

PLEASE POST FOR ALL FACULTY TO READ!

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

The sixth regular meeting of the 1997/1998 Faculty Senate will be held on **Tuesday, 24 February 1998**, at 2:10 in the Mendenhall Student Center Great Room.

**FULL AGENDA**

**I. Call to Order**

**II. Approval of Minutes**

27 January 1998

**III. Special Order of the Day**

A. Roll Call

B. Announcements

C. Vice Chancellor's Report

D. Jeff Huskamp, Associate Vice Chancellor  
for Administration and Finance-Information Technology

E. Laura Gasaway, Chair  
UNC Faculty Assembly

F. Allan Rosenberg, Faculty Assembly Delegate  
Report on Faculty Assembly meeting of 20 February 1998

G. Election of Faculty Officers Nominating Committee

**IV. Unfinished Business**

Ad Hoc Committee to Review Model Computer Use Policies, Henry Ferrell  
Proposed University Computer Use Policy (**to be distributed prior to the meeting**).

**V. Report of Committees**

A. Calendar Committee, Nancy Moss

1. Revisions to the *Guidelines for Setting University Calendars* (attachment 1).
2. Proposed Summer 2000, Fall 2000, and Spring 2001 University Calendars (attachment 2).

- B. Credits Committee, Bob Woodside  
Revision to *University Undergraduate Catalog* concerning Grade Replacement Policy (attachment 3).
  
- C. Faculty Governance Committee, Patricia Anderson
  - 1. Revision to the *ECU Faculty Manual*, Part VI., Section I. Employment Policies (attachment 4).
  - 2. Revisions to the *ECU Faculty Manual*, Part VIII., Section III. Division of Academic Affairs and Section V. Division of Health Sciences (attachment 5).
  
- D. Unit Code Screening Committee, Bill Grossnickle  
Revisions to the School of Social Work's Unit Code of Operations.  
(A copy is available for review in the Faculty Senate office.)
  
- E. University Curriculum Committee, James Smith  
Curriculum matters contained in the minutes of the 12 February 1998, Committee Meeting. (Copies of these minutes have been distributed to all units and are available on the Faculty Senate web page.)

**VI. New Business**

**Full Faculty Senate Agenda  
24 February 1998  
Attachment 1.**

**CALENDAR COMMITTEE REPORT**  
Revised Guidelines for Setting University Calendars

*(These guidelines are incorporated into each University calendar, that is approved by the Faculty Senate.)*

- 1.\*\* The calendar shall provide a minimum of 75 class days per semester - excluding final examinations, Reading Days, Saturdays, Sundays, and holidays - for a total of 150 class days per academic year.
- 2.\* The Faculty Senate shall have the advice of a student-faculty committee on the calendar.
- 3.\* The calendar shall include two semesters of 17 weeks each and a summer session of 11 weeks divided into two terms of approximately 5 ½ weeks. Weekend University summer session will be a 11 weekend session, including exams.
4. Fall and spring semesters will include at least 15\*\* Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. Each summer session will have 25 class days. Weekend University classes will include 15 weekends, including exams.
5. When appropriate, fall semester will include Labor Day as a holiday, a two-day break appended to a weekend in October, a Thanksgiving holiday beginning no later than 1:00 P.M. Wednesday before Thanksgiving and continuing through Saturday, and a Reading Day between the last day of classes and the beginning of exams.
6. When appropriate, spring semester will include Martin Luther King, Jr.'s Birthday and Good Friday as holidays, a break of one week, and a Reading Day between the last day of classes and the beginning of exams.
7. Commencement will be scheduled at appropriate times at the end of both fall and spring semesters.
8. When appropriate, fall and spring semester exams will be scheduled on seven days including Saturday according to a rotation schedule. Exams for each summer session will be held on the day after the last class day.
9. Independence Day will be scheduled as a summer session holiday.

\*Mandated UNC-General Administration on 3 February 1971.

\*\*Mandated by UNC-General Administration on 2 July 1996.

**Full Faculty Senate Agenda  
24 February 1998  
Attachment 2.**

**SUMMER SESSIONS 2000  
FIRST TERM**

(Actual class days: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for Registration, 1 day for Final Exams)

March 15, Monday	Last day to apply for admission to Graduate School for first summer term
May 12, Friday	Schedules canceled for all who have not paid fees by 4:00 P.M.
May 15, Monday	Registration and schedule changes
May 16, Tuesday	Classes begin; late registration; schedule changes
May 17, Wednesday	Last day for late registration and schedule changes (drop and add) for first term
May 18, Thursday	Last day for schedule changes (add only); last day for submission of grade replacement requests
May 29, Monday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 13, Tuesday	Last day for graduate students to drop courses without grades
June 19, Monday	Classes end
June 20, Tuesday	Final examinations

**SECOND TERM**

(Actual class days: 5 Mondays, 4 Tuesdays, 5 Wednesdays, 6 Thursdays, 5 Fridays, 1 day for Registration, 1 day for Final Exams)

May 1, Monday	Last day to apply for admission to Graduate School for second summer term
June 20, Tuesday	Schedules canceled for all who have not paid fees by 4:00 P.M.
June 21, Wednesday	Registration and schedule changes
June 22, Thursday	Classes begin; late registration; schedule changes
June 23, Friday	Last day for late registration and schedule changes (drop and add) for second term
June 26, Monday	Last day for schedule changes (add only); last day for submission of grade replacement requests
July 4, Tuesday	State Holiday (no classes)
July 6, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
July 17, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session
July 21, Friday	Last day for graduate students to drop courses without grades
July 27, Thursday	Classes end
July 28, Friday	Final examinations; last day to submit appeals for readmission for Fall semester
July 29, Saturday	Summer session ends

**WEEKEND UNIVERSITY CLASSES SUMMER SCHEDULE 2000**

(Actual class days: 10 Fridays, 10 Saturdays, 2 days for Final Exams)

May 12, Friday	Weekend University registration and schedule changes; Weekend University classes begin
May 16, Tuesday	Last day for Weekend University class schedule changes (drop and add); last day for submission of grade replacement requests
June 6, Tuesday	Last day for Weekend University students to drop a Weekend University class or to withdraw from school without grades
June 30-July 1 Friday-Saturday	6:30 p.m., Weekend University July 4 <sup>th</sup> holiday begins. (no classes)
July 22, Saturday	Weekend University classes end
July 28-29 Friday-Saturday	Weekend University exams
July 29, Saturday	Summer session ends

Full Faculty Senate Agenda  
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FALL SEMESTER 2000

(Actual class days: 14 Mondays, 15 Tuesdays, 16 Wednesdays, 15 Thursdays, 15 Fridays, and 15 Saturdays. Effective class days: 15 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 15 Saturdays.)

June 1, Tuesday	Last day to apply for admission to Graduate School for the fall semester
July 28, Friday	Last day to submit appeals for readmission for Fall semester
August 2, Wednesday	Last day to pay or secure fall semester fees without penalty
August 14, Monday	Faculty meetings; schedules canceled for all who have not paid fees by 4:00 P.M.
August 15, Tuesday	Registration and schedule changes
August 16, Wednesday	Classes begin; late registration; schedule changes
August 18, Friday	Weekend University classes begin
August 22, Tuesday	Last day for late registration and schedule changes (drop and add)
August 23, Wednesday	Last day for schedule changes (add only); Last day for Weekend University schedule changes (drop and add); Last day for submission of grade replacement requests
August 30, Wednesday	Last day to apply for graduation in December
September 1, Friday	6:30 p.m. Weekend University Labor Day holiday begins (no classes)
September 4, Monday	Labor Day holiday (no classes)
September 27, Wednesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
October 3, Tuesday	Last day for undergraduate students to drop a Weekend University class or to withdraw from school without grades
October 13, Friday	6:30 p.m. Weekend University Fall break begins (no classes)
October 14-17 Saturday - Tuesday	Fall break
October 18, Wednesday	8:00 A.M. Classes resume; State holiday makeup day (classes which would have met on Monday, September 4, will meet on this day so there will effectively be the same number of Mondays and Wednesdays as every other weekday during the semester; Wednesday classes will not meet.)
November 6, Monday	Early registration for spring semester 2001 begins
November 15, Wednesday	Last day to remove incompletes given during spring and/or summer session 2000
November 22-26 Wednesday - Sunday	Thanksgiving break
November 27, Monday	8:00 a.m. classes resume; Last day for graduate students to drop courses without grades
November 28, Tuesday	Last day to submit thesis to Graduate School for completion of degree in this term
December 6, Wednesday	Classes end
December 7, Thursday	Reading day
December 8, Friday	Regular exams begin; Weekend University classes meet
December 9, Saturday	Commencement; Weekend University classes end
December 15-16 Friday-Saturday	Weekend University exams
December 16, Saturday	6:00 P.M. Exams for fall semester close; last day to submit appeals for readmission for Spring semester

**EXAMINATION SCHEDULE  
FALL SEMESTER 2000**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate classes meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (December 8 - December 15). Graduate classes meeting at night will hold their examination during their regular class times the first class night during the examination period. Classes meeting on Saturday will have the final examination on Saturday, December 9, at the usual hour at which the class meets. Weekend University classes will have exams on Friday and Saturday (December 15- December 16) at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examinations at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

PHYS 1251, 1261, MATH 1065	5:00-7:00	Friday, December 8
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00-7:00	Monday, December 11
ECON 1000, 2113, 2133	5:00-7:00	Tuesday, December 12
CHEM 1121, 1151, 1161, 2621	5:00-7:00	Wednesday, December 13
CHEM 0150, 1120, 1150, 1160, 2620	5:00-7:00	Thursday, December 14
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00-7:00	Friday, December 15

<u>Times class regularly meets</u>	<u>Time and day of examination</u>
8:00 MWF	8:00 - 10:00 Friday, December 8
8:00 TTH	8:00 - 10:00 Tuesday, December 12
9:00 MWF	8:00 - 10:00 Monday, December 11
9:00 TTH	8:00 - 10:00 Thursday, December 14
10:00 MWF	8:00 - 10:00 Wednesday, December 13
10:00 TTH	8:00 - 10:00 Friday, December 15
11:00 MWF	11:00 - 1:00 Friday, December 8
11:00 TTH	11:00 - 1:00 Tuesday, December 12
12:00 MWF	11:00 - 1:00 Monday, December 11
12:00 TTH	11:00 - 1:00 Thursday, December 14
1:00 MWF	11:00 - 1:00 Wednesday, December 13
1:00 TTH	11:00 - 1:00 Friday, December 15
2:00 MWF	2:00 - 4:00 Friday, December 8
2:00 TTH	2:00 - 4:00 Tuesday, December 12
3:00 MWF	2:00 - 4:00 Monday, December 11
3:00 TTH	2:00 - 4:00 Thursday, December 14
4:00 MWF	2:00 - 4:00 Wednesday, December 13
4:00 TTH	2:00 - 4:00 Friday, December 15
5:00 MWF	5:00 - 7:00 Monday, December 11
5:00 TTH	5:00 - 7:00 Tuesday, December 12

Full Faculty Senate Agenda  
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SPRING SEMESTER 2001

(Actual class days: 15 Mondays, 16 Tuesdays, 15 Wednesdays, 15 Thursdays, 14 Fridays, 15 Saturdays. Effective class days: 15 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 15 Saturdays.)

October 16, Monday	Last day to apply for admission to Graduate School for the spring semester
December 15, Friday	Last day to pay or secure spring semester fees without penalty
December 16, Saturday	Last day to submit appeals for readmission for Spring semester
January 4, Thursday	Schedules canceled for all who have not paid fees by 4:00 P.M.
January 5, Friday	Registration and schedule changes
January 8, Monday	Classes begin; late registration; schedule changes
January 12, Friday	Last day for late registration and schedule changes (drop and add): 6:30 p.m. Weekend University classes begin
January 15, Monday	State Holiday (no classes)
January 16, Tuesday	Last day for schedule changes (add only); Last day for Weekend University schedule changes (drop and add); Last day for submission of grade replacement requests
January 23, Tuesday	Last day to apply for graduation in May
February 19, Monday	Last day for undergraduate students to drop term-length courses; last day for undergraduate students to withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
February 20, Tuesday	Last day for Weekend University students to drop Weekend University courses; last day for Weekend University students to withdraw from school without grades
March 11-18 Sunday - Sunday	Spring break
March 19, Monday	8:00 A.M. Classes resume
March 26, Monday	Early registration for summer sessions and fall semester
April 10, Tuesday	Last day to remove incompletes given during fall semester
April 13-14 Friday-Saturday	State holiday (no classes)
April 19, Thursday	Last day for graduate students to drop courses without grades
April 24, Monday	Last day to submit thesis to Graduate School for completion of degree in this term
April 28, Saturday	Weekend University classes end
May 1, Tuesday	State holiday makeup day. (Classes which normally would have met on Friday, April 13, will meet on this day so that there will effectively be the same number of Tuesdays and Fridays as every other weekday during the semester. Tuesday classes will not meet.) This does not apply to Weekend University classes.
May 1, Tuesday	Classes end
May 2, Wednesday	Reading day
May 3, Thursday	Regular exams begin
May 4-5 Friday-Saturday	Weekend University exams
May 10, Thursday	7:00 P.M. - Exams for spring semester close
May 12, Saturday	Commencement

**EXAMINATION SCHEDULE  
SPRING SEMESTER 2001**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate classes meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (May 3 - May 10). Graduate classes meeting at night will hold their examination during their regular class times the first class night during the examination period. Classes meeting on Saturday morning will have the final examination on Saturday, May 5, at the usual hour at which the class meets. Weekend University classes will have exams on Friday and Saturday (May 4 - May 5) at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examinations at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

FREN 1002, SPAN 1002, 1003, GERM 1002	5:00-7:00	Thursday, May 3
ECON 1000, 2113, 2133	5:00-7:00	Friday, May 4
CHEM 1121, 1151, 1161, 2621	5:00-7:00	Monday, May 7
CHEM 0150, 1120, 1150, 1160, 2620	5:00-7:00	Tuesday, May 8
FREN 1001,1003, SPAN 1001,1004, GERM 1001	5:00-7:00	Wednesday, May 9
PHYS 1251, 1261, MATH 1065	5:00-7:00	Thursday, May 10

<u>Times class regularly meets</u>	<u>Time and day of examination</u>
8:00 MWF	8:00 - 10:00 Wednesday, May 9
8:00 TTH	8:00 - 10:00 Thursday, May 10
9:00 MWF	8:00 - 10:00 Friday, May 4
9:00 TTH	8:00 - 10:00 Thursday, May 3
10:00 MWF	8:00 - 10:00 Monday, May 7
10:00 TTH	8:00 - 10:00 Tuesday, May 8
11:00 MWF	11:00 - 1:00 Wednesday, May 9
11:00 TTH	11:00 - 1:00 Thursday, May 10
12:00 MWF	11:00 - 1:00 Friday, May 4
12:00 TTH	11:00 - 1:00 Thursday, May 3
1:00 MWF	11:00 - 1:00 Monday, May 7
1:00 TTH	11:00 - 1:00 Tuesday, May 8
2:00 MWF	2:00 - 4:00 Wednesday, May 9
2:00 TTH	2:00 - 4:00 Thursday, May 10
3:00 MWF	2:00 - 4:00 Friday, May 4
3:00 TTH	2:00 - 4:00 Thursday, May 3
4:00 MWF	2:00 - 4:00 Monday, May 7
4:00 TTH	2:00 - 4:00 Tuesday, May 8
5:00 MWF	5:00 - 7:00 Monday, May 7
5:00 TTH	5:00 - 7:00 Thursday, May 3



**CREDITS COMMITTEE REPORT**  
Revisions to *University Undergraduate Catalog*,  
Grade Replacement Policy

Revise the policy to read as follows:

**"GRADE REPLACEMENT POLICY**

A student is permitted to use the Grade Replacement Policy a maximum of three times for 1000- and 2000-level courses in which he or she has earned a grade of D or F. For example, a student may replace a grade in three different courses or may replace a single course grade a maximum of three times or a combination thereof not to exceed the limits of the policy.

Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material, **for example, a course in the same academic discipline for which the repeated course is a prerequisite.**

To replace a grade, the student must request a grade replacement on the on-line registration form, the schedule change form, **or the grade replacement form**; register for the course during the registration period; and submit the form to the office of the Registrar or the office of Undergraduate Studies, as appropriate. **The form must be submitted no later than the last day to drop a course(s) or withdraw from school without grades of the semester in which the student wishes to implement the policy.** Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for consideration for honors. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. In the event that the original grade was a D, no additional credit hours will be awarded.

The Grade Replacement Policy is effective for courses originally taken fall 1994 and thereafter."

**The Credits Committee recommends that implementation of this new grade replacement deadline begin with First Summer Session 1998.**

## FACULTY GOVERNANCE COMMITTEE REPORT

### REVISION TO THE ECU FACULTY MANUAL, PART VI., SECTION I. EMPLOYMENT POLICIES

Replace the wording in subsection D. Leaves of Absence (page Part VI-4) to read as follows:

*"A faculty member may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years.) The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.*

*There are generally 3 types of leaves of absence.*

- 1. Professional leave. This type of leave is granted to give a permanently tenured faculty member opportunities for research, advanced study and/or professional growth. For probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Board of Governors Doctoral Assignment Fellowship, Fulbright Fellowship, or Fogarty Fellowship programs, allowing research or advanced study opportunities.*
- 2. Personal leave. Faculty members may request personal leave for purposes such as illness, childbirth, and/or child care.*
- 3. Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and use this type of leave. Policies governing this type of leave are explained in the ECU Faculty Manual, Part VI., Section 1., Employee Involvement in Political Candidacy and Officeholding. A leave of absence for the purpose of holding public office may not exceed two years.*

*Any requests for leave of absence must be made in writing, in accordance with unit codes and with ECU Faculty Manual, Appendix D. Tenure and Promotion Policies and Procedures of ECU. Requests must accompany the personnel recommendation form. Leaves of absence are subject to Appendix D., Section II.C.3. Extensions of the Probationary Term. For faculty members who do not have tenure, a period of leave might not count as a part of the probationary period. The tenure decision might be postponed for a period as specified in Appendix D., Section II.C.3.*

*Since leaves are often granted under circumstances that place an ethical obligation on the recipient of such leaves to return, the faculty member on leave should observe the same rules regarding adequate notice of resignation as found in Appendix D, II.A.5., Notice of Resignation.*

*The returning faculty member's pay will begin in the semester in which he or she returns from leave. The contract between the faculty member on leave and the university will be renewed. Raises and promotions awarded during the period of leave will be placed into effect at the time that the faculty member returns from leave. While on leave, the faculty member will have the opportunity to maintain group life, health, and total disability insurance consistent with the policies of the university. It should be noted that if the health insurance is not continued while on leave of absence, the employee and dependents will be subject to a preexisting clause for any medical condition, whether diagnosed or not, for one year upon their re-enrollment in the plan."*

FACULTY GOVERNANCE COMMITTEE REPORT

REVISIONS TO THE *ECU FACULTY MANUAL*, PART VIII.,  
SECTION III. DIVISION OF ACADEMIC AFFAIRS  
AND SECTION V. DIVISION OF HEALTH SCIENCES

Replace the wording in Section III., subsection B. Unit Administrators (page Part VIII-5) to read as follows:

*"The dean of the College of Arts and Sciences, deans of the professional schools within the academic division, and the department chairs in the College of Arts and Sciences are responsible for instruction and research within their areas. They are appointed by and are responsible to the chancellor through the division vice chancellor. The chairpersons of departments within the College of Arts and Sciences and the professional schools report to their respective deans and use the ECU Faculty Manual and the unit's code procedures. The unit administrators preside at faculty meetings, can appoint ad hoc committees, assist with the orientation of new faculty members, act on requests for travel funds, and lead the faculty in promoting professional growth and good public relations. The duties of the dean of the College of Arts and Sciences, deans of the professional schools within the academic division, and departmental chairs in the College of Arts and Sciences are described in the following paragraphs. (In some units, the elected faculty chair can preside at faculty meetings.)"*

Replace the wording in Section VI., subsection B. Unit Administrators (page Part VIII-8) to read as follows:

*"The deans of the professional schools of Allied Health, Nursing and Medicine are unit administrators in all incidences except for those pertaining to Appendix D. , in which case the department chair is the unit administrator. The dean is responsible for instruction, research and association with the Eastern Area Health Education Center. Additionally, the dean of the School of Medicine is responsible for the Medical Faculty Practice Plan. The deans within the Health Sciences Division are appointed by the chancellor and are responsible to the vice chancellor for Health Sciences. As unit administrators, the deans preside at faculty meetings, can appoint ad hoc committees, assist with the orientation of new faculty members, act on requests for travel funds, and lead the faculty in promoting professional growth and good public relations. The duties of the deans of health sciences are described in School Codes and in the Faculty Manual, Part VIII, III, B1-3. (In some units, the elected faculty chair can preside at faculty meetings.)"*