Call to Order
The meeting was called to order at 3:30 p.m.

Approval of the agenda/November 19, 2014 minutes
The agenda was amended to place Faculty Contracts under Evaluation, Promotion, and Tenure. The amended agenda was approved without objection.

The November 19, 2014 minutes were amended to record Houser as present. The amended minutes were approved unanimously.

Chair's Report/Announcements
Temkin is chairing for Schuttler today. Schuttler will be on sabbatical leave next semester, so the Committee will elect an interim Chair.

Unfinished Business

Procedure for Recusal in Tenure Decision-Codification Placement
Temkin outlined areas of the document that need additional discussion:
- The original Faculty Welfare recusal language (in its entirety) never appears altogether.
- If the definition is amended as approved on November 10th, part of the original language will be left off of the document.
- The Codification Committee sectioned out the language to only include the specific area language (e.g. Promotion, Tenure, Post-Tenure Review).

The Committee discussed additional amendments that would include the language as a whole, and areas where the original language could be referred to.

MOTION: Include the entire original Faculty Welfare Committee recusal language in Section 2-3-801(3) General Processes (a) and renumber accordingly. Amend Section 2-3-901(8) to read “Procedure for Requesting Recusal. See 2-3-801(3)(a). Amend Section 2-3-902(5) to read “Procedure for Requesting Recusal. See 2-3-801(3)(a), and renumber accordingly. Merrill.
SECOND: Gardiner.
VOTE: The motion passed with a hand vote of 10-0, no abstentions.

All other Codification Committee/Faculty Welfare Committee amendments were retained.

Curriculum Approval Process and Form
The Committee discussed additional amendments to align with the current Curriculum Approval policy.

MOTION: Amend Section 3-3-501(3)(a)(IV) in the University Regulations and on the Course Form under “Originating School/Department Curriculum Committee” as follows:
“..assurance that all affected parties have been notified of the proposed change along with a summary of any objectives objections from affected units;” Merrill.
SECOND: Gardiner.
VOTE: The motion passed unanimously.

MOTION: Course Form: Page 4, add the full word to all drop down box selections and remove the legend at the top of the page. (Approve, Disapprove, Recommended, Not Recommended, Reviewed): Jares
SECOND: Glen.
VOTE: The motion passed unanimously.
MOTION: Course Form: School/Department Director/Chair: Remove the selection of “Reviewed” Add drop down box for “Recommended”, “Not Recommended”. Merrill.
SECOND: Gardiner.
VOTE: The motion passed unanimously.
MOTION: Course Form Flow Chart: Use Option 1 (larger print). Gardiner.
SECOND: Merrill.
VOTE: The motion passed unanimously.
MOTION: Course Form: Flow Chart: Amend Box #7 of flow chart as follows: “As CAO designees, AVP of Undergraduate Studies, AVP of Graduate Studies reviews curriculum from Depository.” Glen.
SECOND: Merrill.
VOTE: The motion passed unanimously.
MOTION: Course Form: Page 4: Amend “College Dean” section as follows: “.forward approved changes to the CAO along with the remarks of the advisory councils and committees. Rejection by a Dean will normally be for reasons of cost or conflict with college missions. Return rejected curriculum…”
Course Form: Page 4: Amend “Academic Affairs” section to read “Chief Academic Officer”. Add the following sentence at the end: Rejection by the CAO will normally be for reasons of cost or conflict with University missions. Merrill.
SECOND: Gardiner.
VOTE: The motion passed unanimously.
ADDITIONAL DISCUSSION: Can any of the large rectangular boxes on page 4 be omitted? What if a course is rejected by a program and/or LAC, PEC, can it be approved/offered elsewhere–should this language be included on the form? What is the procedure for an appeal of a course rejected by LAC and/or PEC. What is the role of the Dean of the Graduate School, role of the Graduate Council (“Reviewed”)–who should be listed on the Course Form and should a section be added to the flow chart for either Graduate Council or Graduate Dean (whichever is used on the Course Form outline).

Evaluation, Promotion, and Tenure
Faculty Contracts-Temkin noted that the question of faculty contracts is related to the evaluation discussion because contracts previously specified program areas and it is the program area that is the basic unit on the faculty side with respect to evaluation, promotion, and tenure. The Committee discussed Charting the Future, current/previous program areas, past faculty contracts, current faculty reappointment letters, and what should be included in the faculty contract/letter (salary, contract timeframe, rank, program area). Temkin distributed a program area list from AY 2003-2004, and asked for Committee input regarding additions, edits and reinstatement of program areas. Temkin will correspond with Wacker regarding consideration of an updated Program Area listing.
Interdisciplinary and Small Units-The Committee continued discussion on evaluation participants/procedures for small and interdisciplinary units. The Committee agreed that the smaller units should determine faculty that are closest to their discipline to aid in the evaluation process.
Annual Timeline for Comprehensive Reviews-Topic not covered.
New Business
Other New Business
Adjournment
The meeting adjourned at 4:55 p.m.

Mary Schuttler
Chair

Lori Riley
Recording Secretary