

CODIFICATION COMMITTEE
Wednesday, September 5, 2018, 11:00am
Lubar N456
Meeting Minutes

Present: S. Feay-Shaw, D. Frick, Z. Durlam, K. Kirshner, K. Surerus, T. Turner

Guests: Jason Puskar, Graduate Faculty Committee Chair
Larry Kuiper, Academic Director for International Student Success
Mark Eckman, Director of Study Abroad

1. Meeting called to order at 11:01 am.
2. Minutes of April 25, 2018 meeting approved by acclamation.
3. 2018-19 Codification Committee Chair Election.
K. Kirshner was elected as chair.

4. New Business

a) Graduate Faculty Committee (GFC) Charter Changes

J. Puskar presented the documents. Discussion took place regarding procedures for external reviews and the voting status of graduate student representatives.

The committee suggested the following changes to the GFC Charter:

- 1) Under section (1)(d) remove the word “are”.
- 2) Under section (2)(i) change “designate” to “designates”.

The committee voted on these documents along with the documents in the next section.

b) Graduate Faculty Committee Policy Documents

J. Puskar presented the documents.

The committee suggested the following changes:

- 1) GFC Doc. 1156: update the name of the Research Policy Committee to the Research Policy and Advisory Committee.
- 2) GFC Doc. 916: refer to the current UWM syllabus policy.

Secretary Turner commended J. Puskar on his work on these two sets of documents.

MOTION: to approve the documents from section (a) and (b) as amended. The motion was seconded and approved unanimously by voice vote.

The committee discussed the numbering of the GFC Policy Documents as new Faculty Documents including the value of organizing by subject matter and the possibility of including all the documents in a single policy document with subsections.

c) Study Abroad Policies & Procedures

L. Kuiper and M. Eckman presented. The document is meant to address areas not covered by UW System policy including operating issues specific to UWM and consistent program reviews with oversight by the International Committee.

The committee suggested adding a reference to the membership of the International Committee within the document and changing section 1.01(2) to read “subject to faculty oversight” in place of “subject to shared governance procedures”.

MOTION: to approve the document as amended. The motion was seconded and approved unanimously by voice vote.

d) Recommendation to Revise *UWM Policies & Procedures* Chapter A1.05 Academic Planning and Budget Committee Charter

MOTION: to approve the document. The motion was seconded and approved unanimously by voice vote.

Secretary Turner noted that College of General Studies representation will need to be added to additional faculty standing committee charters.

e) Recommendation to Revise *UWM Policies & Procedures* Chapter 5.25 Fair Hearing

MOTION: to approve the document. The motion was seconded and approved unanimously by voice vote.

f) Request for Authorization to Implement a Doctor of Occupational Therapy Degree

The committee suggested defining the acronym “OT” at the beginning of the document.

MOTION: to approve the document. The motion was seconded and approved unanimously by voice vote.

5. Meeting Schedule

The SecU Office will send out a scheduling grid.

6. Other business

Secretary Turner suggested that the committee review *UWM Policies and Procedures* over the course of the year.

7. Meeting adjourned at 11:51 am.