

EAST CAROLINA UNIVERSITY

FACULTY SENATE

1996-1997 ANNUAL REPORT

17 JUNE 1997

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SECTION I. REVIEW OF THE 1996/97 FACULTY SENATE

In 1996-1997 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. Major accomplishments of the Faculty Senate during the 1996-1997 academic year include the approval of revisions to the following essential University policies in the *East Carolina University Faculty Manual*: Appendices A, C, and X; Approval of a Review of Performance of Tenured Faculty (Post-Tenure) recommendation to the General Administration; recommendations from the Ad Hoc Committee on Freshman Cohort Programs; recommendations concerning the New Student opinion of Instruction Survey; and the revisions of the unit codes of Allied Health, Medicine, Anthropology, Sociology, Geology, Communications, English, and Human Environmental Sciences. 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.

SECTION II. INDEX OF 1996/97 FACULTY SENATE RESOLUTIONS

- 96-26 September 10, 1996
Revised Calendar Committee charge.
- 96-27 September 10, 1996
Revised Research/Creative Activity Grants Committee charge.
- 96-28 September 10, 1996
Division of Continuing Studies Unit Definition and Mission Statement.
- 96-29 October 15, 1996
Revised 1997-98 University Calendars.
- 96-30 October 15, 1996
Revised Guidelines for Setting University Calendars.
- 96-31 October 15, 1996
Post-tenure review.
- 96-32 October 15, 1996
Scholarships and grants for sophomore-level and above students.
- 96-33 October 15, 1996
Revised Selection Procedures for Robert and Lina Mays and Robert L. Jones Alumni Distinguished Professor for Teaching Awards.
- 96-34 October 15, 1996
Revised School of Allied Health Science's Unit Code of Operations.
- 96-35 November 5, 1996
Fall 1996 Graduation roster.
- 96-36 November 5, 1996
Review of Performance of Tenured Faculty.
- 96-37 November 5, 1996
Admission standards for home-schooled students.
- 96-38 November 5, 1996
Curriculum matters of 12 September, 10 October, and 24 October 1996.

- 96-39 December 3, 1996
1997-1998 Agenda Committee and Faculty Senate meeting dates.
- 96-40 December 3, 1996
Ad Hoc Committee to consider non-traditional and non-residential formats.
- 97-1 January 21, 1997
ECU Faculty Manual, Part V. Curriculum Development.
- 97-2 January 21, 1997
Steps to enhance student advising process at ECU.
- 97-3 January 21, 1997
Curriculum matters contained in the minutes of 14 November 1996.
- 97-4 January 21, 1997
Ad Hoc Committee on a Freshman Cohort Program's recommendations.
- 97-5 February 18, 1997
ECU Summer Scholars Institute.
- 97-6 February 18, 1997
Unit Codes of Operations for the School of Medicine and Department of Anthropology.
- 97-7 February 18, 1997
Curriculum matters contained in the minutes of the 23 January 1997, University Curriculum Committee meeting.
- 97-8 March 18, 1997
Spring 1997 Graduation Roster.
- 97-9 March 18, 1997
Revised Admissions and Recruitment, Calendar, General Education, and University Curriculum Committee Charges.
- 97-10 March 18, 1997
Revised Fall 1997, Spring 1998, Summer 1998, Fall 1998, and Spring 1999 University Calendars.
- 97-11 March 18, 1997
Summer 1999, Fall 1999, and Spring 2000 University Calendars.
- 97-12 March 18, 1997
Revision to *University Undergraduate Catalog*, Section 5. Academic Regulations, Appeals of Suspension.
- 97-13 March 18, 1997
Revision to *ECU Faculty Manual*, Appendix A. Faculty Constitution.
- 97-14 March 18, 1997
Revision to *ECU Faculty Manual*, Appendix A. Faculty Constitution By-Laws.

- 97-15 March 18, 1997
Recommendations concerning the Student Opinion of Instruction Survey.
- 97-16 March 18, 1997
Revised Alumni Teaching Awards procedures.
- 97-17 March 18, 1997
Revised Unit Codes of Operations for the Departments of Sociology, Geology, and Communication.
- 97-18 March 18, 1997
Curriculum matters contained in the 13 February 1997, University Curriculum Committee minutes.
- 97-19 March 18, 1997
Readmission Appeals Committee consider change to date of appeals.
- 97-20 April 22, 1997
Addition to the *ECU Faculty Manual*, Appendix C. Personnel Policies and Procedures.
- 97-21 April 22, 1997
Revision to *ECU Faculty Manual*, Appendix X. Grievance Procedures.
- 97-22 April 22, 1997
Steps to enhance the student advising process.
- 97-23 April 22, 1997
Financial Aid office
- 97-24 April 22, 1997
Revised Unit Codes of Operation for the Department of English and the School of Human Environmental Sciences.
- 97-25 April 22, 1997
Curriculum matters contained in the 27 February 1997, 27 March 1997, (including approval of COMM 2001), and 10 April 1997, University Curriculum Committee minutes.
- 97-26 April 22, 1997
Policy for transfer credit of writing courses.
- 97-27 April 22, 1997
Resolution concerning attendance at Spring graduation.
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SECTION III. 1996/97 FACULTY SENATE COMMITTEES' REVIEW

Agenda Committee

Chair: Lou Everett

The Committee met prior to each Faculty Senate meeting to draft the agenda and also prepared the meeting dates for the upcoming 1997/98 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. The Committee approved changes to the charges of the Admissions and Recruitment Committee, General Education Committee, Calendar Committee, University Curriculum Committee, and Research/Creative Activity Grants Committee. As requested by the Chair of the Faculty, the committee provided a ruling to the Faculty Senate that the written annual report of each committee fulfills the responsibility of each of the committees' charges to report annually to the Faculty Senate. The committee met with members of the General Education and University Curriculum Committee to provide clarification of the committee charges. During the next year, the Committee will consider revisions to the Teaching Grants Committee charge.

SECTION IV. 1996/97 ACADEMIC COMMITTEES' REVIEW

Admissions and Recruitment Committee

Chair: John Cope, Vice Chair: Louis Warren, Secretary: Steve Mead.

The Committee proposed admission standards for home-schooled students and the creation of a Summer Scholars Institute. During 1997-98, the Committee will review the Board of Governors' activities in relation to transfer of credit between institutions and examine the SACS criteria for courses offered in non-traditional formats in relation to admission policies and procedures.

Calendar Committee

Chair: John Crammer, Vice Chair: Nancy Moss, Secretary: Jennifer Crouch.

The Committee recommended the length of classes for Summer Sessions to match the number of minutes in a 150-class day schedule and the addition of a representative from the Weekend University as ex-officio without vote on the committee. The committee also completed the University Calendars for Summer 1999, Fall 1999 and Spring 2000 and presented them to the Faculty Senate, along with editorial changes made to the Fall 1997, Spring 1998, Summer 1998, Fall 1998, and Spring 1999 calendars to accommodate the 150-class day requirement. During 1997-98, the Committee will draft the Summer 2000, Fall 2000, and Spring 2001 University calendars.

Career Education Committee

Chair: Melissa Nasea, Vice Chair: Karl Abrahamson, Secretary: Clifford Knight.

The Committee successfully held the annual Majors/Minors Fair during the Spring semester and voted to omit the fair for next year and consider other alternatives to attract students. During 1997-98, the Committee will continue to investigate the possibility of offering an university-wide major-related practicum for interested students at the junior level and above.

Continuing Education Committee

Chair: Dan Shouse, Vice Chair: Abdul-Shakoor Farhadi, Secretary: Meta Downes.

The Committee clarified the mission of the Division of Continuing Studies and a recommendation was made to the Chair of the Faculty to request a committee to investigate concerns the committee found relating to students taking independent study courses. Next year, the committee will discuss the salary schedule for Summer School, design a brochure to introduce the Division of Continuing Studies to faculty, review the off-campus faculty evaluation form, review the General Assembly's response to making FTE's for off-campus programs, and consider sending committee members to the national conference for University Continuing Education Association.

Course Drop Appeals Committee

Chair: Hanna Jubran, 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 six appeals with five being denied and one approved. The committee also discussed with Undergraduate Studies the current procedures for students who request drops based on medical reasons and the drop policy for transfer students.

Credits Committee

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

The Committee agreed to not change the deadline for grade replacements but publicize it better. The committee considered the implications of the mandated 150-class days and how it would relate to the readmission appeals process. A total of 22 appeals of denied grade replacements were considered by the committee. Next year, the committee will review the number of credits taken as independent study through the Division of Continuing Education and review the University policy relative to graduation with honors.

Educational Policies and Planning Committee

Chair: David Lawrence, Secretaries: Caroline Ayers and Worth Worthington.

The Committee advised the Chancellor on the N.C. Statute 14-236, Conflict of Interest, submitted changes to the Curriculum Development process located in the *ECU Faculty Manual*, and recommended request for permission to plan or establish six new programs and made recommendations to the Chancellor on 24 underproductive programs. Next year, the committee will consider a policy on which underproductive program reviews should be handled by the committee and continue discussion on the unresolved issue of library journal financing.

Faculty Computer Committee

Chair: John Bradley, Vice Chair: Yong Wang, Secretary: Rodney Schmidt.

The Committee reviewed and commented on the academic computing budget, revised the Faculty Microcomputer Program to include a new "special consideration" proposal, evaluated 140 proposals for new computers and awarded 118 to faculty, and submitted recommendations for the conversion to Microsoft Exchange and the need for a UNIX system administrator. Next year, the committee will continue discussion with CIS regarding upgrading academic computing facilities and provide recommendations to the Faculty Senate regarding the ECU Policy on the Security of Data and Records.

Faculty Governance Committee

Chair: Jeff Jarvis, Vice Chair: George Bailey, Secretary: Sherry Southard.

The Committee offered revisions to the *ECU Faculty Manual* in relation to mail ballots, the UNC Faculty Assembly, and Appendices C, D, and X.. The committee also provided interpretations relating to the Department of History's Unit Code of Operations, definition of "spring term", and faculty evaluations within the School of Human Environmental Sciences. The committee also discussed features of a post-tenure review system, rewarding faculty who teach more than a standard load, Student Opinion of Instruction Survey, advising responsibilities, and the policies for appointing faculty in the Division of Continuing Studies. Next year, the committee will continue discussion on faculty teaching loads, improper relationships between students and faculty, Appendix C with respect to personnel files, governance implications of extension programs, role of administrators in appointing committees, and conflicts between Part VI. and Appendix D of the *ECU Faculty Manual* in relation to extensions of probationary term and leaves of absences.

Faculty Welfare Committee

Chair: Scott Thomson, Vice Chair: Ravi Mittal, Secretary: Martha Selby.

The Committee discussed in depth the change in recreational facilities for faculty and consulted with Human Resources as to whether use of the facility could be underwritten by the cafeteria style benefits plan currently available to all faculty. Next year, the committee will recommend an ad-hoc committee be formed and charged with studying the plausibility of fee-subsidized membership to the Student Recreation Center.

General Education Committee

Chair: Cynthia Bickley-Green, Vice Chair: Richard McCarty, Secretary: Richard Hattendorf.

The Committee discussed several issues of importance during the year: delineation of the role of the General Education and University Curriculum Committees, revising the "prefix system", review of all academic units' use of cognates in General Education, and formulation of a method for assessing the effectiveness of the general education program in meeting the goals and objectives of the general education program. Next year, the committee will continue discussion of these important issues.

Honors Program Committee

Chair: Doug McMillan, Vice Chair: Marion Eppler, Secretary: John Bort.

The Committee revised the Honors Seminar Proposal form, solicited and reviewed course proposals for honors seminars for Fall 1997, and Spring 1998, made plans for an interdisciplinary science honors seminar, and held two Honors' Awards ceremonies. Next year, the Committee will continue to solicit additional faculty positions for reimbursing departments for faculty to teach Honors seminars, request continuation of funding for Honors students as research assistants, develop an application and selection process for funding honors research projects, continue to explore the possibility of special honors advisers, and begin a liaison with admissions office to recruit Honors students.

Libraries Committee

Chair: Johnathan Bascom, Vice Chair: Henry Ferrell, Secretary: Bruce McComiskey.

The Committee oversaw a major initiative on the journal swap program, UNIX administrator request, and on library support from the Vice Chancellor for Academic Affairs. 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 and made several attempts to revise the University Readmission Policy. During 1997-98, the Committee will continue their discussion concerning the University Readmission Policy.

Research/Creative Activity Grants Committee

Chair: Mel Stanforth, Vice Chair: Mark Taggart, Secretary: Rose Postel.

The Committee made major revisions to the granting application process. During 1997/98, the Committee will discuss the possibility of forming two sub-committees to evaluate each grant application.

Research/Creative Activity Policies Committee

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

The Committee evaluated and chose two candidates for the ECU Awards for Excellence in Research or Creative Activity, and provided input into the need for an UNIX administrator. 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. They will also discuss how the University Policy Committee on Human Research can better serve the respective needs of medical and academic disciplines, explore possible shared coordination and fiscal management of grants between departments and schools, increase the Faculty Development Office's emphasis on fostering research/creative activity, explore the feasibility of adding mentoring of junior faculty in research/creative activity grant writing as a service component to annual reports, and consider awarding enhancement monies to units with sustained records of exemplary research.

Student Advising and Retention Committee

Chair: Rick Hebert, Vice Chair: Bill Spickerman, Secretary: Lynda Martin,

The Committee presented a proposal to the Faculty Senate with ways to improve the advising process on campus, formulated a committee action plan, and served on various administrative committees, i.e. Enrollment Services Council, Undergraduate Academic Advising Council, Ad Hoc Committee for the Cohort Program, and Declared Major Advising Award selection committee. Next year, the Committee will evaluate, modify, and implement the proposed committee action plan, including the possible development of a university-wide retention workshop, identify data needs, and further examine improvements to the advising process.

Student Scholarships, Fellowships, and Financial Aid Committee

Chair: Mike Hoekstra, Vice Chair: Christine Gustafson, Secretary: Linda Bergstrom.

The Committee conducted a physical inspection and general review of the operation of the Office of Student Financial Aid and presented a request for support to the Faculty Senate, heard several scholarship appeals, and directed the awarding of the Lillian Jenkins, Andrews, Eastern North Carolina Foundation, and Chevrolet Scholarships. Next year the committee will follow-up with the Financial Aid office on the updating of the Scholarship Directory and conversion of the material into an electronic web-accessible format.

Teaching Effectiveness Committee

Chair: Janna Brendell, Vice Chair: Michael Duffy, Secretary: Ronnie Smith.

The Committee completed the statistical analysis/comparison of the two SOIS instruments and reported results and commendations to the Faculty Senate, offered three training sessions for the new SOIS instrument to unit heads and chairs of personnel committees, recommended the formation of a Teaching Awards Ceremony, held two multimedia technology workshops, and made revisions to the selection procedures for the Alumni Teaching awards. Next year, the committee will continue SOIS training sessions, offer campus-wide teaching workshops on fundamentals of teaching, and review the differing criteria for DECAD and Administrator surveys.

Teaching Grants Committee

Chair: Celeste Winterberger, Vice Chair: Mary Jackson, Secretary: Sherry Ginn.

The Committee began the year with an orientation for interested faculty concerning the application process. During the year, the committee reviewed 31 teaching grant proposals and funded 7. The Committee also revised the procedures for the submission of grant applications to clarify many misconceptions. During 1997-98, the Committee will review the rating procedures and decide whether to disregard the high and low ratings and work to make past progress and final reports available to the committee members to review prior to rating new proposals.

Unit Code Screening Committee

Chair: Bill Grossnickle, Vice Chair: Gene Hughes, Secretary: John Stevens.

The Committee reviewed 24 Codes of Operations and approved several (Allied Health Sciences, Medicine, Anthropology, Communications, Sociology, Geology, Human Environmental Sciences, English, and Math). Next year, the Committee will continue to review revised codes from various units.

University Curriculum Committee

Chair: Jim Smith, Vice Chair: Bob Joyner, Secretaries: Donald Neal and Tijjani Mohammed.

The Committee acted on 344 undergraduate curriculum courses, reviewed authorizations to establish 2 new degrees, and held a workshop on procedures and methods for curriculum changes. Next year, the Committee will implement a method of insuring all matters before the committee are on-line and available to the entire faculty.

Writing Across the Curriculum Committee

Chair: Chris Ulffers, Vice Chair: Lynn Eudey, Secretary: Patricia Clark.

The Committee acted on 15 writing intensive course proposals and provided a clarification on the writing intensive policy for transfer credit of writing courses. Next year, the Committee will evaluate courses for WI designation and develop a review system on on-going assessment of WI courses previously approved.

SECTION V. 1996/97 APPELLATE COMMITTEES' REVIEW

Due Process Committee

Chair: Ralph Scott, Vice Chair: Rick Taylor, Secretary: Jeanette Dolezal.

This year the committee met in addition to the organizational meeting to review Appendix D of the *ECU Faculty Manual* and discussed the important role of the committee. One case was presented to the committee in late Spring with final deliberations made over the Summer.

Faculty Grievance Committee

Chair: Pat Dunn, Vice Chair: Ken Wilson, Secretary: Linda Mooney.

The Committee did not hold a grievance hearing during the year. At the close of the academic year, two grievance cases were in mediation and one at Step One and Two. Next year, the committee will address the issue of how the respondent is notified when a grievant formally moves from Step One into Step Two.

Grievance Board

Chair: Patricia Anderson, Vice Chair: Frances Eason, Secretary: Kerry Carlin.

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

Hearing Committee

Chair: Gay Wilentz, Vice Chair: Michael Bassman, Secretary: Donald Fletcher.

The Committee did not hold a hearing during the year. At the close of the academic year, two petitions had been filed with the committee with hearings to be held over the Summer. Next year, the Committee will consider possible training for the chair of the committee on the legal aspects of the hearing process.

Reconsideration Committee

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

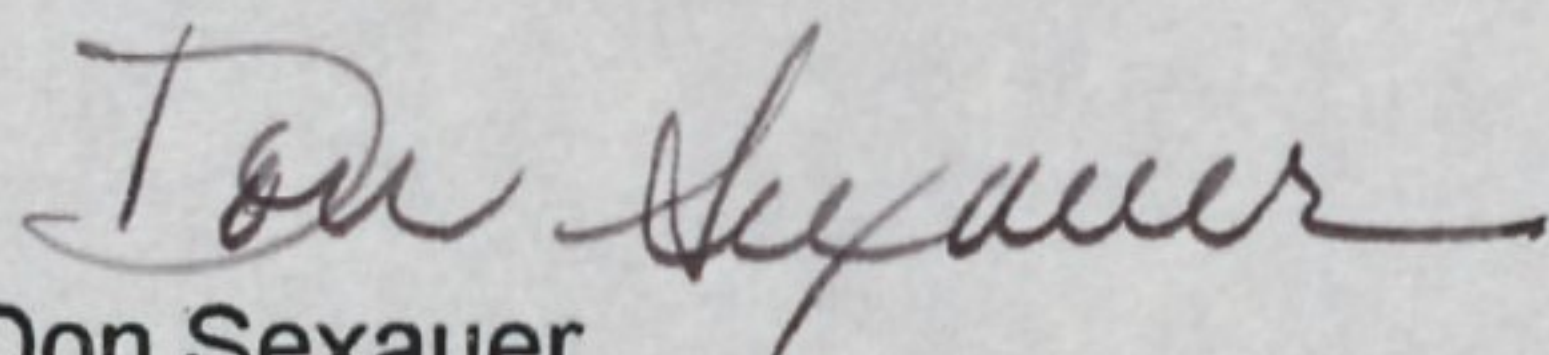
Other than for the organizational meeting, the Committee did not have an occasion to meet during the academic year.

SECTION VI. PREVIEW OF THE 1997/98 FACULTY SENATE

Noted in the above review of committee accomplishments during 1996-97, a number of tasks are planned for the 1997-98 academic year. Among the issues likely to come before the Faculty Senate from the various committees in 1997-98 are the following:

- An examination of the SACS criteria for courses offered in non-traditional formats in relation to admission policies and procedures.
- A review of the number of credits taken as independent study through the Division of Continuing Education.
- Recommendations regarding the ECU policy on the Security of Data and Records.
- A policy on Faculty Workloads.
- A review of Appendix C with respect to personnel files.
- Governance implications of extension programs.
- Conflicts between Part VI and Appendix D of the *ECU Faculty Manual*.
- Recommendations for revising the "prefix system".
- The plausibility of a fee-subsidized membership to the Student Recreation Center.

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

c: Faculty Senators/Alternates
Chancellor
Vice Chancellors for Academic Affairs, Health Sciences, Research
Unit Code Administrators
Student Government Association President
Board of Trustees
Committee on Committees
News Bureau
Archives, Joyner Library