

COMMITTEE: Unit Code Screening Committee

MEETING DATE: September 5, 2012

PERSON PRESIDING: Mark Sprague and Tricia Anderson

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Martin Bier, John Kerbs, Katherine Misulis, Lisa Sutton

OTHERS IN ATTENDANCE: Lori Lee, Mark Sprague

ACTIONS OF MEETING

The meeting was called to order at 4 pm by Mark Sprague, Chair of the Faculty. He reviewed the committee folder and the committee charge. He conducted the election for chair; Patricia (Tricia) Anderson was elected chair.

Tricia Anderson conducted the rest of the meeting. Christine Zoller was elected vice chair and Melissa Nasea was elected secretary.

Several years ago the Chancellor said he would review each code completely, so the Committee decided it must also review the complete code.

Due to the 2012 major revision of the *ECU Faculty Manual* and the many recent revisions to the *University of North Carolina Code* by the Board of Governors, the unit code requirements changed, and all unit codes are at least slightly out of compliance. The new Part IV of the *Faculty Manual* changed the code review period from every seven years to every five years.

The packet that begins with a salmon-colored sheet includes the "Listing of Unit Codes of Operation Approval Dates". The Committee will concentrate on the codes that were last updated in the 1990's and in 2000. The units need to understand that all reviews will be of the complete code rather than just of parts.

The packet that begins with a pink-colored sheet consists of the work that Prof. Anderson and Nasea did over the summer on developing draft templates to help in the code revision process and in the preparation of a provisional code. The draft templates need to be evaluated by the Committee. Since provisional codes are submitted to the Educational Policies and Planning Committee (EPPC) rather than to the Unit Code Committee, the EPPC also needs to evaluate some of them.

Prof. Conn will use the draft templates to help the School of Dental Medicine prepare its provisional code.

Prof. Sprague noted that the Faculty Governance Committee asked for comments from the committees that had to implement the changes to the *Faculty Manual*.

The Committee decided it needed monthly meeting dates this year. It also needed to receive copies of revised codes at least one week before the meeting in order to review the codes. The dates are all Wednesdays at 3:30: Oct. 17, Nov. 14, Dec. 5; January 16, 2013, Feb. 20, March 20, and April 17.

The Committee will review its complete charge in January. It will consider adding a standing meeting time of the 3rd Wednesday of each month. It will also consider whether to add the power to contact units with outdated codes to the “Power of the Committee to Act without Senate Approval”.

Prof. Sprague will contact the Educational Policies and Planning Committee and the units with the most outdated codes.

The meeting was adjourned at 5 pm.

NEXT MEETING: October 17 @ 3:30 pm in Rawl Annex 142

ITEMS TO BE DISCUSSED:

Next meeting: Review the salmon and pink packets (including the Memo and cover/signature page for amended codes, Memo and cover/signature page for provisional codes, Unit code format, and the General Guidelines for Writing and Revising a Unit Code of Operation)

Future meetings:

January 16, 2013 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

Committee annual report – due May 1, 2013