

COMMITTEE: Unit Code Screening Committee

MEETING DATE: November 20, 2019

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Ken Ferguson (chair), Melinda Doty (vc), Rachel Roper, William Gee, Stephen Ivany

REGULAR MEMBERS ABSENT: Karen Jones, Charleen McNeill, Melissa Rhodes

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson, Linda Ingalls, Kathy Misulis, Anne Ticknor, Becky Welch

OTHERS IN ATTENDANCE: Michael O'Driscoll (Department of Coastal Studies)

ACTIONS OF MEETING

Approved September and October minutes.

Approved Psychology code.

Dr. Roper will write a letter to the Chair of the Faculty with standard language for diversity to be considered for adoption into the Faculty Manual for future code revisions.

No Committee meeting is scheduled in December. Next meeting will be January 15.

Religion & Philosophy will be discussed in January meeting. Pre-review please submit comments at least five days before the meeting, if possible. Pre-reviewers Ken and Stephen.

Agenda Item: Screening of the Unit Code for Coastal Studies

Discussion: *The following changes were recommended for the Unit Code:*

I.p2 Change to "faculty is"

II.B. Rather than "Voting" change to "Criteria for Serving as a Voting Faculty Member of the Unit"

Linda will send a link to Dr. Driscoll for the SACS requirements. See Section IV suggested language from Linda Ingalls' comments draft.

II.D. Include ‘teaching’ with service and research. Who submits an updated CV for a deceased faculty and how is that submitted. Perhaps instead of having a nomination process instead of requiring an updated CV.

II.E.1. Clarify/add that adjunct faculty are typically unfunded paid by DCS (refer to Part VIII of the Faculty Manual). Clarify how an adjunct is appointed – voted by the majority of the faculty.

II.E.2. Add to sentence “but do not having voting privileges,” “except as defined in Part IV of the Faculty Manual.”

II.E.3. Add to last sentence “except as defined in Part IV of the Faculty Manual.”

III Add to Administrative Organization title “off the Unit”

III.A. Remove coma after “Appointment, and review”

III.A. Consider, but not required, to have a 1. Definition and 2. Duties sections

III.A.4 Ensure people listed are qualified by SACS.

III. Refer to the rest of Linda Ingalls’ comments draft and make those changes as indicated by her.

Add new section IV in Linda Ingalls’ comments draft. This is a required new section by SACS. Please review and customize as needed by DCS within this framework.

V.A. Delete Peronnel, Tenure, and Promotion committees from Standing Comments. They are a different type of committee.

V.A. Possessive: Robert’s Rules of Order.

V.A.1.a. The chair will select six members. Chair will announce via email.

V.A.2.a. The chair will select six members. Chair will announce via email.

V.A.2.c. Simplify this paragraph. Just state structure and membership, not process. If you want to document entire process, write a separate SOP.

V.A.2.d. Simplify this paragraph. Just state structure and membership, not process. If you want to document entire process, write a separate SOP.

V.B.1. Change ‘his/her’ to ‘their’ throughout the document.

V.B.3. Add ‘s’ to “Committee” since more than one can exist at a time.

VI.A.1. Replace ‘end of the Fall semester’ to a specific date (e.g. no later than October 1). Refer to Department of English language about allowing a faculty member to submit a revision later than that date. See also Linda Ingalls’ comment draft.

VI.6.B.1. See Linda Ingall’s comment draft for suggested paragraph addition.

VI through the end of the document, see Linda Ingall’s, Charleen McNeill’s, and Stephen Ivany’s comment drafts for additional suggestions.

IX Add “and Annual Report” to “Budget” heading

Dr. Roper will share draft diversity language under department head duties and under salary changes for equity. Under for permanent tenure, respect for diverse and minority students and colleagues. Also, under search committees to ensure changes.

Assigned additional duties to: Dr. O’Discoll will ask the department chair to request an extension from the interim provost for the provisional code pending the approval of the final code.

NEXT MEETING: January 15, 2020, 3:30-4:50 pm, 142 Rawl

ITEM TO BE DISCUSSED: Religion & Philosophy Code