

**COMMITTEE:** Unit Code Screening

**MEETING DATE:** April 19, 2023, 3:30 PM, via Teams

**PERSON PRESIDING:** Ken Ferguson

**REGULAR MEMBERS IN ATTENDANCE:** Patricia Anderson, Ken Ferguson, Erin Frost, William Gee, Annette Greer, Fan-chin Kung, Doug Schneider

**REGULAR MEMBERS ABSENT:** Robin Webb Corbett, Julie Stanley

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Linda Ingalls, Carlos Rafael Melendez Roman, Tuan Tran

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

**OTHERS IN ATTENDANCE:** Susan Pearce, Kristen Myers

#### **ACTIONS OF MEETING**

1. Reviewed additional revisions to the Unit Code from the School of Communication. Greer motioned to approve the code as revised. The motion carried. Ferguson will notify Professor Cui Zhang Meadows in Communication and submit the code for the Faculty Senate meeting next week.
2. Discussed the committee annual report. Ferguson thanked Anderson for writing the report. The meeting minutes from November and January were requested from those who substituted for the secretary during those meeting. It was decided to add a recommendation to the annual report to change the meeting schedule next year to the second Wednesday of each month, which would allow more time for codes to be finalized between the committee meeting and the next Faculty Senate meeting.
3. Reviewed the Unit Code for the Department of Sociology. Professor Susan Pearce from the Department of Sociology and Linda Ingalls jointly presented a marked-up copy of the revised code. Additional revisions are noted below.
  - Throughout: Suggest changing Emeritus to Emeritus/Emerita
  - Line 162: Capitalize Interdisciplinary Faculty Board.
  - Line 633: Revise to “A portfolio containing documentation required by established University guidelines and addressing the criteria stated in Faculty Manual Part VIII will be reviewed...”

Anderson motioned to approve the code as revised. The motion carried. Pearce will finalize the code for Ferguson to submit for the Faculty Senate meeting next week.

4. Greer motioned to adjourn. Adjournment at 5:07 PM.

**NEXT MEETING:** To be announced later, August or September 2023

**ITEMS TO BE DISCUSSED:** Organizational Meeting for 2023-2024