

AGENDA ATTACHMENTS WILL BE DISTRIBUTED TO UNIT CODE
ADMINISTRATORS, SENATORS, AND AVAILABLE ON "FSONLINE".

EAST CAROLINA UNIVERSITY
FACULTY SENATE

The sixth regular meeting of the Faculty Senate for academic year 1990/91 will be held on Tuesday, February 19, 1991, at 2:10 p.m. in Mendenhall Student Center, Room #244.

AGENDA

- I. Call to Order
- II. Approval of Minutes of January 29, 1991
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellors' Reports
 - E. James LeRoy Smith, Director of Self Study for Southern Association of Colleges and Schools
 - F. Election of Nominating Committee for Faculty Senate Officers
- IV. Unfinished Business
 - A. Committee on Committees, Judy Donnalley
Election of Faculty Assembly Alternate (Attachment 1)
 - B. Unit Code Screening Committee, Don Sexauer
Department of English Unit Code
(available in the Faculty Senate Office)
 - C. Ad Hoc Committee to Evaluate Faculty Governance, Henry Ferrell
Recommendations concerning Committee's findings (Attachment 2)
- V. Report of Committees
 - A. Calendar Committee, Jim Hix
Calendars for Summer 1993, Fall 1993, and Spring 1994
(Attachment 3)
 - B. Curriculum Committee, Bill Grossnickle
Minutes of the January 24, 1991 meeting which included:
 - 1. Revise BS in Criminal Justice
 - 2. Revise BFA and BA in Communication Arts
 - 3. Revise BS Applied Physics, revising Industrial Physics Option, adding Health Physics Option, and deleting Medical Physics Option.
 - C. Teaching Effectiveness Committee, George Bailey
Student Opinion Surveys (Attachment 4)
- VI. New Business
 - Student Government Association, Ken Wilson (Attachment 5)
 - Faculty Senate Office SACS Self-Study, Jim Joyce (Attachment 6)

FACULTY ASSEMBLY ALTERNATE ELECTION

Present Delegates: Ken Wilson, Soc. & Anth. 1990-1993 (Second Term)
 George Bailey, Philosophy 1990-1993 (First Term)

Terms Expiring: Madge Chamness, Allied Health (First Term)
 John Moskop, Medicine (First Term)
 Bob Woodside, Math (First Term)

Delegates that were elected at the January 29, 1991, meeting:

John Moskop, Medicine (Second Term)
 Patricia Terrell, Education (First Term)
 Larry Hough, Political Science (First Term)

Present Alternates: Miriam Quick, Nursing 1989-1992
 Eugene Hughes, Business 1990-1993
 Steve Thomas, Allied Health 1990-1993
 Connie Kledaras, Social Work 1990-1993

Term Expiring: Patricia Terrell, Education

Nominees for Alternate: (1 will be elected)

Bob Woodside, Math
 Sheldon Downes, Allied Health

Attachment 2

AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS

1. Code Units: We recommend that the entire question of Senate representation and designation of code units be committed to an apportionment committee to consider the following issues: --that departments in professional schools may choose to establish code units and codes of operation which provide for faculty evaluation on personnel matters dealing with appointment, reappointment, promotion, and tenure; --that the College of Arts and Sciences develop a code of operations. Senate Representation: We recommend that the annual report of faculty members submitted to the UNC-GA be used as a means for developing an accurate method for determining the number of faculty in each academic unit so as to ensure fair representation in the Senate; that the opportunities and responsibilities of faculty in the professional schools and in the College of Arts and Sciences be comparable with respect to representation in the Senate and recommendations on personnel actions, curriculum, and other matters appropriate to faculty in the governance of the institution.
2. Screening and Implementation of Unit Codes: We recommend the following: that consistency of codes be ensured regarding organization, personnel evaluation, promotion and tenure policies; that faculty and administrator familiarity with codes be reviewed and emphasized; that changes made by the Chancellor in a unit code once approved by the Faculty Senate be brought back through the governance structure for consideration; that administrators and faculty be responsible for following codes; that the Faculty Affairs Committee review promotion and tenure criteria and related procedures (including documents such as the A&S document and the existence of administrative advisory committees) and recommend a framework under which each code unit could develop their specific criteria; and, that the Unit Code Screening Committee periodically review its guidelines.

AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS (continued)

3. Description of Senator and Faculty Officer Duties: We recommend that a review be made of the description of the duties of Faculty officers; that a description of the duties of faculty senators be composed; and, that unit administrators be reminded that courses and other duties of senators be scheduled so as not to conflict with Senate meetings.
4. Timeliness of Meetings: Senate and Committees: We recommend that the Senate consider greater use of called meetings to expedite business; that items referred to committees be given in sufficient time for committee action; and that a time be established for committees to report to the Senate on such matters.
5. Orientation Workshops For and Evaluation of Administrators: We recommend that an orientation program including review of governance documents and personnel policies, etc., be implemented; that a valid instrument be developed with faculty consultation for evaluating all administrators and that the instrument provide useful feedback for administrators; and, that there be an institutional commitment to leadership development and more effective evaluation of administrators.
6. Six-year Cap: We recommend that further discussion of this policy occur because there is disagreement across campus about the use of lectureships for regular, on-going positions, while others wish to remove the cap to make such use unlimited.
7. Curriculum Review Process and Budget Review: We recommend that the budget review process stated in the Educational Policies and Planning Committee charge be implemented and that the Educational Policies and Planning Committee regularly report to the Senate.
8. Personnel Files and Their Role: We recommend that practices be clarified and standardized and that delineation of access and of those persons who need to know be made.
9. Faculty Senate/ Chair of the ECU Faculty: We recommend that consideration be given to other modes of electing the Faculty Chair, for example, should this person be elected from the faculty in general, rather than from the Senate (where that person's unit might not be represented as well were he or she Chair) and should the Chair of the Faculty be a delegate to the Faculty Assembly?
10. Brief Resumes for Candidates for Appellate and Elected Committees: We recommend that brief resumes listing teaching, research, and service accomplishments (not full resumes) be called for prior to nomination and election for the appellate committees (hearing, reconsideration, and due process), as well as Governance and Faculty Affairs, and for the committees the Senate elects from the floor (Committee on Committees, Agenda Committee).
11. Legal Counsel: We recommend that a clear and consistent University policy be developed for the role of legal counsel for faculty and regarding personnel actions, both from University attorneys and from any attorneys privately retained.
12. Reappointment Terms and Emergency Appointment Procedures: We recommend that consideration be given to lengthening reappointment terms and to the development of procedures for last-minute, emergency appointments.
13. Discretion Regarding Tenure-Track Continuity: We recommend that consideration be given to developing a policy which allows for temporary removal from tenure-track for a period of time. (The statement on unsalaried faculty positions is removed.)

AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS (continued)

14. Committee Representation: We recommend that consideration be given to adopting procedures which will ensure balanced representation on committees and possible term limitations.
15. Grievance Process: We recommend that consideration be given to providing a more appropriate grievance process for clinical faculty.
16. Faculty Policies: We recommend that a cross-listing be developed regarding statements and policy on faculty conduct, faculty governance, and other items regarding the Faculty Senate and that it be placed in the Faculty Manual.
17. Academic Dishonesty Policies: We recommend that consideration be given to the development of the faculty role in establishing academic dishonesty policies.
18. Advising & Registration: We recommend the establishment of a standing committee to maintain oversight of campus-wide advising and to establish policies and procedures for early and regular registration.
19. Standard Meeting Times for Committees: We recommend that the Committee on Committees consider establishing standard meeting times for academic committees and recommends that faculty elected to membership on academic committees be given schedule consideration by their units.
20. We recommend that when changes are contemplated, which would combine or delete an existing code unit, Administrators consult affected faculty before the decision is made and that such decisions be approved by the Faculty Senate.
21. We recommend the following in reference to Academic Committees & Their Charges:
 - (a) Admissions & Recruitment Committee: Change under 2. Membership: Director of Continuing Education to Director of Continuing Education and Summer School. Change under 3. Quorum to read: Quorum: 4 elected faculty members exclusive of ex officio. Change under 4.B To Whom the Committee Reports: seek clarification as to what "residence requirements" refers to as used here. If used properly, consider adding it to #4.A. Committee Functions.
 - (b) Calendar Committee: Change under 3. Quorum to read: Quorum: 4 elected faculty members exclusive of ex officio.
 - (c) Career Education Committee: Delete from 2. Membership: "elected to staggered terms.....three years (3);"
 - (d) Continuing Education Committee: Change under 2. Membership: Director of Continuing Education to Director of Continuing Education and Summer School and Associate Dean for Student Services to Associate Dean for Student Development. Change first sentence in 4.A. Committee Functions to read: "The Continuing Education Committee advises the Director of Continuing Education and Summer School on programs, faculty, student services, support services, and future directions of continuing education. The Continuing Education Committee shall consider concerns relating to Summer School which are not covered in other committee charges."
 - (e) Course Drop Appeals Committee: Change under 3. Quorum to read: Quorum: 4 elected faculty members exclusive of ex-officio.

AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS (continued)

- (f) Credits Committee: Substitute the following for 4.A.1. of Committee Functions:
1. Concerned with policies and procedures pertaining to academic credits and academic standards. The matters of concern include:
 - a. Academic credit; auditing of courses; repetition of courses; course substitutions; transfer credit; credit by examination; advanced placement credit.
 - b. Grading; course attendance; Multiple F policy; scholastic eligibility requirements; academic probation and suspension; Honor Roll, Dean's List, and Chancellor's List; Degrees with distinction.
 - c. Schedule changes (adding and/or dropping courses); withdrawal from University; course load limitation; and 30 semester hour residence requirement for graduation.
- (g) Curriculum Committee: Change under 3. Quorum to read: 7 elected faculty members exclusive of ex officio
- (h) Educational Policies and Planning Committee: Under 2. Membership, reword the sentence "(The Chairperson of the Committee...faculty members)" to read: "The Chair and Secretary shall be elected from the three elected faculty members." Change 3. Quorum to read: A majority of the Committee including two of the elected faculty members.
- (i) Faculty Affairs Committee: Change 4.A. at the end of the sentence to read: "and merit polices."
- (j) Faculty Computer Committee: Change under 3. Quorum to read: Quorum: 5 elected faculty members exclusive of ex officio. Add to 4.A. Committee Functions: "Determines adequacy of computer resources in planning for new degree programs." Replace in 4.B. To Whom the Committee Reports "It reports on....Policies and Planning Committee" with "It reports on adequacy of computer resources to plan new degree programs." Change "University Computing Center" throughout Committee charge to "Computing and Information Systems".
- (k) Faculty Governance Committee: Clarify 2. Membership: "...the most immediate Past Chair of the Faculty in residence."
- (l) Faculty Welfare Committee: In 2. Membership: delete: "chosen by the Faculty Senate at its organizational meeting in the spring." Change in 2. Membership: Director of Personnel to Director of Human Resources.
- (m) General College Committee: In 2. Membership, change "The Associate Vice Chancellor for Undergraduate Studies/Dean of the General College" to "Dean of the General College." Change under 3. Quorum to read: Quorum: 5 elected faculty members exclusive of ex officio. Under 4.B. To Whom the Committee Reports, move the entire first paragraph beginning with "The Committee....the General College." to 4.A. Committee Functions. Under 4.B. To Whom the Committee Reports, in stating to whom the Committee makes its recommendation, end each of the three sentences with "above in 4.A." We also recommend that consideration be given to changing the name of the committee to General Education Committee.
- (n) Libraries Committee: Change under 3. Quorum to read: Quorum: five elected faculty members exclusive of ex officio. All titles in 2. Membership need to be checked. Move 4.B. To Whom the Committee Reports to 4 A. Committee Functions. For 4.B. To Whom the Committee Reports, substitute: "The Committee makes recommendations to the Faculty Senate on major policies concerning matters outlines in 4.A."

AD HOC COMMITTEE TO EVALUATE FACULTY GOVERNANCE RECOMMENDATIONS (continued)

- (o) Readmission Appeals Committee: In 4.A.3. add: "Recommendations are made to the Vice Chancellor for Academic Affairs."
- (p) Research/Creative Activity Committee: In 2. Membership, delete: "All faculty members shall serve staggered three-year terms."
- (q) Student Retention Committee: No changes
- (r) Student Scholarships, Fellowships, and Financial Aid Committee: No changes.
- (s) Teaching Effectiveness Committee: Delete from 2. Membership: "All faculty members shall serve....elected annually." In 4.A. re-evaluate the phrase: "...shall assist individual faculty members.." and clarify type of involvement.
- (t) Teaching Grants Committee: In 2. Membership, delete: "All faculty members shall serve staggered three-year terms." In 4.C. How Often the Committee Reports, need to state a deadline for reporting (such as in the Research/Creative Activity Charge).
- (u) Unit Code Screening Committee: No changes.

Attachment 3

Calendar Committee 10/31/90

Proposed

Faculty Senate 2/19/91

SUMMER SESSIONS 1993

FIRST TERM

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

March 15, Monday	Last day to apply for admission to Graduate School for first term
May 14, Friday	Schedules cancelled for all who have not paid fees by 4:00 p.m.
May 17, Monday	Registration and schedule changes
May 18, Tuesday	Classes begin; late registration; schedule changes
May 19, Wednesday	Last day for late registration and schedule changes for first term
May 31, Monday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 11, Friday	Last day to submit theses to the Graduate School for first term graduation
June 15, Tuesday	Last day for graduate students to drop courses without grades
June 21, Monday	Classes end
June 22, Tuesday	Final examinations

SECOND TERM

(Actual class days: 4 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 5 Fridays, 1 day for Registration, 1 day for Final Exams)

May 1, Saturday	Last day to apply for admission to Graduate School for second term
June 22, Tuesday	Schedules cancelled for all who have not paid fees by 4:00 p.m.
June 23, Wednesday	Registration and schedule changes
June 24, Thursday	Classes begin; late registration; schedule changes
June 25, Friday	Last day for late registration and schedule changes for second term
July 5, Monday	State Holiday
July 8, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
July 19, Monday	Last day to submit theses to the Graduate School for second term graduation
July 23, Friday	Last day for graduate students to drop courses without grades
July 29, Thursday	Classes end
July 30, Friday	Final examinations

FALL SEMESTER 1993

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

- June 1, Tuesday** Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the fall semester
- August 9, Monday** Last day to pay or secure fall semester fees without penalty
- August 19, Thursday** Faculty meetings; schedules cancelled for all who have not paid fees by 4:00 p.m.
- August 20, Friday** Registration and schedule changes
- August 23, Monday** Classes begin; late registration; schedule changes
- August 24, Tuesday** Last day for late registration and schedule changes
- September 2, Thursday** Last day to apply for graduation in December 1993
- September 6, Monday** Labor Day holiday; no classes
- October 4, Monday** Last day for undergraduate students to drop semester-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
- October 11- 12** Fall break (tentative)
Monday Tuesday
- November 15, Monday** Early registration for spring semester 1994 begins
- November 19, Friday** Last day to remove incompletes given during spring and/or summer session 1993
- November 24- November 28** Thanksgiving break
Wednesday to Sunday
- November 29, Monday** 8:00 a.m. - Classes resume, and last day for graduate students to drop courses without grades.
- November 30, Tuesday** Last day to submit theses to the Graduate School for Fall graduation
- December 6, Monday** Classes end
- December 7, Tuesday** Reading Day
- December 8, Wednesday** Regular exams begin
- December 11, Saturday** Commencement
- December 15, Wednesday** Exams for fall semester close

Revised 2/4/91

**EXAMINATION SCHEDULE
FALL SEMESTER 1993**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (December 8 - December 14). Graduate courses meeting at night will hold their examination during their regular class time the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, December 4, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled for the hour during which the class begins (e.g., a 9:30-11:00 a.m. TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class.)

Common examinations will be held according to the following schedule:

Chemistry 0150,1120,1150,1160,2620	Wednesday, December 8, 5:00-7:00 p.m.
French 1001,1003, Spanish 1001, German 1001	Thursday, December 9, 5:00-7:00 p.m.
Physics 1251,1261	Friday, December 10, 5:00-7:00 p.m.
French 1002, Spanish 1002,1003, German 1002	Saturday, December 11, 9:00-11:00 a.m.
Economics 1000,2113,2133	Saturday, December 11, 1:00-3:00 p.m.
Chemistry 1121,1151,1161,2621	Monday, December 13, 5:00-7:00 p.m.
Mathematics 1065	Tuesday, December 14, 5:00-7:00 p.m.

Other examinations will be held on Wednesday, December 8; Thursday, December 9; Friday, December 10; Monday, December 13; Tuesday, December 14; and Wednesday, December 15.

Times Class Regularly Meets	Time and Day of Examination
8:00 MWF	11:00- 1:00, Tuesday, December 14
8:00 TTh	8:00-10:00, Monday, December 13
9:00 MWF	2:00- 4:00, Wednesday, December 8
9:00 TTh	2:00- 4:00, Thursday, December 9
10:00 MWF	2:00- 4:00, Friday, December 10
10:00 TTh	2:00- 4:00, Tuesday, December 14
11:00 MWF	2:00- 4:00, Monday, December 13
11:00 TTh	2:00- 4:00, Wednesday, December 15
12:00 MWF	8:00-10:00, Wednesday, December 8
12:00 TTh	8:00-10:00, Thursday, December 9
1:00 MWF	8:00-10:00, Friday, December 10
1:00 TTh	11:00- 1:00, Wednesday, December 15
2:00 MWF	8:00-10:00, Tuesday, December 14
2:00 TTh	8:00-10:00, Wednesday, December 15
3:00 MWF	11:00- 1:00, Wednesday, December 8
3:00 TTh	11:00- 1:00, Thursday, December 9
4:00 MWF	11:00- 1:00, Friday, December 10
4:00 TTh	11:00- 1:00, Monday, December 13

SPRING SEMESTER 1994

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays, 14 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays)

October 15, Friday	Last day for persons holding a bachelor's degree to apply for admission to Graduate School for the spring semester
December 10, Friday	Last day to pay or secure spring semester fees without penalty
January 6, Thursday	Schedules cancelled for all who have not paid fees by 4:00 p.m.
January 7, Friday	Registration and schedule changes
January 10, Monday	Classes begin; late registration; schedule changes
January 11, Tuesday	Last day for late registration and schedule changes
January 17, Monday	State Holiday (no classes)
January 18, Tuesday	Last day to apply for graduation in May 1994
February 21, Monday	Last day for undergraduate students to drop semester-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
March 6- 13 Sunday to Sunday	Spring recess
March 14, Monday	8:00 a.m. - Classes resume
March 28, Monday	Early registration for summer sessions and fall semester 1994 begins
April 1, Friday	State holiday (no classes)
April 4, Monday	Last day to remove incompletes given during fall semester 1993
April 5, Tuesday	Friday, April 1 makeup day (Classes which normally would have met on Friday, April 1, will meet on this day so that there will effectively be the same number of Tuesdays and Fridays as every other weekday during the semester.)
April 14, Thursday	Last day for graduate students to drop courses without grades.
April 15, Friday	Last day to submit theses to the Graduate School for spring graduation
April 26, Tuesday	Classes end
April 27, Wednesday	Reading day
April 28, Thursday	Regular exams begin
May 5, Thursday	4:00 p.m. - Exams for spring semester close
May 7, Saturday	Commencement

**EXAMINATION SCHEDULE
SPRING SEMESTER 1994**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (April 28 - May 4). Graduate courses meeting at night will hold their examination during their regular class time the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, April 24, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled for the hour during which the class begins (e.g., a 9:30-11:00 a.m. TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class.)

Common examinations will be held according to the following schedule:

French 1001,1003, Spanish 1001, German 1001	Thursday, April 28, 5:00-7:00 p.m.
Physics 1251,1261	Friday, April 29, 5:00-7:00 p.m.
French 1002, Spanish 1002,1003, German 1002	Saturday, April 30, 9:00-11:00 a.m.
Economics 1000,2113,2133	Saturday, April 31, 1:00-3:00 p.m.
Chemistry 1121,1151,1161,2621	Monday, May 2, 5:00-7:00 p.m.
Mathematics 1065	Tuesday, May 3, 5:00-7:00 p.m.
Chemistry 0150,1120,1150,1160,2620	Wednesday, May 4, 5:00-7:00 p.m.

Other examinations will be held on Thursday, April 28; Friday, April 29; Monday, May 2; Tuesday, May 3; Wednesday, May 4; and Thursday, May 5.

Times Class Regularly Meets	Time and Day of Examination
8:00 MWF	2:00- 4:00, Thursday, April 28
8:00 TTh	8:00-10:00, Thursday, May 5
9:00 MWF	2:00- 4:00, Monday, May 2
9:00 TTh	2:00- 4:00, Tuesday, May 3
10:00 MWF	2:00- 4:00, Wednesday, May 4
10:00 TTh	8:00-10:00, Thursday, April 28
11:00 MWF	2:00- 4:00, Thursday, May 5
11:00 TTh	8:00-10:00, Friday, April 29
12:00 MWF	8:00-10:00, Monday, May 2
12:00 TTh	8:00-10:00, Tuesday, May 3
1:00 MWF	8:00-10:00, Wednesday, May 4
1:00 TTh	2:00- 4:00, Friday, April 29
2:00 MWF	11:00- 1:00, Thursday, April 28
2:00 TTh	11:00- 1:00, Friday, April 29
3:00 MWF	11:00- 1:00, Monday, May 2
3:00 TTh	11:00- 1:00, Tuesday, May 3
4:00 MWF	11:00- 1:00, Wednesday, May 4
4:00 TTh	11:00- 1:00, Thursday, May 5

TEACHING EFFECTIVENESS COMMITTEE RECOMMENDATION

Having examined a variety of forms designed to evaluate teaching, the Teaching Effectiveness Committee recommends that prior to changing to another form, the University compares the results obtained with our current form with the results obtained using a commercially produced form. To this end, the Teaching Effectiveness Committee offers the following motion as a recommendation to the Chancellor:

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?

RESOLUTION CONCERNING THE STUDENT GOVERNMENT ASSOCIATION

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;

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

FACULTY SENATE OFFICE SACS SELF-STUDY

1. INSTITUTIONAL PURPOSE (#'s 6,7,9,11,13)

Part One: The University's Mission Statement has recently undergone extensive review and revision. A faculty committee created the first draft. Subsequent revisions were part of the university's strategic planning effort which had extensive faculty input. The Faculty Senate heard regular reports on the progress of the planning efforts and endorsed the strategic plan, including the proposed University Mission Statement in Fall, 1990. The Educational Policies and Planning Committee, a Faculty Senate Committee with representation from the Graduate Council is charged with advising the Chancellor in regard to planning and will monitor the implementation of the strategic plan. In effect this constitutes a continuing review of the University Mission. A number of committees of the Faculty Senate and the Faculty Senate itself constantly study and make recommendations on matters concerning various aspects of the University Mission Statement. The full statement of the role of the Faculty Senate is in its Constitution and By-Laws (Appendix A of the Faculty Manual).

Part Two: Not applicable

Part Three: Not applicable

2. INSTITUTIONAL EFFECTIVENESS

2.1 Planning and Evaluation (#'s 19, 20, 23, 24)

Part One: The Faculty Senate in Spring 1990, created the Ad Hoc Committee to Evaluate Faculty Governance. The committee membership consists of the highest academic administrators, past chairs of the faculty, and additional members ensuring all academic areas are represented. Their carte-blanche charge involves evaluating faculty governance, successes and problems, as it exists at ECU. Some recommendations are to be presented to the Faculty Senate in January, 1991. Their final report is due in March, 1991. In regard to planning, the Educational Policies and Planning Committee is charged with advising the Chancellor on "the educational policies and organizations, goals, standards, procedures, and resources of ECU." The Committee also advises the Chancellor on "long-range planning of academic programs." In the area of administrator evaluations the Faculty Senate has appointed an Ad Hoc Committee to advise. This Committee is expected to report during this academic year. The Research/Creative Activity Committee, in addition to making recommendations for internal funding of research/creative activity proposals, "proposes other activities which would improve and promote research." No committee of the Faculty Senate is charged explicitly with matters involving public service. However, it is well within the charges of a number of committee and the Faculty Senate itself, to consider matters involving public service. Recommendations concerning these matters will be considered by the Faculty Senate this Spring. Some of the recommendations could be implemented immediately following approval of the Senate and the Chancellor; others, involving code documents, may take some time for implement.

Part Two: Not applicable

Part Three: Not applicable

3. EDUCATIONAL PROGRAM (#'s 33-35)

Part One: The charge of the Curriculum Committee requires it to oversee the policies and procedures developed by the committee and approved by the Faculty Senate relative to admission to programs and curricular requirements. The form used to present to the committee new degree and new courses request information about instructional procedures and the quality of student work required. In some cases approval of innovative instructional delivery systems used is for a trial period, with the department or school involved requested to report the results and request final approval.

FACULTY SENATE OFFICE SACS SELF-STUDY (continued)

Part Two: Not applicable

Part Three: Not applicable

3.1 Undergraduate Program

3.1.1 Undergraduate Admissions (#'s 39, 40, 42, 43)

Part One: The Admissions Committee as charged by the Faculty Senate oversees the admission policies. The committee works with and advises the Admissions Office, develops quantitative and qualitative requirements and coordinates all of the undergraduate admissions policies and procedures. The Faculty Senate approved a new charge for the committee in 1990-1991 which should improve the admissions concerns.

Part Two: Not applicable

Part Three: Not applicable

3.1.1 Undergraduate Admissions (#'s 49-53)

Part One: The Credits Committee addresses the conditions governing the granting of credit based on exams, experience and the like.

Part Two: Documentation and evaluation of such learning probably need to be improved.

Part Three: The Committee will be asked to study the documentation and evaluation procedures to determine better procedures.

3.1.1 Undergraduate Admissions (# 58)

Part One: The Faculty Senate receives reports from the Admissions Office and makes recommendations as to SAT scores and high school courses to be required for admission.

Part Two: Not applicable

Part Three: Not applicable

3.1.3 Undergraduate Curriculum (#'s 64, 66)

Part One: The Curriculum Committee sees that the degree requirements and course descriptions are turned into the Catalogue Editor accurately after they have been reviewed and approved by the Faculty Senate and the Chancellor. The Chancellor routes to the Board of Trustees and the Board of Governors any proposals needing their approval.

Part Two: Not applicable

Part Three: Not applicable

3.1.3 Undergraduate Curriculum (#'s 70-72)

Part One: During the last two years, the Educational Policies and Planning Committee has undertaken a careful study of the academic process by which degree programs are approved. During the Fall of 1990, revisions were recommended to the Faculty Senate. The Faculty Senate debated the revisions and recommended their approval to the Chancellor. The Chancellor approved the revised academic process of developing new degree programs. A detailed description of both the academic and administrative procedures for proposing new degree programs has been prepared for the Faculty Manual. This procedure calls for review and/or approval by the University Curriculum Committee, the Educational Policies and Planning Committee, and the Faculty Senate. All modifications in courses, programs, or degree requirements must be reviewed and approved by the University Curriculum Committee and the Faculty Senate. The Educational Policies and Planning Committee and the Faculty Senate are consulted regularly concerning strategic planning. The

FACULTY SENATE OFFICE SACS SELF-STUDY (continued)

Strategic Planning Process is the major process for coordination of programmatic and curricular changes. Strategic Planning recommendations are submitted to the appropriate Faculty Senate committee.

Part Two: The process for deleting programs is unclear and should be considered. The Strategic Planning Process is new and being implemented for the first time. Careful consideration will need to be given to how this planning process will be integrated into existing administrative and governance structures.

Part Three: These issues are being considered by the Committee on Committees, Curriculum Committee, and the Educational Policies and Planning Committee.

3.1.3 Undergraduate Curriculum (#'s 73-78)

Part One: The Curriculum Committee oversees all curriculum proposals for the undergraduate program and in doing so tries to minimize duplication of courses and the proliferation of course offerings and degree programs by inquiring about the number of students who will be served and the availability of qualified faculty to offer these degrees. The General College Committee and the Curriculum Committee oversee the basic core of general studies courses in all degree programs and publishes them in the Catalogue. Once published we see that there is at least one course from the three areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/math.

Part Two: We need to improve the evaluation of existing programs for quality and need.

Part Three: The Curriculum Committee should periodically evaluate existing programs and make recommendations to the appropriate officials.

3.1.3 Undergraduate Curriculum (#'s 79, 80)

Part One: The basic core is reviewed periodically by the General College Committee and the University Curriculum Committee. Whenever these committees agree that a weakness exists, recommendations are sent to the Faculty Senate. Recently, for example, a joint effort by several committees identified a need to improve the quality of writing among our undergraduates. After discussion in the Faculty Senate, an Ad Hoc Committee to study and recommend ways to improve writing skill was recommended by the Faculty Senate and established. The Faculty Computer Committee reviews the campus computer situations and makes recommendations to the Faculty Senate and to appropriate administrative committees.

Part Two: Not applicable

Part Three: Not applicable

3.1.3 Undergraduate Curriculum (#84)

Part One: Efforts are made by the Curriculum Committee to, whenever possible, encourage the inclusion of room for electives outside the student's area of specialization.

Part Two: Not applicable

Part Three: Not applicable

FACULTY SENATE OFFICE SACS SELF-STUDY (continued)

3.1.4 Undergraduate Instruction (#'s 89, 93, 96)

Part One: The Faculty Senate gives considerable attention to the quality of undergraduate instruction and shall reconsider current methods of evaluating instruction as specified below. The University's goal to strengthen the commitment to excellence in teaching (Goal #2 in University Directions) includes the explicit mandate to implement valid assessment of teaching effectiveness. Further, the charge to the Faculty Senate Teaching Effectiveness Committee directs the Committee to oversee development and implementation of procedures for evaluating teaching. The Committee's Student Opinion of Teaching Effectiveness survey form, which was approved by the Faculty Senate is currently used as one measure of teaching effectiveness. The Committee on several occasions recently reminded faculty members and unit administrators regarding the appropriate use of the student opinion survey, and has reminded faculty members and unit administrators that the Faculty Senate recommends that in addition to the survey units employ other methods to evaluate teaching. The Committee is preparing to run a test comparing a new, professionally prepared survey form against our current form and is preparing to provide all unit administrators with guidelines for employing additional methods of evaluating teaching effectiveness. Each year the Committee conducts a teaching effectiveness workshop, and reports the workshop's results to the Faculty Senate. The Committee is working to insure that when a faculty development center is created, it will address teaching and curriculum development as well as other university goals. The Committee is working to insure that each faculty member's teaching effectiveness and success in curriculum development counts towards release time, merit pay, promotion, and tenure. The Committee provides means for instructors to video tape their classes and means for evaluating the results. The Committee reviews the University's strategic plans and unit implementation plans making recommendations as necessary to enhance teaching effectiveness and faculty development at ECU. The Committee sets the criteria for the annual undergraduate teaching awards, and the Committee Chair serves on the Teaching Award Committee.

Part Two: Questions 93 and 96 contain objectives which the Faculty Senate should address more fully.

Part Three: In the Spring Semester of 1991, the Teaching Effectiveness Committee shall recommend that in the Fall of 1991 a comparison test be conducted between a new, professionally prepared evaluation form and our current form. In the Spring of 1991, the Committee shall provide guidelines to unit administrators describing other methods for evaluating teaching effectiveness. In the Fall of 1991, the Committee shall survey unit administrators to find out what methods they plan to use to evaluate teaching during the 1991-1992 terms, and shall report its findings to the Faculty Senate at the Senate's December, 1991, meeting. In September of 1991, the Committee shall inform all faculty members of the appropriate uses of the survey form, and of the other methods of evaluating teaching recommended by the Committee.

3.3 Continuing Education, Outreach, and Service Programs (#'s 145, 151)

Part One: All courses offered for academic credit by Continuing Education must be approved by the Curriculum Committee for the department whose area of content is involved. The Continuing Education Committee also is involved with these policies.

FACULTY SENATE OFFICE SACS SELF-STUDY (continued)

Part Two: Question 151 contains objectives which the Faculty Senate should address more fully.

Part Three: The Faculty Senate should instruct the Continuing Education Committee to evaluate all continuing education programs.

3.4.1 Selection of Faculty (#'s 152-153)

Part One: The regulations regarding the appointment of faculty are contained in Appendix D, Tenure Policies and Regulations of ECU, of the Faculty Manual. The Faculty Manual is distributed to all new faculty members and regularly updated. Specific procedures regarding recruitment may be contained in the individual unit codes of operation. A proposed complete revision of Appendix D is being prepared with a possible implementation date of Fall, 1992.

Part Two: Not applicable

Part Three: Not applicable

3.4.3 Faculty Compensation (#'s 181-183)

Part One: Policies and procedures governing faculty salaries are contained in Appendix C of the Faculty Manual. Further policies and procedures specific to units are contained in unit codes and supporting unit policy handbooks. The Faculty Welfare and Faculty Affairs Committees have charges which include these matters. The later committee can also act as a Grievance Committee to hear faculty complaints and make recommendations for possible redress of problems.

Part Two: Not applicable

Part Three: Not applicable

3.4.4 Academic Freedom and Professional Security (#'s 184-188)

Part One: The Faculty Manual, which is distributed to all faculty, contains a statement in support of academic freedom, all university-level policies concerning appointment, reappointment, tenure and promotion, and a clear description of how additional policies may be adopted by code units.

Part Two: Currently there seem to be some procedures adopted by various Deans and Vice Chancellors that are not in writing and have not been reviewed by any faculty body. For tenure track faculty, the only appeals are those based on violation of first amendment rights, discrimination or personal malice. For fixed term faculty, no appeals are allowed since they are "hired and fired with the same letter". For fixed term faculty, even a clear violation of academic freedom would not be grounds for appeal of a decision not to rehire. While the procedures for promotion and tenure are published, no appeals for procedural irregularities are allowed subsequent to the Chancellor's decision not to reappoint.

Part Three: The Faculty Governance Committee is revising Appendix D to include appeals for procedural irregularities. This should be completed before the next SACS review. The same committee has been assigned the task of reviewing some of the tenure and promotion policies that are currently being followed but are not in the University Code.

FACULTY SENATE OFFICE SACS SELF-STUDY (continued)

3.4.5 Professional Growth (#189)

Part One: The Teaching Grants Committee and Research/Creative Activity Committee provide stipends to faculty members so that they may continue their professional growth. The Teaching Grants Committee recommends funding of projects to improve teaching. The Research/Creative Activity Committee recommends funding of research proposals based on the merits of the proposals. The Teaching Effectiveness Committee conducts a teaching effectiveness workshop each year, and reports the workshop's results to the Faculty Senate. The Teaching Effectiveness Committee is working to develop a Faculty Development Center, and is working to ensure that when this Center is created, it will address teaching and curriculum development as well as other of the University's strategic goals. The Teaching Effectiveness Committee is working for release time for faculty development that aims to improve our faculty's teaching effectiveness and to improve our faculty's ability to develop curriculum effectively. The Committee is seeking means to provide additional incentive for faculty members who are trying to improve in these areas. Currently, the Committee provides means for instructors to video tape their classes and means for evaluating the results.

Part Two: Question 189 contains objectives which the Faculty Senate should address more fully.

Part Three: The Teaching Grants Committee and the Research/Creative Activity Committee work towards increasing the number of grants available for 1992-1993, and in April 1991, shall report its results to the Faculty Senate. In the Spring of 1991, the Teaching Effectiveness Committee shall report to the Faculty Senate regarding progress towards: creating a Faculty Development Center; release time for faculty development that aims to improve teaching effectiveness and curriculum development; rewarding faculty members for working to improve teaching effectiveness or working to improve curriculum.

3.4.6 The Role of the Faculty and Its Committees (#'s 191, 192)

Part One: The Constitution of the Faculty Senate (Appendix A of the Faculty Manual) states that the Senate "shall ratify, amend, or remand all matters of academic policy or faculty welfare which have been recommended by any standing or special committee of ECU or initiate any policies in such matters which it deems desirable". The University Curriculum Committee is charged with reviewing program/course policies, general education and teacher education requirements, and proposals regarding standards and requirements for admission and retention in degree programs. Individual unit codes of operation may further specify procedures for matters regarding improvement of educational programs and other academic matters.

Part Two: Not applicable

Part Three: Not applicable

3.4.7 Faculty Loads (# 195)

Part One: The Faculty Manual, which is distributed to all faculty, includes a policy statement on "External Professional Activities of Faculty and Other Professional Staff" (Appendix Q). This policy states that external professional activities for pay should not be undertaken if they "interfere with the primary obligations of the individual to carry out all University duties and responsibilities in a timely and effective manner..." The Board of Governors has adopted a similar policy for elected political office. However, there is no general policy on faculty workloads.

FACULTY SENATE OFFICE SACS SELF-STUDY (continued)

Part Two: At present permission to engage in external professional activities only require approval of the Department Chair. In an era of tight budgets, the faculty member's temptation to take on external commitments to further one's career and the University's temptation to increase the work expected without increasing the resources available may become serious problems.

Part Three: It is currently not clear whether this is a problem. It should be carefully monitored by the Faculty Affairs Committee. If necessary, this committee should develop a formal policy for consideration. The Faculty Affairs Committee should consider whether requests to engage in external professional activities should be approved at the Vice Chancellor's level.

3.4.8 Criteria and Procedures for Evaluation (#'s 197-200)

Part One: Periodic evaluations of faculty members are clearly mandated in Appendix C, Personnel Policies and Procedures for the Faculty of ECU, of the Faculty Manual. The criteria used in annual evaluations (by the unit administrator) must be approved by the unit and by the appropriate vice chancellor and shall be based on assigned duties and responsibilities. Evaluations leading to professional advancement are governed by regulations given in Appendix C. With the approval of the appropriate vice chancellor specific regulations may vary from unit to unit. Each new faculty member receives a copy of the Faculty Manual. The unit administrator is charged with assisting with "the orientation of new faculty members" and leading the faculty "in promotion professional growth." (Faculty Manual, Page 4) The annual evaluation of faculty members is used in the determination of annual salary increments.

Part Two: Not applicable

Part Three: Not applicable

4. EDUCATIONAL SUPPORT SERVICES

4.1 Library ('s 226, 228)

Part One: The Libraries Committee reviews matters pertaining to the University Libraries in regards to setting priorities for acquiring materials and establishing services with the needs of the users in mind, and with regard to ensuring the libraries are meeting the needs of their users and supporting the programs and purposes of the University. The Committee report its findings to the Faculty Senate, and the Senate makes its recommendations to the Chancellor. Directors of the University Libraries inform the Faculty Senate of developments in these areas, and respond to questions from the Senate.

Part Two: Question 228 contains an objective the Faculty Senate should address more fully.

Part Three: In the Fall of 1991, the Libraries Committee shall develop a procedure for monitoring the needs of the library's users and program needs, and for evaluating extent to which the libraries are successful in meeting these needs. The Committee shall report its findings to the Faculty Senate in the Spring of 1991.

FACULTY SENATE OFFICE SACS SELF-STUDY (continued)

4.3 Computer Resources and Services (#'s 261, 262)

Part One: The development of computer resources has been a major priority at ECU and the new computer fee will generate funds to significantly improve the campus computing environment. The Faculty Computer Committee "serves as a resource of faculty opinion on computer services and policies". The Chair of the Faculty Computer Committee represents the faculty as a member of the Information Systems Advisory Committee.

Part Two: In the past with very limited funds, most funds needed to be directed to meet crucial problems. With the increased availability of computer funds not to solve pressing problems but to enhance the environment, the limited level of faculty involvement may become a problem.

Part Three: The Faculty Computer Committee should carefully monitor the changing situation and develop recommendations for any necessary policy changes.

4.4.2.1 Academic Advising, Counseling, and Career Development (# 281)

Part One: Goal 1.f of Strategies for Distinction recognizes the need for the development and enhancement of academic advising. The General College Committee of the Faculty Senate is charged with making recommendation regarding "the functioning of the General College, and the advising done in it".

Part Two: Question 281 contains a standard which we should address more fully.

Part Three: The question of academic advising is in the process of being addressed in the Operational Planning stage of our ongoing strategic planning effort. The Faculty Senate and its committees are ready to address any recommendations forthcoming.

4.4.2.6 Student Financial Aid (#'s 300-302)

Part One: The Faculty Senate Student Scholarships and Financial Aid Committee is charged developing policy for all non-athletic scholarships on campus. The Financial Aid Office has an ex-officio member on the committee to help keep the committee informed as to the work done with respect to Work-Study, Pell Grants, and other such grants to students.

Part Two: Questions 300-302 contain objectives which need to be addressed more fully.

Part Three: An administrative scholarship committee has been appointed whose charge is to develop procedures and regulations for administration of scholarships in accordance with established policies and serve as final authority of all non-athletic scholarships funded through Special Funds Office, ECU Foundation, or ECU Theatre Foundation. This committee will address the problem of seeing that all scholarships available are made known to the persons responsible for awarding them. The Faculty Senate Committee should be certain that these procedures and regulations are in accordance with the established policies and that the final authority is fair.

FACULTY SENATE OFFICE SACS SELF-STUDY (continued)

4.5 Intercollegiate Athletics (#'s 307, 308, 312)

Part One: Last year, the Faculty Senate considered and suggested revision in the charge of the University Athletic Committee. A majority of the voting members of this Committee are not faculty members. Further a faculty subcommittee is charged with evaluating the academic progress of the athletes and reporting to the Faculty Senate. All exceptions to the admission requirements must be approved by the Admissions and Recruitment Committee which is elected by the Faculty Senate.

Part Two: Not applicable

Part Three: Not applicable

5. ADMINISTRATIVE PROCESSES (#'s 314-318)

5.1 Organization and Administration

Part One: The Chancellor serves as the chief executive officer of ECU. His duties and responsibilities and those of the Board of Trustees are detailed in the Code of the University of North Carolina. Administrative responsibilities are delegated by him to the administrative organization. The principles of shared governance, as mandated in the Faculty Manual, unit codes of operation, and committee charges, provides a "checks and balances" system by which any matter which concerns academic or faculty welfare matters are considered by representative faculty. The appointment of administrators, except for the Chancellor and Vice Chancellors and certain of their staff, is regulated by the ECU Code (Appendix L of the Faculty Manual). The effectiveness of administrators is evaluated annually by an anonymous survey of faculty in their respective areas. An Ad Hoc Committee is presently studying possible improvements in this evaluation.

Part Two: Question 318 contains a standard which we should address more fully.

Part Three: The Ad Hoc Committee on Administrator Evaluation is expected to report to the Faculty Senate this academic year.

5.3.2 Budget Planning (#353)

Part One: According to its charge, the Educational Policies and Planning Committee "annually reviews with the Chancellor and the Vice Chancellor for Academic Affairs, the proposed budget of the University prior to its submission to the General Administration". This mandate has not been followed in any systematic way in the past. However, the current administration has expressed its willingness to develop a procedure for including the committee in the budget process.

Part Two: The approved process of including faculty advice on budget matters has not been followed.

Part Three: The Educational Policies and Planning Committee is working with the Chancellor and Vice Chancellor for Academic Affairs to see that the procedure is implemented. All parties seem to be committed to developing an effective procedure for normalizing this part of the committee's charge.