

CODIFICATION COMMITTEE

Wednesday, April 13, 2022

UC Aspen A & B | 2:00pm

MINUTES

Present: Berg, Schuttler, Stoodly, Welsh, Welsh

Absent: Johnson, Satriana

Guest: Levin

Call to Order

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

Approval of the Agenda

Approved without objection.

Approval of the March 30, 2022 meeting minutes

Approved without objection.

Chair's Report/Announcements

Unfinished Business

- Senate Action 1113: Evaluation, Promotion, Tenure
- Review Committees, Boards, and Councils Bylaws
- **Faculty Senate bylaws**
 - The committee reviewed recommendations from Faculty Welfare.
 - Faculty Welfare would like to keep the duties in section C. as originally written to allow flexibility/overlap between their committee and Salary Equity.
 - Where sentences are mirrored in multiple committee sections, revise to make the sentence structures consistent.
 - Send remaining questions to Salary Equity and Faculty Senate Executive Committee.
- **Definitions**
 - The committee began review of definitions in the BPM in alphabetical order.
 - Reformat definitions with colons, deleting the use of quotations and periods.
 - For purposes of review, Schuttler listed defined terms only once on the document if the definitions in the BPM were the same.
 - If terms had differing/multiple definitions, all versions are included in the document for comparison.
 - Some terms with multiple definitions in the BPM have specific purposes relevant to particular policy areas (e.g., Dossier, while generally being a portfolio of information relative to performance, has different requirements specific to the type of review designated.).
 - Members discussed the nature/purpose of definitions and creating a definition section versus appendices/policy references.
 - For example: The Board of Trustees is defined/described by a paragraph in 1-1-201. An entry for “Board, Board of Trustees, BOT” in a separate definition section should alert readers that the term(s) refer to the Board of Trustees for the University of Northern Colorado and refer readers to 1-1-201.
 - Members discussed what sort of terms would be helpful to include (or not include) in a definition section.
 - If a term is contextually bound to a particular section of policy, members agreed it is better to keep it local and not include it in a definition section (e.g.,

Faculty Grievance Committee, Financial Exigency).

- Additionally, if a term is broadly used but in varying contexts, it may be better to keep the specific definitions local and not to include it in a definition section (e.g., employee, faculty members).

New Business

- **Officer nominations**

- Schuttler is nominated for Chair.
- Berg is nominated for Vice-Chair.
- We will hold officer elections at the next meeting.

Adjournment

The meeting was adjourned at 3:16pm.

Mary Schuttler
Chair

Betsy Kienitz
Recording Secretary