

**CODIFICATION COMMITTEE**  
**Remote Meeting - Zoom**  
**Wednesday, September 23, 2020**  
**MINUTES**

**Present:** Murza, Rich, Satriana, Schuttler, Welsh, Welsh

**Absent:** Berg, Fitzpatrick

**Call to Order**

The meeting was called to order at 2:01pm.

**Approval of the Agenda**

Approved without objection.

**Approval of the September 9, 2020 meeting minutes**

Approved without objection.

**Chair's Report/Announcements (Schuttler)**

- We will read through Faculty Grievance for typo correction.
- Salary Equity will review and may return the Step Back policy.

**Unfinished Business**

- Senate Action 1113: Evaluation, Promotion, Tenure
- Senate Action 1143: Part 12 Faculty Grievance – Satriana; *concurrent with 3-6-125*
- 3-6-125 Discrimination Complaint Procedures – Satriana; *will work on after Student Code of Conduct finalized*
- Review Committees, Boards, and Councils Bylaws
- Step Back Policy

**New Business**

- Faculty Grievance 2-3-1201
  - Read through for corrections and general clarification of policy where appropriate.
  - Change 'his/her' to 'their' throughout.
  - 2-3-1201(1)(b) - Grievable Matters – Ask Welfare what the phrase "or in other ways" means in the context of the first sentence.
  - 2-3-1201(1)(c) - Refer to the Faculty Grievance Committee as "Committee" throughout the rest of the document after its initial reference.
  - 2-3-1201(1)(d) – Delete the paragraph defining Working Days and replace with a reference to where Working Days are defined in 1-2-101 General Provisions.
  - 2-3-1201(2) - Change "aggrieved persons" to "Grievants" throughout; also capitalize "Respondents" for consistency.
  - Clean up and clarify the subsections in 2-3-1201(2) regarding the preliminary procedures, intent to file a grievance, formal written grievance process, and the timelines for these stages.
  - Schuttler will work on the section re-numbering, and we will continue review next time.
- Review Add'l Senate Actions/Board Policy Manual and University Regulations Updates *From 2018/2019*
  - Senate Action 1162 – Conflict of Interest
  - Senate Action 1167 – Parental Leave

**Adjournment**

The meeting was adjourned at 3:22PM.

Mary Schuttler  
Chair

Betsy Kienitz  
Recording Secretary