

ANNUAL REPORT OF THE EDUCATIONAL POLICIES AND PLANNING COMMITTEE

May 11, 1986<sup>7</sup>

TO: Faculty Senate

FROM: Emily S. Boyce, Chair

II. Membership

Emily S. Boyce, Library & Information Studies (1988), Chair

Caroline Ayers, Chemistry (1989)

Sandra Wurth-Hough, Political Science (1987) Vice Chair

Ex Officio:

John Childers, Admissions Committee

Bill Grossnickle, Curriculum Committee

Marilyn Miller, Continuing Education Committee

Don Neal, General College Committee

\*George Bailey, Libraries Committee

Brian McMillen, Research/Creative Activity Committee

Bill Bloodworth, Teaching Effectiveness Committee

Ernest Schwarz, Graduate School Policies Committee

\*\*Douglas McMillan, Graduate School Curriculum Committee

III. Committee Meetings

September 25, 1986

Absent: Grossnickle, Ayers

October 7, 1986

Absent: Bloodworth, Miller, Childers,  
Wurth-Hough

December 2, 1986

Absent: Bloodworth, Miller

January 13, 1987

Absent: Schwarz

February 10, 1987

Absent: B. McMillen

March 17, 1987

Absent: B. McMillen

IV. Dates of Senate reports

None

V. Instructions for Committee

VI. Committee Organization

N/A

VII. Committee Accomplishments

September 25, 1986 - Review of Administrative Memo # 241

October 7, 1986 - Interview with Chancellor John Howell  
regarding long-range planning efforts, SACS, parking,  
facilities, etc.

December 2, 1976 - Met with VCAA Volpe, and Assistant T. Davis  
who discussed plans for visitation from SACS. Committee charged  
with rewriting University mission statement.

January 13, 1987 - Reviewed/approved requests for new degree  
programs (T. Davis & Myra Cain presenting) to be forwarded to  
the UNC General Administration

\* Peggy Koonce resigned, January, 1987

\*\* Replaced Carol Hampton who died

February 10, 1987 - Committee reviewed original charge of Committee.  
Chair reported discussion with University Deans about Committee  
charge

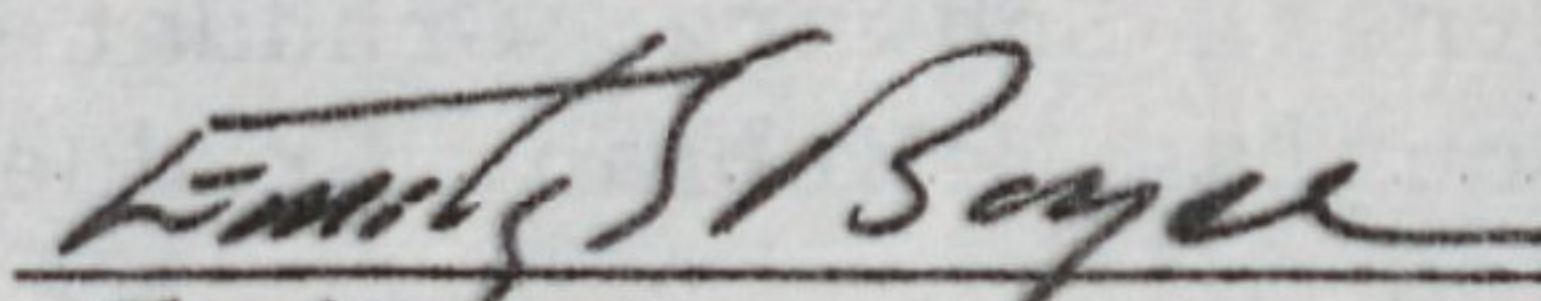
March 17, 1987 - Discussion with Chancellor Eakin. Information  
session.

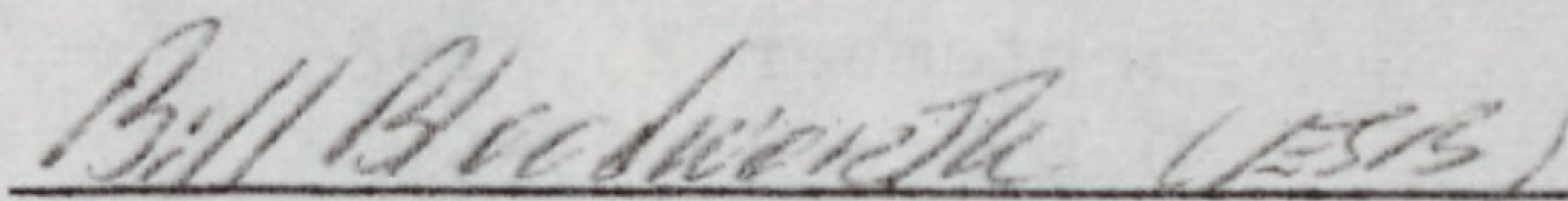
VIII. Resolutions  
N/A

IX. Business to be carried over during 1987-1988  
Rewrite of University Mission Statement

X. Evaluation

XI. Suggestions for improving effectiveness  
. Chancellor should attend meetings and utilize Committee relative  
to original charge

  
Chairman

  
Secretary

Annual Report of the Faculty Affairs Committee

I. Date: April 9, 1987

To: Kenneth Wilson, Chair of the Faculty

From: Marsha Ironsmith, Chair

II. Membership of the Committee:

Chair: Marsha Ironsmith  
Vice Chair: Robert Woodside  
Secretary: Karl Rodabaugh

Carl Adler  
Conner Atkeson  
Lauretta Lewis  
Don Sexauer (8/86-3/87)  
Beverly Swanson (3/87- )  
Robert Thompson

Alternate members:  
Richard Marks  
Patricia Weeks

III. Committee meetings:

Dates:	Members absent*:
10/14/87	Lewis
11/11/87	Atkeson, Lewis
2/03/87	Rodabaugh, Weeks
2/10/87	Rodabaugh, Weeks
3/24/87	Lewis, Rodabaugh
3/31/87	Atkeson, Swanson
4/07/87	Swanson

\*(note: Adler was ineligible to attend grievance proceedings)

IV. Date of reports to Faculty Senate: 4/14/87

V. Specific instruction given to the committee by the Senate: none

VI. The committee functioned as a whole in generating grievance procedures. A subcommittee of Faculty Affairs Committee attempted to mediate a grievance. The Faculty Grievance Committee (consisting of the Faculty Affairs Committee minus Unit Heads) made a recommendation regarding the grievance.

VII. List of committee accomplishments:

The committee devised a set of grievance procedures for those grievances that do not fall under Appendix J of the Faculty Manual. We heard one grievance from a faculty member.

VIII. Senate resolutions originating with the committee:  
None.

IX. Proposals and/or business carried over to next year:  
The proposal for resolving grievances other than those involving Equal Opportunity or Affirmative Action complaints is still in the process of being revised and discussed with the Chancellor.

X. Evaluation of the Committee:

The committee functioned very efficiently during the last year. The duties of the committee are well defined. The implementation of new procedures for mediating grievances functioned well, thanks in part to the very hard working personnel of the Faculty Affairs Committee.

XI. We recommend that the committee continue the dialogue with the Chancellor concerning the grievance procedures and present the final procedures to the Senate in the 1987-88 academic year.

## ANNUAL REPORT OF THE FACULTY COMPUTER COMMITTEE

I. DATE: May 12, 1987  
TO: Faculty Senate  
FROM: Richard Kerns, Chair

II. Membership of the committee (including *ex-officio* members).

*Ex-officio:* Vice Chancellor for Academic Affairs or an appointed representative--  
Trenton Davis  
Vice Chancellor for Institutional Advancement or an appointed  
representative--Dave McDonald  
Director of Computing & Information Systems--Larry Wester  
Chair of the Faculty Senate or an appointed representative--  
James Joyce

Robert Bernhardt, Mathematics, Vice-Chairperson  
Dorothy Clayton, Political Science  
Kathy Chan, Health Sciences Library  
Marie Farr, English  
Paul Gemperline, Chemistry  
Corre Garrett, Nursing  
Richard Kerns, Business, Chairperson  
Charles Ziehr  
Charles W. O'Rear, Biology

Student Members: Norlene Butler

III. Committee meetings (dates and members absent).

September 16, 1986	Gemperline, O'Rear
October 23, 1986	Gemperline, Farr
December 4, 1986	
February 4, 1987	McDonald, Bernhardt
March 18, 1987	Farr, Garrett, Wester
April 22, 1987	Wester

IV. Date of reports to the Faculty Senate during the year.

March 17, 1987

V. Specific instructions, if any, given to the committee by the Faculty Senate, other than those found in the committee's charge.

None

VI. A brief statement of committee organization, subcommittees, research activities, etc.

The Faculty Computer Committee functions as a body to make recommendations concerning academic computing to (1) the Faculty Senate, (2) Computing and Information Systems, and (3) the Information Systems Advisory Committee.

The Chair appointed a subcommittee to develop policies for external use of University computer resources.

- VII. List of committee accomplishments including recommendations made to agencies other than the Faculty Senate.

The FCC revised the *Faculty Computer Committee Handbook*.

The FCC advised CIS on the allocation of disk space on the academic mainframe.

The FCC cooperated with CIS to provide workstations for all FCC members.

The FCC approved the use of the IBM 4381 mainframe PROFS system by faculty and staff of the University provided it does not interfere with other academic use.

The FCC approved a number of computer equipment requisitions.

- VIII. Citation of the resolution numbers of Senate resolutions that originated with the committee.

None

- IX. Proposals and/or business to be carried over to next year.

Academic planning must be continued.

Additional unfunded proposals must be ranked.

The reaction of ISAC to the proposal concerning administrative use of the academic mainframe must be considered.

CIS must be advised concerning the next software and hardware additions to the academic mainframe.

Policies for the use of University computer resources must be finalized.

ISAC must be requested to allow the Committee to stop approving computer equipment purchases.

- X. Evaluation of the committee:

A. Structure--the structure of the committee is adequate and functional.

B. Duties--the duties of the committee are clear and adequate.

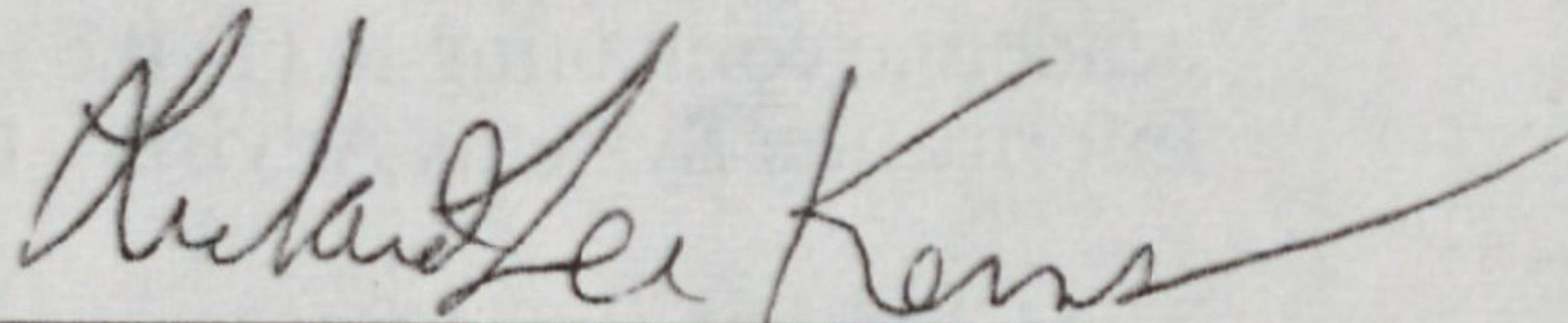
C. Functions--the functions of the committee are clearly defined and the liaison with CIS is very good.

D. Personnel - the personnel of the committee are generally adequate.

- XI. Suggestions for improving the effectiveness of the committee.

None

Signed: Chairperson



ANNUAL REPORT OF THE FACULTY GOVERNANCE COMMITTEE

I. DATE: April 16, 1987  
TO: Ken Wilson, Chair of the Faculty  
FROM: Robert Hursey, Chair, and Artemis Kares, Secretary,  
Faculty Governance Committee

II. Membership of the Committee:

Robbie Edwards	Constantine Kledaras
Carlton Heckrotte	John Longhill
Larry Hough	Angelo Volpe (Ex-officio)
Robert Hursey	Kenneth Wilson (Ex-officio)
Artemis Kares	

III. Committee Meetings:

August 20, 1986 -- absent:	Hursey
October 13, 1986 -- absent:	Longhill, Wilson
November 3, 1986 -- absent:	Kares, Wilson
December 1, 1986 -- absent:	Hursey, Longhill
January 20, 1987 -- absent:	Wilson
February 19, 1987 -- absent:	Wilson
March 5, 1987 -- absent:	Hough, Kledaras
April 2, 1987 -- absent:	Volpe, Wilson

IV. Dates of Senate Reports:

December 9, 1986	January 27, 1987
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V. Specific Instructions Given to the Committee:

None

VI. Statement of Committee Organization:

The Committee, has as a general rule, operated as a committee of the whole. In the case of the review of the Code of the School of Social Work, however, a subcommittee consisting of Professors Longhill, Kledaras, and Hursey proposed changes to the full committee to expedite said review. The research conducted by the Committee consisted mainly of a careful study of the various documents contained in the Faculty manual of East Carolina University, especially Appendix C and Appendix L.

VII. Accomplishments of the Committee:

The Committee has been responsible for actions to:

- (1) amend the By-Laws of the Faculty Senate as pertains to distribution and preparation of Faculty Senate Committees' minutes and annual reports;
- (2) amend Appendix C to allow for the usage of the previous Spring's student survey of teaching when current Spring data are not available;
- (3) clarify and amplify the footnote of Appendix L that speaks of a "voting faculty member;" in addition, the committee provided within this report the procedure for voting on certain issues by faculty on leave of absence;
- (4) provide guidelines to the newly formed Unit Code Screening Committee for consideration of proposed amendments to unit codes.

Finally, the committee has made numerous recommendations to the School of Social Work, the School of Nursing, and the Department of Physics pertaining to proposed amendments to their respective unit codes. The committee completed its original (first) survey of the proposed, new code of the School of Social Work and submitted its observations/recommendations to said School; at this moment, no reply from the School of Social Work has been received.

Responding to the observations/suggestions made by the committee, the School of Nursing and the Department of Physics resubmitted their codes for a second reading. Having completed this second review, the committee has returned the proposed amendments to the units for their consideration along with committee comments and suggestions.

VIII. Citation of Resolution Numbers of Senate Resolutions:

Senate Resolution Numbers of resolutions that originated with the Faculty Governance Committee are: No. 87-1 and No. 87-2.

IX. Business or Proposals to be Carried Over to Next Year:

(1) Consideration of proposal to amend Appendix D, p. D-5, 3.d. "Criteria for Reappointment", of the Faculty Manual by adding the guarantee of procedural due process to the reappointment process (as provided by several university documents, including unit codes, the various appendices of the Faculty Manual, and the Faculty Manual of East Carolina University).

(2) Consideration of the procedure for hearing allegations of denial of due process as guaranteed by unit codes.

(3) Completion of the studies of proposed amendments to the codes of Social Work, Nursing, and Physics. (All other codes have been referred to the newly formed Unit Code Screening Committee.)

X. Evaluation of the Committee:

Structure: appropriate  
Duties: taxing but, in general, manageable  
Function: appropriate  
Personnel: adequate

XI. Suggestions for Improving Effectiveness:

None

Signed: Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_



ANNUAL REPORT OF THE FACULTY WELFARE COMMITTEE

- I. Date April 3, 1987  
To: Ken Wilson  
From: Patricia Dunn-Chair of the Faculty Welfare Committee  
Palmyra Leahy-Secretary of the Faculty Welfare Committee
- II. Membership of the Committee  
Ex-officio: Ken Wilson, Chair of the Faculty  
Dick Farris, Personnel Director
- |  |        |
|--|--------|
| Phil Adler, History                            | - 1987 |
| Patricia Dunn, HPERS - Chair                   | - 1989 |
| Clifford Knight, Biology                       | - 1987 |
| Palmyra Leahy, Geography & Planning, Secretary | - 1989 |
| Floyd Mattheis, Science Ed.                    | - 1987 |
| Charles H. Moore, Psychology                   | - 1988 |
| Robert Muzzarelli, Allied Health               | - 1987 |
| Sylvene Spickerman, Nursing                    | - 1988 |
| Tilton Willcox, Business                       | - 1988 |
- III. Committee Meetings
- |                |  |
|----------------|--|
| Sept. 18, 1987 | - Mattheis                             |
| Oct. 2, 1986   | - Spickerman                           |
| Nov. 6, 1986   | - Mattheis, Muzzarelli                 |
| Dec. 4, 1987   | - Moore, Mattheis, Willcox             |
| Feb. 5, 1987   | - Spickerman                           |
| March 5, 1987  | - Mattheis, Moore, Muzzarelli, Willcox |
| April 2, 1987  | - No meeting, lack of quorum           |
- IV. Dates of Report to Faculty Senate: October 21, 1986
- V. Specific instructions given to the Committee by the Senate: none.
- VI. Statement of Committee organization, etc:  
Committee work was conducted by whole-committee meetings except for the study of the benefits given to an ECU retiree head by Cliff Knight.
- VII. List of Accomplishments:
- Presented the salary survey to the Faculty Senate.
  - Became the clearing house for the Faculty/Staff Exchange Program.
  - Study the benefits for retirees (see attached questionnaire)

VIII. Senate resolutions that originated with the committee:  
none.

Proposals and/or business to be carried over to next year.

- A. Review of various annuities and insurance plans to be offered in a payroll deduction.
- B. Prepare to present to the Faculty Senate for their vote the final product of the salary survey prepared by the Institutional Research.
- C. Analyze the results of the retiree questionnaire sent out April 1987.
- D. Awarding of the University Professor status to retiree faculty

IX. Evaluation of Committee

- A. Structure: Good
- B. Duties: Satisfactory
- C. Function: Satisfactory
- D. Personnel: Satisfactory

X. Suggestions for Improving the Committee's Effectiveness:

The Committee could seek the Senate's guidance for specific duties.

Signed Chairperson

*Robert L. ...*

Secretary

*Robyn M. Leaky*

ANNUAL REPORT OF THE GENERAL COLLEGE COMMITTEE

- I. DATE: 30 April 1987  
TO: Dr. Kenneth Wilson, Chair of the Faculty  
FROM: Dr. Donald W. Neal, Chair of the General College Committee
- II. Membership of the committee:  
Ex-Officio:  
Dr. Donald Bailey, Dean of the General College  
Dr. Elmer Meyer, Vice Chancellor for Student Life  
Mrs. Myra Cain, Representative of the Vice Chancellor for Academic Affairs  
Dr. Kenneth Wilson, Chair of the Faculty  
Faculty:  
Dr. Robert Christian, Biology  
Dr. Frances Daugherty, Art  
Dr. Bertie Fearing, English, Vice Chair  
Dr. Donald Neal, Geology, Chair  
Dr. Michael Poteat, Psychology (Spring Semester, 1987)  
Dr. Gregory Ross, Philosophy (Fall Semester, 1986)  
Dr. Ione Ryan, Counseling Center, Secretary  
Dr. Patricia Terrell, Education  
Student:  
Ms. Kimberly McRoy
- III. Committee meetings and faculty members absent:  
21 August 1986 (Ross, Ryan)  
10 September 1986 (Ross)  
8 October 1986 (Fearing, Ross, Terrell)  
12 November 1986 (Daugherty, Fearing, Ross)  
10 December 1986 (Daugherty, Ross)  
15 January 1987 (Daugherty, Terrell)  
12 February 1987 (Daugherty, Fearing, Ryan)  
18 March 1987 (Fearing)  
8 April 1987 (Christian)
- IV. Dates of reports to the Faculty Senate:  
14 April 1987
- V. Specific instructions given to the committee by the Faculty Senate other than those found in the committees charge:  
None
- VI. A brief statement of committee organization, subcommittees, research activities, etc.  
At the 10 September meeting, a subcommittee (Robert Christian, Frances Daugherty, Patricia Terrell) was formed to consider matters of curriculum reform. All other items brought before the committee were deliberated upon by the entire committee without prior consideration by a subcommittee.

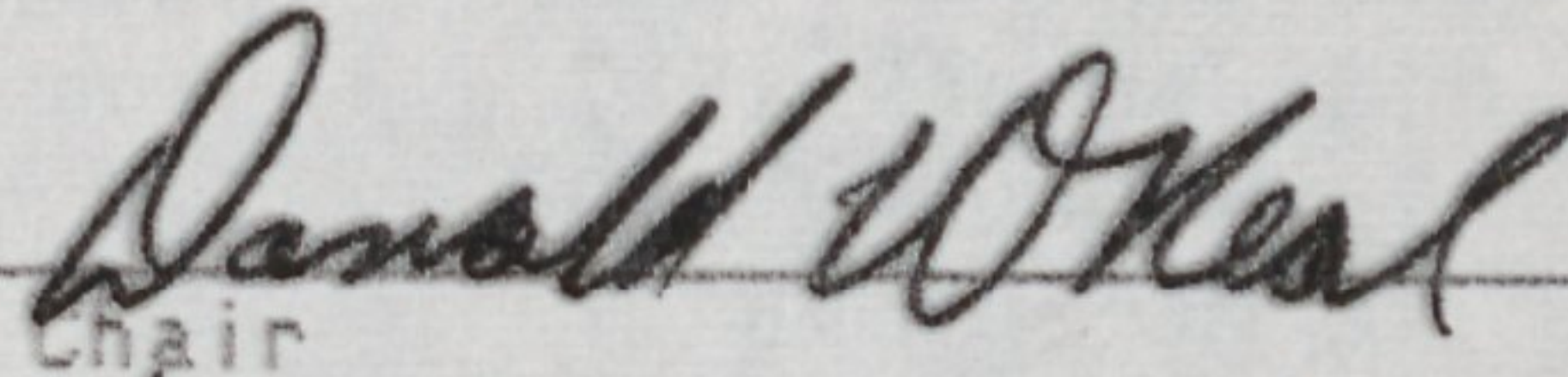
- VII. List of committee accomplishments including recommendations made to agencies other than the Faculty Senate.
- A. A recommendation was made to the Curriculum Committee with regard to granting general education credit for Area and Interdisciplinary studies courses.
  - B. A proposal from the Student Recruitment and Retention Committee for a Freshman Orientation Course has been discussed at length by the committee. Numerous concerns about course content and implementation led to the establishment of an Ad Hoc Committee. Two members of the General College Committee (Fearing and Ryan) serve on this committee.
  - C. The committee has endorsed the work of the Writing Center Steering Committee and its efforts relative to Writing Across the Curriculum.

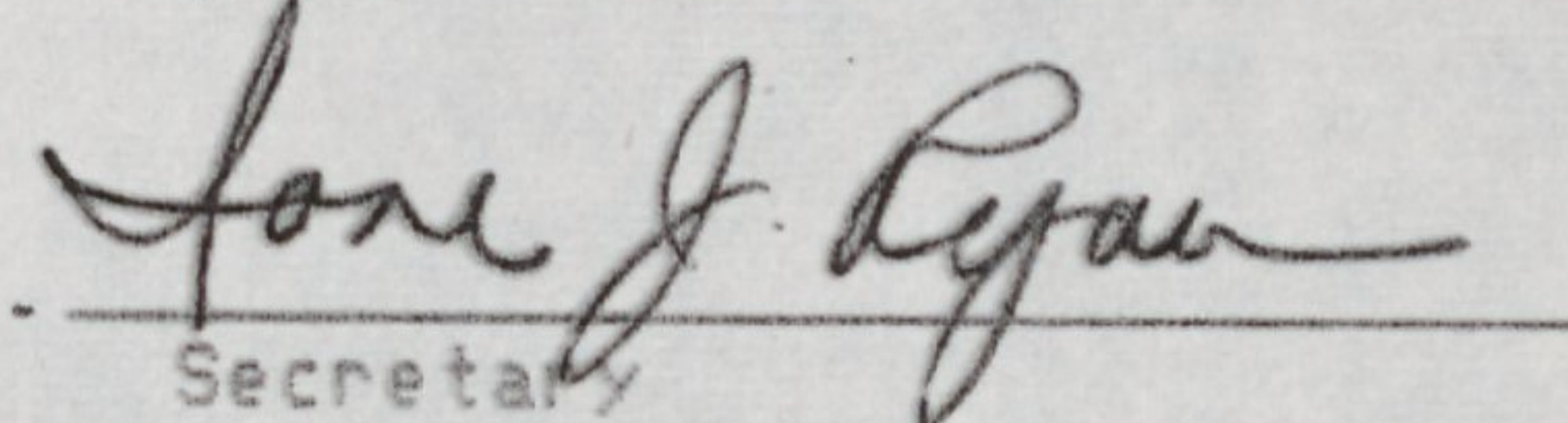
- VIII. Citation of the resolution numbers of Senate resolutions that originated with the committee.  
None

- IX. Proposals and/or business to be carried over to next year.
- A. A review of the general education curriculum will be continued.
  - B. The committee has interest in and will continue to monitor the development of a Freshman Orientation course.
  - C. The General College Committee will continue to address the issue of writing in general education courses.
  - D. The assessment of General College advising, especially the evaluation of advisers, will be a topic for further consideration.

- X. Evaluation of the committee.  
The committee functioned well. The structure and personnel were adequate for the required duties.

- XI. Suggestions for improving the effectiveness of the committee.

  
Chair

  
Secretary

Annual Report of the Libraries Committee

I. Date: April 28, 1987

To: Ken Wilson, Chair, Faculty Senate

From: George Bailey, Chair, Libraries Committee

II. Committee Membership:

George Bailey, Chair (Feb. 9, 1987-August, 1987)

Peggy Koonce, Education, Chair (August, 1986-Feb., 1987)

Charles Boklage, Medicine, Vice-Chair

Ted Ellis, English, Secretary

Donald Collins, Lib. & Info. Systems

Carol Cox, Nursing

David Lawrence, Geology

Chia-yu Li, Chemistry

C.T. Martoccia, Psychology

Hye Rye Na Ma, Student Member

Ex-officio: Myra Cain, William Laupus, Ruth Katz (without vote),  
Jo Ann Bell (without vote)

III. Committee Meetings:

Sept. 8, 1986; Oct. 13, 1986; Nov. 10, 1986; Feb. 9, 1987.

IV. Reports to the Faculty Senate: None.

V. Specific instruction to the committee from the Faculty Senate (in addition to the committee's charge): None.

VI. Committee Organization, Subcommittees, Research Activities:

No subcommittees were formed. Research and data provided by library staff.

VII. Committee Accomplishments:

The committee reviewed library policy on periodical circulation, and assisted library staff in developing the policy now in force. The committee reviewed the overdue book problem, and how computerized checkout can help in resolving this problem. The committee reviewed the role of unit library representatives. The committee reviewed the activities of Friends of the ECU Library.

VIII. Senate Resolutions: None.

IX. Proposals/Business carried over for next year:

Review of effects of computerization of checkout (etc.) on circulation problems.

X. Evaluation of the Committee:

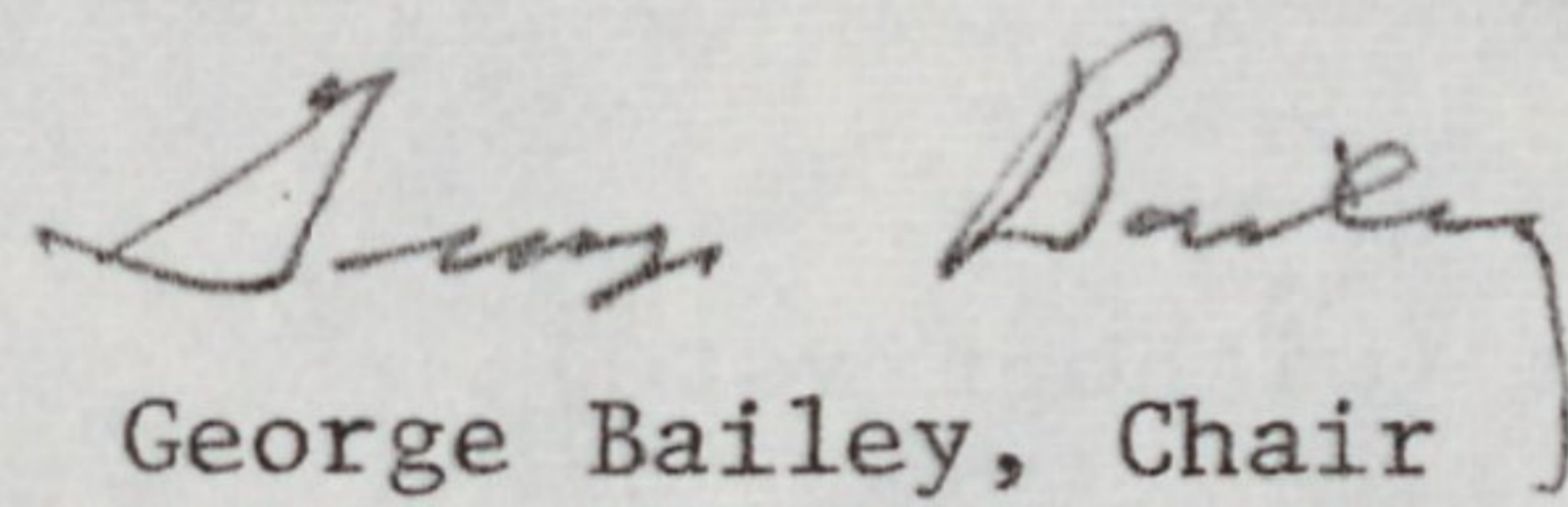
A. Structure: excellent.

B. Duties: excellent.

C. Functions: excellent.

D. Personnel: excellent.

XI. Suggestions for improving effectiveness of the committee: None.

  
George Bailey, Chair

ANNUAL REPORT OF THE RESEARCH/CREATIVE ACTIVITY COMMITTEE

I. April 30, 1987

To: Ken Wilson, Faculty Senate Chair  
From: Brian A. McMillen, Ph.D.

II. Committee Membership: Ennis Chestang, Roger Eldridge, George Evans, Henry Ferrell Margie Lee Gallagher, Gregg Givens, Ruth Katz, Masao Kishore, Al Muller, Patricia Pertalion and Rodney Schmidt. Ex-officio members: Joseph Boyette, Trenton Davis and Robert Franke.

III. Committee Meetings:

September 26, 1986, Members absent--E. Chestang, T. Davis, G. Givens and R. Katz

October 17, 1986, Members absent--T. Davis, M. Gallagher, R. Katz and R. Schmidt

February 13, 1987, Members absent--G. Givens

February 20, 1987, Members absent--M. Gallagher and G. Givens

March 6, 1987, Members absent--G. Evans, M. Gallagher, R. Katz and P. Pertalion

April 10, 1987--no quorum

IV. A report on the subcommittee for establishing a Research/Creative Activity Policy document was made by the R/CAC chair to the Faculty Senate at the April 14, 1987 meeting.

V. No special instructions were given by the Faculty Senate.

VI. Committee organization

There were 3 new subcommittees formed. One to re-evaluate academic year grant proposal criteria, guidelines and evaluation form for 1987-1988 (R. Katz, chair, R. Franke, G. Givens and E. Chestang). One to re-evaluate Summer Stipend proposal criteria, guidelines and evaluation form for Summer 1987 (G. Givens, chair, R. Schmidt and M. Kishore). A third subcommittee was formed to re-evaluate progress report forms, procedures and follow-up surveys (G. Evans, chair, A. Muller, H. Ferrell and R. Franke). The 'impact study' from last year was completed by the subcommittee chair, G. Evans. This report was submitted to Vice Chancellor Volpe in April, 1987 and a copy is on file.

The subcommittee to establish Research/Creative Activity Policy continued its deliberations (B. McMillen, chair, R. Crouse, T. Davis, R. Eldridge, R. Franke, M. Gallagher, K. Kennedy, V. Rosenfeld and K. Wilson). A draft was completed in April, 1987. A meeting is scheduled for May 1, 1987 to make further corrections and a draft is to be sent to the Vice Chancellor's Office by the second week of May.

## VII. Accomplishments

The 2 subcommittees established to re-evaluate proposal criteria and forms recommended only minor editorial changes. Both the subcommittees and the R/CAC as a whole was fairly comfortable with the proposal criteria, guidelines and evaluation forms. The subcommittee to re-evaluate the progress report forms recommended a simpler form that would require a written response rather than simple yes/no answers. This should represent an improvement over the current form. Also, since previous grants are now logged on computer due to the 'impact evaluation' effort of last year, it is easy to determine whether previous grant recipients have filed reports. It was further determined that the Committee is not in long term follow up business and that such efforts, if desired at all, belonged either in the Vice Chancellor's Office or Institutional Research.

This year two joint workshops for both R/CAC and Teaching Grants Committee were held in Joyner Library. Committee members feel that the grant workshops held in November for the second year helped improve the quality of the grants. There were fewer problems with assurances not filed and improper budgets, although some requests exceeded budget limits or set start dates before July 1st.

The Committee received 41 academic year grant and 13 Summer Stipend proposals. Two Academic Year proposals were forwarded to Teaching Grants Committee and one was dropped from consideration because the individual was still a candidate for her terminal degree. Of the remainder, 21 grants were recommended for funding (cut off of 30 out of 45 possible points) for Academic Year proposals and 7 Summer Stipend requests were recommended for funding. The Vice Chancellor agreed to the recommendations except that Student Assistant salary requests far exceeded available funds and only 3 Summer Stipend requests could be funded.

The University Research/Creative Activity Policy document is nearing completion and should be in the Vice Chancellor's hands by mid-May. The document may be ready for reading by the Faculty Senate in the Fall, depending upon the administration's action on this material.

## VIII. Resolutions sent to Faculty Senate

none

## IX. Business to be carried over to next year

Only the R/CA Policy document.

## X. Evaluation of the Committee

### A. Structure:

The representation from various disciplines seems well balanced this year. Except for establishing meeting times, work went fairly smoothly. Some members asked about changing the review process to having 2 primary reviewers for each grant. However, this would mean the Chair would have to read and make assignments and everyone would still have to read the grants at least once prior to the meeting for review of grant ratings. Some grants did suffer



because there was insufficient expertise to understand the requests. This is a problem that the grant writer has to be cognizant of, is described during the grant writing workshops and is stated in the guidelines. The individual writing the proposal has to write to the level of the Committee. In addition, there are more disciplines than there are committee members so that there will always be grants entirely outside the members' expertise.

#### B. Duties:

The Committee has as its primary duty making recommendations on funding of proposals by the Vice Chancellor's Office. This was the underlying purpose for initiating the Committee. The Committee has within its charge the ability to take on other issues pertaining to research and creative activities. Except for writing a policy document, the need has not arisen for extra duties. The Committee is well constituted to carry out its responsibilities. However, reading and rating this many grants is very time consuming. Dr. Kishore wrote a spreadsheet program for the IBM PC, which facilitated averaging the ratings and budget recommendations. Even so about 8 hr were required for Drs. McMillen and Kishore to enter all of these data, plus 2 days time for Dr. Kishore to write the programs.

#### C. Functions

The Committee completed its work on time by keeping to a schedule announced in the Fall based on previous years' experience. The Committee met its primary function as a grant review committee.

#### D. Personnel

The size and make up of the Committee is about right for its duties and functions. The broad base of expertise required for reviewing grants necessitates a fairly large committee. However, a further increase in size would make the Committee would begin to make it unwieldy.

#### XI. Suggestions for Improving the Effectiveness of the Committee

I felt the Committee worked very well this year. My major complaint is with those committee members, who after giving a proposal a very low rating, then turn the form over and zero out the budget. That is a personal decision: nevertheless, I disapprove of that practice. I believe the workshops in early November should be continued as it seems to help some faculty write proposals. Also, the limited amount of salary for Student Assistants may need to be added to the guidelines. This was not a problem prior to this year, which experienced a 250% increase in salary line requests.

Signed:

Chair Brian G. McMillen

- I. TO: Ken Wilson, Chair, Faculty Senate  
FROM: Craig Lehman, Chair, Student Recruitment & Retention Committee  
DATE: April 30, 1987  
RE: Committee Annual Report
- II. Committee Members: Craig Lehman, Nancy Mayberry, Eldean Pierce, James Pinkney, Susan Smith. Ex-officio: Charles Seeley, Dorothy Muller, Elmer Meyer
- III. Committee meetings: first Thursday of each month. Absences: no more than one by any member; all due to schedule conflicts.
- IV. No reports to Faculty Senate during the year.
- V. No specific instructions from Faculty Senate.
- VI, VII, IX. The Committee views its primary mission as the evaluation and development of programs for improving recruitment and retention. To this end, we are continuously examining the current situation at ECU, evaluating recruitment and retention programs at other universities, and considering possible programs for future implementation. When we judge that a program has merit, we begin developing draft proposals and soliciting faculty and administrative input. We are currently concentrating on four areas:
1. Mid-Semester grades. Last year, the committee developed a proposal for issuing mid-semester grades. A decision on whether to make a recommendation to the Faculty Senate is "on hold" pending an evaluation of the effectiveness of mid-semester reports in the Special Studies program next fall.
  2. A freshman orientation course. Last year, the committee drafted a syllabus for such a course. This year, we have been exploring possible sources of funding and faculty. A subcommittee of two members of the student recruitment and retention committee, two members of the General College committee, and two members of the Career Education committee are currently rewriting the syllabus and soliciting input from interested parties.
  3. Supplemental instruction for high-risk courses. The university database service is currently working on collecting data on high-risk courses for us, and two people will probably attend a conference on supplemental instruction programs in Kansas City this summer.
  4. Student advising. We have just begun to receive responses from departmental chairs to a request for information concerning policies on evaluation of student advising. Recommendations on policies, procedures, incentives, etc. may be forthcoming next year.
- VIII. No Senate resolutions originated from the committee.
- X. XI. Committee structure and functions are not formally defined, but are appropriate to the committee mission and projects described above. No suggestions for improvement.

*Craig K. Lehman*

Craig K. Lehman, Chair

*James Pinkney*

James Pinkney, Secretary

ANNUAL REPORT OF THE STUDENT SCHOLARSHIPS, FELLOWSHIPS  
AND FINANCIAL AID COMMITTEE

I. Date: May 7, 1987  
To: Ken Wilson, Faculty Senate  
From: Betty Levey, Chairman

II. Membership of the Committee

A. Regular

Ray Elmore (Art)  
Lilla Holsey (Former Home Economics, currently Education)  
Ruth Jones (Business)  
Marguerite Perry (Foreign Languages)  
Nancy Shires (Academic Library Services)  
Young-dahl Song (Political Science)  
Veronica Wang (English)

B. Ex-officio

Myra Cain (Academic Affairs)  
Elmer Meyers (Student Life)  
Charles Seeley (Admissions)  
John Ebbs (Danforth)  
Jo Ann Jones (Faculty Senate Chair Rep)  
Ray Edwards (Financial Aid)  
Ernest Schwarz (Athletic Committee)

C. Student

Sarah Coburn  
Angelia Tomlinson

III. Meetings and Absentees:

April 21 (Perry, Cain, Schwarz, Coburn, Tomlinson)

IV. Date of Reports to the Faculty Senate During the Year:

No reports were made.

V. Specific instructions, if any, given to the Committee by the Faculty Senate, other than those found in the Committee's constitutional charge:

None

VI. A brief statement of committee organization, subcommittees, research activities, etc.

The subcommittee to hear financial aid appeals received approximately 15 appeals and acted on those where students appeared before the group.

VII. List of Committee accomplishments including recommendations made:

Regular Business: Approval of Scholarship and acted on student appeals.

VIII. Citation of the numbers of Senate resolutions that originated with the Committee:

None

IX. Proposals and/or business to be carried over to next year:

None

X. Evaluation of the Committee:

The Committee's structure, duties, functions, and personnel all seem appropriate and satisfactory.

XI. Suggestions for improving the effectiveness of the Committee:

None

ANNUAL REPORT OF THE TEACHING EFFECTIVENESS COMMITTEE

I. DATE: May 6, 1987  
TO: Faculty Senate  
FROM: William Bloodworth, Chair

II. Membership of the Committee

Ex Officio: Myra Cain, Representative for the Vice Chancellor for Academic Affairs  
Eugene Ryan, Dean, College of Arts and Sciences  
Ernest Uhr, Dean, School of Business

Elected: William Bloodworth, English (1987)  
Madge Chamness, Allied Health (1987)  
Paul Knoke, Aerospace (1989)  
Belinda T. Lee, Nursing (1987)  
Terence McEnally, Physics (1988)  
Frank Rabey, Allied Health (1988)  
Randall Renegar, Medicine (1989)  
Ed Ryan, Biology (1988)  
William Spickerman, Mathematics (1989)  
George Williams, HPERS (1989)

Students: Carolyn Williams, Special Education, undergraduate  
Nancy White, Sociology, graduate

III. Committee Meetings (Dates and Members Absent)

September 24, 1986	Chamness
October 22, 1986	Lee
November 12, 1986	Eugene Ryan, Uhr
January 22, 1987	Chamness, Eugene Ryan, Uhr
March 5, 1987	Chamness, Rabey, Spicker, G. Williams, Eugene Ryan, Uhr, C. Williams
April 16, 1987	Knoke, Lee, Renegar, Ed Ryan

IV. Reports to the Faculty Senate

January 27, 1987: Report (information only) on Teaching Effectiveness workshops in February

April 14, 1987: Resolution regarding acquisition of videotaping equipment for the improvement of teaching (passed)

V. Specific Instructions to the Committee by the Faculty Senate

None

VI. Committee Organization and Activities

- A. Chair was William Bloodworth, Vice Chair was Paul Knoke, Secretary was Terence McEnally.
- B. A subcommittee composed of Paul Knoke, Belinda Lee, and Frank Rabey planned the Teaching Effectiveness workshops in February.

VII. Committee Accomplishments

The committee planned and coordinated a very successful and well-received series of workshops presented by Professor Joseph Lowman on February 18 and 19, 1987.

The committee recommended that videotaping equipment be acquired and placed in the Faculty Senate Office so that it may be used, under the Committee's guidance, to strengthen and maintain teaching effectiveness in the University. This recommendation was approved by the Senate, as was funding for the equipment.

VIII. Senate Resolutions

See IV above.

IX. Business to be Carried Over to Next Year

- A. Use of videotaping equipment
- B. Establishment of a lunchtime discussion group on teaching effectiveness. (This is related to A.)
- C. Encouragement of the University's participation in the Lilly Conference on College Teaching at Miami University in Ohio.
- D. Examination (as necessary and as requested) of the University's effort to solicit student opinion of instruction.
- E. Continued efforts to encourage the use of methods in addition to student opinion surveys to evaluate teaching.
- F. Planning and execution of the annual Teaching Effectiveness workshop.

G. Consideration of the role of teaching effectiveness in the "outcomes assessment" evaluation required by the Southern Association.

X. Evaluation of the Committee

Structure: Effective

Duties and Functions: Appropriate

Personnel (including student members): Excellent

XI. Suggestions for Improving the Effectiveness of the Committee

Early appointment of student members is always helpful.

Also, the availability of some travel money to send a representative to one national meeting would enhance the work of the Committee.

Submitted by William Bloodworth Chair

ANNUAL REPORT OF THE TEACHING GRANTS COMMITTEE

- I. Date: February 11, 1987  
To: Ken Wilson, Faculty Senate Chair  
From: Bonnie Duldt, Teaching Grants Committee Chair

II. Membership of the Committee:

Ex-Officio:

Representative of the Vice Chancellor for Academic Affairs, Myra Cain  
Representative of the Vice Chancellor for Institutional Advancement,  
Emily Kane

Elected Members:

Mike Bassman  
Meta Downes  
Bonnie Duldt  
Biruta Erdmann  
Joe Hill (Vice Chair)  
Kathleen Kennedy  
Doug Kruger  
Holly Mathews  
Charles Snow  
Don Spence  
Dan Thorpe  
Paul Varlashkin (Secretary)

III. Committee Meetings:

9/15/86 (Members Absent: Erdmann, Kennedy, Webster, Mathews)  
10/20/86 (Members Absent: Bassman, Kennedy, Webster)  
2/04/87 (Members Absent: Bassman)  
2/11/87 (Members Absent: Kane (ex-officio), Bassman, Erdmann)

11/17/86 and 11/20/86, Teaching Grants Committee Chair and Research/  
Creative Activity Chair held orientation workshops for faculty.

IV. Date of reports to the Faculty Senate during the year:

At the April 14, 1987 Faculty Senate meeting, the 1987/88 Academic Year  
Grant and 1987 Summer Stipend Recipients were announced.

V. Specific instructions, in any, given to the committee by the Faculty  
Senate, other than those found in the committee's Constitutional charge:

None

VI. A brief statement of committee organization, subcommittees, research  
activities, etc:

None other than outlined in the committee's Constitutional charge.



- VII. List of committee accomplishments including recommendations made to agencies other than the Faculty Senate:

The committee reviewed and selected teaching grant proposals to recommend to the Vice Chancellor for Academic Affairs for academic year or summer stipend funding. Some suggestions for revision of the grant proposal application form were noted to be considered by the membership of this committee next year.

- VIII. Citation of the resolution numbers of Senate resolutions that originated with the committee:

None

- IX. Proposals and/or business to be carried over to next year:

This committee poses the following suggestions for consideration by the Teaching Grants Committee of 1987/88:

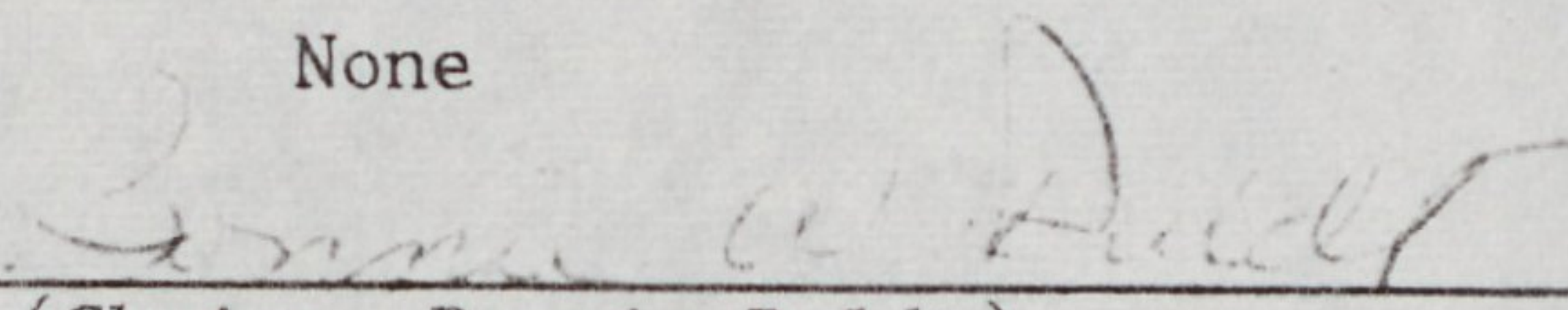
- a. That a memo from the Chair be placed on each application to convey the following information:
  1. That the committee does not recommend funding for equipment.
  2. That the activity for which funding is requested must fall within the academic or calendar year for which funding is requested. Retroactive funding is not appropriate.
  3. That the honoraria, travel, lodging, meals, etc. requested must be within the usual University allowable funding.
  4. That a narrative of justification accompany the budget.
  5. That summer stipend proposals involving internships need to include assurances that salary will not be received from the agency in which the internship occurs.
  6. That the Committee will not seek additional information, but will evaluate the proposal on the information initially provided.
- b. That the committee consider the issue of feedback to the applicants prior to evaluating the proposals.
- c. That the distribution of points on the evaluation form be reconsidered in regard to budget and evaluation.
- d. That a different distribution of points be used to evaluate the summer stipend applications.

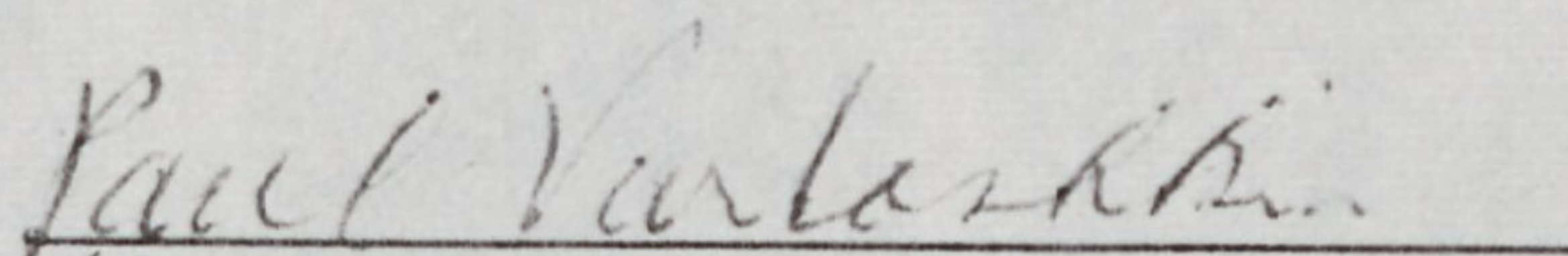
- X. Evaluation of the Committee:

- A. Structure: satisfactory
- B. Duties: satisfactory
- C. Functions: satisfactory
- D. Personnel: satisfactory

- XI. Suggestions for improving the effectiveness of the Committee:

None

  
(Chair: Bonnie Duldt)

  
(Secretary: Paul Varlashkin)