

**EAST CAROLINA UNIVERSITY**

**FACULTY SENATE**

**1995-1996 ANNUAL REPORT**

*28 JUNE 1996*

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## SECTION I. REVIEW OF THE 1995/96 FACULTY SENATE

In 1995-1996 the Faculty Senate met eight times in regular 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 an academic committee charge; revisions to the *Undergraduate Catalog* and the *Faculty Manual*, procedures for the Board of Governor's Awards, and the Fall 1996 and Fall 1997 University Calendars; Ad Hoc Committees for Continuing Education, and Faculty-Student Non-Academic Grievances; approval of Administrative Evaluation Forms, General Education Requirements, the Weekend and Evening University, identify courses to emphasize cultural diversity, and support for Joyner Library; requests for authorization to plan and to establish new degree programs; disapproval of a linkage between faculty salaries and student tuition; and revised codes of operations for the departments of Communications and Sociology and the schools of Art and Business.

Major accomplishments of the Faculty Senate during the 1995-1996 academic year include the approval of revisions to the following essential University policies in the *East Carolina University Faculty Manual*: Appendices A, C, D, I, L, V, X, and W; a revision in the policy in posting grades; requests for authorization to establish (1) or plan (9) new degree programs; and the revisions of the unit codes of Communications, Sociology, Art and Business.

As noted in Sections III., IV., and V. of this report, the Faculty Senate, Academic, Appellate, and Ad Hoc Committees were diligent in their pursuits on a variety of matters of major importance for East Carolina University. These committees made thirty-one reports to the Faculty Senate during the 1995-1996 academic year.

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## SECTION II. INDEX OF 1995/96 FACULTY SENATE RESOLUTIONS

- 95-30 September 12, 1995  
Faculty Computer Committee Charge.
- 95-31 September 12, 1995  
Revision to the *ECU Undergraduate Catalog*.
- 95-32 September 12, 1995  
Ad Hoc Committee on continuing education.
- 95-33 September 12, 1995  
Academic Degree Program Review.
- 95-34 September 12, 1995  
Faculty salaries and student tuition.
- 95-35 October 10, 1995  
Revised Procedures for the Board of Governor's Awards.
- 95-36 October 10, 1995  
Ad Hoc Committee on Future Faculty-Student Grievances.
- 95-37 November 7, 1995  
Fall 1995 Graduation Roster.
- 95-38 November 7, 1995  
Ad Hoc Committee on Faculty-Student Nonacademic Grievances.
- 95-39 November 7, 1995  
Revision to *ECU Faculty Manual* and *Undergraduate Catalog* recommitted to Credits Committee.
- 95-40 November 7, 1995  
Weekend and Evening College.
- 95-41 November 7, 1995  
Revised *ECU Faculty Manual*, Appendix I.



- 95-42 November 7, 1995  
Curriculum matters of 28 September and 12 October 1995.
- 95-43 December 5, 1995  
1996-97 Agenda Committee and Faculty Senate meeting dates.
- 95-44 December 5, 1995  
Revision to *Undergraduate Catalog*.
- 95-45 December 5, 1995  
Curriculum matters of 9 November 1995.
- 95-46 December 5, 1995  
Administrator Evaluation Forms.
- 95-47 December 5, 1995  
Request to review Appendix D.
- 95-48 December 5, 1995  
Appreciation to Patricia J. Anderson.
- 96-1 January 23, 1996  
Revision to *ECU Faculty Manual*, and *Undergraduate Catalog*, concerning policy on posting grades.
- 96-2 January 23, 1996  
Requests for authorization to plan new degree programs.
- 96-3 January 23, 1996  
Cultural diversity.
- 96-4 January 23, 1996  
Revision to *ECU Faculty Manual*, Appendix C.
- 96-5 January 23, 1996  
Revision to *ECU Faculty Manual*, Appendix L.
- 96-6 January 23, 1996  
General Education Requirements.
- 96-7 January 23, 1996  
Department of Sociology's Unit Code of Operations.
- 96-8 January 23, 1996  
Curriculum matters of 7 December 1995.
- 96-9 February 20, 1996  
Request for authorization to establish a new degree program.
- 96-10 February 20, 1996  
Curriculum matters of 11 January and 25 January 1996.
- 96-11 March 26, 1996  
Spring 1996 University graduation roster.
- 96-12 March 26, 1996  
Revised Fall 1996 and Fall 1997 University Calendars.
- 96-13 March 26, 1996  
Summer 1998, Fall 1998, and Spring 1999 University Calendars.



- 96-14 March 26, 1996  
Revisions to ECU Faculty Manual, Section V. Academic Information, Curriculum Development.
- 96-15 March 26, 1996  
Revision to ECU Faculty Manual, Appendix L., Section D.
- 96-16 March 26, 1996  
Revision to ECU Faculty Manual, Appendices X, V, and W.
- 96-17 March 26, 1996  
Curriculum matters of 8 February and 22 February 1996.
- 96-18 March 26, 1996  
Ad Hoc Committee on Faculty-Student Nonacademic Grievances.
- 96-19 April 16, 1996  
Revised Fall 1996, Spring 1997, and Summer 1997 calendars.
- 96-20 April 16, 1996  
Revision to ECU Faculty Manual, Appendix A, Section V.
- 96-21 April 16, 1996  
Support of Joyner Library.
- 96-22 April 16, 1996  
School of Art's Unit Code of Operations.
- 96-23 April 16, 1996  
School of Business' Unit Code of Operations.
- 96-24 April 16, 1996  
Department of Communication's Unit Code of Operations.
- 96-25 April 16, 1996  
Curriculum matters of 14 March, 28 March, and 11 April 1996.
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### SECTION III. 1995/96 FACULTY SENATE COMMITTEES' REVIEW

#### Agenda Committee

Chair: Michael Carrafiello

The Committee met prior to each Faculty Senate meeting to draft the agenda and also prepared the meeting dates for the upcoming 1996/97 Agenda Committee and Faculty Senate.

#### Committee on Committees

Chair: Bob Woodside, Vice Chair: Donald Neal, Secretary: Mark Taggart.

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. An effort was made to stagger the terms in various committees in order to avoid terms expiring simultaneously. The Committee approved changes to the charges of the Calendar Committee and Research/Creative Activity Grants Committee. During the next year, the Committee will consider revisions to the Admissions and Recruitment Committee charge.

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## SECTION IV. 1995/96 ACADEMIC COMMITTEES' REVIEW

### Admissions and Recruitment Committee

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

The Committee proposed general changes to the *University Undergraduate Catalog* concerning Freshman Admission and adopted a policy regarding the confidentiality of student appeals. There were no student appeals heard by the Committee this year. During 1996-97, the Committee will review the summer program involving rising high school seniors.

### Calendar Committee

Chair: John Crammer, Vice Chair: Nancy Moss, Secretary: Libby Knott.

The Committee completed the University Calendars for Summer 1998, Fall 1998 and Spring 1999 and presented them to the Faculty Senate, along with editorial changes made to the Fall 1996, Spring 1997, Summer 1997, and Fall 1997 changing the dates for Fall Break and allowing for the inclusion of the Weekend University schedule. During 1996-97, the Committee will modify the Fall 1997, Spring 1998, Summer 1998, Fall 1998, and Spring 1999 University Calendars to accommodate the Weekend University schedule. The Committee will also review the guidelines overseeing the Weekend University calendars and consider the addition of a representative from the Weekend University as an ex-officio member to the Committee.

### Career Education Committee

Chair: Melissa Nasea, Vice Chair: Mary-Ann Leon, Secretary: Clifford Knight.

The Committee successfully held the annual Majors/Minors Fair during the Fall semester. During 1996-97, the Committee will complete the *Guide for Sponsoring a Majors/Minors Fair*, organize the Majors/Minors Fair for Spring 1997, and continue monitoring the tech-prep planning process.

### Continuing Education Committee

Chair: Charles Garrison, Vice Chair: Meta Downes, Secretary: rotated among all members.

The Committee recommended that an Ad Hoc Committee on Continuing Education be formed to examine and make recommendations concerning the mission, institutional support, definition, and organizational responses to continuing studies. This Ad Hoc Committee was formed and will report to the Faculty Senate during the 1996-97 academic year. Next year, the Committee will continue to discuss the mission of continuing studies on campus and examine the relationship between Joyner Library and the Division of Continuing Studies and the development of a definition of the services provided.

### 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 Studies. The Committee heard 6 appeals with all 6 being denied. Next year, the Committee will discuss with the Dean of Undergraduate Studies a drop policy for transfer students.

### Credits Committee

Chair: Bob Woodside, Vice Chair: Tope Bello, Secretary: Jim Pinkney.

The Committee recommended revisions to the *University Undergraduate Catalog* concerning the limitation of degree credit and the Grade Appeals Policy.

### Educational Policies and Planning Committee

Chair: Madge Chamness, Secretaries: Caroline Ayers and Worth Worthington.

The Committee was very busy this year with reports on cultural diversity, Weekend University, revisions to the *ECU Faculty Manual* (concerning curriculum development), and several requests for authorizations to plan or establish new degree programs. During 1996-97, the Committee will again review revisions to the *ECU Faculty Manual* concerning curriculum development, considerations of library funding, and the monetary conflict of interest regarding the use of textbooks written by ECU faculty.



### **Faculty Computer Committee**

Chair: John Bradley, Vice Chair: Karl Wuensch, Secretary: Rodney Schmidt.

The Committee reviewed and commented on the academic computing budget, revised the Faculty Microcomputer Program, and advised Vice Chancellor for Business Affairs on the proposal to distribute \$150,000 in additional computers. The Committee noted that it was unable to resolve the matter of a policy statement on the privacy and security of electronic data due to legal matters outside the realm of the Committee. Next year, the Committee will oversee the 1996-97 Faculty Microcomputer Program, continue discussion with CIS regarding upgrading academic computing facilities, and consider an efficient, legal method to distribute software products to University units.

### **Faculty Governance Committee**

Chair: Jim Joyce, Vice Chair: George Bailey, Secretary: Sherry Southard.

The Committee worked hard this year providing revisions and interpretations to the *ECU Faculty Manual*, consideration of voting status of the Parliamentarian of the Faculty, vacation and sick leave for faculty, absentee ballots for personnel decisions, statement of composition and length of terms of personnel committee in unit codes, balloting by mail, and discussing the Board of Governors' report on improper relationships between students and employees. Next year, the Committee will consider revisions to the *ECU Faculty Manual* in regard to Appendix C personnel files and Appendix X grievance procedures.

### **Faculty Welfare Committee**

Chair: Elias Katsoulis, Vice Chair: Stephen Dock, Secretary: Ravi Mittal.

The Committee discussed the air quality in the General Classroom Building, salary compression and a recent report from UNC-Chapel Hill, and reassigned time for newly hired faculty. Next year, the Committee will continue its work on the salary compression study and reassigned time.

### **General Education Committee**

Chair: Karen Krupa, Vice Chair: Jim Hix, Secretary: Cynthia Bickley-Green.

The Committee discussed a proposal by the School of Music to use BIOL 2130 as a general education science requirement for their majors, refined a list of ECU courses that meet general education requirements, reviewed eleven Communication courses for general education credit, discussed transfer credit for Black Literature/African American History and Literature courses taken at community colleges and considered the Implementation Committee on Diversity's recommendation involving cultural diversity. During 1996-97, the Committee will strive for a clear role delineation as it pertains to the approval process for general education credit, receive feedback from the Biology Department regarding their consideration of BIOL 2130 as a general education science requirement for all majors, and assess the utility of the General Education Goals and Objectives.

### **Honors Program Committee**

Chair: Marion Eppler, Vice Chair: Doug McMillan, Secretary: Donald Collins.

The Committee finalized the Honors Seminar Proposal form, solicited and reviewed course proposals for honors seminars for Fall 1996, and Spring 1997, held the third annual Honors' Awards Ceremony, and developed a draft proposal to fund competitive grants for senior year honors projects. Next year, the Committee will follow-up on funding for the Assistant Director of the Honors Program, develop and implement a plan to increase the involvement of units in regards to honors courses, finalize the proposal for funding competitive grants for senior year honors projects, solicit permanent funds for the recognition ceremony, and study the impact of discontinuing honors weekend.

### **Libraries Committee**

Chair: Johnathan Bascom, Vice Chair: Todd Savitt, Secretary: Bob Morrison.

The Committee presented a report to the Faculty Senate on the financial state of the libraries, met with a representative from the University of North Carolina Library Study, discussed the use and misuse of copyright materials, and reviewed the journal cancellation policy. Next year, the Committee will continue review of the materials allocation formula.

### **Readmission Appeals Committee**

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

The Committee reviewed and took action on student appeals, reviewed the need for a special readmission policy for transfer students, discussed the need for accurate student record print outs for petitioners, and approved the use of and optional petition form. During 1996-97, the Committee will consider revisions to the Vietnam Era Readmission Policy, seek ways to improve student use of the readmission process, consider revisions to the Committee charge, and continue to seek ways to streamline the readmission process.



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

Chair: Mark Taggart, Vice Chair: Melvin Stanforth, Secretary: Michael Felts.

The Committee revised the granting applications and reviewed 52 applications for research grants, recommending the funding of 23. During 1996/97, the Committee will evaluate the effectiveness of the revised grant applications, and follow through with the Committee on Committees with proposed revisions to the Committee charge.

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

Chair: Charles Hodson, Vice Chair: Britton Theurer, Secretary: Richard Mauger.

The Committee presented revisions to the *ECU Faculty Manual*, Appendix I and evaluated candidates and chose two winners for the first ECU Awards for Excellence in Research or Creative Activity. Next year, the Committee will again evaluate and select candidates for the ECU Awards for Excellence in Research or Creative Activity and work to improve opportunities for research on campus.

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

Chair: Rick Hebert, Vice Chair: Karen Hancock, Secretary: Bill Spickerman,

The Committee was busy this year evaluating the ADR report and reviewing the results provided by Undergraduate Studies, discussing a possible survey of non-returning students, revising a procedure to evaluate readmission policies, gaining graduation credit for EDUC 1000, discussing the effect on students of the new academic regulations, and pursuing a university-wide retention workshop for faculty. Next year, the Committee will consider the retention workshop, review the available information on non-returning students, invite the Director of Faculty Development to a meeting to discuss ways to include student retention in the faculty development plans, and invite the Director of the Academic Athletic program to meet with the Committee to discuss the model used for student athlete retention.

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

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

The Committee reviewed the overall Shared Vision Campaign and the chair participated in the deliberations of the Award Screening Committee to select outstanding seniors for the University Awards. Unfortunately, the Committee was not involved in the selecting of the recipients for the four scholarships under their purview; Chevrolet, Eastern North Carolina Foundation, Lillian Jenkins, and Andrews, due to lack of administrative management from within the office of Financial Aid. Next year, the Committee will strive to gain more input from the office of Financial Aid and take part in the awarding of the four scholarships within their charge. The Committee will also request the University to provide scholarships and grants to sophomore-level and above students, set dates for the student scholarship appeals, proceed expeditiously with the oversight of the office of Financial Aid, investigate the potential for obtaining additional sources for financial aid and increasing the monetary amounts of financial aid, and seek presentation regarding the Continuing Student Survey.

#### **Teaching Effectiveness Committee**

Chair: Michael Duffy, Vice Chair: Parmalee Hawk, Secretary: Ronnie Smith.

The Committee revised the Board of Governors Award for Excellence in Teaching, held training workshops for academic units using the Faculty Senate Peer Observation Procedures and Instrument, met with administration to discuss faculty need and institutional resources for instructional technology, and drafted a policy to publicize the names of teaching award nominees, provide more information on the selection process for teaching awards, and organizing teaching portfolios. Next year, the Committee will begin training for the new trial SOIS instrument, offer workshops on Multimedia Technology and Fundamentals of Teaching, and provide revisions to the Alumni Teaching Award procedures.

#### **Teaching Grants Committee**

Chair: David Lawrence, Vice Chair: Celeste Winterberger, Secretary: Mary Jackson.

The Committee reviewed 37 teaching grant proposals and funded 8. The Committee also revised the procedures for the submission of grant applications. During 1996-97, the Committee will discuss the role of progress reports and final reports within the granting structure and review the evaluation form for possible revisions.

#### **Unit Code Screening Committee**

Chair: Bill Grossnickle, Vice Chair: Gerhard Kalmus, Secretary: John Stevens.

The Committee carefully reviewed and approved several Codes of Operations (Sociology, Art, Business, and Communications).

The Committee returned to the units several codes for further review (History, Education, Mathematics, Human Environmental Sciences). The Committee determined that unit heads must not be the sole representative of the unit when the unit's code is reviewed, that appendices are an integral part of a unit's code, that a professional school need not specify the number of members in its personnel committees if the personnel committees are at the departmental and not code unit level, and that if a personnel committee forms a subcommittee to perform some of its functions, the subcommittee must be composed of members of the personnel committee. Next year, the Committee will consider revised codes from various units and discuss the issue of how specific the weighting of criteria must be.



### **University Curriculum Committee**

Chair: Jim Smith, Vice Chair: Jannis Shea, Secretaries: Martha Lapas and Carol Cox.

The Committee acted on 409 undergraduate curriculum courses, reviewed authorizations to plan 4 new degrees, and responded to a recommendation concerning cultural diversity. Next year, the Committee will consider a better method of submission and distribution of items requiring committee action and consider holding workshop in team building.

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

Chair: Chris Ulffers, Vice Chair: Lynn Eudey, Secretary: Peggy Wittman.

The Committee acted on 25 writing intensive course proposals and provided a clarification on the writing intensive policy for second degree and transfer students. Next year, the Committee will evaluate the approved writing intensive courses, develop a review system for on-going assessment of WI courses previously approved, and strive to increase awareness of the need for faculty to teach writing intensive courses.

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## **SECTION V. 1995/96 APPELLATE COMMITTEES' REVIEW**

### **Due Process Committee**

Chair: Ralph Scott, Vice Chair: Gerhard Kalmus, Secretary: Brian McMillen.

Other than for the organizational meeting, the Committee did not have an occasion to meet during the academic year.

### **Faculty Grievance Committee**

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

The Committee began the year with a hearing for one case that was carried over from last year, with it being resolved in October. Two cases were referred to mediation with one being resolved at that level and the other still ongoing. The Chair of the Committee met informally with faculty members on various issues with no further hearings being held.

### **Grievance Board**

Chair: Patricia Anderson, Vice Chair: Susan McDaniel, Secretary: Mark Taggart.

Other than for the organizational meeting, the Committee did not have an occasion to meet during the academic year.

### **Hearing Committee**

Chair: Jack Kams, Vice Chair: Michael Bassman, Secretary: Rotated among other members.

One hearing was held pursuant to a petition filed by a faculty member denied tenure. The hearing lasted one full day.

### **Reconsideration Committee**

Chair: Greg Lapicki, Vice Chair: Cathy Hall, Secretary: Martin Schwarz.

Other than for the organizational meeting, the Committee did not have an occasion to meet during the academic year.

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## **SECTION VI. PREVIEW OF THE 1996/97 FACULTY SENATE**

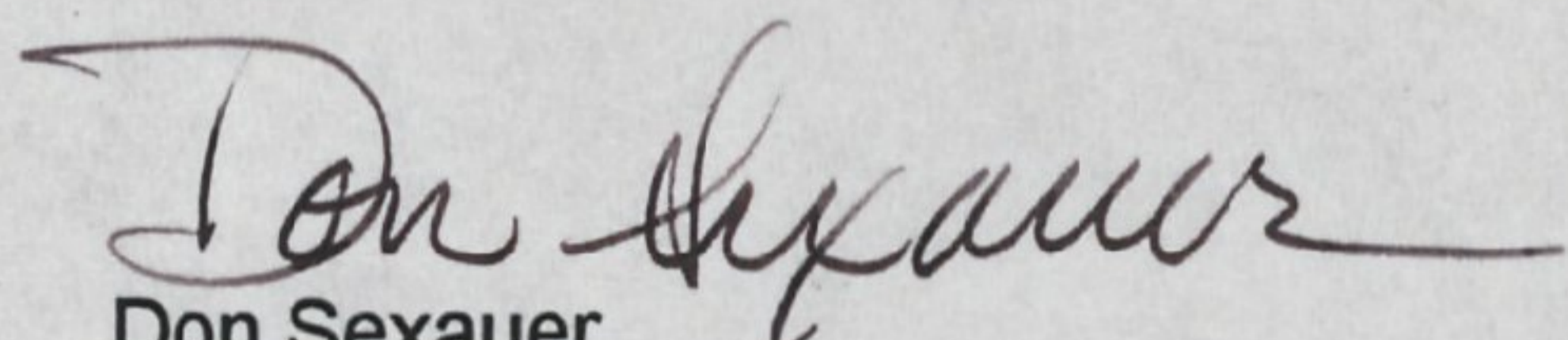
Noted in the above review of committee accomplishments during 1995-96, a number of tasks are planned for the 1996-97 academic year. Among the issues likely to come before the Faculty Senate from various committees in 1996-97 are the following:

- Changes in the charges of the Admissions and Recruitment, Calendar, and Research/Creative Activity Grants Committees
- Campus procedures for authorization to plan and authorization to establish new degree tracks, minors, and degree programs
- Maintenance of adequate library sources and budgets



- Changes to the *ECU Faculty Manual*, Curriculum Development, Appendices C, X, and Y
- Examination of approved courses and overall process of determining completion of General Education coursework
- Revision of many unit codes to conform to newly revised Appendices C and D
- New trial Student Opinion of Instruction Survey.

The officers will continue to work to improve the system of shared governance on our campus. We will make every effort to improve communications with the members of the Faculty Senate through orientation sessions with new senators and informal discussions with small groups of Senators during the Fall Semester. We will also make every effort to encourage faculty to participate in the shared governance through involvement in the academic and appellate committee structure of the university.



Don Sexauer  
Chair of the Faculty  
School of Art