

## **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