

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 fifth regular meeting of the Faculty Senate for academic year 1992/1993 will be held on Tuesday, January 26, 1993, at 2:10 in the Mendenhall Student Center Great Room.

- I. Call to Order
- II. Approval of Minutes of December 1, 1992.
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellors' Reports
 - E. Dave Hart, Director of Athletics
Changes in Faculty/Staff Ticket Procedures
- IV. Unfinished Business
 - A. Ad Hoc Committee on Academic Regulations, Dave Watkins
Revised Academic Regulations: Section 5 of the Undergraduate Catalog. (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 1)
 - B. Ad Hoc Committee on Administrative Evaluations, Linda Allred
(attachment 2)
- V. Report of Committees
 - Committee on Committees, Caroline Ayers
 - 1. Election of Faculty Assembly Delegates and Alternates
(attachment 3).
 - 2. Second reading of proposed changes to the following Academic Committee charges:
 - a. Faculty Computer Committee (attachment 4)
 - b. Research/Creative Activity Committee (attachment 5)
 - c. Teaching Grants Committee (attachment 6)
 - 3. First reading of proposed change to the Continuing Education Committee charge (attachment 7)
- VI. New Business



MEMORANDUM

TO: The Faculty Senate

FROM: The Ad Hoc Committee on Academic Regulations: Thomas Evans, James Holloway, Jo Ann Jones, Robert Joyner, Susan McDaniel, Richard Miller, Gilbert Moore, Dorothy Muller, Eugene Owens, John Richards, Marion Sykes, Jack Thornton, and Dave Watkins (Chair)

DATE: January 8, 1993

Office of the
Vice Chancellor for
Academic Affairs
106 Spilman

919-757-6241

The Ad Hoc Committee on Academic Regulations submits for consideration by the Faculty Senate a summary of the open hearings on the proposed changes in the undergraduate academic regulations and a revision of the schedule change policy on page two of the report submitted to the senate in October 1992.

The committee was disappointed in the attendance at the hearings but was delighted with the seriousness of purpose of those who attended and provided input. The hearings helped assure the committee that, except for the schedule change policy, the original proposal submitted has general acceptance. The revision of the schedule change policy is the result of the input generated at the hearings.

As the Faculty Senate continues its deliberations on the proposed changes in undergraduate standards, the committee asks the senators to consider the following statement in relationship to the final proposal submitted.

The Ad Hoc Committee on Academic Regulations is composed of individuals familiar with the current academic regulations: administrators active in oversight of academic regulations, faculty serving on faculty senate committees charged with the implementation of academic regulations, and/or faculty with a historical perspective of the university and the development of undergraduate academic regulations. The composition of the committee has proved important because of the integrated nature of the academic regulations -- that is, a change in one academic regulation has the potential to impact other academic regulations or procedures.

In its deliberations, the committee was well aware of the university's record of graduating students in four years and the ever-increasing interest in the legislature of North Carolina in improving the four-year graduation rates within the sixteen constituent universities. With this as pertinent background information, the recommendations of the committee are formulated to place East Carolina University at the forefront on improving academic standards while at the same time enhancing the opportunity for its students to graduate in a timely manner. The committee feels its recommendations are in accord with the interests of the university constituents -- students, faculty, parents, and citizens of North Carolina.

Please contact any committee member if you have questions about the content of the attached documents.

cc: Richard R. Eakin
Marlene Springer
Courtney Jones

FSTRANS.DOC

Greenville,
North Carolina
27858-4353

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SUMMARY OF THE OPEN HEARINGS ON THE PROPOSED CHANGES IN THE UNDERGRADUATE ACADEMIC REGULATIONS

The Ad Hoc Committee on Academic Regulations held open hearings on Wednesday, December 2 and Thursday, December 3, 1992, to gather additional input on the committee's proposed changes in the undergraduate academic regulations.

The following outline was used by the moderator, Dave Watkins.

Open Hearing Proposed Changes in the Undergraduate Academic Regulations

1. **Thank persons for coming**
2. **Introduce committee members**

Thomas Evans, James Holloway, Jo Ann Jones, Robert Joyner, Susan McDaniel, Richard Miller, Gilbert Moore, Dorothy Muller, Eugene Owens, John Richards, Marion Sykes, and Jack Thornton

3. **Statement about the committee**

In May 1991, the chair of the Faculty Senate, James Joyce, and the vice chancellor for academic affairs, Marlene Springer, named a special committee to review the undergraduate academic regulations (Section 5) presented in the undergraduate catalog and to make recommendations for change where appropriate.

4. **Purpose of hearings**

The purpose of the hearings is to allow the ad hoc committee to garner additional input from students and faculty regarding the proposed changes in the academic regulations (Section 5) of the undergraduate bulletin.

5. **Hearing Format**

- Participants who are making alternative proposals to those that the committee has set forth are urged to submit the proposal in writing to the committee at the hearing.
- Participants making a statement on the proposal are requested to limit their communication to 5 minutes.
- Audio recordings will be made of the hearings.
- A time segment of 15 minutes will be set aside for free-flowing discussion at the conclusion of the formal statements.
- Participants are asked to give their name and status -- student and major, faculty member and department of school.

6. **Committee's action**

- Committee will review the input and may or may not change its recommendations.
- Committee will transmit proposals and comments to the Faculty Senate.

7. Begin hearings

Hearing: Wednesday, December 2, 1992

The hearing began at 3:30 p.m. in GCB 1400 and ended at 5:20 p.m. Attending the meeting were six students, two ECU faculty members, and eight members of the committee.

Presentation of Alternative Proposals

Respondent 1: Courtney Jones

Ms. Jones presented three proposals on behalf of the Student Government Association -- See attachments 1, 2, and 3.

Respondent 2: Karen Greenwell

Ms. Greenwell made numerous comments about the proposed changes in the regulations and indicated that she would present the committee with a written alternative proposal at the hearing scheduled for tomorrow, Thursday, December 3, 1992.

Open Discussion

The open discussion on the proposed changes began at approximately 3:50 p.m. and ended at 5:20 p.m. The major points of discussion are outlined below.

- The proposed changes provide for too short a time to learn about the class and the instructor.
- Students would like to have data showing the grade distribution for each instructor for classes taught.
- Need to improve advising particularly at the freshman level.
- Concern about East Carolina University being the only university with such a stringent drop/add policy.
- Students would like to have access to data on faculty teaching effectiveness scores.
- Consider charging students for dropping courses as a deterrent to dropping courses.
- Provide names of instructors in the class schedule directory.
- Start senior summaries during the freshman year.
- Permit students to "sit-in" classes until openings occur.
- The move to change the drop/add policy is driven by financial considerations.

Hearing: Thursday, December 3, 1992

The hearing began at 3:30 p.m. in GCB 1400 and ended at 5:05 p.m. Attending the meeting were eight students, one ECU faculty member, and eight members of the committee.

Presentation of Alternative Proposals

Respondent 1: Karen Greenwell

Ms. Greenwell presented her written alternative proposal. -- See attachment 4

Faculty Senate Agenda
January 26, 1993
Ad Hoc Committee on Academic Regulations Report

Respondent 2: Robert Denney

Dr. Denney presented an alternative proposal. -- See attachment 5

Open Discussion

The open discussion on the proposed changes began at approximately 3:50 p.m. and ended at 5:05 p.m. The major points of discussion are outlined below.

- Were data studied as to the possible impact of the proposed eligibility standards?
- If course drop options offered, offer a minimum of five.
- Do not shorten the 40% drop period if course drop options exist.
- A question was raised about the changing of the forgiveness policy.
- Consider using credit hour drops rather than using course drops in formulating a drop policy.
- Do not record on the student's academic record the courses dropped.

On December 8, 1992, the committee met to consider the information gathered at the open hearings. The results of these deliberations are noted in the revision of the drop/add policy.

HEARSUM.DOC

FACULTY-SENATE / Proposal #1

1. If a student is absent from two classes within the first seven days of the semester (excluding night classes), then he/she will be automatically dropped from the class.

Note: This would require notification to the registrar from the professors.

2. Lengthen the add period to the first eight days of the semester. This would allow an extra day for vacant seats to become filled.
3. Keep final drop date at 40% of semester.

This proposal allows for the immediate elimination of those students who signed up for a class just because they need x number of hours and those students not dedicated enough to attend class in the first week. Obviously if students are not attending class the very first week, those spaces should be filled by those who truly need the class. With the additional period lengthened to an extra day past this first 7-day period, it allows seats to be opened and these occupied by those students who need them.

Problems arise in the notification process.

*Night classes are only allowed no absences the first week (i.e., if the student skips the first day - automatically dropped from the class).

PROPOSAL #2

Students must receive permission from their advisors/department heads to take more than 17 hours instead of 18 (present out-off)

This makes students think more closely about signing up for so many hours.

This might eliminate the drops occurring from students who sign up for 18 with the intention of dropping a class.

Rational: If a student has to go through so much trouble to get 18 hours, they'll probably not drop one of their classes. If they went to all that trouble, obviously they must need these classes.

PROPOSAL #3

"W" should be placed on the transcript of those who drop a class after the designated time (from ad hoc's proposal it would be one week).

This sends out a signal to employers/institutions about the reliability/seriousness ? of the applicant.

Allow "X" number of free drops in one's college career (5-6)

PROPOSAL #4

Changeable Audit

Students would be able to sit in on courses which are considered "full" at the beginning of the semester. These students would go in as auditing students and then as other students dropped, these auditing students could take their place as regular students in the course. Should spaces not become available to the auditing students for them to become regular students, they could challenge the course by taking a test (for a grade, at the end of the semester) which demonstrates their competency in the course.

Helpful Information

A compilation of the professors; the dept. description of their courses as written by the dept. (syllabus), the professors own expectations from students (grading, absences, etc..) and the grades received by students. Access to the teacher evaluations would be of assistance.

PROPOSAL #5

DROP - ADD PROPOSAL

submitted by:

Robert Denney
University College
Undergraduate Studies

1. Adopt the schedule change period as proposed by the committee.
2. Allow 5 drops during a student's undergraduate career.
3. Adopt the Graduate School model for last day to drop a class (until within two weeks of the end of classes).
4. Record on the transcript all courses attempted after the schedule change period.

DROPPING and ADDING COURSES

A Revised Proposal

Dropping and Adding Courses – Schedule Change Period

During the first week of classes of the fall and spring semesters (seven calendar days starting the first official day of classes), a student may drop or add a course or courses to his or her schedule following consultation with his or her adviser. The student secures the signature of the adviser on the schedule change form and takes it to the appropriate terminal operator for keying in. On the day following the five-day schedule change period, a student may make final additions to his or her schedule. Students enrolled in a block course(s) may drop the block course(s) prior to the day of the third class meeting without penalty.

During the summer, the schedule change period is limited to the first two days of each term. On the day following the two-day schedule change period, a student may make final additions to his or her schedule in accordance with the policies outlined above for the regular semesters.

Dropping Courses After the Schedule Change Period

During the first 40% of the regularly scheduled class meetings of a course, including the meeting for the final examination, a student may, at his or her own option, drop up to four courses in pursuit of a university degree. The number of drops is prorated on the student's credit hours. (See Course Drop Options below.) For regular semester-length courses, the drop period is limited to the first thirty class days of the semester. For five-week block courses or regular summer term courses, the drop period is limited to the first ten days of the class for the semester or summer term. The same 40% drop period rule applies to block courses of other lengths as well. Students are advised to consult official university bulletin boards to determine the appropriate drop period for such block courses. The student's academic record will reflect any course drop.

Requests for drops after the 40% drop period will be considered by the dean of undergraduate studies; requests for drops beyond the allotted number which are based upon medical or counseling reasons will also be considered by the dean of undergraduate studies upon the recommendation of the director of the Student Health Service or the director of the Counseling Center, as appropriate. If denied permission to drop, the student may appeal the decision to the Course Drop Appeals

Committee. If permitted to drop, the student must deliver the required forms to the Office of the Registrar within three class days. A student may not drop a course after the last regularly scheduled class meeting prior to the final examination. NO COURSE IS OFFICIALLY DROPPED UNTIL THE REQUIRED PROCEDURE IS COMPLETE.

Course Drop Option

The number of course drop available to a student is based on credit hours (both ECU and transferred) at the time of initial matriculation:

0-31 semester hours of credit -- 4 course drops

32-63 semester hours of credit -- 3 course drops

63-95 semester hours of credit -- 2 course drops

96 or more semester hours of credit -- 1 course drop

Students may use the drops during the designated course drop period of each term; drops not used roll forward to the following term.

Special recommendation

The Ad Hoc Committee on Academic Regulations requests the Faculty Senate consider the following recommendation in conjunction with the proposed changes in the drop policy.

- that the University establish an electronic database containing course outlines for each course offered during the current semester by East Carolina University faculty. The outline would indicate instructor expectations including grading and attendance policies.

Rationale: The open hearing on the proposed changes in academic regulations and the ensuing discussion on dropping and adding courses pointed out the lack of information available to students when making course selection decisions. If this recommendation were implemented, students could make more informed decisions on course selection.

Note: The committee considered the following as an additional recommendation, but was informed that these data are confidential since they are used in the performance assessment of faculty.

- that the university make public the Faculty Teaching Evaluation Scores for courses taught by individual faculty members for the previous academic year.

DRAFT

DRAFT

THE CATALOG AND THE STUDENT PROGRAM

4 The catalog of East Carolina University, issued early in the summer of each
5 even-numbered year, is intended to give the description of the work of the university and such a
6 digest of its regulations as is needed by students. The catalog supplement published each
7 odd-numbered year is available upon request. Although the courses announced and the
8 regulations given are fairly continuous from year to year, neither of them is may be valid after
9 the issuance of a new catalog or supplement.

10 Ordinarily a student may expect to be allowed to ~~secure~~ earn a diploma or a degree in
11 accordance with the requirements of the curriculum described in the catalog in force when he or
12 she first entered the university or in any subsequent catalog published while he or she is a
13 student, but the faculty of the university reserves the right to make changes in curricula and in
14 regulations at any time when in its judgment such changes are for the best interest of the
15 students and of the university. If a student elects to meet the requirements of a catalog other
16 than the one in force at the time of his or her original entrance, he or she must meet all
17 requirements of the selected catalog. A student who changes degree program or major will be
18 expected to meet all of the requirements of the new program of the catalog in force at the time of
19 the change, except for students who do not declare a major upon entrance and who may meet
20 the requirements of the catalog in force at the time of their entrance to East Carolina University.
21 During the period that the student is registered in the General College, the university rule that a
22 student adopt the catalog that is current whenever he or she changes program does not apply.

23 The catalog that was current at the time the student entered the General College will
24 apply when he or she leaves the General College and declares a major unless the student elects
25 a later catalog or changes his or her program after initial transfer from the General College, or
26 accreditation requirements for the university have been changed. No student will be permitted to
27 graduate under a catalog issued more than five years prior to the date of his or her graduation.

28 Academic ~~a~~Advisers will offer ~~make every attempt to give effective~~ guidance to students
29 in academic matters and to refer students to those qualified to help them in other matters, ~~but~~
30 The final responsibility for meeting all academic requirements for a selected program
31 rests, however, with the student.

OFFICIAL ANNOUNCEMENTS

32
33 The university maintains approximately 100 official bulletin boards at key locations on
34 campus. Through consecutively numbered official announcements, academic departments and
35 other divisions of the university communicate essential and timely information to students; it is
36 the responsibility of the student to read and know the contents of those announcements which
37 affect his or her program.
38

Academic Regulations Rewrite

COURSES OF STUDY

Students should refer to the requirements of their respective schools or departments for information about their programs of study and confer with their advisers whenever problems arise. The student is expected to follow the program outlined as closely as possible, particularly in the first two years when satisfying basic degree requirements and prerequisites for advanced standing.

REGISTRATION

To be officially admitted, a student must apply, be accepted, and receive a letter of acceptance. The student then reports to the office of the school or department to which he or she has been assigned. A faculty adviser will supply further information. To register, a student must complete an on-line registration schedule, have it approved by the adviser, and have it entered into the computer. To complete the process and be officially registered and entered on the class roll, a student must pay fees to the cashier's office. No person will be admitted to any class unless officially registered either for audit or for credit.

Students are expected to complete registration (including the payment of all required fees) on the dates prescribed in the university calendar.

Students who register during the early registration period are required to pay their fees and secure their official schedules during the stipulated period prior to registration day. Students who fail to pay fees by this date will have their schedules cancelled.

EARLY REGISTRATION

Early registration is a time designated each semester for currently enrolled or re-admitted students to meet with their advisers to review their records and plan their courses for the upcoming semester. The student will complete an on-line registration schedule, have it approved by the adviser, and have it entered into the computer. (New freshmen and transfers entering fall and spring semesters may not register earlier than the appropriate orientation session.)

SCHEDULE CHANGES

~~Dropping and Adding Courses: During the designated days at the beginning of a term, a student may drop or add a course or courses to his or her schedule with the approval of the adviser. The student secures the signature of the adviser on the schedule change form and takes it to the appropriate terminal operator for keying in.~~

~~Dropping Courses: During the first 40% of the regularly scheduled class meetings of a course, including the meeting for the final examination, a student may, at his or her option, drop a course or courses without penalty. For regular semester-length courses, the drop period is limited to the first thirty class days of the semester. For five-week block courses or regular summer term courses, the drop period is limited to the first ten days of the class for the semester or summer term. The same 40% drop period rule applies to block courses of other lengths as~~

Academic Regulations Rewrite

1 well. ~~Students are advised to consult official university bulletin boards to determine the~~
2 ~~appropriate drop period for such block courses. A student who wishes to drop a course or~~
3 ~~courses must observe the following procedure. He or she must discuss the course or courses~~
4 ~~which he or she wishes~~
5 ~~to drop with his or her adviser, obtain a schedule change form, complete it, obtain the signature~~
6 ~~of the adviser with whom he or she conferred, and take it to the appropriate terminal for final~~
7 ~~processing.~~

8 ~~After the first 40% of the regularly scheduled class meetings of a course, as defined~~
9 ~~above and as specified by the Office of the Registrar, a student may drop a course or courses~~
10 ~~only with the permission of the dean of undergraduate studies or the director of the Division of~~
11 ~~Continuing Education, as appropriate. Permission to drop a course or courses will be given only~~
12 ~~when unforeseeable and uncontrollable circumstances prevail. If denied permission to drop, the~~
13 ~~student may appeal the decision to the Course Drop Appeals Committee. If permitted to drop,~~
14 ~~the student must deliver the required forms to the Office of the Registrar within three class days.~~
15 ~~In no case, however, may a student drop a course after the last regularly scheduled class~~
16 ~~meeting prior to the final examination. No course is officially dropped until the required~~
17 ~~procedure is completed.~~

18
19 Dropping and Adding of Courses: During the first week of classes of the fall and spring
20 semesters (seven calendar days starting the first official day of classes), a student may drop or
21 add a course or courses to his or her schedule following consultation with his or her adviser. The
22 student secures the signature of the adviser on the schedule change form and takes it to the
23 appropriate terminal operator to input the changes. On the day following the five-day schedule
24 change period (seven calendar days starting the first official day of classes), a student may make
25 final additions to his or her schedule, but no courses may be dropped on this day unless to
26 accommodate the addition of a course or courses. The total hours for which a student is
27 registered after the transaction(s) must meet or exceed the total hours for which he or she is
28 registered prior to the transaction(s) on the add day. Students enrolled in a block course(s) may
29 drop the block course(s) prior to the day of the third class meeting without penalty. Any requests
30 to drop a block course after this time will be evaluated under the conditions of the late drop
31 policy as discussed below. During the summer the schedule change period is limited to the first
32 two days of each term. On the day following the two-day schedule change period, a student may
33 make final additions to his or her schedule in accordance with the policies outlined above for the
34 regular semesters.

35
36 Dropping Courses: After the close of the registration period, a student may drop a
37 course or courses only with the permission of the dean of undergraduate studies or the director
38 of the Division of Continuing Education, as appropriate. Permission to drop a course or courses
39 will be given only when unforeseeable and uncontrollable circumstances prevail. Requests for
40 late drops based upon medical or counseling reasons will be considered only upon the
41 recommendation of the director of the Student Health Center or the director of the Counseling
42 Center, as appropriate. If denied permission to drop, the student may appeal the decision to the
43 Course Drop Appeals Committee. If permitted to drop, the student must deliver the required
44 forms to the Office of the Registrar within three class days. A student may not drop a course
45 after the last regularly scheduled class meeting prior to the final examination. NO COURSE IS
46 OFFICIALLY DROPPED UNTIL THE REQUIRED PROCEDURE IS COMPLETED.

47

SELECTION OF COURSES

An undergraduate student is not permitted to select courses more than one classification level above the student's own classification. There are occasions, however, on which exceptions to this regulation may be deemed desirable and necessary by the student's adviser and/or dean. Under these circumstances, a student will be allowed to register for courses two or more numbers either above or below the student's classification if the registration or schedule change form contains the initials of the adviser and/or dean written on the line with the course that is involved in the regulation.

~~Senior-Graduate (5000-5999) courses are taught at the graduate level primarily for graduate students; graduate students and senior majors will be admitted, and selected junior majors and selected seniors from other areas may be admitted with the written consent of the chairperson of the department or dean of the school in which the course is offered. A unit may include 5000-level courses for undergraduate degree requirements. The course requirements for undergraduate students will be different from those of graduate students.~~

Five thousand (5000-5999) level courses are graduate courses. Undergraduate students may be admitted with the written permission of the chairperson of the department or the dean of the school in which the course is offered.

Only students who have been admitted to pursue graduate work on a degree or nondegree basis will be permitted to enroll in courses numbered 6000 or above. A senior within 6 s.h. of graduation who has been admitted to a graduate degree program may take a 6000-level course while completing undergraduate degree requirements but only for graduate credit.

Prerequisites are stated as integral parts of various programs, entrance requirements for degree programs, and sequential progression into subject matter. Students are not allowed to enroll in courses for which they have not met the prerequisites.

Elective courses in any curriculum may be taken from any field and are decided upon with the approval of the adviser.

The vice chancellor for academic affairs has authority on all established curricular matters.

COURSE LOAD

A student may take 18 s.h. of credit per semester without restrictions. With the approval of the major adviser and the departmental chairperson or dean, a student who has earned an average of B in all work may take 19 or 20 s.h. per semester. The approval for extra-hour load must be signed on the registration form by the chairperson or dean concerned.

A student desiring to enroll for more than 20 s.h. must secure, in addition to the above signatures, approval from the dean of undergraduate studies.

Academic Regulations Rewrite

1 A student may take 7 s.h. each summer term without restrictions; with the written approval
2 of the dean of undergraduate studies, a student who has earned an average of B in all work may
3 take extra hours.

4 A student with a minimum GPA of 2.0 and in the last semester or summer term before
5 graduation may take extra hours with the approval of the departmental chairperson or dean and,
6 when necessary as outlined above, the dean of
7 undergraduate studies.

8 ~~While there may be exceptions to this guideline, it is suggested that~~ students who work
9 more than 20 hours per week ~~should not~~ carry no more than 9 s.h. of course work; and that
10 students who work 15-20 hours per week ~~should not~~ carry no more than 12 s.h. of course work.

AUDITING COURSES

12 See Section 3, Admission: AUDITORS.

REPETITION OF COURSE WORK

14 A student will not be permitted to repeat a course for which he or she has earned a grade
15 of C or better without written approval from his or her unit administrator and the dean of
16 undergraduate studies. A student who desires to repeat a course in which he or she has earned
17 a grade of D must obtain an approved raise grade form from his or her departmental office and
18 submit this form to the Office of the Registrar prior to enrolling in the course. A student who
19 repeats a course he or she has passed in order to raise the grade will receive the original grade,
20 hours attempted, hours earned, and grade points. The student will also receive the raised grade,
21 hours attempted, and grade points. The raised grade, or last grade, stands. Students receiving
22 an F on the raised grade must repeat the course if credit is required for graduation.

23 A student who repeats a course he or she has failed will receive the failure (hours
24 attempted and no grade points) and the raised grade with hours attempted, hours earned, and
25 grade points. If a student fails a given course more than ~~one time~~ twice, he or she may take
26 advantage of the Multiple F Policy available through the Office of the Registrar. (See **GRADE**
27 **SYSTEM, GRADE POINTS, GRADE POINT AVERAGE**, below.)

OFFICIAL WITHDRAWAL

29 Students desiring to withdraw officially from the university should apply for withdrawal to
30 the dean of students. After the student has obtained the signatures of the various officials
31 designated on the form, it must be submitted to the dean of students for final approval. Students
32 withdrawing for medical/counseling reasons should complete the procedure ~~as soon as possible~~
33 ~~and in no case later than~~ within thirty days after the last class attendance. All other students
34 withdrawing should complete this procedure immediately after the last class attendance, ~~and in~~
35 ~~no case later than two weeks after the last class attendance.~~ After classes have ended, no
36 withdrawal, except in the case of severe medical emergency, can be filed.

37

Academic Regulations Rewrite

1 During the first thirty class days of a semester, a student may withdraw from school
2 without receiving grades for courses in which he or she is enrolled. After the first thirty class
3 days, a student withdrawing from school shall receive a grade of F for all classes which he or she
4 is failing at the time unless, in the judgment of the dean of undergraduate studies or the director
5 of the Division of Continuing Education, as appropriate, the failures were caused by
6 circumstances beyond the student's control.

7 CHANGE OF MAJOR/MINOR

8 A student who desires to change his or her program of study involving transfer from one
9 college or school or department of the university to another is required to follow this procedure:

- 10 1. Obtain from the adviser a change of major/minor form.
- 11 2. Have this form signed by the dean of the college or school or chairperson of the
12 department in which he or she is currently enrolled and obtain from the administrator a
13 complete student advisee file.
- 14 3. Present the form for the approval of the dean of the college or school or chairperson of
15 the department in which he or she plans to enroll and leave the advisee file with the
16 administrator.
- 17 4. File the change of major/minor form with the Office of the Registrar.

18 COURSE SUBSTITUTIONS

19 Only under unavoidable and exceptional circumstances will the faculty permit substitution
20 for or exemption from the prescribed curricula. If it becomes necessary to request deviation from
21 the prescribed course of study, the student should consult the dean of the college or school or
22 the chairperson of the department of the student's major. The dean or departmental chairperson
23 will petition by letter to the registrar for substitutions or exceptions sought and will state the
24 reasons therefor.

25 Any deviations from the applicable published degree requirements must have the
26 approval of the appropriate departmental chairperson and college or school dean and the
27 approval of the dean of undergraduate studies. Students transferring from other colleges who
28 desire to substitute courses taken elsewhere for courses prescribed at the university must submit
29 such petition, ~~prior to enrollment for their first semester at the university.~~

30 CREDITS

31 The university operates on the semester plan. The fall and spring semesters are each
32 approximately fifteen weeks in length. The summer session is divided into two consecutive
33 terms. ~~The university operates five and one-half days a week.~~ Credit hours to be earned in
34 each course are noted for each course listed.

35 Credit will not be allowed for courses taken which substantially duplicate courses already
36 completed.

37

Academic Regulations Rewrite

CREDIT BY EXAMINATION

Students regularly enrolled or formerly enrolled in the university may obtain credit by examination in a course in which they have had no class attendance or semester standing provided the course has been determined by the offering department or school to be an appropriate class for credit without attendance. Permission to take the examination must be obtained in advance from the dean of the college or school or chairperson of the department in which the course is offered and must be approved by the dean of undergraduate studies. Examinations are not permitted in courses in which a student has previously been enrolled as a regular student or as an auditor. (No person is allowed to attend class or receive class instruction without being properly registered either for credit or for audit.) The applicant must pay to the university cashier in advance of the examination a fee of \$10 per semester hour; this fee is not refundable. The petition, receipted by the university cashier, must be shown to the instructor conducting the examination. The instructor administers and reports the results of the examination to the Office of the Registrar within one week of the date of approval by the dean of undergraduate studies. Credits earned under this regulation are recorded with the grade achieved on the examination. Credit earned by ~~special~~ examination may not be used to reduce minimum residence requirement.

TRANSFER CREDIT Upon Admission

A student transferring to the university from another college or university will have transcripts evaluated by the Office of Admissions during the admissions process. Credit will be awarded for all transferable courses for which a grade of C or better was earned. This evaluation will then be reviewed by the student's academic unit. It is only upon the review by the academic unit that the student will know what additional courses are necessary to meet degree requirements.

Students who have satisfactorily completed basic military training may receive credit for the health and physical education courses required for general education upon submitting a DD-214 or DD-295 to the ~~Office of the Registrar~~ Office of Admissions. Students who have completed service schools while on active duty with the military may request an evaluation through the Office of Admissions. Credit will be awarded in accord with the American Council on Education recommendations provided that the credit recommended is at the baccalaureate level and applicable to the general education requirements, to the student's declared major field of study, or to the elective hours prescribed within the student's designated program of study.

Students who have prior military training (active duty, JROTC, College ROTC, reserve, or National Guard) may be eligible for 6 s.h. of credit if pursuing a commission through the AFROTC, AROTC, Marine Corps Platoon Leaders course, or Coast Guard Basic Program. Additional information may be obtained from the Office of Admissions.

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Following Admission

1
2 ~~Students who wish to take course work at other institutions or through correspondence~~
3 ~~following enrollment at East Carolina University must comply with~~
4 ~~the following policies:~~

5 ~~All courses must be approved in writing by the student's dean or departmental~~
6 ~~chairperson and the Office of Undergraduate Studies prior to enrollment. An official transcript~~
7 ~~must be submitted to the Office of the Registrar immediately upon completion.~~

8 ~~Approval will not normally be granted for any course in which the student has been~~
9 ~~previously enrolled at East Carolina University. An exception may be granted only upon~~
10 ~~approval of both the chairperson of the student's major department and the chairperson of the~~
11 ~~department offering the course at ECU.~~

12 ~~Approval will not be granted if the student has a GPA of less than 2.00 at East Carolina~~
13 ~~University.~~

14 ~~Students who have obtained junior standing may not attend a two-year institution without~~
15 ~~additional approval from the dean of undergraduate studies.~~

16 ~~Students who have completed one-half of the total hours required for the baccalaureate~~
17 ~~degree at a two-year institution will not be allowed to transfer additional credit from a two-year~~
18 ~~institution without special authorization from the dean of undergraduate studies.~~

19 ~~Approval will not be granted if the student has any outstanding obligations to any~~
20 ~~department of the university.~~

21 ~~Approval will not be granted if the student is ineligible to return to East Carolina~~
22 ~~University because of disciplinary action.~~

23 ~~Only under special circumstances and with special authorization from the dean of~~
24 ~~undergraduate studies will approval be granted while the student is concurrently enrolled at the~~
25 ~~university. At no time may the total hours exceed the maximum hours allowed at East Carolina~~
26 ~~University. Except by special permission from the adviser and departmental chairperson or dean~~
27 ~~and then only when carrying less than a full academic load, a student is not allowed either to~~
28 ~~begin or to continue correspondence or extension courses while taking work in residence at East~~
29 ~~Carolina University. Moreover, a student enrolled for correspondence or extension work with~~
30 ~~another institution must notify the adviser when such courses are being taken. Students are held~~
31 ~~individually responsible for any violations of these regulations. A maximum of fifteen percent of~~
32 ~~the total hours required for graduation will be allowed through correspondence courses.~~

33 ~~Students will not receive credit for correspondence courses in the major field.~~

34 ~~No transfer credit will be accepted for a course which substantially duplicates a course in~~
35 ~~which a student has prior enrollment at East Carolina University unless the academic work~~
36 ~~presented for transfer represents a minimum of one full year (30 s.h. or 45 q.h. of transferable~~
37 ~~work) at the other institution and the student has maintained a C average on all transferable~~

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work. ~~Duplicate credit cannot be granted under any circumstances.~~

Students who have less than a 2.00 average or who are academically ineligible to return to East Carolina University must complete at an another accredited institution 30 s.h. or 45 q.h. of transferable work and maintain a minimum grade average of C on all transferable work in order for the credit to be acceptable in transfer to East Carolina University. Although credit may be allowed for courses the equivalent of which the student was previously enrolled in at East Carolina University, duplicate credit will not be granted under any circumstances.

For additional regulations applying to transfer credit, see Section 3, Admission:

Currently Enrolled East Carolina University Students

Approval must be granted in writing by the student's dean or departmental chairperson and the Office of Undergraduate Studies prior to enrollment in any course at any other institution. An official transcript must be submitted to the Office of the Registrar immediately upon completion of the course(s).

- Approval will not be granted if the student has less than a cumulative 2.00 GPA at East Carolina.
- Approval will not be granted if the student is ineligible to return to the university because of disciplinary action.
- Approval will not be granted if the student has any outstanding obligations to any department or office of the university.
- Approval will not be granted for courses in which credit has been previously earned.
- Approval will not be granted for correspondence courses in the student's major field.
- Approval will not be granted for correspondence courses beyond 15% of the total hours required for graduation.

With specific authorization as indicated below, approval may be granted in the following instances:

- Credit will not normally be granted if the student has been previously enrolled in a comparable course unless specific approval has been granted by the chairperson of the department offering the course and the Office of Undergraduate Studies.
- Specific approval must be granted by the Office of Undergraduate Studies if the student has attained junior standing and wishes to attend a two-year institution.
- If a student has previously completed 60 semester hours or more at a two-year institution, specific approval must be granted by the Office of Undergraduate Studies prior to permitting the transfer of additional credit from a two-year institution.
- Both the academic unit and the Office of Undergraduate Studies must grant specific approval to enable a student to be concurrently enrolled at ECU and in correspondence courses, extension courses, or courses at another institution.

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GENERAL INFORMATION

FINAL EXAMINATIONS

Final examinations will be are held at the close of each term in all courses. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the student's major chairperson or dean, and the dean of undergraduate studies. The departmental chairperson or the school dean will, if a serious emergency is believed to exist, forward a written request to the dean of undergraduate studies, setting forth the nature of the emergency. A student who is absent from an examination without an excuse ~~will~~ may be given a grade of F ~~on the exam in the~~ course. An incomplete (I) will be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor or an official university excuse from the dean of students.

INTERMEDIATE TESTS AND QUIZZES

Students who are absent from intermediate tests and quizzes with an excuse acceptable to the instructor or an official university excuse from the dean of students will be given a makeup test or an excuse from taking the test at the discretion of the instructor.

RE-EXAMINATIONS

Re-examination for the purpose of removing a failure is permitted only in the case of graduating seniors who are in their last term before their scheduled commencement and who are passing the course at the time the final examination is given. Only one re-examination per course is permissible.

A grade change resulting from re-examination must be on file in the Office of the Registrar one week after the originally scheduled examination.

CLASSIFICATION REGULAR STUDENTS

In order to graduate in eight semesters of attendance, a student in a typical degree program must average 15-17 s.h. of credit per semester. A regular or full-time student is required to schedule at least 12 s.h. per semester. Students who register for no more than 11 s.h. per semester are classified as part-time students. Students will be classified as to class standing as follows:

0-31 semester hours credit.....Freshmen

32-63 semester hours credit.....Sophomores

64-95 semester hours credit.....Juniors

96 or more semester hours credit.....Seniors

Students must meet grade (quality) point requirements ~~based on attempted and/or transfer hours~~ to be eligible for readmission for the next a succeeding semester of the university at East Carolina University. (See SCHOLASTIC ELIGIBILITY STANDARDS, below.)

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GRADING SYSTEM, GRADE POINTS, AND

GRADE POINT AVERAGE

A grade (quality) point system based on all hours attempted at East Carolina University is used to calculate student scholarship. The following grade symbols are currently in use for all undergraduate courses: A--excellent, B--good, C--average, D--barely passed, F--failed (Course must be repeated to secure credit.), I--incomplete, N--audited. A grade of I is given for a deficiency in quantity, not quality, of work.

Grade points are computed by multiplying the number of semester-hour credits by four for courses in which a grade of A is earned; by three for a grade of B; by two for a grade of C; by one for a grade of D. No grade points are given for a grade of F, but hours attempted are recorded for each attempt of a given course. In those situations where a student has failed a given course more than ~~one time~~ twice, commencing with the ~~second~~ third failure, the attempted hours offered for the course shall not be counted in computing the student's GPA if the student initiates the multiple F policy in the Office of the Registrar. The GPA is obtained by dividing the total number of grade points earned by the total number of semester hours attempted.

REMOVAL OF INCOMPLETES

A grade of I must be removed during the next semester (not counting summer session) the student is enrolled in the university, or it automatically becomes a failure. The instructor will set a time for the removal of the incomplete, in no case later than three weeks prior to the end of the semester. Instructors must submit the proper removal of incomplete form to the Office of the Registrar at least two weeks prior to the end of the semester. If the student does not return to school, the I must be removed within one year or it automatically becomes an F. An incomplete may not be removed by repeating the course. If a student enrolls in a course in which he or she has an incomplete, the I will automatically become an F. No student will be allowed to graduate with an incomplete on his or her record.

SCHOLASTIC ELIGIBILITY STANDARDS

Retention requirements are based upon attempted hours at East Carolina University, ~~and/or transfer hours from another institution.~~ In order to remain in good academic standing, a student must have a 1.75 GPA through the first 31 s.h. and a 2.00 GPA on 32 s.h. or more. Certain academic programs require a GPA greater than 2.0 for admission. (See specific major requirements.)

~~The minimum scholarship requirements are as follows: Retention Periods:~~

~~First Retention Period--1-7 attempted and/or transfer hours, no GPA~~

~~Second Retention Period--8-31 attempted and/or transfer hours, 1.35 GPA~~

~~Third Retention Period--32-63 attempted and/or transfer hours, 1.60 GPA~~

~~Fourth Retention Period--64-95 attempted and/or transfer hours, 1.80 GPA~~

~~Fifth Retention Period--96 or more attempted and/or transfer hours, 1.90~~

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1 ~~Sixth Retention Period—second undergraduate degree, 2.0 GPA~~

2 ~~Warning Levels:~~

3 ~~RP 1—1-7 attempted and/or transfer hours, less than 1.35 GPA~~

4 ~~RP 2—14-31 attempted and/or transfer hours, less than 1.60 GPA~~

5 ~~RP 3—46-63 attempted and/or transfer hours, less than 1.80 GPA~~

6 ~~RP 4—78-95 attempted and/or transfer hours, less than 1.90 GPA~~

7 STANDARDS and PROBATION

8 A student will be placed on probation:

- 9 • if after attempting 1-31 semester hours, he or she has a cumulative grade point average
10 (GPA) of less than 1.75.
11 • if after attempting 32 or more semester hours, he or she has a cumulative grade point
12 average (GPA) of less than 2.00.

13 Note:

14 A student will remain on academic probation until the required grade point
15 average is obtained or the student is suspended.

16 Intervention Strategies

17 A student who has been placed on academic probation shall:

- 18 • receive a written notification of academic probation (The University Registrar will notify the
19 student on the Student Grade Report, and the appropriate indication will be made on the
20 student's university record.);
21 • be required to meet with his/her adviser or attend an academic review session conducted by
22 his/her academic unit prior to the semester break (fall or spring); and
23 • complete with his/her adviser or unit representative an academic review form, identifying
24 possible actions or strategies which the student will use during the probationary semester to
25 improve his/her academic standing. (This form must be signed by the student and the
26 adviser or unit representative and a copy given to the student and a copy maintained in the
27 advising folder or unit office.)

28 SUSPENSION

- 29 • The student who fails to meet the required grade point average (GPA) while on probation will
30 be suspended from the university for one semester unless he/she earns at least a 2.5 grade
31 point average on a minimum of 12 attempted hours in the current probationary semester.

32 READMISSION FOLLOWING SUSPENSION

- 33 • Following an initial suspension and readmission to the university on academic probation, the
34 student who fails to meet the required grade point average (GPA) while on probation will be
35 suspended from the university for two semesters unless he/she earns at least a 2.5 grade
36 point average on a minimum of 12 attempted hours in the current probationary semester.

37

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- 1 • Following the second suspension and readmission to the university on academic probation,
2 the student who fails to meet the required grade point average will be suspended from the
3 university for an indefinite period of time, not less than three academic years, unless he/she
4 earns at least a 2.5 grade point average on a minimum of 12 attempted hours in the current
5 probationary semester.

Note:

7 A student may attend summer school only at East Carolina University to remove
8 academic deficiencies.

APPEALS OF SUSPENSION

- 11 • Only students who have completed the required intervention strategies are eligible to appeal
12 for exception to suspension.
13 • A student who wishes to appeal his/her suspension must submit to the Office of the Registrar
14 at least four working days prior to registration day for the next semester of enrollment the
15 following:
16 • a letter explaining the rationale for the appeal,
17 • a document supporting the appeal, with personal, family, and medical problems
18 supported by documentation from sources involved, and
19 • a copy of the intervention plan signed by his/her adviser or departmental
20 representative.

Note:

22 In considering appeals for readmission for the fall semester, the committee normally
23 expects students to attend summer school to demonstrate academic improvement

25 ~~A minimum cumulative GPA of 2.5 is required for admission to the Upper Division in~~
26 ~~Teacher Education and to student teaching.~~

27 ~~To graduate, a student must have a minimum cumulative and major GPA of 2.0.~~

28 ~~A student who possesses a baccalaureate degree and who is working toward a second~~
29 ~~baccalaureate degree must maintain a minimum cumulative GPA of 2.0 on all work attempted~~
30 ~~on the second baccalaureate degree.~~

PROBATION AND SUSPENSION CODES

32 Grade point calculations are made and the report is mailed to the student at the
33 ~~permanent address of record~~ at the end of each semester and each summer term. A student who
34 is not meeting the required scholastic eligibility standards will find one of the following codes
35 printed on the grade sheet:

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1 #1 Removed from Academic Probation

~~#2 Academic Warning—This code indicates that the student is performing at the required scholastic level at the present time; however, continued performance at this level will, upon the attainment of the next retention period, result in academic probation and inability to graduate during the normal time frame.~~

6 **#3 Academic Probation--**This code indicates that the student has not met the required
7 scholastic standards. If the deficiency is not removed by the end of the next semester of
8 enrollment, the student will be ~~declared academically ineligible to return.~~ suspended.

9 **#4A Academically Ineligible Suspension--**This code indicates the first time that the
10 student's scholastic performance has not met the requirements necessary to
11 continue enrollment. The student is suspended for one semester followed by
12 readmission on probation.

13 #4B Academically Ineligible Suspension--This code indicates the status of a student
14 who has become academically ineligible for a second time. A student
15 becoming ineligible a second time will be suspended for one academic year
16 (two consecutive semesters).

17 ~~#4C Academically Ineligible-Suspension~~-This code indicates the status of a student
18 who has become academically ineligible for a third time. If a third
19 suspension occurs, the student will be readmitted only by successful
20 appeal to the Readmission Appeals Committee.

21 Students on probation or suspended from the university are encouraged to attend summer
22 school at East Carolina University in order to progress toward good academic standing.

~~During a period of probation or suspension, a student will not be given permission to attend another institution of higher education but is eligible to attend summer school at East Carolina University. In this way, a student may establish good standing during a period of probation or suspension.~~

27 **APPEALS**

Continuing students whose latest grade report indicates an academic status of 4A, 4B, or 4C and who wish to seek exemption from the suspension must submit a letter of appeal to the Readmission Appeals Committee. Students who have served a portion of their suspension and who wish exemption from the remainder must submit a letter of appeal. This letter must be received in the Office of the Registrar no later than four working days prior to registration day for the next term of enrollment. The Readmission Appeals Committee normally will not consider appeals from ineligible students unless they are based on personal or family problems of an extreme nature or on evidence of substantial academic improvement.

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1 ~~Personal, family, and medical problems should be supported by documentation from other~~
2 ~~sources involved. In considering appeals for readmission for the fall semester, the committee~~
3 ~~normally expects students to attend summer school to demonstrate academic improvement.~~

4 ~~Readmission to the university does not guarantee readmission to individual academic~~
5 ~~programs.~~

READMISSION

Regular

8 Any student not ~~currently enrolled~~ for one or more semesters on the main campus of the
9 university must apply for readmission. Applications for Readmission noting deadlines are
10 available from the Office of Admissions. Readmission to the university does not guarantee
11 readmission to individual academic programs. ~~Applicants should contact the admissions office to~~
12 ~~determine deadline dates for each academic term.~~

Transfer Readmission

15 Students who have been enrolled at another college or university since their last
16 enrollment at East Carolina University must submit to the Office of Admissions official transcripts
17 indicating that a minimum cumulative C average (2.0 on a 4.0 scale) has been earned on all
18 transferable courses attempted. ~~Official transcripts from all institutions attended since the last~~
19 ~~enrollment at East Carolina must be on file prior to a student's being approved for readmission.~~
20 In order to ensure processing, applicants should submit transfer readmission applications
21 according to the deadline thereon. ~~at least three weeks prior to registration day of the intended~~
22 ~~term of re-enrollment.~~ Transfer credit will be evaluated in accordance with established university
23 policy. (See TRANSFER CREDIT, above.)

Special Readmission (Forgiveness) Policy

25 East Carolina University students who have been out of school for a minimum of three
26 consecutive academic years (summer schools excluded) may request special readmission.
27 Such requests must be submitted in writing according to application deadline dates as specified
28 above.

29 Students who have been enrolled at another college or university since their last
30 enrollment at East Carolina University must submit to the Office of Admissions official transcripts
31 indicating that a minimum cumulative C average (2.0 on a 4.0 scale) has been earned on all
32 transferable courses attempted. ~~eligibility to return to the previous institution.~~ No transfer credit
33 will be awarded for courses taken at any institution of higher education during the initial three
34 consecutive academic years. For courses taken in subsequent years, only those in which the
35 student received a grade of C or better will be accepted for transfer credit at ECU. The sole
36 exception is that students may attend ECU during summer sessions for credit.

37 Subsequent grade point averages of students readmitted under this policy will be

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1 computed without inclusion of previous course work in which a grade below C was received;
2 credit toward graduation will not be allowed for such course work. However, this work will be
3 included in calculations for consideration for honors.

4 A student may be readmitted under the Forgiveness Policy only one time. Those
5 readmitted under this policy are on academic probation for the first 19 s.h. of attempted course
6 work. At the end of the term in which the nineteenth semester hour is attempted, a minimum
7 cumulative C average (2.0 on a 4.0 scale) must have been earned at East Carolina University
8 since readmission. Failure to meet this stipulation will result in the student's being ineligible
9 except for summer school until such time as the C average is obtained.

CLASS ATTENDANCE REGULATIONS

11 ~~Students are expected to attend punctually all lecture and laboratory sessions in the~~
12 ~~courses for which they are registered, beginning with the first session following registration in the~~
13 ~~course, except as noted below.~~

14 ~~Each instructor shall determine the class attendance policy that is felt to be best for the~~
15 ~~particular course. In determining the number of unexcused absences which will be accepted, the~~
16 ~~instructor should consider carefully the nature of the course, the maturity level of the students~~
17 ~~enrolled, and the consequent degree of flexibility which the instructor's policy will include. This~~
18 ~~policy, along with the instructor's requirements for announced quiz attendance, should be~~
19 ~~presented to the class, preferably in writing, at the beginning of the term and will govern~~
20 ~~attendance in the class.~~

21 ~~Instructors are expected to recognize and honor official university excuses, i.e., excuse~~
22 ~~students without penalty for absence because of participation in authorized university activities. If~~
23 ~~required by the instructor, verification of these authorized absences may be obtained by the~~
24 ~~student by contacting the dean of students. Verification of personal illness may be obtained by~~
25 ~~calling the Student Health Service. Official written excuses are not issued for personal illness,~~
26 ~~except in the case of a final examination when a grade of incomplete is recommended.~~

27 ~~Student teachers assigned to schools within the immediate vicinity of the campus will~~
28 ~~report to the Student Health Service when they are ill. The Student Health Service, upon~~
29 ~~request from the student teaching office, will provide verification of their visits and indicate~~
30 ~~whether the severity of the illness warrants an absence from student teaching.~~

CLASS ATTENDANCE REGULATIONS

32 Students are expected to attend punctually all lecture and laboratory sessions in the
33 courses for which they are registered. Absences are counted from the first class meeting, and
34 absences because of late registration will not be automatically excused. The student is held
35 accountable for the work covered in each class meeting.

36 Each instructor shall determine the class attendance policy that is felt to be best for the
37 particular course. This policy, along with other course requirements, will be presented to the

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1 class, preferably in writing, at the beginning of the semester or summer school term.

2 It is the intent of the university that students who miss classes due to the observance of
3 religious holidays be given an opportunity to make up work.

4 Instructors are expected to recognize and honor University Excused Absences, i.e., treat
5 the absence as an excused absence. Instructors may require that students provide reasonable
6 advance notice of a University Excused Absence, when possible. If required by the instructor,
7 verification of a University Excused Absence may be obtained by the student's contacting the
8 Office of the Dean of Students, Whichard Building. Official written excuses for personal illness
9 are not issued by the Student Health Service except in the case of a final examination when a
10 grade of Incomplete (I) is recommended.

11 The death of an immediate family member may be considered as an excused absence
12 under university policy. Should such a circumstance occur, the student should contact the Office
13 of the Dean of Students for a University Excused Absence while providing documentation of the
14 particulars.

15 University Excused Absences may be authorized by the Dean of Students for the
16 following types of activities:

17 1. Participation in authorized university activities as an official representative of the university
18 (i.e., sporting events, delegate to regional or national meetings or conferences,
19 participation in and necessary travel to and from university sponsored performances).

20 2. Participation in activities directly related to university course work and part of the course
21 requirements. To qualify for a University Excused Absence, an activity must:

22 a) Be directly related to the course work.

23 b) Be of a nature that prevents it from being accomplished at a time that does not
24 conflict with a class.

25 c) Be announced, with complete information regarding date, time, purpose, and
26 duration, on the first day of class.

27 d) Be limited to one per course per term.

28 e) Be submitted by the course instructor, through the appropriate departmental
29 chairperson or dean, to reach the Dean of Students not later than one month prior to the
30 start of the term.

31 3. Participation in other activities deemed by the Dean of Students to meet the spirit of these
32 requirements by furthering the mission and enhancing the reputation of East Carolina
33 University.

34 Except as provided above, requests for a University Excused Absence should be
35 submitted, whenever possible, to the Dean of Students at least a week prior to the scheduled
36 absence. Requests submitted after the fact will be disapproved unless circumstances made
37 prior approval impossible or unreasonable.

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POLICY ON POSTING GRADES

It is the policy of the university that each instructor post final grades in each course which he or she teaches at the end of each semester or summer term in a convenient place so that students may have access to their grades as soon as possible after completion of the course.

The individual student's identification number without an accompanying identifying name is used to identify the individual course grades to protect the privacy of the student. In compliance with the Family Educational Rights and Privacy Act (P.L. 93-380), if any student does not want the his/her grades posted by the instructors at the end of the term, the student must notify the Office of the Registrar of that fact no later than twenty-one calendar days prior to the last day of classes of a given semester or summer term. Once such notification has been made, that student's grades will not be posted in any courses taken during that term. It is the student's responsibility to notify the Office of the Registrar each term he or she wishes grades not to be posted.

As soon as they grades are determined at the end of each semester or summer term, a report of grades is sent to the student, at his or her permanent home address.

CHANGE OF GRADE

A change in grade, other than I, for any reason, must be made within one year from the date the original grade was received.

CHANCELLOR'S LIST, DEAN'S LIST, AND HONOR ROLL

Each semester outstanding scholarship is recognized in the following manner.

The Chancellor's List is composed of the names of all full-time undergraduates who make four grade (quality) points per credit hour (4.0) on all work taken with no incomplete grades.

The Dean's List is composed of the names of all full-time undergraduates who make at least three and one-half grade (quality) points per credit hour (3.5) on all work taken with no grade below C and no incomplete grades.

The Honor Roll is composed of the names of full-time undergraduates who make at least three grade (quality) points per credit hour (3.0) on all work taken with no grade below C and with no incomplete grades.

DEGREE REQUIREMENTS

All students are urged to confer with their academic adviser and/or their major department/school representative ~~the dean of their respective college or school or the chairperson of their department~~ about their programs and degree requirements, ~~prior to the beginning of their last year of residence at the university.~~ At least two semesters prior to graduation, each student, in consultation with his or her adviser, must complete a Senior Summary Sheet to be forwarded to the Office of the Registrar.

A student may expect to be allowed to obtain a degree in accordance with the requirements set forth in the regulations in force when he or she enters the university or under subsequent regulations published while he or she is a student. However, a student is restricted in

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choice to the requirements of one specific catalog or its supplement. Undergraduate students who enter the university under the regulations of a catalog have a period of five years, inclusive and continuous, in which to claim the rights degree requirements of that catalog.

GENERAL REQUIREMENTS FOR GRADUATION

Any student who receives a degree from East Carolina University must complete a minimum of 120 s.h., in regular class attendance at East Carolina University, a minimum of 30 s.h. and at least one-half of the total hours required in the major discipline must be completed in regular class attendance at East Carolina University. The required resident study does not need to be accomplished in consecutive semesters. One-half of the minimum semester hours required in the student's program must be earned at a senior college. Official transcripts must be on file in the Office of the Registrar. All requirements must be met by the official graduation date of East Carolina University.

A student must also meet the curriculum requirements of the catalog under which he or she enters or of some subsequent catalog. No student, however, will be permitted to graduate under a catalog or supplement issued more than five years prior to the date of graduation.

In order to graduate, all students must have earned a minimum GPA of 2.0 and must have a minimum cumulative and major GPA of 2.0. If a student completes required courses in his or her major and takes other courses in that field as electives, these additional courses will also be counted in computing the average grade in the major. Cognate courses will also be used in computing average grades in the major. Grades made on courses taken at other colleges and universities will not be considered.

Application for graduation must be made on a form provided by the Office of the Registrar not later than two semesters before the completion of the requirements for the degree. The diploma fee ~~of \$25~~ must accompany the application.

~~In the first semester of senior standing~~ At least two semesters prior to graduation, the student will, in consultation with his or her adviser, must complete a Senior Summary Sheet to be forwarded to the Office of the Registrar, ~~with the application for graduation.~~

DOUBLE OR SECOND MAJOR

Students desiring a second major will be advised in the department offering the primary major. However, the chairperson or dean of the unit offering the second major also must review the requirements for the second major and sign the senior summary sheet.

If the primary major is part of a non-BA degree program and the second major is identified in the curriculum for the BA degree, additional general education requirements for the BA degree (including a foreign language requirement) will not apply. Courses taken to meet general education requirements may be used to satisfy requirements for a second major or a minor, but not a primary major.

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1 A student may not receive two different degrees simultaneously. If requirements are
2 completed for a degree outside the student's declared major, the student's transcript will reflect
3 that fact although a second degree will not be awarded.

SCHOLASTIC REQUIREMENTS

FOR A

SECOND UNDERGRADUATE DEGREE

7 To satisfy the requirements for a second baccalaureate degree at East Carolina
8 University, a student must complete a minimum of an additional 30 s.h. through regular class
9 attendance after satisfying requirements for the first degree, and he or she must also satisfy the
10 requirements of a major other than the major declared for the first baccalaureate (See General
11 Requirements for Graduation). Students who wish to satisfy the requirements for a BS degree
12 in teacher education may use the same major that they declared for the first baccalaureate
13 provided that the university offers a teacher certification program in that major. ~~that the major~~
14 ~~used for the first baccalaureate offers a teacher certification program.~~

15 The student must maintain a minimum GPA of 2.0. In ~~determining~~ determination of the
16 GPA, only attempted hours toward the second degree will be counted. Grade points earned in
17 the first degree will not apply ~~in determining~~ in determination of the scholastic eligibility while a
18 student is enrolled for a second degree.

19 The student must also meet the curriculum requirements for the second undergraduate
20 degree in the catalog under which he or she enters or in some subsequent catalog. No student,
21 however, will be permitted to complete the second degree under a catalog or supplement issued
22 more than three years prior to the date of completion of the second degree. In evaluating
23 curriculum requirements for the second undergraduate degree, the academic unit offering the
24 second degree will determine whether general education requirements from the first
25 undergraduate degree satisfy general education requirements for the second degree. However,
26 any foreign language requirements for the second degree must be fully met and may not be
27 waived.

DEGREES WITH DISTINCTION

29 Based on all work attempted, three degrees with distinction are granted to graduating
30 undergraduate students:

31 "Summa Cum Laude" for a cumulative average of 3.90

32 "Magna Cum Laude" for a cumulative average of 3.60

33 "Cum Laude" for a cumulative average of 3.50.

34 ~~A student must earn a minimum of 120 s.h., as needed for degree~~
35 ~~requirements, to be eligible for honors at East Carolina University.~~

36 Degrees with distinction are granted to transfer students under the following conditions:

Academic Regulations Rewrite

- 1 1. The student must complete at this university East Carolina University at least
2 one-half the minimum number of hours required for the degree.
- 3 2. The student must have the required average on all work taken at this university.
- 4 3. The student must have a cumulative average on all work attempted (including any
5 transfer credit) which meets the requirements for the degree with distinction.

7 Second undergraduate degrees with distinction are awarded under the following
8 conditions:

1. The student must complete a minimum of 30 s.h. at this university East Carolina University.
2. The student must have a minimum GPA of 3.5 on course work for the second degree and a cumulative average on all course work attempted for the first degree as well as for the second degree which meets the requirement for the degree with distinction. The level of distinction on the second degree can be no higher than that allowed by the GPA on the work toward the second degree. The student must meet all other scholastic requirements for a second degree as listed in this catalog.

17 **CHANGE OF NAME AND ADDRESS**

18 It is the obligation of every student to notify the Office of the Registrar of any change in
19 name or address. Failure to do so can cause serious delay in communication with the student.
20 ~~the handling of student records and in notification of emergencies at home.~~

21 TRANSCRIPTS OF RECORDS

22 Requests for transcripts of a student's record should be addressed to the Office of the
23 Registrar. For each copy, there is a fee of \$3. A transcript will not be issued for a student who is
24 financially indebted to the university.

25 **PRIVACY OF STUDENT EDUCATIONAL RECORDS POLICY**

The university policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). This policy provides that the student has a right of access to student educational records maintained by the university or any department or unit within the university. The policy also protects the confidentiality of personally identifiable information in student records. A copy of the university policy dealing with the privacy of student educational records is maintained in each professional school and academic department within the university. Each member of the faculty should be thoroughly familiar with this policy and comply with its provisions.

34 ACCESS TO STUDENT EDUCATIONAL RECORDS

35 In compliance with the Family Educational Rights and Privacy Act of 1974, it is the policy
36 of the university that students have the following rights in regard to official educational records
37 maintained by the university:

Academic Regulations Rewrite

- 1 1. Each student has the right to inspect and review any and all official educational
2 records, files, and data maintained by the university and directly related to the student
3 and not related to other students.
- 4 2. The university will comply with the request from a student to review his or her records
5 within a reasonable time but in any event not more than forty-five days after the request
6 is made. Any inquiry pertaining to student records should be directed to the Office of the
7 Registrar.
- 8 3. A student who believes that his or her educational records contain inaccuracies or
9 misleading information or that his or her right of privacy is violated on the basis of
10 information contained in such records has the right to a hearing to challenge such
11 information and to have it removed from his or her record or to include in the record
12 his or her own statement of explanation. Any complaint pertaining to student records
13 should be made directly to the office of the university attorney, telephone 919-757-6940.
- 14 4. The university will not release any information from student records to anyone
15 (except those agencies noted below in item 5) without the prior written consent of the
16 student. The consent must specify the records or information to be released, the reasons
17 for the release, and the identity of the recipient of the records.
- 18 5. Information from the student's records may be released without the written consent
19 of the student in the following situations:
 - 20 a. In compliance with a court order or subpoena provided the student is notified
21 of all such orders or subpoenas in advance of compliance by the university.
 - 22 b. Requests from the staff or faculty of the university who have a legitimate
23 educational interest in the information.
 - 24 c. Requests from other departments or educational agencies who have
25 legitimate educational interest in the information.
 - 26 d. Requests from officials of other colleges or universities at which the student
27 intends to enroll provided the student is furnished with a copy, if he or she so
28 desires, so that he or she may have an opportunity to challenge the contents of
29 the record.
 - 30 e. Requests from authorized representatives of the US Comptroller General or
31 the administrative head of a federal educational agency in connection with an
32 order or evaluation of federally supported educational programs.
 - 33 f. Requests in connection with a student's application for receipt of financial aid.
 - 34 g. Requests from parents of a dependent student as defined in Section 152 of
35 the Internal Revenue Code of 1954.
- 36
- 37

Academic Regulations Rewrite

- 1 h. Requests from appropriate persons in connection with an emergency if the
2 knowledge of such information is necessary to protect the health or safety of the
3 student or other persons.

4 A student has the right to file a complaint at any time with the US Department of
5 Education. However, it is expected that the student normally would exhaust the available
6 administrative remedies for relief according to the university grievance procedures before filing
7 such a complaint.

8 RELEASE OF DIRECTORY INFORMATION

9 The university routinely makes available in an annually updated printed directory certain
10 information about its students. This policy is for the convenience of students, parents, other
11 members of the university community, and the general public. In compliance with the Family
12 Educational Rights and Privacy Act (P.L.93-380), the university will continue this policy of
13 releasing directory information, such information being defined by the Act as some or all of the
14 following categories: the student's name, address, telephone listing, date and place of birth,
15 major field of study, participation in officially recognized activities and sports, weight and height
16 of members of athletic teams, dates of attendance, degrees and awards received, and the most
17 recent previous educational agency or institute attended by the student. If any student does not
18 wish any or all of this directory information released without prior consent, the student must notify
19 the Office of the Registrar in writing within seven days after registration day of the current term
20 of enrollment.

21 INDEBTEDNESS

22 No degree will be conferred on a student, nor will any diploma, certificate, transcript, or
23 record be issued to a student who has not made satisfactory settlement with the university
24 cashier or other appropriate office for all financial indebtedness to the university (except a
25 secured loan). A student may not be permitted to register, to attend classes, or to take final
26 examinations after the due date of any unpaid obligation.

27

28 FINREV.DOC

AD HOC COMMITTEE ON ADMINISTRATIVE EVALUATIONS REPORT

The Ad Hoc Committee on Administrative Evaluations recommends the following to the Faculty Senate for their consideration:

1. a pilot study of the DECAD, a rating form for departmental chairs from the Center for Faculty Evaluation and Development, Kansas State University, in the spring of 1993.

The purpose of the pilot study is to obtain evaluative data on the DECAD. Volunteers are currently being solicited for this pilot study. Results of both the DECAD and the original form will be made available to participating chairs. Identity of chairs will be anonymous to the committee. Confidentiality of chairs and respondents will be maintained.

The current administrator rating form will be used for this sample of departmental chairs for comparative purposes and not for actual evaluations.

2. a similar pilot study of other administrators (deans, vice chancellors, and the Chancellor) in the fall of 1993. The Committee is in the process of developing rating forms for this study.

The current rating form for these administrators will not be used this spring and be used at the time of the fall pilot study again only for comparative purposes.

The Ad Hoc Committee on Administrative Evaluations will coordinate details of the pilot studies with the office of Planning and Institutional Research.

COMMITTEE ON COMMITTEE REPORT

Election of Faculty Assembly Delegates and Alternates

Faculty Assembly Delegates

John Moskop	Medicine	919-551-2797	1991-1994	Second Term
Patricia Campbell	Education	919-757-6782	1991-1994	First Term
Larry Hough	Political Science	919-757-6126	1991-1994	First Term

Terms Expiring:

Kenneth Wilson	Sociology & Anth.	1990-1993	Second Term *
George Bailey	Philosophy	1990-1993	First Term

*ineligible for re-election (Appendix B, Bylaws, Section II.C., page B-3)

Faculty Assembly Alternates

Sheldon Downes	Allied Health Sc.	919-757-4453	1991-1994
Miriam Quick	Nursing	919-757-4319	1992-1995

Terms Expiring:

Eugene Hughes	Business	1990-1993
Steve Thomas	Allied Health Sc.	1990-1993
Connie Kledaras	Social Work	1990-1993

Nominations

Robert Morrison	Chemistry	6238
Connie Kledaras	Social Work	4204
Greg Givens	Allied Health Sciences	4459
George Bailey	Philosophy	6121
Judith Rollins	Human Environmental Sc.	6908
Jeff Jarvis	Music	6248
Steve Thomas	Allied Health Sciences	4454
Jeanette Dolezal	Medicine	551-4629
Dori Finley	Human Environmental Sc.	6917

COMMITTEE ON COMMITTEES REPORT

Second 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.

COMMITTEE ON COMMITTEES REPORT

Second 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

Second 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.

COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Change to Charge (Proposed deletion underlined, addition in **bold**)

CONTINUING EDUCATION COMMITTEE CHARGE

1. Name: Continuing Education Committee

2. Membership:

5 faculty members 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, Vice Chancellor for Academic Affairs, the Director of Continuing Education and Summer School, the Director of the University Counseling Center, and the Assistant Dean for Student Development, or their appointed representatives, **and a representative from one of the Campus Libraries (Joyner or Health Sciences).**

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

4. A. Committee Functions:

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. The Committee examines and recommends policies relating to faculty teaching including qualifications, number of hours and compensation, in the Division of Continuing Education and Summer School.

B. To Whom The Committee Reports:

The Committee recommends to the Faculty Senate policies relating to teaching assignments, qualifications, and compensation of faculty in the Division of Continuing Education and Summer School. The Committee makes appropriate recommendations to the Director of Continuing Education and Summer School.

C. How Often The Committee Reports:

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

D. Power Of The Committee To Act:

The Committee is empowered to recommend to the Director of Continuing Education and Summer School programs relating to the Division of Continuing Education and Summer School.

NEW BUSINESS

Committee on Committees Report

Due to recent resignations, two faculty members are needed to fill unexpired alternate terms (1993 and 1994) on the Hearing Committee. An additional faculty member is needed to serve as a temporary member on the Hearing Committee for an upcoming hearing.

The Committee on Committees presents the following as nominees:

Ivan Wallace, Education (6549/6983)

Martin Schultz, Sociology & Anthropology (6883)

Sal DeMarco, Allied Health Sciences (4457/4405)

Hearing Committee Roster (3 year term)

Regular Members:

<u>Name</u>	<u>Dept.</u>	<u>Term</u>
Tinsley Yarbrough	Political Science	1993
Karen Baldwin	English	1993
Conner Atkeson	History	1995
James LeRoy Smith	Philosophy	1995
Artemis Kares	Academic Library Svcs.	1995

Alternate Members:

<u>Name</u>	<u>Dept.</u>	<u>Term</u>
James Bruner	Social Work	1993
OPEN		1993
OPEN		1994
Greg Lapicki	Physics	1995
James Markello	Pediatrics	1995

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 **EXECUTIVE** AGENDA

The fifth regular meeting of the Faculty Senate for academic year 1992/1993 will be held on **Tuesday, January 26, 1993**, at 2:10 in the Mendenhall Student Center Great Room.

- I. Call to Order
- II. Approval of Minutes of December 1, 1992.
- III. Special Order of the Day
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellors' Reports
 - E. Dave Hart, Director of Athletics
Changes in Faculty/Staff Ticket Procedures
- IV. Unfinished Business
 - A. Ad Hoc Committee on Academic Regulations, Dave Watkins
Revised Academic Regulations: Section 5 of the Undergraduate Catalog. (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 1)
 - B. Ad Hoc Committee on Administrative Evaluations, Linda Allred
(attachment 2)
- V. Report of Committees

Committee on Committees, Caroline Ayers
 - 1. Election of Faculty Assembly Delegates and Alternates
(attachment 3).
 - 2. Second reading of proposed changes to the following Academic Committee charges:
 - a. Faculty Computer Committee (attachment 4)
 - b. Research/Creative Activity Committee (attachment 5)
 - c. Teaching Grants Committee (attachment 6)
 - 3. First reading of proposed change to the Continuing Education Committee charge (attachment 7)
- VI. New Business

FACULTY SENATE ANNOUNCEMENTS

January 26, 1993

1. We would like to ask that all Senators do the following to aid in reporting the minutes correctly:
 1. To aid in identification, please stand when speaking on issues.
 2. To aid in clarification of motions, forms have been provided near each Senator. When making a motion or amendment, please fill out the form and forward it to Jeff Jarvis, Secretary of the Faculty.
2. The Chancellor has approved resolution #92-35 from the December 1, 1992, Faculty Senate meeting.
3. Chancellor Eakin is out of town today chairing a SACS Committee meeting at East Tennessee State University.
4. Dr. Marlene Springer, Vice Chancellor for Academic Affairs, is out of town today attending an American Council in Education (ACE) meeting in San Diego.
5. Special thanks to the following Alternate Senators servings as Tellers today: Bill Church (Chemistry) and JoAnn Jones (English).
6. Academic, Administrative, and Appellate Committee Preference Forms have been distributed to all faculty. If you are not currently serving on a committee or your term expires Spring 1993, and you are interested in serving on one of these committee, a complete form, along with a brief statement indicating qualifications for potential service, must be submitted to the Faculty Senate office by Friday, February 12, 1993. Please encourage your colleagues to return these forms.
7. The Committee on Committees is preparing a report to the Faculty Senate requesting approval for a new academic committee entitled "**Writing Across The Curriculum Committee**". The first reading of the proposed committee charge will be February 23, 1993 (second and final reading on March 30). If approved, there will be eight faculty vacancies to be filled in April, 1993. If you are interested in serving on this committee or reviewing the proposed committee charge, please call the Faculty Senate office at ext. 6537.
8. In order to begin preparation for the 1993-1994 academic year, it is necessary for your department or school to fill any Faculty Senate vacancies which will occur at the close of this academic year. Election results should be forwarded to the Faculty Senate office by Monday, March 1, 1993.
9. The Career Education Committee is sponsoring a Majors/Minors Fair as a resource for students who are undeclared, uncertain of their majors, or just curious about what possibilities are available at ECU. The Fair will be held on Wednesday, March 24, 1993. Please notify your Chair or Dean if you are interested in participating in this event.

over...

10. Any undergraduate course changes needing approval for this academic year must be received by the Undergraduate Curriculum Committee no later than Monday, March 1, 1993.
11. A workshop entitled "Grants Without Grief: How to Write a Successful Proposal" is scheduled for Saturday, February 27, 1993. Dr. Liane Reif-Lehrer, president of Tech-Write Consultants/Erimon Associates, will conduct the workshop. You may obtain a registration form and more information from the office of Sponsored Programs at #757-6452.
12. The Faculty Affairs Committee is studying merit pay and its application at ECU. A merit pay survey was distributed to all tenured and tenure-track faculty. The results of this survey will be presented to the Faculty Senate during the spring semester.
13. The Faculty Governance Committee is holding public hearings on proposed revisions to Appendix A, Constitution and By-Laws of the Faculty Senate and Appendix L, East Carolina University Code. The hearings are scheduled for Wednesday, February 3 from 3 to 5 in GCB #1031 and Thursday, February 4 from 3 to 5 in the Brody Auditorium. The Committee will consider the comments received, make necessary revisions, and present the draft appendices to the Faculty Senate on March 30, 1993.
14. The Educational Policies and Planning Committee is holding a Forum on Enrollment Increase Impacts on Wednesday, February 10 from 2 to 4 in GCB #1032. This forum is structured so as to allow faculty, staff, and administrators the opportunity to express their perspectives on the impact of enrollment increases at the University.



February 12, 1993

Office of the Chancellor
103 Spilman
919-757-6212

Dr. John Moskop, Chair
Faculty Senate
East Carolina University

Dear Professor Moskop:

I am pleased to approve Resolution #93-1 that was adopted by the Faculty Senate at the January 26, 1993 meeting.

Sincerely,

Richard R. Eakin
Chancellor

RRE/ra

cc: Marlene Springer



Faculty Senate
140 Rawl Annex

919-757-6537
FSLEE@ECUVM1

February 9, 1993

Dr. Richard Eakin, Chancellor
East Carolina University
Spilman Building

Dear Chancellor Eakin:

On January 26, 1993, the Faculty Senate adopted, for your consideration, the following resolution:

#93-1 Recommendations to the Ad Hoc Committee on Administrative Evaluations (attachment 1).

The Faculty Senate also approved the following resolutions:

- #93-2 Revised Faculty Computer Committee Charge (attachment 2).
- #93-3 Revised Research/Creative Activity Committee Charge (attachment 3).
- #93-4 Revised Teaching Grants Committee Charge (attachment 4).

Thank you for your consideration of the above mentioned resolution.

Sincerely,

John Moskop
Chair of the Faculty

:lal

pc: Marlene Springer
Vice Chancellor for Academic Affairs

attachments

LP
LQ

FULL FACULTY SENATE MINUTES ARE DISTRIBUTED TO ACADEMIC
ADMINISTRATORS, SENATORS, ALTERNATES, CHAIRS OF ACADEMIC
COMMITTEES, AND AVAILABLE ELECTRONICALLY THROUGH FSONLINE.

EAST CAROLINA UNIVERSITY FACULTY SENATE
FULL MINUTES OF JANUARY 26, 1993

The fifth regular meeting of the Faculty Senate for academic year 1992/1993 was held on Tuesday, January 26, 1993, at 2:10 in the Mendenhall Student Center, Room #244.

Agenda Item I. Call to Order

Chair John Moskop called the meeting to order at 2:12 pm.

Agenda Item II. Approval of Minutes

The Faculty Senate minutes of December 1, 1992, were approved as written.

Agenda Item III. Special Order of the Day

A. Roll Call

Members absent were: Chancellor Eakin, VCAA Springer, VCHS Hallock, McGee (Continuing Education), Eason (Nursing).

Alternates present were: Mullis for George (Aerospace), Killingsworth for Karns (Business), McMillan for Holte (English), Inman for Gallagher (Human Environmental Sciences), Woodside for Joyner (Math), McMillen for Pories (Medicine), Pokorny for Engelke (Nursing).

B. Announcements

1. The Chancellor has approved resolution #92-35 from the December 1, 1992, Faculty Senate meeting.
2. A special thanks was extended to the following Alternate Senators who served as Tellers during the meeting: Bill Church (Chemistry) and JoAnn Jones (English).
3. Academic, Administrative, and Appellate Committee Preference Forms have been distributed to all faculty. If you are not currently serving on a committee or your term expires Spring 1993, and you are interested in serving on one of these committee, a complete form, along with a brief statement indicating qualifications for potential service, must be submitted to the Faculty Senate office by Friday, February 12, 1993. Please encourage your colleagues to return these forms.
4. The Committee on Committees is preparing a report to the Faculty Senate requesting approval for a new academic committee entitled "Writing Across The Curriculum Committee". The first reading of the proposed committee charge will be February 23, 1993 (second and final reading on March 30). If approved, there will be eight faculty vacancies to be filled in April, 1993. If you are interested in serving on this committee or reviewing the proposed committee charge, please call the Faculty Senate office at ext. 6537.
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Faculty Senate Full Minutes of January 26, 1993
Page 2 of 7.

7. Any undergraduate course changes needing approval for this academic year must be received by the Undergraduate Curriculum Committee no later than Monday, March 1, 1993.
8. The Faculty Affairs Committee is studying merit pay and its application at ECU. A merit pay survey was distributed to all tenured and tenure-track faculty. The results of this survey will be presented to the Faculty Senate during the spring semester.

C. Richard Eakin, Chancellor

Chancellor Eakin was out of town chairing a SACS Committee meeting at East Tennessee State University.

D. Vice Chancellors' Reports

Dr. Marlene Springer, Vice Chancellor for Academic Affairs, was out of town attending an American Council in Education (ACE) meeting in San Diego.

Dr. James Hallock, Vice Chancellor for Health Sciences, was out of town attending a AAMC meeting in Washington DC.

Dr. Al Matthews, Vice Chancellor for Student Life, had no formal remarks.

E. Dave Hart, Director of Athletics

Mr. Hart reported on the impact of a recent Internal Revenue Service ruling, resulting in the Athletic Department no longer offering faculty a 50% discount on season athletic tickets. Beginning with 1993 Baseball season ticket sales the faculty discount will be 20%. Hart emphasized that the Athletic Department had no options in this matter and pointed out that other institutions within the UNC system were facing similar constraints.

Chair Moskop requested permission to alter the order of business to begin the elections of the Faculty Assembly Delegates and Alternates. There was no objection.

Agenda V. Report of Committees

Caroline Ayers (Chemistry), Chair of the Committee on Committees, presented the slate of nominees to fill Faculty Assembly Delegate and Alternate vacancies. Elections were held with nominees not elected to a Delegate position being nominated for an Alternate position with the Faculty Assembly.

Chenier (Allied Health Sciences) noted that Steve Thomas (AHS) wished to be considered as an Alternate member only.

The results of the elections were as follows:

Faculty Assembly Delegates (1993-1996 terms)

		<u>Ballots Cast</u>			
Robert Morrison	Chemistry	8	3	2	
Connie Kledaras	Social Work	9	6	6	1
Greg Givens	Allied Health Sciences	13	15	18	34
George Bailey	Philosophy	28			
Judith Rollins	Human Environmental Sc.	4	1		
Jeff Jarvis	Music	12	12	12	8
Jeanette Dolezal	Medicine	3			
Dori Finley	Human Environmental Sc.	11	11	10	5
illegal ballots:		4	1	1	
Total Ballots Received:		46	48	48	48

George Bailey (Philosophy) and Greg Givens (Allied Health Sciences) were elected to fill Faculty Assembly Delegate vacancies.

Faculty Assembly Alternates (1993-1996 terms)		Ballots Cast	
Robert Morrison	Chemistry	14	9
Connie Kledaras	Social Work	22	17
Judith Rollins	Human Environmental Sc.	7	
Jeff Jarvis	Music	41	1
Jeanette Dolezal	Medicine	4	
Dori Finley	Human Environmental Sc.	28	
Steve Thomas	Allied Health Sciences	17	6
		illegal ballots:	1
		Total Ballots Received:	47 33

Jeff Jarvis (Music), Dori Finley (Human Environmental Sciences), and Connie Kledaras (Social Work) were elected to fill Faculty Assembly Alternate vacancies.

Agenda Item IV. Unfinished Business

A. Ad Hoc Committee on Academic Regulations

Dave Watkins, Chair of the Ad Hoc Committee, presented the revised Academic Regulations: Section 5 of the Undergraduate Catalog, beginning with an overview of the report presented to the Faculty Senate. He clarified changes in the proposed revisions made since the Faculty Senate first considered the document. Watkins also highlighted a 1991 General Assembly requirement (House Bill 1340, Chapter 900) that constituent institutions adopt plans during 1993 for improving four-year graduation rates.

Chair Moskop opened the floor for discussion, clarifying that the wording found under "Dropping and Adding Courses, A Revised Proposal" replaced lines 19-46 on page three of the draft. Discussion opened with the issue of reporting student drops on transcripts. Courtney Jones (SGA President) presented the objections of the SGA to the final line of the first paragraph under "Dropping Courses After the Schedule Change Period." Bell (Education) asked about the logic behind the sentence in question. Watkins responded that there was some support for the transcript being a clear record of a student's academic career. Bell replied that he understood the policy goal for changes to the Academic Regulations to be a more effective use of faculty time, and given that goal this issue of reporting drops on a student's academic record seemed unnecessary. Atkeson (History) and Joyce (Past Chair) concurred with Bell. Joyce moved to amend the section by deleting the final sentence of the third paragraph, which read, "The student's academic record will reflect any course drop." The motion passed.

Daugherty (Math) proposed an editorial change to the sentence beginning on line six of the third paragraph of the Revised Proposal, causing the sentence to read: "For five-week block courses or regular summer term courses, the drop period is limited to the first ten days of classes for the semester of summer term." There was no objection to the editorial change.

Farr (English) proposed an editorial change to the first sentence of the same paragraph (Revised Proposal, third paragraph), to read: "During the first 40% of the regularly scheduled class meetings (including the meeting for the final examination) of a course, a student may, at his or her own option, drop the course. The student may drop up to four courses in pursuit of a university degree." There was no objection to the editorial change.

Discussion shifted to page four, lines 16-18, and the issue of admission to five thousand level courses. Joyce (Past Chair) questioned the changes proposed and Muller (Undergraduate Studies) responded that the wording was taken from the Graduate Catalog. Moore (Registrar) noted that this change

reflects the current practice across the university. Chenier (Allied Health Sciences) questioned the impact of this policy shift on degree programs. Atkeson (History) questioned the process by which this policy shift came about. Felts (HPERS) reported that this change was necessitated by SACS guidelines concerning graduate courses. He clarified that SACS is opposed to undergraduate programs which require specific graduate courses, not to those programs which simply require a certain number of credits of graduate level work. Wilson (Faculty Assembly) reminded the Senate of discussion on this issue during the previous academic year, noting a memo from the chair of Educational Policies and Planning Committee dealing with this issue. He further reported on the SACS guideline that 5000 level courses were graduate level courses into which senior majors could be admitted, not undergraduate courses. Spence (Education) reported that the School of Education had had difficulty with this policy change as it relates to accreditation by NCATE.

Chenier (Allied Health Sciences) moved to amend by deleting lines 16-18 of page 4. The motion was seconded. Thompson (Political Science) spoke against the motion, calling for consistency between the Graduate and Undergraduate catalogs. McMillen (Medicine) and Singhas (Biology) pointed out the current confusion over what the university means by 5000 level courses. Chair Moskop read a statement from the aforementioned memo from the January 1992 meeting of the Faculty Senate. The motion failed.

Singhas (Biology) moved to amend lines 16-18 of page four to read: "Undergraduate students may be admitted to five thousand (5000-5999) level courses with the written permission of the chairperson of the department or the dean of the school in which the course is offered." The motion passed.

Daugherty (Math) proposed an editorial change to line 6 of page five, deleting the words "when necessary as outlined above." There was no objection to the editorial change.

Joyce (Past Chair) questioned the structure of lines 26-36, page nine. This question prompted a discussion about the scope of the Senate's action on this document: is the Senate approving the final document with precise wording or simply approving the policies without regard to specific language. Harris (Foreign Languages) asked if the Senate would have an opportunity to approve the final document, after it was reworked. Watkins (Academic Affairs) and Muller (Undergraduate Studies) responded that unless specific editorial suggestions are made, the committee will be unaware of those paragraphs needing changes. Chair Moskop noted that the practice on the floor of the Senate of accepting editorial changes presumes that the Senate is approving the actual wording, not just the policy ideas.

Farr (English) proposed the following editorial change to lines 26-36 of page nine:

- If the student has been previously enrolled in a comparable course, specific approval must be granted by the chairperson of the department offering the course and the office of Undergraduate Studies.
- If the student has attained junior standing and wishes to attend a two-year institution, specific approval must be granted by the office of Undergraduate Studies.
- If the student has previously completed 60 semester hours or more at a two-year institution, specific approval must be granted by the office of Undergraduate Studies prior to permitting the transfer of additional credit from a two-year institution.

- If the student wishes to be concurrently enrolled at ECU and in correspondence courses, extension courses, or courses at another institution, both the academic unit and the office of Undergraduate Studies must grant specific approval.

Sexauer (Art) moved to amend by deleting lines 2-3 on page 17. The motion was seconded. Hough (Faculty Assembly) and Atkeson (History) spoke in favor of the amendment, noting that the idea of approval for religious holidays presumes an accepted definition of religion as well as approved lists of religions and holidays. Hughes (Business) also spoke in favor of the amendment pointing out that the ambiguity of the wording on page 17 would leave faculty in a position of saying yes to any requests related to religious holidays. Lowe (Council of Deans) and Givens (Allied Health Sciences) voiced concerns with leaving out reference to religious holidays. They raised the question of what the policy would be if the amendment passed. Muller (Undergraduate Studies) reported that currently students bring requests to the office of Undergraduate Studies which then makes a request to faculty to work with the student. After much discussion Graham (Psychology) called for the question. Upon Givens' objection the call was put to a vote, which favored putting the question. The motion passed.

Finley (Human Environmental Sciences) moved to amend line 11 of page 17 to read: "The death of an immediate family member or student participation in religious holidays may be considered as an excused absence under university policy." The motion was seconded. Givens (Allied Health Sciences) spoke in favor of the motion, noting that the decision about religious holidays should be an administrative one. Thompson (Political Science) spoke against the motion, arguing that this decision should be made by faculty members. Finley responded that placing the religious holiday excuse in this context is consistent with other absences mentioned in this section of the document. Farr (English) spoke in favor of the motion because it endorses the need to be sensitive to individual students. Decker (HPERS) spoke against the motion, pointing out that the motion implies that the holiday might not be excused. On a voice vote the Chair ruled that the motion passed. Sexauer (Art) called for a division of the house. The motion passed, 24 for, 13 against.

Joyce (Past Chair) moved postponement of consideration of the remaining pages of the Ad Hoc Committee on Academic Regulations' report until the February 23, 1993, Faculty Senate meeting. The motion passed.

B. Ad Hoc Committee on Administrative Evaluations

Linda Allred (Psychology), Chair of the Ad Hoc Committee, presented two recommendations to the Faculty Senate for their consideration. Both recommendations included the Ad Hoc Committee completing pilot studies on departmental chairs and other administrators (deans, vice chancellors, and the Chancellor). The Ad Hoc Committee on Administrative Evaluations will coordinate details of the pilot studies with the office of Planning and Institutional Research.

There was no discussion from the Senate. The recommendations, as presented, were approved (Resolution #93-1). Please refer to the list of resolutions at the conclusion of this document for the complete recommendations.

Agenda V. Report of Committees

Caroline Ayers (Chemistry), Chair of the Committee on Committees, presented the second reading of proposed changes to the following Academic Committee

charges: (a) Faculty Computer Committee, (b) Research/Creative Activity Committee, (c) Teaching Grants Committee.

Pokorny (Nursing) moved to add the Vice Chancellor Health Sciences as an ex-officio member without vote on all three committees. The motion passed.

The charges of the Faculty Computer, Research/Creative Activity, and Teaching Grants Committees were approved as amended (Resolutions #93-2 through #93-4). Please refer to attachments 1 - 3 at the conclusion of this document for the full revised charges.

As a final report, Professor Ayers presented the first reading of a proposed change to the Continuing Education Committee charge. The proposed change to the Committee charge will be presented and acted upon by the Faculty Senate at the February 23, 1993, meeting.

Agenda VI. New Business

There was no objection to the election of alternates to the Hearing Committee. Due to recent resignations, two faculty members are needed to fill unexpired alternate terms (1993 and 1994) on the Hearing Committee. An additional faculty member is needed to serve as a temporary member on the Hearing Committee for an upcoming hearing.

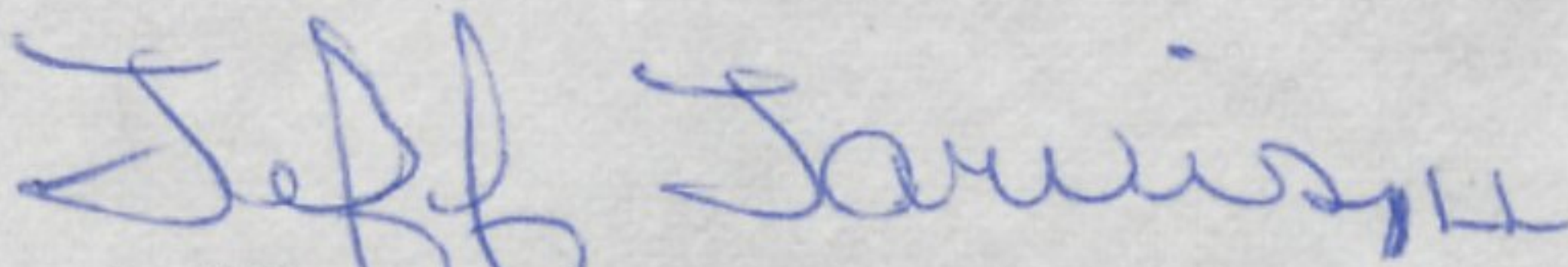
The results of the elections were as follows:

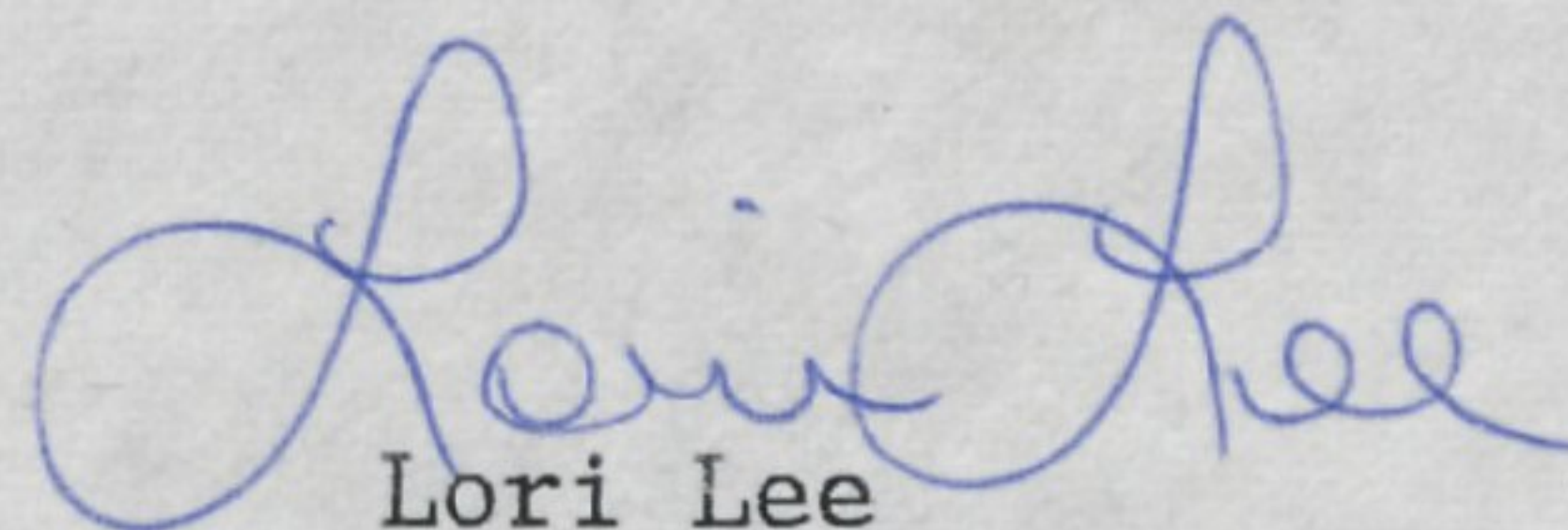
<u>Hearing Committee Alternate Member (1993 and 1994 terms)</u>		<u>Ballots Cast</u>
Ivan Wallace	Education	20
Martin Schultz	Sociology and Anthropology	25
Sal DeMarco	Allied Health Sciences	19
		illegal ballots: 1
		Total Ballots Received: 32

Martin Schultz (Sociology and Anthropology) was elected to fill the 1994 Alternate position and Ivan Wallace (Education) was elected to fill the 1993 Alternate position. With there being no further nominees from the Senate, Sal DeMarco (Allied Health Sciences) was elected as a temporary member.

The meeting adjourned at 5:15 pm.

Respectfully submitted,


Jeff Jarvis
School of Music
Secretary of the Faculty


Lori Lee
Faculty Senate Secretary

RESOLUTIONS PASSED AT THE JANUARY 26, 1993, FACULTY SENATE MEETING

- #93-1 Ad Hoc Committee on Administrative Evaluations recommended by the Faculty Senate to do the following:
1. A pilot study of the DECAD, a rating form for departmental chairs from the Center for Faculty Evaluation and Development, Kansas State University, in the spring of 1993. The purpose of the pilot study will be to obtain evaluative data on the DECAD. Results of both the DECAD and the original form will be made available to participating chairs. Identity of chairs will be anonymous to the committee. Confidentiality of chairs and respondents will be maintained. The current administrator rating form will be used for this sample of departmental chairs for comparative purposes and not for actual evaluations.
 2. A similar pilot study of other administrators (deans, vice chancellors, and the Chancellor) in the fall of 1993. The Committee will develop rating forms for this study. The current rating form for these administrators will not be used this spring (1993) and be used at the time of the fall pilot study again only for comparative purposes.
 3. Coordinate details of the pilot studies with the office of Planning and Institutional Research.
- Disposition: Chancellor**
- #93-2 Revised Faculty Computer Committee Charge (attachment 1).
Disposition: Faculty Senate
- #93-3 Revised Research/Creative Activity Committee Charge (attachment 2).
Disposition: Faculty Senate
- #93-4 Revised Teaching Grants Committee Charge (attachment 3).
Disposition: Faculty Senate

Approved by the Faculty Senate, 1-26-93
Resolution #93-2

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, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Director of Computing and Information Systems, and 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.

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, Associate Vice Chancellor for Research/Dean of the Graduate School, Director of Sponsored Programs, Vice Chancellor for Academic Affairs, and Vice Chancellor for Health Sciences, 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.

Approved by the Faculty Senate, 1-26-93
Resolution #93-4

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, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, and Vice Chancellor for 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.

EAST CAROLINA UNIVERSITY FACULTY SENATE
EXECUTIVE MINUTES OF JANUARY 26, 1993

The fifth regular meeting of the Faculty Senate for academic year 1992/1993 was held on Tuesday, January 26, 1993, at 2:10 in the Mendenhall Student Center, Room #244.

The Faculty Senate minutes of December 1, 1992, were approved as written.

Members absent were: Chancellor Eakin, VCAA Springer, VCHS Hallock, McGee (Continuing Education), Eason (Nursing).

Alternates present were: Mullis for George (Aerospace), Killingsworth for Karns (Business), McMillan for Holte (English), Inman for Gallagher (Human Environmental Sciences), Woodside for Joyner (Math), McMillen for Pories (Medicine), Pokorny for Engelke (Nursing).

The Chancellor has approved resolution #92-35 from the December 1, 1992, Faculty Senate meeting.

A special thanks was extended to the following Alternate Senators who served as Tellers during the meeting: Bill Church (Chemistry) and JoAnn Jones (English).

Academic, Administrative, and Appellate Committee Preference Forms have been distributed to all faculty. If you are not currently serving on a committee or your term expires Spring 1993, and you are interested in serving on one of these committee, a complete form, along with a brief statement indicating qualifications for potential service, must be submitted to the Faculty Senate office by Friday, February 12, 1993. Please encourage your colleagues to return these forms.

The Committee on Committees is preparing a report to the Faculty Senate requesting approval for a new academic committee entitled "Writing Across The Curriculum Committee". The first reading of the proposed committee charge will be February 23, 1993 (second and final reading on March 30). If approved, there will be eight faculty vacancies to be filled in April, 1993. If you are interested in serving on this committee or reviewing the proposed committee charge, please call the Faculty Senate office at ext. 6537.

In order to begin preparation for the 1993-1994 academic year, it is necessary for your department or school to fill any Faculty Senate vacancies which will occur at the close of this academic year. Election results should be forwarded to the Faculty Senate office by Monday, March 1, 1993.

The Career Education Committee is sponsoring a Majors/Minors Fair as a resource for students who are undeclared, uncertain of their majors, or just curious about what possibilities are available at ECU. The Fair will be held on Wednesday, March 24, 1993. Please notify your Chair or Dean if you are interested in participating in this event.

Any undergraduate course changes needing approval for this academic year must be received by the Undergraduate Curriculum Committee no later than Monday, March 1, 1993.

The Faculty Affairs Committee is studying merit pay and its application at ECU. A merit pay survey was distributed to all tenured and tenure-track

Faculty Senate Executive Minutes of January 26, 1993

Page 2 of 3.

faculty. The results of this survey will be presented to the Faculty Senate during the spring semester.

Chancellor Eakin was out of town chairing a SACS Committee meeting at East Tennessee State University.

Dr. Marlene Springer, Vice Chancellor for Academic Affairs, was out of town attending an American Council in Education (ACE) meeting in San Diego.

Dr. James Hallock, Vice Chancellor for Health Sciences, was out of town attending a AAMC meeting in Washington DC.

Dr. Al Matthews, Vice Chancellor for Student Life, had no formal remarks.

Dave Hart, Director of Athletics, reported on the impact of a recent Internal Revenue Service ruling, resulting in the Athletic Department no longer offering faculty a 50% discount on season athletic tickets. Beginning with 1993 Baseball season ticket sales the faculty discount will be 20%. Hart emphasized that the Athletic Department had no options in this matter and pointed out that other institutions within the UNC system were facing similar constraints.

George Bailey (Philosophy) and Greg Givens (Allied Health Sciences) were elected to fill Faculty Assembly Delegate vacancies. Jeff Jarvis (Music), Dori Finley (Human Environmental Sciences), and Connie Kledaras (Social Work) were elected to fill Faculty Assembly Alternate vacancies.

Dave Watkins, Chair of the Ad Hoc Committee on Academic Regulations, presented the revised Academic Regulations: Section 5 of the Undergraduate Catalog, beginning with an overview of the report presented to the Faculty Senate. He clarified changes in the proposed revisions made since the Faculty Senate first considered the document. Watkins also highlighted a 1991 General Assembly requirement (House Bill 1340, Chapter 900) that constituent institutions adopt plans during 1993 for improving four-year graduation rates. Discussion opened with the issue of reporting student drops on transcripts. Courtney Jones (SGA President) presented the objections of the SGA to the final line of the first paragraph under "Dropping Courses After the Schedule Change Period." Several amendments and editorial changes were made to the committee's report. The Faculty Senate will complete its review of the Ad Hoc Committee on Academic Regulations' report on February 23, 1993.

Recommendations, as presented by the Ad Hoc Committee on Administrative Evaluations, were approved (Resolution #93-1). Please refer to the list of resolutions at the conclusion of this document for the complete recommendations.

The charges of the Faculty Computer, Research/Creative Activity, and Teaching Grants Committees were approved as amended (Resolutions #93-2 through #93-4). Please refer to attachments 1 - 3 at the conclusion of this document for the full revised charges.

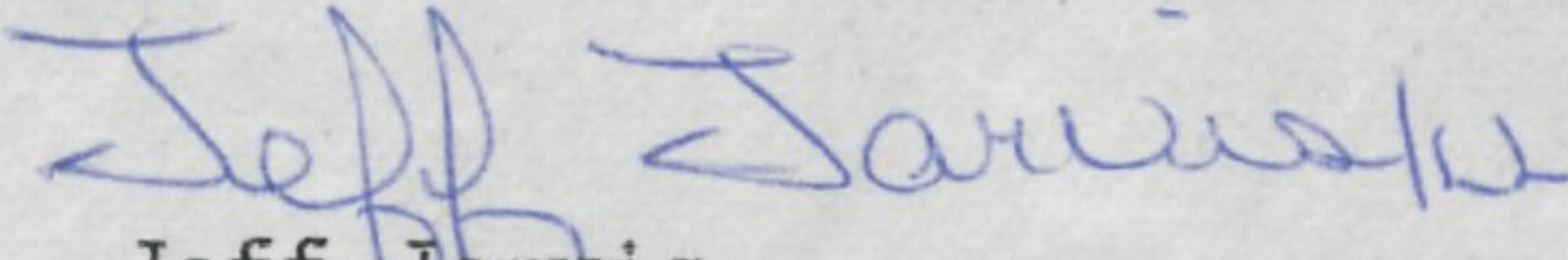
The proposed change to the Continuing Education Committee charge will be acted upon by the Faculty Senate at the February 23, 1993, meeting.

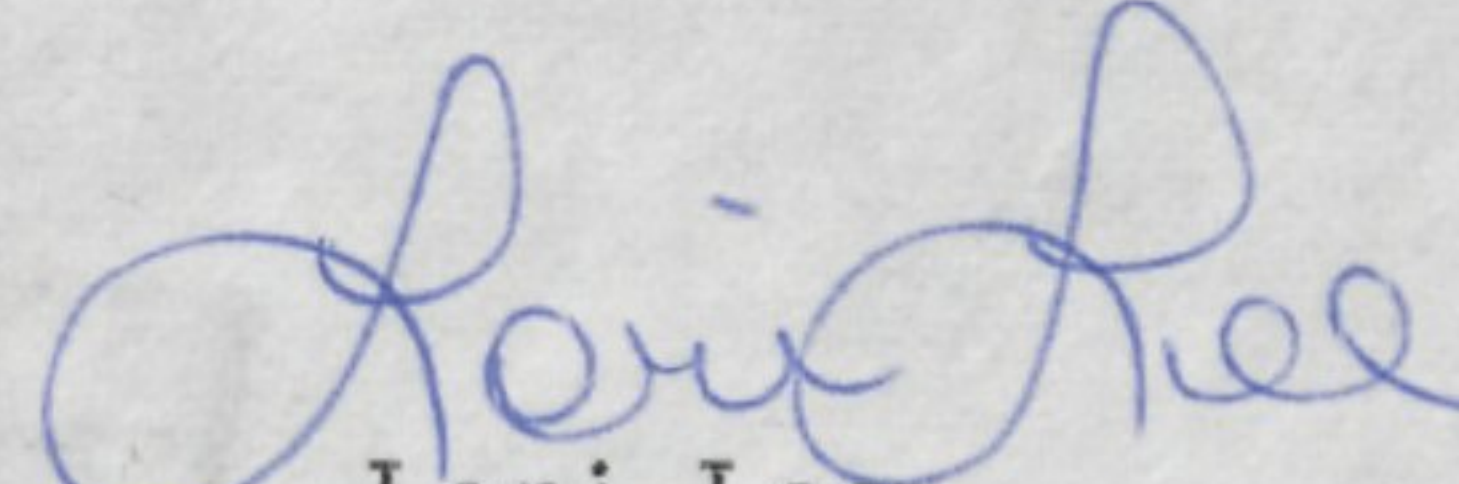
Due to recent resignations to the Appellate Hearing Committee, Martin Schultz (Sociology and Anthropology) was elected to fill the 1994 Alternate

vacancy and Ivan Wallace (Education) was elected to fill the 1993 Alternate vacancy. With there being no further nominees from the Senate, Sal DeMarco (Allied Health Sciences) was elected as a temporary member.

The meeting adjourned at 5:15 pm.

Respectfully submitted,


Jeff Jarvis
School of Music
Secretary of the Faculty


Lori Lee
Faculty Senate Secretary

RESOLUTIONS PASSED AT THE JANUARY 26, 1993, FACULTY SENATE MEETING

- #93-1 Ad Hoc Committee on Administrative Evaluations recommended by the Faculty Senate to do the following:
1. A pilot study of the DECAD, a rating form for departmental chairs from the Center for Faculty Evaluation and Development, Kansas State University, in the spring of 1993. The purpose of the pilot study will be to obtain evaluative data on the DECAD. Results of both the DECAD and the original form will be made available to participating chairs. Identity of chairs will be anonymous to the committee. Confidentiality of chairs and respondents will be maintained. The current administrator rating form will be used for this sample of departmental chairs for comparative purposes and not for actual evaluations.
 2. A similar pilot study of other administrators (deans, vice chancellors, and the Chancellor) in the fall of 1993. The Committee will develop rating forms for this study. The current rating form for these administrators will not be used this spring (1993) and be used at the time of the fall pilot study again only for comparative purposes.
 3. Coordinate details of the pilot studies with the office of Planning and Institutional Research.

Disposition: Chancellor

- #93-2 Revised Faculty Computer Committee Charge (attachment 1).

Disposition: Faculty Senate

- #93-3 Revised Research/Creative Activity Committee Charge (attachment 2).

Disposition: Faculty Senate

- #93-4 Revised Teaching Grants Committee Charge (attachment 3).

Disposition: Faculty Senate

Approved by the Faculty Senate, 1-26-93
Resolution #93-2

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, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Director of Computing and Information Systems, and 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.

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, Associate Vice Chancellor for Research/Dean of the Graduate School, Director of Sponsored Programs, Vice Chancellor for Academic Affairs, and Vice Chancellor for Health Sciences, 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.

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- 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.

Approved by the Faculty Senate, 1-26-93
Resolution #93-4

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, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, and Vice Chancellor for 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.