COMMITTEE: Unit Code Screening Committee

MEETING DATE: January 25, 2012

PERSON PRESIDING: Michael Duffy

REGULAR MEMBERS IN ATTENDANCE: Salman Abdulali, Yan-Hua Chen, Linc Conn, Michael Duffy, Melissa Nasea (secretary)

EX-OFFICIO MEMBERS IN ATTENDANCE: Kathy Misulis, Lisa W. Sutton, Christine Zoller

GUESTS IN ATTENDANCE: Cheryl McFadden

ACTIONS OF MEETING

The meeting was called to order at 10 am.

The minutes of the November 22 meeting were accepted as written.

Cheryl McFadden introduced the revised College of Education code.

The Program Prioritization Committee (PPC)’s reports may affect the departmental structure in the future.

The code lacks criteria for defining emeritus status and for professional advancement of fixed term faculty as defined in the newly revised Appendix C.

The code lacks some things in the “General Guidelines for Writing and Revising a Unit Code of Operation” http://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/guidelines.htm. Among them are: parts of Section IV plus Sections VI – IX. In addition, Sections X and XI (lines 1037-1048) need to be edited to conform to the Guidelines.

At the top of all of the pages, the phrase “(Department names only)” should be deleted.

The Cover Page is a single page from “Effective date” to “Part(s) Effective”.

Lines 29 – 31 Delete “(Section II:” to “election)”

Line 36 Start a new page with the unit name and PREAMBLE

Lines 63-64 It is confusing to have “unit” used in 2 different ways (Lisa Sutton checked the BSOM code as the code covers 19 departments. The BSOM code does not have a similar sentence.)

Lines 98-102 Revise in accordance with the newly revised Appendix F; also change “Appendix F” to “Appendix F of the ECU Faculty Manual.”

Lines 100-101 Change “code unit head” to “dean”

Lines 104 – 118 Review these 2 sections. Can they be combined?
Lines 106-107 Include reference to Appendix D and explain who can vote according to which appendix. Also, if there are ever any situations where anyone else can vote, these situations need to be defined (perhaps by using “on all other issues”)

Lines 116-118 Check with Appendix F

Lines 122 – 127 Needs to include that departments may have associate and/or assistant chairs (see also line 212)

Lines 129 – 130 Consider whether this sentence is needed

Line 138 Review whether each department has and must have such a committee

Line 142; 581 – 752 Specify whether the student members of each committee can or cannot vote

Lines 177 – 182 Consult Appendix D

Line 177 Change “each department” to “each department Personnel Committee”

Line 180 It is suggested that the total membership of the search committee should be an odd rather than an even number

Line 181 Appendix D requires that the Personnel Committee select the search committee members

Lines 184 – 191 Consult the online EPA Hiring Policies course

Lines 190 – 191 Consult Appendix D

Lines 200, 266, 273, 314, 358, 403, 466-484 Nominating committees; add search committees if used Consult and reference BOT policies “Appointment and Review of Administrative Officers at ECU” and “Implementation Guidelines for Administrative Reviews in Accordance with Board of Trustees Policy” attached to Appendix L as appropriate
https://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixl/1107BOTimplementation.htm

Line 210+ “Officers of the College of Education”: Describe all officers that are mentioned anywhere in the Code (including those at 394, 610-611, 655)

Line 219 See BOT policies

Line 269-271 See BOT policies

Reformat lines such as 294-306, 347-349, 990

Line 308-309 See BOT policies

Line 358 Search or nominating committee?

Line 402 See BOT policies

Lines 451 – 484 See BOT policies
The meeting was adjourned at 12 pm.

**NEXT MEETING**: To be announced

**ITEMS TO BE DISCUSSED:**

Future meetings will discuss: revised Dept. of Psychology code; revised Dept. of Sociology code; Academic Library Services code; revised College of Education code