

Minutes

Faculty Senate of East Carolina University
Eighth Regular Session of 1979/80 Academic Year
22 April 1980

The Faculty Senate met on Tuesday, April 22, 1980 at 2:10 p.m. in Mendenhall Student Center, Room 221. The meeting was called to order by the Chair, Thomas Johnson. Upon the calling of the roll, the following members were absent: Ward (Continuing Education), Haskins (Drama and Speech), Mikkelsen (Education), Snyder (Geology), Hancock (HPERS), Nischan (History), Steele (Home Economics), Gulati (Business). The following ex officio members were absent: Brewer (Chancellor), Thiele (Administrative Council Representative), Maier (Vice Chancellor). The following alternates were present: Snyder for Steele (Home Economics). The following members later joined the session: Thiele (Administrative Council Representative).

The March 24, 1980 minutes were amended as follows: On a motion by Sadler, page 6, first paragraph, fourth line from the bottom, delete "Sadler disagreed" and insert the following: "Sadler said, but we do not have Appendix C. I asked the Chancellor in October 1978 when he spoke to the Senate about the status of Appendix C. He replied that he planned to work on it in the near future (October 17, 1978 minutes, page 5, last paragraph). We have been waiting for Appendix C for over two years and with yet no assurance of when it will be ready. Therefore, I believe that the Faculty Senate should go on record concerning this charge now as written. If the charge is vetoed, we can work out the differences at that time." The Chair clarified that the Secretary is not able to include all the information that each senator presents before the Senate in the minutes, and is not able to ascertain at the time the minutes are prepared what specific remarks the senators wish to have included. Since Senator Sadler has asked that these remarks be included they will be included in the minutes if there is no objection. There was none. The minutes were approved as amended.

SPECIAL ORDER OF THE DAY

Agenda Item 3.A: Announcements. The Chair said he had granted floor privileges to Registrar Gil Moore. Vice Chancellor Elmer Meyer announced that a dining survey is underway. It will help determine how much interest there is in a dining facility.

The Chair made the following remarks and announcements.

1. Chancellor Brewer has approved most of the resolutions from the February Senate meeting. Three have not been approved: 80-8, Revisions in the Department of English Code, and 80-14, Amendment to Health, Physical Education, Recreation and Safety Code, were referred to the Administrative Committee on Codes for their recommendation. Chancellor Brewer wrote, concerning 80-16, a resolution having to do with student harassment of faculty, that he believes the Faculty Affairs Committee should address the entire question of student academic discipline. He has always believed that matters of academic discipline should remain within the academic division of the institution. Chancellor Brewer said he would be happy to share his views more specifically with the committee.
2. A letter was received from Vice Chancellor Meyer expressing his appreciation to the Faculty Senate for passing a motion to include the Vice Chancellor for Student Life as an ex officio member of the Faculty Senate. The Chair read this letter to the Senate.

3. The Chair has requested that the Committee for Educational Policies and Planning consider at its next meeting the question of whether or not there is now a new academic policy for making up snow days. The Chancellor has been informed that this topic will be discussed.

4. In a meeting with Dr. Robert Maier, the Chair asked that the administration forego increasing the graduate assistant allocation this year and apply this money to faculty salaries. High inflation and large salary differentials give support to this request. The amount of money is considerable and would be of increased interest to the faculty if, indeed, the proposed salary raises are approved by the legislature as recommended by the governor.

5. Minutes of the Appalachian State University meeting of March 17 have been received. Appalachian included a questionnaire to faculty discussing how salary recommendations will be made at that institution. UNC-G Academic Cabinet minutes of March 19 and April 2 have been received.

Woodside asked if the officers of the Senate were consulted about making up snow days. The Chair said the officers were not consulted, nor was the chair of the Educational Policies and Planning Committee, Patricia Daugherty. Woodside said he had heard that the SGA had been consulted. It disturbs him when the student government is asked what they want and the faculty isn't asked.

Agenda Item 3.B: The report of the Faculty Assembly was given by Professor Eugene Ryan (see attachment). The Chair added that in the Budget Committee meeting following President Friday's comments about the salary, Vice President Joyner was asked specifically about the amount of money that might be available for "in lieu of funds" and he said he did not anticipate that the university professorate would receive less money than the public school people. That does not mean that you would not be able to find one particular person in a particular system that would not receive more, but the total allocation as a percentage would not be different. According to their best estimate, the amount of "in lieu of" money would exceed 3%. President Friday was not quite as optimistic in his presentation as was Vice President Joyner.

Agenda Item 5.A: The report of the Calendar Committee was given by its chair, Professor Charles Price. Price said the Senate at its last meeting asked the Calendar Committee to consider three items in the calendar and they have done so. First, putting the exam for night classes during the first appropriate night in the exam period rather than in the last class meeting. The committee wholeheartedly agreed with that. The committee recommends creating a new exam period for common exams from 5:00 to 7:00 and that regular night exams be from 8:00 to 10:00. The second recommendation of the Senate was that the committee reexamine the fact that no provision was made for exams for classes that met more than one hour. Price said the committee mistakenly left out one phrase in paragraph three of the examination schedule which should read "Those classes beginning between hours or meeting more than one hour will have the final examination ..." The last item requested by the Senate was reconsideration of the matter of pre-registration and moving the date to a later period. The Calendar Committee was very sympathetic to the idea, but the pre-registration date is set by the Registrar and cannot be moved because all the schedules must be checked by hand. Gil Moore said that about 40% of the schedules are correct, and 60% are incorrect. If the dates are moved up it does not give them a chance to hand check and the schedules would have to be handed out incorrect. There are plans for computer use and when that goes into effect then they can move up the pre-registration dates at that time. The Calendar Committee recommends that the pre-registration dates remain as originally submitted to the Senate.

Levey said regarding night examination schedules, the graduate courses meet from 6:30 to 9:30. Some of these people commute from as far away as Raleigh and Jacksonville. If their examination is to be from 8:00 to 10:00, this thirty minutes could make quite a difference to them.

Gil Moore was asked why so many of the schedules are wrong. Moore said because we are getting more and more students but there is less and less space for them. We are the only institution that he knows of that does it by hand in addition to the computer. They are working to speed up the process. Perhaps by the fall of 1982 we will be able to move pre-registration forward.

Levey moved to amend the examination schedules so that graduate courses meeting at night will hold their examinations during their regular class times the first class night during the examination period. The motion was seconded. The amendment to the 1982 Fall Semester Examination Schedule was adopted on a voice vote. Levey moved the same amendment for the 1983 Spring Semester Examination Schedule. On a voice vote the calendars and the examination schedules were adopted by the Senate. (See Resolutions Passed 80-30)

Agenda Item 5.B: The report of the Committee on Committees was presented by its chair, Professor Eugene Ryan. Ryan said the charge of the Faculty Affairs Committee is presented to the Senate as shown in the agenda for the March meeting. The committee recommends this charge with a change in the faculty members from 6 to 8 and a change of quorum from 3 to 5 faculty members exclusive of ex officio. The revised charge of the Faculty Affairs Committee was approved on a voice vote. (See Resolutions Passed 80-31)

Ryan said this is the last time the Committee on Committees will report to the Senate this year. The Committee on Committees has been charged by the Senate to look into the committee charges and during the course of the year the committee has done that. They have the distinct honor to have reported to the Senate this year even more frequently than the University Curriculum Committee. They have had an excellent committee made up of Caroline Ayers, Ione Ryan, Artemis Kares, and Rosina Lao. Tom Johnson, Henry Ferrell, and Rodney Schmidt were the ex officio people on the committee. They have brought before the Senate the following charges which have been approved except the Faculty Affairs Committee charge which will now go to the Chancellor: Career Education, Committee for Teaching Effectiveness, Committee on Committees, Faculty Affairs, Faculty Welfare, and University Computer Committee. There were some charges that the Committee on Committees felt it was not necessary to do anything with because these are codified in various documents like Appendix D, and these included the Due Process Committee, the Hearing Committee and the Reconsideration Committee. The committee passes on to its successors an incomplete revision of the charges of the following committees: Committee on Educational Policies and Planning, Continuing Education Committee, and the following four committees which the Committee on Committees considered amalgamating into one: Admissions, Course Drop Appeals, Credits, and Student Recruitment and Retention. In addition to that there is yet work to be done on the Faculty Governance, Library Committee, Student Scholarships, as well as the University Research Committee and Teacher Education Committee charges. They have done some work on the charge of the General College Committee and will pass that on to the incoming committee. Also, the Agenda Committee charge and the University Curriculum Committee charge will need revision.

Agenda Item 5.C: The report of the Faculty Governance Committee was presented by its chair, Professor Donald Sexauer, who read the proposed constitutional amendment of ex officio membership of the Senate. The chair noted that this is the second and final reading of the amendment and if the amendment is approved by the Senate

it will be on the agenda of the general faculty meeting in August 1980. The amendment was adopted on a voice vote. (See Resolutions Passed 80-32)

Ryan said the action of adopting the amendment gives the members of the administration who are ex officio members of the Senate the right to vote, but the faculty ex officio members no vote, so he would like the Senate to instruct the Faculty Governance Committee to investigate the possibility of enfranchising ex officio faculty members who are serving in the Senate. This would include the representatives to the Faculty Assembly as well as the immediate past chairman. Ferrell seconded the motion. Ryan said that ex officio members should have the vote or not have the vote, but to make this distinction between the administration having vote and the faculty not having vote in a Faculty Senate he finds difficult to justify in any logical or empirical manner. Adler said that the reason the faculty ex officio members were not given the vote was because they are all members of departments and there is a rather small allotment of senators to departments now, and the ex officio members could distort the representation of their departments. The administrators are not affiliated with departments. He thinks this is logical. The Chair clarified that there could be as many as 5 and as few as zero ex officio faculty members. The essence of the resolution is to refer for consideration the question of allowing the immediate past Chair of the Faculty and the delegates to the Faculty Assembly to have a vote if they are not elected Faculty Senators from a unit. The motion was adopted on a voice vote. (See Resolutions Passed 80-33) (Thiele joined the session)

Agenda Item 5.D: The report of the Faculty Welfare Committee was presented by its chair, Professor Tennala Gross. Gross said the committee is presenting four resolutions to the Senate. This year they have been working to get additional data on faculty salaries. A magnetic file containing data on faculty salaries has been made available by the administration and there is some more data they need, but to get that someone must manually copy it from the files. It yet has not been determined how this is to be done. The committee did not do a new salary study this year, but did produce the tables from the information on the BD 119 forms for 1979 and they show approximately the same thing as last year. Salaries have been stepped up a little but not as much as inflation. If any senator is interested in seeing these tables Gross will send a copy to them. Some interesting facts are that Arts and Sciences comprises 40.8% of the faculty, the School of Medicine 12.1%, School of Business 6.2%, with everything else lower. We have 32.2% professors, 30.8% associate professors, 28.1% assistant professors, 2.3% instructors, and 6.7% lecturers, 70% men and 30% women.

Gross read Resolution No. 1 presented by the committee (see agenda). Adler asked Gross if this had been discussed with the University Computer Committee. Gross said no, they had discussed it with Melvin Buck, Director of Personnel and an ex officio member of the Faculty Welfare Committee. Dough asked Gross what the Director of Personnel had to say about this resolution. She said that Buck wished they had the capability to use the computer. For instance, the payroll is printed by the computer, but is computed by hand at the present time. Gross said the committee did insert as part of the general faculty task force report a recommendation that an appropriate agency be charged with the responsibility for collecting and storing electronically a complete data file on each faculty member and making that data available to authorized persons in accordance with federal and state privacy laws. The Chair granted floor privileges to Professor James Joyce, Chair of the Library Committee who said that last year the computer planning task force recommended the faculty/staff information system as a number two priority for new information systems. The number one priority was the student information system and that is well on its way to being developed. He believes the Administrative

Computer Users Committee is in the process of appointing a steering committee to develop a faculty/staff data base. The process is on-going at the present time for a faculty/staff data base. Resolution No. 1 was adopted on a voice vote. (See Resolutions Passed 80-34)

Gross read Resolution No. 2 (see agenda). Resolution No. 2 was adopted on a voice vote. (See Resolutions Passed 80-35)

Gross read Resolution No. 3 (see agenda). Lambeth and Pories opposed the resolution. Gross gave examples of persons with 15 to 25 years service whose salaries are lower than if they had been in the public school system 9 years. Ferrell spoke in favor of the resolution. Dough said the resolution looks good except it isn't backed up with any kind of data. Gross said the data is unavailable. The Senate adopted Resolution No. 3 on a voice vote. (See Resolutions Passed 80-36)

Gross read Resolution No. 4 (see agenda). Adler spoke against the resolution. Resolution No. 4 was adopted by the Senate on a voice vote. (See Resolutions Passed 80-37) Hursey moved that Resolution No. 4 be directed to the Chancellor, President William Friday and through them to the Board of Governors; to the Governor of the State of North Carolina, the Lieutenant Governor, Speaker of the House and the chairmen of the House and Senate Appropriations Committees, and representatives and senators from Pitt County. The motion was adopted on a voice vote. (See Resolutions Passed 80-38)

Agenda Item 5.E: The report of the Library Committee was given by its chair, Professor James Joyce. He said the Library Committee had initiated a committee handbook which will keep a running track of the policies and procedures the committee develops over the years. The handbook was started a number of years ago but had not been kept up. The committee has also instituted a series of staff reports to the Library Committee from various areas of the library to help it understand some of the technological improvements that are being made in the library including the use of computers. Two reports have been presented so far on computer cataloging using the computer terminals and the big data base in Ohio. The committee intends to submit summaries of these staff reports to the Senate so they can get widespread dissemination throughout the faculty. In addition, the committee has worked on its revised charge and appeared before the Committee on Committees concerning the revised charge for the Library Committee. The committee had a hearing to which they invited all concerned administrators and reported back the committee recommendations to the Committee on Committees. The committee has not been successful in putting a research factor into the so-called Colorado Plan. A subcommittee was appointed to look into the matter, and they decided to try to come up with an adjustable index that would be some measure of the research and creative activity in the various departments and schools within the formula. To gather the information for this requires information as to publications, creative activity, etc. Vice Chancellor Maier suggested that the committee work together with the academic subcommission.

Ryan said that as chairman of SOAP he met with Professor Joyce and Professor Dan Hines and they did agree on a procedure for collecting additional data on publications and creative activity. Most of the data has come in with regard to publications over the past ten years. Data about other sorts of creative activity has continued to come in and that material is available to the Library Committee if they wish to use it. Ryan also said the Committee on Committees has been instructed by the Senate to revise the charge of the Library Committee so that the Senate would approve policies that were recommended by the Library Committee. That will have to be resolved by the Committee on Committees next year.

Agenda Item 5.F: The report of the Committee for Teaching Effectiveness was presented by its chair, Professor Thomas Sayetta. Sayetta said that he would report on the activities of the committee. One has been to develop a questionnaire for evaluating teaching effectiveness which would be filled out by colleagues within the department. This project is incomplete as time was required on other matters. Another project considered by the Committee was that of improving teaching effectiveness through such activities as providing instruction evaluation seminars, courses, materials, and personnel for consultation. One task of the committee was that of determining which proposals were to be recommended for funding. 57 were in the group considered for the 1979-80 academic year and 18 were in the first group to be considered for the 1980-81 academic year. The proposals funded from the group of 57 were reported to the Faculty Senate at a previous session. The proposals recommended for funding from the group of 18 are presently being evaluated by Vice Chancellor Maier. Another task of the committee was that of developing a questionnaire for evaluating teaching effectiveness which would be filled out by the students in the course; this questionnaire also has a part which the instructor fills out. It is presently before you. Part one consists of core and optional questions. Part two provides space for a free style response. Both of these parts are filled out by the students. Part three is to be filled out by the instructor of the course and collected with the student responses. The committee makes the following recommendation:

The Committee for Teaching Effectiveness recommends to the Faculty Senate that the attached questionnaire be used for individual self-improvement purposes. When and if the university administration chooses to mandate a student survey of faculty teaching abilities as a basis for personnel actions, the Committee further recommends that the attached questionnaire be utilized.

Another task nearing completion is that of determining the two recipients for the outstanding teaching awards given by the Alumni Association. The present method requests students to give a weighted vote for up to three teachers who are considered outstanding. Since students who are practice teaching have until May 1 to vote, the evaluation of the vote by the committee will probably be completed during the summer, with the presentation of awards scheduled for early in the fall semester. Approximately 12,000 voting cards were distributed to students and about 1500 students voted. Because of the small percentage of students voting and because of irregularities associated with the process, the committee felt that the results of the vote should be used only for its initial intended purpose of identifying two outstanding teachers and not for ranking additional teachers in any manner. Another task consuming much committee time was that of helping to formulate the charge of the committee. Even though the charge has been approved by the Faculty Senate, it appears to be in a form which is not satisfactory to the entire university community. There seems to be confusion over whether the results of a questionnaire are to be used for personnel decisions by administrators. In order to eliminate this confusion, another revision of the charge may be necessary. It is important that the Faculty Senate and the administration work together to determine such specifics as whether the use of a questionnaire is mandatory, who will receive the results of this questionnaire, and how these results will be used.

In order to do its work, the Committee met 17 times for a total of about 35 hours. Subcommittees met about 10 times for about 20 total hours. This does not include the time spent by committee members doing the legwork for determining the outstanding teaching awards or in evaluating the 75 proposals mentioned earlier. Also, six members of the committee served on the committee which awards the \$2500 summer grants and they spent many hours evaluating the 41 proposals submitted for funding.

Haritun moved that the words in the second sentence of the second paragraph, page one of the questionnaire following "The Survey is designed to help the instructor improve his/her teaching," be struck. The motion was adopted on a voice vote. (See Resolutions Passed 80-39)

Pories noted that nowhere in the questionnaire is there anything about the quality of the teacher in formulating or inspiring the student. Dough asked how the questionnaire differs from the last one. Muzzarelli explained how the Committee for Teaching Effectiveness had gone about revising the form and stated the basic difference is the core of questions which could address itself to almost any teaching style and the "cafeteria" type question bank where the instructor could choose whatever he or she would like to know about teaching. The committee felt they were providing means to improve teaching effectiveness.

South asked how the results of the survey would be tabulated. Sayetta said that if there is no direction from the Senate, the committee members would decide that. The Chair reiterated that the Committee for Teaching Effectiveness is not asking the Senate to adopt this questionnaire at this time, it is simply a part of their report. Jones asked if the committee could initiate a survey without the Faculty Senate's approval. Sayetta said no, the committee is responsible to the Faculty Senate and it is in our charge to develop a questionnaire which, he would assume, would be approved or disapproved by the Faculty Senate along with instructions as to whether or not to administer the survey.

Faulkner commended the committee on the report, the number of hours it had put in, and the amount of flap it has had to deal with from the Senate and from other quarters. Ferrell said he could think of only one or two other committees that have made the kind of professional commitment that the Committee for Teaching Effectiveness has made. He suggested that the committee develop another form for submission to randomly selected alumni to evaluate from a five or ten year perspective. It should be necessary to use it in any teaching evaluation, particularly alumni awards. The Committee for Teaching Effectiveness received a round of applause from the Senate.

Agenda Item 5.G: The report of the University Curriculum Committee was presented by its chair, Professor William Grossnickle. Grossnickle asked the Senate's approval of the changes in the Library Science Major, B.S. Degree as shown in the University Curriculum Committee minutes of March 6, 1980. The changes were approved by the Senate on a voice vote. (See Resolutions Passed 80-40)
Grossnickle also asked the Senate's approval of a Proposed Policy for Retention of Courses in the Catalog, as shown in the agenda with three changes: in the first, second, and fifth paragraphs, "three years" should be changed to "five years." The Faculty Senate adopted the policy, as amended, on a voice vote. (See Resolutions Passed 80-41)

There being no further business, the eighth regular session of the Faculty Senate in its fifteenth year adjourned.

Rodney Schmidt
Secretary of the Faculty

Patsey Woolard
Faculty Senate Office Secretary

Agenda Item 3.B Attachment: Report from the Faculty Assembly

The third regular meeting of the Faculty Assembly of the University of North Carolina was held at Chapel Hill, Friday, April 18, 1980. Three delegates from East Carolina University, Pat Daugherty, Tom Johnson, and Eugene Ryan, along with one alternate, Robert Woodside, attended.

President Friday announced that he was requesting the Board of Governors to direct the Chancellors to use all of the salary increment appropriations (which now seem likely to run between 8 and 10%) as an across-the-board cost of living increase, with the "in lieu of funds" (probably between 2 and 3%) to be used for merit increments. The assembly passed a resolution commending President Friday for this action. President Friday said the increment money would go in a lump sum to the Chancellor's office, and the Central Administration will oversee the distribution only so far as ranges are concerned.

The Assembly also passed the following:

- a Resolution requesting that the General Administration bring to the attention of administrators on each campus the results of a survey conducted by the Governance Committee relative to the effectiveness of faculty councils or senates on each campus;
- a Resolution calling for expanded opportunities for undergraduate students to get work/study experience in state government.

The Governance Committee is undertaking a study as to the feasibility of one unified calendar for all the constituent universities of the University of North Carolina.

Pat Daugherty was reelected Chair of the Academic Freedom and Tenure Committee.

RESOLUTIONS PASSED

April 22, 1980

- (80-30) The Faculty Senate approved the 1982 Fall Semester Calendar, Examination Schedule for Fall Semester 1982, the 1983 Spring Semester Calendar, and Examination Schedule for Spring Semester 1983. (See Attached)
- (80-31) The Faculty Senate adopted the charge of the Faculty Affairs Committee. (See Attached)
- (80-32) The Faculty Senate adopted a constitutional amendment of ex officio membership to the Senate: "The ex officio members of the Faculty Senate shall include the following representatives of the East Carolina University administration: Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Life, Dean of Medical School, and one additional member elected by the Administrative Council in a manner determined by the council."
- (80-33) The Faculty Senate adopted a resolution to refer to the Faculty Governance Committee for consideration the question of allowing the immediate past Chair of the Faculty and the delegates to the Faculty Assembly to have a vote if they are not elected Faculty Senators from a unit.
- (80-34) The Faculty Senate adopted Resolution No. 1 of the Faculty Welfare Committee. (See Attached)
- (80-35) The Faculty Senate adopted Resolution No. 2 of the Faculty Welfare Committee. (See Attached)
- (80-36) The Faculty Senate adopted Resolution No. 3 of the Faculty Welfare Committee. (See Attached)
- (80-37) The Faculty Senate adopted Resolution No. 4 of the Faculty Welfare Committee. (See Attached)
- (80-38) The Faculty Senate adopted a resolution to direct Resolution No. 4 of the Faculty Welfare Committee to the Chancellor, President William Friday and through them to the Board of Governors; to the Governor of the State of North Carolina, the Lieutenant Governor, Speaker of the House, and the chairmen of the House and Senate Appropriations Committees, and representatives and senators from Pitt County.
- (80-39) The Faculty Senate adopted a motion that the questionnaire presented by the Committee for Teaching Effectiveness be amended by striking words in the second sentence, second paragraph, page one, which follow "The survey is designed to help the instructor improve his/her teaching."
- (80-40) The Faculty Senate adopted changes in the Library Science Major, B.S. Degree as shown in the University Curriculum Committee minutes of March 6, 1980.
- (80-41) The Faculty Senate adopted a Policy for Retention of Courses in the Catalog presented by the University Curriculum Committee. (See Attached)

UNIVERSITY CALENDAR
Fall Semester 1982

Actual Class Days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays,
14 Fridays, 14 Saturdays

July 26, Monday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the Fall Semester
August 13, Friday	Last day to pay or secure Fall Semester fees without penalty.
August 23, Monday	Faculty Meetings
August 24, Tuesday	Registration
August 25, Wednesday	Drop-Add; Late Registration
August 26, Thursday	Classes begin; Drop-Add; Late Registration
August 27, Friday	Last day for Drop-Add and Late Registration (undergraduate and graduate students), and last day to apply for graduation in December
September 6, Monday	Labor Day Holiday
October 4-15	Change of Major
October 7, Thursday	Last day to drop a course or withdraw from school
October 11-15	Preregistration for Spring Semester
November 24, Wednesday	Last day to remove incomplete given during Spring and/or Summer Terms, 1982
November 24, Wednesday	10:00 p.m. - Thanksgiving Holiday begins
November 29, Monday	8:00 a.m. - Classes resume
December 7, Tuesday	Classes end
December 8, Wednesday	Reading Day
December 9, Thursday	Exams begin
December 11, Saturday	Common Exams
December 16, Thursday	10:00 p.m. - Exams for Fall Semester close

EXAMINATION SCHEDULE
Fall Semester 1982

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 8:00-10:00 pm on the first night of their usual meeting during the examination period (December 9 through December 16), excluding reading day. Graduate courses meeting at night will hold their examination during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, December 11, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled for the hour during which the class begins (e.g., a 9:30-11:00 TTh class will meet the exam schedule of the 9:00 TTh class; an 8:00-10:00 MWF class will meet the exam schedule of the 8:00 MWF class).

Common examinations will be held according to the following schedule:

Two-hour examinations in Economics 2223 and Accounting 2401 and 2521 will be given on Saturday, December 11 from 8:00-10:00 a.m., 10:00-12:00 a.m., and 2:00-4:00 p.m. Students will be notified which time the examination in each course is scheduled.

French 1001, Spanish 1001, German 1001
and French 1003.....Thursday, December 9, 5:00-7:00 p.m.
French 1002, Spanish 1002, German 1002
and Spanish 1003Monday, December 13, 5:00-7:00 p.m.
Geography 1000.....Tuesday, December 14, 5:00-7:00 p.m.
Chemistry 1120, 1150, 1160, 0150, 2620...Saturday, December 11, 8:00-10:00 p.m.
Physics 1251, 1261.....Saturday, December 11, 12:00-2:00 p.m.
Mathematics 1063, 1065.....Friday, December 10, 5:00-7:00 p.m.

Other examinations will be held on Thursday, December 9; Friday, December 10; Monday, December 13; Tuesday, December 14; Wednesday, December 15; and Thursday, December 16, as follows:

Times Class Regularly Meets

Time and Day of Examination

8:00 MWF	8:00-10:00 Monday, December 13
8:00 TTh	8:00-10:00 Tuesday, December 14
9:00 MWF	8:00-10:00 Wednesday, December 15
9:00 TTh	8:00-10:00 Thursday, December 16
10:00 MWF	11:00- 1:00 Thursday, December 9
10:00 TTh	11:00- 1:00 Friday, December 10
11:00 MWF	11:00- 1:00 Monday, December 13
11:00 TTh	11:00- 1:00 Tuesday, December 14
12:00 MWF	11:00- 1:00 Wednesday, December 15
12:00 TTh	11:00- 1:00 Thursday, December 16
1:00 MWF	2:00- 4:00 Thursday, December 9
1:00 TTh	2:00- 4:00 Friday, December 10
2:00 MWF	2:00- 4:00 Monday, December 13
2:00 TTh	2:00- 4:00 Tuesday, December 14
3:00 MWF	2:00- 4:00 Wednesday, December 15
3:00 TTh	2:00- 4:00 Thursday, December 16
4:00 MWF	8:00-10:00 Thursday, December 9
4:00 TTh	8:00-10:00 Friday, December 10

UNIVERSITY CALENDAR

Spring Semester 1983

Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays,
15 Fridays, 15 Saturdays

December 8, Wednesday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the Spring Semester
December 27, Monday	Last day for continuing students to pay or secure Spring Semester fees without penalty
January 5, Wednesday	Registration
January 6, Thursday	Drop-Add; Late Registration
January 7, Friday	Classes begin; Last day for Drop-Add and Late Registration (undergraduate and graduate students), and last day to apply for graduation in May
February 17, Thursday	Last day to drop a course or withdraw from school
February 21-March 4	Change of Major
February 28-March 4	Preregistration for Fall Semester and Summer Sessions
March 6-13 (Sunday to Sunday)	Spring Recess
March 14, Monday	8:00 a.m. - Classes resume
April 4, Monday	State Holiday; no classes
April 15, Wednesday	Last day to remove an incomplete given during Fall Semester, 1982
April 25, Monday	Classes end
April 26, Tuesday	Reading Day
April 27, Wednesday	Exams begin
April 30, Saturday	Common exams
May 4, Wednesday	10:00 p.m. - Exams for Spring Semester close
May 6, Friday	Commencement

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EXAMINATION SCHEDULE
Spring Semester 1983

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 8:00-10:00 p.m. on the first night of their usual meeting during the examination period (April 27 through May 4), excluding reading day. Graduate courses meeting at night will hold their examinations during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, April 30, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled for the hour during which the class begins (e.g., a 9:30-11:00 TTh class will meet the exam schedule of the 9:00 TTh class; an 8:00-10:00 MWF class will meet the exam schedule of the 8:00 MWF class).

Common examinations will be held according to the following schedule:

Two-hour examinations in Economics 2223 and Accounting 2401 and 2521 will be given on Saturday, April 30, from 8:00-10:00 a.m., 10:00-12:00 a.m., and 2:00-4:00 p.m. Students will be notified which time the examination in each course is scheduled.

French 1001, Spanish 1001, German 1001
and French 1003.....Wednesday, April 27, 5:00-7:00 p.m.
French 1002, Spanish 1002, German 1002
and Spanish 1003.....Thursday, April 28, 5:00-7:00 p.m.
Geography 1000.....Monday, May 2, 5:00-7:00 p.m.
Chemistry 1120, 1150, 1160, 0150,
and 2620.....Saturday, April 30, 8:00-10:00 a.m.
Physics 1251, 1261.....Saturday, April 30, 12:00-2:00 p.m.
Mathematics 1063, 1065.....Friday, April 29, 5:00-7:00 p.m.

Other examinations will be held on Wednesday, April 27; Thursday, April 28; Friday, April 29; Monday, May 2; Tuesday, May 3; and Wednesday, May 4, as follows:

<u>Times Class Regularly Meets</u>	<u>Time and Day of Examination</u>
8:00 MWF	8:00-10:00, Tuesday, May 3
8:00 TTh	8:00-10:00, Wednesday, May 4
9:00 MWF	11:00--1:00, Wednesday, April 27
9:00 TTh	11:00--1:00, Thursday, April 28
10:00 MWF	11:00--1:00, Friday, April 29
10:00 TTh	11:00--1:00, Monday, May 2
11:00 MWF	11:00--1:00, Tuesday, May 3
11:00 TTh	11:00--1:00, Wednesday, May 4
12:00 MWF	2:00--4:00, Wednesday, April 27
12:00 TTh	2:00--4:00, Thursday, April 28
1:00 MWF	2:00--4:00, Friday, April 29
1:00 TTh	2:00--4:00, Monday, May 2
2:00 MWF	2:00--4:00, Tuesday, May 3
2:00 TTh	2:00--4:00, Wednesday, May 4
3:00 MWF	8:00-10:00, Wednesday, April 27
3:00 TTh	8:00-10:00, Thursday, April 28
4:00 MWF	8:00-10:00, Friday, April 29
4:00 TTh	8:00-10:00, Monday, May 2

(80-31)

1. Faculty Affairs Committee
2. 8 faculty members and 2 alternate members with representation from every professorial rank plus ex officio: Chairman of the Faculty (See Appendix D, Section VII)
3. Quorum: 5 faculty members exclusive of ex officio.
4. A. The Faculty Affairs Committee recommends to administrative officers criteria related to initial faculty appointment, tenure, promotion in rank, and merit.

In addition, the committee serves as the Faculty Grievance Committee on matters directly related to a faculty member's employment status and instructional relationship within East Carolina University (See Appendix D, Section VII).

- B. The Committee recommends policies concerning initial faculty employment, tenure, promotion, and merit to the Faculty Senate.
- C. The Committee reports to the Faculty Senate at least once a year.
- D. The Committee is empowered to act as a grievance committee as mandated in Appendix D, Section VII.

(80-34)

RESOLUTION NO. 1

WHEREAS, East Carolina University should have the capability both in staff and equipment to handle personnel records efficiently by computerized methods, and

WHEREAS, at the present time most of the records handled by the Personnel Office are handled manually rather than by computer, and

WHEREAS, several matters pertaining to faculty and staff salaries are not handled as promptly as would be possible if the computer were used, and

WHEREAS, it requires from one to ten days for the Accounts Payable and Personnel Office to process manually deposits for tax sheltered annuities which could result in a loss of interest to the individuals holding the annuities, and

WHEREAS, changes in salary classification for purposes of life insurance are recorded only once per year (October 1), thereby creating the possibility that the beneficiaries of a faculty member whose salary has changed to a higher classification but has not yet been recognized prior to October 1 could lose several thousand dollars in benefits if the faculty member should die before the increased amount of life insurance is purchased when an increase in salary occurs;

THEREFORE, BE IT RESOLVED

That steps be taken as soon as possible by the appropriate agencies of East Carolina University to provide the necessary staff and equipment to handle essential records by computer.

(80-35)

RESOLUTION NO. 2

WHEREAS, Standards exist for determining the starting salaries of all state employees except the professorate;

THEREFORE, BE IT RESOLVED that standards for placement in rank as well as minimum starting salaries for each rank be determined for the faculty of East Carolina University.

(80-36)

RESOLUTION NO. 3

WHEREAS, There are a number of faculty members at East Carolina University with ten or more years of service, and

WHEREAS, The salaries of several of these professors fall in the lowest ten percent of their respective ranks, which in most cases include people with fewer years of service;

THEREFORE, BE IT RESOLVED that such cases be looked at individually in relation to their performance and, if necessary, proper adjustment be made in their salaries.

(80-37)

RESOLUTION NO. 4

WHEREAS, faculty, as EPA employees of the State, have been denied the longevity pay incentive afforded SPA employees and, more recently, public school teachers and community/technical college teachers; and

WHEREAS, faculty salaries have not experienced as great a percentage increase over the past decade as have those of other State employees; and

WHEREAS, SPA employees have enjoyed specific, annual appropriations for each of merit, longevity, and reclassifications--appropriations historically denied EPA employees--in addition to cost-of-living increments which have been assigned across-the-board;

THEREFORE, BE IT RESOLVED

That the Board of Governors shall henceforth request on behalf of the professorate of the constituent institutions of the University of North Carolina specific, annual appropriations for each of merit, longevity, and promotions which shall not be redefined and distributed according to other than the intended, aforementioned criteria, in addition to cost-of-living increments which realistically offset the effects of inflation and which shall be assigned across-the-board; and

RESOLVED, That the Board of Governors of the University of North Carolina shall establish appropriate salary schedules for the faculties of the University of North Carolina which shall guarantee levels of faculty remuneration by rank which at least equal current national, category-of-institution average levels.

(80-41)

POLICY FOR RETENTION OF COURSES IN THE CATALOG

1. If the courses are not offered at least once in five academic years, we believe the course should be removed from the unit's list of course offerings in the catalog. If the course is listed for pre-registration and/or registration but is not taught due to lack of enrollment, the course will be considered as having been offered.
2. Each unit will include in its annual report to the Vice Chancellor for Academic Affairs a list of all existing courses in numerical order, from lowest to highest, which have not been offered during the last five academic years. The office of the Vice Chancellor for Academic Affairs will make accessible the list of these courses to the Chairpersons of the University Curriculum Committee and the Graduate Curriculum Committee.
3. On receipt of these lists the Chairpersons of the appropriate Curriculum Committee will notify the appropriate unit heads to request that the course(s) be (a) deleted, (b) placed in the Curriculum Bank, or (c) allowed to remain in the catalog. In the latter case, the unit head may be asked to appear before the appropriate Curriculum Committee to justify the request.
4. In the fall semester of even-numbered years the Chairman of the appropriate Curriculum Committee will ask unit heads if they wish courses in the Curriculum Bank to be deleted or retained. A written answer will suffice to keep the course in the bank for the following catalog.
5. If a unit wishes to remove a course from the Curriculum Bank after it has been in the Bank for five or more years, the Curriculum Committee will ask that copies of a new syllabus be sent to members of the Curriculum Committee, as it will be assumed that the course material will have undergone substantial change. A representative from the unit will also be asked to appear before the Committee when the course is placed on the agenda.