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## EAST CAROLINA UNIVERSITY FACULTY SENATE

### FULL MINUTES OF 24 FEBRUARY 1998

The sixth regular meeting of the 1997-98 Faculty Senate was held on Tuesday, 24 February 1998, 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 27 January 1998, were approved as distributed.

#### Agenda Item III. Special Order of the Day

##### A. Roll Call

Senators absent were: Professors Satterfield (Art), Singhas (Biology), Parker (Economics), Joyner (Education), Anderson (Foreign Language), Dixon (Geography), Boswell (Health and Human Performance), Winstead (Health Sciences Library), Fiordalisi and Metzger (Medicine), Taggart (Music), Miller (Philosophy), and Chancellor Eakin.

Alternates present were: Professors Schisler for Hebert (Business), Doty for Holloway (Business), Mott for White (Education), Brown for Tranbarger (Nursing), and Johnson for Wilson (Sociology).

##### B. Announcements

1. Chancellor Eakin was in Chapel Hill attending an UNC Administrative Council meeting.
2. Chancellor and Mrs. Eakin will host their annual Faculty Senate reception in their home on Friday, 24 April 1998. Formal invitations will be mailed to all Senators in the Spring. Please make plans now to attend.
3. Letters concerning unit elections for the 1998-1999 Faculty Senate representation was mailed to unit code administrators in January. 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.
4. Plans are now being made for the second annual Teaching Awards Ceremony to honor upcoming recipients of the three teaching awards: Alumni Teaching Excellence, Board of Governors Award for Excellence, and Board of Governors Distinguished Professor. The ceremony will begin at 9:00 a.m. in the Hendrix Theatre on Thursday, 7 May 1998, (Reading Day). A reception, hosted by Chancellor Eakin, will follow in the Mendenhall Multi-Purpose room. Please make plans now to attend.
5. Chancellor Eakin has approved the following resolutions from the January 1998, Faculty Senate meeting:  
#98-1 Revise the *University Undergraduate Catalog* by adding a new subsection to Section 5: Academic Regulations, following subsection entitled *Currently Enrolled East Carolina University Students* (page 44) to provide information on Independent Study.  
#98-2 Revised School of Education and Department of History's Unit Code of Operations.
6. Copies of the draft Policy for the Cumulative Review of Permanently Tenured Faculty are available in your unit administrator's office and on the Faculty Senate website at <http://www.ecu.edu/fsonline/fg.htm>. All faculty are encouraged to review this document and forward any written comments to the Faculty Governance Committee, via the Faculty Senate office 140 Rawl Annex. A final report will be presented to the Faculty Senate on 24 March 1998.
7. The Board of Trustees will meet on Friday, 13 March 1998, at 10:15 a.m. in the Mendenhall Student Center. Please call the Faculty Senate office if you would like a copy of the meeting agenda when it is made available.
8. A copy of ECU's Phased Retirement Policy may be accessed at the following URL location:  
<http://www.aa.ecu.edu/thenews/>.

##### C. Vice Chancellor's Report

Richard Ringeisen, Vice Chancellor for Academic Affairs commented briefly on Doctoral II status for ECU. Ferrell (History) asked about the Enrollment Services Council, which was enlarged to discuss the proposed University Academic Standards, and if any meetings had been scheduled? Ringeisen responded that Henry Peel is overseeing that activity and that members of the Council should receive some type of notification soon. Ferrell also asked if the Chancellor knew about President Broad's recommendation that Faculty Senate chairs be included in all Board of Trustee meetings to relay concerns of the faculty and provide faculty input on issues. Vice Chancellor Ringeisen responded that President Broad's recommendation may be helpful and that he would inform the Chancellor.

D. Jeff Huskamp, Associate Vice Chancellor for Administration and Finance- Information Technology  
Mr. Huskamp spoke about priorities of his office including the preparation of students to integrate into a technological workplace; providing access to the latest educational and instructional technology and how to use it; strengthening the technological position of ECU and the UNC System; and making ECU more visible to the larger global community. He stated that in order to do this ECU must have the state-of-the-art technology systems on campus. Mr. Huskamp stated that ECU has well organized people to make use of the technology and to develop partnerships between ECU and the other State universities and educational institutions and other members of community. He stated that increasing funding from various sources was critical. Information Resources Coordinating Council (IRCC) is the governing board for technology and a planning body that looks at campus wide issues. Computing and Information Systems (CIS) is a service organization for computer repairs, software installation and upgrading, and assistance with computer purchasing. Mr. Huskamp's current main projects are planning, security of data, year 2000 project; next years projects will involve development of a strategic plan, infrastructure improvements with campus-wide support, restructuring CIS to improve efficiency, continue developing plans for a Center for Interdisciplinary Instructional Technology; within the next 18 months he plans to continue to look for opportunities for external funding, establishing a fiber-optic connection between east and west campus, increase available bandwidth, and develop new technologies; and within the next two years he would like ECU to have a state-of-the-art classroom that is the best in the State. Ferrell (History) asked to include computer problems in Joyner Library in list of priorities. Huskamp indicated that he was aware of the problems and those involved are in the process of addressing the problems. Huskamp encouraged everyone to pursue planning for use of computers.

E. Laura Gasaway, Chair of the UNC Faculty Assembly  
Professor Gasaway (UNC Chapel Hill), spoke about the role of the Faculty Assembly. Highlights include the development of a web site with policies of different campuses and recent developments, etc. Issues before the Faculty Assembly include post tenure review, phased retirement, differential tuition for graduate and professional degree seekers, a study on the Institute on College Teaching and research on the improvement of teaching; development of a copyright policy for the system and computer use policy; privacy/confidentiality of research data and the impact of the open records law; creating an issues agenda and including it on the website.

There will be an academic convocation for teaching awards on 29 April 1998, at NC State University and the inauguration of President Broad the same day. A dinner will be provided for all members of each University's Faculty Senate that attend. It was noted that Henry Peel in Academic Affairs has coordinated the use of several buses for interested faculty to take part in this academic convocation. There will be no cost to faculty members to take part and all are encouraged to attend.

Mark Jones (Social Work) asked about the seizure of hard drives at Appalachian State University. Professor Gasaway responded that not much is known other than the fact that 3 hard drives had been seized; one by the EEO officer perhaps in regard to a harassment action. Lou Everett (Nursing) commented on the fact that email is archived and available for viewing even though it is deleted from your personal machine.

F. Allan Rosenberg, Faculty Assembly Delegate  
Professor Rosenberg (Medicine), presented an overview of the Faculty Assembly meeting held on 20 February 1998, in Chapel Hill. Anyone interested in discussing particular items with the Faculty Assembly Delegation are encouraged to contact the following University members: Don Sexauer (Art), Henry Ferrell (History), Rita Reaves (Industry and Technology), Alan Rosenberg (Medicine), and Lou Everett (Nursing).

G. Election of Faculty Officers Nominating Committee  
Fred Schadler (Business), Bill Grossnickle (Psychology), Henry Ferrell (History), Chris Uiffers (Music), and Lou Everett (Nursing) were elected by acclamation to serve on the Faculty Officers Nominating Committee. The Committee will present its report to the Faculty Senate on 28 April 1998.

#### Agenda Item IV. Unfinished Business

The discussion on the Ad Hoc Committee to Review Model Computer Use Policies was postponed until March 24, 1998, in order to allow the committee members more time to review information.

#### Agenda Item V. Report of Committees

##### A. Calendar Committee

Nancy Moss (Human Environmental Sciences), chair of the Committee, presented first the revisions to the *Guidelines for Setting University Calendars*. There was no discussion and the guidelines were approved as presented. **RESOLUTION #98-3**  
(Copies of the approved guidelines are available in the Faculty Senate office, 140 Rawl Annex.)

Professor Moss then presented the proposed Summer 2000, Fall 2000, and Spring 2001 University Calendars. Rosenberg (Medicine) asked about the short turnaround time between summer sessions. Professor Moss indicated that this is not different

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from past practice. Morrison (Chemistry) asked about the weekend university schedule. The item was clarified. Schadler (Business) and Farr (English) expressed concerns about the short turnaround time between spring and summer sessions. Ferrell (History) commented about the need to have 150 appeals control the entire calendar process and the need for grades to be turned in promptly. Following discussion, the proposed Summer 2000, Fall 2000, and Spring 2001 University Calendars were returned to the Calendar Committee to re-consider and discuss the issues alluded to in this meeting.

**B. Credits Committee**

Bob Woodside (Math), Chair of the Committee, presented the proposed revision to the *Undergraduate University Catalog*, Section 5: Academic Regulations concerning the Grade Replacement Policy. There was no discussion and the proposed revision to the *Undergraduate University Catalog*, Section 5: Academic Regulations was approved as presented with implementation beginning with First Summer Session 1998. **RESOLUTION #98-4** (Please refer to the list of resolutions at the end of this report for the full revision.)

**C. Faculty Governance Committee**

Patricia Anderson (Education), Chair of the Committee, presented first the proposed revision to the *ECU Faculty Manual*, Part VI., Section I. Employment Policies, subsection D. Leaves of Absence (page Part VI-4). There was no discussion and the proposed revision to the *ECU Faculty Manual*, Part VI. was approved as presented. **RESOLUTION #98-5** (Please refer to the list of resolutions at the end of this report for the full revision.)

Professor Anderson then presented the proposed revisions to the *ECU Faculty Manual*, Part VIII., Section III. Division of Academic Affairs, subsection B. Unit Administrators and V. Division of Health Sciences, subsection B. Unit Administrators. Vice Chancellor Ringeisen offered an editorial change suggesting a parallel statement about the reporting of deans to the vice chancellor. The change was accepted as editorial. Following discussion, the proposed revision to the *ECU Faculty Manual*, Part VIII. was approved as editorially revised. **RESOLUTION #98-6** (Please refer to the list of resolutions at the end of this report for the full revision.)

**D. Unit Code Screening Committee**

Bill Grossnickle (Psychology), Chair of the Committee, presented the proposed revised School of Social Work's Unit Code of Operation. There was no discussion and the revised School of Social Work's Unit Code of Operation was approved as presented. **RESOLUTION #98-7** (Copy of this code is available for review in the Faculty Senate office, 140 Rawl Annex.)

**E. University Curriculum Committee**

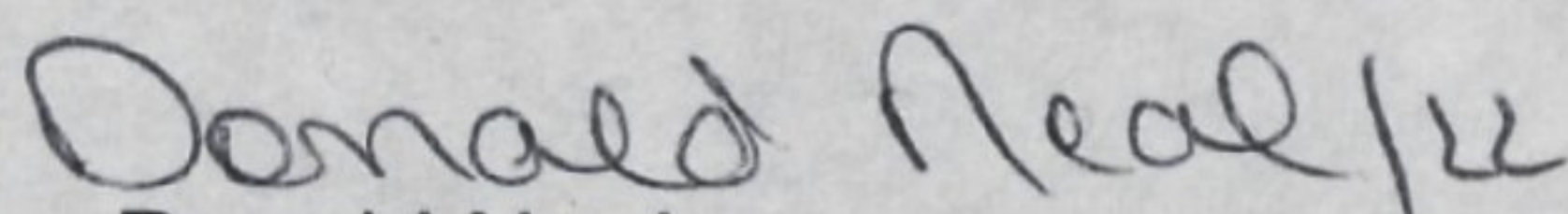
JoAnn Jones (English), a member of the Committee, presented the curriculum matters contained in the 12 February 1998, meeting minutes. There was no discussion and the curriculum matters were approved as presented. **RESOLUTION #98-8** (Copies of these minutes have been distributed to all units and are available on the Faculty Senate web page at: <http://www.ecu.edu/fsonline/cu.htm>.)

**Agenda Item VI. New Business**

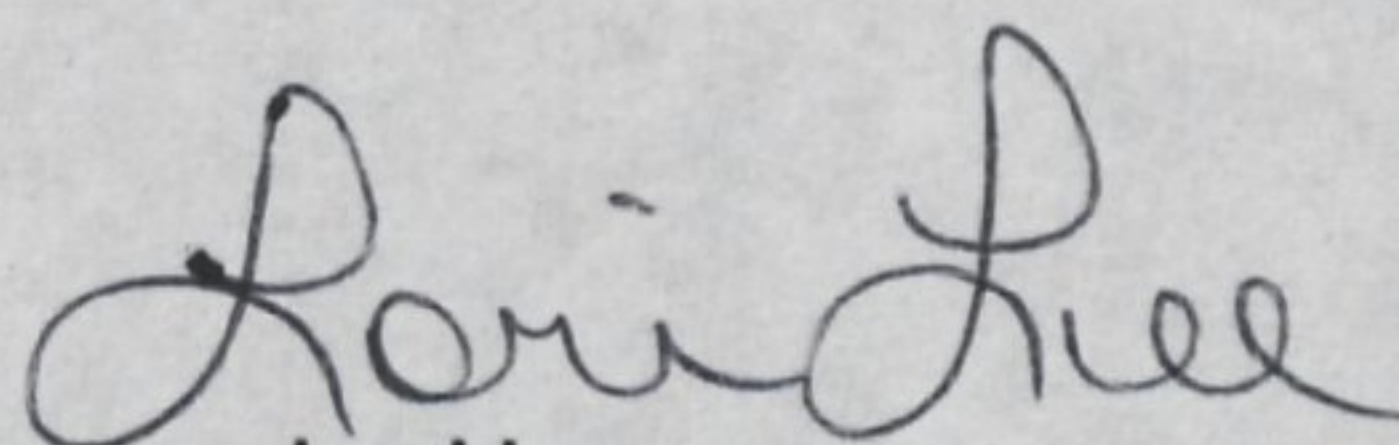
There was no new business to come before the Faculty Senate at this time.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,



Donald Neal  
Department of Geology  
Secretary of the Faculty



Lori Lee  
Faculty Senate office  
Administrative Assistant

**RESOLUTIONS PASSED AT THE 24 FEBRUARY 1998, FACULTY SENATE MEETING.**

#98-3 *Guidelines for Setting University Calendars.* (A copy of these guidelines may be obtained in the Faculty Senate office, 140 Rawl Annex.)

**Disposition: Faculty Senate**

#98-4 Revision to the *Undergraduate University Catalog*, Section 5: Academic Regulations concerning the Grade Replacement Policy. The implementation of this new grade replacement deadline will begin with First Summer Session 1998. The policy will read as follows:

*"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."*

**Disposition: Chancellor**

#98-5 Revision to the ECU Faculty Manual, Part VI., Section I. Employment Policies, subsection D. Leaves of Absence 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."*

**Disposition: Chancellor**

- #98-6 Revisions to the *ECU Faculty Manual*, Part VIII., Section III. Division of Academic Affairs, subsection B. Unit Administrators 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 the chancellor and are responsible to the vice chancellor for academic affairs. 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.)"*

- Revisions to the *ECU Faculty Manual*, Part VIII., Section V. Division of Health Sciences, subsection B. Unit Administrators 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.)"*

**Disposition: Chancellor**

- #98-7 Revised School of Social Work's Unit Code of Operations.

**Disposition: Chancellor**

- #98-8 Curriculum matters contained in the University Curriculum Committee minutes of 12 February 1998.

**Disposition: Chancellor**