COMMITTEE: Unit Code Screening Committee

MEETING DATE: 19 April 2017

PERSON PRESIDING: Tricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Rose Bailey, Jonathan Dembo, Tom Shields, Cheryl Johnson

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson, Pamela Hopkins

OTHERS IN ATTENDANCE: Don Chaney, Anthony Kulas, Karen Vail-Smith (Department of Health Education and Promotion)

Anderson called the meeting to order at 3:00 pm.

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ACTIONS OF MEETING

Agenda Item:
Review of the Department of Health Education and Promotion (HEP) Unit Code of Operations

Discussion:
The Committee’s comments, suggestions, and requested changes refer to the copy provided electronically by HEP just prior to the meeting. The following revisions were requested by the Committee:

Universal Changes (Code and Appendices)

- Capitalize Department when used as to identify the Department of Health Education and Promotion, both when it is explicitly stated as Department of Health Education and Promotion and when the HEP is understood but not stated (e.g., l. 158, Department staff); however, do not capitalize the general adjective departmental (e.g., ll. 167-168, departmental course offerings).

- Change “tenure track” and “tenure-track” to “probationary-term (tenure-track).” (The ECU Faculty Manual is not consistent in its use of hyphenation for probationary term/probationary-term and tenure track/tenure-track. Most grammar sticklers would say to use the hyphen in both; just be consistent in your choice to use the hyphenated form or not.)

Individual Changes

- l. 45: Insert “full-time” between All and appointed.

- ll. 91-92: Delete “Any appointment of an individual with adjunct faculty status to assume teaching responsibilities for pay is separate from adjunct status.”

- l. 63: Lower case emeritus status.

- l. 72: Insert a comma after appointments and before which; insert a comma after honorary and before are.
• ll. 92-94: Delete “Such”; capitalize Appointments; move the revised ll. 93-94 to the end of the paragraph at ll. 89.

• ll. 105: Lower case adjunct status.

• ll. 116: Increase the indent of “ADMINISTRATIVE ORGANIZATION” to be in line with the indentation of ll. 118.

• ll. 118: Insert a comma after Part IV and before and.

• ll. 137: Insert a comma after administer and before and.

• ll. 158: Change the comma after policy and before inventory to a semicolon.

• ll. 161-171: Lower case any use of departmental; capitalize any use of Department.

• ll. 236: Change “of” to “on.”

• ll. 239: Insert a comma after released and before if.

• ll. 267: Change “Chairs” to “Chair.”

• ll. 268: Insert “shall” between and and assist.

• ll. 292: Change “monitors” to “monitor.”

• ll. 319: Insert “and” after the semicolon.

• ll. 322: Change the semicolon to a period; delete “and.”

• ll. 326: Change “Directors” to “Director.”

• ll. 328: (optional) Delete “Department.”

• ll. 337: Change “their” to “his or her” or “his/her.” (The use of they, their, etc. as a singular gender-neutral pronoun seems to be coming, but is still not acceptable in formal use by most major style manuals, the one exception being the Associated Press.)

• ll. 368: Decrease the indent of “COMMITTEES OF THE UNIT” to be in line with the indentation of ll. 370.

• ll. 391-392: Insert a blank line between items 1) and 2).

• ll. 404: Insert “all” between of and voting.

• ll. 430: Insert a comma after Manual and before Part; hyperlink Part IV to the appropriate part of the ECU Faculty Manual.

• ll. 444: Change “their” to “its.”
• l. 497: Insert “a” between or and designee.

• l. 507: Change “programmatic” to “program” or “degree program.”

• ll. 522-523: Change “for all Department, College, and University scholarships” to “for all Department and, when appropriate, College and University scholarships.”

• l. 531: Change “from the Chair with consultation from the Faculty” to “by the Chair in consultation with the Faculty.”

• l. 579: Delete “the” between and appointment.

• l. 652: Change “increase” to “increases.”

• l. 670: Insert a period after VIII.

• l. 712: Delete “and advising.”

• ll. 711-898: Delete all instances of “(see above).”

• l. 748: Insert a comma after Part IX and before that.

• l. 753: Delete “and advising.”

• l. 808: (optional) Insert “sources” after funding.

• l. 820: Insert a comma after Part IX and before that.

• l. 839: Delete the dash between Service and formal; start a new line following Service; insert “Service may include” before formal.

• l. 873: Insert a comma after activities and before such.

• l. 887: Insert a comma after profession and before such.

• l. 903: Insert a comma after title and before follow.

• l. 913: Change “the unit, as given in the ECU Faculty Manual” to “the unit and as stated in the ECU Faculty Manual.”

• l. 1005: Insert a comma after Guidelines and before which.

• l. 1006: Insert a comma after Part IX and before and.

• l. 1044: Delete “for” between Review) and at.

• ll. 1046-1047: Delete “will be required”; insert “is desirable” after outside the Department.

• l. 1052: Change “programmatic” to “program” or “degree program.”
Department of Health Education and Promotion (HEP) Faculty Guidelines

- II. 207-208: Change “Teaching/Advising, Research/Scholarly Productivity, Service, Other” to “Teaching, Research, Service, Other” (to match the language within the main body of the code).

- I. 226: Delete “/Advising.”

- I. 253: Delete “Productivity.”

Action Taken:
A motion to approve the Department of Health Education and Promotion Unit Code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the Department of Health Education and Promotion in making the requested revisions.

Agenda Item:
Department of Kinesiology Unit Code Revisions

Discussion:
Pre-review of the resubmitted Department of Kinesiology Unit Code showed that a significant number of required and requested revisions from the 15 February 2017 meeting had not been done. For that reason, it was taken off the agenda for today. Pre-review comments will be sent to the Department of Kinesiology along with reminders of what had been requested at the previous review of its code.

When the Department of Kinesiology Unit Code does come back for review, the Committee will need to consider how much of what is required in a code can be included in attached guidelines rather than in the main body of a code.
Assigned additional duties to:
Shields will collate all the materials concerning the required and suggested revisions to the Department of Kinesiology Unit Code and send them to the Department.

NEXT MEETING:   26 March 2017 (Winslow’s Tavern)

ITEMS TO BE DISCUSSED:

- Unit Code Screening Committee annual report.
- Celebration of a banner year of unit code reviewing.

Meeting adjourned at 4:12 pm.

Submitted by Tom Shields, Committee Secretary