

FACULTY SENATE

Minutes of September 23, 1969

The Faculty Senate met on Tuesday, September 23, 1969, at 4:00 p.m. in room 132, New Austin. The Chairman called the meeting to order and asked the secretary to call the roll. The following members were absent: Carl G. Adler, John Ball, Wilbur Castellow, William Holley, Leon Johnson, Larry Kendrick, Jean Lowry, Marguerite Perry, Albert Pertalion, Norman Rosenfeld, Barry Shank, Moses Sheppard, Sylvene Spickerman, Charles Stevens, Daniel Stillwell.

The Chairman asked for additions or corrections to the minutes of May 20, 1969. When none was expressed, the minutes were approved as presented.

The Chairman then asked for additions or corrections to the minutes of May 21, 1969. When none was expressed, the minutes were approved as presented.

The Chairman asked for suspension of the rules to permit Agenda - Item 6A, Election of Due Process Committee, to be taken up out of order. The motion was made and seconded that permission be granted for the suspension of rules and the motion passed unanimously.

The Chairman stated that unless there were objections from the floor the Due Process Committee would be elected in the following manner. Ten tenured faculty members would be elected to the committee. The five elected with the most votes would serve as the members and the next five would serve as alternates. The Due Process Committee is to function when a hearing is requested by a faculty member concerned with suspension or discharge. He then opened the floor for nominations to this committee. The following tenured faculty members were nominated from the floor:

Joseph K. Davis, Math
Amos Clark, Education
Robert Lamb, Chemistry
Jean Lowry, Geology
Donald Jeffreys, Biology
Joseph Steelman, History

Rachel Kilpatrick, English
William Grossnickle, Psychology
Thomas J. Haigwood, Ind. & Tech. Educ.
Floyd Read, Physics
Emily Boyce, Library Science

Mr. Davis stated that if there was no objection the members elected would be allowed to establish which ones would serve a 1 year term and which would serve a 2 year term. There were no objections.

Mr. Davis appointed the following election committee to count the ballots:
Mr. Bellis, Mr. Price, Mr. Downes.

While the ballots for committee members were being counted, the Chairman, with the consent of the Senate, then moved to Item 3 on the Agenda.

SPECIAL ORDER OF THE DAY

Mr. Davis announced the Chairman and Secretary of the Agenda Committee. They are as follows: William Grossnickle, Chairman, William H. Durham, Jr., Secretary.

The Chairman also announced that the Chairman and Secretary for the Committee on Committees are as follows: Fred Ragan, Chairman, Erwin Hester, Secretary.

Mr. Davis stated that the schedule of meetings for the Agenda Committee and the Faculty Senate would be attached to the minutes of the September 23, 1969, Faculty Senate meeting.

Mr. Davis stated that a memorandum from Dr. Jenkins announcing a general faculty meeting on Monday, September 29, 1969, at 4:00 p.m. in McGinnis Auditorium was enroute to the Faculty. The purpose of the meeting is to act on proposed changes in the Faculty Senate Constitution.

UNFINISHED BUSINESS

Mr. Ragan stated there had been some confusion concerning the Credits Committee report submitted to the 1968-1969 Faculty Senate. The confusion resulted in the Tabling of the report. He moved that the Senate request that the Credits Committee submit another report of their study. The motion was seconded and passed.

REPORTS OF COMMITTEES

Mr. Joseph K. Davis presented the report for the Class Attendance Committee. Mr. Davis gave the Senate a brief review of the recent efforts of the Committee concerning the unlimited cuts. The committee recommended unlimited cuts be given upperclassmen with no penalty for cuts before and after holidays. They also recommended that unlimited cuts not be given lowerclassmen and that double cuts be given before and after holidays. After discussion, Mr. McDaniel moved that the report be accepted as stated with the following changes: Lowerclassmen be defined as all students taking courses from the Freshman and Sophomore level and upperclassmen defined as all students taking courses at Junior and Senior level. This motion was seconded.

There was additional discussion and Mr. Hester made an amendment to the motion that the report be accepted with the following changes:

- Section I Unlimited cut system not be extended to students in courses number 199 or below.
- Section II - A. No penalty for cuts before and after holidays be provided in courses 200 and above.
- Section II - B. A penalty of double cuts before and after holidays in courses number 199 and below.

This amendment was seconded. The amendment passed 34 for and 5 against.

The original motion as amended resulted in a tie vote which was 20 for and 20 against. The motion passed with the Chairman casting the deciding vote.

Miss Janice Hardison, presented the 1968-1969 Annual Report for the Library Committee (see attached). She explained this was an information type report that was made available for review by the Faculty Senate and that the report required no action by the Senate. There were, following her report, questions concerning various parts of the report. There were questions concerning controls employed to secure library holdings, involvement of Library Staff on the committee, handling of government documents, and budgetary allocations to departments. Miss Hardison stated that these questions would be answered in the minutes of a more recent library committee meeting which will be made available to departmental representatives on the committee and in turn through them to the faculty as a unit.

NEW BUSINESS

The election committee appointed to count the ballots cast in the election of the Due Process Committee reported that the following faculty members were elected: Emily Boyce, Amos Clark, William Grossnickle, Rachel Kilpatrick, Jean Lowry.

The Committee reported that the following alternate members were elected: Joseph K. Davis, Thomas Haigwood, Donald Jeffreys, Floyd Read, Joseph Steelman.

The Chairman announced that he had been asked to appoint 4 tenured faculty members to the University Board, subject to confirmation by the Faculty Senate. He explained there would also be 4 student members which would be designated by the Student Government Association. The Chairman of the University Board is to be a faculty member. The Chairman stated that he would like to appoint the following faculty members to the board: William H. Durham, Jr., Charles Price, Frank Saunders, Nell Stallings. The Chairman asked that those appointed be confirmed by the Senate. The motion was made and seconded that the appointments be affirmed. The motion passed.

Mr. John Howell presented a short preliminary report on Internal Research Grants and Awards. Mr. Howell's comments included the following:

- (1) When we get a Director of the ECU Foundation there will be, hopefully, a system developed to provide for internal research grants and awards.
- (2) Currently we are looking on and off campus for research money.
- (3) He and Jim White had made a recent trip to Washington to check into monies available from the National Science Foundation Department of HEW, and the Endowment for Arts and the Endowment for Humanities. They had learned that NFS is currently supporting non-basic research. Mr. Howell stated that this appeared to be a good year for straight research grants.

- (4) Local grants would depend largely on how much can be raised by the University Foundation. He expressed doubt that the limited foundation monies now available could be used for faculty research. He pointed out that, within individual departments, it might be possible for requests in reductions in load be permitted.
- (5) Mr. Ebbs, Mr. Boyette, and Mr. Chestang have prepared a new issue of the Manual of Basic Requirements for Theses and Term Papers. Mr. Ebbs, has recommended that profits from the sale might go to support graduate student research assistance.
- (6) The graduate school office will have a typist full time to type manuscripts; the typist's services will be made available on a first come, first served basis.
- (7) Some access to a Xerox machine is available through his office.

Mr. Ferrell inquired concerning the possibility of the University matching funds for grants. Mr. Howell indicated that this was not possible currently since the foundation did not have anything but seed money. Mr. Everett inquired concerning the possibility of funds for faculty research being made available from Alumni Giving. Mr. Howell replied that, as of yet, the Alumni office barely financed itself, but this program, might have possibilities for the future.

The meeting was adjourned at 5:18 p.m.

Respectfully submitted,

William H. Durham, Jr.
Secretary

UNIVERSITY LIBRARY COMMITTEE

Year-End Report 1968-69

Part I

In fulfilling its function as an advisory committee on matters relating to the services and facilities for the Library, the University Library Committee made the following recommendations:

I. Matters relating to Services

- A. The present system of book circulation is not satisfactory because it has resulted in book theft, unauthorized borrowing, slow and inefficient service at the circulation desk, and other such problems. The committee recommended that controls be installed in the stacks and at the library doors and that services at the circulation desk be improved as rapidly as additional help can be hired and trained. (Minutes of September 25)

Note: This problem was carried over from 1967-68 and is chronic at the circulation desk. References in the minutes of November 17 and December 12 indicate its severity. The Circulation Librarian made a full report to the committee in December and cited several reasons for the inability of staff to locate books. Full details on that meeting are available in the minutes of that meeting. Minutes of February 27 record the committee's recognition that confusion at the circulation desk is a matter of "continuing concern."

Action taken: There is not enough improvement to consider the issue resolved.

- B. The committee tabled until this year a question of continuing the publication of the Library Book List. The committee recommended that the book list be continued and that the copyright date of each entry be added. (Minutes of September 25)

Action taken: The book list is published regularly and copyright dates are included in each entry.

- C. The present dictionary card catalog is being reorganized into three divisions: subject, title, and author. The committee conducted an informal survey which indicated that faculty members favor the division. The committee recommended that the catalog be divided. (Minutes of October 17, November 21)

Action taken: The catalog is now in three divisions.

- D. Acting upon a complaint that the Library has no books on the Negro, the committee obtained a list from Negro students, searched the titles, and found that the library has 43 of the 63 titles recommended. The committee recommended that the remaining titles be ordered, and

further that the library continue to build its collection of works by and about the Negro. (Minutes of November 21, December 12)

Action taken: The library has acquired the additional titles and is systematically building its collection.

- E. Faculty members have presented questions about the use of interlibrary loan and xeroxing of materials not in the collection at ECU. The committee recommended that charges be made consistent, that service in both areas be improved immediately, and that departments be billed for xeroxing.

Action taken: None to date

- F. The committee has been advised that the Student Government has requested that the Library remain open until 11:00 p.m. A study is being made of the feasibility of closing earlier on Fridays and of staying open longer on Sundays. (Minutes of February 27)

Action taken: None to date

- G. The bibliographic detail required on order cards by the Library is still a burden to Library representatives. Library staff members held two sessions for students and faculty who worked with departmental book orders. Participation was poor and errors on order cards are still numerous. The committee recommended that the Library hire personnel to handle the bulk of bibliographic detail now falling to the departments. (Minutes of October 17 and November 21)

Action taken: None to date

II. Matters relating to Facilities

- A. Problems relating to facilities reported during 1966-67 were acted upon and reported to the committee as follows:

1. A proposal for using the campus computer for circulation and ordering is under consideration. (Minutes of October 17)
2. While government documents have been provided additional shelving space, many have not been moved. (Minutes of October 17)
3. Most microform listings are now in a separate microform index. (Minutes of October 17)

- B. A new purchase from Information Dynamics which will reproduce Library of Congress cards for books from 1963 to the present makes these books ready for use sooner. The library receives a weekly issue of microfiche. (Minutes of October 17)

- C. The status of a faculty reading room is erratic. Although space is provided, that space doubles as storage and is therefore neither conducive to frequent use nor totally available. The committee recommended that a faculty reading room be established and preserved intact for the exclusive use of faculty. (Minutes of September 25)

Part II

In fulfilling its function as a committee that recommends policies governing the development of collections of books, periodicals, and other instructional materials, the committee makes the following observations:

- I. Recommendations made by the committee in the 1967-68 session have been followed with the result that there are now: systematic replacements of worn and lost books, multiple copy orders, automatic acquisition of university press publications, and systematic building of the periodicals collection. Shortage of staff and money is a persistent problem, which the committee readily acknowledges.

However:

- II. There is still an urgent need to set up some systematic method of purchasing out-of-print books. Until this is done, holdings in certain disciplines will not be improved. The committee recommended (for the second year in a row) that a full-time person be hired to handle out-of-print orders for the library.

Action taken: Some OP's are now ordered regularly by the Director of Technical Services.

- III. The library holdings have not been evaluated. It is the opinion of the library committee that further development in many areas will be seriously hampered unless a professional consultant is hired to evaluate the present collection and to make recommendations about further development. The committee recommended (for the second year in a row) that a consultant be hired to evaluate the present collection and that his evaluation be made available to all persons involved in the process of acquiring books for the library.

Action taken: None to date

Part III

In fulfilling its responsibility for apportioning the budget, the committee has considered the following items of business:

- I. In December, the departmental budgets were curtailed without the knowledge of the various schools and departments. The librarian, at the request of the committee, issued the following clarification:

"...the general accounts for the purchase of books had been over-encumbered in the amount of \$90,000; that this situation had come about because (1) many volumes ordered under 1967-68 allocations were not received until after July 1, 1968, and so were charged against 1968-69 budgets; (2) certain items, such as the NATIONAL UNION CATALOGUE (ordered in 1967 before departmental allocations had been made), were not received until September, 1968; and (3) a grant from the Federal Government was not renewed; and that, as a result, books for which orders were placed after December 1, 1968, have been cancelled, and only books needed for immediate instructional use can now be ordered." (Minutes of January 30)

II. The Library Budget sub-committee examined the reports for the month ending January 31, 1969. Data furnished the committee by the librarian reflected charges against the departmental budgets as follows:

Art	1,767.75	Home Ec.	2,249.56
Biology	1,449.25 (over)*	Ind. & Tech. Ed.	849.99
Business	2,419.32	Library Science	4,144.18
Chemistry	1,345.21 (over)*	Mathematics	2,962.22
Drama	9.07 (over)*	Music	2,039.85
Education	1,116.15	Nursing	1,593.65
English	4,589.81	Physics	872.22
Romance Lang.	647.27	Philosophy	3,591.38
German	1,720.24	Political Science	2,864.97
Geography	3,771.01	Psychology	1,192.72
Geology	1,201.66	Science Education	991.11
Health & P.E.	520.62	Sociology	1,400.07
History	4,619.54	Allied Health	906.11

*Biology, Chemistry, and Drama received more than their allotted budgets, not less.

III. At the suggestion of the committee, both the librarian and the sub-committee sent letters of clarification about the status of the budget and about the prospects for the academic year 1969-70. The amounts listed in item II will be added to allocations for 1969-70. In no case is the allocation expected to fall below the figure for 1968-69.

IV. The committee and the librarian agree that a new system of accounting is needed to prevent the repetition of such a situation. The committee has recommended that a monthly statement of encumbrances be sent to each school and department and that the librarian prepare and circulate a financial statement at the end of each fiscal year. The report should reflect all outstanding orders and indicate the source from which they will be paid upon delivery.

Action taken: The librarian is providing such statements.

V. Allocations cannot be made for 1969-70 until the General Assembly approves the budget. The committee has informed the various school and department chairmen that allocations will be made as soon as possible after that time.

Part V

The committee's responsibility to interpret the problems and policies of the library to the faculty is being served in two ways:

- I. The committee circulated a mid-year newsletter to the chairmen and library representatives in all schools and departments.
- II. The committee circulated the official minutes of the meetings of November 21 and December 12 to the chairmen and library representatives of all schools and departments.

Part VI

Note: The committee recommends that the annual reports of all academic committees be referred to the faculty senate for review, and that recommendations in each be given wide circulation with the aim of involving faculty directly in the planning and the implementing of policy.

Respectfully submitted on
May 22, 1969

University Library Committee Members

Miss Janice Hardison, English (Chairman)
Dr. Philip Adler, History
Miss Emily Boyce, Library Science
Dr. Rachel Kilpatrick, English
Mrs. Sallie Mann, Library Services
Dr. Helen Ingram, Education
Dr. Wayne Ayers, Chemistry
Miss Patricia Martin, Music
Dr. Thomas Martoccia, Psychology
Mr. Wendell Smiley, Library Services

DATES OF MEETINGS FOR 1969-1970

FACULTY SENATE
Room 132, New Austin
4:00 P.M.

AGENDA COMMITTEE
Room 105, Rawl
4:00 P.M.

Tuesday, September 10, 1969, Agenda Committee
Tuesday, September 23, 1969, Faculty Senate

Tuesday, October 28, 1969, Agenda Committee
Tuesday, November 11, 1969, Faculty Senate

Tuesday, November 18, 1969, Agenda Committee
Tuesday, December 9, 1969, Faculty Senate

Tuesday, February 3, 1969, Agenda Committee
Tuesday, February 17, 1969, Faculty Senate

Tuesday, March 10, 1969, Agenda Committee
Tuesday, March 24, 1969, Faculty Senate

Tuesday, May 5, 1969, Agenda Committee
Tuesday, May 19, 1969, Faculty Senate

Wednesday, May 20, 1969, Faculty Senate
(Organizational Meeting)