

# PLEASE POST FOR ALL FACULTY TO READ!

## EAST CAROLINA UNIVERSITY 1996-1997 FACULTY SENATE

The eighth regular meeting of the 1996/1997 Faculty Senate will be held on **Tuesday, 22 April 1997**, at 2:10 in the Mendenhall Student Center Great Room.

### FULL AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**
  - 18 March 1997
- III. **Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Richard Eakin, Chancellor
  - D. Vice Chancellor's Report
  - E. Ernie Schwarz  
University Athletic Committee and Academic Integrity Subcommittee
  - F. Larry Hough, Faculty Assembly Delegate  
UNC Faculty Assembly meeting of 18 April 1997.
- IV. **Unfinished Business**
- V. **Report of Committees**
  - A. Educational Policies and Planning, David Lawrence
    - 1. For information only, no action required by the Faculty Senate
      - a. Request for Authorization to Plan:
        - 1) MS in Criminal Justice
        - 2) MS in Occupational Safety
      - b. Request for Authorization to Establish:
        - 1) MS in Parks and Recreation Management
        - 2) BS and BA in Multidisciplinary Studies

(Copies of requests are available for review in the Faculty Senate office.)
    - 2. Report on review of academic programs with low productivity.
  - B. Faculty Governance Committee, Jeff Jarvis
    - 1. Proposed addition to *ECU Faculty Manual*, Appendix C, Personnel Policies and Procedures (attachment 1).
    - 2. Proposed revisions to *ECU Faculty Manual*, Appendix X, Grievance Procedures (attachment 2).
  - C. Student Advising and Retention Committee, Rick Hebert  
Resolution concerning steps to enhance the student advising process (attachment 3).



- D. Student Scholarships, Fellowships, and Financial Aid Committee, Christine Gustafson  
Resolution concerning the Financial Aid office (attachment 4).
- E. Unit Code Screening Committee, Bill Grossnickle  
Revisions to the following Unit Code of Operations:
  - 1. School of Human Environmental Sciences
  - 2. Department of English
  - 3. Department of Mathematics(Copies are available for review in the Faculty Senate office.)
- F. University Curriculum Committee, Jim Smith  
Curriculum matters contained in the minutes of the 27 February 1997, and 27 March 1997, Committee Meeting. (Copies of these minutes have been distributed to all units and are available on the Faculty Senate web page.)
- G. Writing Across the Curriculum, Chris Ulffers  
Proposed policy for transfer credit of writing courses (attachment 5).
- H. Ad Hoc Committee on Non-Traditional Formats, Jim Joyce  
Progress report (attachment 6).

**VI. New Business**

Resolution concerning attendance at Spring graduation, Ken Wilson  
(attachment 7).



**Faculty Senate Agenda  
22 April 1997  
Attachment 1.**

**FACULTY GOVERNANCE COMMITTEE REPORT**

**Proposed Addition to *ECU Faculty Manual*, Appendix C**

Add the following as a footnote to the first paragraph in Section III. Evaluation:

*"With respect to Appendix C, Section III. Evaluation, of the East Carolina University Faculty Manual, academic units are defined as: departments described in the codes of operation of professional schools, the departments in the College of Arts and Sciences, professional schools without departments, Academic Library Services, Health Sciences Library, and any other units in which faculty evaluations are made. In the College of Arts and Sciences and in professional schools whose unit codes describe departmental structures, departmental chairs are the unit administrators. In schools that do not have departments described in their unit codes, the dean of the school is the unit administrator."*

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**Faculty Senate Agenda  
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Attachment 2.**

**FACULTY GOVERNANCE COMMITTEE REPORT**

**Proposed Revisions to *ECU Faculty Manual*, Appendix X**

Replace current text in Appendix X with the following:

**"I. Preamble**

- A. Well-publicized procedures such as these will help to create an atmosphere in which individuals who believe that they are the victims of harassment or discrimination are assured that their grievances will be dealt with fairly and effectively. It is more important still to create an atmosphere in which instances of sexual, racial or ethnic harassment or discrimination, and conflicts of interest are not tolerated. Toward this end, all members of the University community should understand that sexual, racial, and ethnic harassment or discrimination, the creation of conflicts of interest, and the exploitation of professional relationships violates East Carolina University policy and will not be tolerated. When complaints of sexual harassment, discrimination, or conflict of interest have been substantiated, the Chancellor may take such disciplinary action as he or she deems appropriate, including discharge, suspension from employment, or reduction in rank, in a manner that does not violate the policies and procedures stated in the *ECU Faculty Manual*, Appendix D, section VI.
- B. Members of the University Community are encouraged to express freely, responsibly, and in an orderly way their opinions and feelings about any problem or complaint of harassment, discrimination or conflict of interest prohibited under the policies stated in



## Attachment 2.

### FACULTY GOVERNANCE COMMITTEE REPORT

#### Proposed Revisions to *ECU Faculty Manual*, Appendix X (continued)

the *ECU Faculty Manual*, Part VII, Research Information, and Appendix V, Sexual Harassment, Discrimination, and Conflicts of Interest Policies. East Carolina University will take every step to resolve grievances promptly and confidentially.

- C. Any act by a University employee or student of reprisal, interference, restraint, penalty, discrimination, coercion, or harassment against a student or an employee for using these procedures responsibly interferes with free expression and openness, and violates East Carolina University policy. Accordingly, members of the University community are prohibited from acts of reprisal against individuals who bring charges or are involved as witnesses or otherwise try to responsibly use this policy. The University recognizes that the free and unfettered interchange of competing views is essential to the institution's educational mission, and that the peoples' right to express opinions is guaranteed by the United States Constitution.

#### II. Grievance Procedures

- A. If a complaint is not resolved to the satisfaction of the complainant and the respondent at Level One, the complainant may elect to proceed to a Level Two hearing.
- B. Reporting the Complaint to the Grievance Officer
  - 1. East Carolina University students, faculty members, staff, and administrators or visitors who believe that they are victims of sexual, racial or ethnic harassment or discrimination by East Carolina University faculty members or administrators with faculty status should bring the matter to the attention of the University Grievance Officer.
  - 2. Students, faculty members, staff, or administrators wishing to make a complaint of a conflict of interest should bring this to the attention of the Grievance Officer.
  - 3. The Grievance Officer and an alternate will be appointed by the Chancellor. The alternate will receive a complaint if in the judgment of the Chancellor a conflict of interest might arise if the complaint is received by the Grievance Officer.
- C. Education and Information about the Policy and Procedures
  - 1. Any member of the university community or visitor who believes that she or he has been subject to sexual, racial or ethnic harassment or discrimination by an East Carolina University faculty member, or by an administrator holding faculty status should discuss her or his situation with the University Grievance Officer.
  - 2. Any member of the university community wishing to make a complaint of a conflict of interest should bring this complaint to the attention of the University Grievance Officer.
  - 3. The Grievance Officer shall listen to and discuss the complaint with the complainants, will inform them of all available options, and will encourage the complainants to make personal records of all events relevant to the complaint.
  - 4. The Grievance Officer will be available to complainants and to witnesses to discuss their rights and procedural options, as well as the possible outcomes of these options.
  - 5. The Grievance Officer will attend the University's Level One and Level Two procedures if the complainants have decided to pursue such procedures.

#### III. Level One Grievance Procedures

- A. Level One procedures are initiated either:
  - 1. when complainants communicate complaints verbally and in person to the Grievance Officer, or
  - 2. when complainants submit written and signed complaints to the Grievance Officer.



## **Attachment 2.**

### **FACULTY GOVERNANCE COMMITTEE REPORT**

#### **Proposed Revisions to *ECU Faculty Manual*, Appendix X (continued)**

- B. *The Grievance Officer will provide a written description of a verbal complaint, or a copy or a written and signed complaint to the accused parties (hereafter, the respondents) before beginning any investigation and not later than five (5) working days following the receipt of the complaint.*

#### **IV. Anonymous Complaints**

- A. *East Carolina University shall investigate anonymous unsigned complaints against faculty and administrators holding faculty status; however,*
- B. *such complaints shall not become part of a faculty member's master personnel/evaluation file (see, in addition, *ECU Faculty Manual*, Appendix C, *Personnel Policies and Procedures for the Faculty of East Carolina University* as pertains to the master personnel/evaluation file);*
- C. *nor shall such complaints become the basis for sanctions against the faculty member.*

#### **V. Level One Procedures for Complaints of Harassment or Discrimination**

- A. *Investigation of Complaints of Alleged Harassment or Discrimination*
  - 1. *The Grievance Officer, upon receiving a complaint, shall determine whether evidence exists to sustain the complaint. In making this determination, the Grievance Officer may conduct an investigation; however, every effort will be made to preserve the confidentiality of both complainant and respondent.*
  - 2. *During the investigation of a complaint the chancellor may take interim measures, such as transferring a student to another class and other action, up to and including suspension with pay, to prevent misconduct or retaliation.*
  - 3. *During Level One procedures, if the complainants so request, the complainants' names shall be deleted from the copy of the complaints provided to the respondents, and every effort will be made to keep the complainants' identity confidential.*
  - 4. *If the respondents wish to reply to the complainants, the Grievance Officer will communicate this reply to the complainants.*
  - 5. *This procedure allowing for a dialogue between complainants and respondents will continue until the matter is resolved to the satisfaction of the complainant and the respondent, or either party wishes to terminate the Level One grievance procedure.*
- B. *Termination of Level One Procedures for Complaints of Harassment or Discrimination*
  - 1. *When Level One procedures are terminated without being resolved to the satisfaction of both complainant and respondent, complainants have the option of initiating Level Two procedures.*
  - 2. *If the complainants are unsatisfied after attempting to resolve the grievance through Level One procedures, the complainants may submit a written, signed statement of their grievances to the Grievance Officer, and may initiate Level Two grievance procedures.*
- C. *Records*
  - 1. *The Grievance Officer will keep a record of the initial and of any subsequent discussions between the complainants and the Grievance Officer, and of discussions between the Grievance Officer and respondents. This record will include:*
    - a. *the complainants' description of the alleged events, including times, places, and dates, if possible,*
    - b. *the complainants' description of the alleged effects of these events, if any,*
    - c. *names of witnesses, if any,*
    - d. *the names of the individuals alleged to have subjected the complainants to harassment and/or discrimination, and*
    - e. *the replies of the respondents, if any, and*



### Proposed Revisions to *ECU Faculty Manual*, Appendix X (continued)

- VI. Level One Procedures for Complaints of Conflict of Interest**  
**No changes to this portion of Appendix X.**



## **Attachment 2.**

### **FACULTY GOVERNANCE COMMITTEE REPORT**

#### **Proposed Revisions to *ECU Faculty Manual*, Appendix X (continued)**

##### **VII. Level Two Grievance Procedures**

**No changes to this portion of Appendix X.**

###### **A. Composition of the Grievance Board**

**No changes to this portion of Appendix X.**

###### **B. Purposes of Hearing**

**No changes to this portion of Appendix X.**

###### **C. Conduct of Hearing**

**No changes to this portion of Appendix X.**

###### **D. Hearing Procedure**

**No changes to this portion of Appendix X.**

###### **E. Disciplinary Action**

**No changes to this portion of Appendix X.**

###### **F. Appeal of a Level Two Grievance Finding**

**No changes to this portion of Appendix X.**

##### **VIII. Annual Report**

**No changes to this portion of Appendix X.**

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## **Faculty Senate Agenda**

**22 April 1997**

### **Attachment 3.**

## **STUDENT ADVISING AND RETENTION COMMITTEE REPORT**

### **PROPOSED STEPS TO ENHANCE THE STUDENT ADVISING PROCESS AT ECU**

The Student Advising & Retention Committee proposes the following resolution for endorsement. The Committee believes that the endorsement of this resolution by the Faculty Senate and implementation by academic units and individuals will have a positive effect on improving advising and retention of students at East Carolina University.

The Committee proposes the following steps to enhance the advising process:

1. Increase faculty and administrators (deans', department chairs') participation in advising workshops sponsored by academic units and the office of Undergraduate Studies (encouraging these individuals to attend a workshop at least every 3 years).
2. Incorporate in advising workshops presentations of successful advising strategies from previous advising award winners.
3. Increase student participation in the advising survey by employing practices of academic units which have achieved high response rates.
4. Send a listing of student response rates by academic unit to unit heads for their information and review.
5. Encourage increased faculty participation in the advising survey.
6. Encourage unit administrators to use the advising survey results in faculty performance evaluations (as indicated in the *ECU Faculty Manual*, Appendix C, Part III. Evaluation, #5, page C-5), as appropriate, if student participation in advising surveys is at a level warranted to be representative of the number of students being advised by that faculty member.



**Faculty Senate Agenda**  
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**Attachment 4.**

**STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID  
COMMITTEE REPORT**

**PROPOSED ENHANCEMENT OF THE FINANCIAL AID OFFICE**

- Whereas, the Committee is charged to review periodically the overall operation of the Student Financial Aid office, and
- Whereas, the Committee has recently toured the office and reviewed information contained in the Senior Surveys, and
- Whereas, the Committee finds the office's system inadequate to handle the large number of daily phone inquiries, and
- Whereas, the Committee finds the office uninviting, physically cramped, and inconducive to private application screening, and
- Whereas, the Committee finds that there is a need to investigate the optimality of the office's hours of operation, and
- Whereas, the Committee finds that the office could profit from assistance in increasing its level of customer service through the greater use of temporary manpower, communications, technology, and staff training.

Therefore Be It Resolved, the Student Scholarships, Fellowships, and Financial Aid Committee requests that the Faculty Senate endorse the overall concerns of the Committee.

Be It Further Resolved, that the Faculty Senate recommend that the Chancellor request that the Vice Chancellor for Student Life address these concerns and, as budgetarily feasible, work to eliminate them.



**Faculty Senate Agenda  
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Attachment 5.**

**WRITING ACROSS THE CURRICULUM COMMITTEE REPORT**

**Proposed Policy for Transfer Credit of Writing Courses**

*"If a writing course (a course whose primary content is writing according to its course title and description) is accepted in transfer by number and credit hour for a writing-intensive course at East Carolina University, the transferred credit hours will count as writing-intensive for ECU degree requirements. Representative examples are ENGL 3880, Writing for Business and Industry, and ITEC 3290, Technical Writing."*

**Once approved by the Faculty Senate and Chancellor, this policy will be placed in the next printing of the *Undergraduate Catalog*.**

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**Faculty Senate Agenda  
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Attachment 6.**

**AD HOC COMMITTEE ON NON-TRADITIONAL FORMATS PROGRESS REPORT**

**For information only; no Faculty Senate action necessary at this time.**

The faculty of ECU are committed to the following principles:

- the need for life-long learning;
- the need to continue to explore means of delivering education to our citizens;
- that education involves more than the delivery of information;
- that the best educational experience for most students, at the moment, is residential education in Greenville;
- that our contractual obligations require more than education, but also, research/creative activity, and service;
- that the very best education is delivered by fully-credentialed faculty;
- that all courses and programs should be carefully monitored and evaluated;
- that all courses and programs must be certified by the faculty of ECU.

Non-traditional course:

- a course offered in other than a semester time frame;
- a course offered for a specific group of students;
- a course not offered on the ECU campus;
- a course which makes extensive use of technology;
- a course offered which does not have equivalent resources to the same course offered on the ECU campus.

In summary, a course offered, by a fully credentialed faculty member in any way different than implied in the original, approved course proposal.

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Since graduation is one of the most important academic ceremonies, be it resolved that the Faculty Senate request the Chair of the Faculty to invite and encourage faculty to attend graduation.