

Annual Report of the Faculty Senate for 1984-85
140 Rawl Annex
East Carolina University

The General Faculty met on August 20, 1984 and approved the Senate Constitution By-Law change that units that have more than one senator may elect more than one senator-alternate. The General Faculty also approved a new definition of "The General Faculty:"

"The General Faculty shall consist of all full-time members of the teaching, research, or administrative staff who hold an academic title, including those on special faculty appointment."

These two resolutions were approved by the Chancellor and appropriately presented to the General Faculty as called for by the Constitution of the Faculty Senate.

In 1984-85, the Faculty Senate met eight times in regular session and once in organizational session, looking ahead to the 1985-86 year. This annual report is divided into the following sections, reflecting the work of the 1984-85 year, work by both the Senate and the Academic (Faculty Senate) Committees:

- I. Actions by the Senate and the Chancellor's response
- II. Summary of committee work, with projects and topics carried over to 1985-86
- III. A list of topics that carry over for the Senate.

This report is being distributed throughout the campus, to the Chancellor, the Vice Chancellors, the Deans and Directors, and to Departmental Chairs. In the Fall Semester, it will be available for all Senators and Committee Chairs.

Thanks are due to all members of the faculty and administration for the good cooperation and hard work that went into making 1985-86 a successful year for East Carolina University. It is such good work, rendered on a continuing basis, that makes East Carolina so well respected in the Faculty Assembly of UNC regarding all aspects of University Governance.

I. SENATE ACTIONS AND CHANCELLOR'S RESPONSE:
(By meeting date and resolution number)

September 18, 1984:

84-29: That the Calendar Committee be named by the Chair of the Faculty as an ad hoc committee to study issues related to on-line registration. (no approval required)

October 23, 1984:

84-30: Fall 1986 Calendar and Exam Schedule (approved 11-15-84)

84-31: 1986 Summer School Schedule (approved 11-15-84)

84-32: Spring 1987 Calendar and Exam Schedule (approved 11-15-84)

84-33: Research/Creative Activity Committee revision of "Instructions and Regulations" (approved 11-15-84)

84-34: Teaching Grants Committee revision of "Guidelines" (approved 11-15-84)

84-35: Revision of HPERS Code of Operations (approved 1-18-85)

November 20, 1984:

84-36: Revisions in Chemistry Code of Operations (approved 1-18-85)

84-37: University Curriculum Committee recommendations passed (approved 1-18-85)

December 11, 1984:

84-38: Senate endorsement of intention of Faculty Assembly seeking active participation in selection of new UNC president (approved 1-18-85)

84-39: Chair of Faculty should appoint two senators to the Academic Liaison Committee on On-line Registration, with senators reporting to the Senate (approved 1-18-85)

84-40: Accept report from Calendar Committee concerning on-line registration (approved 1-18-85)

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- 84-41: Credits Committee report on dropping courses (approved 1-18-85)
84-42: Revisions of Academic Integrity Policy (approved 1-18-85)
84-43: Curriculum Committee Minutes of 11-8-84 (approved 1-18-85)

January 29, 1985:

- 85-1: Constitutional Amendment on apportionment of senators: page A-2: change "Division of Library Services" to "Academic Library Services" and add Health Sciences Library. (approved 3-11-85)
85-2: "The Chair of the Faculty shall serve as ex officio on administrative committees, including ad hoc committees." (approved 3-11-85)
85-3: University Curriculum Committee Minutes of January 10, 1985 (approved 3-11-85)
85-4: "Each tenured member of the faculty who is retiring must be considered for emeritus rank by his/her unit according to established unit personnel procedures and a recommendation be forwarded to appropriate University officials." (approved 3-11-85)
85-5: Add the office of Vice Chancellor for Student Life to the ex officio portion of the revised charge of the Calendar Committee (which will be read and acted on at the next Senate meeting) (no approval needed)
85-6: Meeting dates for the Senate and Agenda Committee in 1985-86 (approved 3-11-85)

February 19, 1985:

- 85-7: Exclude faculty name on traffic tickets when that faculty member is the initial reporting person regarding the violation (approved 3-11-85 and the Chancellor states "I should note regarding 85-7 that names of reporters of traffic violations have not been listed on traffic tickets.")

- 85-8: Revised Charge of the Calendar Committee (approved 3-11-85)
- 85-9: University Curriculum Committee Minutes of January 24, 1985
(approved 3-11-85)
- 85-10: Revisions in Academic Library Services Code (approved 4-3-85)

March 26, 1985:

- 85-11: 1985 Spring Graduation List (approved 6-5-85)
- 85-12: University Curriculum Committee Minutes
of February 14th and 18th, 1985 (approved 6-5-85)
- 85-13: Reception of the TEC Report (no approval needed)
- 85-14: TEC seven principles re teaching evaluation (approved 6-5-85)
- 85-15: TEC Short Form (approved 6-5-85)
- 85-16: TEC Teaching Improvement Form (approved 6-5-85)
- 85-17: Calendar Committee Guidelines (approved 6-5-85)
- 85-18: 1987 Summer Calendar (approved 6-5-85)
- 85-19: Fall 1987 Calendar (approved 6-5-85)
- 85-20: Fall 1987 Examination Schedule (approved 6-5-85)
- 85-21: Spring 1988 Calendar (approved 6-5-85)
- 85-22: Spring 1988 Examination Schedule (approved 6-5-85)
- 85-23: Refer Resolution from the Psychology Dept regarding
SAT scores for athletes to appropriate committee
(no approval needed)

April 23, 1985:

- 85-24: The Report of the Faculty Affairs Committee, with the addition
that at the end of the second paragraph add: "under procedures
listed in Appendix D."

(the Chancellor's response is
listed on the next page...)

Chancellor's Response to 85-24:

"The Faculty Affairs Committee report of February 27, 1985 (85-24) states that the committee recommends no change in Appendix D of the Faculty Manual. Since I believe that paragraph one of the committee's resolution does indeed significantly change the fixed-term employment policy as currently stated in Appendix D, I am not accepting Faculty Senate Resolution 85-24. I wish to continue with the currently utilized procedure with regard to fixed-term employment. In response to paragraph two of resolution 85-24, the administration does and will continue to review fixed-term appointments and, where appropriate and feasible, has and will continue to convert appointments to tenurable, probationary appointments."

85-25: University Curriculum Committee Minutes of March 14, 28 and April 11th with the understanding that no admission requirements to degree programs have been discussed by the Curriculum Committee.
(approved 6-5-85)

85-26: Political Science Code of Operations (pending Advisory Com.)

85-27: History Code Revisions (pending Advisory Com.)

85-28: Mathematics Code Revisions (pending Advisory Com.)

85-29: English Code Revisions (pending Advisory Com.)

85-30: (EPP) Statement on Athletics (approved 6-5-85)

85-31: Libraries Committee request regarding photocopying machines

Chancellor's response regarding 85-31:

"I have referred Faculty Senate Resolution 85-31 to an ad hoc committee composed of the Director of Academic Library Services, the Director of the Health Sciences Library, the Director of the Print Shop and the University Business Manager. This committee will discuss the resolution and report back to me with its recommendations."

(This completes the listing of resolutions passed by the Faculty Senate of East Carolina University during the academic year 1984-85.)

II. SENATE COMMITTEES AND THEIR WORK:

There are 24 such committees: 19 "academic committees", plus Hearing; Due Process; and, Reconsideration, plus the Agenda Committee and the Committee on Committees.

What follows is a highlighting of committee accomplishments in 1984-85 and proposed carry-overs for 1985-86. Chairs are recognized for thanks and for the benefit of 1985-86 members.

ADMISSIONS COMMITTEE: The committee met eleven times during 1984-85. It was not given any instructions (specific beyond its charge) by the Senate. A subcommittee was used to handle a small number of appeals that needed prompt attention. Research was conducted on the TOEFL to assess its utility in the admissions process. A subcommittee developed a format to be followed by departments in the process of seeking to increase their entering GPA. Policies were adopted regarding TOEFL, Continuing Education Admissions, Units seeking to raise the entering student GPA, entrance criteria for transferring students, and enrollment practices of military personnel. See committee Minutes for details. Carried over: impact question for raising entrance GPA above 2.0; impact of proposed SDPI graduation requirements for NC high school seniors. Exemplary attendance during vacation times was maintained by this dedicated committee! (Tom Evans, Art)

AGENDA COMMITTEE: The committee met eight times during 1984-85. The committee received no specific instructions beyond its charge from the Faculty Senate. The committee provided full and clear agendas for the Senate and is to be especially commended for the manner in which it structured the complex presentations from the TEC and the FAC. Carried over: Nothing specific. (Jo Ann F. Jones, General College)

CALENDAR COMMITTEE: The committee met six times during 1984-85. The Committee was asked to study on-line registration. It was also asked to develop a draft of guidelines that it might follow. Also, its charge was revised during this period. The committee used ad hoc committees to prepare the original draft of proposed calendars and guidelines. Members of the committee met with an A&S Chairs subcommittee to discuss computerized registration. The committee is to be commended for handling a wider variety of topics this year than usual (and handling them well). Carried over: Proposed dates for change of major and for registration in Fall 1986, Spring 1987, Fall 1987, and Spring 1988 calendars should be made. (Ruth Jones, Business)

CAREER EDUCATION COMMITTEE: The committee met five times during 1984-85. The committee was not instructed by the Senate in any matters beyond the committee's charge. The committee continued overseeing the Career Profiles Booklet through publication and distribution. The Career Planning and Placement Office was asked to request coordinators from the units not responding to last year's request. The "functions" of the committee were re-written to reflect what the committee actually does; this draft has been submitted to the Committee on Committees. The 1979 ECU Policy Statement regarding career education is in the initial stages of being rewritten with assistance from the Career Planning and Placement Center. With the assistance of Dr. Meyer, the Committee reviewed the Planning Commission Task Force Report on Career Development and Placement and the status of ECU efforts to respond to various recommendations. Carried over: Final revisions of the ECU Policy Statement need to be finished during the coming year --and presented to the Senate-- as does the revised charge. (Chair: Alta Andrews, Nursing)

CONTINUING EDUCATION COMMITTEE: The committee met seven times during 1984-85. There were no specific instructions to the committee beyond its charge. The committee was given overviews of the goals and organization of the Division of Continuing Education through presentations by staff members. The major concern of the committee was the investigation of a new financial structure for continuing education at East Carolina University. In December, Herman Phelps and James LeRoy Smith, at the request of the committee met with representatives of the General Administration to discuss financial problems relating to Continuing Education. It was determined that the problem might be considered by the Faculty Assembly. A summary of the problems was presented to the Assembly Budget Committee and Dr. Dawson has indicated to Assembly Chair Smith that the topic could be addressed this Fall, with the Budget Committee. The Committee (Continuing Education) feels that the most pressing financial problems at this time include inadequate faculty stipends and tuition that is nearly double the on-campus rate. Carried Over: this concern for financial problems and the interest in what the Faculty Assembly might recommend. (Chair: Leonard Lilley, Education)

CREDITS COMMITTEE: The committee met four times during 1984-85. It received no special instructions beyond its charge. The committee heard and acted on three student appeals. It also presented a proposed change of the University's drop policy to the Senate (see Senate Resolution 84-41). The Committee also commenced a review of the University's "concurrent registration" policy. Carry-over: Continuation of reviewing the "concurrent registration" policy. (Chair: Trenton Davis, Allied Health)

COURSE DROP APPEALS COMMITTEE: The committee met seven times during 1984-85. The committee was asked to clarify appellate procedures to allow for more consultation with the relevant faculty member. The committee approved a proposal on block courses and sent to the Credits Committee (84-41). Also, three student appeals were heard. Carried over: nothing specific. Committee procedures appear to be working well. (Chair: Robert J. Thompson, Political Science)

UNIVERSITY CURRICULUM COMMITTEE: The committee met eleven times during 1984-85. No special instructions were given to the committee beyond its charge; the committee recommended regularly to the Faculty Senate the curriculum proposals it passed in its meetings. The committee is to be commended for the heavy workload it carried with such success. Carried over: no special questions or problems. (Chair: Bill Grossnickle, Psychology)

EDUCATIONAL POLICIES AND PLANNING COMMITTEE: The committee met five times during 1984-85. The committee was asked to consider the resolution from the Department of Psychology on academic eligibility of athletes and reported to the Senate with a recommendation that was passed (85-30). The committee was also asked to look at the resolution from the same department regarding cheerleaders. The committee reviewed the proposal for the Masters Track in Vocational Evaluation. Two other Senate resolutions originated with the Committee: the revision of the Academic Integrity Policy (84-42) and the Chair of the Faculty sitting on all administrative committees (85-2). Carried over: Resolution from the Department of Psychology regarding the use of pyramids by cheerleaders. (Chair: Tom Johnson, HPERS)

FACULTY AFFAIRS COMMITTEE: The committee met fourteen times during 1984-85. The committee was instructed by the Senate (April 17, 1984) to reconsider the issue of fixed-term faculty appointments and report to the Senate in 1985. The committee started the year with two tasks carried over from 1983-84: 1) formulation of a policy relative to emeritus status for faculty, and 2) a reconsideration of the issue of fixed-term, non-tenure-track appointments of faculty. The latter issue was the primary focus of the committee's work during the year and virtually all of the 14 meetings were devoted to discussions and study of that issue. The majority of the meetings were held as a committee-of-the-whole; however, all members served on at least one of the four sub-committees which were set up, including a sub-committee which surveyed all fixed-term faculty as well as unit heads about their perceptions of the fixed-term appointment issue. In addition, on April 16th and April 30th, 1985, the committee, which serves also as the Faculty Grievance Committee, was requested to hear grievances from faculty members on a promotion and a summer term appointment issue. These requests are carried over. Senate Resolution 85-4 on emeritus status was approved by the Senate, as a result of the committee's recommendation. Moreover, the Faculty Senate approved the committee's recommendation relative to fixed-term appointments by a 40-9 written vote. The committee has stated that it believes it conducted a thorough study of the fixed-term appointment issue and is satisfied that its recommendation as accepted by the Senate on April 23, 1985, represents the best advice that the faculty can give to the Administration on this very complex issue. (Senate Resolution 85-24). (Chair: Ione Ryan, Counseling)

FACULTY COMPUTER COMMITTEE: The committee met six times during 1984-85. There were no specific instructions beyond the charge. The FCC advised CIS on the development of a request-for-proposals to replace the Burroughs 6800, advised CIS and ISAC on streamlining computer equipment requisition procedures, agreed to study unfunded computer equipment requests and to submit a priority list to Vice Chancellor Volpe, developed a committee handbook, advised CIS on the disposition of the \$50,000 budget for academic computing, and advised CIS on the disposition of the approximately \$250,000 in one-time resources for Academic Computing. These latter resources resulted in the establishment of an Apple IIe lab in Austin, a micro-lab in Joyner Library, a model data-acquisition and analysis lab in Physics, an Apple Macintosh lab housed in the Physics Department, and the expansion of the Kim Laboratory in Brewster. Academic computing planning continued with the recognition that detailed plans will depend on a number of factors: the use of the micro-labs, the installation of a new central computer, the increased use of computer resources in classes, and the increase in faculty computer literacy. The FCC also approved a number of computer equipment requisitions. Carried over: Academic computer planning must continue and the committee handbook should be refined and updated. (Chair: James Joyce, Physics)

FACULTY GOVERNANCE COMMITTEE: The committee met seven times in 1984-85. It received no specific instructions beyond the committee charge. The committee met with unit representatives and sent forth recommendations for code revisions for the following units: HPERs, Chemistry, Academic Library Services, History, Mathematics, and English. In approving the HPERs code, the committee made a recommendation regarding the interpretation of "code development" in Appendix L. The committee's recommendation was accepted by the Senate (see Faculty Senate Minutes, October 23, 1984). The committee reviewed the revised code of the School of Education and returned it with suggestions for changes. This code has not yet been brought back to the committee. The committee considered and recommended an amendment to the Faculty Senate Constitution regarding senator apportionment, resulting in adding HSL with a separate senator. The Senate approved this recommendation and it will go before the General Faculty in August of 1985. The committee considered a suggestion that a unit whose senator serves as Chair of the Faculty be represented by an additional senator. The consensus was that unit representation in such cases is not a problem. The committee considered the possible use of anonymous information by a selection committee as a result of inclusion of an "additional comments" section on anonymous evaluation sheets. The committee took no action on the matter. Carried over: Code revisions received but not yet considered (Physics); codes needing revisions for compliance with Appendix C (includes Allied Health; Education; Medicine; Technology); revisions in the S,A,E code need to be considered and that unit needs to supply the committee with ten copies; and topics suggested for consideration: --possible follow-up on the question of anonymous comments to selection committee; --question of the desirability of standardization of evaluation criteria; --lengthening terms of Faculty Senate officers from one to two years; --review of current policy of allowing only tenured or tenure-track faculty to serve on academic committees (referred by the Senate, April 24th). (Chair: Pat Daugherty, Biology)

FACULTY WELFARE COMMITTEE: The committee met nine times in 1984-85;--asked by the Chair of the Faculty to reach a successful conclusion to planning for the assumption of responsibilities for running the annual salary study by the computing center and/or Institutional Research, under the guidelines suggested by the committee and approved by the VCAA. (A Senate resolution from 1983-84 charges the Faculty Chair with overseeing that updated salary information is available as soon as possible after October 1st of each year.) An ad hoc committee (Mann, Muzzarelli, and Adler) was charged with defining questions to be answered by the salary study and determining possible means through which the survey would be conducted in the future. After consultation with others, the ad hoc committee reported in November and was requested to pursue assuring the process. Meeting with the VCAA early in 1985-86 to assure institutionalization of the study under FWC approved guidelines is the top priority for 1985-86. The ECU Faculty should express thanks to Tom Johnson, Bob Hursey and others who have guided the study to date. The University should handle the technical running, with Faculty Welfare Committee oversight. Committee accomplishments: resolution of insurance coverage of dependents of female employees by the ECU Medical School clinics; clarification of long distance telephone access by faculty on campus; approval of modification of TIAA retirement pay options. The committee recommended that the salary survey be taken over by the Institutional Research Office, under guidelines from FWC as approved by the VCAA, as the committee lacks both the expertise and the facilities to run it--also, that a brief, non-technical resume of the report data be produced for the Faculty Senate, covering a series of categories now being identified by the FWC. Carried over: --the institutionalization of the salary study as indicated above, and a series of workshops to be set up to inform faculty and staff about options regarding tax-sheltered annuities. (Chair: Sallie Mann, Academic Library Services)

LIBRARIES COMMITTEE: The committee met five times in 1984-85 and received no special instructions from the Senate beyond its charge. The committee passed a resolution requesting that the administration provide better copying facilities in the libraries; met with Aaron Cohen, a consultant, to present views as to proposed additions to Joyner Library, and heard staff reports. Carried over: Hearing reports concerning the automation project, the use of multiple copies of certain books for mass sections, and housekeeping. (Chair: J.O. Smith, Business)

GENERAL COLLEGE COMMITTEE: The committee met six times in 1984-85. The Chair of the Faculty requested that the committee consider allowing students to declare a major prior to finishing GC requirements, subject to the requirements of the admitting department. As for the other topics of business, the committee compiled a list of thirteen items on November 14th which might receive attention. These were prioritized on January 16th and individual members took assignments for background work. The following items and actions eventuated:

- A. GC students w/ more than sixty hours: it was decided not to recommend anything until the "on-line" process is well-established.
- B. Request from Faculty Chair Smith (and from the "on-line" Liaison Com) to consider allowing GC students to declare majors subject only to the requirements of the receiving department/school. The GC recommends that each unit specify just what its entrance requirements would be and that these specifications be printed in the ECU catalogue, the GC Handbook --this project is carried over.
- C. Exchange of views between committee members and several members of the Residence Life staff (Carolyn Fulghum, Laura Sweet, Jon Joyner) regarding academic advising --esp GC-- and student counseling by residence hall and other Student Life personnel. Many good things were shared.
- D. A suggestion for a late August luncheon involving new GC advisors and members of the staff of GC and SL for getting to know each other and discussing duties. This is being negotiated by VCSL and VCAA. The committee supports this activity and hopes it will be an annual event.
- E. The committee has come to conclude that six, mostly editorial, changes should be enacted regarding the General Education curriculum. These recommendations were approved by the committee on April 17th and are being sent to the A&S Curriculum Committee for their reaction.
 - #1. That all science majors should meet their GC science requirements outside their majors. (other disciplines already require such)
 - #2. That BCST courses not be listed as fine arts. JOUR, e.g. is not and the GCC believes BCST and JOUR are comparable.
 - #3. Change Social Science required hrs to 12; 13 is unhandy.
 - #4. Insert a more informative statement for the ending statement under Genl Educ requirements in the catalogue (see committee report).
 - #5. Relegate the reference to Depts of Engl and FLL in the current Humanities and Fine Arts heading to a footnote.
 - #6. Move the footnotes in the statement of the Math requirement to to the end of the statement.

The committee did not consider how well the committee functioned or what suggestions for improvements might be. Perhaps that could be considered early in 1985-86. The GCC wishes to note that it has sent a letter of appreciation to Dr. Volpe thanking Dr. Bailey and the GC College staff for such a fine job in this year of transition to "on-line" registration.
(Chair: Herb Carlton, Political Science)

RESEARCH/CREATIVE ACTIVITY COMMITTEE: The committee met eight times in 1984-85. There were no specific instructions to the committee beyond its charge. On October 23rd, 1984, the Senate approved the proposed revision in guidelines. The committee reported on its recommendations regarding proposals at the April 23rd Faculty Senate meeting. The committee acted as a committee of the whole in evaluating proposals. Four subcommittees were formed during the year and the chairs of these subcommittees deserve recognition, the committee believes, for their outstanding work:
Margie Gallagher: review of the evaluation form and suggestions
Ruth Katz: study the effects of R/CA grants on successful research
Larry Means: review criteria, instructions, format for summer proposals
Collett Dilworth: develop guidelines for evaluating proposals from those who fail to spend their grant money once it has been awarded. All members of the R/CA committee for 1985-86 are encouraged to study the R/CA annual Report carefully: it is a very careful, detailed statement of how the

committee proceeded. Roger Eldridge is to be commended not only for his accomplishments as committee chair, but for writing such a complete report --only highlights of which are represented here in the Senate Annual Report. Carried over: Issues to be addressed next year:

- 1) To develop a plan for a grant-writing workshop for all faculty members interested in applying for R/CAC grants
- 2) To continue to study the effects of grants given to University faculty as concerns publications, presentations, works, shows, etc.
- 3) To obtain from the Vice Chancellor for Academic Affairs a clarification of who is eligible for summer stipends
- 4) To conduct a total re-evaluation of the proposal criteria, guidelines, and evaluation form for the 1985-86 academic year.
- 5) To respond to the criticisms of the procedures used to report rankings and evaluation comments to persons submitting proposals
- 6) To develop procedures for establishing an appropriate cut-off for proposals which are not meritorious. These procedures must be in place before the discussion of proposals occurs.
- 7) To define the term creative activity and to specify activities that constitute creative activity.

(Chair: Roger Eldridge, Education)

STUDENT RECRUITMENT AND RETENTION COMMITTEE: The committee met ten times during 1984-85. There were no instructions from the Faculty Senate beyond the charge. Scott Parker drafted a plan to make faculty more aware of the need for student retention. In completing a project from last year, several members were asked to seek answers to specific questions regarding barriers to retention. The committee heard a presentation regarding the effectiveness of an orientation course (such as Univ 1001 at the Univ of S.C.) in helping to retain students. Steve Deters, a member of the committee on Sex Education, Information, and Counseling, to discuss that committee's interest in the same type of course. The committee developed a two page summary sheet discussing some of the facts regarding retention of students. This was distributed to all faculty members at East Carolina. The purpose of this action was to increase faculty awareness. Scott Parker coordinated a presentation by representatives from Institutional Research, General College, and Residence Life to Deans and Department Heads. Response was uniformly positive. Carried over: The committee would like to set up an ad hoc committee to study the feasibility of having an orientation course available for Freshman at ECU. Representatives on the committee would include: Student Life; General College; Residence Life; Orientation Committee; SGA Student Welfare; Sex Education, Information, and Counseling Committee; Student Recruitment and Retention Committee; and, faculty members at large who would be asked to speak. --The committee also served in 1984-85 as an advisory council for recruiting activities developed by the Admissions Office. The committee would like to commend Scott Parker for all his work this past year. It would also like to thank Herman Phelps whose tenure on the committee is over. His knowledge of the University and sincere interest in students have made him a valuable asset to the committee. (Chair: Susan T. Smith, Medical Technology)

STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID: The committee met five times during 1984-85 and no specific instructions were given to the committee beyond its charge. The committee conducted its routine business of approving scholarships. It also reviewed the document entitled "Guidelines for Department, School or College Scholarships." It was determined that emphasis should be on following procedures and the committee's role is to act as a clearinghouse. It was reiterated that the Director of Student Financial Aid will have authority to approve the request if there is insufficient time for the whole committee to meet. The committee also interviewed three candidates for Director of Financial Aid and offered written critiques. Carried over: nothing specific.
(Chair: Gay H. Blocker, HPERS)

TEACHING EFFECTIVENESS COMMITTEE: The committee met eleven times during 1984-85. No specific instructions were given to the committee during this year by the Senate other than the committee's charge. A faculty development subcommittee was chaired by Martin Swarz, with M. Cain and B. Lee. The subcommittee surveyed Deans & Unit Heads and planned and coordinated a faculty development workshop during the Spring Semester. A student survey subcommittee was chaired by Bill Bloodworth, with R. Denny, G. Levine, and M. Wubneh. The subcommittee used the 1983-84 survey report for future action and also TEC discussions/revisions to develop "Recommendations for New Student Opinion Questionnaires and Procedures" for Committee consideration. A faculty development center subcommittee was formed to continue efforts toward developing such an office. The members were John Longhill, Chair, and Bob Dennt. Committee recommendations on principles to guide opinion data from students, a short evaluation form for administrative use, and a long form for faculty use were all approved by the Senate on March 26, 1985. The committee also compiled a file -- to be found in the Senate Office-- containing unit materials on faculty evaluation procedures. This file is established to enhance the efforts of all units to develop additional means of evaluating teaching effectiveness beyond the student opinion poll. The committee sponsored Dr. Denny Wolfe from Old Dominion University, who spoke on February 7th ("Writing for Learning Across the Disciplines") and February 8th ("Workshop on Writing for Learning"). The committee recommended to Institutional Research the criteria to be used in selecting the recipients of the Alumni Awards for Teaching Excellence. Recommended to Institutional Research the design/format of the new Student Opinion of Instruction Survey questionnaire. ** Carried over: --finalize plans for implementing the new Student Opinion of Instruction survey. --revise the criteria and selection process for Alumni Awards for Teaching Excellence. --continue to promote the importance of teaching effectiveness in the teaching-research-service triad. --continue to work for a faculty development office. --establish procedures/methods for formal participant evaluation of faculty development programs. The committee recommends that student members be appointed in the Spring for the following year. Good work!
(Chair: Belinda Lee, Nursing)

TEACHING GRANTS COMMITTEE: The committee met four times in 1984-85 and received no special instructions from the Senate except for the committee charge and a general request that coordination with the R/CAC and with Dianna Morris (VCAA Office) be closely maintained. The committee acted as a committee of the whole in reading proposals. The committee received ten proposals for 1985/86 and recommended all ten for funding. Four were received for the Summer, 1985, and three were recommended. The committee revised the proposal criteria, application forms and guidelines, as well as the evaluation form. The committee also coordinated proposal calls with the R/CAC and prepared a yearly calendar for activities. Carried over: Continue to review the materials the committee uses, especially the evaluation forms. Suggestions: continue to send one call per year (October) for Summer 1986 and 1986-87 academic year. Send recommendations for both sets of proposals to VCAA by 3/1/86. Send a letter to the author of the proposal regarding the committee's recommendation.

DUE PROCESS COMMITTEE: Did not meet.

HEARING COMMITTEE: Did not meet.

RECONSIDERATION COMMITTEE: Did not meet.

III. TOPICS IN THE 1985-86 FACULTY SENATE YEAR:

Many of the important topics are listed above in the "carry over" sections of committee reports. In that a new Chair of the Faculty is assuming office, much of the prioritizing should be left to him and the other officers of the Senate. The six goals listed for 1984-85 in the 1983-84 Faculty Senate Annual Report have been met:

- (1) Effect further coordinat. with Faculty Assembly
- (2) Bring forth a comprehensive TEC package
- (3) Bring forth a substantial faculty recom on the six-yr cap
- (4) Bring work of the Ad Hoc Screening Com to a close.
- (5) Eval the adequacy and consistency of Apps L,D, & C :(this is also carried over)
- (6) Involve faculty in Senate and Committee work on a continuing basis.

Regarding (2), Belinda Lee and I have agreed that the short form for teaching evaluation, with several compound questions, could be split into more than four questions, on the recommendation of Mr. Ussery. The data would be clearer that way. That form should be ready for the Spring Semester.

My thanks to the many persons who have made my tenure as Chair a valuable experience. Let us all give Ken the same support.

Respectfully Submitted,

James LeRoy Smith