

**Central Washington University
Bylaws and Academic Code Committee
April 8, 2013
Minutes**

Present: Gary Bartlett, Jonathan Fassett, Lila Harper, and Eric Cheney

Absent: Lori Braunstein

Guest(s): None

Meeting was called to order at 3:04

Changes to the Agenda - No changes.

Approval of minutes – No changes.

Charge ACBC12-13.03: Discussion of plan to divide sections per person to examine more closely. Review Bylaws and Code for correction to print and references such as links that are out of date. All references to Academic Code must be replaced with Faculty Code. Punctuation and capitalization needs to be cleaned up, more consistent throughout.

Examples for correction: Headings are not consistently used, for example page 3 of the Bylaws. Is reference to 1940 AAUP group on page 2 of Academic Code, outdated? Should a list of acronyms be added for the reader's clarification? Labeling of subsections varies widely, no standard seen in current documents. Correction of “are” to “as” in Academic Code Section IV:D,1,d on page 10.

Discussion: How much can be changed as “housekeeping”? Is there a specific format that Faculty Senate uses for the documents that dictates capitalization, subsection labels, bold usage, etc?

Members will examine their assigned sections and email to Gary.

Meeting was adjourned at 3:38 p.m..

The next meeting is scheduled for April 22nd, 3pm.