COMMITTEE: Unit Code Screening Committee

MEETING DATE: April 17, 2019

PERSON PRESIDING: Cheryl Johnson, Chair UCSC

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson, Brian Muzyka, Timm Hackett, Karen Jones, Melissa Rhodes, and Ken Ferguson

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

OTHERS IN ATTENDANCE: Elizabeth Kettermann and Kerry Sewell—Laupus Library

ABSENT: Regular Members—Gail Ratcliff, Leah Cordova

Cheryl Johnson called the meeting to order at 3:33 pm.

ACTIONS OF THE MEETING

Agenda Item: Minutes from March 20, 2019 meeting

Discussion: No discussion

Action Taken: Approved via email vote

Agenda Item: Codes for Department of English and School of Theatre and Dance (SoTD)

Discussion: English Department code needs official approval recorded by UCSC before submission to Faculty Senate.

Action Taken: English Department code unanimously approved. English and SoTD codes to be presented to Faculty Senate April 23, 2019.

Agenda Item: Final review and vote on Code Template

Discussion: New section added for Program Coordination as well as other examples throughout.

Action Taken: Karen Jones moved to approve Template as submitted, 2nd by Kathy Misulis. Approved unanimously.

Agenda Item: UCSC End of Year Report
**Discussion:** Edits made to attendance records. Timm will update report with final resolution numbers once available.

**Action Taken:** Brian Muzyka moved to approve with edits, 2nd by Melinda Doty. Approved unanimously.

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**Agenda Item:** Second Review of Laupus Library Unit Code

**Discussion:**

Universal Changes
- Remove all references to page numbers and replace with section references.

Individual Changes
- Section III.A. Delete reference to “Appendix L, Section G” and replace with “Part II”.
- Section IV.B.1.b.3. Change “….at or above the rank” to “…at or above the title”
- Section V.A.3. Prior to last sentence of introductory paragraph, insert the following sentence:
  “If a faculty member wishes to meet with the Director regarding their evaluation, they will request the meeting in writing.”
- Section V.B.2. At end of section, delete sentence “In the case of a dispute, university grievance procedures are available (see ECU Faculty Manual, Part IX).”
- Section V.B.3. Prior to last sentence of introductory paragraph, insert the following sentence:
  “If a faculty member wishes to meet with the Director regarding their evaluation, they will request the meeting in writing.”
- Section V.B.6. Correct numbering—there are two V.B.5s.
- Section V.B.6. After V.B.6.f., change “Part IX” reference to “Part XII”.
- Section VII.C. Delete reference to "Appendix L, Section E” and replace with “Part IV”.

**Action Taken:** Motion to approve Laupus Library Code with discussed changes made by Melinda Doty, 2nd by Karen Jones. Code approved unanimously.

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**NEXT MEETING:** TBA

Meeting adjourned at 4:19 pm

Submitted by Melissa Rhodes, Secretary