

CODIFICATION COMMITTEE  
Thursday, October 4, 2018, 11:00am  
Lubar N456  
Meeting Minutes

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

Guests: Jason Puskar, Graduate Faculty Committee Chair

1. Meeting called to order at 11:02 am.
2. Minutes of September 5, 2018 meeting approved as distributed.
3. New Business
  - a) Codification Committee Charter Review  
The committee found no issues with the current charter.
  - b) Recommendation of the Graduate Curriculum Committee to Establish Transcript-Designated Degree Concentrations and Options (GFC Doc. 878)  
J. Puskar presented the document. Discussion took place on section A (7) and section B (2).

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

- c) Review of Certificate Programs (GFC Doc. 1360)  
J. Puskar presented the document. Discussion took place regarding faculty document numbering. The grandfathered GFC documents will be given the next available faculty document numbers.

Additional discussion took place on the rationale for reducing the timeline from eight weeks to six.

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

- d) Recommendation of the Physical Environment Committee to Revise *UWM Policies & Procedures* Chapter A3.6.1 Transportation Subcommittee Charter  
The committee suggested that the use of acronyms be consistent throughout the document and that section 2 (b) and (c) be clarified and possibly combined considering that these reports have not been presented to the Faculty Senate in several years.
      - e) Recommendation of the Physical Environment Committee to Revise *UWM Policies & Procedures* Chapter A3.6.2 Campus Facility Naming Subcommittee Charter  
The document was not ready for review.
      - f) Recommendation to Revise *UWM Policies & Procedures* Chapter 5.25 Fair Hearing  
The document did not pass through the Faculty Senate in September. The committee confirmed that the information on burden of proof which was removed from section 9 is covered under *UWM Policies & Procedures* Chapter 5.24.

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

g) Recommendation of the University Committee to Develop Procedure for Distance Participation in Faculty Meetings and Faculty Senate

The committee suggested the following changes to the sections on attendance and voting:

Attendance: For Faculty Meetings and the Faculty Senate, faculty will be able to participate through video conferencing in a single, designated room on each campus. Participation via these locations will satisfy attendance requirements as defined in UWM P&P 1.06(5). One senator at each location will be responsible for counting for a quorum at Faculty meetings. Faculty senators' names will be called during roll call for ~~establishing a quorum counting toward quorum~~ at Senate meetings. If senators arrive after roll call, they will email the Secretary of the University during the meeting.

Voting: For voice votes, separate voice votes will be called for each site. For Senate votes conducted through electronic means, senators participating from Waukesha or Washington County ~~will email the Secretary of the University indicating their vote, which then will be recorded.~~ will use a written ballot which will be tallied by a senator and which will be orally presented to the Senate.

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

4. Other business

The committee will begin their review of *UWM Policies & Procedures* with Chapter 4.

Secretary Turner suggested that *UWM Policies & Procedures* Chapter 5 be updated so that Faculty Rights & Responsibilities Committee (FRRC) complaints are submitted to the University Committee through the Secretary of the University's Office. This would line up with the current posted FRRC procedures.

MOTION: to revise *UWM Policies & Procedures* Chapter 5 so that FRRC complaints are submitted to the UC through the Secretary of the University's Office. The motion was seconded and approved unanimously by voice vote.

5. Meeting adjourned at 11:42 a.m.