Meeting Date: 16 September 2015

Person Presiding: Tricia Anderson (Chair)

Regular Members in Attendance: Donald Philyaw, Tom Shields, George Sigounas

Ex-officio Members in Attendance: Lisa Hudson, Linda Ingalls, Kathy Misulis, Jane Trapp, David Tulis

Others in Attendance: John Stiller (Chair of the Faculty), Lori Lee (Faculty Senate Office)

Stiller called the meeting to order at 4:00 pm.

Actions of Meeting

Agenda Item:
Charge to the committee

Discussion:
Stiller presented the committee with its charge and additional overview information. In particular, each Faculty Senate standing committee now has its own Sharepoint site which all committee members have access to.

Agenda Item:
Officers elected for 2015-2016

Action Taken:
Anderson was elected chair, Sigounas vice-chair, and Shields secretary.

Stiller handed the duties of chairing the meeting to Anderson.

Agenda Item:
Department of Human Development and Family Science (HDFS; formerly Child Development and Family Relations) and College of Health and Human Performance codes of operations

Discussion:
The College of Health and Human Performance provisional code of operations was approved by the Chancellor before the HDFS unit code was approved by the Faculty Senate. Because HDFS is now a part of the College of Health and Human Performance rather than being a code unit unto itself, the HDFS code must be approved by the faculty of the College of Health and Human Performance to be included as part of the College provisional code. The Unit Code Screening Committee must then approve the revised College of Health and Human Performance provisional code, including the subsumed HDSF code.

Action Taken:
The committee elected to approve the revised College of Health and Human Performance provisional code without a full review if no or only nominal changes occur. If no full review is necessary, approval can be by electronic voting.
Assigned additional duties to:
Anderson will inform the committee of the outcome of the College of Health and Human Performance vote and set up electronic voting, if appropriate.

Agenda Item:
Approval of 15 April 2015 minutes

Action Taken:
The minutes were approved

Agenda Item:
Encouraging units to update long out-dated codes

Discussion:
Discussion was held about the need to find a way to have units with codes that are long past the five-year review required by the *ECU Faculty Manual* was discussed. In particular, there are at least two unit codes that have not been reviewed since 1999.

Assigned additional duties to:
The committee and the Chair of the Faculty will continue to look at ways to encourage especially the units with codes that have gone the longest without being reviewed to do so.

Agenda Item:
Items that must be included within unit codes and what can be attached as appendices

Discussion:
Many units include mention of documents developed outside the code process and then attach these documents as appendices to their codes. For example, appendices can concern standards for promotion and tenure for individual departments within larger code units. We may need clarification about what can be included as an appendix and what needs to be written into the main body of the code.

Action Taken:
As the committee spots issues, they will be marked and brought to the attention of Stiller as Chair of the Faculty.

Agenda Item:
University-wide criteria for emeritus status

Discussion:
Outgoing Chair of the Faculty, Andrew Morehead, addressed a memo dated 30 June 2015 to the Unit Code Screening Committee asking the committee to consider the possibility of developing university-wide criteria for granting the distinction of emeritus faculty status. If the committee feels that such criteria can be created, he requested that a report be given to the Faculty Senate by 1 December 2015.

The committee discussed the issue, raising questions about the ability to come up with university-wide criteria and noting that most departments have effectively used just the general language about emeritus status in the *ECU Faculty Manual* for the criteria required by the *ECU Faculty Manual* to be in a unit code.
Action Taken:
None taken at this meeting.

Agenda Item:
Meeting times, topics, and duties

Discussion:
Anderson’s teaching schedule this fall has her in class until 3:15 pm. Meetings could begin at their traditional 3:00 pm start time with Sigounas chairing until Anderson’s arrival, or a later start time could be found.

The committee has the revised College of Allied Health Sciences and Department of Foreign Languages and Literatures unit codes in hand and ready for review.

Action Taken:
The committee decided to have a 3:30 pm start time for its fall meetings.

The College of Allied Health Sciences code will be scheduled for review at the October meeting and the Department of Foreign Languages and Literatures code will be scheduled for review at the November meeting.

Assigned additional duties to:
Philyaw agreed to handle duties related to the electronic projection of codes the committee is reviewing during meetings.

NEXT MEETING: 21 October 2015 (142 Rawl Annex)

ITEMS TO BE DISCUSSED:

- College of Allied Health Sciences unit code

Meeting adjourned at 4:50 pm.

Submitted by Tom Shields, Committee Secretary