

Unit Code Screening Committee Meeting

August 26, 2010 – MINUTES

The Unit Code Screening Committee met on Thursday, August 26, 2010 at 2:00 p.m. at 142 Rawl Annex. This meeting was the first meeting of the 2010-2011 academic year.

2010-2011 Committee Members include:

- Timm Hackett, English
- Kathy Misulis, Education
- Salman Abdulali, Mathematics
- Yan-Hua Chen, Medicine
- Michael Duffy, Art and Design
- Melissa Nasea, Health Sciences Library
- Marieke VanWilligen, Sociology
- Chris Locklear, Representative of Chancellor
- Linda Ingalls, Representative of Vice Chancellor for Academic and Student Affairs
- Lisa Sutton, Representative of Vice Chancellor for Health Sciences
- Christine Zoller, Representative of Faculty Senate

Members present: Kathy Misulis, Linda Ingalls, Chris Locklear, Yan-Hua Chen, Michael Duffy, Melissa Nasea, Timm Hackett, Lisa W. Sutton

Also in attendance: Marianna Walker, Lori Lee, Phyllis Horns

The following business was conducted:

1. Election of officers for 2010-2011:
Chair: Timm Hackett
Vice-Chair: Michael Duffy
Secretary: Kathy Misulis
2. Round of introductions of those present.
3. Review of Attachment 1: "Listing of Official Approval Dates for Unit Codes of Operation." It was noted that 4-5 Codes need to be reviewed this year officially, but that the committee may see 9-10 Codes, total.
4. Dr. Horns mentioned that there is a need to check regarding implementing and maintaining a consistent process and set of procedures for rewriting Codes. She suggested that this committee should look at degree of consistency and those areas specifically involving personnel, within Codes.

5. There was discussion and concern about Codes that were outdated according to the review schedule, and options to encourage the units to review their Codes. Notification letters are forwarded to units. However, it was suggested that we might consider the role of the Dean and Department Chairs in Code review, as well as the faculty. It was also suggested that the committee consider a means of providing an expedited review of Codes when relatively minor editorial changes were presented for committee review, outside of the full review required by the Code review schedule. Timm Hackett and Marianna Walker will work on a separate letter to go to those units which have older Codes in need of review, but have not yet been submitted for review by their units.
6. There was discussion regarding the status of the Code for Allied Health. It was noted that that Code remained with the College and would need to be returned to us, and then would go to Faculty Senate for approval.
7. There was discussion regarding the status of the Code for the School of Music. Timm Hackett will check into this with Mark Taggart.
8. New Business: Review of Attachment 2, draft of letter to go to Department Chair to begin procedures associated with Code review. It was suggested that item #3 be deleted from the accompanying document, "General Guidelines for Writing and Revising A Unit Code of Operation."
9. Marianna Walker informed that the Faculty Governance Committee is also looking at Code review procedures. She suggested discussion between the Unit Code Screening Committee and the Faculty Governance Committee to insure continuity and consistency.
10. There was discussion focusing on the review of Codes in their entirety and review of amendments. It was mentioned that consistency and communication will continue to be important throughout the approval process, and that it is essential that units understand both process and context within which review occurs. Marianna Walker indicated that this (among other items) is one example of something that could be addressed by both the Unit Code Screening Committee and also the Faculty Governance Committee.
11. With regard to review and revision directions, it was recommended that a sentence/phrase be added referring to the need for departments to submit a Code for committee review.
12. Regarding notification that a Code is due for review: Marianna Walker will send a letter informing units of the need to form a committee in preparation for Code review. Timm Hackett will also send a letter reminding and reinforcing the fact that a Code will be reviewed.

13. Timm Hackett requested that committee members send him an email message with available days/times for future meetings.

The meeting adjourned at 3:00 p.m.

Respectfully Submitted,

Kathy Misulis, Committee Secretary