

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 ndsuscc@ndsu.edu.

Refer to the [NDSU Senate Coordinating Council process](#) for more information about housekeeping changes.

Policy Number and Name: 714: Senate Coordinating Council

Is this a federal or state mandate: Yes No

This policy impacts (check all that apply): Students Staff Faculty Other (please describe): Senate Coordinating Council

*The President's Council for Campus Well-being 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 well-being. 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](#).

Individual/Department/Committee or Organization submitting the policy change: Senate Coordinating Council

Date Submitted to SCC Secretary: 10/3/2024

Email address of the person who should be contacted if revisions are requested: ndsuscc@ndsu.edu

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 <i>social</i> 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).			x	
The <i>financial</i> impact on students, staff, faculty, others was considered.			x	
The <i>physical health</i> 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).			x	
The <i>mental health</i> 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).			x	
Inclusive language is used (i.e. gender pronouns are not used or are inclusive, race/ethnicity, religion, etc.).	x			
Input from the key stakeholders (students, staff, faculty, other) was sought and included during the development/revision of the policy	x			SCC reviewed this policy and agreed upon the proposed updates
Input was sought from on-and off-campus offices, departments, and organizations to ensure the policy is responsive to community needs.			x	
This policy contributes to creating an environment that is safe and conducive to living, learning, working, and recreating.	x			
The policy addresses evaluation, including a person/office/entity responsible for tracking outcomes that ensure changes are positive.	x			
This policy, as written, can be enforced/implemented/applied in a sustainable manner (e.g. human resources, financial resources needed, etc.)	x			

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 Senate Coordinating Council cleaned up this policy (grammar, formatting), updated the voting and non-voting members sections, and in Section 3-3 changed 'approval' to 'recommendations'

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.

North Dakota State University

Policy Manual

SECTION 714 SENATE COORDINATING COUNCIL

SOURCE: NDSU President
SBHE Policy 350.1

SOURCE: NDSU President
SBHE Policy 305.1
Faculty Senate Bylaws

1. The Senate Coordinating Council coordinates the routing and adoption of new policies and policy changes for their placement into the NDSU Policy Manual. "All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. ~~Before approval by the President and placement into the policy manual, such policies~~All policy requests, except for interim policies adopted pursuant to subsection 6, must be presented to the Senate Coordinating Council who will direct each policy for review by the appropriate Senates consistent with the Faculty Senate, Staff Senate and Student Body Constitutions and purview of each Senate. Failure to present a policy to the Senate Coordinating Council will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Senate Coordinating Council does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Senate Coordinating Council advises the President on ~~their policy~~ placement in the NDSU Policy Manual."
2. The membership of the Senate Coordinating Council is made up of the following individuals or their designees:

Voting Members:

1. Faculty Senate President
2. Staff Senate President
3. Student Body Vice President
4. ~~Two~~One representatives of the Faculty Senate as appointed by the Faculty Senate President.
5. ~~Two~~One representatives of the Staff Senate as appointed by the Staff Senate President.
6. ~~Two~~One representatives of Student Government appointed in accordance with the Student Government Code.

Non-Voting Members:

- ~~1. Vice President for Finance & Administration (or designee)~~
- ~~1. Human Resources Director~~
2. Two representatives from Office of the Provost to facilitate meetings and maintain records.

Policy initiators ~~and stakeholders~~ are ~~welcome and~~ encouraged to attend the meetings as non-voting members. Only a governing body president or representative can determine whether a policy may move to their governing body for consideration. Therefore, a quorum of at least one

voting member of each governing body shall be present in order to conduct SCC business.

3. Committee Responsibilities

1. The Senate Coordinating Council reviews policy requests to determine ~~first whether it is if they are~~ ready to bring to ~~any of~~ the senates or whether ~~it they~~ should be returned to the policy makers for clarification or proposed and revisions.
2. The Senate Coordinating Council coordinates the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Body Constitutions and purview of each Senate.
3. After approval recommendations ~~or review by from~~ the appropriate senate bodies, the Senate Coordinating Council ~~sends policies to appropriate channels at NDSU for final approval.~~ the policies through the SCC process for final approval.
4. The Senate Coordinating Council serves in as a liaison ~~capacity regarding the to~~ Faculty Senate, Staff Senate, Student Government, and administration regarding policy changes.

~~4.~~

4. The Senate Coordinating Council follows the ~~NDSU Policy Manual~~ Senate Coordinating Council ~~p~~Process for ~~coordinating~~ policy review and revisions prior to publication in the NDSU Policy Manual. (For detailed information on the process, please see the [Senate Coordinating Council Process](#) link on the NDSU Policy Manual website.)
5. After a policy goes through the Senate Coordinating Council process and has the final approval of the NDSU President, the NDSU policy is reviewed by the Senate Coordinating Council and placed in policy manual format, and routed to the various senates, Provost, Vice Presidents, councils, committees or other parties for approval or input as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to Office of the Provost for maintaining records for distribution and publication in the manual is updated (available on the NDSU web site at www.ndsu.edu/policy).
6. The President has the authority to adopt interim policies ~~and procedures~~ concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy ~~or procedure~~ must include notice to all Senates prior to or at the time the policy or procedure takes effect. ~~Not later than~~ Within six months of its effective date, the President shall present the interim policy or procedure to the various Senates for review and their decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued. Senate Coordinating Council will send the policy through the Senate Coordinating Council process within six months of the interim policy taking effect.

HISTORY:

New	November 1992
Amended	May 1996
Amended	January 1998
Amended	March 2002
Amended	February 2003
Amended	October 2004
Amended	May 2005

Amended	September 2007
Amended	January 2008
Housekeeping	December 2009
Housekeeping	July 2010
Housekeeping	February 14, 2011
Amended	October 12, 2011
Amended	November 26, 2018