

CODIFICATION COMMITTEE
Wednesday, February 19, 2025 at 11:00am
Lubar N456 and Microsoft Teams
Minutes

Present: J. Boyland, W. Chu, C. Galambos, A. Pycha, J. Reisel, S. Schanke

Guests: Larry Kuiper, International Committee, Chair

I. Meeting called to order at 11:00 a.m.

II. Minutes of January 8, 2025 meeting approved as distributed.

III. Business

- a. Recommendation of the International Committee to Create a Policy on Center of International Education (CIE) Oversight and Decision-Making Authority for Faculty-Led Study Abroad Programs
L. Kuiper presented the policy, requested by the Study Abroad (SA) office due to staffing shortages that led to denying some faculty-led programs and raising concerns about the lack of governance involvement. The policy allows governance to annually review SA's criteria and vetting documents. Key feedback from the committee included standardizing terminology by replacing references to SA with CIE (under which SA operates), adding a definitions section, and clarifying that IC is a governance committee separate from CIE.

MOTION: to approve the document contingent upon the suggested changes. The motion was seconded and approved by voice vote.

- b. Recommendation of the Information Technology Policy Committee (ITPC) to Amend *UWM Policies & Procedures* Chapter A3.2: ITPC Charter
The committee suggested wording changes to align with last month's Faculty Senate decision to omit the specific number of divisions in the APBC Charter, ensuring updates aren't required each time divisions change.

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

- c. Recommendation of the University Committee to Revise *UWM Policies & Procedures* Chapter 5.20: Procedures for Promotion to the Rank of Professor
Secretary Reisel presented the document, which requires the committee to notify the Dean of any negative vote in the two instances where such a vote is possible, removing the previous clause that allowed decisions to go unreported.

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

- a. Wording Consistency in *UWM Policies & Procedures* Supplement to Chapter 6
The committee decided to list each committee's membership as lettered lists with all Arabic numerals written out. Ex officio members will be designated as "ex officio and non-voting." Appointment term lengths will be specified once early in the document, rather than for each

committee. The appointing authority for each appointee will be explicitly stated. Each membership section will begin with the phrase, "The committee is composed of the following members:" The committee also recommended creating both an internal and forward-facing version of the document, removing dissolved committees and document approval references from the forward-facing version.

IV. Other business – None.

V. Meeting adjourned at 12:02 p.m.