

PLEASE POST FOR ALL FACULTY TO READ!

**EAST CAROLINA UNIVERSITY  
FACULTY SENATE**

The third regular meeting of the 1993/1994 Faculty Senate will be held on **Tuesday, November 9, 1993**, at 2:10 in the Mendenhall Student Center Great Room.

AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**  
  
October 19, 1993
- III. **Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Richard Eakin, Chancellor
  - D. Marlene Springer, Vice Chancellor for Academic Affairs
  - E. Approval of Fall 1993 Graduation Roster
- IV. **Unfinished Business**
- V. **Report of Committees**
  - A. Agenda Committee, Brenda Killingsworth  
1994-95 Proposed Agenda Committee and Faculty Senate Meeting Dates  
(attachment 1).
  - B. Committee on Committees, Brian Harris  
Second Reading of the Revised Student Retention Committee Charge  
(attachment 2).
  - C. Research/Creative Activity Committee, Mark Taggart  
Research Award Program (attachment 3).
  - D. Ad Hoc Committee on a Course Outline Database, Dot Muller  
(attachment 4).

## AGENDA COMMITTEE REPORT

### 1994-95 PROPOSED AGENDA COMMITTEE AND FACULTY SENATE MEETING DATES

Fall 1994

August 24, 1994      Classes Begin  
September 5, 1994      Holiday  
October 20-25, 1994      Fall Break  
November 23-27, 1994      Thanksgiving Break  
December 9, 1994      Classes End  
December 12-17, 1994      Exams

Spring 1995

January 6, 1995      Classes Begin  
January 16, 1995      Holiday  
March 5-12, 1995      Spring Break  
April 14, 1995      Holiday  
April 24, 1995      Classes End  
April 26-May 3, 1995      Exams

Agenda Committee will meet:

August 30, 1994  
September 27, 1994  
November 1, 1994  
November 29, 1994  
January 10, 1995  
February 7, 1995  
March 14, 1995  
April 11, 1995

Faculty Senate will meet:

September 13, 1994  
October 11, 1994  
November 15, 1994  
December 13, 1994  
January 24, 1995  
February 21, 1995  
March 28, 1995  
April 25, 1995  
April 26, 1995 - 1995-96 Organizational Mtg.

# 1994

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 17 Martin Luther King, Jr. Day <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 16 Ash Wednesday 21 Washington - Lincoln Day 22 Washington's Birthday <b>MARCH</b> 17 St. Patrick's Day 27 Palm Sunday 27 Passover <b>APRIL</b> 1 Good Friday 3 Easter Sunday <b>MAY</b> 8 Mother's Day 21 Armed Forces Day 23 Victoria Day (Canada) 30 Memorial Day <b>JUNE</b> 14 Flag Day 19 Father's Day <b>JULY</b> 1 Canada Day (Canada) 4 Independence Day <b>SEPTEMBER</b> 5 Labor Day 6 Rosh Hashanah 15 Yom Kippur <b>OCTOBER</b> 10 Columbus Day - Obsvd. 10 Thanksgiving Day (Canada) 12 Columbus Day 24 United Nations Day 31 Halloween <b>NOVEMBER</b> 8 Election Day 11 Veterans Day 24 Thanksgiving Day 28 Hanukkah <b>DECEMBER</b> 25 Christmas Day	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>AUGUST</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>SEPTEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>OCTOBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>NOVEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>DECEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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## COMMITTEE ON COMMITTEES REPORT

### SECOND READING OF REVISIONS TO THE STUDENT RETENTION COMMITTEE CHARGE

(additions are in bold print.....deletions are underlined)

1. Name: Student Retention **and Advising** Committee

2. Membership:

6 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, the Vice Chancellor for Academic Affairs, the Dean of Undergraduate Studies, the Vice Chancellor for Student Life, Chair of the Readmission Appeals Committee or their appointed representatives.

3. Quorum: 4 elected faculty members exclusive of ex-officio.

4. A. Committee Functions:

The Student Retention **and Advising** Committee is concerned with matters relating to the retention **and advising** of students. The Committee reviews policies and procedures governing orientation, and retention, **and advising** of students. **Policies and procedures regarding advising in the General College will be coordinated with the General Education Committee.**

B. To Whom The Committee Reports:

The Committee recommends policies and procedures governing orientation, and retention, **and advising** of students to the Faculty Senate.

C. How Often The Committee Reports:

The Committee reports to the Faculty Senate at least once a year and other times as necessary.

D. Power Of The Committee To Act:

The Committee makes recommendations concerning the implementation and administration of policies and procedures regarding the orientation, and retention, **and advising** of students to the appropriate University officials.

## RESEARCH/CREATIVE ACTIVITY COMMITTEE REPORT

### RESEARCH AWARD PROGRAM

**WHEREAS,** East Carolina University recognizes the importance of professional scholarly productivity; and

**WHEREAS,** the Research/Creative Activity Committee has been requested by the Associate Vice Chancellor for Research to help establish a Research Award Program and formulate categories and procedures; and

**WHEREAS,** the Committee thinks that a Research Award Program would honor and reflect the long term commitment of faculty members at East Carolina University; and

**WHEREAS,** the Committee was informed that two Research Awards will be presented at the 1994 Fall Faculty Convocation; and

**WHEREAS,** the Committee has established the following two categories: Sciences and Arts/Humanities, after discussions with the Associate Vice Chancellor, academic unit heads, and various faculty members; and

**WHEREAS,** these two categories will be used to recognize excellence in research within all disciplines; and

**WHEREAS,** because of time restraints placed on the Committee, the Committee will design a more permanent structure for future awards at a later date;

**THEREFORE BE IT RESOLVED,** that the Research/Creative Activity Committee request that Chancellor solicit nominations from academic deans, totaling no more than two percent of the faculty within the unit, for each of the two categories, Sciences and Arts/Humanities;

**BE IT FURTHER RESOLVED,** that the Research /Creative Activity Committee request that the Associate Vice Chancellor for Research oversee the formation of two committees to review the research award nominees and select the recipients for the two awards to be presented next Fall.

## AD HOC COMMITTEE ON A COURSE OUTLINE DATABASE REPORT

The Ad Hoc Committee met a total of three times. At the first meeting on Wednesday, May 26, 1993, John Moskop, Chair of the Faculty, met with the committee to discuss its charge:

to review and report to the Senate regarding the following resolution which had been recommended to the Senate by the Ad Hoc Committee on Academic Regulations): "that the University establish an electronic database containing course outlines for each course offered during the current semester by ECU faculty. The outline would indicate instructor expectations including grading and attendance policies."

After hearing the charge, members discussed the following points concerning a database:

- (1) Current status of the computer conversion would hamper development of a course outline database in a mainframe environment. No new programming is being done because staff members are working to rewrite current programs for the new computer.
- (2) The proposed course syllabus database would be best implemented via a server.
- (3) Ken Marks, Director of Joyner Library, is currently working on a student information database. Dorothy Muller suggested that the committee meet with Dr. Marks to determine whether or not what he is developing would meet the charge of the committee.
- (4) The committee discussed format. It was decided that submissions from faculty should be encouraged but voluntary and that only general guidelines should be given since faculty might find having to follow a prescribed format burdensome and inappropriate.

On Tuesday, June 8, the committee met with Dr. Marks in Joyner Library. Dr. Marks demonstrated the information database he is developing using Toolbook and discussed with members the usefulness of the program. The members suggested piloting the database with two schools. The accounting department had supplied a number of syllabi, and those had already been entered.

The committee met on Monday, October 25, to review the status of the pilot project and to prepare a report for the Faculty Senate, the report to include, if possible, a presentation by Dr. Marks.

### Committee Recommendations:

The committee recommends

- (1) that a voluntary pilot project using the system developed by Dr. Ken Marks be instituted Spring Semester 1994,
- (2) that departments submit syllabi to Dr. Marks for entry into the system,
- (3) that the library make the student information system available to students, and
- (4) that the Senate request Dr. Marks and Joyner Library to update and maintain the student information system, allowing departments to access the system to make revisions in their syllabi.

### Committee Members:

Dorothy Muller, Office of Undergraduate Studies  
Marie Farr, Department of English  
Jack Karns, School of Business  
Karl Wuensch, Department of Psychology  
Lawrence Auld, School of Education  
Freda Pollard, Computing and Information Systems