

CODIFICATION COMMITTEE

**Remote Meeting - Zoom
Wednesday, March 31, 2021
MINUTES**

Present: Berg, Satriana, Schuttler, Welsh, Welsh

Absent: Fitzpatrick, Murza, Rich

Guests: Couch, Levin

Call to Order

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

Approval of the Agenda

Approved with the removal of the Discrimination Complaints Procedure topic under unfinished business.

Approval of the March 10, 2021 meeting minutes

Approved without objection.

Chair's Report/Announcements

Unfinished Business

- Senate Action 1113: Evaluation, Promotion, Tenure
- Review Committees, Boards, and Councils Bylaws

New Business

- **Template for new policies**
 - Schuttler used the catalog language item under new business to create a new template for Senate policy proposals.
 - The committee worked to refine the draft template with the following sections:
 - To/Subject/Originator/Date/Placement
 - Purpose
 - Rationale
 - Current language/practice (if applicable)
 - Proposed language
 - Review history/chain of custody
 - Later, the committee will work on a template for BPM & UR policies to provide guidance on appropriate formatting (numbering scheme, purpose, definitions, etc.).
- **Main Campus seat availability for Extended Campus programs**
 - Revise title section to read: Availability of Main Campus Seats for Extended Campus Programs.
 - The committee made grammatical recommendations for clarity throughout, with Couch providing context/background.
 - Amend reference to chair(s)/director(s) to include coordinator(s).
 - Ready to return to APC.

Adjournment

The meeting was adjourned at 3:16pm.

Mary Schuttler
Chair

Betsy Kienitz
Recording Secretary