

EAST CAROLINA UNIVERSITY

FACULTY SENATE

1993-1994 ANNUAL REPORT

28 JULY 1994

Patricia Anderson, Chair of the Faculty
Jack Karns, Vice Chair of the Faculty
Jeff Jarvis, Secretary of the Faculty
Margaret Stangohr, Parliamentarian
Lori Lee, Office Administrator

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SECTION I. REVIEW OF THE 1993/94 FACULTY SENATE

In 1993-1994, 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; support for a Faculty Resource Center, Course Outline Database, privileges for retired faculty and faculty awarded emeritus status; an endorsement for peer review procedures and a four-year Honors Program; approval of a restatement of the General Education Goals and Objectives; and a revised code of operations for the Department of Mathematics.

Major accomplishments of the Faculty Senate during the 1993-1994 academic year include the approval of revisions to the following essential University policies described in the *East Carolina University Faculty Manual*: Appendices A, C, D, J, K, L, U, and Y; creation of a grade replacement policy (submitted by the Credits Committee); policies and procedures for peer review of instruction (submitted by the Teaching Effectiveness Committee); approval of revised General Education goals and objectives (submitted by the General Education Committee); revisions to a policy on the security of data and records (submitted by the Faculty Computer Committee, in association with the Administrative Computer Users Committee); and revised committee charges for 25 academic committees (submitted by the Committee on Committees).

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 thirty-nine reports to the Faculty Senate during the 1993-1994 academic year.

SECTION II. INDEX OF 1993/94 FACULTY SENATE RESOLUTIONS

- 93-27 September 14, 1993
Faculty Resource Center.
- 93-28 September 14, 1993
Appreciation to John Charles Moskop.
- 93-29 October 19, 1993
University Curriculum Committee minutes of September 23, 1993.
- 93-30 October 19, 1993
Revised Procedures for New Degree Programs.
- 93-31 October 19, 1993
Conflicts of Interest and Commitment Policy Procedures.
- 93-32 October 19, 1993
Peer Review report referred back to the Teaching Effectiveness Committee.
- 93-33 November 9, 1993

Fall 1993 Graduation Roster.

- 93-34 November 9, 1993
1994-95 Agenda Committee and Faculty Senate meeting dates.
- 93-35 November 9, 1993
Revised Student Retention Committee charge.
- 93-36 November 9, 1993
Research Award Program.
- 93-37 November 9, 1993
Course Outline Database.
- 93-38 December 7, 1993
Grade Replacement Policy.
- 93-39 December 7, 1993
University Curriculum Committee minutes of November 4 and 11, 1993.
- 93-40 December 7, 1993
Extended definition of Personal Malice.
- 93-41 December 7, 1993
Revisions to *Appendices C, D, and L*.
- 93-42 December 7, 1993
Revisions to *Appendix A*.
- 93-43 December 7, 1993
Guidelines for Undergraduate Honors Program Seminars.
- 93-44 December 7, 1993
Peer Review Procedures and Sample Instrument.
- 93-45 December 7, 1993
Correlation of the recently revised *Appendices C, D, and L* with the Peer Review Procedures.
- 93-46 December 7, 1993
Revision to Unit Code Screening Committee procedures.
- 93-47 December 7, 1993
Support of the work of the Dr. Martin Luther King, Jr.'s Planning Committee.
- 94-01 January 25, 1994
Revised admissions requirement.

- 94-02 January 25, 1994
Revised *Appendix U*.
- 94-03 February 22, 1994
Curriculum Committee minutes of January 27 and February 10, 1994.
- 94-04 February 22, 1994
New Degree Program in Mathematical Statistics.
- 94-05 February 22, 1994
Revisions to *Appendix C*.
- 94-06 February 22, 1994
Revisions to *Appendix J*.
- 94-07 February 22, 1994
Revisions to *Appendix K*.
- 94-08 February 22, 1994
Re commitment of issue concerning rank of lecturer and emeritus status.
- 94-09 February 22, 1994
Privileges for Retired Faculty.
- 94-10 February 22, 1994
Privileges for Faculty Awarded Emeritus Status.
- 94-11 February 22, 1994
General Education Goals and Objectives.
- 94-12 February 22, 1994
Department of Mathematics Code of Operations.
- 94-13 February 22, 1994
Department Chair Evaluations.
- 94-14 March 29, 1994
Endorsement of privilege and practice of the medical students.
- 94-15 March 29, 1994
Spring 1994 Graduation Roster.
- 94-16 March 29, 1994
Summer 1996, Fall 1996, and Spring 1997 University Calendars.
- 94-17 March 29, 1994
New degree program in School Administration, API #0827.

- 94-18 March 29, 1994
Appendix D. Tenure and Promotion Policies and Procedures of ECU.
- 94-19 March 29, 1994
Appendix Y. Grievance Policies and Procedures of ECU.
- 94-20 April 19, 1994
Revised Academic Committee Charges.
- 94-21 April 19, 1994
Curriculum matters of March 24, 1994.
- 94-22 April 19, 1994
Four-Year Honors Program.
- 94-23 April 19, 1994
ECU's Graduation Rates.
- 94-24 April 19, 1994
Policy on the Security of Data and Records.
- 94-25 April 19, 1994
University Research Award(s).
- 94-26 April 19, 1994
Writing-Intensive Course Proposal form.

SECTION III. 1993/94 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 1994-95 Agenda Committee and Faculty Senate. Next year the Committee will consider changing the Faculty Senate Organizational meeting from the Wednesday following the last Faculty Senate meeting to the next Tuesday, keeping with the Tuesday meeting days.

Committee on Committees

Chair: Brian Harris, Vice Chair: Judy Donnelley, Secretary: Donald Fletcher.

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. Nominees were also recommended to the Faculty Senate to serve on an Ad hoc Committee to Study the Faculty Contract System and the Enrollment Management Council. The Committee completed an extensive review of the charges for all twenty-three academic committees and presented revisions to the Faculty Senate. During the next academic year, the Committee will follow up on the activities of the Council of Undergraduate

Academic Advising, review the relationship between the Arts and Sciences Constitution and faculty governance, and review the charges of the five appellate committees.

SECTION IV. 1993/94 ACADEMIC COMMITTEES' REVIEW

Admissions and Recruitment Committee

Chair: Dennis Chestnut, Vice Chair: Dawn Clark, Secretary: Michael Carrafiello.

The Committee revised the emergency appeals policy and presented an arts admissions resolution to the Faculty Senate. During 1994-95, the Committee will request clarification from the Faculty Senate regarding their role in graduate admissions and recruitment.

Calendar Committee

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

The Committee completed the University Calendars for Summer 1996, Fall 1996 and Spring 1997 and presented them to the Faculty Senate, along with editorial changes to the approved 1994-96 University calendars. The Committee updated the calendar guidelines and prepared formats to aid future calendar committees in the development of calendars. During 1994-95, the Committee will consider another request from the Department of Foreign Languages and Literatures to add SPAN 1004 to the common exam schedule.

Career Education Committee

Chair: Jim Pinkney, Vice Chair: Stan Garren, Secretary: Clifford Knight.

The Committee successfully changed the date of the Majors/Minors Fair from Spring semester to Fall semester for students undecided on a major/minor area of study. During 1994-95, 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 review the committee's charge and consider revisions to reflect the current ECU structure.

Continuing Education Committee

Chair: Mary Valand, Vice Chair: Mary Susan Templeton, Secretary: Scott Thomson.

The Committee defined, discussed, and prioritized for future clarification the major issues impacting the University's definition, scope, and mission of "continuing education". A Unit Code Administrator's Survey on Continuing Education was done to determine how each unit defines and offers continuing education activities. During 1994-95, the Committee will continue to collect and analyze data from the survey, complete the examination of the Division's Review of Extension Courses, continue exploration of the FTE issue, seek to define a universal applicable definition of continuing education, and designate appropriate mechanisms to track and monitor quality of continuing education activities offered by the University.

Course Drop Appeals Committee

Chair: Richard McCarty, Vice Chair: John Tilley, Secretary: Frances Daugherty.

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 27 appeals with 22 being denied and 5 granted. This represents a significant reduction in the number of student appeals to the Committee compared with previous years. While the new drop policy may explain the reduction in part, during this period the Dean of Undergraduate Studies also discontinued the practice of sending end-of-semester petitioners directly to the

Committee. Next year, the Committee will consider revising the *ECU Undergraduate Catalog*, Academic Regulations, "Course Drop Allotments" (formerly, Course Drop Options).

Credits Committee

Chair: Bob Woodside, Vice Chair: Avtar Singh, Secretary: Sylvene Spickerman.

The Committee clarified the policy relating to medical absences from class and recommended a "Grade Replacement Policy" to the Faculty Senate. During 1994-95, the Committee will consider a formal grade appeal process and a written policy on review of final exams.

Curriculum Committee

Chair: Donald Neal, Vice Chair: Hugh Wease, Secretaries: Martha Lapas and Jannis Shea.

The Committee acted on 1 new concentration, 1 new minor, changed 45 degree requirements, 14 major/minor requirements, deleted 2 majors/concentrations, added 75 new courses, had 87 minor changes in courses, deleted 24 courses, removed 5 courses from the curriculum bank, placed 23 courses in the curriculum bank, reviewed 4 authorizations to plan/establish new degrees, and reported to the Educational Policies and Planning Committee on cognate courses and admission to majors. During 1994-95, the Committee will develop a procedures manual and a credit policy for remedial courses. The Committee will also revise the Course Proposal Form as requested by the General Education Committee and the Director of Academic Library Services.

Educational Policies and Planning Committee

Chair: Ken Wilson, Vice Chair: Madge Chamness, Secretary: Worth Worthington.

The Committee reviewed the new procedures for approving new degree programs and recommended some clarification to the Faculty Senate. The Committee reviewed the proposed budgets and was briefed on the reallocation process, the decoding of the Division of Continuing Education, and reviewed and acted upon several requests for authorizations to plan or establish a new degree program. The Committee made recommendations to the Faculty Senate concerning the low graduation rates. During 1994-95, the Committee will work with the Director of Planning and Institutional Research to define the data that the committee will need to effectively review the budget each year, review policies for interdisciplinary programs, review the enrollment management recommendations adopted by the Faculty Senate in 1993, study the continuing concerns with graduate rates and time-to-degree, and consider policies on programs offered through distance learning.

Faculty Affairs Committee

Chair: Henry Ferrell, Vice Chair: James Bruner, Secretary: Bonnie Duld.

The Committee reviewed Appendices C, D, K, and L of the *ECU Faculty Manual* and recommended revisions to the Faculty Senate. Recommendations were made concerning the monetary conflict of interest policy. The Committee established an informal counsel, based upon interpretations provided to the Committee by the University Attorney and Assistant to the President and interviewed three potential grievants with all three continuing to pursue resolution of their alleged grievances. In April, the Faculty Senate dissolved this Committee as an academic committee and revised its charge to handle only issues relating to faculty grievances.

Faculty Computer Committee

Chair: Bob Fainter, Vice Chair: Karl Wuensch, Secretary: Richard Kerns.

The Committee began the year by revising the application form for the Faculty Microcomputer program. The Committee interfaced with David Watkins and his ad hoc committee on usage of the new campus network and presented a policy on the security of electronically stored records. Next

year, the Committee will continue work on the policy for the security of electronically stored records and continue to implement and improve the Faculty Microcomputer Program.

Faculty Governance Committee

Chair: Tinsley Yarbrough, Vice Chair: Jim Joyce, Secretary: Margaret Stangohr.

The Committee presented a proposal to modify Faculty Senate apportionment and revisions to appendices A and D of the *ECU Faculty Manual*. A new Appendix Y was established to go into effect when Appendix D is approved and enacted by the Board of Governors. With the dissolution of the Faculty Affairs Committee as an academic committee, the Faculty Governance Committee will add various responsibilities of the other committee next year. Work before the Committee will include the review of Appendix C with respect to personnel files, consideration of written procedures for revision to *ECU Faculty Manual* appendices, review of Appendix L regarding the choice of professional schools to divide into departmental units with individual codes, review of the UNC-CH's policy on the extension of probationary tenure without leave, further consideration of an extended definition of personal malice, a formal detailed process for decoding a unit, and an interpretation of a letter regarding a policy for faculty leave for creative and scholarly activity.

Faculty Welfare Committee

Chair: Don Guest, Vice Chair: Donald Guy, Secretary: Esther Burke.

The Committee investigated the feasibility of establishing an early retirement incentive plan. Members of the Committee worked closely with the Faculty and Staff Benefits Committee to establish a new dental plan for faculty and staff. The Committee developed a formal list of privileges for retired faculty and faculty awarded emeritus status. During 1994-95, the Committee will follow-up on an early retirement incentive plan, consider the ramifications of the Family/Medical Leave Act, and review the faculty benefits package and compare with other relevant institutions.

General Education Committee

Chair: Gerhard Kalmus, Vice Chair: Maurice Simon, Secretary: Melissa Nasea.

The Committee held open hearings on the proposed Restatement of General Education Goals and Objectives. The Committee continued to monitor the administration of the College Base test and polled departments via a Library/Research Skills survey to evaluate how effectively library skills are being incorporated into general education courses. The Committee recommended to the Faculty Senate a Restatement of General Education Goals and Objectives. Next year, the Committee will address the request from the School of Nursing to delete HLTH 1000 from their curriculum, continue to evaluate the administration of the College Base test, establish criteria by which courses can meet general education goals and objectives other than by prefix alone, reevaluate the components of the present general education requirements, and recommend that the General Education Credit Request form be used by the University Curriculum Committee in evaluating proposed courses that will carry general education credits.

Honors Program Committee

Chair: Claudia Melear, Vice Chair: Michael Bassman, Secretary: Richard Mauger.

The Committee held a Honors Faculty Workshop in November, established guidelines for developing honors course proposals, held the first annual honors award ceremony, and developed a survey to send to unit heads requesting it existing moneys can be used for honors stipends. The proposed Four-Year Honors Program was developed and approved by the Faculty Senate. During 1994-95, the Committee will seek out funding to support both upper division, undergraduate research components of the proposed 4-year Honors Program and opportunities for freshmen-sophomore research stipends and facilitate the implementation of the Four-Year Honors Program.

Libraries Committee

Chair: Joe Ciechalski, Vice Chair: Todd Savitt, Secretary: Mary Boccaccio.

The Committee devoted some of the academic year working out the scheduled meeting day and meeting location. Other time was spent discussing the bond referendum, two letters forwarded to the Committee relating to the hours of the Joyner Library, and both libraries' budgets. Next year the Committee will consider a process for canceling journal subscriptions.

Readmission Appeals Committee

Chair: Ralph Scott, Vice Chair: George Williams, Secretary: Glenn Rohrer.

The Committee established a new member orientation session and automatic readmission procedures for certain classes of appeal. The Committee met as an appellate body for students seeking readmission into the University and heard 207 student appeals during the academic year. Next year the Committee will work on identifying problems students have affecting readmission.

Research/Creative Activity Committee

Chair: Linda Allred, Vice Chair: Mark Taggart, Secretary: Bill Church.

The Committee revised Appendix U of the *ECU Faculty Manual*. Two Scholarly Writing Workshops were co-sponsored with Office of Sponsored Programs and the Graduate School. Proposed procedures for University-Wide Research Awards were drafted and forwarded to the newly established Research/Creative Activity Policies Committee. The Committee reviewed 17 academic proposals (funding 16) and 54 summer stipend proposals (funding 13) and forwarded recommendations to the Vice Chancellor for Academic Affairs and Vice Chancellor for Health Sciences for their consideration and funding. During 1994-95, the Committee will poll faculty members about what is needed to foster research at ECU.

Student Advising and Retention Committee

Chair: Michael Spurr, Vice Chair: Charles Moore, Secretary: James Holloway.

The Committee assembled retention policy data from other universities and a list of suggested policy implementations to improve advising. An identification program utilizing Academic Difficulty Reports was formulated and the effects of the new academic regulations were observed. The Committee conducted a telephone survey of non-returning Freshmen and transfer students. Next year the Committee will run an Academic Difficulty Report pilot program and publicize the results to the Faculty Senate, analyze the phone survey of non-returning and transfer students, develop future early intervention programs, and investigate issues relating to Cohorts, course blocking, and Education 1000.

Student Scholarships, Fellowships, and Financial Aid Committee

Chair: Ted Ellis, Vice Chair: Anne Wolcott, Secretary: Nancy Shires.

The Committee participated in a survey of non-returning honors students (conducted by the Student Advising and Retention Committee) and selected candidates for the Chevrolet, Andrews, Eastern North Carolina Foundation, and Lillian Jenkins Scholarships. During 1994-95, the Committee will assist in the evaluation of the survey on non-returning honors students, consider a survey on upper-class students' work habits and the effect on time-to-degree, continue assessment and discussion of priority needs for student financial aid and scholarships, and provide oversight for updating the Directory of Scholarships and Awards.

Teaching Effectiveness Committee

Chair: Parmalee Hawk, Vice Chair: Georgene Eakes, Secretary: Martin Schwarz.

The Committee began the year by submitting a resolution to the Faculty Senate establishing a Faculty Resource Center. Procedures and an example instrument on Peer Review were presented and adopted by the Faculty Senate. A pilot study on the Student Opinion of Instruction Survey was completed, with another pilot to be conducted during the summer. Next year, the Committee will review UNC Teaching Awards, further study revisions to the Student Opinion of Instruction Survey, and consider holding workshops for peer review and portfolio development.

Teaching Grants Committee

Chair: John Bort, Vice Chair: Bob McCabe, Secretary: Connie Mellon.

The Committee reviewed 3 project expense grants (funded 0), 29 summer stipends (funded 3), and 12 dual proposals (funded 4) and forwarded recommendations to the Vice Chancellor for Academic Affairs and Vice Chancellor for Health Sciences for their consideration. The Committee also revised the procedures for the submission of grant applications. During 1994-95, 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.

Unit Code Screening Committee

Chair: Artemis Kares, Vice Chair: John Marshall, Secretary: rotated among members.

The Committee carefully reviewed and approved the Department of Mathematics' Code of Operations. The Committee presented a resolution to the Faculty Senate requesting permission to review only amendments to unit codes and forwarding them to the Faculty Senate for approval. The Chair of the Faculty worked with the Committee to verify dates of approved unit codes and remind units that the code in effect must have been approved through the Chancellor. During 1994-95, the Committee will develop a generic code, a flow-chart for the approval of codes, and consider changes to unit codes to conform to the revised Appendix D.

Writing Across the Curriculum Committee

Chair: Pat Bizzaro, Vice Chair: Mary Schmidt, Secretary: Nancy Zeller.

The Committee developed an instrument entitled "Guidelines for Designating Courses as Writing Intensive" to make submissions easier for committee members to process and used focus groups and videotapes, involving students from different writing-intensive courses, for the purpose of assessing the effectiveness of writing-intensive courses. Next year, the Committee will continue to assess the Writing Across the Curriculum program, formulate faculty training for such courses, and streamline the course approval procedures.

SECTION V. 1993/94 APPELLATE COMMITTEES' REVIEW

Due Process Committee

Chair: Brian McMillen.

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

Grievance Board

Chair: Robert Maier, Vice Chair: Gay Wilentz, Secretary: Jasper Register.

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

Hearing Committee

Chair: Jack Karns, Secretary: Calvin Mercer.

The Committee conducted two hearings and three related committee meetings during the year.

Reconsideration Committee

Chair: Connie Kledaras, Vice Chair: Carol Pendergrast, Secretary: Bill Cobb.

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

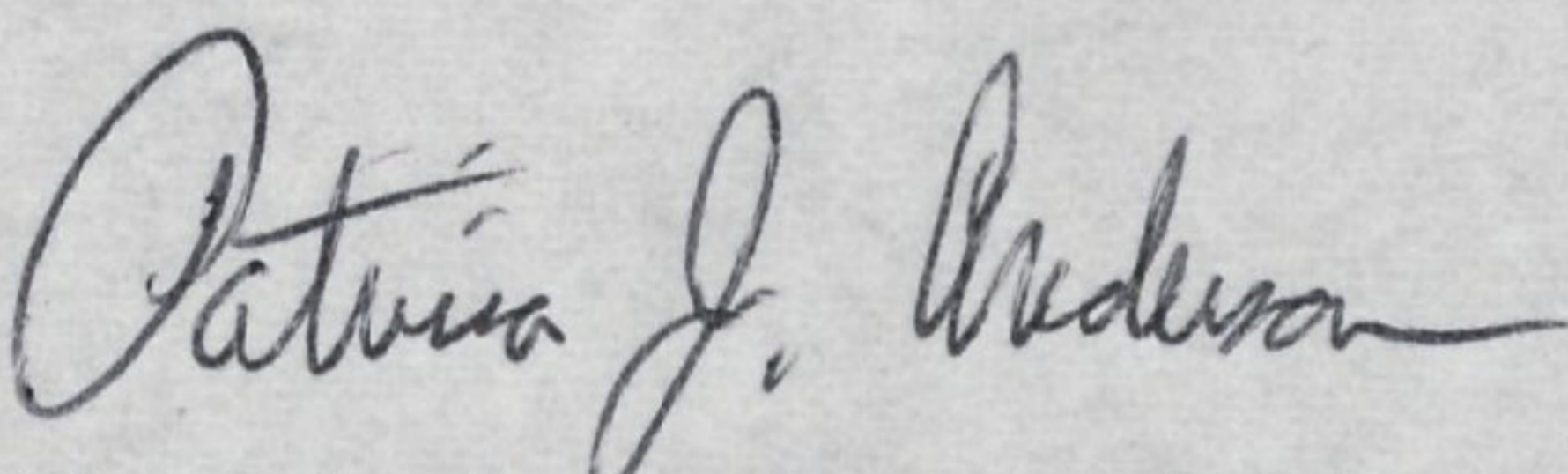
SECTION VI. PREVIEW OF THE 1994/95 FACULTY SENATE

The UNC Board of Governors' approval of *Appendix D: Tenure and Promotion Policies and Procedures* is expected to occur early during the Fall Semester. Implementation for the revised Appendix D will be immediate. Faculty officers and a team of administrators and faculty will present three orientation sessions for the entire campus community on the changes which will result from this new document. Throughout the academic year, the Faculty Senate, faculty officers, and general faculty will give the new document's procedures careful attention and scrutiny.

Noted in the above review of committee accomplishments during 1993-94, a number of tasks are planned for the 1994-95 academic year. Among the issues likely to come before the Faculty Senate from various committees in 1994-95 are the following:

1. Grade appeal process
2. Review of policies for interdisciplinary programs
3. Continued discussion involving graduation rates and time-to-degree
4. Revisions of the *East Carolina University Faculty Manual*, especially the initial portion
5. Diversity in General Education requirements
6. Evaluation of the current system for gathering student opinion of instruction
7. Review of unit codes to correspond with changes in revised Appendix D

The officers of the faculty will continue to work to facilitate 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.
Chair of the Faculty
School of Education