

# **EAST CAROLINA UNIVERSITY**

## **FACULTY SENATE**

### **1992-1993 ANNUAL REPORT**

*JUNE 30, 1993*

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# TABLE OF CONTENTS

Section I.	Review of the 1992/93 Faculty Senate.....	3
Section II.	Index of 1992/93 Faculty Senate Resolutions.....	3-5
Section III.	1992/93 Academic Committees' Review.....	5-9
	<i>Admissions and Recruitment Committee</i>	
	<i>Calendar Committee</i>	
	<i>Career Education Committee</i>	
	<i>Continuing Education Committee</i>	
	<i>Course Drop Appeals Committee</i>	
	<i>Credits Committee</i>	
	<i>Curriculum Committee</i>	
	<i>Educational Policies and Planning Committee</i>	
	<i>Faculty Affairs Committee</i>	
	<i>Faculty Computer Committee</i>	
	<i>Faculty Governance Committee</i>	
	<i>Faculty Welfare Committee</i>	
	<i>General Education Committee</i>	
	<i>Honors Program Committee</i>	
	<i>Libraries Committee</i>	
	<i>Readmission Appeals Committee</i>	
	<i>Research/Creative Activity Committee</i>	
	<i>Student Retention Committee</i>	
	<i>Student Scholarships, Fellowships, and Financial Aid Committee</i>	
	<i>Teaching Effectiveness Committee</i>	
	<i>Teaching Grants Committee</i>	
	<i>Unit Code Screening Committee</i>	
Section IV.	1992/93 Appellate Committees' Review.....	9
	<i>Due Process Committee</i>	
	<i>Grievance Board</i>	
	<i>Hearing Committee</i>	
	<i>Reconsideration Committee</i>	
Section V.	1992/93 Faculty Senate Committees' Review.....	10
	<i>Agenda Committee</i>	
	<i>Committee on Committees</i>	
Section VI.	Preview of the 1993/94 Faculty Senate.....	10

## SECTION I. REVIEW OF THE 1992/93 FACULTY SENATE

In 1992-1993, The Faculty Senate met eight times in regular session and once in organizational session. The Senate also met once in special session on June 17, 1993. Resolutions approved by the Faculty Senate during the year are listed in Section II of this report. Those resolutions deal with, in part, a revised code of operations for the Schools of Nursing and Medicine; revisions to several Faculty Manual appendices, academic policies, and academic committee charges.

Major accomplishments of the Faculty Senate during the 1992-1993 academic year include the approval of revisions to a number of essential University policies: Appendix A, Faculty Constitution and By-Laws of ECU; Appendix L, East Carolina University Code; Appendix D, University Tenure Policies and Regulations; Academic Regulations for Undergraduate Students, and the Selection Procedures for the Robert and Lina Mays and Robert L. Jones Alumni Teaching Excellence Awards. The Faculty Senate also approved a major report with recommendations from the Educational Policies and Planning Committee on enrollment increases and a new standard academic committee meeting schedule.

As noted in Sections III and V of this report, University Academic and Faculty Senate Committees were diligent and effective in their pursuit of a variety of matters of major importance for East Carolina University. These committees made fifty-six reports to the Faculty Senate during the 1992-1993 academic year.

## SECTION II. INDEX OF 1992/93 FACULTY SENATE RESOLUTIONS

- 92-23 September 15, 1992  
Amendments to Faculty Senate Resolution #92-16, Appendix D: Tenure Policies and Regulations of ECU
- 92-24 September 15, 1992  
Revised Nontraditional Student Policy  
(First revisions to Policy #91-18, Second Revisions to Policy #92-18)
- 92-25 September 15, 1992  
Revised School of Nursing Unit Code
- 92-26 October 13, 1992  
Amendments to Faculty Senate Resolution #92-16, Appendix D: Tenure Policies and Regulations of ECU
- 92-27 October 13, 1992  
Amendments to Appendix A: Faculty Senate Bylaws (page A-10, Section III.E.).
- 92-28 October 13, 1992  
Revisions to the School of Medicine Unit Code, Section VI: Amendments
- 92-29 November 3, 1992  
Fall 1992 Graduation Roster.
- 92-30 November 3, 1992  
University Curriculum Committee minutes of September 24, 1992, and October 8, 1992.
- 92-31 November 3, 1992  
Revised Selection Procedures for the Robert and Lina Mays and Robert L. Jones Alumni Teaching Excellence Awards.

- 92-32' November 3, 1992  
Revised Academic Regulations: Section 5 of the Undergraduate Catalog referred back to the Ad Hoc Committee on Academic Regulations.
- 92-33 November 3, 1992  
Revision to Faculty Senate Resolution #92-26, Revised Appendix D: Tenure Policies and Regulations of ECU.
- 92-34 December 1, 1992  
1993-1994 Agenda Committee and Faculty Senate meeting dates.
- 92-35 December 1, 1992  
University Curriculum Committee minutes of October 22, 1992 and November 12, 1992.
- 93-1 January 26, 1993  
Recommendations to the Ad Hoc Committee on Administrative Evaluations
- 93-2 January 26, 1993  
Revised Faculty Computer Committee Charge.
- 93-3 January 26, 1993  
Revised Research/Creative Activity Committee Charge.
- 93-4 January 26, 1993  
Revised Teaching Grants Committee Charge.
- 93-5 February 23, 1993  
Revised Section 5: Academic Regulations of the Undergraduate Catalog.
- 93-6 February 23, 1993  
Recommendation concerning course outlines.
- 93-7 February 23, 1993  
Revised Continuing Education Committee Charge.
- 93-8 February 23, 1993  
Revised Section 3: Admission of the Undergraduate Catalog.
- 93-9 February 23, 1993  
University Curriculum Committee minutes of January 28, 1993.
- 93-10 March 30, 1993  
Approval of Spring 1993 Graduation Roster.
- 93-11 March 30, 1993  
Writing Across the Curriculum Committee Charge
- 93-12 March 30, 1993  
Summer 1995, Fall 1995, and Spring 1996 University calendars
- 93-13 March 30, 1993  
Report on Impact of Enrollment Increases on Educational Quality.
- 93-14 March 30, 1993  
University Curriculum Committee minutes of February 11, and 25, 1993.
- 93-15 March 30, 1993  
Faculty Senate Apportionment

- 93-16 March 30, 1993  
Revision to Section 5 of the Undergraduate Catalog.
- 93-17 April 20, 1993  
Standard Meeting Schedule for Academic Committees
- 93-18 April 20, 1993  
University Curriculum Committee minutes of March 25 & April 1, 1993.
- 93-19 April 20, 1993  
Legal Counsel
- 93-20 April 20, 1993  
Revised Appendix A: Faculty Constitution of ECU.
- 93-21 April 20, 1993  
Revised By-Laws of Appendix A.
- 93-22 April 20, 1993  
Revised Appendix L: East Carolina University Code.
- 93-23 April 20, 1993  
Revised School of Medicine Code of Operations.
- 93-24 April 20, 1993  
Faculty voluntarily open classes during Parents Weekend.
- 93-25 April 20, 1993  
Revision to Section 5: Academic Regulations of Undergraduate Catalog.
- 93-26 June 17, 1993  
Revision to Faculty Senate Resolution #92-33, Revised Appendix D:  
Tenure Policies and Regulations of ECU.

### **SECTION III. 1992/93 ACADEMIC COMMITTEES' REVIEW**

Vice Chancellor for Academic Affairs Marlene Springer requested and met with most of the twenty-two academic committees at the start of the academic year to discuss various issues and ways she and her office could assist each committee in carrying out their duties.

#### **Admissions and Recruitment Committee**

Chair: Chuck Bland, Vice Chair: Christa Reiser, other committee members assisted with the secretarial duties. The Committee reviewed the admission policy for visiting students and acted upon several emergency admission appeals from the University College. The Committee met to discuss the Ad Hoc Committee on Academic Regulations's proposed policy changes and the Educational Policies and Planning Committee's report on Enrollment Management. The Committee presented revisions to the Nontraditional Student policy and a new transfer admission policy for persons holding Associate of Art and Science degrees to the Faculty Senate. During 1993-93, the Committee will draft written procedures for dealing with emergency admission appeals, and hear a report from Dorothy Muller (Undergraduate Studies) on the status of students admitted to the Academic Transition Program.

#### **Calendar Committee**

Chair: James Tracy, Vice Chair: Rebecca Brent, Secretary: Ruth Jones. The Committee completed the University Calendars for Summer 1995, Fall 1995 and Spring 1996 and presented them to the Faculty Senate. During 1993-94, the Committee will review and update the calendar guidelines.

### Career Education Committee

Chair: Jim Pinkney, Vice Chair: Karen Bledsoe, Secretary: Clifford Knight. The Committee continued to provide information on careers by sponsoring a Majors/Minors Fair (March 24, 1993) for students undecided on a major/minor area of study. During 1993-94, the Committee will focus on the Tech-Prep issue and the improved coordination between high schools, community colleges, and other UNC systems institutions. The Committee will also continue research on drafting a Resource Booklet for students to utilize when exploring career implications and propose revisions to the Committee's charge.

### Continuing Education Committee

Chair: Mary Susan Templeton, Vice Chair: Marilyn Steele, Secretary: Scott Thomson. The Committee met with representatives from Joyner and Health Sciences Libraries and clarified the roles and interaction of the library services with the Division of Continuing Education in providing support to students enrolled in the nine extension off-campus programs and proposed changes to the Committee's charge which was approved by the Faculty Senate.

### Course Drop Appeals Committee

Chair: Roberta Chodacki, Vice Chair: Richard McCarty, Secretary: Frances Daugherty. The Committee met as an appellate body for students seeking to appeal a late drop denial by personnel of the Office of Undergraduate Studies or Division of Continuing Education. The Committee heard 43 appeals with 36 being denied, 7 granted and 1 remanded back to the Office of Undergraduate Studies.

### Credits Committee

Chair: Bob Woodside, Vice Chair: Linner Griffin, Secretary: Sylvene Spickerman. The Committee discussed the proposed revisions to Section 5: Academic Regulations of the Undergraduate Catalog. The Committee polled the faculty on a proposed Plus/Minus Grading system being considered by NC State. Responses to the questionnaire did not provide the Committee with a clear faculty consensus therefore, the decision was made to defer the matter until a later date.

### Curriculum Committee

Chair: Bill Grossnickle, Vice Chair: Gay Wilentz, Secretaries: Martha Lapas and Donald Neal. The Committee acted on 2 new majors, 1 concentration, 1 minor, changed 58 degree requirements, 14 major/minor requirements, deleted 4 concentrations, 1 minor, and 19 courses, had 172 minor changes in courses, removed 18 courses from the Curriculum Bank, placed 37 courses in the Curriculum Bank, changed General Education that Library Science 1000 is no longer required and restricted Geography courses that may count toward General Education. During 1993-94, the Committee will recommend a policy of credit for remedial courses, review the guidelines for admission to majors, and decide when new syllabi are needed for minor changes and when withdrawing courses from the bank.

### Educational Policies and Planning Committee

Chair: James LeRoy Smith, Vice Chair: Worth Worthington, Secretary: Ken Wilson. The Committee spent substantial time developing the report on enrollment increases that was presented to the Faculty Senate in March. A two-year experimental change in the Faculty Report Form was approved along with the M.S. Degree in Physical Therapy and B.S. Degree in Biostatistics. The Committee forwarded recommendations to the Faculty Senate requiring EPPC approval for new minors and to the Chancellor stating that the Dean of the College of Arts and Sciences should be included in recommendation for new minors. During 1993-94 the Committee will continue to discuss the committee's involvement in the budgeting and planning process and the procedures to plan and establish new degree programs.

### **Faculty Affairs Committee**

Chair: Henry Ferrell, Vice Chair: Carl Bentzel, Secretary: Diane Filipowicz. The Committee was involved in an estimated 100 hours of faculty grievance hearings. An inclusion in the Faculty Manual, Part I. Legal Counsel was presented to the Faculty Senate. The Committee discussed the issue of extended leave and noted that the revised Appendix D dealt with the issue. As the Faculty Grievance Committee, four faculty grievances were brought before the Committee, with hearings held for two. During 1993-94, the Committee will continue their work on merit pay and monetary conflict of interest.

### **Faculty Computer Committee**

Chair: Karl Wuensch, Vice Chair: Cindi Nixon, Secretary: Bob Fainter. The Committee began the year by reviewing the academic computing budget. 153 Microcomputer proposals were evaluated and the Faculty Microcomputer Program was expanded to include more powerful computers. The Committee investigated patterns of IBM mainframe use and explored alternatives for upgrading to meet future needs. During 1993-94, the Committee will continue discussion with Computing and Information Systems regarding upgrading academic computing facilities and the distribution of computing resources. The Faculty Microcomputer Program will be fine-tuned to better meet the changing needs of the faculty.

### **Faculty Governance Committee**

Chair: Tinsley Yarbrough, Vice Chair: George Bailey, Secretary: Margaret Stangohr. The Committee presented revisions to Appendix A, Appendix D, and Appendix L to the Faculty Senate. A faculty appeal was heard by the Committee and recommendations forwarded to the Chancellor. Language regarding the conversion of fixed-term appointments to tenure-track status to be included in the Faculty Manual was drafted and forwarded to the Equal Opportunity Employment Officer. During 1993-94 the Committee will review Faculty Senate apportionment, unit code conformity with newly revised Appendix D, and possible inclusion in Appendix C of a provision regarding personnel files and their role.

### **Faculty Welfare Committee**

Chair: Pat Dunn, Vice Chair: Larry Hough, Secretary: Marsha Ironsmith. The Committee began the year by meeting with Keith Knox from Public Safety about faculty safety issues. The Committee recommended to Lt. Knox that Public Safety provide seminars on safety for faculty and staff and seminars on date/acquaintance rape awareness for males. The Committee then met with Cameron Cox from Ambulatory Programs in regard to the discontinuation of the Physician Fee Discount. Later in the year the Committee met with Kay VanNortwick from Student Health Services regarding dental benefits for faculty. This was discussed further by the Faculty/Staff Benefits Committee. The Committee ended the year with a meeting with Jim McGee from Continuing Education to discuss summer school salary increases. In 1993-94 the Committee will continue discussion and finalize reports to the Faculty Senate on dental benefits, child care resources for faculty, emeritus status, and mandatory retirement.

### **General Education Committee**

Chair: Gerhard Kalmus, Vice Chair: Maurice Simon, Secretary: Melissa Nasea. The Committee was very busy during the year. First endorsing a Classical Studies Minor, 2 s.h. graduation elective credits for EDUC 1000, and the elimination of LIBS 1000. The Committee recommended the ENGL 1200 be revised to incorporate the library/research skills objectives. The Committee endorses a list of Geography courses that would not be used to satisfy the general education requirements. The Undergraduate Curriculum Committee was asked to add a section to the Course Proposal Form indicating a statement and date of action by the General Education Committee for specific general

### General Education Committee (continued)

education credit courses. The College Base Test was reviewed to establish relevance to ECU's undergraduate curriculum. The Committee ended the year with the review of departmental/school course objectives for general education. The objectives were revised and preliminary reports distributed to unit heads for their review. During 1993-94 the Committee will finalize and hold open hearings on the proposed general education course goals and objectives. The Department of English will report to the Committee concerning its successes with revising ENGL 1200 to incorporate the library/research skills objectives. The Committee will address the request from the School of Nursing to delete HLTH 1000 from their curriculum.

### Honors Program Committee

Chair: Michael Bassman, Vice Chair: Claudia Melear, Secretary: Richard Mauger. The Committee approved honors courses for Spring and Fall 1993. During 1993-94, the Committee will further study the proposed four-year Honors Program, discuss sponsoring workshops for new faculty who would like to teach honors courses, and consider designating work-study awards to support selected student projects.

### Libraries Committee

Chair: Joe Ciechalski, Vice Chair: Carmine Scavo, Secretary: Mary Boccaccio. The Committee met twice during the year in informational sessions to discuss new acquisitions to the libraries. During 1993-94 the Committee will take a more active role in discussion of library policy and procedures.

### Readmission Appeals Committee

Chair: Ralph Scott, Secretary: Glenn Rohrer. The Committee met as an appellate body for students seeking readmission into the University. The Committee heard 234 student appeals during the academic year.

### Research/Creative Activity Committee

Chair: Linda Allred, Secretary: Richard Taylor. The Committee began the year by revising both research proposal guidelines and application forms. The Committee reviewed 29 academic proposals and 57 summer stipend proposals and forwarded recommendations to the Vice Chancellor for Academic Affairs and Vice Chancellor for Health Sciences for their consideration and funding. During 1993-94, the Committee will continue its review of Appendix U: ECU Policy and Procedures on Ethics in Research and Creative Activity, and continue discussion of a University Research Award.

### Student Retention Committee

Chair: Bill Cain, Vice Chair: Donald Joyner, Secretary: James Holloway. The Committee conducted a telephone survey of non-returning students, reviewed the data collected, and concluded that additional data was needed to understand factors that were influencing retention. The Committee endorsed the Freshman Cohort Program for Fall 1993 and Spring 1994. During 1993-94, the Committee will study further the results of the non-returning student survey and the impact of the recent revisions to the drop/add policy.

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

Chair: Meta Downes, Vice Chair: George Williams, Secretary: Ted Ellis. The Committee revised the criteria for selecting candidates for the Chevrolet, Andrews, Eastern North Carolina Foundation, and Lillian Jenkins Scholarships. Later in the year the Committee recommended candidates for these scholarships to the Financial Aid office. The Committee worked with Karen Barbee of the Financial Aid office in establishing a scholarships and awards directory for students. This directory will be distributed to unit heads for placement in offices. During 1993-94, the Committee will continue to monitor and upgrade the Scholarships and Awards Directory as new information is obtained, seek further information on scholarships and



**Student Scholarships, Fellowships, and Financial Aid Committee** (continued)  
financial aid to continuing students, and appoint an Appeals Subcommittee to hear appeals from students who are denied financial aid by the Financial Aid office.

**Teaching Effectiveness Committee**

Chair: David Lawrence, Vice Chair: Mike Poteat, Secretary: Martin Schwarz. The Committee sponsored two workshops on peer review of teaching and surveyed unit heads on the use of peer review. A Committee member participated in the Lilly Conference on College Teaching. A proposal was prepared and presented to the Faculty Senate on a Faculty Development Center. The selection procedures for the Robert and Lina Mays and Robert L. Jones Alumni Teaching Excellence Awards were revised and presented to the Faculty Senate. A detailed comparison was done between the Student Opinion of Instruction Survey (SOIS) and the Student Instructional Report (SIR). During 1993-94, the Committee will sponsor a Diamond Survey of Research versus Teaching and invite a speaker to discuss peer review with interested faculty. The Committee will continue evaluation of the Student Opinion of Instruction Survey and include possible revisions to the form and instructions.

**Teaching Grants Committee**

Chair: Bob McCabe, Vice Chair: John Bort, Secretary: Bertie Fearing. The Committee began the year with a complete rewrite of the grant proposal guidelines and application forms. This made the language of the proposals more specific and clear. A corresponding checklist was established as well as a third proposal form for combined summer stipends and project expense grants. The Committee reviewed 7 project expense grants, 26 summer stipends, and 3 dual proposals and forwarded recommendations to the Vice Chancellor for Academic Affairs and Vice Chancellor for Health Sciences for their consideration and funding. The Committee then developed a computer based program to aid the overall analysis of the Committee ratings of the grant proposals. During 1993-94, the Committee will develop a procedure for blind review of submitted proposals.

**Unit Code Screening Committee**

Chair: Don Sexauer, Secretary: Sandra Wurth-Hough. The Committee carefully reviewed and approved the School of Nursing and School of Medicine's Code of Operations. During 1993-94, the Committee will consider the following Codes of Operation: Academic Library Services, Communications Department, Physics Department, Mathematics Department, and Political Sciences Department.

**SECTION IV. 1992/93 APPELLATE COMMITTEES' REVIEW**

**Due Process Committee**

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

**Grievance Board**

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

**Hearing Committee**

The Committee discussed one preliminary case with a decision not to hold a full hearing and held a full hearing on another case. Chairs: Malcolm South and Artemis Kares

**Reconsideration Committee**

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

## SECTION V. 1992/93 FACULTY SENATE COMMITTEES' REVIEW

### Agenda Committee

Chair: Conner Atkeson

The Committee met prior to each Faculty Senate meeting to draft the agenda and also prepared the meeting dates for the upcoming 1993-94 Agenda Committee and Faculty Senate.

### Committee on Committees

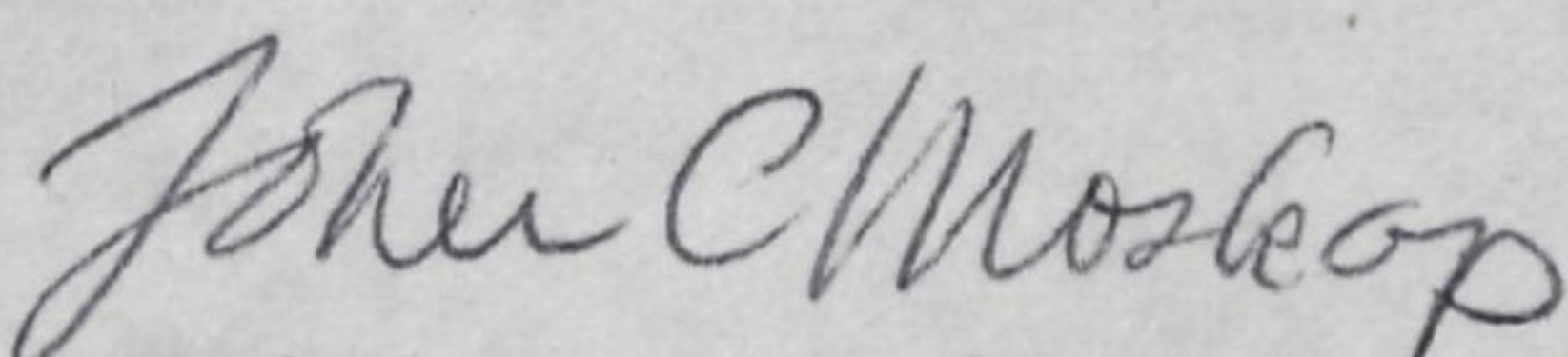
Chair: Caroline Ayers, Vice Chair: Brian Harris, Secretary: Bob Thompson. The year began with more time needed to solicit nominees for appellate committees therefore, the Committee requested a suspension of the Faculty Senate Constitution By-Laws. A list of faculty nominees were gathered and presented to the Faculty Senate in October. The Committee drafted and presented the charge for a new committee entitled Writing Across the Curriculum Committee. Several committee charges were revised including: Faculty Computer, Research/Creative Activity, Teaching Grants, and Continuing Education Committee. Faculty Assembly Delegate and Alternate nominees were presented to the Faculty Senate in January. Following action of the Faculty Senate to revise the By-Laws, the Committee was able to present a list of nominees for all academic, administrative, appellate, and Faculty Senate committees in April. A standard academic committee meeting time schedule was also drafted and forwarded to the Faculty Senate. During 1993-94, the Committee will evaluate committee functions and membership to ascertain if the number of committees can be reduced or membership decreased to facilitate staffing committees. The Committee will discuss the Task Force on Advising report and consider action relative to academic committee involvement. The Committee will also consider making the 150-word statement, that is submitted with committee preference forms, optional rather than a requirement.

## SECTION VI. PREVIEW OF THE 1993/94 FACULTY SENATE

As noted in the above review of Academic Committees' accomplishments during 1992-93, a number of tasks were carried over by these committees to the coming year. Among the issues likely to come before the Faculty Senate in 1993-94 are the following:

1. implementation of the newly revised *Appendix D*, including approval of revisions in unit codes to bring them into conformance with the new *Appendix D*,
2. recommendations regarding new evaluation procedures for administrators,
3. recommendations regarding the apportionment of Faculty Senate seats to academic units,
4. proposed revisions to *Appendix U: ECU Policy and Procedures on Ethics in Research and Creative Activities*,
5. proposed bylaws and procedures of the Faculty Grievance Committee,
6. recommendations regarding a course outline database for students and faculty advisors.

I have enjoyed my service as Chair of the Faculty over the past two years and look forward to working with incoming Chair Patricia Anderson during 1993-94.



John C. Moskop, Ph.D.  
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