

**2012-13 UNIVERSITY OF MINNESOTA  
OCTOBER 4, 2012**

**UNIVERSITY SENATE MINUTES: No. 1  
FACULTY SENATE MINUTES: No. 1  
STUDENT SENATE MINUTES: No. 1**

The first meeting of the University Senate and Faculty Senate for 2012-13 was convened in Coffman Theater on Thursday, October 4, 2012, at 2:30 p.m., as a joint meeting of the two bodies. Coordinate campuses were linked by ITV. Checking or signing the roll as present were 23 academic professional members, 20 civil service members, 129 faculty/academic professional members, and 24 student members. President Kaler presided.

**1. CENTENNIAL EVENT**

**Senate History – Sally Gregory Kohlstedt**

**The Economic Future of Public Research Universities  
Why don't citizens and public officials see a research university  
as worthy of state investment?**

**Panelists: Mos Kaveh, Peter Radcliffe, Thomas Stinson, David Weerts**

**Digital Education**

**Can the faculty be replaced by robots and videos?**

**Panelists: Douglas Ernie, Adam Matula, Jeff Ratliff-Crain, Robert Rubinyi**

**2. ADMINISTRATIVE RESPONSES TO SENATE ACTIONS  
Information**

**UNIVERSITY SENATE**

Procedure on Hiring Senior Administrators: Senate Committee Involvement

Approved by the: University Senate May 3, 2012

Approved by the: Administration **PENDING**

Approved by the: Board of Regents – no action required

Resolution Supporting the Martin Luther King, Jr. Community Service Pledge Drive

Approved by the: University Senate May 3, 2012

Approved by the: Administration – no action required\*

Approved by the: Board of Regents – no action required

\* The administration acknowledges the resolution of the University Senate supporting the establishment of a Martin Luther King Jr. (MLK) Community Service Pledge Drive. The Office of Public Engagement, in cooperation with the Office of Student Affairs, the Office of Equity and Diversity, the Office of Human Resources, and the College of Liberal Arts's Martin Luther King Program, is in the process of planning the pledge drive with the goal of launching the initiative on the MLK Holiday in January 2013.

Resolution on the Proposed Minnesota Constitutional Amendment on Marriage

Approved by the: University Senate May 3, 2012

Approved by the: Administration – no action required\*

Approved by the: Board of Regents – no action required  
\* The administration has received and acknowledges the sense of the University Senate.

**Statement on Funding for Classroom Facilities and Technologies**

Approved by the: University Senate May 3, 2012

Approved by the: Administration – no action required\*

Approved by the: Board of Regents – no action required

\* The administration acknowledges the recommendation regarding funding for classroom infrastructure and technology. We appreciate the support provided by the Classroom Advisory Subcommittee to the Office of Classroom Management. However, due to continued financial uncertainties, the administration is not able to support so specific a resolution at this time.

**3. SENATE CONSULTATIVE COMMITTEE  
Clerical Changes to the University Senate Bylaws  
Advisory Committee on Athletics  
Information for the University Senate**

**FOR INFORMATION:**

According to the charge to the Senate Consultative Committee, it has the authority "[t]o correct grammatical and punctuation errors and to approve other non-substantive technical amendments in existing administrative policies previously approved by the University Senate and in University Senate documents (including the constitution, bylaws, and rules); such actions will be reported to the University Senate at its next meeting and the University Senate may then overrule the Senate Consultative Committee."

The Senate Consultative Committee voted on September 21, 2012, to approve the following change to the University Senate Bylaws, Article II, Section 5(A) (language to be added is underlined; language to be deleted is ~~struck-out~~):

**5. University Senate Committee Charges**

**A. ADVISORY COMMITTEE ON ATHLETICS**

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**Membership**

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The Director of Athletics, the Director of Academic Counseling and the Director of Compliance shall serve as non-voting ex officio members.

**Duties**

The Advisory Committee on Athletics will advise and consult with the President, the responsible senior administrators, and the Director of Athletics on policies and major decisions relating to intercollegiate athletics at the University. Regents' policy delegates immediate administration of the athletics departments to the President, the central administration, and the Director of Athletics; this committee has no direct role in the day-to-day management of the department.

These by-laws delegate responsibility for academic and compliance issues to the Faculty Oversight Committee; this committee has no involvement in those issues.

The committee has the following responsibilities:

...

(G) The committee (or its representative) will participate in searches for the Director of Athletics and for major coaching appointments and for Directors of Academic Counseling and Compliance and will participate in any periodic comprehensive performance reviews of those positions.

**SALLY GREGORY KOHLSTEDT, CHAIR  
SENATE CONSULTATIVE COMMITTEE**

#### **4. TRIBUTE TO DECEASED MEMBERS OF THE UNIVERSITY COMMUNITY**

##### **FACULTY/ACADEMIC PROFESSIONALS/STAFF**

Russell B. Adams  
Associate Professor  
Geography  
1926 – 2012

Delores J. Anderson  
Staff  
Food Services, University of Minnesota - Duluth  
1929 – 2012

Jean Bauer  
Professor  
Family Social Science  
1944 – 2012

Charles Bungum  
Associate Professor  
Restorative Science  
1936 – 2012

Thomas Bydalek, Jr.  
Professor  
Chemistry, University of Minnesota - Duluth  
1925 – 2012

Johanna Clevenger  
Associate Professor  
Family Medicine and Community Health, University of Minnesota - Duluth  
1937 – 2012

W. Bruce Erickson  
Professor  
Strategic Management and Organization  
1938 – 2012

Ralph Holman  
Professor  
Hormel Institute  
1918 – 2012

Alan Humphreys  
Associate Professor  
Curriculum and Instruction  
1924 – 2012

George Knabe, Jr.  
Professor  
Duluth School of Medicine  
1924 – 2012

Mary Jean Koivisto  
Office Supervisor  
Facilities Management, University of Minnesota - Duluth  
1941 – 2012

Stanford Lehmborg  
Professor  
History  
1931 – 2012

Craig Makhholm  
Administrative Professional  
Vending Administration  
1957 – 2012

Albert Markhart III  
Professor  
Horticultural Science  
1951 – 2012

Homer Mason  
Professor  
Philosophy  
1925 – 2012

Lydia Neibergs  
Optometrist  
Boynton Health Service  
1912 – 2012

Mary A. Ogren  
Principal Accountant  
Continuing Education, University of Minnesota - Duluth  
1935 – 2012

Susan L. Page  
Office Supervisor  
University Counseling and Consulting Services

1954 – 2011

Eugene Peterson  
Associate Professor  
Diagnostic and Biological Sciences  
1918 – 2012

Herbert Pick, Jr.  
Professor  
Child Development  
1930 – 2012

Harley Racer  
Associate Professor  
Family Medicine and Community Health  
1924 – 2012

Robert Ruekert  
Associate Dean  
Carlson Undergraduate Administration  
1952 – 2012

Jeannette Schofield  
Executive Accounts Specialist  
Disbursement Services  
1979 – 2012

Ronald E. Shaw  
Teaching Specialist  
Social Sciences, University of Minnesota - Morris  
1945 – 2012

James Shearer  
Associate Director  
Facilities Management, University of Minnesota - Duluth  
1946 – 2012

Robert Vickers  
Professor  
Diagnostic and Biological Sciences  
1932 – 2012

Zofia Zukowska  
Professor  
Physiology  
1948 - 2012

## **STUDENTS**

Isabel M. De Sousa Ramos  
Graduate School

Kevin Schmit  
College of Science and Engineering

## 5. SENATE CONSULTATIVE COMMITTEE REPORT

Professor Sally Gregory Kohlstedt, Chair of the Senate Consultative Committee (SCC), stated that the committee met on September 13 to approve this docket and affirm the importance of working collaboratively. SCC also reviewed a matrix that details which Senate committees and Senates will review proposed changes to Regents policies. The committee also discussed plans to meet with coordinate campus chancellors to further inter-campus relationships, improve transfer among the campuses, and increase face-to-face and department-to-department collaborations. Lastly SCC discussed changes in central administration due to the resignation of Senior Vice President Robert Jones. President Kaler is scheduled to discuss potential changes with SCC on October 18.

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### MOTION A Consent Agenda Action by the University Senate

Agenda Items 6. and 7. 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. A simple majority is required for approval.

### 6. MINUTES FOR MAY 3, 2012

#### 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/120503sen.pdf>

**STUART GOLDSTEIN, CLERK  
UNIVERSITY SENATE**

### 7. COMMITTEE ON COMMITTEES 2012-13 Committees of the University Senate

#### MOTION:

To approve the University Senate committee memberships for 2012-13.

University Senate committee memberships:

**DISABILITIES ISSUES - Faculty:** Mary Kennedy (chair), Dale Branton, Virgil Mathiowetz, Patrick McNamara, Joanna O’Connell, Susan Rose, Jennifer Rothchild, Carla Tabourne, Kristine Talley. **Academic Professionals:** Sherry Gray, Kimberly Simon. **Civil Service:** Brian McAdams, David Peterson. **Students:** Chrispen Behnke, Amber Mayer, Clare McCormick, 1 to be named. **Ex Officio:** Donna Johnson, Peggy Mann Rinehart.

**EQUITY, ACCESS, AND DIVERSITY - Faculty:** Irene Duranczyk (chair), Neil O. Anderson, Jennifer Deane, Andra Fjone, Michael Goh, Geoffrey Maruyama, Tade Okediji, Janet Thomas, Dominique Tobbell. **Academic Professionals:** Katie Ballering, 1 to be named. **Students:**

Lauren Beach, Yu Fu, 4 to be named. **Civil Service:** Susan Cable-Morrison, Ellyn Woo. **Ex Officio:** Kimberly Hewitt, Kris Lockhart, Charmaine Stewart.

**FINANCE AND PLANNING - Faculty:** William Durfee (chair), Gary Cohen, Daniel Feeney, Susan Hupp, Russell Luepker, Fred Morrison, Terry Roe, Gwen Rudney, Sellmann Schultz, Aks Zaheer. **Academic Professionals:** Catherine Fitch, Michael Rollefson. **Civil Service:** Kara Kersteter, Ann Sather. **Students:** Ruth Lane, Kyle Smyth, 2 to be named. **Ex Officio:** Lincoln Kallsen, Jill Merriam, Paul Olin, Richard Pfutzenreuter, Arturo Schultz, Thomas Stinson, Michael Volna, Pam Wheelock.

**INFORMATION TECHNOLOGIES - Faculty:** David Arendale (chair), Sean Conner, Ted Higman, Yuk Sham, Shashi Shekhar, Thomas Shield, Tisha Turk, May Vavrus. **Academic Professionals:** Lara Friedman-Shedlov, Stephen Levin, James MacDonald, Benton Schnabel. **Civil Service:** Noel Phillips. **Students:** Helen Lin, Nolan Shen, 1 to be named. **Ex Officio:** John Butler, Scott Studham, 2 to be named.

**LIBRARY - Faculty/PA:** Neil Olszewski (chair), Jennifer Alexander, Phil Buhlmann, Michelle Englund, David Fox, Vicki Graham, Ronald Hadsall, John Logie, S. Douglas Olson, Evan Roberts, Heidi Wagner, 1 to be named. **Students:** Bradford Clemens, Jessica Kessler, 2 to be named. **Civil Service:** Mary Ford. **Ex Officio:** LeAnn Dean, Joan Howland, Elizabeth Johnson, Wendy Lougee, Mary Beth Sancomb-Moran, Marlo Welshons, Owen Williams, 1 to be named.

**SOCIAL CONCERNS - Academic Professionals:** David Golden (chair), Carol Foth, Timothy Sheldon. **Faculty:** John Broadhurst, Laura Duckett, Stephen Gross, Maria Hanratty, Daniel Kelliher, Catherine Solheim, 1 to be named. **Civil Service:** H. Peter Cao, Lolita Davis Carter, Teresa Schicker. **Alumni:** David Fuhs, Sandra Krebsbach, 1 to be named. **Students:** Matthew Fredericks, Sarah Hamilton, Madisen Johnson, Carolyn Mayberry, Tanner Roberts, Lizzy Shay, 1 to be named. **Ex Officio:** Michael O'Day, Anthony Quill, Amelious Whyte.

**STUDENT ACADEMIC INTEGRITY - Faculty/PA:** Dana Davis (co-chair), Eric Watkins (co-chair), Patricia Fillipi, Jennifer Goodnough, Stacy Ingraham, Francisco Ocampo, , LeAnn Snow, 1 to be named. **Students:** 5 to be named. **Ex Officio:** Sharon Dzik, Laura Coffin Koch.

**STUDENT BEHAVIOR - Faculty/PA:** Paul Porter (chair), Anthony Albecker, Theresa Baultrippe, Ruth Dill-Macky, Denise Guerin, Peter Haeg, Todd Helmer, Julia Johnsen, Barney Klamecki, Katie Koopmeiners, Christian Mohr, Pamela Nippolt, Susan O'Conner-Von, William Ostvig, Andrea Smith, Marshall Stern, Mary Tate. **Students:** Amrot Aregaw, Madeline Bien, Kristy Eder, Chelsie GawneMark, Matt Hauer, Lauren Katalinich, Alex Lauth, Brock Meyer, Victoria Pehling, Lauren Schrader, Eric Svingen. **Ex Officio:** Sharon Dzik.

#### **FOR INFORMATION:**

**ADVISORY COMMITTEE ON ATHLETICS - Faculty/PA:** Paul Siliciano (chair), Rayla Allison, Linda Brady, Roy Gaddey, Ravi Janardan, Perry Leo, Na'im Madyun, Susan Meyer Goldstein, Virginia Zuiker. **Civil Service:** Patricia Roth. **Alumni:** Archie Givens, Tim Manning. **Students:** William DeKrey, Christopher Hawthorne, Jacqueline Voigt, 1 to be named. **Ex Officio:** J.T. Bruett, Lynn Holleran, Norwood Teague.

**ALL-UNIVERSITY HONORS - Faculty:** William Tolman (chair), Carl Adams, Marilyn DeLong, Deborah Dillon, Roland Guyotte, Kathleen Krichbaum, Donald Liu, Fotis Sotiropoulos. **Academic Professionals:** Peyton Owens, Patrick Troup. **Alumni:** Nancy Devine, Julie Johnson, Stephen Litton, Beth Pinkney, Todd Williams. **Civil Service:** Diane Krawczynski, Gary Willhite. **Students:** Jonathan Coleman, Emma Contreras, 1 to be named. **Ex Officio:** Arlene Carney, Kristin Cleveland, Ruth Isaak, Lisa Meyer, Andrew Svec, William Wade.

**CIVIL SERVICE CONSULTATIVE - Civil Service:** Amy L. Olson (chair), Susan Cable-Morrison, Carolyn Davidson, Adam Hauge, Lisa Mason, Bill O'Neill, Alethea Oertwich, John Paton, Teresa Schicker, Thomas Sondreal, Chris Stevens, Sharon Van Eps, Terri Wallace. **Ex Officio:** Don Cavalier, Susan Rafferty.

**SENATE COMMITTEE ON COMMITTEES - Faculty:** Stacy Doepner-Hove (chair), Vernon Cardwell, Shawn Curley, William Durfee, William Garrard, Ron Hadsall, Jay Hatch, Jane Hovland, David Kirkpatrick, Ruth Lindquist, John Matheson, Richard McCormick, Peh Ng, Joanna O'Connell, Nelson Rhodus, Steven Yussen. **Academic Professionals:** Frank Douma, Mary Jetter, Sarah Waldemar. **Students:** Ben Baglio, Anna Beek, Nicole Conti, Adam Matula, 1 to be named.

**P&A CONSULTATIVE - Academic Professionals:** Ann Hagen (chair), Marilyn Becker, Stephanie Bettermann, Jodi Carlson Grebinoski, Stacy Doepner-Hove, Cynthia Murdoch, Amber Peifer, Cathy Schulz, Kimberly Simon.

**SENATE CONSULTATIVE - Faculty:** Sally Gregory Kohlstedt (chair), Avner Ben-Ner, Peter Bitterman, James Cloyd, Nancy Ehlke, Michael Hancher, Elaine Tyler May, James Pacala, Jeff Ratliff-Crain, Rebecca Ropers-Huilman. **Academic Professionals:** Ann Hagen, Kimberly Simon. **Civil Service:** Amy L. Olson, Thomas Sondreal. **Students:** Brandon Breuer, Nicole Conti, Gyaltsu Gurung, Joe Inhofer, Adam Matula, Evan Vogel, Moshe Volovik. **Ex Officio:** Christopher Cramer, William Durfee, Russell Luepker, Alon McCormick, Richard Ziegler.

**STACY DOEPNER-HOVE, CHAIR  
SENATE COMMITTEE ON COMMITTEES**

**DISCUSSION:**

With no discussion, a vote was taken and the motion was approved.

**APPROVED**

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**END OF MOTION A**

**8. SENATE CONSULTATIVE COMMITTEE  
Senator Responsibilities  
Information for the University Senate**

Responsibilities of Faculty Senators

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

1. Attend all University and Faculty 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 colleagues for discussion before Senate action.
4. Distribute to colleagues in their college information on significant matters before the

Senate and solicit faculty views on such issues.

5. Bring to the Senate, or one of its committees, issues of concern to their colleagues.
6. Communicate regularly with faculty governance bodies in their academic units.
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 Faculty Consultative Committee 8/17/06.

### 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.

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**MOTION B**  
**University Senate Bylaws and Rules Amendments**  
**Action by the University Senate**

Agenda Items 9. through 12. 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 amendments to the University Senate Bylaws, motions require either a majority of all voting members of the University Senate (129) 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 these motions are being presented.

**9. UNIVERSITY SENATE BYLAW AMENDMENT  
Senate Committee on Committees Membership**

**MOTION:**

To amend Article II, Section 5(H) of the University Senate Bylaws as follows (new language 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**

...

**H. SENATE COMMITTEE ON COMMITTEES**

...

**Senate Committee on Committees**

...

**Membership**

The Senate Committee on Committees shall be composed of at least 13 and no more than 15 elected tenured or tenure-track faculty members of the Faculty Committee on Committees, at least 2 and no more than 4 elected academic professional members of the Faculty Committee on Committees, 6 ~~5~~ elected ~~undergraduate~~ students of the Student Committee on Committees, ~~and one elected graduate/professional student of the Student Committee on Committees.~~

...

**COMMENT:**

The Student Senate approved a change to the membership of the Student Committee on Committees on May 3, 2012. The corresponding change to the Senate Committee on Committees is now needed so that both reflect the same number of members.

**ADAM MATULA, CHAIR  
STUDENT SENATE CONSULTATIVE COMMITTEE**

**10. UNIVERSITY SENATE BYLAW AMENDMENT  
Senate Consultative Committee Charge**

**MOTION:**

To amend Article II, Section 5(I) of the University Senate Bylaws as follows (new language 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**

...

**I. SENATE CONSULTATIVE COMMITTEE**

...

**Senate Consultative Committee**

...

**Duties and Responsibilities**

...

**Steering**

...

i. To convene as needed joint meetings (1) of the Civil Service Consultative Committee, the Faculty Consultative Committee, and the Professional and Administrative Consultative Committee, or (2) the Faculty Consultative Committee and the Professional and Administrative Consultative Committee, to discuss new administrative or regental policies, or changes to existing policies, that apply (1) to all individuals in their capacity as employees of the University or (2) to faculty members and professional and administrative staff. Such meetings will not consider policies that have a direct effect on students.

...

**COMMENT:**

There periodically come up for review administrative and regental policies that affect all faculty and staff members in their status as employees or faculty and professional and administrative staff members, but that have no effect on (or very much interest to) students. Examples include the Faculty Retirement Plan (faculty and P&A staff), health insurance benefits (all employees), outside consulting, employee conflict resolution processes (all employees), research rules (faculty and P&A), and so on. At present, when an administrative officer wishes to consult on such a policy, he or she must either meet with all three of the consultative committees (faculty, P&A, and civil service) or meet with the Senate Consultative Committee (SCC) (which includes ten faculty members and seven students but only the chairs and chairs-elect of the P&A and Civil Service Consultative Committees). Particularly in cases where a new or changed policy could be controversial, the P&A and Civil Service chairs and chairs-elect may reasonably be reluctant to try to represent the views of all their consultative committee colleagues.

SCC suggests that a reasonable and efficient approach would be to allow the SCC chair to convene a meeting of the appropriate two or three consultative committees that comprise University employees for consultation on proposed changes to employee-only policies. This

would allow for more comprehensive discussion of policies whose implications might have common but also distinct considerations.

Technically a bylaw change may not be required and that the SCC chair could convene such meetings, but SCC concluded it would prefer to have the Senate explicitly recognize the authority to convene such meetings and to make it clear that these meetings would only be convened when employee-related policies are being discussed. Policies that have a direct effect on students would continue to be brought to SCC and, as needed, the Student Senate Consultative Committee.

**SALLY GREGORY KOHLSTEDT, CHAIR  
SENATE CONSULTATIVE COMMITTEE**

## **11. UNIVERSITY SENATE BYLAW AMENDMENT**

### **Senate Committee Eligibility**

#### **MOTION:**

To amend Article II, Section 2(a) 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)**

...

#### **2. Eligibility for Membership**

a. Only individuals eligible to vote in Senate elections are eligible to serve on University Senate committees or to serve as chair of University Senate committees, except that no individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, attorney, controller, or chief of staff may serve as a voting member of a University Senate committee, nor may the University Librarian. ~~or anyone who is a dean. Individuals with less than a one-third time appointment as assistant or associate dean shall be eligible to serve as a voting member and chair of a University Senate committee.~~ Faculty members whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible to serve as voting members and chairs of University Senate committees. Alumni members are not subject to the eligibility rule of this section. An individual serving as a voting member of a University Senate committee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee. If the individual is appointed only to an interim or acting position, the chair of the Senate Consultative Committee may, with the consent of the Senate Consultative Committee, waive the requirement that the individual resign from the committee.

...

#### **COMMENT:**

The Senate Consultative Committee (SCC) suggests changes to the University Senate Bylaws and Rules governing membership on University Senate committees.

1. For clarity, list anyone with "dean" in their title among those who may not serve as voting members of committees rather than listing that position separately, and correspondingly, eliminate the provision allowing assistant and associate deans who have less-than-one-third-time appointments to serve as regular voting members of University Senate committees. SCC has concluded, on reflection, that allowing part-time assistant and associate deans runs contrary to the principle that administrators should not serve as voting members of University Senate committees. The University Librarian is listed separately because only the University Librarian (considered the equivalent of a dean for administrative purposes) should be ineligible to serve as a voting member of a Senate committee. People who hold staff positions as librarians are eligible to serve in the Senate and on Senate committees, so it would be inappropriate to impose a blanket ban on service for anyone with the term "librarian" in their job title.

2. Eliminate the "except ex officio" clause in the Rules, because it effectively negates the provision. Left as is, the language suggests that all administrators who serve as ex officio members of University Senate committees are voting members. The Bylaws specify that "an ex officio member of any committee of the University Senate shall not be entitled to vote as a member of the committee, unless provided for in the University Senate Rules." This clarification makes it clear that deans are not voting members. This clause was likely originally inserted when there was a dean as regular voting member on one University Senate committee. That position was eliminated.

**SALLY GREGORY KOHLSTEDT, CHAIR  
SENATE CONSULTATIVE COMMITTEE**

**12. UNIVERSITY SENATE RULES AMENDMENT  
Senate Committee Eligibility  
Action by the University Senate  
(2 minutes)**

**MOTION:**

To amend Article II, Section 2(a) of the University Senate Rules, as follows (language to be added is underlined; language to be deleted is ~~struck out~~).

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

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**2. Terms of Membership, Chairing of Committees, and Removal of Members for Absences**

a. Non-student appointments to committees of the University Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Faculty and academic staff who hold a University position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, non-faculty attorney, or chief of staff at a collegiate or central administrative level may not serve as a voting member of a University Senate committee, nor may the University Librarian ~~or anyone who is a dean, except ex officio. Individuals with less than one third-time appointments as assistant or associate deans may serve as voting members or chairs of University Senate committees.~~

...

**COMMENT:**

See comment to Item 11.

**SALLY GREGORY KOHLSTEDT, CHAIR  
SENATE CONSULTATIVE COMMITTEE**

**DISCUSSION:**

With no discussion, a vote was taken and the motion was approved with 146 votes in favor and none opposed.

**APPROVED**

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**END OF MOTION B**

**13. PRESIDENT'S REPORT**

President Kaler said that he was in Washington D.C. on Monday serving on a panel at the U.S. Department of Commerce to discuss the University's intellectual property development and transfer. This information was received well by the audience and enables further enhancement of the University's reputation in this area.

On Tuesday he conducted a campus conversation in this room. If missed, the recording is available for viewing. One topic was the biennial budget request, which is important enough that he wishes to review some of the material today. This request reflects a refocusing of the University's advocacy and comments made by the first panel during today's centennial event.

It is not enough for the University to tell its story better, although this also needs to happen. The University needs to engage with the people of Minnesota and their elected representatives in a much better way to show the value of the University. It is true that the University has been taken for granted in a large way, particularly through its land-grant and extension mission, but also through research and teaching. This conversation needs to change and the University will be developing ways to involve faculty, staff, and students in this advocacy. Most faculty are eager to engage the public, so a better framework needs to be provided for meaningful conversations.

President Kaler then walked senators through the following series of slides which outline the biennial request.

#### Recap: Budget development process

##### Project our needs

- 2.9% increase annually in Years One and Two (below 2011 inflation rate)
- Ensure exceptional academic experience
- Grow research
- Recruit/retain world class faculty/staff
- Pay our bills
- Maintain infrastructure

##### Fund our needs, and historically this has been through

- State portion
- Student/family portion (tuition)
- University portion (cost reduction/reallocation)

##### New approach:

- Not increase tuition burden or student debt
- Increase access to the U for all qualified students, regardless of family income



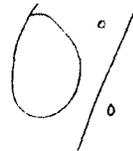
UNIVERSITY OF MINNESOTA  
Driven to Discover

#### Reform how we fund higher education

##### 1. Zero percent tuition increase

##### Renew our tuition partnership with the State of Minnesota

- For 2014-15, the State commits to supporting the U with an incremental \$14.2 million in each year
- The U commits to holding the resident undergraduate tuition rate at current levels during the biennium
- That's a zero percent increase



UNIVERSITY OF MINNESOTA  
Driven to Discover

The typical funding strategy is to request funds from the state, and when that funding level is not met, the University asks students and their families to make up the difference. This approach has divorced the conversation with the state from the conversation with students and families. This year the University hopes to bring these conversations together.

Even though today's panel members speculated that the state's budget for the University is not likely to increase, state leaders need to have a conversation about priorities. Minnesotans cannot continue today's lifestyle for their children and grandchildren without investing in higher education. The amount of investment being requested is modest, but the ability to hold tuition constant would, for a Twin Cities resident undergraduate student, reduce the cost of attendance

over four years by \$2500. Two-thirds of University students graduate with debt and the average debt is \$27,000. If the University's budget is approved, it would amount to a 10 percent reduction in student debt load.

This should be an interesting and different set of conversations at the legislature this year, and there is already interest in the proposal.

## Reform how we fund higher education

### 2. Reduce our operating costs

#### Drive greater operational excellence

- Reduce administrative costs
- Improve productivity
- Manage risk responsibly by eliminating unnecessary policies and procedures
- Promote entrepreneurialism and flexibility
- Reallocate 5% of our state appropriation, consistent with the governor's request to all state agencies
  - 5% is \$28 million from our base budget



UNIVERSITY OF MINNESOTA  
Driven to Discover

President Kaler stated that his goal is to take funds from administrative leadership and mission support and move these dollars to mission activities. This change would provide funds to send faculty to conferences, to be more competitive in the salary market, and to recruit and retain the best faculty.

Reform how we fund higher education

### 3. Performance and accountability

By meeting at least 3 of 5 performance targets, we receive \$11.5 million in FY15

1. Increase University funded financial aid for low- and middle-income students
2. Award at least 15,000 degrees systemwide in 2014
3. Increase undergraduate 4-year and/or 6-year graduation rates on the Twin Cities campus
4. Maintain 2011 level of total National Science Foundation-recorded R&D expenditures
5. Increase invention disclosures



UNIVERSITY OF MINNESOTA  
Driven to Discover

Establish the Minnesota Discovery, Research and Innovation Economy (MnDRIVE) funding program

A new, ongoing partnership with the State to discover new knowledge through scientific research to:

- Advance Minnesota's economy
- Seize opportunities to leverage Minnesota's strengths and comparative advantages
- Improve Minnesotans' health and quality of life
- Advance the capacity and competitiveness of Minnesota industries
- Position our state as a national leader in key industries

In 2014-15 MnDRIVE provides \$18 million beginning in FY 2014 for scientific research in four critical, emerging fields



UNIVERSITY OF MINNESOTA  
Driven to Discover

There was talk in today's first panel discussion about the need for the University to connect what it does directly with the needs of Minnesota, and he agrees with this view. As the research agenda is reviewed, a portfolio of four areas - Robotics, Water, Neuromodulation, and Food - has been assembled to be in line with the needs of the state. These are areas in which business leaders can speak to legislators about University research.

President Kaler said that he wants to make an economic argument for the importance of the University to the state in these fields. He noted that each of these areas are broad and can include participation from almost all University disciplines.

## University of Minnesota Biennial Budget Request FY2014 & 2015

| Increment Over Prior Year    | A       |         | B    |      | Change to Current Base – Biennial Math |          |            |
|------------------------------|---------|---------|------|------|--|----------|------------|
|                              | 2014    | 2015    | 2014 | 2015 | A                                      | B        | C          |
| Tuition Relief               | \$ 14.2 | \$ 14.2 |      |      | \$ 545.3                               | \$ 545.3 | \$ 1,090.6 |
| MnDRIVE                      | \$ 18.0 | \$ -    |      |      | \$ 32.2                                | \$ 59.4  | \$ 91.6    |
| AHC Loan Forgiveness Program | \$ -    | \$ 1.5  |      |      |  |          |            |
| Accountability Fund          | \$ -    | \$ 11.5 |      |      |  |          |            |
| Total                        | \$ 32.2 | \$ 27.2 |      |      | \$ 577.5                               | \$ 604.7 | \$ 1,182.2 |
| Percent change prior period  | 5.9%    | 4.7%    |      |      |  |          | 8.4%       |



### Some facts to ponder ...

- Funding, not adjusted for inflation, is now at 1998 levels.
- We have 15 percent more students than we had then.
- Compared to 2000, we are graduating a student 13 percent more efficiently.
- Over the past decade, the average reduction nationally to fund higher education is 20 percent. In Minnesota, we've been cut 35 percent.
- If our budget request is granted, our annual state support in 2015 will stand at \$614 million. That is exactly how much the state supported the U in 2001 . . . and many cost drivers have dramatically risen since then.



President Kaler then noted that Senior Vice President Robert Jones has announced that he will be leaving the University. While he will be missed, this is an opportunity to examine his current portfolio and optimize the organizational structure of this area. Amy Phenix is leading a small group in this effort which will be consulting with governance along the way.

The University is in the final stages of hiring a new Vice President for Research. Three candidates will be on campus next week and he encouraged senators to attend the public sessions.

Operational excellence continues to move forward and a website has been launched – excellence.umn.edu. He would welcome individual comments and suggestions for improvements.

Lastly, he stated that there has been a dotted-line change made in the areas of information technology, human resources, communications, and finance. This is an opportunity to normalize, professionalize, and standardize the services that are being done in these areas. This will allow the vice presidents to coordinate across all units to improve career paths for employees, improve work practices, and will eliminate duplication.

#### **14. QUESTIONS TO THE PRESIDENT (15 minutes)**

**Q:** In the past, there have been Retirement Incentive Options (RIO). Will these be offered again in the future, and if so, is there any indication of when that may happen again?

**A:** There are plans to offer RIO in the short term.

**Q:** One member on the first panel said that the University needs to stop taking students for granted as they continue to pay increased tuition amounts. Additionally, one item under the responsibilities for senators is to bring relevant issues forward. The Student Senate has identified voter identification and the marriage amendment as important issues on which the University needs to take a stand. A statement on the marriage amendment issue was also approved by the University Senate, but the administrative response was simply that the action was acknowledged. In last year's State of the University Address and today, you stated that the University has a place taking a stand on these issues and has a role fighting discrimination. However, the University administration has not advocated strongly on either of these issues. What do students need to do to get the weight of the University involved in these issues to fight for students?

**A:** He believes that the proposed tuition hold is highly responsive to student needs. A charge that students are being taken for granted is a bit over the top. In his view, the University needs to be a place where people can come and have a debate on issues. While the University Senate and Student Senate have made clear their desires on issues, the University needs to allow and encourage views from both sides. There is no doubt that University policy supports same-sex couples. On the voter identification issue, there are two proposals under new business. The need for a student identification card, either as it exists now or modified, to be adequate for voter registration is absolutely essential.

**Q:** While the budget request proposes no tuition increase, student fees continue to increase. This is a concern among graduate students as teaching assistant benefits do not cover fee expenses. There is also a perception that fees and their increases are out of control and that there is no accountability as to where the funds are spent. What is your approach to fees in the coming years as it applies to graduate students?

**A:** A listening session is planned on November 28 to address a variety of graduate student concerns. His goal is to make graduate students' lives easier. The University thinks that the communication about fees and where they are spent is adequate but graduate students do not, so additional communication is needed. He understands that graduate students are concerned about their net income, so work will need to be done on increasing stipends and/or moderating fees to increase the net income.

Q: As discussed with Professor Sally Gregory Kohlstedt, Chair of the Faculty Consultative Committee (FCC), she controls which emails are sent to faculty. When you send messages to the faculty, do you receive permission from Professor Kohlstedt as well? Also, is there a way to opt-out of broadcast voicemails?

A: He does not need permission from Professor Kohlstedt to send an email to faculty and he does not know if someone can opt-out of broadcast voicemails.

## 15. UNIVERSITY SENATE OLD BUSINESS

NONE

## 16. UNIVERSITY SENATE NEW BUSINESS

A motion was made and seconded to suspend the rules to consider two items of new business. This motion was approved.

### MOTION 1:

To approve the following resolution:

### **Statement *Against* the Proposed “Photo Identification Required for Voting” Amendment to the Constitution of the State of Minnesota**

The Equity, Access, and Diversity (EAD) Committee of the University Senate of the University of Minnesota, composed of faculty, staff, and students, strongly opposes the amendment to the State of Minnesota’s constitution titled “Photo Identification Required for Voting.” The question voters will be posed is: “Shall the Minnesota Constitution be amended to require all voters to present valid photo identification to vote and to require the state to provide free identification to eligible voters, effective July 1, 2013?”<sup>1</sup>

The “Photo Identification Required for Voting” Amendment would add additional barriers to voting that are not currently in place and would disproportionately affect certain populations of the state of Minnesota, including members of the University of Minnesota student body. The amendment would limit voters to those who “present valid government-issued photographic identification” containing their current address. Students keeping their parents’ home address (or other non-school year address) on their Government Issued ID can only vote at the address listed on their Government Issued IDs, not necessarily where they are living. In effect, many students will no longer have any say about local policies that affect them while in college unless they obtain new Government Issued IDs each time they change residences. At present, UM IDs do not contain addresses, so they are not a valid form of government identification for voting purposes. This amendment reflects a dramatic change from the language currently reflected in the Constitution of the State of Minnesota. Currently, our constitution says: “Every person 18 years of age or more who has been a citizen of the United States for three months and who has resided in the precinct for 30 days next preceding an election shall be entitled to vote in that precinct.” This includes our college students, who can choose to vote where they currently live or at their permanent address.

The EAD Committee believes that the approval of this constitutional amendment would directly discriminate against our students as well as other groups—senior citizens and the economically

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<sup>1</sup> <http://www.sos.state.mn.us/index.aspx?page=1719>

disadvantaged. *We believe that by limiting opportunities for citizens to vote, the amendment is neither in the best interest of the University of Minnesota nor its faculty, staff, or students.*  
We therefore:

1. Encourage all members of the University community to carefully review the amendment, and, if persuaded by our arguments (or others), take a stance in opposition to the proposed constitutional amendment.
2. Encourage all members of the University community to educate one another and the public on this issue.
3. Urge Minnesota citizens to affirm the rights of all citizens to vote consistent with the current constitution—which we believe requires a vote of NO.

Approved September 25, 2012, by the Equity, Access, and Diversity Committee and October 3, 2012 by the Social Concerns Committee

**IRENE DURANCZYK, CHAIR  
EQUITY, ACCESS, AND DIVERSITY COMMITTEE**

**DAVID GOLDEN, CHAIR  
SOCIAL CONCERNS COMMITTEE**

**DISCUSSION:**

Professor Sally Gregory Kohlstedt, Chair of the Faculty Consultative Committee (FCC), said that FCC discussed this motion today and has endorsed it.

Adam Matula, Chair of the Student Senate, noted that the Student Senate discussed this motion earlier today and expressed support for it as well.

With no further discussion, a vote was taken and the motion was approved.

**APPROVED**

**MOTION 2:**

To approve the following resolution:

**13. RESOLUTION REGARDING THE VOTER ID BALLOT AMENDMENT  
Action  
(15 minutes)**

On November 6, 2012, the people of Minnesota will vote on whether to amend the state constitution to “require all voters to present valid photo identification to vote and to require the state to provide free identification to eligible voters, effective July 1, 2013.” Because the approval of such a provision would directly impact students across all of the campuses, the University of Minnesota Student Senate expresses its support for enabling legislation allowing University of Minnesota student identification cards (U Cards) to be considered valid photo identification, whether in present or modified form. This body has considered three points in making its decision:

- (1) The University of Minnesota encourages its students, staff, and faculty to actively participate in elections.

- (2) Many students do not currently have valid state-issued photo identification, should U Cards be excluded.
- (3) The Equity, Access, and Diversity Committee of the University Senate has issued a statement in opposition to this amendment.

Because we believe students should be able to vote with as few additional barriers as possible, we fully support such enabling legislation in the event the ballot measure passes and urge the administration to lobby for enabling legislation on behalf of students.

[This resolution was also approved by the Social Concerns Committee, October 3, 2012, and the Student Senate on October 4, 2012]

**ADAM MATULA, CHAIR**  
**STUDENT SENATE CONSULTATIVE COMMITTEE**

**DISCUSSION:**

With no discussion, a vote was taken and the motion was approved.

**APPROVED**

**17. UNIVERSITY SENATE ADJOURNMENT**

The University Senate adjourned at 4:17 pm.

**18. ADMINISTRATIVE RESPONSES TO SENATE ACTIONS**  
**Information**

**FACULTY SENATE**

Amendment to the Regents Policy: Code of Conduct  
Approved by the: Faculty Senate December 2, 2010  
Approved by the: Administration **PENDING**  
Approved by the: Board of Regents **PENDING**

Amendments to the Policy on Teaching Awards  
Approved by the: Faculty Senate May 5, 2011  
Approved by the: Administration **PENDING**  
Approved by the: Board of Regents – no action required

Administrative Policy on Admission for Master's and Doctoral Degrees  
Approved by the: Faculty Senate March 1, 2012  
Approved by the: Administration – May 2012  
Approved by the: Board of Regents – no action required

Administrative Policy on Post-baccalaureate Certificate Plans Approved by the Board of Regents  
Approved by the: Faculty Senate March 1, 2012  
Approved by the: Administration – May 2012  
Approved by the: Board of Regents – no action required

Administrative Policy on Readmission and Changes to Master's and Doctoral Degree Objectives  
Approved by the: Faculty Senate March 1, 2012  
Approved by the: Administration – May 2012  
Approved by the: Board of Regents – no action required

Interpretation of the Administrative Policy on Credit and Grade Point Requirements for an Undergraduate (Baccalaureate) Degree  
Approved by the: Faculty Senate April 5, 2012  
Approved by the: Administration – June 2012  
Approved by the: Board of Regents – no action required

Amendments to the Administrative Policy on High School Preparation Requirements for Undergraduates and Admissions for Undergraduates  
Approved by the: Faculty Senate April 5, 2012  
Approved by the: Administration – April 2012  
Approved by the: Board of Regents – no action required

Amendments to the Administrative Policy on Declaring an Undergraduate Major  
Approved by the: Faculty Senate April 5, 2012  
Approved by the: Administration – June 2012  
Approved by the: Board of Regents – no action required

Administrative Policy on Master's Degree: Performance Standards and Progress  
Approved by the: Faculty Senate April 5, 2012  
Approved by the: Administration - July 2012  
Approved by the: Board of Regents – no action required

Administrative Policy on Master's Degree: Completion  
Approved by the: Faculty Senate April 5, 2012  
Approved by the: Administration - July 2012  
Approved by the: Board of Regents – no action required

Administrative Policy on Doctoral Degree: Performance Standards and Progress  
Approved by the: Faculty Senate April 5, 2012  
Approved by the: Administration - July 2012  
Approved by the: Board of Regents – no action required

Administrative Policy on Doctoral Degree: Completion  
Approved by the: Faculty Senate April 5, 2012  
Approved by the: Administration - July 2012  
Approved by the: Board of Regents – no action required

2016-17 Morris, Rochester, and Twin Cities Calendars  
Approved by the: Faculty Senate May 3, 2012  
Approved by the: Administration - May 2012  
Approved by the: Board of Regents – no action required

Administrative Policy on University-Administered Graduate Student Fellowships and Traineeships: Twin Cities and Rochester  
Approved by the: Faculty Senate May 3, 2012  
Approved by the: Administration – July 2012  
Approved by the: Board of Regents – no action required

**19. EDUCATIONAL POLICY COMMITTEE**  
**Resolution on Graduate Education**  
**Information for the Faculty Senate**

The Senate Committee on Educational Policy recognizes the outstanding contribution to graduate education made by Professor Nita Krevans, chair of the ad hoc Graduate Education Policy Committee, and her committee members Professors Ilja Siepmann, Linda Lindeke, and Ray Newman and graduate student Mandy Stahre. Under the leadership of Professor Krevans, and with support from the staffs of the Graduate School, the University Policy Office, and Academic Support Resources, the ad hoc committee worked from June of 2010 to August of 2012 to provide the University of Minnesota with an updated set of policies to guide graduate education in the 21st century. The University owes all of them a deep debt of gratitude and we are grateful for their service.

Approved September 5, 2012

Endorse unanimously by Faculty Consultative Committee September 20, 2012

**ALON MCCORMICK, CHAIR**  
**EDUCATIONAL POLICY COMMITTEE**

**20. RESEARCH COMMITTEE**  
**Administrative Policy on Using Controlled Substances for Research**  
**Information for the Faculty Senate**

**ADMINISTRATIVE POLICY ON USING CONTROLLED SUBSTANCES FOR RESEARCH**

**Effective Date:** July 1997

**Last Update:** July, 2012

**Responsible University Officer:**

- Vice President for Research

**Policy Owner:**

- Director - ~~Research Integrity~~ Education and Oversight , Office of the Vice President for Research (OVPR)

**Policy Contact:**

- Kathy Fox

**CONSULTED WITH:** ~~Faculty Senate~~ Senate Research Committee, Council of Research Associate Deans

**POLICY STATEMENT**

All individuals conducting research and/or teaching activities, with the exception of Drug Enforcement Administration (DEA) Registrants, must complete the DEA-based questionnaire for employee screening procedures as described in the Code of Federal Regulations

All individuals conducting research and/or teaching activities with controlled substances must document all actions taken with the controlled substances.

DEA Registrants must complete an annual inventory to compare the actual count of controlled substances in the safe to the amount in the written disposition records.

Theft must be immediately reported to the DEA Registrant, U of MN Police, DEA, Minnesota Board of Pharmacy (MNBP), and Research Education and Oversight (REO).

Controlled substances disposal must be in accordance with DEA and Department of Environmental Health Services (DEHS) regulations:

DEA registrations must remain current.

Controlled substances records must be maintained for at least three years.

In conducting research and teaching activities with controlled substances, University employees and any other individuals using University resources or facilities, or receiving funds administered by the University, and volunteers and representatives who may speak or act as agents for the University must comply with this policy and federal and state regulations relating to controlled substances.

Failure to comply with this policy may be grounds for discipline, suspension or termination of research by the University, suspension or termination of research by the University Institutional Review Board or Institutional Animal Care and Use Committee, referral for academic misconduct proceedings and/or reporting to external licensing authorities by the University. Any disciplinary action taken imposed by the University will follow the applicable Board of Regents employment and administrative policies and procedures for the rules governing the individual's employment category classification.

This policy does not apply to controlled substances dispensed by a practitioner to a patient in the course of professional practice as authorized by his/her license.

This policy does not cover teaching activity performed within a clinical environment. However, clinical teaching activities must comply with Drug Enforcement Administration (DEA) and Minnesota Board of Pharmacy (MNBP) regulations.

### REASON FOR POLICY

State and federal governments have numerous regulations pertaining to the legal purchase and use of controlled substances. University employees and other individuals covered by this policy must comply with this policy in order to ensure that they follow all applicable regulations and safely handle and prevent diversion of controlled substances.

### PROCEDURES

- *Using and Disposing of Controlled Substances*
- *Purchasing, Receiving and Storing Controlled Substances*

### FORMS/INSTRUCTIONS

- Authorized Users Signature Log
- Controlled Substances Disposal Form Research Controlled Substance Disposition Record
- Single Drug Disposition Record
- Combination Drug Disposition Record

### ADDITIONAL CONTACTS

| Subject            | Contact   | Phone        | Fax/Email        |
|--------------------|-----------|--------------|------------------|
| Primary Contact(s) | Kathy Fox | 612-624-0664 | foxxx005@umn.edu |

|        |                                    |                               |              |
|--------|------------------------------------|-------------------------------|--------------|
| Policy | Research<br>Education<br>Oversight | Integrity<br>and 612-624-0664 | 612-626-7431 |
|--------|------------------------------------|-------------------------------|--------------|

## **DEFINITIONS**

### **Authorized Personnel**

A University employee authorized to use controlled substances by a DEA Registrant who also serves as his/her direct supervisor.

### **Controlled Substance**

Any substance listed in the Controlled Substances Act, Code of Federal Regulations (21 CFR, part 1300 to end) Minnesota Statute 152.01-.02 or Minnesota Board of Pharmacy Rules, Chapter 6800.4210 to 6800.4250.

### **DEA Registrant**

A University employee delegated by his/her department head to hold a DEA registration and is responsible for ordering, storing, using and disposing of controlled substances in his/her Unit.

~~Department of Environmental Health & Safety (DEHS)~~

~~The University of Minnesota Department of Environmental Health & Safety~~

### **Disposal**

Disposal of expired, excess and unwanted controlled substances.. Disposal also refers to controlled substances that are residual (often referred to as waste) or have been contaminated through use.

### **Disposition Records**

An accurate, continuous and current record used to track the acquisition, use and disposal of controlled substances. These are not the same as lab books a researcher uses to record scientific findings.

### **Drug Enforcement Administration (DEA)**

The agency within the United States Department of Justice that enforces the controlled substances laws and regulations.

~~Institutional Animal Care and Use Committee (IACUC)~~

~~The Institutional Animal Care and Use Committee in the Office of the Vice President for Research responsible for reviewing all research projects involving animals.~~

~~Institutional Review Board (IRB)~~

~~The Institutional Review Board managed by the Human Research Protection Program (HRPP) in the Office of the Vice President for Research responsible for reviewing all research projects which involve human subjects.~~

### **Licensed Practitioner**

A physician, dentist, veterinarian, or other individual licensed, registered or otherwise permitted by the United States or the jurisdiction in which they practice, to dispense a controlled substance in the course of professional practice.

### **Location**

A room or designated area where controlled substances are stored or used. A location is managed by a single University employee, has a single address and has a DEA Registrant with which it is associated.

### **Minnesota Board of Pharmacy (MNBP)**

The agency authorized by the state of Minnesota to implement and regulate Minnesota Statutes and Board of Pharmacy Rules and to oversee the conduct and professional competency of MNBP registrants.

### **Registration**

~~Formal grant of specific authority by the DEA and/or the MNBP.~~

### **Research**

Systematic investigation, including development, testing and evaluation designed to develop or contribute to generalizable knowledge.

### **Teaching**

Activities that include classroom demonstrations, laboratory exercises and research projects which are required for completion of a course at the undergraduate, graduate or professional level.

#### Unit

Any organizational entity within the University that has budgetary authority. Includes, but is not limited to, colleges, departments, centers, institutes, etc.

### RESPONSIBILITIES

#### Authorized Users

Properly use controlled substances and maintain disposition records; allowed to perform activities with controlled substances as directed by the DEA Registrant. Must sign Authorized Users Signature Log and complete the DEA-based questionnaire for employee screening procedures as described in 21CFR1301.90.

#### Department of Environmental Health & Safety (DEHS)

Provide slurry bottles to researchers as needed and pick up controlled substances for disposal according to policy and regulations. Periodically review security and compliance procedures of controlled substance storage facilities.

#### Department/Unit Head

Designate the DEA Registrant for the Unit.

#### Research Integrity Education and Oversight (RIOREO)

Unit in the Office of the Vice President for Research responsible for ensuring compliance with University, state and federal policies and procedures. Performs periodic site reviews which include reviews of the DEA Registrant's purchasing and disposition processes as well as inventory records and security measures; verifies registration and justification for use; maintains recommended Controlled Substances Training tutorial regarding policies and procedures for DEA Registrants and authorized users; provides guidance and support to researchers; approves use of controlled substances in animal usage protocols for IACUC.

#### Human Research Protection Program (HRPP)

Assist RIO in collecting information on authorized use of controlled substances by investigators using human subjects.

#### DEA Registrant

Maintain DEA registration. Exercise signature authority to purchase and dispose of controlled substances used within that Unit. Ensure proper use, storage and disposal of controlled substances and maintenance of disposition records at each location. Supervise use by authorized users. Conduct annual inventory of controlled substances and forward to RIO. Report inventory discrepancies to RIOREO. Report significant inventory discrepancies as required by the DEA in 21 CFR 1301.76 and MNBP administrative rules 6800.4800.

### APPENDICES

There are no appendices associated with this policy.

### FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

### RELATED INFORMATION

- Board of Regents Policy: *Animal Care and Use*
- Board of Regents Policy: *Research Involving Human Subjects*
- The Controlled Substances Act
- Code of Federal Regulations (21 CFR, part 1300 to end)
- Minnesota Board of Pharmacy Rules, Chapter 6800. 4200 to 6800. 4800
- Controlled Substances Training tutorial
- Department of Environmental Health & Safety

- Research Integrity and Oversight
- Minnesota Statutes 151 and 152

## **HISTORY**

Amended:

July, 2012 – reflects change to requirements for location registrants to obtain MNBP registrations; updated information.

Amended:

January 2006 - Simplified the DEA registration process. Corrected the controlled substances disposal process. Clarified responsibilities between ORA and DEA. Changed procedure titles, and reformatted and updated the information.

Amended:

June 2001 - Updated definition of "Disposal" and responsibility for "unit registrant", and procedures were updated to reflect the updated disposal and unit registrant definitions and to make sure these were consistent with Drug Enforcement Agency (DEA) and Minnesota Board of Pharmacy regulations. These updates were approved by the Faculty Consultative Committee.

Amended:

August 2000 - Updated January 2000 revision history entry. Changed "While department licenses will have a designated person, the department and University assume liability for the license rather than the individual". to the following: "A designated person will hold the DEA and MNBP licenses in the name of the University Unit." Since the Unit Registrant does still hold some personal responsibility as the DEA and MNBP registrant, the entry in the revision history was changed to reflect this.

Amended:

January 2000 - Revised to centralize control and oversight for controlled substance licensing and auditing; Individual DEA licenses are replaced in favor of two-tiered system to license departments or units and individual laboratories; A designated person will hold the DEA and MNBP licenses in the name of the University Unit; Departments will be responsible for serving as a gatekeeper for controlled substances purchases and determining the validity of requests; The Office of Regulatory Affairs can assist in this by providing evidence of IRB or IACUC approval for use of controlled substances in human or animal subjects; A system for monitoring purchases will be developed; The Department of Environmental Health and Safety and Office of Regulatory Affairs will share responsibility for policy implementation; Annual self-audits by license holders and reviews by DEHS and RA will be performed; Policy Statement, Reason, Definitions and Responsibilities sections rewritten and clarified. Procedures rewritten to reflect the changes described above. Added forms section.

Effective:

July 1997

## **COMMENT:**

The proposal to revise the Controlled Substances (CS) policy is to remove the requirement that researchers obtain Minnesota Board of Pharmacy (MNBP) registrations for themselves, the unit registrants and local registrants. Information in support of this proposal follows.

1. MNBP does not require that University researchers have registrations to use CS provided they have a Drug Enforcement Administration (DEA) registration, it is a condition we created ourselves when the policy was first written. They have frankly said they would be pleased to get out of the business of registering our researchers and the inspections involved in the process.
2. The DEA does not require that our researchers be registered with the MNBP.

3. The CS program will continue compliance monitoring through inspections.
4. The process of obtaining annual registrations is time consuming and costly to researchers. If they have more than one location they must pay \$55/per registration/location. Researchers who want to work in a BSL 3 lab as well as their own labs, per University policy, will be required to get an additional MNBP registration for that lab location.
5. Requirements surrounding the purchase of CS by researchers will remain the same (DEA registration, photo ID, etc.) as will the requirements for record keeping, inventory and disposal.

The very limited number of concerns expressed were with respect to potential diversion of drugs and speculation that the additional registration with the MNBP makes people less likely to ignore or disregard the policy. Since the requirements for purchasing, logging and inventorying drugs will not change, nor will the requirements surrounding storage and disposal of CS change, and given that there have been no findings or evidence of drug diversion in the past 10 years, we feel that moving forward with this change will do little to increase the risk related to use of controlled substances in research.

The Senate Research Committee reviewed and endorsed the policy unanimously.

**LYN BEARINGER, CHAIR  
RESEARCH COMMITTEE**

#### **DISCUSSION:**

**Q:** In the first sentence of the policy statement is there a typo so that this policy only applies to individuals working with controlled substances?

**A:** Yes, this language is missing from the version presented. The policy should read, "individuals conducting research and/or teaching activities with controlled substances."

### **21. RESEARCH COMMITTEE Administrative Policy on Export Controls Information for the Faculty Senate**

#### **ADMINISTRATIVE POLICY ON EXPORT CONTROLS**

##### **POLICY STATEMENT**

No University faculty, staff or student may engage in any activity, or commit the University to engage in any activity, that:

- is prohibited by U.S. export control regulations; or
- requires a license or other agency approval under these regulations, until such license or approval has been obtained.

Faculty, staff, and students who serve in various capacities on research and scholarship projects that involve export controls must acquire a level of understanding of the requirements that are appropriate for the role they serve, by utilizing available educational, informational and supporting resources.

Colleges, departments, faculty or staff who work with visiting faculty, scholars, or students from boycotted countries are also required to be aware of special export control regulations relating to persons from these countries (<http://www.treasury.gov/offices/enforcement/ofac/programs/>), and of circumstances that might create risks of non-compliance with export control regulations. In these situations, University personnel and units are required to work with the Export Control Officer (ECO) to eliminate or manage the risk prior to the arrival of the international visitors or commencement of the research.

## **REASON FOR POLICY**

This policy and procedures support compliance with federal laws and regulations issued by federal regulatory entities (e.g., U.S. Departments of Treasury, Homeland Security, and Commerce) around export controls. The University's export control compliance policy and procedures are a best practice designed to assure compliance with regulations in those activities of the University to which the regulations may apply. This helps protect the University and its personnel from the consequences of non-compliance.

## **PROCEDURES**

- *Reviewing Proposals and Awards with Possible Export Control Restrictions*

## **FORMS/INSTRUCTIONS**

There are no forms related to this policy.

## **ADDITIONAL CONTACTS**

Primary Contact(s)

Pamela Webb

612-624-1648

[pwebb@umn.edu](mailto:pwebb@umn.edu)

Office of General Counsel

Mark Bohnhorst

612-624-4100

[bohn002@umn.edu](mailto:bohn002@umn.edu)

## **DEFINITIONS**

Blanket restrictions – Boycotts, Anti-terrorism

A boycott is limitation or prohibition of exports, including services, or purchases from countries or individuals that have been identified by the U.S. government, except for public information. In limited instances, a license may be obtained.

For individuals or countries associated with terrorism, all exports are prohibited, including services, and purchases. Certain activities (such as development of weapons of mass destruction) are inherently contrary to the national interest, and any activity or export in support of those activities is illegal, no matter where it is conducted or who is conducting it.

Deemed Export

An export of technology or source code (except encryption source code) is “deemed” to take place when it is released to a foreign national within the United States.

Export Administration Regulations (EAR)

Laws relating to the control of certain exports, re-exports, and activities that are administered by the Commerce Department. The EAR contain some blanket restrictions, but also contain a detailed list of “dual use” items—i.e., materials and technology that have both military uses and significant civilian uses. This is known as the Commerce Control List (CCL). The CCL is organized in ten broad categories; each category

includes separate listings of items (equipment and components, test equipment, materials), software and technical information (“technology”) related to the items.

#### Export Controls

U.S. federal government laws and regulations that require federal agency approval before the export of controlled items, commodities, technology, software or information to restricted foreign countries, persons and entities (including universities). Export controls implement a range of national obligations and interests, such as honoring treaties (e.g., nuclear non-proliferation treaty, conventions on chemical and biological weapons), protecting national security, and combating terrorism. Export controls concern national security, not customs or tariffs. Export controls establish legal prohibitions against exporting certain materials, software or technology without a license. Violators can face lengthy prison sentences, stiff fines and loss of export privileges.

#### Foreign National

Any person who is not a U.S. citizen or permanent resident of the U.S., or who has not been granted asylum.

#### Fundamental Research

Basic and applied research in science and engineering where the resulting information is ordinarily published and shared broadly within the scientific community. The information that results from fundamental research is excluded from export controls.

#### International Travel

Travel to any country or territory outside the continental U.S. and other Non-Foreign U.S. Overseas locations (Alaska, Hawaii, American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Virgin Islands (U.S.), and Wake Island). Travel to Canada and Mexico is considered international travel.

#### International Traffic in Arms Regulations (ITAR),

Laws relating to items and associated software or technology of primarily military significance, software or technology intended for space launch, and satellite instrumentation of a non-military, scientific nature administered by the State Department. An item subject to ITAR generally requires a license for export to any country.

#### Office of Sponsored Projects Administration (SPA)

Unit responsible for administering sponsored funds and monitoring compliance with the terms of the grant or contract. The export control officer resides within this office.

#### Principal Investigator (PI)

The primary individual in charge of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project.

### **RESPONSIBILITIES**

#### Associate Vice President for Research Administration

Serve as University’s Empowered Official and is legally empowered in writing by the applicant to sign license applications or other requests for approval on behalf of the applicant. Has the independent authority to: (i) Inquire into any aspect of a proposed export or temporary import by the applicant, and (ii) Verify the legality of the transaction and the accuracy of the information to be submitted; and (iii) Refuse to sign any license application or other request for approval without prejudice or other adverse recourse. Oversees the export control compliance program.

#### Controller’s Office

Overall responsibility for Disbursements and Travel Services;

#### Deans, Department Heads, and Chairs

Responsible for taking offered training in export control regulations and knowledge of the information on the export controls website, as well as knowledge of the export controls relating to the area(s) of research that are under their purview.

#### Departmental Grant Administrator

Responsible for knowledge of policies and procedures related to export control regulations; advise faculty as needed.

#### Disbursement Services

Responsible for regular review of overseas shipments, identification of shipments to embargoed countries and notification to ECO of such shipments

#### Export Control Officer (ECO)

Serve as central resource for investigators and grant administrators on issues related to export controls; collect and disseminate data regarding international travel and restrictions on research awards; work closely with OGC regarding resolution of problematic terms and conditions in awards; oversee export control education requirements; prepare and file export license applications as required.

#### Global Programs and Strategy Alliance (GPS)

Maintains the foreign travel registrations; provides travelers with links applicable to State Department information and EC fact sheets

#### International Student and Scholar Services (ISSS)

Notifies ECO upon acceptance of students and visiting scholars from embargoed countries; provides information on college of acceptance, contact information, etc.

#### Office of General Counsel (OGC)

In conjunction with the Associate Vice President for Research Administration and the Export Control Officer, provides advice to University researchers and administrators regarding the law, regulations and University policy requirements related to export controls, and regarding obtaining export control licenses, if needed.

#### Office for Technology Commercialization (OTC)

Negotiates material transfer agreements when a principal investigator desires to transfer materials off campus and licenses to University intellectual property; reviews the proposed transactions for export control issues and/or restricted parties.

#### Principal Investigator (PI)

Works with SPA and ECO to determine if their research is in fields that might be subject to export control restrictions; works with sponsors to design a scope of work for performance at the U of M that remains within the fundamental research rule. Obtains approval from SPA to begin research. If required, also obtains approval from Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) and/or Institutional Biosafety Committee (IBC). For research projects with potential export control issues, works with ECO, OGC and sponsor to resolve these. If issues cannot be resolved and the PI believes a compelling reason exists for an exception from policy and procedures; prepares and submits a Request for Exception from the Openness in Research Policy.

#### Senate Research Committee

Reviews recommendations from the Subcommittee on Research Openness on requests for exceptions from the Openness in Research Policy and forwards Committee recommendations on requests to the Vice President for Research for decision.

#### Senate Research Committee Subcommittee on Research Openness:

- maintains and develops expertise on the national and University policies and the national funding environment that are relevant to the review of requests for accepting research grants and contracts that limit the public dissemination of the results of research, impose retroactive classification of research, or restrict participation in research (primarily for reasons related to export controls);
- consistent with administrative policy, reviews requests for exception from Administrative Policy: *Openness in Research*, and forwards recommendations to the Senate Research Committee; and,
- as requested, or on its own initiative, consults with the Chair of the Senate Research Committee and the Vice President for Research regarding changes in administrative policy and guidelines relating to review of requests.

#### Sponsored Projects Administration Grant Administrator

- Identifies potential restricted areas in proposals and solicitations—including proposed restrictions on publication of research results and proposed use of sponsor export controlled technical information—and communicates these to ECO
- Takes all other reasonable steps to comply with export control regulations
- Keeps the principal investigator informed about the status of the negotiations

#### Sponsored Projects Administration Unfunded Research Agreements Staff

Negotiates material transfer agreements and confidentiality agreements when a principal investigator desires to receive materials or confidential information that others desire to transfer to campus; reviews the proposed transaction for export control issues and/or restricted parties

#### Travel Services

Supports export control regulations through referring international travelers to the GPS site for registration and providing links in policy and on the GPS website

#### Vice President for Research (VPR)

- Provides educational opportunities for the University community
- Assists Sponsored Projects Administration and researchers in complying with export control regulations
- Makes the final decision whether to approve an award with export control restrictions per the Administrative Policy: *Openness in Research*

### APPENDICES

- *Adhering to Export Control Regulations During Foreign Travel*

### FREQUENTLY ASKED QUESTIONS

- *Export Controls FAQ*

### RELATED INFORMATION

#### Board of Regents Policies

- *Openness in Research*
- *Academic Misconduct*
- *Purchasing*

#### Administrative Policies

- *Openness in Research*
- *Purchasing Goods and Services*,
- *Purchasing a Professional Service*,
- *Purchasing from Targeted Group Businesses*
- *Reporting and Addressing Concerns of Misconduct*
- *Traveling on University Business*
- **Federal Export Administration Regulations** <http://www.access.gpo.gov/bis/index.html> (List of dual-use (both civilian and military use) items and technologies)
- **International Traffic in Arms Regulations (ITAR):** [http://www.pmdtc.org/consolidated\\_itar.htm](http://www.pmdtc.org/consolidated_itar.htm) (List of specifically military items and technologies)
- **Treasury Department's Office of Foreign Assets Control** <http://www.treasury.gov/offices/enforcement/ofac/programs/> (List of boycotted countries)
- **Department of Commerce** <http://www.access.gpo.gov/bis/ear/pdf/744spir.pdf> (List of organizations possibly engaged in proliferation of weapons of mass destruction (entity list))
- **U.S. Treasury** <http://www.ustreas.gov/offices/enforcement/ofac/sdn/index.html> (List of organizations possibly engaged in proliferation of weapons of mass destruction (entity list))

#### Embargoed or Otherwise Restricted Destinations, Organizations, or Individuals

- Office of Foreign Assets Control (OFAC) Comprehensively Embargoed Countries
  - See Sanctions Program and Country Summaries for more specific information.
- OFAC Targeted Sanctions Countries and Territories
- See Sanctions Program and Country Summaries for more specific information.
- OFAC Specially Designated Nationals and Blocked Persons List
- Countries with restricted entities on the EAR Entity Chart [pdf] (15 CFR 744, Supp. 4 - pdf file)
- Denied Persons List (A list of individuals who are denied export privileges by the Commerce Department)

## **HISTORY**

Amended: July 2012

1. Codifies the processes and information that currently exists into an administrative policy and procedure.
2. Specifies the University's Empowered Official (per federal guidelines), and defines roles and responsibilities for the new position of Export Control Officer (ECO) and for units and individuals who interact with the ECO, and for units and individuals who are engaged in international travel or activities.
3. Establishes the expectation of training for faculty, staff, and students who participate in activities subject to export controls.

## **COMMENT:**

The export control requirements are complex and they have the potential to have an impact on University activities that include but are not limited to: research, international collaborations, travel, shipping and receiving materials and equipment, transferring data and information, hiring employees, visiting scientists and/or delegations, engaging foreign nationals as students or employees, providing financial assets, purchasing, obtaining property and contracting. The Export Control policy serves to codify the University's commitment to managing associated risks.

The Senate Research Committee reviewed and endorsed the policy on a 12-1 vote.

**LYN BEARINGER, CHAIR  
RESEARCH COMMITTEE**

## **22. FACULTY CONSULTATIVE COMMITTEE**

### **Endorsement of the Definition of Plagiarism for the Student Conduct Code Information for the Faculty Senate**

Plagiarism shall mean representing the words, creative work, or ideas of another person as one's own without providing proper documentation of source. Examples include, but are not limited to:

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- Representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- Producing, without proper attribution, any form of work originated by another person, such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design or computer code;
- Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author's.

- Borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.\*

[\*Footnote: Portions used with permission from New York Institute of Technology and University of Texas, San Antonio.]

Endorsed September 6, 2012

**SALLY GREGORY KOHLSTEDT, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**23. FACULTY CONSULTATIVE COMMITTEE  
Administrative Policy on Doctoral Degree Completion  
Information for the Faculty Senate**

**FOR INFORMATION:**

According to the charge to the Faculty Consultative Committee, it has the authority "[t]o act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee."

The Faculty Consultative Committee voted on May 24, 2012, to approve the following change to the Administrative Policy on Doctoral Degree Completion (language to be added is underlined; language to be deleted is ~~struck out~~). The complete policy is available at:  
<http://www.policy.umn.edu/Policies/Education/Education/DOCTORALCOMPLETION.html>

**ADMINISTRATIVE POLICY ON DOCTORAL DEGREE COMPLETION**

**POLICY STATEMENT**

...

**I. The Doctoral Final Oral Examination**

...

**II. Submission of final copy of the doctoral dissertation**

All students who complete a doctoral dissertation must file a digital copy of the dissertation with the University in accordance with University standards. The final dissertation must be filed within 6 months of the doctoral final oral examination. Failure to do so will require an application for readmission and approval by the program before the degree can be conferred.

Students may request that the University embargo publication of the dissertation for a limited period of time.

### **III. Reactivation in order to graduate**

...  
FORMS/INSTRUCTIONS

Preparing the Doctoral Dissertation: Formatting ▪ Submitting ▪ Publishing  
Graduation Instructions/Checklist for Doctoral Students  
Doctoral Graduation Packet Request  
Thesis or Dissertation Hold Request

Request for Extension to the Time Limit for Filing the Thesis or Dissertation: Master's and Doctoral Students

FAQ

...

#### **1. What happens if more than 6 months elapse between the final oral examination and the time the student submits the final, approved dissertation with the University?**

Students who have not maintained active status and fail to submit the dissertation within the 6-month time limit will be required to apply for readmission to the graduate program in order to graduate. Students who maintain their active status, but do not submit the dissertation within the 6-month time limit, will have a registration hold placed on their record and will be required to apply for readmission in order to graduate. Students may request an extension to the 6-month time limit. The extension must be approved by the advisor, the DGS, the collegiate dean, and the vice provost and dean of graduate education.

#### **2. If I fail to submit my final, approved dissertation before the 6-month deadline and have to apply for readmission, is my readmission guaranteed?**

No. In addition, if your program does readmit you, it may impose conditions on your readmission (e.g., repetition of coursework that is now out-of-date).

#### **1.3. When should students apply for degree clearance?**

Students should file their application by the first business day of the intended month of degree clearance.

#### **2.4. When should students request an embargo (hold) on the publication of the dissertation?**

The request for an embargo must be made prior to the conferral of the degree. Once the final approved copy of the dissertation is submitted, students cannot make changes to the dissertation or remove it from the University Digital Conservancy (UDC)

...

**SALLY GREGORY KOHLSTEDT, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**24. FACULTY CONSULTATIVE COMMITTEE**  
**Administrative Policy on Masters Degree Completion**  
**Information for the Faculty Senate**

**FOR INFORMATION:**

According to the charge to the Faculty Consultative Committee, it has the authority "[t]o act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee."

The Faculty Consultative Committee voted on May 24, 2012, to approve the following changes to the Administrative Policy on Masters Degree Completion (language to be added is underlined; language to be deleted is ~~struck out~~). The complete policy is available at:  
<http://www.policy.umn.edu/Policies/Education/Education/MASTERSCOMPLETION.html>

**ADMINISTRATIVE POLICY ON MASTERS DEGREE COMPLETION**

**POLICY STATEMENT**

...

**I. Final Examination Committee: Plan A and B Master's Degrees**

...

**II. Final Examination:**

...

**III. Thesis Submission: Master's Thesis/Professional Engineering Design Project**

All students who complete a Plan A Thesis or Professional Engineering Design Project must file a digital copy of the thesis with the University in accordance with University standards. The final thesis must be filed within 6 months of the master's final oral examination. Failure to do so will require an application for readmission and approval by the program before the degree can be conferred. Students may request that the University embargo publication of the thesis for a limited period of time.

**IV. Plan C Master's Degrees**

...

**V. Minimum GPA required for graduation**

...

**FORMS/INSTRUCTIONS**

Preparing the Thesis/Design Project: Formatting ▪ Submitting ▪ Publishing

Thesis or Dissertation Hold Request

Master's Graduation Packet Request

Request for Extension to the Time Limit for Filing the Thesis or Dissertation: Master's and Doctoral Students

FAQ

...

**5. What happens if more than 6 months elapse between the final oral examination and the time the student submits the final, approved thesis with the University?**

Students who have not maintained active status and fail to submit the thesis within the 6-month time limit will be required to apply for readmission to the graduate program in order to graduate. Students who maintain their active status, but do not submit the thesis within the 6-month time limit, will have a registration hold placed on their record and will be required to apply for readmission in order to graduate. Students may request an extension to the 6-month time limit. The extension must be approved by the advisor, the DGS, the collegiate dean, and the vice provost and dean of graduate education.

**6. If I fail to submit my final, approved dissertation before the 6-month deadline and have to apply for readmission, is my readmission guaranteed?**

No. In addition, if your program does readmit you, it may impose conditions on your readmission (e.g., repetition of coursework that is now out-of-date).

**3.7. When should students apply for degree clearance?**

Students should file their application by the first business day of the intended month of degree clearance.

**4.8. When should students request an embargo on the publication of the thesis?**

The request for an embargo (hold) must be made prior to the conferral of the degree. Once the final approved copy of the thesis is submitted, students cannot make changes to the thesis or remove the thesis from the University Digital Conservancy (UDC)

...

**SALLY GREGORY KOHLSTEDT, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**25. FACULTY CONSULTATIVE COMMITTEE  
Administrative Policy on Awards for Outstanding Contributions to Education  
Information for the Faculty Senate**

**FOR INFORMATION:**

According to the charge to the Faculty Consultative Committee, it has the authority "[t]o act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee."

The Faculty Consultative Committee voted on August 29, 2012, to approve the following change to the Administrative Policy on Awards for Outstanding Contributions to Education (language to be added is underlined; language to be deleted is ~~struck-out~~):

## **ADMINISTRATIVE POLICY ON AWARDS FOR OUTSTANDING CONTRIBUTIONS TO EDUCATION POLICY**

### **Policy Contents**

- **Policy Statement**
- **Reason for Policy**
- **Procedures**
- **Forms/Instructions**
- **Additional Contacts**
- **Definitions**
- **Responsibilities**
- **Appendices**
- **FAQ**
- **Related Information**
- **History**

**Effective Date:** Month, YYYY

**Last Updated:** Month, YYYY

### **Responsible University Officer:**

Sr Vice President and Provost, Academic Affairs

### **Policy Owner:**

Sr. Vice President and Provost, Academic Affairs

### **Policy Contact:**

Arlene Carney, VPFAA

## **POLICY STATEMENT**

The University recognizes outstanding contributions to teaching and learning by faculty and professional academic staff at the University of Minnesota available through the Horace T. Morse-University of Minnesota Alumni Undergraduate Education Award and the Award for Outstanding Contributions to Postbaccalaureate, Graduate, and Professional Education.

These programs are funded by central administration and the University of Minnesota Alumni Association. They reflect our strong and enduring commitment to quality undergraduate and graduate and professional education at the University of Minnesota.

## **AWARDS FOR OUTSTANDING CONTRIBUTIONS TO EDUCATION POLICY**

### **I. Horace T. Morse-Minnesota Alumni Association Award for Outstanding Contributions to Undergraduate Education**

#### **Undergraduate Education: Horace T. Morse- University of Minnesota Alumni Association Awards**

Colleges may nominate members for tThe Horace T. Morse-Minnesota Alumni Association Awards for Outstanding Contributions to Undergraduate Education. are granted annually to faculty members nominated by the colleges. The honor is awarded annually to exceptional candidates and reflects the University's emphasis on the importance of high quality undergraduate education.

#### **Graduate and Professional Education Awards**

Colleges may nominate faculty members and instructional Professional and Administrative staff for the The Award for Outstanding Contributions to Post-Baccalaureate Graduate and

Professional Education. ~~are granted annually to faculty members nominated by the colleges.~~ This award recognizes faculty who engage post-baccalaureate, graduate, and professional students in a community of intellectual inquiry, who are significant mentors and role models for graduate and professional students, and who develop and promote activities which help students understand the larger context of their intended professions. This honor is awarded to exceptional candidates in recognition of outstanding performance in post-baccalaureate, graduate, and professional education in the following areas: excellence in instruction; involvement of students in research, scholarship and professional development; development of graduate or professional instructional programs; and advising and mentoring.

### **Recognition**

Faculty and instructional Professional and Administrative staff who receive the Morse-Alumni Award or the Graduate-Professional Award become members of the Academy of Distinguished Teachers. The title "Distinguished University Teaching Professor" is conferred upon all faculty and the title "Distinguished University Teacher" is conferred upon instructional P&A staff. The title may be used in correspondence, on business cards, and where ever else appropriate. The recipients will be recognized by specific notations in appropriate college catalogues and in the University teaching schedule for the duration of the recipient's academic career at the University of Minnesota. Each winner will also receive an award stipend and each recipient's department will receive professional development funds to be used by the recipient for professional development or research.

### **Eligibility**

Regular faculty (tenure-track and tenured), term faculty (non-regular), and instructional Professional and Administrative staff salaried through the University may be nominated for the teaching awards. Nominees must have held a 66 2/3% time or greater appointment at the University of Minnesota for at least five years, including the current year to be eligible for the awards.

Previous nominees who did not receive the award may be renominated. Individuals may not nominate themselves. The number of recipients will depend on the funding available. The number of recipients will depend on the funding available. No individual may receive the Graduate/Professional award and the Horace T. Morse-Alumni Association award in the same year and recipients may only receive one of each of these awards in their University career.

The number of recipients will depend on the funding available.

### **REASON FOR POLICY**

To implement Board of Regents Policy: *Awards, Honors, and Recognition*. The award programs reflect the University's strong and enduring commitment to undergraduate, post-baccalaureate, graduate, and professional student education. The recipients of the awards promote a community of intellectual inquiry, serve as significant mentors and role models for students, and develop and promote activities which help students understand the larger context of their intended professions. This policy emphasizes the important of high quality education.

### **PROCEDURES**

4. The Senate Committee on Educational Policy annually appoints two nominating committees: one reviews nominees for the Morse-Alumni award and recommends to the Committee on Educational Policy those individuals whom should receive the award, and the other reviews nominees for the Graduate/Professional award and recommends to the Senate Committee on

Educational Policy those individuals who should receive the award. ~~In both instances, the number of recipients will be dependent on the funding available.~~

Each committee is composed of at least eight faculty and Professional and Administrative employees, one or more student members of the Senate Committee on Educational Policy, and a representative of the University of Minnesota Alumni Association, all of whom, when feasible, serve three-year terms. Of the faculty members and Professional and Administrative employees:

- at least one must be a current member of the Senate Committee on Educational Policy
- one must come from each of the coordinate campuses (no more than one per campus)
- at least two must be former award winners

**FORMS/INSTRUCTIONS**

Administrative Appendix: Horace T. Morse-University of Minnesota Alumni Undergraduate Education Award nomination material and guidelines. [Comment: these operational guidelines are determined annually in consultation with SCEP and the Senior Vice President and Provost. They are posted on the Provost’s website and contain information about award amount, deadline, forms and dossier instructions, number of awards, and so forth].

Administrative Appendix: Award for Outstanding Contributions to Postbaccalaureate, Graduate, and Professional Education nomination material and guidelines. [Comment: these operational guidelines are determined annually in consultation with SCEP and the Senior Vice President and Provost. They are posted on the Provost’s website and contain information about award amount, deadline, forms and dossier instructions, number of awards, and so forth].

**ADDITIONAL CONTACTS**

| <b><u>Subject</u></b>            | <b><u>Contact</u></b>       | <b><u>Phone</u></b>        | <b><u>Fax/Email</u></b>                                      |
|----------------------------------|-----------------------------|----------------------------|--|
| <b><u>Primary Contact(s)</u></b> | <b><u>Arlene Carney</u></b> | <b><u>612-626-9545</u></b> | <b><u>555-555-5555</u></b><br><b><u>carne005@umn.edu</u></b> |
| <b><u>Nomination process</u></b> |                             |                            |  |

**DEFINITIONS**

**Graduate-Professional Award**

An honor awarded to faculty and instructional P&A employees in recognition of outstanding performance in post-baccalaureate, graduate, and professional education.

**Horace T. Morse-University of Minnesota Alumni Association Award**

An honor awarded to faculty and instructional P&A employees in recognition of outstanding contributions to undergraduate education.

**RESPONSIBILITIES**

**Candidates for the Teaching Awards**

Complete the nomination release form and route as specified.

**Colleges**

Identify individuals who qualify for the awards and submit the appropriate forms.

### **Senate Committee on Educational Policy**

Establish operational guidelines associated with the granting of the awards in consultation with the Office of the Senior Vice President and Provost and report annually on those details to the Senate for information. Receive nominations and select candidates for awards. Select candidates for awards.

### **Senior Vice President and Provost**

Publicize and determine the number of awards that will be given each year, based on available funding.

## **APPENDICES**

### **FAQ**

## **RELATED INFORMATION**

### **III. Policy**

~~2. No individual may receive the Graduate/Professional award and the Horace T. Morse Alumni Association award in the same year.~~

~~3. Each recipient of each award shall receive a continuous augmentation in their salary, the amount to be recommended by the Committee on Educational Policy and approved by the President.~~

~~4. The department of each recipient of either award shall be provided non-recurring funding for the use of the award recipient for the development of teaching materials and training in order to promote excellence in teaching among all of the faculty, the amount and duration to be recommended by the Committee on Educational Policy and approved by the President.~~

~~5. The winners of each award shall serve as members of the Academy of Distinguished Teachers.~~

~~6. The Committee on Educational Policy shall have the authority to establish operational details associated with the granting of the Morse Alumni awards and shall report annually on those details to the Senate for information.~~

### **FOR INFORMATION:**

#### **Operational Guidelines**

~~1. The salary of each award winner shall be increased by a continuous augmentation of \$3,000.~~

~~2. The annual award ceremony shall be a large public event to which the students and colleagues of the winners will be invited. This event would be in addition to a smaller event with the President and the Alumni.~~

~~3. Each award shall include, for each winner, an appropriate, well-publicized lecture, seminar, or exhibition in the individual's specialty.~~

~~4. All faculty who have been awarded Morse Amoco or Morse Alumni, or the Graduate/Professional, teaching awards shall be designated throughout their careers at the University of Minnesota as "Morse Alumni Distinguished Teaching Professor of [field]" or "Graduate/Professional Distinguished Teaching Professor of [field]," as appropriate. This title can be used in correspondence, on business cards, and wherever else appropriate.~~

~~5. Any faculty member who has received either award shall be designated by an asterisk and accompanying footnote in the appropriate college catalogues and bulletins for the duration of the recipient's academic career at the University of Minnesota.~~

**COMMENT:**

The administrative policy on Awards for Outstanding Contributions to Education replaces existing Senate policies on awards for outstanding contributions to education and on notation of awards in the class schedule. The proposed administrative policy incorporates language from the Senate policies and previous administrative guidelines. It also includes language reflecting changes in eligibility for the award and a change in the manner in which the award is disbursed. Effective FY13, recipients of internal University Awards (community service and teaching awards) will receive a one-time lump sum payment rather than an ongoing annual salary augmentation.

**SALLY GREGORY KOHLSTEDT, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**26. FACULTY CONSULTATIVE COMMITTEE  
Clerical Changes to the Faculty Senate Bylaws  
Faculty Academic Oversight Committee on Intercollegiate Athletics Charge  
Information for the Faculty Senate**

**FOR INFORMATION:**

According to the charge to the Faculty Consultative Committee, it has the authority "[t]o correct grammatical and punctuation errors and to approve other non-substantive technical amendments in existing administrative policies previously approved by the Faculty Senate and in Faculty Senate documents (including the constitution, bylaws, and rules); such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee."

The Faculty Consultative Committee voted on September 21 2012, to approve the following change to the Faculty Senate Bylaws, Article IV, Section 5(E) (language to be added is underlined; language to be deleted is ~~struck out~~):

**5. Faculty Senate Committee Charges**

...

**E. FACULTY ACADEMIC OVERSIGHT COMMITTEE FOR INTERCOLLEGIATE ATHLETICS**

...

**Membership**

...

The Director of Academic Counseling, the Director of Academic Support Resources, and the Director of Compliance are ex officio members, without vote. The ~~C~~committee will hold at least one meeting each semester without the presence of the ex officio members.

The committee will consult regularly with the ~~athletic director~~ Director of Athletics and will meet at least once each semester to discuss programs and policies for ensuring academic performance and compliance with all standards. It will meet at least once each semester with the ~~athletic director~~ Director of Athletics to review the academic performance of the teams, the support given to academic performance by the department, coaches and teams, and to make recommendations in this regard.

...

### **Duties and Responsibilities**

...

(D) The committee may establish scheduling standards limiting the days in any term that a student may be absent to participate in athletic events. It will review every schedule for conformity to these standards. In unusual cases, the committee may grant exceptions to that rule. All violations of these rules and all exceptions granted to them shall be reported immediately to the senior administrator responsible for athletics, the Provost, the President, and the Twin Cities members of the Faculty Consultative Committee.

...

(F) The committee will receive a report from the Director of Compliance at least once each semester regarding significant compliance concerns coming to the attention of that office. It will also refer any compliance matters that come to its attention to the Director of Compliance. It will report any concerns about compliance issues to the ~~relevant athletic director~~ Director of Athletics, the senior administrator supervising compliance, the President, and the Twin Cities members of the Faculty Consultative Committee. It will advise the Director of Compliance regarding matters within the authority of that office.

...

At least once a year, the voting members of the ~~C~~committee will meet privately with the President to give their candid evaluation of the performance of the department and teams in achieving academic performance and rules compliance. The voting members of the committee may also at any time request a private meeting with the President and/or with the Twin Cities members of the Faculty Consultative Committee to discuss any matters of concern to them. The ex officio members shall not attend such meetings, unless requested to do so by vote of the committee.

The Senate Office will provide staff assistance for the committee. The Provost will, in consultation with the ~~C~~committee, provide adequate staff assistance drawn from the office of the Registrar, the advising offices of colleges, and other administrative offices and assist in the preparation, presentation and evaluation of student records. The athletics department and academic counseling and compliance offices will provide information requested by the committee.

...

**SALLY GREGORY KOHLSTEDT, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

## 27. FACULTY CONSULTATIVE COMMITTEE REPORT

Professor Sally Gregory Kohlstedt, Chair of the Faculty Consultative Committee (FCC), thanked former chair, Professor Chris Cramer, for his help transitioning to this position. The FCC met monthly during the summer and has now resumed weekly meetings. In August a retreat was held with key administrators and began with a discussion of the issue of shared governance and how FCC could be more effective. The responses were very useful and specifically mentioned ways that interactions with Senate committees had highlighted issues in proposals that had not been addressed by others, provided insight into faculty opinions, and ways that administrators learned of faculty concerns that had not been previously evident. In the spirit of operational excellence, a few administrators commented on the need to be efficient and to use the time of faculty and administrators wisely.

The Centennial Committee, chaired by Professor Hope Gonzales, worked with current and past FCC chairs to formulate the questions that guided the panels today and in the future. She commended the committee members and staff for their efforts.

Five deans will be reviewed this year, so an FCC subcommittee is reviewing the faculty survey used in these reviews as well as the processes in place. FCC will have some specific advice relating to confidentiality and appointment of review committees. These items will be discussed with Provost Hanson later this month.

## 28. COMMITTEE ON COMMITTEES 2012-13 Committees of the Faculty Senate Action by the Faculty Senate

### MOTION:

To approve the Faculty Senate committee memberships for 2012-13.

#### Faculty Senate committee memberships:

**ACADEMIC FREEDOM AND TENURE - Faculty:** Carl Flink and Karen Miksch (co-chairs), William Bart, Phil Buhlmann, Barbara Elliott, Karen Ho, Teresa Kimberley, Jessica Larson, Carol Wells. **Academic Professionals:** William Craig, Gary Peter. **Ex Officio:** Arlene Carney, Brian Horgan.

**EDUCATIONAL POLICY - Faculty/PA:** Alon McCormick (chair), Lee-Ann Breuch, Thomas Brothen, Nic McPhee, Thomas Michaels, Kristen Nelson, Timothy Olson, Jane Phillips, Leslie Schiff, Elaine Tarone, Cathrine Wambach, Susan Wick. **Students:** Megan Chock, Emily Combs, John Cwodzinski, 3 to be named. **Ex Officio:** Barbara Brandt, Robert McMaster, Henning Schroeder.

**FACULTY AFFAIRS - Faculty:** Scott Lanyon (chair), William Beeman, Ben Bornsztein, Linda Chlan, Sophia Gladding, Tabitha Grier-Reed, Joseph Konstan, Frank Kulacki, Benjamin Munson, Joe Ritter, George Sell, James Wojtaszek. **Academic Professionals:** Randy Croce, Pamela Stenhjem. **Ex Officio:** Kathryn Brown, Arlene Carney, Dann Chapman, Carl Flink, Theodor Litman, Karen Miksch. **Students:** Jennifer Fillo, 1 to be named.

**JUDICIAL - Faculty:** Brian Horgan (chair), David Andow, David Biesboer, Martha Bigelow, David Born, Amos Deinard, Patricia Frazier, Joseph Gaugler, Marti Hope Gonzales, Satish Gupta, Kenneth Heller, Kathleen Hull, Thomas Larson, Dawn Lowe, George Maldonado, Susan

Noakes, Jeff Ratliff-Crain, Michael Sadowsky, Mary Lay Schuster, Roderick Squires. **Legal Advisor:** Krista Hatcher, Karen Schanfield.

**RESEARCH - Faculty:** Linda Bearinger (chair), Alvaro Alonso, Melissa Anderson, Anna Clark, Jerry Cohen, Maria Gini, Seung-Ho Joo, Richard Leppert, Hinh Ly, Kola Okuyemi, Mani Subramani, Kathleen Thomas, LaDora Thompson, J.T. Vaughan, 1 to be named. **Academic Professionals:** Greg Haugstad, Kyla Wahlstrom. **Civil Service:** Brian Johnston. **Students:** Mallory Kurkoski, Alexander Thorkelson, 1 to be named. **Ex Officio:** Arlene Carney, Robin Dittmann, Frances Lawrenz, Tucker LeBien, Timothy Mulcahy, Federico Ponce de Leon, Karen Williams, Lynn Zentner.

**FOR INFORMATION:**

**ACADEMIC HEALTH CENTER FACULTY CONSULTATIVE - Faculty:** Ned Patterson (chair), Colin Campbell, Les Drewes, Cynthia Gross, Robert Kratzke, Kathleen Krichbaum, Leslie Lytle, Sandra Myers.

**FACULTY ACADEMIC OVERSIGHT ON INTERCOLLEGIATE ATHLETICS - Faculty:** Susan Meyer Goldstein (chair), Patrick Arndt, Linda Brady, Joseph Brocato, Jeanne Higbee, Murray Jensen, Perry Leo, Paul Siliciano. **Ex Officio:** J.T. Bruett, Lynn Holleran, Sue Van Voorhis.

**FACULTY CONSULTATIVE - Faculty:** Sally Gregory Kohlstedt (chair), Avner Ben-Ner, Peter Bitterman, James Cloyd, Nancy Ehlke, Michael Hancher, Elaine Tyler May, James Pacala, Jeff Ratliff-Crain, Rebecca Ropers-Huilman. **Ex Officio:** Linda Bearinger, Brian Buhr, Christopher Cramer, William Durfee, Scott Lanyon, Russell Luepker, Alon McCormick, Ned Patterson, George Sheets, Richard Ziegler.

**STACY DOEPNER-HOVE, CHAIR  
FACULTY COMMITTEE ON COMMITTEES**

**DISCUSSION:**

With no discussion, a vote was taken and the motion was approved.

**APPROVED**

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**MOTION C**

**Faculty Senate Bylaws and Rules Amendments  
Action by the Faculty Senate**

Agenda Items 29. through 32. 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 amendments to the Faculty Senate Bylaws, motions require either a majority of all voting members of the Faculty Senate (84) 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 these motions are being presented.

**29. FACULTY SENATE RULES AMENDMENT  
Ex Officio Membership**

**MOTION:**

To amend Article IV, Section 1 of the Faculty Senate Rules as follows (new language is underlined; language to be deleted is ~~struck-out~~).

**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 ~~Finance and Planning Subcommittee~~ Faculty Consultative Committee

...

**COMMENT:**

The Academic Health Center Faculty Consultative Committee (AHC FCC) asked the Finance and Planning Committee (SCFP) to change this ex officio seat designation so that the AHC FCC may chose one of its own members, or a member of the Academic Health Center Finance and Planning Committee. SCFP endorsed this change.

**WILLIAM DURFEE, CHAIR  
FINANCE AND PLANNING COMMITTEE**

**30. FACULTY SENATE BYLAW AMENDMENT  
Faculty Senate Eligibility**

**MOTION:**

To amend Article III, Section 2(c) of the Faculty Senate Bylaws, as follows (language to be added is underlined; language to be deleted is ~~struck-out~~).

**ARTICLE III. FACULTY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS  
(Changes to this article are subject to vote only by the Faculty Senate)**

...

**2. Election of Members**

...

c. No individual (whether faculty or qualified academic staff) holding a central administrative position carrying as any part of its title President, vice President, chancellor, provost, executive director, dean, counsel, attorney, or chief of staff shall be eligible for election to the Senate as members of the faculties under "b" hereof, nor may the University Librarian ~~or anyone who is a dean. Individuals with less than a one-third time appointment as assistant or associate dean shall be eligible for election to the Senate as members of the faculty under "b" hereof.~~ Individuals whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are

eligible for election to the Senate as a member of the faculty. (This Article III, Section (2) shall not be construed to conflict with Article IV, Section (2)(a) which provides that the President of the University is a voting member of the Senate. The President is not an elected member of the Senate.)

...

**COMMENT:**

The Faculty Consultative Committee (FCC) suggests changes to the Bylaws and Rules governing membership in the Faculty Senate and on its committees.

1. For clarity, list anyone with "dean" in their title among those who may not serve as voting members of committees rather than listing that position separately, and correspondingly, eliminate the provision allowing assistant and associate deans who have less-than-one-third-time appointments to serve as regular voting members of Faculty Senate committees. FCC has concluded, on reflection, that allowing part-time assistant and associate deans runs contrary to the principle that administrators should not serve as voting members of the Faculty Senate or its committees. The University Librarian is listed separately because only the University Librarian (considered the equivalent of a dean for administrative purposes) should be ineligible to serve as a voting member of a Senate committee. People who hold staff positions as librarians are eligible to serve in the Senate and on Senate committees, so it would be inappropriate to impose a blanket ban on service for anyone with the term "librarian" in their job title.

2. Eliminate the "except ex officio" clause in the Rules, because it effectively negates the provision. Left as is, the language suggests that all administrators who serve as ex officio members of Faculty Senate committees are voting members. The Bylaws specify that "an ex officio member of any committee of the Faculty Senate shall not be entitled to vote as a member of the committee, unless provided for in the Rules." This clarification makes it clear that deans are not voting members. This clause was likely originally inserted when there was a dean as regular voting member on one University Senate committee. That position was eliminated.

**SALLY GREGORY KOHLSTEDT, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**31. FACULTY SENATE BYLAW AMENDMENT  
Faculty Senate Committee Eligibility**

**MOTION:**

To amend Article IV, Section 2(b) 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)**

...

**2. Eligibility for Membership**

...

b. Individuals holding academic staff titles are eligible to serve as voting members of Faculty Senate committees even if they are not qualified for membership in the Faculty Senate, except that no individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, controller, or chief of staff may serve as a voting member of a Faculty Senate committee, nor may the University Librarian or anyone who is a dean. ~~Individuals with less than a one third time appointment as assistant or associate dean shall be eligible to serve as a voting member and chair of a Faculty Senate committee.~~ Individuals whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible to serve as voting members and chairs of Faculty Senate committees. Individuals with academic staff titles are only eligible to serve on the Educational Policy Committee and the Research Committee if they are also eligible to serve in the Faculty Senate. An individual serving as a voting member of a Faculty Senate committee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee. If the individual is appointed only to an interim or acting position, the chair of the Faculty Consultative Committee may, with the consent of the Faculty Consultative Committee, waive the requirement that the individual resign from the committee.

...

**COMMENT:**

See comment to Item 30.

**SALLY GREGORY KOHLSTEDT, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**32. FACULTY SENATE RULES AMENDMENT  
Faculty Senate Committee Eligibility**

**MOTION:**

To amend Article IV, Section 2(c) of the Faculty Senate Rules, as follows (language to be added is underlined; language to be deleted is ~~struck out~~):

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

...

**2. Terms of Membership, Chairing of Committees, and Removal of Members for Absences**

a. Non-student appointments to committees of the Faculty Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Faculty and academic staff who hold a University position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, non-faculty attorney, or chief of staff at a collegiate or central administrative level may not serve as a voting member of a Faculty Senate committee, nor may the University Librarian ~~nor anyone who is a dean, except ex officio.~~ ~~Individuals with less than one third time appointments as assistant or associate deans may serve as voting members and chairs of Faculty Senate committees.~~

...

**COMMENT:**

See comment to Item 30.

**SALLY GREGORY KOHLSTEDT, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**DISCUSSION:**

With no discussion, a vote was taken and the motion was not approved with only 77 votes in favor and none opposed. An electronic vote will be taken.

**NOT APPROVED**

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**END OF MOTION C**

**33. FACULTY SENATE OLD BUSINESS**

**NONE**

**34. FACULTY SENATE NEW BUSINESS**

**NONE**

**35. FACULTY SENATE ADJOURNMENT**

The meeting was adjourned at 4:28 p.m.

**Rebecca Hippert  
Abstractor**

# 2012-13 UNIVERSITY OF MINNESOTA

OCTOBER 4, 2012

## STUDENT SENATE MINUTES: No. 1

The first meeting of the Student Senate for 2012-13 was convened in Coffman Theater on Thursday, October 4, 2012, at 11:31 a.m. Coordinate campuses were linked by ITV. Checking or signing the roll as present were 36 student members. Chair Adam Matula presided.

### 1. ADMINISTRATIVE RESPONSES TO SENATE ACTIONS Information

#### Amendments to the Student Conduct Code

Approved by the: Student Senate April 5, 2012

Approved by the: Administration PENDING

Approved by the: Board of Regents PENDING

#### Resolution on Excused Absence for Election Day Voting

Approved by the: Student Senate May 3, 2012

Approved by the: Administration - no action required\*

Approved by the: Board of Regents - no action required

\* The administration does not support the Resolution on Excused Absence for Election Day Voting. The Senate Committee on Educational Policy (SCEP) discussed this issue in May 2012 and did not support the proposal. Given the hours that polling places are open on election day, it is not believed that attendance at classes precludes a student from voting. If students believe they will be unable to get to a polling place, we urge them to vote by absentee ballot. The University is communicating with students about the expectation of class attendance on election day and the details of how to vote.

#### Bylaw Amendment – Student Committee on Committees Charge

Approved by the: Student Senate May 3, 2012

Approved by the: Administration – no action required

Approved by the: Board of Regents - no action required

#### Resolution on Academic Advising

Approved by the: Student Senate May 25, 2012

Approved by the: Administration - no action required\*

Approved by the: Board of Regents - no action required

\* The administration values the work done by the UMD Task Force on Advising, and looks forward to the Task Force recommendations leading to improved advising and student support at UMD. The UMD Task Force recommendations will be shared with the administrators who oversee advising activities on the other campuses, who are best positioned to determine which recommendations would be applicable and helpful for advising the students and programs on their campuses.

#### Resolution Supporting the Real Food Challenge

Approved by the: Student Senate May 25, 2012

Approved by the: Administration - no action required\*

Approved by the: Board of Regents - no action required

\* Thank you for forwarding the Student Senate's resolution supporting the Real Food Challenge. The University of Minnesota is involved in many sustainability efforts across our campuses and as stated in the resolution, has led the way in many areas. The University was an early participant in the Association for the Advancement of Sustainability in Higher Education's Sustainability Tracking Assessment and Rating System™ (AASHE STARS) and continues to be an active reporter to AASHE STARS. Sustainable foods and dining practices are tracked for the University and have scored high in the past several years. These reports are available to the committee if desired. The University supports AASHE as being transparent, objective, supporting sustainable change and very applicable. Keeping tabs on all that is being done related to sustainability across all of our campuses continues to be a challenge. For all of the above reasons, the University and University Dining Services will continue to utilize AASHE STARS as their primary record around sustainability.

## **2. STUDENT SENATE NOMINATING SUBCOMMITTEE**

### **Approval of Appointed Senators Action**

#### **MOTION:**

That the Student Senate approve the appointment of the following Twin Cities student senators:

Ridwan Ahmed, College of Education and Human Development  
Michael Ampaabeng, College of Science and Engineering  
Gretchen Buechler, College of Liberal Arts  
Maximilian Hall, College of Continuing Education  
Joy Hwang, College of Pharmacy  
Rachael Kramlinger, College of Science and Engineering  
Amanda Neang, College of Education and Human Development  
Bradley Sprangers, College of Design

**ADAM MATULA, CHAIR**  
**STUDENT SENATE CONSULTATIVE COMMITTEE**

#### **DISCUSSION:**

With no discussion a vote was taken and the motion was approved.

**APPROVED**

## **3. P&A SENATE UPDATE**

#### **For Information:**

The P&A Senate represents the academic professional and administrators (P&A) class of 5400 non-unionized employees at the University. This class was started in 1980 and the governance body was formed as an advisory committee to the President. P&A have skills between civil service employees and faculty in jobs such as teachers, researchers, advisors, counselors, and extension service workers. Most people stay in this classification or move to a faculty position.

P&A employees have some of the same benefits as faculty, but work on annually renewable contracts.

The P&A Senate meets from 9:30-11:30 am the first Friday of most months and meetings are open to the public. The P&A Senate consists of 40 representatives from campus units and colleges and has four subcommittees: Benefits and Compensation, Communications, Outreach, and Professional Development and Recognition.

### **Discussion:**

Kimberly Simon, Vice Chair of the P&A Senate, said the first meeting of the year was an August retreat at which time senators were provided with an orientation of their responsibilities and subcommittees were formed and held their first meetings. Jason Rohloff from Government Relations also attended to discuss this year's biennial budget request. The University wants to partner with MnSCU to educate legislators on higher education needs in Minnesota. This year's request is aligning University research areas with legislative interests to help gain full funding.

Other topics from the retreat include holding P&A Senate meetings at coordinate campuses, which was also done last year, and updating the advocacy plan. This plan was developed in 2009 to outline P&A employee needs but is now being updated to show what needs have been met, such as inclusion of P&A in the eligibility for teaching awards. Other items from this plan continue to be issues for P&A, including orientation for faculty-like P&A and P&A administrators, career paths in all job classes, multi-year and continuous appointments, providing a reason for nonrenewal, elimination of the retirement waiting period, and a central staff person dedicated to P&A employee needs and concerns.

The P&A Consultative Committee (PACC) met on September 18 with Vice President Kathy Brown to hear about the reorganization taking place in Human Resources and the job classification study that was started almost three years ago to review all P&A and civil service job classifications, create new job families and career paths, and reclassify current employees. Mike Volna and Julie Tonneson were also at this meeting to discuss the 27 pay period issue. Due to the University's biweekly payroll system, every 11 years there are 27 pay periods instead of 26, which costs the University \$75 million. A proposal was presented to address this issue now for the 27 pay period year in 2021.

Lastly, P&A have been involved in the University Senate Centennial planning by providing P&A as panel members, hosting a table at the annual Celebrate U day to talk to P&A who are not involved in governance, and participating in a review of Regents policies to indicate which Senates and Senate committees should be consulted when changes are proposed.

Kimberly Simon then asked that someone from the Student Senate volunteer to provide reports at the P&A Senate meetings so that there is increased communication between the groups.

## **4. CIVIL SERVICE SENATE UPDATE**

### **For Information:**

The Civil Service Senate represents the approximately 4300 employees in the civil service category which includes accountants, scientists, executive assistants, and administrators. The classification was started in 1945 with the passage of the civil service rules by the Regents. In 1984 PELRA was passed which allowed for the creation of a bargaining unit separate from civil service employees.

The Civil Service Senate is composed of 50 elected members. The body elects a vice chair each year, with the vice chair becoming next year's chair. The Civil Service Senate meets three times per year.

**Discussion:**

Amy Olson, Chair of the Civil Service Senate, said that the Civil Service Senate has many of the same interests as the P&A Senate. They will also be looking at equity between civil service and P&A for family leaves and transplant leaves as currently there are large differences between what is available for each employee group. Focus to this date has been on orienting new members to their roles and past work of the body.

## **5. ASSEMBLY/ASSOCIATION UPDATES**

**Crookston** – no report.

**Duluth** – Brandon Breuer stated that UMDSA finished its freshmen elections, was involved in the process to place new UMD-themed street signs on campus, and is discussing a branding process for the campus.

**Morris** – Evan Vogel said that MCSA held first-year student elections for committee, and participated in a mental health awareness week on campus. Future agenda items include a resolution rejecting the voter identification amendment and elections for the open Student Senate seat.

**Rochester** – Julie Risinger noted that this is the first year that the campus has students from freshmen to senior on campus and the first graduation will be this spring. RSA is working on establishing a club hour for campus and completing freshmen elections.

**Graduate and Professional Student Assembly** – Nicole Conti reported that GAPSA has filled all its positions and fixed its website which has improved its grant process. A retreat was held at Duluth to build its platform for the year which includes using open access textbooks on campus and planning advocacy days to target the legislature.

**Minnesota Student Association** - Sophie Wallerstedt said that MSA doubled its membership at its first meeting by allowing nonmembers to participate. At that meeting, a co-director was elected for the Facilities, Housing, and Transit committee and the budget was approved. It will be participating in voterpalooza on October 10 to register students to vote and planning a viewing for the upcoming debates.

## **6. STUDENT SENATE/ STUDENT SENATE CONSULTATIVE COMMITTEE CHAIR REPORT**

Adam Matula, Student Senate and Student Senate Consultative Committee (SSCC) Chair, said that this year marks the 100<sup>th</sup> anniversary of the Student Senate. Panel sessions are being planned before most Senate meetings to talk about major issues facing the University. He serves on the Student Advisory Committee (SAC) for the Minnesota Office of Higher Education. SAC coordinates issues facing all higher education students in the state and provides updates from the state office. This group will be provided more information on this year's legislative session later this month.

He noted that the Student Senate/Student Senate Consultative Committee vice chair election will be held later in this meeting. As nominations will first be solicited from coordinate campus members, he asked members to consider running for this position. He also asked members to consider agenda items for this year's Student Senate, which will also be discussed later today.

## **7. MINUTES FOR MAY 3, 2012 Action**

### **MOTION:**

To approve the Student Senate minutes, which are available on the Web at the following URL:

<http://www1.umn.edu/usenate/ssenate/minutes/120503stu.pdf>

**STUART GOLDSTEIN, CLERK  
UNIVERSITY SENATE**

### **DISCUSSION:**

With no discussion a vote was taken and the motion was approved.

**APPROVED**

## **8. 2012-13 COMMITTEES OF THE STUDENT SENATE Action**

### **MOTION:**

To approve the Student Senate committee memberships for 2012-13. A simple majority is required for approval.

#### Student Senate committee memberships:

**STUDENT AFFAIRS - Students:** Brandee Polson (co-chair), Lauren Beach, Haojun Caoxu, Gina Domenichetti, Marcus Guith, Sam Ketchum, Katie Roehl, Michael Vargas, 1 to be named. **Faculty/PA:** Joyce Holl (co-chair), Thomas Bilder, Peter Haeg, Amber Peifer, Michael Stebleton, Carlos Torelli. **Alumni:** 1 to be named. **Civil Service:** Ken Deal. **Ex Officio:** Kendre Turonie, Amelious Whyte.

### **FOR INFORMATION:**

**ACADEMIC HEALTH CENTER STUDENT CONSULTATIVE - Students:** Chris Thomson (chair), Chrispen Behnke, Sarah Derr, Verny Dumpit, Kelsey Granger, Lindsey Legatt, Chase Lembeck, Ashley Mulvihill, Ian Reynolds, Danielle Storm, KauChee Vang, Hannah Wangberg, Drew Weaver, Susan Wyatt, 4 to be named.

**STUDENT COMMITTEE ON COMMITTEES - Students:** To be named (chair), Ben Baglio, Anna Beek, Adam Matula, 2 to be named

**STUDENT SENATE CONSULTATIVE - Students:** Adam Matula (chair), Brandon Breuer, Nicole Conti, Gyaltsso Gurung, Joe Inhofer, Vivek Nagaraj, Nathaniel Schwab, Evan Vogel, Moshe Volovik, 1 to be named.

**STACY DOEPNER-HOVE, CHAIR  
COMMITTEE ON COMMITTEES**

**DISCUSSION:**

With no discussion a vote was taken and the motion was approved.

**APPROVED**

**9. STUDENT SENATE RULES AMENDMENT  
Senate Committee Service**

**MOTION:**

To amend Article VI, Section 2 (a) of the Student Senate Rules as follows (language to be added is underlined; language to be deleted is ~~struck out~~).

**ARTICLE VI. RULES FOR COMMITTEES OF THE STUDENT SENATE (Changes to this article are subject to vote only by the Student Senate)**

...

**2. Terms of Membership, Chairing of Committees, and Removal of Members for Absences**

a. Non-student appointments to committees of the Student Senate shall be made for terms of three years, with appointments so adjusted that the terms of approximately one third of the members expire each year. Faculty and academic staff who hold a University position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, non-faculty attorney, or chief of staff at a collegiate or central administrative level may not serve as a voting member of a Student Senate committee, nor may the University Librarian ~~nor anyone who is a dean, except ex officio. Individuals with less than one third time appointments as assistant or associate deans may serve as voting members of Student Senate committees.~~

**COMMENT:**

For clarity, anyone with "dean" in their title may not serve as voting members of committees. This also eliminates the provision allowing assistant and associate deans who have less-than-one-third-time appointments to serve as regular voting members of Student Senate committees, as the current provision runs contrary to the principle that administrators should not serve as voting members of Student Senate committees.

The same change is being proposed for University Senate and Faculty Senate committees.

**ADAM MATULA, CHAIR  
STUDENT SENATE CONSULTATIVE COMMITTEE**

**DISCUSSION:**

With no discussion a vote was taken and the motion was approved.

**APPROVED**

**10. STUDENT SENATE BYLAW AMENDMENT**  
**Senate Committee Service**

**MOTION:**

To amend Article VI, Section 2 (b) of the Student Senate Bylaws as follows (language to be deleted is ~~struck out~~). As an amendment to the Student Senate Bylaws, the motion requires either a majority of all voting members of the Student Senate (23) at one regular or special meeting, or a majority of all voting members of the Student Senate present and voting at each of two meetings. This is the first meeting at which this motion is being presented.

**ARTICLE VI. COMMITTEES OF THE STUDENT SENATE (Changes to this article are subject to vote only by the Student Senate)**

...

**2. Eligibility for Membership**

...

b. Individuals holding academic staff titles are eligible to serve as voting members of Student Senate committees even if they are not qualified for membership in the Senate, except that no individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, attorney, controller, or chief of staff may serve as a voting member of a Student Senate committee, nor may the University Librarian ~~or anyone who is a dean. Individuals with less than a one-third time appointment as assistant or associate dean shall be eligible to serve as a voting member of a Student Senate committee.~~ Individuals whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible to serve as voting members of Student Senate committees.

**COMMENT:**

For clarity, anyone with "dean" in their title may not serve as voting members of committees. This also eliminates the provision allowing assistant and associate deans who have less-than-one-third-time appointments to serve as regular voting members of Student Senate committees, as the current provision runs contrary to the principle that administrators should not serve as voting members of Student Senate committees.

The same change is being proposed for University Senate and Faculty Senate committees.

**ADAM MATULA, CHAIR**  
**STUDENT SENATE CONSULTATIVE COMMITTEE**

**DISCUSSION:**

Q: Why is this change being made?

A: For time management reasons, it was felt that deans would not have the time to serve in that role and also be an effective voting member of a committee. The same change is being presented to the University Senate and Faculty Senate later today for action.

With no further discussion a vote was taken and the motion was approved with 31 votes in favor, none opposed, and four abstentions.

**APPROVED**

**11. ELECTION OF 2012-13 STUDENT SENATE/  
STUDENT SENATE CONSULTATIVE COMMITTEE VICE CHAIR  
Election by Student Senate**

Evan Vogel, Morris student, was elected as the 2012-13 Student Senate/Student Senate Consultative Committee (SSCC) Vice Chair.

**12. ELECTION OF 2012-13 GRADUATE/PROFESSIONAL MEMBER OF THE  
STUDENT SENATE NOMINATING COMMITTEE  
Election by Twin Cities Senators Only  
[One Twin Cities graduate/professional senator]**

Nicole Conti was elected.

**13. RESOLUTION REGARDING THE VOTER ID BALLOT AMENDMENT  
Action**

**MOTION:**

To approve the following resolution:

**RESOLUTION REGARDING THE VOTER ID BALLOT AMENDMENT**

On November 6, 2012, the men and women of Minnesota will vote on whether to amend the state constitution to "require all voters to present valid photo identification to vote and to require the state to provide free identification to eligible voters, effective July 1, 2013." Because the approval of such a provision would directly impact students across all of the campuses, the University of Minnesota Student Senate expresses its support for enabling legislation allowing University of Minnesota student identification cards (U Cards) to be considered valid photo identification, whether in present or modified form. This body has considered three points in making its decision:

- (4) The University of Minnesota encourages its students, staff, and faculty to actively participate in elections.
- (5) Many students do not currently have valid state-issued photo identification, should U Cards be excluded.
- (6) The Equity, Access, and Diversity Committee of the University Senate has issued a statement in opposition to this amendment.

Because we believe students should be able to vote with as few additional barriers as possible, we fully support such enabling legislation in the event the ballot measure passes and urge the administration to lobby for enabling legislation on behalf of students.

[This resolution was also approved by the Social Concerns Committee, October 3, 2012]

**ADAM MATULA, CHAIR**

## STUDENT SENATE CONSULTATIVE COMMITTEE

### DISCUSSION:

Adam Matula, Student Senate and Student Senate Consultative Committee (SSCC) Chair, said that SSCC discussed the topic of voter identification at its September meeting and decided to write a resolution on the topic. It was noted that the Equity, Access, and Diversity Committee has already written a statement opposing this amendment and it will be presented to the University Senate later today for a vote. SSCC then decided to write this resolution to ask the University administration to lobby to have University identifications cards (U card), either in current or modified format, be able to be used for voting purposes if the amendment is approved in November.

Senators from Rochester and Duluth noted that their students support this resolution as it would be the best outcome for students if the amendment is approved.

A senator noted that this resolution is in-line with other action taken by the Student Senate last spring but it does not address how to oppose this amendment before the election.

Q: What are the next steps for this resolution?

A: If approved now, it will be presented to the University Senate today for action under new business. He would encourage each student association/assembly to also take action. He will also forward the resolution to the Student Advisory Committee and MSLC for lobbying purposes and as a way to coordinate efforts across the state. He is also confident that the administration will support this proposal.

Q: How will the address requirement be met through the U card?

A: The administration would be asked to redesign the U card, if necessary, to make it compliant with state requirements.

A senator noted that a U card likely will not be able to be used as the requirement for a state-issued ID. He questioned if students would also need to receive a new U card each time that they move, and if this is done for a fee, then it would be a form of poll tax.

Another senator stated that that MSLC has been discussing whether a sticker could be placed on a U card to indicate a new address. This would make the change process simpler and cheaper.

A senator then replied that if the amendment is meant to eliminate voter fraud, he did not think that a sticker indicating an address change would be allowed.

Another senator stated that there are many technical details to be determined if this amendment is approved and student voting issues should not be overlooked when future decisions are made.

Q: Does MSLC have a sense of how this amendment would be implemented by the legislature if approved?

A: No, since it will depend on who is elected and who is chosen to draft the implementation language.

With time for debate at an end, a motion was made and seconded to extend debate by five minutes. This motion was approved.

**APPROVED**

A motion was then made and seconded to extend debate by 10 minutes instead of five. This motion was not approved.

**NOT APPROVED**

A senator then proposed a friendly amendment to change 'men and women' in the first sentence to 'people'. This was accepted as a friendly amendment.

Another senator questioned why the Student Senate is not voting today against the voter ID amendment in addition to the resolution on the agenda.

Adam Matula restated that a statement opposing the voter ID amendment will be presented to the University Senate later today so student senators will be able to vote on this issue at that time.

Q: What actions are the student associations/assemblies taking on this issue?

A: MSA is scheduled to vote on this issue on October 16. RSA, GAPSA, and UMDSA have nothing formal planned. MCSA will vote on a resolution in two weeks, is involved in tabling and flyers on campus, and is working with other campus groups to actively oppose the amendment.

With no further discussion a vote was taken and the motion was approved.

**APPROVED**

**14. 2012-13 SENATE AGENDA ITEMS  
Discussion**

Adam Matula, Student Senate and Student Senate Consultative Committee (SSCC) Chair, said SSCC has determined that they will be looking at medical amnesty, student evaluations of teaching, and MSLC involvement this year

Senators mentioned the following possible agenda items for this year:

- Increase student involvement in governance by reaching out to the student body and explaining what the Student Senate does
- More collaboration on items, such as the voter identification amendment
- Hold a retreat to meet senators in person
- Open-source textbooks
- Advocacy workshops for students
- Smoke-free Twin Cities campus
- Increase student members on some University Senate and Faculty Senate committees
- Student Senate nominate person to fill one seat on the Board of Regents instead of being selected by the legislature

**15. OLD BUSINESS**

**NONE**

**16. NEW BUSINESS**

A motion was made and seconded to hold a discussion on next steps for the marriage amendment that was approved by the Student Senate last spring. A vote was taken and the motion was not approved with only three votes in favor and 29 opposed. This item will be sent to the Student Senate Consultative Committee for discussion.

## **17. ADJOURNMENT**

The meeting was adjourned at 12:48 pm.

**Rebecca Hippert  
Abstractor**

**APPENDIX A**  
**MEMORIAL STATEMENTS**

**JOHN ARNOLD**

The College lost a retired faculty member and distinguished alumnus last week. Dr. John Arnold, who earned his Ph.D. at the College in 1956 and was one of the founders of the Minnesota Veterinary Historical Museum, died on February 8 at age 101.

Dr. Arnold joined our faculty in 1950, after earning his D.V.M. from Iowa State University College of Veterinary Medicine in 1941 and his M.S. in 1948. During his tenure, he was the chair of the departments of surgery and radiology. He was also one of the College's first "international veterinarians," serving as an advisor to the College of Veterinary Medicine at Seoul National University in South Korea, working as a consultant at the National University in Bogota, Columbia, and hosting visiting veterinarian professors from Iran in the early 1970s. He was also active in the American Veterinary Medical Association and Minnesota Veterinary Medical Association.

Dr. Arnold was one of the founders of the Minnesota Veterinary Historical Museum, which began in the early 1970s when Dr. Arnold and a fellow professor, Dr. Henry Griffith, collected items of historical interest within the College and displayed them in a hallway case. After his retirement in 1976, he served as curator of museum. In 2001, Dr. Arnold received the College's Outstanding Service Award for his book, "One Hundred Years of Progress" and his work as curator of the museum.

Dr. Arnold was preceded in death by his wife, Margaret, and is survived by his children, grandchildren, and great grandchildren. A private service was held with immediate family. Memorials may be made to the Minnesota Veterinary Historical Museum.

**JEAN BAUER**

Jean W. Bauer, age 67, professor in the Department of Family Social Science since 1983, passed away on July 23, 2012. She was well known for providing exceptional leadership to her department, college, the University, and her extension and research communities.

She was a mentor to graduate students, giving them wings to fly, and to new faculty and colleagues at other universities. She served as director of graduate studies of her department, on the University Senate, and the Faculty Consultative Committee, including as chair. In 2011 she received the President's Award for Outstanding Service to the University. As an extension specialist with the University of Minnesota Extension Service, Jean led outreach and education programs in family resource management, including development of Dollar Works, a nationally recognized curriculum. She led a multi-state research project on Rural Low Income Families and its results were published in the book, *Rural Families and Work: Context and Problems*.

Jean grew up in Terre Haute, IN, and earned degrees from Indiana State University, Purdue University, and University of Illinois. She is survived by Marvin, her husband of 43 years, her sister Nancy (Allan) Gossman, Marshall, IL, and brother, Richard (Marcia) Warner, Buffalo, NY, and seven nieces and nephews. She was preceded in death by her parents Howard and Mary Ann Warner, and brother Ted, Greenville, IL.

## **LOIS BECK**

Lois Beck died March 4, 2012, at the age of 91, in Middletown, Connecticut. Lois, assistant professor and librarian, served as head of cataloging in the St. Paul Campus Libraries until her retirement in 1986. Lois graduated valedictorian from Hawley High School at age 16. She earned a bachelor's degree (Summa Cum Laude) and a master's degree in library science from the University of Minnesota. Lois was a valued colleague in the University of Minnesota Libraries and actively contributed to many initiatives during her tenure at the University of Minnesota. Lois is survived by four daughters, Dianne (John) Blankenship, Kathryn (Gilbert) Thostenson, Vicki (Dennis) Martin and Connie (David) Stiles; a sister, Esther Jones Dunn; eight grandchildren; six great grandchildren and one great great grandchild.

## **THOMAS BYDALEK, JR.**

Emeritus Professor Thomas J. Bydalek, a friend and colleague, passed away on Thursday, June 14, 2012, in Duluth, after a long illness.

Professor Bydalek earned a B.S. in Chemistry at Aquinas College in Grand Rapids, Michigan, and a Ph. D. in Analytical Chemistry at Purdue University in West Lafayette, Indiana. Prior to joining the UMD faculty he taught chemistry at the University of Wisconsin, Madison.

Professor Bydalek taught and performed research at UMD from 1965 through 1997. He taught courses in analytical and general chemistry and introduced electronics and modern instrument design into the curriculum in the early 1970's. His research focused on the equilibrium and kinetics of metal chelates and on environmental problems. Professor Bydalek supervised the research of many undergraduate and graduate students in a very personalized manner and was the mentor to the first Ph.D. student on the UMD campus. He was well-recognized for his demanding attention to the meaningful nature of data and for introducing his students to the artistry of fly-tying and applying the same rigor in testing their creations on the North Shore trout streams.

## **KIM COFFEE**

Kimberly Arlynn (Mueller) Coffee, 32, of Minneapolis, loving wife of Matthew Justin Coffee, passed away in her home the morning of Saturday, February 11, far too soon. Her absence will be felt, and her memory cherished, every day by those lucky enough to have known her. Kim worked as an executive office and administrative specialist with the University of Minnesota Extension Center for Family Development since 2008. Her contributions to the faculty, staff and students are numerous. She brokered communications with educators, facilitated contracts and data development and all financial aspects for Family Resource Management work.

Kim was born November 2, 1979, in Fargo, ND. She was preceded in death by her mother, Elaine Mueller; brother, Jeffrey Mueller; and grandparents, Edwin Mundal, Erma (Mundal) Roberts, and Henry Mueller. She is survived by her husband, Matt Coffee; father, Arlan Mueller; her grandmother, Eveline Mueller; her siblings, Teresa Mueller (Jeffrey), Greg Mueller (Diane), David Mueller (Lana), Kristi Auxier (James), Steve Mueller (Trica), Michelle DeRemer (Brian), and Lisa Hinsz (Mark); 15 nieces and nephews, and 2 grand-nephews. Kim was adored by her family, as well as the Coffees, her University of Minnesota co-workers, and her many friends. She was beautiful, funny, smart, sarcastic and, above all, caring. Her laugh was the loudest in the room, her smile was three sizes too big for her face, and she was generous with both. Kim rocked. She liked loud guitars and married a loud guitarist, who was also her high

school sweetheart. Together they kept a beautiful home and loved two wonderful terriers, Allison and Spencer B. Dog, whom she taught to say, "I love you." The rest of us didn't need teaching; we just did, and do.

### **GARY DECRAMER**

The Humphrey School of Public Affairs lost a dear colleague when Gary M. DeCramer, a senior lecturer and director of the mid-career Master of Public Affairs (MPA) program, died suddenly on March 7, 2012, while on a trip to the University of Minnesota Morris. He was 67.

Gary joined the Humphrey School in 1992 upon his retirement from the Minnesota State Senate, where he represented southwestern Minnesota for 10 years.

He served as a senior fellow with the State and Local Policy Program until, at U.S. Senator Paul Wellstone's urging, he took the position of state director of USDA Rural Development, a position he held from 1997 to 2001. In 2002, Gary's friend and former Senate colleague John Brandl, then dean of the Humphrey School, asked him to consider returning to the school as director of the MPA program.

Gary taught leadership courses and was a teacher, mentor, and advisor to countless students, many of whom are now following his example of public service across Minnesota and around the world. He took particular interest in supporting international fellows studying at the Humphrey School.

Gary is survived by his wife Estelle Brouwer and daughters Katie and Louise DeCramer and Leila Vance. The Humphrey School continues to keep DeCramer's legacy alive through the Gary M. DeCramer Scholarship Fund and the Gary M. DeCramer Leadership Award.

### **LEROY DILLEY**

LeRoy Dilley of Farmington passed away on March 20, 2012 at the age of 85. He was employed at the University of Minnesota's Rosemount Research Center from 1955 until his retirement in 1989, first as an auto mechanic and then foreman beginning in 1978.

LeRoy was preceded in death by his wife Florence. He is survived by his daughters: Mary (Rod) Hendricks and Lavonne (Brian) Soderlund; grandchildren: Cindi, Kelly, William, and Steve; great grandchildren: Madysen, Tyler, Nathan, Brecken, Kaitlyn, and Megan; also by other loving relatives and friends.

### **W. BRUCE ERICKSON**

The Carlson School lost a friend and a colleague when W. Bruce Erickson, passed away on June 3 at the age of 74. Bruce had served as a professor in the Department of Strategic Management and Organization at the Carlson School for nearly 40 years.

Professor Erickson, an expert in antitrust economics and venture capital, received his PhD in economics from Michigan State University, where he also earned his master's. He joined the faculty of the Carlson School in 1966 and was twice chair of the Department of Strategic Management and Organization. He was named Teacher of the Year in 1983, 1985, 1988, 1991, and 1994 and received a Certificate of Appreciation from the National Association of

Accountants in 1987. He was actively engaged in the Twin Cities venture capital community and a leader of the school's entrepreneurship teaching and research activities that led to the formation of the school's Entrepreneurship Research Center. He taught internationally at the University of Warsaw School of Economics. Loving travel, he had visited 125 countries throughout his life.

Erickson was an author and co-author of many books, including the influential textbook, *An Introduction to Contemporary Business*. Last year saw the publication of his memoir, *The End of Evil: Ruminations on My Life, Investing and Discovering the Holy Spirit*.

Erickson served on the editorial board of the *Antitrust Law and Economic Review* and has been published in *Business Age*. He was a consultant for the attorney general of Michigan, the Ohio Turnpike Authority, and Johnson Readymix Concrete Co. as well as serving on the board of directors of the Citizens League and the Foundation for Constitutional Education.

Born in Evanston, Ill. on March 4, 1938, Bruce was preceded in death by his father, Dr. Clifford Erickson, and mother, Dr. Mildred Brinkmeier Erickson. He is survived by sister, Marilyn Esposito; niece, Laura Perfetto (Paul) and son Louis; nephew, Andrew Esposito (Julie) and sons Christopher and Cameron; special friends, Robert and Shirley Hreha; and many friends and colleagues.

### **RALPH HOLMAN**

Dr. Ralph T. Holman, of Austin, Minn., a highly distinguished scientist who named the omega-3 fatty acids during his long career at The Hormel Institute, University of Minnesota, died on Wednesday, August 15, 2012. He was 94.

On March 4, 1918, Dr. Holman was born in Minneapolis, Minn., where he later graduated from Roosevelt High School. Dr. Holman then attended and graduated from Bethel College, University of Minnesota, and Rutgers University. He married Karla Calais in 1943 at the University of Minnesota Chapel, and they lived in Minneapolis prior to moving to Sweden. In 1946, Dr. Holman worked at the Karolinska Institute in Stockholm, Sweden, with several Nobel Prize winners, including Sune Berstrom, the first person in the world to crystallize lipoxygenase, a significant enzyme in the inflammatory process. Upon returning to the United States, Dr. Holman worked as a professor at Texas A&M University before becoming a professor at the University of Minnesota in Minneapolis. In 1951, while with the University of Minnesota, Dr. Holman was invited to join The Hormel Institute, a research unit of the University of Minnesota in Austin, Minn.

In his long career – officially retiring in 2001 after 50 years with The Hormel Institute – Dr. Holman became a pioneer in the area of essential fatty acid research and nutrition, making fundamental discoveries about the metabolism of fatty acids. Dr. Holman likely is best known for coining the widely used terms “omega-3” and “omega-6” in 1963. He’s regarded as the “father of omega-3 fatty acids” as he discovered their essential nature, metabolism and competition with omega-6 fatty acids. He said the names “omega-3” and “omega-6” came from his knowledge of the Bible and Sunday school from the passage: “I am the Alpha and the Omega.” He was a devout Christian who led his life in pursuit of goodness and helping others.

“Dr. Holman provided outstanding leadership and played a major role in The Hormel Institute’s great success and position as a worldwide leader in the field of lipid research for many decades,” said Dr. Zigang Dong, Executive Director of The Hormel Institute. “Today, there is immense awareness and study of omega-3 fatty acids due to Dr. Holman’s remarkable scientific achievements.”

From 1975 to 1985, Dr. Holman served as Executive Director of The Hormel Institute. He also was a past president of the American Oil Chemists Society and received numerous awards and honors, including the Borden Award and Baldwin Award. In 1981, Dr. Holman received one of the highest honors bestowed on scientists when he was inducted into the National Academy of Sciences, becoming one of a few Minnesota natives to achieve that recognition.

His hobbies included photography and growing numerous orchids in a greenhouse he built on the back of his home. He was a member of the Royal Orchid Society. He also enjoyed spending time at his Swedish style cabin he built in Upsala, Minn., with his wife Karla and young son, Ted. Dr. Holman will be remembered as a brilliant researcher who provided significant leadership and research contributions to The Hormel Institute, University of Minnesota, as well as the global scientific community.

### **STANFORD LEHMBERG**

I write with great regret to inform you that our retired colleague, Stanford (Stan) Lehmborg, who was born in 1931 and taught in the History Department from 1969 to the late 1990s, died in New Mexico on June 14. His books included *Sir Thomas Elyot, Tudor Humanist* (1960), a modernized edition of Elyot's book *Book Named the Governor* (1962), *Sir Walter Mildmay and Tudor Government* (1964), *The Reformation Parliament, 1529-1536* (1970), *The Later Parliaments of Henry VIII, 1536-1547* (1977), *The Reformation of Cathedrals: Cathedrals in English Society, 1485-1603* (1988), *The Peoples of the British Isles, from Prehistoric Times to 1688* (1991), and another study of cathedrals, *Cathedral Under Siege: Cathedrals in English Society, 1600-1700* (1996). Stan served as chair of the department and was also an accomplished musician. For 28 years he was organist and choir director for St. Clement's Episcopal Church in St. Paul.

### **ALBERT MARKHART III**

Professor Albert "Bud" Markhart III passed away on June 26, 2012 after a courageous battle with cancer, but he left his influence on the next generation of farmers, researchers, activists, and the many others whose lives he touched. He received his M.S. (1976) and Ph.D. (1978) from Duke University with a focus in biochemistry and plant physiology and began his faculty career in the Department of Horticultural Science at the University of Minnesota in fall 1979. He started his faculty career working in the Laboratory for Plant Hardiness studying water movement in plants growing under adverse conditions.

During the past 15 years, Bud turned his talent and passion for undergraduate education towards developing organic horticulture as an integral part of the Environmental Horticulture major. He was instrumental in launching the University of Minnesota organic farm, and in developing and teaching courses that use the farm for experiential learning. Bud was an outstanding educator, positively impacting many students' careers. Professor Markhart was a leader at the University in sustainable and organic horticulture and a passionate advocate for students.

### **JUDITH A. MARTIN**

The Department of Geography, College of Liberal Arts and the University mourn the loss of Professor Judith Martin, who passed away in the fall of 2011.

Judith Martin was a home-grown jewel at the U. She received her M.A. in American history and M.A. and Ph.D. in American studies here at the U. She began her service here as a research

associate in the Center for Urban and Regional Affairs in 1976, and held various term positions in CLA until she was hired as a professor in geography and director of the Urban Studies program in 1989.

Judith was an exemplary University citizen, one who senior administrators knew they could depend upon for thoughtful leadership and counsel. Her CV is filled with work on committees across the University, many of which she served as chair or vice-chair: Faculty Consultative Committee, University Senate, Senate Committee on Finance and Planning, and countless other committees on governance, planning, teaching, and students. She was an invaluable member of CLA's 2015 planning committee last year, and this year served on the provostal search committee.

Judith was a 15-year member of the Minneapolis Planning Commission, seven years as president. She brought her knowledge and leadership to the city she loved, contributing to the development of plans for land use, downtown development, light rail stations, and the new zoning codes that were developed in the '90s.

In addition to directing the Urban Studies program, Judith was founding co-director of the University Metropolitan Consortium. She seamlessly blended her research, teaching and service, and was widely sought for her expertise on urban planning, policy and governance; historic preservation; urban sprawl; and landscape and culture. Judith advanced the University's public engagement agenda through community-engaged research and outreach in urban and metropolitan issues. She also contributed to early strategic planning discussions to formulate the vision for UMore Park, with a special focus on academic opportunities for faculty, students and staff.

"I have often used the Twin Cities as a base for my work, due to my early belief that all too much urban research ignored the experiences of the most typical of American urban areas," she wrote. Her scholarly and community work were the subjects of a profile in CLA Today in 2004. Over the course of her distinguished career in CLA and at the U she received many awards for teaching and service, including the Morse Amoco/Alumni Teaching Award, Academy of Distinguished Teachers, College of Continuing Education Teaching Award, CLA Alumna of Notable Achievement, and President's Award for Outstanding Service.

University President Emeritus Robert Bruininks said, "I received the news of Judith's passing with deep sadness. She was a dear friend of ours, and frequent confidante and advisor whose leadership, thoughtfulness, and broad perspective on issues impacting the University were invaluable to me over the past many years. We enjoyed so many walks along the Mississippi River together and had looked forward to many more. Susan and I will miss Judith terribly."

### **WILLIAM MORTON**

On behalf of the faculty and staff of The Hormel Institute, University of Minnesota, we send our deep sympathies to the family of our former colleague, Mr. William Morton, who passed recently. Even with the blessing of a timely death, the loss remains significant and our thoughts are with those closest to him.

Mr. Morton spent his career at The Hormel Institute, helping further the scientific progress of research in lipids and advancing overall biological knowledge. He was highly gifted in technical skills as well, serving in the mechanical operations department to support research.

Mr. Morton's faithful dedication in applying his knowledge, finesse and skills to advance the scientific objectives of The Hormel Institute will be appreciated and remain a part of our history for all time.

### **NANCY R. NOVAK**

The AHC Department of Human Resources lost a friend and colleague, and the Academic Health Center and University lost a Human Resources and Professional Development leader this summer when Nancy Novak, professional development consultant, died of acute leukemia. We set forth this statement in honor of her memory and in recognition of the tremendous contributions Nancy R. Novak made to the Academic Health Center and the University during her long tenure. Nancy shared her joy, excitement, wisdom, and energy through her work. She was a valued colleague with a vibrant passion and a gentle manner. She will be missed by the many friends, colleagues, staff, and faculty she positively impacted through her service at the University.

### **VICTOR PERMAN**

The College lost a great alumnus, friend, and former faculty member on December 11: Professor Emeritus Victor Perman, D.V.M., Ph.D., died suddenly at age 85.

Dr. Perman graduated from the College in 1955, when he began his academic career as an instructor in clinical pathology. He received his Ph.D. degree from the CVM in 1962. Over the course of his career, he served as professor, department chair, associate dean, and equal employment opportunity officer.

Perman had an international reputation in the field of clinical pathology, giving hundreds of presentations and workshops and leading research projects amounting to over \$2.5 million. He was an active member of several professional organizations and honor societies. His awards included the Norden Distinguished Teacher in Veterinary Medicine, two Gaines "Fido" awards sponsored by the American Animal Hospital Association and American Veterinary Medical Association, and the American Animal Hospital Association's Distinguished Service Award. In 1999, he was elected Distinguished Member of the American College of Veterinary Pathologists. In 2001, he received a lifetime achievement award from the American Society for Veterinary Clinical Pathology for his contributions to veterinary clinical pathology and for developing the use of cytology as a rapid and reliable diagnostic technique.

After his retirement in 1995, Perman was actively involved in alumni relations at the College, encouraging participation in alumni events, motivating the alumni board to recognize the value of supporting the University, and representing the College at class reunions and events. He is survived by his wife, Virginia, their four daughters, and many other family members and friends.

### **HERBERT PICK, JR.**

Herb Pick died June 18, 2012, at the age of 81. For nearly half a century, graduate students arriving at the University of Minnesota's Institute of Child Development often were greeted by an unassuming man who helped carry in their boxes. As they settled in, the new students soon discovered that the nice old guy they mistook for a janitor was, in fact, the well-known Professor Herbert L. Pick Jr.

Pick is widely credited with creating a field of study called spatial cognition -- the study of how adults and children think about space and how they reason about space. He excelled not only at research but also at teaching. Among his awards: the American Psychological Association's Distinguished Mentoring Award and the Outstanding Faculty Award from the College of Liberal Arts.

Generations of students accompanied Pick, a lover of the outdoors, on annual winter camping trips with colleagues to the Boundary Waters Canoe Area. He biked to work regularly.

Pick was born in Newark, NJ, to a father who sold life insurance and a mother who was a professional cook. He went to Cornell University, where he played football. After graduating, he served in the Navy. He returned to Cornell and earned a doctorate in psychology. He worked for a year at the University of Wisconsin-Madison before coming to the University of Minnesota to teach.

Pick is survived by his wife, Anne Pick, of St. Paul; a sister, Barbara Young, of Phoenix, AZ; daughters Cindy and Gretchen, of Minneapolis, and Karen, of Ely, MN; and eight grandchildren.

### **ARMAND RENAUD**

Armand Renaud, emeritus professor of French, passed away in Minneapolis on February 16, 2012, at the age of 93. With his passing, the department of French and Italian lost a valued former colleague and generous supporter.

Armand Renaud was born in the French-speaking community of LaSalle, Ontario, Canada, in 1918. A naturalized US citizen and US Army veteran, he graduated from Assumption College (Windsor, Ontario) and Wayne State University. He had intended to attend medical school, but during his studies in Paris, where he took classes in medicine and literature, he was increasingly drawn to literary studies. Upon his return to the US he received his Ph.D. in French at Yale University. He taught briefly at Northwestern University before joining the University of Minnesota faculty in 1957. He served as chair of the then department of Romance Languages for many years, with the help and support of his beloved wife Madeleine, who preceded him in death. In the 1970s, Armand Renaud introduced courses on existentialism, the theater of the absurd, and Francophone African writers, at a time when students in French Studies – and most teachers – had yet to discover the significance of African writers writing in French. Following his retirement from the University of Minnesota, Armand Renaud remained a strong support of French, especially in his work with and support of the Alliance Française.

Armand Renaud is survived by his daughter Gwen Handelman; his grandson Samuel Johnson; his great-grandson Benjamin Johnson; his sisters Cecile Gorno, Gloria Drouillard, and Juliette Becigneul; his nieces and nephews Patricia, Robert, Vincent, Angela, Sr. Agnes, Jerome, Richard, Mary Louise, Teresa, Mimi, Margo, Donald, Marie, and Paul; many great- and great-great-nieces and nephews; and numerous devoted friends and former students.

A memorial fund, honoring the memory of Armand and Madeleine Renaud, has been established by the Department of French and Italian.

### **ROBERT RUECKERT**

The Carlson School lost a champion this year. Professor Robert Ruckert, a tireless promoter of the Carlson School's Undergraduate Program, passed away on September 1. He was 59 years old.

Ruekert received his BA in journalism and his MBA and PhD in marketing all at the University of Wisconsin. An expert in brand management and new product development, he joined the Carlson School in 1981 where he taught in the Department of Marketing. His research has been published in top-tier marketing journals, including the Journal of Marketing Research, Journal of Marketing, and MIT's Sloan Management Review among others.

In 2001, Ruekert assumed the role of associate dean of Undergraduate Programs, in which he led many initiatives to improve the quality of the program. Through his efforts, the Undergraduate Program grew by more than 50 percent, experienced a complete revamping of its curriculum, and moved into its new home, Herbert M. Hanson, Jr. Hall, called by many "the house that Bob built."

Bob's legacy will leave a lasting imprint on the Carlson School. His devotion to the Undergraduate Program and the school as a whole created a palpable energy around him – one that brought the school to new heights.

Bob stepped down as associate dean in May of 2011. To honor his accomplishments, a special gathering took place in the Carlson School Atrium that same month. At this event, a video presentation was shown which featured many of those whom Ruekert had touched over the years. An essay by Ruekert, in which he provided thoughts and reflections on his tenure, appeared in the spring 2011 issue of Carlson School magazine.

## **LINDA ULLAND**

Linda Ulland was serving as the Executive Director of the University of Minnesota Central Minnesota Regional Sustainable Development Partnership when she passed away on December 26, 2011, at age 65. Linda attended Luther College in Decorah, Iowa and began her career working as a reporter for newspapers in Minnesota, Iowa and Nebraska before moving to San Francisco, where she worked for the California Coastal Commission. After obtaining her Master's Degree from San Francisco State University, she worked for Bechtel Corporation as an environmental engineer; then moved to Albuquerque, New Mexico, specializing in nuclear waste issues.

Linda returned to Minnesota and served as Regional Manager for the Pollution Control Agency in Brainerd and opened a coffee shop in Pequot Lakes before joining the University of Minnesota, where she served as Executive Director of the Central Minnesota Regional Sustainable Development Partnership from 2005-2011. In this role she directed opportunities where citizens and people from the University can describe pertinent issues and come up with solutions together to boost central Minnesota's economy with sustainable projects in the areas of agriculture, food systems, natural resources, tourism and community based energy. The projects use University assistance to identify the needs of the region through the creation of a step-by-step plan for social, economic and land use vitality. Issues addressed have included increasing low-energy affordable housing; efficient transportation options; protecting natural resources by identifying and reducing sources of excess phosphorus entering rivers; creating sustainable local food system through increasing awareness of local foods and increasing the number of farmers' markets; studying feasibility of using a wind turbine to provide energy as well as an educational tool for local school districts.

Linda was active in the Whitefish Lion's Club, National Nuclear Society, the Paul Bunyan Byway Association, Star Lake Association, Motorcycle Society, Star Lake Wilderness Camp, and work on Ideal Township's 100th anniversary celebration. She enjoyed world travel, opera and her cats, but most of all, the company of many friends in the Lakes area, across the United

States, Europe and Norway. She brought good humor and a no-nonsense approach to her work and her friends and colleagues miss her greatly. She is survived by her brother, Richard; and sister-in-law, Mary Ulland, of Lake City; niece, Kari (Jason) Makoutz, Rochester; nephews, Hans (Kristin) Ulland and Erik (Jill) Ullanderson, of St. Paul; three great-nieces and six great-nephews. All reside in Minnesota.

### **LAWRENCE WEAVER**

Lawrence C. Weaver, former dean of the College of Pharmacy, died Dec. 21, 2011, at his home in Fridley, Minn. after a long battle with Alzheimer's disease.

Weaver is the only person in the history of the College of Pharmacy to twice serve as its dean: he was dean and professor of pharmacology from 1966-1984, and interim dean from February 1994 through 1995.

During his term as dean from 1966-1984, the college grew in size, national prominence and professional influence. Weaver championed the effort to integrate the college into the health sciences complex, developed a nationally recognized Doctor of Pharmacy program, and was integral in securing approval and funding for what was originally called Health Sciences Unit F, where the college has been located since 1982. Funding for Unit F was obtained after a decade of effort and is the first and only facility built specifically for pharmacy education in the state. On April 12, 1996, the University's Board of Regents approved the naming of the building Weaver-Densford Hall in honor of the achievements of Weaver and Katharine Densford, a leader in the nursing profession.

Weaver was a visionary who worked to promote the understanding of comprehensive pharmaceutical care and to integrate pharmacy into a team approach to health care. He mentored numerous students who have gone on to become leaders in pharmacy throughout the world. His influence extends beyond Minnesota and the United States to reach virtually every corner of the world.

Weaver earned his bachelor's in pharmacy from Drake University in 1949 and his Ph.D. in pharmacology from the University of Utah in 1953. That year, Weaver joined Pitman-Moore where he served as head of biomedical research until he left industry for the dean position at the University.

After retiring as dean in 1984, Weaver held the position of vice president of professional relations for the Pharmaceutical Manufacturers Association (PMA). Upon leaving the PMA, Weaver co-founded Orphan Medical, Inc., a company focused on the development and commercialization of therapies for rare disorders.

Among the many awards and honors he received throughout his career, in 1989 Weaver was awarded the Remington Medal, the highest recognition given in the profession of pharmacy.

Weaver is survived by his wife Dee, four children and many grandchildren and great-grandchildren.

### **ALICE WILCOX**

Alice (Erlander) Wilcox, founding director of Minitex and a long-time faculty member of the University Libraries, passed away March 21, 2012, after an extended illness. Alice's vision and dedication were indispensable to the creation of Minitex as it exists today. A network of

academic, public, state government, school, and special libraries, Minitex serves libraries and library users in Minnesota, North Dakota, and South Dakota. She served as Minitex's director from 1969-1982. After her work with Minitex, Alice returned to the University Libraries and served students and other members of the University community until her retirement.

Alice was selected to head the Minitex pilot project after working as a circulation librarian on the staff of the University of Minnesota Libraries since 1964. She served on the National Commission on New Technological Users of Copyright Works and the National Commission on Libraries and Information Sciences' Committee on Periodical System. She also received numerous state and national awards.

Her early employment included working with World War II refugees in Germany for the Lutheran World Federation from 1948-1951 after receiving her bachelor's degree from St. Olaf College in 1947. She earned her master's degree in Library Service in 1964. Many of the individuals interviewed for the Minitex Oral History Project (<http://www.minitex.umn.edu/40th/OralHistory.aspx>) spoke of the essential role that Alice played in Minitex's history. She will be remembered fondly by her colleagues in the Libraries.

## LYNDA YOUNG

Lynda Jeanne Young died February 29, 2012, after a short battle with brain cancer. She was 61 years old. A respected alumna and 38-year faculty member at the University of Minnesota School of Dentistry, Lynda fostered relationships that linked the dental school with the world. At the time of her death, she directed the school's Continuing Dental Education (CDE) Program, long considered one of the top five CDE programs in the country. Under her leadership, the program grew from 32 courses and 3,000 participants in the early 1980s to more than 147 courses and 7,900 participants in 2011.

Young began her career at the University of Minnesota and its School of Dentistry as student. She received her general dental hygiene (G.D.H.) degree in 1973, a bachelor of science in education in 1974, and a master's degree in adult education in 1980. She was named a dental hygiene clinical instructor at the School of Dentistry in 1974, instructor in 1975, assistant professor in 1981, and associate professor with tenure in 1984. She taught full-time clinical dental hygiene for ten years, and continued to teach outside of the classroom, as well, presenting more than 150 invited lectures. In 1984, she was named director of the School of Dentistry's Continuing Dental Education Program. She also served as a chair or member of more than 25 dental school committees, and was its representative on a variety of University and Academic Health Center committees.

Her professional involvement extended to leadership roles at the state and national level. She served for eight years as a member of the Minnesota Board of Dentistry. During that time she was instrumental in promoting new guidelines for universal precautions for patient care and expanded functions for dental auxiliaries. She was president of the Minnesota Dental Hygienists' Association (1982-83), and a member of the American Dental Hygienist's Association Committees on Consumer Relations (1976-77) and National Boards (1995-1998). In 1988-89, she was named the Minnesota Dental Hygienist's Association Member of the Year. She also received the School of Dentistry's Michael J. Loupe Memorial Award for Excellence and Innovation in Dental Education, as well as its 2003 Distinguished Dental Hygiene Alumna Award. In 2007, she served as president of the Association of Continuing Dental Education.

In June of 2009, *hygienetown* magazine profiled Young's previous experience with oral cancer and her successful journey back to health. She returned to graduate school in 2010 to pursue a doctorate in educational psychology to enhance the school's continuing dental education

program. At that time, her research interest was in the transfer of learning from continuing education to professional practice.

After a lifetime of commitment to her profession, her University and its School of Dentistry, Lynda Young will be remembered by her colleagues, students and thousands of dental professionals across the state, the country and the world for her indomitable spirit, her passion for teaching and her own personal love of learning, her capable leadership, and as the vital and energetic professional that she was. She will be missed.

## APPENDIX B

### ELECTED MEMBERS AND ALTERNATES, 2012-13 (key to unit codes follows membership list)

#### ELECTED FACULTY/FACULTY-LIKE ACADEMIC PROFESSIONAL MEMBERS

|                     | Unit | Term  |                       | Unit | Term  |
|---------------------|------|-------|-----------------------|------|-------|
| Abosch, Aviva       | 25   | 11-14 | Federico, Christopher | 22   | 10-13 |
| Ahmed, Adeel        | 26   | 12-13 | Ferguson, David       | 29   | 12-15 |
| Ansell, Benjamin    | 22   | 12-15 | Foker, John           | 25   | 12-15 |
| Arnold, Bill        | 35   | 10-13 | Fortson, Lucy         | 35   | 12-15 |
| Bakdash, Bashar     | 7    | 07-13 | Garry, Daniel         | 25   | 12-15 |
| Bebeau, Muriel      | 7    | 09-12 | Gewirtz, Abigail      | 15   | 11-14 |
| Beebe, David        | 25   | 12-15 | Goodnough, Jennifer   | 27   | 12-15 |
| Beeman, William     | 22   | 07-13 | Grant, Malaika        | 23   | 11-14 |
| Berry, Susan        | 25   | 12-15 | Grant, Samantha       | 26   | 12-15 |
| Bohjanen, Paul      | 25   | 09-15 | Greven, Martin        | 35   | 12-14 |
| Bradeen, James      | 17   | 11-14 | Gundel, Jeanette      | 22   | 10-13 |
| Braun, Bruce        | 22   | 09-13 | Gupta, Angela         | 26   | 11-14 |
| Braunlin, Elizabeth | 25   | 12-15 | Gupta, Kalpna         | 25   | 07-13 |
| Breen, Sheri        | 27   | 11-14 | Harwell, Michael      | 15   | 12-15 |
| Brundage, Richard   | 29   | 12-15 | Hilbink, Lisa         | 22   | 10-13 |
| Brunner, C. Cryss   | 15   | 11-13 | Ho, Karen             | 22   | 10-13 |
| Buhlmann, Phil      | 35   | 10-13 | Hogquist, Kristin     | 25   | 10-13 |
| Burns, Matthew      | 15   | 11-14 | Hokanson, Stan        | 17   | 12-15 |
| Campbell, Colin     | 25   | 09-15 | Hollister, David      | 15   | 11-14 |
| Campbell, Stephen   | 35   | 10-13 | Horgan, Brian         | 17   | 10-13 |
| Caraway, Teri       | 22   | 11-14 | Ingbar, David         | 25   | 07-13 |
| Casarino, Cesare    | 22   | 12-15 | Jara, Cynthia         | 8    | 11-14 |
| Chang, David        | 22   | 12-15 | Jasper, Daniel        | 8    | 11-13 |
| Chervany, Norman    | 24   | 07-13 | Jehangir, Rashne      | 15   | 12-15 |
| Church, Tim         | 32   | 11-14 | Kalambokidis, Laura   | 17   | 10-13 |
| Cohen, Gary         | 22   | 11-14 | Kaler, Eric           | 30   | 11-13 |
| Cohen, Jerry        | 17   | 10-13 | Kaminsky, Amy         | 22   | 11-14 |
| Connett, John       | 32   | 11-14 | Kannan, Mathur        | 41   | 10-13 |
| Coulter, Jeffrey    | 17   | 10-13 | Kelekar, Ameeta       | 25   | 11-14 |
| Curley, Shawn       | 24   | 12-15 | Kerr, Betsy           | 22   | 12-15 |
| Cushman, Priscilla  | 35   | 12-15 | Kirkpatrick, David    | 3    | 11-14 |
| Davies, Rebecca     | 41   | 11-14 | Kochilas, Lazaros     | 25   | 12-15 |
| Davis, Dana         | 25   | 11-14 | Konstan, Joseph       | 35   | 09-15 |
| Deane, Jennifer     | 27   | 12-13 | Kotlyar, Michael      | 29   | 11-14 |
| Derby, Jeffrey      | 35   | 12-15 | Kudrle, Robert        | 31   | 07-13 |
| Detournay, Emmanuel | 35   | 11-14 | Kulacki, Frank        | 35   | 09-15 |
| DiCostanzo, Alfredo | 17   | 11-15 | Lilyard, Caroline     | 23   | 10-13 |
| Dunbar, Robert      | 34   | 12-15 | Loftus, Wayne         | 23   | 12-15 |
| Durfee, William     | 35   | 11-14 | Looman, Wendy         | 28   | 11-13 |
| Elliott, Barbara    | 25   | 12-15 | Low, Walter           | 25   | 09-15 |
| Elliott, Sean       | 25   | 11-14 | Lytle, Leslie         | 32   | 11-14 |
| Erickson, Jan       | 5    | 12-13 | MacDonald, Angus      | 22   | 12-15 |

|                             | <b>Unit</b> | <b>Term</b> |                      | <b>Unit</b> | <b>Term</b> |
|-----------------------------|-------------|-------------|----------------------|-------------|-------------|
| Maitland, Ian               | 24          | 12-15       | Rhodus, Nelson       | 7           | 09-12       |
| Marshall, Jennifer          | 22          | 12-15       | Ricketts, Richard    | 13          | 08-14       |
| Marsolek, Chad              | 22          | 11-14       | Rodman, Gilbert      | 22          | 10-13       |
| Mauro, Laura                | 17          | 12-15       | Ruden, Paul          | 35          | 11-14       |
| McComas, Jennifer           | 15          | 11-13       | Sarafoglou, Kyriakie | 25          | 11-14       |
| McCormick, Richard          | 22          | 11-14       | Scheman, Naomi       | 22          | 12-15       |
| McLoon, Linda               | 25          | 10-13       | Schilling, Jonathan  | 17          | 12-15       |
| Mescher, Matthew            | 25          | 10-13       | Schottel, Janet      | 3           | 10-13       |
| Messing, William            | 35          | 12-15       | Schuster, Joseph     | 25          | 11-14       |
| Miksch, Karen               | 15          | 12-15       | Segura, Bradley      | 25          | 12-15       |
| Miller, Cara                | 26          | 11-14       | Sell, George         | 35          | 10-13       |
| Millet, Dylan               | 17          | 12-15       | Shank, JB            | 22          | 11-14       |
| Montgomery, Rebecca         | 17          | 11-14       | Shaw, Ruth           | 3           | 12-15       |
| Morrell, Peter              | 17          | 11-14       | Shier, Thomas        | 29          | 08-13       |
| Morris, Leslie              | 22          | 11-13       | Shimizu, Yoji        | 25          | 07-13       |
| Morrison, Fred              | 21          | 09-15       | Sick, Brian          | 25          | 07-13       |
| Murphy, Kevin               | 22          | 12-15       | Siepmann, Ilja       | 35          | 10-13       |
| Ng, Peh                     | 27          | 10-13       | Singh, Ashok         | 41          | 11-13       |
| Orr, Harry                  | 25          | 10-13       | Smith, Cheryl        | 17          | 11-14       |
| Osterholm, Michael          | 32          | 10-13       | Steinberger, Julia   | 25          | 12-15       |
| Ostrow, Steven              | 22          | 07-13       | Stelson, Kim         | 35          | 11-14       |
| Pearson, Kathryn            | 22          | 11-14       | Stone, Melissa       | 31          | 10-13       |
| Peden-McAlpine,<br>Cynthia  | 28          | 09-14       | Stromberg, Bert      | 41          | 11-14       |
| Phair, Craig                | 7           | 12-15       | Sweet, Rob           | 25          | 12-15       |
| Pluhar, Liz                 | 41          | 12-15       | Thorpe, Suzanne      | 21          | 07-13       |
| Poch, Robert                | 15          | 10-13       | Tims, Albert         | 22          | 10-13       |
| Porter, Mary                | 25          | 10-13       | Toomey, Traci        | 32          | 12-15       |
| Prat-Resina, Xavier         | 34          | 12-15       | Ukaga, Okechukwu     | 26          | 12-15       |
| Pritzker, Marc              | 25          | 12-15       | van Ryn, Michelle    | 25          | 11-14       |
| Pyles, Lee                  | 25          | 10-13       | Waldfogel, Joel      | 24          | 11-14       |
| Rabinowitz, Paula           | 22          | 11-14       | Wells, Carol         | 25          | 11-14       |
| Ramachandran,<br>Gurumurthy | 32          | 10-13       | Yussen, Steven       | 15          | 12-15       |
| Rayburn, Judy               | 24          | 07-13       | Zhang, Shuzhong      | 35          | 12-15       |
| Regal, Jean                 | 25          | 12-14       | Zieffler, Andrew     | 15          | 12-13       |
| Reinders, Anke              | 3           | 10-13       | Ziegler, Andre       | 41          | 12-15       |

#### FACULTY CONSULTATIVE COMMITTEE

|                     | <b>Unit</b> | <b>Term</b> |                            | <b>Unit</b> | <b>Term</b> |
|---------------------|-------------|-------------|----------------------------|-------------|-------------|
| Ben-Ner, Avner      | 24          | 11-14       | Gregory                    |             |             |
| Bitterman, Peter    | 25          | 10-13       | Luepker, Russell           | 32          | 12-13       |
| Cloyd, James        | 29          | 12-15       | May, Elaine Tyler          | 22          | 11-14       |
| Cramer, Christopher | 35          | 12-13       | Pacala, James              | 25          | 11-14       |
| Ehlke, Nancy        | 17          | 10-13       | Ratliff-Crain, Jeff        | 27          | 12-13       |
| Hancher, Michael    | 22          | 12-13       | Ropers-Huilman,<br>Rebecca | 15          | 12-15       |
| Kohlstedt, Sally    | 35          | 11-15       |                            |             |             |

### ELECTED STUDENT MEMBERS

|                     | <b>Unit</b> | <b>Term</b> |                     | <b>Unit</b> | <b>Term</b> |
|---------------------|-------------|-------------|---------------------|-------------|-------------|
| Ahmed, Ridwan       | 15          | 12-13       | Kramlinger, Rachael | 35          | 12-13       |
| Alishahi, Amin      | 25          | 12-13       | Lisec, John         | 18          | 12-13       |
| Ampaabeng, Michael  | 35          | 12-13       | Luo, Janet          | 21          | 12-13       |
| Baglio, Ben         | 27          | 12-13       | Mayer, Nicholas     | 41          | 12-13       |
| Beek, Anna          | 18          | 12-13       | McNally, Andrew     | 18          | 12-13       |
| Bellrichard, Kayla  | 6           | 12-13       | Murphy, Tim         | 17          | 12-13       |
| Bode, Hannah        | 11          | 11-13       | Neang, Amanda       | 15          | 12-13       |
| Brenhaug, Alicia    | 22          | 12-13       | Neiss, Andrew       | 18          | 12-13       |
| Brumm, Catherine    | 7           | 10-13       | Olson, Kyle         | 22          | 11-13       |
| Buechler, Gretchen  | 22          | 12-13       | Reichl, John        | 3           | 12-13       |
| Cameron, Michael    | 35          | 12-13       | Retcher, Dusten     | 22          | 12-13       |
| Dhingra, Neil       | 18          | 12-13       | Saphner, Katharine  | 22          | 11-13       |
| Eisenschenk, Kendra | 9           | 11-13       | Scheffler, Kate     | 34          | 12-13       |
| Falcon, Celeste     | 18          | 12-13       | Sharma, Shiva       | 22          | 12-13       |
| Farleo, Frank       | 14          | 12-13       | Sprangers, Bradley  | 8           | 12-13       |
| Franco, Lucas       | 18          | 12-13       | Switzer, Adam       | 6           | 12-13       |
| Freeh, Siri         | 28          | 12-13       | Wallace, David      | 11          | 12-13       |
| Hall, Maximilian    | 5           | 12-13       | Wallerstedt, Sophie | 22          | 12-13       |
| Hedberg, Mick       | 22          | 12-13       | Waters, Mandy       | 18          | 12-13       |
| Heim, Karen         | 10          | 12-13       | Wendel, Jacqueline  | 18          | 12-13       |
| Hwang, Joy          | 29          | 12-13       | Whitaker, Andrea    | 22          | 12-13       |
| Kitchen, Kevin      | 24          | 12-13       | Wyatt, Susan        | 32          | 12-13       |
| Kraft, David        | 22          | 11-13       | Zbikowski, Conrad   | 22          | 12-13       |

### STUDENT SENATE CONSULTATIVE COMMITTEE

|                  | <b>Unit</b> | <b>Term</b> |                   | <b>Unit</b> | <b>Term</b> |
|------------------|-------------|-------------|-------------------|-------------|-------------|
| Breuer, Brandon  | 10          | 12-13       | Nagaraj, Vivek    | 25          | 12-13       |
| Conti, Nicole    | 18          | 11-13       | Schwab, Nathaniel | 22          | 12-13       |
| Gurung, Gyaltsso | 6           | 12-13       | Vogel, Evan       | 27          | 11-13       |
| Inhofer, Joe     | 34          | 11-13       | Volovik, Moshe    | 35          | 12-13       |
| Matula, Adam     | 35          | 12-13       |                   |             |             |

## ELECTED ACADEMIC PROFESSIONAL MEMBERS

|                               | <b>Unit</b> | <b>Term</b> |                      | <b>Unit</b> | <b>Term</b> |
|-------------------------------|-------------|-------------|----------------------|-------------|-------------|
| Anderson, Neil D.             | 26          | 08-14       | Jetter, Mary         | 19          | 09-15       |
| Becker, Marilyn               | 25          | 12-15       | Kucera, Jean         | 22          | 11-14       |
| Breshears, Kit                | 29          | 12-15       | Murdoch, Cynthia     | 37          | 11-14       |
| Craig, William                | 38          | 10-13       | Schulz, Cathy        | 15          | 11-13       |
| DeZelar-Tiedman,<br>Christine | 23          | 09-13       | Shamliyan, Tatyana   | 32          | 10-13       |
| Dilworth, Stephanie           | 8           | 10-13       | Simon, Kimberly      | 16          | 12-14       |
| Eltink, Jeni                  | 13          | 12-15       | Swanson, Dale        | 35          | 12-15       |
| Enrici, Pamela                | 13          | 08-14       | Takatsuka, Kai       | 35          | 12-15       |
| Fulda, Henry                  | 27          | 10-13       | Trautman, Travis     | 37          | 11-14       |
| Gilbert, Scott                | 35          | 10-13       | Waldemar, Sarah      | 33          | 11-14       |
| Grimes, Stacey                | 31          | 11-14       | Wareham, Roger       | 27          | 10-13       |
| Hagen, Ann                    | 7           | 11-13       | Weber-Paxton, Sheryl | 5           | 11-14       |
| Hawley, Elizabeth             | 22          | 12-15       |                      |             |             |

## ELECTED CIVIL SERVICE MEMBERS

|                       | <b>Unit</b> | <b>Term</b> |                  | <b>Unit</b> | <b>Term</b> |
|-----------------------|-------------|-------------|------------------|-------------|-------------|
| Beseman, Terry        | 23          | 12-13       | Olson, Amy L.    | 29          | 11-13       |
| Cable-Morrison, Susan | 19          | 12-13       | Ou-Quinlan, Tola | 29          | 12-13       |
| Dewing, Sandy         | 29          | 12-13       | Paton, John      | 25          | 11-14       |
| Engbretson, Brent     | 1           | 11-14       | Payne, Lori      | 25          | 12-15       |
| Flaten, Maggie        | 24          | 12-14       | Pinola, Gail     | 40          | 12-15       |
| Frank-Quick, Alison   | 28          | 11-14       | Roth, Patricia   | 4           | 11-14       |
| Johnson, BenJamin     | 21          | 12-14       | Seeger, Paula    | 37          | 10-13       |
| Johnston, Brian       | 25          | 12-15       | Sondreal, Thomas | 6           | 12-14       |
| Kavaloski, Angie      | 4           | 12-15       | Stevens, Chris   | 13          | 11-13       |
| Lantz, Caryn          | 19          | 10-13       | Van Eps, Sharon  | 27          | 11-14       |
| Mason, Lisa           | 34          | 11-15       | Wallace, Terri   | 22          | 10-13       |
| Nielsen, Carol        | 15          | 10-13       | Willhite, Gary   | 6           | 11-14       |
| O'Neill, Bill         | 40          | 11-14       |                  |             |             |

## UNIVERSITY SENATE CODES

|   | <b>Unit</b> |  | <b>Unit</b> |
|---|-------------|--|-------------|
| Academic Health Center  | 1           | Human Resources                                | 19          |
| Agricultural Experiment Station   | 2           | Information Technology                         | 20          |
| Biological Sciences   | 3           | Law  | 21          |
| Budget & Finance  | 4           | Liberal Arts                                   | 22          |
| Continuing Education  | 5           | Libraries                                      | 23          |
| Crookston   | 6           | Management                                     | 24          |
| Dentistry   | 7           | Medical School                                 | 25          |
| Design  | 8           | Minnesota Extension                            | 26          |
| Duluth, Business and Economics  | 9           | Morris   | 27          |
| Duluth, Education and Human<br>Service Professions  | 10          | Nursing  | 28          |
| Duluth, Fine Arts   | 11          | Pharmacy                                       | 29          |
| Duluth, Liberal Arts  | 12          | President                                      | 30          |
| Duluth, Other (includes non-<br>collective bargaining<br>faculty/academic professionals<br>from Duluth) | 13          | Public Affairs                                 | 31          |
| Duluth, Science & Engineering   | 14          | Public Health                                  | 32          |
| Education and Human<br>Development  | 15          | Research                                       | 33          |
| Equity & Diversity  | 16          | Rochester                                      | 34          |
| Food, Agricultural, and Natural<br>Resource Sciences  | 17          | Science & Engineering                          | 35          |
| Graduate School   | 18          | Student Affairs                                | 36          |
|   |             | SVP for Academic Affairs/Provost               | 37          |
|   |             | SVP for Academic<br>Administration, UMN System | 38          |
|   |             | University Relations                           | 39          |
|   |             | University Services                            | 40          |
|   |             | Veterinary Medicine                            | 41          |