

FULL FACULTY SENATE MINUTES ARE DISTRIBUTED TO ACADEMIC ADMINISTRATORS, SENATORS, ALTERNATES, CHAIRS OF ACADEMIC COMMITTEES, UPON REQUEST, AND ELECTRONICALLY THROUGH FSONLINE.

EAST CAROLINA UNIVERSITY
FACULTY SENATE

EXECUTIVE 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. 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*.

D. Marlene Springer, Vice Chancellor for Academic Affairs

Vice Chancellor Springer 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.

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 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

The proposed Grade Replacement 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
The undergraduate curriculum matters contained in the November 4, and November 11, 1993, Committee minutes were approved as recorded in the meeting minutes. **RESOLUTION #93-39**

C. Faculty Affairs Committee, Henry Ferrell (History), Chair
The proposed extended definition of Personal Malice was recommitted to the committee for further review and a report to the Faculty Senate on March 29, 1994. **RESOLUTION #93-40**

Following discussion, 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 were approved as amended with the exception of *Appendix C*, Section III, page C-4 and *Appendix C*, Section IV, page C-5, which the Faculty Senate deferred action on until a future date to allow the Faculty Affairs Committee an opportunity for further review. **RESOLUTION #93-41** A copy of the revised documents may be obtained by calling the Faculty Senate office at ext. 6537. Please refer to the list of resolutions at the conclusion of this document for the two sections that the Faculty Senate deferred action on.

D. Faculty Governance Committee, Tinsley Yarbrough (Political Science), Chair
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
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
The proposed Peer Review Procedures and a sample copy of a Peer Review instrument was approved as amended. **RESOLUTION #93-44** Please call the Faculty Senate office at ext. 6537 for a copy of the approved procedures and sample instrument.

The Chair of the Faculty was asked to form an Ad Hoc Committee to review the 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**

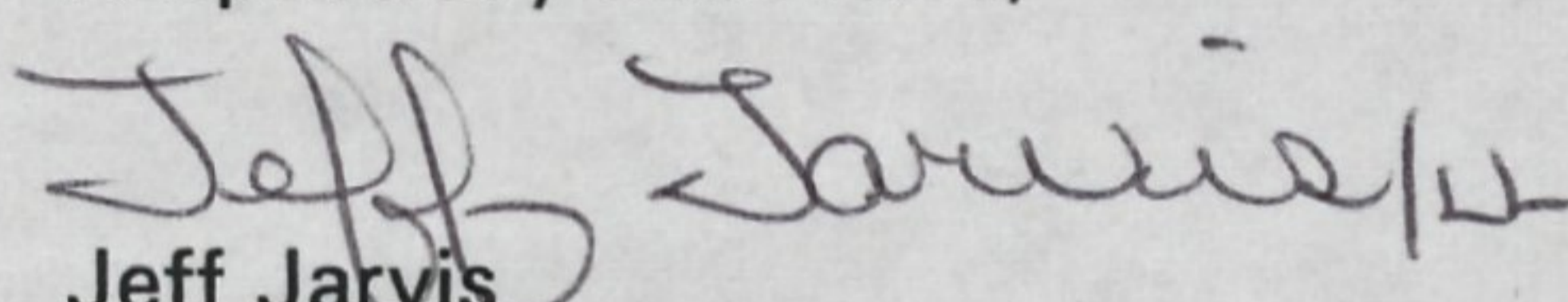
G. Unit Code Screening Committee, Artemis Kares (Academic Library Services), Chair
The proposed revision to the unit code review procedure was approved as presented. **RESOLUTION #93-46** Please refer to the list of resolutions at the conclusion of this document for the approved procedure.

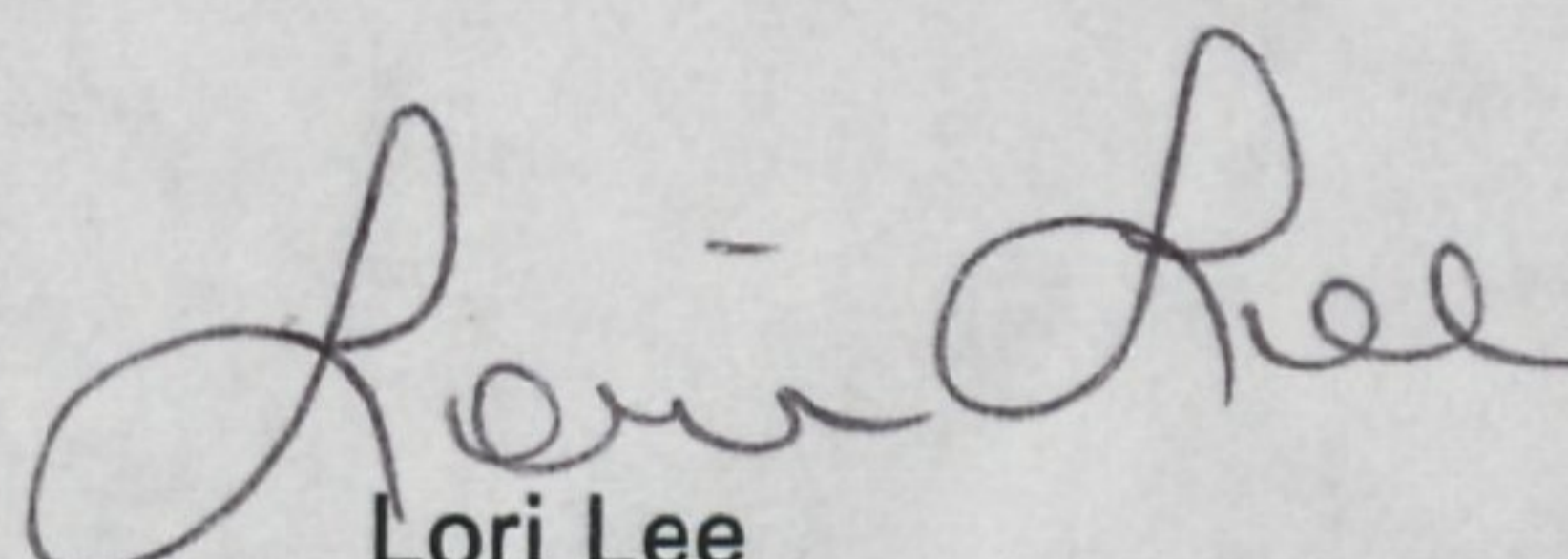
Agenda Item VI. New Business

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.

#93-38 Grade Replacement Policy (continued)
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.

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

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