East Carolina University  
Unit Code Screening Committee 
9-4-03

1. Attendance:  
1.1 Garris Conner, Ken MacLeod, Bryna Coonin, Christine Zoller, Beth Velde, Joseph Flood, Kitty Wetherington, Tinsley Yarbrough, Linda Ingalls, Bill Grossnickle  
1.2 Guests: William Swart, Provost and Rick Niswander, Chair of Faculty

2. Call to Order:  
2.1 The meeting was called to order by Dr. Ralph Scott at 3:05 p.m., September 4, 2003, in the Rawls Annex Building, Room # 142.

3. Approval of Minutes: no minutes were reviewed

4. Election of Officers: The following officers were approved unanimously  
a. Chair: Garris Conner  
b. Vice Chair: Christine Zoller  
c. Secretary: Beth Velde

5. Other Committee business: 
The following business was carried over from 2002-2003  
a. Approval by committee to revise the “General Guidelines for Writing and Revising a Unit Code of Operation” – checklist portion to include changes pursuant to Appendix L, Section C.3.g pending final approval of the Faculty Senate, Chancellor and Board of Trustees. This change is in reference to the following proposed changes (outlined in Attachment 1 of the agenda from 9/4/03) “procedures for the unit’s faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit’s SAC’s report planning documents, assessment documents and other major reports assessments of unit operations prior to their submission in final form to person(s) outside the unit” and to include in Appendix L, Section D.3.c “the unit administrator will not participate in this vote.

b. Approval by committee to revise the “General Guidelines for Writing and Revising a Unit Code of Operation” – checklist portion to include changes pursuant to Faculty Senate resolution #03-34 regarding implementation in unit codes of a procedure for faculty advising unit administrators on criteria for salary increases.

c. Greetings from Provost Swart and Faculty chair Rick Niswander.

d. Dr. Conner extended special thanks to past chair of the unit code committee, Dr. Ralph Schott. Dr. Scott concluded the meeting by reporting that the following codes have been signed: Chemistry, Wm. E. Laupus Library, College of Education and will be presented to the Faculty Senate.

6. Future meetings  
Next committee meeting is September 18 at 4:00 in 142 Rawl Annex to consider the Academic Library Code.

Future meetings will be on the second Thursday of the month at 4:00 when business warrants a meeting.
7. The meeting was adjourned at 4:15 p.m.

Respectfully submitted:
Beth P. Velde