COMMITTEE: Unit Code Screening Committee

MEETING DATE: 26 April 2017

PERSON PRESIDING: Patricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Jonathan Dembo, Cheryl Johnson, Brian Muzyka, and Tom Shields

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson and Ralph Scott

Anderson called the meeting to order at 4:30 pm at Winslow’s Tavern

ACTIONS OF MEETING

Agenda Item:
Approval of the 12 and 19 April 2017 minutes

Action Taken:
The minutes were approved

Agenda Item:
Approval of the Unit Code Screening Committee 2016-2017 Annual Report

Discussion:
Information concerning who was in attendance at the April 12 and 19 meetings in addition to from the current meeting would be added as well as the Faculty Senate Resolution numbers from the April 18 Faculty Senate meeting would be added before submitting the final report.

Action Taken:
The annual report was approved with assumption the needed information would be added.

Assigned additional duties to:
Anderson will make the required additions; Anderson, Johnson, and Shields will sign the report and submit it to the Faculty Senate office.

Agenda Item:
Potential improvements for the committee’s operation

Discussion:
The following points were brought up that might help members have easier access to materials:

- Rearranging the committee’s SharePoint site to organize materials by each code being reviewed rather than by meeting dates
- Look again into electronic distribution of codes for review

Action Taken:
The committee will look into these possibilities at the start of the next academic year.
NEXT MEETING: TBA (Fall 2017)

ITEMS TO BE DISCUSSED:
Organization of the Unit Code Screening Committee for 2017-2018 academic year.

The formal meeting was adjourned at 4:50 pm; socializing continued.

Submitted by Tom Shields, Committee Secretary