

**CODIFICATION COMMITTEE**  
**Wednesday, September 7, 2022**  
**UC Aspen A & B | 2:00-3:30pm**  
**MINUTES**

**Present:** Rich Fredericks, Schuttler, Stoodly, Welsh, Yu

**Absent:** Berg

**Guest:** Senbet

**Call to Order**

The meeting was called to order at 2:03pm.

**Approval of the Agenda**

Approved without objection.

**Approval of the August 24, 2022 meeting minutes**

Approved without objection.

**Chair's Report/Announcements**

Senate Bylaws were approved by FESC, yet Marshall needs to answer one question before they go to the full Senate.

**Unfinished Business**

- Senate Action 1113: Evaluation, Promotion, Tenure
- Review Committees, Boards, and Councils Bylaws
- Senate Bylaws
  - Done
- Definitions
  - The committee discussed whether to make a glossary or leave the definitions where they currently reside. They decided to streamline the definitions first and will discuss a glossary at a later date.
  - They finished “full-time”, “part-time”, “Grievant”, Grievance” and “Grievable Matters”
  - Each will read as the word followed by a colon
  - A hyphen will be used for full-time and part-time
  - Separate full-time and part-time into faculty, administrative/professional, classified, and exempt staff

**New Business**

- Grade Submission policy
  - The committee separated the full semester fall and spring terms that have a finals week from the interim winter session, summer session, and part-term courses
  - They bulleted the division for easier comprehension
  - “school director/department chair” was changed to “school director/chair or department chair” due to new University changes
  - “within” was added to two of the bullet points for consistency
  - “or interim winter session” was added to the first bullet point for changes to

- grades
- “been completed” was changed to “ended”
- “or school director/chair or department chair in the instructor’s absence” was added to the grade change submission sentence

### **Adjournment**

The meeting was adjourned at 3:20pm.

Mary Schuttler  
Chair  
Recording Secretary