Information Senate Coordinating Council Agenda

Thursday, February 21, 11:00 AM

Peace Garden, Memorial Union

**No December or January Meeting Minutes**

**Introduction of guests.**

**Policies to be Discussed** (new; comments from legal; new version submitted; etc.)

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| 1. | **134.1** | **WORKPLACE AND FAMILY/DEPENDENT RESPONSIBILITIES** – Dan Friesner – V2 01/28/2019. **Routed to Responsible Offices 01/28/2019. Responsible Office approved 1/31/2019. HR approved 2/4/2019. Routed to legal counsel on 2/4/2019.**  |
| 2. | **156** | **DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINT PROCEDURES –** Heather Higgins-Dochtermann – V1 10/04/18. **Approved by Responsible Office 10/8/2016. Routed to legal 11/26/2018. Legal provided memo (not legal review) on 1/11/2019 denying approval. Equity Office emailed legal counsel 2/4/2019 with memo asking for comments. Legal emailed response 2/14/2019.**  |
| 3. | **162** | **SEXUAL AND GENDER-BASED HARASSMENT, SEXUAL MISCONDUCT, AND TITLE IX –** Heather Higgins-Dochtermann – V1 10/18/18. **Approved by Responsible Office 10/22/2016. Routed to legal 11/26/2018. Legal provided memo (not legal review) on 1/11/2019 denying approval. Equity Office emailed legal counsel 2/4/2019 with memo asking for comments. Legal emailed response 2/14/2019.** |
| 4. | **334** | **FIELD TRIPS –** Mary Asheim & Matt Skoy – V1 12/07/18. **Approved by Responsible Office 12/11/2018. Routed to legal 12/17/2018. Legal signed 1/11/2019.**  |
| 5. | **611** | **STUDENT TRAVEL POLICY -** Mary Asheim & Matt Skoy – V1 12/07/18. **Approved by Responsible Office 12/11/2018. Routed to legal 12/17/2018. Legal signed 1/11/2019.** |
| 6. | **611.1/334.1** | **INTERNATIONAL TRAVEL FOR STUDENTS -** Mary Asheim & Matt Skoy – V1 12/07/18. **Approved by Responsible Office 12/11/2018. Routed to legal 12/17/2018. Legal signed 1/11/2019.** |

**Carryover (updates from last meeting in red)**

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| 1. | **151** | **CODE OF CONDUCT** – Heather Higgins-Dochtermann – V2 12/12/2017 - Received V2 12/12/17. Routed to legal 1/24/18.Memo received from Legal 7/19/18 and forwarded to reviser. SCC recommended that the CSWF try to connect with the provost and legal to discuss this policy. |
| 2. | **163.2** | **ANTI-BULLYING POLICY** – Daniel Friesner – V3 03/07/2017 – All 3 senates had the opportunity to review the policy and provide feedback to the policy review committee. Dan Friesner said that the Commission on the Status of Women Faculty met on 8/30/17 and will not have the policy ready until early November. Waiting for approval of 151 as thesechanges are incorporated into that policy.  |
| 3. | **339** | **COMMUNICATION PROFICIENCY –** Canan Bilen-Green – V1 10/22/18 – Routed to resp. office; approved 10/22/18. Routed to legal on 10/25/18 and signed 10/31/18. **KH emailed SCC on 12/3/18 as there was no December SCC meeting. SS approved 1/9/19. SG approved 1/13/2019. FS approved 1/14/2019. Vice Provost signed 2/15/19. President signed 2/20/2019. Finalized 2/20/2019.**  |
| 4. | **352** | **PROMOTION, TENURE AND EVALUATION** – Alan Denton – V2 01/8/19 – Approved by Responsible Office 4/20/18. Routed to legal 4/20/18. SCC decided that when this policy was received from legal, it could then be routed /to FS for input, SS and SG for information. Policy signed by legal 07/19/18. Routed to FS for input; routed to SS and SG for info on 8/22/18. SS approved 9/5/18. **SG approved 10/7/18; FS approved 11/19/18. Sent to legal on 1/8/19 as changes were made to version signed by legal on 07/19/18. Legal approved 1/11/2019. To SS and SG for information on 1/25/2019. SS approved 2/6/19. SG approved 2/10/19. Provost signed by hand 2/13/19. Sent back to Provost 2/13/19 for electronic signature. President signed 2/27/2019. Finalized 2/27/2019.**  |
| 5. | **823** | **FINANCIAL CONFLICT OF INTEREST – PUBLIC HEALTH SERVICE, NATIONAL SCIENCE FOUNDATION OR OTHER APPLICABLE SPONSORED RESEARCH** – Julie Sherwood – V1 09/05/2018 – Legal signed 10/2/2018. **Emailed to SCC on 10/29/18. FS approved 12/10/18; SS approved 11/07/18; and SG approved 11/04/18. VP of F&A approved 02/12/19. President signed 02/13/19. Finalized 2/15/2019.**  |

**Housekeeping Changes Completed – FYI Only**

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| 1. | **100** | **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY:** Updated to full NDSU address per NDUS Title IX audit.  |
| 2. | **156** | **DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINT PROCEDURES:** Updated to full NDSU address in Section 3 per NDUS Title IX audit.  |
| 3. | **335** | **CODE OF ACADEMIC RESPONSIBILITY AND CONDUCT:** Updated *Academic Misconduct Tracking Form* links, updated Provost/VPAA to Provost, and changed wording in section 5d. |
| 4. | **600** | **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA):** Updated *annual notice* link within the policy.  |
| 5. | **818** | **PROCUREMENT STANDARDS ON FEDERAL AGREEMENTS:** Updated amounts from $5000 to $10,000 per Uniform Guidance requirement. The $10,000 threshold was implemented on July 1, 2018. Additionally, deleted section 1.5 which indicated an outdated date.  |

**Discussion Items**

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**Next Meeting**

**Thursday, March 21, 2019**

**11:00 am**

**Peace Garden Room, MU**