COMMITTEE: Unit Code Screening Committee

MEETING DATE: October 17, 2012

PERSON PRESIDING: Tricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Tricia Anderson (C), Linc Conn, Deedee Glascoff, Melissa Nasea (S), Tom Shields, George Sigounas

EX-OFFICIO MEMBERS IN ATTENDANCE: Martin Bier, Linda Ingalls, John Kerbs, Katherine Misulis, John Rummel, Lisa Sutton

OTHERS IN ATTENDANCE: Lori Lee

ACTIONS OF MEETING

The meeting was called to order at 3:30 pm by Chair Patricia (Tricia) Anderson.

The minutes of the September 5 meeting were approved as submitted.

Prof. Anderson said she had talked to a unit representative who was ready to submit a code that had been prepared prior to the recent revision of the Faculty Manual and the preparation of the draft documents by this Committee.

After discussion, the Committee reached a consensus on several points:

- As of October 17, 2012, all unit codes submitted to the Committee must conform to the Committee’s revised templates. A unit code that does not conform will be returned to its unit.
- Unit codes may include other relevant sections as long as they conform to the same relative order as the template.
- A unit must submit clean copies of its code documents.
- A unit may choose to submit explanatory documents along with its code (such as a table of changes) but this is not required.

Prof. Anderson will convey this information to the unit representative.

The Committee voted to approve the following documents:

- General Guidelines for Writing and Revising a Unit Code of Operation
- Cover/Signature Page for revised codes
- Cover/Signature Page for provisional codes
- Memorandum for revised codes
- Memorandum for provisional codes

The Committee discussed the Unit Code of Operation format. Changes will be made to the Preamble and Sections II, V, VII, and IX. Many sections of the Faculty Manual are referenced in the format; hyperlinks will be added to as close as possible to these sections.

A clean copy of the revised format will be submitted to the Committee members for an e-mail vote. Committee members are asked to check the references to the Faculty Manual for accuracy and completeness.
Since the Education Policies and Planning Committee approves provisional codes, Prof. Anderson will send it the Cover/Signature Page for provisional codes, Memorandum for provisional codes, and revised Unit Code of Operation format for their approval.

At the next meeting of the Faculty Senate, Prof. Anderson will announce the new templates. She will note that all unit codes are out of compliance with the revised Faculty Manual.

Once the revisions are approved, the documents will be submitted to the Faculty Senate for approval.

The meeting was adjourned at 5 pm.

**NEXT MEETING:** November 14 @ 3:30 pm in Brewster B-104 {NOTE: The place may be changed}

**ITEMS TO BE DISCUSSED:**

Next meeting:

Future meetings:

January 16, 2013 meeting: Review of the complete UCSC charge – including possible addition of a standing meeting time on the 3rd Wednesday of each month and possible addition under “Power of the Committee to Act without Senate Approval” of the power to contact units with outdated codes

Committee annual report – due May 1, 2013