COMMITTEE: Unit Code Screening Committee

MEETING DATE: 21 September 2016

PERSON PRESIDING: Tricia Anderson (Chair)

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson (Vice-Chair), George Sigounas, Jonathan Dembo, Donald Philyaw

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Kathy Misulis, Dave Tullis, and Ralph Scott

OTHERS IN ATTENDANCE: John Stiller (Chair of the Faculty) and Lori Lee (Faculty Senate Office)

Stiller called the meeting to order at 3:30 pm.

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ACTIONS OF MEETING

Agenda Item: Charge to the committee

Discussion:
Stiller presented the committee with its charge and additional overview information. He noted that each Faculty Senate standing committee has its own Sharepoint site for members to access materials. He expressed appreciation to the committee members for their past and upcoming work on unit codes.

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Agenda Item: Officers elected for 2015-2016

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

Stiller handed the duties of chairing the meeting to Anderson.

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Agenda Item: Discussion about editorial revisions to Signature Page for Unit Codes

Discussion:
Stiller distributed a memorandum from his office requesting that we consider the proposed editorial revisions to the unit code signature page considered recently by the Faculty Governance Committee. The goal of any changes proposed is to better align the signature page with the procedures outlined in Part IV, Section II, Subsection II. There were multiple suggestions discussed, and the group recommended adding an additional signature line under #1 and #3, titled “Chair of Code Committee” and “Date.”

Action Taken:
The committee elected to approve the addition of two lines (identified above), considering the changes to be editorial changes. The motion was made by Sigounas and seconded before passing unanimously. Anderson will report the editorial changes to the next meeting of the Faculty Senate.
**Agenda Item**: Department of Chemistry Code

**Action Taken:**
Anderson reported on her review of the proposed unit code for the Department of Chemistry. Having met with the entire committee at the April 2016 meeting, the department had submitted all necessary changes. Anderson will report to the Faculty Senate at the October meeting that the Unit Code Screening Committee recommends approval of this unit code.

**Agenda Item**: Planning for committee work for the 2016-2017 Academic Year

**Discussion:**
Anderson reported that there were three codes that have been submitted for our review, including the Department of Biology code attached to the agenda for today’s meeting. During the April 2016 meeting, committee members received paper copies of the proposed codes for the Department of Geology and the Department of Geography. Since the Department of Geology changes had been considered at a previous committee meeting, it is expected that the Geology code will require less time to review.

Anderson described the time-consuming nature of reviewing each code multiple times before it has been completely revised to meet all substantive and/or editorial changes. She suggested that the group work with smaller sub-groups to help streamline both the first review and the final review (after corrections) of approved codes. She asked that the sub-groups make the first reviews of codes and send their recommended changes to all committee members in advance of the remaining committee members individually reviewing the code. Additionally, the committee encouraged Anderson to announce to the Faculty Senate that the committee members are willing to provide assistance and support to units currently developing revised codes.

**Action Taken:**
The committee decided to begin this year’s review of the three codes in the queue using this system. The following sub-groups volunteered to begin this new process:

- Department of Geology Code review: Linda Ingalls and Dave Tulis
- Department of Geography Code: Linda Ingalls and George Sigounas
- Department of Biology Code: Kathy Misulis and Cheryl Johnson and Jonathan Dembo

Each sub-group will send electronic copies, lists, or notes to the full committee membership at least two weeks in advance of any code being considered.

**Agenda Item**: Meeting Schedules and Number of Codes to be Reviewed during 2016-2017

**Discussion:**
Cheryl Johnson announced that the College of Health and Human Performance work to replace the Provisional Code with individual departmental unit codes was progressing. As of this date, three of the six departments have completed their code revisions. John Stiller made the request that when the six individual codes for the College come for approval to the Faculty Senate that they come as a “package” rather than being sent one by one for Faculty Senate approval. He explained that the Provisional Code will remain in effect until the end of the Fall 2016 semester, after which time the unit code process should be near completion.
Action Taken:

After discussion about the multiple codes to be considered within this academic year, the committee members agreed to meet twice each month until all submitted codes have been reviewed by the committee. The following schedule was agreed on by the committee:

- October 5: Comments sent to UCSC for the Department of Geology Code (Linda Ingalls and David Tulis)
- October 5: Comments sent to UCSC for the Department of Geography Code (Linda Ingalls and George Sigounas)
- October 19: Committee meeting for review of two codes (Department of Geology and Department of Geography)
- October 19: Comments sent to USCS for the Department of Biology Code (Cheryl Johnson and Kathy Misulis)
- November 2: Committee meeting for review of Department of Biology Code
- November 16: possible committee meeting
- November 30: possible committee meeting
- December 14: possible committee meeting

Committee members were asked to add these meeting dates to their calendars. Each meeting will begin at 3:30 p.m. and last until 5:30 p.m. unless the committee work is completed earlier.

NEXT MEETING:
Wednesday, October 19, 2016, 3:30 to 5:30 p.m., Rawl Annex 142

ITEMS TO BE DISCUSSED:
1. Approval of minutes from April 20, 2016 and September 21, 2016
2. Review of revised Unit Code for the Department of Geology
3. Review of revised Unit Code for the Department of Geography

Meeting adjourned at 4:45 pm.

Submitted by Tricia Anderson, Recording Secretary