REGULAR MEMBERS IN ATTENDANCE: Beth Velde, Andrew Morehead, Garris Conner

EX-OFFICIO MEMBERS IN ATTENDANCE: Kitty Wetherington for Paul Zigas, Tinlsey Yarbrough, Ruth Ann Cook, Bill Grossnike, Maggie O’Neill

Others at meeting: Jim Smith, Catherine Rigsby, Lori Lee

ACTIONS OF MEETING
Meeting called to order at 4:10 in Rawls 142 by Dr. Rigsby. Catherine welcomed committee members and extended thanks on behalf of Faculty Senate

Agenda Item: Election of Officers

Discussion: Charge of committee and responsibilities of officers reviewed.

Action Taken: Election by acclamation of Garris Conner Chair, Andrew Morehead Vice-chair, Beth Velde Secretary

Agenda Item: Committee business

Discussion: Dr. Conner assumed the position of committee chair. No business carried over from last year. Dr. Conner thanked last year’s committee members for their willingness to complete the committee’s 2003-2004 business in a timely manner. Reminders that there are no standing dates for meetings of this committee.

Action Taken: Committee members present agreed that Thursday at 4:00 pm would continue to be the best time for the chair to call committee meetings.

Agenda Item: Issues arising from changes to university structure

Discussion: Discussion of issues related to committee’s charge. Members presented reflected on issues being raised as a result of code units being subsumed by units that may not have a code or may not list the subsumed unit as a unit within existing code.

Action taken: Committee will continue to monitor this situation.

Agenda Item: Committee goals

Discussions: Review of committee charge resulted in the development of goals for 2004-2005

Action taken: Following goals were established.

1. To review unit codes as scheduled in the “General Guidelines for ‘Writing and Revising a Unit Code of Operation’ and additional codes as submitted.
2. To revise “Writing and Revising a Unit Code of Operation” as appropriate.

Agenda Item: Welcome and recognition

Discussion: Jim Smith thanked committee for its efforts and reviewed history of unit codes at ECU. Reinforced importance of codes in the functioning of the institution.

https://author.ecu.edu/cs-acad/fsonline/uc/uc9_04.cfm
NEXT MEETING: To be determined based on submission of codes or business for committee.

Meeting adjourned at 4:40

Respectfully submitted Beth Velde, secretary