

FACULTY SENATE

The eighth regular meeting of the Faculty Senate for the academic year 1983/84 will be held on Tuesday, April 17, 1984, at 2:10 p.m. in Mendenhall Student Center, Room 244.

AGENDA

- I. Call to Order
- II. Approval of the Minutes
- III. Special Order of the Day
 - A. Announcements
 - B. Faculty Assembly Report (Larry Hough)
- IV. Unfinished Business
 - A. Faculty Governance Committee (Robert Woodside)

New By-Law for the Constitution of the Faculty Senate (needs an approving vote of two-thirds of those elected senators present and voting)

"Those units that have more than one senator may elect two alternates. If more than one alternate is elected, they should be elected to staggered two-year terms."
- V. Report of Committees
 - A. Curriculum Committee (William Grossnickle)

From minutes of 3/22/84:

 1. Change BS in Bus Ed for all teaching certification options; BS in Administrative Services (Non-teaching) (Both options); minor in Administrative Services
 2. Revised minors in Military Science
 3. Revised BFA in Art, BFA Interior Design, BFA Art Ed, BA Art, BA Art History
 4. Revised BS Chemistry
 5. Changed BS in Health and PE
 6. Changed BS in Nursing
 - B. Calendar Committee (1986-87 Academic Calendars attached) (Ruth Jones)
 - C. Faculty Governance Committee (Robert Woodside)
 1. "The Faculty Senate recommends that the unit chairperson shall not participate in any faculty vote on personnel matters but shall forward his/her recommendation along with that of the personnel committee to the next higher administrative official in accordance with the forwarding procedure in Appendix D."

2. Revision of Unit Codes: (copies mailed to senators by units)
 - a. Library Science
 - b. Division of Continuing Education

D. Teaching Grants Committee (List of recipients for 1984/85 Academic Year and 1984 Summer Stipends attached)

- E. Ad Hoc Unit Code Screening Committee (Loren Campion) (Mailed to senators)
 1. Geology
 2. Army ROTC
 3. School of Medicine
 4. Dissolution of Ad Hoc Unit Code Screening Committee

VI. New Business

Attachment for Agenda Item VD: Teaching Grants Committee List of Recommended Proposals for Summer Stipends in Priority Order

1. Kathleen E. Kennedy, Biology
Feasibility study on the use of non-radioactively labelled nucleotides for DNA hybridization experiments in the teaching laboratory
2. Raquel T. Manning, Foreign Languages
A review of Latin American business practices and commercial techniques for a proposed course of study in international Spanish trade
3. Henry Stindt, School of Art
Pratt's summer institute in computer graphics
4. Jeanne S. Scafella, English
Integrating technology & additional technical skills: Journalism 3200, copyediting and publication make-up
5. Paul Tardif, Music
Attending Festival of the Sound

List of recommended proposals for the 1984/85 academic year:

Bertie E. Fearing, English: University of Minnesota Institute in Technical Communication: \$1,326.

Simon Baker, Geography and Planning: An integrated teaching set for aerial photographic interpretation: \$1,220.00

William R. Buckler, Geography and Planning: Professional-development course tuition "Small Community Wastewater Systems Design", University of Wisconsin: \$1,222.00.

Belinda Lee, Nursing: Adult learners in nursing speak out: aids and deterrents to learning: \$180.00.

UNIVERSITY CALENDAR

Fall Semester 1986

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

July 28, Monday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the Fall Semester
August 18, Friday	Last day to pay or secure Fall Semester fees without penalty
August 18, Monday	Faculty Meetings
August 19, Tuesday	Registration. (Class schedules of preregistered students must be obtained by 4:00 p.m.)
August 20, Wednesday	Drop-Add; Late Registration
August 21, Thursday	Classes Begin; Drop-Add; Late Registration
August 22, Friday	Last day for Drop-Add and Late Registration (undergraduate and graduate students); Last day to apply for graduation in December
September 1, Monday	Labor Day Holiday
October 2, Thursday	Last day to drop a course or withdraw from school (undergraduate students)
October 12-19 (Sunday - Sunday)	Fall Break
October 27-November 7	Change of Major
November 3-7	Preregistration for Spring Semester
November 25, Tuesday	Last day to remove incompletes given during Spring and/or Summer Sessions, 1986
November 26, Wednesday	11:00 p.m. - Thanksgiving Holiday begins
December 1, Monday	8:00 a.m. - Classes resume
December 9, Tuesday	Classes End
December 10, Wednesday	Reading Day
December 11, Thursday	Exams begin
December 18, Thursday	10:00 p.m. - Exams for fall semester closed

EXAMINATION SCHEDULE

Fall Semester 1986

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 (December 11 through December 18), 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 13, 1986, 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 schedule for the hour during which the class begins (e.g., 9:30 - 11:00 TTh class will meet the exam schedule of the 9:00 a.m. TTh class; an 8-10 a.m. MWF class will meet the exam schedule of the 8:00 a.m. MWF class.)

Common examinations will be held according to the following schedule:

Geography 1000	Thursday, December 11, 5-7 p.m.
Chemistry 0150, 1120, 1150, 1160, 2620	Friday, December 12, 5-7 p.m.
French 1001, Spanish 1001, German 1001, and French 1003	Saturday, December 13, 9-11 a.m.
Physics 1011, 1021, 1251, 1261	Monday, December 15, 5-7 p.m.
French 1002, Spanish 1002, German 1002, and Spanish 1003	Tuesday, December 16, 5-7 p.m.
Mathematics 1063, 1065	Wednesday, December 17, 5-7 p.m.

Other examinations will be held on Thursday, December 11; Friday, December 12; Monday, December 15; Tuesday, December 16; Wednesday, December 17; and Thursday, December 18.

<u>Times Class Regularly Meets</u>	<u>Time and Day of Examination</u>
8:00 MWF	8:00-10:00, Thursday, December 11
8:00 TTh	11:00- 1:00, Thursday, December 18
9:00 MWF	8:00-10:00, Monday, December 15
9:00 TTh	8:00-10:00, Tuesday, December 16
10:00 MWF	8:00-10:00, Wednesday, December 17
10:00 TTh	11:00- 1:00, Thursday, December 11
11:00 MWF	8:00-10:00, Thursday, December 18
11:00 TTh	11:00- 1:00, Friday, December 12
12:00 MWF	11:00- 1:00, Monday, December 15
12:00 TTh	11:00- 1:00, Tuesday, December 16
1:00 MWF	11:00- 1:00, Wednesday, December 17
1:00 TTh	8:00- 10:00, Friday, December 12
2:00 MWF	2:00- 4:00, Thursday, December 11
2:00 TTh	2:00- 4:00, Friday, December 12
3:00 MWF	2:00- 4:00, Monday, December 15
3:00 TTh	2:00- 4:00, Tuesday, December 16
4:00 MWF	2:00- 4:00, Wednesday, December 17
4:00 TTh	2:00- 4:00, Thursday, December 18

EXAMINATION SCHEDULE

Spring Semester 1987

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 30 - May 7), 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, May 2, 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., 9:30-11:00 a.m. TTh class will meet the exam schedule of the 9:00 a.m. TTh class; an 8-10 a.m. MWF class will meet the exam schedule of the 8:00 a.m. MWF class.)

Common examinations will be held according to the following schedule:

Chemistry 0150, 1120, 1160, 2620	Thursday, April 30, 5-7 p.m.
French 1001, Spanish 1001, German 1001 and French 1003	Friday, May 1, 5-7 p.m.
Physics 1011, 1021, 1251, 1261	Saturday, May 2, 9-11 a.m.
French 1002, Spanish 1002, German 1002 and Spanish 1003	Monday, May 4, 5-7 p.m.
Mathematics 1063, 1065	Tuesday, May 5, 5-7 p.m.
Geography 1000	Wednesday, May 6, 5-7 p.m.

Other examinations will be held on Thursday, April 30; Friday, May 1; Monday, May 4; Tuesday, May 5; Wednesday, May 6; and Thursday, May 7.

Time Class Regularly Meets

Time and Day of Examination

8:00 MWF	8:00-10:00, Monday, May 4
8:00 TTh	2:00- 4:00, Friday, May 1
9:00 MWF	8:00-10:00, Wednesday, May 6
9:00 TTh	8:00-10:00, Thursday, May 7
10:00 MWF	11:00- 1:00, Thursday, April 30
10:00 TTh	11:00- 1:00, Monday, May 4
11:00 MWF	11:00- 1:00, Friday, May 1
11:00 TTh	11:00- 1:00, Tuesday, May 5
12:00 MWF	11:00- 1:00, Wednesday, May 6
12:00 TTh	11:00- 1:00, Thursday, May 7
1:00 MWF	2:00- 4:00, Thursday, April 30
1:00 TTh	2:00- 4:00, Friday, May 1
2:00 MWF	2:00- 4:00, Monday, May 4
2:00 TTh	2:00- 4:00, Tuesday, May 5
3:00 MWF	2:00- 4:00, Wednesday, May 6
3:00 TTh	2:00- 4:00, Thursday, May 7
4:00 MWF	8:00-10:00, Thursday, April 30
4:00 TTh	8:00-10:00, Friday, May 1

UNIVERSITY CALENDAR

Spring Semester 1987

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

December 10, Wednesday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the Spring Semester
December 19, Friday	Last day for continuing students to pay or secure Spring Semester fees without penalty
January 8, Thursday	Registration (Class schedules of preregistered students must be obtained by 4:00 p.m.)
January 9, Friday	Drop-Add; Late Registration
January 12, Monday	Classes begin; Drop-Add and Late Registration (undergraduate and graduate students); Last day to apply for graduation in May
January 13, Tuesday	Last day for Drop-Add and Late Registration
February 20, Friday	Last day to drop a course or withdraw from school (undergraduate students)
March 8-15 (Sunday to Sunday)	Spring Recess
March 16, Monday	Classes resume - 8:00 a.m.
March 16-27	Change of Major
March 23-27	Preregistration for Fall Semester and Summer Sessions
April 16, Thursday	Last day to remove an incomplete given during Fall Semester, 1986
April 20, Monday	State Holiday; no classes
April 28, Tuesday	Classes end
April 29, Wednesday	Reading Day
April 30, Thursday	Exams begin
May 7, Thursday	10:00 p.m. - Exams for Spring Semester close
May 9, Saturday	Commencement

UNIVERSITY CALENDAR

Summer School 1986

FIRST TERM

(Actual days First Term: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for Registration, 1 day for Final Exams)

May 19, Monday	Registration
May 20, Tuesday	Classes Begin; Drop-Add and Late Registration
May 21, Wednesday	Last day to register or Drop-Add for First Term
June 2, Monday	Last day to drop a course or withdraw without grades
June 23, Monday	Classes End
June 24, Tuesday	Final Examination

SECOND TERM

(Actual days Second Term: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for Registration, 1 day for Final Exams)

June 25, Wednesday	Registration
June 26, Thursday	Classes Begin; Drop-Add and Late Registration
June 27, Friday	Last day to Register or Drop-Add for Second Term
July 9, Wednesday	Last day to drop a course or withdraw without grades
July 30, Wednesday	Classes End
July 31, Thursday	Final Examination

The following agenda item V.F. Report of Teaching Effectiveness Committee was omitted from the April 17, 1984, Senate Agenda.

COMMITTEE FOR TEACHING EXCELLENCE
Report on Teaching Excellence Awards
April, 1984

ECU Alumni Association presents two awards annually for teaching excellence: The Robert and Lina Mays Award and the Robert L. Jones Award. Both awards consist of engraved plaques or trays and five hundred dollars to be used for professional growth activities. The only other stipulation is that the awards be for undergraduate teaching.

The Alumni Association asked the Vice Chancellor for Academic Affairs to be responsible for selecting recipients and the VCAA delegated the selection process to the Teaching Effectiveness Committee.

Since the campus-wide survey of student opinion of instruction has been available, data from that survey have been used for choosing award recipients. TEC selects certain questions from the student survey, plus several other criteria which must be met. The established criteria are sent to Institutional Research and used to select the top two faculty members who meet the criteria. Once TEC sets the criteria, it has no further involvement in the selection process.

For the past three years the following criteria have been set up by TEC and used by Institutional Research:

1. Have survey data from more than one undergraduate course.
2. Have class enrollments totaling at least 20 students.
3. Have at least a 60 percent survey participation rate.
4. From the student survey the mean of the following questions is used, based on scores of 1 for the most negative answers and 5 for the most positive:
 - (a) The content of the assignments do not contribute to my understanding of the subject.
 - (b) The requirements of the course (projects, papers, exams, etc.) were explained adequately.
 - (c) The instructor's presentation often causes me to think in depth about this subject.
 - (d) The methods being used for evaluating my work (such as tests, projects, etc.) are reasonable.
 - (e) The instructor does not teach course material and/or skills clearly.
 - (f) The instructor seems to be well prepared.

- (g) The instructor does not seem to care about my learning.
- (h) Course objectives are being achieved.
- (i) During the semester, I look forward to attending this class.
- (j) Course objectives ~~are being achieved.~~ *have not been addressed clearly.*
- (k) The instructor provides useful feedback on student progress (identifying strengths and weaknesses.)
- (l) In this course, I am not learning very much.
- (m) If I needed help outside of class, the instructor has given help to me.

An additional stipulation was added this year in that four years elapse before a faculty member can be eligible to receive an award again.

The committee will continue to work on bringing faculty in "unorthodox" teaching situations into the student survey and awards process. Schools and departments are urged to consider establishing their own teaching awards to give recognition for teaching excellence to more faculty.

CTE has been working on revisions in the student survey process this year and will be presenting proposed changes to Faculty Senate early next fall.