

PLEASE POST FOR ALL FACULTY TO READ!

EAST CAROLINA UNIVERSITY 1995-1996 FACULTY SENATE

The third regular meeting of the 1995/1996 Faculty Senate will be held on **Tuesday, 7 November 1995**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**
10 October 1995
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Tinsley Yarbrough, Interim Vice Chancellor for Academic Affairs
 - E. James Hallock, Vice Chancellor for Health Sciences
 - F. James LeRoy Smith, Chair
Enrollment Services Council
 - G. Ken Marks, Director, Academic Library Services
Transfer of Materials During Library Renovations
 - H. Approval of Fall 1995 Graduation Roster
- IV. **Unfinished Business**
Ad Hoc Committee Charge on Faculty-Student Grievances (attachment 1).
- V. **Report of Committees**
 - A. Credits Committee, Bob Woodside
Revision to *Faculty Manual*, and *Undergraduate Catalog*, reference to
Grade Appeals (attachment 2).
 - B. Educational Policies and Planning Committee, Madge Chamness
Proposed Weekend and Evening College (attachment 3).
 - C. Faculty Governance Committee, Jim Joyce
Proposed Revision to *ECU Faculty Manual*, Appendix L (attachment 4).
 - D. Research/Creative Activity Policies Committee, Charles Hodson
Proposed Revision to *ECU Faculty Manual*, Appendix I (attachment 5).
 - E. University Curriculum Committee, Jim Smith
Undergraduate curriculum matters contained in the meeting minutes of
28 September and 12 October 1995. (Copies of these minutes have been
distributed to Faculty Senators and Alternates. Others may request copies
from the Faculty Senate office at ext. 6537.)
- VI. **New Business**

UNFINISHED BUSINESS

AD HOC COMMITTEE CHARGE ON FACULTY-STUDENT GRIEVANCES AS REQUESTED BY THE FACULTY SENATE ON 10 OCTOBER 1995

An ad hoc committee will be established consisting of a representative from the Division of Student Life, Undergraduate Studies, and the University Attorney's office, three members appointed by the Chancellor and three members appointed by the Chair of the Faculty. The committee will be charged to review what is currently being done relative to faculty-student grievances and to consider how to handle concerns not yet covered by policies already in place. The committee will be requested to prepare a report to the Faculty Senate prior to the end of the 1995-96 academic year.

CREDITS COMMITTEE REPORT

REVISION TO *FACULTY MANUAL* AND *UNDERGRADUATE CATALOG*, REFERENCE TO GRADE APPEALS

Revise the *Faculty Manual*, Part V., section J. Grade Appeals (page V-4) as follows:
(additions noted in bold)

*"A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting a written appeal to the instructor's **unit administrator (chairperson or dean, as appropriate)** not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The **instructor's unit administrator** shall review the student's request with the faculty member and either concur with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade."*

Add the following as a new section to the *Undergraduate Catalog*, Section 5: Academic Regulations, following the section entitled Policy on Posting Grades:
(additions noted in bold)

*"A student wishing to contest a course grade should first attempt to resolve the matter with the instructor who determined the grade. The student may appeal the instructor's decision by submitting a written appeal to the instructor's **unit administrator (chairperson or dean, as appropriate)** not later than the last day for undergraduate students to drop semester-length courses during the next regular semester. The **instructor's unit administrator** shall review the student's request with the faculty member and either concur with the grade or request that the faculty member reassess the grade. The final decision shall rest with the faculty member responsible for the course grade."*

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

PROPOSED WEEKEND AND EVENING COLLEGE

Attached is a proposed Weekend and Evening College Proposal for your consideration. On 6 October and 20 October 1995, the Educational Policies and Planning Committee discussed the proposed Weekend and Evening College Proposal. The Weekend College Proposal Committee was represented at the 6 October 1995, meeting by Dorothy Muller, Undergraduate Studies and Marion Sykes, Admissions.

The Committee supports the concept of an ECU Weekend and Evening College Program, but cannot endorse the proposed program until the following committee concerns are adequately addressed:

1. Demonstrate that it is feasible to offer the courses required by the proposed degrees with existing faculty. All affected departments must determine the number of faculty needed for the projected teaching and advising loads and support the commitment of resources.
2. Ascertain that the same full-time to part-time faculty ratio will be maintained in the weekend degrees as in regular degree programs.
3. Demonstrate that services that support regular on-campus students (library, counseling, food services, etc.) can be made available to weekend college students. Non-instructional services should be coordinated through an office that is staffed whenever weekend college is in session. As with any other degree program, primary responsibility for teaching and advising should be in the department offering the degree.
4. Provide budget and staffing information for the proposed weekend college program.

FACULTY GOVERNANCE COMMITTEE REPORT

PROPOSED REVISION TO *FACULTY MANUAL*, APPENDIX L

Revise Section F. Quadrennial Unit Administrator Evaluation (page L-5), as follows:
(Deletions are noted in strikethrough, additions noted in bold print.)

1. Following an evaluation procedure developed by the unit and approved by the appropriate vice chancellor, the voting faculty members, in a unit meeting chaired by a voting faculty member of the unit nominated and elected by the membership at that meeting, with the unit administrator excluded from the meeting, shall discuss and vote by secret ballot on the effectiveness of the unit administrator during September of that administrator's fifth year of appointment and every fourth year thereafter. The presiding faculty member shall convey to the unit administrator in writing the results of the vote immediately following the meeting. A negative vote by a majority of the voting faculty, excluding the unit administrator, shall constitute a recommendation that the unit administrator be removed.
2. ~~The balloting shall be conducted by the personnel committee of the unit who shall distribute, collect, and count the ballots. Absentee ballots shall be made available. The unit administrator shall not vote in this procedure.~~
2. **The presiding faculty member shall appoint an ad hoc committee to conduct the balloting. The ad hoc committee shall distribute, collect, and count the ballots. Absentee ballots shall be made available. The unit administrator shall not vote in this procedure.**
3. The results of the balloting shall be announced by the ~~personnel committee~~ **presiding faculty member** to the voting faculty members before adjournment, and shall be submitted by the ~~personnel committee~~ **presiding faculty member** to the next higher administrative official.
4. A decision to terminate an administrative officer's appointment shall be made by the Chancellor.