

## **SENATE COORDINATING COUNCIL PROCESS**

### **Senate Coordinating Council Process**

The policy update process starts when a policy is requested from the SCC Secretary. Initiators have six months to submit or resubmit policy requests. After that time, the request will be nullified, and the policy will be available for others to propose changes. If multiple individuals request the same policy, the SCC Secretary will connect the requesters with each other to facilitate collaboration on policy change.

After a policy change/new policy request has been submitted to the SCC Secretary, the policy will be routed by the SCC Secretary in the following order:

#### 1) Responsible Office (Review)

**Policy Manual Section**  
100 General Employment  
200 Broadbanded Staff  
300 Faculty  
400 Purchasing  
500 Accounting  
600 Students  
700 General Administration  
800 Restricted Fund

**Representative of Responsible Office(s)**  
Vice Provost for Faculty Affairs; Director of Human Resources  
Director of Human Resources  
Vice Provost for Faculty Affairs  
Vice President for Finance and Administration  
Controller  
Vice Provost for Student Affairs and Institutional Equity  
Vice President for Finance and Administration  
Controller

#### 2) Legal (Approve)

#### 3) Senate Coordinating Council (Review)

#### 4) Governance Bodies (Recommend)

#### 5) Provost (Recommend)

#### 6) NDSU President\* (Approve)

If a policy has suggestions for change at “approval” level in the routing process (Legal, NDSU President), the SCC Secretary will send the policy request back to the policy initiator with their suggestions for change. The policy initiator will have the following options: withdraw the policy update request or revise and resubmit. The policy initiator will return the amended policy/policy change cover sheet to the SCC Secretary, who will restart the routing process beginning with the Responsible Office.

If a policy has suggestions for change at “review or recommend” levels in the routing process (Responsible Office, Senate Coordinating Council, Governance Bodies, Provost), the policy initiator will have the following options: withdraw, revise and resubmit, or reject the suggestions for change. If the suggestions for change are rejected by the policy initiator, the policy continues in the routing process. If suggestions for change are accepted by the policy initiator, they will return the amended policy/policy change cover sheet to SCC Secretary, who will restart the routing process beginning with the Responsible Office.

In addition to reviewing and providing feedback on policy changes, senate representatives on the Senate Coordinating Council determine whether the policy change will be placed on the Consent Agenda or considered New Business for their respective governance bodies. Senators can move policy change requests off the Consent Agenda for further discussion. Governance bodies have two meetings following a SCC meeting to recommend or not recommend.

Once the policy has final approval by the President, the SCC Secretary will update the NDSU policy manual and save the policy change proposal. An email will be sent to notify the following parties by the SCC Secretary: Senate Coordinating Council, NDSU Archives, and the policy initiator.

The Senate Coordinating Council (SCC) Secretary will schedule committee meetings, create and send meeting agendas, record and distribute meeting minutes, track all policies during the routing process, maintain electronic policy files, and maintain the NDSU Policy webpage. The Vice Provost for Faculty Affairs will chair the committee.

\*Per [Policy 714](#), the NDSU President has the authority to adopt interim policies.

For more information about Senate Coordinating Council see:

[https://www.ndsu.edu/policy/senate\\_coordinating\\_council/  
Policy 714 Senate Coordinating Council](https://www.ndsu.edu/policy/senate_coordinating_council/Policy_714_Senate_Coordinating_Council)

### **POLICY REVISION/NEW POLICY INSTRUCTIONS TO SUBMIT**

1. Obtain a Microsoft Word copy of the policy to be revised and a Policy Change Cover Sheet from the SCC Secretary at [ndsu.scc@ndsu.edu](mailto:ndsu.scc@ndsu.edu). For new policy requests, obtain a sample policy template and Policy Change Cover Sheet from the SCC Secretary at [ndsu.scc@ndsu.edu](mailto:ndsu.scc@ndsu.edu) for use in developing the policy.
2. Insert the policy number, version 1 and the date submitted to the SCC Secretary at the top right hand corner of the policy header. The version number and date should be changed each time revisions are made to the policy.)

#### **EXAMPLE: Policy 350.1 V1 mm/dd/yyyy**

3. Check the "Source" listing in the policy. All policies should have one or more of the following listed below as a possible source(s):
  - NDSU President (this should appear on all policies)
  - State Board of Higher Education (SBHE) Policy \_\_\_\_\_ (number)
  - North Dakota University System Human Resource Council (NDUS HRC) Policy \_\_\_\_\_ (number)
  - North Dakota Century Code (N.D.C.C.) \_\_\_\_\_ (statute number)
  - Staff Senate
  - Faculty Senate
  - Student Government
4. Make all changes in legislative format by using the Track Changes function in Word. Add an explanation about the changes within the document by using the New Comment function in Word.
5. Include verbatim any language that is used directly from SBHE or NDUS HRC policy and/or state or federal statute.
6. Include any information that represents NDSU's interpretation of SBHE, NDUS HRC, N.D.C.C., or Federal language (or that represents an NDSU process for implementing a SBHE, HRC, N.D.C.C. or Federal policy or change) in *italicized print* to indicate it as an NDSU interpretation. When copying a policy from the web, please be sure to keep all previously italicized print *italicized*.

#### **EXAMPLE: OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))**

**If only one person engages in travel exceeding any geographic point 300 miles beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first 300 miles.**

#### ***(NDSU Interpretation)***

***When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by 300 miles...***

**NOTE:** NDSU interpretation and/or policy can be **more** restrictive than the SBHE policy or state/federal statute that it emulates; however, it cannot be **less** restrictive.

7. Submit a copy of the policy with the proposed changes and a **completed** Policy Change Cover Sheet to the SCC Secretary at [ndsu.scc@ndsu.edu](mailto:ndsu.scc@ndsu.edu).
8. For new policy requests, the SCC will determine the placement (policy section and number) of the policy in the Policy Manual.

### **HOUSEKEEPING CHANGES**

Housekeeping changes can be made by the SCC Secretary without going through the formal policy process. Housekeeping changes may include simple corrections in spelling or grammar, modifications in formatting, fixing broken URLs, updating titles and addresses of departments or personnel to coincide with current organizational structures, and using gender inclusive language.

Housekeeping changes can be submitted to or initiated by the SCC Secretary, ndsu.scc@ndsu.edu. The SCC Secretary will review to make sure the recommended changes do not change the intent of the policy. Once the changes are deemed as housekeeping, the SCC Secretary will incorporate them into the policy and update the online policy manual. The SCC Secretary will email NDSU Archives and the SCC to notify them of any housekeeping changes.

### **RETIRING A POLICY**

A request to retire a policy would be based on the following rationale:

- A. Content is no longer relevant
- B. Content fits better with another policy or merging of policies
- C. Other (must be further explained)

If a policy is required by a governing body, the policy may not be removed. The SCC begins the retirement process by requesting review by legal counsel and the NDSU Compliance Officer to assure no legal obstacles prevent the document's retirement. The policy is then discussed by the SCC. The SCC does not approve or reject the policy's retirement but determined whether the action will have a negative impact on constituents or campus processes. The SCC provides feedback to the NDSU President who makes the final determination on a policy's retirement. Upon approval by the President, the SCC notified the responsible office and removes the document from the policy manual, archiving it accordingly. The campus community is then notified of the action by the NDSU Compliance Officer.

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