

FULL MINUTES ARE DISTRIBUTED TO ACADEMIC ADMINISTRATORS, SENATORS, ALTERNATES, CHAIRS OF ACADEMIC COMMITTEES, UPON REQUEST, AND AVAILABLE ELECTRONICALLY ON FSONLINE.

EAST CAROLINA UNIVERSITY
FACULTY SENATE

EXECUTIVE MINUTES OF OCTOBER 19, 1993

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

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

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.

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.

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

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.

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

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

Gerry Clayton, Assistant Director of Admissions, presented the breakdown of the 1993-94 Freshman class. The SAT average for this class is 920, which compares to a national average of 902 and a UNC system average of 859.

Larry Hough, Faculty Assembly Delegate, 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).

Professor Bob Bernhardt (Math) was elected to the Enrollment Management Council by acclamation.

The first reading of the revised charge for the Student Retention Committee was presented. A first reading provides Faculty Senators the opportunity to speak of their intent to amend the proposed charge at the second reading.

The curriculum matters contained in the Undergraduate Curriculum Committee minutes of September 23, 1993 were approved as distributed. **RESOLUTION #93-29**

Following discussion, the proposed revisions and editorial change to the Procedures for new Degree Programs, located in 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.)

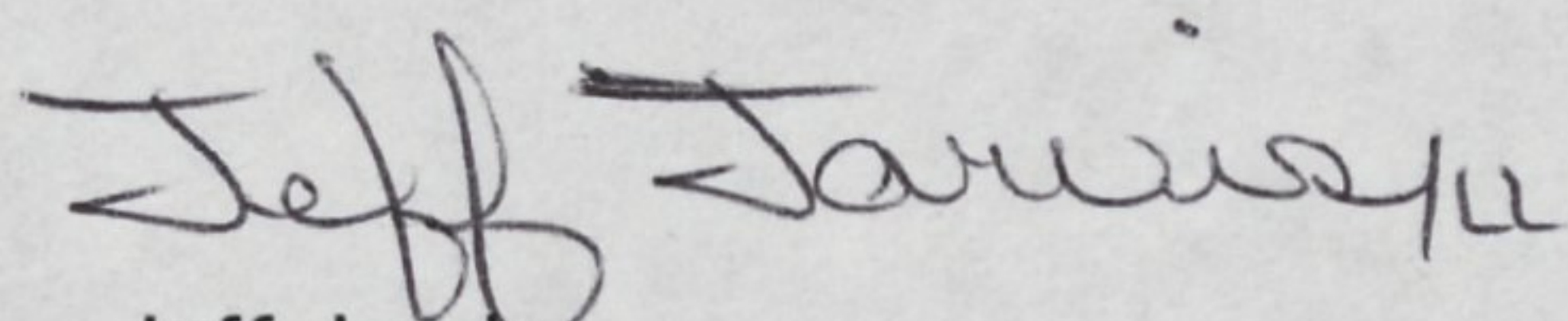
Following discussion and editorial changes, the Procedures section of the Conflicts of Interest and Commitment Policy was adopted. **RESOLUTION #93-31**. (Please refer to the list of resolutions at the conclusion of this document for the full report.)

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.

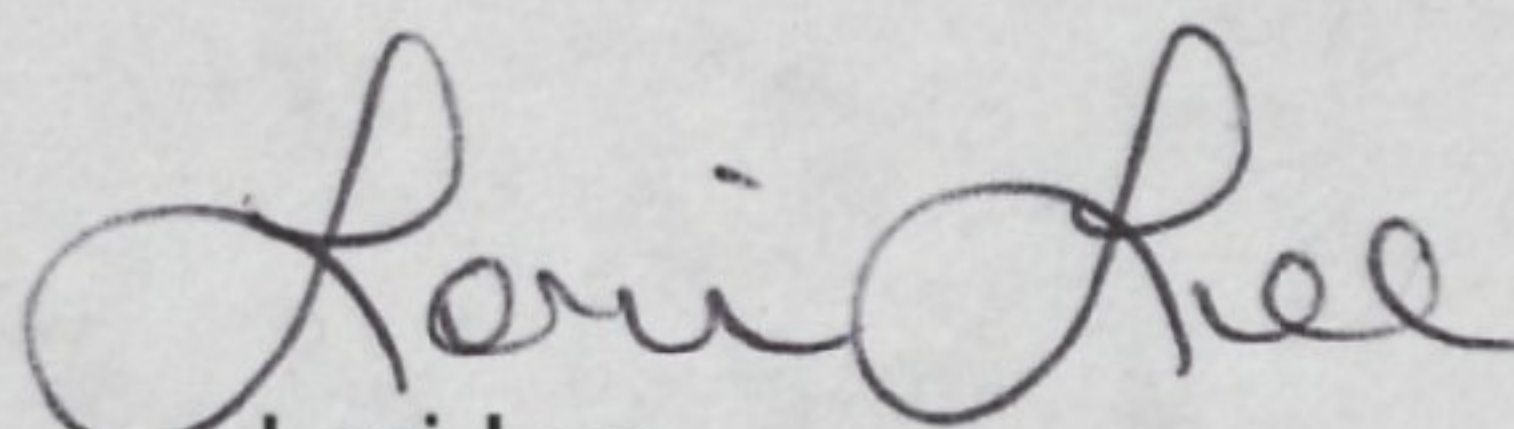
The Teaching Effectiveness Committee's report on Peer Review was referred back to the Committee for further consideration. **RESOLUTION #93-32**

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