

**EAST CAROLINA UNIVERSITY**

**FACULTY SENATE**

**1994-1995 ANNUAL REPORT**

*31 JULY 1995*

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## SECTION I. REVIEW OF THE 1994/95 FACULTY SENATE

In 1994-1995, the Faculty Senate met eight times in regular session and once in organizational session. Resolutions approved by the Faculty Senate during the year are listed in Section II. of this report. Those resolutions deal with, in part, revisions to several *East Carolina University Faculty Manual* appendices and academic committee charges; and other matters described below.

Major accomplishments of the Faculty Senate during the 1994-1995 academic year include implementation of newly revised Appendix D, which was accompanied by orientation sessions for both faculty and administrators. The Faculty Senate also approved revisions to Appendices A, D, L, U, and Y, as well as Parts I, II, III, and IV. It approved a revision to the apportionment process for the election of Faculty Senators and recommended that the Division of Continuing Education and Summer School be removed from Unit Code status. The unit codes for Economics, Allied Health Sciences, Anthropology, and Health Sciences Library were revised and approved, as was a pilot instrument of Student Opinion of Instructor Survey. The Weapons Policy and a grade appeals policy were approved, but a request for a standard articulation agreement with North Carolina community colleges was denied approval. Seven curriculum reports were approved, along with revisions to the charge for Faculty Marshals and for the Course Drop Appeals Committee. Selection procedures for new teaching and research awards were approved, along with the recommendation of a new Freshman Academic Cohort Program. Five new degrees were considered and approved by the Faculty Senate during this academic year.

As noted in Sections III., IV., and V. of this report, the Faculty Senate, Academic, and Appellate Committees were diligent in their pursuits on a variety of matters of major importance for East Carolina University. These committees made forty-two reports to the Faculty Senate during the 1994-1995 academic year.

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## SECTION II. INDEX OF 1994/95 FACULTY SENATE RESOLUTIONS

- 94-27      September 13, 1994  
Division of Continuing Education and Summer School
- 94-28      September 13, 1994  
New Degree Program in Resource Economics
- 94-29      September 13, 1994  
Interpretation of *ECU Faculty Manual*, Appendix D
- 94-30      October 11, 1994  
Revision to the *East Carolina University 1994-1996 Undergraduate Catalog*, Section 5. After Schedule Change Period (page 44)
- 94-31      October 11, 1994  
Curriculum matters of 14 April and 8 September 1994
- 94-32      October 11, 1994  
Appendix L Ad Hoc Committee Report
- 94-33      October 11, 1994  
Unit codes of operation preamble
- 94-34      November 15, 1994  
Fall 1994 Graduation Roster
- 94-35      November 15, 1994  
Addition of SPANISH 1004 to the Common Exam Schedule
- 94-36      November 15, 1994  
Revision to *ECU Faculty Manual*, Appendix L, Section F.1. Quadrennial Unit Administrator Evaluation

- 94-37 November 15, 1994  
Internal office procedures for Faculty Senate apportionment
- 94-38 November 15, 1994  
Curriculum matters of 13 October 1994
- 94-39 December 13, 1994  
Appreciation to John Conner Atkeson
- 94-40 December 13, 1994  
Revision to *ECU Faculty Manual*, Appendix A
- 94-41 December 13, 1994  
1995-96 Agenda Committee and Faculty Senate Meeting Dates
- 94-42 December 13, 1994  
Addition to the *Undergraduate Catalog*, Section 5
- 94-43 December 13, 1994  
Recommitment to the Credits Committee concerning grade appeals
- 94-44 December 13, 1994  
Addition to *ECU Faculty Manual*, Part IV
- 94-45 December 13, 1994  
Revision to Faculty Marshal Charge
- 94-46 December 13, 1994  
Curriculum matters of 10 November 1994
- 94-47 December 13, 1994  
Procedures for the Board of Governors Distinguished Professor for Teaching Awards
- 95-1 January 24, 1995  
Recommitment of Proposed Annual Administrative Evaluations
- 95-2 January 24, 1995  
University Research Awards
- 95-3 January 24, 1995  
Alumni Distinguished Professor for Teaching Awards
- 95-4 January 24, 1995  
Curriculum matters of 8 December 1994
- 95-5 February 21, 1995  
Revised Academic Course Drop Appeals Committee Charge
- 95-6 February 21, 1995  
Revisions to the *University Undergraduate Catalog* concerning admission policies
- 95-7 February 21, 1995  
Revisions to the *ECU Faculty Manual* and the *University Undergraduate Catalog* concerning grade appeals
- 95-8 February 21, 1995  
Revised Department of Anthropology's Unit Code of Operations
- 95-9 February 21, 1995  
Department of Geography's curriculum matters contained in the University Curriculum Committee minutes of 9 February 1995

- 95-10 March 28, 1995  
Spring 1995 Graduation Roster
- 95-11 March 28, 1995  
Summer 1997, Fall 1997, and Spring 1998 University calendars
- 95-12 March 28, 1995  
New degree program in Speech Pathology and Audiology
- 95-13 March 28, 1995  
Revisions to *ECU Faculty Manual*, Appendix D
- 95-14 March 28, 1995  
Revisions to *ECU Faculty Manual*, Parts I-IV
- 95-15 March 28, 1995  
Request to appoint an Assistant Honors Program Director
- 95-16 March 28, 1995  
Revisions to *ECU Faculty Manual*, Appendix U
- 95-17 March 28, 1995  
Health Sciences Library's Unit Code of Operations
- 95-18 April 25, 1995  
Revision to *ECU Faculty Manual*, Part III
- 95-19 April 25, 1995  
New Degree Programs in Occupational Therapy, Physician Assistant, and International Studies
- 95-20 April 25, 1995  
Revision to *ECU Faculty Manual*, Appendix Y
- 95-21 April 25, 1995  
ECU Weapons Policy
- 95-22 April 25, 1995  
1995-96 Research/Creative Activity Grants
- 95-23 April 25, 1995  
Freshman Academic Cohort Program
- 95-24 April 25, 1995  
Revised Principles to Guide the Use of the Student Opinion Data
- 95-25 April 25, 1995  
Revised Student Opinion of Instruction Survey
- 95-26 April 25, 1995  
Allied Health Sciences' Unit Code
- 95-27 April 25, 1995  
Economics Unit Code
- 95-28 April 25, 1995  
Curriculum matters of 9 February, 23 February, 23 March, and 13 April, 1995
- 95-29 April 26, 1995  
Library's Budget Shortfall

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## SECTION III. 1994/95 FACULTY SENATE COMMITTEES' REVIEW

### Agenda Committee

Chair: Brenda Killingsworth.

The Committee met prior to each Faculty Senate meeting to draft the agenda and also prepared the meeting dates for the upcoming 1995/96 Agenda Committee and Faculty Senate.

### Committee on Committees

Chair: Caroline Ayers, Vice Chair: Bob Woodside, Secretary: Marie Farr.

The Committee completed its routine duties of recommending nominees to the Faculty Senate for the UNC Faculty Assembly Delegate and Alternate vacancies and the standing academic, administrative, appellate, and student union committees. The Committee discussed the separation of the Research/Creative Activity Grants Committee into two committees, one for Arts and Sciences and one for the professional schools and other units. The Committee solicited information regarding the need for committees to organize earlier than the first regularly scheduled meeting. Revisions to the charges of the Course Drop Appeals Committee and the Faculty Computer Committee were approved. During the next academic year, the Committee will re-establish the terms of the Faculty Assembly Delegates and Alternates to allow for staggering, evaluate the effectiveness of the Research/Creative Activity Grants Committee, review charge formats for the appellate committees, and consider the establishment of an International Programs committee.

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## SECTION IV. 1994/95 ACADEMIC COMMITTEES' REVIEW

### Admissions and Recruitment Committee

Chair: John Cope, Vice Chair: Dawn Clark, Secretary: Linda Bergstrom.

The Committee proposed general changes to the *University Undergraduate Catalog* concerning nontraditional student admissions, heard twenty student appeals, and reviewed a proposed Community College Articulation Agreement. During 1995-96, the Committee will consider the confidentiality of student appeals and develop a standard procedure and clarify the committee stance on graduate school admissions.

### Calendar Committee

Chair: Ruth Jones, Vice Chair: Susan McDaniel, Secretary: John Crammer.

The Committee completed the University Calendars for Summer 1997, Fall 1997 and Spring 1998 and presented them to the Faculty Senate, along with an editorial change to allow SPAN 1004 be scheduled as a common exam at the same hour and day as FREN 1001/1003, SPAN 1001, and GERM 1001. The Committee responded to a request from the School of Medicine by recommending that the summer courses be treated as block courses with the dates the classes meet listed in the schedule booklet. During 1995-96, the Committee will draft the Summer 1998, Fall 1998, and Spring 1999 University calendars.

### Career Education Committee

Chair: Brenda Killingsworth, Vice Chair: Mary-Ann Leon, Secretary: Clifford Knight.

The Committee successfully held the annual Majors/Minors Fair during the Fall semester. During 1995-96, the Committee will continue to focus on Tech-Prep issues and the improved coordination between high schools, community colleges, and other UNC systems institutions. The Committee will also complete a guide to sponsoring a Majors/Minors Fair.

### Continuing Education Committee

Chair: Charles Garrison, Vice Chair: Mary Valand, Secretary: Scott Thomson.

The Committee has extensively reviewed and discussed the major issues impacting the University's definition, scope, and mission of "continuing education". During 1995-96, the Committee will continue to discuss the mission of continuing education on campus.

### Course Drop Appeals Committee

Chair: John Tilley, Vice Chair: Roberta Chodacki, Secretary: Alexandra Shlapentokh.

The Committee met as an appellate body for students seeking to appeal a late drop denial by personnel of the office of Undergraduate Studies or Division of Continuing Education. The Committee heard 9 appeals with 5 being denied and 4 granted. This represents a significant reduction in the number of student appeals to the Committee compared with previous years. Next year, the Committee will modify the drop policy application for transfer students.

### **Credits Committee**

Chair: Myron Caspar, Vice Chair: Tope Bello, Secretary: Diane Filipowicz.

The Committee submitted revisions to the Grade Appeals policy, considered drafting a policy for potential review of final exams by students, recommended revisions to the *University Undergraduate Catalog* concerning tests and examinations. During 1995-96, the Committee will consider the issue of units offering courses between the Spring semester and the first summer session, as governed by both *University Catalogs*.

### **Educational Policies and Planning Committee**

Chair: Worth Worthington, Vice Chair: Madge Chamness, Secretary: Caroline Ayers.

The Committee reviewed budget trends and discussed the impact on the University, discussed graduation rates, approved the Academic Program Development Plan, discussed the proposed library serial cuts, and reviewed and acted upon several requests for authorizations to plan or establish new degree programs. During 1995-96, the Committee will consider whether decisions should be made earlier about whether proposed degrees are priorities for the University, reconsider the flow chart for the planning and establishment of new degree programs, and continue to provide input on the library budget situation.

### **Faculty Computer Committee**

Chair: Karl Wuensch, Vice Chair: Paul Gemperline, Secretary: Rodney Schmidt.

The Committee reviewed and commented on the academic computing budget, revised the Faculty Microcomputer Program, advised Vice Chancellor for Business Affairs on the proposal to create a new program to award multimedia instructional presentation equipment to faculty, and continued discussion on the Policy on the Security of Data and Records. Next year, the Committee will continue discussion with CIS regarding the upgrading of academic computing facilities and continue work on the Policy on the Security of Data and Records.

### **Faculty Governance Committee**

Chair: Don Sexauer, Vice Chair: Jim Joyce, Secretary: Jeff Jarvis.

The Committee developed a coherent set of procedures to be used by the Faculty Grievance Committee, reviewed the extended definition of personal malice, suggested revisions to Parts I-IV of the *Faculty Manual*, made several editorial changes to the *Faculty Manual*, Appendix D, and recommended a rewrite of the School of Music's policy concerning faculty absence for creative and scholarly activity. During 1995/96, the Committee will review the issue of personnel files, Appendix X of the *Faculty Manual*, and promotion and tenure activities of women faculty. The Committee will also draft a formal process for decoding a unit that includes policies and procedures for relocation of faculty members of the decoded unit.

### **Faculty Welfare Committee**

Chair: Don Guy, Vice Chair: Paul Alston, Secretary: Stephen Dock.

The Committee reviewed the proposed list of privileges for retired faculty, revised the Faculty Marshal's charge, continued investigation of a possible early retirement plan, and proposed a University Weapons Policy. Next year, the Committee will request an update on the air quality in the General Classroom Building and look into sources of funding for campus recruiting visits by prospective faculty.

### **General Education Committee**

Chair: Karen Krupa, Vice Chair: Jim Hix, Secretary: Donald Bragaw.

The Committee recommended that ECU adopt a test to assess general education and fund the administration of a standardized test, reviewed a proposed community college articulation agreement, developed a list of ECU courses that met general education requirements, and developed a roster of general education requirements at 25 comparable institutions. Next year, the Committee will consider proposals to restructure general education requirements and consider the Implementation Committee on Diversity's recommendation.

### **Honors Program Committee**

Chair: Doug McMillan, Vice Chair: Michael Bassman, Secretary: Hal Daniel.

The Committee held the second annual Honors' Awards Ceremony, drafted an honors seminar form, requested the appointment of an assistant director of the Honors Program, and followed-up on the Four Year Honors Program implementation. During 1995/96, the Committee will continue to seek funding for awards, continue to seek recognition of honors program graduating seniors, highly recommend that units increase their honors offerings, and monitor committee membership with particular attention to student participation.

### **Libraries Committee**

Chair: Johnathon Bascom, Vice Chair: Anthony Papalas, Secretary: Bob Morrison.

The Committee presented a report to the Faculty Senate on the Marquis system and made recommendations regarding the journal cancellation process. Next year, the Committee will draft a proactive journal cancellation policy, continue the ongoing review of the budget for monograph purchases, and discuss the use and misuse of copyright materials.

### **Readmission Appeals Committee**

Chair: George Williams, Vice Chair: Ralph Scott, Secretary: Ken MacLeod.

The Committee reviewed 191 student appeals, approved permanent guidelines for automatic readmission, developed and implemented a student petition form, and initiated discussion pertaining to a review of the entire readmission appeals process. Next year, the Committee will continue to look for ways to reduce the number of appeals, seek ways to improve the readmission appeals process, and identify strategies to help students be more successful.

### **Research/Creative Activity Grants Committee**

Chair: Mark Taggart, Vice Chair: Michael Felts, Secretary: Linda Allred.

The Committee revised the granting applications and reviewed 72 applications for research grants, funding 21. During 1995/96, the Committee will evaluate the effectiveness of the revised grant applications.

### **Research/Creative Activity Policies Committee**

Chair: Uma Gupta, Vice Chair: Gene Tranbarger, Secretary: Charles Hodson.

The Committee developed detailed implementation procedures for the University Research Awards and developed a written policy for authorship of manuscripts coming out of thesis and dissertations. Next year, the Committee will develop methods, policies, and ideas to enhance research and creative activities, facilitate the development of policies regarding NSF conflict of interest, and develop recommendations regarding the constitution of members who will be on the Selection Committee for the University Research Awards.

### **Student Advising and Retention Committee**

Chair: James Holloway, Vice Chair: Bill Cain, Secretary: Karen Hancock.

The Committee recommended that an ad hoc committee be established to plan and implement a proposed Freshman Academic Cohort program, monitored the Academic Difficulty Report program, monitored progress of students under the new academic regulations, recommended that graduation credit be given for EDUC 1000, and discussed the withdrawal rate of students who are eligible to return to the University but do not. During 1995/96, the Committee will continue monitoring the Academic Difficulty Report program, the performance of students under the new academic regulations, and the withdrawal rate of students who are eligible to return but do not. The Committee will also explore the development of a retention workshop for the University.

### **Student Scholarships, Fellowships, and Financial Aid Committee**

Chair: Umesh Gulati, Vice Chair: Michael Myrick, Secretary: Kathy Misulis.

The Committee endorsed additional funding for tutors to provide supplemental instruction, sought and received information on the University's need for more financial aid funding, and provided oversight with the updating of the directory of scholarships and awards available on campus. Next year, the Committee will request information on the evaluation of the student advising and retention telephone survey and assess the effectiveness of the workings of the office of Financial Aid.

### **Teaching Effectiveness Committee**

Chair: Parmalee Hawk, Vice Chair: Judith Hunt, Secretary: Martin Schwarz.

The Committee revised the Alumni Teaching Award criteria and procedures, drafted procedures for allocation of additional Teaching Excellence awards, developed a draft instrument for the evaluation of distance learning, presented a revised Student Opinion of Instruction Survey, and chose the Alumni Teaching Excellence Award recipients. Next year, the Committee will begin training faculty and administrators on the revised Student Opinion of Instruction Survey, continue discussion on the distance learning evaluation form, and review the award procedures for the Board of Governors awards.

### **Teaching Grants Committee**

Chair: Prem Sehgal, Vice Chair: Michael Ehlbeck, Secretary: Dot Clayton.

The Committee reviewed 35 teaching grant proposals and funded 7. The Committee also revised the procedures for the submission of grant applications. During 1995-96, the Committee will hold an information session the first week in October to answer questions faculty may have about the application process for teaching grants and formulate a method by which to verify budget figures and ascertain budget restrictions.



### **Unit Code Screening Committee**

Chair: Bill Grossnickle, Vice Chair: Judy Donnalley, Secretary: Artemis Kares.

The Committee carefully reviewed and approved several Codes of Operations (Allied Health Sciences, Health Sciences Library, Anthropology, and Economics), adopted a new preamble to unit codes, and declared that any attachment or appendix to a particular code of operations is an intergral part of the code itself. Next year, the Committee will review three Codes of Operations (Communication, History, and Sociology) presently before them.

### **University Curriculum Committee**

Chair: Donald Neal, Vice Chair: Jannis Shea, Secretaries: Martha Lapas and Brad Foley.

The Committee acted on 284 undergraduate curriculum courses, prepared new guidelines for submission of curriculum requests, revised the course proposal form, requested a review of the general education requirements, and responded to a request for a community college articulation agreement. During 1995/96, the Committee will prepare a report on diversity requirements and recommend a policy of credit for remedial courses.

### **Writing Across the Curriculum Committee**

Chair: Nancy Zeller, Vice Chair: Mary Schmidt, Secretary: Chris Ulfers.

The Committee acted on 16 writing intensive course proposals, approving 14. Next year, the Committee will evaluate the approved writing intensive courses, consider EXSS 3906, discuss student assessment, implement an expiration date for writing intensive courses, and follow-up on the language in the *University Undergraduate Catalog* concerning writing intensive requirements.

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## **SECTION V. 1994/95 APPELLATE COMMITTEES' REVIEW**

### **Due Process Committee**

Chair: Brian McMillen

The Committee did not have an occasion to meet during the academic year.

### **Faculty Grievance Committee**

Chair: Henry Ferrell, Vice Chair: Pat Dunn, Secretary: Ken Wilson.

The Committee held four evidentiary hearings, with one still in process. Next year, the Committee will complete the pending evidentiary hearing and assist in the implementation of the new grievance bylaws.

### **Grievance Board**

Chair: Robert Maier, Secretary: Jasper Register.

The Committee did not have an occasion to meet during the academic year.

### **Hearing Committee**

Chair: Bob Morrison, Secretary: Artemis Kares.

The Committee has one hearing still in progress in this academic year.

### **Reconsideration Committee**

Chair: Bill Cobb, Secretary: Carol Pendergrast.

The Committee did not have an occasion to meet during the academic year.

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## **SECTION VI. PREVIEW OF THE 1995/96 FACULTY SENATE**

Noted in the above review of committee accomplishments during 1994-95, a number of tasks are planned for the 1995-96 academic year. Among the issues likely to come before the Faculty Senate from various committees in 1995-96 are the following:

- Change in charge to the Faculty Computer Committee
- Campus procedures for authorization to plan and authorization to establish new degree tracks, minors, and degree programs
- Maintenance of adequate library sources and budgets

- Process for the "de-coding" of a unit which has a standing unit code
- Examination of approved courses and overall process of determining completion of General Education coursework
- Journal cancellation policy and involvement of faculty in such a process
- Campus policies for copyright materials' use in instruction and research
- Revision of many unit codes to conform to newly revised Appendices C and D
- Administrator evaluation survey

Prominent in our university is the service of faculty on the many standing committees, the Faculty Senate, special task forces, commissions, and other scholarly groups which work to promote the growth of East Carolina University. The faculty remain committed to the concept and reality of a system of shared faculty governance on our campus. We will collectively work to encourage continued commitment to and involvement in faculty decision-making by the general faculty at East Carolina University.

Patricia J. Anderson, Ed.D.  
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