

CODIFICATION COMMITTEE

Wednesday, October 9, 2024
UC Council Room | 2:00-3:30pm
Minutes

Present: English, Johnson, Kyle, Schuttler, Senbet, Yu
Absent: Dietz

Called to Order 2:03pm

Approval of the Agenda approved without objection

Approval of the 25 September 24 meeting minutes approved without objection

Chair's Report/Announcements – No report

Unfinished Business

- Definitions
- Review Committees, Boards, and Councils Bylaws
- Check Senate Action Forms against the online Board Policy Manual (BPM) and Regulations
 1. PEC Bylaws:
 - Article III: Members
 - Section 3. Non-voting Members
 - Subsection a (v)
 - “PEC will solicit a report at each meeting.”
 1. Do you do this? Is this needed?
 - Subsection b
 - Insert “faculty” between “non-voting” and “members”
 - Subsection b (v)
 - PEC will solicit a report at each meeting.”
 1. Do you do this? Is this needed?
 - Article IV: Officers
 - Section 4. Duties of the Chair of the PEC
 - Part (a) and (b) - Replace “his/her” with “their”
 - Part c – Should be “Prepare an annual report of the PEC’s actions to the Faculty Senate each year before June 30.”
 - Section 5. Duties of the Vice-Chair of the PEC
 - Part (b) – “chairs” should be “chair’s”
 - Article V: Committees

- Section 1. Committees
 - Insert “that are” before “accountable to it.”
 - Section 2. Reports.

In the first sentence replace the semicolon with a period, ending the first sentence with “committees”.

 - Replace the second and third semicolons with a comma.
 - Start the second sentence with “They” removing “it”
 - Remove the first “it may”
 - Replace the second “it may” with “or”
 - Remove “or” between “revision” and “for”
 - Article VI: Meetings
 - Section 4. Quorum
 - Subsection b – not necessary since you are governed by Robert’s Rules.
 - Refer to BPM 2-3-106(8)
 - Section 6. Record Keeping.
 - Insert “, which shall be posted on the PEC website.”
 - Subsection a – “deans” should be “Deans”
 - Subsection b – Replace “He or she” with “They”
 - Subsection c – End the first sentence with “action items” and start the second sentence with “The committee”
 - Article VII: Amendment Procedures
 - Why only 4?
2. UGC Bylaws
- Article II: Officers and Duties
 - Part A – UGC chair is a voting member on Faculty Senate
 - remove “an ex-officio”

New Business

- Adopted Rules of Procedures
 - Capitalize the title of each section
 - Preamble
 - Add parentheses around d, at the end of the paragraph
 - Origins of Policy Proposals

- Insert acronyms for Faculty Grievance Committee (FGC) and Faculty Perceptions of Administration Committee (FPAC)
- Guidance for Engaging with Stakeholders
 - Remove extra space before the third sentence
 - Remove “,” between “Faculty Senate” and “should consult”
 - Add parentheses around d, at the end of the paragraph
- Committee Process
 - Change the first sentence to “A committee has the option to consider or act on a proposal.”
 - Start second sentence with “If” removing “Once”
 - Insert “, resolution, or recommendation” after “change”
- Senate Process changed to “Faculty Senate Process”
 - Start the second sentence with “They” instead of “Faculty Senate”
 - Replace “put” with “recorded” in first sentence of second paragraph.
 - Insert quotation marks around “track changes”.
- Post Senate Processes changed to “Post Faculty Senate Process”
 - Insert “Faculty” before “Senate” in the first sentence
 - Remove “(2-3-106(3)):
 - Insert “UNC Catalogs” in list to match first part
- Changes are completed and will bring to FS.

Comments to the Good of the Order
Adjournment 3:21pm