

## **CODIFICATION COMMITTEE**

**Wednesday, December 1, 2021**

**UC Aspen A & B | 2:00pm**

### **MINUTES**

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

**Absent:** Berg, Welsh

#### **Call to Order**

The meeting was called to order at 2:02pm.

#### **Approval of the Agenda**

Approved with the addition of reviewing the references to Conflict of Interest policies in the BPM and UR.

#### **Approval of the November 17, 2021 meeting minutes**

Approved without objection.

#### **Chair's Report/Announcements**

#### **Unfinished Business**

- Senate Action 1113: Evaluation, Promotion, Tenure
- Review Committees, Boards, and Councils Bylaws
- **Template for new policies**
  - The committee created formatting guidelines for placement on Codification website:
    - List any definitions in alphabetical order.
    - Use inclusive pronouns (e.g., "their" instead of "his or her").
    - Use "shall" instead of "will".
    - Follow the standard numbering/letting format of the document in which the policy will be placed.
    - Refer to related policy sections as appropriate.
  - Include a simple explanation of governing documents:
    - Board Policy Manual
      - States University policy in a broad framework
      - Contains Board adopted policies (Title 1) and Board approved constitutions and procedures (Title 2)
      - Requires final approval of the Board of Trustees
    - University Regulations
      - Provides details about how Board Policy is implemented (Title 3)
      - Requires final approval of the President
  - Post the policy proposal template to the Codification website.
- **Faculty Senate bylaws**
  - The committee resumed review at Article VI, comparing the Salary Equity section with Salary Equity's current bylaws.
  - Continued edits for clarity.
  - Delete "or appointed" from E., as faculty representatives are elected by the Senate.
  - Ask about the "annual staffing plan".
    - What is it, and is it still called that?
    - Is it distributed to campus?
  - What is the "other appropriate data" in relation to classification using the Decision Band Method (DBM) and CUPA (College and University Personnel Association)?

- Update the section describing internal parity.
- The committee will continue review at a later meeting.
- Once Codification has reviewed the Senate bylaws, we can ask the respective Senate committees to review their individual sections and make suggestions.

### **New Business**

- **Inclusive Pronoun implementation**

- Satriana reported that Tiffany Pendleton is working on an initial sweep for pronoun updates.
- Codification can review the updates when they are ready.

- **Conflict of Interest policies**

- In response to a question about the references to various Conflict of Interest policies in the BPM and UR, the committee reviewed the relevant policy areas.
- The bottom of 1-1-105 Ethical Standards has a large bracket that lists all three Conflict of Interest policy areas:

[Also see Board Policy Manual 1-1-502 (General Personnel/Conflict of Interest Policy), 2-3-410 and 411 (Outside Activities and conflict of Interest), 1-1-508 (Equal Opportunity), 2-1-301 and 302 (Student Rights and Responsibilities), 2-1-501 (University Standards of Conduct), 2-2-201 et seq. (Discrimination Review Procedures); and University Regulations 3-3-401 and 402 (Outside Activities and Conflict of Interest), 3-8-106 (Scientific Misconduct)].

- The committee determined no additional action needs to be taken.

### **Adjournment**

The meeting was adjourned at 3:09pm.

Mary Schuttler  
Chair

Betsy Kienitz  
Recording Secretary