

**Meeting Agenda**

April 12, 2021

- I. Call to Order.
- II. Attendance.
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from March 8, 2021.
- 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. Anastassiya Andrianova, Faculty Senate Acting President-Elect
  6. Maggie Latterell, Staff Senate President
  7. Matthew Friedmann, Student Body President
  8. Philip Hunt, Registrar
  9. Lisa Arnold, AHSS Senator
  10. Alicia Laferriere, NDSU Bookstore
- VI. Committee and Other Reports.
  1. Budget Committee report
  2. Legislative Affairs Ad-Hoc Committee report
- VII. Consent Agenda.
  1. UCC Report
- VIII. General Order
  1. Policy 158.1
- IX. Unfinished Business.
- X. New Business.
- XI. Adjournment.

## Meeting Minutes

March 8, 2021

I. Call to Order—*meeting called to order by President Salajan at 3:02pm.*

II. Attendance

Faculty Senate Members		Substitutions	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		x
Jeremy Jackson	AFSNR		x
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
Anastassiya Andrianova, Acting President Elect	AHHS		x
Lisa Arnold	AHHS		x
Sean Burt	AHHS		x
John Creese	AHHS	Ellen Rubenstein	x
Pam Emanuelson	AHHS		
Kristen Fellows	AHHS		x
Holly Hassel	AHHS		x
Dan Pemstein	AHHS		x
Onnolee Nordstrom	BUS		x
Fred Riggins	BUS		x

Ruilin Tian	BUS		x
Eric Asa	ENG		
Long Jiang	ENG		x
Zhibin Lin	ENG		x
Majura Selekwa	ENG	Robert Pieri	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		x
Amelia Asperin	HSE		x
Katie Lyman	HSE		x
Kimberly Overton	HSE		x
Tom Carlson	HSE		x
Laura Aldrich-Wolfe	SM	Erin Gillam	x
Josef Dorfmeister	SM		x
John Hershberger	SM		
Ken Lepper	SM	Lydia Tackett	x
Mark McCourt	SM		x
Kent Rodgers	SM		x
Abraham Ungar	SM		x
Pinjing Zhao	SM		x

III. Adoption of the Agenda—*motion to adopt by Proxy Sen. Pieri, seconded by Sen. Lyman. Vote by acclamation, passed unanimously.*

IV. Approval of Meeting Minutes from February 8, 2021—*motion to approve by Proxy Sen. Pieri, seconded by Proxy Sen. Gillam. Vote by acclamation, passed unanimously.*

V. Announcements

1. Dean Bresciani, President - *anticipating that the rollout of vaccines will include students and faculty soon. Sen. Andrianova asked how many students will get vaccinated by fall and if those numbers could be made known. Will faculty have a choice to continue teaching remotely in the fall if vaccination rates remain low?*

*President Bresciani responded that it is uncertain if we can find these numbers out and will rely on public health experts to make decisions.*

2. Margaret Fitzgerald, Provost - *no announcements.*
3. Florin Salajan, Faculty Senate President - *encouraged unified response to the incident that happened on campus this morning.*
4. Molly Secor-Turner, Faculty Senate Past-President - *provided a brief update on Senate Bill 2030, which was referred to the House Appropriations Committee.*
5. Anastassiya Andrianova, Faculty Senate Acting President-Elect - *expressed concern about events this morning. Also, Thrifty White Pharmacy is now allowing people to sign up for class 1C vaccinations, including faculty.*
6. Maggie Latterell, Staff Senate President - *Staff recognition award nominations are open until March 15<sup>th</sup>; the presentation of awards will take place at the June 2<sup>nd</sup> Staff Senate Meeting. More information:*  
[https://www.ndsu.edu/staff\\_senate/staff\\_recognition\\_award/#:~:text=NDSU%20Staff%20Recognition%20Awards&text=Each%20recipient%20will%20receive%20a,benefit%20to%20the%20University%20community.](https://www.ndsu.edu/staff_senate/staff_recognition_award/#:~:text=NDSU%20Staff%20Recognition%20Awards&text=Each%20recipient%20will%20receive%20a,benefit%20to%20the%20University%20community.)

*The Gunkleman Award nominations are open for faculty, staff, and students until March 29<sup>th</sup>. Presentation of awards will be on May 7<sup>th</sup> at 3pm. More information:*  
[https://www.ndsu.edu/staff\\_senate/committees/gunkelman\\_award/](https://www.ndsu.edu/staff_senate/committees/gunkelman_award/)

7. Kylee Arndt, Student Body Vice-President - *reminded faculty to put out course materials early for students. Grants from Student Government are still available for campus projects.*
8. Philip Hunt, Registrar - *no announcements.*

VI. Committee and other reports

1. Budget Committee Report - *no report. The committee meets on March 9, 2021.*

VII. Consent Agenda - *motion to approve by Proxy Sen. Pieri, seconded by Sen. Lyman. Vote by electronic poll: 43 yes, 0 no, 0 abstentions. Consent agenda is approved.*

1. UCC Report
2. Policy 156.1
3. Policy 509

VIII. Unfinished Business

1. None

IX. General Order

1. Amendment of Article IV, Section 5 of Faculty Senate Bylaws - *motion to approve by Sen. Secor-Turner, seconded by Sen. Lyman. Sen. Arnold asked to clarify Section 1B related to representation from CSWF. Why is that person recommended by the Executive Committee? President Salajan explained that committee members are representatives from their colleges and that the CSWF is an additional member not representing a college and is asked by FSEC to serve on the committee. Vote by electronic poll: 41 yes, 0 no, 2 abstentions. Motion approved by a 2/3 majority vote.*

X. New Business

1. Faculty Senate Resolution on ND Senate Bill 2030 Amendment - *motion to approve by Proxy Sen. Pieri, seconded by Sen. Andrianova. Sen. Lyman provided an overview of the collaborative effort with FSEC, Provost Fitzgerald, and Dr. Boyer. Sen. Lyman motioned to amend the language regarding the HLC accreditation, seconded by Sen. Jackson. The HLC has not taken a stance on this issue. President Salajan offered the following revision from his email conversations with Dr. Boyer: “Whereas legislative overreach via that proposed educational and research restrictions may jeopardize professional program accreditations, now, be it...” Sen. Lyman suggested taking all the accreditation language out of the resolution so as not to dilute the focus on academic freedom and the First Amendment. Dr. Boyer recommended removing institutional accreditation if accreditation is not the focus. Provost Fitzgerald expressed concern with implying the HLC will remove accreditation since HLC has expressed it will not interfere with our accreditation. Proxy Sen. Pieri suggested using language that addresses professional programs. Called the question on amendment; vote by electronic poll: 43 yes, 0 no, 1 abstention. Motion passed.*

*Sen. Rodgers expressed constituent concern about the use of the word “liberal” in the resolution because it is a trigger for many legislators, and recommended removing the word “liberal” in the third whereas. Sen. Secor-Turner suggested adding “liberal arts” rather than “liberal.” Sen. Burt suggested using quotation marks around the borrowed language of the Merrill Land-Grant Acts. Sen. Pemstein suggested a compromise of adding “arts” in brackets inside the quotation. Motion to add arts in brackets and the use of quotations by Sen. Secor-Turner, seconded by Sen. Pemstein. Sen. McCourt expressed opposition. Sen. Andrianova supported the amendment.*

*Sen. Rodgers also expressed support. Called the question on amendment; vote by electronic poll: 34 yes, 3 no, 5 abstentions. Amendment approved.*

*Sen. Andrianova asked if we should include information about the impact of the amendment on students, as previously discussed in FSEC. Asked for Student Government to provide an update. Student Senate President Matthew Friedmann responded that Student Government is working on a resolution and is ready to testify and present that perspective to the state legislature. Sen. Lyman suggested that since Student Government has it covered, we do not include any additional language pertaining to student impact. Main motion to approve the amended resolution called to question. Vote by electronic poll: 40 yes, 1 no, 1 abstention. Motion to approve the resolution as amended passed. Sen. Pruess reported that NDUS will be opposing SB2030 per her conversation with VC Lisa Johnson.*

2. Proposed Amendments to the Council of College Faculties Constitution and Bylaws - *motion to approve by Proxy Sen. Pieri, seconded by Sen. Ahmed. Vote by electronic poll: 37 yes, 0 no, 4 abstentions. Motion approved.*
  3. Proposed Amendments to the Constitution of the North Dakota General Education Council - *motion to approve by Proxy Sen. Pieri, seconded by Sen. Arnold. Vote by electronic poll: 38 yes, 0 no, 2 abstentions.*
  4. Policy 152.2 - *move to approve by Sen. Green, seconded by Proxy Sen. Pieri. Motion to amend the policy by Sen. Larson: move the last two sentences ahead of the changes in blue to section 2. Seconded by Sen. Ungar. Vote on the amendment by electronic poll: 22 yes, 9 no, 8 abstentions. Amendment approved. Called the question on the main motion to approve the amended policy, vote by electronic poll: 35 yes, 0 no, 5 abstentions. Policy approved.*
  5. Policy 158.1 - *motion to postpone to the next meeting by Sen. Larson, seconded by Limb. Vote by acclamation, passed unanimously.*
- XI. Adjournment - *motion to adjourn by Proxy Sen. Pieri, seconded by Sen. Ahmed. Vote by acclamation, passed unanimously. Meeting adjourned at 4:36pm.*

**University Curriculum Committee Report  
For Faculty Senate Meeting on April 12, 2021**

<b>New Programs</b>
International Studies minor

<b>Program Changes</b>
BFA, Theatre Arts Performance Track – changed electives from three credits to six credits.
BMUS, Music Education: Instrumental Music – removed a course that is no longer being offered.
BMUS, Music Education: Vocal Music – removed a course that is no longer being offered.
BMUS, Instrumental Performance – applied music clarification and choice of literature course instead of having to take both.
BMUS, Piano Performance – removed a course that is no longer offered and developed a new composition option.
BMUS, Vocal Performance – removed a course that is no longer offered.
B.S., Precision Agriculture – added several course options to curriculum and recognized two concentrations: livestock and crop.
B.S., Accounting – adding MGMT 470 as an option to the accounting practicum.
B.S., Agribusiness – added the Banking minor as an option for the minor requirement.
B.S., Business Administration – changing prefixes on three MGMT courses to TL.
B.S., Computer Science & Mathematics – removal of two CSCI courses that are no longer offered.
B.S., Food Science – dropped a course that is no longer being offered and added a supporting course and adjusted a credit change for another course.
B.S., Management – changing prefix on three MGMT courses to TL prefix.
B.S., Management Information Systems – removed reference to BUSN 301; added MGMT 470 as an option for the MIS practicum.
B.S., Marketing - changing prefix on three MGMT courses to TL prefix.
B.S., Veterinary Technology – curriculum update to meet accreditation standards.
BS/BA, Apparel, Retail Merchandising and Design – ADHM 310 moved to core requirement; eliminated Interior Merchandising option.
BS/BA, Biological Sciences Education – removed a course no longer being offered, provided more choices in the Physics courses to increase flexibility for students and adjusted the minimum number of credits accordingly.
BS/BA, Chemistry Education – making some course adjustments to better align with the other 4 science education majors.
BS/BA, Comprehensive Science Education – adjustments made to several concentrations as needed with courses removed and replaced with different courses.
BS/BA, Earth Science Education – adjusting course offerings to allow students increased flexibility.
BS/BA, Economics – adding a minor option for the Business Economics track.
BS/BA, English – added a note about the minors and removed ENGL 331 because it is an inactive course.
BS/BA, French – removed FREN 401 from the core classes; acceptable ancillary classes are now listed; change of study abroad requirement.
BS/BA, Human Development and Family Science – removed HSE 189; replaced HSE 320 with HSE 390.
BS/BA, Human Development & Family Science and BS/BA, Social Work – deleted HSE 189, added ECON 105 and changed HSE 320 to HDFS 390 in curriculum.
BS/BA, Music – removed a course that is no longer offered.
BS/BA, Philosophy/Ethics – changed title of program from Philosophy/Humanities.
BS/BA, Physics Education – making some course adjustments to better align with the other 4 science education majors.
BS/BA, Sociology – removed STAT 330 requirement.
BS/BA, Theatre Arts – changed elective credits from 15 to 21 and practicum credits from 10 to 12.
BS/BA, Women and Gender Studies – reduced elective credits; deleted CJ 310, POLS 350 and HIST 260 which are all inactive courses.
BSCVE and M.S. in Civil Engineering – new accelerated 4+1 program has been developed.
Finance Undergraduate Certificate – added two courses as electives and added “cert” to the title and minimum credits for the certificate.
Food Science and Technology minor – made adjustments for courses that are no longer offered.
B.S., Health Services – added an additional course option for the approved ethics course requirement.
International Studies, second major – adding new internationally focused courses to electives list and allowing the study/work/research experience abroad to not have to carry credit.
Minor in Equine Science – added ANSC 371 as an elective option, clarified ANSC 360 and ANSC 364 elective options and removed ANSC 375 as an option since the course is no longer offered.
Logistics Management minor – change of prefix for several MGMT courses to TL.
MPH, Public Health – added more options in plans of study.
MSCM, Transportation & Logistics – program name change to Master of Supply Chain Management.
PharmD, Pharmacy – added 6 credits of professional electives into total credits for degree.

<b>General Education changes</b>
BUSN 280, Introduction to Business, approval for Social & Behavioral Sciences category.
HNES 250, Nutrition Science, recertification approval for Social & Behavioral Sciences – Wellness category.
WGS 110, Introduction to Women’s Studies – recertification approval for Humanities & Fine Arts and Cultural Diversity categories.
WGS 112, Introduction to Masculinities – recertification approval for Humanities & Fine Arts and Cultural Diversity categories.

<b>New Courses</b>			
<b>Subject</b>	<b>No.</b>	<b>Title</b>	<b>Effective Term</b>
ACCT	455	Advanced Projects Using Excel	Spring 2022
BUSN	130	Basic Skills in Leadership and Personal Marketing	Fall 2021
CSCI	419	Software Testing and Debugging	Spring 2022
MGMT	434	Leading Virtual Teams	Fall 2021
MIS	705	Programming for Business Analytics	Summer 2021
NURS	808	Informatics in Advanced Nursing Practice	Fall 2021
PHIL	327	Ethics, Engineering, and Technology	Fall 2021

New Courses (continued)			
Subject	No.	Title	Effective Term
PHIL	475	Philosophy of Law	Fall 2021
SPAN	301	Spanish for Business	Fall 2021
TL	330	Supply Chain Analysis and Analytics	Spring 2022

Course Reactivations			
Subject	No.	Title	Effective Term
BUSN	280	Introduction to Business	Fall 2021

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
CSCI	313	Advanced Software Development	3	CSCI	313	Software Development with Frameworks	3	Spring 2022
CSCI	415	Networking and Parallel Computation	3	CSCI	455	Networking and Parallel Computation	3	Fall 2021
ENGL	110	College Composition I	4	ENGL	110	College Composition I	3	Fall 2021
ENGL	112	ESL College Composition I	4	ENGL	112	Multilingual College Composition I	3	Fall 2021
HDFS	712	Community Youth Development	3	HDFS	712	Positive Youth Development in Community Settings	3	Fall 2021
HDFS	715	Youth in Cultural Contexts	3	HDFS	715	Youth Culture	3	Fall 2021
HDFS	717	Program Design, Implementation and Evaluation	3	HDFS	717	Design and Evaluation of Youth Programs	3	Fall 2021
HDFS	718	Administration and Program Management	3	HDFS	718	Youth Development Personnel and Program Management	3	Fall 2021
LA	231	Landscape Architecture Graphics	3	LA	231	Digital Media + Methods Technology	3	Fall 2021
MUSC	166	Applied Organ	1	MUSC	166	Applied Composition	1	Fall 2021
MUSC	266	Applied Organ	1	MUSC	266	Applied Composition	1	Fall 2021
TL	461	Supply Chain Management	3	TL	320	Integrated Supply Chain Management	3	Fall 2021
TL	733	Case Studies in Logistics	3	TL	733	Case Studies in Supply Chain	3	Spring 2021

Changes in Course Descriptions and/or Requisites				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
ANSC	480	Equine Industry and Production Systems	Prereq: ANSC 323 or ANSC 360, ANSC 357 or ANSC 358 and ANSC 463.	Spring 2022
BIOL	359	Evolution	Desc: Evolution is the process by which species change over time through descent with modification. This course will focus on understanding the key biological concepts of heritability of traits, variation, adaptation through selection and evolutionary change at all scales. Prereq: BIOL 150, BIOL 151.	Summer 2021
CSCI	313	Software Development with Frameworks	Prereq: CSCI 161.	Spring 2022
CSCI	366	Database Systems	Prereq: CSCI 161.	Fall 2021
ECE	343	Signals & Systems	Desc: Discrete-time and continuous-time signals and systems. Linearity, frequency response, difference and differential equations, transform techniques. Course covers a variety of essential mathematical concepts including complex arithmetic, difference and differential equations, convolution, Laplace transforms, z-transforms, and various Fourier representations. Prereq: ECE 311.	Fall 2021
ENGL	110	College Composition I	Desc: Guided practice in the reading and writing of various genres for different situations and audiences. Includes research on the web and in the library.	Fall 2021

<b>Changes in Course Descriptions and/or Requisites (continued)</b>				
<b>Subject</b>	<b>No.</b>	<b>Title</b>	<b>Prerequisite/Co-requisite/Description Change</b>	<b>Effective Term</b>
ENGL	112	Multilingual College Composition I	Desc: Guided practice in college-level reading, writing, and critical thinking. Includes process writing, genres and an introduction to library research. Reserved for international or multilingual students. Equivalent to ENGL 110. Prereq: English placement.	Fall 2021
HDFS	711	Youth Development	Desc: An introduction to the developmental period of adolescence through the lens of theory and research in positive youth development. The course emphasizes how the developmental tasks of this life stage are influenced by (and influence) family and home, school, peers, and other contextual forces. Students critically examine theoretical and research literature and become familiar with major issues and transitions adolescents face.	Fall 2021
HDFS	712	Positive Youth Development in Community Settings	Desc: This course uses a strengths-based or asset-based approach to community youth development and encompasses individual development (i.e. positive youth development) and adolescents' interrelationships with their environments. Emphasis is placed on research, theory, and practice applied to communities throughout the U.S. Students will explore existing models, read theoretical and applied literature, and examine current community efforts as a basis for understanding community youth development.	Fall 2021
HDFS	715	Youth Culture	Desc: This course examines youth as a culture, and youth culture within multiple contexts (education, peers, work, sports, family, technology, music, media, politics, and activism). Students will think critically about how society supports and restricts youth culture, and gain further knowledge of how ethnic groups fit historically into society and how history has shaped current youth culture. Students will address biases and myths about youth and explore the social and educational processes experienced by youth through in-depth reading, writing, discussion, critical listening, viewing of contemporary videos, and informal interviews with youth.	Fall 2021
HDFS	717	Design and Evaluation of Youth Programs	Desc: This course focuses on the principles and methods of the design and evaluation of youth programs. Students will learn about hands-on tools for conducting evidence-based planning and evaluating the performance and delivery of a program. Students will develop knowledge through participating in a community-based project involving the practical application of program design and evaluation methods. The goal is to prepare students for research supported planning and evaluation of programs that aim at positive youth development.	Fall 2021
HDFS	718	Youth Development Personnel and Program Management	Desc: This course introduces students to the development, administration, and management of youth programs and youth-serving organizations with special focus being on the roles and responsibilities of administrators and managers.	Fall 2021
HDFS	719	Youth Policy	Desc: This course examines various federal and state policies that affect developmental opportunities for youth. Students will examine how and why such policies are constructed. We will explore how various policies contribute to or undermine positive youth development outcomes.	Fall 2021

Changes in Course Descriptions and/or Requisites (continued)				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
LA	231	Digital Media + Methods Technology	Desc: Introductory study of digital technology applications and processes within Landscape Architecture. Course focus towards digital creation and production methods including the introduction of common printing and fabrication devices. Prereq: Environmental Design or Architecture major.	Fall 2021
LA	271	Introduction to Landscape Architecture Studio	Prereq: Environmental Design major or minor.	Fall 2021
MUSC	166	Applied Composition	Desc: Introductory individual lessons in composition focusing on mastering simple compositional techniques in both melody and harmony. Prereq: MUSC 132.	Fall 2021
MUSC	266	Applied Composition	Desc: Individual lessons in composition for a variety of musical media. May be repeated twice. Prereq: MUSC 166.	Fall 2021
SOC	235	Cultural Diversity	Prereq: none	Fall 2021
SOIL	210	Introduction to Soil Science	Desc: This is a 3-credit introductory-level course that will cover the basic principles of soil science. Topics will include the concepts of soil as a natural body, composition of soil, functions of soil, soil formation and classification, physical/chemical/biological properties of soils, and soil management and conservation. Lecture periods will consist of a combination of material presentation and designated time for applied learning activities.	Fall 2021
TL	733	Case Studies in Supply Chain	Desc: This course will focus on actual supply chain cases along with solutions and how individual/organizational decisions relate to the ultimate outcome. Analyzing processes which would have reduced/eliminated the supply chain's susceptibility to success or failure.	Spring 2021

Course Inactivations			
Subject	No.	Title	Effective Term
TL	723	Advanced Supply-Chain Planning Across the Enterprise	Spring 2021
TL	729	Adaptive Planning in Logistics Systems	Spring 2021
TL	753	Transportation System Modeling	Spring 2021
TL	823	Contemporary Supply Chain Research	Spring 2021
TL	829	Supply Chain Risk Management	Spring 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 [nds.scc@nds.edu](mailto:nds.scc@nds.edu) first so that a clean policy can be presented to the committees.*

**SECTION:** Policy Number and Name 158.1 E-MAIL AS AN OFFICIAL COMMUNICATION METHOD FOR 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: (1) update definition of email redirection, (2) clarify business use of email, (3) clarify process for approval of email redirection.
2. This policy change was originated by (individual, office or committee/organization):
  - VPIT 10/28/2020
  - [Marc.wallman@nds.edu](mailto:Marc.wallman@nds.edu), [cece.rohwedder@nds.edu](mailto:cece.rohwedder@nds.edu), [Enrique.garcia@nds.edu](mailto:Enrique.garcia@nds.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 [nds.scc@nds.edu](mailto:nds.scc@nds.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

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### SECTION 158.1

#### E-MAIL AS AN OFFICIAL COMMUNICATION METHOD FOR EMPLOYEES

SOURCE: NDSU President

##### 1. POLICY STATEMENT

Electronic mail (e-mail) sent to and received from @ndsu.edu, like postal and campus mail, is an official means by which the University communicates with employees. NDSU exercises the right to send e-mail communication to employees and expects that e-mail communication is received and read by employees in a timely manner.

##### 2. RATIONALE

Employees may have several addresses. Determining where to send official communication can be challenging, especially when there may be an emergency. Electronic communication is convenient, fast, cost-effective, environmentally advantageous and readily available. E-mail has been designated as an official communication medium by the University.

##### 3. DEFINITIONS:

###### 3.1 Employee(s)

See definition of employee as described in [NDSU Policy, Section 101, Personnel Definitions](#).

###### 3.2 Official E-mail Address

An e-mail address assigned to an individual by the NDSU Information Technology Division (NDSU IT).

###### 3.3 Official E-mail Communication

An e-mail message regarding official University business sent from an NDSU employee or departmental representative.

###### 3.4 Employee Official Electronic Mailing List

A mailing list populated with official e-mail addresses of all employees for official communication. Employees are expected to read and act appropriately on all messages sent to this list.

###### 3.5 Redirected E-mail

E-mail redirected **or forwarded** from an official e-mail address to an address not issued by NDSU IT (e.g., jane@gmail.com, john.smith@cs.ndsu.edu).

#### 4. SCOPE

This policy applies to all NDSU employees.

#### 5. EMPLOYEES USE & RESPONSIBILITIES

Security and Appropriate Usage: Employees are required to comply with all institutional and University System policies and procedures, especially North Dakota University System 1202.1 Acceptable Use of Information Technology Resources Policy and [NDSU Policy Section 158, Acceptable Use of Electronic Communications Devices](#), and relevant local, state, and federal law.

##### 5.1 Account Monitoring

Employees are responsible for monitoring their e-mail for official campus communication, and have the responsibility to recognize that certain communication is time sensitive. Supervisors are responsible for notifying employees with limited access to e-mail of time-sensitive communications.

NDSU reserves the right to monitor an e-mail account for suspected inappropriate usage.

##### 5.2 Special Accommodation

Employees with a disability who are unable to use e-mail as an official University communication may request an exemption to this policy in the form of an alternate format accommodation. To request accommodation refer to [NDSU Policy Section 168](#).

##### 5.3 E-mail Problems

So as to not interfere with the receipt of official University communication, employees can report any technical problems in accessing or using their official e-mail addresses and accounts to the NDSU IT Help Desk. The Help Desk may be reached through e-mail, [NDSU.helpdesk@ndsu.edu](mailto:NDSU.helpdesk@ndsu.edu), and by calling 701-231-8685.

##### 5.4 Additional Requirements

Additional requirements may be imposed by administration, colleges, divisions, and other entities within the University. Employees are responsible for accessing, reading, and responding to their e-mail in a timely manner.

#### 6. UNIVERSITY USE OF E-MAIL

##### 6.1 Campus Wide Announcements

The University works to minimize the number of messages sent to employees. Official messages sent to employees are to be sent through the official mailing lists. These lists are moderated by NDSU officials.

## 6.2 Mail Formatting

Contact information for the originating employee and department must be clearly denoted in the message signature. To maintain consistent branding standards across all forms of communication at NDSU, it is recommended that employees use one of the standard NDSU e-mail signature [options](#).

## 6.3 Attachments

In order to facilitate the timely operation of NDSU's e-mail system and to minimize the amount of storage required to deliver this service, it is recommended that attachments not be included in e-mail announcements sent to large groups such as the NDSU employee official e-mail lists.

## 6.4 Business Use of E-mail

Individuals' NDSU official e-mail addresses are to be used in accordance with the business of the University and for purposes directly related to their position and/or job functions. Official e-mail addresses may not be used for conducting personal business. Incidental personal use is allowed and is to be determined by the respective dean, provost, vice president, president, director, department chairperson, or department head. Personal use must follow all applicable NDSU policies and laws. [Use of email to store or transmit social security numbers, dates of birth, credit card numbers, or any similarly sensitive pieces of information is explicitly disallowed for both business and incidental personal use.](#)

## 6.5 E-mail Sent by Employees

In efforts to protect privacy and better ensure authenticity, University administration, colleges, divisions, and other entities within the University require that e-mails which request a response or are in direct relation to duties and job functions, be sent via official e-mail addresses.

## 7. E-MAIL SERVICE REQUIREMENTS

### 7.1 Initial E-Mail Assignment and Service Setup

E-mail accounts, which create electronic identities and assign e-mail addresses, are automatically set up for new employees by the NDSU Information Technology Division upon acceptance of employment to the University. E-mail addresses are free of charge and remain active as long as the person is employed by the University, or as approved by the respective dean, provost, vice president or president.

### 7.2 Activating E-mail

After initial e-mail account setup, employees must activate their e-mail addresses and accounts. Instructions are available on the [NDSU Help Desk Website](#).

### 7.3 Redirecting of NDSU E-mail

Official University electronic communication is sent to the @ndsu.edu address. ~~The redirecting of @ndsu.edu email is strongly discouraged. If employees choose to have their e-mail redirected from their official e-mail address to another provider (e.g., Yahoo, Hotmail, Gmail), they do so at their own risk. NDSU is not responsible for the redirection, management, and handling of e-mail by outside providers or from NDSU IT servers that are not centrally supported.~~ Failure to receive official University messages when using a non-official e-mail address does not absolve employees from the responsibilities associated with official communication sent to their @ndsu.edu addresses.

~~Employees wishing to redirect e-mail sent to their official NDSU e-mail address must formally request and receive permission their department head/chair, from their respective dean, provost, vice president, or president as well as the Vice President for Information Technology or designee.~~

~~If the request is approved, the employee's dean, provost, vice president, president, or designee must request the change for the employee's e-mail redirect by contacting the NDSU Help Desk.~~

~~All email messages that are redirected to a non-official email account. If employees choose to re-direct e-mail sent to their official NDSU e-mail address:~~

a. ~~That e-mail are~~ still subject to the North Dakota Public Records law, [NDCC 44-04](#), ~~regardless of the system this email resides in, and i~~ Individuals must comply with any public record requests and any requests made by NDSU.

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~~Employees wishing to redirect e-mail sent to their official NDSU e-mail address must formally request and receive permission from their respective dean, provost, vice president, or president to redirect their NDSU e-mail to a different e-mail address.~~

~~e. If the request is approved, the employee's dean, provost, vice president, president, or designee must request the change for the employee's e-mail redirect by contacting the NDSU Help Desk.~~

### 7.4 Privacy and Confidentiality

Communication via e-mail is subject to all of the same public information, privacy, and records retention laws as other forms of communication. While NDSU e-mail affords some measure of privacy, the redirecting of e-mail by employees to outside accounts and the sharing of messages with third parties may negate the privacy protection rights afforded to employees by the University.

### 7.5 University Spam Policy

In an effort to reduce the amount of spam the NDSU e-mail system must process, some messages considered to be spam or sent from known spammers are blocked. Use of additional spam fighting tools that delete official e-mail before it is read does not exempt individuals from the policy outlined in this document.

For more information on e-mail services, see [www.ndsu.edu/helpdesk](http://www.ndsu.edu/helpdesk) or [www.ndsu.edu/its](http://www.ndsu.edu/its).

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HISTORY:

New February 7, 2012  
Housekeeping June 15, 2018