

PLEASE POST FOR ALL FACULTY TO READ!

EAST CAROLINA UNIVERSITY  
FACULTY SENATE

FULL MINUTES OF 23 JANUARY 1996

The fifth regular meeting of the 1995-96 Faculty Senate was held on Tuesday, 23 January 1996, in the Mendenhall Student Center Great Room.

Agenda Item I. Call to Order

Chair Don Sexauer called the meeting to order at 2:10 p.m.

Agenda Item II. Approval of Minutes

The minutes of 5 December 1995, were approved as written.

Agenda Item III. Special Order of the Day

A. Roll Call

Senators absent were: Kares (Parliamentarian), Chancellor Eakin, Uhr (Administrative Council Representative), Anderson (Past Chair of the Faculty), Givens (Faculty Assembly Representative), and Brent (Education).

Alternates present were: Doty for Schadler (Business), Ayers for Evans (Chemistry), Rees for Blinson (Education), Eudey for Spickerman (Math), and Dolezal for Worthington (Medicine).

B. Announcements

1. The Chancellor has approved the following resolutions:
  - 95-44 Revision to the *Undergraduate Catalog*, Section 5: Academic Regulations, subsection Credits.
  - 95-45 Undergraduate curriculum matters contained in the meeting minutes of 9 November 1995.
  - 95-46 Administrator Evaluation Forms.
  - 95-48 Resolution honoring Patricia J. Anderson, 1993-1995 Chair of the Faculty.
2. A special thanks was extended to Professor Larry Hough (Political Science) who agreed to serve as the Parliamentarian during the meeting.
3. All undergraduate curriculum matters needing to be placed in the *1996 Undergraduate Catalog* must be forwarded to the University Undergraduate Curriculum Committee no later than Monday, 18 March 1996.
4. The upcoming deadlines for submission of textbook orders to the ECU Student Store are as follows: 1996 Summer School orders are due by Friday, 16 February 1996.  
1996 Fall Semester orders are due by Monday, 11 March 1996.
5. Senators were asked to place on their calendars an upcoming reception to honor the Faculty Senate at the home of Dr. and Mrs. Richard Eakin. The reception will be held on Friday, 15 March 1996, from 6:00 p.m. to 8:00 p.m. A formal invitation will be forthcoming.
6. Appreciation was extended to JoAnn Jones (English/Undergraduate Studies) and David Lawrence (Geology) who agreed to serve as tellers during the meeting.
7. Academic, Administrative, and Appellate Committee Preference forms have been mailed out to all faculty members. Faculty are asked to consider service on the various committees and respond no later than Thursday, 8 February 1996. Please call the Faculty Senate office if you have any questions.
8. Correspondences concerning unit elections for 1996-97 Faculty Senate representation have been mailed to unit code administrators. In accordance with the *ECU Faculty Manual*, Appendix A, elections are to be held during the month of February. Please call the Faculty Senate office if you have any questions.
9. Chancellor Eakin was out of town attending a meeting with all University of North Carolina Chancellors in Chapel Hill.

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### C. Tinsley Yarbrough, Interim Vice Chancellor for Academic Affairs

Interim Vice Chancellor Yarbrough began by reporting that \$150,000 of reallocation funds are being released on a one time only basis to support the weekend college program. Regarding the allocation of funds for computers, Dr. Yarbrough indicated that recipients who already have computers will be asked to make their old computers available to others who currently do not have computers. The completion of phase one of the Library has been delayed until late summer. The announcement of finalists for the VCAA position will be forthcoming. Grossnickle (Psychology) asked if there were any internal finalists. Yarbrough answered in the negative. Bohannon (Human Environmental Sciences) inquired about the notification to students when the University is to be delayed or closed due to bad weather.

### D. James Hallock, Vice Chancellor for Health Sciences

Vice Chancellor Hallock had no formal remarks but was available for questions.

### E. Larry Hough, Faculty Assembly Delegate

Professor Hough (Political Science) gave a brief report on the UNC Faculty Assembly meeting of 1 December 1995. A copy of the report is available for review in the Faculty Senate office.

### Agenda Item IV. Unfinished Business

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

### Agenda Item V. Report of Committees

#### A. Committee on Committees

Bob Woodside (Math), Chair of the Committee, presented the list of nominees for the upcoming vacancies on the UNC Faculty Assembly. The ballots casts were as follows:

|                  | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> |
|------------------|----------|----------|----------|----------|----------|----------|
| Bill Cain        | 6        | 1        | 10       | 2        | 4        |          |
| Henry Ferrell    | 31*      |          |          |          |          |          |
| Dori Finley      | 1        |          | 7        |          | 1        |          |
| Uma Gupta        | 3        |          | 3        | 2        | 6        | 5        |
| Bob Morrison     | 12       | 6        | 23       | 32*      |          |          |
| Marie Pokorny    | 8        | 1        | 12       | 5        | 18       | 38*      |
| Rita Reaves      | 22       | 35*      |          |          |          |          |
| Catherine Rigsby | 16       | 8        | 29*      |          |          |          |
| Linda Rikard     | 5        |          | 8        | 2        | 3        |          |
| Allan Rosenberg  | 7        | 3        | 8        | 3        | 7        | 2        |

Professors Henry Ferrell (History) and Rita Reaves (Industry and Technology) were elected to serve as Faculty Assembly Delegates with 3 year terms. Professors Catherine Rigsby (Geology) and Bob Morrison (Chemistry) were elected to serve as Faculty Assembly Alternates with 3 year terms. Professor Marie Pokorny (Nursing) was elected to serve as a Faculty Assembly Alternate with a 2 year term.

#### B. Credits Committee

Bob Woodside (Math), Chair of the Committee, presented the proposed revisions to both the *ECU Faculty Manual* and *Undergraduate Catalog*, in reference to grade appeals. There was no discussion and the proposed revisions to both the manual and catalog were approved as presented. Resolution #96-1 (Please refer to the list of resolutions at the end of this report for the full revision.) This revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.

#### C. Educational Policies and Planning Committee

Madge Chamness (Allied Health Sciences), Chair of the Committee, first presented the requests for authorization to plan new degree programs in the following areas: Religious Studies, Multi-Interdisciplinary Studies, Construction Management, Occupational Safety, English, Maritime Studies, Bioenergetics, Nursing, and Counseling Education. There was no discussion and the requests to

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plan those new degree programs were approved as presented. **Resolution #96-2** (A copy of each degree program may be reviewed in the Faculty Senate office, 140 Rawl Annex.)

Professor Chamness then presented the Committee's recommendation concerning the Implementation Committee on Diversity's Report, which included an addition to the *ECU Undergraduate Catalog*.

Eribo (Communication) asked about the problem of a definition of second culture. Engleke (Nursing) observed that there are many problems in tracking what the primary cultures of students might be and there are many problems even for units. Bailey (Philosophy) observed that any student completing general education already meets this requirement and the stated requirement is unnecessary. Simon (Political Science) moved the replacement of "a culture other than their own" with "cultural diversity". The motion was approved.

Doty (Business) moved to strike "complete at least one course exposing them" and add "are ensured". Eribo (Communication) asked about the definition of exposure. The motion failed.

Ferrell (History) moved the replacement in the first sentence that reads "...assure that its majors complete at least one course exposing them to cultural diversity" with "will provide its majors with an opportunity to experience cultural diversity". He also moved the replacement in the second sentence that reads "...which courses may be used to satisfy this requirement." with "...the manner that this would be achieved." He stated that the revised statement would provide each unit some flexibility in addressing this matter. The motion failed.

Glascoff (Health and Human Performance) asked about the logistics of implementing this requirement. Chamness indicated that the unit can identify appropriate courses and can check to see if students have met the requirement. Following discussion, the recommendation and addition to the *ECU Undergraduate Catalog* was approved as amended. **Resolution #96-3** (Please refer to the list of resolutions at the end of this report for the full recommendation.)

D. Faculty Governance Committee

Jim Joyce (Physics), Chair of the Committee, first presented the proposed revision to the *ECU Faculty Manual*, Appendix C. There was no discussion and the proposed revision to Appendix C was approved as presented. **Resolution #96-4** (Please refer to the list of resolutions at the end of this report for the full revision.) This revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.

Professor Joyce then presented the proposed revision to the *ECU Faculty Manual*, Appendix L. Taggart (Music) asked if faculty leader, as referred to in Item 2, was from among chairs or any voting faculty member. Joyce indicated that the latter would be correct. Taggart also asked what the effective date would be. Joyce stated that the proposal would need approval of the chancellor and board of trustees.

Bohannon (Human Environmental Sciences) expressed concern with the faculty leader being the one to count the ballots and suggested that the chairs of the personnel committees act as tellers. She moved to amend item 4 by adding "The chairs of the personnel committee will assist in the counting of the ballots." McMillen (Medicine) indicated that in units with only one personnel committee this amendment would not work. Allred (Psychology) asked if there was anything in item 4 that specifically prohibited the counting of ballots by someone other than the Faculty Leader. Joyce responded in the negative. Doty (Business) indicated that 'cast prior to the meeting' should be included. The motion failed.

Everett (Nursing) moved the addition in 4. of a comma and "and" after "Evaluation" in the first sentence and the replacement of "The Faculty Leader for the Quadrennial Unit Administrator Evaluation" with "They" in the second sentence. The motion was approved.

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Following discussion, the proposed revision to Appendix L was approved as amended. **Resolution #96-5** (Please refer to the list of resolutions at the end of this report for the full revision.) This revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.

**E. General Education Committee**

Karen Krupa (Nursing), Chair of the Committee, presented for information only the planned revisions to the *Undergraduate Catalog*, to include a listing of courses that meet General Education Requirements. No action was necessary from the Faculty Senate.

Grossnickle (Psychology) moved that the General Education Committee report be included in an Undergraduate Studies Student Orientation/Academic Information Packet, but not in the *University Undergraduate Catalog* and wherever there is a listing of courses meeting general education requirements, the wording of the Committee's report be amended to read "Some of the courses that meet this general education requirement are:". The motion was approved as presented. **Resolution #96-6**

Allred (Psychology) asked what should be done about possible mistakes in the listing of courses. Krupa stated that any corrections could be forwarded to her. Bailey (Philosophy) indicated that the General Education Committee doesn't have authority to restrict courses.

**F. Unit Code Screening Committee**

Bill Grossnickle (Psychology), Chair of the Committee, presented the revised Department of Sociology's Unit Code of Operations. There was no discussion and the revised unit code was approved as presented. **Resolution #96-7** (A copy of the revised code is available for review in the Faculty Senate office, 140 Rawl Annex.)

**G. University Curriculum Committee**

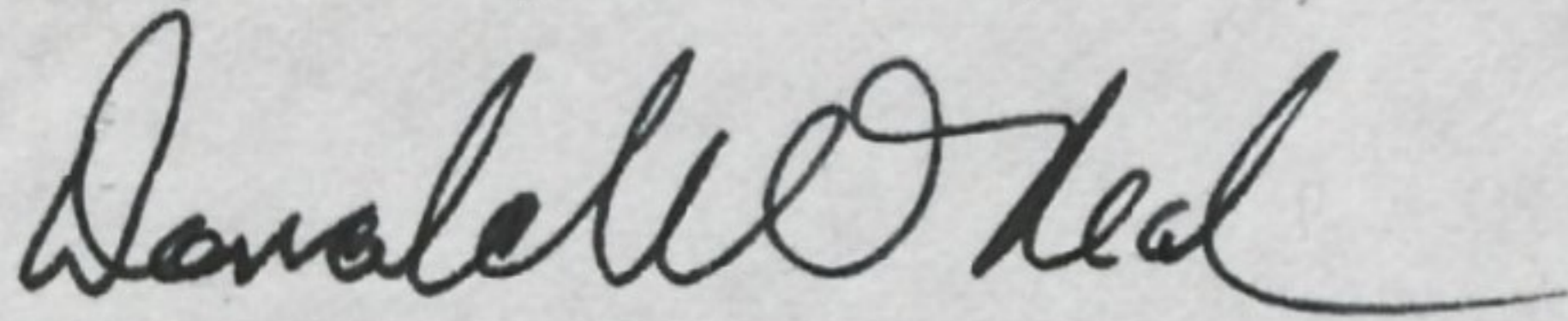
Jim Smith (Business), Chair of the Committee, presented the undergraduate curriculum matters contained in the meeting minutes of 7 December 1995. There was no discussion and the minutes were approved as distributed. **Resolution #96-8** (Copies of the approved minutes are available in the Faculty Senate office.)

**Agenda Item VI. New Business**

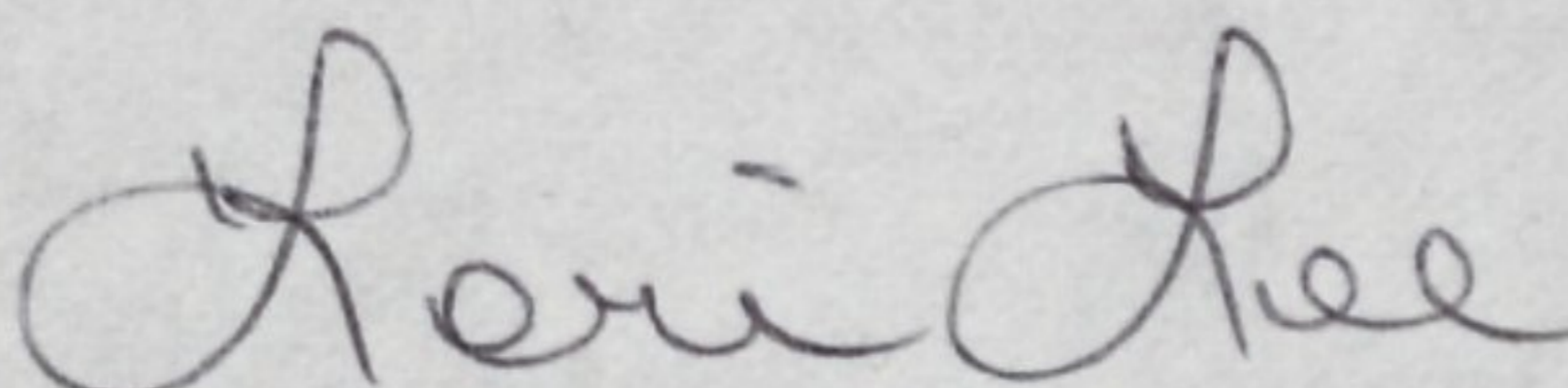
Ferrell (History) asked if a report on the number of tenured and fixed term faculty employed at ECU was available. Interim Vice Chancellor Yarbrough indicated that he would check into the matter and report at the next meeting.

There being no further business, the meeting adjourned at 4:17 p.m.

Respectfully submitted,



Donald Neal  
Department of Geology  
Secretary of the Faculty



Lori Lee  
Faculty Senate office  
Administrative Assistant

RESOLUTIONS PASSED AT THE 23 JANUARY 1996, FACULTY SENATE MEETING.

- #96-1 Revise the *Faculty Manual*, Part V., section J. Grade Appeals (page V-4) and add as a new section to the *Undergraduate Catalog*, Section 5: Academic Regulations, following the section entitled Policy on Posting Grades:  
*"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 department 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 department chairperson or dean, as appropriate, 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."*  
(Following approval by the Chancellor, this revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.)  
**Disposition:** Chancellor
- #96-2 Requests for authorization to plan new degree programs in the following areas: Religious Studies, Multi-Interdisciplinary Studies, Construction Management, Occupational Safety, English, Maritime Studies, Bioenergetics, Nursing, and Counseling Education.  
**Disposition:** Chancellor
- #96-3 That the *ECU Undergraduate Catalog* include a statement that each academic unit assure that its majors complete at least one course exposing them to cultural diversity. The unit will have responsibility for determining which courses may be used to satisfy this requirement.  
**Disposition:** Chancellor
- #96-4 Revise *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures for the Faculty of ECU, Section IV. Professional Advancement, by adding the following boldfaced type to the first paragraph, so that the new paragraph will read as follows:  
*"Promotion is a means through which professional achievement is encouraged, recognized, and rewarded by the university. Evaluation of faculty for purposes of promotion shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (ECU Faculty Manual, Appendix L). **Departments in professional schools may also establish guidelines for evaluation of faculty for promotion consistent with the criteria in their school's unit code.** Specific regulations and criteria governing evaluation of faculty for purposes of promotion may vary from unit to unit. As a minimum each unit shall:...."*  
(Following approval by the Chancellor and Board of Trustees, this revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.)  
**Disposition:** Board of Trustees
- #96-5 Revise *ECU Faculty Manual*, Appendix L. ECU Code, Section F. Quadrennial Unit Administrator Evaluation, by replacing all of the material in that section with the following:  
"1. The voting faculty of each unit shall vote on the effectiveness of the unit administrator. During September of the unit administrator's fourth year of appointment and every fourth year thereafter<sup>1</sup>, the voting faculty shall discuss and vote by secret ballot on the effectiveness of the unit administrator.  
2. Each unit will elect a Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with only one Personnel Committee, the elected chair of the Personnel Committee will serve as the Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with more than one Personnel Committee, the unit administrator will call a meeting of the chairs of the Personnel Committees

<sup>1</sup> Unit administrators, scheduled to be evaluated in 1996, 1997, or 1998 under the current system, will be evaluated in that year and every fourth year thereafter.

during the spring semester preceding the Quadrennial Unit Administrator Evaluation. At that meeting, a voting faculty member of the unit will be nominated and elected by the chairs of the Personnel Committees within the unit to serve as the Faculty Leader for the Quadrennial Unit Evaluation.

3. The Faculty Leader of the Quadrennial Unit Administrator Evaluation will call a meeting of the voting faculty during September of the following academic year. At that meeting, with the unit administrator absent, the faculty will discuss and vote by secret ballot on the effectiveness of the unit administrator. Absentee ballots must be made available for voting faculty members in advance of this meeting; ballots must be deposited with the Faculty Leader for the Quadrennial Unit Administrator Evaluation prior to the meeting so that those ballots may be intermingled with and then counted along with ballots of faculty members present for the meeting. It is the responsibility of the Faculty Leader for the Quadrennial Unit Administrator Evaluation to ensure that absentee ballots and all other ballots are kept secret and confidential.
4. The balloting will be conducted by the Faculty Leader for the Quadrennial Unit Administrator Evaluation, assisted by members of the Personnel Committee(s) from the unit. They shall distribute, collect, and count the ballots after adding any absentee ballots cast prior to the meeting. The unit administrator shall not vote in this procedure.
5. Before adjourning the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall announce the results of the balloting to the voting faculty members. Immediately following the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall convey to the unit administrator the results of the balloting. A copy of this correspondence shall also be submitted to the next higher administrative official by the Faculty Leader for the Quadrennial Unit Administrator Evaluation.
6. A negative vote by a majority of the voting faculty, excluding the unit administrator, shall constitute a recommendation that the unit administrator be removed. A decision to terminate an administrative officer's appointment shall be made by the Chancellor."

(Following approval by the Chancellor and Board of Trustees, this revision will go into the next printing of the *ECU Faculty Manual* and distributed to all faculty in August 1996.)

**Disposition:** Board of Trustees

- #96-6 The General Education Committee report, listing courses that meet general education requirements, will be included in an Undergraduate Studies Student Orientation/Academic Information Packet, but not in the *University Undergraduate Catalog*. The listing of courses will be preceded by a statement that reads: "Some of the courses that meet this general education requirement are:".

**Disposition:** Faculty Senate

- #96-7 Department of Sociology Unit Code of Operations. (A copy of the revised code is available for review in the Faculty Senate office, 140 Rawl Annex.)

**Disposition:** Chancellor

- #96-8 Undergraduate curriculum matters contained in the meeting minutes of 7 December 1995. (Copies are available in the Faculty Senate office, 140 Rawl Annex.)

**Disposition:** Chancellor