

Agenda for Senate ROTC Committee Meeting  
17 October 2008 (14:00-15:30)  
2<sup>nd</sup> Floor Conference Room  
ROTC Armory

Announcements:

1. Membership update: Listing of 2008-2009 Senate ROTC committee membership noting returning member Dr. Albert Berger, Professor History. Student membership may change (See Attachment #1)

Business:

1. Review of May 15, 2008 minutes (See Attachment #2)
2. Review of updated Army ROTC curriculum. LTC Sickinger will brief if necessary (Example of updated syllabus is enclosed, See Attachment #3).
3. Update on being assigned a presidential designee to serve on our committee
4. Status/update on progress of establishing drill space.
5. Status and update on recruiting status including University commitments
6. Focus of 2008-2009 ROTC agenda (See Attachment #4)
7. Meeting times and dates
8. Election of 2008-2009 chairperson

Discussion: Other topics as they arise

## 2008-2009 Senate ROTC Membership

Members	Term	Email Address	Affiliation	Status	Phone	Selection
<b>Faculty</b>						
Albert Berger	2010	albert.berger@und.nodak.edu	A&S	Voting	7-2701	Univ. Senate election (April)
Richard Fiordo	2009	richard.fiordo@und.nodak.edu	A&S	Voting	7-2159	Univ. Senate election (April)
Eric Murphy	2009	emurphy@medicine.nodak.edu	MED	Voting	7-3450	Univ. Senate election (April)
Donna Pearson	2009	donna.pearson@und.nodak.edu	EHD	Voting	7-2861	Univ. Senate election (April)
Thad Rosenberger	2009	trosenberger@medicine.nodak.edu	MED	Voting	7-0591	Univ. Senate election (April)
Amebu Seddoh	2010	seddoh@und.nodak.edu	A&S	Voting	7-6402	Univ. Senate election (April)
<b>Student Representatives</b>						
Haylee Cripe	2008	haylee.cripe@und.nodak.edu		Voting		Student senate election (April)
Kalen Stoddard	2008	kalen.stoddard@und.nodak.edu		Voting		Student senate election (April)
<b>Designee of President</b>						
	as directed			Voting		Presidential appointment
<b>ROTC Cadre</b>						
Kevin Sickinger	concurrent	james.sickinger@und.nodak.edu	AROTC	Voting	7-3494	ex-officio
Tony Williams	concurrent	anthony.williams@und.nodak.edu	AFROTC	Voting	7-0437	ex-officio

**Minutes of the Senate ROTC committee meeting  
May 15, 2008**

**Members Present:** Thad Rosenberger, Donna Pearson, Eric Murphy, Richard Fiordo, Douglas Peters, Ltc. Kevin Sickinger, Ltc. Tony Williams, Kalen Stoddard **Regrets:** None

**The meeting was called to order at 12:10 (12:10pm):**

**Business:** Air force ROTC Curriculum Review

1. The discussion was opened for the review of the AFROTC curriculum requesting comments or concerns regarding syllabi provided by Ltc. Williams. No concerns were raised and a vote was taken.
2. **The Air force ROTC curriculum was approved by unanimous decision.**

**Discussion:**

1. Ltc Sickinger commented on the effectiveness and positive feedback received from cadets concerning training exercises conducted at the Turtle River state park.
2. Concerns were raised by the Cadre concerning arranging a meeting with incoming University president to discuss ROTC programming and Recruitment. A suggestion was made to contact Pat Bonet to make arrangements to schedule meeting with Dr. Kelley.
3. Concerns were raised to push for a ‘Presidential Designee’ to serve on the 2008-2009 ROTC committee.

**Meeting was adjourned at 12:40 (12:40pm).**



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

DEPARTMENT OF MILITARY SCIENCE  
UNIVERSITY OF NORTH DAKOTA  
GRAND FORKS, NORTH DAKOTA 58202-8360



ATOW-KND-UD  
2008

3 June

MEMORANDUM FOR: Military Science IV (MS IV) Students

SUBJECT: Military Science 401 (MSci 401) School Year (SY) 2008-2009 Fall Semester Course Syllabus (25 Aug - 19 Dec)

1. **Course Numbers & Titles:** Military Science 401 - Advanced Military Leadership Skills (3 credit hours), Military Science 401L - Leadership Lab (1 credit hour), Military Science 441 - Fit: Military Physical Conditioning (1 credit hour).
2. **Principle Instructor:** LTC Sickinger, room 1A in the Armory building.
- 3 **Course Description:** MS IV instruction is designed to acquaint each student with military topics used on a daily basis by Lieutenants. These classes begin the final preparation phase prior to commissioning. Instruction consists of classroom conferences twice a week, leadership labs, staff practical exercises, physical training 3 times per week, and weekend exercises as required.

**a. Overview of BOLC-I: ROTC Advanced Course:**

(1) The traditional commissioning sources train and educate the majority of the BOLC Tasks (Soldier and leader skills) commonly performed by lieutenants. Each officer candidate or cadet, regardless of commissioning source, will be trained to the same standards and steeped in the values and traditions of the Army, so to gain a clearer knowledge of what it means to be an officer.

(2) Leadership development is not simply a training program. Training is the means to achieve tactical and technical competence for specific tasks, conditions, and standards. Leader development is the deliberate, continuous,

sequential, and progressive process, based on Army values, that develops Soldiers into competent and confident leaders.

(3) Senior ROTC is a leader development program, not a series of Army training sessions or "blocks of instruction". While it is imperative that cadets learn the essentials of land navigation, squad tactics, and battle drills, what is even more essential is that they learn to lead others while engaging in combat. This involves both the skills associated with being Soldiers and the art and science of military leadership.

(4) Process (interaction, feedback and evaluation, encouragement and engagement, model of Army values and leadership actions, etc.) is more important than product (written content, lesson plans, PowerPoint's, etc.). The products are tools to assist you through the process.

(5) BOLC-I is designed to teach all knowledge, skills, and attitudes essential for commissioning as a new second lieutenant, and to establish a sound foundation for a career as a commissioned Army officer. These courses comprise the minimum curriculum that an individual must complete in order to be commissioned. Advanced Course lessons are carefully sequenced, linked, and progressive in their treatment of key officer knowledge and competencies. Students are encouraged to synthesize lessons to form broader perspectives, deeper insights, and more robust problem solving abilities, by the use of case studies and exercises that require the use of skills and knowledge learned in a wide variety of earlier lessons.

**b. Overview of Military Science 401 - Developing Adaptive Leaders (MSci 401 - 3 credit hours):** MSL 401 develops cadet proficiency in planning, executing, and assessing complex operations, functioning as a member of a staff, and providing leadership performance feedback to subordinates. Cadets are given situational opportunities to assess risk, make ethical decisions, and provide coaching to fellow ROTC cadets. Cadets are challenged to analyze, evaluate, and instruct younger cadets. Both their classroom and battalion leadership experiences are designed to prepare them for their first unit of assignment. Cadets identify responsibilities of key staff, coordinate staff roles, and use situational opportunities to teach, train, and develop subordinates.

**c. Overview of Military Science 401 Lab (MSci 401L - 1 credit hour):** In addition to the MSL courses, Leadership Labs provide practical experience for cadets and are scheduled during each semester. Leadership Labs meet a minimum of 1 hour per week. The Leadership Labs in the BOLC I: ROTC Curriculum are designed to build on the classroom material from the week in which they are scheduled and contain activities for all MSL levels. Like the curriculum, the Leadership Labs are also progressive and sequential, yet they are flexible enough to accommodate geographic restrictions, such as winter weather conditions.

**d. Overview of Military Physical Conditioning 441 (MSci 441 - 1 credit hour):** The MSci 441 course puts together all of the personal fitness concepts learned in the previous classes with emphasis on leadership of a battalion sized organization, including planning and coordination of all physical fitness for the ROTC Battalion and evaluation of the personal fitness training and trainers, and coordination of individual training specific to fitness ends. An essential objective for each student is to achieve a minimum score of 275 points total, in the three events of the Army Physical Fitness Test (APFT): pushups, sit-ups, and the two-mile run.

#### **4. Meeting Times and Locations:**

**a. MSci 401:** Each class is 1 hour and 15 minutes long (0800-0915), meeting on Tuesday and Thursday of each week. All classes meet in room 105, unless otherwise changed by the Instructor. Uniform is normally civilian clothes except for lab days, then the appropriate uniform is either BDUs or flight suit (if authorized); refer to the training schedule for details. Class participation, exams/quizzes and projects are included as part of your final grade.

**b. MSci 401L:** You must enroll in Leadership Lab; this is mandatory for all cadets enrolled in the advanced military leadership course. Lab is generally conducted every other Thursday from 1600 to 2000 hours. Uniform is normally BDUs but may change; refer to the training schedule for details. Participation in lab and field training exercises are included as part of your final grade.

**c. MSci 441:** You must enroll in FIT: Military Physical Conditioning; this is mandatory for all cadets enrolled in the advanced military leadership course except for Participating

Cadets (which are accepted into the program on a case by case basis). Physical training (PT) is conducted every Monday, Wednesday, and Friday, 0600 - 0700 hours. PT participation, APFT (diagnostic and record), and swim skills (Swim Test and the Combat Water Survival Test (CWST)) results are included as part of your final grade.

**5. Course Requirements and Grading Criteria:** All ROTC classes require a minimum grade of a "C" to meet commissioning standards. Students who receive a "D" or lower may be removed from the program or required to take the course again to meet the standards.

**a. MSci 401:**

**(1) Method of Evaluation:**

Area / Event	Points
Participation	100
Mid-term Exam	200
Quizzes - # TBD	100
Paper	50
Information Presentation	50
Final Exam	300
<b>Total</b>	<b>800</b>

**(2) Participation:** Students must complete all assignments and participate in class discussions; participation is critical to the learning process. Students are required to participate in all scheduled events; lack of participation will impact upon your grade. Excessive absences will result in lowering your grade due to lack of participation regardless of academic standing. The Instructor, on a case-by-case basis, will determine excessive absence; coordinate planned absences in advance. If a student is not able to attend class, notify the Instructor in sufficient time prior to class to make any adjustments required. The Instructor may pre-approve valid absences such as illness, family emergencies and prearranged passes.

**(3) Exams:** Each exam will include material covered since the previous exam and material designated for review from the previous exam period.

(4) **Quizzes:** When used, quizzes will cover material required for the lesson of the day or a review of material covered in a previous lesson. Quizzes may be either announced or unannounced.

(5) **Staff Ride:** As a research and oral presentation evaluation tool, Cadets are assigned responsibilities to research information pertaining to the selected staff ride and then participate in the discussions during the conduct of the staff ride. **(Postponed until Spring Semester)**

(6) **Staff Briefs:** As an oral presentation evaluation tool, staff briefs are presented when required to inform the PMS of the status of the cadet battalion and cadet staff actions.

(7) **Information Presentation:** During the semester, a selected student, based on a weekly roster, will begin the class with an information briefing on a selected topic. The presentation is graded using the modified Command and General Staff College Student Text 22-2, Appendix G template. The presentation length is 08-10 minutes in duration.

(8) **Extra Credit:** You may obtain extra credit by coordinating with the Instructor prior to the conclusion of the 10th week (27-31 Oct).

(9) **Late Submission of Assignments:** Suspense(s) are provided for each assignment; a percentage of points are deducted from the overall potential grade for an assignment based on late submission.

(10) **Oral Presentations Requirements:** Additional oral presentations (selected subject matter expert updates, etc.) are also integrated throughout the course. The projects will cover a specific topic(s) to be determined by the PMS, selected by the student and approved by the PMS. The PMS will provide memo, paper and PowerPoint briefing formats as required, and suspense dates for each.

(11) **Written Requirements:** Additional written submissions are required during the course; the Instructor will provide required guidance, formats and suspense dates for each. The written assignment is graded using the modified Command and General Staff College Student Text 22-2, Appendix C template.

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(12) **Grading Standards:**

<b>Grade</b>	<b>Percent Range</b>
<b>A</b>	<b>90 - 100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>F</b>	<b>59 or less</b>

b. **MSci 401L:**

(1) **Method of Evaluation:**

<b>Area / Event</b>	<b>Points</b>
<b>Staff Responsibilities</b>	<b>100</b>
<b>Participation</b>	<b>100</b>
<b>LAB OIC/Mentorship</b>	<b>150</b>
<b>Land Nav Exercise</b>	<b>50</b>
<b>Field Training Exercise</b>	<b>100</b>
<b>Total</b>	<b>500(+)</b>

(2) **Course Participation:** Students must complete all assignments and participate in labs as directed; participation is critical to the learning process. Students are required to participate in all scheduled events; lack of participation will impact upon your grade. Excessive absences will result in lowering your grade due to lack of participation regardless of academic standing. The Instructor, on a case-by-case basis, will determine excessive absence; coordinate planned absences in advance. If a student is not able to attend a specific lab, notify the Instructor in sufficient time prior to lab to make any adjustments required.

c. **MSci 441:**

(1) **Method of Evaluation:**

<b>Area / Event</b>	<b>Points</b>
<b>Participation</b>	<b>150</b>
<b>Physical Fitness Tests</b>	<b>150</b>
<b>Total</b>	<b>300</b>

(2) **Course Participation:** Students must complete all assignments and participate in class; participation is critical

to the learning process. Students are required to participate in all scheduled events; lack of participation will impact upon your grade. Excessive absences will result in lowering your grade due to lack of participation regardless of academic standing. The Instructor, on a case-by-case basis, will determine excessive absence; coordinate planned absences in advance. If a student is not able to attend class, notify the Instructor in sufficient time prior to class to make any adjustments required. The Instructor may pre-approve valid absences such as illness, family emergencies and prearranged passes.

(3) **Events:** Each event requires preparation, participation, and successful completion.

(4) **Physical Fitness Tests:** There are three (3) Army Physical Fitness Tests (APFT) during the semester; two (2) diagnostic and one (1) record. The scores from the APFTs are averaged to determine the corresponding points awarded for the physical fitness test.

(5) **Swim Skills:** Swim skills, to include the Swim Test and the Combat Water Survival Test, are commissioning requirements. As such, MSL 400 level personnel are required to successfully complete each event to maintain and validate their proficiency.

**6. Scholastic Dishonesty and Plagiarism:** Scholastic dishonesty and plagiarism are grounds for removal from the ROTC program and the university. IAW the Code of Student Life, Section 3-3:

a. **Scholastic Dishonesty:** Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cases of dishonesty may be handled as a scholastic matter or as a disciplinary matter at the discretion of the instructor. Instructors choosing to treat the case as a scholastic matter have the authority to decide how the incident of dishonesty will affect the student's grade in the course. If the instructor has treated the case as a scholastic matter involving the grade in a course and the student has a grievance related to this action, that grievance would be processed as outlined in Section 3-2. Instructors choosing to treat the case as a disciplinary matter will refer the case to the Associate Dean of Student Life for possible resolution; if final

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resolution does not occur the Associate Dean of Student Life may refer the case to the Student Relations Committee which will handle the matter under Section 2.

b. Cheating on a test includes, but is not restricted to:

(1) Copying from another student's test.

(2) Possessing or using material during a test not authorized by the person giving the test.

(3) Collaborating with or seeking aid from another student during a test without permission from the instructor.

(4) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test.

(5) Substituting for another student or permitting another student to substitute for oneself to take a test.

(6) Bribing another person to obtain an unadministered test or information about an unadministered test.

c. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work.

d. Collusion means the unauthorized collaboration with another person in preparing any academic work offered for credit.

#### 7. Student Resources (Issued):

a. **Cadet Textbook:** The text contains the readings that support the MSL course. A CD-ROM is included in each textbook and contains additional reference materials, readings and multimedia that support the MSL program.

b. **Blackboard (Bb):** The Blackboard course site contains the BOLC I: ROTC Curriculum materials:

<http://rotc.blackboard.com>

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c. **Instructor Handouts / Learning Aids:** as required / available - course slides are available upon request or by downloading off of the Cadet Command Blackboard.

## 8. **Counseling:**

a. **Initial Course Counseling:** Each Cadet will schedule through Steve a 30 minute counseling session within the first three (3) weeks of class. During this session:

(1) you will submit your copy of the semester standard counseling form for review/discussion.

(2) you will submit an updated Planned Academic Worksheet (PAW - Cadet Command Form 104-R) that you have reviewed with your academic counselor.

(3) you will be prepared to discuss your strengths (3) and areas needing improvement (3).

(4) you will be prepared to discuss your personal history.

(5) we will review your current academic standing and the personal data included in the Battalion Commissioning Forecasting System (BCFS).

b. **Mid-Course Deficiency Counseling:** This counseling is conducted for any MS IV Cadet who has received deficiencies in Army ROTC or any other academic course within the University of North Dakota Course curriculum. During this session we will review:

(1) the course deficiencies and determine corrective action(s).

(2) potential impacts upon your course plan and graduation standings.

c. **End of Course Counseling:** Each Cadet will schedule through Steve a 30 minute counseling session to be completed 04 - 08 December 2008. During this session, we will:

(1) review your current academic standings in your classes.

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(2) identify potential changes to your course plan and graduation standings.

(3) discuss your tentative cadet battalion staff slating for the next semester.

(4) review your data included in the Battalion Commissioning Forecasting System (BCFS).

**9. Class Etiquette:** To minimize distractions and support the learning opportunity for fellow Cadets, the following classroom guidelines are in effect:

a. cell phones, pagers, etc. will be turned off and backpacks, book bags, etc. are stored below the table or placed in/on the book shelves by the classroom door.

b. notebook computers, PDAs, etc may be used in class only if their use pertains directly to the lesson(s) of the day. Using these items for anything other than activities related directly to the specific lesson(s) of the day (i.e., staff work, email, games, working on material for other classes, etc.) is not authorized.

**10. Special Needs:** If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment to meet with me as soon as possible. If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) office (190 McCannel Hall, 777-3425 v/tty).

**11. Grievance Policy:** Students having legitimate complaints about the class, grades, or the professor will be handled in accordance with the Departmental Academic Grievance Procedure.

12. As your class advisor and mentor, I am always available to discuss problems of a personal or professional nature. You can reach me during normal duty hours at my office on either a walk in or phone in (701-777-3498) basis; no appointments are required. During non-duty hours, you can reach me at home (701-330-7817). If I can't assist you in solving a problem, I will find someone who can.

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13. POC for this memorandum is the undersigned at (701) 777-3498.

Encl  
as

JAMES K. SICKINGER  
LTC, MP  
Professor of Military Science

Enclosure 1: MSci 401 Class Sequence / Schedule

26 Aug	Lesson 1a: Intro/Class Overview/Staff Roles Orientation Lesson
28 Aug	Lesson 3b: LDP
02 Sep	Lesson 1b: How to Conduct an After Action Review
02 Sep	Lesson 1a: Warrior Forge After Action Review
04 Sep	Lesson 2b: Developing a PT Program/How to Conduct a Training Meeting
09 Sep	Lesson 2c: Train the Force / Mission-Essential Task List Development
11 Sep	Lesson 3c: Applied Leadership - Training Meeting
16 Sep	Lesson 3a: Applied Leadership - FTX Brief to Cadre
18 Sep	Lesson 4b: Fundamentals of the Army Decision Making Process
23 Sep	Lesson 4a: Risk Management II
25 Sep	Lesson 4c: Applied Leadership - Training Meeting
30 Sep	Lesson 5a: Officership
02 Oct	Lesson 5b: Counseling I
07 Oct	Lesson 6A: Counseling II
09 Oct	Lesson 6a: Applied Leadership - Training Meeting
14 Oct	Lesson 6b: Officer Evaluation Report & Developmental Forms
16 Oct	Lesson 6c: Officer Evaluation Report Process
21 Oct	Lesson 6d: Mid-term Review
23 Oct	Lesson 6e: Midterm Exam
28 Oct	Lesson 7b: Applied Leadership - Training Meeting
30 Oct	Lesson 7c: NCO Evaluation Report Counseling
04 Nov	Lesson 8a: Effective Writing
06 Nov	Lesson 8b: Law of War and Rules of Engagement
13 Nov	Lesson 9a: Code of Conduct/UCMJ
18 Nov	Lesson 10a: Administrative Discipline and Separation
20 Nov	Lesson 10c: Applied Leadership - Training Meeting
25 Nov	Lesson 10b: Military Ethics and Decision Making/Joint Ethics Regulations
02 Dec	Lesson 12a: Military Professional Ethics-Case Study
04 Dec	Lesson 12b: Career Management
09 Dec	Lesson 12b: Combat Stress Management/Final Review
11 Dec	Lesson 12c: Final Exam

~~SECRET~~

SENATE ROTC COMMITTEE

Purpose: To provide faculty oversight of and guidance of the ROTC Programs.

Membership: Commanding Officer of the Army ROTC Unit or designee (one, voting)  
Commanding Officer of the Air Force ROTC Unit or designee (one, voting)  
Designate of the President (one)  
Faculty (six)  
Students (two)

Term: Commanding Officers - concurrent with office  
Designate of the President - appointed by the UND President  
Faculty - approximately three years with one-third elected each year  
Students - one year

Selection: Commanding Officers of the ROTC Units - ex-officio  
Designate of the President - appointed by the President of the University and assuming responsibilities when directed  
Faculty - elected by University Senate in April and assuming responsibilities May 1  
Students - elected by Student Senate in April and assuming responsibilities May 1

Functions and Responsibilities: To perform a thorough review of Committee policies in even-numbered years as preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the Committee shall assume the following responsibilities:

1. Address all issues regarding the ROTC Programs.
2. Exercise continual oversight and review of the UND ROTC Programs.
3. Approve or disapprove military personnel assigned to the University instructional staff, in the rank of Visiting Professor or Visiting Instructor, as appropriate.
4. Carry out a continuing review and evaluation of the ROTC curricula (courses) as to content, semester hours of credit, and instructional staff.
5. Maintain and keep current committee website.

Report to Senate: Prepare an annual report which addresses each function and responsibility and submit it to the Senate secretary two weeks before the February Senate meeting.

Source of Information: University Senate Minutes - May 6, 1971  
University Senate Minutes - October 7, 1971  
University Senate Minutes - March 5, 1981  
University Senate Minutes - March 4, 1999