

CODIFICATION COMMITTEE

Wednesday, April 16, 2025

CC 2200 | 2:00-3:30pm

Minutes

Present: Berg, Dietz, Johnson, Kyle, Senbet, Schuttler, Welsh, Yu

Zoom: English

Absent:

Called to Order 2:00pm

Approval of the Agenda approved without objection

Approval of the 2 April 25 meeting minutes approved without objection

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
- Board Policy 3-3-401(1)(b) Consulting and Other Professional Development Activities.
 - Change “chair/director” to “unit leader” through the whole document.
 - Change “department/division” to “unit” in paragraph (III)
 - “CAO/vice president” in the third paragraph, (II)(A), (III), and (IV)
 - Is it CAO or designee?
- Board Policy Manual 3-3-801 Implementation of Faculty Evaluation Procedures.
 - Change “department chair/school director/program coordinator” to “unit leader” throughout the whole document.
 - Change “program area” to “unit” throughout the document.
- Board Policy Manual 3-3-1001 Sabbatical Leave.
 - Change department chair/school director” to “unit leader” in part (b)
- Board Policy Manual 3-3-1301(2) Definitions.
 - Remove “departments” in part (d)
- Board Policy Manual 3-3-1301(4) Faculty Rank, Tenure Status, and Salary for Step-back Faculty.
 - (b) Administrator with Faculty Status under 3-3-1301(2)(a)(ii).
 - (iii)
 - Change “department” to unit”
 - (iv)
 - Insert “unit leader, dean and” after “member”
 - Remove “and academic area”
 - Remove “In such cases.”
 - Remove “by the academic area.”
 - (v)
 - Change “by” to “within” and “academic area” to “unit” in the first sentence.

- Change "academic area" to "unit" in the last sentence.
 - (c) Administrator with Faculty Status in an Interim or Temporary Administrative Assignment.
 - (i)
 - Change "academic area" or "academic department" to "unit" in this part.
 - Change "by" to "within"
 - (ii)
 - Change "department" to "unit"
 - (iii)
 - Change "department" to "unit leader, dean" in the first sentence.
 - Remove "and academic area" and "by the academic area"
 - Remove "In such cases, t" and start the last sentence with "The"
- Board Policy Manual 3-3-701 Faculty Salary Distribution
 - (c)
 - Insert a new (III) and correct numbering

(III) Faculty salary parity is calculated in comparison to the median salary of individuals from the same discipline, with the same rank and tenure-status, in our approved peer group. An individual faculty member's comparison group is calculated using the first four digits of the discipline's CIP code. The peer median salary comparison is adjusted for years-in-rank for each faculty member as follows:

- Professor: plus 1% for each year over 10; minus 1% for each year under 10
 - Associate Professor: plus 1% for each year over 3 up to 9 years; minus 1% for each year under 3
 - Assistant Professor: plus 1% for each year over 3 up to 6 years; minus 1% for each year under 3
 - Instructor/Lecturer: plus 1% for each year over 5 up to 9 years; minus 1% for each year under 5
- University Regulations 3-3-301 Chair Selection and Evaluations.
 - Remove "or the unit leader of a school whose faculty workload includes instruction and/or professional activity in addition to chair service"

New Business

- Chair and Vice-Chair selections
 - Chair – Mary Schuttler (Senbet moves, Welsh seconds)
 - Vice-Chair – Maggie Berg (Senbet moves, Welsh seconds)
 - Voting will be held at next meeting

Comments to the Good of the Order
Adjournment 3:23pm