

CODIFICATION COMMITTEE

Wednesday, September 10, 2025

CC 2200 | 2:00-3:30pm

Minutes

Present: Berg, Dietz, English, Newman, Senbet, Schuttler, Welsh

Absent: Fogg

Called to Order 2:00pm

Approval of the Agenda approved

Approval of the 27 August 25 meeting minutes approved with feedback from English

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

New Business

- Policy Check Out Process Proposal
 - The use of “check out” was confusing to members
 - Replace “check out” with “Review” throughout the document.
 - 3. Responsibility of Office of the President
 - Change “Checkout by” to “Responsibility of”
 - In part a, for clarification rewrite the sentence as
 - “Office of the President places a copy (which may include other policies/regulations) in the SharePoint Admin folder.”
 - In part b, for clarification rewrite the sentence as,
 - Office of the President notes online which policies are under review.
 - Remove “*NOTE: Please limit edits only to the policy/regulation requested.”
 - Remove all of “4. Committee Access Management”
 - “5. Returning the Document” will become the new section 4.
 - 4. Returning of the Document
 - Replace “returns” with “revises” in part a.
 - Begin part b with, “if approved by Faculty Senate” and remove “When ready for Senate Action”
 - Replace “notifies” with “sends both versions to” and remove “via email” at the end of the sentence.
 - Revisions will continue from section 5. Administrative Review & Archiving at the next meeting.

- Further discussion regarding the proposal will continue as well.
- From Kirsty
 - University Regulations 3-3-401(1)(b)

Comments to the Good of the Order

Adjournment 3:30pm