

EAST CAROLINA UNIVERSITY

FACULTY SENATE

1991-1992 ANNUAL REPORT

JUNE 30, 1992

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SECTION I. REVIEW OF THE 1991/92 FACULTY SENATE

In 1991-1992, The Faculty Senate met eight times in regular session, five times in special session, and once in organizational session. Resolutions approved by the Faculty Senate during the year are listed in Section II of this report. Those resolutions deal with, in part, sexual and racial harassment policies and grievance procedures, the status of the Counseling Center as a code unit, administrator evaluations, peer evaluation of teaching, proposed changes in the state health insurance program, creation of an Honors Program Committee, faculty authored computer programs or software, a clean air policy, a revised code for the School of Education, revised procedures for resolving faculty grievances, revision of Appendix D, and revision of Appendix L.

Major accomplishments of the Faculty Senate during the 1991-1992 academic year include the approval of revisions to a number of central University policies: Appendix L, East Carolina University Code; Appendix D, University Tenure Policies and Regulations; and Appendix V, ECU Policy on Sexual Harassment, Discrimination and Conflicts of Interest. The Faculty Senate also approved two new University policies: Appendix W, ECU Racial and Ethnic Harassment Policy, and Appendix X, Grievance Procedures for Complaints of Sexual or Racial Harassment, Discrimination or Conflicts of Interest.

The Faculty Governance Committee conducted public hearings on Appendix D in September, 1991 and submitted a major revision of Appendix D to the Faculty Senate for its action in January, 1992. Faculty Senate approval of a revised Appendix D was achieved in April, 1992 after careful section by section consideration of the document over eight meetings. This action is the culmination of a major effort by the Faculty Senate and the Faculty Governance Committee.

As noted in Sections III and V of this report, University Academic and Faculty Senate Committees were diligent and effective in their pursuit of a variety of matters of major importance for East Carolina University. These committees made thirty-eight reports to the Faculty Senate during the 1991-1992 academic year.

SECTION II. INDEX OF 1991/92 FACULTY SENATE RESOLUTIONS

- 91-32 September 10, 1991
Revised Appendix V: ECU Sexual Harassment, Discrimination, and Conflicts of Interest Policies (Amendment made to this on December 3, 1991, Resolution #91-49).
- 91-33 September 10, 1991
Quadrennial Unit Program Evaluations
- 91-34 October 8, 1991
Change in the Committee on Committees' nomination procedures
- 91-35 October 8, 1991
University Curriculum Committee minutes of September 12, 1991
- 91-36 October 8, 1991
Appendix W: ECU Racial and Ethnic Harassment Policies
- 91-37 November 12, 1991
Elimination of the Counseling Center as a code unit
- 91-38 November 12, 1991
Fall 1991 Graduation Roster
- 91-39 November 12, 1991
Teaching Grants Committee Proposal, Application, and Evaluation Forms

- 91-40 November 12, 1991
Statement of Principles and Procedures for Evaluating Administrators
(Amendment made to this on December 3, 1991, Resolution #91-52)
- 91-41 November 12, 1991
University Curriculum Committee minutes of September 26, 1991, and
October 24, 1991
- 91-42 November 12, 1991
Research/Creative Activity Committee Proposal, Application, and
Evaluation Forms
- 91-43 November 12, 1991
Item #24 on the Student Opinion Survey
- 91-44 December 3, 1991
1992-1993 Agenda Committee and Faculty Senate Meeting Dates
- 91-45 December 3, 1991
Recommended changes to Academic Committees' Charges
- 91-46 December 3, 1991
University Curriculum Committee minutes of November 14, 1991, and
November 21, 1991, excluding COMM 2510 and COMM 2520
- 91-47 December 3, 1991
Principles to be included in the next revision of Appendix L
- 91-48 December 3, 1991
Entire East Carolina University Budget for review
- 91-49 December 3, 1991
Revised Appendix V: ECU Sexual Harassment, Discrimination, and Conflicts of Interest
Policies, Section V. (Originally approved on March 19, 1991 Resolution #91-20 and
amended on September 10, 1991, Resolution #91-32.)
- 91-50 December 3, 1991
Endorsement of the N.C. State Employee Assistance Program
- 91-51 December 3, 1991
Issue of Peer Evaluations referred back to the Teaching Effectiveness
Committee
- 91-52 December 3, 1991
Amendment to the Statement of Principles and Procedures for Administrative Evaluations
- 91-53 December 3, 1991
General College Committee's participation in reviewing courses that involve general
education requirements
- 91-54 December 3, 1991
Communications 2510 and Communications 2520 referred back to the Curriculum Committee
- 92-1 January 21, 1992
Appendix X: Grievance Procedures
- 92-2 January 21, 1992
University Curriculum Committee minutes of December 12, 1991

- 92-3 January 21, 1992
Dissolving of the Counseling Center Unit Code
- 92-4 January 21, 1992
Peer Review Process
- 92-5 January 21, 1992
Dropping Courses
- 92-6 January 28, 1992
Health Care Insurance Plan
- 92-7 February 18, 1992
University Curriculum Committee minutes of January 23, 1992.
- 92-8 March 17, 1992
Spring 1992 Graduation Roster
- 92-9 March 17, 1992
Summer 1994, Fall 1994, and Spring 1995 University Calendars referred back to the
Calendar Committee for further study.
- 92-10 March 17, 1992
Honors Program Committee Charge
- 92-11 March 17, 1992
Policy Statement on Evaluating Faculty Authored Computer Programs or Software
- 92-12 March 17, 1992
Clean Air Policy
- 92-13 March 17, 1992
Revised School of Education Unit Code
- 92-14 March 31, 1992
Mail Ballot Waiver for the School of Medicine
- 92-15 March 31, 1992
Revisions to Appendix L: ECU Code, Sections C.1. and D.
- 92-16 April 14, 1992
Approval of Appendix D: Tenure Policies and Regulations of ECU, as amended
- 92-17 April 14, 1992
University Curriculum Committee minutes of March 26, 1992, which included the Writing
Across the Curriculum Proposal and the revision of the social sciences general
education requirements.
- 92-18 April 14, 1992
Revised Nonmatriculated Student Policy
- 92-19 April 14, 1992
Summer 1994, Fall 1994, Spring 1995 University Calendars
- 92-20 April 14, 1992
Revised Procedures for Resolving Faculty Grievances
- 92-21 April 14, 1992
Mission Statement for use in the UNC-GA's Long Range Planning, 1992-1997 Document

92-22 April 15, 1992

Faculty voluntarily open classes during Parents Day Weekend

SECTION III. 1991/92 ACADEMIC COMMITTEES' REVIEW

Admissions and Recruitment Committee

The Committee met 8 times during the year and made 1 presentation to the Faculty Senate (April 14, 1992). Officers were: James Holloway, Chair; Peggy Wood, Vice Chair; other committee members assisted with the secretarial duties. The Committee endorsed several proposed University policies including the Writing Across the Curriculum Program and Student Eligibility Standards. The Committee reviewed and approved an appeal to the admissions policy. The Committee discussed admissions criteria for persons holding Associate of Art and Science degrees. It requested that additional information on this be provided from the Division of Academic Affairs at the second meeting of the Fall semester. The Committee also requested that the Director of Admissions in the Fall present an overview of University plans and programs for recruiting high school seniors and transfer students.

Calendar Committee

The Committee met 3 times during the year and made 2 presentations to the Faculty Senate (March 17, 1992, and April 14, 1992). Officers were: James Tracy, Chair; Rebecca Brent, Vice Chair; Mary Boccaccio, Secretary. The Committee completed the University Calendars for Summer 1994, Fall 1994 and Spring 1995.

Career Education Committee

The Committee met 6 times during the year. Officers were: Leonard Lilley, Chair; Jim Pinkney, Vice Chair; Clifford Knight, Secretary. The Committee continued to provide information on careers through the Career Bulletin Board in the student store and again organized and sponsored a Majors/Minors Fair. Approximately 40 departments provided information and sent representatives who met informally with undergraduate students who were seeking information and advice about selecting their major/minor areas of study.

Continuing Education Committee

The Committee met 5 times during the year. Officers were: Margaret Stangoehr, Chair; Marilyn Steele, Vice Chair; Marty Schultz, Secretary. The Committee received reports on the Division's programs and activities and made recommendations to the Committee on Committees regarding changes in their Committee charge. The Committee plans to follow up on library support for off-campus instruction and on central coordination of non-credit continuing education activities on campus.

Course Drop Appeals Committee

The Committee met 11 times during the year. Officers were: Roberta Chodacki, Chair; Frances Daugherty, Secretary. This Committee met as an appellate body for students seeking to appeal a late drop denial by personnel of the Office of Undergraduate Studies or Division of Continuing Education. The Committee heard 36 appeals with 30 being denied, 5 granted and 1 remanded back to the Office of Undergraduate Studies.

Credits Committee

The Committee met 3 times during the year. Officers were: Bob Woodside, Chair, Said Said, Vice Chair; Sylvene Spickerman, Secretary. The Committee discussed and voted to recommend to the Faculty Senate in Fall 1992 that course load without approval of chairperson or dean be dropped from 18 semester hours to 17 semester hours. The Committee will distribute a memorandum to all deans, directors, chairs, and coordinators in the Fall in reference to their investigation of the possibility of a "drop charge" being established.

Curriculum Committee

The Committee met 10 times during the year and made 7 presentations to the Faculty Senate (October 8, 1992, November 12, 1991, December 3, 1991, January 21, 1992, February 18, 1992, March 17, 1992, April 14, 1992). Officers were: Bill Grossnickle, Chair; Gay Wilentz, Vice Chair; Martha Lapas, Secretary. The Committee reached an agreement with Diane Jacobs

Curriculum Committee (continued)

(Dean of the Graduate School), Steve Tacker (Chair of the Graduate Curriculum Committee), and Ken Wilson (Chair of the Educational Policies and Planning Committee) on the nature of 5000-level courses and reported to and obtained agreement from the Faculty Senate on January 21, 1992. The Committee acted on 2 new majors, 4 concentrations, 2 minors, changed 40 degree requirements, changed 14 major/minor requirements, deleted 2 majors, deleted 3 concentrations, deleted 2 minors, added 98 courses, had 159 minor changes in courses, deleted 46 courses, removed 12 courses from the Curriculum Bank, placed 39 courses in the Curriculum Bank, changed General Education Social Science requirements, and approved the Writing Across the Curriculum program. The Committee again discussed and agreed that the first year of membership on the Committee is essentially an orientation period and that written procedures are not an adequate substitute for experience.

Educational Policies and Planning Committee

The Committee met 11 times during the year and made 3 presentations to the Faculty Senate (December 3, 1991, January 21, 1992, April 14, 1992). Officers were: Ken Wilson, Chair; James LeRoy Smith, Vice Chair/Secretary. The Committee continued work on the planning and budget processes, and considered a condensed Mission Statement for the Board of Governor's Long Range Plan. The Committee held hearings on the "decoding" of the Counseling Center and presented a resolution to the Faculty Senate offering maximum protection for the careers of the tenured faculty within the unit. The Committee met with the Chairs of the Graduate and Undergraduate Curriculum Committee to develop a statement on 5000 level courses. The Committee also met with the SACS visitation team and wrote a FIPSE grant that was not funded.

Faculty Affairs Committee

The Committee met 14 times during the year and made 5 presentations to the Faculty Senate (September 9, 1991, October 8, 1991, December 3, 1991, January 21, 1992, April 14, 1992). Officers were: Henry Ferrell, Chair; Pia Leahy, Secretary. The Committee reviewed and revised several University policies including the Racial and Ethnic Harassment Policy, Sexual Harassment Policy, Grievance Procedures for both policies, and Procedures for Resolving Faculty Grievances. The Committee also resolved a grievance in a mediation panel. The Committee plans to study the merit raise issue and continue working on grievance #91/92.0003 in the Fall.

Faculty Computer Committee

The Committee met 9 times during the year and made 2 presentations to the Faculty Senate (September 10, 1991 and March 17, 1992). Officers were: Karl Wuensch, Chair; Dorothy Clayton, Vice Chair, and Richard Kerns, Secretary. The Committee: 1) reviewed and commented on the academic computing budget, 2) completed revision of the Academic Computing Lab Policy, 3) investigated patterns of use of the IBM mainframe and explored alternatives for upgrading to meet future needs, and 4) expanded the Faculty Computer Workstation Program to include both desktop and laptop computers and to "recycle" computers previously awarded to faculty who have received new computers or who have left the University. The Committee reviewed and ranked 230 proposals in relation to the Faculty Computer Program.

Faculty Governance Committee

The Committee met 24 times during the year and made 3 presentations to the Faculty Senate (December 3, 1991, January 21, 1992, April 14, 1992). Officers were: Gene Hughes, Chair, Connie Kledaras, Vice Chair, Conner Atkeson, Secretary. The Committee successfully completed the revisions to Appendix D and Appendix L, which included hearings and presentation to the Faculty Senate. The Committee reported to the Chancellor and Vice Chancellor for Health Sciences regarding grievances by faculty members. The Committee also reported to the Chancellor regarding the hiring of the Director of Academic Library Services. The Committee will ask for a clearer definition of their charge from the Committee on Committees in the upcoming academic year in reference to hearing faculty appeals regarding governance issues. The Committee is charged with hearing a faculty appeal but has no authority to pursue the matter as a "hearing".

Faculty Welfare Committee

The Committee met 7 times during the year and made 2 presentations to the Faculty Senate (December 3, 1991 and March 17, 1992). Officers were: George Hamilton, Chair; Larry Hough, Vice Chair; Marsha Ironsmith, Secretary. The Committee responded to faculty members' letters and telephone calls about various issues related to faculty welfare. The Committee was an advocate for: 1) improved health/dental plan, 2) tuition-free education for faculty dependents, 3) expanded death benefits for retirees, 4) improved incentives for early faculty retirement, 5) more equitable summer-school faculty salary structure, and 6) elimination of scheduled pre-retirement conferences during Spring break which has occurred for 2 consecutive years.

General Education Committee

The Committee met 7 times during the year and made 1 presentation to the Faculty Senate (April 14, 1992). Officers were: Nancy Hobbs, Chair; Brenda Killingsworth, Vice Chair; Susan Smith and Melissa Nasea, Secretary. The Committee endorsed several University reports including the Writing Across the Curriculum Program, and the SACS: General Education Objectives and Assessment at ECU special report. The Committee discussed and approved several important resolutions regarding: 1) General Education Social Sciences requirements reduced from 13 s.h. to 12 s.h., 2) changes in course numbering and credit hours of INTL 2100, 2101, 2200, 2201, 2300, 2301, 2400, 2401, and 3) ASCL 2000 as meeting General Education Humanities requirements, contingent upon endorsement by the Department of English. The Committee concentrated much of their efforts on the determination of what ECU's general education goals were, assessment of those goals, and whether or not they were being achieved. The Committee will continue this study in the Fall and present their findings with any recommendations to the Faculty Senate.

Libraries Committee

The Committee met 2 times during the year. Officers were: Carmine Scavo, Chair; Joe Ciechalski, Vice Chair; Carlton Heckrotte, Secretary. Two issues dominated the Libraries Committee agenda during year: 1) proposed expansion of Joyner Library and 2) SACS site committee visit and review of library operations. In the Fall, the Committee will continue with its discussion and work with the expansion of the Joyner Library and will begin taking a more active role in the discussions of library policy.

Readmission Appeals Committee

The Committee met 5 times during the year. Officers were: Tom Evans, Chair; Ralph Scott, Vice Chair; John Childers, Secretary. The Committee heard 274 student appeals. In the Fall, the Committee will begin investigation of proposed changes in readmission policies designed to reduce the separation between fall semester and spring semester as instructed by Faculty Senate resolution #91-21.

Research/Creative Activity Committee

The Committee met 10 times during the year. Officers were: Tom Chenier, Chair; Elizabeth Knott, Secretary. The Committee reviewed 26 academic proposals and 59 summer stipend proposals and forwarded recommendations to the Vice Chancellor for Academic Affairs for further consideration. In the Fall, the Committee will continue its review of Appendix U: ECU Policy and Procedures on Ethics in Research and Creative Activity.

Student Retention Committee

The Committee met 7 times during the year. Officers were: Donald Joyner, Chair; Mike Cotter, Vice Chair; Alta Andrews, Secretary. The Committee continued discussion on a comprehensive retention plan for the University and developed an assessment tool for non-returning students. In the Fall, the Committee will continue to analyze results from the survey of non-returning students and try to coordinate blocking of courses for entering freshmen.

Student Scholarships, Fellowships, and Financial Aid Committee

The Committee met 2 times during the year. Officers were: Ruth Jones, Chair; Lilla Holsey, Vice Chair; Nancy Shires, Secretary. An Appeals Subcommittee heard appeals of students whose financial aid had been denied. The Committee made recommendations for the awarding of the Jenkins and Chevrolet Scholarships. The Committee studied the current financial aid situation and diversity of scholarships available on campus. The Committee will form a subcommittee in the fall to devise criteria for awarding future Chevrolet Scholarships.

Teaching Effectiveness Committee

The Committee met 9 times during the year and made 3 presentations to the Faculty Senate (November 12, 1991, December 3, 1992, January 21, 1992). Officers were: Margie Gallagher, Chair; Linda Mooney, Vice Chair; Reginald York, Secretary. The Committee successfully completed several important things during the academic year: 1) conducted a SIR/SOIS survey, 2) developed recommendations for Teaching Excellence Awards, 3) developed and presented to the Faculty Senate Guidelines for Peer Evaluation, 4) developed three Peer Evaluation Workshops to be held during the 1992/1993 academic year, and 5) co-sponsored a Computer Assisted Teaching Workshop.

Teaching Grants Committee

The Committee met 6 times during the year and made 1 presentation to the Faculty Senate (November 12, 1991). Officers were: Bob McCabe, Chair; Mary Schmidt, Secretary. The Committee made numerous modifications in the proposals' guidelines, primarily to reduce ambiguities, enhance proposal consistency, and to allow for more consistency in the rating process by committee members. The Committee also modified its proposal evaluation form. The Committee verified through the Faculty Senate that all full time faculty members were eligible to apply and receive these grants. The Committee reviewed 10 Project Expense proposals and 36 summer stipend proposals and forwarded recommendations to the Vice Chancellors for Academic Affairs and Health Sciences for further consideration. In the Fall, the Committee will be busy developing: 1) a "Proposal Completion Checklist" to aid each faculty member in turning in a completed proposal, 2) more specific criteria on what constitutes an appropriate proposal, and 3) separate application forms, guidelines, and instructions for the two different proposals.

Unit Code Screening Committee

The Committee met 3 times during the year and made 1 presentation to the Faculty Senate (March 3, 1992). Officers were: Don Sexauer, Chair; Artemis Kares, Vice Chair; Michael Bassman, Secretary. The Committee reviewed and approved the School of Education Unit Code of Operations. The Committee will begin discussion in the fall on the following codes of operations: Academic Library Services, Communications Department, School of Nursing, and Physics Department. To expedite review of revised unit codes, units considering code changes should be encouraged to obtain a list of current guidelines from the Committee.

SECTION IV. 1991/92 APPELLATE COMMITTEES' REVIEW

Hearing Committee

During the 1991-92 academic year, the Committee discussed one preliminary case with a decision not to hold a full hearing. Chair: James O. Smith

Due Process Committee

The Committee did not have an occasion to meet during the academic year.

Reconsideration Committee

The Committee did not have an occasion to meet during the academic year.

SECTION V. 1991/92 FACULTY SENATE COMMITTEES' REVIEW

Grants Committee

The Committee met 8 times during the year and made 1 presentation to the Faculty Senate (December 3, 1991). Chair: Conner Atkeson

Committee on Committees

The Committee met 8 times during the year and made 7 presentations to the Faculty Senate (September 10, 1991, October 8, 1991, December 3, 1991, January 21, 1992, February 25, 1992, March 17, 1992, April 15, 1992). Officers were: Doug McMillan, Chair; Bob Woodside, Vice Chair; Caroline Ayers, Secretary. The Committee successfully nominated members as required for all academic, appellate, and senate committees, proposed establishment of and nominated members for the Honors Program Committee, revised the procedures for nominations to the academic, appellate, and senate committees, and recommended to the Faculty Senate several revisions to committee charges.

SECTION VI. PREVIEW OF THE 1992/93 FACULTY SENATE

1991-1992 may have been a record year for Faculty Senate meetings, with five lengthy special sessions devoted to consideration of revisions to Appendix D. With Faculty Senate approval of a revised Appendix D, 1992-1993 may not bring quite as heavy a workload, but there will, once again, be many important issues for the Faculty Senate to consider. Among the issues likely to come before the Faculty Senate in 1992-1993 are:

1. Review of the progress of Appendix D through administrative channels (Chancellor, Board of Trustees, Board of Governors).
2. Consideration of changes to unit codes to conform to the new Appendix D.
3. Report and recommendations of the Ad Hoc Committee to Review Administrative Evaluations.
4. Report and recommendations of the Ad Hoc Committee to Review Section V. of the Undergraduate Catalog.
5. Review of planning for new degree programs approved by the UNC General Administration.
6. Revisions to the University Strategic Plan.
7. Review of the integration of the strategic planning and budget processes.
8. Proposed procedures for dissolving or changing the status of code units.

I look forward to working with the Faculty Senate on these and other issues in the coming year.

John C. Moskop, Ph.D.
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