

COMMITTEE: Unit Code Screening

MEETING DATE: September 15, 2021

PERSON PRESIDING: Anne Ticknor

REGULAR MEMBERS IN ATTENDANCE: Patricia Anderson, Robin Webb Corbett, Helena Feder, Ken Ferguson, William Gee, Annette Greer

REGULAR MEMBERS ABSENT: Amin Akhnoukh, Brittany Thompson

EX-OFFICIO MEMBERS IN ATTENDANCE: Valerie DeBellis, Lisa Hudson, Linda Ingalls, Doug Schneider, Courtney Sheehan, Espen Spangenburg

EX-OFFICIO MEMBERS ABSENT: none

OTHERS IN ATTENDANCE: Rachel Baker, Becky Welch, Anne Ticknor

ACTIONS OF MEETING

1. Ticknor and Baker reviewed the committee's roster, charge, expectations, voting requirements, and webpage.
2. Ticknor held elections for officers. DeBellis nominated Ferguson for Chair and Greer seconded; Ferguson was elected Chair by acclamation. Hudson nominated Anderson for Vice-Chair and Corbett seconded; Anderson was elected Vice-Chair by acclamation. Corbett nominated Gee for Secretary and Ferguson seconded; Gee was elected Secretary by acclamation.
3. Baker reviewed the carried over business from last year: 1) complete the screening of the Unit Code of the College of Nursing with the College of Nursing Handbook and 2) screen the Constitution of the College of Fine Arts and Communication. Baker also shared that it has been recommended that we revise the [Newly Revised Guidelines for Writing or Revising a Unit Code of Operation \(pdf\)](#) document (if five printed copies are needed, update links, etc.). Greer asked Ferguson about the number of units that have outdated codes; Ferguson said he thought there were four and would like those four units to come into compliance this year.
4. Ferguson led a discussion of the meeting schedule. We agreed to start future meetings at 3:00 PM. The list of meeting dates is available at the [committee website](#). If we need additional meetings, let Baker know so she can publicize the meeting. We decided to meet virtually for the October meeting and will decide if virtual or hybrid for November at the October meeting.
5. Ferguson noted for clarity that our committee email address is ucc@ecu.edu, which does not correspond to our current committee's name (Unit Code Screening Committee) and initialism (UCSC).

6. Ferguson led a discussion of the pending tasks from last year. The unit code of the College of Nursing with the College of Nursing Handbook will be discussed in October; Corbett will review and present these. The Constitution of the College of Fine Arts and Communication will be discussed in November; it was previously reviewed last year and was sent back to the unit for faculty approval. Ferguson will distribute these documents to the committee. Ingalls volunteered to review the [Newly Revised Guidelines for Writing or Revising a Unit Code of Operation \(pdf\)](#) and recommend revisions. Greer asked to clarify how we would handle multiple code submissions received in a single month. Ferguson clarified that we would review them in the order received. Corbett asked what reviewers should particularly consult to ensure compliance; sections IV and IX of the *Faculty Manual*, the unit code template, and the [PRRs](#) were noted as frequently consulted.
7. If you cannot access the committee's Teams site, email Rachel Baker.
8. Anderson motioned to adjourn the meeting. Schneider seconded. The meeting was adjourned at 4:44 PM.

NEXT MEETING: October 20, 2021, 3:00 PM, virtual on Teams

ITEM TO BE DISCUSSED:

1. Unit Code of the College of Nursing with the College of Nursing Handbook
2. Newly Revised Guidelines for Writing or Revising a Unit Code of Operation