East Carolina University
Unit Code Screening Committee
Minutes January 20, 2005

1. Attendance:
   1.1 Garris Conner, Andrew Morehead, Ralph Scott, Bill Grossnickle, Paul Zigas, Tinsley Yarbrough, Bryna Coonin
   1.2 Guests: Bill Forsyth and Dori Finley
   1.3 Notice of Absence: Beth Velde

2. Call to Order:
   2.1 The meeting was called to order by Dr. Garris Conner, January 20, 2005, in the Rawl Building, Room # 105 at 3:00 p.m.

   3.1 p. 2, line 29 delete instructor (not an academic rank)
   3.2 p. 2, line 46 and 47 suggest moving line Chairperson ensures that unit and university code procedures are followed to end of explicit duties on page 3, following number 17 on list.
   3.3 p. 4, lines 31 must insert permanently before tenured.
   3.4 p. 6, line 24 must insert permanently before tenured (twice in line) and change probationary term to probationary-term.
   3.5 p. 7, lines 12, 19, 32, and 34 must insert permanently before tenured
   3.6 p. 7 lines 22 change Probationary term to Probationary-term.
   3.7 p. 8 line 11 Suggest listing a location where documents may be found
   3.9 p. 9 must change positions of sections VII and VIII, which should be listed in opposite order.
   3.10 Moved by Tinsley Yarbrough and seconded by Bill Grossnickle to approve the Department of Nutrition and Hospitality Management code with revisions.

4. The meeting was adjourned at approx. 5:00 p.m.

Respectfully submitted:
Andrew T. Morehead, Jr.