Policy *714* Version *3* *04/11, 2018*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | **714 Senate Coordinating Council** |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes X [ ]  No
* Describe change: In section 2 updated the list of Voting and Non-Voting Members due to recent reorganization. Office of the Provost will provide administrative support to SCC and policy approval process. Quorum guidelines were added.
* 4/11/18 – Section 2 information clarified.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office of the Provost, October 25, 2017
* canan.bilen.green@ndsu.edu
 |
| ***This portion will be completed by Kelly Hoyt.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 714**

**Senate Coordinating Council**

### SOURCE: NDSU PresidentSBHE Policy 350.1

SOURCE: NDSU President
SBHE Policy 305.1
Faculty Senate Bylaws

1. The Senate Coordinating Council coordinates the routing and adoption of policies and policy changes for their placement into the NDSU Policy Manual. “All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies, except for interim policies adopted pursuant to subsection 6, must be presented to the Senate Coordinating Council who will direct each policy for review by the appropriate Senates consistent with the Faculty Senate, Staff Senate and Student Body Constitutions and purview of each Senate. Failure to present a policy to the Senate Coordinating Council will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Senate Coordinating Council does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Senate Coordinating Council advises the President on their placement in the manual.”
2. The membership of the Senate Coordinating Council is made up of the following individuals or their designees:

Voting Members:

* + 1. Faculty Senate President
		2. Staff Senate President
		3. Student Body President
		4. One representative of the Faculty Senate as appointed by the Faculty Senate President.
		5. One representative of the Staff Senate as appointed by the Staff Senate President.
		6. One representative of Student Government appointed in accordance with the Student Government Code.

Non-Voting Members:

* + 1. Vice President for Finance & Administration (or designee)
		2. Two representatives from Office of the Provost to facilitate meetings and maintain records.

Policy initiators and stakeholders are welcome and encouraged to attend the meetings as non-voting members. Only a governing body president or representative can determine whether a policy may move to their governing body for consideration. Therefore, a quorum of at least one voting member of each governing body shall be present in order to conduct SCC business.

1. Committee Responsibilities
	1. The Senate Coordinating Council reviews policy to determine first whether it is ready to bring to any of the senates or whether it should be returned to the policy makers for clarification and revisions.
	2. The Senate Coordinating Council coordinates the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Body Constitutions and purview of each Senate.
	3. After approval or review by the appropriate senate bodies, the Senate Coordinating Council sends policies to appropriate channels at NDSU for final approval.
	4. The Senate Coordinating Council serves in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and administration.
2. The Senate Coordinating Council follows the NDSU Policy Manual Process for coordinating policy review and revisions prior to publication in the NDSU Policy Manual. (For detailed information on the process, please see the [Senate Coordinating Council Process](http://www.ndsu.edu/policy/) link on the NDSU Policy Manual website.)
3. After a policy is reviewed by the Senate Coordinating Council and placed in policy manual format, and routed to the various senates, Provost, Vice Presidents, councils, committees or other parties for approval or input as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to Office of the Provost for maintaining records for distribution and publication in the manual (available on the NDSU web site at www.ndsu.edu/policy).
4. The President has the authority to adopt interim policies and procedures concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy or procedure must include notice to all Senates prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the various Senates for review and their decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued.

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HISTORY:
New November 1992

Amended May 1996

Amended January 1998

Amended March 2002

Amended February 2003

Amended October 2004

Amended May 2005

Amended September 2007

Amended January 2008

Housekeeping December 2009

Housekeeping July 2010

Housekeeping February 14, 2011

Amended October 12, 2011