

Baselines 2010-2011



VALLEY CITY
STATE UNIVERSITY

Dear Colleagues:

Welcome to another great year at VCSU!

The 2010-2011 Baselines is a guide to help you understand and navigate the university's purposes, values, and organizational structure. Please review it and keep it handy for reference purposes. It answers a great many questions that arise during the course of a year.

Thank you for your continued service to VCSU, and best wishes for another rewarding year.

Steven W. Shirley
President

Valley City State University
has been recognized as a
Top Midwest Public Liberal Arts/Comprehensive College
by U.S. News and World Report
from 1999 through 2010



VALLEY CITY STATE UNIVERSITY

MISSION

Valley City State University prepares people for life through visionary leadership and exemplary practices in teaching, learning, and service.

VISION

Valley City State University is nationally acclaimed for attracting and retaining talented individuals who advance quality learning opportunities and economic growth through technology and innovation.

UNIVERSITY PURPOSES

1. Award degrees in education, business, and the liberal arts and sciences, with all students documenting their competency in Aesthetic Engagement, Communication, Global Awareness, Technology, Collaboration, Effective Citizenship, Problem Solving, and Wellness.
2. Deliver a quality educational experience in an innovative culture and a technologically enhanced environment.
3. Serve the best interests of our students, region, and society.
4. Lead in effectively applying information media technologies for learning.
5. Promote the appreciation of diversity, a multicultural perspective, and global awareness.

CORE VALUES

- **MISSION DRIVEN:** We are committed to a learner centered philosophy. We make education meaningful with positive relationships and effective practices.
- **QUALITY AND INTEGRITY:** We have high expectations for results, integrity, and positive interpersonal relations in all we do.
- **INNOVATION:** We are flexible, creative, and free to try new things. We have a strong work ethic, positive attitude, and open mind. We embrace change.
- **COMMUNITY:** We trust each other, we work well together, and we are involved with our local and extended communities.
- **DIVERSITY:** We believe that diversity of all kinds enriches the quality of thought, discussion, and learning.

**VALLEY CITY STATE UNIVERSITY
STRATEGIC PLAN, 2010-2015**

QUALITY AND INNOVATION

Goal 1. Provide accessible, innovative, high quality experiences and programs for all students.

Strategy

1.1 Encourage, fund, and reward research, innovation, and quality.

Actions

- 1.1.1 Leverage cutting edge technologies to advance teaching and learning.
- 1.1.2 Foster continuous improvement by developing assessment and accountability processes for programs, faculty, and staff.
- 1.1.3 Improve communication with our students' future employers and internship supervisors.

Strategy

1.2 Explore alternate delivery models to meet varied student needs and schedules

Actions

- 1.2.1 Develop a vision statement that clarifies VCSU's purposes and plan for online program/course development.
- 1.2.2 Identify and implement strategies to make these online programs/purposes productive, successful, and financially viable.
- 1.2.3 Explore and develop options for alternate academic course and program scheduling.

Strategy

1.3 Increase opportunities for VCSU students, faculty, and staff to experience diverse and multicultural activities through programs on campus and abroad.

Actions

- 1.3.1 Strengthen and grow international partnerships and agreements with ZJETP in China and Mexican schools in LaPaz and Oaxaca
- 1.3.2 Promote and expand international study abroad opportunities for students and faculty.

Strategy

1.4 Pursue new initiatives tied to STEM and Technology Education to support K-12 students, faculty, and curriculum

Actions

- 1.4.1 Develop education centers that connect K-12 students and their teachers with university faculty, students, and resources
- 1.4.2 Establish partnerships with campuses in the NDUS system to expand STEM education efforts.
- 1.4.3 Develop certificates and a STEM Endorsement (with ESPB) to improve K-12 teaching and learning in STEM fields.

ENROLLMENT AND ACADEMIC SUCCESS

Goal 2: Identify, promote, and support high enrollment programs and opportunities, to increase enrollment in both online and residential programs to 1300 (headcount) by 2015

Strategy

- 2.1 Assess student needs and improve current academic support and academic skill development programs.

Actions

- 2.1.1. Identify learner needs of specific student groups (ie, adult learners, at-risk students, international students, etc) and develop programs that target these academic needs.
- 2.1.2. Develop a learning service center that consolidates current academic support services.

Strategy

- 2.2 Develop an institutional enrollment growth plan that emphasizes on-campus student growth, and encompasses all campus departments and programs.

Actions

- 2.2.1. Develop strategic growth plans for each academic area.
- 2.2.2. Implement marketing tools and strategies for academic program recruitment
- 2.2.3. Develop strategic growth plans for athletic opportunities and enhanced facilities.
- 2.2.4. Expand the M.Ed. program and associated graduate level initiatives.
- 2.2.5. Reduce barriers for returning adult learners thereby increasing enrollment of that population.

Strategy

- 2.3 Identify new opportunities for partnering with institutions of higher education both in and out of ND to deliver education in a flexible and responsive manner.

Action

- 2.3.1. Increase program by program articulations with 2 year schools in North Dakota, and expand articulation options with 2 year schools in Wyoming.

FISCAL STRATEGIES

Goal 3: Find new financial resources and reallocations that will support the initiatives and opportunities identified in this document.

Strategy

- 3.1 Develop new financial resources through partnerships and support from external sources.

Actions

- 3.1.1. Initiate a major capital campaign to raise funds in support of academic priorities, facility improvements, and student scholarships.
- 3.1.2. Conduct an analysis of student fees and develop a plan for student facilities upgrades which require the use of student fees and private funding

Strategy

- 3.2 Ensure that campus budgets and spending decisions demonstrate the most efficient and effective use of financial resources.

Actions

- 3.2.1 Use the campus strategic plan, master plan, and divisional growth plans in the development of annual budgets.
- 3.2.2 Conduct a thorough review of academic programs and administrative functions to identify cost savings, efficiencies and opportunities for reallocation.

FACILITIES

Goal 4: Implement opportunities identified in the 2010 Master Plan to support VCSU's enrollment initiatives, program development, and student needs.

Strategy

- 4.1 Create a campus climate of sustainability and awareness of our impact on the environment

Actions

- 4.1.1 Develop programs that allow opportunities for all members of the campus community to participate in conservation practices
- 4.1.2 Analyze VCSU's own use of energy and our impact on the environment. Identify cost savings that can be achieved through conservation practices.

Strategy

- 4.2 Develop a plan of action and a timeline that responds to the 2010 Campus Master Plan.

Actions

- 4.2.1 Identify the most efficient use of campus space in order to support growth programs, emerging technologies and instructional quality.
- 4.2.2 Move forward on new construction or building renovations as identified as priorities in the 2010 Master Plan.

NDUS

MISSION

VISION

KEY REFERENCES

NORTH DAKOTA UNIVERSITY SYSTEM

NORTH DAKOTA UNIVERSITY SYSTEM MISSION

To enhance the quality of life for all those we serve and the economic and social vitality of North Dakota through the discovery, sharing and application of knowledge.

NORTH DAKOTA UNIVERSITY SYSTEM VISION

The North Dakota University System is the vital link to a brighter future.

A brighter future for:

- Our students
- The citizens of North Dakota
- All those we serve

A brighter future through:

- A University System where students have the opportunity to receive the education necessary to be professionally and personally successful;
- High quality, innovative learning opportunities tailored to the needs of students and other clients and readily accessible to all learners in the state;
- The creation of strategic alliances with economic entities in the state and being a major player and primary engine in impacting the economic and demographic trends;
- A University System which is a solid investment for the state and is seen as such by its citizens.

HISTORY: New Policy. SBHE Minutes, March 30, 2001.

KEY REFERENCES

VCSU UNIVERSITY CATALOGS www.vcsu.edu/documents/
General information about the university, academic policies, programs, and courses.

VCSU STUDENT HANDBOOK www.vcsu.edu/documents/
Student organizations, resources, and policies.

VCSU POLICY MANUAL www.vcsu.edu/documents/
University policies that define and expand on NDUS policies relating to academics, students, finances, property, travel, and personnel.

SBHE POLICY MANUAL www.ndus.edu/policies/
Policies of the State Board of Higher Education governing all public institutions of higher education in North Dakota. Topics include administration, academics, students, finances, property, travel, and personnel.

NDUS PROCEDURES MANUAL www.ndus.edu/policies/
A companion to the NDUS Policy Manual that explains more detail about how to do what policy requires. Topics and organizational structure are the same as that of the Policy Manual.

NDUS HUMAN RESOURCE MANUAL www.ndus.edu/policies/
Policies of the State Board of Higher Education governing all non-faculty personnel except officers of the institution (policies cover those known as broadbanding, or classified personnel).

NORTH DAKOTA ROUNDTABLE

During 1999-2000, a legislative interim committee established the Roundtable, including legislators, business people, members of the State Board of Higher Education, campus representatives, tribal and private college representatives, and public education representatives. This group met to seek a consensus view of the desired future for the North Dakota University System. Their final report, issued on May 25, 2000, "A North Dakota University System for the 21st Century: The Report of the Roundtable for the North Dakota Legislative Council Interim Committee on Higher Education," contains 92 recommendations aimed at changes to be made by the legislature, the Board, the campuses, and others. The recommendations fall under six major goals, called Cornerstones.

CORNERSTONE GOALS

1. **Economic Development:** Increase the direct connections and contributions of the University System to the economic growth and social vitality of North Dakota.
2. **Education Excellence:** Provide high quality education and skill development opportunities which prepare students to be personally and professionally successful, readily able to advance and change careers, be lifelong learners, good citizens, leaders, and knowledgeable contributing members of an increasingly global and multicultural society.
3. **Flexible and Responsive System:** Create a University System environment which is responsive to the needs of its various clients and is flexible, empowering, competitive, entrepreneurial and rewarding.
4. **Accessible System:** Create a University System that is proactively accessible to all areas of North Dakota and seeks students and customers from outside the state. It provides students, businesses, industries, communities and citizens with access to educational programs, workforce training opportunities, and technology access and transfer – and does so with the same performance characteristics as described in the "Flexible and Responsive" Cornerstone.
5. **Funding and Rewards:** Develop a system of funding, resource allocation, and rewards which assures quality and is linked to the expressed high priority needs and expectations of the University System - assures achievement of the expectations envisioned.
6. **Sustaining the Vision:** Develop a structure and process which assures the University System for the 21st century, as described by these cornerstones, remains connected, understood, relevant, and accountable to the present and future research, education, and public service needs of the state and its citizens – sustaining the vision. (SBHE Roundtable Plan, 2000-)

2009-13 NDUS Strategic Plan and Objectives

THE VISION: The North Dakota University System drives economic and social vitality for state residents by educating the population to the highest level in the nation.

Roundtable Cornerstone: Education Excellence

THE OBJECTIVE: North Dakota will rank #1 in the nation in the education of our population.

Roundtable Cornerstone: Accessible System

Goal 1: The North Dakota University System is accessible, a view held by all North Dakotans.

Objectives, 2009-2013 (Base year is 2008-2009)

- 1.1 Increase the percentage of recent North Dakota high school graduates enrolled in NDUS institutions by 5 percentage points
- 1.2 Increase the percentage of North Dakota's total young adult population (25-34) enrolled in NDUS institutions for credit to 6 percent
- 1.3 Increase the percentage of North Dakota's total population (35-44) enrolled in NDUS institutions for credit to 2 percent
- 1.4 Increase the total number of certificates, associate, and baccalaureate degrees awarded by 4 percent
- 1.5 Increase the total number of graduate and professional degrees awarded by 3 percent
- 1.6 The percentage of family income in North Dakota needed to pay for community college after deducting grant aid will decrease to the national average.

Policy Focus Areas:

- Improve preparation for college
- Promote college awareness
- Better serve working adults
- Increase outreach to underrepresented students
- Expand access to on-line delivery
- Expand flexible program delivery
- Enhance student support services
- Improve student retention and completion

Roundtable Cornerstone: Funding

Goal 2: North Dakotans recognize that the North Dakota University System is affordable at a level that can be sustained.

Objectives, 2009-2013 (Base year is 2008-2009)

- 2.1 North Dakota will rank in the top 20 percent of states in per capita support for higher education, a level that is both achievable and sustainable.
- 2.2 North Dakota will rank in the top 10 percent of the most productive states in total funding per degree/certificate awarded.
- 2.3 The Strategic Plan guides allocation of resources to achieve the vision.

Policy Focus Areas:

- Maintain affordability
- Support productivity improvements
- Leverage technology to increase efficiencies

Roundtable Cornerstone: Economic Development Connection

Goal 3: The North Dakota University System increases the overall vitality of the state through exceptional education, research, training, and service.

Objectives, 2009-2013 (Base year is 2008-2009)

- 3.1 Increase completions in targeted, high potential programs by ____ percent.
- 3.2 Increase the number of certificates and associate degrees awarded in vocational and technical fields at community colleges by 5 percent
- 3.3 North Dakota will rank first in the nation for the percentage of degrees and certificates awarded in Science, Technology, Engineering and Math (STEM) fields.
- 3.4 NDUS students will perform at or above the national average on all nationally recognized examinations.
- 3.5 NDUS students will exceed the national average first-time pass rates on all professional licensure examinations.
- 3.6 UND and NDSU research activities will, at a minimum, demonstrate overall progress on several research criteria based on an external evaluation including collaborations in and outside of North Dakota, patents, proposals, publications, and new faculty hires.
- 3.7 The Centers of Excellence will, at a minimum, meet expectations according to the criteria established by the Centers of Excellence Commission for the annual review.
- 3.8 NDUS alumni and students will report levels of satisfaction with preparation in their selected major, acquisition of specific skills, and technology knowledge and abilities that exceed the national average.
- 3.9 Employers will report high/ increased levels of satisfaction with the preparation of recently hired NDUS graduates benchmarked against historical trends.
- 3.10 Increase the number of businesses served by trainND workforce training by at least 4 percent
- 3.11 Demonstrate progress in knowledge transfer and commercialization through increased performance in the majority of defined metrics (IP licenses, licensing income, agreements, etc.)
- 3.12 Increase the number of NDUS students involved in the statewide network of entrepreneurial resources and activity in partnership with the Department of Commerce and other certified entrepreneurial centers throughout the state.

Policy Focus Areas:

- Ensure educational quality
- Maximize economic impact
- Promote career and technical programs
- Increase workforce training
- Promote STEM careers
- Expand research related to state needs
- Maintain student and employer satisfaction

Roundtable Cornerstone: Flexible and Responsive System

Goal 4: The eleven institutions comprising the North Dakota University System work together to achieve the vision effectively.

Objectives, 2009-2013 (Base year is 2008-2009)

- 4.1 The NDUS will report the number of students who successfully transfer into a degree program at another NDUS institution.
- 4.2 North Dakota University System institutions will benchmark the number of student credit hours delivered to students attending another NDUS institution against historical data.
- 4.3 Integrate the role of each NDUS institution within the overall system mission and strategic plan
- 4.4 Increase awareness of the System and its institutions through a common, consistent message
- 4.5 Increase SBHE opportunity for discussion of strategic policy topics

Policy Focus Areas:

- Proactively serve state needs • Seek stakeholder input
- Incentive collaboration • Focus on vision for the future
- Ensure seamless transfer
- Increase technological efficiencies
- Assess general education core
- Use Strategic Plan as a guide
- Clarify institutional missions
- Foster open communication

V308.1 VCSU EMPLOYEE CODE OF CONDUCT

1. Introduction and Application.

This Code of Conduct is adopted in accordance with SBHE Policy 308.1 and applies to all Valley City State University employees. The State Board of Higher Education, NDUS and VCSU are committed to uphold the highest ethical and professional standards. All VCSU officers and employees must, at all times, comply with all applicable laws and regulations. Activities that achieve results unlawfully or by unethical behavior - including, but not limited to, payments for illegal acts, indirect contributions, rebates, and bribery - are not tolerated and must be reported. All conduct must meet or exceed minimum standards established by law. Officers or employees who have information concerning a possible violation of this Code or are uncertain about application or interpretation of any legal requirement should report the matter to their supervisor or, if the matter involves a supervisor, to the Vice President for Business Affairs, President or NDUS legal counsel. Officers or employees to whom such reports are made should consult legal counsel as necessary or appropriate.

2. General Employee Conduct.

Valley City State University supports an environment that is free of discrimination or harassment. All officers and employees are expected to conduct themselves in a businesslike manner. Unlawful consumption of alcoholic beverages or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, unlawful gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of VCSU, are prohibited. Violation of applicable laws or policies governing possession and use of alcoholic beverages or drugs, including the Drug Free Workplace Act, SBHE Policy 615 or applicable system office or institution policies, is cause for dismissal or other discipline. Likewise, sexual or other harassment (including actions contributing to a hostile work environment) in violation of federal or state law, SBHE Policy 603.1 or applicable system office or policy, is cause for dismissal or other discipline.

3. Conflicts of Interest.

All officers and employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of VCSU. Officers and employees must comply with applicable federal and state laws, including policies in Section 611 of the SBHE Policy Manual. Officers and employees may not unlawfully use their position or the knowledge gained as a result of their position for private or personal advantage. All officers and employees are responsible for their own actions. Any individual who has concerns or questions regarding a perceived or potential conflict or regarding application or interpretation of federal or state law or SBHE policy is encouraged to communicate with a supervisor or NDUS legal counsel.

4. Outside Activities and Employment.

All officers and employees share responsibility for good public relations, especially at the community level. Their readiness to help with charitable, educational, and civic activities brings credit to VCSU and the NDUS and is encouraged. However, officers and employees must comply with applicable federal and state laws, policies in Section 611 of the SBHE Manual and related system office policies. At all times, employees must avoid outside activities that create an excessive demand upon their time and attention, thus depriving VCSU of their best efforts in fulfilling their job duties or that create a conflict of interest,

or an obligation, interest, or distraction, that interferes with the independent exercise of judgment in VCSU's best interest.

5. Relationships With Clients and Suppliers; Conflicts of Interest.

Officers and employees must comply with applicable federal and state laws and SBHE Policy 611.4 and are responsible for being familiar with applicable laws and policies governing conflicts of interest. They should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with VCSU, or that provides goods or services to VCSU, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

6. Gifts, Entertainment and Favors; Kickbacks and Secret Commissions.

Excluding only de minimus contributions, such as purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase and as permitted under applicable federal and state laws, officers and employees may not accept entertainment, gifts, or personal favors that could influence, or appear to influence, decisions in favor of any person or organization with whom or with which VCSU has, or is likely to have, business dealings. Similarly, officers and employees may not accept any other preferential treatment under circumstances that because of their position with VCSU, the preferential treatment may influence or be perceived as influencing their official conduct. Officers and employees may not receive payment or compensation of any kind from any source for VCSU duties and responsibilities, except as authorized under NDUS and VCSU pay policies. Specifically, the acceptance of "kickbacks" or commissions in any form from vendors, suppliers or others is prohibited and any violation of this prohibition shall be cause for dismissal and result in referral for prosecution under the law.

7. VCSU Funds and Other Assets.

VCSU shall adopt and enforce strict standards to prevent fraud and dishonesty. Officers and employees who have access to VCSU funds and other assets in any form must follow the prescribed procedures for recording, handling, and protecting money and other assets as detailed in applicable VCSU procedure manuals or other explanatory materials. Any person who has information concerning possible fraud or dishonesty shall immediately report such information to a supervisor, fraud hotline or to legal counsel.

Officers and employees responsible for spending or approving expenditure of VCSU funds or incurring any reimbursable expenses must comply with all applicable laws and policies and use good judgment on behalf of VCSU to ensure that good value is received for every expenditure. VCSU funds and all other assets are for VCSU purposes only and not for personal use or benefit. VCSU or other public equipment, supplies and other property or assets may not be used for private or personal use, except as authorized under SBHE Policy 611.5 or other applicable law or policy.

8. VCSU Records and Communications.

Accurate and reliable records of many kinds are necessary to meet VCSU legal and financial obligations and to manage the affairs of VCSU. VCSU books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets

and liabilities and exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including, but not limited to, false expense, attendance, enrollment, financial, or similar reports and statements, or false advertising, deceptive marketing practices, or other misleading representations.

9. Dealing with Outside People and Organizations.

Officers and employees must take care to separate their personal roles from their VCSU positions when communicating on matters not involving VCSU business. They may not use VCSU identification, stationery, supplies, and equipment for personal or political matters. When communicating publicly on matters that involve VCSU business, Officers and employees may not represent that they speak for VCSU, unless that is one of their duties or they are otherwise authorized to do so. When dealing with anyone outside VCSU, including public officials, officers and employees must take care not to compromise the integrity or damage the reputation of VCSU.

10. Prompt communications.

In all matters involving communication with VCSU students, customers, suppliers, government authorities, the public and others, officers and employees must endeavor to make complete, accurate, and timely communications and respond promptly and courteously to all proper requests for information and complaints.

11. Privacy, Confidentiality and Open Records.

Officers and employees must at all times comply with applicable laws, regulations and SBHE policies concerning privacy, confidential records, access to open records and records retention.

12. Reporting Suspected Violations; Procedures for Investigating Reports.

Officers and employees shall report suspected violations of this Code to their supervisor, Vice President for Business Affairs, President or NDUS legal counsel. In addition, VCSU maintains a fraud hotline and suspected violations may be reported by use of that hotline. Any officer or employee who makes a report in good faith shall be protected against retaliation of any kind; any officer or employee who retaliates or attempts retaliation in response to a good faith report shall be subject to dismissal or other discipline. Failure to report known or suspected violations is in itself a violation and may lead to dismissal or other disciplinary action.

Alleged violations of this Code shall be investigated by the Vice President for Business Affairs and/or NDUS legal counsel, or other officer designated by the President. All officers and employees shall cooperate in investigations of alleged violations. A violation of this Code is cause for dismissal or other appropriate disciplinary action, in addition to any criminal or other civil sanctions that apply.

CONSTITUTION OF THE VALLEY CITY STATE UNIVERSITY FACULTY ASSOCIATION

Article I. Name

The name of this organization shall be the Valley City State University Faculty Association.

Article II. Purpose

The purpose of the Association shall be to foster a liberal education of high quality that is consistent with the University mission, to make determinations regarding the role and status of the faculty, and to render formal advice to the President of the University on such matters. A key objective underlying the purpose is to increase the power of the faculty in governance and in professional performance. Guiding principles shall be: empowerment of the faculty to initiate action and improve quality; facilitation of responsible faculty initiatives by the administration in a spirit of cooperation based on clear definition of roles; and implementation of initiatives through the governance structure.

Article III. Membership

The Faculty Association voting membership, hereafter referred to as Members, shall consist of all faculty with rank of Instructor, Assistant Professor, Associate Professor, and Professor, and any other faculty teaching half-time or more. Non-voting Associate Members shall include all professional-level administrators. Hereafter, Membership shall refer to all those who belong to the Association, including both Members and Associate Members.

Article IV. Meetings

The Association shall meet in regular session during the months of September, October, November, February, March, and April. Special meetings may be called by the President of the Association, by majority vote of the Faculty Senate, or by petition containing signatures of ten members. The President of the Association will provide notice and agenda of regular meetings to the membership one week prior to regular meetings and forty-eight hours prior to special meetings. Meetings shall be conducted according to Robert's Rules of Order, latest edition. Members present shall constitute a quorum.

Article V. Officers

The elected officers of the organization shall consist of a president, a vice president, and a secretary. The president and vice-president will be elected in odd years and the secretary will be elected in even years. Term of office shall be two years. Election of officers will occur at the April meeting. Term of office begins June 1. A period of at least one year shall elapse before an officer may be re-elected to the same post.

Section A. President

The president shall preside at meetings of the Association and Faculty Senate and otherwise act as the chief executive officer of the organization; appoint a parliamentarian; and coordinate dissemination of pertinent information to appropriate persons.

The president shall select an initial chair for each of the Association committees which elects its own chair. This chair need not be a member of the committee. The only duty of this initial chair is to call the first meeting of the committee and set the agenda for the organizational meeting.

Section B. Vice-President

The vice president shall preside at meetings in the absence of the president; serve as assistant to the president and carry out duties the president may deem necessary.

Section C. Secretary

The Secretary shall record and file minutes of each meeting of the Association and of the Faculty Senate and distribute copies of said minutes to the Membership within one week after each meeting; keep a record of membership and activities of the Association; make provisions for balloting at any and all Association meetings.

Section D. Vacancies

Representatives of the Senate shall nominate at least one candidate for any vacancy occurring during a term of office. Nomination may also be by petition as stipulated in Article VI. The secretary shall circulate a list of all nominees to the membership one week prior to the election which shall be held at the next scheduled Association meeting or by mail ballot.

Article VI. Qualification, Nomination, and Election of Officers

Section A. Qualification

Members of the Association who have held membership two full academic years prior to taking office are eligible to hold elective office. The Senate may waive the years of service requirement for the Secretary by unanimous vote. The Association may waive the years of service requirement for the Secretary by a two-thirds majority vote of those present.

Section B. Nomination

A nominating committee of at least three academic division representatives serving on the Senate shall be appointed by the Senate and shall nominate at least one candidate for each of the three elected officers on the Faculty Association.

Nomination for elective offices may also be by petition, with signatures of five members of the Association and an affidavit of the nominee's agreement to serve attached. The secretary will prepare and have available nomination petitions. Completed petitions shall be filed with the secretary prior to the elections.

The secretary shall circulate a list of all nominees to the membership one week prior to the election. The secretary shall prepare ballots for the election of officers to be held at a meeting of the Association during the month of April.

Ballots shall include a designated "write in" space for each office. Nominations from the floor shall be received at the time of the elections.

Section C. Election

The election of the President and the Vice President of the Association shall be majority vote of the members voting. If one candidate does not receive a majority of the votes cast, a run-off election between the two candidates receiving the largest and second-largest number of votes shall be held at the same meeting. Election of the Secretary shall be by plurality.

Article VII. Faculty Senate

Section A. Organization

The Faculty Senate shall be composed of the elected officers of the Association, one member elected from each division or school, the representatives to the Council of College Faculties, a non-voting student representative selected by the Student Senate, and the President of the University or his/her representative. Voting members include all elected divisional or school representatives. In the case of a tie vote, the President of the Faculty Senate may break the tie. Faculty members will be elected by the membership of the Faculty Association at the September Association meeting by ballot vote from the candidates nominated from each division or school. Each division or school shall submit its list of nominees to the Senate by September 1.

Terms of office for members elected by each division or school will be two years. An elected term of office is from October 1 to September 30th. Terms shall be staggered. Members from the School of Education and Graduate Studies; Division of Mathematics, Science and Health & Physical Education; and Division of Business and Information Technology and Information Technology shall be elected in even-numbered years, and members from the Divisions of Communication Arts and Social Science and Fine Arts will be elected in odd-numbered years.

Qualifications for members elected by each division or school shall be one academic year of membership prior to the semester in which they are elected.

Vacancies among elected members shall be filled in the same manner, procedure and timing as a regular election, but at the second meeting of the Association following a vacancy.

Section B. Meetings

Regular meetings of the Faculty Senate shall be held monthly during the nine-month academic year. Special meetings may be called by the President of the Association by giving written notice to the members twenty-four hours in advance of such a meeting.

Section C. Duties and Responsibilities

Activities shall include, but are not limited to, the following:

1. To receive proposals, suggestions, and information from:
 - a. Faculty
 - b. Staff
 - c. Administrators
 - d. Students

When such proposals and suggestions are supported by a unanimous vote, they will be reported to the Association and the administration as action taken.

2. To prepare the agenda for the Association meetings which shall include a review of action taken.
3. To appoint members to committees as called for in this constitution or establish temporary committees as deemed necessary.
4. To receive reports from the administration on proceedings of the Board of Higher

Education or legislative bodies concerning the University and to keep the Association informed regarding pertinent actions by these groups.

5. To express and pass on to the Association for consideration opinions and resolutions on any questions relating to Valley City State University.

Article VIII. Curriculum Committee

Section A. Membership

Membership on the Curriculum Committee shall consist of the Vice President for Academic Affairs, the Registrar of the University, the chair of Teacher Education, one member elected from each division and school of the University, and one student nominated by the Student Senate and appointed for one-year terms by the Committee. Elections shall be held at a division meeting during the Fall Semester, no later than September 1. Voting members include the faculty members only.

Section B. Officers

The Committee shall organize and elect its own officers. The chair shall be a faculty member.

Section C. Term of Membership

Members shall serve two-year terms. The Division of Communication Arts and Social Science; the School Education and Graduate Studies; and the Division of Business and Information Technology shall elect members in odd-numbered years, and the Divisions of Fine Arts; and Mathematics, Science, and Health & Physical Education shall elect members in even-numbered years.

Section D. Duties and Responsibilities

This Committee shall be accountable to the Faculty Senate and shall submit its minutes to the Faculty Association.

It shall make a continuous evaluation of academic requirements of the University, including the assessment of the general education program of the University, and keep the faculty informed of current trends.

It shall receive division and school approved requests for curriculum changes and make recommendations concerning them to the Faculty Senate.

Article IX. The Graduate Council

Section A. Membership and Organization

Membership on the Graduate Council shall include voting graduate faculty members: two from the School of Education and Graduate Studies, one from each graduate program concentration, and two from the graduate faculty-at-large. The Administrator of Graduate Studies and Research shall serve as chair, vote only in case of a tie, and prepare the agenda for council meetings. The Vice President for Academic Affairs shall serve as an ex-officio member.

The Graduate Council chair shall receive nominations from the graduate faculty for the graduate faculty-at-large members and submit nominations to the Faculty Senate for a vote. These members shall serve two year terms. The Graduate Council Chair, in consultation with the Vice President for Academic Affairs, shall select replacement members for the

other Council positions.

Section B. Duties and Responsibilities

The Graduate Council shall:

1. Promote graduate education at Valley City State University.
2. Govern matters pertaining to graduate education, to include policies, procedures, programs, courses, and faculty. Specific areas include: addition or termination of courses and program concentrations; standards and policies for selection and evaluation of graduate faculty and graduate instruction; standards and policies for selection, retention, and graduation of students; petitions and appeals; and application of standards, policies, and procedures.
3. Submit changes, deletions, and/or additions to graduate matters through established constitutional procedures.

Article X. Welfare Committee

Section A. Membership

Membership on the Welfare Committee shall consist of one member elected from each division and school of the University. Elections shall be held at a division or school meeting during the Fall Semester, no later than September 1.

Section B. Officers

The Committee shall organize and elect its own officers.

Section C. Term of Membership

Members shall serve two-year terms. The School of Education and Graduate Studies; and the Division of Mathematics, Science, and Health & Physical Education; and the Division of Fine Arts shall elect members in odd-numbered years, and the Divisions of Communication Arts and Social Science; and Business and Information Technology shall elect members in even-numbered years.

Section D. Duties and Responsibilities

This Committee shall be accountable to the Faculty Senate and shall submit its minutes to the Faculty Association.

It shall act in an advisory capacity to the President and Vice President for Academic Affairs of the University concerning faculty welfare.

It shall serve as a clearinghouse for the faculty in matters related to faculty welfare regarding such issues as teaching loads, contact hours, and faculty morale. In support of faculty morale, the Welfare Committee may choose to sponsor social activities.

Article XI. Budget and Salary Committee

Section A. Membership and Organization

Membership on the Budget and Salary Committee shall be elected one from each division or school. Elections shall be held at each division or school meeting in the fall semester, no

later than September 1. The President of the University and the Vice President for Business Affairs shall serve as ex-officio members. The committee shall organize and elect its own officers. The chair will be a faculty member.

Members shall serve two-year terms. The Division of Communication Arts and Social Science; the School of Education and Graduate Studies; and the Division of Business and Information Technology will elect members in the even-numbered years, and the Divisions of Fine Arts; and Mathematics, Science, and Health & Physical Education will elect members in odd-numbered years.

Section B. Duties and Responsibilities

1. To function as an advisory body to the President of the University in the preparation of the budget, payroll and related salary issues.
2. To research, recommend, and report to the Faculty Association on any budgetary and salary matters as directed by the President of the University, the Faculty Senate, or the Faculty Association.

Article XII. Standing Committee on Faculty Rights

Section A. Membership

The Standing Committee on Faculty Rights of Valley City State University shall consist of five (5) tenured faculty members, one from each division or school, elected for five-year terms. In the event that a member cannot complete a term, that term will be completed by another faculty member from that same unit.

Section B. Organizational Meeting

A temporary chair will be appointed each fall by the President of the Faculty Association to call an organizational meeting within a period not to exceed three weeks from the beginning of the date of election. The members are to elect the permanent chair and determine their methods of procedure at this first meeting.

Section C. Term of Membership

The division or school nominations will be elected at the first meeting of the Faculty Association in the fall of the year. Vacancies on the Committee will be filled by the same process.

Section D. Duties and Responsibilities

The duties and responsibilities of the Standing Committee on Faculty Rights shall include:

1. Investigating any alleged violation of the Regulation on Academic Freedom, Tenure, and Due Process.
2. Holding and conducting hearings according to governing State Board of Education policies on all matters referred to it under these policies.
3. Holding and conducting meetings in accordance with State Board of Higher Education policy concerning mediation, faculty grievances, hearings and appeals.
4. Any other duties and responsibilities as articulated by State Board of Higher Education policies.

Article XIII. Teacher Education Committee

Section A. Membership

The Teacher Education Committee shall consist of one faculty member from each academic division or school, the chair of Teacher Education and the Director of Student Teaching. These faculty members shall be chosen by their respective units from faculty members who have professional preparation and experience in Teacher Education. They shall be elected prior to September 1. The chair of Teacher Education shall chair the Teacher Education Committee. In addition, two public school teachers, one elementary and one secondary, shall be members as well as two students enrolled in the VCSU program, with one majoring in Elementary Education and one enrolled in Secondary Education. All of the aforementioned shall be voting members of the Committee, except the chair, who shall vote only in the case of a tie.

Section B. Responsibilities of the Committee

Matters pertaining to the education of teachers are the concern of the Teacher Education Committee. Duties of the Committee include:

1. Assisting the Chair of Teacher Education and the Director of Student Teaching in the administration of admission to Teacher Education and admission to Student Teaching. The Committee shall, by vote, admit, deny admission, or grant provisional admission to Teacher Education. After reviewing student progress the Committee shall vote to admit or deny admission to student teaching.
2. Reviewing curricula changes including the introduction of new courses, adjustments in programs, changes in existing courses, the addition of programs of study which relate directly to Teacher Education. The Committee shall provide advice and consent to the institutional Curriculum Committee concerning any curricular proposals before that Committee affecting Teacher Education.
3. Periodically reviewing the policies which govern Teacher Education. The Committee will advise and consent to policy changes initiated by institutional committees, or the Division of Education, Psychology and Technology which directly affect the administration of the Teacher Education program.

Article XIV. Council of College Faculties

The Council of College Faculties is a structure of the North Dakota University System with faculty representation from each campus, representatives serving three year terms. Association Members who have held membership two full academic years prior to taking office are eligible to serve. The VCSU representative shall be nominated and elected in the same manner and timing as the officers of the Association and will become a member of the Senate. Term of membership begins June 1.

The representative or alternate shall attend Council of College Faculties meetings or send a Senate-approved alternate. The representative shall report the actions and concerns of the Senate/Association to the Council and shall report the actions and concerns of the Council to the Senate/Association. The representative shall submit an annual report to the Senate in May, summarizing the activities of the Council.

Article XV. Other Committees

Appointments to the following standing committees shall be made during September. Faculty members shall be appointed by the Faculty Senate and students by the Student Senate.

Appointments shall provide for staggered two-year terms. Individuals may be appointed to continuing service on a committee for any number of consecutive terms.

A. Library Committee

This Committee shall consist of one faculty member appointed from each division or school; two students; and the librarian who shall serve as the chair of the Committee.

The duties shall be: To act as the liaison agency between library, faculty, students, and the University administration; to recommend policies regarding the operation of the library; and to advise the librarian in the allocating of funds for acquisition of library materials.

B. Financial Aid Committee

This committee shall consist of the Director of Financial Aid (designated as chair), the Foundation Director, the Director of Enrollment Services, the Vice President for Student Affairs, the Vice President for Business Affairs, two faculty members elected by the Faculty Association for a two year term, and one student appointed by Student Senate. All members vote.

The purpose of the committee shall be: to recommend policies and procedures related to financial aid; to establish scholarship policies and scholarship criteria; and to serve as the hearing body for the appeals of Financial Aid suspension.

C. Diversity Waiver Selection Committee

This committee shall consist of the Vice President for Student Affairs (designated as chair), the Director of International Programs, the Vice President for Academic Affairs or his/her representative, the Director of Admissions, the Assistant Financial Aid Director, two faculty members elected by the Faculty Association for two year terms, and one student appointed by Student Senate. All members vote.

The purpose of the committee shall be to establish criteria, review applications, and make selections for Foreign Student Waivers and Cultural Diversity Waivers.

D. Athletic Committee

The committee will serve as an advisory committee to the athletic department regarding expansion and contraction of athletic programs and athletic department policy. This Committee shall consist of the Athletic Director, a faculty athletic representative (who shall be a teaching faculty member), the Vice President for Student Affairs, one faculty member appointed at-large, and two students. The faculty athletic representative shall be designated as chair.

Duties and Responsibilities:

The Director of Athletics shall consult with the Athletic Committee for the purpose of providing reasonable limits to the amount of student time devoted to athletics, including the hours of daily practice as well as the number of contests, the length of trips, and other athletic requirements that may detract from academic efficiency.

E. Academic and Scholastic Standing Committee

This Committee shall consist of the Registrar of the University, the Vice President for Academic Affairs, the Director of Student Academic Services, and two members of the faculty at-large. The Vice President for Academic Affairs will serve as the chair of the committee.

Duties and Responsibilities:

The Committee shall consider petitions and routine matters concerning student academic affairs and advise the Vice President for Academic Affairs in the areas of academic and scholastic standing.

F. Constitution Review Committee

This Committee shall consist of the parliamentarian and two faculty members. Members shall be appointed by the Faculty Senate. Members shall serve two years. The committee shall organize and elect its own chair, who will be a faculty member. The duties of the Committee are to review proposed amendments to the VCSU Faculty Association Constitution, to prepare and present proposed amendments to the Association and to review committee structure on an annual basis.

G. Online Standards Committee

This Committee shall consist of the Office of Instructional Design Director, one member elected by each division or school, and two at large members elected by the Association. At least one member of the committee must be from the graduate faculty. The term on the committee will be two years. The Division of Communication Arts and Social Science; the School of Education and Graduate Studies; and the Division of Business and Information Technology shall elect members in odd-numbered years, and the Divisions of Fine Arts; and Mathematics, Science, and Health & Physical Education shall elect members in even-numbered years. A member may be elected to successive terms.

The committee shall organize itself and elect its own chair. The duties of the Online Standards Committee shall include the following:

1. Developing and forwarding online course standards and policy recommendations to the Senate.
2. Advising the Senate and Association on any issue regarding online education.
3. Upon request, providing peer review of online course designs and materials, mentoring, and other activities to facilitate the improvement of online offerings.

H. Additional Committees

The Faculty Association and the Faculty Senate shall have the prerogative to create ad hoc committees when necessary.

Article XVI. Amendment Procedure

Proposed amendments to the Constitution shall be presented in written form at a regular Association meeting and distributed to the voting membership by the secretary within one week after the meeting. At least thirty days shall elapse between the distribution of proposed changes and the vote, which shall be by written ballot at an Association meeting. The Senate shall set a date for voting, and the secretary shall provide opportunities for absentee voting prior to the meeting. If the proposed amendments are approved by a two-thirds majority of those voting, the Constitution shall be amended, pending approval by the University President and the North Dakota State Board of Higher Education.

Article XVII. Ratification

Ratification of this Constitution shall be by a two-thirds vote of the members of the Association.

Article XVIII. Academic Units

The Association shall recognize three types of Academic Units: schools, divisions and departments. Schools and divisions shall have the same standing in regards to representation on committees. A school shall have as its head a dean, while a division shall have as its head a division chair. A department is the sub-division of a division or school approved by that division or school with the consent of the Vice President for Academic Affairs.

Each division and department shall adopt a democratic model for recommending chairs and department heads to the Vice President for Academic Affairs; faculty with continuing appointments shall have the right to evaluate their division chairs and department heads on a regular basis. Deans are appointed by the administration.

BY-LAWS

Amendments to or revisions of the by-laws must be proposed in writing at a regular meeting of the Faculty Association one month prior to voting on the above. The by-laws may be amended by a two-thirds vote of members present at any Faculty Association meeting.

Article I. Other Membership

Membership in the Faculty Association shall include:

Associate membership in the Faculty Association shall include all other faculty and all professional level administrators. Associate members are not eligible to vote.

Article II. Annual Reports of Standing Committees

The chair of each standing committee shall submit to the Faculty Senate, in May of each year, an annual report consisting of a summary of the committee's activities.

Sponsored by: VCSU Faculty Association

Revised: April 24, 2003

Effective: Fall, 2003

Amended: April 18, 2005

Effective: Fall, 2005

Amended: April 11, 2007

Effective: Fall, 2007

Amended: November 9, 2009

Effective: Fall, 2009

CONSTITUTION AND BYLAWS OF THE STAFF SENATE OF VALLEY CITY STATE UNIVERSITY

Article I -- Name

The name of the organization shall be the "Staff Senate of Valley City State University."

Article II -- Mission

The Staff Senate is established to be a representative body of the broadbanded staff. The Senate shall strive to promote communication among administrators, faculty and staff employees. The Senate shall also inform and serve the broadbanded staff of Valley City State University.

Article III -- Membership

The Senate shall consist of approximately seven percent (7%) of the staff employees elected in accordance with the Bylaws of the Senate. For purposes of voting and serving on the Staff Senate, a staff member is defined as any broadbanded employee who receives employee fringe benefits (e.g., health insurance and retirement plan).

Article IV -- Officers

Officers shall be elected from the membership of the Staff Senate. Officers of the Senate shall be a President, Vice-President/President-Elect, Secretary, and Past President.

Article V -- Bylaws

The Senate may adopt or amend such Bylaws as may be required for the accomplishment of its purposes.

Articles VI -- Amendments to the Constitution

- A. Proposals for amending the Constitution may be initiated by:
 - 1) the President of the University,
 - 2) a voting member of the Staff Senate; or,
 - 3) a petition signed by seven percent (7%) or more of all staff employees as defined in Article III of this Constitution.

- B. Amendments must be approved by a simple majority of fifty-one percent (51%) of the Staff Senate and the President of the University.

BYLAWS OF THE STAFF SENATE OF VALLEY CITY STATE UNIVERSITY

I. Objectives and Purposes

The Staff Senate of Valley City State University shall be the representative body of the University's staff employees to serve the following objectives and purposes:

- A. to gain a spirit of unity, pride and cooperation by being recognized equally with the Faculty Senate and Student Senate as participants in advising University administrators;
- B. to be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern;
- C. to provide an opportunity and forum for expressing, proposing, representing, investigating, debating and recommending action on issues, as an official and responsible voice in University affairs;
- D. to advise the administration concerning work and employment conditions and practices, including recognition, compensation and other pertinent issues;
- E. to involve democratically chosen staff representatives in the operation of the University and to increase awareness of problems and opportunities of significance to staff members;
- F. to support placing a Staff Senate member on the proposed North Dakota University System Staff Senate.

II. Advisory Status of the Senate

In fulfilling its stated objectives and purposes, the Senate shall be an advisory to the President of the University.

III. Composition

- A. Staff will be represented through two (2) seats/members per category. Categories will be defined as follows:
 - 1) Category 1: Professional
0000 Band (Unless serving in cabinet)
1000 Band
3000 Band
 - 2) Category 2: Technical/Paraprofessional/Office Support
4000 Band
5000 Band
 - 3) Category 3: Facilities
6000 Band
7000 Band
- B. The President of the University or his/her designated representative shall serve as a non-voting, ex-officio member of the Staff Senate.

IV. Terms of Office and Election of Senate Members

- A. Senate membership shall be for a two (2) year term with approximately one half (½) of the members elected each year. A member shall not serve more than three (3) consecutive full terms, unless elected to the office of Vice President/ President Elect. After being elected to Vice President/President Elect, this Senator may be granted an additional two (2) year term on the Staff Senate, if required, to complete the terms of President and Past President.
- B. Each of the staff categories will elect their 2 senators by the end of May. Senators will begin duties July 1st .
- C. Newly elected Senators will attend the June meeting with the out going senators.

V. Election of Officers

- A. The Staff Senate will nominate and vote annually for the following officers:
 - 1) Vice President/President Elect
 - 2) Secretary
- B. The Senator elected as Vice President/President Elect will serve for three consecutive years in the following capacities:
 - Year 1 as Vice President/President Elect
 - Year 2 as President
 - Year 3 as Past President
- C. At the regular July meeting nominations of Staff Senate executive officers shall be accepted through motions from the Staff Senate. The President shall determine the outcome of the motions.
- D. Voting will take place at the regular July meeting.
- E. Winners will be decided by a majority vote. The President shall cast the deciding vote in the case of a tie.
- F. The Staff Senate declares an office vacant when an officer is unable or improperly performs the duties of the office. All offices of the Staff Senate vacated shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.
- G. Regular elections to fill vacant positions shall be held annually during the spring semester. The terms of newly elected Senate members begin on July 1 . The fiscal year for the Staff Senate is July 1 through June 30.

VI. Duties of the Officers.

- A. The President:
 - 1) presides over all meetings of the Staff Senate;
 - 2) insures that all Staff Senate activities are conducted in a professional manner;
 - 3) has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate;
 - 4) insures that all actions conform to the Staff Senate Constitution and Bylaws;
 - 5) is the spokesperson for the Staff Senate at meetings and functions;
 - 6) serves as the direct communication liaison between the President of the University and the Staff Senate;
 - 7) sets the yearly calendar of Staff Senate meetings and activities;
 - 8) prepares the agenda for each meeting of the Staff Senate;

- 9) receives proposals from Senators, broadbanded members, or the President of the University for consideration at Staff Senate meetings;
- 10) provides information regarding Staff Senate activities to the President of the University, Director of Human Resources, and broadbanded staff.

B. The Past President:

- 1) serves as an active member providing continuity in the administration of the Staff Senate;
- 2) serves as an advisor to current and proposed activities, using previous Staff Senate experience to give a historical perspective;
- 3) insures that the Constitution and Bylaws are followed.

C. The Vice President/President Elect:

- 1) presides in the absence of the President;
- 2) assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office;
- 3) carries out additional duties as assigned by the President;
- 4) serves as Chair of Staff Development.

D. The Secretary:

- 1) takes and maintains the minutes of each meeting of the Staff Senate;
- 2) publishes the minutes of each Staff Senate meeting prior to the next meeting;
- 3) prepares and distributes the agenda to all Staff Senate members at each Staff Senate meeting;
- 4) maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions;
- 5) receives and keeps all communications and reports to and from the Staff Senate; and
- 6) files copies of the Staff Senate minutes and special reports with the President's Office of the University and shall pass on all files to the succeeding secretary.

VII. Committees

The Staff Senate shall establish such committees as are necessary to conduct Senate business. Such committees shall be responsible to the Staff Senate and shall perform duties determined by the Staff Senate. All senators are eligible to serve on any Staff Senate committee.

The following committees may be established as standing committees:

- A. Staff Development Committee – investigates workshops, staff orientations, activities and programs that will provide personal and professional growth opportunities for non-faculty staff. The Vice-President/President-Elect of the Staff Senate serves as the chair of this Committee.
- B. Legislative Committee – provides Staff Senate with information regarding legislative activity placing particular emphasis on issues affecting higher education and VCSU staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinating effort as a result of the given information.

VIII. Transfer of Staff Category

- A Senate member who transfers from one staff category to another within the University will continue to represent his/her original category for the balance of the fiscal year in which the transfer occurs. A remaining year of an unexpired term shall be filled by election at the next regular election.

IX. Attendance/Absenteeism

Senators are expected to attend all Senate meetings and shall contact the President or Secretary if unable to attend. A senator who has three (3) absences in any twelve (12) month period or fraction thereof and has not given prior notice of absence will be contacted by the President. A senator's position may be declared vacant by a vote of the Staff Senate. Attendance will be taken at each Senate meeting.

For extended approved absences (e.g. military leave), the position will be temporarily filled following the procedures under "Interim Vacancies."

X. Interim Vacancies

Interim vacancies will be filled using the following procedure:

Vacancies in Senate positions will be filled by a person appointed from the same staff category.

The vacancy will be filled until the completion of the unexpired term or the return of the person on extended leave.

XI. Meetings and Actions

The Senate shall normally meet in regular session monthly or on call of the Senate President. A majority of the Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail.

- A. Meetings of the Senate shall be open.
- B. A record of proceedings at meetings shall be kept which, upon request and under reasonable conditions, shall be made available by the secretary of the Senate.
- C. The Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next Senate meeting.

XII. Amendments to the Bylaws

Amendments to the Bylaws may be proposed by a majority vote of the Senate, provided that the amendment has been submitted in writing to Senate members no less than one month prior to voting. If approved by the Senate, the proposed amendment shall be submitted to the President of the University for final approval.

Constitution and Bylaws History

Developed and implemented Staff Personnel Advisory Committee (SPAC); January 1986
Revisions by Staff Personnel Advisory Committee (SPAC); Spring 2004
Final Revision by Staff Personnel Advisory Committee (SPAC); July 2004
Approved by the University President; July 2004
Revised by the Staff Senate and approved by the University President, Fall 2007

VCSU
STAFF
CONSITUTION
AND
BYLAWS

SUMMARY OF VALLEY CITY STATE UNIVERSITY COMMITTEES, DUTIES, AND MEMBERSHIP

Faculty Committees	
COMMITTEE NAME	DUTIES AND MEMBERSHIP
Faculty Senate	<p>DUTIES: Receive proposals, suggestions, and information from committees, students, and individuals. Prepare the agenda for the Association meetings which shall include a review of action taken. Appoint members to committees as called for in the Association constitution or establish temporary committees as deemed necessary. Receive reports from the administration on proceedings of the Board of Higher Education or legislative bodies concerning the University and keep the Association informed regarding pertinent actions by these groups. Express and pass on to the Association for consideration opinions and resolutions on any questions relating to Valley City State University.</p> <p>COMPOSITION: Faculty Association officers, one member elected from each division/school, representative to the Council of College Faculties, non-voting student representative, and the President or representative.</p>
Faculty Association	<p>DUTIES: To foster a liberal education of high quality that is consistent with the University mission, to make determinations regarding the role and status of the faculty, and to render formal advice to the President of the University on such matters. Increase the power of the faculty in governance and in professional performance. Guiding principles shall be: empowerment of the faculty to initiate action and improve quality; facilitation of responsible faculty initiatives by the administration in a spirit of cooperation based on clear definition of roles; and implementation of initiatives through the governance structure.</p> <p>COMPOSITION: All faculty with rank of Instructor, Assistant Professor, Associate Professor, and Professor, and any other faculty teaching half-time or more. Non-voting: all professional-level administrators.</p>
Academic & Scholastic Standing Committee	<p>DUTIES: Consider petitions and routine matters concerning student academic affairs and advise the VPAA on academic and scholastic standing.</p> <p>COMPOSITION: VPAA, Registrar, Director of Student Academic Services, two faculty</p>
Athletic Committee	<p>DUTIES: Providing reasonable limits to the amount of student time devoted to athletics, including the hours of daily practice as well as the number of contests, the length of trips, and other athletic requirements that may detract from academic efficiency.</p> <p>COMPOSITION: Athletic Director, VPSA, Faculty Athletic Representative, one faculty member, two students.</p>
Budget & Salary Committee	<p>DUTIES: To function as an advisory body to the President of the University in preparation of the budget, payroll, and related salary issues. To research, recommend, and report to the Faculty Association on any budgetary and salary matters as directed by the President of the University, the Faculty Senate, or the Faculty Association.</p> <p>COMPOSITION: One elected representative per division/school; President of the University & the VPBA ex officio members.</p>

Faculty Committees	
COMMITTEE NAME	DUTIES AND MEMBERSHIP
Council of College Faculties	<p>DUTIES: Attend meetings and report actions and concerns of the Senate/ Association to the Council and report actions and concerns of the Council to the Senate/Association. Submit annual report to the VCSU Senate in May, summarizing the activities of the Council.</p> <p>COMPOSITION: A North Dakota University System council with faculty representation from each campus, representatives serving three year terms. Association Members who have held membership two full academic years prior to taking office are eligible to serve. The VCSU representative shall be nominated and elected in the same manner and timing as the officers of the Association and will become a member of the Senate. Term of membership begins June 1.</p>
Constitutional Review Committee	<p>DUTIES: Review proposed amendments to the VCSU Faculty Association.</p> <p>COMPOSITION: Parliamentarian and two faculty members.</p>
Curriculum Committee	<p>DUTIES: Continuous evaluation of academic requirements of the University, including the assessment of the general education program, and keep the faculty informed of current trends. Receive division approved requests for curriculum changes and make recommendations concerning them to the Faculty Senate.</p> <p>COMPOSITION: VPAA, Registrar, one representative per division/school, one student representative, Chair of Teacher Education as a voting ex-officio member.</p>
Diversity Waiver Selection Committee	<p>DUTIES: To establish criteria, review applications, and make selections for International Student Waivers and Cultural Diversity Waivers.</p> <p>COMPOSITION: VPSA (chair), VPAA or representative, Director of Enrollment Services, Assistant Director of Financial Aid, two faculty representatives, one student representative.</p>
Financial Aid Committee	<p>DUTIES: To recommend policies and procedures related to financial aid; to establish scholarship policies and scholarship criteria; and to serve as the hearing body for the appeals of Financial Aid suspension.</p> <p>COMPOSITION: Director of Financial Aid (chair), Director of Foundation, Director of Enrollment Services, VPSA or representative, VPBA, two faculty representatives, one student representative.</p>
Graduate Council	<p>DUTIES: Purpose of Graduate Council is to promote graduate education at VCSU. Govern matters pertaining to graduate education, to include policies, procedures, programs, courses, and faculty. Specific areas include: addition or termination of courses and program concentrations; standards and policies for selection and evaluation of graduate faculty and graduate instruction; standards and policies for selection, retention and graduation of students; petitions and appeals; and application of standards, policies, and procedures. Submit changes, deletions, and/or additions to graduate matters through established constitutional procedures.</p> <p>COMPOSITION: Voting graduate faculty members: two from SEGS, one from each graduate program concetnration, and two from the graduate faculty-at-large. Adm of Grad St.&Res. Chairs; VPAA as ex-officio.</p>

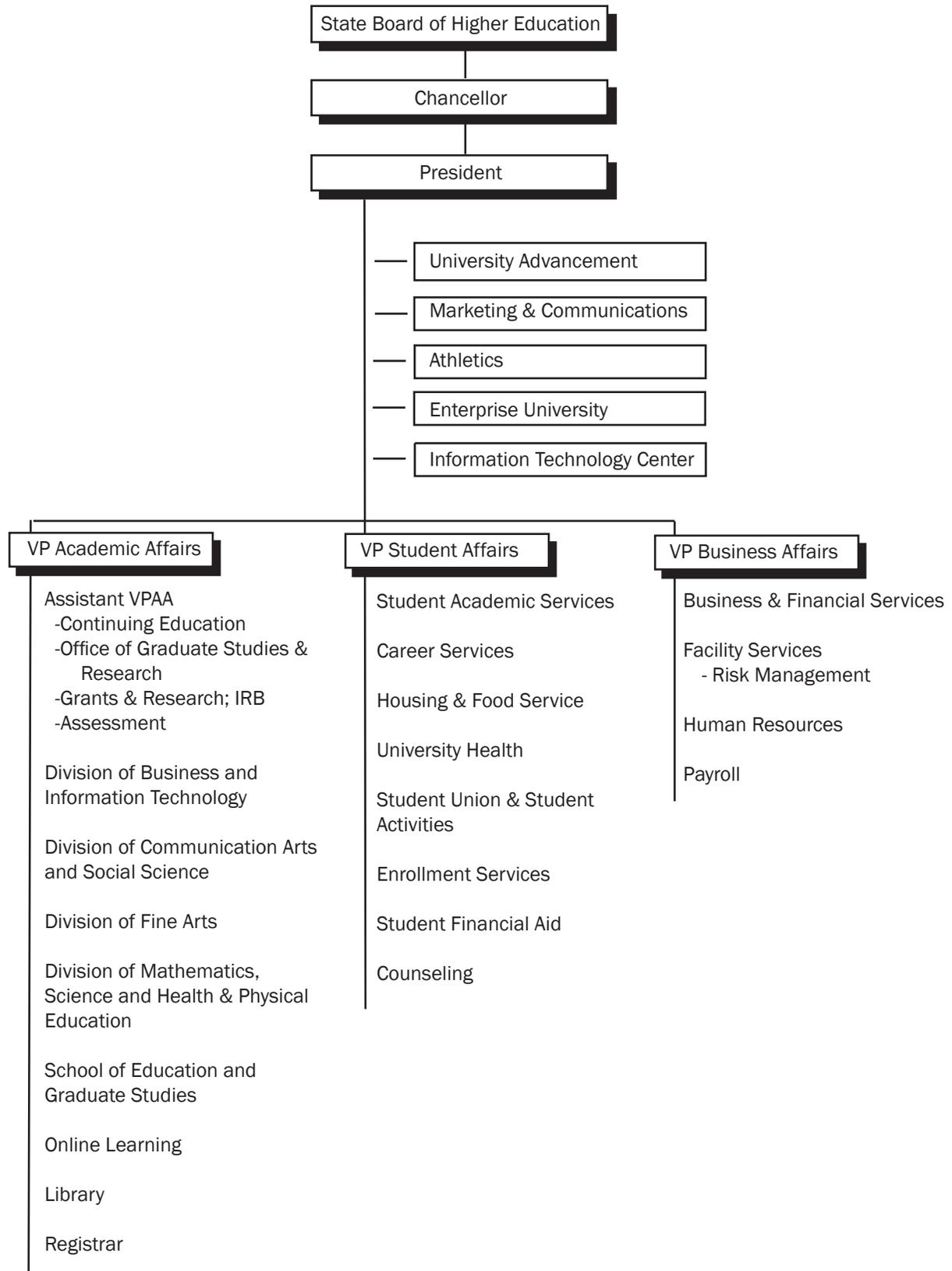
Faculty Committees	
COMMITTEE NAME	DUTIES AND MEMBERSHIP
Library Committee	<p>DUTIES: To act as the liaison agency between library, faculty, students, and the University administration; to recommend policies regarding the operation of the library; and to advise the librarian in the allocating of funds for acquisition of library materials.</p> <p>COMPOSITION: Librarian (chair), one representative per division/school, two student representatives.</p>
Online Standards Committee	<p>DUTIES: 1. Developing and forwarding online course standards and policy recommendations to the Senate. 2. Advising the Senate and Association on any issue regarding online education. 3. Upon request, providing peer review of online course designs and materials, mentoring, and other activities to facilitate the improvement of online offerings.</p> <p>COMPOSITION: Instructional Designer, one member elected by each division/school, two at large members elected by the Association (at least one faculty from the graduate faculty).</p>
Standing Committee on Faculty Rights	<p>DUTIES: Investigating any alleged violation of the Regulation on Academic Freedom, Tenure, and Due Process. Holding and conducting hearings according to governing State Board of Education policies on all matters referred to it under these policies. Holding and conducting meetings in accordance with State Board of Higher Education policy concerning mediation, faculty grievances, hearings, and appeals. Any other duties and responsibilities as articulated by the State Board of Higher Education policies.</p> <p>COMPOSITION: Five tenured faculty members.</p>
Teacher Education Committee	<p>DUTIES: Review admission to Teacher Education and to Student Teaching and curricula changes. Provide advice and consent to the institutional Curriculum Committee concerning any curricular proposals before that Committee affecting Teacher Education. Review policies which govern Teacher Education. Advise and consent to policy changes which directly affect the administration of the Teacher Education program.</p> <p>COMPOSITION: Teacher Education Chair; One Representative per division/school; Student Teacher Director. Non-voting members: two public school teachers, two enrolled VCSU students.</p>
Welfare Committee	<p>DUTIES: Accountable to the Faculty Senate. Act in an advisory capacity to the President and Vice President for Academic Affairs concerning faculty welfare. Serve as a clearinghouse for the faculty in matters related to faculty welfare regarding such issues as teaching loads, contact hours, and faculty morale.</p> <p>COMPOSITION: One member elected from each division/school.</p>

Administrative Committees	
COMMITTEE NAME	DUTIES AND MEMBERSHIP
Executive Team	DUTIES: Forum for administrative coordination and communication. COMPOSITION: President, VPAA, VPBA, VPSA, CIO, SEGS Dean, Director of Enrollment Services, Director of Athletic, Director of Marketing, Director of Advancement.
Academic Assessment Committee	DUTIES: Review and provide direction for Ability Assessment and Learning Outcomes at all levels; oversee peer review process for program updates and reviews; maintain integrity of course evaluation process and develop policy/practices for its use. COMPOSITION: Divisional representation (elected by each division); SEGS Director of Assessment; Director of Graduate Studies, VPAA (chair).
Academic Policy and Affairs Council	DUTIES: Policies that are directly or indirectly related to the University's curriculum, academic policies, and academic programs and policy decisions in: academic standards, development of the library, student conduct and discipline, and faculty tenure and promotion. COMPOSITION: Division chairs/dean. Chaired by the Vice President for Academic Affairs. APAC+5 (Director of Enrollment Services, Registrar, Librarian; Director of Graduate Studies, CIO).
Admissions Appeals Committee	DUTIES: Reviews student appeals for admission to the University. COMPOSITION: Director of Enrollment Services, Registrar, Director of Student Academic Services, two faculty representatives.
Campus Inter-Functional Team	DUTIES: Develop, implement, and review student service among the administrative functions to best serve student needs. Coordinate the administration of student information within the ConnectND system. As a partner in the accomplishment of university strategic goals, review campus initiatives and provide administrative perspective regarding the management of those initiatives within the administrative system and structure. COMPOSITION: VPAA, VPSA, VPBA; Director & Administrative Assistant of Graduate Studies; Staff of Business, Enrollment Services, Financial Aid, and Registrar's Offices; Directors of Human Resources, Student Academic Services; Assistant VPAA; CIO; one faculty representative; one student representative.
Cultural Diversity Committee	DUTIES: Evaluates, strategizes, and promotes programs, policies, and practices that support diversity and offer multicultural opportunities for faculty, staff, and students. COMPOSITION: VPSA, Registrar, Financial Aid, Career Services, HR, Divisional Representation, 2 student reps.
Faculty Development Committee	DUTIES: Advises VPAA office on funding requests relating to faculty development, travel, and research. COMPOSITION: VPAA/Assistant VPAA, one representative from each division/school.

Administrative Committees	
COMMITTEE NAME	DUTIES AND MEMBERSHIP
Institutional Review Board	<p>DUTIES: Safeguards the rights of human subjects in research, development, or related activities undertaken by members of the university community; the Board must review and approve all such proposed activity.</p> <p>COMPOSITION: Director of Graduate Studies (Chair), Administration Rep (appointed by President, in consultation with VPAA), Community Rep, Medical Rep, Divisional representation, and faculty at large (1).</p>
Judicial Council	<p>DUTIES: Appeals from VPSA decisions regarding violations of the Student Code of Conduct and hearings on judicial matters.</p> <p>COMPOSITION: Two faculty, three students.</p>
Marketing Committee	<p>DUTIES: A cross-functional group that advises the Director of Marketing on marketing plans and strategies.</p> <p>COMPOSITION: Marketing Director (chair), Graphic Designer, VPAA, Director of Graduate Studies, Advancement office, Athletics, Enrollment Services, ITC, 2 faculty reps, & 1 student rep.</p>
President's Cabinet	<p>DUTIES: Coordinate the functions and advance the best interests of Valley City State University.</p> <p>COMPOSITION: President, VPAA, VPBA, VPSA</p>
Staff Personnel Board	<p>DUTIES: Conduct hearings on appeal from employees who have been suspended without pay, dismissed for cause, demoted, or dismissed due to a reduction in force (HR27) or when a regular staff employee is dissatisfied with an aspect of employment over which the employee has no control and on which remedial action is desired (HR 28).</p> <p>COMPOSITION: Three members appointed by the University President.</p>
Staff Senate	<p>DUTIES: Representative of broadbanded staff; to inform and serve. Strive to promote communication among administrators, faculty and staff.</p> <p>COMPOSITION: Two (2) seats/members per category: Professional, Technical/Paraprofessional/Office Support, Facilities; Past President; One (1) Student Rep; university president or designee.</p>
Student Grievance Committee	<p>DUTIES: Resolve student academic grievances.</p> <p>COMPOSITION: VPAA, VPSA, 3 faculty, 3 students</p>
Success 2015 Committee	<p>DUTIES: Reviews, documents and assesses implementation of the VCSU 2015 Strategic Plan. Reviews campus-wide assessment reports, including satisfaction surveys, unit reviews, and abilities assessment, and makes recommendations to the President regarding budget, programs, and strategic initiatives.</p> <p>COMPOSITION: Divisional representation (elected by each division), Director of Enrollment Services, CIO, Athletic Director, Director of Graduate Studies, Facilities representative (selected by VPBA), student body president, Registrar, VPSA, VPBA, VPAA (chair).</p>

Administrative Committees	
COMMITTEE NAME	DUTIES AND MEMBERSHIP
Teacher Education Appeals Committee	DUTIES: Reviews student petitions seeking exceptions to those policies, regulations, or academic requirements of the School of Education and Graduate Studies which relate to the Teacher Education Program. COMPOSITION: Not Specified
Technology Advisory Committee	DUTIES: Annual information technology planning process and address general policies related to information technology with the purpose of applying information technology in pursuit of the institutional mission and vision. Technology plans and policy recommendations will provide guidance to Information Technology Center staff, the Executive Team, and North Dakota State technology planning activities. COMPOSITION: CIO, two student representatives, one community representative, one staff representative, one ITC representative, one EduTech representative, one faculty per division/school.
University Hearings & Appeals Board	DUTIES: An avenue of final appeal of a decision by a university official or by an established university committee. A hearing body in matters dealing with alleged violations of the Student Bill of Rights. COMPOSITION: One administrator, two faculty, two students.
University Policy Committee	Duties: To assist in the coordination, development and oversight of VCSU Policies and to ensure that the VCSU Policy Manual is complete and current. This policy brings with it a formal process for achieving its purpose. COMPOSITION: VPAA, VPSA, VPBA, 3 staff, faculty senate VP, one faculty per division/school.
VC Loss Control	DUTIES: Recommend programs and policies to promote safety, reduce risks, ensure compliance with laws and regulations and control costs. COMPOSITION: Director of Facilities Services, 1 representative from each from area: Facilities Services, Facilities Usage, Housing, Business Office, Academic Affairs, Staff, Student.

**VALLEY CITY STATE UNIVERSITY
ADMINISTRATIVE ORGANIZATION**



EQUAL ACCESS/EQUAL OPPORTUNITY STATEMENT

Valley City State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, gender identity, status as a US veteran, sexual orientation, marital status, or public assistance status.

More specifically, the University abides by the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as well as the implementing regulations of the Department of Education (34 CFR Parts 100, 106, and 104 respectively), the Americans with Disabilities Act of 1990 and North Dakota Human Rights Act of 1983.

Inquiries concerning compliance may be directed to the VCSU Office of Human Resources, (Erin Klingenberg, McFarland 208, 845-7424) or to the Office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, 07-6010, Kansas City, MO 64153-1367.

EQUAL
ACCESS

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OPPORTUNITY