

MINUTES OF THE
UNIVERSITY CURRICULUM COMMITTEE

February 5, 1981

The University Curriculum Committee met on February 5, 1981, in Brewster B-103 at 3:00 p.m. Members present were: Hamilton, Leahy, Daugherty, Richards, Hancock, Grossnickle, Broadhurst, Foley, Holt. Members absent: Moore, Boyce, Cain.

The minutes of January 15, 1981, were approved.

Professor Richards made the motion to remove BIOL 5190, 5191, Immunology (4,0) from the Curriculum Bank. Holt seconded. The motion passed.

Professor Hamilton made the motion that MUSC 5476, African Music (2) be removed from the Curriculum Bank. Holt seconded and the motion passed.

Professor Susan Smith, Department of Medical Technology, presented the new course proposals MEDT 4992, Clinical Education, Hematology, Coagulation and Urinalysis, MEDT 4993, Clinical Education, Chemistry, MEDT 4994, Clinical Education, Blood Bank and Serology, and MEDT 4997, Clinical Education, Microbiology. She also requested that MEDT 4990, 4991, Clinical Education I, II be deleted and that MEDT 4992, 4993, 4994, 4997 replace them as requirements in the BS Degree in Medical Technology. Professor Holt moved approval of the changes, Hamilton seconded and the motion passed.

The Committee considered the Policy For Retention of Courses in the Undergraduate Catalog. Hamilton moved the policy be approved. Richards seconded and the motion passed.

Stella M. Daugherty
Acting Secretary

SMD/hrb

POLICY FOR RETENTION OF COURSES
IN THE UNDERGRADUATE CATALOG

1. If the courses are not offered at least once in three 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 three academic years. The office of the Vice Chancellor for Academic Affairs will make accessible the list of these courses to the Chairperson of the University Curriculum Committee.
3. On receipt of these lists the Chairperson of the University 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 University Curriculum Committee to justify the request.
4. In the fall semester of even-numbered years the Chairman of the University 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 University Bank after it has been in the Bank for five or more years, the University 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.

COURSE PROPOSALS

BIOL 5190, 5191, Immunology (4,0) Remove from Curriculum Bank.

MUSC 5476, African Music (2) Remove from Curriculum Bank.

MEDT 4990, 4991, Clinical Education I,II (6,6) delete

- MEDT 4992 Clinical Education - Hematology, Coagulation, Urinalysis (3)
 (On Demand)
Student will spend 256 hours in the appropriate departments
of an affiliated clinical laboratory.
Prerequisites: MEDT 3020, 3021, and permission of instructor
Supervised clinical training and experience in hematology,
coagulation and urinalysis.
- MEDT 4993 Clinical Education - Chemistry (3) (On Demand)
Student will spend 256 hours in the clinical chemistry depart-
ment of an affiliated clinical laboratory.
Prerequisites: MEDT 5040, 5041 and permission of instructor
Supervised clinical training and experience in clinical chemistry.
- MEDT 4994 Clinical Education - Blood Bank & Serology (3) (On Demand)
Student will spend 256 hours in the appropriate department of
an affiliated clinical laboratory.
Prerequisites: MEDT 4110, 4111, 4210, 4211 and permission of
instructor
Supervised clinical training and experience in Blood Bank and
Serology
- MEDT 4997 Clinical Education--Microbiology (3) (On Demand)
Student will spend 240 hours in the clinical microbiology
section of an affiliated clinical laboratory.
Prerequisites: MEDT 5050, 5051, 5060, 5061 and permission of
instructor.
Supervised clinical training and experience in clinical micro-
biology.
- NOTE: Catalogue placement for the above four courses is on page
266 of the 1980-81 Undergraduate Catalogue.

REQUIREMENTS FOR THE B.S. DEGREE IN MEDICAL TECHNOLOGY

Minimum degree requirement is 126 semester hours.

Nos. 1, 2, and 4 remain the same.

No. 3: replace 4990, 4991 with 4992, 4993, 4994, 4997.

Proposed Amendment

SECTION X STUDENT REPRESENTATIVES

A. Graduate Students

The graduate student representatives shall:

1. be elected from each Discipline offering a graduate degree program.
2. be elected (secret ballot) by a simple majority of those present at the initial meeting of the graduate students of the Discipline.
3. represent the graduate students at meetings of the Discipline Graduate Committee and on other occasions as appropriate.

B. Undergraduate Students

Undergraduate representatives shall:

1. be elected from each Discipline.
2. be elected by a simple majority of students present at the spring semester Discipline meeting prior to the academic year the representatives shall assume office. A representative and an alternate shall be elected. The alternate will represent the discipline on occasions when the representative is not available.
3. represent the undergraduate students of the Discipline at meetings of the Student Advisory Council and on other occasions as appropriate.

C. The Student Advisory Council shall:

1. consist of undergraduate representatives from each Discipline.
2. be the representative body of the undergraduate students.
3. act in an advisory capacity with the Chair of the Department.

MINUTES
FACULTY SENATE OF EAST CAROLINA UNIVERSITY
SEVENTH REGULAR MEETING OF 1980/81 ACADEMIC YEAR

17 March 1981

The Faculty Senate met on Tuesday 17 March 1981, at 2:10 p.m. in Mendenhall Student Center, Room 221. The meeting was called to order by the Chair, Thomas Johnson. The secretary noted the following members were absent: Bolt (Foreign Languages), Gantt (HPERS), Mozley and Barnes* (Medicine), Schmidt* (Music), Smith* (Philosophy), and ex officio: Thiele*, Ryan, Brewer, Maier and Laupus. Alternates present were: Finnen for Penry (Nursing), Byrd for Adler (Physics), Moyer for Tudor (Aerospace), Hankins for Baker (Geography and Planning), Neal for Spruill (Geology).

*Denotes Senators and ex officio members who joined session later.

Agenda Changes:

- (1) Agenda Item 5F: Report of University Libraries Committee was deferred until April Senate meeting. Dr. Champion's letter of March 16, 1981, detailed the reason for the delay as being the death of Joyner Library Director Brunelle's mother which necessitated his absence from campus prior to Spring Vacation. Champion stated that this situation resulted in postponing the Library Committee meeting at which the report to the Senate would have been finalized. (Dr. Brunelle was needed to supply vital information.)
- (2) Agenda Item 5D: University Curriculum Committee Report was moved to the first report of committees (Agenda Item 5A).

Agenda Item 2: Approval of the Minutes

The minutes of 17 February 1981 were approved with the following corrections:

2. Announcements: Don Ensley's term will expire August, 1981, not April, 1981.

Robert Gowen (History) moved to add the reason for postponing the report of the University Libraries Committee during the February meeting which was: absence of the Chair at the Senate meeting so that the item could not be discussed. He further clarified that the reason(s) for agenda items to be postponed or cancelled in the future should be included in Senate minutes. The motion was approved 16 to 14. (81-16)*

SPECIAL ORDER OF THE DAY

Agenda Item 3A: Announcements

Chair made the following remarks and announcements:

1. Chancellor Brewer has not responded to the letter concerning resolutions passed in the February Senate meeting.

2. Committee for Teaching Effectiveness proposals must be filed in the Senate Office by 5 o'clock April 3, 1981.
3. Caroline Ayers would fill the vacancy on the Agenda Committee created by the leave of absence of Janice Faulkner.
4. Information concerning the Faculty Welfare Salary Study should be available for presentation at the next Senate meeting.
5. Chair is available to discuss specific items considered at recent Board of Trustees' meeting.

Agenda Item 3B: Election of Faculty Assembly Delegate and Alternates.

Persons nominated and votes cast by secret ballot for delegate and alternates from the list of potential candidates found in the March 17, 1981, Senate Agenda were:

<u>Nominees</u>	DELEGATE		
	1	<u>Ballots</u> 2	3
William Byrd (Physics)	8	11	12
Joseph Hill	3	2	2
Tom Johnson	8	6	4
Phil Adler	2	3	2
Ennis Chestang	2	1	
Trenton Davis	7	6	3
Caroline Ayers	13	20	26
Jerry Tester	3		
John D. Longhill	1		
Ballots Cast	47	47	49

Caroline Ayers was elected delegate on the third ballot.

<u>Nominees</u>	ALTERNATES			
	1	2	<u>Ballots</u> 3	4
Rosalie Haritum	23			
Pat Dunn	7	2	2	2
Robert Woodside	15	15	19	16
William Byrd (Physics)	25	1		
Sally Brett	16	10	5	2
Trenton Davis	15	13	17	21
Ballots Cast	42	41	43	41
	(2 invalid)	(1 invalid)		

The Chair ruled that the recipient of the highest majority would be first alternate, the second highest majority second alternate, and the third highest majority the third alternate.

William Byrd was elected first alternate and Rosalie Haritun was elected second alternate on the first ballot; Trenton Davis was elected third alternate on the fourth ballot.

Agenda Item 3C: Faculty Assembly Report: Pat Daugherty (see attached)

Agenda Item 3D: Election of Nominating Committee

In the absence of additional nominees, the Senate elected the following five members to serve as the Nominating Committee for the 1981/82 Faculty Senate Officers: Y.J. Lao, William Grossnickle, Stella Daugherty, Rodney Schmidt and Anne Briley. The Committee will report at the April 22 Organizational Meeting of the Senate.

Agenda Item 3E: Approval of Graduation List.

The 1981 Graduation List was approved (81-17)

OLD BUSINESS

Agenda Item 4A: Second Reading of the amended University Curriculum Committee Charge

Caroline Ayers (Chemistry) moved to recommit the charge to the Committee on Committees for further consideration. Woodside seconded. The motion was approved. (81-18*)

REPORT OF COMMITTEES

Agenda Item 5A: University Curriculum Committee

1. The revised BSBA and BA/BS Minor in Business Administration was approved. Refer to University Curriculum minutes of 2/19/81. (81-19)
2. The B.S. Degree in Communications was approved. Refer to UCC minutes of 2/19/81. (81-20)

In answering a question concerning adequate library resources for this new degree program, Grossnickle referred to the University Curriculum Committee minutes of February 19, 1981, which stated that the Library Committee voted to use supplemental funds this year to support new degree programs.

3. Policy for Retention of Courses in the Undergraduate Catalogue was approved. Refer to UCC minutes of 2/5/81 or the Faculty Senate Agenda of 3/17/81. (81-21)

Agenda Item 5B: Committee on Committees

1. The revised charge of the Committee on Educational Policies and Planning was presented for its first reading. Ayers noted an editorial change in 4B (3) from "teacher" to "teaching."
2. The revised charge of the Teacher Education Committee was presented for its first reading.

Final action on both revised charges will take place at the April 21, 1981 Faculty Senate meeting.

Agenda Item 5C: Calendar Committee: 1983/84 Academic Calendar

Frank Saunders (Mathematics) presented the proposed 1983/84 Academic Calendar with the recommendation that the Senate consider adding for future calendars a two-day Fall Break, working/attending classes Labor Day, and adding a day on the first or last day of the semester. He referred to a faculty poll conducted by Institutional Research (Response Rate 54%) in which 60% of the respondents favored a Fall Break, 33% were against, and 5% had no opinion (2% of the ballots were unusable).

Two prevalent concerns expressed in discussion regarding the calendar were that the entire calendar be conducive to attracting prospective students and that energy conservation (heat and air conditioning costs) be given consideration.

Vice Chancellor Meyer reported that the Administration favored applying the revisions found in the 1983/84 calendar to the Fall, 1981 Calendar, including working Labor Day, a two-day fall break the fifth, sixth or seventh weekend of the semester, and extending the semester one additional day. Meyer reported that Chancellor Brewer would not favor ending classes at 12 noon on the Wednesday prior to Thanksgiving.

Gerald Haskins (Drama) moved to recommit the Fall 1983 Calendar to the Committee with the instructions that the Fall 1981 Calendar be adapted to reflect changes shown in the Fall 1983 Calendar. Jo Ann Jones (English) seconded. Jones then moved to amend Haskins' motion by requiring the Calendar Committee to report no later than the next Senate meeting (April 17, 1981). P. Daugherty seconded. Discussion followed concerning forcing the Committee into a timetable. Jones' amendment was approved 19 to 10.

Meyer moved and Gorman Ledbetter (Business) seconded to begin Thanksgiving holiday at 10 p.m. Wednesday instead of 12 o'clock noon. The amendment passed.

Haskins' main motion, as amended, failed 16 to 20.

Meyer moved to recommend the 1983/84 Calendar be adapted and adopted for the 1982/83 Calendar to include these changes: (1) working Labor Day, (2) extending the semester by one day, and (3) inserting Monday and Tuesday in October as Fall Break and (4) beginning Thanksgiving holiday 10 p.m. Wednesday prior to Thanksgiving Day. The motion was seconded and failed.

Bodo Nischan (History) moved to send the 1983/84 Calendar back to the Calendar Committee with instructions to develop a calendar which would incorporate the following: (1) starting date in September, (2) a Fall Break to coincide with Thanksgiving, and (3) a date for school ending middle or late May. The motion was seconded and passed. (81-22*)

Agenda Item 5D: Faculty Governance Committee

1. In order for the Senators to have a chance to review the revised School of Art Code, E. Ryan moved to delay action until the April Faculty Senate meeting. The motion was seconded and approved. (81-23)*

2. Proposed Constitutional Amendment: Revise Section XI (Agenda of the Faculty Senate)

E. Ryan made a motion to amend the Constitutional Amendment by including "the immediate past chair of the Faculty, in residence, the Parliamentarian of the Faculty, and the Faculty Assembly Delegates" in voting membership of the Agenda Committee and the Faculty Senate. He felt that Faculty Assembly delegates should be restored to democracy.

Judy Sadler (Library Science) amended the main motion by placing "parliamentarian to serve without vote" in a separate sentence. Sadler's amendment was seconded and passed 16 to 6.

Sexauer spoke against Ryan's amendment by saying that the added membership would upset the balance of the Senate, that it would "pack" the Agenda Committee by allowing one constituency to have greater representation than another. The amended motion was defeated. Final action will take place at the next Faculty Senate meeting.

3. HPERS Code Change: Section X Student Representatives. Changes in the HPERS Code were approved. (81-24)

4. D. Sexauer reported on the findings of the Faculty Governance Committee on Faculty Senate Resolution 80-33 which directed the Committee to consider the question of allowing the immediate past chair of the Faculty and the delegates to the Faculty Assembly to have a vote if they were not elected Faculty Senators from a unit. He reported that the vote of the Faculty Governance Committee was split; no action was taken, thus the vote was considered to be negative.

Agenda Item 5E: Committee for Teaching Effectiveness

Phil Adler provided the Senators with a memorandum which outlined the Committee's activities during the past academic year. He pointed out that the Committee had been preoccupied this year by two aspects of its charge: (1) the award of grants for improvement of teaching by individual faculty, and (2) the preparation and oversight of student questionnaires or polls regarding teaching performance in the classroom. The committee called for two sets of proposals for teaching effectiveness grants. The criteria in judging these proposals is the subject of continuing discussion between the committee and Vice Chancellor Maier, particularly

as it pertains to the fine arts faculty. Partial membership from the Committee for Teaching Effectiveness and the University Research Committee respectively comprised the ad hoc committee which recommended the awarding of summer grants.

Adler further reported that the annual student poll for outstanding teachers, funded by the Office for Alumni Affairs, has just been completed, and that the results would be announced at the Fall General Faculty meeting during which time two \$500 awards will be presented. The Committee recommended to the Alumni Office that existing awards for outstanding teachers should be abolished after this year's awards *and a new method instituted.*

In clarifying the status of the comprehensive student questionnaire on teaching performance in the classroom, Adler said that the instrument has been completed. He noted that the Committee recommended the questionnaire to the Administration which has made only minor revisions and has proceeded to prepare the questionnaire for utilization. Adler further commented, as reported in the Faculty Senate minutes of April 22, 1980: "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."

Gowen questioned Adler about a companion questionnaire for faculty evaluation of administrators. The Chair assured him such a document would be provided concurrently to faculty with the distribution of the Survey of Student Opinion of Instruction to students.

Grossnickle expressed concern that the results of the Survey should not be utilized in personnel actions until the adoption of the revised Appendix C of the Faculty Manual which will be considered by the Senate in the near future. Muzzarelli also questioned the intended usage of the questionnaire; the Chair of the Senate assured him that regulations affecting utilization would be an integral part of the revised Appendix C.

Adler said that the Committee for Teaching Effectiveness recommended to the Committee on Committees that:

1. A new faculty-elected committee be formed to oversee the award of teaching effectiveness grants and awards of any type for distinguished teaching, as well as the administration and revision of the student questionnaire on teaching performance. The current CTE would continue to function but devote itself exclusively to what is supposed to be its primary task: assistance to faculty in developing greater effectiveness in the classroom.
2. The existing system of awarding summer grants through an ad hoc committee be abolished and replaced by giving the two permanent committees full jurisdiction over grants within their respective competencies.

In closing, Adler reported that the Committee for Teaching Effectiveness recommended to Vice Chancellor Maier that a Faculty Development Office be funded to assist faculty desiring knowledge or practice in topics related to improvement of their classroom effectiveness.

There being no new business, the seventh regular meeting of the Faculty Senate adjourned at 5:00 p.m.

Rosalie Haritum
Secretary of the Faculty Senate

Helen Broaddus
Office Secretary of the Faculty Senate

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*Denotes those resolutions which do not require approval of Chancellor Brewer.

FACULTY ASSEMBLY REPORT

The University of North Carolina Faculty Assembly met February 27, 1981, at the General Administration Building in Chapel Hill, NC. East Carolina University delegates Eugene Ryan, Robert Hursey, and Patricia Daugherty attended. Alternate Caroline Ayers attended, substituting for delegate Janice Faulkner, who is on leave.

President William Friday and members of the General Administration staff reviewed the current status of the University's budget requests and other matters under consideration by the State Legislature. Concern was expressed about proposed changes that would transfer choice of architects and contractors from the University and its constituent institutions to the state administration. Private institutions are again requesting increased state funding, at a time when the State has asked for a 6 per cent reduction in spending. Eight vacancies on the Board of Governors will be filled this year, four by nomination by the Senate and four by the House.

The 1980-85 planning document for the University was approved by the Board of Governors at its meeting on March 13. Thirty-one new degree programs, 19 at the bachelor level and 12 at the masters were approved; ten programs are to be discontinued.

The Assembly approved two resolutions, one calling for longevity pay for EPA personnel, and the other recommending fringe benefits for part-time faculty.

The Governance Committee presented results of a survey concerning the effectiveness of the Faculty Assembly. On most questions a majority rated the Assembly as "somewhat effective" on a five part scale ranging from "very effective" to "very ineffective" and "strongly agreed" that most of its activities contribute to its effectiveness. Other matters considered by committees included faculty exchanges between institutions and faculty participation in financial exigency decisions.

Shirley Browning, Chairman of the Assembly, reminded delegates of President Friday's request that the Faculty Assembly channel its legislative concerns through his office.

Minutes of the meeting will be placed in the Reserve Room at Joyner Library.