1. Membership (include ex-officio members): Patricia Anderson (Chair), Cheryl Johnson, Clark Nall, Mary Nyangweso, Donald Philyaw, Tom Shields (Secretary), George Sigounas (Vice Chair), and Ex-officio members Pamela Hopkins, Lisa Hudson, Linda Ingalls, Kathy Misulis, Jane Trapp, David Tulis

2. Meeting Dates (include members present and those who contributed to committee action, but were not at the meeting)
   September 16, 2015: Patricia Anderson (Chair), Donald Philyaw, Tom Shields (Secretary), George Sigounas (Vice Chair), and Ex-officio members Lisa Hudson, Linda Ingalls, Kathy Misulis, Jane Trapp, David Tulis. Others in attendance John Stiller (Chair of the Faculty), Lori Lee (Faculty Senate Office)
   October 21, 2015: Patricia Anderson (Chair), Cheryl Johnson, Mary Nyangweso, Donald Philyaw, Tom Shields, George Sigounas, and Ex-officio members Lisa Hudson, Linda Ingalls, Kathy Misulis, Jane Trapp, David Tulis.
   November 18, 2015: Patricia Anderson (Chair), Cheryl Johnson, Clark Nall, Mary Nyangweso, Donald Philyaw, Tom Shields, George Sigounas, and Ex-officio members Pamela Hopkins, Lisa Hudson, Linda Ingalls, Kathy Misulis, Jane Trapp, David Tulis
   January 20, 2016: Patricia Anderson (Chair), Cheryl Johnson, Clark Nall, Donald Philyaw, Tom Shields, George Sigounas, and Ex-officio members Pamela Hopkins, Linda Ingalls, Kathy Misulis, Jane Trapp, David Tulis
   February 17, 2016: Patricia Anderson (Chair), Cheryl Johnson, Clark Nall, Tom Shields, George Sigounas, and Ex-officio members Lisa Hudson, Linda Ingalls, Kathy Misulis, Jane Trapp
   March 16, 2016: Patricia Anderson (Chair), Cheryl Johnson, Clark Nall, Tom Shields, George Sigounas, and Ex-officio members Pamela Hopkins, Lisa Hudson, Linda Ingalls, Jane Trapp
   April 20, 2016: Patricia Anderson (Chair), Cheryl Johnson, Clark Nall, Mary Nyangweso, Donald Philyaw, Tom Shields, George Sigounas, and Ex-officio members Lisa Hudson, Linda Ingalls, Kathy Misulis

3. Subcommittees established during the year (include progress and/or completion of work).
   Cheryl Johnson served as the committee’s representative for a Faculty Senate task force being formed to design criteria for provisional codes.

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.
   • Approval of the College of Health and Human Performance provisional code
   • Informally advising various code units on their ongoing revision processes and the required format for codes
   • Review and editorial revisions of five unit codes (College of Allied Health Sciences, Department of Foreign Languages, School of Communication, School of Art and Design, College of Nursing)

5. Reports to the Faculty Senate (include dates and resolution numbers).
   15-78 September 8, 2015 Revised College of Engineering and Technology Unit Code of Operations
   16-32 April 19, 2016 Revised School of Communication Unit Code of Operations
   16-32 April 19, 2016 Revised School of Art and Design Unit Code of Operations
   16-32 April 19, 2016 Revised College of Nursing Unit Code of Operations

6. Business carried over to next year (list in priority order).
   • Review the recently revised code for the Department of Geography (paper copies distributed at the April 20, 2016 committee meeting)
   • Review the recently revised code for the Department of Geology (paper copies distributed at the April 20, 2016 committee meeting)
• Consider a streamlining method to facilitate the entire actual review process before and after Unit Code Screening Committee meetings with the following possible steps:
  a. Form a rotating sub-committee to pre-review codes once received in the Faculty Senate Office (and before they are distributed to the entire Unit Code Screening Committee).
  b. The sub-committee will communicate with the unit to request any overall or format changes that can be made before review by the whole committee.
  c. The sub-committee will receive and review the revised code and, if appropriate, recommend consideration of the entire committee.
  d. The Unit Code Screening Committee will review the code in a regularly-scheduled committee meeting.
  e. The Committee Secretary will distribute minutes of the committee meeting.
  f. If necessary, the unit will prepare a revised code with all revisions and edits as listed in the committee minutes.
  g. The sub-committee will review and compare the required items from the minutes with the revisions required by the committee, communicating with the unit until all changes have been accomplished.
  h. When all required changes have been completed, the sub-committee will forward the revised code to the Chair of the Unit Code Screening Committee.
  i. The Chair of the Unit Code Screening Committee will review the revised code to ensure all aspects of the code follow the committee requirements.
  j. Once completed, the Chair of the Unit Code Screening Committee will submit the code to the Faculty Senate Agenda Committee with a request for inclusion on the next meeting of the Faculty Senate.

• Work with Faculty Officers to encourage revision of unit codes that are past their code revision cycle of 5 years

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.
   B. Personnel: All members 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 be present at almost all committee meetings. For each committee meeting, a quorum of elected members was present so that all business could be completed without delay. Ex-officio members were contributing members as they were able to be present.
   D. Responsibilities: Committee responsibilities are appropriate for committee members. 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. Additionally, it is important to note that an extensive time is required for careful individual review of a code prior to a meeting, and that committee members must have knowledge of various aspects of the ECU Faculty Manual in order to provide effective service on the committee. Furthermore, after the meeting, the Chair and the Secretary spend a great deal of time writing minutes, formulating, and reviewing the recommended changes.
   E. Activities: Committee activities were steady throughout the year with codes reviewed in both fall and spring semesters.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee. None for this year.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? No

Signed:

Chairperson, Patricia Anderson

Secretary, Tom Shields