

CODIFICATION COMMITTEE

Wednesday, December 4, 2024

CC 2200 | 2:00-3:30pm

Minutes

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

Absent:

Called to Order 2:00pm

Approval of the Agenda approved without objection

Approval of the 20 November 24 meeting minutes approved without objection

Chair's Report/Announcements – No report

Unfinished Business

- Definitions
- Review Committees, Boards, and Councils Bylaws
 1. FRPB Bylaws
 1. Article I:
 1. Change heading to “Membership and Officers”
 2. In reference to the Board Policy Manual (BPM) insert part A and B as:
 - A. **Members and Officers.** Members and officers of the FRPB are set forth in Board Policy Sections 1-1-207, 2-3-105, and 2-3-108(1)(b). Quorum follows that of the Faculty Senate (i.e., majority) in Board Policy Section 2-3-106(8).
 - B. **Chair and Vice-Chair.** The chair and vice chair of the UGC shall be elected for one-year terms at the first meeting in March of each year (Board Policy Section 2-3-108(1)(b)(V)) from the members of the FRPB who have continuing terms, and they shall assume office on July 1 of the year elected.
 2. Article II: Responsibilities
 1. Remove everything in this section and insert
 - “The responsibilities of the FRPB are listed in the Board Policy Section 2-3-108(1)(c) Powers and Duties of the FRPB.”
 3. Remove Article III and Article IV
 1. Language is from the BPM which is unnecessary.
 2. Heading labeling will be changed
 4. Article III: Vacancies, Resignation, Alternates, and Proxies
 1. Paragraph 1:

- Replace “be filled by election by the Faculty Senate” with “remain vacant”
2. Paragraph 2:
- “his/her” should be “their”
 - Remove “The notice may be e-mailed or sent though campus mail in advance or hand delivered to the Chair prior to the beginning of the meeting.”
 - 2(b)
 - “his/her” should be “their”
 - Remove “Notification may be sent through campus mail or hand delivered, or it may be sent by e-mail.”
 - 2(c)
 - End the sentence with “sabbatical.” and remove “period.”
3. Paragraph 3:
- Rephrase the second sentence as,
 - “The Chair of the FRPB shall notify the Chair of the Faculty Senate and should request that a new member be elected at the next election by the Faculty Senate.”
5. Article IV: Responsibilities and Succession of the Officers
1. The Chair of the FRPB
- a. Responsibilities of the Chair:
 - Remove “of the FRPB” in parts ii, iii, vi, vii, ix
 - “his/her” should be “their” in part ii
 - Remove “transcription and” in part viii
 - In part x “UNC Today” no longer exists and should change to “Around UNC”
 - 1. Has this procedure changed?
 - Remove “The notification may be I writing or by e-mail and should include the date of the meeting.” in part xi
 - b. Succession of the Chair:
 - “him/herself” should be “themselves”
 - Remove “office of” throughout the section
2. The Vice Chair of the FRPB
- a. Responsibilities of the Vice Chair:
 - “his/her” should be “their”
 - Rephrase part ii as “To act as secretary at each meeting with the responsibility of taking minutes and tallying votes;”
 - In part iii, remove “the” and “that” in the first sentence.
 - 1. Replace “the” with “an” and remove “who has the greatest academic seniority” in the second sentence.

- b. Succession of the Vice Chair:
 - “him/herself” should be “themselves”
 - Remove “to the office”
- 6. Article V: Meetings of the FRPB
 - Part 3.
 - End the first sentence with “but is not limited to:”
 - Remove “of the FRPB” in parts b, c(i), and c(ii)
- 7. Article VI: Committees of the FRPB
 1. (d) should be revised as “From the end of the spring semester until the beginning of the fall semester, an EC, consisting of the outgoing and incoming chairs, vice chairs and any available voting members of the FRPB shall be empowered to conduct the business of the FRPB.”
- 8. Article VII: Executive Session
 1. Remove “of the FRPB” and replace “FRPB membership” with “members”
 - Questions regarding “review of the applications for research proposals and artistic productions.”
 - Are these rejected applications? Applications with confidential information? Under what purposes should it be in EC?
- 9. Codification will continue reviewing the FRPB bylaws at the next meeting
 1. Stopped at Article VIII: Parliamentary Authority and Procedures for Handling Business
- 2. FRPB in BPM
 1. 2-3-108(1)(b)(I)
 1. Begin the first sentence with “The voting members of the”
 2. End the paragraph with “Except for the faculty representative selected by the Faculty Senate and the graduate student representative, faculty members of the FRPB shall be elected. The Elections Committee of the Faculty Senate shall be responsible for the elections.”
 2. 2-3-108(1)(b)(II)
 1. Your bylaws say: “Advisory (non-voting) members shall be the following: dean of the Graduate School or his/her designee; the director of computer services or his/her designee; an academic dean appointed by the Chief Academic Officer (CAO); a representative from the Office of Academic Affairs; the Director of the Office of Sponsored Programs or his/her designee; and any other person(s) appointed by the chair of the FRPB.)”
 3. 2-3-108(1)(c)(IV)
 1. Insert “A.M. and Jo Winchester” before “Distinguished Scholar Award” followed by the insertion of “, review dossiers”
 4. 2-3-108(1)(d)

1. Insert a part (I) of “(I) The chair of the FRPB shall report to the Faculty Senate and shall submit a written summary of the FRPB's actions to the Faculty Senate each year before June 30.”
 2. The second paragraph will be part (II)
5. 2-3-108(1)(e)
1. Your bylaws say: “The Office of Sponsored Programs shall provide staff and support services for the FRPB.”
- Check Senate Action Forms against the online Board Policy Manual (BPM) and Regulations

New Business

- FAQs related to Enrollment, Budget and Resource Allocation Decisions
 - Chairs that are not tenured may be a conflict of interest (personal interest)
 - ASRM has a chair that is currently contract renewable
 - This will need to be brought to the President and Jennifer’s attention
- Revision of Grade Point Average Requirements
 - Codification agrees to the revisions to the low GPA policy.

Comments to the Good of the Order
Adjournment 3:32pm