

Senate Coordinating Council Meeting Minutes
Thursday, May 6, 2021, 9:30 AM
Via Zoom

Present: Canan Bilen-Green, Ann Fredrickson, Maggie Latterell, Molly Secor-Turner, Florian Salajan, Anastassiya Andrianova, Fred Hudson, Laura Friedmann, Billie Lentz, Kristina Astrup

Absent: Erica Wahlund, Josh Schroetter

Minutes: There were no minutes to approve as there was no meeting held in April.

Introductions were made. Fred Hudson, staff senate President elect; Laura Friedmann, student body Vice President/Chair, Billie Lentz, student body Vice Chair.

Policies to be Discussed: There were no new policies discussed.

Carryover:

1.	152.2	Membership in Professional and Service Organizations – Andrew Green – V1 1/20/21. Routed to Responsible Office 1/21/2020. Responsible Office approved with revisions. Received V2 02/02/2021. Approved by Responsible Office 2/2/2021. Legal approved 2/8/2021. Staff Senate approved 3/3/2021. Student Government approved 2/21/2021. Faculty Senate approved with revisions 3/8/2021. Sent back to requester (Andrew Green) on 3/9/2021 for further change or consideration. Received V3 from requester (Andrew Green) on 3/9/2021. Sent to Responsible Offices 3/10/2021. Responsible Offices approved 3/10/2021. Sent to Legal 3/11/2021. Approved by Legal 3/17/2021. Staff Senate approved 4/7/2021. Student Government approved 4/11/2021. Approved by Provost 4/20/21. President did not approve 4/26/2021. Will send back to requester for further consideration or revision.
2.	158.1	Email as an Official Communication Method for Employees – CeCe Rohwedder – V1 01/26/21. Routed to Responsible Office 1/27/2021. Responsible Office approved 1/27/2021. Legal approved 1/29/21. Staff Senate approved 3/3/2021. Student Government approved 2/21/2021. Faculty Senate approved 4/12/2021. Approved by Provost 4/19/2021. Approved by President 4/21/2021. Policy manual updated 4/26/2021.
3.	327	EVALUATION OF ACADEMIC ADMINISTRATORS – Dan Friesner – V1 02/25/2020. Routed to Responsible Office 02/26/2020. Responsible Office approved 02/26/2020. Routed to Legal 02/26/2020. Pursuant to March meeting once Legal approves policy: Faculty Senate Input Agenda for their next meeting. Staff Senate Consent Agenda for their next meeting. Student Government Consent Agenda for their next meeting. Legal returned 03/11/2020 with several suggestions and did not approve policy. Policy sent back to Dan Friesner on 03/11/2020. Received Version 2 from Dan Friesner – V2 05/05/2020. Legal approved 05/08/2020. Student Government approved 09/13/2020; Staff Senate approved 10/7/2020; Faculty Senate approved w/ revisions 11/23/2020. Policy sent back to Dan Friesner on 12/4/20. Received Version 3 from Dan Friesner – V3 12/07/20. Routed to Legal 12/8/2020. Approved by Legal 12/18/2020. Student Government approved 2/21/2021. Staff Senate approved with revisions 3/3/2021. Sent back to Dan Friesner on 3/3/2021.
4.	331.1	COURSE SYLLABUS – Susan Ray-Degges – V1 04/09/2020. Routed to Responsible Office 04/09/2020. Responsible Office approved 04/09/2020. Legal approved 04/21/2020. Faculty Senate did not approve 05/11/2020. Staff Senate approved 05/06/2020. Student Government approved 05/10/2020. SCC Secretary emailed UCC (David Roberts) 09/17/2020 to resubmit by 03/17/2021 or policy changes will be withdrawn. UCC (David Roberts/Susan Ray-Degges) requested a one-time, 6 month extension on 3/3/2021. UCC has until 9/4/2021 to resubmit or policy changes will be withdrawn.
5.	331.3	INSTRUCTIONAL CONTINUITY PLAN – Susan Ray-Degges – V1 04/09/2020. Routed to Responsible Office 04/09/2020. Responsible Office approved 04/09/2020. Legal approved 04/21/2020. Faculty Senate did not approve 05/11/2020. Staff Senate approved 05/06/2020. Student Government

		approved 05/10/2020. SCC Secretary emailed UCC (David Roberts) 09/17/2020 to resubmit by 03/17/2021 or policy changes will be withdrawn. UCC (David Roberts/Susan Ray-Degges) requested a one-time, 6 month extension on 3/3/2021. UCC has until 9/4/2021 to resubmit or policy changes will be withdrawn.
6.	336	EXAMINATIONS AND GRADING – Carlos Hawley – V1 04/04/2019. Responsible Office approved 04/08/2019. Legal counsel approved 04/23/2019. Staff Senate approved on 6/5/19. Student Government did not approve on 9/8/19. Faculty Senate did not approve on 9/9/19. Policy sent back to Carlos Hawley on 10/15/19. Pursuant to updated SCC process, the policy has been be sent back to the initiator who will return any changes to the SCC Secretary by 7/31/2020. Received Version 2 from Carlos Hawley – V2 03/27/2020. Routed to Responsible Office on 3/30/2020. Responsible Office suggested few minor changes but approved. Suggestions sent to Carlos Hawley on 04/06/2020. Changes declined at this time. Legal approved 04/24/2020. Staff Senate approved 05/06/2020. Student Government to have on agenda 09/20/2020 but tabled. Faculty Senate did not approve 09/14/2020. SCC Secretary emailed Carlos Hawley 09/17/2020 to resubmit by 03/17/2021 or policy changes will be withdrawn.

Housekeeping Changes: None.

Discussion Items

Policy 152.2: Membership in Professional and Service Organizations was not approved by the President and was sent back to the requester for further consideration or revision. The SCC Secretary has requested further explanation from the President's Office for documentation purposes and will report back to the requester and SCC.

Policy 327: Evaluation of Academic Administrators: Staff senate approved V3 on 3/3/2021 with revisions to use gender inclusive language (their instead of "his or her"). According to the SCC process, this policy would go back to the requester for further consideration or change. The SCC discussed if revisions that include using gender inclusive language may be considered a housekeeping change. All were in agreement to process Policy 327 as a housekeeping change and move this policy forward to the next step in the SCC process. An update will also be made to the SCC NDSU Policy Manual Process.

Policy 336: Examinations and Grading: The SCC Secretary emailed the requester of this policy on 2/24/2021 to remind him of the deadline of March 17, 2021 to either resubmit the policy change or request a one-time extension and no response was received. The SCC agreed to have the SCC Secretary contact the requester to give him another opportunity to resubmit or request the extension.

Next Meeting:

We will plan on holding SCC meetings for the 2021-2022 academic year once a month on Thursdays at 9 a.m. Ann will reserve space in the MU for in person meetings but we can revisit this at our first meeting and discuss other options if needed (zoom, or possibly alternate between in person and zoom meetings). Ann will send out appointments.