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

**ACTIONS OF MEETING**

**Agenda Item:** Minutes of 26 April 2017

**Action Taken:**
The minutes were approved

**Agenda Item:**
Election of Committee Officers for 2017-1018 Academic Year

**Action Taken:**
Johnson was elected Chair; Shields was elected Secretary.

Election of Vice Chair was postponed until the next meeting, where it will be the first order of business.

Johnson took over as presiding officer for the meeting.

**Agenda Item:**
Meeting Dates for 2017-1018 Academic Year

**Discussion:**
The following are the standard meeting dates for the coming year:

- September 20, 2017
- October 18, 2017
- November 15, 2017
- January 17, 2018
- February 21, 2018
- March 21, 2018
- April 18, 2018

**Action Taken:**
It was determined that meetings will be from 3:30-5:00 pm in 142 Rawl unless otherwise announced.

**Agenda Item:**
Business Carried Over from 2016-2017

**Discussion:**
- Continue working 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.

Codes from the School of Social Work and from the Department of Kinesiology were reviewed last year with instructions from the Committee to revise and resubmit. We have the School of Social Work’s revised code for review but not that from the Department of Kinesiology. The Committee does not contact departments to remind them about revising and resubmitting—that is the department’s responsibility.

- 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.

- Lee will work with Johnson about getting the vacant Committee seats filled.

**Agenda Item:**
Assignment of Pre-Reviews for Upcoming Codes

**Discussion:**
Prereviews should be sent to Johnson two weeks in advance.

**Action Taken:**
Misulis, Muzyka, and Shields will prereview the Academic Library Services proposed code for the October 18 meeting; prereviewers should aim to get their notes to Johnson two weeks in advance, i.e., by October 4.

Cordova, Johnson and Ratcliff will prereview the School of Social Work proposed code for the November 15 meeting.

**Assigned additional duties to:**
Johnson will distribute prereviews to committee members and to the units whose codes are being prereviewed.

**Agenda Item:**
Additional Upcoming Business for the Committee

**Discussion:**
Our aim is to review one code per meeting. New Committee members should make themselves familiar with the *ECU Faculty Manual* requirements for codes.

The following departments’ current codes are most out of date and the departments should be pushed to revise their current codes:
• Economics
• Mathematics
• Physics
• Philosophy & Religious Studies

NEXT MEETING: 18 October 2017, 3:30 pm (142 Rawl)

ITEMS TO BE DISCUSSED:

• Election of a Committee Vice Chair

• Review of the Academic Library Services Code

Meeting adjourned at 4:15 pm.

Submitted by Tom Shields, Committee Secretary