

Information Senate Coordinating Council Agenda
Thursday, January 19, 2023, 9:00 a.m.
Memorial Union – Peace Garden

Members: Canan Bilen-Green, Chair; Ann Fredrickson, Secretary; Mark Genkinger – HR; Fred Hudson, Kristi Steinmann Josh Schroetter – Staff Senate; Anastassiya Andrianova, Florin Salajan, Warren Christensen – Faculty Senate; Alex Duerr, Taylor Kimball, Hannah Flohr – Student Government

Meeting Minutes: Review minutes from the December 6, 2022, meeting.

Introduction of Guests: Kelly Buettner-Schmidt and Nancy Turrubiates (Policy 153)

Policies to be Discussed:

1.	153	Smoke Free Facilities – Emily Hegg – V1 09/26/2022. Approved by Responsible Office 10/12/2022. Approved by Legal 12/19/2022.
2.	159	Injury Claims Against NDSU and State Risk Financing – Jennifer Quenette – V1 12/13/2022. Approved by Responsible Office 12/15/2022. Approved by Legal 12/19/2022.
3.	164	Emergency Procedures: Canan Bilen-Green on behalf of Faculty Affairs – V1 01/03/2023. Approved by Responsible Office 1/4/2023. Legal approved with edits on 1/5/2023. Received V2 01/05/2023. Approved by Responsible Office 1/6/2023. Approved by Legal 1/6/2023.
4.	811	811: Allowable Cost Policies - Subcontracts (Interim Policy Requested) – Courtney Peterson – V1 12/29/2022. Interim policy approval requested due to results from a desk audit performed at NDSU by the NSF. Legal approved 1/5/2023. President approved 1/5/2023. Policy manual updated 1/5/2023. Policy now goes through normal SCC process. Sent to Responsible Office 1/6/2023. Responsible Office sent back to policy requester with edits on 1/11/2023. Received V2 01/11/2023. Approved by Responsible Office 1/11/2023. Approved by Legal 1/13/2023.

Carryover: (updates from last meeting in red)

1.	129	Salary Administration Policy – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved 10/5/2022. Faculty Senate approved with revisions on 11/15/2022. Sent back to policy requester on 11/16/2022. Received V2 11/17/2022. Sent to Responsible Office 11/17/2022. Responsible Office returned with suggested changes 11/29/2022. Received V3 1/3/2023. Approved by Responsible Office 1/3/2023. Sent to Legal 1/3/2023. Sent back to Mark Genkinger/Heather Higgins-Dochtermann on 1/5/2023 with suggestions for change from legal. Received V4 1/5/2023. Responsible Office approved on 1/5/2023. Legal approved on 1/5/2023. Faculty Senate input for new business agenda 1/23/2023. Staff Senate consent agenda for 2/1/2023.
2.	136	Flexible Spending Accounts Program – Mark Genkinger – V1 092322. Approved by Responsible Office 9/27/22. Approved by Legal 10/12/2022. Faculty Senate consent agenda. Staff Senate consent agenda for 1/4/2023. Student Government consent agenda for 1/22/2023. Staff Senate approved 1/4/2023.
3.	151	Code of Conduct – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved 10/5/2022. Faculty Senate approved 11/14/2022. Sent to Provost 11/17/2022. Approved by Provost 12/9/2022. Sent to President 12/9/2022. Approved by President 1/4/2023. Policy manual updated 1/4/2023.
4.	155	Alcohol and other Drugs: Unlawful and Unauthorized use by Students and Employees – Laura Oster-Aaland and Matt Larsen – V2 101222. Approved by Responsible Office 10/12/22. Approved by Legal 11/7/2022. Faculty Senate consent agenda. Staff Senate consent agenda for 1/4/2023. Student Government consent agenda for 1/7/2023. Staff Senate approved 1/4/2023.

5.	156	Discrimination, Harassment, and Retaliation Complaint Procedures – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved 10/5/2022. Faculty Senate approved 11/14/2022. Sent to Provost 11/17/2022. Approved by Provost 12/9/2022. Sent to President 12/9/2022. Approved by President 1/4/2023. Policy manual updated 1/4/2023.
6.	309	Minimum Qualifications for Instructional Faculty Policy – Canan Bilen-Green – V1 092822. Approved by Responsible Office 9/30/2022. Approved by Legal 10/11/2022. Faculty Senate consent agenda. Staff Senate consent agenda for 1/4/2023. Student Government consent agenda for 1/22/2023. Staff Senate approved 1/4/2023.
7.	325	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 agenda for next meeting. Student Government information for consent agenda for next meeting. 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 for 1/4/2023. Student Government consent agenda for 1/22/2023. Faculty Senate input for new business at January 2023 meeting. Staff Senate approved 1/4/2023.
8.	333	Class Attendance Policy – Jeffrey Johnson/Casey Peterson – V1 04/29/2022. Sent back to requester with comments from Responsible Office on 6/1/2022. Received V2 on 6/20/2022. Responsible Office approved V2 on 6/20/2022. Sent to Legal 6/21/2022. Sent back to requester on 8/5/2022 with comments from Legal. Received V3 on 8/8/2022. Approved by Responsible Office 8/8/2022. Approved by Legal 8/23/2022. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Student Government approved 10/16/2022. Staff Senate approved 10/5/2022. Faculty Senate approved 11/14/2022. Sent to Provost 11/17/2022. Approved by Provost 12/9/2022. Sent to President 12/9/2022. Approved by President 1/4/2023. Policy manual updated 1/4/2023.
9.	335	Academic Integrity in Instructional Contexts – Melissa Lamp – V1 090222. Approved by Responsible Office 9/2/2022. Approved by Legal 10/4/2022. Emailed Policy 335 to SCC committee members on 10/7/2022. They will indicate via email to the SCC Secretary how they would like to present this policy to their governing bodies. Faculty Senate consent agenda for Nov. meeting. Staff Senate consent agenda. Student Government consent agenda. Student Government approved 10/16/2022. Staff Senate approved 11/2/2022. Faculty Senate approved 11/14/2022. Sent to Provost 11/17/2022. Approved by Provost 12/9/2022. Sent to President 12/9/2022. Approved by President 1/4/2023. Policy manual updated 1/4/2023.
10.	348	Instruction in the Responsible Conduct of Research – Kristy Shirley – V1 091222. Approved by Responsible Office 9/14/22. Approved by Legal 10/11/2022. Kristy was invited to attend Faculty Senate and Faculty Senate Exec meetings to review proposed policy changes. Faculty Senate consent agenda. Staff Senate consent agenda for 1/4/2023. Student Government consent agenda for 1/22/2023. Staff Senate approved 1/4/2023.
12.	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 agenda for next meeting. Staff Senate input for new business agenda for next meeting. 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 for 2/1/2023.
13.	710	Computer and Electronic Communications Facilities – Marc Wallman – V1 071822. Approved by Responsible Office 7/20/2022. Approved by Legal 08/02/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate approved 10/10/2022. Sent to Provost 11/17/2022. Approved by Provost 12/9/2022. Sent to President 12/9/2022. President approved 1/4/2023. Policy manual updated 1/4/2023.
14.	803	Restricted Gifts vs. Grant Policy – Karin Hegstad/Amy Scott – V1 060522. Approved by Responsible Office 06/09/2022. Approved by Legal 08/05/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate approved 10/10/2022. Sent to Provost 11/17/2022. Approved by Provost 12/9/2022. Sent to President 12/9/2022. Approved by President 1/4/2023. Policy manual updated 1/4/2023.

Policy Revisions Completed:

1.	151	Code of Conduct: President approved and policy manual updated 1/4/2023.
2.	156	Discrimination, Harassment, and Retaliation Complaint Procedures: President approved and policy manual updated 1/4/2023.
3.	333	Class Attendance Policy: President approved and policy manual updated 1/4/2023.
4.	335	Academic Integrity in Instructional Contexts: President approved and policy manual updated 1/4/2023.
5.	710	Computer and Electronic Communications Facilities: President approved and policy manual updated 1/4/2023.
6.	803	Restricted Gifts vs. Grant Policy: President approved and policy manual updated 1/4/2023.
7.	811	Interim Policy: Allowable Cost Policies – Subawards: President approved interim policy and policy manual updated 1/5/2023. The policy will now go through the normal SCC process.

Housekeeping Changes Completed – FYI Only:

Discussion Items

Next Meeting:

Thursday, February 16, 2023, 9:00 a.m., Peace Garden