

CODIFICATION COMMITTEE

Remote Meeting - Zoom

Wednesday, March 31, 2021

MINUTES

Present: Berg, Satriana, Schuttler, Welsh, Welsh

Absent: Fitzpatrick, Murza, Rich

Guests: Couch, Levin

Call to Order

The meeting was called to order at 2:03pm.

Approval of the Agenda

Approved with the removal of the Discrimination Complaints Procedure topic under unfinished business.

Approval of the March 10, 2021 meeting minutes

Approved without objection.

Chair's Report/Announcements

Unfinished Business

Senate Action 1113: Evaluation, Promotion, Tenure

Review Committees, Boards, and Councils Bylaws

New Business

Template for new policies

- Schuttler used the catalog language item under new business to create a new template for Senate policy proposals.
- The committee worked to refine the draft template with the following sections:
 - To/Subject/Originator/Date/Placement
 - Purpose
 - Rationale
 - Current language/practice (if applicable)
 - Proposed language
 - Review history/chain of custody
- Later, the committee will work on a template for BPM & UR policies to provide guidance on appropriate formatting (numbering scheme, purpose, definitions, etc.).

Main Campus seat availability for Extended Campus programs

- Revise title section to read: Availability of Main Campus Seats for Extended Campus Programs.
- The committee made grammatical recommendations for clarity throughout, with Couch providing context/background.
- Amend reference to chair(s)/director(s) to include coordinator(s).
- Ready to return to APC.

Adjournment

The meeting was adjourned at 3:16pm.

Mary Schuttler
Chair

Betsy Kienitz
Recording Secretary