1. Membership (include ex-officio members).
   Regular members: Patricia Anderson, Donald Philyaw, Rose Bailey, Jonathan Dembo, George Sigounas, Tom Shields, Mary Nyangweso, Brian Muzyk, Cheryl Johnson
   Ex-officio members: Kathy Misulis, Linda Ingalls, Lisa Hudson, Dave Tulis, Ralph Scott, Pamela Hopkins, Ryan Beeson

2. Meeting Dates
   (include members present and those who contributed to committee action, but were not at the meeting)
   - September 21, 2016: Tricia Anderson, Cheryl Johnson, George Sigounas, Jonathan Dembo, Donald Philyaw, Linda Ingalls, Kathy Misulis, Dave Tulis, Ralph Scott
   - October 19, 2016: Tricia Anderson, Donald Philyaw, Jonathan Dembo, George Sigounas, Tom Shields, Mary Nyangweso, Cheryl Johnson, Kathy Misulis, Linda Ingalls, Lisa Hudson, Ralph Scott
   - November 2, 2016: Tricia Anderson, Jonathan Dembo, Cheryl Johnson, Tom Shields, Lisa Hudson, Linda Ingalls, Kathy Misulis, Dave Tulis, Ralph Scott
   - November 16, 2016: Tricia Anderson, Rose Bailey, Jonathan Dembo, Tom Shields, Brian Muzyka, Cheryl Johnson, Kathy Misulis, Linda Ingalls, Ralph Scott
   - November 30, 2016: Cheryl Johnson, Jonathan Dembo, George Sigounas, Tom Shields, Kathy Misulis, Linda Ingalls, Dave Tulis, Ralph Scott
   - December 14, 2016: Tricia Anderson, Jonathan Dembo, Cheryl Johnson, Tom Shields, George Sigounas, Kathy Misulis, Lisa Hudson, Dave Tulis, Ralph Scott
   - January 18, 2017: Tricia Anderson, Rose Bailey, Jonathan Dembo, Brian Muzyka, Cheryl Johnson, George Sigounas, Tom Shields, Pamela Hopkins, Linda Ingalls, Kathy Misulis, Ralph Scott
   - February 1, 2017: Cheryl Johnson, Jonathan Dembo, Rose Bailey, Kathy Misulis, Lisa Hudson
   - February 15, 2017: Cheryl Johnson, Rose Bailey, Jonathan Dembo, George Sigounas, Tom Shields, Brian Muzyka, Linda Ingalls, Ralph Scott, Pamela Hopkins
   - March 29, 2017: Tricia Anderson, Rose Bailey, Jonathan Dembo, Tom Shields, Brian Muzyka, Cheryl Johnson, Kathy Misulis, Linda Ingalls, Lisa Hudson, Pamela Hopkins, and Ralph Scott
   - April 12, 2017: Tricia Anderson, Rose Bailey, Jonathan Dembo, Tom Shields, Cheryl Johnson, Kathy Misulis, and Pamela Hopkins
   - April 26, 2017: Tricia Anderson, Cheryl Johnson, Tom Shields, Jonathan Dembo, Brian Muzyka, Ralph Scott, and Lisa Hudson

3. Subcommittees established during the year (include progress and/or completion of work).
   For the 2016-2017 academic year, the committee worked again to streamline the review of unit codes prior to each meeting by having pairs of committee members complete a pre-review of the codes to be discussed. The pre-reviewers were assigned at the beginning of each semester and
were expected to present their comments and questions to the remainder of the committee at least one week in advance of the meeting. In several instances, the group whose unit code was being considered had done a preliminary revision before the committee meeting, and the process was streamlined with this action.

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.
   - Revision of signature page for unit codes
   - Review of the following codes:
     - Department of Geology (October 19)
     - Department of Geography, Planning, and Environment (October 19)
     - Department of Biology (November 2)
     - Department of Human Development and Family Sciences (November 16)
     - Department of Recreation and Leisure Studies (November 30 and April 12)
     - School of Social Work (December 14)
     - Department of Health Education and Promotion (January 18 and April 19)
     - Department of Interior Design and Merchandising (February 1)
     - Department of Kinesiology (February 15)
     - College of Business (March 29)
     - Department of Recreation and Leisure Studies (April 12)
     - Department of Health Education and Promotion (April 19)

5. **Reports to the Faculty Senate (include dates and resolution numbers).**
   - October 4, 2016, presentation of Department of Chemistry Code, FS Resolution #16-54
   - January 24, 2017, presentation of Department of Foreign Languages and Literatures Code, FS Resolution #17-08
   - January 24, 2017, presentation of Department of Geological Sciences Code, FS Resolution #17-08
   - April 18, 2017, presentation of College of Business Code, FS Resolution #17-42
   - April 18, 2017, presentation of Department of Biology Code, FS Resolution #17-42

6. **Business carried over to next year (list in priority order).**
   - Continue to work to review all unit codes submitted by individual units and assist units in revisions as needed
   - Work with unit codes from the College of Health and Human Performance to collect all 6 approved departmental codes from the college and move them forward for Faculty Senate consideration in a “bundle” when they are ready individually and collectively
   - Continue to design a process for streamlining pre-review and review of codes, be strategic and efficient in the meeting to consider a code, and design a system of shared responsibility for follow-up and reviewing changes made to a unit code after committee consideration

7. **Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year).**
   A. Charge: Appropriate
   B. Personnel: Amazing! This group of people individually and collectively have dedicated countless time and attention to detail for the opportunity to assist units in designing and approving unit codes of operation.
   C. Attendance: Excellent!
D. Responsibilities: Appropriate. It will be important to continue to “train” new committee members how to review codes and to be aware of expectations of all codes as compared to nuances of individual codes.

E. Activities: The committee has a routine that should be continued of discussing only one page from any code at any time. The chair of the committee says “Turn the Page” before anyone moves forward. This process helps define the work and the importance of every comment, and it has become part of the unique culture of this committee.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? If yes, when do you prefer: ___no______________________________

Signed: Chairperson

Vice Chair

Secretary