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FULL AGENDAS WITH ATTACHMENTS ARE DISTRIBUTED TO ACADEMIC ADMINISTRATORS, SENATORS, ALTERNATES, CHAIRS OF ACADEMIC COMMITTEES, AND AVAILABLE ELECTRONICALLY THROUGH FSONLINE.

EAST CAROLINA UNIVERSITY
FACULTY SENATE **FULL AGENDA**

The fourth regular meeting of the Faculty Senate for academic year 1992/1993 will be held on **Tuesday, December 1, 1992**, at 2:10 in the Mendenhall Student Center, Room #244. **Please note change in room location.**

- I. Call to Order
- II. Approval of Minutes of November 3, 1992.
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellors' Reports
 - E. Ken Wilson, Faculty Assembly Report
November 20, 1992, meeting
- IV. Unfinished Business
- V. Report of Committees
 - A. Agenda Committee, Conner Atkeson
1993-1994 Proposed Agenda and Faculty Senate Meeting Dates
(attachment 1).
 - B. Committee on Committees, Caroline Ayers
First Reading of proposed changes to the following Academic Committee Charges:
 - 1. Faculty Computer Committee (attachment 2)
 - 2. Research/Creative Activity Committee (attachment 3)
 - 3. Teaching Grants Committee (attachment 4)
 - C. Curriculum Committee, Bill Grossnickle
 - 1. Curriculum matters contained in the October 22, 1992, meeting.
 - 2. Curriculum matters contained in the November 12, 1992, meeting including:
 - a. Change in BS Biology
 - b. New Classical Studies Minor
 - c. Revise BSBE
 - d. Change in BS Home Ec Education
 - e. Change in Industrial and Technical Education
 - D. Educational Policies and Planning Committee, Jim Smith
Strategic Planning Guidelines (Faculty Senators and Alternates will receive the report in its entirety. Others may review it by way of their department/school Senators and Alternates or in the Faculty Senate office.) (attachment 5)

- E. Faculty Affairs Committee, Henry Ferrell
Recommended addition to recently revised Appendix D, Tenure Policies and Regulations of East Carolina University, regarding the function of the Grievance Committee. (attachment 6)
- F. Readmission Appeals Committee, Ralph Scott
Recommendation concerning Faculty Senate Resolution #91-21, Reducing the Separation Between Fall and Spring Semesters.
- G. Ad Hoc Committee to Review Administrative Evaluations, Linda Allred
Progress Report on Faculty Senate Resolution #91-52.

January 10, 1994	Classes Begin
January 17, 1994	State Holiday
March 6-13, 1994	Spring Break
April 1, 1994	State Holiday
April 26, 1994	Classes End
April 27, 1994	Reading Day
April 28-May 5, 1994	Exams

Faculty Senate will meet:

September 14, 1993
October 19, 1993
November 9, 1993
December 7, 1993
January 25, 1994
February 22, 1994
March 29, 1994
April 19, 1994

April 20, 1994, Organizational Meeting

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COMMITTEE ON COMMITTEES REPORT
First Reading of Proposed Changes to Charge
(Revisions are noted in bold.)

FACULTY COMPUTER COMMITTEE CHARGE

1. Name: Faculty Computer Committee

2. Membership:

9 faculty members, at least 6 of whom are from academic units that are bona fide users of the University computation facilities, and 1 student member. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Director of Computing and Information Systems, **and the Manager of Academic Computing**, or their appointed representatives.

3. Quorum: 5 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Faculty Computer Committee serves as a resource of faculty opinion on computer services and policies. The Committee interprets the problems and policies of the Computing and Information Systems to the faculty and brings faculty opinions and needs to the Computing and Information Systems' staff. The Chair of the Faculty Computer Committee represents the faculty as a member of the Information Systems Advisory Committee. The Committee determines adequacy of computer resources in planning for new degree programs.

Members of the Faculty Computer Committee are permitted to submit proposals to the Faculty Microcomputer Program for the committee's consideration. No member of the committee may rate or vote on any proposal from his or her own academic unit or on any other proposal for which, in the judgment of the committee, there exists substantial conflict of interest. If the proposal of a committee member is to be discussed during a meeting of the committee, that member will be asked to leave the room during such discussion.

B. To Whom The Committee Reports:

The Committee reports to the Faculty Senate. It reports on adequacy of computer resources in planning new degree programs to the Educational Policies and Planning Committee.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate as often as necessary, but at least once a year.

D. Power of the Committee to Act:

The Committee is empowered to make recommendations to the Faculty Senate in curriculum matters as described in 4.A.

First Reading of Proposed Change to Charge
(Revision is noted in bold.)

RESEARCH/CREATIVE ACTIVITY COMMITTEE CHARGE

1. Name: Research/Creative Activity Committee
2. Membership:
12 faculty members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Associate Vice Chancellor for Research/Dean of the Graduate School, the Director of Sponsored Programs, and the Vice Chancellor for Academic Affairs, or their appointed representatives.

The membership of the Committee shall be as follows: 6 from the College of Arts and Sciences with two each from Humanities, Social Sciences and the Sciences/Math and 6 from the Professional Schools and other academic units with no more than 1 from each professional school. Each member shall have demonstrated scholarly accomplishment in the pursuit of creativity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.

3. Quorum: 8 elected faculty members exclusive of ex-officio.
4. A. Committee Functions:
The Research/Creative Activity Committee recommends funding of research proposals based on the merits of the proposals. With the advice of its ex-officio members, the Committee develops and presents to the Faculty Senate for its approval policies and procedures for application by individual faculty, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients. The Committee proposes other activities which would improve and promote research. It recommends to the Vice Chancellor for Academic Affairs recipients of awards during the academic year and outside the normal academic year.

Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. A member of the committee shall leave the room when his or her proposal is being considered by the committee.

B. To Whom The Committee Reports:

The Committee makes its recommendation of policies and procedures governing funding of grants to the Faculty Senate for its approval.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate within four weeks of its decision the number of grant applications received and the number recommended for funding including the name of the nominee, the department or school, grant title and the dollar amount of the grant.

D. Power Of The Committee To Act:

The Committee is empowered to recommend to the Vice Chancellor for Academic Affairs both nominees for grant funding and activities which would improve and promote research.

COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Change to Charge
(Revision is noted in bold.)

TEACHING GRANTS COMMITTEE CHARGE

1. Name: Teaching Grants Committee

2. Membership:

12 faculty members. Ex-officio member (with vote): The Chair of the Faculty. Ex-officio members (without vote but with all other parliamentary privileges): The Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor of Institutional Advancement and Planning, or their appointed representatives.

The membership of the Committee shall be as follows: 6 from the College of Arts and Sciences with 2 each from Humanities, Social Sciences, and Sciences/Math; and 6 from the professional schools and other academic units with not more than 1 from each professional school.

3. Quorum: 8 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Teaching Grants Committee recommends funding of projects to improve teaching. The Committee shall develop procedures for application by individual faculty, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients. It shall recommend to the Vice Chancellor for Academic Affairs recipients of awards during the academic year and outside the normal academic year.

Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. A member of the committee shall leave the room when his or her proposal is being considered by the committee.

B. To Whom The Committee Reports:

The Committee makes recommendations concerning policies and procedures governing funding of grants to the Faculty Senate for its approval.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate within four weeks of its decision the number of grant applications received and the number recommended for funding including the name of the nominee, the department or school, grant title, and the dollar amount of the grant.

D. Power Of The Committee To Act:

The Committee is empowered to recommend to the Vice Chancellor for Academic Affairs both nominees for grant funding and activities which would improve and promote teaching.



EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

November 16, 1992

Faculty Senate
140 Rawl Annex

919-757-6537
FSLEE@ECUVM1

TO: Faculty Senate Officers and Faculty Senators

FROM: James LeRoy Smith, 1992-93 Chair
Educational Policies and Planning Committee

Attached is information relating to the 1992-93 phases of the University's strategic planning process.

As you can see, an advisory committee on strategic planning has been formed to advise the Chancellor. As that committee proceeds to frame recommended guidelines for 1993-94, drafts will be distributed to EPPC and EPPC will report regularly to the Senate.

Please forward any questions or comments to me at 6121 or PROFS: PYSMITH.

cc: Chancellor Eakin
Vice Chancellors
Bob Thompson, Acting Director, PIR



Office of the Chancellor
103 Spilman

919-757-6212

MEMORANDUM

TO: Planning Unit Administrators

FROM: Richard R. Eakin *Richard R. Eakin*

DATE: November 5, 1992

RE: The Biennial Review of the Strategic Planning Process

As my memorandum of October 28th noted, we have begun the biennial review of the Strategic Planning process for 1993-1995. The draft guidelines which accompanied that memorandum have generated several useful suggestions. Please consider the draft guidelines as now official. The only substantive change worth reissuing is Attachment 3, 1992-1993 Calendar for the University Planning Process. The other comments which have been received will be incorporated into the revision process as we proceed.

Thanks for your comments!

ADVISORY COMMITTEE ON STRATEGIC PLANNING

Membership List

1992-1993

Dr. James L. Smith, Philosophy, Chair

Dr. Paul Alston, Allied Health

Mr. William Baggett, Board of Trustees

Dr. Edwin Bell, Education

Dr. Carson Bays, Economics

Mr. Donald Boldt, Business

Mr. Layton Getsinger, Business Affairs

Ms. Wanda James, Admissions

Ms. Courtney Jones, S.G.A.

Dr. James Joyce, Physics

Ms. Joanne Kollar, University Publications

Dr. Therese Lawler, Nursing

Mr. Don Leggett, Institutional Advancement

Dr. Keats Sparrow, Arts & Sciences

Ms. Rose Mary Stelma, Financial Aid

Dr. Malcolm Tait, Music

Dr. Gary Vanderpool, Health Sciences

Dr. Robert J. Thompson, PIR, ex officio

ADVISORY COMMITTEE ON STRATEGIC PLANNING

Membership: The members of this committee are chosen by the Chancellor. The initial terms of membership will vary between one and two years. Thereafter individuals will be asked to serve for two-year terms. The chair of the committee will be selected by the Chancellor. The director of planning and institutional research shall serve as the ex officio representative of the Chancellor.

Responsibilities: The primary responsibility of this committee is to advise the Chancellor on the university's strategic planning process. As such, this committee is charged specifically, but not exclusively, with:

1. recommending the guidelines for the university community as it prepares to review the progress made thus far on the strategic plan and to revise the operational goals and priorities for action for the 1993-1995 academic years.
2. reviewing the appropriate sections of the Annual Unit Progress Reports from the various university planning units and sub-units, and advising the Chancellor on the university's progress in meeting our strategic planning goals.
3. providing overall advice and direction to the university's strategic planning process, including preparation for the next full cycle of strategic planning.

THE UNIVERSITY PLANNING PROCESS: 1992-93

INTRODUCTION

The strategic and operational planning process, begun in 1988 and now in the third year of the first five year cycle, has brought significant accomplishments. For the first time at East Carolina, a comprehensive planning framework has been linked with budget processes. The Reaffirmation Committee from the Southern Association of Colleges and Schools has commended the university for its seriousness in seeking to improve educational quality and public accountability through planning efforts. Such activity is the focal point of SACS' evaluation of institutional effectiveness. During 1992-93, planning activities will include refinement of operational planning, review along with possible revision of planning unit priorities for action (PFAs), and the setting of operational objectives for 1993-1995.

Current Planning Linkages

The university planning process in a nutshell: *University Directions* lists the university's six basic and four supporting goals. University-wide implementation plans list strategies for achieving those goals. Planning unit strategic plans also list strategies for achieving those goals. Planning unit and subunit operational plans list objectives that implement strategies in the planning unit's strategic plan.

1992-93 PLANNING ACTIVITIES

Recall that "planning units" are identified specifically and are not equivalent to "code units." All three kinds of planning units (See ***, **, and * in Attachment 2.) must do three things in 1992-1993.

- ♦ **evaluate each of their subunits' success in creating an operational plan that addresses planning unit PFAs and their subunits' success in accomplishing the objectives it listed in its 1991-1992 operational plan.**

[note: subunits are identified in Attachment 2 as offices with no asterisk.]

- ♦ **review its PFAs for possible revision for the 1993-1995 operational planning period and, for * and ** planning units, obtain administrative approval for any revisions.**
- ♦ **revise if appropriate their own, and assist subunits in revising, operational plans for 1993-1995, as might be appropriate, in accordance with any PFA revisions that might have occurred.**

These activities will be addressed in order:

- ♦ the evaluation of 1991-1992 operational planning
- ♦ the review of current planning unit PFAs for possible revision & approval
- ♦ the revision, if appropriate, of operational plans for 1993-1995

1991-92 OPERATIONAL PLANNING

In order to improve 1992-1993 operational planning, there must be evaluative feedback back down the administrative chain regarding the results of 1991-1992 operational planning. Progress reports were written in a timely manner and subunits should have the benefit of evaluation, direction, and support from the next higher administrative level. Again, "subunits" are designated in Attachment 2 as offices with no asterisk. Specifically, then:

- ♦ The chancellor's office planning unit [***] should **evaluate planning unit and its own subunits' success in creating an operational plan that addresses planning unit PFAs and planning unit and its own subunits' success in accomplishing the objectives it listed in its 1991-1992 operational plan.**
- ♦ The division level planning units [**] must **evaluate planning unit and its own subunits' success in creating an operational plan that addresses planning unit PFAs and planning unit and its own subunits' success in accomplishing the objectives it listed in its 1991-1992 operational plan.**
- ♦ The remaining planning units [*] must **evaluate each subunit's success in creating an operational plan that addresses planning unit PFAs and the subunit's success in accomplishing the objectives it listed in its 1991-1992 operational plan.**

Respective administrative analyses should include the following questions as evaluative direction is given:

- ♦ **was the operational planning progress report completed?**
- ♦ **were the methods of evaluation clearly stated and reasonable?**
- ♦ **were the uses of the results stated in a clear manner?**
- ♦ **are there operational objectives no longer relevant or which have proven unrealistic?**
- ♦ **what is the effect of current funding levels on operational objectives?**
- ♦ **were there too many or too few objectives?**
- ♦ **should any instructions be given regarding the degree of difficulty of objectives [fewer if harder, for example]?**
- ♦ **and other emphases the administrator wishes to make.**

1992-93 STRATEGIC PLANNING

In order to prepare for the second phase of operational planning in the 1990-1995 cycle, planning units must now review their PFAs for possible revisions under the same ten university goals. This will allow for any fine tuning of PFAs that might be required because of changing conditions, recognized inconsistencies, and the like. The current 1991-1993 PFAs are found in the strategic plan of each planning unit. These PFAs are variously listed under the ten university goals. Some of these priorities may have been met and others may no longer be strategically relevant. Many may remain as strategically important. Whether any changes are to be made for the 1993-1995 phase of operational planning should be the decision of the planning unit in consultation with the next higher administrator.

Specifically, the following actions should be taken:

- ♦ The chancellor's office planning unit [***] must review its PFAs and decide if any revisions are appropriate. **In addition, the chancellor's office shall review all 1991-93 planning unit PFAs and indicate where greater weight should be placed and whether any revised PFAs should be included in the university's planning unit PFA review processes, as necessary to achieve the ten university goals for 1993-95.**
- ♦ The division level planning units [**] must review their PFAs and decide if any revisions are appropriate. **In addition, division level planning units shall follow the chancellor's determinations, shall review all 1991-93 planning unit PFAs in the division, and shall indicate where greater weight should be placed and whether any revised PFAs should be included in planning unit review throughout the division.**

- ◆ The remaining planning units [*] must review their PFAs and decide if any revisions are appropriate. In addition, planning unit administrators shall follow division head determinations and shall also review their 1991-93 PFAs and indicate where greater weight should be placed and whether any revised PFAs should be included in the review.

These PFA reviews should proceed with the following in mind:

- ◆ establish planning unit PFA review committee
- ◆ consult planning unit and subunit operational planning progress reports in order to evaluate how well PFA strategies have been implemented to date
- ◆ indicate PFAs which are already fully implemented
- ◆ indicate PFAs not yet implemented but deemed relevant 1993-1995
- ◆ identify PFAs no longer relevant or which have proven unrealistic
- ◆ determine that successful implementation of resulting PFA strategies will move the university toward accomplishing the relevant goals in *University Directions*
- ◆ describe the effect of current funding levels on the achievement of PFAs
- ◆ consult *University Response to SACS* as a possible new PFA source
- ◆ articulate any new PFAs thought relevant under the ten university goals and list as requiring funds or as not requiring funds
- ◆ seek approval of these PFAs from next higher administrative level
- ◆ route approved PFAs to subunits for 1993-1995 operational planning and discuss 1993-1995 operational planning with subunits

1993-95 OPERATIONAL PLANS

On the basis of the revisions of planning unit PFAs, if any, all planning units and subunits will, where appropriate, revise their operational plans. These will be the operational plans for 1993-1995. This development will proceed much as it did in 1990-1991, with the added benefit of experience and the evaluation rendered earlier in 1992-1993 by the next higher administrator, as described above.

A calendar for the 1992-1993 activities related to strategic and operational planning is appended as Attachment 3.

STRATEGIC PLANNING UNITS AND SUBUNITS

- *** = Chancellor's Office Planning Unit
- ** = Division Level Planning Unit
- * = Planning Unit
- All Other Offices Are Subunits

***OFFICE OF THE CHANCELLOR

- Executive Assistant to the Chancellor
- University Publications
- News and Communication Services
- Assistant to the Chancellor/EEO Officer
- Athletics
- Internal Audit
- Planning and Institutional Research
- University Attorney

**ACADEMIC AFFAIRS

**Academic Affairs, Vice Chancellor's Office

- Academic Affairs, Associate Vice Chancellor's Office

- Admissions
- Honors Program
- Registrar

- BB&T Center for Leadership Development

- International Programs

- SACS Self-Study Office

*Graduate School/Research, Associate Vice Chancellor/Dean's Office

- Center on Aging (Gerontology Program)

- Institute for Coastal and Marine Resources

- ECU Caswell Center

*Undergraduate Studies, Dean's Office

- Cooperative Education

- General College

- University College

*College of Arts and Sciences, Dean's Office

- Aerospace Studies

- Biology

- Chemistry

- Communication

- Economics

- English

- Foreign Languages and Literatures

- Geography and Planning

***College of Arts and Sciences (Continued)**

Geology
Health, PE, Recreation and Safety
History
Mathematics
Philosophy
Physics
Political Science
Psychology
Sociology and Anthropology
Theatre Arts
Institute for Historical and Cultural Research
Science Institute for the Disabled
Science/Math Education Center
Summer Ventures
Women's Studies

***School of Art, Dean's Office**

***School of Business, Dean's Office**

Accounting
Decision Sciences
Finance
Management
Marketing

***School of Education, Dean's Office**

Business, Vocational and Technical Education
Counselor and Adult Education
Educational Leadership (Educational Administration and Supervision)
Elementary and Middle Grades Education
Library Studies and Educational Technology
Science Education
Special Education
Rural Education Institute

***School of Human Environmental Sciences, Dean's Office**

Apparel, Merchandising, and Interior Design
Child Development and Family Relations
Nutrition and Hospitality Management

***School of Industry and Technology, Dean's Office**

Construction Management
Industrial Technology (formerly Manufacturing)
Military Science

***School of Music, Dean's Office**

Basic Studies
Instrumental
Keyboard
Music Education
Voice

*School of Social Work, Dean's Office
Graduate Studies, Social Work
Undergraduate Studies, Social Work and Criminal Justice

*Academic Library Services, Director's Office
Archives Manuscripts
Documents
General Service of Circulation
Media and Teaching Resources
Music Library
Reference
Technical Services

*Continuing Education and Summer School, Director's Office

****HEALTH SCIENCES**

**Health Sciences, Vice Chancellor's Office
Administration
Development and Alumni Affairs
Health Sciences Communications
Eastern Area Health Education Center
Health Services Research and Development
Health Sciences Biostatistics
Center for Student Opportunities

*School of Allied Health Sciences, Dean's Office
Biostatistics/Epidemiology Research Program
Clinical Laboratory Science
Community Health
Environmental Health
Medical Record Administration
Occupational Therapy
Physical Therapy
Rehabilitation Studies
Speech-Language and Auditory Pathology

*School of Medicine, Dean's Office
Admissions
Business Affairs
Continuing Medical Education
Graduate Medical Education
Minority Affairs and Student Opportunities
Informatics
Research and Graduate Studies
Student Affairs
Ambulatory Programs
Anatomy and Cell Biology
Anesthesiology
Biochemistry
Comparative Medicine

***School of Medicine, Dean's Office (Continued)**

Emergency Medicine
Family Medicine
Medical Humanities
Medicine
Microbiology and Immunology
Obstetrics and Gynecology
Pathology and Laboratory Medicine
Pediatrics
Pharmacology
Physical Medicine and Rehabilitation
Physiology
Psychiatric Medicine
Radiation Oncology
Radiology
Surgery

***School of Nursing, Dean's Office**

Academic Services
Community, Mental Health Nursing, and Nursing Services Administration
Parent - Child Nursing
Adult Health Nursing

***Health Sciences Library**

Administration
Acquisitions
Audio/Visual/Informatics
Cataloging
Circulation
Outreach Services
Reference
Serials

****INSTITUTIONAL ADVANCEMENT**

****Institutional Advancement, Vice Chancellor's Office**

University Relations and Alumni Affairs
Institutional Advancement
Regional Development Institute
Center for Applied Technology
Small Business and Technology Development Center

****STUDENT LIFE**

****Student Life, Vice Chancellor's Office**

Student Activities
Student Development
Minority Student Affairs
University Housing
University Unions and Student Activities
Student Health Services
Student Financial Aid

****Student Life, Vice Chancellor's Office (Continued)**

Dining Services
Recreational Services
Counseling Services
Resident Education
Career Planning and Placement Service
Orientation and Education 1000
Special Populations
Health Promotion and Wellness

****BUSINESS AFFAIRS**

****Business Affairs, Vice Chancellor's Office**

Business Affairs, Associate Vice Chancellor's Office

Auxiliary Enterprises
Housekeeping
Materials Management
Comptroller
Computing and Information Systems
Environmental Health and Safety
Human Resources
Physical Plant and Architectural Planning
Public Safety

1992-93 CALENDAR FOR THE UNIVERSITY PLANNING PROCESS

- September 23, 1992: Advisory Committee on strategic planning appointed to advise the chancellor on the planning process.
- October 27, 1992: Advisory Committee recommends guidelines for 1992-93 activities in the planning process.
- November 4, 1992: Guidelines distributed by the chancellor.
- November 24, 1992: Results of divisional level review of 1991-92 operational planning distributed to planning units for their use in 1992-93. Planning units organize for review of their PFAs.
- December 18, 1992: Results of planning unit level review of 1991-92 operational planning distributed to subunits for their use in 1992-93. Planning units review their unit PFAs.
- February 1, 1993: Planning units report results of PFA review to divisional level for analysis.
- February 15, 1993: Division level planning units report results of PFA review to chancellor for analysis.
- March 1, 1993: Planning unit PFA revisions announced by all planning units for use by subunits in 1993-95 operational planning activities.
- May 14, 1993: 1993-1995 subunit operational plans submitted along with 1992-93 annual progress reports to the next higher administrative office and to the Office of Planning and Institutional Research. 1993-1994 and 1994-1995 operating budgets will also be due at this time.
- June 8, 1993: 1993-1995 planning unit operational plans submitted along with 1992-93 annual progress reports to their divisional office and to the Office of Planning and Institutional Research. 1993-1994 and 1994-1995 operating budgets will also be due at this time.
- July 1, 1993: All 1993-1995 planning unit operational plans and 1992-93 annual progress reports submitted to the chancellor. 1993-1994 and 1994-1995 operating budgets will also be due at this time.

Advisory Committee on Strategic Planning Contents of Planning Committee Packets

1. Committee Members (list)
2. New Charge
3. Committee Guidelines (w/timeline)
4. Summary of Strategic Planning Process
5. 4-Fold Brochure w/Planning Process Diagram
6. External Environmental Analysis Report
7. Institutional Values Assessment Report
8. Strengths and Weaknesses Identification Report
9. Final Report of the Strategic Planning Advisory Group
10. University Directions (glossy)
11. Planning Units and Subunits (list)
12. Report on First Annual Unit Progress Reports
13. Summary of 1991-92 & 1992-93 Budget Changes Tied to Strategic Plan
14. University Financial Outlook
15. Integration of the Reporting, Budgeting, and Planning Processes
16. East Carolina University, Institutional Mission Review
17. ECU Institutional Assessment Report
18. East Carolina University's Institutional Response to SACS
19. Facilities Master Plan (booklet)
20. Fall 1992 Preliminary Enrollment Reports
21. Enrollment Increase
22. Enrollment Projections (1993-95 Biennium)
23. Analysis of Transfer and Graduation Rates
24. FOCUS 2007 (glossy 4-fold Pitt County planning brochure)
25. 1991-92 University at a Glance
26. 1991-92 Fact Book

FACULTY AFFAIRS COMMITTEE REPORT

Discussion of possible addition to recently revised Appendix D, Tenure Policies and Regulations of East Carolina University, regarding the function of the Grievance Committee.

Add the following new subsections to Section VIII. The Faculty Grievance Committee, after subsection D. Petition for Redress (page D-37 of the newly revised Appendix D).

Then re-letter the remaining subsections.

"E. Mediation

Upon receipt of a petition, the committee first may offer its services as mediator if the matter in dispute is within the jurisdiction of the committee, if the dispute apparently is amendable to such an approach, and if the parties to the dispute express their willingness to cooperate with such an effort. Neither party is obliged to engage in mediation; it is a consensual undertaking. As mediator, the committee's role is limited to efforts at facilitating communication between the parties and encouraging the discovery of a mutually agreeable basis for voluntary resolution of the dispute. Mediation does not entail evidentiary hearings, findings of fact, or recommendations to responsible administrators for resolving the dispute. When mediation succeeds the grievance is withdrawn and the parties may implement the solution they have achieved.

Because the roles of mediator and adjudicator differ so materially, it is not practicable for the same persons to attempt to function in both capacities. Thus, when performing its mediation role a faculty grievance committee should designate one or more of its members to serve as mediator, while insuring that a quorum of the committee membership is reserved to function as a hearing body in the event mediation does not succeed.

F. Dismissal of the Petition

If mediation is not deemed appropriate to the case or if it fails to produce a voluntary resolution, the faculty grievance committee must decide whether a hearing should be held in response to the petition. The Committee is to consider the content of the grievant's petition, which sets forth the nature of the grievance, the identity of the respondent, and any other information the grievant considers pertinent to the matter. Assuming the truth of the information contained in the petition, the committee is to determine whether the contentions advanced by the grievant justify a hearing. A petition properly is dismissed if the grievant fails to allege a remediable injury attributable to the alleged violation of a right or privilege based on federal or state law, university policies or regulations, or commonly shared understandings within the academic community about the rights, privileges and responsibilities attending university employment. Dismissal is required if the petition addresses a problem that is not within the committee's jurisdiction.

G. Hearing

If the petitioner has presented an apparently substantial issue within the purview of the committee's responsibility, an evidentiary hearing is to be held. In such an adversarial proceeding, attended by the grievant and the respondent, the faculty member is to present evidence in support of his contentions and the person charged with wrongdoing is to be given an opportunity to respond. The Committee is to maintain a complete transcript of all evidence received. The evidence so compiled is to form the basis for committee conclusions about the case and any resulting advice to the responsible administrator. The burden is on the grievant to establish by a preponderance of the evidence that his contentions have merit."