

EAST CAROLINA UNIVERSITY

FACULTY SENATE

1990-1991 ANNUAL REPORT

JULY 31, 1991

James Joyce, Chair of the Faculty  
George Bailey, Vice Chair of the Faculty  
Stella Daugherty, Secretary of the Faculty  
Ken Wilson, Parliamentarian  
Lori Lee, Faculty Senate Office Secretary



TABLE OF CONTENTS

Section I. Remarks from Jim Joyce, Chair of the Faculty ..... 3

Section II. Faculty Senate Resolutions..... 3-12

Section III. 1990/91 Academic Committees' Review..... 12-17

- Admissions and Recruitment Committee
- Calendar Committee
- Career Education Committee
- Continuing Education Committee
- Course Drop Appeals Committee
- Credits Committee
- Curriculum Committee
- Educational Policies and Planning Committee
- Faculty Affairs Committee
- Faculty Computer Committee
- Faculty Governance Committee
- Faculty Welfare Committee
- General College Committee
- Libraries Committee
- Readmission Appeals Committee
- Research/Creative Activity Committee
- Student Retention Committee
- Student Scholarships, Fellowships, and Financial Aid Committee
- Teaching Effectiveness Committee
- Teaching Grants Committee
- Unit Code Screening Committee

Section IV. 1990/91 Appellate Committees' Review..... 17

- Hearing Committee
- Due Process Committee
- Reconsideration Committee

Section V. 1990/91 Faculty Senate Committees' Review..... 18

- Agenda Committee
- Committee on Committees

Section VI. Preview of the 1991/92 Faculty Senate..... 18



## SECTION I. REMARKS FROM JIM JOYCE, CHAIR OF THE FACULTY

The 1990-91 Faculty Senate met eight times in regular session, once in organizational session, and once in special session. A list of the Senate's actions and the Chancellor's responses comprise Section II of this report. These actions dealt with, in part, Unit Codes for the School of Allied Health Sciences and the Department of English; endorsement of the Strategic Plan; approval of the Sexual Harassment, Discrimination, and Conflicts of Interest Policy; approval of some much needed curriculum policy changes including the creation of a "non-matriculated" undergraduate student category; referral to committees of a number of recommendations from the Ad Hoc Committee to Evaluate Faculty Governance; acceptance of the Faculty Officers' Self Study of Senate Operations for the SACS effort; approval of the characteristics of effective teaching; initiation of a collection of unit regulations governing evaluation of faculty for promotion as called for in Appendix C; in addition to actions on over 200 curriculum matters.

In addition to the Sexual Harassment, Discrimination, and Conflicts of Interest Policy, it was hoped that we would have approved the Racial Harassment Policy and the grievance procedures pertaining to these policies. A request for consultation with the General Administration Attorneys delayed approval. It is expected that final approval will come in the Fall.

A long awaited revision of Appendix D is scheduled for hearings in September and should be submitted to the Senate this Fall. Faculty should be aware that, since it is expected that the new policy will allow appeals based on procedural irregularity, much work will still need to be done to ensure that unit codes are compatible with the policy. It has become quite apparent to me that, in this day and age, it is imperative that we make every effort to protect faculty, both candidates for tenure and the faculty charged with making recommendations on permanent tenure. It is also clear to me that the expectations of faculty making recommendations on tenure need to be clearly defined and communicated to the candidates.

Finally, it is important that faculty governance, normally and justifiably deliberate, needs to accomplish its work with efficiency and dispatch. All University Academic Committees are required to operate according to the latest version of Robert's Rules of Order. Robert's is a time-proven method of conducting business. While Robert's allows some flexibility in committees, it does not allow meetings without a clear agenda, more than one issue before the meeting at a time, and no clear vote on each issue. Assistance for faculty in the use of Robert's will be available through the Faculty Senate Office.

In seeming contradiction to this last remark, let me draw your attention to the accomplishments of our committees contained in Sections III, IV, and V of this report. I thank all those who participated so effectively on committees.

## SECTION II. FACULTY SENATE RESOLUTIONS

September 11, 1990

#90-43 Approval of amended Strategic Planning Documents, including the University Mission Statement, with provision that implementation involving faculty governance must go to the appropriate Faculty Senate Committee.

#90-44 Include six representatives from the Professional Schools on the Ad Hoc Committee to Evaluate Faculty Governance.



October 9, 1990

- #90-45 Approval of curriculum matters contained in the Curriculum Committee Minutes of September 13, 1990.
- #90-46 The Faculty Governance Procedures for Developing a New Degree Program.
- #90-47 In reference to the Counseling Center situation, the Faculty Senate has asked that the Student Retention Committee do the following:
1. Determine the student/counselor ratio recommended in recent professional publications in the field of university counseling for universities with academic programs and student populations on a par with ECU's.
  2. Compare the recommended ratio with ECU's ratio, taking into consideration the unique aspects of ECU's academic programs, student population, and counseling center that would warrant deviating (in either direction) from the nationally recommended ratio.
  3. Report its findings and the actions it recommends be taken by the Senate, if any, at the January 29, 1991 Faculty Senate meeting.

November 6, 1990

- #90-48 Approval of Fall 1990 Graduation Roster
- #90-49 That the Undergraduate Catalog, Section 3 (Admission), subsection on General Information (pg 31) be modified as follows (additions are bold-face, deletions are underlined):
- In exceptional cases, students may secure the equivalent of transfer credit by passing previously arranged special examinations in subjects in which they have systematically acquired knowledge under conditions which did not permit their earning transferable credit. Freshman whose high school records and/or pre-entrance tests show unusual achievement and promise in a subject may take special examinations to receive college credit. (See **ADVANCED PLACEMENT AND CREDIT**, below.) In either case, a maximum of 25% of the total semester hours of credit required for graduation may be earned by special examination. Limits on the number of semester hours of credit earned by special examination may be imposed by schools/departments. Credit earned by examination may not be used to reduce minimum residence requirements.
- #90-50 That the Undergraduate Catalog, Section 5 (Academic Regulations), subsection on Transfer Credit; Following Admission (pg 49)--third paragraph--be modified as follows (additions are bold-face):
- Approval will not normally be granted for any course in which the student has been previously enrolled at ECU. An exception may be granted only upon approval of both the Chairperson of the student's major department and the Chairperson of the department offering the course at ECU.



#90-51 · That the Undergraduate Catalog, Section 3 (Admission), subsection on Auditors (pp 35-36) be modified as follows (additions are bold-face, deletions are underlined):

Persons wishing...class. Students regularly enrolled in the university wishing to audit course(s) must have the approval of the instructor and the appropriate departmental chairperson or school dean prior to registering or adding the course(s) to their schedules. **Students may not register to audit a course until the last day of the drop/add period. Auditing a course...must attend class regularly. No credit may be earned in an audited course by examination or otherwise. Under no circumstances will a grade be assigned, evaluations be made, or performance reports be issued on a student auditing a course. A course that has been audited may not be taken later for credit.**

#90-52 That the Undergraduate Catalog, Section 5 (Academic Regulations), subsection on Special Readmission (Forgiveness) Policy (pg 52) be modified as follows (changes are bold-faced):

Students who have been enrolled at another college or university since their last enrollment at ECU must submit official transcripts indicating eligibility to return to the previous institution. **No transfer credit will be awarded for courses taken at any institution of higher education during the initial three consecutive academic years. For courses taken in subsequent years, only those in which the student received a grade of C or better will be accepted for transfer credit at ECU. The sole exception is that students may attend ECU during summer sessions for credit.**

#90-53 The Faculty Affairs Committee is instructed to look into the potential conflict of interest in selecting textbooks and collateral materials and in generating funds for department use by the copy service method. The Committee should report its findings and any Senate actions at the January 29, 1991, Faculty Senate meeting.

#90-54 That the Faculty Senate request the Faculty Governance Committee completing the draft of the revised Appendix D to include in their revision a statement clarifying both whether or not tenure-track faculty members may apply for tenure prior to the termination of the tenure-track period for faculty at their rank, and whether or not tenure-track faculty members are discouraged from applying for tenure prior to the termination of the tenure-track period for faculty at their rank.

#90-55 That the Faculty Senate request the Faculty Governance Committee completing the draft of the revised Appendix D to include in their revision a statement clarifying whether or not probationary period faculty members may apply for promotion when they believe they qualify for promotion.

#90-56 That the Faculty Senate request the Faculty Governance Committee completing the draft of the revised Appendix D to include in their revision a statement expressing the University's policies and procedures for external peer review for tenure.



- #90-57 That the Faculty Senate request the Faculty Governance Committee completing the draft of the revised Appendix D to include in their revision a statement expressing the University's policies and procedures for external peer review for promotion.
- #90-58 That the Faculty Senate inform the Chancellor and the Faculty Governance Committee revising Appendix D that the Faculty Senate supports a policy of external peer review both for tenure and for promotion.
- #90-59 That the Chair of the Faculty inform the Chancellor and the Faculty Governance Committee revising Appendix D that the Faculty Senate supports the policy presently in the Faculty Manual (Appendix D, Section III.C.3.e.2, p. D-6) allowing tenure-track personnel to apply for tenure at any time during the tenure-track period.
- #90-60 That the Faculty Senate inform the Chancellor and the Faculty Governance Committee revising Appendix D that the Faculty Senate supports a policy allowing new tenure-track appointees, at the point of initial employment, to negotiate one or more years off the regular six-year tenure-track period for prior service.
- #90-61 That the Chair of the Faculty inform the Chancellor and the Faculty Governance Committee revising Appendix D that the Faculty Senate supports allowing a probationary period faculty member to apply for promotion when the faculty member believes she or he qualifies for promotion.
- #90-62 That the Faculty Senate inform the Chancellor, the Faculty Governance Committee revising Appendix D, and the Faculty Affairs Committee that the Faculty Senate supports removing the reference to confidentiality in the form letter the Vice Chancellor for Academic Affairs suggests be sent to external reviewers.

December 4, 1990

- #90-63 Approval of 1991-1992 Agenda Committee and Faculty Senate meeting dates.
- #90-64 Approval of Dr. Larry Hines, Psychology as replacement for Dr. Bud Ferrante on the University Athletic Committee with term expiring in 1993.
- #90-65 Approval of curriculum matters contained in the Curriculum Committee Minutes of October 25, 1990, November 8, 1990, and November 15, 1990.
- #90-66 School of Allied Health Sciences Unit Code

January 29, 1991

- #91-01 Refer back to the Faculty Affairs Committee the policy on Monetary Conflict of Interest in Selecting Textbooks and Collateral Materials for further review.
- #91-02 Refer back to the Faculty Governance Committee the recommendation concerning administrator evaluations for further review.



- #91-03 . The recommendation that ECU Tenure Track Faculty contracts be established providing for a minimum period of three years employment regardless of promotion toward permanent tenure but with appropriate safeguards written into each contract be tabled until such time as Appendix D is presented to the Senate.
- #91-04 The Faculty Senate supports the Faculty Welfare Committee's recommendation of the University subsidizing dental costs.
- #91-05 The Faculty Senate supports the Faculty Welfare Committee's recommendation of tuition-free education for faculty dependents.
- #91-06 The Faculty Senate supports the Faculty Welfare Committee's recommendation that faculty members be provided with the same death benefit coverage.

February 19, 1991

- #91-07 The Faculty Senate recommends that the administrative survey not be administered in the 1991 Spring Semester but be administered in the 1992 Spring Semester upon the recommendation of the Faculty Senate and after receiving the report of the Ad Hoc Committee to Review Administrative Evaluations.
- #91-08 Department of English Unit Code
- #91-09 That the recommendations from the Ad Hoc Committee to Evaluate Faculty Governance be sent to the below listed committees for consideration; that where a recommendation's intent needs clarification, the committee chair contact the appropriate sub-committee chair of the Ad Hoc Committee; that the listed committees report their findings on what actions should be taken on these recommendations, if any, to the Faculty Senate no later than the October 8, 1991, Faculty Senate meeting.
- Agenda: 4. Timeliness of Meetings  
 Committee on Committees: 10. Resumes for Candidates for Appellate and Elected Committees; 14. Committee Representation; 18. Advising and Registration; 19. Standard Meeting Times for Committees  
 Admissions & Recruitment: 21.(a) Change to Committee Charge/Procedures  
 Calendar: 21.(b) Change to Committee Charge/Procedures  
 Career Education: 21.(c) Change to Committee Charge/Procedures  
 Continuing Education: 21.(d) Change to Committee Charge/Procedures  
 Course Drop Appeals: 21.(e) Change to Committee Charge/Procedures  
 Credits: 21.(f) Change to Committee Charge/Procedures  
 Curriculum: 21.(g) Change to Committee Charge/Procedures  
 Educational Policies & Planning: 7. Curriculum Review Process and Budget Review; 21.(h) Change to Committee Charge/Procedures  
 Faculty Affairs: 13. Discretion Regarding Tenure-Track Continuity; 21.(i) Change to Committee Charge/Procedures  
 Faculty Computer: 21.(j) Change to Committee Charge/Procedures  
 Faculty Governance: 1. Code Units; 2. Screening and Implementation of Unit Codes; 3. Description of Senator and Faculty Officer Duties; 5. Orientation Workshops For and Evaluation of Administrators; 8. Personnel Files and Their Role; 9. Faculty Senate/Chair of the Faculty; 12. Reappointment Terms and Emergency Appointment Procedures; 15. Grievance Process; 16. Faculty Policies; 17. Academic Dishonesty Policies; 20. Combining/Deleting Code Units; 21.(k) Change to



#91-09 (continued)

Committee Charge/Procedures

Faculty Welfare: 21.(l) Change to Committee Charge/Procedures  
General College: 21.(m) Change to Committee Charge/Procedures  
Libraries: 21.(n) Change to Committee Charge/Procedures  
Readmission Appeals: 21.(o) Change to Committee Charge/Procedure  
Research/Creative Activity: 21.(p) Change to Committee  
Charge/Procedures  
Teaching Effectiveness: 21.(s) Change to Committee  
Charge/Procedures  
Teaching Grants: 21.(t) Change to Committee Charge/Procedures  
The Chair of the Faculty will assign the following recommendations  
to appropriate committees: 6. Six-Year Cap; 11. Legal Counsel;  
editorial addition: Clarify the relationship of the Faculty  
Senate and the Graduate Council.

#91-10 Approval of the Summer 1993, Fall 1993, and Spring 1994 University  
Calendars

#91-11 Approval of curriculum matters contained in the Curriculum  
Committee Minutes of January 24, 1991

#91-12 The Faculty Senate recommends that:  
In the Fall of 1991, the University shall conduct surveys of  
student opinion of teaching using both ECU's current survey form  
and the Student Instructional Report (SIR) form published and  
processed by the Educational Testing Service, and shall engage  
qualified persons to compare the results obtained with each  
form.\* These persons shall report their findings to the Teaching  
Effectiveness Committee, and based on these findings the Teaching  
Effectiveness Committee shall recommend to the Faculty Senate  
whether the University should stay with the current form, change  
the current form or how it is processed, or change to another  
form, such as SIR. The SIR form shall be given no later than two  
class periods after the ECU form is given. The results obtained  
from the SIR form shall not be used for faculty evaluations.  
To facilitate comparison between the two surveys, a specific word  
label should be provided for each value (1-5) on the ECU form.  
The University shall insure proper administration of both forms,  
and shall insure that students and faculty understand why two  
forms are being used in one term.

\*Questions to be addressed include: Are the results of the two  
surveys comparable? For example, do instructors have the same  
rank order on both forms, does one form discriminate more than  
the other, and so on? If ECU's current form does not  
discriminate as well as the SIR form, can ECU's form be modified  
or can the data from the form be processed in such a way as  
to make ECU's form more discriminatory?

#91-13 Whereas, academic life depends on free and unimpeded access to all  
types of information; and  
Whereas, at ECU, Joyner Library plays a crucial role in the  
dissemination of information to students and faculty; and  
Whereas, the current budget crisis threatened to unreasonably  
restrict access to Joyner Library; and  
Whereas, the Student Government Association responded to this  
crisis by appropriating funds to hire the people necessary to  
maintain reasonable operating hours for Joyner Library;



#91-13 (continued)

Therefore Be It Resolved, the Faculty Senate of East Carolina University commends the ECU Student Government Association for this admirable and thoughtful action.

#91-14 The Faculty Senate Office SACS Self-Study. (A complete report may be reviewed in the Faculty Senate Office.)

#91-15 The following resolution was referred to the Faculty Governance Committee to review and report its findings.

Whereas, the ideal of faculty governance involved the democratic representation of all faculty members in those issues which directly affect faculty, and

Whereas, the ideal of faculty governance is based on a broad opportunity for participation by all members of the faculty,

Therefore Be It Resolved, that the Faculty Senate By-Laws be amended as follows:

1. Page A-10, Section V. Faculty Senate Academic Committees, Membership, and Structure, paragraph 1, add the following sentences:

.....associate professor and professor). "Elected members of the Faculty Senate shall be ineligible for election to Faculty Senate Academic Committees. This restriction shall not apply to Faculty Senate or University Appellate Committees."

.....members of all committees. "The Chair of the Faculty may appoint one elected Faculty Senator as an ex-officio member of each Academic Committee."

.....their several departments or schools. "Members of Faculty Senate Academic Committees who are subsequently elected to the Faculty Senate will be allowed to complete the appointed term of membership to the Academic Committee."

2. Page A-10, Section V. Faculty Senate Academic Committees, Membership, and Structure, paragraph 2, add the following sentence:

.....of the fall semester. "Members may serve a maximum of six consecutive years on the same academic committee, after which a period of three years must elapse before such a member shall be eligible to be elected again to that committee."

March 19, 1991

#91-16 Approval of Spring 1991 Graduation Roster subject to completion of degree requirements.

#91-17 Whereas, the 1989 national average of full-time counselors in counseling centers for institutions over 10,000 students is 1,723 students per counselor, and  
Whereas, ECU has experienced within the last two years a reduction in counseling center staff from six full-time professional counselors (doctorate-level) to two full-time professional counselors (doctorate-level), three full-time temporary professional counselors (master's degree-level), and two 1/3-time professional counselors (master's degree-level). The current ratio at ECU is 3,300 students per counselor, and  
Whereas, ECU falls short of the national norm, and



#91-17 (continued)

Whereas, there is growing testimony from students, faculty, and staff of the need to increase the core of full-time certified professional counselors in the Counseling Center. Therefore Be It Resolved, that the Faculty Senate recommends that the student/counselor ratio in the ECU Counseling Center be improved by reducing the ratio to meet the national norm. Received by the Chancellor as a recommendation that will receive positive attention to the extent possible within the constraints of the difficult budgetary circumstances.

#91-18 The Nonmatriculated Student Policy. (A complete copy of the policy may be obtained through the Faculty Senate Office.)

#91-19 Approval of curriculum matters contained in the Curriculum Committee Minutes of February 14, 1991, and February 28, 1991, excluding PHYE 3300.

#91-20 Approval of Appendix U, Sexual Harassment, Discrimination, and Conflicts of Interest Policies. (A complete copy of Appendix U may be obtained through the Faculty Senate Office.)

#91-21 Whereas, the University calendar is significantly controlled by the procedures required for students who have flunked out but wish to appear before the Readmission Appeals Committee. This procedure involves a typical separation of 26 days from the end of the fall semester exams to the beginning of the spring semester. Thus a small group of students have forced us to an extended separation between the end of the fall semester until the start of the spring semester.

Whereas, all students seeking readmission have received at least 2 previous notices about poor academic performance. Thus the affected have already received advanced warning.

Therefore Be It Resolved, that the Credits Committee and the Readmission Appeals Committee investigate jointly a change in readmission designed to reduce the separation between fall semester and spring semester. Consideration should be given to utilizing this time to delay the start of the fall semester.

#91-22 Whereas, students who drop classes represent 15% to 20% and whereas these unused seats preclude needy students from obtaining seats. Whereas, some of these seats are occupied by students who often do not bother to attend class.

Therefore Be It Resolved, that the Credits Committee investigate stronger means to curb waste of resources.

Proposals to be considered include but are not limited to:

1. Instructor initiated drops for students missing the first 2 class meetings - thus permitting closed out students a chance for unused seats.
2. A drop penalty of \$25 for those dropping after the 2nd. day - perhaps this should be based on drop history (i.e. the first drop in an academic year at no cost, the 2nd. at \$25, the third at \$50, etc.)
3. Reducing the load without permission to 17 hours thus precluding the 6 course "shopper" who signs up for 18 hours expecting to drop whatever course he/she doesn't like.



April 16, 1991

#91-23 Amendment to Appendix A, Faculty Senate By-Laws regarding the Appellate Committees:

Page A-10, Section III. Special Committees: Add the following:

E. The Process for election of Appellate Committees (see Appendix D) will be as follows:

1. Prior to the end of Spring semester, a memorandum will be sent to all faculty members requesting nominations of persons willing to serve on these Committees. The nominations must be received in the Faculty Senate Office no later than the first day of class in the Fall of each academic year.
2. Following the first day of class in the Fall of each academic year, the Committee on Committees will review all nominations and nominate to the Faculty Senate twice as many nominees as vacancies to fill. The list of nominees will be placed on the Faculty Senate September Agenda.
3. Election will be by majority present and voting.

#91-24 Amendment to Resolution #91-09, Recommendations from the Ad Hoc Committee to Evaluate Faculty Governance, requiring that all matters concerning committee charges be referred to the Committee on Committees for review and possible revision instead of reporting directly back to the Faculty Senate.

#91-25 Approval of curriculum matters contained in the Curriculum Committee Minutes of March 28, 1991, and April 4, 1991.

#91-26 In order to clarify SACS policy that instructors of 5000 level courses will maintain "a substantial difference between undergraduate and graduate instruction," the Educational Policies and Planning Committee recommends:

1. Revising the current Course Proposal Form to include the requirement under item II.D. Requirements of Students that for 5000 level courses the differences in requirements for graduate students and undergraduate students be stated.
2. Revising the catalog description of the Significance of the 5000 Course Number to read as follows: Undergraduate Catalog, p. 46 at the end of the second paragraph under Selection of Courses add the following: "The course requirements for undergraduate students will be different from those of graduate students." Graduate Catalog, p. 179, at the end of the first paragraph add the following: "The course requirements for undergraduate students will be different from those of graduate students."
3. Requesting that the Graduate School notify each unit that 5000 level courses require instructors to be members of the graduate faculty and that requirements must be different for undergraduate students and graduate students enrolled in the same course. It is also suggested that each unit administrator inform the graduate faculty within the unit of the requirements by announcement in the first regular faculty meeting in the fall semester of 1991.
4. Requesting that each unit attach an addendum to each previously approved 5000 level course description in the unit. The addendum will specify the different requirements for undergraduate and graduate students.



- #91-27 A motion made by George Bailey (Philosophy) postponing discussion and consideration of the Racial and Ethnic Harassment Policy and Grievance Procedures until the September 10, 1991, Faculty Senate meeting.
- #91-28 The Faculty Senate recommends for the Unit's approval, at each individual Unit's discretion, possible methods that Academic Units can, in accordance with procedures in Appendix C, use as means for assessing teaching effectiveness (in addition to the survey of student opinion of instruction required by Appendix C of the Faculty Manual), and recommends that each faculty member be provided with a copy of amended procedures for assessing teaching effectiveness. (A complete copy of the Methods for Assessing Teaching Effectiveness may be obtained through the Faculty Senate Office.)
- #91-29 The Faculty Senate endorses the seven characteristics of effective teaching, and that the Senate distribute this list of characteristics of effective teaching to all faculty members. (A complete copy of the Seven Characteristics of Effective Teaching may be obtained through the Faculty Senate Office.)
- #91-30 Whereas, discussion has taken place over the past few years concerning criteria for faculty evaluation for promotion; and Whereas, it is more desirable to have discussion and debate over criteria than over specific personnel recommendations; and Whereas, Appendix C, Section IV, allows for "specific regulations governing evaluation of faculty to vary from unit to unit" with approval of the appropriate vice chancellor; and Whereas, not all of these regulations are presently on file; Therefore Be It Resolved, that the Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, and the Vice Chancellor for Student Life request that code units submit to the Faculty Senate Office and to their appropriate Vice Chancellor their previously approved specific regulations governing evaluation of faculty for promotion.
- #91-31 Whereas, his work as Chair of the Faculty has reflected hard work, dedication, and insight tempered by a fine sense of humor; and Whereas, under his leadership the faculty governance at East Carolina University has continued to grow and achieve the highest standards; Therefore Be It Resolved, that the Faculty Senate commends James M. Joyce for his work as Chair of the Faculty.

### SECTION III. 1990/91 ACADEMIC COMMITTEES' REVIEW

#### Admissions Committee

The Committee met 8 times during the year and made 1 presentation to the Faculty Senate (March 19, 1991). The Committee spent most of its time defining and creating a new admission classification, "Nonmatriculated Student". The Vice Chancellor for Academic Affairs requested that the Committee make a recommendation to her regarding accepting any student having earned an Associate's Degree from a two-year school being accepted at ECU. The Committee found that the present "policy" is better and so informed the Vice Chancellor. The Committee requests that the Director of Admissions, at the first meeting in Fall 1991, make a presentation to the Committee concerning recruitment of students. The Committee should be more aware of the recruiting process and should possibly be involved in the process by



#### Admissions Committee (continued)

giving advice concerning recruitment. The Director of Admissions should either attend, or send a representative, each meeting of the Committee. Officers were Bob Joyner, Chair; Jim Holloway, Vice Chair; Peggy Wood, Secretary.

#### Calendar Committee

The Committee met 3 times during the year and made 1 presentation to the Faculty Senate (February 19, 1991). The Committee completed the University Calendars for Summer 1993, Fall 1992 and Spring 1994 from the Faculty. Officers: Jim Hix, Chair; Bob Alpers, Vice Chair; James Tracy, Secretary.

#### Career Education Committee

The Committee met 6 times during the year. The Committee continued to provide information on careers through the Career Bulletin Board in the student store and organized and sponsored a Majors Fair. Approximately 50 departments provided information and sent representatives who talked with undergraduate student participants about possible majors and answered questions with regard to selecting majors. A Subcommittee on Vocational and Career Education Curricula found that surveying graduates and/or employees could determine if present curricula were meeting present needs. An effort to ascertain kinds of data already available from surveys done in various departments was seen as a means of determining the type of survey needed to collect and analyze information as to the effectiveness of career education. Several items were carried over until Fall, 1991: 1) The use of results of survey and review comments and suggestions to have a larger and more effective Majors Fair during the 1991-92 academic year; 2) Follow-up with collection of student surveys presently being used on campus and design a survey to determine information about student perception of career opportunities and resources available to undergraduate students at ECU. Officers: Leonard Lilley, Chair; Evelyn Farrior Secretary.

#### Continuing Education Committee

The Committee met 7 times during the year. The Committee received reports on the Division's programs and activities and provided input, via the Chair, to the Task Force on Continuing Education. The Committee discussed library support for off-campus programs with both library Directors. Offices: Margaret Stangohr, Chair; Paul Peterson, Vice Chair; Calvin Mercer, Secretary.

#### Course Drop Appeals Committee

The Committee met 15 times during the year. The Committee heard 55 appeals; 53 denied, 2 granted and 1 remanded back to the Office of Undergraduate Studies. Current personnel have discharged their duties conscientiously and with distinction. Few committees have membership dedicated to meeting throughout the summer. Officers: Susan McDaniel, Chair; Al Wang, Vice Chair; Jimmie Grimsley, Secretary.

#### Credits Committee

The Committee met 3 times during the year and made 1 presentation to the Faculty Senate (November 6, 1990). The Committee presented changes to the Undergraduate Catalogue referring to Admission (Resolution #90-49 and #90-51) and Academic Regulations (Resolution #90-50). Several items were carried over till Fall 1991: 1) Review of Faculty Senate Resolution #91-21 reference to the readmission policies and reducing the time between fall semester and spring semester; 2) Review of Faculty Senate Resolution #91-22 reference to the drop policy; 3) Response to the recommendations to the Faculty Senate from the Ad Hoc Committee to Evaluate Faculty Governance (#91-09). Officers: Frank Wondolowski, Chair; Tinsley Yarbrough, Secretary.



### Curriculum Committee

The Committee met 10 times during the year and made 5 presentations to the Faculty Senate (October 9, 1990, December 4, 1990, February 19, 1991, March 19, 1991, and April 16, 1991). A revision of the Course Proposal Form was completed which will clarify requirements of graduate and undergraduate students in 5000-level courses and will clarify assessment of student outcomes in order to meet SACS criteria. The Committee acted on 1 new major, 1 concentration, 1 minor, changed 30 degree requirements, changed 7 major/minor requirements, deleted 1 concentration, added 84 courses, had 73 minor changes in courses, deleted 27 courses, removed 3 courses from the Curriculum Bank and placed 19 in the Curriculum Bank. Several items were carried over till Fall 1991: 1) A study of the problem of credit for remedial courses; 2) Consideration of guidelines for admission to majors; 3) A request of the General College Committee to suggest guidelines to use in describing whether courses, not carrying the normal departmental prefixes, should receive general education credit. Officers: Bill Grossnickle, Chair; Herb Carlton, Vice Chair; Martha Lapas, Secretary.

### Educational Policies and Planning Committee

The Committee met 7 times during the year and made 3 presentations to the Faculty Senate (October 9, 1990, November 15, 1990, and April 16, 1991). The Committee was involved in two very important activities this year as the Committee charge requires: academic program review and budget process review. Dr. Eakin and Dr. Springer were very helpful in informing the Committee about plans and soliciting the Committee's advice. This allowed the Committee to fulfill its charge in a responsible manner. The Committee is appreciative of this example of shared governance. Officers: Ken Wilson, Chair; Madge Chamness, Vice Chair; James LeRoy Smith, Secretary.

### Faculty Affairs Committee

The Committee met 13 times during the year and made 3 presentations to the Faculty Senate (January 29, 1991, March 19, 1991, and April 16, 1991). The Committee made recommendations on outside review for Promotion and Tenure to the Vice Chancellor for Academic Affairs and to Chancellor Eakin concerning two grievances. Open Hearings were held in December, 1990, on the Sexual and Racial and Ethnic Harassment Policies. A study of discretion regarding Tenure Track Continuity is the only business that is being carried over till Fall, 1991. The Committee feels that the grievance procedures need to be reworded in some areas. Inclusion of the specific procedures used by the Faculty Grievance Committee in the Faculty Manual might be of value. Officers: Carlton Heckrotte, Chair; Artemis Kares, Vice Chair; Pia Leahy, Secretary.

### Faculty Computer Committee

The Committee met 9 times during the year. The Committee participated in creating a Faculty Computer Program, ranking the applications (124) for that program and forwarding them to the Vice Chancellor for Academic Affairs. The Committee reviewed and approved the proposed Academic Computing budget for the academic year, 1990-1991; supported the acquisition of the VAX 4000; approved the Academic Computing's proposed changes in the way student computer accounts are issued; and approved and forwarded to the Chair of the Faculty and the Vice Chancellor for Academic Affairs a draft statement regarding the evaluation of faculty authored computer programs and software. Several items were carried over till Fall, 1991, such as the revision of the Academic Computing Lab Policy and the creation of a policy for the use, supervision, and maintenance of the Master Classrooms. Officers: Dorothy Clayton, Chair; Richard Kerns, Vice Chair; Martha Engelke, Secretary.



#### Faculty Governance Committee

The Committee met 22 times during the year and made 1 presentation to the Faculty Senate (January 29, 1991). The Committee completed three drafts of Appendix D. The Subcommittee on Faculty Governance held three meetings with administrators. The Committee referred Senate Resolution #91-15 reference to changes in the Faculty Senate By-Laws to the Committee on Committees. The Committee will continue revising Appendix D in the upcoming academic year along with reporting back to the Faculty Senate in reference to Resolution #91-09, presented by the Ad Hoc Committee to Evaluate Faculty Governance. Officers, Gene Hughes, Chair; Elizabeth Smith, Secretary.

#### Faculty Welfare Committee

The Committee met 4 times during the year and made 1 presentation to the Faculty Senate (October 8, 1990). The Committee presented five recommendations to the Faculty Senate related to faculty hiring, compensation, and benefit matters. The Senate supported three of these, one was tabled until such time as a revised Appendix D in the Faculty Manual is presented to the Senate, and the other was not discussed by the Senate (Longevity Pay for faculty). Following a survey of the faculty's need/desire for information and explanation of benefits and options, arrangements were made for Prudential Insurance Co. specialists to visit campus to provide this. Subsequently, the Department of Human Resources organized a "Financial Fair" for the University faculty. Officers: Don Guest, Chair; George Hamilton, Secretary.

#### General College Committee

The Committee met 4 times during the year. The Committee: 1) recommended to secure permanent approval of EDUC 1000; 2) unanimously supported the establishment of a Writing Across the Curriculum program, provided recommendations to improve a draft of the WAC proposal, and participated in an open meeting of the WAC Committee; 3) recommended that MATH 1066 satisfy the General Education mathematic requirement and be a required course for Business majors; 4) conducted a University wide survey of the effectiveness of General Education Requirements for majors. The Committee will review the effectiveness of the General Education requirements as they apply to the majors, and specifically the total hours and areas under the Social Sciences, in Fall, 1991. Officers: Gerhard Kalmus, Chair; Nancy Hobbs, Vice Chair; Donald Collins, Secretary.

#### Libraries Committee

The Committee met 4 times during the year. Two issues dominated the Libraries Committee agenda during the 1990-91 academic year--the proposed expansion of Joyner Library and the impact of budgetary problems on library acquisitions. Ken Marks, Director of the Joyner Library reported that the architects had completed space planning drawings but that the project itself was threatened as a result of state budget shortfalls. The library staff developed a survey instrument that was used to identify serials that would be canceled in order to save acquisition monies. The Committee took up the issue of transfer of books from the Dewey Decimal system to the Library of Congress system. On-going discussion and planning for Joyner Library expansion and serial cancellations will be continued in Fall, 1991. Officers: Carmine Scavo, Chair; Ennis Chestang, Vice Chair; Brian McMillen, Secretary.

#### Readmission Appeals Committee

The Committee met 6 times during the year. The Committee heard 274 student appeals, approved Registrar's proposal for changes in scholastic eligibility standards, referred Senate Resolution #91-21 (changing policy to reduce separation between fall and spring semester) to Credits Committee, sent a motion to the Dean of the Graduate School regarding readmission of graduate



#### Readmission Appeals Committee (continued)

students, and responded to the Committee on Committees in reference to Senate Resolution #91-09 (changes in the Committee charge). The Committee will further investigate changes in readmission policies designed to reduce the separation between fall and spring semesters during Fall, 1991. Officers: Tom Evans Chair; John Childers, Vice Chair; Ralph Scott, Secretary.

#### Research/Creative Activity Committee

The Committee met 9 times during the year and forwarded the list of grant recipients to the Faculty Senate in March, 1991. The Committee received 33 academic year grant applications and 37 summer stipend proposals. 20 academic and 8 summer stipend proposals were recommended for funding to the Vice Chancellor for Academic Affairs. 13 of the academic year proposals recommended and all of the summer stipend proposals recommended were funded. The Committee also reviewed its funding criteria and review procedures. Further review will be undertaken during the Fall and any adjustments made will be reported to Faculty Senate in November, 1991. The Committee will revise the grant proposal form, evaluation criteria, and the evaluation procedures in the Fall, 1991. Officers: John Bort, Chair; Elizabeth Knott, Secretary.

#### Student Retention Committee

The Committee met 8 times during the year and made 2 presentations to the Faculty Senate (November 6, 1990, and March 12, 1991). The Committee has done research into the following areas: residence hall life, the counseling center, barriers to non-traditional students, intensive advising, methods of identifying drop-out prone students, factors which lead to the loss of high ability students, software to integrate University-wide retention effort, staff development seminars to improve student service, development seminars for student work-study, academic probation standards, extended orientation courses, and the creation of a small-college atmosphere for the freshman by coordination of courses. The Committee will evaluate the results of the pilot test of the College Student Inventory, develop a proposal for a University-wide retention plan, and recommend to the Senate an additional modification to the Special Readmission Policy during the Fall, 1991. Officers: Richard Miller, Chair; Donald Joyner, Secretary.

#### Student Scholarships, Fellowships, and Financial Aid Committee

The Committee met 2 times during the year. An Appeals Subcommittee was appointed to hear appeals from students who are denied financial aid by the Office of Financial Aid due to the average hour deficit and/or time limitation. Several meetings were held to take action on the appeals. The Committee selected recipients and alternates for the Jenkins Scholarship for the 1991/92 year and made some progress toward maintaining up-to-date information on scholarships available to students. Officers: Ruth Jones, Chair; Lilla Holsey, Vice Chair; Maxine Soloway, Secretary.

#### Teaching Effectiveness Committee

The Committee met 8 times during the year and made 3 presentations to the Faculty Senate (September 11, 1990, February 19, 1991, April 16, 1991). The Committee reviewed various University Priorities for Action (recommending four items to the Faculty Senate); reviewed SACS process for TEC input to Director of SACS Self-Study; attended the Lilly Conference (Mike Poterat); reviewed unit operational plans in reference to teaching development and evaluation; recommended a trial run with the SIR form in place of the Student Opinion forms; worked with the Department of Women's Studies and the School



#### Teaching Effectiveness Committee (continued)

of Human Environmental Sciences for the Carol Pearson workshop entitled, "Gender and Learning" and "Teaching for Empowerment"; and recommended to the Faculty Senate additional methods for evaluating teaching effectiveness and characteristics of effective teaching. Several items will be considered in Fall, 1991: 1) conduct of SIR survey and evaluation of the results, 2) redesign of procedures for selecting teaching award recipients, 3) design of procedures for faculty peer review of teaching, 4) video taping of winners of teaching awards, 5) planning of a spring workshop, and 6) a review the Committee charge per Senate resolution #91-9. Officers: George Bailey, Chair; Constance Mellon, Vice Chair; David Lawrence, Secretary.

#### Teaching Grants Committee

The Committee met 3 times during the year and forwarded the list of grant recipients to the Faculty Senate in March, 1991. The Committee completed its task of reviewing and evaluating teaching grant proposals in a timely manner: 11 of 12 regular faculty members of the committee submitted reviews and evaluations. Ranking based on these evaluations were submitted to the Vice Chancellor for Academic Affairs. The Committee received and evaluated 12 proposals for project expense grants and 29 proposals for summer stipends. The Committee will address Senate Resolution #91-09 in reference to the Committee's charge in the Fall, 1991. Officers: Richard Mauger, Chair; Carol Pendergrast, Vice Chair; Paul Varlashkin, Secretary.

#### Unit Code Screening Committee

The Committee met 4 times during the year and made 2 presentations to the Faculty Senate (December 4, 1990 and February 19, 1991). The following codes of operations will be carried over till Fall, 1991: Sociology and Anthropology Department, Academic Library Services, School of Education, Communications Department, School of Art. To expedite review of revised unit codes, units considering code changes should be encouraged to obtain a list of current guidelines from the Committee. To insure less carry over business and facilitate reviews, it should be required that the cover letter accompanying unit codes include a criteria check sheet merged with the guidelines to indicate how and where the revision satisfies these requirements. Officers: Don Sexauer, Chair; Michael Bassman, Vice Chair; Sandra Wurth-Hough, Secretary.

### SECTION IV. 1990/91 APPELLATE COMMITTEES' REVIEW

#### Hearing Committee

During the 1990-91 academic year, the Committee conducted a hearing in one case. Proceedings are pending in a second case as the academic year ends. Chair: Tinsley Yarbrough

#### Due Process Committee

The Committee has not had occasion to meet during the present academic year. This fact makes the work of the Committee a success. The need continues for persons to serve on this committee who are dedicated to the principles of shared governance, equity, and fairness upon which the committee functions. Chair: Larry Hough

#### Reconsideration Committee

The Committee did not meet due to a lack of business. Chair: Ralph Scott



## SECTION V. 1990/91 FACULTY SENATE COMMITTEES' REVIEW

### Agenda Committee

The Committee met 8 times during the year and made 2 presentations to the Faculty Senate (December 4, 1990, and April 16, 1991). Officers: Tom Chenier, Chair; Belinda Lee, Secretary.

### Committee on Committees

The Committee met 6 times during the year and made 4 presentations to the Faculty Senate (January 29, 1991, March 19, 1991, April 16, 1991, and April 17, 1991). The Committee recommended to the Senate an amendment to Appendix A, regarding the Appellate Committees; recommended to the Faculty Governance Committee certain changes in Appendix D relative to the three Appellate Committees; engaged in an informal dialogue with the Agenda Committee on the subject of representation on Academic Committee; solicited volunteers and submitted nominations for Faculty Senate Academic Committees and for the allotted faculty positions on the Administrative's Academic Committees; and solicited nominations for the Fall, 1991, election of the three Appellate Committees. In the Fall, 1991, the Committee will review the procedures for election of delegates to the UNC Faculty Assembly and make the necessary revisions to Appendix A. Officers: Bob Woodside, Chair; Judy Donnalley, Vice Chair; Doug McMillan, Secretary.

## SECTION VI. PREVIEW OF THE 1991/92 FACULTY SENATE

In my annual report last year, I called 1990-91 a "pivotal year." If 90-91 was the pivot, 91-92 will be the lever. Last year saw the completion of the strategic plan, this next year will see the beginning of the implementation of that plan. Completion of our revised tenure policy will necessitate many unit code changes and indicate the need for revision of the ECU Code and Appendix C, Personnel Policies and Procedures. All of this will be taking place in a time of budget cuts and SACS review. Central in these activities will be the Faculty Senate and its committees. It is important that all Senators and committee members dedicate themselves to becoming as knowledgeable as possible about faculty governance policies, procedures, and history. All faculty should be aware of these matters and give their senators and committee members support and respect. All administrators should carefully evaluate and reward this service.

The Faculty Senate can be expected to be involved with the following items this year:

1. Consideration of a revised Appendix D;
2. Completion of the Sexual and Racial Harassment Policies and grievance procedures.
3. Possible revisions to Appendix L, the ECU Code;
4. Assistance in the SACS review;
5. Strategic plan implementation; and
6. Final action on recommendations originating in the evaluation of faculty governance at ECU.

Finally, on a personal note, let me say that I have enjoyed serving the faculty as Chair for the past two years and as a faculty officer for the past six years. During these years we have acquired a substantially new administration, decided to evolve into a higher category institution, and faced the worst budgetary situation in my 21 years experience at ECU. Through it all there was one constant--a dedicated, responsible, professional faculty. Thank you for allowing me to serve you.



SUBJECT 1990-1991 Faculty Senate

SIX WEEKS BEGINNING \_\_\_\_\_

SIX WEEKS ENDING \_\_\_\_\_

CLASS	1st WEEK					2nd WEEK					3rd WEEK					4th WEEK					5th WEEK									
	MEMBR. present					MEMBR. Absent					MEMBR. present					MEMBR. Absent					MEMBR. present					MEMBR. Absent				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
A - Alternate present																														
MEMBR. present																														
MEMBR. Absent																														
R - Resigned																														
NAME																														
Eakin	✓	✓	✓	✓	•	✓	✓	✓	•	•																				
Springer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
Matthews	✓	✓	•	✓	✓	✓	✓	•	•	•																				
Hallock	→		✓	•	✓	✓	✓	✓	✓	•																				
McMahon	✓	✓	✓	✓	•	✓	R	✓	✓	✓																				
Davis								✓	•	✓	✓	✓	✓	✓	✓															
Chamness	✓	•	•	✓	✓	✓	•	✓	✓	✓																				
Moskops *	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
Woodside	•	✓	✓	•	•	✓	•	✓	✓	✓																				
Bailey *	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
Wilson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
Dodge	✓	✓	✓	•	✓	A	✓	✓	✓	✓																				
Lennon	✓	✓	A	✓	✓	✓	✓	✓	✓	✓																				
Mullis	✓	•	✓	•	•	✓	✓	✓	✓	✓																				
Wens	✓	A	✓	✓	•	✓	✓	✓	✓	•																				
Cherter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
Sexauer	✓	✓	✓	✓	✓	✓	✓	A	✓	✓																				
Chamberlain	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
* Singhas	•	A	✓	•	•	•	✓	•	✓	✓																				
Hughes	✓	✓	✓	A	•	✓	✓	✓	✓	✓																				
Schellenberger	✓	A	A	✓	•	A	✓	✓	✓	✓																				
* Meloche	A	A	✓	•	•	•	✓	✓	✓	✓																				
Ayers	✓	✓	✓	✓	✓	✓	✓	✓	✓	A																				
Rees	✓	A	✓	✓	✓	✓	✓	✓	✓	✓																				
Sykes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
Ferrante	•	✓	✓	✓	A	A	A	R																						
Pinkney							✓	✓	•	✓																				
DeJesus	✓	✓	✓	✓	A	A	✓	✓	A	✓																				
Crechaliski	✓	✓	✓	✓	•	✓	✓	✓	✓	✓																				
Anderson	A	✓	✓	✓	✓	✓	✓	•	✓	✓																				
Spence	A	•	✓	✓	✓	•	✓	•	✓	✓																				
Holte	✓	A	✓	✓	✓	•	A	✓	✓	✓																				
McMillan	✓	✓	✓	✓	A	✓	✓	✓	✓	✓																				
Harris	✓	✓	✓	A	✓	✓	✓	✓	✓	✓																				
Questang	✓	✓	✓	•	•	✓	✓	✓	✓	•																				
Woods	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
King	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																				
White	✓	A	✓	✓	•	✓	✓	✓	✓	•																				
Stangohr	✓	✓	✓	✓	A	✓	✓	✓	✓	✓																				
Swanson	✓	✓	✓	A	•	✓	✓	✓	✓	A																				



DISTRIBUTION OF MARKS — SIX WEEKS

GRADES					TOTAL ENROLL.
NO. EA. GR.					
% EA. GR.					100%

DISTRIBUTION OF MARKS — SEMESTER

GRADES					TOTAL ENROLL.
NO. EA. GR.					
% EA. GR.					100%

6th WEEK											DAILY AVERAGE	PROJECT	6 WEEK TEST	6 WEEK GRADE	COMMENTS	6 WEEKS MARKS				TERM EXAM	FINAL GRADE	CLASS RANK					
M	T	W	T	F	M	T	W	T	F	1						2	3	AV.									
✓	✓	✓	✓	✓	✓	P	✓	P	✓	✓													1				
✓	✓	✓	✓	✓	✓	P	✓	✓	✓	✓					2					Reaves							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					3					Donnalley							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					4					Daugherty							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					5					Spickerman							
P	✓	P	✓	✓	P	✓	✓	✓	P	✓					6					Portes							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					7					Cunningham							
P	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					8					Kallman							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					9					Moskop *							
P	P	✓	P	✓	✓	✓	✓	✓	P	✓					10					Pennington							
P	✓	P	✓	P	✓	✓	✓	✓	✓	✓					11					Jarvis							
✓	✓	✓	P	✓	✓	✓	✓	✓	✓	✓					12					Taggart							
↓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					13					Eason							
↓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					14					Pokorny							
✓	✓	✓	✓	✓	✓	✓	✓	P	✓	✓					15					Lee							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					16					Bailey *							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					17					Joyce							
P	✓	P	✓	✓	✓	✓	✓	✓	✓	✓					18					Yarbraugh							
✓	✓	✓	✓	✓	✓	P	✓	✓	✓	✓					19					Graham							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					20					Grossnickle							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					21					Sheppard							
✓	✓	P	✓	✓	✓	✓	✓	✓	✓	✓					22					Bruner							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					23					Mooney							
✓	✓	✓	✓	✓	✓	P	✓	✓	✓	✓					24					Donohue							
															25												
															26												
															27												
															28												
															29												
															30												
															31												
															32												
															33												
															34												
															35												
															36												
															37												
															38												
															39												
															40												