1. Membership (include ex-officio members).

   **Regular Members**: Tom Shields, George Sigounas, Christine Zoller, Melissa Nasea, Patricia Anderson, Linc Conn, Deedee Glascoff

   **Ex-Officio Members**: Katherine Misulis, Martin Bier, John Kerbs, Lisa Sutton, Linda Ingalls, John Rummel

2. Meeting Dates (include members present*).

   * and members who contributed to committee action, but were not at the meeting.

   **September 5, 2012**: Patricia Anderson, Linc Conn, Melissa Nasea, Tom Shields, George Sigounas, Christine Zoller; Ex-Officio Martin Bier, John Kerbs, Katherine Misulis, Lisa Sutton

   **October 17, 2012**: Patricia Anderson, Linc Conn, Deedee Glascoff, Melissa Nasea, Tom Shields, George Sigounas; Ex-Officio Martin Bier, Linda Ingalls, John Kerbs, Katherine Misulis, John Rummel, Lisa Sutton

   **December 5, 2012**: Patricia Anderson, Linc Conn, Melissa Nasea, Tom Shields, George Sigounas, Marti Van Willigen, Christine Zoller; Ex-Officio Martin Bier, Linda Ingalls, John Kerbs, Katherine Misulis, John Rummel, Lisa Sutton

   **January 16, 2013**: Linc Conn, Deedee Glascoff, Melissa Nasea, Tom Shields, George Sigounas, Christine Zoller; Ex-Officio Martin Bier, Linda Ingalls, John Kerbs, Katherine Misulis, John Rummel, Lisa Sutton

   **January 23, 2013**: Patricia Anderson, Melissa Nasea, Tom Shields, George Sigounas, Christine Zoller; Ex-Officio Linda Ingalls, Katherine Misulis

   **March 20, 2013**: Patricia Anderson, Melissa Nasea, Tom Shields, George Sigounas, Christine Zoller; Ex-Officio Martin Bier, Linda Ingalls, John Kerbs, Katherine Misulis, Lisa Sutton

   **April 17, 2013**: Patricia Anderson, Melissa Nasea, Tom Shields, George Sigounas, Christine Zoller; Ex-Officio Martin Bier, Lisa Sutton, Katherine Misulis, Linda Ingalls (provided advance input for the meeting)

3. Subcommittees established during the year (include progress and/or completion of work).

   Because of the nature of the work of reviewing codes, every committee member (elected and ex-officio) is expected to contribute in substantive ways to a thorough review of each code. There were no subcommittees formed to complete this work, and the feedback from some members unable to attend any single meeting was gathered electronically and shared by the chair of the committee when any unit code was discussed.
4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.

- Design of template for Unit Codes, including hyperlinks to ECU Faculty Manual
- Approval of Codes for: Brody School of Medicine, School of Dental Medicine, College of Education, and College of Nursing

5. Reports to the Faculty Senate (include dates and resolution numbers).

- Resolution #12-108
  December 4, 2012
  Redesigned General Guidelines for Writing and Revising A Unit Code of Operation in accordance with the ECU Faculty Manual, Part IV, Section I. Academic Code Units and Section II. Unit Codes

- Resolution #13-07
  January 29, 2013
  New School of Dental Medicine Unit Code of Operation

- Resolution #13-08
  January 29, 2013
  Revised School of Medicine Unit Code of Operation

- Resolution #13-09
  January 29, 2013
  Revised College of Education Unit Code of Operation

6. Business carried over to next year (list in priority order).

- Establish a standard meeting date for the purpose of assisting units in anticipating appropriate timelines for review of proposed codes
- Presentation of the College of Nursing Code to the Faculty Senate (ready for September 2013 meeting)
- Consideration of training forum for unit leaders working on revisions to unit codes

7. Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year.)

   A. Charge: Establish a standard meeting date for the purpose of assisting units in anticipating appropriate timelines for review of proposed codes
   
   B. Personnel: excellent participation
   
   C. Attendance: excellent participation during meetings; some members’ schedules had conflicts with the majority of times available for committee meetings
   
   D. Responsibilities: appropriate charge
   
   E. Activities: no change recommended
8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

   Code units which have not presented new or revised codes in the past academic year need to be directed to revise codes. The Chair of the Faculty may want to establish deadlines for this activity within each unit, with special emphasis on codes not revised since the year 2000.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year?

   No change recommended.

   If yes, when do you prefer: ________________________

Signed:

Chairperson

Secretary  Melissa M. Nasca