

**COMMITTEE: Unit Code Screening Committee**

**MEETING DATE:** April 17, 2019

**PERSON PRESIDING:** Cheryl Johnson, Chair UCSC

**REGULAR MEMBERS IN ATTENDANCE:** Cheryl Johnson, Brian Muzyka, Timm Hackett, Karen Jones, Melissa Rhodes, and Ken Ferguson

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

**OTHERS IN ATTENDANCE:** Elizabeth Ketterman and Kerry Sewell—Laupus Library

**ABSENT:** Regular Members—Gail Ratcliff, Leah Cordova

Cheryl Johnson called the meeting to order at 3:33 pm.

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**ACTIONS OF THE MEETING**

Agenda Item: Minutes from March 20, 2019 meeting

Discussion: No discussion

Action Taken: Approved via email vote

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Agenda Item: Codes for Department of English and School of Theatre and Dance (SoTD)

Discussion: English Department code needs official approval recorded by UCSC before submission to Faculty Senate.

Action Taken: English Department code unanimously approved. English and SoTD codes to be presented to Faculty Senate April 23, 2019.

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Agenda Item: Final review and vote on Code Template

Discussion: New section added for Program Coordination as well as other examples throughout.

Action Taken: Karen Jones moved to approve Template as submitted, 2<sup>nd</sup> by Kathy Misulis. Approved unanimously.

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Agenda Item: UCSC End of Year Report

Discussion: Edits made to attendance records. Timm will update report with final resolution numbers once available.

Action Taken: Brian Muzyka moved to approve with edits, 2<sup>nd</sup> by Melinda Doty. Approved unanimously.

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Agenda Item: Second Review of Laupus Library Unit Code

Discussion:

Universal Changes

- Remove all references to page numbers and replace with section references.

Individual Changes

- Section III.A. Delete reference to “Appendix L, Section G” and replace with “Part II”.
- Section IV.B.1.b.3. Change “...at or above the rank” to “...at or above the title”
- Section V.A.3. Prior to last sentence of introductory paragraph, insert the following sentence:  
“If a faculty member wishes to meet with the Director regarding their evaluation, they will request the meeting in writing.”
- Section V.B.2. At end of section, delete sentence “In the case of a dispute, university grievance procedures are available (see ECU Faculty Manual, Part IX).”
- Section V.B.3. Prior to last sentence of introductory paragraph, insert the following sentence:  
“If a faculty member wishes to meet with the Director regarding their evaluation, they will request the meeting in writing.”
- Section V.B.6. Correct numbering—there are two V.B.5s.
- Section V.B.6. After V.B.6.f., change “Part IX” reference to “Part XII”.
- Section VII.C. Delete reference to “Appendix L, Section E” and replace with “Part IV”.

Action Taken: Motion to approve Laupus Library Code with discussed changes made by Melinda Doty, 2<sup>nd</sup> by Karen Jones. Code approved unanimously.

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**NEXT MEETING:** TBA

Meeting adjourned at 4:19 pm

Submitted by Melissa Rhodes, Secretary