

COMMITTEE: Unit Code Screening

MEETING DATE: August 19, 2020

PERSON PRESIDING: Purificacion Martinez

REGULAR MEMBERS IN ATTENDANCE: Amin Akhnoukh, Melissa Beck, Ken Ferguson, William Gee, Karen Jones, Rachel Roper

REGULAR MEMBERS ABSENT: Bryan Conger, Melissa Rhodes

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

EX-OFFICIO MEMBERS ABSENT: none

OTHERS IN ATTENDANCE: Rachel Baker, Purificacion Martinez (chair of faculty)

ACTIONS OF MEETING

1. Martinez reviewed the roster, charge, and expectations of the committee.
2. Martinez held elections for officers. Ferguson was elected as chair. Roper was elected as vice-chair. Gee was elected as secretary.
3. Martinez asked about the meeting time. We agreed to meet at 3:30.
4. Martinez reviewed the carried over business from last year, namely the Chemistry code and related documents.
5. Ferguson led a discussion of the Chemistry code and four supporting documents. Misulis and Ferguson will review the code. Roper, Jones, and Beck will review the supporting documents. It was agreed to send typographical and grammar errors directly to the department rep so meeting time is spent on more important issues.
6. Roper provided a review of the prior request to add EDI to codes and the faculty manual.
7. Adjournment at 4:48.

NEXT MEETING: September 16, 2020, 3:30 PM

ITEMS TO BE DISCUSSED: Code for Chemistry and four supporting documents