

University of Wisconsin–Milwaukee

**CODIFICATION COMMITTEE
2017-18 Annual Report**

Members:

Name	Rank	Department
Kelly Kirshner, Chair	FAC	Film
Kristene Surerus	FAC	Chemistry & Biochemistry
Zachary Durlam	FAC	Music
Thomas Malaby	FAC	Anthropology
Margaret Noodin	FAC	English
Konstantin Sobolev	FAC	Civil & Environmental Engr
Trudy Turner	FAC	Secretary of the University

Charter:

Functions/ Responsibilities:

A1.7 Codification Committee

- (1) Membership. Seven members as follows: three elected faculty members, three faculty members appointed by the University Committee; and ex-officio, the Secretary of the University, who serves as the committee’s secretary.

- (2) Functions
 - a) Reviews and makes recommendations concerning all proposed additions to and changes in existing university policies and procedures. The committee employs the criteria of clarity, internal consistency, and relation to other policies and procedures governing UWM. Such recommendations will accompany proposals for additions and alterations in policies and procedures when submitted for faculty action.

 - b) Undertakes and maintains a continuing review of faculty policies and procedures, and any supplement thereto.

 - c) Upon its own initiative, or by request of the University Committee, or at the direction of the University Faculty, recommends appropriate changes in faculty policies, procedures, and committee structure. Such recommendations are made only after consultation with the faculty committees concerned.

- d) Assists and advises the Secretary of the University or other appropriate administrative officials in up-dating the UWM Policies and Procedures.

(Document 1016, 3/17/77; UWM Administration approval, 3/30/77)

Meetings:

The committee met 7 times during the 2017-18 academic year:

September 13, 2017	January 31, 2018
October 4, 2017	February 28, 2018
November 29, 2017	April 4, 2018
	April 25, 2018

[Meetings scheduled for Nov 1 and Jan 10 were cancelled due to lack of business.]

Summary of Activities:

The committee approved the following:

- Recommendation of the University Committee (UC) to Create a UWM Student Representative Missed Class Policy.
- Recommendation of the Academic Policy Committee (APC) to Amend the Uniform Syllabus Policy.
- Recommendation of the Academic Planning & Budget Committee (APBC) to Amend *UWM Policies & Procedures* Chapter A1.05 APBC (1) Membership.
- Recommendation of the Department-like Body of Translation and Interpreting, the L&S Academic Policies and Curriculum Committee, and the Faculty of the College of Letters and Science to Approve the Request for Authorization to Implement a Master of Arts Degree in Translation and Interpreting Studies.
- Revisions to Faculty Document 2947: Awarding of Credit for Military Education/Training.
- Recommendation of the Graduate Faculty Committee to Establish Transcript-Designated Degree Concentrations.
- Recommendation of the Graduate Faculty Committee for the Criteria for: 1) Graduate Faculty Membership; 2) Major Professor, Advisor, or Committee Chair and Committee for Master's Students; and 3) Major Professor, Advisor, or Committee Chair and Committee for Doctoral Students.
- Recommendation of the Faculty Senate Subcommittee on the Evaluation of Administrators (SSEA) to Revise Faculty Document 2137R3: Policy for Faculty Evaluation of Administrators.
- Recommendation of the Athletic Board to Revise the Student Athlete Missed Class Policy.
- Recommendation of the Admissions & Records Policy Committee to Replace the UWM Undergraduate International Student Admissions Policy.
- Proposal to Establish the (then unnamed) College of General Studies at UW-Milwaukee.
- Request for Authorization to Implement a Bachelor of Science in Public Health.
- Proposal of the School of Education to Restructure the Departments of Curriculum & Instruction and Exceptional Education into One New Department Named the Department of Teaching and Learning.

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- Recommendation to Revise *UWM Policies & Procedures* Chapter A2.1 Economic Benefits Committee Charter.
- Recommendation to Revise *UWM Policies & Procedures* Chapter 5.45 Faculty Rights & Responsibilities Committee Procedures.
- Recommendation to Revise *UWM Policies & Procedures* Chapter A3.5 Nominations Committee Charter.
- Recommendation of the University Committee to Establish the Division of General Studies.
- Recommendation of the Department of Africology and the L&S Academic Planning and Governance Committee to Change the Name of the Africology Department to the Department of African and African Diaspora Studies.
- Recommendation of the Department of Africology, the L&S Academic Policies and Curriculum Committee, and the Faculty of the College of Letters and Science to Approve the Request for Authorization to Implement an MA in Africology.
- Recommendation of the Academic Program & Curriculum Committee to Change the General Education Requirements.
- Recommendation to Revise *UWM Policies & Procedures* Chapter 5.25 Fair Hearing.
- Recommendation to Revise *UWM Policies & Procedures* Chapter A3.6 Physical Environment Committee Charter.
- Recommendation of the University Committee to Amend *UWM Policies & Procedures* Chapter 3 to Include Post-Tenure Review as a Divisional Executive Committee Task.

As the above list shows, there were a number of time-sensitive and document-heavy recommendations that came through the committee this year. Any proposals that were at first delayed approval due to a lack of clarity or supporting documentation were subsequently approved and forwarded in a timely manner (and within the academic year).

Respectfully submitted,
Kelly V. Kirshtner, Associate Professor
Codification Committee Chair 2017-18.