Policy *XXX* Version *X* *Date*

**Policy Change Cover Sheet**

This form must be completed for each policy presented. All areas in red including the header must be filled in or it will be sent back to you for completion.

\*If the revisions you are requesting include housekeeping changes, please submit the housekeeping changes first. The SCC Secretary will notify you once the housekeeping changes have been made and you can submit the Policy Change Cover Sheet at that time. Please submit housekeeping changes to ndsu.scc@ndsu.edu.

Refer to the [NDSU Senate Coordinating Council process](https://www.ndsu.edu/policy) for more information about housekeeping changes.

Policy Number and Name:

Is this a federal or state mandate: [ ]  Yes [ ]  No

This policy impacts (check all that apply): [ ]  Students [ ]  Staff [ ]  Faculty [ ]  Other (please describe):

**\***The President’s Council for Campus Wellbeing is committed to integrating a “Health in All Policies” approach when current policies are revised and new policies are developed. Why a “Health in All Policies” approach? Policies have health effects—positive or negative--on the communities and the people who live and work within the community where the policy is implemented. In fact, the World Health Organization estimates that the social, financial, and environmental factors of a community influence up to 55% of a person’s wellbeing. Health in All Policies (HiAP) is an approach that integrates health into decisions and policy-making. For more information, see [HiAP at NDSU 2023 Report.](file:///X%3A%5CPolicy_Manual%5CHiAP%20Report.pdf)

Individual/Department/Committee or Organization submitting the policy change:

Date Submitted to SCC Secretary:

Email address of the person who should be contacted if revisions are requested:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **NDSU’s Strategic Plan Inclusivity and Diversity** **Goal:** Create and maintain an open and collegial environment to promote inclusivity and diversity as a cornerstone of education, research, and outreach. **Sub-Goal:** Design and implement additional programming, curriculum, outreach opportunities, and **policies** that uphold inclusivity, diversity, respect, and connection. **Please address each item in the checklist below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist items** | **Yes** | **No** | **N/A** | **Comments** |
| The *social* impact on students, staff, faculty, others was considered (e.g. encourages a positive sense of community through an ethic of care, compassion, collaboration and/or belonging). |  |  |  |  |
| The *financial* impact on students, staff, faculty, others was considered.  |  |  |  |  |
| The *physical health* impact on students, staff, faculty, others was considered (e.g. facilitates healthy lifestyle choices, meeting of basic human needs, and/or a safe physical environment). |  |  |  |  |
| The *mental health* impact on students, staff, faculty, others was considered (e.g. supports skills and habits to manage stress, strengthen resilience, reduce substance abuse, and promote help seeking). |  |  |  |  |
| Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.). |  |  |  |  |
| Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy  |  |  |  |  |
| Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.  |  |  |  |  |
| This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating. |  |  |  |  |
| The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.  |  |  |  |  |
| This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)  |  |  |  |  |

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Effect of policy addition or change: Utilize the completed checklist to provide an explanation of 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):

The SCC Secretary will keep record of all actions taken on this policy change request on the SCC policy tracking spreadsheet. You will be notified once the policy has been approved and updated or if further revisions are requested.