COMMITTEE: Unit Code Screening Committee

MEETING DATE: January 23, 2013

PERSON PRESIDING: Christine Zoller

REGULAR MEMBERS IN ATTENDANCE: Tricia Anderson (C), Melissa Nasea (S), Tom Shields, George Sigounas, Christine Zoller (VC)

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Katherine Misulis

OTHERS IN ATTENDANCE: Cheryl McFadden, Maureen Ellis

ACTIONS OF MEETING

The meeting was called to order at 1 pm by Vice Chair Christine Zoller. Since the code being discussed was from Chair Anderson’s college, she asked Vice Chair Zoller to preside.

The minutes of the December 16 meeting were approved as submitted.

Prof. McFadden represented the College of Education (COE) for its code revision. The COE code is being presented because two departments recently merged and because of the changes to the ECU Faculty Manual. She thanked the Committee for its work on the code template.

The requested changes are:

Consistently italicize Faculty Manual throughout the code.

Use “Assistant/Associate Dean(s)” throughout the code.

Check on the indents (such as lines 118, 297) in the printed copy.

Line 6: Delete “UNC”

L 24: Add the definition of the COE faculty from the previous version of the code as subsection A

L 31-34: Move the sentence starting “Only Graduate” to line 54, the end of the Graduate Faculty section

L 42-43: Move “recommendation by the respective department chair” after “affirmation of … graduate faculty”
L 24 – 62: Re-letter the sections (faculty, voting faculty, graduate faculty, and emeritus faculty) as A - D

L 118: After “Advisory Council” add “, as defined in Section IV of this code.”

L 122 and 129: Change “personnel committee” to “personnel and/or faculty committees”

L 153: Change “approval of” to “approval or disapproval of”

L 186: Change “matters” to “procedural matters”

L 260: Change “units.” to “units as required.”

L 301: Delete “within”

L 373-376: Make the sentence “Each department … search functions.” a separate paragraph

L 388 – 393: Start a new paragraph at “The appointed Director”

L 396: Change “Advisory Council” to “Advisory Council of the College of Education”

L 430: Change “Standing Committees” to “Faculty Standing Committees”

L 439: Change “meetings” to “meeting”

L 536: Change “In addition, a” to “In addition, the Dean appoints a”

L 538: Change “member will serve” to “member to serve”

L 539: Start a new paragraph at “The Technology Committee”

L 601: Change “presentation” to “presentations”

L 736 – 759: Indent the three ranks under the “Standards for Promotion” (lines 731 – 734)

L 842 – 843: Delete the sentence “The unit administrator will not participate in this vote.”

A motion was made and seconded to approve the College of Education Code with editorial changes, subject to review by the Chair and representatives of the committee. The motion passed.

The meeting was adjourned at 2:20 pm.
**NEXT MEETING:** February 20, 2013 @ 1-3 pm in 142 Rawl Annex

**ITEMS TO BE DISCUSSED:**

**February 20 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. Also see the editorial revisions made in November 2012 to the UCSC charge to make it correspond to the revised *Faculty Manual*. These were announced at the end of the agenda for the December 4 Faculty Senate meeting.

Consider conducting training sessions with code unit representatives. Session might include a model code.

**Future meetings:**
Committee annual report – due May 1, 2013