

**COMMITTEE:** Unit Code Screening

**MEETING DATE:** September 21, 2022, 4:00 PM, via Teams

**PERSON PRESIDING:** Anne Ticknor (chair of the faculty), Ken Ferguson

**REGULAR MEMBERS IN ATTENDANCE:** Patricia Anderson, Robin Webb Corbett, Ken Ferguson, Erin Frost, William Gee, Annette Greer, Fan-chin Kung, Julie Stanley

**REGULAR MEMBERS ABSENT:** none

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Linda Ingalls, Mark Moss, Doug Schneider, Juan Tran

**EX-OFFICIO MEMBERS ABSENT:** Carlos Melendez, vacant Rep. of Provost (Health Sciences), vacant Rep. of Student Government Association

**OTHERS IN ATTENDANCE:** Rachel Baker

## **ACTIONS OF MEETING**

1. Ticknor reviewed the committee's roster, charge, [webpage](#), MS Teams site, committee email address, expectations, voting requirements, and process to submit documents to Faculty Senate.
2. Ticknor held elections for committee officers. Schneider nominated Ferguson for Chair and Greer seconded. Hudson nominated Anderson for Vice-Chair and Corbett seconded. Corbett nominated Gee for Secretary and Kung seconded. Greer moved to close nominations and vote by acclamation for those as nominated. The slate was so elected.
3. Baker reviewed the carried over business from last year.
  - a. Vote on Unit Code and associated Guidelines for the College of Engineering and Technology [will be received in November 2022]
  - b. Screen the Unit Code for the School of Communications [submission received]
  - c. Screen the Unit Code for the Department of Sociology [submission anticipated]
4. Greer shared that the Brody School of Medicine faculty approved their new unit code last Thursday to replace their provisional code, so their new unit code should soon come to the committee.
5. Ingalls shared that the new unit code for the School of Dental Medicine to replace its provisional code is also expected this semester.

6. Ferguson led a discussion of the meeting schedule.
  - a. The list of meeting dates is available on the committee website. If we need additional meetings, we should let Baker know so she can publicize the meetings. It was agreed that we would not meet in December.
  - b. Ferguson moved to continue holding meetings via Teams. Greer seconded. The motion carried.
  - c. Ferguson moved to begin meetings at 3:30 PM so that we can attempt to end by 5:00 PM. Moss seconded. The motion carried.
  - d. Ferguson explained the anticipation to review one code per month and to do so a month before the desired presentation date to Faculty Senate so that each unit can have a few weeks to make revisions, if needed.
7. Anderson agreed to be the primary pre-screener for the Unit Code for the School of Communications for the October meeting.
8. Greer moved to adjourn. The meeting was adjourned at 4:40 PM.

**NEXT MEETING:** October 19, 2022, 3:30 PM via Teams

**ITEMS TO BE DISCUSSED:** Screen the Unit Code for the School of Communications