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

<u>Members</u>: 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 August 30 and December 6, 2023.

Introduction of Guests: Alan Denton (350.1); Julie Nash (132 and 149)

Policies to be Discussed:

1.	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.
2.	132	Developmental Leave – Julie Nash – V1 9/19/2023. Approved by Responsible Office 10/24/2023.
		Approved by Legal 12/15/2023.
3.	149	Leave Without Pay – Julie Nash – V1 09/189/2023. Approved by Responsible Office 10/24/2023.
		Approved by Legal 12/15/2023.

Carryover: (updates from last meeting in red)

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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.
2.	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.
3.	153	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
1		12/15/2023. Sent back to requester 12/22/2023.
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 322 *New policy request. Equitable Workload – Erin Gillam/Canan Bilen-Green – V2 6/9/20 Responsible Office 6/20/2023. Approved by Legal 8/16/2023. Faculty Senate input for r Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 5 Student Government approved 9/10/2023. Faculty Senate recommended an Ad Hoc co formed to work further on this policy at their 11/13/2023 meeting. Provost Office will v for Faculty Affairs is named, then Ad Hoc committee will be formed. 325 Academic Freedom – Jeffrey Johnson – V1 12/02/21. Approved by Responsible Office 2 Approved by Legal 12/17/2021. Fred Hudson will send Jeff some suggested changes to include staff. Faculty Senate input for new business for next meeting. Staff Senate info consent. Student Government information for consent. Received V2 2/23/2022. Approved Senate did not vote on policy on 5/4/2022. Student Government approved. Staff Senate Jeff Johnson. Received V3 on 7/18/2022. Approved by Responsible Office 8/15/2022. Legal on 8/16/2022. Approved by Legal 12/19/2022. Sent V3 to senates on 12/19/2022 Consent agenda. Student Government consent agenda. Faculty Senate input for new b Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government 1/22/2023. Sent to Provost 1/24/2023. Approved by Provost 2/9/2023. Sent to Preside Emailed President's office on 3/15/2023. Policy is still under review. Emailed President 4/17/2023. Stephanie Wavers indicated policy is still under review. Emailed President 6/2023. president 6/6/2023. Sent back to Jeff on 8/21/2023 with response from President. Re 9/12/2023 from Jeff with requested changes from President. Approved by Responsible Sent to Legal 9/12/2023. Legal has suggestions for change 12/15/2023. Sent back to re 12/22/2023. Received V5 on 12/27/2023 with further edits from requester. Legal app 1/3/2024. Sent to Responsible Office 1/3/2024. 6. 331.1 Course Syllabus – Melissa Lamp and Anastassiya Andrianova – V1 02/17/2023. Respons Approved 3/	new business. ved 9/6/2023. mmittee be vait until a new VP 2/6/2021. this policy to prmation for ved by 5/9/2022. Staff te will discuss with Sent V3 081622 to 2. Staff Senate usiness. Staff approved nt 2/10/2023. t's Office on hnson on
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Received V2 from requester 5/8/2023. Sent to Responsible Office 5/12/2023. Approved	
Office 6/2/2023. Sent to Legal 6/2/2023. Approved by Legal 08/16/2023. Staff Senate in	
business. Student Government input for new business. Staff Senate approved 9/6/202	
government approved with revisions 9/17/2023. Sent back to requester on 9/19/2023	
9/19/2023. Sent to Responsible Office 9/19/2023. Responsible Office approved 10/24/	
Legal 10/24/2023. Legal approved V3 12/15/2023. Staff Senate input for 1/3/2024 me	• ·
Senate Input 1/22/2024. Staff Senate approved on 1/3/2024 w/housekeeping change (update 'faculty' to
'instructor' throughout the policy.)	
7. 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 Senat	e 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 1	
Staff Senate responses from Faculty Affairs Committee on 11/12/2021. Staff senate ap	
revisions 12/1/2021. Emailed policy requester 12/6/2021 with suggestions for change.	•
12/6/2021. Sent to Responsible Office 12/7/2021. Responsible Office made suggestion	
4/13/2022. Sent to responsible office 12/7/2021. Responsible office index suggestion $4/13/2022$. Sent back to policy requester on $4/14/2022$ with a memo from the Respon	-
further explanation for the requested changes. Faculty Affairs committee agreed to the	
changes - V3 on 4/29/2022. V3 04/29/22 sent to Legal on 5/3/2022. Approved by Lega	• •
Staff Senate consent agenda. Student Government consent agenda. Staff Senate appro	
Student Government approved 10/9/2022. Faculty Senate input for new business for D	oved 10/5/2022.
	oved 10/5/2022. ecember 12
meeting. Faculty Senate approved with changes on 12/12/2022. Received V4 on 12/13	oved 10/5/2022. ecember 12 /2022. Sent to
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Responsible Office 12/13/2022. Approved by Responsible Office 1/4/2023. Approved	oved 10/5/2022. ecember 12 /2022. Sent to by legal 1/5/2023. 2023. Student e approved

8.	601	Rights and Responsibilities of Community: A Code of Student Conduct – Emily Frazier/Matt Diischer – V1
		07/03/2023 - Interim policy requested. Approved by Responsible Office 7/11/2023. Approved by Legal
		7/11/2023. Approved by President 7/13/2023. Policy manual updated with interim policy 7/14/2023.
		Faculty Senate consent agenda. Staff Senate consent agenda. Student Government input for new
		business. Student Government approved on 8/27/2023. Staff Senate approved 9/6/2023. Faculty Senate
		approved 12/11/2023. Provost approved 1/4/2024. President approved 1/4/2024. Policy manual
		updated 1/4/2024.

Policy Revisions Completed:

1.	601	Rights and Responsibilities of Community: A Code of Student Conduct – Emily Frazier/Matt Diischer:
		Policy manual updated 1/4/2024.

Housekeeping Changes Completed – FYI Only:

Discussion Items/Announcements:

1) Review/approve changes to policy change cover sheet and infographic.

Next Meeting:

February 6, 2024, 3 pm, President's Conference Room