

## FACULTY SENATE

There will be a meeting of the Faculty Senate on Tuesday, October 24, 1972,  
at 3:00 P.M. in Room 101, Nursing Building.

### AGENDA

1. Call to Order
2. Approval of the Minutes
3. Special Order of the Day
4. Unfinished Business
5. Report of Committees
  - A. Curriculum Committee (See attached)
  - B. Committee on Committees (See attached)
  - C. Faculty Affairs (See attached)
  - D. Ad Hoc Governance Committee (See attached)
6. New Business
  - A. Faculty Manual Interpretations
  - B. Consideration of a Review Committee for Untenured Faculty

## A CURRICULUM BANK PROPOSAL

### Introduction

For some time it has been apparent that the University Undergraduate Catalogue has listed courses that are rarely taught by departments and schools. There are, of course, a number of legitimate reasons for this. Specialized courses may not be taught because a professor has retired, resigned, or is otherwise unavailable. Faculty positions may not be restored to schools or departments if a professor leaves. But his courses may continue to be listed in the expectation that the position will be returned to the department or school. In other instances, positions may be available, but qualified instructors may not. Occasionally courses are listed but not actually taught for periods of time because of lowered student demand.

Whatever the reason, it is desirable to remove from the Undergraduate Catalogue certain courses that are not regularly taught. The Catalogue should list accurately courses that are regularly offered and taught. The general serviceability of this publication would be thereby considerably enhanced to all those who use it. On the other hand, due regard must be given to those departments and schools which insist that all courses should remain available where circumstances would make it possible to teach them.

The procedure outlined in the proposal below is designed to make it relatively easy, but with appropriate safeguards for departments and schools, to deactivate courses and subsequently where conditions warrant it to reinstate them. The initiative would in all cases lie with the departments and schools. Moreover, the suggested procedure is simple and the University Curriculum Committee would be a familiar, logical, and appropriate body to administer the program. The additional responsibility would not be great, but the services thus rendered would contribute greatly to the solution of a growing problem.

### The Proposal

A Curriculum Bank would make possible the removal of inactive courses from the catalogue listing but at the same time provide a means by which they could later be reactivated. There are a number of possible ways to institute a bank, but the following system appears most feasible in the context of procedures presently used at East Carolina University.

1. Only those undergraduate courses (including 300G courses upon approval of the Graduate Council) that are not prerequisite or cognate to the completion of General Education, Majors and Minors would be eligible listing in the curriculum bank and subsequent reactivation.
2. A department or school as appropriate, upon proper study of its course offerings, would forward directly to the chairman of the University Curriculum Committee a list of those undergraduate courses it wished to place in the curriculum bank and certifying their eligibility for such action. If no objections to the list were offered by the University Undergraduate Curriculum Committee, the committee chairman would send the list to the catalogue editor, to the University Registrar, and as appropriate to the Provost or the Vice-Chancellor for Health Affairs. The curriculum committee chairman would notify the department or school of the decision. The catalogue editor would maintain a file of deactivated courses assigned to the curriculum bank, and remove inactive courses from the next edition of the university catalogue.

3. In order to reactivate a course previously placed in the curriculum bank, a department or school as appropriate would follow the routing and procedures as is presently required in presenting a new undergraduate course proposal. If the course remained unchanged (no substantive change in its syllabus), a letter from the chairman or dean as appropriate requesting reactivation and certifying no substantive change in course content would be all that would be required. A department or school as appropriate could delete a course previously placed in the curriculum bank in exchange for a new course it might wish to propose. However, in the event changes in course syllabus were contemplated, then a letter of request for activation accompanied by the old and new syllabus would be necessary. The University Curriculum Committee would make the ultimate decision to reactivate a course. If the decision were affirmative, the chairman would notify the catalogue editor and the University Registrar. Decisions of the committee would also be forwarded in written form to the department or school as appropriate. The course would be listed in the next edition of the University Undergraduate Catalogue.

## COMMITTEE ON COMMITTEES

The annual report of the Vocational Education Committee for 1971-72 requested that its purpose and function be reviewed with the possibility of restructuring the committee. The Chairman of the Faculty asked the Committee on Committees to study this request and to bring recommendations to the Faculty Senate.

After consultation with members of the Vocational Education Committee and members of the administrative vocational education committee, and study of correspondence from the Vice-Chancellor and Dean, the Committee on Committees makes the following recommendations.

The Committee on Committees recommends that the Vocational Education Committee be restructured and absorbed by a new academic committee with broader representation and function, the Career Education Committee. This committee would be composed of a single member from each of the undergraduate professional schools, three members from departments in the College of Arts and Sciences (for 11), and two student members, plus the Coordinator of Career Education as an ex officio member (the quorum to be 7). The members shall be appointed to staggered three-year terms. They shall be nominated by the Committee on Committees subject to the approval of the Faculty Senate and the Vice-Chancellor and Dean.

The Career Education Committee will study present vocational and career education curricula of East Carolina University; recommend that duplication of courses be corrected and that curricula be added as needed; study statewide programs; determine the patterns of career education needed; recommend the procedures and changes necessary in career education programs; publicize and promote the career education programs of East Carolina University.

The Committee on Committees recommends that the name of the Teacher Education and Career Committee be changed to the Teacher Education Committee to avoid confusion with the Career Education Committee.

PROPOSED FACULTY MANUAL CHANGE

Add to the Faculty Manual after the last sentence under the heading Appointment this sentence:

East Carolina University has no prohibition against appointment of members of the same family to the faculty nor any limitations on their subsequent advancement. Faculty members should neither initiate, nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families.

### THE AD HOC GOVERNANCE COMMITTEE

The Ad Hoc Governance Committee makes the following recommendations concerning the selection and election of delegates to the Faculty Assembly of the University of North Carolina.

- 1) The Committee on Committees shall send to each faculty member an announcement listing the requirements and duties of a delegate to the Faculty Assembly of the University of North Carolina. The announcement will invite the faculty to submit by a specified date to the Committee on Committees the name of persons whom they propose as candidates for nomination. After canvassing the candidates to ascertain their willingness to serve, the Committee on Committees will submit to the East Carolina University Faculty Senate a list of candidates. From this list the Faculty Senate will nominate and elect the delegates to the Faculty Assembly.
- 2) Delegates shall be full time faculty with no released time which entitles them to an administrative title outside their department.
- 3) In addition to attending the meetings of the Faculty Assembly the delegates shall be member of the Faculty Senate without vote and members of the Faculty Senate Agenda Committee without vote.
- 4) The delegates shall be advised by the Faculty Senate.
- 5) The delegation shall make available to the faculty of East Carolina University the official minutes of the proceedings of the Faculty Assembly, together with the written report of the delegation.
- 6) Terms and rotation of the delegates shall be specified by the By-Laws of the Faculty Assembly.

### RECOMMENDATIONS

- 1) The Faculty Senate advise the delegates to work for the inclusion of numbered alternates on the by-laws of the University of North Carolina Faculty Assembly.
- 2) Advise the delegates to work for a term of office policy similar to the East Carolina University Faculty Senate. We recommend that delegates serve a 3 year term. A member may be elected to succeed himself once. After a lapse of 1 year following expiration of his second term he will again be eligible for election.
- 3) Initial elected delegates draw lots in order to stagger the term of office of these initial delegates.