

2007-08 UNIVERSITY OF MINNESOTA

OCTOBER 4, 2007

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 was convened in 25 Mondale Hall, Minneapolis campus, on Thursday, October 4, 2007, at 2:35 p.m., as a joint meeting of the bodies. Coordinate campuses were linked by telephone. Checking or signing the roll as present were 23 academic professional members, 22 civil service members, 128 faculty/faculty-like academic professional members, and 10 student members. President Bruininks presided.

1. ADMINISTRATIVE RESPONSES TO SENATE ACTIONS Information

University Senate

Statement on the Rights of Foreign-born Residents of the United States

Approved by the: University Senate May 3, 2007

Approved by the: Administration – no action required*

Approved by the: Board of Regents – no action required

* The University strives for flexible, speedy, and efficient procedures to bring international faculty, staff, and students to campus, and continues to assist colleges and departments that find themselves working to resolve challenging immigration situations. While the University has not adopted a formal position regarding the Military Commissions Act, members of the University community are encouraged as citizens to contact the appropriate officials to seek relevant legislative changes in this area.

CIC Provosts' Statement on Publishing Agreements

Approved by the: University Senate May 3, 2007

Approved by the: Administration August 3, 2007

Approved by the: Board of Regents – no action required

Student Development Outcomes

Approved by the: University Senate May 3, 2007

Approved by the: Administration August 3, 2007

Approved by the: Board of Regents – no action required

Minnesota Dream Act Statement

Approved by the: University Senate May 3, 2007

Approved by the: Administration – no action required*

Approved by the: Board of Regents – no action required

* The University supports efforts to make higher education fully available to all qualified Minnesota high school graduates, irrespective of their immigration status. While it is unfortunate that the Minnesota Dream Act was dropped from the higher education bill this spring, the University continues to identify and promote other opportunities to help open the doors to higher education for all eligible Minnesota high school students.

Faculty Senate

Amendments to *Faculty Tenure* Sections 1, 5.5, 7.11, 7.12, 13, 15, and 16 and new Section 9.2
Approved by the: Faculty Senate April 5, 2007
Approved by the: Administration April 16, 2007
Approved by the: Board of Regents June 8, 2007

Constitutional Amendment – Definition of Faculty and Faculty-like Academic Professionals
Approved by the: Faculty Senate May 3, 2007
Approved by the: Administration August 3, 2007
Approved by the: Board of Regents PENDING

Student Learning Outcomes
Approved by the: Faculty Senate May 3, 2007
Approved by the: Administration August 3, 2007
Approved by the: Board of Regents - no action required

Statement on Child Care for Dependents of University Employees
Approved by the: Faculty Senate May 3, 2007
Approved by the: Administration – no action required*
Approved by the: Board of Regents - no action required
* In light of recent requests to consider enhancing selected individual employee benefits, I have asked Vice President for Human Resources Carol Carrier in consultation with faculty and staff leaders to review all employee benefits as a whole to ensure that the University is as responsive as possible to the changing needs of its employees.

**2. CLERK OF THE SENATE REPORT
Committee on Committees Election Results
Information for the Faculty Senate**

FOR INFORMATION:

In the recent election to fill Twin Cities vacancies on the Committee on Committees, Professors Michael Hancher, Robert McMaster, and Stephen Weeks were elected to three-year terms (July 1, 2007 through June 30, 2010).

**STUART GOLDSTEIN, CLERK
UNIVERSITY SENATE**

**3. CLERK OF THE SENATE REPORT
Nominating Committee Election Results
Information for the Faculty Senate**

FOR INFORMATION:

In the recent election to fill Twin Cities vacancies on the Nominating Committee, Professors Jean Bauer, Amy Kaminsky, Scott Lanyon, Ann Masten, and Mary Jo Maynes were elected.

**STUART GOLDSTEIN, CLERK
UNIVERSITY SENATE**

4. TRIBUTE TO DECEASED MEMBERS OF THE UNIVERSITY COMMUNITY

FACULTY/ACADEMIC PROFESSIONALS/STAFF

Thomas P. Anderson
Professor
Physical Medicine and Rehabilitation
1918 – 2007

Ward J. Barrett
Professor
Geography
1927 – 2007

Timothy B. Besingi
Professor
University of Minnesota Extension – West Central
1950 – 2007

Wayne Caron
Professor
Family Social Science
1956 – 2007

James Connolly
Professor
Rhetoric
1932 – 2007

Arnold L. Cutler
Professor
Geometry
1938 – 2007

Roland A. Delattre
Professor
American Studies
1928 – 2007

Donald W. Freeman
Professor
Obstetrics & Gynecology
1917 – 2007

Wilma Gary
Professor
Minnesota Extension Services
1923 – 2007

Richard P. Halverson
Professor
Electrical Engineering
1930 – 2007

Eldon G. Hill
Professor
Hormel Institute
1918 – 2007

Larry Huus
Associate Professor
Business and Technology – Crookston
1947 – 2007

Barbara Ann Kautz-Flom
Academic Professional
Wilson Library
1941 – 2007

Frank Kara
Academic Professional
Athletic Compliance
1966 – 2007

William Kavanaugh
Professor
Education
1913 – 2007

Marcus Kjelsberg
Professor
Public Health
1932 – 2007

Mirjana Lausevic
Professor
Music
1966 – 2007

Donald McQuarrie
Professor
Surgery
1931 – 2007

Victoria Mikelonis
Professor
Writing Studies
1947 – 2007

Paul Neibergs
Professor
Radiology
1912 – 2007

Carol Pazandak
Professor
Psychology
1923 – 2007

Judith Peterson
Professor
School of Public Health
1942 – 2007

Samuel Popper
Professor
Educational Policy and Administration
1916 – 2007

L.E. "Skip" Scriven
Regents Professor
Chemical Engineering
1931 – 2007

Nazmi Shehadeh
Professor
Science and Engineering – Duluth
1936 – 2007

Edward B. Stanford
Professor
Libraries
1910 – 2007

Marian Stankovich
Professor
Chemistry
1947 – 2007

Esther Trammell
Professor
Food Science and Nutrition
1912 – 2007

Mary E. West
Professor
Music
1909 – 2007

STUDENTS

Elizabeth M. Benrud
College of Education and Human Services – Duluth

Jessica M. Boseman
University of Minnesota – Crookston

Elizabeth C. Brahm
College of Liberal Arts

Lakshmi P.R. Chinthakunta
Graduate School

Josiah B. Danielson
Institute of Technology

Andrew B. Ferguson
University of Minnesota – Crookston

Kevin C. Keane
College of Liberal Arts

Dana E. Mangi
College of Veterinary Medicine

Elisabeth T. McClellan
College of Veterinary Medicine

Stephanie J. Pontious
School of Nursing

Kiran S. Yellajosula
Graduate School

5. STUDENT ACADEMIC INTEGRITY COMMITTEE Academic Dishonesty Reporting Process for Twin Cities Undergraduates Information

Purpose:

The purpose of this document is to provide a recommendation to the Office for Student Conduct and Academic Integrity (OSCAI) on a structure for communication with instructors and program administrators about instances of academic dishonesty by Twin Cities undergraduates. It is hoped that by taking advantage of the existing structure of the academic programs it will be possible to remove some of the barriers to instructor reporting that may exist with the current method, which is the instructor reporting directly to OSCAI. In addition this process will provide notice to program directors and colleges. This structure should also prove valuable for general communications from OSCAI to instructors and places the Directors of Undergraduate Studies (DUGS) in a position to facilitate this process.

Scope:

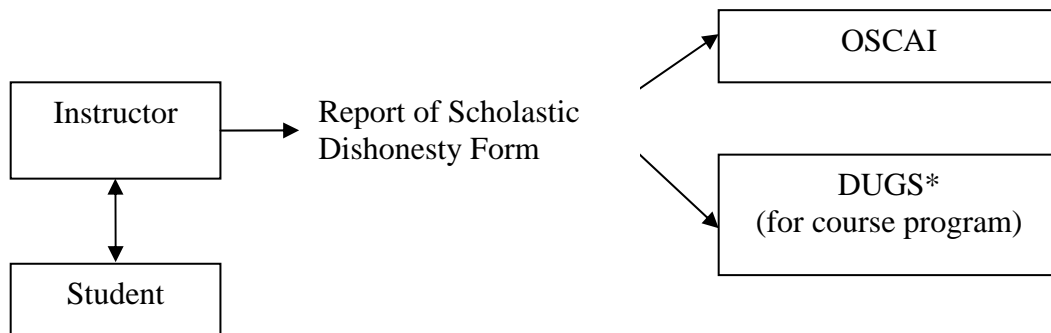
This document covers undergraduate students in all levels of courses. Graduate and professional students will be covered separately.

Recommendation:

There are two parts to the communication in the reporting process: 1. The instructor reporting the incident and 2. The OSCAI notification.

1. Instructor Reporting

The following diagram summarizes the reporting process.



* or equivalent person for lower division programs.

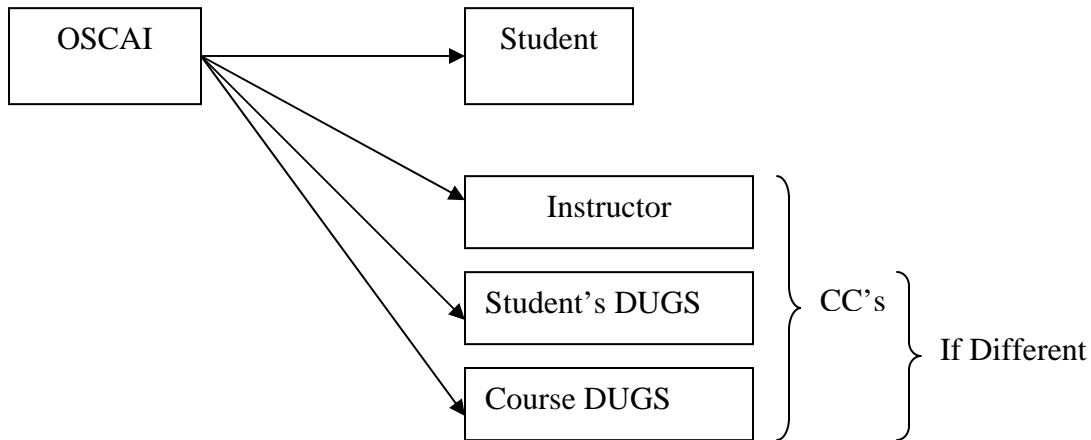
This process goes as follows: The instructor informs the student that there is a problem and discusses with the student what the resolution to the problem will be (for example, F on the assignment, F in the course, etc.) The instructor can use the DUGS for the program that is offering the course as a resource in this process. A Report of Scholastic Dishonesty Form (see below) is filled out. The instructor is asked to indicate that the student has been informed. The instructor then files this form with the DUGS for the program that offers the course and OSCAI. This completes the reporting process.

Because the DUGS of the unit that offered the course is notified of the incident, there is also the opportunity to identify patterns and proactively address them.

Role of the DUGS in this process is to provide information about the process to the instructor and the student. *The DUGS is not a decision maker or part of the appeals process.* Determination of penalties resides solely with the instructor and the appeals process.

2. OSCAI Notification

After an incident is reported to OSCAI they determine if any further response is warranted (in the case of repeated or egregious instances). In any case, OSCAI sends a letter to the student indicating that they have received a report of the incident. Copies of the letter are sent to the instructor and the DUGS for the program in which the student is enrolled and which offered the course, if different. The following diagram summarizes the Notification process:



This Notification process is also used to announce the results of an appeal or action by the Campus Committee on Student Behavior (CCSB), should it be required.

Notifications to Colleges

At the beginning of every semester, OSCAI will submit a report to each college in which there were incidents of academic dishonesty (in a course offered by the college, or by a student in the college). These reports will be a summary of the courses and students involved for the previous semester and the actions taken by OSCAI, if any.

Report of Scholastic Dishonesty Form

This form should include the following:

- Instructor and class identification
- Student identification
- Nature of the incident (instructions to include copies of any relevant work, etc.)
- Instructors response to the incident (F on paper, F in course, etc)
- Place to indicate that the student was informed.
- Place to indicate that the course DUGS was informed.
- Source of information for student appeals process
- Instructions for filing the form

OSCAI Educational Communications

The Office of Student Conduct and Academic Integrity needs to provide information about implementation of this process and about other issues related to academic integrity from time to time to instructors. This should be carried out by OSCAI informing the program DUGS (with copies to the Undergraduate Deans) and then letting the DUGS communicate with the instructors in their program. This will keep the DUGS aware of the process and allow the DUGS to answer questions and inform new faculty of the process.

Approved by Student Academic Integrity Committee on May 9, 2007

6. INFORMATION TECHNOLOGIES COMMITTEE Student Technology Fees Position Statement

Information

The Senate Committee on Information Technologies (SCIT) requests that the final proposal for any new student technology fees structure be brought before SCIT prior to going forward for Board of Regents approval. The committee wishes to applaud the colleges for their existing work to create procedures and feedback mechanisms for the current college-based student technology fees structures. They have carefully worked to create cost-neutral plans with clear involvement of students both in the setting of fees and in reporting results and gathering feedback for future planning.

However, the current system has become unnecessarily complicated and dysfunctional.

SCIT members strongly support the creation of a new system-wide structure that would rationalize and consolidate fees structures, while maintaining strong input and feedback from affected students.

SCIT would suggest that the final proposal or any new proposal be brought before not only SCIT for review and consultation but also the Student Senate and the colleges before final submission to the Board of Regents. This will only strengthen the proposal itself and insure future cooperation.

Colleges play a key role in this process. Consultation will allow for exploring strategies and discussion/creation of plans to insure revenue neutrality now and in the future, and for relating technology fees to other college fees and issues (such as laptop requirements).

Students, as both beneficiaries and sources for these funds, deserve to have a clear voice in the establishment of this fee structure. The Student Senate would be an appropriate venue for this input.

SCIT has an ongoing interest in student technology fees and their implementation across the University system: The impact on students; fee structures and implementation issues; and the impact of these fees on colleges, especially with the constant changes in technology. SCIT would request that reports on student technology fees be made to the committee, on an ongoing basis, for discussion/review at least every two years.

Approved May, 2007

MARK SANDERS, CHAIR
INFORMATION TECHNOLOGIES COMMITTEE

7. SENATE CONSULTATIVE COMMITTEE REPORT

Professor Gary Balas, Chair of the Senate Consultative Committees (SCC), recognized the Senate Office staff for their support. He then introduced some SCC members: Pamela Stenhjem, Council of Academic Professionals and Administrators (CAPA) Chair; Bree Richards, Graduate and Professional Student Assembly (GAPSA) member; and Ron Miller, the Student Senate Chair.

He said that SCC recently met with the Social Concerns Committee Chair to learn about their agenda items for the year. The plan is to meet with all the chairs that report to SCC.

MOTION A

**Consent Agenda
Action by the University Senate**

Agenda Items 8. and 9. 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.)

8. MINUTES FOR MAY 3, 2007

MOTION:

To approve the University Senate and Faculty Senate minutes, which are available on the Web at the following URL. A simple majority is required for approval.

<http://www1.umn.edu/usenate/usen/070503sen.html>

**STUART GOLDSTEIN, CLERK
UNIVERSITY SENATE**

**9. COMMITTEE ON COMMITTEES
2007-08 Committees of the University Senate**

University Senate committee memberships for 2007-08:

DISABILITIES ISSUES - Faculty: Alex Lubet (chair), Tammy Berberi, Marilyn Bruin, Lesley Craig-Unkefer, James Gambucci, Maria Gini, Kathryn Kohnert, Julia Robinson, Marlene Stum. **Academic Professionals:** Amy Hewitt, Carol Rachac. **Civil Service:** Kari Branjord, Nicole Tollefson. **Students:** 2 to be named. **Ex Officio:** Eric Schnell, Kimberly Simon.

EQUITY, ACCESS, AND DIVERSITY - Faculty: Margaret Moss (chair), Elizabeth Davis, Joel Eisinger, Benjamin Munson, Joanna O’Connell, Lee Penn, Naomi Scheman, Akhouri Sinha. **Academic Professionals:** Patricia Jones-Whyte, 1 to be named. **Students:** Katie Ballering, Paige Glasener, Chimezie Ononenyi, 3 to be named. **Civil Service:** Susan Cable, Shannon McGoffin. **Ex Officio:** Rusty Barceló, Kimberly Boyd, Peg Lonnquist, Anne Phibbs.

FINANCE AND PLANNING - Faculty: Judith Martin (chair), David Chapman, Joseph Konstan, Russell Luepker, Justin Revenaugh, Terry Roe, Gwen Rudney, Warren Warwick, Aks Zaheer, 1 to be named. **Academic Professionals:** Thomas Klein, Michael Rollefson. **Civil Service:** Rose Blixt, Kathryn Olson. **Students:** Mikael Moseley, 3 to be named. **Ex Officio:** Jonathan Binks, Steve Fitzgerald, Lincoln Kallsen, Kathleen O’Brien, Paul Olin, Richard Pfitzenreuter, Thomas Stinson, Michael Volna, George Wilcox, 1 to be named.

INFORMATION TECHNOLOGIES - Academic Professionals: Mark Sanders (Chair), John Crow, Dale Swanson, Sue Van Voorhis. **Faculty:** Alan Ek, Michael Korth, Greg Laden, Brent Larson, Stuart Speedie, Jim Waddell, Bonnie Westra, 1 to be named. **Civil Service:** Deanette Schmidt. **Students:** Briana Clark, Mahmoud Sadrai, Parker Schultz. **Ex Officio:** John Butler, Steve Cawley, Danielle Tisinger, Billie Wahlstrom.

LIBRARY - Faculty/PA: James Orf (chair), John H. Anderson, Juliette Cherbuliez, Isaac Fox, Stephen Gross, Jennifer Gunn, Jay Hatch, Anatoly Liberman, Nora Paul, Otto Strack, Danielle Tisinger, David Zopfi-Jordan. **Students:** Shruti Patil, Jessica Reinitz, 2 to be named. **Ex Officio:** Jonathan Binks, LeAnn Dean, Joan Howland, Wendy Lougee, Bill Sozansky, Owen Williams, 1 to be named.

SOCIAL CONCERNS - Faculty: Katherine Fennelly (chair), David Fox, Craig Hassel, Kenneth Heller, Catherine Jordan, Ajay Skaria, Mani Subramani. **Academic Professionals:** Joseph Marchesani, Jennifer Oliphant, Todd Tratz. **Civil Service:** Benton Schnabel, Rebecca von Dissen, Julia Washenberger. **Alumni:** Barbara Foster, Richard Lidstad, Janice Meyer. **Students:** Jessica Arett, Christine Dolph, Justin Drees, Kurtis McIntire, 3 to be named. **Ex Officio:** Kimberly Boyd, Greg Schooler, Amelious Whyte.

STUDENT ACADEMIC INTEGRITY - Faculty/PA: Tom Shield (chair), Lisa Anderson, Sarah Angerman, Linda Jones, Randy Moore, Micky Trent, Eric Watkins, 1 to be named. **Students:** Amanda Kossak, Erin West, 3 to be named. **Ex Officio:** Sharon Dzik, Laura Coffin Koch.

STUDENT BEHAVIOR - Faculty/PA: Michael Rodriguez (chair), Lorraine Francis, Francis Harvey, Jeanne Higbee, Patricia Jones-Whyte, Michelle Koker, Nicole Letawsky-Shultz, Christian Mohr, Nikolaos Papanikolopoulos, Paul Porter, Keith Russell, Becky Yust. **Students:** Abby Bar-Lev, Barrie Berquist, Emma Buser, Camille Crary, Alexander Essington, John Hoedeman, Ashley Pavletich, Katina Petersen, Claire Wolters, at least 3 to be named. **Ex Officio:** Sharon Dzik.

FOR INFORMATION:

ALL-UNIVERSITY HONORS - Faculty: Laura Gurak (chair), Carl Adams, Wilbert Ahern, Lois Heller, John Himes, Allen Isaacman, Shashi Shekhar, Madelon Sprengnether. **Academic Professionals:** Jean Kucera, Patrick Troup. **Alumni:** Andrea Hjelm, Todd Klingel, Stephen Litton, Juanita Luis, Eric Pehle. **Civil Service:** Susan LaTendresse, 1 to be named. **Students:** 3 to be named. **Ex Officio:** Kristin Cleveland, Gerald Fischer, Cheryl Jones, Krista Lemos, William Wade, Billie Wahlstrom.

SENATE COMMITTEE ON COMMITTEES - Faculty: Perry Leo (chair), Gary Anderson, Robert Gehrz, Michael Hancher, Joan Howland, Tom Johnson, Mary Jo Kreitzer, Robert McMaster, J. Michael Oakes, Carl Rosen, Stephen Weeks, at least 2 to be named. **Academic Professionals:** Elaine Challacombe, Jacqueline Cottingham-Zierdt, Frank Douma, Kyla Wahlstrom. **Students:** Jamie Ebert, Kristi Kremers, 5 to be named.

SENATE CONSULTATIVE - Faculty: Gary Balas (chair), Nancy Carpenter, Shawn Curley, William Durfee, Marti Hope Gonzales, Emily Hoover, Jeffrey Kahn, Nelson Rhodus, Jennifer Windsor, Becky Yust. **Academic Professionals:** Mary Hagemeister, Pamela Stenhjem. **Civil Service:** Susan Cable, Cathy Marquardt. **Students:** Neal Brown, Jeni Kiewatt, Bree Richards, Kristopher Schwebler, Alicia Smith, 2 to be named. **Ex Officio:** Carol Chomsky, Barbara Elliott, Mary Jo Kane, Judith Martin.

**PERRY LEO, CHAIR
SENATE COMMITTEE ON Committees**

DISCUSSION:

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

APPROVED

END OF MOTION A

10. SENATE CONSULTATIVE COMMITTEE
Senator Responsibilities
Information and Discussion by 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.

DISCUSSION:

Professor Gary Balas, Chair of the Senate Consultative Committees (SCC), said that these responsibilities are being distributed for information. He said that the most important obligations are to talk with colleagues, inform them about Senate items, and bring their concerns to meetings.

11. PRESIDENT’S REPORT

President Bruininks said that an issue he felt strongly about a few years ago was keeping the University accessible and affordable to students, although this discussion was taking place in a year with when the University funding from the state was cut and tuition dramatically increased. Several initiatives were launched, which are now becoming national models for how to keep higher education affordable and accessible.

The first initiative was the Founder's Free Tuition Scholarship program which guarantees grant and gift assistance to provide full coverage of tuition and fees for low-income Pell-eligible students. The average family income for students who benefited from this program was \$26,000 two years ago. Next year this program will serve 4200 students across the University system and will provide close to \$20 million in financial support to these students from private and University resources.

At the same time President Bruininks raised the question of asking alumni and other individuals to donate while speaking at events across the country. He asked the Foundation to make this the highest fundraising priority.

When the last capital campaign ended in 2003, the goal of \$50 million in student scholarships was the only goal that almost was not reached. President Bruininks then suggested a three-year drive to raise \$150 million. A decision was made to match gifts of \$25,000 or more into a permanent endowment and the Promise for Tomorrow Scholarship drive was started. To date \$190 million has been raised which translates to 1200 new scholarships. Eventually the scholarship will cover 10,000 undergraduate, graduate, and professional students throughout the system.

The Twin Cities was almost last in the Big Ten in scholarship and fellowship support was this program started. Now the University is in the middle and the amount of the awards has increased by fifty percent.

Private donors also suggested other ways to help, such as funding up to ninety percent of the total cost to attend the University, transition programs, and mentoring. These programs have led to higher retention and GPA rates.

The role of financial support is vitally important if the University hopes to achieve its aspirational goals to improve retention and graduation rates.

President Bruininks then spoke about the Regents' Scholarship program, noting that more than 1300 employees have used this resource. The program allows employees to take classes each semester at the expense of the University. Last year 276 employees completed a certificate or degree through this program, of which sixty percent were bargaining unit or civil service employees. He has asked for a study of this program to make it more productive in the future.

This last spring brought tuition reforms to the Regents, following a strong appropriation from the state. One reform was fixing the Wisconsin tuition reciprocity agreement which allowed Wisconsin students to pay less than Minnesota students to attend the University. This agreement has been changed so that Wisconsin students will pay the same rate as Minnesota students.

He also said that the non-resident tuition rate was also reduced by \$7000 to broaden national recruitment and attract more international students.

President Bruininks noted that these initiatives keep higher education within reach of University students.

12. QUESTIONS TO THE PRESIDENT

Q: In light of the recent strike, is there a better way to communicate issues at stake during the strike and how can the University community attend to both sides?

A: Having lived through various strikes, both at the University and outside, he noted that strikes are divisive and create a heavy toll on the community as a whole, but especially those who cannot afford to lose their income. The issue is communication, since it is hard to share information when in the middle of a collective bargaining agreement. The University needs to be fair to all of its 19,000 employees.

At the end of the strike valuable employees return to work and the return was hard for them. The strike became too personal and polarized. The best way to conduct negotiations is to stay at the table until the issues are resolved.

One needs to approach these matters from an interest-based point of view. The interests of the University were not to keep the wages of the lowest-income employees at 3.25 and to press for health care givebacks. He urged negotiators to stretch for this segment of the workforce. The agreement was worth 30-35 percent more than what was offered to many other employees. The University should not be in a race to the bottom for benefits.

He was distressed by the strike and felt that it should not have happened. He asked that everyone be welcomed back to their positions and help to heal wounds. However, he noted that the Teamsters union was successfully completed during this period, with overwhelming support from its members.

Q: The University did a poor job not explaining what its offer was, but why the offer was made a certain way. Was this approach considered?

A: Yes, although at issue is that people use language in different ways to talk about these issues and emotions run high during these times. Most people do not understand the concept of step increases, so the University should have used different terminology to explain the increase to the public. The University is revisiting this entire process so that it does not happen again.

13. UNIVERSITY SENATE OLD BUSINESS

NONE

14. UNIVERSITY SENATE NEW BUSINESS

NONE

15. UNIVERSITY SENATE ADJOURNMENT

The University Senate was adjourned at 3:18 p.m.

16. FACULTY CONSULTATIVE COMMITTEE REPORT

Professor Gary Balas, Chair of the Faculty Consultative Committees (FCC), said that FCC recommended two people to serve as Faculty Legislative Liaisons, Professors Martin Sampson and Caroline Hayes. The President has approved these appointments.

The committee has also discussed the Regents Policy on Copyright and the Procedures for Reviewing the Performance of Tenure-Track Probationary Faculty, both of which are discussion items for later in this meeting.

At its August retreat, the committee looked at the status of strategic positioning, focusing on the issue of metrics and measures. FCC felt that faculty metrics were not measured and assessed as well as other aspects of the University, so a subcommittee has been appointed to address this issue.

FCC starts meeting with department heads and chairs tomorrow to hear about issues and ways for the committee to be a resource.

Other agenda items for this fall are review of senior administrators, long-term financing of the academic mission, and a targeted hiring discussion with the Vice President for Equity and Diversity.

If there are other topics that the FCC should be discussing, please let him know.

MOTION B
Consent Agenda
Action by the Faculty Senate

Agenda Items 17. and 18. 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.)

17. SENATE OFFICERS

The chair of the Faculty Senate recommends the following officers for 2007-08:

Clerk – Professor Stuart Goldstein
Parliamentarian – Professor Kristin Hickman

18. COMMITTEE ON COMMITTEES
2007-08 Committees of the Faculty Senate

Faculty Senate committee memberships for 2007-08:

ACADEMIC FREEDOM AND TENURE - Faculty: Tom Clayton (chair), Yusuf Abul-Hajj, Tracey Anderson, William Doherty, Carl Flink, Joseph Gaugler, Linda McLoon, Karen Miksch, John Mowitt, Paul Porter, Terrence Simon, Carol Wells. **Ex Officio:** Arlene Carney, Tom Scott

EDUCATIONAL POLICY - Faculty/PA: Cathrine Wambach (chair), William Bart, April Knutson, James Leger, Richard McCormick, Claudia Neuhauser, Peh Ng, Jane Phillips, Paul Siliciano, Donna Spannaus-Martin, Douglas Wangensteen, Joel Weinsheimer. **Students:** LeAnn Alstadt, Molly Tolzmann, 4 to be named. **Ex Officio:** Gail Dubrow, Craig Swan.

FACULTY AFFAIRS - Faculty: Geoffrey Sirc (chair), Stacy Aronson, Ben Bornshtein, Vladimir Cherkassky, Jayne Fulkerson, Kathryn Hanna, Morris Kleiner, Anna Masellis, Luis Ramos-Garcia, George Sheets, Roderick Squires, Larry Wallace, Virginia Zuiker. **Academic Professionals:** Erin George, Holly Littlefield. **Ex Officio:** Arlene Carney, Carol Carrier, Dann Chapman, Tom Clayton, Theodor Litman. **Students:** 2 to be named.

JUDICIAL - Faculty: Tom Scott (chair), David Andow, David Biesboer, Martha Bigelow, John Budd, Sauman Chu, Ernest Davenport, Amos Deinard, Caroline Hayes, Brian Horgan, Joan Howland, Terry Jones, Carol Klee, Alice Larson, Paula O'Loughlin, Michael Sadowsky, Paul Shaw, Clifford Steer, Susan Wells. **Legal Advisor:** Jan Halverson, Karen Schanfield.

RESEARCH - Faculty: Dan Dahlberg (chair), Linda Bearinger, Jerry Cohen, James Cotter, Sharon Danes, Donald Dengel, J. Stephen Gantt, Tryphon Georgiou, Paul Johnson, Jennifer Linde, Steven Ruggles, Virginia Seybold, Joel Slaton, George Trachte, Sanford Weisberg. **Academic Professionals:** Barbara Van Drasek, Jean Witson. **Civil Service:** 1 to be named. **Students:** Bridget Helwig, Shikha Jain, 1 to be named. **Ex Officio:** Richard Bianco, Arlene Carney, Robin Dittmann, Timothy Mulcahy, Mark Paller, Federico Ponce de Leon, Susan Rafferty Charles Spetland.

FOR INFORMATION:

ACADEMIC HEALTH CENTER FACULTY CONSULTATIVE - Faculty: Lois Heller (chair), Susan Berry, Peter Davies, Brian Isetts, George Maldonado, Paul Olin, 2 to be named. **Ex Officio:** Paul Olin.

ADVISORY COMMITTEE ON ATHLETICS - Faculty/PA: Douglas Hartmann (chair), Melissa Avery, Linda Brady, Thomas Brothen, Ronald Greene, Laurie McLaughlin, S. Douglas Olson, Richard Weinberg, Virginia Zuiker. **Civil Service:** Duane Nelson. **Alumni:** Linda Mona, Jerry Noyce. **Students:** Jonathan Loveall, 3 to be named. **Ex Officio:** J.T. Bruett, Joel Maturi, Mark Nelson.

FACULTY ACADEMIC OVERSIGHT ON INTERCOLLEGIATE ATHLETICS - Faculty: Thomas Brothen (chair), Linda Brady, Priscilla Gibson, Douglas Hartmann, Murray Jensen, Timothy Johnson, Mark Seeley, Richard Weinberg, 1 to be named. **Ex Officio:** J.T. Bruett, Mark Nelson.

FACULTY CONSULTATIVE - Faculty: Gary Balas (chair), Nancy Carpenter, Shawn Curley, William Durfee, Marti Hope Gonzales, Emily Hoover, Jeffrey Kahn, Nelson Rhodus, Jennifer

Windsor, Becky Yust. **Ex Officio:** Carol Chomsky, Dan Dahlberg, Barbara Elliot, Lois Heller, Mary Jo Kane, Judith Martin, Martin, Geoffrey Sirc, Catherine Wambach.

NOMINATING - Faculty: Catherine French (chair), Jean Bauer, Susan Berry, Arthur Erdman, Daniel Feeney, Amy Kaminsky, Mindy Kurzer, Scott Lanyon, Ann Masten, Mary Jo Maynes, Leslie Schiff. **Academic Professional:** 2 to be named.

PERRY LEO, CHAIR
FACULTY COMMITTEE ON COMMITTEES

DISCUSSION:

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

APPROVED

END OF MOTION B

19. FACULTY SENATE BYLAW AMENDMENT
Faculty Committee on Committees Charge
Action by the Faculty Senate

MOTION:

To amend Article IV, Section 5(G) of the Faculty Senate Bylaws as follows (language to be added is underlined). As an amendment to the Faculty Senate Bylaws, the motion requires either a majority of all voting members of the Faculty Senate (83) at one regular or special meeting, or a majority of all voting members of the Faculty Senate present and voting at each of two meetings. This is the first meeting at which this motion is being presented.

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

...

5. Faculty Senate Committee Charges

...

G. FACULTY COMMITTEE ON COMMITTEES

...

Membership

The Faculty Committee on Committees shall be composed of at least 13 and no more than 15 elected tenured or tenure-track faculty members, at least 2 and no more than 4 elected academic professional members.

Of the faculty/academic professional members, 12 shall be from the Twin Cities campus. There shall also be one member each from the ~~Duluth~~ and Morris campuses. All faculty/academic professional members shall be elected for three-year terms by the faculty/academic professional members of the Senate from these respective campuses. In case of a faculty/academic

professional vacancy, the remaining faculty/academic professional members, by majority vote, shall fill the vacancy by interim appointment until the next general election.

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

...

COMMENT:

The current membership language designates a seat for a Duluth faculty member. Since this seat has not been filled since 2003, the Medical School Duluth's Nominating Committee was asked if they wanted to keep one seat designated for Duluth or if it could be part of the at-large seat assignment. The Nominating Committee decided that they could not fill a designated seat and suggested that the allotment be changed. The above language represents this change.

**PERRY LEO, CHAIR
FACULTY COMMITTEE ON COMMITTEES**

DISCUSSION:

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

APPROVED

**20. EDUCATIONAL POLICY COMMITTEE
Course Numbering Policy
Action by the Faculty Senate**

MOTION:

To approve the policy as follows.

Course-Numbering Policy

Semester courses will have four digit numbers. The first number designates the course level. The numbering system is as follows:

0xxx Courses that do not carry credit toward any University degree.

1xxx Courses primarily for undergraduate students in their first year of study.

2xxx Courses primarily for undergraduate students in their second year of study.

3xxx Courses primarily for undergraduate students in their third year of study.

4xxx Courses primarily for undergraduate students in their third or fourth year of study; graduate students may enroll in such courses for degree credit.

Note: Use of 4xxx Courses in Graduate Programs

4xxx courses can be counted for a Graduate School degree. However, no 4xxx course can be counted for a Graduate School degree unless it is taught by a member of the graduate faculty or an individual appointed to Limited Teaching Status (LTS). Also, a graduate program may restrict the use of 4xxx courses in the program (e.g., by stipulating that no more than y credits of 4xxx courses may be counted or by stipulating that only certain 4xxx courses may be counted). Such

restrictions may be applied both for 4xxx courses in the major field and for 4xxx courses outside the major field. These are matters left to the discretion of each graduate program.

5xxx Courses primarily for graduate students; undergraduate students in their third or fourth year may enroll in such courses.

6xxx Courses for post-baccalaureate students in professional degree programs.

7xxx Courses for post-baccalaureate students in professional degree programs.

Note: 6xxx and 7xxx Courses

6xxx and 7xxx courses are to be used primarily for post-baccalaureate professional programs that are not offered through the Graduate School. 6xxx and 7xxx courses may be counted for a Graduate School degree, if a degree program wants them to count. Similarly, 5xxx and 8xxx courses may be counted for a non-Graduate School degree, if a program wants them to count. Those departments or programs that offer both Graduate School degrees and non-Graduate School degrees should decide for themselves how best to number courses in the curriculum.

8xxx Courses for graduate students.

9xxx Courses for graduate students.

All thesis credit courses shall use the following numbering conventions.

8555 Thesis/Project Credits: Master of Fine Arts

8666 Doctoral Pre-thesis Credits

8777 Thesis Credits: Masters

8888 Thesis Credits: Doctoral

All-University numbering conventions for other kinds of courses are provided below.

xx91 Independent Study

xx92 Directed Reading

xx93 Directed Study

xx94 Directed Research

xx95 Problems

xx96 Field Study; Internships, Industrial Assignment

xx97 Reserved for future use

xx98 Reserved for future use

All of the above are examples of courses that may be repeated for credit. Use of a zero as the last digit of a course number should be reserved for other kinds of courses that may be repeated for credit (e.g., "topics" courses).

COMMENT:

The Senate Committee on Educational Policy (SCEP) discussed several times in the past few years the rules that are to govern course numbering. The "policy" was contained in an administrative memo not readily accessible; SCEP concluded that (1) course numbering is an important matter of educational policy, in that it directs which students should be enrolling in which classes, and (2) as a matter of institutional policy, it should be more readily accessible (such as on the Senate website).

SCEP recommends that the Faculty Senate adopt the course-numbering policy.

CATHRINE WAMBACH, CHAIR

EDUCATIONAL POLICY COMMITTEE

DISCUSSION:

Q: How will students know if a faculty member is part of the Graduate School faculty when they register for a course?

A: This policy will put pressure on departments to clarify who is teaching courses.

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

APPROVED

21. ACADEMIC FREEDOM AND TENURE COMMITTEE Amendments to the Procedures for Reviewing the Performance of Tenure-Track Probationary Faculty Information and Discussion by the Faculty Senate

Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty Draft as of September 25, 2007

I. Introduction

- A. Scope
- B. Definitions
- C. Variances
- D. Confidentiality of review materials

II. Tenure Procedures

- A. Actions to be taken generally
 - 1. Unit statement of criteria (7.12)
 - 2. Regular voting rules
 - a. Who is eligible to vote
 - b. Disqualifications
 - c. Voting procedures
 - d. Questions to be voted upon
 - e. Required majority
 - f. Report of the vote
 - 3. Rules requiring an exceptional majority
- B. Actions at the beginning of a probationary appointment
 - 4. Explaining the process to the candidate
- C. Annual review during the probationary period
 - 5. Elements of the annual review process
 - 6. Collecting information on the candidate's performance
 - 7. Annual review by the tenured faculty
 - 8. Annual conference with the candidate
- D. Unit consideration of the candidate for tenure or for termination of his or her appointment
 - 9. Tenure decision may be made at any time
 - 10. A decision to terminate an appointment may be made at any time
 - 11. Schedule for unit action
 - 12. Preparation of the file for tenure decisions
 - 13. Report of action

- E. Review by college, campus, or alternative second-level review committee
 - 14. Review by senior academic administrators
 - 15. Collegiate or campus review committee
 - 16. Applicable all-University criteria and standards
 - 17. Requests for reconsideration or for more information
 - 18. Dean's recommendation
- F. Central review and action
 - 19. Central review
 - 20. Standards for review and action
 - 21. Action by the Senior Vice President for Academic Affairs and Provost; explanations to dean/chancellor and unit

III. Promotion Procedures

These procedures are adopted in accordance with sections 6, 7, 9, and 16 of the Board of Regents Policy: *Faculty Tenure*. They cover additional elements of the tenure-granting and review process.

I. Introduction

A. Scope

This document contains procedural rules for the consideration of candidates for tenure and promotion. It is also intended to provide a convenient guide for unit heads, tenured faculty members, and candidates, to assist in understanding and organizing the tenure-granting and promotion process. Those faculty members who are governed by contracts with the University Education Association abide by some parts of these Procedures and not others, as specified in their individual contracts. The document restates some of the rules that are found in the Board of Regents Policy: *Faculty Tenure* and adds additional procedures. For additional detail or interpretation, see the relevant sections of *Faculty Tenure*.

The mandatory rules (those using "must" or "shall") established in this document are minimum requirements. Other procedures are simply recommendations or expressions of permission (those using "should" or "may"). Units, colleges, and campuses are encouraged to supplement them with additional rules that clarify the process for considering tenure and promotion while protecting the rights of candidates. Any supplemental rules must be consistent with these Procedures and with *Faculty Tenure*.

The procedural rules established by this document are intended to guide the orderly and fair administration of the tenure process. Units, review committees, unit heads, and other administrators should carefully follow them. But a decision may not be set aside merely because there have been minor or technical deviations from the rules. The Judicial Committee has authority to take action based on procedural irregularities only if the personnel decision was "based in significant degree upon . . . substantial and prejudicial deviation from the procedures" (*Faculty Tenure*, section 7.7(3)).

These procedural rules apply to individuals regardless of the date of their initial appointment.

B. Definitions

Candidates include: (1) probationary faculty members eligible for indefinite tenure and promotion to the next rank; (2) probationary faculty members eligible to receive tenure in rank; and (3) faculty members with tenure eligible for promotion in rank.

In these Procedures, "unit" means the academic unit that makes the initial recommendation on tenure and promotion. That may be a department, a college (in colleges not subdivided into departments), or a division (on a coordinate campus).

The definitions of teaching, research, and service set forth in *Faculty Tenure*, section 7.11, as approved by the Board of Regents in June 2007 will not apply to probationary faculty members appointed before July 1, 2007, if those faculty members have chosen to be evaluated on the basis of a different version of *Faculty Tenure* in place when they were initially appointed.

C. Variances

If it is impossible or impracticable to implement these procedures, a unit may apply to the Senior Vice President for Academic Affairs and Provost for a written variance. Variances will be given very sparingly, and will require that the unit take other steps to ensure that the process conforms as far as possible to the principles set forth here. Applications for variance must be made in writing; approval must be given in writing by the Senior Vice President for Academic Affairs and Provost, who will consult with the Faculty Senate Academic Freedom and Tenure Committee before acting on the request.

D. Confidentiality of review materials

All materials collected in the tenure or promotion file, all written reports of the deliberations, and all written reviews by college and central administration, are private and must not be disclosed to anyone not participating in the tenure or promotion decision, or in the review of that decision (e.g. members of the Senate Judicial Committee or the Office of the General Counsel addressing complaints regarding a promotion or tenure decision). Faculty members must destroy files given to them for review after the promotion and tenure process is concluded.

II. Tenure Procedures

A. Actions to be taken generally

1. Unit statement of criteria (7.12)

Faculty Tenure requires every unit to have a document specifying the indices and standards that will be used to evaluate candidates, and those standards will apply to all candidates for tenure in the unit, except as modified for faculty appointed pursuant to a special contract (*Faculty Tenure*, sections 7.12 and 3.6). When a unit adopts new criteria in accordance with established University procedures, "current probationary faculty in the unit may elect to be evaluated on the criteria in the previous Subsection 7.12 Statement or on the new criteria. This option is also available to current tenured faculty in their evaluation for promotion to the next level. Probationary or tenured faculty must make this decision within one year of the date of administrative approval of the new criteria" (*Faculty Tenure*, Interpretation 6). The Senior Vice President for Academic Affairs and Provost shall be responsible for obtaining an acknowledgment from each probationary or tenured faculty member described in this paragraph and his/her unit head and dean or chancellor, specifying the faculty member's choice, within the one-year period specified in Interpretation 6 of *Faculty Tenure*.

2. Regular voting rules

Tenure votes are taken at meetings of the tenured faculty. A tenure vote may be taken at any annual-review meeting during the probationary period, but must be taken in the last year of the probationary period. See section D(9).

a. Who is eligible to vote

Attendance and participation at tenure and promotion meetings are essential obligations of the members of the tenured faculty. The head of the unit must schedule the time and place of the formal meeting of the tenured faculty well in advance, and must notify all tenured faculty members of the meeting. In ordinary circumstances, at least one month's notice of the meeting should be given. All faculty members eligible to vote are expected to review the candidate's file prior to the meeting and to attend the meeting unless unable to do so for compelling reasons.

Only members of the tenured faculty of the unit have the right to participate in the meeting and vote on granting tenure, except as specified in this paragraph. In the cases of small units, it may be appropriate to include, in the discussion and vote on tenure, a professor or professors from another unit or units in the college, campus, or University. Including additional faculty members is also warranted in cases of candidates whose work encompasses multiple disciplines. In order for faculty members from outside the unit to participate, the initiating unit and/or the dean or chancellor must submit a written request to and obtain authorization in writing by the Senior Vice President for Academic Affairs and Provost. The request must identify the faculty member under consideration, and give the name(s) and tenure homes of those faculty members who will be asked to vote on the candidate and the reasons for including them.

If the unit head is a member of the tenured faculty, he or she may participate and vote but has no additional tie-breaking vote.

b. Disqualifications

Persons who are or were closely related to a candidate, or who have or have had an intimate personal relationship with a candidate that could prejudice their judgment, must not attend or participate in the meeting where that candidate is being considered. If the candidate (or another member of the tenured faculty) wishes to challenge the participation of any member of the tenured faculty, that challenge must be made in writing to the challenged faculty member and to the head of the unit at least two weeks before the scheduled tenure meeting, stating the reasons for the challenge and setting forth the relevant evidence. The fact that a member of the tenured faculty has formed a negative view of the candidate's teaching, scholarship, or service during the course of the candidate's career is not a basis for disqualification. In most cases, the unit head will decide whether the challenged faculty member may participate in the decision. In cases where the unit head is the challenged faculty member, the decision will be made by the dean, chancellor, or other administrator to whom the unit head reports. In doubtful cases, the Office of Equal Opportunity and Affirmative Action should be consulted in reaching a decision about disqualification, pursuant to its responsibilities under the Nepotism and Consensual Relationships Policy of the Board of Regents. The record of the challenge and its resolution will be included in the file forwarded for review. If the challenged faculty member is not permitted to participate in the discussion and vote, that person shall be considered ineligible to vote and therefore shall not count toward the quorum requirement established in these Procedures (see section 2(e)).

The same principles of disqualification apply to members of the review committees and to academic administrators who may be called upon to review the matter.

c. Voting procedures

The vote is taken by written, unsigned secret ballot. An effort must be made to provide a copy of the file to every tenured faculty member who will be absent from the meeting but wishes to cast a ballot. Such faculty members must be given an opportunity to vote by written absentee ballot,

which should be sent in a sealed envelope to the unit head. Proxy votes, telephone votes, and email votes are not permitted.

d. Questions to be voted upon

During any annual-review meeting before the final probationary year, a unit may vote upon either (or both) of the following questions:

Shall (the candidate) be recommended for tenure?

Shall (the candidate) be given notice of termination of appointment?

Any consideration of termination must be pursuant to the standards specified in Section 10 of these Procedures.

If no vote is taken or if there is no majority for either motion, the appointment will be continued.

In the last year of the probationary period, the question should be "Shall (the candidate) be recommended for tenure?" If there is no majority for that motion, the recommendation is automatically for termination of the appointment.

e. Required majority

A quorum must be present for discussion and vote on promotion and tenure. A quorum is defined as more than 50% of the faculty members eligible to vote on the matter. Unless the faculty of a unit adopts a rule requiring an exceptional majority (see section 3 below), the action of the unit is based on the vote of the majority of those voting on the question, including absentee ballots cast as specified in section 2(c). Abstentions are not counted in determining whether a majority of those voting cast votes in favor of tenure or promotion, as required to report an affirmative recommendation, but the number of abstentions is reported as part of the vote tally and, in the review process, they will be considered an indication of lack of support for the candidate by those abstaining. Abstentions are strongly discouraged. Tenured faculty members have an obligation to decide whether or not a candidate merits tenure or promotion and to vote for or against tenure or promotion.

If there is a tie vote, the recommendation is in the negative. In the final year of the probationary period, a tie vote on the question of tenure automatically results in a recommendation for termination of the appointment.

In a unit that has a rule requiring an exceptional majority (see section 3 below), if a recommendation to grant tenure receives an ordinary majority but not the required exceptional majority, the unit must prepare and send forward the file without a recommendation for tenure, unless the candidate requests in writing that the file not be reviewed beyond the unit.

f. Report of the vote

In all cases, the actual vote is to be reported. The report should indicate the number eligible to vote, the number present at the meeting, the number of affirmative and negative votes and abstentions, and the number of absentee ballots cast. If there is a "reconsideration" after an initial vote, both the original and the reconsidered vote must be reported. Although the unit's recommendation is based upon the required majority by the rules applicable to the particular unit, reviewing committees and administrators may legitimately take into consideration the relative size of the majority in conducting their own review of the candidate.

3. Rules requiring an exceptional majority

As specified in section 2(e), if the unit or college does not specify otherwise, a majority of those voting on a personnel question will take action for a unit, if a quorum is present. A unit or college may, however, require an exceptional majority (for example, a 2/3 majority of those voting or an absolute majority of the tenured members of the unit) as a prerequisite for a recommendation for tenure (*Faculty Tenure*, section 7.4 (d)). If a unit chooses to do so, it must adopt that rule well in advance of the meeting in which the tenure decision will take place, normally no later than the end of the previous academic year. Any rule requiring an absolute majority must also make provision for excusing members who are unable to participate in person. All rules requiring special majorities must be reported to the dean or chancellor and to the Senior Vice President for Academic Affairs and Provost and the Faculty Senate Academic Freedom and Tenure Committee. The rule may be adopted as part of the college or unit constitution or as part of the rules adopted under section 7.12 of *Faculty Tenure*. If such a rule is adopted, it must be included as part of the unit statement required by section 7.12.

If a unit votes to change the majority required, with corresponding change to the 7.12 statement, current probationary faculty members must choose whether to be considered under the old or new rule within one year of the final approval of the new 7.12 statement by the Senior Vice President for Academic Affairs and Provost (*Faculty Tenure*, Interpretation 6). The Senior Vice President for Academic Affairs and Provost shall be responsible for obtaining an acknowledgment from each probationary or tenured faculty member described in this paragraph and his/her unit head and dean or chancellor, specifying the faculty member's choice, within the one-year period specified in Interpretation 6 of *Faculty Tenure*,

B. Actions at the beginning of a probationary appointment

4. Explaining the process to the candidate

In the first year of the probationary appointment, the unit head must review the terms of appointment with the probationary candidate. This includes:

- a. Making certain that credit for prior service has been granted and appropriately recorded, and that there is a common understanding about the maximum length of the probationary period (*Faculty Tenure*, section 5.4).
- b. Supplying the candidate with copies of *Faculty Tenure*, these "Procedures," and the unit Statement about tenure expectations (*Faculty Tenure*, section 7.12). If the candidate is unsure about the application of the criteria, the head should seek to make that as clear as possible.
- c. Informing the candidate about the procedures used by the unit to review teaching, research, and service. The candidate must be informed about the annual-review process and made familiar with the annual report on Appraisals of Probationary Faculty (President's Form 12) that will be completed. The candidate must also be informed about his or her right to inspect the file and right of access to information.

The unit head must make a written summary of this meeting, including the time and date it took place, and include it in the candidate's personnel record. The probationary faculty member must sign and date this summary. The unit head must forward a copy of this signed summary to the dean or chancellor and to the Senior Vice President for Academic Affairs and Provost.

C. Annual review during the probationary period

5. Elements of the annual review process

The process of reviewing a candidate's progress is continuous. It is intended to be encouraging and nurturing, although it is necessarily evaluative. Especially in the early years of the probationary period, the annual tenure review is intended to point out to the candidate his or her strengths and weaknesses, so that the strengths can be built upon and the weaknesses remedied. Three elements are essential to this process: information gathering, deliberation, and consultation with the candidate. The review is always to be conducted in accordance with the unit statement required by section 7.12 of *Faculty Tenure*.

The procedures set forth in these paragraphs (5-8) are minimum requirements. Some units may prefer to conduct a more formal annual review, comparable to the one that must take place when a formal recommendation will be made regarding the candidate in the decision year.

6. Collecting information on the candidate's performance

The unit head has the responsibility to ensure that the unit gathers data annually about the candidate's performance on all relevant criteria and must make the assembled file available to the candidate for his or her review. These functions must be performed by the unit head or by a designated member or committee of the tenured faculty and may not be delegated to staff or students, although they may play appropriate supporting roles. The candidate must assist in the preparation of the file when asked to do so.

The annual review file should include as appropriate:

- i. The candidate's current curriculum vitae and annual activity reports;
- ii. Summaries of the candidate's teaching assignments, and student and peer evaluations, using the methods of evaluation that have been adopted for the unit or college (see *Faculty Tenure (2007)*, footnote 4, for the definition of teaching, or if the probationary faculty member is still governed by Section 7.11 of *Faculty Tenure (2001)*, then see footnote 6 for the definition of teaching; see also "Policy and Protocol on the Evaluation of Instruction" approved by the Faculty Senate);
- iii. Summaries or copies of (or references to) the candidate's scholarly research or other creative work (see *Faculty Tenure (2007)*, footnote 4 for the definition of scholarly research and other creative work, or if the probationary faculty member is still governed by Section 7.11 of *Faculty Tenure (2001)*, then see footnote 7 for the definition of research);
- iv. Summaries of the candidate's service activities (see *Faculty Tenure (2007)*, footnote 4, for the definition of service, or if the probationary faculty member is still governed by Section 7.11 of *Faculty Tenure (2001)*, then see footnote 8 for the definition of service);
- v. Copies of the Appraisal of Probationary Faculty forms for the current and previous years;
and
- vi. Any other relevant material.

The file may also include evaluations of the candidate's scholarly research or other creative work by persons inside and outside the University.

The probationary faculty member has the right and responsibility to inspect the annual-review file annually. He or she has a right to submit written comments and to add relevant materials to the file. Material provided by a candidate should be identified as such.

The annual-review file is only one part of the candidate's personnel file in the unit and contains only those materials that are relevant to an eventual tenure decision. It is accessible to the candidate and to all of the tenured faculty members in the unit, while other portions of the candidate's personnel file are accessible only to the candidate and to those who have reason to have access to particular information contained in it.

7. Annual review by the tenured faculty

The tenured faculty members of the unit must review the progress of each probationary faculty member annually, either at the annual tenure meeting or at a separate meeting. The files for the probationary faculty members must be made available to the tenured faculty a reasonable time in advance of the meeting. The annual review does not require a formal ballot or recommendation of the faculty, but units may take a vote, if they wish, as specified in section 2(d). The balloting procedures, if any, must be specified in the unit 7.12 statement. (Note that under *Faculty Tenure*, an appointment will automatically be renewed annually until the maximum probationary period is reached, unless there is an earlier recommendation for granting tenure or terminating the appointment.)

Under section 5.5 of *Faculty Tenure*, a probationary faculty member may request that his or her tenure clock be stopped for one year at a time for the birth or adoption of a child, for caregiver responsibilities, or for personal illness. Stopping the tenure clock is not a leave. If a faculty member has stopped the tenure clock, this must be noted on President's Form 12 during the annual review. If a faculty member has stopped the clock during one year of the probationary period (e.g., year 3), then the following year of the probationary period is considered a continuation of that same year (in the example given, year 3 once again). That is, this probationary faculty member would have an annual review each year, but the expectations for the continuation year would not be equal to those for a new, separate year. During the year or years that a faculty member has stopped the tenure clock, he or she continues with regular teaching, research, and service activities as determined by established workload policies, but the expectations for progress in research, teaching, and service are reduced during the time the tenure clock has been stopped.

Probationary faculty members who stop the tenure clock for the conditions listed in *Faculty Tenure* (section 5.5) must be allowed to do so without fear of prejudice on the part of the unit head or of the tenured faculty members of the unit. Probationary faculty members may not be given notice of termination of their appointment during a year in which the clock has been stopped except as otherwise specified in *Faculty Tenure* (e.g. fiscal emergency, disciplinary action, etc.).

8. Annual conference with the candidate

The unit head must discuss annually with the candidate his or her progress toward achieving tenure. The unit head also reports to the candidate the sense of the meeting of the tenured faculty, and any recommendations made by it. If the candidate has not personally reviewed the individual evaluations of performance contained in the file (as permitted by section 6), the unit head summarizes them. It is important that this conversation be candid and that the candidate be clearly told if there are areas in which performance needs to be improved. The candidate must be given a copy of the annual Appraisal of Probationary Faculty report, which must reflect the major elements of this conversation, as well as a written summary of any additional matters discussed. The annual Appraisal of Probationary Faculty report must state clearly the concerns of the tenured faculty regarding the candidate's progress toward tenure and must provide guidance for addressing any weaknesses that have been noted. The review of the probationary faculty member by the tenured faculty, the conference with the probationary faculty member, and the

final written report must reflect the criteria and indices of performance in the unit's 7.12 statement. If the candidate has questions about the application of the criteria or about what he or she is expected to do, the unit head must explain the criteria. If the candidate has stopped the tenure clock according to section 5.5 of *Faculty Tenure*, the annual report must clearly report that fact.

The head of the unit must place in the candidate's file each year the Appraisal of Probationary Faculty report (President's Form 12) and a written summary—with date and time specified—of any additional matters discussed. This report is signed by the candidate and the unit head, and evaluated and signed by the dean of the candidate's college or by the chancellor of the coordinate campus, and by the Senior Vice President for Academic Affairs and Provost or Senior Vice President for the Health Sciences.

D. Unit consideration of the candidate for tenure or for termination of his or her appointment

9. Tenure decision may be made at any time

A decision on tenure may be made in any year of the probationary period, including the extended probationary period of a candidate who has stopped the tenure clock according to section 5.5 of *Faculty Tenure*.

A probationary faculty member may request an early tenure review; the unit will decide whether to conduct it. Because the process of conducting a formal review involves a number of steps, including external evaluations, and because there is a fixed time schedule for review of unit recommendations, a decision to conduct a formal tenure review must be made well in advance of the date on which a vote will be taken. In most cases, it will be necessary to initiate the process during the summer preceding the academic year in which the vote will be taken.

A candidate must be considered in a formal tenure review no later than in the last year of the probationary period; that is,

- i. in the sixth year of an ordinary probationary period, or
- ii. at the designated time in a shorter probationary period; or
- iii. at the end of the extended probationary period for a candidate who has stopped the tenure clock according to section 5.5 of *Faculty Tenure*; or
- iv. at the time required by special contract.

A formal review may be initiated at any earlier time by the unit head or by vote of the tenured faculty of the unit.

Candidates must be told that the outcome of an early tenure evaluation may be a recommendation for (1) promotion and tenure; (2) continuation of the probationary appointment without tenure and promotion at this time; or (3) termination.

10. A decision to terminate an appointment

A decision to recommend termination may be made in any year of the probationary period, except that faculty members who have stopped the clock according to Section 5.5 of *Faculty*

Tenure may not be terminated during the year in which they received an extension of the tenure clock stopped except as otherwise specified in *Faculty Tenure* (e.g. fiscal emergency, disciplinary action, etc.).

A unit may recommend termination of a candidate's appointment if his or her overall performance is so clearly below the standards required by the unit's 7.12 statement that this course of action is appropriate, or (2) performance on any of the primary criteria is so deficient that positive evaluation of the other criteria would not warrant continuation of appointment. The reasons for this action must be clearly documented in a written evaluation.

11. Schedule for unit action

The Senior Vice President for Academic Affairs and Provost (and the dean or chancellor) annually establishes schedules for formal action by units and the subsequent review of those recommendations by the colleges, campuses, and central administration. It is important that the units, colleges, and campuses comply with these schedules, so that appropriate and unhurried review of decisions may take place and required notice be given in a timely manner.

12. Preparation of the file for tenure decisions

The head of the unit has the responsibility for seeing that a file is prepared for each candidate, with the help and advice of at least one senior faculty member. The file must contain relevant information on teaching, scholarly research and other creative work, and service, and on other factors relevant to the decision, including outside evaluations of the candidate's contributions to scholarly research and other creative work. The unit should seek appraisals both from persons suggested by the candidate and from other recognized scholars in the field. Units may determine a minimum number of external appraisals that they require, but at least half, and no fewer than four, of the external reviews must be obtained from individuals with no direct professional or personal interest in the advancement of the candidate's career (for example, they should not be former advisors, mentors, co-authors, or co-investigators on previous work). The file must specify clearly the relationship of each external reviewer to the candidate and should contain a description of each external reviewer and his or her credentials to enable collegiate/campus review committees and collegiate and central administrators to interpret reviews more fully. External reviewers must be told that their evaluations will not be held confidential, because state law permits the candidate to inspect them. They must be told if and when a candidate has stopped the tenure clock and for how long. They are not told the reason that the tenure clock was stopped but should be advised to allow for reduced productivity during the time the clock was stopped.

Relevant information must not be excluded from the file, but the weight to be given to the views of any particular outside referee, internal evaluator, or student is a matter to be considered by the decision-making bodies. Anonymous statements must not be included in the file and cannot be considered. Unsolicited signed comments will be included in the file, if they are relevant and material to the decision. Candidates are discouraged from soliciting comments or evaluations independently but are encouraged to suggest names of evaluators.

This file is similar to that prepared for the annual review, but it should encompass the entire probationary period. It includes:

- i. The candidate's current curriculum vitae and a summary of the candidate's accomplishments during the probationary period.

- ii. A summary of the candidate's teaching assignments; student and peer evaluations, using the methods of evaluation that have been adopted for the unit or college; and a statement by the candidate on his/her teaching, including, for example, a discussion of teaching philosophy, learning outcomes, and the like.
- iii. A summary of the candidate's research or other scholarly contributions or creative work. (If copies of the research itself are included in the basic file, they should not be forwarded in the review process to central administration unless a specific request is made for them by the reviewing authorities. The review will be conducted on the basis of summaries and evaluations. Copies of the candidate's scholarly contributions are part of a supplementary file that will be available upon request). Candidates must supply a research statement that describes his or her program of scholarly research or creative work completed to date along with plans for future work.
- iv. A summary and narrative of the candidate's service activities.
- v. A copy of the Appraisal of Probationary Faculty reports for each of the probationary years as well as of other evaluations by the unit or unit head.
- vi. Any other relevant material relating to the candidate's satisfaction of the requirements for tenure, including evaluations, by persons inside and outside of the University, of the candidate's teaching, scholarly research or other creative work, and service.

The candidate must assist in assembling the file if asked. The unit head must make the assembled file available to the candidate for his or her review. The candidate has the right and responsibility to inspect the file and the right to submit written comments and add relevant materials to the file. Material provided by a candidate should be identified as such.

13. Vote and report of action

The unit takes a vote and reports the vote according to Section II.A.2. All reports must be dated.

The unit head (or the designated tenured faculty member or committee) prepares a draft report that states the faculty's recommendation, specifies the results of all votes taken, summarizes the candidate's file, and gives the reasons for the actions taken at the meeting of the tenured faculty, including any minority views expressed at the meeting that had substantial support.

Serving in the capacity of the initial academic administrator, the unit head also prepares an additional statement of his or her agreement or disagreement with the unit's recommendation, including the reasons for any disagreement.

The draft report is made available to tenured faculty members, who may comment and suggest changes, and may file separate reports if they believe that their views are not adequately reflected in the unit's report. Copies of such separate reports must be given to the unit head and to the candidate. The submission of such reports is the only appropriate way for faculty members to present their individual views to those reviewing the unit recommendation. The unit head informs the candidate of the unit's recommendation and of his or her own recommendation and gives the candidate a copy of each written report. The candidate has the right to submit a supplementary statement on the unit review for inclusion in the file. Copies of the statement must be given to the head of the unit and distributed to the tenured faculty.

The unit forwards for review (1) the file, (2) the unit recommendation, (3) the unit head's recommendation, (4) the unit report, (5) any separate statements by members of the tenured faculty, and (6) any statement by the candidate. (As noted above, copies of the candidate's

scholarly research or other creative work are not to be forwarded, unless the reviewing authorities request them.)

E. Review by college, campus, or alternative second-level review committee

14. Review by senior academic administrators

The unit recommendation is reviewed by the academic administrator to whom the unit head reports. For most units on the Twin Cities campus, the review is by the dean of the college, who may receive a recommendation from a collegiate review committee (see section 15). For colleges in the Academic Health Center, the dean's recommendation is forwarded for review to the Senior Vice President for the Health Sciences.

For coordinate campuses, the review is by the chancellor, who will receive a recommendation from a campus-wide review committee.

For Twin-Cities-campus colleges that are not subdivided into departments, the review is by the Senior Vice President for Academic Affairs and Provost, who will receive a recommendation from a review committee composed of tenured faculty both from the participating colleges and from other colleges he or she designates . [At the present time (2007), the Humphrey Institute, the Carlson School of Management, and the Law School use this process, as do some colleges in the Academic Health Center.]

The membership of all review committees is public information. An administrator reviewing a tenure recommendation may consult with persons other than the review committee advising him or her, but each such consultation must be recorded in the candidate's file. Senior academic administrators and review committees are governed by the rules for voting and for evaluating candidates contained in sections 15-17.

15. Collegiate or campus review committee

The collegiate or campus review committee is composed of members of the tenured faculty of the college or campus, selected as specified in the college or campus procedures. The committee makes a recommendation to the dean or chancellor. Because faculty members have an obligation to participate in the unit recommendation and participate in the evaluation of the candidate throughout the probationary period, a member of a unit who serves on a review committee may not participate in the discussion of or vote on a candidate from his or her own unit. A committee member also may not participate in a review in circumstances in which he or she would have been disqualified by part 2(b) of these Procedures (because of a relationship with the candidate).

The review committee must review the matter on the basis of the file and other documents that are forwarded to the dean. It may not seek additional information either from members of the unit or from others. If it finds that the file contains insufficient information for it to make an informed judgment, or if there are matters on which the committee would like clarification from the unit or the candidate, the committee may return the file to the dean or chancellor with a request that the unit and candidate be asked to provide the additional information required.

16. Applicable all-University criteria and standards

The review committee and the senior academic administrators must use the indices and standards for tenure applicable to the unit and position involved. These are the criteria set forth in section 7.11 of *Faculty Tenure*, the unit statement required under section 7.12, and in any special

contract under section 3.6. Subject only to that limitation, the review committee should examine the merits of the decision, not merely its procedural regularity.

The review committee must make a written recommendation to the dean or chancellor. If it differs from the recommendation of the unit, it must state the reasons for such difference. A copy of the recommendation must be supplied to the candidate. The recommendation becomes part of the candidate's file.

17. Requests for reconsideration or for more information

Any senior academic administrator reviewing the unit recommendation may ask the unit to reconsider the matter on the basis of his or her specific concerns expressed in writing. In such case, the tenured faculty must meet again to discuss the question in light of the specific comments or questions. The procedures are analogous to those for initial consideration by the unit. The vote is again by secret ballot. A supplemental report is prepared and transmitted in the same manner as the original recommendation.

Before making a decision on review, the senior academic administrator, either on his or her own motion or at the request of the review committee, may ask the unit or the candidate to provide additional information. Providing such additional information does not require full unit consideration, but the candidate should be informed of the request and given an opportunity to participate in the reply to it.

18. Dean's recommendation

The dean makes the recommendation for the college. (A dean or other reviewing officer may not participate in circumstances in which the officer would be disqualified from participating in the initial decision. See part 2(b) of these Procedures.) Copies of the recommendation must be sent to the unit head and made available to the tenured members of the unit faculty, and to the candidate.

Every case must be forwarded to the Senior Vice President for Academic Affairs and Provost for review and appropriate action. The forwarded file must include (a) the unit recommendation, together with the unit report and letters of recommendation upon which it relies; (b) the unit head's report; (c) the review committee's report; (d) the report of the senior academic administrators who reviewed the unit recommendation; and (e) any other information in the file requested by the Senior Vice President for Academic Affairs and Provost. Other portions of the file, e.g., publications or teaching evaluations, must be retained by the college or campus and forwarded if requested.

The dean must add to the file any communication that has been received concerning the candidate and memoranda summarizing conversations he or she has had concerning the candidate that have been taken into consideration in any way.

F. Central review and action

19. Central review

The Senior Vice President for Academic Affairs and Provost has the final authority to make recommendations on tenure and promotion to the Board of Regents for all Twin Cities colleges and coordinate campuses. (1) He or she receives recommendations from the deans who report directly to him or her. (2) Chancellors of coordinate campuses forward their recommendations both to the Senior Vice President for Academic Affairs and Provost for decision and to the

Senior Vice President for System Academic Administration for information. (3) In the Academic Health Center, after receiving the recommendation of the dean, the Senior Vice President for the Health Sciences forwards his or her recommendation to the Senior Vice President for Academic Affairs and Provost. Senior vice presidents and chancellors may consult with other persons before making a decision, but each such consultation or review shall be recorded in the candidate's file.

If the Senior Vice President for Academic Affairs and Provost uses a committee to review one or more candidates, it is subject to restrictions and procedures parallel to those governing the collegiate review committees. If the Senior Vice President for Academic Affairs and Provost consults with individuals about a particular candidate's qualifications, the consultation must be recorded and included in the candidate's file.

20. Standards for review and action

The central reviews and action must be based upon the standards for tenure applicable to the unit and position involved. See part 16 of these procedures.

21. Action by the Senior Vice President for Academic Affairs and Provost; explanations to dean/ chancellor and unit

The Senior Vice President for Academic Affairs and Provost takes action on the recommendation. If his or her action differs from the recommendation of the unit, he or she must send to the tenured faculty members of the unit and to the candidate a written statement of the substantive reasons for differing with the judgment of the tenured faculty of the unit (*Faculty Tenure*, section 7.63). That statement must be an evaluation of the candidate's substantive qualifications and include an explanation of the reasons for which the Senior Vice President for Academic Affairs and Provost believes it appropriate to substitute his or her judgment for that of the unit with regard to those qualifications. It may not be a mere recital of the evaluations in the file with a different conclusion. If the Senior Vice President for Academic Affairs and Provost's action differs from the recommendation of the dean or chancellor, a similar written statement must be sent to the dean or chancellor and to the candidate.

The Senior Vice President for Academic Affairs and Provost presents his or her final recommendations to the Board of Regents for its decision whether to confer indefinite tenure and/or to approve promotion.

III. Promotion Procedures

Procedures for considering promotions either to the rank of associate professor or to the rank of professor must parallel those for considering candidates for tenure, from the unit review through the central review. *Faculty Tenure* requires that promotion of a probationary appointee to the rank of associate professor or professor must be accompanied by an appointment with indefinite tenure. Since the standards for granting tenure are ordinarily as least as rigorous as those for promotion to associate professor, the granting of tenure to an assistant professor will ordinarily be accompanied by a promotion to associate professor. Promotion to the rank of professor may occur at any time after appointment as or promotion to the rank of associate professor.

Consideration for promotion to the rank of professor may occur whenever it is initiated by the unit head or by the professors in the unit. An associate professor may at any time request that a promotion review take place, but the professors in the unit will decide whether to conduct it. If an associate professor believes that a decision not to conduct a promotion review was made

unfairly, he or she may raise his or her concerns with the unit head, the dean or chancellor, or the Senior Vice President for Academic Affairs and Provost.

Unit criteria for promotion to the rank of professor as written in the unit 7.12 statement must be consistent with those stated in section 9.2 of *Faculty Tenure*, Criteria for Promotion to Professor. Only tenured professors senior in rank to the candidate for promotion are eligible to vote on the promotion. Some units may have heads who are associate professors. These individuals are not eligible to vote in the cases of candidates for promotion to professor, but they are required to attend the promotion review meeting and to write a statement as the unit head as part of the promotion process. The unit report must be written by a professor who attended the meeting. The role of the unit head who is an associate professor is to listen to the discussion, to provide information, and to make a statement of his or her agreement or disagreement with the unit recommendation.

In the cases of small units with very few faculty members at the rank of professor, especially if an associate professor is the unit head, it may be appropriate to include, in the discussion and vote on promotion, a professor or professors from another unit or units in the college, campus, or University. Including additional faculty members is also warranted in cases of candidates whose work encompasses multiple disciplines. In order for faculty members from outside the unit to participate, the initiating unit and/or the dean or chancellor must submit a written request to and obtain authorization in writing by the Senior Vice President for Academic Affairs and Provost. The request must identify the faculty member under consideration, and give the name(s) and tenure homes of those faculty members who will be asked to vote on the candidate and the reasons for including them.

When an associate professor who is the head of a unit is being considered for promotion, a tenured full professor in the unit may act as the unit head for the purposes of considering that promotion. With the concurrence of the faculty in the unit, this role could alternatively—be assumed by a tenured full professor from another unit who has been approved by the Senior Vice President for Academic Affairs and Provost (see paragraph above). The tenured full professor acting as unit head will write a letter summarizing his or her own evaluation of the candidate in lieu of the letter from the unit head that is ordinarily part of a promotion dossier.

The Senior Vice President for Academic Affairs and Provost presents his or her final recommendations to the Board of Regents for its approval or disapproval of promotion.

**TOM CLAYTON, CHAIR
ACADEMIC FREEDOM AND TENURE COMMITTEE**

DISCUSSION:

Q: Public Affairs has a number of faculty on various kinds of leave. Under the current system these faculty have been offered the option of participating and voting in promotion and tenure (P&T) cases, but many do not vote or vote 'abstain.' May faculty on leave elect to be part of the pool of eligible voters? Otherwise are they considered non-voters?

A: In the report of the vote, the actual vote is to be reported. This report should include the number eligible to vote, the number present at the meeting, the number of 'yes' votes, the number of 'no' votes, and the number of 'abstain' votes. Units can provide an explanation as to why people are not voting. Faculty on leave are eligible to vote, and therefore should receive the materials to vote, but if these people do not vote, it is not held against a candidate.

A: In some instances faculty do not vote or vote 'abstain' due to other factors, such as illness, joint appointments, or simply refusing to participate. Are these non-vote or abstentions meant to count against a candidate?

A: A non-vote is a non-vote, an abstention is a type of vote that is neither a yes or a no. Abstentions are recorded. Abstentions are not meant to count against a candidate, but can send a message to the next level on the pattern of the vote.

Q: Are evaluations from outside the University meant to be an optional addition to the file?

A: They are optional for the annual review process, but are required as part of the promotion and tenure process.

Q: Does the candidate have a right to look at his or her promotion and tenure file once it leaves the department?

A: The candidate has the right to view the file and respond throughout the process.

Q: Do the voting provisions allow for a vote to be sent by fax?

A: A vote must be received in an envelope with a signature, so a vote by fax would not be accepted.

Q: Must votes from faculty off campus be received prior to the promotion and tenure meeting?

A: Votes can be sent prior to the meeting, but language is not included in the procedures as to how long to wait for off-campus votes.

Q: Why is the chancellor listed as the deciding party for the coordinate campuses when the practice has been to have the vice chancellor make these decisions?

A: This change was made to make it consistent with other policies and have the highest administrator on campus listed in this position. The chancellor does still have the authority to delegate this decision to a vice chancellor.

Q: Is noting by departments heads and chairs addressed in the procedures?

A: Various details have been added on this topic allowing heads and chairs to vote on cases if they have the requisite rank.

Q: The current practice is that copies of new materials added to a promotion and tenure file are forwarded to the department and the candidate. Is this practice incorporated in the procedures?

A: Yes.

Vice Provost Arlene Carney said that the Provost will shortly be sending a letter with the schedule for promotion and tenure cases. This letter specifies that anything for the Provost to consider must be included in the file by March 15, 2008.

A senator noted that the outside evaluations of the candidate's research from section 12(vi) should be moved to section 12(iii), as this section deals with the summary of the candidate's research.

Q: Are statistics available on what each college and department is requiring for voting, since different vote levels can be required?

A: This information is being compiled when reviewing the 7.12 statements and can be shared at the end of the process. Information is also being compiled as to the number of units requiring interdisciplinarity or public engagement as part of their review process.

In closing, Professor Clayton asked that additional comments be sent to him or Gary Engstrand.

22. FACULTY CONSULTATIVE COMMITTEE Copyright Policy Discussion by the Faculty Senate

COPYRIGHTS

SECTION I. SCOPE

This policy applies to works created by faculty; post-doctoral fellows, researchers and scholars; students and other employees of the University of Minnesota (University).

SECTION II. DEFINITIONS.

Subd. 1. Copyright Protection. Copyright protection subsists in original works of authorship fixed in a tangible medium of expression as defined by United States copyright law.

Subd. 2. Work. “Work” shall mean a work protected under United States copyright laws.

Subd. 3. Academic Work. “Academic work” shall mean a scholarly, pedagogical, or creative work, such as an article, book, textbook, novel, work of visual art, dramatic work, musical composition, course syllabus, test, or class notes.

Subd. 4. Faculty. “Faculty” shall mean members of the faculty as defined by Board of Regents Policy: *Employee Group Definitions*, along with individuals who are not so defined but who are University employees holding faculty-like appointments (*viz.*, University employees who teach or conduct research at the University with a level of responsibility and self-direction similar to that exercised and enjoyed by faculty in a similar activity). Post-doctoral fellows, researchers and scholars shall have the same rights as faculty under this policy.

Subd. 5. Student. “Student” shall mean a registered student at the University, including undergraduate and graduate students.

Subd. 6. Directed Work. “Directed work” shall mean a work agreed upon between the University and faculty creator(s), the creation of which is based on a specific request by the University and which requires substantial University resources.

SECTION III. GUIDING PRINCIPLES

Subd. 1. The University’s mission articulates a commitment to "sharing knowledge through education for a diverse community; and application of that knowledge to benefit the people of

the state, the nation, and the world."¹ In this spirit, the University encourages faculty and students to exercise their interests in ownership and use of their copyrighted works in a manner that ensures the greatest possible scholarly and public access to their work.

Subd. 2. The University shall maintain the strong academic tradition that vests copyright ownership in works of scholarship in the faculty.

Subd. 3. The University recognizes the importance of intellectual freedom and autonomy in the creation, use, and dissemination of scholarly works.

Subd. 4. The University is committed to promoting a culture in which access, exchange, and lawful use of materials is regarded as fundamental to both the process and goals of scholarly inquiry.

SECTION IV. COPYRIGHT OWNERSHIP.

Subd. 1. Ownership of Academic Works. In accordance with academic tradition, University faculty and students shall own the copyrights in the academic works they create, except for academic works described below in Section IV, subd. 2(b)-(e), or unless otherwise provided in a written agreement between the creator(s) and the University.

Subd. 2. University Ownership. The University shall own the copyrights in the following works created by University faculty, students or other employees acting individually or jointly with others:

- (a) works created by University employees acting within the scope of their employment, except for academic works created and owned by faculty and students under this policy;
- (b) directed works;
- (c) works specially ordered or commissioned by the University and for which the University has agreed, in writing, to specially compensate or provide other support to the creator;
- (d) works created in connection with the administration of the University; and
- (e) works created pursuant to a contract with an outside sponsor that provides the University ownership of the copyrights.

Subd. 3. Written Acknowledgements. The University and University faculty, students and other employees shall execute necessary or desirable written instruments or agreements to evidence and protect ownership of copyrights and copyright licenses in accordance with this policy.

Subd. 4. Ownership under Sponsored and other Outside Funded Agreements. The ownership of copyrights in works created under an agreement with an outside sponsor shall be determined in accordance with its terms and applicable law.

Subd. 5. Works Created by Independent Contractors. Copyright ownership in works created by independent contractors shall be determined in accordance with applicable law and the contract between the University and the independent contractor. In most instances, the University shall enter into appropriate written contracts with independent contractors before services are provided to the University that may result in the creation of copyrighted works.

SECTION V. EXCLUSIONS.

¹ See Mission Statement adopted by the University of Minnesota Board of Regents January 14, 1994 available at http://www1.umn.edu/regents/policies/boardoperations/Mission_Statement.pdf.

Nothing in this policy shall be construed to preclude the University and faculty and students from entering into written agreements governing the use, licensing, or sharing of licensing revenues with each other with respect to works, whether such works are owned by the University, the faculty, or students under this policy.

SECTION VI. IMPLEMENTATION.

The president or delegate shall administer this policy and maintain appropriate policies and procedures to implement it.

**GARY BALAS, CHAIR
FACULTY CONSULTATIVE COMMITTEE**

DISCUSSION:

Professor Gary Balas, Chair of the Faculty Consultative Committee (FCC), said that the FCC voted to add this item to the agenda for discussion, but has not yet taken a vote on approval of the policy. He then introduced University Librarian Wendy Lougee and Professor Ruth Okediji from the Law School as the co-chairs of the revision committee.

Wendy Lougee noted that the item for discussion today is a Regents policy, with more details added at the administrative levels. The policy is scheduled to go to the Regents in November.

The committee's charge was to create a policy that is separate from the intellectual property policy but that embraced both copyright and technology transfer. The group that worked on this draft included six faculty from across the University. The committee reviewed policies from other institutions and also met with Senate committees, administrators, other faculty groups, and distance education providers to have a sense for where pressure points existed with the current policy.

Wendy Lougee stated that copyright protects original works of authorship that are fixed in a tangible medium of expression. Each of these words is important. 'Original' signifies something that is independently created and has some minimal degree of creativity. 'Fixed in a tangible medium of expression' means that that it is embodied in something that is sufficiently permanent or stable so that it can be perceived, reproduced, or otherwise communicated for a period of more than transitory duration.

When someone has copyright, the person actually has a bundle of rights that include reproduction, derivation, distribution, performing, and display.

Professor Okediji said that when the committee looked at this policy, it needed to determine where the line is drawn between University ownership of copyrighted materials and faculty ownership of copyrighted materials.

She noted that the default rule of law is that the employer owns the materials that are copyrightable and have been created by the employee within the scope of the employee's job functions. Institutions have had to create an exception to what the law would otherwise require. This exception has been used for enough years that it is considered common law, referred to as the teacher's exception, and entitles teachers to own copyright in the materials, such as syllabi, class notes, articles, and course books.

In this draft policy, the committee felt it important to identify a clear rule that would invest faculty with copyright in their work. The policy also delineates circumstances when the

University will own copyrightable work, noted as 'directed works' in the policy. A directed work is one in which the University makes a specific request, invests a substantial amount of resources, and the faculty member agrees to create the work.

Lastly, the committee felt that the policy should have a provision to opt-out of the policy and create a private arrangement with the University.

Professor Okediji said that a question that often arises in this process is the question of control. Copyright does not address questions of control, just questions of ownership. Control is dealt with in employment law.

A second question concerns converting traditional material into an on-line format. Copyright law permeates technological transformations, so if copyright existed for the paper format, it still does for the on-line version.

In closing, Professor Okediji stated that in the future, the teacher's exception might change since it has not been recognized as a valid part of the law by the court system. The policy therefore describes the essence of what a faculty member does.

Q: Software and compilations are two areas that are unclear. The current Regents Policy mentions software but does not mention if it is or is not copyrightable. A call to the licensing center did not have a clear answer since this topic is in flux. What is the current policy and what is contemplated in this policy as to faculty rights to software and compiled copyrighted works, such as a list of readings and a database of nutritional data?

A: The law is clear that if someone has a standard compilation, then it does not qualify for a compilation copyright. This policy avoids a complicated legal analysis of what is and what is not copyrightable between disciplines. If the work is copyrightable and is recognized as part of the teacher's exception, then the faculty member would hold the copyright.

A senator stated that he would prefer that instead of echoing the historic exceptions, the Regents policy should state for which items the Regents are providing copyright to the faculty. As the University owns items by law, it has the authority to give those rights to the faculty.

Q: The Regents policy on Intellectual Property states that, "Intellectual property created solely for the purpose of satisfying a course requirement is owned by the creator and not the University." This policy contradicts that definition. One concern is the definition of academic work in Section II(3). Items such as lecture outlines, PowerPoint presentations, and handouts are not included. Do these belong to the University? If not, she would propose new language.

A: The definition does start with 'such as' which signifies that the following list of items is not exclusive. One objective of the committee was to think about what was needed to preserve faculty autonomy and the portability of what faculty do as they move between institutions. The policy does not want to invest the imprimatur of law on something that does not have it. Many faculty are agitating over items that are not copyrightable, so faculty education is a key element needed.

Q: A faculty member's department has been directed to put a large amount of coursework on-line and substantial resources have been invested by the University. Does this mean a faculty's coursework, which she has used for 25 years, will now be copyrightable by the University as a directed work under Section IV(2b)?

A: When faculty have copyright on their work, changing it to an electronic format does not divest the copyright interest. Any directed work needs to be agreed upon by the faculty. Course

design and presentation, however, are not copyrightable. The committee wanted to make sure that the responsibility of ownership of copyright does not expose faculty to legal liability. The University should share in liability and responsibility for the work that its faculty do.

A senator said that if faculty feel that they are being coerced into an agreement, then they should file a grievance. He then suggested that the policy should be made very simple by eliminating the examples in Section II(3) and leave the examples of copyrightable material to law.

Professor Okediji said that the committee wanted to make sure that there was some delineation between when the University would be able to assert some ownership interests, giving faculty the flexibility to negotiate, and giving faculty the ability to opt out.

Q: The Research Committee raised the same concerns and an understanding was reached that language would be added to require a signed agreement. Why is this language not in this version?

A: The statute requires a signed agreement and particulars of the agreement. The committee choose to refer to law itself instead of reproducing it in the policy. However, if faculty are more comfortable stipulating that this is a written agreement, then the language can be modified.

A senator noted that requiring written agreements allows the faculty to track what types of transfers are being made and allows for an evaluation of how the policy is working.

A motion was made and seconded to extend the time for debate by fifteen minutes. This motion was approved.

Q: If a faculty member owns the copyright, do they decide how to display or not display an item? Who adjudicates disputes about displaying work?

A: The owner decides how to display or not display copyrighted work. Disputes are handled under employment laws.

Q: To have a copyright that is defensible in court, does a faculty member need to complete and submit forms, the work, and pay a fee?

A: This is correct. A copyright is meaningless unless it is registered.

23. FACULTY SENATE OLD BUSINESS

NONE

24. FACULTY SENATE NEW BUSINESS

A senator asked that a discussion be scheduled at a future meeting on the topic of a livable wage.

Professor Balas said that the Faculty Consultative Committee would discuss this request.

25. FACULTY SENATE ADJOURNMENT

The meeting was adjourned at 4:50 p.m.

**Rebecca Hippert
Abstractor**

2007-08 UNIVERSITY OF MINNESOTA

OCTOBER 4, 2007

STUDENT SENATE MINUTES: No. 1

The first meeting of the Student Senate for 2007-08 was convened in Studio C, Rarig Center, Minneapolis campus, on Thursday, October 4, 2007, at 11:33 a.m. Coordinate campuses were linked by telephone. Checking or signing the roll as present were 19 student members. Vice Chair Ronald Miller presided.

1. COUNCIL OF ACADEMIC PROFESSIONALS AND ADMINISTRATORS UPDATE

Pamela Stenhjem, Chair of the Council of Academic Professionals and Administrators (CAPA), said that her group represents the professional class of 4600 non-unionized employees at the University. This class was started in 1980 and CAPA was formed as an advisory committee to the President. Academic professionals (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 employee have some of the same benefits as faculty, but work on annually renewable contracts.

CAPA meets from 9:00 am-12:00 pm the third Friday of each month in 101 Walter Library and meetings are open to the public. CAPA consists of 40 representatives from campus units and colleges and has four committees: Benefits and Compensation, Representation and Governance, Professional Development and Recognition, and Communications.

CAPA's agenda this year consists on a focus on governance and P&A benefits such as vacation rollover, retaining a one-year period of non-renewal, and increasing vacation days by two each year.

2. CIVIL SERVICE COMMITTEE UPDATE

Cathy Marquardt, Chair of the Civil Service Committee (CSC), said that there are approximately 4800 employees in this category which includes financial people, scientists, executive assistants, and administrative professions. 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. She noted that 74 percent of civil service employees leave the classification within five years, but many get a college degree through the Regents' Scholarship program.

CSC is composed of fifteen members and several alternates. The committee then elects a chair, vice chair, and treasurer each year, with the vice chair becoming next year's chair. Members are selected by a committee and appointed by the President to three-year terms. CSC will be meeting in Morris on October 25.

Projects for the CSC is the review of the rules, pay plans, salary ranges, promotion decision changes, advocacy for job class changes, performance range plans, and appointing members to other committee.

3. STUDENT SENATE/ STUDENT SENATE CONSULTATIVE COMMITTEE VICE CHAIR REPORT

Ronald Miller, Student Senate/Student Senate Consultative Committee (SSCC) Vice Chair, said that he has been attending Student Advisory Council (SAC) meetings this fall and hearing updates on the state's higher education funding. SSCC has sent a letter to two other Senate committees on the status of revisions to the student evaluation policy.

4. ASSEMBLY/ASSOCIATION UPDATES

Crookston - Katie Jeremiason stated that CSA is working on a recycling project with the community and helping the 120 international students acclimate to campus. A campus issue is an announcement from the Chancellor that the campus will be smoke-free in six to nine months. Some students are opposed to this proposal, so CSA is meeting tonight with the Chancellor.

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Morris – Miracle Obeta said that campus is looking at restructuring the first-year experience. MCSA also approved a resolution in favor of striking workers.

Graduate and Professional Student Association – Bree Richards reported that GAPSA has been working on several issues, one of which is the central corridor light rail. There is a resolution on this topic later on the agenda.

Minnesota Student Association - Mark Lewandowski noted that MSA has approved the central corridor resolution and the MSA express van is running again. Issues for this year will be textbook reforms, 2008 elections, campus safety walks, a student savings' card, and DEF grant distributions.

MOTION A Consent Agenda Action

Agenda Items 5. and 6. are considered to be non-controversial or “housekeeping” in nature and are offered as a “Consent Agenda” to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. (A simple majority is required for approval.)

5. MINUTES FOR APRIL 5, 2007 AND MAY 3, 2007

MOTION:

To approve the Student Senate minutes, which are available on the Web at the following URLs. A simple majority is required for approval.

<http://www1.umn.edu/usenate/ssen/070405stu.html>
<http://www1.umn.edu/usenate/ssen/070501stu.html>

**STUART GOLDSTEIN, CLERK
UNIVERSITY SENATE**

6. COMMITTEE ON COMMITTEES
2007-08 Committees of the Student Senate

Student Senate committee memberships for 2007-08:

STUDENT AFFAIRS - Students: Jeffrey Wencil (chair), Eric Brown, Megan Hayes, Maureen Kunkler, Ian McConnell, Hilary Ploeckelmann, Caroline Younts, Olga Zakharenko, 1 to be named. **Faculty/PA:** Jean-Marie Del-Santo, Jennifer Engler, Andy Howe, Kathleen Roufs, Catherine Solheim, 1 to be named. **Alumni:** Nathan Pelzer. **Civil Service:** Thomas Bilder. **Ex Officio:** Kendre Turonie, Amelious Whyte.

FOR INFORMATION:

ACADEMIC HEALTH CENTER STUDENT CONSULTATIVE - Students: David Nelson (chair), Mary Avriette, Amenah Babar, Elizabeth Bassett, Emily Erickson, Bradley Johnson, Jerod Klava, Jessica Kream, Jennifer Landwehr, Kimberly Langer, Lindsey Lundeen, Karen Myren, Sarah Sting, Elizabeth Welle, Megan Witucki.

STUDENT COMMITTEE ON COMMITTEES - Students: To be named (chair), Jamie Ebert, Kristi Kremers, 5 to be named.

PERRY LEO, CHAIR
COMMITTEE ON COMMITTEES

DISCUSSION:

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

APPROVED

END OF MOTION A

7. STUDENT SENATE BYLAWS AMENDMENT
Action by the Student Senate

MOTION:

To amend Article VI, Section 5 (C) of the Student Senate Bylaws as follows (language to be added is underlined). As an amendment to the Student Senate Bylaws, the motion requires either a majority of all voting members of the Student Senate (14) at one regular or special meeting, or a majority of all 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 V. STUDENT SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS
(Changes to this article are subject to vote only by the Student Senate)

...

3. Election and Duties of Officers

...

b. Duties of the Chair

The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve as the chair of the Student Senate; (4) to serve as the chair of the Student Consultative Committee; ~~(4 5) to serve as a member of the Senate Consultative Committee~~; (6) to serve as the University's representative on the Student Advisory Council; and ~~(5 7) to serve on central University advisory committees as needed, or to delegate student members for advisory committees.~~

c. Duties of the Vice Chair

The duties of the vice chair are (1) to serve as the vice chair of the Student Senate; (2) to serve as the liaison to the Civil Service Committee; (3) to serve as the liaison to the Council of Academic Professionals and Administrators; (4) to assume the duties of the chair in the event of an absence or incapacity of the chair; ~~(2 5) to assume responsibilities delegated by the chair~~; ~~(3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Consultative Committee at a spring semester meeting~~; ~~(4) to organize an annual orientation for members of the Student Senate~~; (5 6) to ensure that the Student Senate Handbook is updated and distributed; and (6 7) to serve as the vice chair of the Student Consultative Committee.

...

COMMENT:

In May 2007, the Student Senate Consultative Committee (SSCC) reviewed the duties for the chair and vice chair positions as noted in the Senate Bylaws. The list of duties was revised to reflect what the positions are currently required to do. Duties that were previously assigned to the positions, but are no longer done, were removed.

**RONALD MILLER, VICE CHAIR
STUDENT SENATE CONSULTATIVE COMMITTEE**

DISCUSSION:

With no discussion a vote was taken and the motion was approved with 16 votes in favor and none opposed.

APPROVED

**8. RESOLUTION ON A CENTRAL CORRIDOR TUNNEL
Action**

MOTION:

To approve the resolution as follows.

Resolution on a Central Corridor Tunnel

WHEREAS, the Central Corridor Light Rail Line will be going through the University of Minnesota, Twin Cities Campus on Washington Avenue; and

WHEREAS, a considerable percentage of the ridership on the Central Corridor Line will be University of Minnesota students, employees, and visitors; and

WHEREAS, according to the Federal Railroad Administration, "deaths in grade crossing accidents are the second-leading category of deaths associated with railroading"² and "elimination of at-grade crossings...offers the greatest long-term promise for optimizing the safety and efficiency of the two modes of transportation"³ (trains and motor vehicles); and

WHEREAS, the benefits of a tunnel appreciably outweigh the added upfront material costs; and

WHEREAS, a tunnel under Washington Avenue for the Central Corridor cannot be added once the line is completed without significant cost and construction; therefore

BE IT RESOLVED, that the Graduate and Professional Student Assembly supports the plan for the Central Corridor Light Rail Line to go through campus via an underground tunnel on Washington Avenue.

**BREE RICHARDS, MEMBER
STUDENT SENATE CONSULTATIVE COMMITTEE**

DISCUSSION:

Bree Richards said that planning is entering the preliminary engineering stage at which point elements of the proposal will be finalized. Therefore now is the time for students to weigh in on the route and elements of this plan. The resolution asks that a Washington Avenue tunnel be included in this plan since a tunnel cannot be added once the route is built. This proposal is also a safer option than a train running along Washington Avenue along with cars, pedestrians, and bicyclists.

Q: What is the cost to complete the tunnel now versus later?

A: There is no way to assess this future cost as it would be highly unlikely once the route is completed. The current tunnel cost is \$50-80 million.

Q: What is the construction timeline?

A: Building will start in 2010 if funding is secured.

A senator said that a cost cannot be associated with the safety of people who use that street.

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

APPROVED

**9. ELECTION OF 2007-08 STUDENT SENATE/
STUDENT SENATE CONSULTATIVE COMMITTEE CHAIR**

² U.S. Department of Transportation Federal Railroad Administration, *Federal Railroad Administration Action Plan for Addressing Critical Railroad Safety Issues*, 16 May 2005, p. 9, <http://www.fra.dot.gov/downloads/safety/action_plan_final_051605.pdf> (10 September 2007).

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Election by 2007-08 Senators Only

Ronald Miller was elected as the 2007-08 Student Senate/Student Senate Consultative Committee Chair.

10. ELECTION OF 2007-08 TWIN CITIES UNDERGRADUATE COMMITTEE ON COMMITTEES MEMBERS Election by 2007-08 Twin Cities Undergraduate Senators Only

Andy Post was elected to the 2007-08 Student Committee on Committees.

11. RECRUITMENT OF TWIN CITIES MEMBERS Discussion with Ed Kim and Eric Martin

Ed Kim, advisor for the All-Campus Elections Commission (ACEC), said that this committee is composed of election commissioners for the spring Twin Cities elections. He is working with MSA and GAPSA to recruit, interview, and hire commissioners. He is looking for interested students who will not be running for elected positions for next year. The application deadline is October 10 with interviews on October 13. The commissioners will then be presented to MSA and GAPSA for approval on October 17.

Q: What is the ACEC schedule for spring?

A: The schedule is set around the commissioners' schedules, which is why the application asks for a student's class schedule and other commitments.

12. UNIVERSITY'S EMERGENCY PREPAREDNESS Discussion

Terry Cook, Director of the Department of Emergency Management (DEM), said that he joined the University three years ago after serving as the West St. Paul chief of police. His office consists of a coordinate campus director and an assistant director. He then walked senators through the following information.

Department of Emergency Management has system-wide responsibility

Preparedness

- Emergency Operations Plan
- Hazard analysis and planning
- Training and exercises

Emergency Response

- Emergency Operations Center
- Incident response
- Mobile Command Post
- Command Trailer

Continuity/Recovery

- Operational continuity planning

Emergency Preparedness

- The systematic approach to preparing for, responding to, and recovering from major emergencies

- All emergencies cannot be avoided but some can be prevented and most can be managed in ways that minimize their impact.

Emergency Operations Plan

- Guides the response to major emergencies on campus
- Conforms with federal and state emergency planning requirements
- Outlines the responsibilities of key departments during an emergency
- Establishes a chain of command for decision making during and after an emergency

All hazards incident command

- Coordinated with local, state, and federal plans and assistance
- Minnesota Emergency Operations Plan
- County, city, and town operations plans

Scope of Plan

Any incident that significantly affects students, faculty, or staff—regardless of scope—is a University emergency.

Levels of Response

Level 1

- Unusual occurrence
- Information alerts
- Admin. notifications
- Communicating in a crisis

Level 2

- Localized emergency
- Small area
- OOD notified/IC responds
- EOC is not activated

Level 3

- Major emergency
- Large area
- EOC is activated
- Sr. administrators alerted

Level 4

- Disaster
- Major scale/national
- EOC activation likely
- Operations may be suspended

Emergencies covered

- Hazardous materials release
- Extended power outage
- Plane crash
- Terrorism or other national emergencies
- Bomb threats
- Individual health event
- Laboratory explosion
- Tornado
- Fire
- Blizzard

- Civil unrest

Emergency Response

- For assistance from Emergency Management Call 612-624-2677 (UMPD Dispatch)
- Ask for Emergency Management to be paged
- Leave a call-back number
- We are on call 24/7

Automated External Defibrillator (AED)

- 200+ units in University System
- Locations
 - Police Squads
 - Large assembly Spaces
 - FM Electric Utility Vehicles
 - Residence Halls
 - Student Centers and Libraries
 - Selected Bldgs with an Avg daily population over 400
 - Athletic trainers

Tone Alert Radios

- One of the multiple systems used for notifications on campus
- Over 400 radios placed in system (including Duluth and Crookston)
- TC units are Activated by UMPD, Duluth units by UMDPD
- Partnership with Stevens County Sheriff to cover the Morris campus, and Crookston fire to activate for Crookston campus

UMEMS

- Provide emergency medical coverage for athletic and special events on the TC campus
- Operate two basic life support ambulances
- Over 60 volunteer EMT's
- 12 PT paid staff
- Responded to the 8/03/07 35W bridge collapse

Building Emergency Plans (BEP)

Used for wide variety of emergencies

- Fire
- Floods
- Severe weather
- Evacuation of the building
- Bomb threats
- Site specific hazards

Severe Weather

Tornados or Severe Thunderstorms take shelter

Where to take shelter

- Small interior room with no windows such as a locker room and lavatories
- Hallways away from doors and window
- Basements
- Any protected area away from doors and windows

Not just tornadoes

Severe Thunderstorms just as dangerous

- Winds up to 70 mph
- Straight line winds

Fires

- Always take fire alarms seriously and evacuate the building
- When evacuating during bad weather move to other side of fire doors; one building away
- Do not go back into the building until the all clear has been given by fire department
- Please remember to take personal items with you when you evacuate (unless unsafe to do so)
 - Keys
 - Purses
 - Coats
 - Brief Case

Bomb Threats

- Threat Assessment
 - Specifics
 - Credibility
 - Resources required
- Emergency Response Decision
 - Evacuate
 - Shelter in-place
 - Other
- Communication
 - Building(s) involved
 - University Community
 - Media/General public

Evacuation

- Police/Fire will normally Implement
- Police are Incident Command
- DEM will provide coordination/advice and EOC if required
- Facilities evacuated will often be closed for the remainder of the day so:
 - Do not delay leaving but take all essential items with you (purse, coat, keys)

Communication System Improvements

- Motivated by Virginia tech and our local bomb threats:
- Mass e-mail delivery time reduced from hours to 9 minutes
- UM Homepage can now be stripped of graphics when providing emergency messages
- Faster download times, more concurrent users
- Improved ability to remotely lockdown selected buildings (card access)
- V.P. O'Brien charged a communications subcommittee to:
 - Investigate additional communication technologies
 - Draft a report and recommendations
- After review, VP Kathy O'Brien and the EMPC instructed the Committee to provide firm and complete cost estimates for all priority one options including:
 - Text messaging system
 - Expanded tone alert radio system
 - Outdoor public address system
 - (we are currently implementing the above technologies)

Q: Why was the law school not used for the media during the bridge collapse?

A: DEM was not notified about using this space earlier, but it has been a topic for discussion since the collapse.

Q: Will text messages be voluntary?

A: Text messaging will start as an opt-in service, which usually results in a 30-40 percent user rate. Later the University might change to an opt-out approach.

Q: Which homepage will be used to show alerts? Will snow emergencies be listed as well?

A: Individual campus homepages will be modified when there are alerts and the messages will include snow emergencies. A text message service is already in place for Duluth, but this is being looked at system-wide.

Q: Why did the September alert take a few hours to reach people?

A: The message should have been received in a few minutes. Students should email their alert messages to tcook@umn.edu if they show that it took longer to receive.

Q: Has the University created a facebook alert group as noted in the *Minnesota Daily*?

A: The article may not be entirely accurate as the facebook group might not be University-sponsored.

13. 2007-08 SENATE AGENDA ITEMS **Discussion**

Jeffrey Wencil, Chair of the Student Affairs Committee, said that as a Morris student he does not know that issues on the Twin Cities campus. Therefore he asked that senators forward him any concerns or agenda items.

14. OLD BUSINESS

NONE

15. NEW BUSINESS

NONE

16. ADJOURNMENT

The meeting was adjourned at 1:27 pm.

Rebecca Hippert
Abstractor

2007-08 UNIVERSITY OF MINNESOTA

OCTOBER 4, 2007

STUDENT SENATE MINUTES: No. 1

The first meeting of the Student Senate for 2007-08 was convened in Studio C, Rarig Center, Minneapolis campus, on Thursday, October 4, 2007, at 11:33 a.m. Coordinate campuses were linked by telephone. Checking or signing the roll as present were 19 student members. Vice Chair Ronald Miller presided.

1. COUNCIL OF ACADEMIC PROFESSIONALS AND ADMINISTRATORS UPDATE

Pamela Stenhjem, Chair of the Council of Academic Professionals and Administrators (CAPA), said that her group represents the professional class of 4600 non-unionized employees at the University. This class was started in 1980 and CAPA was formed as an advisory committee to the President. Academic professionals (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.

CAPA meets from 9:00 am-12:00 pm the third Friday of each month in 101 Walter Library and meetings are open to the public. CAPA consists of 40 representatives from campus units and colleges and has four committees: Benefits and Compensation, Representation and Governance, Professional Development and Recognition, and Communications.

CAPA's agenda this year consists on a focus on governance and P&A benefits such as vacation rollover, retaining a one-year period of non-renewal, and increasing vacation days by two each year.

2. CIVIL SERVICE COMMITTEE UPDATE

Cathy Marquardt, Chair of the Civil Service Committee (CSC), said that there are approximately 4800 employees in this category which includes financial people, scientists, executive assistants, and administrative professions. 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. She noted that 74 percent of civil service employees leave the classification within five years, but many get a college degree through the Regents' Scholarship program.

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Minnesota Student Association - Mark Lewandowski noted that MSA has approved the central corridor resolution and the MSA express van is running again. Issues for this year will be textbook reforms, 2008 elections, campus safety walks, a student savings' card, and DEF grant distributions.

MOTION A Consent Agenda Action

Agenda Items 5. and 6. are considered to be non-controversial or “housekeeping” in nature and are offered as a “Consent Agenda” to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. (A simple majority is required for approval.)

5. MINUTES FOR APRIL 5, 2007 AND MAY 3, 2007

MOTION:

To approve the Student Senate minutes, which are available on the Web at the following URLs. A simple majority is required for approval.

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<http://www1.umn.edu/usenate/ssen/070501stu.html>

**STUART GOLDSTEIN, CLERK
UNIVERSITY SENATE**

**6. COMMITTEE ON COMMITTEES
2007-08 Committees of the Student Senate**

Student Senate committee memberships for 2007-08:

STUDENT AFFAIRS - Students: Jeffrey Wencl (chair), Eric Brown, Megan Hayes, Maureen Kunkler, Ian McConnell, Hilary Ploeckelmann, Caroline Younts, Olga Zakharenko, 1 to be named. **Faculty/PA:** Jean-Marie Del-Santo, Jennifer Engler, Andy Howe, Kathleen Roufs, Catherine Solheim, 1 to be named. **Alumni:** Nathan Pelzer. **Civil Service:** Thomas Bilder. **Ex Officio:** Kendre Turonie, Amelious Whyte.

FOR INFORMATION:

ACADEMIC HEALTH CENTER STUDENT CONSULTATIVE - Students: David Nelson (chair), Mary Avriette, Amenah Babar, Elizabeth Bassett, Emily Erickson, Bradley Johnson, Jerod Klava, Jessica Kream, Jennifer Landwehr, Kimberly Langer, Lindsey Lundeen, Karen Myren, Sarah Sting, Elizabeth Welle, Megan Witucki.

STUDENT COMMITTEE ON COMMITTEES - Students: To be named (chair), Jamie Ebert, Kristi Kremers, 5 to be named.

**PERRY LEO, CHAIR
COMMITTEE ON COMMITTEES**

DISCUSSION:

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

APPROVED

END OF MOTION A

**7. STUDENT SENATE BYLAWS AMENDMENT
Action by the Student Senate**

MOTION:

To amend Article VI, Section 5 (C) of the Student Senate Bylaws as follows (language to be added is underlined). As an amendment to the Student Senate Bylaws, the motion requires either a majority of all voting members of the Student Senate (14) at one regular or special meeting, or a majority of all 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 V. STUDENT SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS
(Changes to this article are subject to vote only by the Student Senate)**

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3. Election and Duties of Officers

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b. Duties of the Chair

The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve as the chair of the Student Senate; (4) to serve as the chair of the Student Consultative Committee; ~~(4 5) to serve as a member of the Senate Consultative Committee~~; (6) to serve as the University's representative on the Student Advisory Council; and ~~(5 7) to serve on central University advisory committees as needed, or to delegate student members for advisory committees.~~

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The duties of the vice chair are (1) to serve as the vice chair of the Student Senate; (2) to serve as the liaison to the Civil Service Committee; (3) to serve as the liaison to the Council of Academic Professionals and Administrators; (4) to assume the duties of the chair in the event of an absence or incapacity of the chair; ~~(2 5) to assume responsibilities delegated by the chair~~; ~~(3) to submit to the Senate Office an annual budget request for the Student Senate and Student Consultative Committee, to be approved by the Student Consultative Committee at a spring semester meeting~~; ~~(4) to organize an annual orientation for members of the Student Senate~~; (5 6) to ensure that the Student Senate Handbook is updated and distributed; and (6 7) to serve as the vice chair of the Student Consultative Committee.

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COMMENT:

In May 2007, the Student Senate Consultative Committee (SSCC) reviewed the duties for the chair and vice chair positions as noted in the Senate Bylaws. The list of duties was revised to reflect what the positions are currently required to do. Duties that were previously assigned to the positions, but are no longer done, were removed.

**RONALD MILLER, VICE CHAIR
STUDENT SENATE CONSULTATIVE COMMITTEE**

DISCUSSION:

With no discussion a vote was taken and the motion was approved with 16 votes in favor and none opposed.

APPROVED

**8. RESOLUTION ON A CENTRAL CORRIDOR TUNNEL
Action**

MOTION:

To approve the resolution as follows.

Resolution on a Central Corridor Tunnel

WHEREAS, the Central Corridor Light Rail Line will be going through the University of Minnesota, Twin Cities Campus on Washington Avenue; and

WHEREAS, a considerable percentage of the ridership on the Central Corridor Line will be University of Minnesota students, employees, and visitors; and

WHEREAS, according to the Federal Railroad Administration, "deaths in grade crossing accidents are the second-leading category of deaths associated with railroading"⁴ and "elimination of at-grade crossings...offers the greatest long-term promise for optimizing the safety and efficiency of the two modes of transportation"⁵ (trains and motor vehicles); and

WHEREAS, the benefits of a tunnel appreciably outweigh the added upfront material costs; and

WHEREAS, a tunnel under Washington Avenue for the Central Corridor cannot be added once the line is completed without significant cost and construction; therefore

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STUDENT SENATE CONSULTATIVE COMMITTEE**

DISCUSSION:

Bree Richards said that planning is entering the preliminary engineering stage at which point elements of the proposal will be finalized. Therefore now is the time for students to weigh in on the route and elements of this plan. The resolution asks that a Washington Avenue tunnel be included in this plan since a tunnel cannot be added once the route is built. This proposal is also a safer option than a train running along Washington Avenue along with cars, pedestrians, and bicyclists.

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Q: What is the construction timeline?

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A senator said that a cost cannot be associated with the safety of people who use that street.

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STUDENT SENATE CONSULTATIVE COMMITTEE CHAIR**

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10. ELECTION OF 2007-08 TWIN CITIES UNDERGRADUATE COMMITTEE ON COMMITTEES MEMBERS Election by 2007-08 Twin Cities Undergraduate Senators Only

Andy Post was elected to the 2007-08 Student Committee on Committees.

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Level 1

- Unusual occurrence
- Information alerts
- Admin. notifications
- Communicating in a crisis

Level 2

- Localized emergency
- Small area
- OOD notified/IC responds
- EOC is not activated

Level 3

- Major emergency
- Large area
- EOC is activated
- Sr. administrators alerted

Level 4

- Disaster
- Major scale/national
- EOC activation likely
- Operations may be suspended

Emergencies covered

- Hazardous materials release
- Extended power outage
- Plane crash
- Terrorism or other national emergencies
- Bomb threats
- Individual health event
- Laboratory explosion
- Tornado
- Fire
- Blizzard

- Civil unrest

Emergency Response

- For assistance from Emergency Management Call 612-624-2677 (UMPD Dispatch)
- Ask for Emergency Management to be paged
- Leave a call-back number
- We are on call 24/7

Automated External Defibrillator (AED)

- 200+ units in University System
- Locations
 - Police Squads
 - Large assembly Spaces
 - FM Electric Utility Vehicles
 - Residence Halls
 - Student Centers and Libraries
 - Selected Bldgs with an Avg daily population over 400
 - Athletic trainers

Tone Alert Radios

- One of the multiple systems used for notifications on campus
- Over 400 radios placed in system (including Duluth and Crookston)
- TC units are Activated by UMPD, Duluth units by UMDPD
- Partnership with Stevens County Sheriff to cover the Morris campus, and Crookston fire to activate for Crookston campus

UMEMS

- Provide emergency medical coverage for athletic and special events on the TC campus
- Operate two basic life support ambulances
- Over 60 volunteer EMT's
- 12 PT paid staff
- Responded to the 8/03/07 35W bridge collapse

Building Emergency Plans (BEP)

Used for wide variety of emergencies

- Fire
- Floods
- Severe weather
- Evacuation of the building
- Bomb threats
- Site specific hazards

Severe Weather

Tornados or Severe Thunderstorms take shelter

Where to take shelter

- Small interior room with no windows such as a locker room and lavatories
- Hallways away from doors and window
- Basements
- Any protected area away from doors and windows

Not just tornadoes

Severe Thunderstorms just as dangerous

- Winds up to 70 mph
- Straight line winds

Fires

- Always take fire alarms seriously and evacuate the building
- When evacuating during bad weather move to other side of fire doors; one building away
- Do not go back into the building until the all clear has been given by fire department
- Please remember to take personal items with you when you evacuate (unless unsafe to do so)
 - Keys
 - Purses
 - Coats
 - Brief Case

Bomb Threats

- Threat Assessment
 - Specifics
 - Credibility
 - Resources required
- Emergency Response Decision
 - Evacuate
 - Shelter in-place
 - Other
- Communication
 - Building(s) involved
 - University Community
 - Media/General public

Evacuation

- Police/Fire will normally Implement
- Police are Incident Command
- DEM will provide coordination/advice and EOC if required
- Facilities evacuated will often be closed for the remainder of the day so:
 - Do not delay leaving but take all essential items with you (purse, coat, keys)

Communication System Improvements

- Motivated by Virginia tech and our local bomb threats:
- Mass e-mail delivery time reduced from hours to 9 minutes
- UM Homepage can now be stripped of graphics when providing emergency messages
- Faster download times, more concurrent users
- Improved ability to remotely lockdown selected buildings (card access)
- V.P. O'Brien charged a communications subcommittee to:
 - Investigate additional communication technologies
 - Draft a report and recommendations
- After review, VP Kathy O'Brien and the EMPC instructed the Committee to provide firm and complete cost estimates for all priority one options including:
 - Text messaging system
 - Expanded tone alert radio system
 - Outdoor public address system
 - (we are currently implementing the above technologies)

Q: Why was the law school not used for the media during the bridge collapse?

A: DEM was not notified about using this space earlier, but it has been a topic for discussion since the collapse.

Q: Will text messages be voluntary?

A: Text messaging will start as an opt-in service, which usually results in a 30-40 percent user rate. Later the University might change to an opt-out approach.

Q: Which homepage will be used to show alerts? Will snow emergencies be listed as well?

A: Individual campus homepages will be modified when there are alerts and the messages will include snow emergencies. A text message service is already in place for Duluth, but this is being looked at system-wide.

Q: Why did the September alert take a few hours to reach people?

A: The message should have been received in a few minutes. Students should email their alert messages to tcook@umn.edu if they show that it took longer to receive.

Q: Has the University created a facebook alert group as noted in the *Minnesota Daily*?

A: The article may not be entirely accurate as the facebook group might not be University-sponsored.

13. 2007-08 SENATE AGENDA ITEMS

Discussion

Jeffrey Wencil, Chair of the Student Affairs Committee, said that as a Morris student he does not know that issues on the Twin Cities campus. Therefore he asked that senators forward him any concerns or agenda items.

14. OLD BUSINESS

NONE

15. NEW BUSINESS

NONE

16. ADJOURNMENT

The meeting was adjourned at 1:27 pm.

Rebecca Hippert
Abstractor