

EAST CAROLINA UNIVERSITY
FACULTY SENATE

FULL MINUTES OF DECEMBER 7, 1993

The fourth regular meeting of the 1993-94 Faculty Senate was held on Tuesday, December 7, 1993, in the Mendenhall Student Center Great Room.

Agenda Item I. Call to Order

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

Agenda Item II. Approval of Minutes

The Faculty Senate minutes of the November 9, 1993, were approved as distributed.

Agenda Item III. Special Order of the Day

A. Roll Call

Senator absent was: Professor McGee (Continuing Education).

Alternates present were: Professor Edmiston for Ross (Art), Professor McDaniel for Brinson (Biology), Professor Nasea for Winstead (Health Sciences Library), Professor Inman for Gallagher (Human Environmental Sciences), Professor Everett for Pokorny (Nursing), and Professor Mooney for Schultz (Sociology).

B. Announcements

1. The Chancellor has approved the following resolutions from the November 9, Faculty Senate meeting:
 - #93-33 Fall 1993 Graduation Roster subject to the candidates' successful completion of their degree requirements.
 - #93-36 Research Award Program.
 - #93-37 Recommendations concerning a Course Outline Database.
2. The following people were granted speaking privileges for the meeting:
 - Keith Dyer, President, Student Government Association
 - Harold Jones, Dean, Allied Health Sciences
 - Susan McCammon, Director, Women's Studies
 - Dorothy Muller, Dean, Undergraduate Studies
 - Members of the Faculty Affairs Committee
 - Members of the Teaching Effectiveness Committee
3. Eddie Payne, Head Basketball Coach, has forwarded a copy of the 1993-94 ECU Basketball Media Guide to the Faculty Senate office. Interested faculty may stop by the office in 140 Rawl Annex, to review this guide.

C. Richard Eakin, Chancellor

Chancellor Eakin opened his remarks by clarifying the following framework for the University's response to Administrative Memorandum #338. First, we must report our actions regarding the requirements of the Administrative Memorandum to the General Administration by April 4, 1994. Although the mission statement portion is due earlier, the Chancellor believes that it will not require any changes there. Second, Dr. Springer and others will discuss the proposed Appendix D with Vice President Little on December 13, 1993. Any changes in Appendix D proposed by the Senate today and approved by the Chancellor and the Board of Trustees before December 13, 1993, would be included in that discussion. It is the Chancellor's hope that the new Appendix D, including any changes appropriate under Administrative Memorandum #338, will be approved by the Board of Governors in time for the April 4, 1994, report to the General Administration. Third, Chancellor Eakin wants the University to finish revising Appendices C, L, and D prior to creating or revising other faculty evaluation criteria and procedures. This task should be completed before April 4, 1994. Fourth, until Appendices C, L, and D, are revised faculty evaluation criteria, including annual evaluation, promotion and tenure criteria, should not be forwarded from code units, however, work may be underway. There is no way to approve the revised criteria until the Appendices have been approved. Fifth, after the Appendices are approved, any development or revision of faculty evaluation criteria shall follow the unit code approval path stated in the *Faculty Manual*.

Chancellor Eakin continued his remarks by reporting that the Shared Visions campaign has raised 33.3 million dollars with a goal of 35 million by the end of 1993. Following this report, he introduced Robert Thompson, Director of Planning and Institutional Research. Thompson presented a draft document "Implementing Strategic Planning" and solicited comments from Senators.

Following his remarks, Chancellor Eakin responded to questions from Atkeson (History) and Felts (Health and Human Performance) concerning his opening remarks about memorandum #338. Eakin clarified that code units should proceed with work on criteria for promotion and tenure in anticipation of revisions to Appendices C, D, and L. Then, this work should be forwarded to the Unit Code Screening Committee and the Faculty Senate, after testing it against the revised Appendices C, D, and L. Bailey (Faculty Assembly) noted that the Unit Code Screening Committee should anticipate circulating a guide to the changes in the Appendices to assist code units in this work.

D. Marlene Springer, Vice Chancellor for Academic Affairs

Vice Chancellor Springer announced that candidates for the Dean of the School for Health and Human Performance would be visiting the campus in late January. She also announced that a committee had been formed to study issues of recruitment, admissions and advisement of international students. The members of the International Admissions Committee are Emanuele Amaro, Rhonda Brown, Gerry Clayton, Jon Heise, Gil Moore, Gene Owens, Paul Tschetter, Lucy Wright, and Dave Watkins. Vice Chancellor Springer concluded her remarks by noting that award letters for the Faculty Microcomputer Program were ready to go out. There were no questions for Vice Chancellor Springer.

E. James Hallock, Vice Chancellor for Health Sciences

Vice Chancellor Hallock announced that once again the Medical School is rated in the top ten medical schools nationwide in primary care by the American Association of Medical Colleges. He also reported that of 1992 graduates accepting in-state residencies, the Medical School ranked 55th in the country, with 47% of graduates staying in the state. Additionally, the Medical School ranked 50th out of 126 schools in percentage (8.8%) of 1979-88 graduates who are on faculties of Medical Colleges. Finally, according to this report, the Medical School ranked 29th in the nation in percentage (9.9%) of minority graduates during the years 1988-92. Vice Chancellor Hallock concluded his remarks by noting that Medical School admissions have continued to rise, with about one thousand applications from in-state and an additional one thousand applications from out-of-state, all competing for 72 places in the next class.

F. John Moskop, Faculty Assembly Delegate

Professor Moskop (Medicine) presented a report on the November 19, 1993, meeting of the Faculty Assembly. 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. Credits Committee

Bob Woodside (Math), Chair of the Committee, presented the proposed Grade Replacement Policy. There was no discussion. The proposed policy was approved as presented. **RESOLUTION #93-38** Please refer to the list of resolutions at the conclusion of this document for the approved policy.

B. Curriculum Committee

Donald Neal (Geology), Chair of the Committee, presented the undergraduate curriculum matters contained in the November 4, and November 11, 1993, Committee minutes. There was no discussion. The undergraduate curriculum matters were approved as recorded in the meeting minutes. **RESOLUTION #93-39**

C. Faculty Affairs Committee

Henry Ferrell (History), Chair of the Committee, presented a two part report from the Committee. First, Ferrell discussed an Extended Definition of Personal Malice. Moskop (Faculty Assembly) asked about using this particular mechanism for addressing the issue of sexual orientation. He

noted that it would be possible to simply add the words "sexual orientation" to the list of characteristics excluded from discrimination (race, sex, religion, or national origin). Ferrell responded that he did not know specific reasons behind the committee's decision.

Farr (English) asked about the exclusion of students from this solution to the issue. Ferrell responded that the Faculty Affairs committee deals exclusively with faculty issues. He suggested that the Division of Student Life is the appropriate office to deal with students. Farr noted that it is important that the solution to this issue include students and staff.

Eakin (Chancellor) noted that he found the committee report overly broad relative to malice and too narrow relative to the issues at large. Eakin offered a substitute motion to replace the wording in the report with the following: A University decision not to reappoint based in part on an individual's sexual orientation may constitute an act of personal malice in violation of Section 604B of The Code of The University of North Carolina. Malice is an impermissible ground for nonreappointment whether such malice is based on sexual orientation or other factors not relevant in evaluating employee performance. The motion was seconded.

During discussion McPherson (Industrial Technology) moved to postpone consideration until the March meeting of the Faculty Senate. The motion was seconded and passed.

Glascoff (Health and Human Performance) moved to recommit the report to the committee and to request the committee to report back to the Senate in March. This motion was seconded and passed. **RESOLUTION #93-40**

Ferrell proceeded to present the second part of the committee report, Proposed Revisions to the *Faculty Manual*, Appendix C, newly revised Appendix D (pending Board of Governors approval), and newly approved Appendix L (Board of Trustees approval July, 1993) in response to Administrative Memorandum #338.

Farr (English) moved to amend the report revising Appendix C, I.C., page C-1, by deleting the word "explicitly." The motion was seconded and passed.

Moskop (Faculty Assembly) moved to amend the report revising Appendix C, Section III, page C-4, last paragraph, by striking the revision in its entirety. The motion was seconded and, following extended discussion, passed.

McMillen (Medicine) moved to amend the report revising Appendix D, I.B.2., page D-2, to add the words "nor patient care" into the second sentence, causing the amended sentence to read: While neither teaching nor research and creative activity nor patient care nor service is" The motion was seconded and passed.

Lowe (Council of Deans) moved to strike the revision to Appendix C, Section III, page C-4. The motion was seconded and passed with a vote of 25 for and 23 opposed. During the discussion of this motion, Dock (Foreign Languages) offered an editorial amendment adding the words "the Faculty Senate, the appropriate vice chancellor and" to the second sentence of the revision before the words "the Chancellor." This editorial change was accepted.

Lowe (Council of Deans) moved to recommit the revision to Appendix C, Section III, page C-4 to the committee. The motion was seconded and passed.

Lowe (Council of Deans) moved to recommit the revision to Appendix C, Section IV, page C-5, first paragraph to the committee. The motion was seconded and passed.

The proposed revisions to the *Faculty Manual*, Appendix C, newly revised Appendix D (pending Board of Governors approval), and newly approved Appendix L (Board of Trustees approval July, 1993) in response to Administrative Memorandum #338, as amended, passed. **RESOLUTION #93-41** A copy of the revised documents may be obtained by calling the Faculty Senate office at ext. 6537.

The Faculty Senate deferred action on two of the proposed revisions to *Appendix C* (Section III, page C-4; Section IV, page C-5, first paragraph) until a future date to allow the Faculty Affairs Committee an opportunity for further review.

D. Faculty Governance Committee

Tinsley Yarbrough (Political Science), Chair of the Committee, presented the proposed revisions to the *Faculty Manual*, Appendix A, Faculty Constitution and By-Laws.

Chenier (Allied Health Sciences) moved a substitute motion which would change the committee report in the following ways: increase the number of possible senators to 60; add a sentence including part-time faculty and faculty holding part-time administrative appointments to a unit for purposes of seat allocation; add a sentence restricting the School of Medicine to no more than 15 percent of elected senators; add a sentence clarifying electoral units as the professional schools, Academic Library Services, Health Sciences Library, and the College of Arts and Sciences; and add a paragraph clarifying the manner in which representatives from the College of Arts and Sciences could be elected. The motion was seconded and, following extensive discussion, failed to pass.

The proposed revisions to the *Faculty Manual*, Appendix A, Faculty Constitution and By-Laws were approved as presented. **RESOLUTION #93-42** Please refer to the list of resolutions at the conclusion of this document for the approved revisions.

E. Honors Program Committee

Claudia Melear (Education), Chair of the Committee, presented guidelines for undergraduate Honors Program Seminars. There was no discussion. The guidelines for undergraduate Honors Program Seminars were approved as presented. **RESOLUTION #93-43** Please refer to the list of resolutions at the conclusion of this document for the approved guidelines.

F. Teaching Effectiveness Committee

Parmalee Hawk (Education), Chair of the Committee, presented the proposed peer review procedures and a sample copy of a Peer Review instrument.

Joyner (Math) proposed an editorial change to Category 3: Presentation, on the Instrument, adding to the third sentence in that category the words "if appropriate." This change was accepted without objection.

Lowe (Council of Deans) proposed an editorial change to make the sentence "Attached is a sample copy of a Peer Review Instrument" bold type and attach it to the top of the Instrument. This change was accepted without objection.

The Teaching Effectiveness Committee report, Proposed Peer Review Procedures and Instrument passed as amended editorially. **RESOLUTION #93-44** Please call the Faculty Senate office at ext. 6537 for a copy of the approved procedures and sample instrument.

Ferrell (History) moved that a committee be appointed by the Chair of the Faculty to examine the Peer Review Procedures and bring it in line with other personnel policies previously passed by the Senate. The motion was seconded and passed.

The Chair of the Faculty will form an Ad Hoc Committee to review these approved peer review procedures and their correlation with the recently revised *Appendices C, D, and L*, prior to the Chancellor's consideration. **RESOLUTION #93-45**

G. Unit Code Screening Committee

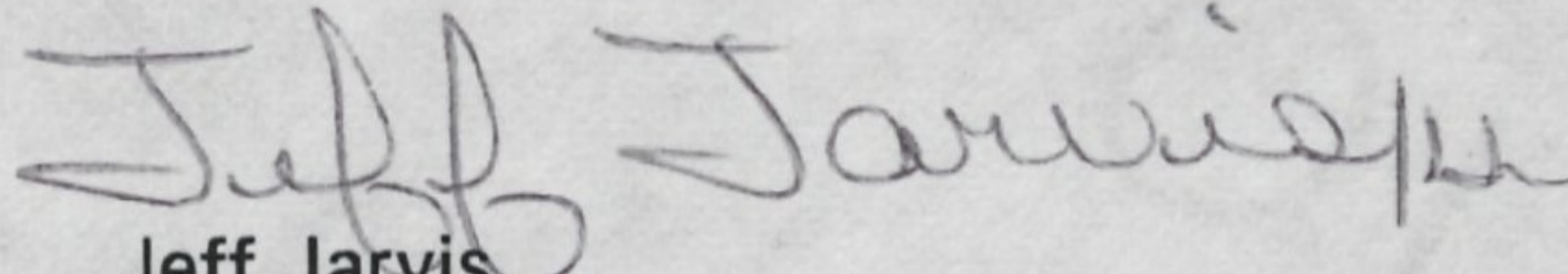
Artemis Kares (Academic Library Services), Chair of the Committee, presented the proposed revision to the unit code review procedure. The proposed revision to the unit code review procedure was approved as presented. **RESOLUTION #93-46** Please refer to the list of resolutions at the conclusion of this document for the approved procedure.

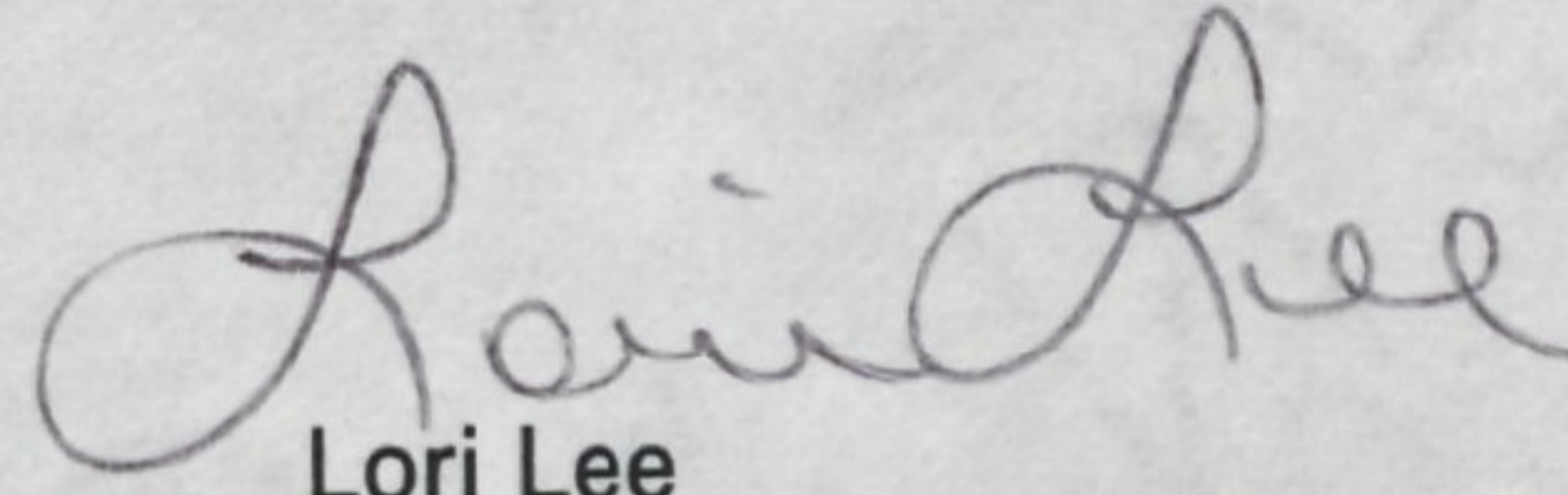
Agenda Item VI. New Business

Henry Ferrell (History) presented a resolution in observance of Dr. Martin Luther King, Jr.'s Birthday. The resolution was adopted by the Faculty Senate as an official statement of faculty support for the work of the MLK Planning Committee and its 1994 theme: "ECU Observes Dr. Martin Luther King, Jr.'s Birthday: A Commitment to Human Rights and World Peace." **RESOLUTION #93-47**

There being no further business, the meeting adjourned at 5:14 p.m.

Respectfully submitted,


Jeff Jarvis
School of Music
Secretary of the Faculty


Lori Lee
Faculty Senate Office

RESOLUTIONS PASSED AT THE DECEMBER 7, 1993, FACULTY SENATE MEETING.

- #93-38 The following Grade Replacement Policy will be placed in the *University Catalog*, Section 5, Academic Regulations, following the section entitled *Repetition of Course Work*. References to the multiple F Policy in *Repetition of Course Work* and in *Grading System* will be deleted.

A student is permitted to use the grade replacement policy a maximum of three times for 1000- and 2000-level courses in which he or she has earned a grade of D or F. For example, a student may replace a grade in three different courses or may replace a single course grade a maximum of three times or a combination thereof not to exceed the limits of the policy. Approval to use the policy will not be given under the following conditions: (1) the student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material; (2) the student wishes to repeat a course which is a prerequisite for a course that he or she has already successfully completed.

To replace a grade, the student must complete a grade replacement form, have it signed by his or her dean/department chair, and register for the course during the registration period. Although the original grade will not be used in determining the grade point average of the student, the original grade will remain on the student's permanent academic record. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a D, no additional credit hours will be awarded. Effective date: for courses originally taken Fall 1994 and thereafter.

Disposition: Chancellor

- #93-39 Undergraduate curriculum matters contained in the November 4, and 11, 1993, University Curriculum Committee minutes.

Disposition: Chancellor

- #93-40 Recommitted the proposed extended definition of Personal Malice to the Faculty Affairs Committee for further review and a report to the Faculty Senate on March 29, 1994.

Disposition: Faculty Affairs Committee

#93-41 Revisions to *Appendices C, D, and L* in response to Administrative Memorandum #338. A copy of the revised documents may be obtained by calling the Faculty Senate office at ext. 6537. The Faculty Senate deferred action on the following two proposed revisions to *Appendix C* until a future date to allow the Faculty Affairs Committee an opportunity for further review.

Appendix C, Section III, page C-4.

Replace: "The unit administrator's annual performance evaluation of faculty members shall employ criteria approved by the unit and by the vice chancellor for academic affairs, the vice chancellor for health sciences, or the vice chancellor for student life, as appropriate, which shall be based upon that year's assigned duties and responsibilities (except. as earlier noted, for the previous year's Spring semester survey of student opinion) and shall take into account the nature of the assignments in terms of"

with: "The unit administrator's annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor (see Appendix L, Section ~~B~~^C). The evaluation shall be based upon that year's assigned duties and responsibilities (except. as earlier noted, for the previous year's Spring semester survey of student opinion) and shall consider:"

Appendix C, Section IV, page C-5, 1st paragraph,

Replace: ". . . Evaluation of faculty for purposes of promotion shall be governed in each unit by regulations established in an under the units code of operations subject to *Appendix C*. With the approval of the vice chancellor for academic affairs, the vice chancellor for health sciences and dean of the School of Medicine, and the vice chancellor for student life, as appropriate, specific regulations governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall.."

with: ". . . Evaluation of faculty for purposes of promotion shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (see Appendix L, Section ~~B~~^C). Specific regulations and criteria governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall.."

Disposition: Chancellor, Board of Trustees (for revisions to *Appendices*)
Faculty Affairs Committee (for review of proposed revisions to *Appendix C*)

#93-42 Revisions to *Appendix A, Faculty Constitution and By-Laws.*

Replace the second and third paragraph of Appendix A, Section V. Organization of the Faculty Senate, with the following:

"The number of elected Faculty Senators shall not exceed 58 nor be fewer than 52. Prior to the election in the spring of each academic year, the ratio of faculty members to elected Faculty Senators will be determined by the Chair, Vice Chair, and the Secretary. The number of faculty within each department/school will be gathered from part of a personnel data file that is prepared and submitted to the UNC General Administration by the Department of Planning and Institutional Research in November of each year. Each electoral unit represented will then be informed as to the number of elected Faculty Senators to which that electoral unit is entitled. No electoral unit will be allocated more than 15 percent of the elected Faculty Senate members. Electoral units for the purpose of this constitution shall be the various professional schools, Academic Library Services, Health Sciences Library, and the departments of the College of Arts and Sciences. In the event that an electoral unit must reduce its existing number of Faculty Senators, it shall do so by following democratic procedures."

- #93-42 Revisions to *Appendix A*, Faculty Constitution and By-Laws (continued).
"Each department of the College of Arts and Sciences shall have at least one elected Faculty Senator and will elect its Faculty Senator as an electoral unit. The various professional schools, Academic Library Services, Health Sciences Library, and the departments of the College of Arts and Sciences will have at least one elected Faculty Senator. Each school may choose to elect its Senators from the school as a whole or in the alternate manner described as follows. Each department within the school shall be allowed to nominate the number (less the number whose terms are not expired) to which it would be entitled if it were considered as a separate electoral unit. The persons nominated by each department shall be placed on a ballot for the election of the number allotted to the electoral unit by the faculty of the electoral unit."

Replace Subheading E. of the By-Laws, Section I. Attendance, Seating, and Participation, with the following:

"E. Each electoral unit of the University may elect a number of alternate representatives equal to its allotment of Senators, not to exceed the unit's number of apportioned Senators. If more than one alternate is elected, they should be elected to two-year staggered terms. The alternate(s) will be elected in the same manner as Faculty Senators at the time of regular election of Senators, and will serve for a two-year term. "

Disposition: General Faculty (at August, 1994, Faculty Convocation), Chancellor

- #93-43 The following Guidelines for Undergraduate Honors Program Seminars is requested of individual faculty who submit new seminar proposals for approval. These suggestions are intended to improve and facilitate Honors Program Committee members' understanding of new seminar proposals in order that rapid approval can be obtained for the faculty member who proposes the new seminar.

1. Submit the course proposal a full year in advance of the offering. For example, submit by March 1994 for Spring 1995 courses and by October 1994 for Fall 1995 offerings. In other words, submit by March for the following spring semester and by October for the following fall semester. **Course proposals for Fall 1994 should be submitted by January 22, 1994.**
2. Do one of the following:
Appear at the Honors Program Committee meeting, at the time that you submit the proposal to describe the seminar and help committee members understand it in the event there are questions. This personal appearance will hasten seminar approval. A specific time slot will be assigned to prevent the proposer from sitting through the entire committee meeting.
OR
Use the standard course proposal form. Submit 15 copies of your course proposal (to the Faculty Senate office, 140 Rawl Annex) in advance of your appearance at the Honors Program Committee meeting for inclusion with the minutes of the previous meeting and the agenda for the next meeting. This will entail the proposer submitting the course proposal one month prior to the October or March deadline.

Disposition: Faculty Senate

- #93-44 Peer Review Procedures and Sample Instrument. (Please call the Faculty Senate office at ext. 6537 for a copy of the approved procedures and sample instrument.)

Disposition: Chancellor

- #93-45 The Chair of the Faculty will form an Ad Hoc Committee to review these approved peer review procedures and their correlation with the recently revised *Appendices C, D, and L*, prior to the Chancellor's consideration.

Disposition: Chair of the Faculty

#93-46 The Unit Code Screening Committee is allowed to approve amendment(s) to a unit code of operations and send the amendment(s) forward to the Faculty Senate as amendment(s) to the unit code.

Disposition: Faculty Senate

#93-47 Official statement of faculty support for the work of the MLK Planning Committee and its 1994 theme: "ECU Observes Dr. Martin Luther King, Jr.'s Birthday: A Commitment to Human Rights and World Peace".

Disposition: Faculty Senate