, 1987, regarding the establishment of an Assembly Committee on Undergraduate Education.

ACEP hopes that this matter can be brought to the Assembly for action at its meeting on May 14, if the Steering Committee approves. I look forward to discussing this motion with the Steering Committee on Thursday, April 2.

Sincerely,

A handwritten signature in cursive script, appearing to read 'W. Andrew Collins'.

W. Andrew Collins  
Chair, Senate/Assembly Committee on Educational Policy

cc: Professor C. Arthur Williams, Committee on Committees  
Dr. Gretchen Kreuter

March 5, 1987

MOTION:

To establish a standing Assembly Committee on Undergraduate Education to oversee and provide a forum on the Twin Cities campus for the discussion of issues related to undergraduate education in general and to liberal education in particular. The committee should report to the Twin Cities Assembly through the Assembly Committee on Educational Policy.

The Committee would be charged with the following responsibilities:

- o To monitor compliance with the group distribution requirements.
- o To examine issues related to duplication of courses between colleges on the Twin Cities campus and minimize unnecessary proliferation of courses that meet distribution requirements.
- o To further the discussion and implementation of ideas for exploratory and integrative courses and for cross-collegiate cooperation.
- o To monitor and direct the review of undergraduate curriculum that will become necessary as the new preparation requirements come into effect.
- o To review core curriculum ideas.
- o To receive reports on the quality and effectiveness of undergraduate education and on progress in carrying out the recommendations of the Implementation Task Force on Undergraduate Education.
- o To further the discussion issues about faculty evaluation and recognition of excellent teaching at the undergraduate level.

The committee would consist of eleven faculty members chosen for three-year terms by the Committee on Committees from slates submitted by the colleges. Each of the seven freshman-admitting colleges would have permanent representation on the committee. The remaining four faculty positions would be chosen from the other undergraduate colleges on a rotating basis. The St. Paul Campus, the College of Liberal Arts, and General College would each have one student representative as well. An ex officio member should be appointed to represent the Provost on the committee. An administrative staff position should be funded to provide continuity for the committee and to facilitate its cross-collegiate and oversight charges.

COMMENT:

The Assembly Committee on Educational Policy believes that efforts to improve undergraduate education on the Twin Cities campus would be enhanced by establishing a standing committee of the Assembly that is charged to address issues of curriculum and educational practice that affect all collegiate units. These issues, raised in part by A Commitment to Focus and also by increased nation-wide attention to the quality of undergraduate education, cannot be



adequately addressed by the Senate/Assembly Educational Policy Committee, which is charged with a broad range of policy considerations. The committee we propose would serve many of the same purposes of the old Council on Liberal Education. However, as a standing committee of the Assembly, it would more clearly operate within, and benefit from the oversight of, the faculty-student governance structure.

ACEP considers effective communication and coordination with collegiate units to be central to the effectiveness of the proposed committee. Accordingly, we suggest that collegiate administrators be invited to committee meetings on a regular basis. In addition, colleges should be urged to designate members of the Assembly committee from their units to serve as ex officio members of their collegiate curriculum committees.

W. Andrew Collins  
Chair

COMMENT:

The Senate Committee on Educational Policy endorses the proposal to establish a Twin Cities Assembly Committee on Undergraduate Education and encourages each coordinate campus to establish a similar committee to discuss undergraduate education issues, if it has not already done so.

W. Andrew Collins  
Chair

FEB 17 1987



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Institute of Child Development  
51 East River Road  
Minneapolis, Minnesota 55455-0345

February 13, 1987

Professor Ellen Berscheid  
Chair, Faculty Assembly Steering Committee  
n307 Elliott Hall

Dear Ellen:

At its meeting on February 12, ACEP received a proposal from its Subcommittee on Liberal Education that a new standing Assembly Committee on Undergraduate Education be established. I am writing to let you know that ACEP will be discussing this possibility at its remaining meetings during the Winter Quarter and to seek your guidance as to how this matter should be pursued within the Assembly structure.

The Subcommittee reasons that there needs to be a Twin Cities campus body that oversees and provides a forum for the discussion of issues related to undergraduate education in general and to liberal education in particular. It believes that SCEP/ACEP cannot give sufficient attention to these issues, because of the breadth of its charge. Furthermore, it believes that status as a standing Assembly committee with regular reporting lines to SCEP and the Steering Committee would protect it from the sorts of difficulties that plagued CLE.

The Committee's charge would include the following responsibilities:

- o To oversee compliance with liberal education requirements and to be sensitive to duplication of courses between colleges on the Twin Cities campus.
- o To further the discussion and implementation of ideas for exploratory and integrative courses and for cross-collegiate cooperation.
- o To monitor and direct the review of undergraduate curriculum that will become necessary as the new preparation requirements come into effect.
- o To review core curriculum ideas.
- o To receive reports on the quality and effectiveness of undergraduate education and on progress in carrying out the recommendations of the Implementation Task Force on Undergraduate Education.

The Subcommittee suggests that the committee consist of faculty members chosen for three-year terms by the Committee on Committees. The six freshman-admitting colleges would have permanent representation on the committee, and the other

undergraduate colleges would have a rotating membership. In order to involve undergraduate colleges in the work of the committee and to facilitate communication regarding the committee's deliberations to the College's, it might be desirable to choose some members from collegiate curriculum committees. Collegiate administrators might be invited to committee meetings on a regular basis. An ex officio member should be appointed to represent the Provost on the committee.

I am informing Arthur Williams, by a copy of this letter, of ACEP's interest in this matter. Are there other groups within the Assembly structure that ACEP ought to consult in considering the proposal?

Sincerely,



W. Andrew Collins  
Chair, Senate and Assembly Committees  
on Educational Policy

cc: Professor Arthur Williams, Chair, Committee on Committees  
Dr. Gretchen Kreuter, Chair, Subcommittee on Liberal Education



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Institute of Child Development  
51 East River Road  
Minneapolis, Minnesota 55455-0345

February 13, 1987

Professor C. Arthur Williams  
Chair, Committee on Committees  
Department of Finance and Insurance  
768 Management/Economics  
West Bank

Dear Professor Williams:

I am enclosing a copy of a letter to Professor Berscheid regarding a proposal, now being considered by the Assembly Committee on Educational Policy, to recommend the establishment of a new standing committee of the Assembly.

I would appreciate any comments or suggestions you have that might be pertinent to ACEP's deliberations on this matter.

Sincerely,

A handwritten signature in cursive script that reads "W. Andrew Collins".

W. Andrew Collins  
Chair, Senate and Assembly Committees  
on Educational Policy

## M E M O R A N D U M

DATE: 5 June 1986

FROM: Lael C. Gatewood, Ph.D., Chair  
SCEP Subcommittee on Information Systems

TO: Senate Committee on Educational Policy

SUBJECT: Synopsis of 1985-6 Deliberations

The subcommittee, appointed by SCEP in May 1985, met eight times during the academic year. The members are William Hanson, John Chipman, John Sullivan, Russell Hobbie, Tom Scott and Lael Gatewood, with Barbara Wolfe ex-officio. This subcommittee was charged with reviewing the planning and educational policy implications as Information Systems matures, and recommending a faculty governance structure for the new unit. The subcommittee reports to SCEP as do other instructional advisory groups such as the Research and Library Committees. Because of the overwhelming effect of the change to telecommunications during the year, and because Information Systems is just now preparing its forward plan for the biennium, the subcommittee endorsed continuing the interim arrangement for one more year. In addition, the following recommendations were made:

1. A telecommunications policy statement was approved, stating that the telecommunications department is the responsible owner and vendor of all communications facilities on the Twin Cities campuses.
  2. The pricing of the telecommunications system provides enhanced voice transmission at the expense of data transmission. The high monthly cost of the new data phones has prevented many departments from suitably wiring their computers, terminals and telephones together as anticipated. Some other data problems noted concerned performance: the additional load from the old voice-type data transfers; the loss of the "smart modem" protocol for remote communications, and poor off-campus transmission. The technical problems are being examined; the charging policies should be reviewed.
  3. Advisory committees have been instituted for Academic Computer Services and Systems, but are still needed for some of the local Service Centers. These committees should have student, faculty, and Civil Service representation as well as a member of the constituent library's automation group.
  4. (1986-7) Fifty-dollar subsidized research grants for students and faculty should be available on all the all-University computer facilities including supercomputers. These grants should be funded by similar mechanisms if possible, i.e. a required co-payment, a central administrative contribution, and return from income.
- (1986-7) The Regents Policy forbidding additional student fees should be re-examined to consider a microcomputer access card. If not approved, then other operational funds (staff, supplies and maintenance) must be found for these instructional resources.

6. Student access to public facilities is geographically dispersed, but limited by equipment numbers and building hours. Mechanisms must be found to provide increased access, especially for students who are part-time or live off-campus. Some departments, programs and learning resource centers are providing student workstations, but it is difficult to recognize and support these facilities centrally. As computer usage becomes a required part of the curriculum, these alternative modes of access must be acknowledged and maintained.
7. The wide diversity of computers on campus is further exacerbated by the different charging policies, command procedures, software support, communication protocols, and user services. This has worsened in the last year with the separation of Telecommunications, Academic Computing Services and Systems, the Supercomputer Institute, and Administrative Information Systems. This differs from the original recommendations of the 1982 Committee on Computation, Communication and Information. In addition, library automation requires close coordination with communication and computer facilities. These instructional resources must be integrated at a high level within central administration.
8. President Keller's Commitment to Focus mandates that the University join the country's top research universities which requires high quality instructional and research computing. The collegiate plans for computing in the next biennium have been summarized by Dr. Wolfe in a ~~focused~~ document entitled Focus on Computing. Its broad objectives ~~units~~, summarized below, have been discussed and approved by the subcommittee. These will require detailed strategic planning during the next year. Unfortunately there is no forum for further review to integrate it into the University's planning and budgeting process.
  - a. Central funding should support all student and faculty computing for instruction and unfunded research.
  - b. All public and departmental campus computers should be interconnected, by the telecommunications system if possible.
  - c. Training about and with computers should be part of the curriculum, requiring a program for faculty learning and development.
  - d. Sharable databases such as library catalogs, bibliographic services, University bulletins, class schedules, instructional courseware, etc. should be available electronically.
  - e. Administrative Information Services should provide easy and affordable access to the University's management databases for departmental research, instruction, and administration.



UNIVERSITY OF MINNESOTA

Office of the Vice President for Student Affairs  
Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455

*agenda item 3*

October 30, 1986

TO: Management Committee *JJF*  
FROM: Jeanne T. Lupton for Frank B. Wilderson, Jr.  
SUBJECT: Recommendation for Change in Tuition Refund Policy

The following recommendation for change in the tuition refund policy (in existence since 1923) has been reviewed positively by campuses and then, on referral, by the Tuition and Fees Subcommittee. The recommendation is as follows:

If cancellation is made: Before classes start: 100% refund  
During first week: 100% refund  
During second week: 75% refund  
During third week: 50% refund  
After third week: 0% refund

Proportional adjustments would be made for the Summer Sessions.

Adequate lead time is necessary to thoroughly publicize the change. If approval is forthcoming soon, it is suggested that the new policy go into effect Fall Quarter, 1987.

Questions have been raised about details of the amount of dollars and numbers of students involved in the application of the tuition refund policy. Sam Lewis supplied the following information relating to Fall Quarter, 1985:

Tuition Refunds for Fall Quarter, 1985  
Twin Cities Campus

Week of Quarter	Refund %	Total Partial Refunds	Dollars Refunded	Dollars Retained
First	90%	1492	242,325.61	23,391.41
Second	80%	1384	218,488.54	45,700.97
Third	70%	742	120,285.81	38,921.76
Fourth	60%	658	92,336.71	47,601.32
Fifth	50%	749	100,042.11	67,638.38
Sixth	40%	989	101,178.01	109,655.91
Seventh	No refund			

The dollars refunded and retained do not come to exactly the appropriate percentage for the week. This is due to the fact that some students who come in for the refund in a week before the class has met will be given the refund percentage for the previous week.

Consideration needs to be given to the coordinate campuses. They support the proposed change but the extent to which tuition and fee responsibility is disaggregated to the campuses may affect their decisions on this matter.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Student Support Services  
Williamson Hall  
231 Pillsbury Drive S.E.  
Minneapolis, Minnesota 55455-0213

October 3, 1986

To: Dr. F. B. Wilderson, Jr.  
Dr. J. Lupton

From: Sam Lewis

Re: Tuition Refund Policies at Selected Institutions

Shown below are tuition refund policies at most of the Big Ten schools, the Minnesota State University System, and the University of Chicago. The best comparison maybe to look at Michigan State and Ohio State since they are other quarter schools.

Illinois:

100% in first 10 days  
0% thereafter

Indiana:

100% in first week  
75% in second week  
50% in third week  
25% in fourth week  
0% thereafter

Iowa

100% before classes start  
90% in first week  
75% in second week  
50% in third week  
25% in fourth week  
0% thereafter

Michigan

100% before classes start  
~~\$50 + \$20 through 3rd week~~  
~~50% + \$20 through 6th week~~  
0% thereafter

Everything except \$50 and the non-refundable  
\$20 through 3rd week;  
50% minus the \$20 through 6th week;

The \$20 is a nonrefundable registration fee.



Michigan State

75% the first 5 day of classes  
25% the 6th day through mid term  
0% thereafter

Minnesota

100% before classes start  
90% in first week  
80% in second week  
70% in third week  
60% in fourth week  
50% in fifth week  
40% in sixth week

Ohio State

100% first 5 days of class  
75% the 6th-10th day  
50% the 11th-20th day  
0% thereafter

Purdue

80% weeks 1-2  
60% weeks 3-4  
40% weeks 5-6

Wisconsin

100% the first week  
80% the second week  
60% the third week  
40% the fourth week  
0 thereafter

Minnesota State University System

100% the first 3 days  
75% the 4th-8th days  
50% the 9th-13th days  
25% the 14th-18th days

University of Chicago

100% the first week  
65% the second week  
50% the third week  
30% the fourth week  
0% thereafter

MAR 5 1987



UNIVERSITY OF MINNESOTA

Office of the Clerk of the Senate  
424 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455  
(612) 625-9369

March 5, 1987

Professor Ellen Berscheid  
Chair, Senate Consultative Committee  
Psychology Department  
N309 Elliott Hall

Dear Professor Berscheid:

At its meeting yesterday, the Senate Committee on Committees approved the attached motion revising the description, membership, and duties and responsibilities of the Use of Human Subjects in Research Committee. The proposed changes are necessary to bring our Senate Rules in compliance with new federal regulations governing this area. Both the Research Committee and the Use of Human Subjects in Research Committee have had an opportunity to review the revised wording and have approved the changes. A copy of the motion has also been forwarded to the Business & Rules Committee for review.

It is our Committee's hope that the motion can be placed on the April 16 Senate agenda for approval.

Sincerely,

A handwritten signature in cursive script that reads "Art Williams".

C. Arthur Williams  
Chair, Senate Committee on Committees

enc.

COMMITTEE ON COMMITTEES

USE OF HUMAN SUBJECTS IN RESEARCH COMMITTEE

Action (10 minutes)

MOTION:

To amend the present University Senate Rules, Article IV, Section 7, to change the description, membership, and duties and responsibilities of the Use of Human Subjects in Research Committee as set forth below: (additions are underlined and deletions have lines through them.)

7. Use of Human Subjects in Research

~~This~~ Three committees reviews proposed research and supervises approved projects to assure the fullest protection of the rights and welfare of the subjects. Two of the committees review research projects in health and biological sciences; one reviews social and behavioral sciences research projects.

Membership

~~The~~ Each of the three committees shall be composed of at least ~~60~~ 12 members from the University community (faculty/academic professional, staff, and student body) and one ~~to~~ 4 members from the community at large.

A. The members from the University community shall be drawn from the following categories:

- (1) ~~At least 20 members from the~~ Health ~~sciences~~ and biological sciences ~~(15 faculty and staff and 5 students)~~.

(2) ~~At least 20 members from the~~ Social and behavioral sciences ~~(15 faculty and staff and 5 students)~~.

(3) 2 members from the University Hospitals & Clinic administration.

(4) ~~At least 18 members from~~ Other units of the University not included in (1), (2), or (3) ~~(13 faculty and 5 students)~~.

~~If the size of the committee is expanded to more than 60 members, the proportions of members from each of the above categories shall remain the same.~~

Each committee shall have no fewer than 12 members, at least 9 of whom shall be faculty/academic professional or staff and at least 2 of whom shall be students. Each committee shall include members from categories (1), (2), and (4) as the needs of the committees dictate. No committee shall consist entirely of men or of women or of members of one profession. Each committee shall include at least one member whose primary concerns are in non-scientific areas.

B. The members from the community at large shall be representative of the community and shall have demonstrated experience and/or interest in ethical issues.

Selection of members; Chairs

A. University Community: The members of the committees

from the health and biological sciences and from the social and behavioral sciences shall be drawn from units in which a primary focus of professional activity is the conduct of research with human subjects in these areas, as well as from units having persons qualified to help clarify ethical, moral, and legal issues and ~~units having persons~~ <sup>-matters of-</sup> ~~qualified~~ to discuss the relevance of research to the common good. ~~Such~~ Members shall be ~~chosen~~ appointed by the president ~~or by a vice-president designated by the president~~ upon submission of nominees by the administrative assistant through the Senate Committee on Committees. Members shall be assigned to specific committees by the administrative assistant.

The chairs of the committees ~~health and biological sciences review panel and the chair of the social and behavioral sciences review panel serve as co-chairs of the full committee.~~ ~~They~~ shall be elected by a majority of the appointed members of each committee ~~the relevant review panels~~ by ~~a~~ mail ballot, ~~majority vote, for a period of two years.~~

- B. Community at Large: The members from the community at large shall be ~~selected by an ad-hoc subcommittee composed of members of the Use of Human Subjects in~~

~~Research Committee. - The members of the ad hoc committee shall be appointed by the chair of the parent committee. -~~ appointed by the president upon submission of nominees by the administrative assistant and the committee chairs. Each community member shall serve one year and shall be eligible for reappointment.

~~The ad hoc committee may elect to identify 2-- additional community members to serve as alternates. One alternate would be assigned to the health-sciences subcommittee and one to the social-sciences subcommittee. - These alternates shall attend meetings only when the appointed community member must be absent. - Each community member shall be assigned to one of the four committee panels by the ad hoc committee.~~

~~(1) - Terms: - Each community member shall serve one year (12 months) and shall be eligible for reappointment.~~

~~(2) - Criteria: - The criteria for committee membership shall be established by the ad hoc committee.~~

~~(3) - Confirmation of Appointment: - Appointments of community members shall be confirmed by a simple majority vote of the Use of Human Subjects in Research Committee and by approval of the University administration.~~

~~Panels and Subcommittees -~~

~~The committee shall operate by means of subcommittees composed of two review panels each, representing the health and~~

biological sciences and the social and behavioral sciences. Members of the panels, as well as panel chairs, shall be appointed from the full committee by the executive secretary with the approval of the chair of the appropriate subcommittee. Each panel shall have no less than 9 members, 6 of whom shall be members of the faculty. The function of the panels shall be to review and approve individual proposals within the panels domain, acting within one month of submission. Action may be taken by each panel when at least 5 members are present, at least 3 of whom are faculty members. Panel recommendations shall be by majority vote with the opportunity for an expression of a formal minority opinion.

#### Subcommittee on Policy

The committees shall also have one executive subcommittee on policy, which shall formulate committee policies. Members of the executive policy subcommittee shall be the chair of each review panel committee, the co-chairs of the full committee if different from the chairs of each review panel, one student representative, and one community representative, and other invited members of the committees who may have a special interest in the proposed agenda. The subcommittee chair shall be elected by a majority of the subcommittee members. Any committee member may petition the subcommittee for review of any policy statement formulated and approved by the subcommittee and may request that the issue be brought to the attention of the full committee for its action. New

policies or changes in policy approved by the subcommittee shall be made known to all members of the committees by way of minutes of the subcommittee meeting and shall be voted on and approved by a majority of each committee at subsequent meetings of the committees. A majority of the ~~full~~ each of the committees shall be required to veto any subcommittee action.

~~Executive Secretary~~

Administrative Assistant

Staff support for the committees shall be provided by the Graduate School. The ~~executive secretary~~ shall be appointed ~~by the president for a three-year term, subject to reappointment for successive terms,~~ administrative assistant has an annual appointment in the Graduate School, subject to renewal for successive terms. He/she ~~and~~ shall not be a voting member of the committees or ~~of its subcommittee-s~~ . ~~or panels, but shall be entitled to attend committee, subcommittee, or panel meetings.~~ The ~~executive secretary~~ administrative assistant shall handle the administrative work of the committee. ~~;- schedule meetings; and maintain records for the committee, subcommittee, and panel meetings, including formal requests for approval of research projects, minutes of all committee, subcommittee, and panel meetings, and the formal decisions of the committee and its subcommittees and panels, together with copies of all letters of approval sent to the investigators and any periodical reports by investigators to the committee, as may be required by the procedures of the~~



~~committee.~~

#### Duties and Responsibilities

- to provide ~~prior collegial~~ review of proposed research involving human subjects ~~.-~~ prior to its initiation.
- to provide continuing supervision and advice with respect to approved projects of research involving human subjects.
- to initiate specific statements of policy and procedures necessary to carry out the institutional responsibility of the University with regard to the use of human subjects in research, subject to review and modification by the University Senate. These statements shall be binding on the committees and ~~subcommittee-s and panels~~, members of the faculty, academic professionals, and staff of the University, and other individuals engaged in research involving the use of human subjects carried on under the auspices of the University.
- to submit an annual report to the Senate through the Senate Consultative Committee.

#### COMMENT:

To comply with federal regulations issued by the Health and Human Services Office for Protection from Research Risks, changes are proposed in the description, membership, and duties and responsibilities of the Senate (Operations) Committee on the Use of Human Subjects in Research.

C. ARTHUR WILLIAMS

Chair

SENATE CONSULTATIVE COMMITTEE

COMMITTEE ON COMMITTEES

Action ( minutes)

MOTION:

To amend Article IV.1.A. of the Senate bylaws as follows:

"Membership: The Business and Rules Committee shall be composed of 4 faculty/academic professional members, 2 students, and ex officio nonvoting membership of the clerk and parliamentarian of the University Senate. The members shall be appointed by the ~~Senate Consultative Committee~~ Committee on Committees with the approval of the Senate."

MOTION:

To amend Article IV.1.B. of the Senate bylaws as follows:

"The Committee on Committees . . . Duties and Responsibilities (fifth item) - to forward annually to the president an alphabetical list of candidates for each of the committees of the Senate whose members are to be appointed by the president ~~(except the All-University Honors Committee)~~.

The list shall contain more candidates than there are positions to fill for each committee."

MOTION:

To amend Article IV.2. of the Senate rules as follows:

"All-University Honors . . . Membership . . . Faculty/academic professional and student members shall be

nominated by the ~~Senate Consultative Committee~~  
Committee on Committees and approved by the president..."

COMMENT:

The Committee on Committees appoints (subject to Senate approval) the faculty/academic professional and student membership of most committees of the Senate. The Consultative Committee appoints (subject to Senate approval) the faculty/academic professional and student members of the committees on Business and Rules, Finance, Planning, and (subject to the President's approval) All-University Honors.

Unremitting and increasing demands upon the Senate Consultative Committee lead us to recommend that responsibilities for membership appointments for the Business and Rules and All-University Honors Committees be shifted to the Committee on Committees. The Committee on Committees is particularly well prepared to carry out these responsibilities. Because the roles, functions, and compositions of the committees on Finance and on Planning have a special congruence with the Senate Consultative Committee we do not propose to change the responsibilities for membership appointments for these bodies at this time. The Senate Consultative Committee will continue to appoint, or to advise the President and Vice Presidents about membership on, such ad hoc committees and task forces as are important to special Senate actions or extraordinary administrative activities.

ELLEN BERSCHIED, Chr.  
Senate Consultative Committee

C. ARTHUR WILLIAMS, Chr.  
Committee on Committees

ASSEMBLY STEERING COMMITTEE

COMMITTEE ON COMMITTEES

Action ( minutes)

MOTION:

To amend Article III.1.A. of the Assembly bylaws as follows: (third item under Executive duties and responsibilities of the Steering Committee)

" - to appoint special committees of the Assembly and their chairs as specified by a vote of the Assembly."

MOTION:

To amend Article III.1.D. of the Assembly bylaws as follows:

"Membership: The Intercollegiate Athletics Committee . . . faculty/academic professional and student members shall be appointed by the -Assembly -  
~~Steering Committee~~ - Committee on Committees with the approval of the Assembly..."

COMMENT:

Unremitting and increasing demands upon the Assembly Steering Committee lead us to recommend that responsibility for membership appointments for the Assembly Committee on Intercollegiate Athletics be shifted to the Committee on Committees, which is particularly well prepared to carry out this responsibility. The Assembly Steering Committee will continue to appoint, or to advise the President and Provost

about membership on, such Twin Cities campus ad hoc committees and task forces as are important to special Assembly actions or extraordinary administrative activities.

ELLEN BERSCHIED, Chr.  
Assembly Steering Committee

C. ARTHUR WILLIAMS, Chr.  
Committee on Committees

3/26/87

FOR SCC MEETING OF April 2

DRAFT OF MOTIONS FOR SHIFTING SOME SCC AND STEERING COMMITTEE SENATE AND ASSEMBLY APPOINTMENT RESPONSIBILITIES TO THE COMMITTEE ON COMMITTEES. For submission by April 30 to the dockets, following consultation with Committee on Committees or Professor Art Williams.

FOR THE SENATE DOCKET

INFORMATION: The Committee on Committees appoints (subject to Senate approval) the faculty and student membership of most Senate committees. The Consultative Committee appoints (subject to Senate approval) the faculty and student members of the Committees on Business and Rules, Finance, and Planning and (subject to the President's approval) All-University Honors.

Unremitting and increasing demands upon the Senate Consultative Committee and Assembly Steering Committee lead us to recommend that responsibilities for membership appointments for the Senate Committee on Business and Rules and the Senate Committee on All-University Honors be shifted to the Committee on Committees. The Committee on Committees is particularly well prepared to carry out these responsibilities. Because the roles, functions, and compositions of the Senate Committees on Finance and on Planning have a special congruence with our own, the Senate Consultative Committee does not propose to change its membership responsibilities to these bodies at this time. The Senate Consultative Committee will continue to appoint, or to advise the President and Vice Presidents about membership on, such ad hoc committees and task forces as are important to special Senate actions or extraordinary administrative activities.

MOTION: To amend Article IV.A. of the Senate bylaws as follows:

"Membership: The Business and Rules Committee shall be composed of 4 faculty/academic professional members, 2 students, and ex officio nonvoting membership of the clerk and parliamentarian of the University Senate. The members shall be appointed by the ~~Senate Consultative Committee~~ Committee on Committees with the approval of the Senate."

MOTION: To amend Article IV.B. of the Senate bylaws as follows:

"The Committee on Committees...Duties and responsibilities... (fifth item) - to forward annually to the president an alphabetical list of candidates for each of the committees of the Senate whose members are to be appointed by the president (~~except the All-University Honors Committee~~). The list shall contain more candidates than there are positions to fill for each committee."

MOTION: To amend Article IV.2. of the Rules as follows:

"All-University Honors... Membership... Faculty/academic professional and student members shall be nominated by the ~~Senate Consultative Committee~~ Committee on Committees and approved by the president."

FOR THE ASSEMBLY DOCKET (Steering Committee business):

INFORMATION: Unremitting and increasing demands upon the Senate Consultative and Assembly Steering Committee lead us to recommend that responsibility for membership appointments for the Assembly Committee on Intercollegiate Athletics be shifted to the Committee on Committees, which is particularly well prepared to carry out this responsibility. The Assembly Steering Committee will continue to appoint, or to advise the President and Provost about membership on, such Twin Cities Campus ad hoc committees and task forces as are important to special Assembly actions or extraordinary administrative activities.

MOTION:

To amend Article II.1.A. of the bylaws as follows (under Executive duties and responsibilities of the Steering Committee):

"- to appoint special committees of the Assembly and their chairs as specified by a vote of the Assembly."

MOTION:

To amend Article II.D. of the bylaws as follows:

"Membership: The Intercollegiate Athletics Committee... faculty/academic professional and student members shall be appointed by the ~~Assembly Steering Committee~~ Committee on Committees with the approval of the Assembly."





UNIVERSITY OF MINNESOTA

Office of the President  
202 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455

APR 14 1987  
cc: FCC 4/16  
SOC 4/30

April 13, 1987

Professor C. Arthur Williams  
Chair, University Senate Committee  
on Committees  
School of Management  
768 Management/Economics  
West Bank

Dear Art:

For a number of years, the Senate Consultative Committee has appointed the members of the President's Student Behavior Review Panel. It undertook this assignment at the request of President Magrath. Now, however, the Consultative Committee finds its agenda growing so rapidly that it is difficult to handle all of the matters for which it has responsibility.

Therefore, on the basis of a discussion with the Consultative Committee, I am requesting that the Committee on Committees take over the responsibility of nominating the members of the President's Student Behavior Review Panel. I have enclosed the documents which describe the purpose and structure of the Committee.

Thank you very much for your help.

Sincerely,

Kenneth H. Keller

KHK:kb

c: ✓ Professor Ellen Berscheid  
Mr. Roy St. Laurent



UNIVERSITY OF MINNESOTA

University Senate Consultative Committee  
N307 Elliott Hall  
75 East River Road  
Minneapolis, Minnesota 55455  
Telephone: (612)626-1850

March 11, 1987

President Kenneth H. Keller  
202 Morrill Hall

Re: Nominating the President's  
Student Behavior Review  
Panel

Dear Ken:

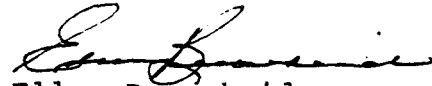
Because the demands upon the Senate Consultative Committee have steadily increased in recent years, we are trying to divest ourselves of responsibilities that can be carried out just as well, and perhaps even better, by some other body. The most conspicuous of these responsibilities is that of making appointments to several Senate and Assembly committees and to other boards. The Committee on Committees is constituted and prepared specifically to find the best people to serve on committees; thus, we are seeking their approval to take motions to the Senate and Assembly that would shift several of our appointment responsibilities to them.

The President's Student Behavior Review Panel is a body created in 1979 following Regental adoption of a new policy for appeals of student disciplinary matters and Twin Cities Campus Assembly approval of the policy. Although Meredith was unable to find anywhere in the policy document or in the Assembly minutes the provision that the Assembly would identify the Panel, that apparently was President Magrath's understanding and intention; he asked Mahmood Zaidi in May, 1979 to have the Assembly Steering Committee appoint the membership (four students and three faculty members). That correspondence is attached, together with a copy of the Regents' policy.

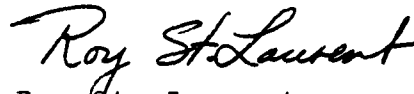
We seek your approval to shift that nominating responsibility to the Committee on Committees. Since the initial request went from President Magrath to the SCC chair, I presume that if you approve the change, you would submit a request to Committee on Committees, now chaired by C. Arthur

Williams, asking that committee to make the appointments.  
(Students have been appointed for one-year terms, faculty  
for three-year terms.)

Sincerely,



Ellen Berscheid  
Chair, Faculty and Senate  
Consultative Committees



Roy St. Laurent  
Chair, Student Senate  
Consultative Committee

EB:mp

c: C. Arthur Williams

Attachments

bc: Rick Heydinger  
Shirley Clark  
Roy St. Laurent  
Andy Seitel  
✓ Martha Kvanbeck