

## CODIFICATION COMMITTEE

UC Aspen A & B

Wednesday, August 25, 2021

### MINUTES

**Present:** Berg, Rich, Satriana, Schuttler, Stoody, Welsh

**Absent:** Welsh

**Guest:** Levin

#### Call to Order

Senate Action 1113: Evaluation, Promotion, Tenure

- Schuttler will pull Board Policy sections relating to SA 1113 to ensure the committee is working from the current language.

- Review Committees, Boards, and Councils Bylaws
- **Template for new policies**
  - The committee considered how to create a guide for campus members showing how to write policy for the BPM/UR.
    - Format guide; example policy; stylistic convention; sections for purpose, definitions, etc.
    - Overview of what types of information belong in the BPM versus UR
      - BPM – overarching policy itself
      - UR – details about policy implementation
  - Such guides could be published on the Codification Committee website.

#### New Business

- **Inclusive Pronoun Motion**
  - The committee plans to bring a motion to Senate to change gendered pronoun usage (she/her/hers and he/him/his) to inclusive pronoun usage (they/them/theirs) in the BPM, UR, and the catalog where allowed.
    - This allows for consistent and comprehensive changes to pronoun language.
  - Some language may directly quote state or federal statute; in such cases, the original pronoun usage must be retained.
    - Some examples of areas to check: sections referring to military training [2-2-405], lactation support (direct quote of statute) [3-12-105]

- The UG catalog has at least one use of ‘his or her’ in the Major and Minor Requirements section.

MOTION: Schuttler – It is moved approve the inclusive pronoun motion and bring it to Faculty Senate.

VOTE: Approved by voice vote.

**Adjournment**

The meeting was adjourned at 2:57pm.

Mary Schuttler  
Chair

Betsy Kienitz  
Recording Secretary