COMMITTEE: Unit Code Screening Committee

MEETING DATE: 17 October 2018

PERSON PRESIDING: Cheryl Johnson, Chair UCSC

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson, Tim Hackett, Gail Ratcliff, Karen Jones, Melissa Rhodes, and Ken Ferguson

EX-OFFICIO MEMBERS IN ATTENDANCE: Melinda Doty, Lisa Hudson, Linda Ingalls, Kathy Misulis

OTHERS IN ATTENDANCE: Charlie Ewen, Department of Anthropology representative

ABSENT: Regular Members—Leah Cordova and Brian Muzyka

Cheryl Johnson called the meeting to order at 3:30 pm.

ACTIONS OF THE MEETING

Agenda Item: Health Sciences code previously reviewed

Discussion: The Health Sciences code with revisions will be brought back to the committee in November. We will review it as a “clean” copy for new members who did not previously review it.

Agenda Item: December Meeting

Discussion: There will be no December meeting.

Agenda Item: Minutes of 29 August 2018

Discussion: None

Action Taken: Minutes approved as distributed.

Agenda Item: Review of Anthropology Code

Discussion: The following revisions were made:

- ll. 37-40: Add statement “Only Graduate Faculty may vote on matters involving the graduate program(s), including voting on graduate faculty status for other faculty members.”
- l. 76: Insert “(hereafter “Chair”)” following “Department Chair”
• l. 84:  Change “Oversight” to “Oversees”
• l. 85:  Change “Lead” to “Leads”
• l. 86:  Change “Oversight” to “Oversees”
• l. 88:  Change “Preparation” to “Prepares”
• l. 93:  Change “Conducting” to “Conducts”
• l. 94:  Change “Keeping” to “Keeps”
• l. 97:  Change “Scheduling” to “Schedules”
• l. 100: Change “Distribution” to “Distributes”
• l. 102: Change “Hiring” to “Hires”
• l. 104: Change “Requisition and purchase” to “Requisitions and purchases”
• l. 110: Change “Designating” to “Designates”
• l. 111: Change “Providing” to “Provides”
• l. 112: Change “Serving” to “Serves”
• l. 114: Change “Assignment” to “Assigns”
• l. 116: Change “Ensuring” to “Ensures”
• l. 117: Change “Completing” to “Completes”
• l. 123: Change “Serving” to “Serves”
• l. 125: Change “Advising” to “Advises”
• l. 127: Change “Advising” to “Advises”
• l. 130: Change “Keeping” to “Keeps”
• l. 132: Change “Processing” to “Processes”
• l. 134: Change “Keeping” to “Keeps”
• l. 136: Change “Lead” to “Leads”
• l. 138: Change “Coordinating” to “Coordinates”
• l. 143: Change “Advising” to “Advises”
• l. 145: Change “Represent” to “Represents”
• l. 146: Change “Keeping” to “Keeps”
• l. 148: Change “Answering” to “Answers”
• l. 149: Change “Conducting” to “Conducts”
• l. 150: Change “Lead” to “Leads”
• l. 152: Change “Coordinating” to “Coordinates”
• l. 154: Change “Provide” to “Provides”
• l. 121: Add statement “The Director of Graduate Studies is appointed by the Chair.”
• l. 141: Add statement “The Director of Undergraduate Studies is appointed by the Chair.”
• l. 103: Delete “etc.” and add “such as” at beginning of list
• l. 128: Delete “etc.” and add “such as” at beginning of list
• ll. 162-164:
  o Move first sentence to l. 159 below Responsibilities as a stand-alone statement.
  o Delete second sentence reference to Appendices C and D.

• ll. 160-172:
  o Capitalize all "director" references
  o Remove all "of the Laboratory" when it follows "the Director"

• l. 188: "2. Personnel Committee" becomes “B. Personnel Committee, Tenure Committee, Promotion Committees, Performance Review (Post-Tenure Review) Committee”
  • l. 189  1. The Personnel Committee….
  • l. 197  2. The Tenure Committee….
  • l. 201  3. Promotion committees…
  • l. 205  4.a. The Performance Review.…
  • l. 210  4.b. The committee shall function.…

• l. 179: Amend after members ", two of whom must be graduate faculty members,"

• l. 182: Reformat ii. below i.

• l. 184: Add "or programs" to end

• l. 185: Add sentence "Only graduate faculty may vote on graduate curricula." before last sentence (The faculty's…)

• l. 211: Add hyperlink for “guidelines”

• l. 213: Capitalize “department”, delete “attached to this Code”, and add period at end of sentence

• l. 239: Delete “not less than”

• l. 240: Insert commas after “productivity” and “specified”

• l. 306: Capitalize "where" and add period at end of sentence

• l. 312: Delete phrase beginning “sound academic practice…". Replace with "No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor."

• l. 326: Correct spelling “professional"

• l. 359: Remove period after 2)

• l. 377: Delete phrase beginning “sound academic practice…". Replace with "No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor."

• l. 447: Correct format of “meaningful"

• l. 449: Delete “Evaluations" in title

• l. 475: Delete “Demonstrate"  

• l. 480: Add period at end of sentence

• l. 504: Delete c) Science Fair Judge

• l. 505: Becomes c)
• I. 506: Becomes d)
• I. 517: Correct formatting to move ii. out for alignment
• I. 511: Insert “clarifying” following “the Chair will provide a”
• II. 512-513:
  o Replace “a” with “the clarifying” following “if applicable,”.
  o Delete “concerning change in title”
• I. 527: Insert “clarifying” following “provide a”
• I. 528:
  o Replace “a” with “the clarifying” following “if applicable,”.
  o Delete “concerning change in title”
• I. 533: Faculty Senate Website hyperlink will become hyperlink to Department Guidelines
• I. 538: Add “with one week’s notice” following “agenda”
• I. 540: Add “with one week’s notice” following “departmental meeting”
• II. 545-547: Replace with “The unit’s major planning documents, assessment documents, Unit Academic Program Review, and other major reports shall be provided with at least one week’s notice prior to voting.”
• I. 574: Delete “ECU Faculty Manual, Part IV” and leave hyperlink
• II. 567-568: Replace “based on the student need/demand for a course” with “assigned by the chair”

Action Taken:
Motion to approve Anthropology Code as amended made by Gail Ratcliff, seconded by Tim Hackett, approved unanimously

NEXT MEETING: 14 November 2018 3:30-5:00 pm 129 Rawl

ITEMS TO BE DISCUSSED:

• College of Allied Health Sciences Revised Code

Meeting adjourned at 5:05 pm

Submitted by Melissa Rhodes, Committee Secretary