

EAST CAROLINA UNIVERSITY  
FACULTY SENATE

FULL MINUTES OF OCTOBER 19, 1993

The second regular meeting of the 1993-94 Faculty Senate was held on Tuesday, <sup>October 19</sup> ~~September 14~~, 1993, in the Mendenhall Student Center Great Room.

**Agenda Item I. Call to Order**

Chair Anderson called the meeting to order at 2:10 p.m.

**Agenda Item II. Approval of Minutes**

The Faculty Senate minutes of the September 14, 1993 were approved as written.

**Agenda Item III. Special Order of the Day**

A. Roll Call

Members absent were: Chancellor Eakin, Vice Chancellor Hallock, Professors Allen (Communication), McGee (Continuing Education), Holte (English), and Glascoff (Health and Human Performance).

Alternate members present were: Professor Sehgal for Brinson (Biology), Ciechalski for Spence (Education), Jones for Farr (English), Inman for Gallagher (Human Environmental Sciences), and Swanson and Weathers for Fletcher and Markello (Medicine).

Jeff Jarvis (Music), Secretary of the Faculty, was asked to lead the group in the singing of Happy Birthday to John Moskop, Past Chair of the Faculty, who was celebrating his birthday on a Faculty Senate meeting day.

B. Announcements

1. The Chancellor has approved Resolution #93-27, from the September 14, Faculty Senate meeting, which was a request to plan and establish a Faculty Resource Center,
2. The General Education Committee has scheduled open hearings on proposed revisions to the **General Education Course Goals and Objectives**. The open hearings will be Monday, November 1 and Tuesday, November 2 from 1:00 to 3:00 in #244 Mendenhall. Information was distributed to academic administrators for distribution within units. Please call the Faculty Senate office if your unit fails to receive a copy of this important document.
3. The **1993/94 Majors/Minors Fair** will be held on Wednesday, November 3, from 12:30 to 3:30 in the Mendenhall Student Center Great Room. School and departmental representatives are asked to contact Jim Pinkney, Chair of the Career Education Committee, if they wish to participate in this event.
4. **Deadlines for various proposals** to the Faculty Senate office (140 Rawl Annex) are:

Teaching Grant Summer Stipend Proposals	December 1
Teaching Grant Project Expense Grants	December 1
Teaching Grant Dual Summer Stipend/Project Expense	December 1
Research/Creative Activity Project Expense Grants	January 14
5. Departments and schools are asked to forward any **undergraduate curriculum changes** to the Undergraduate Curriculum Committee by Monday, November 1. This will allow time for committee deliberations and adoption by the Faculty Senate and Chancellor by year's end so that changes will be included in next year's *University Undergraduate Catalog*.
6. The Faculty Governance Committee has considered possible revision of the formula for **apportionment of Faculty Senate seats** and recently distributed a copy of the proposal to all ECU Faculty and Administrators. Faculty and Administrators are asked to please submit any written comments or suggestions to the Faculty Senate office, 140 Rawl Annex, no later than Wednesday, November 3. The Committee will then review such materials before presenting its report to the Faculty Senate in December.

C. Richard Eakin, Chancellor

Chancellor Eakin was out of town attending a North Carolina Air Cargo Airport Authority Board meeting in Chapel Hill.



D. Vice Chancellors' Reports

Vice Chancellor Marlene Springer opened her remarks by announcing the upcoming visit (November 18, 1993) of Dr. Fred Humphries of Florida A & M University, for discussions of issues surrounding diversity. Dr. Springer reminded Senators about the importance of the upcoming Bond Referendum to ECU. She concluded her remarks by noting that a study group is being formed to look at International Programs.

Joyner (Math) asked about apparent modifications to tenure and promotion instructions, adding teaching into a paragraph that previously included research. Springer responded that this was not a change of substance, but simply a clarification of previous portions of the instructions. She noted further that she has asked Deans to seek from their faculties clarification in writing of our standards for promotion and tenure, specifically definitions of excellence in teaching, research and service. Ferrell (History) asked about the review process for these statements. Springer responded that she would review all such statements, new or existing, in accord with the Code. Simon (Political Science) asked about the timetable for Summer Stipend research awards. Springer responded that she is waiting for the work of the Research and Creative Activity Committee. She expects to make her recommendations within three days after receiving the committee's recommendations.

Vice Chancellor James Hallock was out of town participating in an LCME site visit for Mercer University School of Medicine.

D. J. Craig Souza, Chairman of the East Carolina Board of Trustees  
Mr. Souza was unable to attend the meeting due to a last minute emergency.

E. Gerry Clayton, Assistant Director of Admissions

Mr. Clayton presented the breakdown of the 1993-94 Freshman class. The numbers are:

Freshmen:	9800 applications	Transfers:	4000 applications
	9400 decisions		3200 decisions
	3000 denials		502 denials
	2480 enrolled		1660 enrolled
	464 (18.7%) out of state		248 (15%) out of state
	58% female, 42% male		59% female, 41% male

The SAT average for this class is 920, which compares to a national average of 902 and a UNC system average of 859.

F. Larry Hough, Faculty Assembly Delegate

Hough presented a report of the Faculty Assembly meeting of September 17, 1993. (The complete report is available in the Faculty Senate office, 140 Rawl Annex).

**Agenda Item IV. Unfinished Business**

There was no unfinished business to come before the Faculty Senate.

**Agenda Item V. Report of Committees**

A. Committee on Committees

Brian Harris (Foreign Languages), Chair of the Committee, presented first the nominee for the Enrollment Management Council. Professor Bob Bernhardt (Math) was elected to this Council by acclamation.

Harris then proceeded to present the first reading of the revised charge for the Student Retention Committee. A first reading provides Faculty Senators the opportunity to speak of their intent to amend the proposed charge at the second reading. Jones (English) indicated an intent to amend the charge by reversing the words "Retention" and "Advising" throughout the document. Harris stated that he would discuss this proposed amendment with the Committee at their next meeting.



B. Curriculum Committee

Donald Neal (Geology), Chair of the Committee, presented the Undergraduate Curriculum Committee minutes of September 23, 1993. The curriculum matters contained in the Committee minutes were approved as distributed. **RESOLUTION #93-29**

C. Educational Policies and Planning Committee

Ken Wilson (Sociology), Chair of the Committee, presented the proposed revision to the *Faculty Manual*, Part III, Academic Information.

York (Academic Library Services) moved to amend the report in both paragraph three (line three) and paragraph four (line four) by inserting "(as appropriate)" after the word "including." The motion was seconded. Ferrell (History) raised a question about who determines which library is appropriate. Winstead (Health Sciences Library) responded that the Health Sciences library serves the Health Sciences areas and that other areas would seek the approval of Joyner Library. Springer (VCAA) noted that this motion introduces a redundancy into the document, as the previous clause mentions "all other units that may be affected." Following this discussion, the motion failed.

Jones (English) recommended an editorial change to the penultimate sentence in paragraph one, causing that sentence to read: "New and revised areas of concentration and options and revised minors, etc., which do not require UNC-General Administration approval, are also approved by this procedure." The editorial change was accepted without objection.

Following discussion, the proposed revisions and editorial change to the *Faculty Manual*, Part III, Academic Information was adopted. **RESOLUTION #93-30** (Please refer to the list of resolutions at the conclusion of this document for the full report.)

D. Faculty Affairs Committee

Henry Ferrell (History), Chair of the Committee, presented the Committee's reports in two parts: first, the Conflicts of Interest and Commitment Policy Statement and Procedures; second, the Faculty Opinion Survey on Merit Pay.

Ferrell noted in his presentation of the Conflicts of Interest and Commitment Policy Statement and Procedures, that only the Procedures section required Faculty Senate action, as the remainder of the statement was drawn from existing Board of Governors documents. Following an extended discussion of issues raised by the Policy Statement and the Disclosure Form, the Senate took up consideration of the Procedures portion of the document.

Engelke (Nursing) recommended that the committee draft a clause to be added to the end of paragraph three, ensuring that the disclosure forms are returned to the appropriate office. This recommendation was treated as an editorial change that would be drafted by Executive Assistant to the Chancellor, James LeRoy Smith.

McCarty (Philosophy) recommended an editorial change to the fourth paragraph, replacing "ethical issues" with "issues of conflict of commitment or conflict of interest."

Following discussion and editorial changes, the Procedures section of the Conflicts of Interest and Commitment Policy was adopted. **RESOLUTION #93-31**. (Please refer to the list of resolutions at the conclusion of this document for the full report.)

Ferrell proceeded to present the second portion of the committee report, the Faculty Opinion Survey on Merit Pay, stating no action was needed by the Faculty Senate. Ferrell noted that the survey reflects the perceptions of those who responded, and not necessarily truth or error. He also noted that the Faculty Affairs Committee has on permanent reserve in Joyner Library an extensive bibliography of material concerning the issues surrounding merit pay nation-wide.



The Faculty Senate did not make any specific recommendations to the Faculty Affairs Committee in reference to the Faculty Opinion Survey on Merit Pay report.

E. Teaching Effectiveness Committee

Parmalee Hawk (Education), Chair of the Committee, presented the report on Peer Review of Teaching, beginning with a brief history of the issue. She noted the action of the Board of Governors on September 10, which mandated peer review of new and non-tenured faculty and graduate teaching assistants. The General Administration also requires that the campuses report on compliance with this mandate by July 1, 1994. She further noted that the work of the committee was begun on September 14 and completed on September 23.

Hough (Faculty Assembly) recommended two editorial amendments to the introductory portion of the report: replace "North Carolina Legislature" with Board of Governors; replace "appropriate persons" in bullet four with "appropriate vice chancellor." These editorial amendments were accepted.

Simon (Political Science) moved to amend the report by adding to item 2. "notes:" 3. Where possible the observers shall come from the department/discipline of the faculty member who is being reviewed." The motion was seconded and passed.

Wolfe (Anthropology) moved to amend the report by replacing items A., B., and C. under number two with the following sentence: "All tenured faculty in a department shall be trained to be peer observers." The motion was seconded and passed by a 26 to 15 vote.

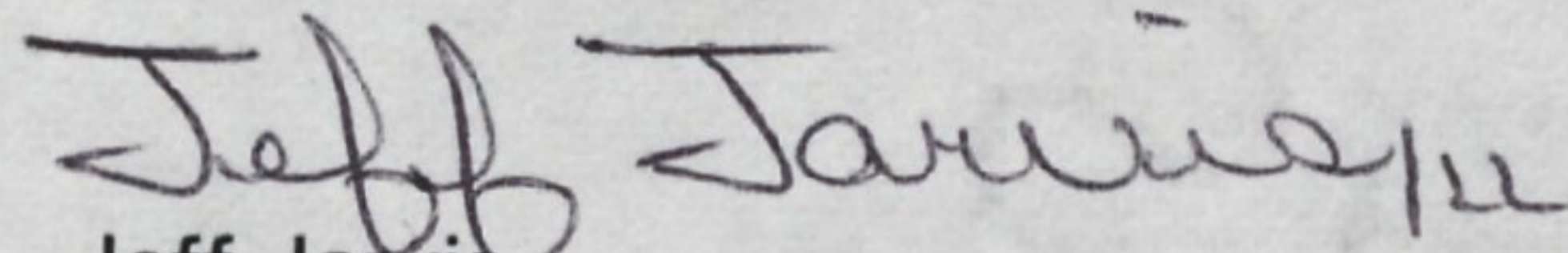
Lowe (Council of Deans) recommended an editorial amendment in the title of the Instrument, adding the phrase "for tenure-track or fixed-term faculty." This editorial amendment was accepted.

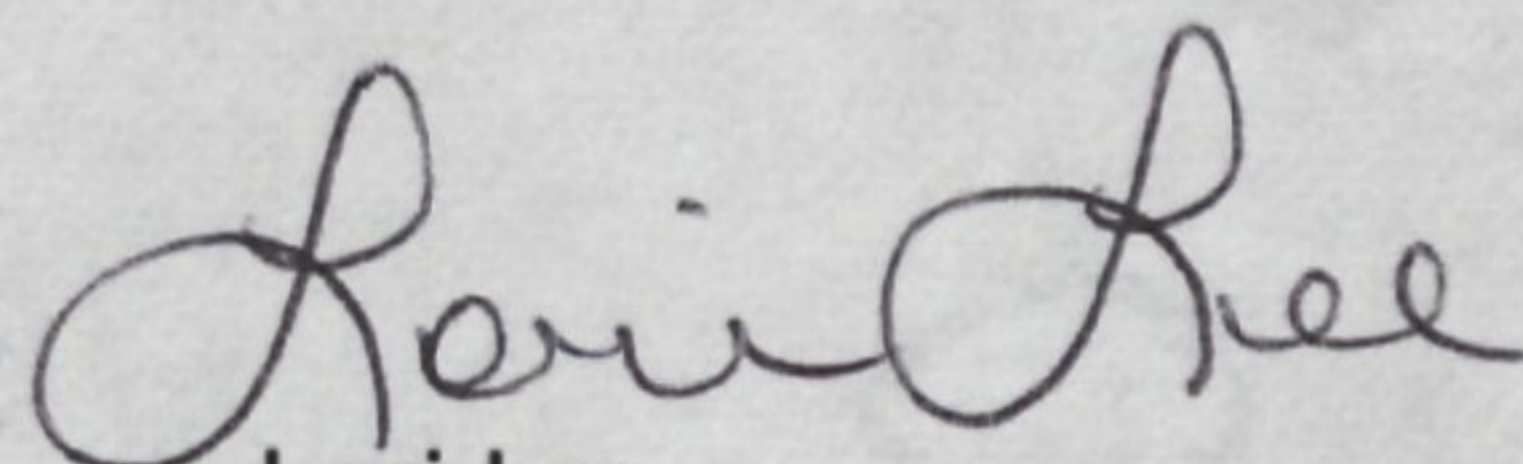
In the course of the discussion the following concerns about the report were raised. Ferrell (History), Simon (Political Science), and Hough (Faculty Assembly) raised concerns about the absence of content evaluation in the process. Each noted the need for discipline specific observers to evaluate the validity of the content of the class. Castellow (Psychology), Zeager (Economics), McPherson (Industry and Technology) and Felts (Health and Human Performance ) raised concerns about the scope and value of the training of observers. Muzzarelli (Allied Health Sciences), Grossnickle (Psychology), Dock (Foreign Languages and Literatures), and McPherson (Industry and Technology) expressed concern about the Peer Review Instrument and its potential for imposing a particular style of teaching across the campus.

Chenier (Allied Health Sciences) moved to recommit the report to the Teaching Effectiveness Committee for its reconsideration and to direct the committee to report back to the Senate at its December meeting. The motion was seconded and passed. **RESOLUTION #93-32**

There being no further business, the meeting adjourned at 4:37 p.m.

Respectfully submitted,

  
Jeff Jarvis  
School of Music  
Secretary of the Faculty

  
Lori Lee  
Faculty Senate Office

**RESOLUTIONS PASSED AT THE OCTOBER 19, 1993, FACULTY SENATE MEETING.**

- #93-29 Undergraduate Curriculum Committee matters contained in the September 23, 1993, Committee minutes. (A copy of these minutes may be obtained from the Faculty Senate office, 140 Rawl Annex.)  
**Disposition:** Chancellor



- #93-30 Revision to the *Faculty Manual*, Part III, Academic Information as editorially amended. Curriculum development is a faculty responsibility. Recommendations for new courses and course revisions originate within the various schools and departments and within interdepartmental committees. Courses are approved by the unit faculty in accordance with unit code provisions and by the Council for Teacher Education, when appropriate. Undergraduate and 5000-level courses require consideration by the following bodies: the College or School Curriculum Committee; the University Curriculum Committee; the Faculty Senate; and the chancellor. In addition to unit approval and, when appropriate, teacher education council approval, 5000-level and other graduate courses require consideration by the Graduate Curriculum Committee and the Graduate Council. New and revised areas of concentration and options and revised minors, etc., which do not require UNC-General Administration approval, are also approved by this procedure. New minors must follow the campus procedures for new degree programs.

The development of new degree programs is a shared responsibility of the faculty, the administration at East Carolina University, the ECU Board of Trustees, the UNC-General Administration, and the UNC Board of Governors; the Board of Governors has final statutory responsibility to determine the functions, educational activities, and academic programs of the constituent institutions.

Recommendations for new degree programs originate within the various schools and departments or within interdepartmental committees. Before making any formal request to plan a new program, the unit must consult with all other units that may be affected, including Joyner Library, Health Sciences Library, and Computing and Information Systems. Requests for authorization to plan are reviewed on campus by the undergraduate or graduate committee in the faculty governance curriculum review procedures depicted in chart form, as follows. Through administrative channels, the unit dean recommends to the vice chancellor for academic affairs or the vice chancellor for health sciences, as appropriate, who recommends to the chancellor. For graduate programs, the graduate dean will forward his or her recommendations with those of the Graduate Council to the appropriate vice chancellor, who will recommend to the chancellor. Requests for authorization to plan new degree programs are forwarded to the president of the University of North Carolina by the chancellor. Proposals for new degree programs require authorization to plan from the president of the University of North Carolina and the Committee on Educational Planning, Policies, and Programs of the Board of Governors.

Requests to establish new degree programs that have received authorization to plan must be approved by the unit faculty according to unit code requirements. Before making any formal request to establish a new program, the unit must again consult with all other units that may be affected, including Joyner Library, Health Sciences Library, and Computing and Information Systems. The requests to establish are then reviewed according to the faculty governance curriculum review procedures depicted in chart form, as follows. The administrative approval process is the same as that described above for requests for authorization to plan. The chancellor forwards the proposed new degree programs with the requests for authorization to establish to the president of the University of North Carolina for approval. The president submits the proposed program to the UNC Committee on Educational Planning, Policies, and Programs, which recommends to the Board of Governors. If the new degree program requires new resources, the Committee on Educational Planning, Policies, and Programs, acting jointly with the board's Committee on Budget and Finance, will so recommend to the board. The president will communicate to the chancellor the decision of the board and, in the event of favorable action, an approximate



date for the initiation of the program.

Authorization to establish new tracks in already established degree programs follows the same procedure as that outlined in the above paragraph for authorization to establish new degrees. It is not necessary to request authorization to plan a track.

Formats for requests for authorization to plan and to establish new degree programs and tracks are available in the offices of deans and vice chancellors. The additional information required by on-campus reviewers is listed in the Faculty Senate office.

**Disposition: Chancellor**

#93-31 Conflicts of Interest and Commitment Policy Procedures as editorially amended.

Effective July 1, 1993, each faculty member as well as all other EPA employees will be required to disclose the extent of their relevant activities each year. To facilitate disclosure and to ensure appropriate uniformity across the University, each individual will complete the "Annual Faculty/Professional Staff Disclosure Form." Each administrator will distribute this form [see sample below] to all faculty and professional staff [EPA non-faculty] under his or her supervision.

The purpose of this form is to identify employees' activities which may lead to actual or perceived conflicts of commitment or interest such that appropriate administrative intervention can resolve any problem. The employee and the administrative superior are to complete and sign the annual disclosure form, which implies that the administrative superior has reviewed the form. The forms will be maintained in the administrative office and no further action will be required if all questions are answered "no."

Further disclosure and review is required if activities elicit any "yes" on the annual form. The employee must then complete and sign the appropriate additional forms and these forms must also be reviewed and signed by the administrative superior. These completed forms must be forwarded to the next higher administrator for final approval [e.g., to the dean where a chairperson was the original administrative superior, or to the appropriate vice chancellor where a dean was the original administrative superior]. These disclosure forms will be maintained in the originating administrative office and will be returned there by the dean or vice chancellor.

If after review by the designated administrative officer, questions remain regarding conflict of interest or conflict of commitment issues or if disagreement exists between the employee and the administrator regarding the permissibility of any activity, the case shall be referred to the appropriate vice chancellor who would then consult with the associate vice chancellor for research, and other deans and faculty as deemed appropriate, before rendering the administrative decision.

**Disposition: Chancellor**

#93-32 The report of the Teaching Effectiveness Committee on Peer Review was referred back to the Committee for reconsideration and a report was requested to the Faculty Senate in December 1993.

**Disposition: Teaching Effectiveness Committee**