

COMMITTEE: Unit Code Screening

MEETING DATE: November 17, 2021, 3:00 PM, via Teams

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Patricia Anderson (serving as substitute secretary for today's meeting), Robin Webb Corbett, Helena Feder, Ken Ferguson, Annette Greer, Brittany Thompson

REGULAR MEMBERS ABSENT: Amin Akhnoukh, William Gee

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: John Howard, Mary Tucker-McLaughlin

ACTIONS OF MEETING

1. Ferguson shared a few announcements: The Brody School of Medicine Code will be delayed until June 2022. There will be no committee meeting in December 2021, as previously scheduled. He also clarified the distinction between a Constitution and a Unit Code within the ECU Shared Governance system.
2. Mary Tucker-McLaughlin was present to provide information related to the College of Fine Arts and Communication Constitution. Member Robin Corbett made the motion to approve the document reviewed, seconded by Annette Greer. The motion passed unanimously, with the following list of edits to be made. Chair Ferguson will present the recommendation for approval of the Constitution at the December meeting of the Faculty Senate/
 - Capitalize the word "Constitution" throughout the document
 - Replace "Director(s)" with "School Directors" throughout the document
 - Line 3: Change the numbering system to be Roman Numerals (I, II, III, ..._
 - Line 8: delete "either"
 - Line 14: delete "As the public face of the university," and change "the" to "The College..."
 - Line 19: insert "College" before Organization
 - Line 20: Insert "four" after "and comprises the"
 - Line 43: delete "(DE)"
 - Line 52: delete "(4)"
 - Line 73: insert "graduate" after "Evaluating new"
 - Line 75: delete "and approving" and insert ""and considering for approval"
 - Line 101: insert "Process" after "Appointment"

- Line 120: after “staff positions” insert “to ensure a diverse, equitable, inclusive environment”
 - Line 126: insert “, considering program needs” after “students”
 - Line 130: after “to such committees” insert “with regard to diversity, equity, and inclusion
 - Line 147: change “calling” to “facilitating”
 - Line 148: change “listening to” to “considering”
 - Line 160: change “processes” to “regulations”
3. Discussion focused on the document General Guidelines for Writing and Revising A Unit Code of Operation. There was discussion about the inclusion of line numbers within the documents for committee review; Valerie Debellis volunteered to arrange for a training session with representatives of Microsoft to explain the use of Word with Teams for the purpose of being able to see comments from multiple people without changing the line numbers and/or text of the document being discussed at a committee meeting. She will distribute possible dates for December and announce a meeting time for this purpose. The only change suggested on this document was to omit the fourth/final sentence in the first paragraph on the draft distributed for committee discussion. Other inserted comments were accepted as presented.
 4. The Unit Code Format document (with changes as distributed for committee discussion) was the focus of discussion. The following changes were recommended:
 - Section IV is intended to be included in the required format, but the initial two paragraphs before the lettered items are included for information only; units are expected to create their own versions of this information preceding the required A, B, and C categories in Section IV.
 - In Section VI, the first sentence was changed to be: “Note: The unit guidelines for faculty evaluation must follow ECU *Faculty Manual*, Part IV and must be submitted for review when the code is reviewed and posted with the code after approval.”
 - A period was added at the end of Section VI.C. after “Faculty Senate unit code website).”
 5. There was a motion to approve the revised documents (General Guidelines for Writing and Revising A Unit Code of Operation and Unit Code for XXXXX) by Annette Greer and seconded by Tricia Anderson. The motion passed unanimously, and the documents will be presented to the Faculty Senate for their consideration.
 6. The meeting was adjourned at 5:08 p.m.

NEXT MEETING: January 19, 2022, 3:00 PM, via Teams