

**CODIFICATION COMMITTEE**  
**Wednesday, September 7, 2022**  
**UC Aspen A & B | 2:00-3:30pm**  
**MINUTES**

**Present:** Rich Fredericks, Schuttler, Stoodly, Welsh, Yu

**Absent:** Berg

**Guest:** Senbet

**Call to Order**

The meeting was called to order at 2:03pm.

**Approval of the Agenda**

Approved without objection.

**Approval of the August 24, 2022 meeting minutes**

Approved without objection.

**Report/Announcements**

Senate Bylaws were approved by FESC, yet Marshall needs to answer one question before they go to the full Senate.

**Unfinished Business**

- Senate Action 1113: Evaluation, Promotion, Tenure
- Review Committees, Boards, and Councils Bylaws
- Senate Bylaws
  - Done
- Definitions
  - The committee discussed whether to make a glossary or leave the definitions where they currently reside. They decided to streamline the definitions first and will discuss a glossary at a later date.
  - They finished “full-time”, “part-time”, “Grievant”, Grievance” and “Grievable Matters”
  - Each will read as the word followed by a colon
  - A hyphen will be used for full-time and part-time
  - Separate full-time and part-time into

- grades
- “been completed” was changed to “ended”
- “or school director/chair or department chair in the instructor’s absence” was added to the grade change submission sentence

**Adjournment**

The meeting was adjourned at 3:20pm.

Mary Schuttler  
Chair  
Recording Secretary