

CODIFICATION COMMITTEE

Wednesday, April 24, 2024
CC Room 2200 | 2:00-3:30pm
Minutes

Present: Berg, Dietz, Johnson, Satriana, Senbet, Welsh, Yu

Absent: Schuttler

Called to Order 2:04pm

Approval of the Agenda approved without objection

Approval of the 10 April 24 meeting minutes approved without objection

Chair's Report/Announcements – Thank you for allowing me to chair for a year!

Unfinished Business

- Definitions
- Review Committees, Boards, and Councils Bylaws
- Check Senate Action Forms against the online Board Policy Manual (BPM) and

New Business

- COD elections: Schuttler elected as 24/25 Codification chair
- Tenure Track Policy from Faculty Welfare
 - 2-3-202(3)(a)
 - Move “For the Purpose of...” after “Tenure-Track Unsatisfactory Performance” paragraph
 - Add a “. This shall include” After “Level III or higher” and remove “with”
 - Insert “as stated above.” And remove “defined in 2-3-202(3)(a)”
 - 2-3-202(3)(b)
 - Insert a “,” before “or 2)”
 - Replace “non-evaluative” with “the performance areas stated in 2-3-801(4)(a)(XIV)”
 - Insert “the” before “approved leave”
 - Replace “non-evaluative reasons” with “reasons other than the performance areas stated in 2-3-801(4)(a)(XIV).”
 - Insert “,” in appropriate places
 - Insert “Such” before “reasons may include”
 - Capitalize ALL “tenure-track unsatisfactory performance”
 - Add “in the unit or program” in bullet three
 - Instead of “renewal of” insert “reappointment to “
 - Replace “renew” with “reappoint” (in all points) after “not to” and remove “contract” in the same sentence. Replace “contract” with “member”.
 - Insert “:” before the start of the list

- Part (a)
 - Replace “renewal” with “reappointment”
- Part (b)
 - Replace all “renewal” with “reappointment”
 - Replace “does not include” with “no”
 - Remove “or other payments” in the last sentence and insert “or” between “overload” and “personal services”
- 2-3-901(1)
 - Keep “Purpose of Tenure” in the title.
- 2-3-801(3)(VI)
 - Insert “from the dean” after “dossier”
- Senate Actions 21-22
- Board Policy Manual 2-3-305

Comments to the Good of the Order

Dan’s last meeting in COD, thank you for allowing me to participate before and after retirement!
 You all will enjoy working with the new general counsel! Thank you, Maggie for stepping in this
 year! Thank you, Lee!

Adjournment 3:20pm

CODIFICATION COMMITTEE

Wednesday, April 10, 2024
CC Room 2200 | 2:00-3:30pm
Minutes

Present: Berg, Johnson, Satriana, Senbet, Schuttler, Welsh, Yu
Absent: Dietz

Called to Order 2:00pm

Approval of the Agenda approved without objection

Approval of the 27 March 24 meeting minutes approved without objection

Chair's Report/Announcements

- Honorary Degree policy passed Senate
- Nominations for Chair for the 2024-2025 academic year
 - Mary Schuttler is nominated for chair by Senbet – accepts nomination

Unfinished Business

- Definitions
- Review Committees, Boards, and Councils Bylaws
- Check Senate Action Forms against the online Board Policy Manual (BPM) and University Regulations (UR) for accuracy.
- Curriculum Process Policies
 - 3-3-501:
 - Second paragraph, shorten by inserting “,” in appropriate places
 - Remove “and the University” and insert “and in compliance with University and”
 - End sentence with “requirement”
 - Remove “and that” and end paragraph with “Adequate resources must be”
 - 3-3-501(1)
 - 3-3-501(1)(a) and (b)
 - Do these categories belong somewhere else? These are related to NEW course creation?
 - Insert “()” around “including” and “Micro-credentials”
 - Start last sentence with “These” and remove “significant”, insert “shall”
 - Add a “;” at the end of each point
 - 3-3-501(1)(c)
 - Remove “Changes that” and start with “Alteration”
 - Strike “basic nature” and insert “required elements of a”
 - Remove “an existing course, including”
 - Insert “()” around “scheduling” and “outcomes”
 - Strikethrough “changes to the fundamental” insert “course” and insert “and” before “learning outcomes”

- Strikethrough "required of all offerings of the course"
 - 3-3-501(1)(d)
 - Insert "Alteration of curriculum requirements" and remove "Changes that alter the basic nature of a program, including"
 - Insert "()" around "credit hours" and "outcomes"
 - Make "Credit hour" plural; "credit hours"
 - Insert "minimum" before "GPA"
 - Insert "criteria" after "admission"
 - Strike out all "requirements" and "changes to the fundamental program" and "and curricular requirements"
 - Insert "and," at the end of part (d)
 - 3-3-501(1)(e)
 - Strikethrough "Any change to a program or course (including deletion) that" start sentence with "Impacts to"
 - Strikethrough "by causing a change."
 - Change uppercase letters to lowercase.
 - Start sentence with "The process for changes" and strike through "follow a separate process," insert "are" before "described in 3-3-501(4)."
- Due to time each member will make their own edits and send them to Berg, where she will compile them all and send back to APC.

New Business

- Liberal Arts Council Board Policy Updates
 - 2-3-107(2)(b)
 - Unstricken "(b)"
 - Insert "members" between "voting" and "and"
 - Change capitalized numbering (I, II, II, IV) to lowercase (i, ii, iii, iv)
 - Insert "on a rolling basis" after "three years".
 - Question from Codification about formula:
 - Why 76%? What about less than 51%? We cannot address the formula right now.
 - 2-3-107(2)(b)(iii)
 - Insert "of the members" after "one-third" in the first sentence.
 - Change "Associate" to "Association"
 - Insert "," after "of the year elected", "shall" between "and" and "end"
 - Change "the" to "their" in same sentence.
 - Insert "-" between "One" and "semester" in the last sentence
 - Change in "she" to "shall"
 - 2-3-107(2)(c)
 - Strike the "To" at the beginning of each bullet.
 - (III)
 - Insert "to" after "criteria"
 - Insert "for transfer courses" at the end of the sentence.
 - (IV)

- Insert “Curriculum” after “for”
 - (VI)
 - Insert “Curriculum” after “review”
 - (VII)
 - Bring “at the discretion of the LAC” to the beginning of the sentence.
- 2-3-107(2)(d)(II)
 - Change “Jun” to “June”
- Revisions will be sent to LAC.
- Senate Actions 21-22
- Board Policy Manual 2-3-305

Comments to the Good of the Order

Thank you everyone for your hard work on the Honorary Degree Policy! Thank you, Dan, for your legal help!

Adjournment 3:30pm