

Unit Code Screening Committee Meeting – Minutes -

Wednesday, February 20, 2019

Members present: Cheryl Johnson, Timm Hackett, Ken Ferguson, Linda Ingalls, Melinda Doty
Kathy Misulis, Brian Muzyka

Guests present: Tracy Morse, Jeffrey Johnson from the Department of English

Substituting secretary: Kathy Misulis

The meeting of the Unit Code Screening Committee was called to order by committee chair Cheryl Johnson. Following are business items addressed:

- Overview of the agenda for the present meeting.
- Minutes of the January 2019 meeting were approved by email vote.
- College of Allied Health Sciences Code was approved by the Faculty Senate and is in the final approval process with the Chancellor.
- Brief review of the Code Template Draft, the “best practices tip sheet” and the “General Guidelines for Writing and Revising a Unit Code of Operation.” Committee members have been asked to review these documents.

Review of English Department Code:

Note: The following line citations and references to comments are based on the copy of the Code that included all reviews (with tracking changes), to date. Unless otherwise indicated, the revisions suggested by reviewers are acceptable.

- Timm Hackett served as moderator of the rest of the meeting for the review of the English Code.
- The English Code had gone through pre-screening; the meeting addressed questions.
- Line 18: Question about “adjunct faculty;” English Department representatives addressed questions. Remove “adjunct faculty” and replace with “persons who hold traditional or non-traditional appointments.
- Line 19: include “traditional or non-traditional” between “other” and “fixed-term appointments.”
- Line 26: delete reference to Part VIII.
- After Line 27, add sentence related to the following: to vote on the Coe, eligibility is defined in the ECU Faculty Manual.
- Line 28: Change #3 to #4.
- Line 30: Change #4 to #5.
- Line 32: Change #5 to #6.
- Lines 34-35: Question had come up regarding final section of that sentence; representatives addressed the question; no changes needed.

- Lines 39-40: The English Department will forward a copy of the Department of English Graduate Faculty Appointments document to the UCSC committee members. There was discussion associated with inclusion (or not) of this reference within the Code. For now, the statement about this reference will remain.
- Line 49: several examples of Areas of Study to be included; “Faculty and Areas of Study such as . . . “
- Line 51: Question asked and department representatives responded.
- Line 54: Change Section II.B.3 to Section II.B.4.
- Line 55: question asked and department representatives responded
- Line 71: question asked and department representatives responded
- Line 76: Delete period after “policies;” add parentheses such as “see ECU Faculty Manual Part II). Period after final parenthesis. Insure consistent format.
- Line 85: insert “the” between “Represents” and “department.”
- Line 87: leave as is but delete “all”
- Line 107: leave as is
- Line 115: question asked and department representatives responded
- Line 137: leave as is
- Line 142: OK; leave as suggested by reviewer(s)
- Lines 153-155: OK; leave as suggested by reviewers.
- Lines 160-167: OK; leave as suggested by reviewers.
- Line 167: add “s” to “nomination”
- Lines 172-173: reword: “Assumes, with approval by the dean, the department chair’s responsibilities in the chair’s absence.”
- Line 176: add first bullet and statement regarding curriculum oversight
- Line 176: that item then becomes the second bulleted item
- Line 186: beginning of section, add statement regarding curriculum oversight
- Line 207: use uppercase letters for Teaching Assistants
- Line 215 and section C. Area Coordinators: It will be necessary to clarify that these are not “program coordinators.” (New legislation requires appropriate SACS credentialing for program coordinators.)
- Add statements associated with provision of curriculum oversight where appropriate.
- Provide hyperlinks throughout Code.
- Lines 246-247: OK; leave as suggested by reviewers
- Lines 250-256: OK; leave as suggested by reviewers
- Line 268: OK as suggested by reviewer
- Line 294: OK as suggested by reviewer
- Line 338: OK as suggested by reviewer
- Line 476: OK as suggested by reviewer
- Line 480: change Section V.A.5 to Section V.A.4

- Line 483: change section V.A.5 to section V.A.4
- Lines 501-503: Delete sentence “The committee includes those members who are on non-medical leave yet physically present at the time of the vote.”
- Lines 504-509: OK as suggested by reviewer
- Lines 520-521: Delete sentence “Promotion Committees include those members who are on leave yet physically present at the time of the vote.”
- Lines 569-585: This section will need to be rewritten. It will be necessary to show how the department does comply with Part IX of the Faculty Manual. The department representatives will work with Linda Ingalls in this regard.
- Line 589: change V.A.5 to V.A.4.
- Line 592: OK as suggested by reviewer.
- Line 598: Change VII to VIII
- Lines 603-604: OK as suggested by reviewer
- Lines 610-612: OK as is
- Lines 619-627: add bullets/formatting
- Line 629: Write out Personnel Action Dossier (PAD)
- Lines 631-639: add bullets/formatting
- Line 650: OK as suggested by reviewer
- Lines 699-710: add bullets/formatting
- Lines 725-728: OK as suggested by reviewer
- Lines 773-777: add bullets/formatting
- Lines 781-782: OK as suggested by reviewers
- Lines 791-802: OK as suggested by reviewers
- Lines 816-828: add bullets/formatting
- Lines 831-839: add bullets/formatting
- Lines 901-905: add bullets/formatting
- Lines 906-917: add bullets/formatting
- Lines 975-981: OK as is
- Lines 1003-1019: This section will be rewritten. The departmental representatives will work with Linda Ingalls in this regard.
- Line 1028: OK as suggested by reviewer.
- Lines 1033-1034: OK as suggested by reviewers
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- Begin review again with page 31.
- Lines 1044-1049: Remove references to personnel, tenure, and promotion committees as they are not standing committees; covered in Faculty Manual
- Line 1079: remove “electronically” and include “through department office”
- Unless otherwise indicated, the rest of page 31 is OK with suggestions presented by reviewers

- Unless otherwise indicated, page 32 is OK with suggestions presented by reviewers
- Lines 1122-1125: OK with suggestions presented by reviewers; provide link and indicate what is acceptable, in addition to information provided by the OFE.
- Line 1135: retain uppercase letters when referencing Comprehensive Assessment Projects (add abbreviation of CAPS)
- Line 1141: delete “See Guidelines for Contextualization” and replace with verbiage such as the following: “For suggestions on contextualization, scholarships, and examples, faculty are encouraged to see the department chair or the personnel committee chair”
- Lines 1144-1145: delete “See Guidelines for Contextualization”
- Line 1179: add reference to Faculty Manual Part IX
- Lines 1192-1216: add bullets/formatting
- Lines 1221-1224: department will check and address the questions that came up, here
- Lines 1225-1235: add bullets/formatting
- Line 1268: delete “See Guidelines for Contextualization”
- Lines 1273-1275: delete “See Guidelines for Contextualization” and replace with verbiage such as the following: “For suggestions on contextualization, scholarships, and examples, faculty are encouraged to see the department chair or the personnel committee chair”
- Line 1315: add portfolio
- Line 1328: add portfolio
- Line 1344 and section: refer to comments by Linda Ingalls
- Line 1351: add portfolio
- Line 1363: add portfolio
- A motion was made by Cheryl Johnson that this English Code be conditionally approved (pending revisions); seconded by Brian Muzyka; vote passed to conditionally approve the Code.
- The meeting was adjourned at 5:30 p.m.