1. Membership (include ex-officio members): Patricia Anderson (Vice Chair), Deedee Glascoff, Jalil Roshandel, Christine Zoller (Chair), George Sigounas, Tom Shields (Secretary), Cheryl Johnson, Clark Nall, and Ex-officio members Kathy Misulis, Linda Ingalls, Lisa Sutton, Ernest Marshburn, and Martin Bier

2. Meeting Dates
   (include members present and those who contributed to committee action, but were not at the meeting)

   August 28, 2013: Patricia Anderson (Vice Chair), Deedee Glascoff, Christine Zoller (Chair), George Sigounas, Tom Shields (Secretary), and Ex-Officio Linda Ingalls

   February 19, 2014: Patricia Anderson (Vice Chair), Cheryl Johnson, Clark Nall, Jalil Roshandel, Tom Shields (Secretary), George Sigounas, and Ex-Officio Martin Bier, Linda Ingalls, Ernest Marshburn, Kathy Misulis, and Lisa Sutton

   March 19, 2014: Patricia Anderson (Vice Chair), Cheryl Johnson, Clark Nall, Jalil Roshandel, Tom Shields (Secretary), and George Sigounas, and Ex-Officio Linda Ingalls, Ernest Marshburn, Kathy Misulis, and Lisa Sutton

   March 26, 2014: Patricia Anderson (Vice Chair), Cheryl Johnson, Clark Nall, Jalil Roshandel, Tom Shields (Secretary), and George Sigounas, and Ex-Officio Martin Bier, Ernest Marshburn, and Kathy Misulis, with significant contributions in advance of the meeting from Linda Ingalls

3. Subcommittees established during the year (include progress and/or completion of work).
   There were no subcommittees established during the 2013-2014 academic year.

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.

   • Establishment of publicized meeting dates at the beginning of the year, communicated via the committee’s website, along with requirement for codes to be considered to be submitted to the committee at least one week before they are scheduled for review
   • Review and editorial revisions of five unit codes (Political Science, History, Music, Sociology, and Education, as listed below)
   • Presentation of six unit codes to the Faculty Senate (listed below)

5. Reports to the Faculty Senate (include dates and resolution numbers).
   September 10, 2013, Presentation and Approval of the College of Nursing Code of
Operation, Resolution #13-68

April 15, 2014, Presentation and Approval of the Department of Political Science Code of Operation, Resolution #14-57

April 15, 2014, Presentation and Approval of the Department of History’s Unit Code of Operation, Resolution #14-57

April 15, 2014, Presentation and Approval of the School of Music’s Unit Code of Operation, Resolution #14-57

April 15, 2014, Presentation and Approval of the Department of Sociology’s Unit Code of Operation, Resolution #14-57

April 15, 2014, Presentation and Approval of the College of Education’s Unit Code of Operation, Resolution #14-57

6. Business carried over to next year (list in priority order).
   - Work with Faculty Officers to encourage revision of unit codes that are past their code revision cycle of 5 years (currently includes 22 units)
   - Follow-up with request to Committee on Committees for a revised committee charge to include a standard meeting date
   - Review Unit Code of Operation Format to correct section on committees so that Standing Committees does not include Personnel, Promotion, or Tenure Committees
   - Review Unit Code of Operation Format to hyperlink to most recent edition of the Faculty Manual

7. Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year).
   A. Charge: The charge is specific to the tasks at hand and should be continued, with the exception of adding a standard meeting time for the committee.
   B. Personnel: All personnel were involved in the committee meetings and displayed commitment to the process of careful review of all aspects of codes submitted for approval.
   C. Attendance: Almost all committee members were able to present at almost all committee meetings. Ex-officio members were contributing members as they were able to be present.
   D. Responsibilities: Committee responsibilities are appropriate for committee members. In years with extensive code reviews, there is a possibility for an overextension of expectations for individuals due to the extensive time required for careful individual review of a code prior to a meeting, followed by group discussion of fine points of governance and university policy applications. It has been the experience of the committee that a minimum of 90 minutes is required to review a single code in a committee meeting.
   E. Activities: Committee activities have been pressing during the spring semester, with little committee business presented during the fall semester. It would be preferable to have more code submitted for review during the fall semester with fewer codes submitted after February of the academic year.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.
   Please consider appointing members and ex-officio members of the committee who have
experience and expertise in unit codes, faculty governance issues, and university policies.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? No
   If yes, when do you prefer:____________________________________________

SIGNED: Chairperson, Christine Zoller

Secretary, Tom Shields