

# MEETING OF THE STUDENT SENATE

THURSDAY, OCTOBER 4, 2012

11:30 A.M. - 1:30 P.M.

Coffman Theatre--Twin Cities Campus  
105 Kiehle Hall--Crookston Campus  
173 Kirby Plaza--Duluth Campus  
7 Humanities and Fine Arts--Morris Campus  
Room 419—Rochester Campus

This is a meeting of the Student Senate. There are 45 voting members of the Student Senate. A simple majority must be present for a quorum. Most actions require only a simple majority for approval. Actions requiring special majorities for approval are noted under each of those items.

## 1. ADMINISTRATIVE RESPONSES TO SENATE ACTIONS Information

Amendments to the Student Conduct Code

Approved by the: Student Senate April 5, 2012

Approved by the: Administration **PENDING**

Approved by the: Board of Regents **PENDING**

Resolution on Excused Absence for Election Day Voting

Approved by the: Student Senate May 3, 2012

Approved by the: Administration - no action required\*

Approved by the: Board of Regents - no action required

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

Bylaw Amendment – Student Committee on Committees Charge

Approved by the: Student Senate May 3, 2012

Approved by the: Administration – no action required

Approved by the: Board of Regents - no action required

Resolution on Academic Advising

Approved by the: Student Senate May 25, 2012

Approved by the: Administration - no action required\*

Approved by the: Board of Regents - no action required

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

advising the students and programs on their campuses.

**Resolution Supporting the Real Food Challenge**

Approved by the: Student Senate May 25, 2012

Approved by the: Administration - no action required\*

Approved by the: Board of Regents - no action required

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

**2. STUDENT SENATE NOMINATING SUBCOMMITTEE**

**Approval of Appointed Senators**

**Action**

**(2 minutes)**

**MOTION:**

That the Student Senate approve the appointment of the following Twin Cities student senators:  
List will be sent prior to the meeting.

**ADAM MATULA, CHAIR**

**STUDENT SENATE CONSULTATIVE COMMITTEE**

**3. P&A SENATE UPDATE**

**(5 minutes)**

**For Information:**

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

The P&A Senate meets from 9:30-11:30 am the first Friday of most months and meetings are open to the public. The P&A Senate consists of 40 representatives from campus units and

colleges and has four subcommittees: Benefits and Compensation, Communications, Outreach, and Professional Development and Recognition.

**4. CIVIL SERVICE SENATE UPDATE  
(5 minutes)**

**For Information:**

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

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

**5. ASSEMBLY/ASSOCIATION UPDATES  
(5 minutes)**

**6. STUDENT SENATE/ STUDENT SENATE  
CONSULTATIVE COMMITTEE CHAIR REPORT  
(5 minutes)**

**7. MINUTES FOR MAY 3, 2012  
Action  
(2 minutes)**

**MOTION:**

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

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

**STUART GOLDSTEIN, CLERK  
UNIVERSITY SENATE**

**8. 2012-13 COMMITTEES OF THE STUDENT SENATE  
Action  
(2 minutes)**

**MOTION:**

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

Student Senate committee memberships:

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

**FOR INFORMATION:**

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

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

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

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

**9. STUDENT SENATE BYLAW AMENDMENT  
Senate Committee Service  
(2 minutes)**

**MOTION:**

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

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

...

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

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

**COMMENT:**

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

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

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

**10. STUDENT SENATE BYLAW AMENDMENT  
Senate Committee Service  
(2 minutes)**

**MOTION:**

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

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

...

**2. Eligibility for Membership**

...

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

**COMMENT:**

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

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

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

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

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

**13. RESOLUTION ON THE CONSTITUTIONAL AMENDMENT  
ON VOTER IDENTIFICATION  
Action  
(15 minutes)**

This resolution will be sent to senators prior to the meeting.

**14. 2012-13 SENATE AGENDA ITEMS  
Discussion  
(10 minutes)**

**15. OLD BUSINESS**

**16. NEW BUSINESS**

**17. ADJOURNMENT**

**1. STUDENT SENATE NOMINATING SUBCOMMITTEE**  
**Approval of Appointed Senators**  
**Action**  
**(2 minutes)**

**MOTION:**

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

Ridwan Ahmed, College of Education and Human Development

Michael Ampaabeng, College of Science and Engineering

Gretchen Buechler, College of Liberal Arts

Maximilian Hall, College of Continuing Education

Joy Hwang, College of Pharmacy

Rachael Kramlinger, College of Science and Engineering

Amanda Neang, College of Education and Human Development

Bradley Sprangers, College of Design

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

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

**Action  
(15 minutes)**

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

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

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

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

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



**CONSECUTIVE MEETINGS OF:**

**THE UNIVERSITY SENATE  
THE FACULTY SENATE**

**THURSDAY, OCTOBER 4, 2012**

**2:00 - 5:00 P.M.**

**Coffman Theatre--Twin Cities Campus  
105 Kiehle Hall--Crookston Campus  
173 Kirby Plaza--Duluth Campus  
7 Humanities/Fine Arts Building--Morris Campus  
Room 419--Rochester Campus**

This is a consecutive meeting of the University Senate and Faculty Senate. There are 257 voting members of the University Senate and 166 voting members of the Faculty Senate. A simple majority must be present for a quorum. Most actions require only a simple majority for approval. Actions requiring special majorities for approval are noted under each of those items.

**1. CENTENNIAL EVENT**

**(2:00-3:30 pm)**

**Senate History – Sally Gregory Kohlstedt  
(10 minutes)**

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

**Panelists: Mos Kaveh, Peter Radcliffe, Thomas Stinson, David Weerts  
(40 minutes)**

**Digital Education**

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

**Panelists: Douglas Ernie, Adam Matula, Jeff Ratliff-Crain, Robert Rubinyi  
(40 minutes)**

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

**UNIVERSITY SENATE**

Procedure on Hiring Senior Administrators: Senate Committee Involvement

Approved by the: University Senate May 3, 2012

Approved by the: Administration **PENDING**

Approved by the: Board of Regents – no action required

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

Approved by the: University Senate May 3, 2012

Approved by the: Administration – no action required\*

Approved by the: Board of Regents – no action required

\* The administration acknowledges the resolution of the University Senate

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

Resolution on the Proposed Minnesota Constitutional Amendment on Marriage

Approved by the: University Senate May 3, 2012

Approved by the: Administration – no action required\*

Approved by the: Board of Regents – no action required

\* The administration has received and acknowledges the sense of the University Senate.

Statement on Funding for Classroom Facilities and Technologies

Approved by the: University Senate May 3, 2012

Approved by the: Administration – no action required\*

Approved by the: Board of Regents – no action required

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

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

**FOR INFORMATION:**

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

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

**5. University Senate Committee Charges**

**A. ADVISORY COMMITTEE ON ATHLETICS**

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**Membership**

...

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

**Duties**

The Advisory Committee on Athletics will advise and consult with the President, the responsible senior administrators, and the Director of Athletics on policies and major decisions relating to intercollegiate athletics at the University. Regents' policy delegates immediate administration of the athletics departments to the President, the central administration, and the Director of Athletics; this committee has no direct role in the day-to-day management of the department. These by-laws delegate responsibility for academic and compliance issues to the Faculty Oversight Committee; this committee has no involvement in those issues.

The committee has the following responsibilities:

...

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

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

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

**FACULTY/ACADEMIC PROFESSIONALS/STAFF**

Russell B. Adams  
Associate Professor  
Geography  
1926 – 2012

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

Jean Bauer  
Professor  
Family Social Science  
1944 – 2012

Charles Bungum  
Associate Professor  
Restorative Science  
1936 – 2012

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

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

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

Ralph Holman  
Professor  
Hormel Institute  
1918 – 2012

Alan Humphreys  
Associate Professor  
Curriculum and Instruction  
1924 – 2012

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

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

Stanford Lehmberg  
Professor  
History  
1931 – 2012

Craig Makhholm  
Administrative Professional  
Vending Administration  
1957 – 2012

Albert Markhart III  
Professor  
Horticultural Science  
1951 – 2012

Homer Mason  
Professor  
Philosophy  
1925 – 2012

Lydia Neibergs  
Optometrist  
Boynton Health Service

1912 – 2012

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

Susan L. Page  
Office Supervisor  
University Counseling and Consulting Services  
1954 – 2011

Eugene Peterson  
Associate Professor  
Diagnostic and Biological Sciences  
1918 – 2012

Herbert Pick, Jr.  
Professor  
Child Development  
1930 – 2012

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

Robert Ruekert  
Associate Dean  
Carlson Undergraduate Administration  
1952 – 2012

Jeannette Schofield  
Executive Accounts Specialist  
Disbursement Services  
1979 – 2012

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

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

Robert Vickers  
Professor  
Diagnostic and Biological Sciences  
1932 – 2012

Zofia Zukowska  
Professor

Physiology  
1948 - 2012

**STUDENTS**

Isabel M. De Sousa Ramos  
Graduate School

Kevin Schmit  
College of Science and Engineering

**5. SENATE CONSULTATIVE COMMITTEE REPORT  
(5 minutes)**

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

Agenda Items 6. and 7. are considered to be non-controversial or “housekeeping” in nature and are offered as a “Consent Agenda” to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. A simple majority is required for approval.

**6. MINUTES FOR MAY 3, 2012**

**MOTION:**

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

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

**STUART GOLDSTEIN, CLERK  
UNIVERSITY SENATE**

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

**MOTION:**

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

University Senate committee memberships:

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

**EQUITY, ACCESS, AND DIVERSITY - Faculty:** Irene Duranczyk (chair), Neil O. Anderson, Jennifer Deane, Andra Fjone, Michael Goh, Geoffrey Maruyama, Tade Okediji, Janet Thomas, Dominique Tobbell. **Academic Professionals:** Katie Ballering, 1 to be named. **Students:** Lauren Beach, Yu Fu, 4 to be named. **Civil Service:** Susan Cable-Morrison, Ellyn Woo. **Ex Officio:** Kimberly Hewitt, Kris Lockhart, Charmaine Stewart.

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

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

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

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

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

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

#### **FOR INFORMATION:**

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

**ALL-UNIVERSITY HONORS - Faculty:** William Tolman (chair), Carl Adams, Marilyn DeLong, Deborah Dillon, Roland Guyotte, Kathleen Krichbaum, Donald Liu, Fotis Sotiropoulos. **Academic Professionals:** Peyton Owens, Patrick Troup. **Alumni:** Nancy Devine, Julie Johnson,

Stephen Litton, Beth Pinkney, Todd Williams. **Civil Service:** Diane Krawczynski, Gary Willhite. **Students:** Jonathan Coleman, Emma Contreras, 1 to be named. **Ex Officio:** Arlene Carney, Kristin Cleveland, Ruth Isaak, Lisa Meyer, Andrew Svec, William Wade.

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

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

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

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

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

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**END OF MOTION A**

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

Responsibilities of Faculty Senators

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

1. Attend all University and Faculty Senate meetings or arrange for an alternate to attend
2. Review docket materials before Senate meetings and be prepared to discuss and vote on issues presented.
3. Share draft policies and policy amendments with colleagues for discussion before Senate action.
4. Distribute to colleagues in their college information on significant matters before the Senate and solicit faculty views on such issues.



5. Bring to the Senate, or one of its committees, issues of concern to their colleagues.
6. Communicate regularly with faculty governance bodies in their academic units.
7. Consider serving on one of the Senate committees.
8. Remember that, while they are elected as delegates from their academic units, “[e]ach member of the University Senate shall represent the University as a whole.”

Adopted unanimously by the Faculty Consultative Committee 8/17/06.

#### Responsibilities of Student Senators

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

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

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

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**MOTION B**  
**University Senate Bylaws and Rules Amendments**  
**Action by the University Senate**  
**(5 minutes)**

Agenda Items 9. through 12. are offered as a “Consent Agenda” to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. As amendments to the University Senate Bylaws, motions require either a majority of all voting members of the University Senate (129) at one regular or special meeting, or a majority of all voting members of the University Senate present and voting at each of two meetings. This is the first meeting at which these motions are being presented.

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

**MOTION:**

To amend Article II, Section 5(H) of the University Senate Bylaws as follows (new language is underlined; language to be deleted is ~~struck-out~~).

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

...

**5. University Senate Committee Charges**

...

**H. SENATE COMMITTEE ON COMMITTEES**

...

**Senate Committee on Committees**

...

**Membership**

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

...

**COMMENT:**

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

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

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

**MOTION:**

To amend Article II, Section 5(I) of the University Senate Bylaws as follows (new language is underlined; language to be deleted is ~~struck-out~~).

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

...

**5. University Senate Committee Charges**

...

**I. SENATE CONSULTATIVE COMMITTEE**

...

**Senate Consultative Committee**

...

**Duties and Responsibilities**

...

**Steering**

...

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

...

**COMMENT:**

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

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

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

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

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

**11. UNIVERSITY SENATE BYLAW AMENDMENT  
Senate Committee Eligibility**

**MOTION:**

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

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

...

**2. Eligibility for Membership**

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

...

**COMMENT:**

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

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

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

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

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

**MOTION:**

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

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

...

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

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

...

**COMMENT:**

See comment to Item 11.

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

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**END OF MOTION B**

**13. PRESIDENT'S REPORT  
(10 minutes)**

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

Questions to the President should be submitted in writing to the University Senate office no later than Tuesday, October 2, 2012. The President may also choose to take questions from the floor.

In the past, there have been Retirement Incentive Options (RIO). I would like to know if this will be offered again in the future, and if so, is there any indication of when that may happen again?

**15. UNIVERSITY SENATE OLD BUSINESS**

**16. UNIVERSITY SENATE NEW BUSINESS**

**17. UNIVERSITY SENATE ADJOURNMENT**

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

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## MEETING OF THE FACULTY SENATE

### 18. ADMINISTRATIVE RESPONSES TO SENATE ACTIONS Information

#### FACULTY SENATE

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

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

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

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

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

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

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

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

Administrative Policy on Master's Degree: Performance Standards and Progress  
Approved by the: Faculty Senate April 5, 2012  
Approved by the: Administration - July 2012

Approved by the: Board of Regents – no action required

Administrative Policy on Master’s Degree: Completion

Approved by the: Faculty Senate April 5, 2012

Approved by the: Administration - July 2012

Approved by the: Board of Regents – no action required

Administrative Policy on Doctoral Degree: Performance Standards and Progress

Approved by the: Faculty Senate April 5, 2012

Approved by the: Administration - July 2012

Approved by the: Board of Regents – no action required

Administrative Policy on Doctoral Degree: Completion

Approved by the: Faculty Senate April 5, 2012

Approved by the: Administration - July 2012

Approved by the: Board of Regents – no action required

2016-17 Morris, Rochester, and Twin Cities Calendars

Approved by the: Faculty Senate May 3, 2012

Approved by the: Administration - May 2012

Approved by the: Board of Regents – no action required

Administrative Policy on University-Administered Graduate Student Fellowships and Traineeships: Twin Cities and Rochester

Approved by the: Faculty Senate May 3, 2012

Approved by the: Administration – July 2012

Approved by the: Board of Regents – no action required

## **19. EDUCATIONAL POLICY COMMITTEE**

### **Resolution on Graduate Education Information for the Faculty Senate**

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

Approved September 5, 2012

Endorse unanimously by Faculty Consultative Committee September 20, 2012

**ALON MCCORMICK, CHAIR  
EDUCATIONAL POLICY COMMITTEE**

## **20. RESEARCH COMMITTEE**

### **Administrative Policy on Using Controlled Substances for Research Information for the Faculty Senate**



## ADMINISTRATIVE POLICY ON USING CONTROLLED SUBSTANCES FOR RESEARCH

**Effective Date:** July 1997

**Last Update:** July, 2012

**Responsible University Officer:**

- Vice President for Research

**Policy Owner:**

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

**Policy Contact:**

- Kathy Fox

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

### POLICY STATEMENT

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

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

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

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

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

DEA registrations must remain current.

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

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

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

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

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

**REASON FOR POLICY**

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

**PROCEDURES**

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

**FORMS/INSTRUCTIONS**

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

**ADDITIONAL CONTACTS**

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Fax/Email</b>
<b>Primary Contact(s)</b>	<b>Kathy Fox</b>	<b>612-624-0664</b>	<b><u>foxxx005@umn.edu</u></b>
Policy	Research Integrity Education and Oversight	612-624-0664	612-626-7431

**DEFINITIONS**

**Authorized Personnel**

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

**Controlled Substance**

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

**DEA Registrant**

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

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

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

**Disposal**

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

**Disposition Records**

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

### Drug Enforcement Administration (DEA)

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

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

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

### ~~Institutional Review Board (IRB)~~

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

### Licensed Practitioner

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

### Location

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

### Minnesota Board of Pharmacy (MNBP)

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

### Registration

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

### Research

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

### Teaching

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

### Unit

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

## **RESPONSIBILITIES**

### Authorized Users

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

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

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

### Department/Unit Head

Designate the DEA Registrant for the Unit.

### Research Integrity Education and Oversight (RIOREO)

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

guidance and support to researchers; approves use of controlled substances in animal usage protocols for IACUC.

~~Human Research Protection Program (HRPP)~~

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

DEA Registrant

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

## APPENDICES

There are no appendices associated with this policy.

## FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

## RELATED INFORMATION

- Board of Regents Policy: *Animal Care and Use*
- Board of Regents Policy: *Research Involving Human Subjects*
- The Controlled Substances Act
- Code of Federal Regulations (21 CFR, part 1300 to end)
- Minnesota Board of Pharmacy Rules, Chapter 6800. 4200 to 6800. 4800
- Controlled Substances Training tutorial
- Department of Environmental Health & Safety
- Research Integrity and Oversight
- Minnesota Statutes 151 and 152

## HISTORY

Amended:

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

Amended:

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

Amended:

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

Amended:

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

Amended:

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

Effective:

July 1997

**COMMENT:**

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

1. MNBP does not require that University researchers have registrations to use CS provided they have a Drug Enforcement Administration (DEA) registration, it is a condition we created ourselves when the policy was first written. They have frankly said they would be pleased to get out of the business of registering our researchers and the inspections involved in the process.
2. The DEA does not require that our researchers be registered with the MNBP.
3. The CS program will continue compliance monitoring through inspections.
4. The process of obtaining annual registrations is time consuming and costly to researchers. If they have more than one location they must pay \$55/per registration/location. Researchers who want to work in a BSL 3 lab as well as their own labs, per University policy, will be required to get an additional MNBP registration for that lab location.
5. Requirements surrounding the purchase of CS by researchers will remain the same (DEA registration, photo ID, etc.) as will the requirements for record keeping, inventory and disposal.

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

The Senate Research Committee reviewed and endorsed the policy unanimously.

**LYN BEARINGER, CHAIR  
RESEARCH COMMITTEE**

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

**ADMINISTRATIVE POLICY ON EXPORT CONTROLS**

**POLICY STATEMENT**

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

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

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

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

**REASON FOR POLICY**

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

**PROCEDURES**

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

**FORMS/INSTRUCTIONS**

There are no forms related to this policy.

**ADDITIONAL CONTACTS**

Primary Contact(s)

Pamela Webb

612-624-1648

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

Office of General Counsel

Mark Bohnhorst

612-624-4100

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

## DEFINITIONS

### Blanket restrictions – Boycotts, Anti-terrorism

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

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

### Deemed Export

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

### Export Administration Regulations (EAR)

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

### Export Controls

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

### Foreign National

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

### Fundamental Research

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

### International Travel

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

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

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

### Office of Sponsored Projects Administration (SPA)

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

### Principal Investigator (PI)

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

## **RESPONSIBILITIES**

### **Associate Vice President for Research Administration**

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

### **Controller's Office**

Overall responsibility for Disbursements and Travel Services;

### **Deans, Department Heads, and Chairs**

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

### **Departmental Grant Administrator**

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

### **Disbursement Services**

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

### **Export Control Officer (ECO)**

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

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

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

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

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

### **Office of General Counsel (OGC)**

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

### **Office for Technology Commercialization (OTC)**

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

### **Principal Investigator (PI)**

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



from policy and procedures; prepares and submits a Request for Exception from the Openness in Research Policy.

#### Senate Research Committee

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

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

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

#### Sponsored Projects Administration Grant Administrator

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

#### Sponsored Projects Administration Unfunded Research Agreements Staff

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

#### Travel Services

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

#### Vice President for Research (VPR)

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

## APPENDICES

- *Adhering to Export Control Regulations During Foreign Travel*

## FREQUENTLY ASKED QUESTIONS

- *Export Controls FAQ*

## RELATED INFORMATION

### Board of Regents Policies

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

### Administrative Policies

- *Openness in Research*
- *Purchasing Goods and Services*,

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

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

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

#### **HISTORY**

Amended: July 2012

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

#### **COMMENT:**

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

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

**LYN BEARINGER, CHAIR  
RESEARCH COMMITTEE**

**22. FACULTY CONSULTATIVE COMMITTEE**  
**Endorsement of the Definition of Plagiarism for the Student Conduct Code**  
**Information for the Faculty Senate**

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

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

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

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

Endorsed September 6, 2012

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

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

**FOR INFORMATION:**

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

The Faculty Consultative Committee voted on May 24, 2012, to approve the following change to the Administrative Policy on Doctoral Degree Completion (language to be added is underlined; language to be deleted is ~~struck out~~). The complete policy is available at:

## **ADMINISTRATIVE POLICY ON DOCTORAL DEGREE COMPLETION**

### **POLICY STATEMENT**

...

#### **I. The Doctoral Final Oral Examination**

...

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

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

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

...

#### **FORMS/INSTRUCTIONS**

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

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

#### **FAQ**

...

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

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

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

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

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

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

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

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

...

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

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

**FOR INFORMATION:**

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

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

**ADMINISTRATIVE POLICY ON MASTERS DEGREE COMPLETION**

**POLICY STATEMENT**

...

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

...

**II. Final Examination:**

...

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

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

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

...

#### V. Minimum GPA required for graduation

...

#### FORMS/INSTRUCTIONS

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

Thesis or Dissertation Hold Request

Master's Graduation Packet Request

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

FAQ

...

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

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

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

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

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

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

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

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

...

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

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

**FOR INFORMATION:**

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

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

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

<b>Policy Contents</b> <ul style="list-style-type: none"> <li>• Policy Statement</li> <li>• Reason for Policy</li> <li>• Procedures</li> <li>• Forms/Instructions</li> <li>• Additional Contacts</li> <li>• Definitions</li> <li>• Responsibilities</li> <li>• Appendices</li> <li>• FAQ</li> <li>• Related Information</li> <li>• History</li> </ul>	<b>Effective Date:</b> Month, YYYY <b>Last Updated:</b> Month, YYYY  <b>Responsible University Officer:</b> Sr Vice President and Provost, Academic Affairs  <b>Policy Owner:</b> Sr. Vice President and Provost, Academic Affairs  <b>Policy Contact:</b> Arlene Carney, VPFAA
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**POLICY STATEMENT**

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

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

## AWARDS FOR OUTSTANDING CONTRIBUTIONS TO EDUCATION POLICY

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

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

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

#### Graduate and Professional Education Awards

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

#### Recognition

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

#### Eligibility

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

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



The number of recipients will depend on the funding available.

### **REASON FOR POLICY**

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

### **PROCEDURES**

4. The Senate Committee on Educational Policy annually appoints two nominating committees: one reviews nominees for the Morse-Alumni award and recommends to the Committee on Educational Policy those individuals whom should receive the award, and the other reviews nominees for the Graduate/Professional award and recommends to the Senate Committee on Educational Policy those individuals who should receive the award. ~~In both instances, the number of recipients will be dependent on the funding available.~~

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

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

### **FORMS/INSTRUCTIONS**

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

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

### **ADDITIONAL CONTACTS**

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

## **DEFINITIONS**

### **Graduate-Professional Award**

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

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

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

## **RESPONSIBILITIES**

### **Candidates for the Teaching Awards**

Complete the nomination release form and route as specified.

### **Colleges**

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

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

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

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

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

## **APPENDICES**

### **FAQ**

### **RELATED INFORMATION**

#### **III. Policy**

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

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

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

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

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

**FOR INFORMATION:**

**Operational Guidelines**

- ~~1. The salary of each award winner shall be increased by a continuous augmentation of \$3,000.~~
- ~~2. The annual award ceremony shall be a large public event to which the students and colleagues of the winners will be invited. This event would be in addition to a smaller event with the President and the Alumni.~~
- ~~3. Each award shall include, for each winner, an appropriate, well-publicized lecture, seminar, or exhibition in the individual's specialty.~~
- ~~4. All faculty who have been awarded Morse Amoco or Morse Alumni, or the Graduate/Professional, teaching awards shall be designated throughout their careers at the University of Minnesota as "Morse Alumni Distinguished Teaching Professor of [field]" or "Graduate/Professional Distinguished Teaching Professor of [field]," as appropriate. This title can be used in correspondence, on business cards, and wherever else appropriate.~~
- ~~5. Any faculty member who has received either award shall be designated by an asterisk and accompanying footnote in the appropriate college catalogues and bulletins for the duration of the recipient's academic career at the University of Minnesota.~~

**COMMENT:**

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

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

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

**FOR INFORMATION:**

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

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

## 5. Faculty Senate Committee Charges

...

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

...

#### **Membership**

...

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

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

...

#### **Duties and Responsibilities**

...

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

...

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

...

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

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

...

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

**27. FACULTY CONSULTATIVE COMMITTEE REPORT  
(5 minutes)**

**28. COMMITTEE ON COMMITTEES  
2012-13 Committees of the Faculty Senate  
Action by the Faculty Senate  
(2 minutes)**

**MOTION:**

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

Faculty Senate committee memberships:

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

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

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

**JUDICIAL - Faculty:** Brian Horgan (chair), David Andow, David Biesboer, Martha Bigelow, David Born, Amos Deinard, Patricia Frazier, Joseph Gaugler, Marti Hope Gonzales, Satish Gupta, Kenneth Heller, Kathleen Hull, Thomas Larson, Dawn Lowe, George Maldonado, Susan Noakes, Jeff Ratliff-Crain, Michael Sadowsky, Mary Lay Schuster, Roderick Squires. **Legal Advisor:** Krista Hatcher, Karen Schanfield.

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

**FOR INFORMATION:**

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

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

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

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

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**MOTION C**

**Faculty Senate Bylaws and Rules Amendments  
Action by the Faculty Senate  
(5 minutes)**

Agenda Items 29. through 32. are offered as a "Consent Agenda" to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. As amendments to the Faculty Senate Bylaws, motions require either a majority of all voting members of the Faculty Senate (84) at one regular or special meeting, or a majority of all voting members of the Faculty Senate present and voting at each of two meetings. This is the first meeting at which these motions are being presented.

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

**MOTION:**

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

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

**1. Ex Officio Members of Faculty Senate Committees**

...

- **Finance and Planning**--Office of the Senior Vice President for Academic Affairs and Provost (two representatives); Office of the Vice President for Budget and Finance (two representatives, including one from the Controller's Office); Office of the Vice President for University Services; Chair of the Academic Health Center ~~Finance and Planning Subcommittee~~ Faculty Consultative Committee

...

**COMMENT:**

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

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

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

**MOTION:**

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

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

...

**2. Election of Members**

...

c. No individual (whether faculty or qualified academic staff) holding a central administrative position carrying as any part of its title President, vice President, chancellor, provost, executive director, dean, counsel, attorney, or chief of staff shall be eligible for election to the Senate as members of the faculties under "b" hereof, nor may the University Librarian ~~or anyone who is a dean~~. ~~Individuals with less than a one-third time appointment as assistant or associate dean shall be eligible for election to the Senate as members of the faculty under "b" hereof.~~ Individuals whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible for election to the Senate as a member of the faculty. (This Article III, Section (2) shall not be construed to conflict with Article IV, Section (2)(a) which provides that the President of

the University is a voting member of the Senate. The President is not an elected member of the Senate.)

...

**COMMENT:**

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

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

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

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

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

**MOTION:**

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

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

...

**2. Eligibility for Membership**

...

b. Individuals holding academic staff titles are eligible to serve as voting members of Faculty Senate committees even if they are not qualified for membership in the Faculty Senate, except that no individual holding a position carrying as any part of its title President, vice president,



chancellor, provost, executive director, dean, counsel, controller, or chief of staff may serve as a voting member of a Faculty Senate committee, nor may the University Librarian or anyone who is a dean. ~~Individuals with less than a one third time appointment as assistant or associate dean shall be eligible to serve as a voting member and chair of a Faculty Senate committee.~~ Individuals whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible to serve as voting members and chairs of Faculty Senate committees. Individuals with academic staff titles are only eligible to serve on the Educational Policy Committee and the Research Committee if they are also eligible to serve in the Faculty Senate. An individual serving as a voting member of a Faculty Senate committee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee. If the individual is appointed only to an interim or acting position, the chair of the Faculty Consultative Committee may, with the consent of the Faculty Consultative Committee, waive the requirement that the individual resign from the committee.

...

**COMMENT:**

See comment to Item 30.

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

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

**MOTION:**

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

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

...

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

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

...

**COMMENT:**

See comment to Item 30.

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

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**END OF MOTION C**

**33. FACULTY SENATE OLD BUSINESS**

**34. FACULTY SENATE NEW BUSINESS**

**35. FACULTY SENATE ADJOURNMENT**

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

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

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

The EAD Committee believes that the approval of this constitutional amendment would directly discriminate against our students as well as other groups—senior citizens and the economically disadvantaged. *We believe that by limiting opportunities for citizens to vote, the amendment is neither in the best interest of the University of Minnesota nor its faculty, staff, or students.* We therefore:

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

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

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

**DAVID GOLDEN, CHAIR  
SOCIAL CONCERNS COMMITTEE**

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

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

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

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

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

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

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# 100



— A CENTURY OF —  
SHARED GOVERNANCE

The 2012-13 academic year marks  
a century of shared governance at the University.

In a series of University Senate meetings, Professor Marti Hope Gonzales will moderate members of the University community in discussions that address fiscal, technological, and academic challenges and opportunities.

Where have we been? Where are we now? What are the myriad challenges the University community will face in the future?  
How can shared governance shape thoughtful and efficient decisions as we move into the next hundred years?

*Please join us as we commemorate this significant anniversary.*

UNIVERSITY OF MINNESOTA  
**Driven to Discover<sup>SM</sup>**

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# CENTENNIAL EVENTS

## ADDRESSING BIG QUESTIONS IN HIGHER EDUCATION TODAY

### **October 4, 2012, 2:00–3:30 pm, Coffman Theater**

- Senate History - Sally Gregory Kohlstedt
- The Economic Future of Public Research Universities—*Why don't citizens and public officials see a research university as worthy of state investment?* Panelists: Mos Kaveh, Peter Radcliffe, Thomas Stinson, David Weerts
- Digital Education—*Can the faculty be replaced by robots and videos?* Panelists: Douglas Ernie, Adam Matula, Jeff Ratliff-Crain, Robert Rubinyi

### **December 6, 2012, 2:00–3:30 pm, 25 Mondale Hall**

- Private Sector Collaboration—*Are profit motives less noble than those guiding traditional funding mechanisms?* Panelists: Gary Balas, Arthur Erdman, J. Michael Oakes
- Shifting Faculty Demographics—*Are tenure and academic freedom at risk?* Panelists: David Bernlohr, Carol Chomsky, Karen Miksch, Jean Quam

### **January 31, 2013, 3:00–4:30 pm, 25 Mondale Hall**

- A Conversation about Governance with President Eric Kaler, Provost Karen Hanson, Regent Patricia Simmons, and Professor Fred Morrison
- Reception

### **April 4, 2013, 2:00–3:00 pm, 25 Mondale Hall**

- The Future of Governance—*How can shared governance prevent well-intentioned but potentially awful institutional decisions?* Panelists: Victor Bloomfield, Randy Croce, Joseph Konstan, Allen Levine, Adam Matula, Karen Seashore

**Find more information at: <http://www1.umn.edu/usenate/centennial>**

# 100



— A CENTURY OF —  
SHARED GOVERNANCE

Senate Centennial  
Addressing Big Questions in  
Higher Education Today

October 4, 2012

2:00 p.m. — 3:30 p.m.

Coffman Theater

#### **OPENING REMARKS:**

**President Eric W. Kaler**

#### **MODERATOR:**

**Marti Hope Gonzales**, social psychologist, is a faculty member in the Department of Psychology in the College of Liberal Arts. She first became engaged in faculty activism during the "Tenure Wars" in the mid-1990s, and has served in faculty governance in some capacity ever since, including serving in the Faculty Senate, and as chair of the Equal Employment Opportunity for Women Committee, the Faculty Consultative Committee and the Senate Consultative Committee. She was also a faculty representative on the most recent Presidential Search Advisory Committee.

#### **SENATE HISTORY:**

**Sally Gregory Kohlstedt** studies science in American culture, with particular interest in the social and institutional frameworks of scientists at their intersection with the public; her most recent work has focused on museums and education. She is professor and director of the Program in History of Science and Technology in the College of Science and Engineering and current chair of the Faculty Consultative Committee and the Senate Consultative Committee.

#### **THE ECONOMIC FUTURE OF PUBLIC RESEARCH UNIVERSITIES:**

**Why don't citizens and public officials see a research university as worthy of state investments?**

#### **Panelists:**

**Mos Kaveh**, professor and former head of the Department of Electrical and Computer Engineering, has served as associate dean for research and planning in the College of Science and Engineering since 2005.

**Peter Radcliffe**, executive director, Office of Planning and Analysis, oversees institutional data and reporting, and conducts research on the economics of higher education, institutional assessment, and student success.



**Thomas Stinson**, professor, Department of Applied Economics in the College of Food, Agricultural and Natural Resource Sciences, serves as the state economist for the State of Minnesota. His current research includes evaluations of alternative strategies for nonmetropolitan development and estimates of the impact of taxes on individual decisions.

**David Weerts** is associate professor and director of the Jandris Center for Innovative Higher Education in the College of Education and Human Development. His research focuses on state financing for higher education, university-community engagement, and alumni giving and volunteerism.

#### **DIGITAL EDUCATION:**

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

#### **Panelists:**

**Douglas Ernie**, associate professor of electrical and computer engineering and director of UNITE Distributed Learning in the College of Science and Engineering, has served on numerous campus wide e-learning committees and is actively involved in teaching with technology and the delivery of online courses and graduate degree programs.

**Adam Matula**, dual-degree student with the College of Science and Engineering and the College of Liberal Arts on the Twin Cities campus, is the current chair of the Student Senate Consultative Committee and the Student Senate.

**Jeffrey Ratliff-Crain**, professor of psychology, director of the Academic Center for Enrichment, and former assistant dean on the Morris campus, has taught an online psychology course since 2001.

**Robert Rubinyi**, director of distributed education, Office of the Senior Vice President and Provost, is currently the co-lead for the U of M Digital Campus initiative, providing students comprehensive information on U of M eLearning offerings and supporting faculty development through programs such as Quality Matters, Learn (Mostly) Online, and the "Clear Path" process for creating online and blended courses.

**SENATE CENTENNIAL PLANNING COMMITTEE:**

**Marti Hope Gonzales**, chair and associate professor, Department of Psychology, College of Liberal Arts

**Hy Berman**, professor emeritus, Department of History, College of Liberal Arts

**Victor Bloomfield**, professor emeritus, Department of Biochemistry, Molecular Biology and Biophysics, College of Biological Sciences and Medical School

**Vickie Courtney**, director, University Senate Office and University Awards and Honors

**Gary Engstrand**, secretary to the faculty, University Senate Office

**Sara Evans**, Regents Professor Emeritus, Department of History, College of Liberal Arts

**Sally Gregory Kohlstedt**, professor and director, Program in History of Science and Technology, College of Science and Engineering

**Jan McCulloch**, professor and department head, Department of Family Social Science, College of Education and Human Development

**Fred Morrison**, Popham, Haik, Schnobrich/Lindquist & Vennum Professor of Law, Law School

**Ann Pflaum**, University historian, Office of University Relations

Floral arrangement contributed by the Minnesota Landscape Arboretum.