

Information Senate Coordinating Council Agenda
April 9, 2024, 3 pm
Old Main 102 – President’s Conference Room

Members: Ann Fredrickson, Secretary; Mark Genkinger – HR; Kay Hopkins, Fred Hudson, Kristi Steinmann – Staff Senate; Warren Christensen, Erin Gillam, Jeremy Jackson – Faculty Senate; Austin Anderson, Zoe McKinven, Sean Rotich – Student Government

Meeting Minutes: Review the minutes from January 9, 2024.

Introduction of Guests: Jack Firman – 336; Mark Genkinger – 133.1

Policies Discussed:

1.	133.1	Spouse/Partner and Dependents – Mark Genkinger – V1 8/18/2023. Responsible Office approved 8/22/2024. Sent to legal 8/22/2023. Legal sent back to policy requester with edits 12/22/2023. Received V2 1/31/2024. Responsible Office approved V2 3/8/2024. Legal approved 3/8/2024.
2.	336	Examinations and Grading – Jack Firman – V1 03/24/2014. Responsible Office approved 4/1/2024. Legal approved 4/3/2024.

Carryover: (updates from last meeting in red)

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. Faculty Senate input for new business. Staff Senate input for new business. Student Government consent agenda. Student Government approved V1 on 9/10/2023. Sent back to policy requester on 10/4/2023 with suggestions for change from Staff Senate. Received V2 on 12/13/2023. Sent to Responsible Office (HR and Provost) on 12/22/2023. HR approved V2 on 12/27/2023. 3/8/2024 – still at Provost for approval – under review.
2.	132	Developmental Leave – Julie Nash – V1 9/19/2023. Approved by Responsible Office 10/24/2023. Approved by Legal 12/15/2023. Faculty Senate consent agenda. Staff Senate input for new business. Student Government consent agenda. Student Government approved V1 on 1/21/2024. Staff senate approved 3/6/2024. Faculty Senate approved 2/26/2024. Sent to Provost 3/11/2024. Approved by Provost 03/11/2024. Sent to President 3/12/2024. Approved by President 3/12/2024. Policy manual updated 3/19/2024.
3.	149	Leave Without Pay – Julie Nash – V1 09/189/2023. Approved by Responsible Office 10/24/2023. Approved by Legal 12/15/2023. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Student Government approved V1 on 1/21/2024. Staff Senate approved V1 on 2/7/2024. Faculty Senate approved 2/26/2024. Sent to Provost 3/11/2024. Approved by Provost 03/11/2024. Sent to President 3/12/2024. President approved 3/12/2024. Policy manual updated 3/19/2024.
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.) It was agreed by SCC to get input from accounting and also to define the meaning of ‘discretionary’ funding. It was also noted that “staff” should be checked on the Cover Sheet under who the policy applies to. SCC Secretary will send to Lisa Ripplinger, Controller, for input. Once policy is received back, Faculty Senate consent agenda. Staff Senate input for new business. Student Government consent agenda. Staff Senate approved conditionally with edits on 9/6/2023. Lisa Ripplinger sent back to policy requester (Gary Secor) on 10/9/2023 with suggestions for change. Received V2 10/11/2023. Sent to Responsible Office 10/11/2023. Responsible Office approved 10/24/2023. Sent to Legal 10/24/2023. Legal approved 12/15/2023. Faculty Senate Consent. Staff Senate Input. Student Government Consent. Staff Senate approved on 1/3/2024. Student Government approved V2 on 1/21/2024. Faculty Senate approved 1/22/2024. Provost approved 2/6/2024. Sent to President 2/6/2024. President approved 3/6/2024. Policy manual updated 3/7/2024.

5.	153	<p>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. Faculty Senate consent agenda. Staff Senate input for new business. Student Government input for new business. Student government approved V2 on 9/17/2023. Sent back to policy requester on 10/4/2023 with suggestions for change from Staff Senate. Received V3 10/11/2023. Sent to Responsible Office 10/11/2023. Responsible Office approved 10/24/2023. Sent to Legal 10/24/2023. Legal approved with edits on 12/15/2023. Sent back to requester 12/22/2023. Received V4 3/28/2024. Sent to Responsible Office 4/3/2024. Responsible Office approved 4/4/2024. Sent to legal 4/4/2024. Legal approved 4/8/2024. Emailed to senates 4/8/2024.</p>
6.	325	<p>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. Received V4 on 9/12/2023 from Jeff with requested changes from President. Approved by Responsible Office 9/12/2023. Sent to Legal 9/12/2023. Legal has suggestions for change 12/15/2023. Sent back to requester 12/22/2023. Received V5 on 12/27/2023 with further edits from requester. Legal approved on 1/3/2024. Sent to Responsible Office 1/3/2024. Responsible Office approved 3/8/2024. Sent to legal 3/8/3024. Approved by legal 3/20/2024. Emailed V5 to Senates 3/21/2024. Student Government V5 new business. Staff Senate V5 input for new business. Faculty Senate V5 input for new business. Staff Senate approved 4/3/2024.</p>
7.	331.1	<p>Course Syllabus – Melissa Lamp and Anastassiya 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. Staff Senate input for new business. Student Government input for new business. Staff Senate approved 9/6/2023. Student government approved with revisions 9/17/2023. Sent back to requester on 9/19/2023. Received V3 9/19/2023. Sent to Responsible Office 9/19/2023. Responsible Office approved 10/24/2023. Sent to Legal 10/24/2023. Legal approved V3 12/15/2023. Staff Senate input for 1/3/2024 meeting. Faculty Senate Input 1/22/2024. Staff Senate approved on 1/3/2024 w/housekeeping change (update ‘faculty’ to ‘instructor’ throughout the policy.) Student Government approved V3 on 1/21/2024. Faculty Senate unfinished business for 3/18/2024 meeting. Faculty Senate approved with changes on 3/18/2024. Sent back to policy requester on 3/27/2024. Received V4 3/27/2024. Sent to Responsible Office 4/2/2024. Responsible Office approved 4/4/2024. Sent to Legal 4/4/2024. Approved by legal 4/4/2024. Sent to staff senate and student government on 4/8/2024.</p>

8.	335	Academic Integrity in Instructional Contexts – Melissa Lamp – V1 1/10/2024. Responsible Office approved 1/12/2023. Legal approved 1/24/2024. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Staff senate moved to input for new business and approved V1 w/housekeeping changes 2/7/2024. Student government approved 2/25/2024. Faculty Senate unfinished business for 3/18/2024 meeting. Faculty Senate approved 3/18/2024. Provost approved 3/20/2024. Sent to President 3/26/2024. President approved 3/26/2024. Policy manual updated 4/2/2024.
9.	350.1	Board Regulations on Academic Freedom and Tenure; Academic Appointments – Alan Denton – V1 5/12/2023. Responsible Office approved 8/28/2023. Legal approved 12/15/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Student Government approved V1 on 1/21/2024. Staff senate approved 3/6/2024. Faculty Senate unfinished business for 3/18/2024 meeting. Faculty Senate approved with revisions on 3/18/2024. Sent back to policy requester 4/3/2024. Received V4 04/03/2024. Sent to Responsible Office 4/3/2024. Responsible Office approved 4/4/2024. Sent to legal 4/4/2024. V2 approved by legal 4/4/2024. Emailed to staff senate and student government on 4/8/2024.
10.	352	Promotion, Tenure and Evaluation – Tom Ambrosio – V1 02/02/2024. Approved by Responsible Office 2/7/2024. Approved by Legal 2/13/2024. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Staff senate approved 3/6/2024. Faculty Senate approved 2/26/2024. Student Government approved 3/17/2024. Approved by Provost 3/20/2024. Approved by President 3/20/2024. Policy manual updated 3/20/2024.
11.	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. Approved by Provost 9/9/2023. Sent to President 9/12/2023. Chris Wilson responded on behalf of President on 3/5/2024 with suggestions for change. Sent back to requester on 3/6/2024. Received back from requester on 3/27/2024 with suggestions for further change. Sent to Chris Wilson 4/3/2024. Received V5 04/03/2024. Sent to Responsible Office 4/3/2024. Responsible Office approved 4/4/2024. Sent to Legal 4/4/2024. Approved by legal 4/4/2024. Emailed to senates 4/8/2024.

Policy Revisions Completed:

1	152.2	Memberships in Professional Service Organizations – Gary Secor: Policy manual updated 3/6/2024.
2.	132	Developmental Leave – Julie Nash: Policy manual updated 3/19/2024.
3.	149	Leave Without Pay – Julie Nash: Policy manual updated 3/19/2024.
4.	335	Academic Integrity in Instructional Contexts - Melissa Lamp: Policy manual updated 4/2/2024.

5.	352	Promotion, Tenure and Evaluation – Tom Ambrosio: Policy manual updated 3/20/2024.
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Housekeeping Changes Completed – FYI Only:

1.	132	Developmental Leave: Updated link to the Developmental Leave form 3/19/2024.
2.	335	Academic Integrity in Instructional Contexts: Updated language to gender-neutral, updated ‘instructors or faculty members’ to ‘instructional staff members’ for consistency; made office and committee names consistent throughout the policy
3.	600	Family Educational Rights and Privacy Act of 1974 (FERPA): The broken URL to the annual notice was fixed.

Policy revisions requested but not submitted:

1.	170	Payment of Meals for Staff and Guests: Lisa Ripplinger
2.	320	Faculty Obligations and Time Requirements: Warren Christensen
3.	407	Auxiliary Exclusive Services: Briana Nguyen
4.	515	Travel – Employees: Lisa Ripplinger
5.	607	Admission and Re-enrollment Safety Risks; Background Checks: Matt Diischer
6.	701	Telecommunications: Marc Wallman

Discussion Items/Announcements:

Email Ann upcoming changes in leadership/representation on SCC for next academic year.

Next Meeting:

May 7, 3 pm, President’s Conference Room