

Meeting Agenda
December 14, 2020

- I. Call to Order.
- II. Attendance.
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from November 23, 2020.
- V. Announcements.
 1. Dean Bresciani, President
 2. Margaret Fitzgerald, Provost
 3. Florin Salajan, Faculty Senate President
 4. Molly Secor-Turner, Faculty Senate Past-President
 5. Anastasiya Andrianova, Faculty Senate Acting President-Elect
 6. Philip Hunt, Registrar
 7. Kenneth Hellevang, CCF President
- VI. Committee and Other Reports.
 1. Budget Committee report
- VII. Consent Agenda.
 1. UCC Report
 2. Policy 515
- VIII. Planning and Prioritizing Senate Action for the Academic Year.
 1. Anti-racism, diversity and inclusion
 2. General education outcomes - Assessment of student learning
 3. Policies for faculty involvement in Provost appointment and dismissal process
 4. Curriculum initiatives
 5. Strategy for international and global engagement
- IX. Unfinished Business.
- X. New Business.
 1. Letter of support for Provost Margaret Fitzgerald
- XI. Adjournment.

Special Meeting Minutes

November 23, 2020

I. Call to Order. Meeting called to order by President Salajan at 3:02pm.

II. Attendance.

Special Meeting 11.23.20		Substitute	Present
Molly Secor-Turner, Past President			x
Florin Salajan, President			x
Ali Amiri, Parliamentarian			x
Christopher Byrd	AFSNR		x
Tom DeSutter	AFSNR		x
Andrew Green	AFSNR		
Jeremy Jackson	AFSNR		
Ryan Limb	AFSNR		x
Birgit Pruess	AFSNR		x
David Ripplinger	AFSNR		x
Guiping Yan	AFSNR		x
Eric Berg	AFSNR		x
Qi Zhang	AFSNR		x
Bakr Aly Ahmed	AHHS		x
Anastasiya Andrianova, Acting President Elect	AHHS		x
Lisa Arnold	AHHS		x
Sean Burt	AHHS		x
John Creese	AHHS		x
Pam Emanuelson	AHHS		x
Kristen Fellows	AHHS		x
Holly Hassel	AHHS	Thomas Ambrosio	x
Dan Pemstein	AHHS		x
Onnolee Nordstrom	BUS		x
Fred Riggins	BUS		x
Ruilin Tian	BUS		x
Eric Asa	ENG		x
Long Jian	ENG		x

Zhibin Lin	ENG		
Majura Selekwa	ENG		x
Changhui Yan	ENG		x
Shannon Harriger	HP		x
Mary Larson	HP		x
Sharon Nelson	HP		x
Stephen O'Rourke	HP		x
Sara Thompson	HP	Don Miller	x
Amelia Asperin	HSE		x
Katie Lyman	HSE		x
Kimberly Overton	HSE	Stacy Duffield	x
Tom Carlson	HSE		
Laura Aldrich-Wolfe	SM		x
Josef Dorfmeister	SM		x
John Hershberger	SM		
Ken Lepper	SM		x
Mark McCourt	SM		x
Kent Rodgers	SM		x
Abraham Ungar	SM		x
Pinjing Zhao	SM		x

III. Adoption of the Agenda. *Move to approve by Andrianova, seconded by Asperin. Vote by acclamation. Approved.*

IV. Announcements/Updates.

None

V. Consent Agenda.—*Motion to approve by Pruess. Seconded by Aly Ahmed. Electronic vote: 40 yes, 0 no, 2 abstain. Motion passed.*

1. UCC Report (11/9/20)
2. Confirmation of previously approved UCC report (10/21/20)
3. Policy 130
4. Policy 135
5. Policy 143
6. Policy 149

VI. Unfinished Business.

1. Summary of Title IX regulatory changes—*summary provided prior to meeting by Dr. Bilen-Green.*

2. Policy 151—*Move to approve by Andrianova, seconded by Lyman. Heather Higgins-Dochtermann clarified that the revisions were necessary to provide for a separate policy for Title IX procedures. **Electronic vote: 37 Yes, 0 No, 4 abstain. Motion passed.***

*Motion by Sen. Lepper to group remaining policies related to Title IX (excluding Policy 327) and approve Policies 156.1, 162, 183, 220, 230, 231, 350.3, 350.4, and 601. Seconded by Aly Ahmed. Summary of policy revisions provided by Heather Higgins-Dochtermann. **Electronic vote: 36 yes, 0 no, 3 abstain. Motion passed.***

3. Policy 156.1

4. Policy 162

5. Policy 183

6. Policy 220

7. Policy 230

8. Policy 231

9. Policy 327—*Miller motion to approve, seconded by Larson. Dan Friesner clarified solicitation of members to include on the committee is intended for this to be a developmental process. Committee wanted the person being evaluated to be able to provide suggestions of people they work with who may be overlooked and who may create a conflict of interest. Senators asked about exclusion of the Provost reviews in this policy. Dan Friesner volunteered to make these edits at a future time to the policy. Clarification of who the Academic Vice President refers to was requested. Dan Friesner and Provost Fitzgerald clarified that there are Vice Presidents such as the VP for IT and VP for RCA that report to the Provost. Arnold provided language to clarify role of supervisor in requesting feedback on committee composition from administrator under review.*

*Secor-Turner motion to table and send to committee for further revision, seconded by Riggins. **Electronic vote: 15 yes, 22 no, 3 abstain. Motion failed.***

Rodgers motion to amend policy 327 by adding Provost to those included in section 5. Procedures and edit section 4 fourth sentence in second paragraph to read: The supervisor

*shall solicit feedback on the committee's composition from the administrator under review, Aldrich-Wolfe second. **Electronic vote: 40 yes, 0 no, 1 abstain. Motion passed.***

*Motion to approve amended Policy 327, called the question. **Electronic vote: 38 yes, 0 no, 2 abstain. Motion passed.***

10. Policy 350.3

11. Policy 350.4

12. Policy 601

VII. New Business.

1. Proposed extension of the Pass/Fail grading option for students.

Dr. Fitzgerald and Registrar Hunt invited to give comments. Dr. Fitzgerald added that NDUS Student Government has passed a resolution to support the Pass/Fail option. Registrar Hunt clarified the departments and programs can exempt their programs from providing Pass/Fail option. Feedback solicited from faculty regarding the resolution supporting Pass/Fail and how to proceed with academic standing. Clarification asked regarding how we would intervene for students who are on academic probation. Registrar Hunt suggests that these students will need additional support from faculty and university. Dr. Fitzgerald explained that flexibility with students and student support is not universal and there are still some students who are not getting the support they need. Matthew Friedmann, Student Body President, thanked faculty for help they are receiving. Reported that students are not finding any predictability in their lives, especially outside of the classroom, and these challenges are infringing on their academic experiences. This request is simply to help students with experiences they may be experiencing outside the classroom. Senators Rodgers, Berg, McCourt, and Andrianova asked for clarification from the Registrar regarding the number of students impacted and the authority of departments to support or discourage their students from electing P/F grading. Berg expressed concerns about the impact of P/F on students' professional future/job market. Rodgers and Lepper initiated discussion that Academic Freedom Policy includes freedom to assign grades, and the Pass/Fail option is an issue of academic freedom and is therefore a faculty member's decision. Concern that students could be on academic probation without grades for 3 semesters. Registrar Hunt clarified that the current bulletin does allow students to choose Pass/Fail grading by the Departments can strongly encourage them to not choose that option for various reasons. Registrar Hunt clarified that the Pass/Fail grades could be selected after students know their grade.

Senator Aly Ahmed motion to approve the suggestions provided in the memo by Registrar Hunt; second by Aldrich-Wolfe.

*Lyman motion to table discussion of Pass/Fail option; Rodgers seconded. **Electronic vote: 28 yes, 9 no, 2 abstain. Motion passed.***

Registrar Hunt asked for clarification about what should be brought back for review by the Faculty Senate.

VIII. Open Discussion.

No discussion.

IX. Adjournment. *McCourt motion to adjourn. Second by Aly Ahmed. Unanimous approval by acclamation. Meeting adjourned at 4:37pm.*

Addendum

After the Faculty Senate meeting, at the Faculty Senate Executive Committee meeting on November 30, 2020, the committee voted unanimously to endorse the P/F deadline extension. The endorsement was then discussed, debated and voted on electronically by the Faculty Senate between December 2 and 4. The procedure was as follows:

*Asperin motion to remove the clarification of the Pass/Fail option from the table; Pruess seconded. **Electronic vote: 37 yes, 0 no, 2 abstain. Motion passed.***

*Hassel motion to support the FSEC's endorsement of the P/F option deadline extension; Burt seconded. **Electronic vote: 28 yes, 5 no, 3 abstain. Motion passed.***

**University Curriculum Committee Report
For Faculty Senate Meeting on December 14, 2020**

Program Changes	
B.S. – Microbiology – Allows HON 491 in place of MICR 485 and HON 489 in place of MICR 486 for Honors Program Students	
B.S./B.A – Economics – Standard Option to accept FIN 430, FIN 440, FIN 450, FIN 460 & BUSN 487 as Economics Electives, and require 18 cr. (formerly 15 cr.) of Economics Electives. Quantitative Option to allow Computer Science as a minor, and make CSCI 222 and CSCI 366 part of the curriculum, and require 9 cr. (formerly 6 cr.) of Economics Electives, and accept no more than 3 cr. of approved non-ECON courses listed for the Standard Option. Provides increase flexibility for students.	
CERT – College Teaching – Makes ENGL 764 Classroom Strategies for TAs a foundation course.	
MED – Counseling – Adds CNED 731 to required courses. Removes requirement of CNED 735 from the Clinical Mental Health Counseling Program requirements. Increases minimum credit requirement to 60 cr. as required by accrediting agency.	
PhD – Counselor Ed & Supervision – Removes redundant courses and adds a new course (CNED 866 Leadership and advocacy) as an elective. Brings program into alignment with current accreditation standards.	
UGRD Entrepreneurship Certificate – Change to include ENTR 440 (a new course) in the certificate curriculum.	
UGRD Entrepreneurship Minor – Change to include ENTR 440 (a new course) in the minor curriculum.	

New Courses			
Subject	No.	Title	Effective Term
BIOL	861	Advanced Physiology – Physiology of Extremes	Spring 2021
CPM	786	Polymeric Materials Design	Spring 2021
H&CE	680	Science, Technology, Engineering & Mathematics Teaching Methods in Agricultural Education	Spring 2021
NISS	710	Workshop in New Institutional Social Science	Summer 2021
THEA	463	Acting the Song II	Fall 2021
THEA	469	Musical Theatre Audition	Fall 2021

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
BIOL	271	Wildlife Ecology and Conservation: An Undergraduate Research Course	3	BIOL	271	Undergraduate Research Experience: Field Biology and Experimental Ecology	3	Fall 2021
EDUC	461	Special Education: Exceptionalities and Education	2	EDUC	461	Introduction to Special Education	3	Spring 2021
MATH	488	Numerical Analysis I	3	MATH	488	Numerical Analysis	3	Fall 2021
MATH	688	Numerical Analysis I	3	MATH	688	Numerical Analysis	3	Fall 2021
PHRM	355	Introductory Pharmacy Practice Experience I: Introduction to Institutional Pharmacy Practice	3	PHRM	355	Institutional Introductory Pharmacy Practice Experience	3	Summer 2021
PHRM	455	Introductory Pharmacy Practice Experience II: Introduction to Community Pharmacy Practice	4	PHRM	455	Community Introductory Pharmacy Practice Experience	4	Summer 2021

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
EDUC	461	Introduction to Special Education (new title from table above)	<u>New description:</u> Develops skills and knowledge for recognizing and effectively teaching students with various disabilities in the K-12 setting. Examines relevant laws, educational service delivery models, curricular planning approaches, and instructional adaptations. Ten hours of field experience is required. <u>Prerequisite change:</u> removes EDUC 322 from list of prerequisites.	Spring 2021
PAG	315	Electronic Systems in Precision Ag	<u>Prerequisite change:</u> Removes PAG 115 and PAG 115L from listed prerequisites	Fall 2021

Changes in Course Descriptions and/or Requisites (continued)				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
PHRM	355	Institutional Introductory Pharmacy Practice Experience (new title from table above)	<u>New description:</u> This course is designed to be an introduction to institution based pharmacy practice. This course consists of a 3 week, 120 hour, unpaid, supervised pharmacy practice experience in an institutional pharmacy setting, required assignments, and required reflection. Pass/Fail grading. <u>New Prerequisite list:</u> PHRM 455, PSCI 413, PSCI 414, PSCI 417, PHRM 452L, PHRM 532, PHRM 535, PHRM 400, PSCI 415, PHRM 450, PHRM 534, PHRM 538, PHRM 565, and CHP 400	Summer 2021
PHRM	455	Community Introductory Pharmacy Practice Experience (new title in table above)	<u>New description:</u> This course is designed to be an introduction to community based pharmacy practice. This course consists of a 4 week, 160 hour, unpaid, supervised pharmacy practice experience in a community pharmacy setting, required assignments, and required reflection. Pass/Fail grading. <u>New prerequisite list:</u> PSCI 367, PSCI 368, PSCI 369, PSCI 410, PSCI 411, PSCI 412, PSCI 470, PHRM 301, PHRM 340, PHRM 341, PHRM 351L, PHRM 353, PHRM 480 and MICR 470.	Summer 2021
PSCI	670	Pharmacokinetics	<u>New description:</u> Concepts and mathematical techniques for describing the time course of drugs in biological systems. Also includes Toxicology. <u>New prerequisite list:</u> Admission to PSCI Graduate program and/or department consent.	Spring 2021

Course Inactivations				
Subject	No.	Title	Effective Term	
ENGL	331	Contemporary Women Writers	Spring 2021	

**University Curriculum Committee Report Addendum
For Faculty Senate Meeting on December 14, 2020**

Program Changes
BFA: Theatre Arts Design and Tech track - THEA 224 & THEA 223 no longer required for degree. Both were removed last year from other degree tracks and were missed in this one. THEA 481 no longer being offered.
BFA: Theatre Arts Performance track – THEA 481 is no longer being offered. Added THEA 160 and THEA 345 to electives list and removed THEA 267 from that list.
B.S.: Computer Science and Mathematics - Housekeeping change to remove CSCI 189 (and footnote) to bring it in line with similar majors; neither the Math major nor the Computer Science major require a UNIV 189 course anymore.
B.S./B.A.: Theatre Arts – THEA 481 no longer being offered. THEA 280 moved from the elective list to a requirement.
BSENVE: Environmental Engineering - Cleaned up the program prefix/catalog date. Added MATH 128 (Introduction to Linear Algebra) to curriculum. MATH 128 is a co-requisite for MATH 266, a required BSENVE course.
2 nd major – Global Business – ENTR 440 added to the list of electives for the major.
B.S./B.A.: Mathematics & Statistics Pre-Actuarial - This program change removes Math 376, Actuarial Exam Study, from the required course work. Previously, Math and Stats department had the faculty expertise to prepare students for additional actuary exams, but with faculty departures only preparation for the initial exams can be offered. (Stats 476 is now cross-listed with Math 476, and teaching of this course alternates between Math and Stats departments.)
Minor: Precision Agriculture - ASM 454 was dropped by the ASM program committee. In its place the PAG Program Committee replaced it with PAG 454. Based on feedback from the College Curriculum Committee, the PAG Program Committee reevaluated the minor and made changes that will better assist students in successfully obtaining a PAG Minor.

New Courses			
Subject	No.	Title	Effective Term
IME	465	Introduction to Machine Learning	Fall 2021

Course Reactivations			
Subject	No.	Title	Effective Term
MATH	737	Algebraic Combinatorics	Fall 2021

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
EDUC	661	Special Education: Exceptionalities and Education	2	EDUC	661	Introduction to Special Education	3	Spring 2021
MATH	836	Discrete Mathematics	3	MATH	736	Enumerative Combinatorics	3	Fall 2021
MIS	116	Business Use of Computers	3	TL	116	Business Software Applications	3	Fall 2021

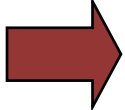
Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
BIOL	151	General Biology II	Prereq: none.	Spring 2021
CE	471	Environmental Nanotechnology	Prereq: CE 370 for CE majors and ENVE 360 for ENVE majors.	Fall 2021
CE	478	Water Quality Management	Prereq: CE 370 for CE students and ENVE 360 for ENVE students.	Spring 2021
CE	479	Advanced Water and Wastewater Treatment	Prereq: CE 370 and CE 410 for CE majors or ENVE 412 for ENVE majors.	Spring 2021
EDUC	661	Introduction to Special Education	Desc: Develops skills and knowledge for recognizing and effectively teaching students with various disabilities in the K-12 setting. Examines relevant laws, educational service delivery models, curricular planning approaches, and instructional adaptations. Ten hours of field experience is required. Prereq: Admission to the graduate program.	Spring 2021
FIN	480/680	Applied Portfolio Management	Desc: This course combines theory with practice and provides students with a unique educational opportunity to study portfolio management through application. Students will gain real-time, hands-on experience in financial security analysis and valuation, asset allocation and portfolio management as applied to an actual investment portfolio. Students will learn how to present their analysis of portfolio performance.	Spring 2021

Changes in Course Descriptions and/or Requisites (continued)				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
MATH	737	Algebraic Combinatorics	Desc: Posets, distributive lattices, tableaux dynamics, symmetric functions, representation theory, and selected advanced topics. Prereq: MATH 636.	Fall 2021
PAG	115	Introduction to Precision Agriculture	Desc: This course is designed to introduce the student to a broader view of the precision agriculture, crop and livestock production in precision agriculture, fundamental concepts of GIS, GPS, sensors, drones, data acquisition and management, Remote sensing. The course is offered in 3 fifty mins lectures per week. Co-req: MATH 103.	Fall 2021
PAG	115L	Introduction to Precision Agriculture Lab	Desc: This laboratory course is designed to teach students Precision Ag hands on experiences include drone flying, precision ag mapping, field visit and ag robotic demonstration. Co-req: PAG 115.	Fall 2021
PAG	215	Mapping of Precision Ag Data	Desc: This course is designed to introduce the student to principles and applications of mapping data in precision agriculture, GIS, GPS, sensors, drones, data acquisition and management. The course is offered in two 50 mins lectures and one 100-minute laboratory per week. Prereq: PAG 115.	Fall 2021
PHRM	570	Pharmacy Practice Improvement and Project Management	Desc: Students will gain a basic understanding of performance improvement and projects they may be expected to complete on a rotation or as a new practitioner. Prereq: PHRM 353 (or PHRM 350 & PHRM 352) & PHRM 480 with a Grade of 'C' or better.	Spring 2021
PSCI	411/611	Pharmacokinetics and Pharmacodynamics	Desc: This course is designed for professional Pharm D students/Graduate Students to learn and understand the basic principles of Pharmacokinetics/Pharmacodynamics, and then apply them to the patient care setting and scientific research, covering from basic chemical, pharmacologic properties of drugs that affect their ADME and therapeutic effects. Prereq: Admission to PharmD program. Prereq for PSCI 611: Admission into PSCI Graduate Program and/or department consent .	Fall 2021
PSCI	610	Pharmaceutical Biotechnology	Prereq: Accepted into PSCI Graduate Program and/or department consent.	Spring 2021
PSCI	612	Chemotherapeutic/Infectious Disease Pharmacodynamics	Desc: This is a basic pharmacology course. The chemical structure, medicinal and pharmacological properties of therapeutic agents used in the treatment of cancerous and infectious diseases will be covered in this course. Aspects of microbiology, molecular and cell biology, physiology, immunology and pharmacology related to understanding the therapeutic use of these agents will be discussed. Prereq: accepted into PSCI Graduate Program and/or department consent.	Spring 2021
PSCI	613	Endocrine/Respiratory/GI Pharmacodynamics	Prereq: Admission into PSCI Graduate Program and/or department consent.	Fall 2021
PSCI	614	Cardiovascular Pharmacodynamics	Prereq: accepted into PSCI Graduate Program and/or department consent.	Fall 2021
PSCI	615	Neuropsychiatry Pharmacodynamics	Prereq: Accepted into PSCI Graduate Program and/or department consent	Spring 2021
PSCI	617	Pharmacogenomics	Prereq: Admission into Pharmaceutical Sciences graduate program and/or consent from the Department of Pharmaceutical Sciences.	Fall 2021

Changes in Course Descriptions and/or Requisites (continued)				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
TL	116	Business Software Applications	Desc: Introduction on the use of popular spreadsheet and database software applications including how and when to apply the features of these types of applications to address a variety of business problems. Content emphasizes leveraging widely used business tools via hands-on activities. Credit will be awarded only for TL 116, CSCI 114, or CSCI 116 but not more than one.	Fall 2021

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to ndsucc@ndsucc.edu first so that a clean policy can be presented to the committees.

SECTION:

Policy 515 Travel - Employees

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? Yes No
- Describe change: Update text in 4.1 and 4.3 to remove specific mileage rates and instead include a general reference to the IRS mileage rates so that the policy would not need to be updated every year. Note: we are unsure if there are any requirements that the actual mileage rates need to be included in our Policy Manual.

2. This policy change was originated by (individual, office or committee/organization):

- Accounting Office (Travis Aho/Lisa Ripplinger)
- Lisa.m.ripplinger@ndsucc.edu

This portion will be completed by Heather Higgins-Dochtermann.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsucc@ndsucc.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 515 TRAVEL - EMPLOYEES

SOURCE: NDSU President
North Dakota Century Code (NDCC)
North Dakota Office of Management and Budget Policy

1. GENERAL PROVISIONS

- 1.1 DEFINITION OF "TRAVEL" - *(NDSU Interpretation)*
For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office. For purposes of travel by staff members employed on the University campus their "community" shall include, Fargo, West Fargo, and Moorhead.
- 1.2 MEANS OF TRAVEL - *(NDSU Interpretation)*
Employees must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University.
- 1.3 ACCOUNTING OFFICE RESPONSIBILITY - *(NDSU Interpretation)*
The NDSU Accounting Office is responsible for the initial development of NDSU's employee travel expense reimbursement policy, in addition to the final review and approval of individual employee travel expenses. Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification. The NDSU Accounting Office must apply the travel rules in this policy on a reasonable, fair and consistent basis.
- 1.4 TRAVEL VOUCHER REQUIREMENTS - (NDCC 54-06-09 (6))
Before an allowance for any such mileage or travel expenses may be made, the employee shall file with the employee's department an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, college, or division.
- (NDCC 44-08-05.1)
Any employee who has the power to approve a voucher for a department shall determine, before approving such voucher, the following:
- 1.4.1 That the expenditure for travel or other expenditures were for lawful and official purposes.
- 1.4.2 If for travel expense, that the travel actually occurred and that the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.
- 1.4.3 If the voucher is for expenditure other than travel expense, that the expenditure is lawful and that the voucher contains no false claims.

2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

Employees may be reimbursed for expenses incurred within their "city or community" of employment for the following:

2.1 *(NDSU Interpretation)*

Parking fees for personal vehicles when conducting University functions or attending University meetings.

2.2 *(OMB Policy 507)*

Mileage at in-state rates for personal vehicles used to transport equipment or university guests for university functions.

2.2.1 *(OMB Policy 507)*

Mileage from a normal work station to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

2.3 *(NDSU Interpretation)*

Meals may be reimbursed as provided under NDSU Policy 170.

2.4 *(NDSU Interpretation)*

Transportation between the employee's residence and airport, which consists of taxi fare or mileage plus airport parking, whichever is less.

3. OUT-OF-STATE TRAVEL AUTHORIZATION - *(NDSU Interpretation)*

Employees must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President or Provost must have their out-of-state trips pre-approved by their Vice President or Provost. Vice Presidents, Provost, and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. Prior approval is to be obtained by using the Travel Authorization – Out-of-State form.

3.1 WORKERS COMPENSATION - *(NDSU Interpretation)*

In cases where employees are working out-of-state for 30 consecutive days, or for any international trip, the employee must notify the University Police and Safety Office to arrange proper Workers Compensation coverage.

3.2 FOREIGN TRAVEL AUTHORIZATION - *(NDSU Interpretation)*

Each trip to a foreign country must be approved by the appropriate Vice President or Provost or their designee.

4. PRIVATELY OWNED TRANSPORTATION - (NDCC 54-06-09)

An employee, when required to travel by motor vehicle or truck in the performance of official duty, should use a state-owned vehicle, whenever possible.

(OMB policy 511)

When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet

vehicles are available, then the State would have primary responsibility.

(NDCC 44-08-03)

Where more than one state employee travels in the same car while engaged upon official duty, whether belonging to different departments, subdivisions, boards, or commissions or not, no claim may be made for more than one mileage, such claim to be made by the owner or lessee of such car.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below.

4.1 IN-STATE MILEAGE - (NDCC 54-06-09 (1a))

The [IRS United States General Services Administration mileage rate](#) is used for ~~sum of 58 cents per mile (for travel before 1/1/2020) or 57.5 cents (for travel 1/1/2020 or after)~~ actually and necessarily ~~by~~ [mileage](#) traveled in the performance of official duty when such travel is by motor vehicle.

4.2 (NDCC 54-06-09 (1a))

The sum of 86 cents per mile when such travel is by private airplane.

4.3 OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))

If only one person engages in travel exceeding any geographic point 300 miles beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first 300 miles.

(NDSU Interpretation)

When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by 300 miles. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the 300 mile expanded border, the employee may be reimbursed at the [established IRS United States General Services Administration](#) ~~58 cents per~~ [mileage](#) rate. This includes both the departure and return parts of the trip.

When two or more state employees travel in the same vehicle, the per mile allowance is [the IRS United States General Services Administration mileage rate](#) ~~58 cents (for travel before 1/1/2020) or 57.5 (travel 1/1/2020 or after)~~. State employees accompanying the vehicle owner must be listed on the travel voucher.

4.4 (NDCC 54-06-09 (5))

State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid 45 cents per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle. In this case the 300 mile restriction, in 4.3 above, does not apply.

(NDSU Interpretation)

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as: traffic or parking tickets, vehicle repairs, or any other normal automobile expenses.

5. COMMERCIAL AIRLINES - (OMB Policy 510)

For travel on official state business, airline tickets may be either purchased through a travel agency and billed to the department, or purchased by the employee and reimbursed. In either case, the

original itinerary should be used to support the travel agency payment or employee reimbursement. Reimbursement to an employee or *tickets directly billed to a department* will be allowed for the actual cost of tourist or coach fare, purchased at the lowest reasonable rate available, except when approved by the President, or President's designee, unless not permitted by federal rules or regulations. Approvals must be filed in the President's Office. First Class or Business Class tickets should normally be through a frequent flyer upgrade or the employee should use frequent flyer miles earned via state travel. Invoices from third parties (like travel agencies) must identify if travel is First Class or Business Class.

5.1 *(NDSU Interpretation)*

If the ticket is paid by the employee in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid using an accounts payable voucher.

5.2 *(NDSU Interpretation)*

Meal and lodging expenses will be limited to the days needed to complete the business trip. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented.

6. MEAL REIMBURSEMENTS - (NDCC 44-08-04)

Reimbursement is allowed only for overnight travel or other travel, away from the normal place of employment, for four hours or more. Verification of expenses by receipt is required only for lodging expenses.

6.1 DEFINITION - QUARTERS - (NDCC44-08-04 (2)) *(NDSU Interpretation italicized)*

For purposes of employee meal and lodging reimbursements, state law defines the four quarters of a day as follows:

First quarter shall be from six (6) a.m. to twelve (12) noon. No reimbursement may be made if travel begins after seven (7) a.m.

Second quarter shall be from twelve (12) noon to six (6) p.m. *(No reimbursement will be made for this quarter if travel begins after one (1) p.m. or ends prior to twelve (12) noon.)*

Third quarter shall be from six (6) p.m. to twelve (12) midnight. *(No reimbursement will be made for this quarter if travel begins after seven (7) p.m. or ends prior to six (6) p.m.)*

Fourth quarter shall be from twelve (12) midnight to six (6) a.m. *(This quarter pertains to claiming lodging expense.)*

6.2 CONFERENCE, SEMINAR, OR OTHER MEETING - (NDCC 44-08-04 (1))

Claims may also be made for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the University; however, if a meal is included in a registration fee, the applicable quarter's meal allowance cannot be claimed for that meal.

6.3 TAXABLE MEALS - *(NDSU Interpretation of IRS regulations)*

Meal reimbursements that do not involve "overnight lodging" are reported as taxable gross income on the employee's W-2 and are subject to withholding and employment taxes. A lodging receipt is considered adequate proof of overnight lodging. Also, a notation on the travel voucher that the employee stayed overnight with a friend or relative is sufficient.

6.4 PAYMENT FOR MEALS OF STAFF & GUESTS, WHILE IN TRAVEL STATUS -
(NDSU Interpretation)

NDSU Policy 170 allows reimbursement to employees for meals of staff and guests, even though the employee is not in travel status. Employees while in travel status may also occasionally encounter meal expenses when they are required to be at a meeting and there is a need to pay for meals of guests, such as when interviewing candidates, recruiting, or fund raising.

If an employee is at a required meeting and pays for meals of guests (while in travel status), the employee may be reimbursed for the actual receipt amount. If the employee meal is reimbursed at actual receipt amount on the travel voucher, he/she must not claim the applicable quarter's meal allowance.

When employees are reimbursed for the actual receipt amount for meals under this section, the expenses should be reflected under the "miscellaneous expense" column on the travel voucher. The purpose of the meeting and names of guests must be documented on either the travel voucher or an attached banquet and meeting documentation form.

6.5 TEAM TRAVEL - (Excerpt from NDCC 44-08-04, Subsection 1)

If a higher education athletic team or other organized institution organization group meal is attended at the request of and on behalf of the institution, actual expenses for the entire group, including coaches, trainers, and other employees, may be paid or submitted for payment of a team or group travel expense report: subsection 2 does not apply; and officers and employees are not required to document individual expenses or submit individual travel reimbursement vouchers.

(NDSU Interpretation)

Meal expenses of athletic department employees, when traveling with student athletes to games, are covered by travel advances issued from the Accounting Office. These meals are attended at the request of and on behalf of the University and, therefore, the meals are paid from the travel advance at the actual cost of the meals, in accordance with the Athletic department meal reimbursement guidelines for student athletes. Since the meals are paid out of the travel advance, it is not necessary for the employees involved in the team travel to complete a travel voucher to claim reimbursement for the meals.

As an alternative to actual meal costs, some head coaches may prefer to distribute a cash per diem to the employees and student athletes. The cash per diem is distributed from the travel advance for the individual to use for meals. The cash per diem for employees must not exceed the meal allowance allowed policy and must not exceed the Athletic department meal reimbursement guidelines for student athletes. Since the employee cash per diem is paid from a travel advance, it is not necessary for the employee to complete a travel voucher to claim reimbursement for the meals.

6.6 MEAL ALLOWANCE RATES - (NDCC 44-08-04 (2))

Meal reimbursement rates depend upon the time of day the employee is in travel status and whether the travel is in-state or out-of-state. Verification of receipts shall not be required for the first three quarters listed above in Section 6.1.

6.6.1 IN-STATE - (NDCC 44-08-04 (2))

For travel on or after August 1, 2017, in-state rates are as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
In-State	\$ 35.00	\$ 7.00	\$ 10.50	\$ 17.50

6.6.2 OUT-OF-STATE, WITHIN CONTINENTAL U.S. - (NDCC 44-08-04 (3))

The allowance for out-of-state meals, within the continental United States, is equal to per diem meals rate in the city for which a claim is made on that day as established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The standard meal allowance rate (per diem) for cities in the continental United States is currently \$51.00 per day effective 10/01/2015. The North Dakota Office of Management and Budget (NDOMB) web site shows the official current out-of-state meal allowance rates that NDSU will follow. The NDOMB web site includes a [listing of cities](#) whose meal allowance rates are higher than the standard rate.

The table below (effective 10/01/2015) shows examples of how the meal allowance per diem is split between the first quarter or breakfast (20%), second quarter or lunch (30%), and third quarter (50%).

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Out-of-State, within continental U.S. (depending on city) <u>Standard Rate</u>	\$ 51.00	\$ 10.20	\$ 15.30	\$ 25.50
(depending on city)	\$ 54.00	\$10.80	\$ 16.20	\$ 27.00
(depending on city)	\$ 59.00	\$11.80	\$ 17.70	\$ 29.50
(depending on city)	\$ 64.00	\$12.80	\$ 19.20	\$ 32.00
(depending on city)	\$ 69.00	\$ 13.80	\$ 20.70	\$ 34.50
(depending on city)	\$ 74.00	\$ 14.80	\$ 22.20	\$ 37.00

6.6.3 NON-CONTINENTAL UNITED STATES AND OVERSEAS NONFOREIGN AREAS - (NDCC 44-08-04 (4))

The allowance for meals in noncontinental United States and overseas nonforeign areas, including Alaska, Hawaii, and Guam, is equal to the per diem meals rate in the city for which a claim is made on that day as established by the rule for federal employees established by the United States per diem committee and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

6.6.4 FOREIGN TRAVEL - NDCC 44-08-04(5))

The allowance for meals outside the United States is equal to the per diem meals

rate in the city for which a claim is made on that day as established by rule for federal employees established by the United States department of state and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

7. LODGING REIMBURSEMENTS - (NDCC 44-08-04 (1)(2d)(6)) *(NDSU Interpretation italicized)*
Reimbursement for in-state lodging expenses incurred while in travel status during the fourth quarter shall not exceed 90% of the rate established by the United States General Services Administration (GSA) for North Dakota, plus applicable state or local taxes on lodging. For travel on or after October 1, 2018, the GSA rate for lodging in North Dakota is \$94, therefore the maximum amount that can be claimed is \$84.60 plus applicable taxes. For travel on or after October 1, 2019, the GSA rate for lodging in North Dakota is \$96, therefore the maximum amount that can be claimed is \$86.40 plus applicable taxes (\$96 x 90% = \$86.40.)

The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time. See the city/county rate exceptions, found on the Accounting website. The amounts shown are 90% of the GSA rates and are the maximum state reimbursable rates that can be claimed, plus applicable state and local taxes.

Out-of-state lodging expenses shall be reimbursed at actual expense.

An original lodging receipt is required for reimbursement to the employee. *(When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost.)*

7.1 IN-STATE LODGING RATES OVER MAXIMUM - (SBHE 806.1.10)

In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, the following process needs to be followed:

7.1.1 Prior-approval by campus designated approver must be obtained.

7.1.2 The request must document the name of the employee, name of city traveling to, dates of lodging, name and local phone number of the lodging facility, the rates quoted for the dates of travel or if there were no available rooms. A minimum of 3 facilities should be contacted. If traveling to a North Dakota community that does not have 3 lodging facilities, indicate on documentation.

7.1.3 This documentation must be attached to the travel reimbursement form.

7.1.4 Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained.

7.1.5 *If a room is more than the 90% maximum GSA rate for North Dakota, allowed in section 7, above, the additional taxes eligible for reimbursement must be pro-rated. For example (using the \$ 84.60 maximum rate): if the room is \$90.00 and taxes are \$13.50, the individual will be reimbursed \$ 84.60 plus \$ 12.69 pro-rated taxes (\$84.60/90.00 x \$13.50 = \$ 12.69).*

7.2 DIRECT BILLING OF LODGING TO DEPARTMENT - (NDSU Interpretation)
Employee lodging must be first paid by the employee and then reimbursed using the travel voucher. An employee's lodging expense should not be paid directly by the department to the lodging facility.

EXCEPTIONS - (NDSU Interpretation)

7.2.1 State law (NDCC 44-08-04.5) allows a state agency or institution to pay an out-of- state lodging provider directly when the North Dakota Office of Management and Budget has obtained a sales tax exemption from the destination state.

(NDSU Interpretation)

(At this time, OMB does not have an agreement with any other state. State agencies will be notified when such agreements have been obtained.) The state law exception does not apply to in-state lodging.

7.2.2 (NDSU Interpretation)

A lodging facility may be paid directly by the department if the travel involves a student field trip or athletic team travel.

7.3 REQUIRED DEPOSITS - (NDSU Interpretation of OMB Policy 513)

If a lodging facility requires a paid deposit to hold a room in advance, it should be paid by the employee. If the deposit is paid by the employee in a month prior to the travel dates, the employee may be reimbursed immediately after the deposit is paid using a Request for Payment form. The employee will need to verify that the deposit was properly credited to the lodging bill when the travel takes place.

7.4 ROOM SHARING - (NDSU Interpretation)

When two or more state employees share lodging accommodations, each employee should normally claim his/her own reimbursement. In instances where one employee pays the total lodging costs, he/she may claim reimbursement for the same by listing the other employee(s) sharing the lodging accommodation.

(OMB Policy 513)

When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.

8. MISCELLANEOUS TRAVEL EXPENSES - (NDSU Interpretation)

Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, parking fees and up to \$5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed on the travel voucher must be individually identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00.

8.1 ENTERTAINMENT & PERSONAL EXPENSES - (NDSU Interpretation)

Employee entertainment or other personal expenses are not reimbursable. Expenses claimed by an employee that appear to fall in this category, will need additional justification to support claiming them as necessary business expenses.

8.2 CAR RENTAL - (OMB Policy 518)

8.2.1 The university will reimburse an employee for car rental if the employee used an aircraft to get to their destination, and if the use of the vehicle is sufficient to justify that mode of travel instead of a taxi. It is generally the policy to discourage car rentals unless their cost effectiveness is self-evident.

8.2.2 When renting a car for university business, purchase of additional insurance is not necessary when using the car rental companies National/Enterprise and Hertz because it is already included with the contracts between the State of North Dakota and the rental companies. In the event that National, Enterprise or Hertz are not available at the destination, you MUST purchase Collision Damage Waiver, Comprehensive, and Liability Insurance that is equivalent to North Dakota's Cooperative Contract except in the following states: MN, SD, MT, WY, IA and WI. In these states, coverage is through the ND Risk Management Division. The North Dakota Risk Management Division also recommends purchasing the liability insurance if renting outside the United States. Also, when out of the country, it is advisable to purchase the loss damage waiver as well. Employees should consider what coverages the employee's personal auto insurance provides.

8.3 TIPS AND OTHER CHARGES - (NDSU Interpretation)

Reasonable tips, not to exceed \$5.00 per tip, and service charges that are a necessary part of the business trip are reimbursable. Examples include: tips to bellhops and taxicab drivers. No reimbursement is allowed for tips on meals that are covered by the meal allowance

8.4 LOST RECEIPTS - (NDSU Interpretation)

When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost. Credit card receipts are not sufficient.

9. TRAVEL ADVANCES - (NDCC 44-08-04.2)

The Accounting office may approve a travel advance to employees for payment of meal and lodging expenses incurred while the employee is traveling on official business of this state, provided that such travel is planned to be in excess of five days per month, and provided that the funds advanced do not exceed eighty percent of the estimated expenses for the period.

NDSU LIMITATIONS - (NDSU interpretation)

Funds advanced for meals and lodging must be accounted for as required by this Policy. Travel advances may not be made from state appropriated funds. A travel advance form is available to request an advance. The Accounting Office will generally limit travel advances to the following two situations:

9.1 *When an employee is chaperoning a group of students or other guests and is expected to pay some of the student's or guest's expenses.*

9.2 *When an employee is going on a trip for an extended period of time, such as more than one month. Usually these are international trips funded by a special grant.*

HISTORY:

New	July 20, 2000
Amended	July 2001
Amended	June 2003
Amended	October 2003
Amended	August 2005
Amended	February 2006
Amended	October 2007
Amended	January 2008
Amended	July 17, 2009
Housekeeping	October 6, 2009
Housekeeping	February 2010
Amended	July 2010
Housekeeping	September 2010
Housekeeping	January 5, 2011
Housekeeping	June 15, 2011
Housekeeping	August 18, 2011
Housekeeping	January 27, 2012
Housekeeping	April 23, 2012
Housekeeping	October 10, 2012
Housekeeping	January 10, 2013
Housekeeping	July 30, 2013
Housekeeping	September 18, 2013
Housekeeping	December 31, 2013
Housekeeping	March 3, 2014
Housekeeping	December 31, 2014
Housekeeping	April 29, 2015
Amended	June 22, 2015
Housekeeping	September 30, 2015
Housekeeping	December 31, 2015
Housekeeping	September 7, 2016
Housekeeping	December 30, 2016
Housekeeping	October 1, 2017
Housekeeping	October 10, 2017
Housekeeping	January 18, 2018
Housekeeping	October 1, 2018
Amended	September 18, 2019
Housekeeping	October 2, 2019
Housekeeping	January 3, 2020

VIII. Planning and Prioritizing Senate Action for the Academic Year *Item Summaries*

1. Anti-racism, diversity and inclusion

Collaborate with, support, and work to operationalize the work of the NDSU [Anti-Racism Coalition](#), who are, as their “About” statement explains: “a group of NDSU employees who affirm the value of our BIPOC (Black, Indigenous, People of Color) students and colleagues. We recognize the ways in which predominantly white institutions, such as our own, often perpetuate systemic racism and the injustices that are tied to it. As a group, we are motivated to assess our own racial biases and to take action to promote racial justice on campus and in the community.” Provide support for achieving the goals of ARC and the President’s Council on Equity, Diversity, and Inclusion, preliminarily outlined in this open-letter to the [NDSU Community](#). Identify areas where policies, processes, or practices are perpetuating inequities or creating barriers for marginalized members of our community.

2. General education outcomes - Assessment of student learning

Work to provide faculty input on and generate support for the developing plan for assessing student learning in the General Education program. This might include participating and sponsoring listening sessions, professional development workshops, or serving as liaisons to academic departments or other units on campus.

3. Policies for faculty involvement in Provost appointment and dismissal process

This item is related to the development of future policies and procedures to place the responsibility of hiring, appointment and dismissal of the university Provost in the remit of the faculty. Discussion on what model this should or could follow.

4. Curriculum initiatives

Discussion on how NDSU might reverse the ongoing student enrollment contraction with minimal loss of fiscal, physical, and human resources. It seems timely for the Faculty Senate to initiate discussions aimed at programmatic enrichment with the goals of retaining our traditional student pool *and* attracting an aspirational pool. These goals may be attainable through the creation of new and novel degree programs that prepare our students to meet the World’s current and emerging challenges. Any strategy of this nature would, of course, have to converge or dovetail with the ongoing discussion of general education outcomes and assessment. Could this be done within the existing committee structure, or would it be best to form an ad-hoc committee to

get started identifying candidate programs, interested faculty, and support/collaborations from administrative offices?

5. Strategy for international and global engagement

This item is related to discussion on developing a coherent university strategy to pursue internationalization in all its forms, that is, through infusion of an international dimension in all aspects of academic activity: teaching, research and service. In the context of a globalized world, international engagement and connections are more crucial than ever. A strategic promotion and support of internationalization initiatives on campus would position the university to attract scholars and students from abroad, and increase its visibility internationally.

Letter of Support for Provost Margaret Fitzgerald

In a year in which we have witnessed unprecedented times evolve into precedent, we face a transformational moment at NDSU. Akin to other higher education institutions across the country, we face enormous changes related to budget; enrollment; and discussions surrounding diversity, equity, and inclusion. We believe that addressing these topics requires collegiality, shared governance, and strong leadership from our administration.

As members of the NDSU Faculty Senate, we feel the time has come to support the choice of Margaret Fitzgerald as the permanent Provost. We recognize the outcome of the survey in which some faculty voiced strong opposition to the hiring process and procedure. Their opinions have been acknowledged and understood.

Diversity of thought is to be celebrated by all. In addition, the continued discussions about the definition and implementation of shared governance at our institution is critical to advancing our strategic plan.

Therefore, be it resolved that we support Margaret Fitzgerald as the chief academic officer. In the spirit of renewed cooperation, we hope to collaborate and partner with all administrators now and in the future to address challenges that impact NDSU.