

CODIFICATION COMMITTEE

Wednesday, October 22, 2025

CC 2200 | 2:00-3:30pm

Minutes

Present: Dietz, English, Newman, Schuttler, Welsh

Absent: Berg, Fogg, Senbet

Called to Order 2:02pm

Approval of the Agenda approved without objection

Approval of the 8 October 25 meeting minutes approved without objection

Chair's Report/Announcements – Schuttler reached out to HR regarding the Faculty Absence Form, and they do not have any record of the form.

Unfinished Business

- Definitions
- Review Committees, Boards, and Councils Bylaws
 - Liberal Arts Council Bylaws
 - In addition, to the changes made by the LAC the recommendations have been accepted by both Codification and the LAC.
 - The committee is still waiting for bylaws from Professional Education Council, Graduate Council, and Board of Athletic Control.
 - There is no record of bylaws for Constitutional Review Authority; Faculty Grievance Committee; Academic Appeals Committee
- Check Senate Action Forms against the online Board Policy Manual (BPM) and Regulations
 - Senate Action 1265 – Academic Titles
 - Changes implemented in current language
 - Senate Action 1266 – Affiliate Faculty
 - Changes implemented in current language
 - The committee will begin the next meeting with Senate Action 1268
- Part 4: Faculty Responsibilities and Conditions of Employment
 - English discovered a 2011 NHS form from the previous General Counsel, which may be college-specific
 - She suggested creating a general, standard form for review and development by OGC.
 - Replace any missed “employee” with “faculty”
 - 3-3-401(1)(c) Responsibilities
 - (v)(B)
 - For clarification insert the following as sub-points after part (B)
 - “(I) PSAs of less than or equal to \$1000 are reviewed and can be approved/processed from the dean level.”
 - “(II) All PSAs greater than \$1000 are reviewed by the Office of the Provost (VPARFA).”

- Remove entire part (C)
- (vi)
 - Replace “continuing education, cash funded programs” with “Extended Campus”
 - Insert “or” before “providing statistical analysis”
- (vii)
 - Insert “/revision.” To the end of the section
 - The committee noted that the PSA form will need to be revised to include this statement and reinforce that PSAs are not paid for purposes of curriculum development/revision.
- (viii)
 - End this section with “Tenured and tenure-track faculty may only use up to one-sixth of their time (approximately one day per week) for external professional activities.”
 - It was noted that most universities include this in their policy.
- (v)
 - Remove the following sentence from the first paragraph
 - As employees of the State, special attention must be devoted to avoiding unfair competitive practices, such as establishing lower than standard fee structure or bidding practices that might threaten the livelihood of other citizens of the State, and must not be open to valid criticism by the public as being detrimental to the best interest of the public.
 - (B)
 - Replace “or” with “outside employment or offers of outside employment involving assignments that”
 - (C)
 - Rewrite part (C) as
 1. “performing work for private clients for compensation that falls within the regular responsibilities or duties of the faculty;”

Future New Business
College of Osteopathic Medicine Policies

Comments to the Good of the Order
Adjournment 3:26pm