

Information Senate Coordinating Council Agenda
August 30, 2023, 3:00 PM
Old Main 102 – President’s Conference Room

Members: Canan Bilen-Green, Chair; Ann Fredrickson, Secretary; Mark Genkinger – HR; Kay Hopkins, Fred Hudson, Kristi Steinmann – Staff Senate; Anastasiya Andrianova, Warren Christensen, Jeremy Jackson – Faculty Senate; Austin Anderson, Zoe McKinven, Sean Rotich – Student Government

Meeting Minutes: Review the minutes from April 13, 2023, SCC meeting. *No minutes for May 11, 2023 as meeting was cancelled.

Introduction of Guests: Alan Denton – Policies 103 and 304; Gary Secor – Policy 152.2; Karla Haug – New Policy 3XX; Elizabeth Crawford-Jackson – Policy 335; Emily Frazier and Matt Diischer – Policy 601.

Policies to be Discussed:

1.	103	Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings – Alan Denton – V1 05/12/2023. Approved by Responsible Office 5/25/2023. Approved by legal 8/16/2023.
2.	128	Timeslip Payroll and Electronic Timekeeping/Temporary Staff (New name proposed: Timekeeping for Hourly Employees) – Mark Genkinger – V1 03/27/2023. Approved by Responsible Office 3/27/2023. Approved by Legal 8/16/2023.
3.	130	Annual Leave – Mark Genkinger – V1 03/27/2023. Approved by Responsible Office 3/27/2023. Sent to Legal 3/28/2023. On 5/12/2023 the policy requester requested V1 be sent back so an additional update could be added. Received V2 on 5/15/2023. V2 approved by Responsible Office on 5/18/2023. Sent to legal 5/18/2023. On 8/17/2023 legal sent back to policy requester with suggested edits. Received V3 on 8/17/2023. Approved by Responsible Office 8/18/2023. Sent to Legal 8/18/2023. Approved by legal 8/18/2023.
4.	152.2	Memberships in Professional Service Organizations – Gary Secor – V1 03/16/2023. Approved by Responsible Office 3/23/2023. Approved by Legal 08/16/2023. (Legal suggested Accounting office weigh in on this policy. Will get feedback from SCC.)
5.	153	*See carryover
6.	164	*See carryover
7.	3XX	*New policy request. General Education Courses – Holly Hassel General Education Committee - V1 2/2/2023. Sent to Responsible Office 2/3/2023. Sent back to requester on 2/24/2023 with edits from Responsible Office. Received V2 on 3/12/2023. Approved by Responsible Office 3/22/2023. Approved by Legal 8/16/2023.
8.	304	ACADEMIC STAFF AND EXECUTIVE/ADMINISTRATIVE POSITIONS - PROCEDURES FOR FILLING – Alan Denton – V1 05/12/2023. Approved by Responsible Office 6/21/2023. Sent to Legal 6/22/2023. Legal sent back with revisions on 8/16/2023. Received V2 08/17/2023. Approved by Responsible Office 8/17/2023. Approved by Legal 8/17/2023.
9.	322	*New policy request. Equitable Workload – Erin Gillam/Canan Bilen-Green – V2 6/9/2023. Approved by Responsible Office 6/20/2023. Approved by Legal 8/16/2023.
10.	326	Academic Misconduct – Canan Bilen-Green Academic Integrity Committee – V1 08/1/2023. Approved by Responsible Office 8/1/2023. Approved by Legal 8/16/2023.
11.	331.1	*See carryover
12.	335	Academic Integrity in Instructional Contexts – Elizabeth Crawford-Jackson – V1 3/21/2023. Responsible Office Approved 3/22/2023. Sent to Legal 3/22/2023. Sent back to requester with suggestions for change from legal on 3/30/2023. Received V2 03/31/2023. Approved by Responsible Office 6/22/2023. Approved by Legal 08/16/2023.
13.	601	Rights and Responsibilities of Community: A Code of Student Conduct – Emily Frazier/Matt Diischer – V1 07/03/2023 - Interim policy requested. Approved by Responsible Office 7/11/2023. Approved by Legal 7/11/2023. Approved by President 7/13/2023. Policy manual updated with interim policy 7/14/2023.

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Carryover: (updates from last meeting in red)

1.	129	Salary Administration Policy – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved on 10/5/2022. Faculty Senate approved with revisions on 11/15/2022. Sent back to policy requester on 11/16/2022. Received V2 11/17/2022. Sent to Responsible Office 11/17/2022. Responsible Office returned with suggested changes 11/29/2022. Received V3 1/3/2023. Approved by Responsible Office on 1/3/2023. Sent to Legal 1/3/2023. Sent back to Mark Genkinger/Heather Higgins-Dochtermann on 1/5/2023 with suggestions for change from legal. Received V4 1/5/2023. Responsible Office approved on 1/5/2023. Legal approved on 1/5/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government consent agenda. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Staff Senate consent agenda 4/11/2023. Staff senate approved 4/11/2023. Sent to Provost 4/24/2023.
2.	153	Smoke Free Facilities – Emily Hegg – V1 09/26/2022. Approved by Responsible Office 10/12/2022. Approved by Legal 12/19/2022. Faculty Senate consent agenda. Staff Senate input for new business. Student Government input for new business. Staff Senate requested clarification on impact on employees living in NDSU owned houses (research extension centers) on 2/1/2023. Student Government approved V1 on 1/29/2023. Faculty Senate approved V1 on 2/13/2023. Waiting to hear back from Emily Hegg on clarification requested by staff senate – as of 2/24/2023 still inquiring additional information/feedback from members of NDSU Extension. 4/10/2023 – Emily Hegg has edits almost complete and will send to SCC Secretary for resubmission. Received V2 on 5/9/2023. Responsible Office approved 5/11/2023. Sent to Legal 5/12/2023. Approved by Legal on 8/16/2023.
3.	156	Discrimination, Harassment, and Retaliation Complaint Procedures – Heather Higgins-Dochtermann – V1 01/26/23. Approved by Responsible Office 1/27/2023. Approved by Legal 3/8/2023 and 3/22/2023. Faculty Senate consent agenda. Student Government input for new business. Student government approved 4/2/2023. Staff Senate consent agenda 4/11/2023. Staff senate approved 4/11/2023. Faculty Senate approved 4/17/2023. Sent to Provost 4/24/2023.
4.	164	Emergency Procedures: Canan Bilen-Green on behalf of Faculty Affairs – V1 01/03/2023. Approved by Responsible Office 1/4/2023. Legal approved with edits on 1/5/2023. Received V2 01/05/2023. Approved by Responsible Office 1/6/2023. Approved by Legal 1/6/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Staff Senate approved 2/1/2023. Student Government approved 1/29/2023. Faculty Senate postponed until 3/20/2023 meeting. Faculty Senate – unfinished business after 3/20/2023 meeting. Alex will attend the next FS meeting to give student perspective on this policy revision request. Faculty Senate approved on 4/17/2023 with revisions. Sent back to responsible office on 4/21/2023. Received V3 on 4/23/2023. Responsible Office approved 4/24/2023. Sent to legal 4/24/2023. Approved by Legal on 08/16/2023.
5.	325	Academic Freedom – Jeffrey Johnson – V1 12/02/21. Approved by Responsible Office 12/6/2021. Approved by Legal 12/17/2021. Fred Hudson will send Jeff some suggested changes to this policy to include staff. Faculty Senate input for new business for next meeting. Staff Senate information for consent. Student Government information for consent. Received V2 2/23/2022. Approved by Responsible Office 2/25/2022. Approved by Legal 3/10/2022. Faculty Senate approved 5/9/2022. Staff Senate did not vote on policy on 5/4/2022. Student Government approved. Staff Senate will discuss with Jeff Johnson. Received V3 on 7/18/2022. Approved by Responsible Office 8/15/2022. Sent V3 081622 to Legal on 8/16/2022. Approved by Legal 12/19/2022. Sent V3 to senates on 12/19/2022. Staff Senate Consent agenda. Student Government consent agenda. Faculty Senate input for new business. Staff Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Sent to Provost 1/24/2023. Approved by Provost 2/9/2023. Sent to President 2/10/2023. Emailed President’s office on 3/15/2023. Policy is still under review. Emailed President’s Office on 4/17/2023. Stephanie Wavers indicated policy is still under review. Sent back to Jeff Johnson on 5/11/2023 with suggestions from President. Received feedback from Jeff on 6/6/2023. Sent back to president 6/6/2023. Sent back to Jeff on 8/21/2023 with response from President.

6.	331.1	Course Syllabus – Melissa Lamp and Anastasiya Andrianova – V1 02/17/2023. Responsible Office Approved 3/22/2023. Approved by Legal 3/29/2023. Faculty Senate input for new business. Staff Senate input for new business. Student Government input for new business. Student government approved 4/23/2023. Staff Senate approved 5/3/2023. Faculty Senate approved with changes 5/8/2023. Received V2 from requester 5/8/2023. Sent to Responsible Office 5/12/2023. Approved by Responsible Office 6/2/2023. Sent to Legal 6/2/2023. Approved by Legal 08/16/2023.
7.	361	Emeritus/Emerita Titles – Shafiqur Rahman on behalf of Faculty Affairs Committee – V1 4/15/2021. Approved by Responsible Office 4/29/2021. Approved by Legal 9/9/2021. Faculty Senate input for new business. Staff Senate input for new business. Student Government approved V1 on 11/7/2021. Staff Senate requested further clarification. Email sent to Jeff Johnson/Canan Bilen Green 11/8/2021. Emailed Staff Senate responses from Faculty Affairs Committee on 11/12/2021. Staff senate approved V1 with revisions 12/1/2021. Emailed policy requester 12/6/2021 with suggestions for change. Received V2 12/6/2021. Sent to Responsible Office 12/7/2021. Responsible Office made suggestions for change on 4/13/2022. Sent back to policy requester on 4/14/2022 with a memo from the Responsible Office with further explanation for the requested changes. Faculty Affairs committee agreed to the proposed changes - V3 on 4/29/2022. V3 04/29/22 sent to Legal on 5/3/2022. Approved by Legal on 8/4/2022. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate input for new business for December 12 meeting. Faculty Senate approved with changes on 12/12/2022. Received V4 on 12/13/2022. Sent to Responsible Office 12/13/2022. Approved by Responsible Office 1/4/2023. Approved by legal 1/5/2023. Staff Senate consent agenda – 2/1/2023. Student Government consent agenda - 1/22/2023. Student Government approved 1/22/2023. Staff Senate consent agenda 4/11/2023. Staff senate approved 4/11/2023. Sent to Provost 4/24/2023.
8.	503	Receipting – Carrie Petersen - V1 02/28/23. Approved by Responsible Office 3/3/2023. Approved by Legal 3/8/2023. Faculty Senate consent agenda. Student Government consent agenda. Student government approved 3/26/2023. Staff Senate consent agenda 4/11/2023. Staff Senate approved 4/11/2023. Sent to Provost 4/24/2023.

Policy Revisions Completed:

1.	601	Interim policy updated on 7/14/2023.

Housekeeping Changes Completed – FYI Only:

1.	163.1	Updated Disability Services to Center for Accessibility and Disability Resources.
2.	100.1	Changed gendered pronouns and replaced with inclusive language. Policy manual updated 8/3/2023.
3.	168	Changed gendered pronouns and replaced with inclusive language. Policy manual updated 8/3/2023.
4.	606	Changed gendered pronouns and replaced with inclusive language, changed Disability Services to new name. Policy manual updated 8/3/2023.

Discussion Items/Announcements:

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Next Meeting:

September 12, 2023, 11 am, Old Main 102 President's Conference Room