

PLEASE POST FOR ALL FACULTY TO READ!

**EAST CAROLINA UNIVERSITY  
1997-1998 FACULTY SENATE**

The fourth regular meeting of the 1997/1998 Faculty Senate will be held on **Tuesday, 9 December 1997**, at 2:10 in the Mendenhall Student Center Great Room.

**FULL AGENDA**

- I. **Call to Order**
- II. **Approval of Minutes**  
4 November 1997
- III. **Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Richard Eakin, Chancellor  
Report on the employment category of all faculty
  - D. Vice Chancellor's Report
  - E. Lou Everett, Faculty Assembly Delegate  
Report on Faculty Assembly meeting of 21 November 1997
- IV. **Unfinished Business**
- V. **Report of Committees**
  - A. Agenda Committee, Linda Allred  
Proposed 1998-1999 Faculty Senate and Agenda Committee meeting dates (attachment 1).
  - B. Faculty Computer Committee, Wayne Godwin  
Model Computer Use Policies (attachment 2).
  - C. Faculty Governance Committee, Patricia Anderson  
Revision to the *ECU Faculty Manual*, Appendix C. Section I.C. and Section III. (attachment 3).
  - D. Honors Program Committee, Doug McMillan  
December 1997 graduating senior candidates to be designated "Honors Program Graduates" (attachment 4).
  - E. University Curriculum Committee, James Smith  
Curriculum matters contained in the minutes of the 13 November 1997, Committee Meeting (Copies of these minutes have been distributed to all units and are available on the Faculty Senate web page.)
- VI. **New Business**



Agenda Committee Report on the 1998-1999 Agenda Committee and Faculty Senate Meeting Dates

**Fall 1998**

August 19, 1998 Classes Begin  
 September 7, 1998 State Holiday  
 October 17-20, 1998 Fall Break  
 November 25-29, 1998 Thanksgiving Break  
 December 9, 1998 Classes End  
 December 10, 1998 Reading Day  
 December 11-19, 1998 Exams

**Spring 1999**

January 11, 1999 Classes Begin  
 January 18, 1999 State Holiday  
 March 14-21, 1999 Spring Break  
 April 2, 1999 State Holiday  
 May 4, 1999 Classes End  
 May 5, 1999 Reading Day  
 May 6-13, 1999 Exams

**Agenda will meet:**

August 25, 1998  
 September 22, 1998  
 October 27, 1998  
 November 24, 1998  
 January 12, 1999  
 February 9, 1999  
 March 9, 1999  
 April 13, 1999

**Faculty Senate will meet:**

September 8, 1998  
 October 6, 1998  
 November 10, 1998  
 December 8, 1998  
 January 26, 1999  
 February 23, 1999  
 March 30, 1999  
 April 27, 1999  
 May 4, 1999, Organizational Meeting

ATTACHMENT # 1

# 1998

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 19 Martin Luther King, Jr. Day <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 16 Washington's Birthday - Obsvd. 22 Washington's Birthday 25 Ash Wednesday <b>MARCH</b> 17 St. Patrick's Day <b>APRIL</b> 5 Palm Sunday 10 Good Friday 11 Passover 12 Easter Sunday <b>MAY</b> 10 Mother's Day 16 Armed Forces Day 18 Victoria Day (Canada) 25 Memorial Day - Obsvd. 30 Memorial Day <b>JUNE</b> 14 Flag Day 21 Father's Day <b>JULY</b> 1 Canada Day (Canada) 4 Independence Day <b>SEPTEMBER</b> 7 Labor Day 21 Rosh Hashanah 30 Yom Kippur <b>OCTOBER</b> 12 Columbus Day 12 Thanksgiving Day (Canada) 24 United Nations Day 31 Halloween <b>NOVEMBER</b> 3 Election Day 11 Veterans Day 26 Thanksgiving Day <b>DECEMBER</b> 14 Hanukkah 25 Christmas Day	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY	MARCH	AUGUST
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# 1999

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 15 Martin Luther King, Jr.'s Birthday 18 Martin Luther King, Jr. Day <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 15 Washington - Lincoln Day 17 Ash Wednesday 22 Washington's Birthday <b>MARCH</b> 17 St. Patrick's Day 28 Palm Sunday <b>APRIL</b> 1 Passover 2 Good Friday 4 Easter Sunday 4 Daylight Saving Time begins 21 Professional Secretaries Day* <b>MAY</b> 9 Mother's Day 15 Armed Forces Day 24 Victoria Day (Canada) 30 Memorial Day 31 Memorial Day - Obsvd. <b>JUNE</b> 14 Flag Day 20 Father's Day 24 St-Jean (Québec) <b>JULY</b> 1 Canada Day (Canada) 4 Independence Day <b>SEPTEMBER</b> 6 Labor Day 11 Rosh Hashanah 20 Yom Kippur <b>OCTOBER</b> 11 Columbus Day - Obsvd. 11 Thanksgiving Day (Canada) 12 Columbus Day 24 United Nations Day 31 Halloween 31 Daylight Saving Time ends <b>NOVEMBER</b> 2 Election Day 11 Veterans Day 11 Remembrance Day (Canada) 25 Thanksgiving Day <b>DECEMBER</b> 4 Hanukkah 25 Christmas Day 26 Boxing Day (Canada)	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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## FACULTY COMPUTER COMMITTEE REPORT

### Three Proposed Model Computer Use Policies

#### MODEL COMPUTER USE POLICY FOR UNIVERSITY EMPLOYEES

##### I. INTRODUCTION

The University of North Carolina's (hereinafter "University") computing and telecommunicating networks, computing equipment and computing resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. The use of this equipment and technologies is governed by federal and state law, and University policies and procedures. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs. Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

##### II. REGULATORY LIMITATIONS

- A. The University may monitor access to the equipment and networking structures and systems for the following purposes:
  - 1. To insure the security and operating performance of its systems and networks.
  - 2. To review employee performance.
  - 3. To enforce University policies.
- B. The University reserves the right to limit access when federal or state laws or University policies are violated or where University contractual obligations or University operations may be impeded.
- C. The University may authorize confidential passwords or other secure entry identification; however, employees have no expectation of privacy in the material sent or received by them over the University computing systems or networks. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above.
- D. The University generally does not monitor or restrict material residing on University computers housed within a private domicile or on non-University computers, whether or not such computers are attached or able to connect to campus networks.
- E. All material prepared and utilized for work purposes and posted to or sent over University computing and other telecommunicating equipment, systems or networks must be accurate and must correctly identify the creator and receiver of such.
- F. Any creation of a personal home page or a personal collection of electronic material that is accessible to others must include a disclaimer that reads as follows: *"The material located at this site is not endorsed, sponsored, or provided by or on behalf of the University."*

##### III. PERMISSIBLE USE

Employees are expected to follow this policy and any related University rules, regulations and procedures for University work produced on computing equipment, systems and networks. Employees may access these technologies for personal uses if the following restrictions are followed:

- A. The use is lawful under federal or state law.
- B. The use is not prohibited by Board of Governors, University or institutional policies.
- C. The use does not overload the University computer equipment or systems, or otherwise harm or negatively impact the system's performance.
- D. The use does not result in commercial gain or private profit (other than allowable under University intellectual property policies).
- E. The use does not violate federal or state laws or University policies on copyright and trademark.
- F. The use does not state or imply University sponsorship or endorsement.
- G. The use does not violate state or federal laws or University policies against race or sex discrimination, including sexual harassment.



- H. The use does not involve unauthorized passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access.

#### IV. VIOLATION OF POLICY

- A. Any violation of this policy is "misconduct" under EPA policies (faculty and EPA non-faculty) and "unacceptable personal conduct" under SPA policies.
- B. Sanctions for violation of this policy may include one or more of the following: a revocation of access privileges; a written warning or written reprimand; demotion; suspension without pay; dismissal; or prosecution for criminal violations.

#### V. APPLICATION OF PUBLIC RECORDS LAW

All information created or received for work purposes and contained in University computing equipment files, servers or electronic mail (e-mail) depositories are public records and are available to the public unless an exception to the Public Records Law applies. This information may be purged or destroyed only in accordance with the University records retention schedule and State Division of Archives regulations.

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### MODEL COMPUTER USE POLICY FOR UNIVERSITY STUDENTS

#### I. INTRODUCTION

The University of North Carolina's (hereinafter "University") computing and telecommunicating networks, computing equipment and computing resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. The use of this equipment and technologies is governed by federal and state law, and University policies and procedures. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs. Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

#### II. REGULATORY LIMITATIONS

- A. The University may monitor access to the equipment and networking structures and systems for the following purposes:
  - 1. To insure the security and operating performance of its systems and networks.
  - 2. To enforce University policies.
- B. The University reserves the right to limit access when federal or state laws or University policies are violated or where University contractual obligations or University operations may be impeded.
- C. The University may authorize confidential passwords or other secure entry identification; however, students have no expectation of privacy in the material sent or received by them over the University computing systems or networks. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above.
- D. The University generally does not monitor or restrict material residing on University computers housed within a private domicile or on non-University computers, whether or not such computers are attached or able to connect to campus networks.
- E. All material posted to or sent over University computing and other telecommunicating equipment, systems or networks must be accurate and must correctly identify the creator and receiver of such.
- F. Any creation of a personal home page or a personal collection of electronic material that is accessible to others must include a disclaimer that reads as follows: *"The material located at this site is not endorsed, sponsored, or provided by or on behalf of the University."*

#### III. PERMISSIBLE USE

Students are expected to follow this policy and any related University rules, regulations and procedures for University work produced on computing equipment, systems and networks. Students may access these technologies for personal uses if the following restrictions are followed:

- A. The use is lawful under federal or state law.
- B. The use is not prohibited by Board of Governors, University or institutional policies.
- C. The use does not overload the University computing equipment or systems, or otherwise harm or negatively impact the system's performance.
- D. The use does not result in commercial gain or private profit (other than allowable under University intellectual property policies).
- E. The use does not violate federal or state laws or University policies on copyright and trademark.



- F. The use does not state or imply University sponsorship or endorsement.
- G. The use does not violate state or federal laws or University policies against race or sex discrimination, including sexual harassment.
- H. The use does not involve unauthorized passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access.

#### IV. SUSPENSION OF PRIVILEGES BY SYSTEM ADMINISTRATOR

- A. The University's System Administrator may suspend a student's access privileges for as long as necessary in order to protect the University's computing resources. As soon as practicable following the suspension, the System Administrator must take the following actions:
  1. The student must be provided with notice of the suspension and the reasons for it.
  2. The student must be given an opportunity to meet with the System Administrator to discuss the suspension if the student requests it.
  3. Following the meeting, the student must be notified that the student may appeal to the System Administrator's immediate supervisor if the student is dissatisfied with the outcome of the meeting.
- B. If the System Administrator believes that this policy has been violated, the System Administrator may refer the matter to [the appropriate disciplinary mechanism].

#### V. VIOLATION OF POLICY

- A. Any violation of this policy is "misconduct" under the University's student conduct code. Violations should be reported as provided in that code.
- B. Sanctions for violation of this policy may include revocation or suspension of access privileges in addition to any other sanction permitted under the student conduct code.
- C. Violations of law may also be referred for criminal or civil prosecution.

#### MODEL UNIVERSITY E-MAIL RETENTION POLICY

- A. Electronic mail or "E-Mail" is simply a method of communicating information and does not constitute a public record in and of itself. However, the information transmitted through the use of E-Mail may become a public record if it meets the definition of N.C.Gen.Stat. 132-1, i.e., if it is information made or received in the transaction of public business by a state agency. If information transmitted by E-Mail meets the definition of "public record," then it may not be deleted or otherwise disposed of except in accordance with a records retention schedule approved by the State Division of Archives and History. The content of the E-Mail message determines the retention requirement. [1]
- B. The individual to whom the message is addressed becomes the legal "custodian" once the message is received and is the person responsible for ensuring compliance with the Public Records Act. Although most agencies also periodically back up information residing on system hard drives, this is not done for archival purposes or in order to meet the requirements of the Public Records Act, but as a safety measure in case of system failure or unlawful tampering ("hacking"). The system administrator is not the legal custodian of messages which may be included in such back up files.
- C. E-Mail messages generally fall into two categories.
  1. First, some E-Mail is of limited or transitory value. For example, a message seeking dates for a proposed meeting has little or no value after the meeting date has been set. Retention of such messages in the computer system serves no purpose and takes up space. Such messages may be deleted as soon as they no longer serve an administrative purpose.
  2. Second, E-Mail is sometimes used to transmit records having lasting value. For example, E-Mail about interpretations of an agency's policies or regulations may be the only record of that subject matter. Such records should not be maintained in E-Mail format, but should be transferred to another medium and appropriately filed, thus permitting E-Mail records to be purged at regular intervals.
- D. While the methods for reviewing, storing or deleting E-mail vary, compliance with the retention requirements of the Public Records Act may be accomplished by doing one of the following:
  1. Print the E-Mail and store the hard copy in the relevant subject matter file as would be done with any other hard-copy communication. Printing the E-Mail permits maintenance of all the information on a particular subject matter in one central location, enhancing its historical and archival value.
  2. Electronically store the E-Mail in a file, a disk, or a server, so that it may be maintained and stored according to its content definition under the unit's records retention policy.

[1] Additional information on this topic may be found at the State Division of Archives and History web site entitled, Frequently Asked Questions About Public Electronic Records.



## FACULTY GOVERNANCE COMMITTEE REPORT

Revision to the *ECU Faculty Manual*, Appendix C. Section I.C. and Section III.

Add the following bold print to Appendix C., Section I. Selection and Appointment of New Faculty, Subsection C. General Criteria, 1. Teaching (page C-3) to read as follows:

*"1. Teaching*

*East Carolina University expects each member of the faculty to have knowledge of subject matter commensurate with one's teaching assignment, to maintain awareness of developments in one's discipline, and to communicate to students one's knowledge of and interest in the discipline. The faculty member will encourage students in responsible and careful inquiry, in appreciation of the interrelation of various disciplines, and in recognition of the uses of learning and the value of the educated mind. **Teaching includes activities and responsibilities beyond the classroom setting, e.g., advisement; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; the direction of research projects and papers, dissertations, and theses; and other contacts and relationships outside the classroom.**"*

Delete the following underlined print in Appendix C., Section III. Evaluation (page C-5) to read as follows:

*"1. teaching effectiveness*

*The quality of teaching must be evaluated by means of*

- a. data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching effectiveness of faculty members, each unit shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching effectiveness or utilize the instrument developed by the Teaching Effectiveness Committee to determine student opinion of teaching effectiveness.*
- b. formal methods of peer review, including direct observation of the classroom teaching of new and tenure-track faculty*
- c. procedures provided for in unit codes;*
- 2. research and creative activities;*
- 3. patient care;*
- 4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patients services and consulting in the private and public sectors; and*
- 5. other responsibilities as may be appropriate to the assignment, such as academic advising and other professional services.*

*The relative weight given to teaching effectiveness, research/creative activity, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching effectiveness or research/creative activity."*



### HONORS PROGRAM COMMITTEE REPORT

Recommends the following December 1997 graduating senior candidates to be designated "Honors Program Graduates":

1. General Education Honors (freshman and sophomore years): These students have completed at least 24 s.h. of Honors courses with A or B grades and with at least a 3.3 g.p.a.:

Nadine Lynn Beach, Robersonville, NC  
Melissa Bonelli Carstarphen, Greenville, NC  
Cachelle Lynn Curtis, Havelock, NC  
Jennifer Ann Grice, Charlotte, NC  
Jennifer Leigh McAllister, Greenville, NC  
Mary Eloise Seitz, Durham, NC  
Katherine Elizabeth Stephens, Glenwood, MD  
Cindy Marie Szymanski, Pitman, NJ  
Maria Lynn Tripp, Blounts Creek, NC.

2. General Education Honors and University Honors (junior and senior years): These students have earned General Education Honors, have an overall g.p.a. of at least 3.5, and have completed six or more s.h. of University Honors courses including an appropriate research seminar or independent study course and a Senior-Year Honors Project:

Mary Elizabeth Kushman, Wilson, NC, --University Honors in Physics  
Susan Maria Pfister, Waxhaw, NC, --University Honors in Psychology  
Robert Edwin Rollason, Kill Devil Hills, NC, --University Honors in History  
Michael William Walker, Lewisburg, NC, --University Honors in Political Science

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