

## **Appendices**

**General Institutional Requirements  
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## GENERAL INSTITUTIONAL REQUIREMENTS

Commission Requirements	Statement of the Self-Study
<b>Mission</b>	
1. It has a mission statement, formally adopted by the governing board and made public, declaring that it is an institution of higher education.	Valley City State University's mission statement may be found in the VCSU Strategic Plan and in VCSU <i>Baselines</i> document. During 1996 and 1997 VCSU completed a review of its mission statement. The revised mission statement was subsequently approved by the State Board of Higher Education in February 1998, and serves as a cornerstone in university strategic planning and development.
2. It is a degree granting institution.	Valley City State University offers a variety of programs of study leading to bachelor's degrees in a number of fields, as set forth in the 2000-2002 VCSU Bulletin. VCSU confers academic degrees as authorized by the State Board of Higher Education in Policy Manual Section 409, Degrees Offered.
<b>Authorization</b>	
3. It has legal authorization to grant its degrees, and it meets all the legal requirements to operate as an institution of higher education wherever it conducts its activities.	<p>The institution was chartered in the original North Dakota Constitution as a normal school and authorized to certify completion of the normal school curriculum for the preparation of school teachers. It was first granted legal authority to confer degrees in 1921. Authorization is set forth in Article VIII, Section 6 of the North Dakota Constitution. Off campus sites (Jamestown, NDSU, and The NetWork Center) have been authorized by SBHE action.</p> <p>In 1997, the legislature proposed to remove the names of all colleges and universities from the state constitution. In the ensuing 1998 election, 64 percent of the people rejected the proposal. This series of events reaffirms not only the constitutional authority for the university's existence, but also the people's support for that authority.</p>
4. It has legal document to confirm its status as a public institution	Valley City State University was established as a public institution of higher education in the North Dakota Constitution, Article IX, Section 12, and the North Dakota Century Code, Section 15-13-01. Tax-exempt status is documented in the business office in McFarland Hall.
<b>Governance</b>	
5. It has a governing board that possesses and	Valley City State University is one institution within

<p>exercises necessary legal power to establish and review basic policies that govern the institution.</p>	<p>the eleven campus North Dakota University System, which is governed by the North Dakota State Board of Higher Education (SBHE). The SBHE was established “for the control and administration” of the state’s public institutions of higher education (State Constitution, Article VIII, Section 6). Specific inclusion of Valley City State University is made in Section 6.1.d; the powers and responsibilities of the SBHE are set forth in Section 6.6.b, and outlined in the SBHE Policy Manual, section 310.1.</p>
<p>6. Its governing board includes public members and is sufficiently autonomous from the administration and ownership to assure the integrity of the institution.</p>	<p>Membership of the State Board of Higher Education includes eight persons appointed by the Governor.</p> <p>Seven of these are subject to North Dakota State Senate confirmation. They must be qualified electors and taxpayers of the state, selected by the Governor from a list of three nominees submitted by a nominating committee consisting of the President of the North Dakota Education Association, Chief Justice of the North Dakota Supreme Court, North Dakota Superintendent of Public Instruction, President of the North Dakota State Senate, and Speaker of the North Dakota House of Representatives. Each of these seven members serves a four-year term and may not serve more than two terms.</p> <p>The eighth SBHE member must be a student appointed by the Governor from a list of names submitted by the North Dakota Student Association. The student member serves a term of one year and may not serve more than two consecutive terms. In addition to the eight voting members, one non-voting faculty representative, elected by the Council of College Faculties, serves a one-year term.</p> <p>The Constitution prohibits more than two persons holding a bachelor’s degree from the same North Dakota institution from serving on the Board at the same time, excluding the student member.</p>
<p>7. It has an executive officer designated by the governing board to provide administrative leadership for the institution.</p>	<p>The State Board of Higher Education appoints a Chancellor to serve as chief executive officer in the administration of the North Dakota University System.</p> <p>The State Board of Higher Education also appoints a university president as the chief executive officer for each university. The president, who appoints all</p>

	other campus officers, has full authority and responsibility to administer the affairs of the institution, as described in the SBHE Policy Manual, 305.1.
8. Its governing board authorizes the institution's affiliation with the Commission.	The State Board of Higher Education requires institutions under its authority to "maintain accreditation by the North Central Association of colleges and schools." Procedural actions relating to accreditation are also set forth in the SBHE Policy Manual (Section 420, Accreditation).
<b>Faculty</b>	
9. It employs a faculty that has earned from accredited institutions the degrees appropriate to the level of instruction offered by the institution.	<p>Valley City State University offers four-year bachelor degrees in a number of fields. No graduate degrees are offered.</p> <p>Every faculty member at Valley City State University has earned degrees from accredited institutions. Of the 60 full time faculty, 25 hold terminal degrees and 35 have master's degrees.</p> <p>Official transcripts are on record in the President's office. Faculty vitas are on record in the office of the Vice President of Academic Affairs. The VPAA Office is currently collecting vitas for adjunct faculty members.</p>
10. A sufficient number of the faculty are full-time employees of the institution.	Valley City State University has 61 full time faculty lines; currently 53 of these are full-time faculty. The remaining 8 are primarily faculty on other assignments (administrative duties and grants, predominately). 94% of the instructional budget covers the delivery of courses by full time faculty.
11. Its faculty has a significant role in developing and evaluating all of the institution's educational programs.	Individual faculty members are responsible for the development and assessment of curriculum in the majors or programs in which they teach. Faculty represent their divisions on various institutional committees that review curriculum and program changes, including the Curriculum Committee, the Institutional Improvement Committee, the Teacher Education Committee, and Faculty Senate.
<b>Educational Programs</b>	
12. It confers degrees.	As authorized by the State Board of Higher Education, upon recommendation of the faculty, Valley City State University confers four academic

	<p>degrees:</p> <ul style="list-style-type: none"> <li>• Bachelor of Arts</li> <li>• Bachelor of Science</li> <li>• Bachelor of Science in Education</li> <li>• Bachelor of University Studies</li> </ul> <p>The fields for these degrees are listed in the current <i>University Bulletin</i>.</p>
13. It has degree programs in operation, with students enrolled in them.	Valley City State University currently offers 39 majors and 35 minors. Pre-Professional and University Studies are also available. Figures provided by the Registrar show enrollment in all degree programs for Spring 2000 except instructional technology, a newly revised program targeted to become an online program.
14. Its degree programs are compatible with the institution's mission and are based on recognized fields of study at the higher education level.	As the mission indicates, programs of study at VCSU fall into three categories, education, business, and the liberal arts. As mandated by the SBHE Policy Manual (section 403.1.2) programs at VCSU undergo systematic program review. All programs are assessed against national standards in their field.
15. Its degrees are appropriately named, following practices common to institutions of higher education in terms of both length and content of the programs.	<p>All of VCSU's degree programs are based upon recognized fields of study at the higher education level as listed in the Classification of Instructional Programs (1997—on reserve in the Allen Memorial Library).</p> <p>The four degrees offered at VCSU conform in name and length to standards established by the National Center for Educational Statistics, and they agree with the standards of the Classification of Instructional Programs (see CIP, Appendix E, in library).</p> <p>The North Dakota University System has, over the past five years, established common course numbers and descriptions for all courses numbered 299 and below, in an effort to simplify transfer among North Dakota campuses. The common courses and their descriptions are listed on the NDUS web site.</p>
16. Its undergraduate degree programs include a coherent general education requirement consistent with the institution's mission and designed to ensure breadth of knowledge and to promote intellectual inquiry.	In keeping with the VCSU mission of "prepar[ing] individuals to serve in a changing world," the General Education program at VCSU uses the framework of the Eight Abilities to provide fundamental, content-related competencies and an anchor in understanding the world in the midst of

	<p>change.</p> <p>While the courses required for the General Education program reflect study in each of the academic divisions at VCSU, the overall integrity of the program is monitored by the Curriculum Committee (which has divisional representation).</p> <p>VCSU’s mission also indicates that the institution provides “an innovative culture and a technologically enhanced environment.” The General Education program provides many introductory opportunities for students to develop their computer skills that will allow them to design, create, illustrate, organize, and reflect on their learning. The General Education course syllabi illustrate the many ways technology permeates student learning.</p> <p>These introductory experiences provide the groundwork for developing the final digital portfolio (required for graduation from the 1998-2000 Bulletin). The technology skills students develop allow them to demonstrate their academic competencies (Abilities) in vivid, tangible ways, a clear demonstration of the coherent relationship between the General Education Program and the student’s individual program of study at VCSU.</p>
<p>17. It has admission policies and practices that are consistent with the institution’s mission and appropriate to its educational programs.</p>	<p>Admission criteria and application procedures are specified in the <i>1998-2000 VCSU Bulletin</i>. Minimum qualifications for new freshmen include high school graduation or proof of successful completion of the General Education Development Test (GED). In addition, all beginning freshman applicants whose high school class graduation date is 1993 or later and those who are under the age of 23 are required to complete the ND University System College Preparatory Core Courses. Core courses include 4 units of English, 3 units of Math, Algebra I or above, 3 units of laboratory science, and 3 units of Social Studies.</p> <p>In order to be considered for admission, transfer students must be in good academic standing and eligible to return to their last institution of full-time attendance. NDUS GERTA requirements facilitate the transfer of credits.</p>
<p>18. It provides its students access to those learning resources and support services</p>	<p>Valley City State University offers a wide variety of support services for students which support the</p>

<p>requisite for its degree programs.</p>	<p>academic mission.</p> <p>Students have fully functioning online and face to face access to learning resources and support resources, including the library, interactive video classroom facilities, and the Help Desk.</p> <p>VCSU counseling and student services assist students in resolving personal, career, academic, social, and medical problems and concerns. Services are provided without cost to the student on appointment or walk-in basis. Services offered are Personal Counseling, Academic Counseling, Health Services, Career Services, and Tutoring. VCSU provides for the delivery of financial aid through the Financial Aid Office and the campus provides on-campus residence halls, family housing units and food service.</p>
<p><b>Finances</b></p>	
<p>19. It has an external financial audit by a certified public accountant or a public audit agency at least every two years.</p>	<p>The North Dakota Century Code requires the North Dakota State Auditor’s Office to perform audits of all state agencies, including institutions of higher education.</p> <p>The office of the North Dakota State Auditor annually audits the financial statements and operations of the University, including those accounts and operations associated with federal financial assistance to students. The NDUS audit reports are available for inspection.</p>
<p>20. Its financial documents demonstrate the appropriate allocation and use of resources to support its educational programs.</p>	<p>The VCSU statement of appropriated expenditures by function shows that the instruction and academic support functions comprise over 50 percent of the total institutional budget.</p> <p>The State Board of Higher Education has also allowed campuses the authority to offer an unlimited number of tuition waivers.</p> <p>The notebook initiative has been funded almost completely through reallocation and student fees. This campus-wide commitment to support the notebook initiative continues to challenge the University’s ability to provide adequate equipment and operational budgets.</p>
<p>21. Its financial practices, records, and reports demonstrate fiscal viability.</p>	<p>The North Dakota Legislative Assembly appropriates funding on a biennial basis to support</p>

	<p>the institutional operations. Budget requests are submitted to the State Board of Higher Education and incorporated into the request for the North Dakota University System. The financial condition of the institution is discussed in detail in response to Criterion 2 (see page59).</p>
<p><b>Public Information</b></p>	
<p>22. Its catalog or other official documents includes its mission statement along with accurate descriptions of its educational programs and degree requirements, its learning resources, its admissions policies and practices, its academic and non-academic policies and procedures directly affecting students, its charges and refund policies, and the academic credentials of its faculty and administrators.</p>	<p>The VCSU Mission statement is published in the VCSU <i>Baselines</i> document and the VCSU Strategic Plan.</p> <p>Educational program and degree requirements are clearly described in the University Bulletin and on individual status sheets available on-line and in the Office of Admissions and Records. Admissions policies and practices are found in the University Bulletin, the VCSU General Information Brochure, and the VCSU Application Procedures booklet.</p> <p>Information on learning resources and academic and non-academic policies and procedures can be found in the University Bulletin, the VCSU Student Handbook, and the VCSU Counseling and Student Services brochure. Fee payment and refund procedures are found in the University Bulletin and the VCSU Guide to Student Aid.</p> <p>The credentials of faculty and administrators are made public in the University Bulletin. The University Bulletin is published every two years and is made available to faculty, staff, students and prospective students. The VCSU Student Handbook is published annually. Both documents are available on-line at the VCSU website.</p>
<p>23. It accurately discloses its standing with accrediting bodies with which it is affiliated.</p>	<p>The VCSU Bulletin reports the university's affiliations with its accrediting agencies:</p> <ul style="list-style-type: none"> <li>• the North Central Association of Colleges and Schools (NCA),</li> <li>• the National Council for the Accreditation of Teacher Education (NCATE),</li> <li>• and the National Association of Schools of Music (NASM),</li> <li>• the certification of the Community School of the Arts (CSA) by the National Guild of Community Schools of the Arts,</li> <li>• and the certification of the Kathryn Center for Lifelong Learning by the International</li> </ul>

	<p>Association of Continuing Education and Training.</p> <p>The university's memberships in the National Association of Intercollegiate Athletics and the Dakota College Athletic Conference are also indicated.</p>
<p>24. It makes available upon request information that accurately describes its financial condition.</p>	<p>The University prepares an annual budget document detailing income and expenditure plans. The budget is on file in the University Library. The North Dakota University System prepares a Summary of Annual Budgets, which includes financial information about VCSU and other system institutions. This document is distributed to State Board of Higher Education (SBHE) members.</p> <p>In addition the VCSU Bulletin, available through the Admissions Office, includes current college cost and financial assistance information. The VCSU Report to Investors includes relevant campus, student and financial statistics. This report is distributed to SBHE members and state legislators.</p> <p>The North Dakota State Auditor prepares a report of the audit conducted annually of all institutions in the North Dakota University System. The report is provided to legislative committees, the SBHE, and various federal agencies.</p> <p>All these documents are public records according to North Dakota statutes, and are available to the public upon request</p>

**North Central Association of Colleges and Schools  
Commission on Institutions of Higher Education**

30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504

(800) 621-7400; (312) 263-0456; Fax: (312) 263-7462

**Basic Institutional Data Form A**

**PART 1 - FULL-TIME ENROLLMENT (HEADCOUNT)**

**Opening Fall Enrollment for Current Academic Year and Previous Two Years**

Name of institution/campus reported: Valley City State University

	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
<b>UNDERGRADUATE</b>	<u>1998 - 1999</u>	<u>19 99 - 2000</u>	<u>2000 - 2001</u>
<b>Freshman</b> - Occupationally oriented (Definition I-A&B)	240	211	240
<b>Freshman</b> - Occupationally oriented (Definition I-C)			
<b>Freshman</b> - Undeclared (Definition I-D)			
<b>Sophomore</b> - Degree oriented (Definition I-A & B)	198	211	204
<b>Sophomore</b> - Occupationally oriented (Definition I-C)			
<b>Sophomore</b> - Undeclared (Definition I-D)			
<b>Junior</b>	138	146	155
<b>Senior</b>	234	221	201
<b>TOTAL UNDERGRADUATE</b>	810	789	800
<b>GRADUATE</b>			
<b>Master's</b>			
<b>Specialist</b>			
<b>Doctoral</b>			
<b>TOTAL GRADUATE</b>			
<b>PROFESSIONAL (by degree)</b>			
<b>TOTAL PROFESSIONAL</b>			
<b>TOTAL ALL LEVELS (inc. others)</b>	821	796	805
<b>OTHER (unclassified)</b>	11	7	5

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**Basic Institutional Data Form A**

**PART 2 - PART-TIME ENROLLMENT (HEADCOUNT)**

**Opening Fall Enrollment for Current Academic Year and Previous Two Years**

Name of institution/campus reported: Valley City State University

	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
<b>UNDERGRADUATE</b>	<b>19 98 - 1999</b>	<b>19 99 - 2001</b>	<b>2000 - 2001</b>
<b>Freshman</b> - Occupationally oriented (Definition I-A&B)	22	17	15
<b>Freshman</b> - Occupationally oriented (Definition I-C)			
<b>Freshman</b> - Undeclared (Definition I-D)			
<b>Sophomore</b> - Degree oriented (Definition I-A & B)	44	34	36
<b>Sophomore</b> - Occupationally oriented (Definition I-C)			
<b>Sophomore</b> - Undeclared (Definition I-D)			
<b>Junior</b>	32	47	35
<b>Senior</b>	49	59	68
<b>TOTAL UNDERGRADUATE</b>	147	157	154
<b>GRADUATE</b>			
<b>Master's</b>			
<b>Specialist</b>			
<b>Doctoral</b>			
<b>TOTAL GRADUATE</b>			
<b>PROFESSIONAL (by degree)</b>			
<b>TOTAL PROFESSIONAL</b>			
<b>TOTAL ALL LEVELS (inc. others)</b>	260	281	285
<b>OTHER (unclassified)</b>	113	124	131

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**Basic Institutional Data Form A**

**PART 3 - FULL-TIME EQUIVALENT ENROLLMENT**

**Opening Fall FTE Enrollment for Current Academic Year and Previous Two Years**

Name of institution/campus reported: Valley City State University

	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
	<u>19 98 - 1999</u>	<u>1999 - 2001</u>	<u>2000 - 2001</u>
<b>UNDERGRADUATE</b> - (see definitions I.A thru D)	876	864	878
<b>GRADUATE</b> - (see definition II)			
<b>PROFESSIONAL</b> - (see definition III)			
<b>UNCLASSIFIED</b> - (see definition VI)	29	32	32
<b>TOTAL</b>	905	896	910

**Basic Institutional Data Form A**

**PART 4 - OTHER SIGNIFICANT INSTITUTIONAL ENROLLMENTS**

(e.g., non-credit, summer session, other)

**Most Recent Sessions and Previous Two Years**

Identify types of enrollment reported: Summer Session FTE

	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
	<u>19 98 - 1999</u>	<u>1999 - 2000</u>	<u>2000 - 2001</u>
<b>TOTAL UNDERGRADUATE</b>	61	75	66
<b>TOTAL GRADUATE</b>			
<b>TOTAL PROFESSIONAL</b>			
<b>TOTAL NON-CREDIT CONTINUING EDUCATION ENROLLMENTS</b> (headcount)			
<b>TOTAL NON-CREDIT REMEDIAL AND DEVELOPMENTAL ENROLLMENTS (FTE)</b>			
<b>TOTAL OTHER</b>	40	28	29
<b>TOTAL</b>	101	103	95

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**Basic Institutional Data Form B**

**PART 1 - STUDENT ADMISSIONS**

**Opening Fall Enrollment for Current Academic Year and Previous Two Years**

Name of institution/campus reported: Valley City State University

Provide as much of the following information as is available about applicants for admission in the current and previous two academic years. If exact figures cannot be supplied, careful estimates may be given. Students enrolled in a previous year should not be included as applicants in a subsequent year.

Open Admissions Institution? Yes  No

	<b>Two Years Prior</b> <u>1998 - 1999</u>	<b>One Year Prior</b> <u>19 99 - 2000</u>	<b>Current Year</b> <u>2000 - 2001</u>
<b>FRESHMAN</b>			
Number of applicants with complete credentials for admission to the freshman class	279	277	293
Number of applicants accepted	264	248	274
Number of freshman applicants actually enrolled	206	173	183
<b>TRANSFER</b>			
Number of applicants with complete credentials for admission with advanced standing (transfer)	105	123	126
Number of advanced-standing undergraduate applicants accepted	105	123	123
Number of advanced-standing undergraduate applicants actually enrolled	74	87	88
<b>MASTER'S</b>			
Number of applicants with complete credentials for admission to master's programs	N/A	N/A	N/A
Number of applicants accepted for master's programs	N/A	N/A	N/A
Number of applicants actually enrolled in master's programs	N/A	N/A	N/A
<b>SPECIALIST</b>			
Number of applicants with complete credentials for admission to specialist programs	N/A	N/A	N/A
Number of applicants accepted for specialist programs	N/A	N/A	N/A
Number of applicants actually enrolled in specialist programs	N/A	N/A	N/A

Prepare separate reports for each campus. Please add attachments and additional sheets whenever necessary.

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**Basic Institutional Data Form B - Part 1 Continued**

Name of institution/campus reported: \_\_\_\_\_

	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
<b>DOCTORAL</b>	19 ____ - ____	19 ____ - ____	19 ____ - ____
Number of applicants with complete credentials for admission to doctoral programs	N/A	N/A	N/A
Number of applicants accepted for doctoral programs	N/A	N/A	N/A
Number of applicants actually enrolled in doctoral programs	N/A	N/A	N/A

	<b>Report by degrees</b>	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
<b>PROFESSIONAL</b>		19 ____ - ____	19 ____ - ____	19 ____ - ____
Number of applicants with complete credentials for admission to professional programs				
Number of applicants accepted for professional programs				
Number of applicants actually enrolled in professional programs				

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.

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**Basic Institutional Data Form B**  
**Part 2 - ABILITY MEASURES OF FRESHMAN**

Name of institution/campus reported: Valley City State University, Valley City, North Dakota

Specify quarter/semester reported: Fall Semester 2000

Are scores used or routinely collected? Yes  No

<b>A. Class ranking of entering freshman</b>	
Percent in top 10% of high school class	6
Percent in top 25% of high school class	25
Percent in top 50% of high school class	60
Percent in top 75% of high school class	40

<b>B. SAT scores for entering freshman</b>	<b>Verbal</b>	<b>Math</b>
Class average SAT score	N/A	N/A
Percent scoring above 500	N/A	N/A
Percent scoring above 600	N/A	N/A
Percent scoring above 700	N/A	N/A

<b>C. Mean ACT scores for entering freshman</b>	
Composite	21.1
Mathematics	20.6
English	19.8
Natural Sciences	21.6
Social Studies	21.8

<b>D. Other tests used for admission or placement</b>	
Test name	N/A
Mean or Composite	N/A
Range	N/A

**Basic Institutional Data Form B**

**Part 3 - ABILITY MEASURES OF ENTERING GRADUATE STUDENTS**

(Report for last full academic year)

**A. Graduate Record Examination**      Range \_\_\_\_\_ High \_\_\_\_\_ Low  
 (for total Graduate School excluding professional schools)

**B. Miller Analogies Test**      Range \_\_\_\_\_ High \_\_\_\_\_ Low  
 (for total Graduate School excluding professional schools)

**C. On a separate sheet, indicate other test data used for admission to professional programs.**

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.

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**Basic Institutional Data Form B**  
**Part 4 - UNDERGRADUATE STUDENT FINANCIAL AID**  
*(Report for last full fiscal year)*

Name of institution/campus reported: Valley City State University

SOURCE OF FUNDING		TOTAL \$ AMOUNT	NO. OF STUDENTS AIDED
<b>FEDERAL</b>	Grants and Scholarships	\$832,649	348
	Loans	\$2,402,406	603
	Employment	\$71,545	62
<b>STATE</b>	Grants and Scholarships	\$33,582	102
	Loans	0	0
<b>INSTITUTIONAL</b>	Grants and Scholarships	\$486,270	442
	Loans	\$8,581	28
	Employment	\$215,842	186
<b>FROM OTHER SOURCES</b>	Grants and Scholarships	\$245,999	138
	Loans	\$309,432	73
<b>Unduplicated number of undergraduate students aided</b>			857
<b>Number of students receiving institutional athletic assistance</b>			116
<b>Percentage of institutional aid for athletic assistance</b>			12%

**Part 5 - GRADUATE AND PROFESSIONAL STUDENT FINANCIAL AID**  
*(Report for last full fiscal year)*

SOURCE OF FUNDING		TOTAL \$ AMOUNT	NO. OF STUDENTS AIDED
<b>FEDERAL</b>	Grants and Scholarships		
	Loans		
	Employment		
<b>STATE</b>	Grants and Scholarships		
	Loans		
<b>INSTITUTIONAL</b>	Grants and Scholarships		
	Loans		
	Employment		
<b>FROM OTHER SOURCES</b>	Grants and Scholarships		
	Loans		
<b>Unduplicated number of undergraduate students aided</b>			

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.

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**Basic Institutional Data Form C  
Part 1 - FULL-TIME INSTRUCTIONAL STAFF AND FACULTY INFORMATION**

Name of institution/campus reported: Valley City State University

Specify quarter/semester reported: 2000-2001 (Fall and Spring Semesters)

Include only personnel with professional status who are primarily assigned to **resident instruction and departmental or organized research**. Exclude all nonprofessional personnel and those professional personnel whose primary function is not residential instruction, departmental research or organized research.

	Distribution by Sex		Distribution by Race						Distribution by Age Range			
	Male	Female	White	Black	Hispanic	Asian	Native Am.	Other	20-34	35-49	50-64	65-over
Professor	7	2	9							2	6	1
Associate Professor	6	8	13			1				1	13	
Assistant Professor	10	6	16						1	10	5	
Instructor/Lecturer	9	12	19		1	1			7	13	1	
Teaching Assistants & other teaching personnel												
Research staff & Research Assistants												
Undesignated rank												
Number of instructional staff added for current academic year												
Number of instructional staff employed in previous academic year, but not reemployed for current academic year												

Prepare separate report for each campus. Please add attachments and additional sheets wherever necessary.

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**Basic Institutional Data Form C**

**Part 1 continued- FULL-TIME INSTRUCTIONAL STAFF AND FACULTY INFORMATION**

Name of institution/campus reported: Valley City State University

Specify quarter/semester reported: 2000-2001 (Fall and Spring Semesters)

Include only personnel with professional status who are primarily assigned to **resident instruction and departmental or organized research**. Exclude all nonprofessional personnel and those professional personnel whose primary function is not residential instruction, departmental research or organized research.

	HIGHEST DEGREE EARNED					
	Diploma, Certificate, or None	Associate	Bachelor's	Master's	Specialist	Doctoral
Professor				2		7
Associate Professor				4		10
Assistant Professor				10		6
Instructor/Lecturer			1	16	1 (ELT)	3
Teaching Assists. & other teaching peers						
Research staff & Research Assists.						
Undesignated rank						
Number of instructional staff added for current academic year						
Number of instructional staff employed in previous academic year, but not reemployed for current academic year						

**Part 2 - SALARIES OF PART-TIME INSTRUCTIONAL STAFF AND FACULTY**

	MEAN	RANGE	
		High	Low
Professor	46,814	62,208	42,012
Associate Professor	40,517	46,081	34,379
Assistant Professor	36,509	58,000	28,000
Instructor/Lecturer	30,980	35,152	28,700
Teaching Assists. & other teaching pers.			
Research staff and Research Assistants			
Undesignated rank			

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.

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**Basic Institutional Data Form C**  
**Part 3 - PART-TIME INSTRUCTIONAL STAFF AND FACULTY INFORMATION**

Name of institution/campus reported: Valley City State University

Specify quarter/semester reported: 2000-2001 (Fall and Spring Semesters)

Include only personnel with professional status who are primarily assigned to **resident instruction and departmental or organized research**. Exclude all nonprofessional personnel and those professional personnel whose primary function is not residential instruction, departmental research or organized research.

	Distribution by Sex		Distribution by Race						Distribution by Age Range			
	Male	Female	White	Black	Hispanic	Asian	Native Am.	Other	20-34	35-49	50-64	65-over
Professor												
Associate Professor												
Assistant Professor												
Instructor/Lecturer	15	22	34	1					7	16	11	2
Teaching Assistants & other teaching personnel												
Research staff & Research Assistants												
Undesignated rank												
Number of instructional staff added for current academic year												
Number of instructional staff employed in previous academic year, but not reemployed for current academic year												

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**Basic Institutional Data Form C**

**Part 3 continued- PART-TIME INSTRUCTIONAL STAFF AND FACULTY INFORMATION**

Name of institution/campus reported: Valley City State University

Specify quarter/semester reported: 2000-2001 (Fall and Spring Semesters)

Include only personnel with professional status who are primarily assigned to **resident instruction and departmental or organized research**. Exclude all nonprofessional personnel and those professional personnel whose primary function is not residential instruction, departmental research or organized research.

	HIGHEST DEGREE EARNED					
	Diploma, Certificate, or None	Associate	Bachelor's	Master's	Specialist	Doctoral
Professor						1
Associate Professor						
Assistant Professor						
Instructor/Lectures			15	17		3
Teaching Assists. & other teaching peers						
Research staff & Research Assists.						
Undesignated rank						
Number of instructional staff added for current academic year						
Number of instructional staff employed in previous academic year, but not reemployed for current academic year						

**Part 2 - SALARIES OF PART-TIME INSTRUCTIONAL STAFF AND FACULTY**

	MEAN	RANGE	
		High	Low
Professor			
Associate Professor			
Assistant Professor			
Instructor/Lecturers	\$600 per credit		
Teaching Assists. & other teaching pers.			
Research staff and Research Assistants			
Undesignated rank			

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**Basic Institutional Data Form D**

**LIBRARY/LEARNING RESOURCE CENTER**

*Report for current year and previous two years - Estimate if necessary (identify estimates)*

Name of institution/site reported: Valley City State University/Allen Memorial Library

Do you have specialized libraries not included in this data. Yes No If you do, please identify these specialized libraries or collections on a separate page.

	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
	1998 - 1999	1999 - 2000	2000 -2001
<b>A. USE AND SERVICE</b> (Does not include online use)			
Total use of the collection (number of books or other materials circulated annually) (includes in house use)	22,576	19,273	17,227
Total circulation to students	10,969	8,357	7,266
Per capita student use (circulation to students divided by the number of enrolled students)	10	7.8	6.7
Total circulation to faculty	1,621	1,763	1,527
Per capita faculty use (circulation to fulltime faculty divided by number of FTE faculty)	30	31	27
<b>Total circulation to Community Users</b>	4,210	4,084	3,357
Number of items borrowed from other libraries via interlibrary loan	731	451	488
Number of items lent to other libraries via interlibrary loan	1,510	1,654	1,658
Hours open per week	75	75	75
On-line electronic database searches (usually mediated by library staff)	U/A	U/A	U/A
Total Library staff presentations to groups/classes	33	25	38
Tours and one-time presentations	158	253	450
Hands-on instruction for using electronic databases	U/A	U/A	U/A
Hands-on instruction for Internet searching	U/A	U/A	U/A
Semester-length bibliographical instruction (In comp class)	12 classes (218 students)	12 classes (207 students)	11 classes (197 students)
<b>B. COLLECTIONS</b>			
Total number of different titles in collection	96,333	101,432	103,172
Books and other printed materials (volumes)	91,855	92,362	92,934
Print serials/periodicals (paid subscriptions)	342	302	320
Electronic serials/periodicals	U/A	U/A	2,662
Other electronic materials (except serials/periodicals) [e-books]	0	4,905	5,969
Microforms (units)	U/A	U/A	U/A

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**Basic Institutional Data Form D**

**LIBRARY/LEARNING RESOURCE CENTER (continued)**

Name of institution/site reported: Valley City State University/Allen Memorial Library

	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
	1998 – 1999	1999 – 2000	2000 - 2001
<b>B. COLLECTIONS (Continued)</b>			
Non-print materials (e.g. films, tapes, CDs)	15,193	14,890	15,069
Government documents not reported elsewhere	U/A	U/A	U/A
Computer software	U/A	U/A	U/A
Number of subscribed/purchased electronic on-line databases	8	18	32
Number of CD-ROM databases available for searches by students	0	0	1
Number of subscriptions to scholarly journals (does not include online journals)	U/A	U/A	83
<b>C. STAFF (1 FTE Staff = 35-40 hours per week)</b>			
Number of FTE professional staff	3.5	3.5	3.5
Number of FTE non-professional staff	3	3	3
Number of FTE student staff	3	4	4
Number of other FTE staff (please explain on attached sheet)	0	0	0
<b>D. FACILITIES</b>			
Seating ratio (number of seats divided by student headcount enrollment)	4.6	4.6	4.6
Number of publicly accessible computers	14	14	12
Estimated linear shelving space remaining for expansion	U/A	U/A	3,437
Estimated linear feet of materials stored off-site	0	0	0
<b>E. EXPENDITURES</b>			
<b>For staff (exclude fringe benefits):</b>			
Total professional staff salaries (Excludes Margaret Wieland's salary)	75,368	103,606	106,316
Total non-professional staff salaries	38,136	36,524	37,443
Total student staff salaries	17,314	19,551	15,210
<b>For collection</b>			
Books/other printed materials	52,862	65,709	49,028
Print serials/periodicals	35,545	18,709	27,186
Microfilms	U/A	U/A	U/A
Non-print materials (e.g., films, tapes, CDs)	21,840	22,273	34,572
Government documents not reported elsewhere (In books)	U/A	U/A	U/A
Computer software (In non-print)	U/A	U/A	U/A

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**Basic Institutional Data Form D**

**LIBRARY/LEARNING RESOURCE CENTER (continued)**

Name of institution/site reported: Valley City State University/Allen Memorial Library

	<b>Two Years Prior</b>	<b>One Year Prior</b>	<b>Current Year</b>
	1998 – 1999	1999 – 2000	2000 – 2001
<b>E. EXPENDITURES (Continued)</b>			
Access and other services	0	0	0
Interlibrary loan (Total postage)	3,445	3,142	3,252
On-line database searches	U/A	U/A	U/A
Network membership	25,008	24,204	23,037
Binding, preservation, and restoration	0	251	0
Production of materials (on- or off-site)	U/A	U/A	U/A
Other equipment and furniture purchase/replacement	210	1,294	0
Other operating expenses (excluding capital outlay)	43,699	47,818	46,368
<b>Total library expenses</b>	<b>313,427</b>	<b>343,081</b>	<b>342,412</b>

<b>F. OTHER</b>	<b>YES</b>	<b>NO</b>
<b>Output measures</b>		
Does the library attempt to measure/record patron visits to the library?	X	
Does the library attempt to measure/record reference questions answered?	X	
Does the library attempt to measure/record user satisfaction?	X	
Does the library attempt to measure/record in-library use of other resources?		X
<b>Agreements and policies:</b>		
Are there formal, written agreements to share library resources with other institutions?	X	
Are there formal, written consortorial agreements for statewide or regional use of library materials?	X	
Are there formal, written agreements allowing the institution's students to use other institutions' libraries?		X

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**Basic Institutional Data Form E  
INSTITUTIONAL COMPUTING RESOURCES  
Report for Current Academic Year**

Name of institution/site reported: Valley City State University, Valley City, ND

WorldWideWeb (WWW) URL address: www.vcsu.edu

<b>A. ORGANIZATION, PLANNING, AND POLICIES (Please attach an organizational chart. Include names)</b>	<b>YES</b>	<b>NO</b>
Designated administrator(s) for institutional computing?	X	
Designated administrator(s) for Administrative computing?	X	
Designated administrator(s) for Academic computing?	X	
Centralized computing services?	X	
Formal, written, and approved technology plan?	X	
Technology plan linked to institutional mission and purposes?	X	
Computing resources included in institutional strategic plan?	X	
Policies on the purchase, replacement, and repair of hardware?	X	
Policies on the purchase and updating of software?	X	
Institutional computing responsible/ethical use policy?	X	
Institutional policies that include institutional computer issues?	X	
Institutional policies that include administrative computing issues?	X	
Institutional policies that include academic computing issues?	X	
<b>B. FACILITIES</b>		
Institutional network backbone?	X	
Computer labs networked?	X	
Classrooms functionally networked?	X	
Multi-media computers in labs?	X	
Administrative offices networked?	X	
Academic offices networked?	X	
Residence halls wired?	X	

Number of non-networked computer labs 0 Total number of stations all stations are networked

Number of networked labs 25 (notebook ready classrooms) Total number of stations 970 notebooks + 120 desktops

Type of access?

Wired through network X Wired Ports X Remote dial-up access X

Personal computers X Internet X Slip/ppp connection to WWW X

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**Basic Institutional Data Form E - Continued**

**C. FUNCTIONS: ADMINISTRATIVE (Place checks where appropriate)**

	Access Available To					Via	
	Students	Faculty	Staff	Administrators	Public	Direct Access	Remote Access Modem WWW
College Activity Calendar	X	X	X	X	X	X	X
College Catalog	X	X	X	X	X	X	X
Class Schedule	X	X	X	X	X	X	X
Financial Aid	X	X	X	X	X	X	X
On-line registration	X	X	X	X		X	X
Student Academic Record*	X					X	X

E-mail: Intra-institution?  X  Yes   No    Inter-institution?  X  Yes   No

<b>D. FUNCTIONS: ACADEMIC</b>	<b>YES</b>	<b>NO</b>
Computers in all full-time faculty offices?	X	
Computers in full-time faculty offices networked?	X	
All part-time faculty have access to computers?	X	
All divisional/departmental offices networked?	X	
All students required to have computers?	X	
Internet access available from all faculty offices?	X	
Library access available from all faculty offices?	X	
If YES, is access available to the institutions library(ies)?	X	
If YES, is access available to the state-wide or region-wide library system?	X	
If YES, is access available to other libraries?	X	
Library access available from all classrooms?	X	
Computers integrated into instruction?	X	
Off-campus access?	X	
If YES, is off-campus access available by the institutional network?	X	
If YES, is off-campus access available by the academic network?	X	
If YES, is off-campus access available by the Internet?	X	
If NO, plans to provide off-campus access within three years?	NA	
Courses on Internet?	X	
Interactive courses in real-time (i.e., 2-way video and voice?)	X	

E-mail: Intra-institution?  X  Yes   No    Inter-institution?  X  Yes   No

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.

\* Academic advisors receive regular printed reports of student academic records.



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**Basic Institutional Data Form F**  
**CERTIFICATE, DIPLOMA AND DEGREE PROGRAMS**  
**Previous Three Years**

**Name of institution/site reported:** Valley City State University

Certificates, diplomas and degrees offered by the institution; curricula or areas of concentration leading to each certificate, diploma and/or degree; number of students graduates in the past three years. Include all fields or subjects in which a curriculum is offered. If degree programs were not in effect during one or more of the years, please so indicate. The report form may be duplicated for additional space.

CERTIFICATE, DIPLOMA OR DEGREE	CURRICULUM OR MAJOR	GRADUATES IN PROGRAM		
		1998 - 99	1999 - 00	2000 -2001
Bachelor of Arts	Art	1	1	1
Bachelor of Arts	Biology	1	2	5
Bachelor of Arts	Chemistry	0	1	3
Bachelor of Arts	English	0	1	3
Bachelor of Arts	History	0	2	1
Bachelor of Arts	Math	0	0	1
Bachelor of Arts`	Music	0	1	0
Bachelor of Arts	Social Science	0	1	0
Bachelor of Arts	Spanish	1	1	0
Bachelor of Science	Art	1	0	0
Bachelor of Science	Biology	6	0	0
Bachelor of Science	Business Administra.	41	33	22
Bachelor of Science	Business Manage.	0	0	1
Bachelor of Science	Chemistry	5	0	0
Bachelor of Science	Computer Info. Syst.	4	13	5
Bachelor of Science	English	2	0	0
Bachelor of Science	Industrial Technology	0	0	1
Bachelor of Science	Instructional Techno.	0	1	0
Bachelor of Science	History	1	0	0
Bachelor of Science	Human Resources	13	17	15
Bachelor of Science	Office Adm. & Mgt.	1	2	0
Bachelor of Science	Office Management	1	0	1
Bachelor of Science	Spanish	1	0	0
Bachelor of Science	Vocational Tech Ed	8	6	1
Bachelor of University Studies		7	10	7
B.S. in Education	Art Education	1	3	0
B.S. in Education	Biology Education	1	7	0
B.S. in Education	Business Education	4	1	2
B.S. in Education	Chemistry Education	1	1	1
B.S. in Education	Compos. Science Ed.	0	2	0
B.S. in Education	Elementary Educa.	69	74	89
B.S. in Education	English Education	2	6	3
B.S. in Education	Health Education	6	11	8
B.S. in Education	History Education	0	5	0
B.S. in Education	Math Education	0	3	0
B.S. in Education	Music Education	3	0	0
B.S. in Education	Physical Education	15	16	11
B.S. in Education	Social Science Educa.	2	5	3
B.S. in Education	Spanish Education	2	0	1
B.S. in Education	Technology Educa.	0	3	0

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**Basic Institutional Data Form G**

**INTERCOLLEGIATE ATHLETICS**

Name of institution/campus reported: Valley City State University

Intercollegiate athletic programs (as opposed to intramural and/or physical education programs) involve: a) formal agreements (association, league) to compete with other institutions; b) student athletes identified as members of a particular team; and c) professional staff.

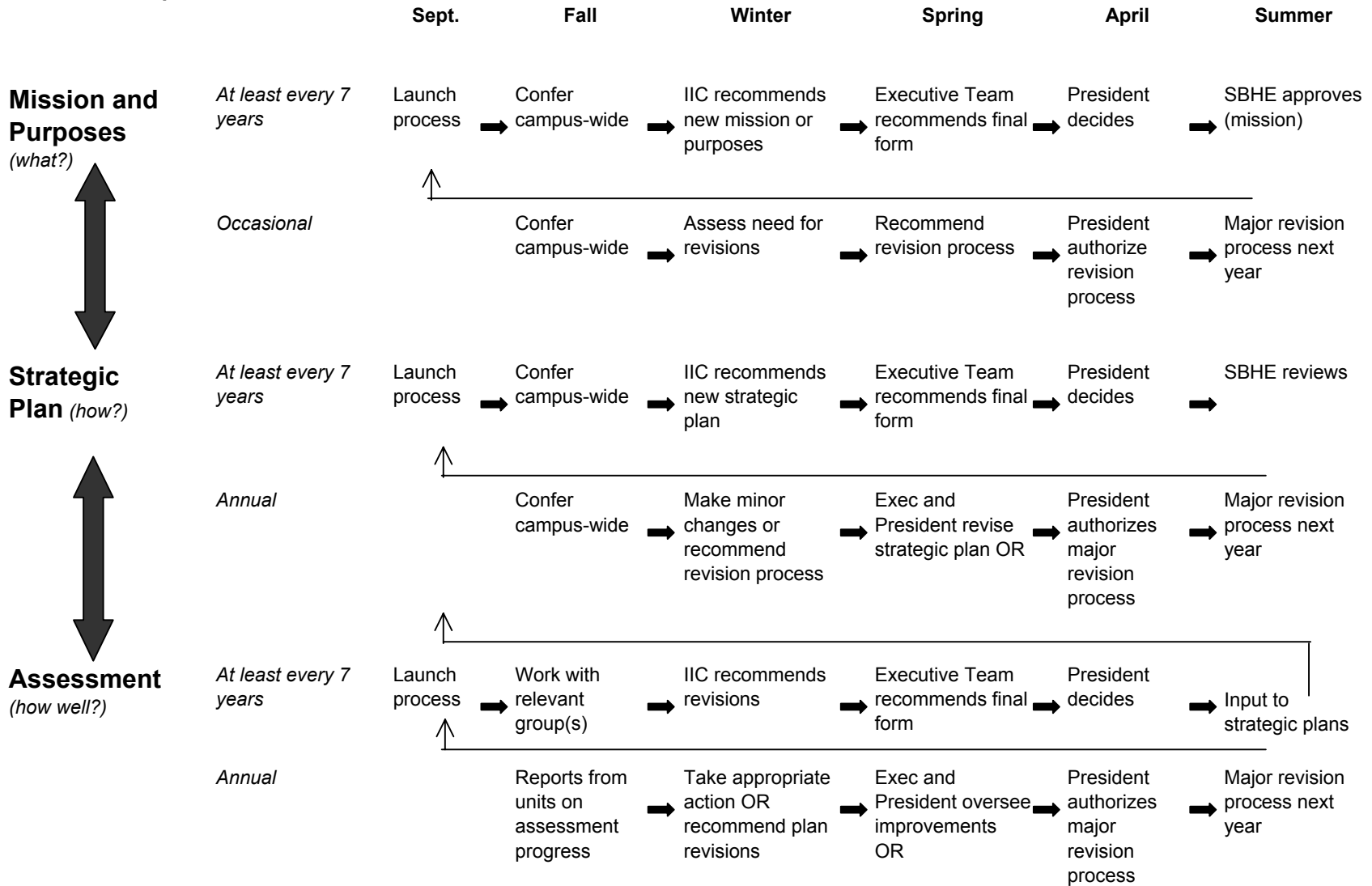
**Provide the name(s) of the intercollegiate athletic associations in which the institution holds membership and the level of membership:**

National Association of Intercollegiate Athletics

FOR MOST RECENT ACADEMIC YEAR											OPERATING BUDGET FOR INTERCOLLEGIATE ATHLETIC PROGRAMS (list current last year)		
NAME OF SPORT	# OF STUDENTS PARTICIPATING IN INTERCOLLEGIATE ATHLETIC PROGRAMS		NUMBER OF ATHLETIC SCHOLARSHIPS		MEAN AMOUNT OF SCHOLARSHIP		NUMBER OF SCHOLARSHIP STUDENTS COMPLETING DEGREES		NUMBER OF STAFF (Use FTE)		98-99	99-00	00-01
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women			
X-cntry	9	1	8	1	337	700	0	1	.25	.25	2,406	1,007	2,577
Footb.	77	0	52	0	557	0	4	0	.5	0	44,123	46,225	62,087
Voll.b.	0	15	0	9	0	922	0	2	0	.5	3,327	7,137	8,134
Bask.b.	18	15	14	11	866	1018	1	2	.5	.5	19,783	22,371	22,946
Track	22	10	12	9	321	455	0	2	.25	.25	6,284	9,566	5,566
Softb.	0	12	0	9	0	394	0	0	0	.5	4,154	4,961	2,070
Baseb.	35	0	14	0	385	0	0	0	.5	0	12,948	20,151	22,249

Prepare separate reports for each campus. Please add attachments and additional sheets wherever necessary.

**Institutional Improvement Committee**



**Campus Information System:**

Mission, Purposes, Strategic Plan, assessment flow chart, and progress reports go to all personnel annually in August. Assessment plan goes to all faculty, Executive Team, IIC members, others as needed. Accountability measures and outcomes data go to all in the annual Report to Investors, published in December.

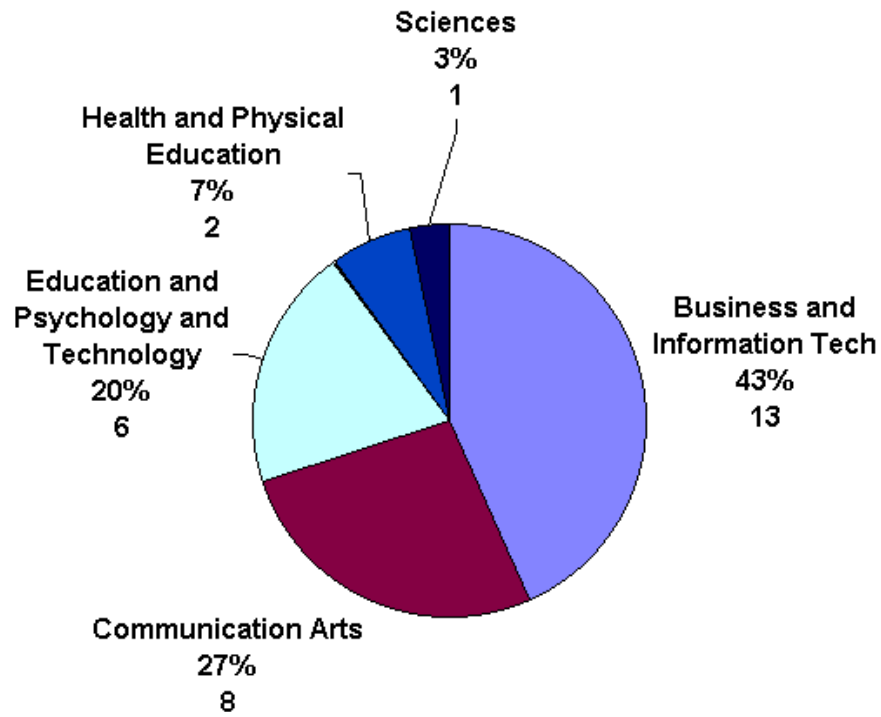
### Overview of VCSU External Relationships

Entity	Relationship	Purpose	Clientele	Resources	Benefits
Regional Technology Center	Formal MOA, leases	Regional development, jobs	Economic development	Space rental	Internships, intellectual exchange
Mayville State University	Formal, State Board decision	Efficiency	Four shared administrators	Cost savings	Cost savings
UABCS, URSE, and Brandon (universities in Canada and Mexico)	Formal MOA	Global experiences	Students and faculty/staff	Two waivers per university	Global experiences
Teacher Center	Formal MOA	Provide instructional resources for teachers	Teachers in the region	Space	Connections with regional teachers
Sodhexo-Marriott	Formal contract	Food service	Students, faculty, staff, community	Fee for service	Quality food service
Head Start	Formal lease	Child care	Regional families	Revenues from space lease	Community relations
Valley City-Barnes County Development Corporation	Ex officio or elected VCSU reps on board	Regional economic development	Business, community, university	None	As defined, project by project
NetWork Center	Formal MOA	Credit for technical training	Technical students	Revenues from tuition	Enrollments, industry connections
Great Plains Business Solutions	Informal agreement	Internships, scholarship, curriculum development	Students and business	Revenue (\$1,000 annual scholarship)	Curriculum, internships
State Board for Vocational-Technical Education	Grants and contracts	Support targeted vo-tech education	Vo-tech teachers and future teachers	Revenues	Enrollments, industry connections
Center for Innovation in Instruction	By-laws, informal agreement	Improve teaching with technology	K-12 and other teachers	In-kind supervision and fiscal management	Collaboration, expertise

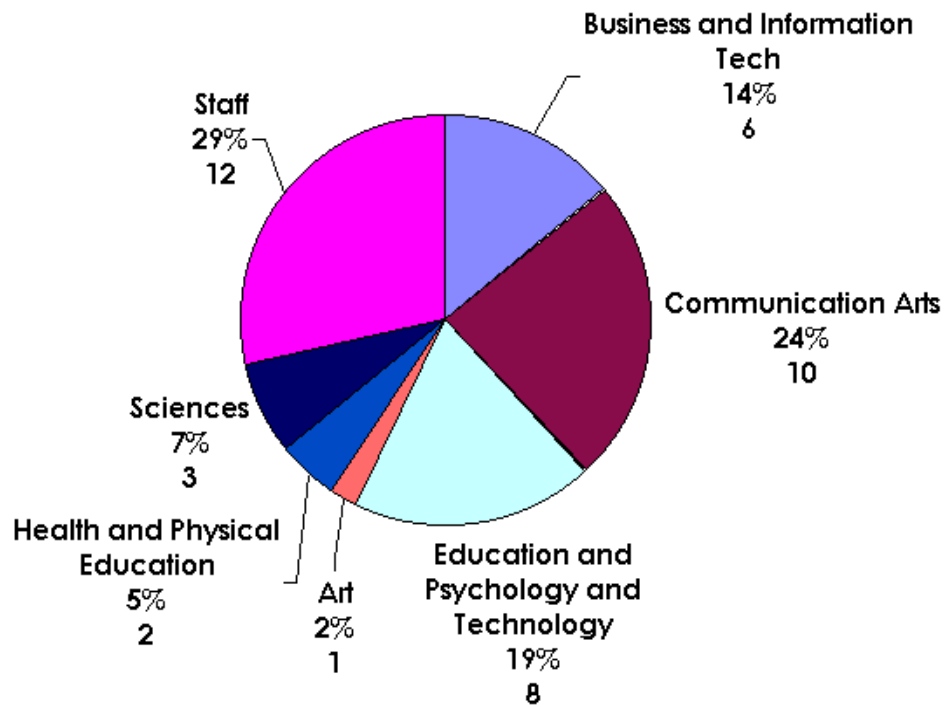
The following entities/activities are part of VCSU:

- Kathryn Center for Lifelong Learning
- Elementary education program at NDSU in Fargo
- Jamestown outreach program

Center for Teaching and Learning (in formation)



Attendance at Fall Blackboard Workshops



Attendance at Spring Blackboard Workshops