COMMITTEE: Unit Code Screening Committee

MEETING DATE: March 21, 2012

PERSON PRESIDING: Patricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Tricia Anderson, Yan-Hua Chen, Deedee Glascoff, Melissa Nasea (secretary), Marieke VanWilligen

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, John Rummel, Lisa W. Sutton, Christine Zoller

GUESTS IN ATTENDANCE: Bryna Coonin, Jan Lewis

ACTIONS OF MEETING

The meeting was called to order at 9 am.

The minutes of the January 25 meeting were accepted as written.

Melissa Nasea had emailed the Committee that Attachment 5 of the March 27 Faculty Senate meeting agenda was a report from the Faculty Governance Committee titled "Proposed Revisions to the *ECU Faculty Manual*, Appendix L. ECU Code". The UCSC had not been notified about this by Governance. Concerns were raised about the potential confusion between the terms "Code Unit" and "Unit Code." Prior experiences by the committee members verified that there has been a level of confusion across campus regarding the definitions of both of these terms and the processes associated with either establishing or altering either Code Units or Unit Codes.

The Unit Code Screening Committee then approved the following motion to the Faculty Governance Committee:

> The Unit Code Screening Committee (UCSC) asks the Faculty Governance Committee to either pull Attachment 5 (the Faculty Governance Committee Report titled "Proposed Revisions to the *ECU Faculty Manual*, Appendix L. ECU Code) from the March 27, 2012 Faculty Senate Agenda OR alter the document before the Faculty Senate meeting because of both formatting and clarity concerns from the UCSC.

The UCSC also will invite members of the Faculty Governance Committee to meet to discuss revisions to the code unit and unit code sections of the ECU code. The USCS will send the Faculty Governance Committee proposed revisions to the Appendix L sections C and D.

Chair Anderson is also a Faculty Senator and will speak on this issue if needed.

Over the summer M. Nasea will work on a draft revision of the "General Guidelines for Writing and Revising a Unit Code of Operation" based on the Governance report and proposed revisions.

T. Anderson will work on a Word template for unit codes to make it easier on units.

L. Sutton and M. Nasea will contact Committee member Linc Conn of Dental Medicine and try to meet with SODM on their first code.

T. Anderson will draft the Committee annual report and ask for electronic comments.

Vice Chair Michael Duffy will schedule a meeting on the College of Education code.

Lori Lee sent the Committee a memo from Chancellor Ballard about the College of Allied Health Sciences code and the College of Technology and Computer Science code. The Chancellor will approve the CAHS code if several specific changes are made. L. Ingalls has been asked to work with CTCS on their code.

Jan Lewis and Bryna Coonin introduced the revised Academic Library Services (Joyner Library) code.

Chair Anderson will discuss code formatting issues with Academic Library Services.

Changes:

Add "Effective date:" and "Latest Rev. date" to the top of the cover page (see the Cover Page Example)

Lines 27-28 Add "the Library" and "ALS" to the list

Line 40 After "To cast a vote on issues listed in the current version of *Appendix L*" add ", a member must meet the criteria stipulated in *Appendix L*."

52 Delete "II A 1"

Lines 53, 56, 82, etc. Change "EPA Administrative personnel" to "EPA Non-Faculty"

64 Change "II.B.5" to the renumbered reference to "Dean's Council" on the current line 142

71 Change "1." To "C" and renumber the following section(s)

82 Change "assign titles and duties" to "assign functional titles (e.g. XX) and duties" [substitute one or more ALS functional titles for the XX]

87 Change "beginning" to "initial"

110 After "staff" add "in a timely manner"

Lines 112 and 113 Change "dean" to "dean(s)"

Lines 114 and 120 After "faculty member" add "and in accordance with established university policies."

156 Change "C" to "D"

161, 355, 652 Change "*Robert's Rules of Order"* to "*Robert's Rules of Order, Newly Revised"*

162 Add “A.” before “Library Assembly” and renumber the following section(s)

166 Chance “Section IV” to “Section II”

175 Change “librarian ship” to “librarianship

177 Delete “on their approval”

179 Change “Materials” to “Agendas and materials”

192 Change “Committee” to “Committees”

Lines 196, 264, 296, 312, 327 Add “performs” before “other”

229 Change “up to” to “at most”

Lines 304, 307, and 309 Change “policies” to “procedures”

Line 304, 306 Change “policy” to “procedure”

311 Add “internal” before “policy manual”

322 Change “promote attitudes that affirm, respect and celebrate diversity” to “promotes a culture that affirms, respects and celebrates diversity”

326 Change “develop and implement” to “develops and implements”

368 Change “complete” to “make”

369 Change *“Manual*.” to “*Manual* and established university policies.”

374 Change “reappointment, tenure, promotion, and performance” to “reappointment, conferral of tenure, promotion, and five-year performance”

395 Delete “full”

414 Change “100% teaching.” To “100% librarianship responsibilities (teaching).”

417 Change “head of service” to “head of operational service”

423 Change “other faculty members submit their annual report to the relevant head of service” to “other faculty members initially submit their annual reports to the relevant operational heads of service”

431 Change “promotion.” To “promotion through inclusion of the individual’s Personnel Action Dossier (PAD) in accordance with established university policies.”

459 Change “Planning assessment” to “Planning and assessment”

536 Change “same-year” to “block”

538 Change “at the beginning of each academic year.” To “in accordance with established university policies.”

Lines 552-555 Delete the sentence beginning “Although”

Lines 566-567 Delete “hold an appropriate terminal degree”

585 Change “decisions” to “recommendations”

587 Change “A single” to “The”

589 Change “*Manual*.” To “*Manual* and established university policies.”

661 Change “to university” to “to established university”

674 Change “merit.” To “merit, as allowed by established university policies.”

The Unit Code Screening Committee then approved a motion to approve the Academic Library Services unit code as amended.

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; revised College of Education code; revising the “General Guidelines for Writing and Revising a Unit Code of Operation” http://www.ecu.edu/cs-acad/fsonline/customcf/committee/uc/guidelines.htm and preparing a unit code template