

# PLEASE POST FOR ALL FACULTY TO READ!

## EAST CAROLINA UNIVERSITY FACULTY SENATE

### FULL MINUTES OF 24 JANUARY 1995

The fifth regular meeting of the 1994-95 Faculty Senate was held on Tuesday, 24 January 1995, 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 minutes of 13 December 1994, were approved as written.

#### Agenda Item III. Special Order of the Day

##### A. Roll Call

Senators absent were: Vice Chancellor Hallock, Brinson (Biology), Bell Education), Gilliland (Medicine), and Jarvis (Music).

Alternates present were: McDaniel for Stellwag (Biology), Schadler for Doty (Business), and Dennard for Ragan (History).

##### B. Announcements

1. The Chancellor has approved the following resolutions:
  - 94-42 Addition to the *Undergraduate Catalog*, Section 5.
  - 94-44 Addition to *ECU Faculty Manual*, Part IV.
  - 94-45 Revision to Faculty Marshal Charge.
  - 94-46 Curriculum matters of 10 November 1994.
  - 94-47 Procedures for the Board of Governors Distinguished Professor for Teaching Awards.
2. A special thanks to the following Faculty Senate alternates who served as Tellers during election of a Faculty Assembly alternate:
  - Richard Hattendorf, Department of Foreign Languages
  - David Lawrence, Department of Geology
3. Senators are reminded of the need for their units to hold elections during the month of February for 1995-96 Faculty Senate Representation.
4. The deadline for submission of materials to be considered by the University Curriculum Committee for inclusion in the 1995 Curriculum Catalog Supplement is 15 March 1995.
5. The staff position in the Faculty Senate office has been recently re-evaluated. The new position is an Administrative Assistant, more accurately describing the complexity of responsibilities and tasks completed on behalf of the faculty as a whole, the Faculty Senate, and its 28 standing committees.
6. Ernie Uhr, Dean of the School of Business, was welcomed as the representative of the Council of Academic Deans. Dean Uhr will fill in for Dean Gary Lowe (Social Work) who has a class conflict this semester.
7. In reference to an article in the *Daily Reflector*, the Master's degree program in Health Education was changed from a track within the health and physical education degree to a stand-alone program with a degree in health education, effective Fall 1994. There are currently 36 students in this program with the program graduating 24 students in the last two years.

##### C. Richard Eakin, Chancellor

Chancellor Eakin began his remarks with information regarding out of state undergraduate enrollment. Since 1986 the University of North Carolina General Administration policy has been to limit freshman out-of-state students to 18 percent. Since many schools are having trouble holding out-of-state enrollment to 18 percent, there will probably be some policy forthcoming on this issue. The Chancellor also addressed the review of degree programs. The 1993 General Assembly

required General Administration to review all programs with low enrollment or which were unnecessarily redundant. The report is to be completed by December 1995 and forwarded to the General Assembly by early 1996. The mandate was discussed at a committee meeting the day before the Board of Governors meeting and then made public by a reporter who was present at that meeting. At the time when Chancellor Eakin reported to the Senate he had not received the list of specific programs at ECU planned for review, however he had received a list stating that there were 13 baccalaureate, 11 master's, 9 six-year level and 4 doctoral degrees to be reviewed. Twelve of the 13 undergraduate programs are considered core degrees, which are exempt from review. Many of the other programs are very low cost, no cost, serve regional interest or are essential for other degrees offered at the University, so there is probably little reason for concern at this time.

Enrollment for Spring 1995 was down, with an actual enrollment of 16,375. The Spring and Fall FTE's were combined, making an average annual FTE for '94-'95 of 15,130. We were funded at the level of 15,520 FTE. There is a continuing concern since the number of high school graduates last spring was the lowest in about 20 years. The number of students graduating from community colleges was also declining, meaning for the next several years the number of students coming to the University will, at best, be constant and more than likely decreasing. For next year, the University's FTE for funding is 15,375, which is lower than this year's funded FTE of 15,520. This will result in a slightly lower funding base for ECU both in faculty members and library budgets.

The University did receive an allocation of \$2,785,000 from the repairs and renovation capital budget. This will allow repairs to be made on roofs and other areas on campus. This summer the entry into the Whichard building will be substantially renovated and a display will be created to publicize the names of all current and past winners of teaching awards.

There were no questions for Chancellor Eakin.

D. Tinsley Yarbrough, Interim Vice Chancellor for Academic Affairs

Interim Vice Chancellor Yarbrough announced that Professor Caroline Ayers (Chemistry) will fill in for Myra Cain (Assistant Vice Chancellor for Academic Affairs) while she is on temporary assignment at General Administration. The search for Director of the office of International Programs is continuing. The Interim Vice Chancellor Yarbrough, in connection with the Enrollment Management Council, has established a committee to consider the formation of a liberal studies or an interdisciplinary degree and a committee to consider the establishment of a weekend college program. The Interdisciplinary Studies Degree Committee will be chaired by Dot Muller. This committee will use models at University of Florida and Penn State and review programs within the state at Chapel Hill and Duke. The other committee, chaired by Tom Powell, will look into a weekend college program. Both of these groups are very interested in input from faculty and staff. VCAA Yarbrough stated that there will be a commitment that no sacrifice be made in academic standards. He also mentioned that after working with Bob Thompson (Director of Planning and Institutional Research) a decision has been made that the new Fact Book will include a more elaborate array of fixed term appointments broken down by unit. Responding to a question raised by Professor Ferrell (History) at the December meeting, VCAA Yarbrough stated that the vacated position in History would remain a tenure-track position.

Ferrell (History) stated that there was a vague and unfocused discontent over the Marquis process in the library with faculty and students claiming to have considerable problems using it. He asked if the matter could be reviewed. Another issue he noted was the fact that there was no microfilming center in the library. VCAA Yarbrough responded that perhaps Ken Marks (Director of Joyner Library) could be invited to an upcoming Faculty Senate meeting to address these concerns and entertain questions. Chair Anderson stated that she would ask the Agenda Committee to consider the issue.

E. James Hallock, Vice Chancellor for Health Sciences

Vice Chancellor Hallock was in Washington, DC, attending an Association of American Medical Colleges meeting.

Agenda Item IV. Unfinished Business

There was no unfinished business to come before the Faculty Senate.

Agenda Item V. Report of Committees

Due to a class schedule, Professor Jeff Johnson, Chair of the Ad Hoc Committee to Review Administrative Evaluations, requested a change in the agenda, to allow him ample time to present his report. There was no objection.

E. Ad Hoc Committee to Review Administrative Evaluations

Jeff Johnson (Sociology), Chair of the Ad Hoc Committee, presented the final recommendations on annual administrative evaluations. The Ad Hoc Committee reviewed existing literature, surveyed other institutions and held interviews with faculty and administrators. One problem the Ad Hoc Committee noted was the nonresponse bias due to persons feeling the form was too long. The Ad Hoc Committee attempted to balance the need for the instrument to be comprehensive yet not too long. The Ad Hoc Committee intended to have the evaluation form be just one means for evaluation. Farr (English) asked why, given the fact that jobs of deans, vice chancellors and chancellor are quite different, would the faculty know all of the diverse aspects. Johnson responded that there are general aspects of all three jobs that are the same but some aspects are very detailed and the question would be if a faculty member would know about those types of things. Another problem is that some administrators' jobs are so specific that the Ad Hoc Committee had not even addressed an evaluation form for their use. Farr also asked that, given the amount of contact a faculty member may have with some administrators, was there a provision for chairs of various departments within the College of Arts and Sciences to evaluate the dean of the College. Johnson responded that there was a place on the form to check administrator or faculty status so that the chairs could rate the dean however, there was some concern about numbers being so small that there might be a problem with anonymity.

Farr expressed some concern about the report since there is a question regarding the contact that most faculty have with administrators. Johnson stated that the Ad Hoc Committee's charge included a requirement to report the amount of contact. Farr stated that the charge called for overall rating of satisfactory and an opportunity for narrative responses and there was not a place for such responses. She also stated that she felt the purpose of the survey was not clear. Was it primarily evaluation or feedback to the administrators? Johnson stated that the Ad Hoc Committee wanted to provide some feedback for administrators. The Ad Hoc Committee also recommended including some form of narrative response, perhaps a comment section on a separate sheet of paper. Griffin (Social Work) asked since Professor Johnson commented earlier that the proposed survey would not be effective for certain deans, including the Dean of Social work, did that mean that the Dean of Social Work would not be included? Johnson responded that since the School of Social Work's Dean was one of a few unique situations, given there are no chairs in the department, the survey for dean may not be as appropriate here. Griffin asked if that meant the dean would not be evaluated? Johnson responded that currently the plans were to use the DECAD form used last year.

Bob Thompson (Planning and Institutional Research) had several questions about the evaluation forms and procedures since his office would be responsible for implementation. There were a number of issues that would require guidance and he hoped a permanent committee would be appointed to assist his office with the surveys. Some of his questions included: who would be issued which survey, who would do the necessary training, what was the reporting format, when would the forms be done, who would pay? Thompson further commented that he hoped the Senate would take these concerns in consideration. Allred (Psychology), who served as a member of Ad Hoc Committee, replied that she too felt a permanent committee was a good idea. She also stated that since all administrators' responsibilities were not the same, what was being proposed did not really address the uniqueness of administrators such as deans.

Kane (Allied Health Sciences) expressed his concern that if a respondent does not have daily contact with the administrator being rated, the responses would be discounted. He asked if perhaps a better wording, such as "Does this administrator's actions affect me" would be helpful. He also asked if another question such as length of service could be added. Johnson said the Ad Hoc Committee did consider additional questions such as tenure, nontenured, length of service, etc., but then felt that someone might be able to identify respondents, especially at the dean level.

McMillen (Medicine) asked, that assuming it is possible to get to some numerical outcome, how does this affect retention, nonretention? Johnson responded that since other administrators would be using the forms, there would have to be training. The Ad Hoc Committee could provide means, such as training, however, how they are used was out of the Ad Hoc Committee's control. Chair Anderson pointed out that the instruments were to be used for annual evaluations, not the quadrennial evaluation.

Joyce (Physics) moved to amend the committee's report to read "The Faculty Senate recommends that administrators above the level of code unit administrators be evaluated by the faculty by the answer to the one question 'Are you satisfied with the performance of \_\_\_ as \_\_\_?'; that all code unit administrators be evaluated by the DECAD form; and that any academic administrator below the level of code unit administrator be evaluated by means of methods to be developed in the individual code units."

Thompson (Planning and Institutional Research) stated while this would make things easier for his office, it address all of his concerns. <sup>would not</sup> Uhr (Council of Deans) stated that the deans wanted to hear why persons were dissatisfied with a particular administrator, not just that they were dissatisfied. Sexauer (Art) stated that he felt that people were most concerned about those administrators directly above them. Farr (English) spoke in favor of the motion, stating that the further away the person was being evaluated, the more likely the "halo effect" would be represented. A narrative statement would allow anyone who is extremely happy or upset a chance to comment. Kane (Allied Health Sciences) responded that perhaps two instruments were needed, one of guidance and one for answering yes or no. Perhaps the Ad Hoc Committee could go back and create two instruments. Eribo (Communications) expressed a note of caution to avoid popularity contests. Instruments should not only serve as a guide to administrators but should help administrators in improving their performance. Johnson stated that a question on overall performance was left off the survey since it was frequently used exclusively and the rest of the information was ignored.

Simon (Political Science) offered an amendment to add the phrase "an evaluative narrative" to Professor Joyce's motion. Reeves (Industry and Technology) asked what faculty would be allowed to complete the form and how comfortable would tenure-track faculty feel in filling out the form. Thompson stated that the DECAD only went to faculty in their second year of appointment. Sexauer (Art) replied that this was all covered in Appendix L. The question was called and the amendment was approved.

Thompson asked if the motion was approved, would the question be phrased so as to elicit a yes/no response, or would a Likert scale be used. Woodside (Mathematics) offered an amendment stating that a Likert scale be used as the rating scale. The question was called and the amendment was approved.

The motion offered by Joyce, and amended by both Simon and Woodside, was approved. All bold faced type would be replaced by this motion. Items 2 and 3 were to be appended to the Senate recommendation. Yarbrough asked if there would be any value to having both types of surveys, narrative and questionnaire. Joyce stated that the questionnaire could be used by individual administrators if they deemed appropriate.

Moskop (Medicine) moved to recommit the report. Karns (Business) stated that the Senate needed to tell the Ad Hoc Committee what was expected of them in relation to their report if it was recommitted. Simon (Political Science) stated that the Senate had just adopted a procedure by way of the motion from Professor Joyce and that the implementation of that procedure was what needed to be addressed. Ferrell (History) questioned if the Ad Hoc Committee still even existed.

Thompson (Planning and Institutional Research) stated that the DECAD was designed for department chairs. He asked that the Ad Hoc Committee evaluate the DECAD to ensure it was appropriate in all code units. He also informed the Senate that if the evaluation method was postponed, it would be extremely difficult to conduct the survey during the Spring 1995 Semester.

Spickerman (Mathematics) asked if the parliamentarian had ruled on whether or not the Ad Hoc Committee still existed. Chair Anderson stated that the Ad Hoc Committee either still existed or

would exist. Sexauer (Art) stated that the DECAD form for department chairs needed to be changed to read "unit administrators". Simon (Political Science) asked if it was ever intended that this form be used for annual evaluations. Allred (Psychology) replied that the Ad Hoc Committee felt that this was only one part of the feedback needed to evaluate. Farr (English) asked if the report could be recommitted since the Senate had already approved several amendments. Moskop (Medicine) replied that it could be recommitted since there had only be a vote on several amendments and not the entire report. The question was called and the motion to recommit approved.

Ferrell (History) asked if the Chair and Chancellor would consider appointing additional members to the Ad Hoc Committee who were familiar with the terminology used in various sections of the *ECU Faculty Manual*. Allred (Psychology) requested that someone with personnel evaluation expertise be appointed. Chancellor Eakin stated that he would be happy to have someone with experience in those areas appointed to the Ad Hoc Committee.

Following a lengthy discussion, the final recommendations of the Ad Hoc Committee relating to annual administrative evaluations were recommitted re-evaluation in light of the discussion.

**Resolution #95-1**

A. Committee on Committees

Due to a prior commitment, Bob Woodside (Math), Vice Chair of the Committee, was unable to present the Committee's report, therefore, Anderson (Education), Chair of the Faculty, an ex-officio member of the Committee, presented the list of nominees for the alternate vacancy on the Faculty Assembly. The nominees were Professors' Pat Stavrakas and James Tracy (Allied Health Sciences), and Mary Glascoff and David Langley (Health and Human Performance). No nominations were offered from the floor of the Senate. The election results were as follows:

Stavrakas - 3	Glascoff - 27	Tracy - 4	Langley - 2
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Professor Mary Glascoff (Health and Human Performance) was elected as an Alternate to the Faculty Assembly. Her term will expire in 1998.

Professor Anderson then presented the first reading of revisions to the Academic Course Drop Appeals Committee charge. It is customary for Faculty Senators to announce their intention to raise concerns or offer additions or deletions at the first reading. The Faculty Senate will consider all declared amendments to the proposed committee charge at the second reading of the committee's charge, scheduled for Tuesday, 28 March 1995.

B. Research/Creative Activity Policies Committee

Uma Gupta (Business), Chair of the Committee, presented the procedures for University Research Awards. She stated that the Committee had been working over the last several months to create a set of procedures for the University Research Awards. She stated that the Committee would annually evaluate these procedures and consider revisions when necessary. It was also noted that the Vice Chancellor for Research would be requested to report annually to the Committee on the implementation of these awards.

York (Academic Library Services) moved to revise the procedures in the section titled Number of Awards Per Year (second and third paragraphs), by adding to the text "Academic Library Services" and "Health Sciences Library". He also moved to add these two terms in the section titled Activity Period Covered. York spoke to the motion by stating that the librarians in Academic Library Services and Health Science Library were faculty and were entitled to be eligible for the award. The amendment was approved.

Farr (English) asked what the actual award would be. Gupta replied that she was not sure. VCAA Yarbrough stated that award would probably be \$1000 each.

Following discussion, the procedures for the University Research Awards were approved as amended. **Resolution #95-2** (Please refer to the list of resolutions at the end of this document for the full approved procedures.)

C. Teaching Effectiveness Committee

Due to a prior commitment, Parm Hawk (Education), Chair of the Committee, was unable to present the Committee's report. Therefore, Dawn Clark (Theatre Arts), an ex-officio member of the Committee, presented the revisions to the Selection Procedures for the Robert and Lina Mays and Robert L. Jones Alumni Teaching Excellence Awards.

York (Academic Library Services) moved that the Committee's report be recommitted for revisions to allow participation by faculty in the Health Sciences Library and Academic Library Services. Allred (Psychology) stated that then the Committee would have to address other faculty who provide a similar type of service to students. Karns (Business) asked if library faculty would be excluded under the current criteria. Clark responded that she was not sure. Hough (Faculty Assembly Delegate) asked how the library faculty were excluded. York (Academic Library Services) explained that the criteria currently used would make it difficult to include faculty in nontraditional teaching situations. The motion for recommitment failed.

Farr (English) moved to amend the procedures by eliminating the words "current or" in section 3.D. Simon (Political Science) asked about the interpretation of "current". Was this someone not currently in the class or someone not currently attending the university. Farr (English) stated that her intention was to refer to persons not currently in the class. The amendment was approved.

York (Academic Library Services) said that he wished to raise the awareness of both the Senate and the campus to the fact that the librarians are faculty and serve as members of the University. Schadler (Business) asked if changing the term "required" to "suggested" would help those faculty in nontraditional situations such as librarians.

Simon (Political Science) stated that he wondered if the process was so complex and time consuming that many faculty chose not to apply. He asked if this problem had been addressed. Clark stated it had and that that was one reason for reducing the amount of information requested in the application. Bailey (Philosophy) stated that in the past application packets were not required, and that there was a feeling that it was not equitable since some applicants provided information while other applicants did not.

VCAA Yarbrough noted that to avoid confusion with the recent addition of two Board of Governors' awards, an editorial amendment should be made to the title of the award. It was noted that adding "Alumni" to the title may alleviate any confusion. There was no objection to this editorial amendment.

Following discussion, the revisions to the Selection Procedures for the Robert and Lina Mays and Robert L. Jones Alumni Distinguished Professor for Teaching Awards were approved as amended. **Resolution #95-3** (A copy of the approved selection procedures are available in the Faculty Senate office, 140 Rawl Annex.)

D. University Curriculum Committee

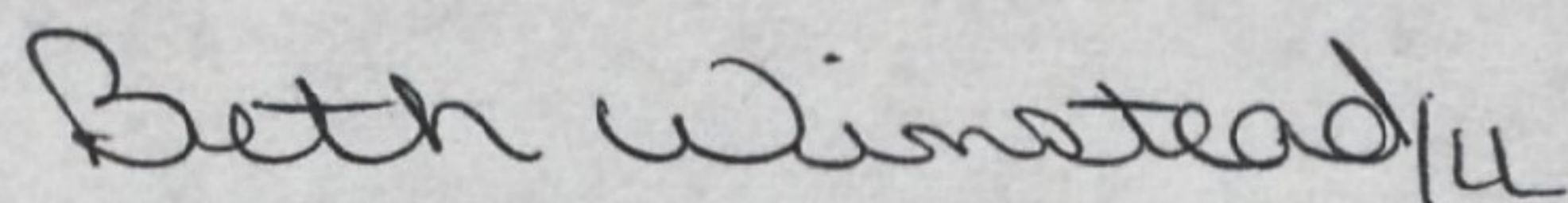
Donald Neal (Geology), Chair of the Committee, presented the curriculum matters contained in the minutes of 8 December 1994. There being no discussion, the curriculum matters were approved as presented. **Resolution #95-4** (A copy of the Committee minutes are available in the Faculty Senate office, 140 Rawl Annex.)

**Agenda Item VI. New Business**

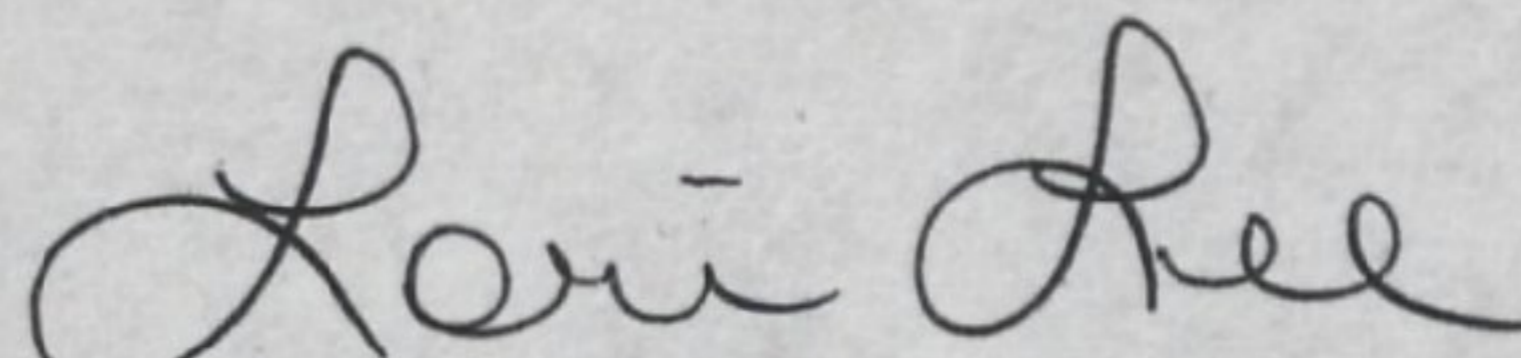
There was no new business to come before the Faculty Senate.

There being no further business, the meeting adjourned at 4:55 p.m.

Respectfully submitted,



Beth Winstead  
Health Sciences Library  
Secretary of the Faculty



Lori Lee  
Faculty Senate office  
Administrative Assistant

**RESOLUTIONS PASSED AT THE 24 JANUARY 1995, FACULTY SENATE MEETING.**

#95-1 Recommendation of the final recommendations on the annual administrative evaluations to the Ad Hoc Committee for re-evaluation in light of the day's discussion.

**Disposition:** Ad Hoc Committee to Review Administrative Evaluations

#95-2 Procedures for East Carolina University Research Awards as follows:  
The Vice Chancellor for Research will report annually to the Research/Creative Activity Policies Committee on the implementation of these awards.

Objective

To reward originality and excellence in research and creative activities as evidenced by sustained, high quality, meaningful work.

Number of Awards Per Year

Two awards per year.

During one year an award will be given within Academic Library Services and the School of Medicine and a second award within the professional schools of Education, Human Environmental Sciences, Industry and Technology, Social Work, Art, Business, and Music. During the alternate year, an award will be given within Health Sciences Library and the College of Arts and Sciences and a second award within the professional schools of Allied Health Sciences, Nursing, and Health and Human Performance.

The same unit will not receive both awards in a given year. The two groups of units receiving awards the first year will be determined by a coin toss.

Activity Period Covered

Within the groups of units, the awards will alternate between lifetime achievement and a five-year period of research and creative activity. The initial award will be for a lifetime achievement.

Example: Year 1 - Lifetime - Academic Library Services + Medical School / 7 Professional Schools

Year 2 - Lifetime - Health Sciences Library + Arts and Sciences / 3 Professional Schools

Year 3 - 5-Year Period - Academic Library Services + Medical School / 7 Professional Schools

Year 4 - 5-Year Period - Health Sciences Library + Arts and Sciences / 3 Professional Schools

Categories Used to Judge Nominees

The categories used for consideration for the awards will be any combination of basic or applied research and/or artistic creativity and/or production. The primary criteria used to award these research awards will be the impact on the individual's field.

Review Procedure

Nominees will submit evidence of productivity and peer review in accordance with the policy established by the unit. The peer review is to include both internal and external reviews.

**Disposition:** Chancellor

#95-3 Selection Procedures for the Robert and Lina Mays and Robert L. Jones Alumni Distinguished Professor for Teaching Awards. (A copy of the selection procedures are available in the Faculty Senate office, 140 Rawl Annex.)

**Disposition:** Chancellor

#95-4 Curriculum matters contained in the University Curriculum Committee minutes of 8 December 1994. (A copy of the Committee minutes are available in the Faculty Senate office, 140 Rawl Annex.)

**Disposition:** Chancellor