

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 17 October 2018

PERSON PRESIDING: Cheryl Johnson, Chair UCSC

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson, Tim Hackett, Gail Ratcliff, Karen Jones, Melissa Rhodes, and Ken Ferguson

EX-OFFICIO MEMBERS IN ATTENDANCE: Melinda Doty, Lisa Hudson, Linda Ingalls, Kathy Misulis

OTHERS IN ATTENDANCE: Charlie Ewen, Department of Anthropology representative

ABSENT: Regular Members—Leah Cordova and Brian Muzyka

Cheryl Johnson called the meeting to order at 3:30 pm.

ACTIONS OF THE MEETING

Agenda Item:

Health Sciences code previously reviewed

Discussion:

The Health Sciences code with revisions will be brought back to the committee in November. We will review it as a “clean” copy for new members who did not previously review it.

Agenda Item:

December Meeting

Discussion:

There will be no December meeting.

Agenda Item:

Minutes of 29 August 2018

Discussion:

None

Action Taken:

Minutes approved as distributed.

Agenda Item:

Review of Anthropology Code

Discussion:

The following revisions were made:

- ll. 37-40: Add statement “Only Graduate Faculty may vote on matters involving the graduate program(s), including voting on graduate faculty status for other faculty members.”
- l. 76: Insert “(hereafter “Chair”)” following “Department Chair”

- I. 84: Change “Oversight” to “Oversees”
- I. 85: Change “Lead” to “Leads”
- I. 86: Change “Oversight” to “Oversees”
- I. 88: Change “Preparation” to “Prepares”
- I. 93: Change “Conducting” to “Conducts”
- I. 94: Change “Keeping” to “Keeps”
- I. 97: Change “Scheduling” to “Schedules”
- I. 100: Change “Distribution” to “Distributes”
- I. 102: Change “Hiring” to “Hires”
- I. 104: Change “Requisition and purchase” to “Requisitions and purchases”
- I. 110: Change “Designating” to “Designates”
- I. 111: Change “Providing” to “Provides”
- I. 112: Change “Serving” to “Serves”
- I. 114: Change “Assignment” to “Assigns”
- I. 116: Change “Ensuring” to “Ensures”
- I. 117: Change “Completing” to “Completes”
- I. 123: Change “Serving” to “Serves”
- I. 125: Change “Advising” to “Advises”
- I. 127: Change “Advising” to “Advises”
- I. 130: Change “Keeping” to “Keeps”
- I. 132: Change “Processing” to “Processes”
- I. 134: Change “Keeping” to “Keeps”
- I. 136: Change “Lead” to “Leads”
- I. 138: Change “Coordinating” to “Coordinates”
- I. 143: Change “Advising” to “Advises”
- I. 145: Change “Represent” to “Represents”
- I. 146: Change “Keeping” to “Keeps”
- I. 148: Change “Answering” to “Answers”
- I. 149: Change “Conducting” to “Conducts”
- I. 150: Change “Lead” to “Leads”
- I. 152: Change “Coordinating” to “Coordinates”
- I. 154: Change “Provide” to “Provides”
- I. 121: Add statement “The Director of Graduate Studies is appointed by the Chair.”
- I. 141: Add statement “The Director of Undergraduate Studies is appointed by the Chair.”
- I. 103: Delete “etc.” and add “such as” at beginning of list
- I. 128: Delete “etc.” and add “such as” at beginning of list

- II. 162-164:
 - Move first sentence to I. 159 below Responsibilities as a stand-alone statement.
 - Delete second sentence reference to Appendices C and D.
- II. 160-172:
 - Capitalize all “director” references
 - Remove all “of the Laboratory” when it follows “the Director”
- I. 188: “2. Personnel Committee” becomes “B. Personnel Committee, Tenure Committee, Promotion Committees, Performance Review (Post-Tenure Review) Committee”
 - I. 189 1. The Personnel Committee....
 - I. 197 2. The Tenure Committee....
 - I. 201 3. Promotion committees...
 - I. 205 4.a. The Performance Review....
 - I. 210 4.b. The committee shall function....
- I. 179: Amend after members “, two of whom must be graduate faculty members,”
- I. 182: Reformat ii. below i.
- I. 184: Add “or programs” to end
- I. 185: Add sentence “Only graduate faculty may vote on graduate curricula.” before last sentence (The faculty’s...)
- I. 211: Add hyperlink for “guidelines”
- I. 213: Capitalize “department”, delete “attached to this Code”, and add period at end of sentence
- I. 239: Delete “not less than”
- I. 240: Insert commas after “productivity” and “specified”
- I. 306: Capitalize “where” and add period at end of sentence
- I. 312: Delete phrase beginning “sound academic practice...”. Replace with “No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor.”
- I. 326: Correct spelling “professional”
- I. 359: Remove period after 2)
- I. 377: Delete phrase beginning “sound academic practice...”. Replace with “No assistant professor will be awarded permanent tenure unless concurrently promoted to associate professor.”
- I. 447: Correct format of “meaningful”
- I. 449: Delete “Evaluations” in title
- I. 475: Delete “Demonstrate”
- I. 480: Add period at end of sentence
- I. 504: Delete c) Science Fair Judge
- I. 505: Becomes c)

- I. 506: Becomes d)
- I. 517: Correct formatting to move ii. out for alignment
- I. 511: Insert “clarifying” following “the Chair will provide a”
- II. 512-513:
 - Replace “a” with “the clarifying” following “if applicable,”.
 - Delete “concerning change in title”
- I. 527: Insert “clarifying” following “provide a”
- I. 528:
 - Replace “a” with “the clarifying” following “if applicable,”.
 - Delete “concerning change in title”
- I. 533: Faculty Senate Website hyperlink will become hyperlink to Department Guidelines
- I. 538: Add “with one week’s notice” following “agenda”
- I. 540: Add “with one week’s notice” following “departmental meeting”
- II. 545-547: Replace with “The unit’s major planning documents, assessment documents, Unit Academic Program Review, and other major reports shall be provided with at least one week’s notice prior to voting.”
- I. 574: Delete “ECU Faculty Manual, Part IV” and leave hyperlink
- II. 567-568: Replace “based on the student need/demand for a course” with “assigned by the chair”

Action Taken:

Motion to approve Anthropology Code as amended made by Gail Ratcliff, seconded by Tim Hackett, approved unanimously

NEXT MEETING: 14 November 2018 3:30-5:00 pm 129 Rawl

ITEMS TO BE DISCUSSED:

- College of Allied Health Sciences Revised Code

Meeting adjourned at 5:05 pm

Submitted by Melissa Rhodes, Committee Secretary