Unit Code Screening Committee Meeting

April 7, 2011 – MINUTES

The Unit Code Screening Committee met on Thursday, April 7, 2011 at 10:00 a.m. at 142 Rawl Annex.

Members in attendance: Timm Hackett, Kathy Misulis, Salman Abdulali, Yan-Hua Chen, Melissa Nasea, Marieke VanWilligen, Linda Ingalls, George Sigounas, Christine Zoller

Guests in attendance: Lori Lee, Puri Martinez

The following business was conducted:

1. Welcome and overview of the business of the meeting by Timm Hackett:
   a. Reports by the Unit Code Screening Committee and the Faculty Governance Committee would be reviewed.
   b. Puri Martinez would be arriving at 11:00 to review the report by the Faculty Governance Committee.
   c. The intent was to present both reports at the April 19th meeting of the Faculty Senate.

2. The document entitled “Revised General Guidelines for Writing and Revising a Unit Code of Operations” was reviewed.

3. There was discussion regarding the process and degree of (and need for) clarity between the report of the Faculty Governance Committee, the proposed new section to the Faculty Manual, and the “Revised General Guidelines” document.

4. There was discussion regarding the amount of specificity needed within codes, for example within sections related to tenure/promotion requirements.

5. There was discussion regarding the function, purpose, and role of the Unit Code Screening Committee with regard to sections in codes addressing personnel actions (such as tenure and promotion), while also maintaining compliance with the university’s established policies and procedures.

6. A suggestion was made to include links to departmental guidelines.

7. There was discussion regarding the inclusion of annual evaluation criteria within codes, as this varies among codes.

8. Discussion also included the review process for updates and revisions to codes, and the role of the Unit Code Screening Committee.

9. There was discussion associated with the timing associated with code review, including review of the entire code and/or amendments.
10. The committee secretary left at 11:00 to attend another meeting. Lori Lee then recorded notes which reflected items from the two attached documents that were discussed at the meeting (attached with highlights in blue).

11. Puri Martinez reviewed the Faculty Governance Committee Report. Discussion followed. Items in blue were discussed, as per Lori Lee’s notes on the attached documents.

12. After discussion of the reports, a recommendation and request was made to remove the presentations of both committees from the April 19th Faculty Senate Agenda.

Respectfully Submitted,

Katherine E. Misulis, Committee Secretary