

PLEASE POST FOR ALL FACULTY TO READ!

**EAST CAROLINA UNIVERSITY  
1998-1999 FACULTY SENATE**

The fourth regular meeting of the 1998/1999 Faculty Senate will be held on **Tuesday, 8 December 1998**, at 2:10 in the Mendenhall Student Center Great Room.

**FULL AGENDA**

- I. **Call to Order**
- II. **Approval of Minutes**  
6 October 1998, and 10 November 1998
- III. **Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Richard Eakin, Chancellor
  - D. Vice Chancellor's Report
- IV. **Unfinished Business**
  - A. Report from the Nominating Committee for Faculty Officers, Fred Schadler
  - B. Credits Committee, Tope Bello  
Proposed revisions to the University Academic Retention Standards (attachment 1).
- V. **Report of Committees**
  - A. Agenda Committee, Linda Allred  
Proposed 1999-2000 Faculty Senate and Agenda Committee meeting dates (attachment 2).
  - B. Calendar Committee, David Glascoff  
Proposed statements of clarification for scheduling class contact minutes for Fall/Spring semester, Summer session, and Weekend University courses (attachment 3).
  - C. Educational Policies and Planning Committee, George Bailey  
Request for authorization to plan a new B.S. program in Environmental Technology.  
(A copy of the request may be reviewed in the Faculty Senate office, 140 Rawl Annex.)
  - D. University Curriculum Committee, James Smith  
Curriculum matters contained in the minutes of the 12 November 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**

**CREDITS COMMITTEE REPORT**

Proposed Revisions to the University Academic Retention Standards

The Credits Committee, as charged by the Faculty Senate, has reviewed the proposal for revision of academic retention standards previously submitted to the senate through this committee and referred back for further consideration and input. The members of the Credits Committee met with representatives of many campus groups, committees, and offices (see below). Interested persons or groups were asked to provide to the committee any additional information for consideration.

After review of data and consultation with these groups and others, the committee has revised the proposal and herewith submits it to the faculty senate for consideration. **First**, a second form of automatic appeal has been added which consists of a 5-quality point deficit according to quality points required by attempted hours and retention period. **Second**, the committee has added a fourth retention period to allow one additional semester for students to reach the 2.0 cumulative g.p.a. Between the hours of 60 and 74, students will be required to have a cumulative grade point average of 1.9.

An effort has been made to compare the proposed standards to those of UNC-CH and NCSU; to determine the validity of statements about the disadvantage eastern North Carolina students would face in meeting any new retention standards set by the university; and to determine the impact of the new standards on minority populations, as well as athletes. The committee believes that the standards set forth in this proposal provide reasonable yet challenging standards for a "new kind of doctoral institution" which continues to promote outstanding undergraduate education.

(The committee is grateful for data and other information from Planning and Institutional Research, Athletics, Financial Aid, Computing and Information Systems, the office of the Registrar, the office of Undergraduate Admissions, the office of Undergraduate Studies, the Office of Minority Affairs, the Faculty Senate office, and many others.)

**Credits Committee met with the following Groups, Committees, and Office Representatives**

Educational Policies and Planning Committee	Office of Planning and Institutional Research
Student Advising and Retention Committee	Office of Undergraduate Studies
Admissions and Recruitment Committee	Division of Health Sciences
Athletics Advisory Committee	Office of Student Development
Readmission Appeals Committee	Division of Academic Affairs
Faculty Senate	Board of Trustees
Student Government Association	Office of Research, Assessment, and Testing
Office of Minority Student Affairs	Chancellor's Office
Office of the Registrar	Office of Undergraduate Admissions
Graduate School	Office of International Affairs
Division of Continuing Studies Continuing Studies	Office of Financial Aid
College of Arts and Sciences	Athletics Program
Office of Institutional Advancement and Alumni Relations	

## PROPOSED SCHOLASTIC ELIGIBILITY STANDARDS

(new text noted in bold print, proposed deleted text noted by strikethrough)

*The following eligibility standards are effective for students initially matriculating at ECU beginning fall semester 1999 and for readmitted students enrolling fall semester 1999 and thereafter. Retention requirements are based upon hours attempted at East Carolina University and/or transfer hours from another institution. Continuing students will be granted two semesters to meet new academic standards prior to the first suspension under the policy. ~~The current academic eligibility standards are under review. It is expected that new standards will be adopted during 1998-1999. Until the new standards are adopted, the current standards remain in place. The standards are based upon attempted hours at East Carolina University and/or transfer hours from another institution. The minimum scholastic requirements to avoid probation and/or suspension are as follows:~~*

~~1-7 attempted hours and/or transfer hours, no GPA~~

~~8-31 attempted hours and/or transfer hours, 1.35 GPA~~

~~32-63 attempted hours and/or transfer hours, 1.6 GPA~~

~~64-95 attempted hours and/or transfer hours, 1.8 GPA~~

~~96 or more attempted and/or transfer hours, 1.9 GPA~~

**0 -29 attempted hours and/or transfer hours, 1.6 GPA**

**30-59 attempted hours and/or transfer hours, 1.8 GPA**

**60-74 attempted hours and/or transfer hours 1.9 GPA**

**75 or more attempted and/or transfer hours, 2.0 GPA**

Second undergraduate degree, 2.0 GPA.

A student who possesses a baccalaureate degree and who is working toward a second baccalaureate degree must maintain a minimum cumulative GPA of 2.0 on all work attempted on the second baccalaureate degree. Certain academic programs require a GPA greater than 2.0 for admission. (See specific major requirements.)

### **Academic Standing Codes** ~~Probation and Suspension Codes~~

Grade point calculations are made and the report is posted to the web and mailed to the student at the end of each semester and each summer term. **The report indicates the following as appropriate:** ~~A student who is not meeting the required scholastic eligibility standards will find one of the following codes printed on the grade sheet.~~

1. Removed from Academic Probation

Attachment 1.  
CREDITS COMMITTEE REPORT (Continued)

2. Academic Warning: This code indicates that the student is not performing at an acceptable level for progression toward **the 2.0 GPA required for graduation**. (Warning is assigned to students whose cumulative grade point average falls ~~between the probation level listed above and the 2.0 grade point average needed for graduation.~~ **is less than 2.0 but meets the minimum grade point average required for his or her retention period.**)
3. Academic Probation: This code indicates that the student has not met the required scholastic standards. If the deficiency is not removed by the end of the next semester of enrollment, the student will be suspended *unless, during the semester of probation, the student earns a 2.5 or higher GPA on 12 or more attempted hours or the student's cumulative GPA results in a deficit of 5 or fewer quality points from the total required by the retention period and the number of attempted hours.*

A. Academic Suspension: This code indicates the first time that the student's scholastic performance has not met the requirements necessary to continue enrollment. The student is suspended for one semester followed by readmission on probation.

B. Academic Suspension: This code indicates the status of a student who has become academically ineligible for a second time. A student becoming ineligible a second time will be suspended for one academic year (two consecutive semesters).

C. Academic Suspension: This code indicates the status of a student who has become academically ineligible for a third time. If a third suspension occurs, the student will be readmitted only by successful appeal to the Readmission Appeals Committee.

D. Nontraditional Student Suspension: This code indicates the status of a student who has become academically ineligible because of failure to satisfy retention stipulations within the limits established by the Performance-Based Admission Policy. For readmission options available to students in this status, consult the nontraditional student readmission portion of the readmission policies below.

Students on probation or suspended from the university are encouraged to attend summer school at East Carolina University in order to progress toward good academic standing.

~~Standards~~ **Warning** and Probation

A student will be placed on academic warning if **his or her cumulative GPA is less than 2.0 but meets the minimum GPA required for his or her retention period.** ~~he or she has a cumulative GPA of less than 2.00~~

A student will be placed on academic probation if he or she does not meet the current academic standards, above.

A student will remain on academic warning or probation until the required GPA is obtained or the student is suspended.

**Attachment 1.**  
**CREDITS COMMITTEE REPORT (Continued)**

Intervention Strategies

~~Until new academic standards are adopted, the following intervention strategies will remain in place.~~

A student who has been placed on academic warning or probation shall

- receive a written notification of academic warning or probation and the appropriate indication will be made on the student's university record;
- be required to meet with the adviser and attend an academic review session conducted by the Office of Undergraduate Studies or his or her academic unit prior to registration for the next academic term (fall or spring); and
- complete with the adviser, unit representative, or other university representative an academic review form, identifying possible actions or strategies which the student will use during the warning/probationary semester to improve academic standing. (This form must be signed by the student and the adviser or unit representative and a copy given to the student and a copy maintained in the advising folder or unit office.)

**SUSPENSION AND READMISSION**

**Suspension**

The student who fails to meet the required GPA while on probation will be suspended from the university unless the student

- earns at least a 2.5 GPA on a minimum of 12 attempted hours in the current probationary semester or two summer terms;
- **earns quality points on attempted hours during the current probationary semester or two summer terms such that his or her cumulative quality points result in a deficit of no more than 5 quality points from the total quality points required for the retention period and the hours attempted; or**
- is readmitted by the Readmission Appeals Committee following submission of an appeal to that committee. **Appeals must be received by the published deadlines in order to be considered.** Evidence of participation in the intervention program prescribed by the academic unit to which the student is assigned or by the Academic Support Center in the Office of Undergraduate Studies is considered.

**Appeals of Suspension**

**Although any student may appeal suspension, additional consideration will be given to those students who have completed the required intervention strategies.** ~~Only students who have completed the required intervention strategies are eligible to appeal for exception to suspension.~~

A student who wishes to appeal his or her suspension must appeal in writing to the Readmission Appeals Committee. The appeal form or letter must be received in the Office of the Registrar by 5:00 p.m. according to the following schedule.

· Appeals for fall semester: Examination day of the second summer term

· Appeals for spring semester: Last day for examinations for fall semester

**Attachment 1.**  
**CREDITS COMMITTEE REPORT (Continued)**

The appeal should contain the following:

- rationale for the appeal;
- documentation of personal, family, or medical problems; and, where available,
- a copy of the intervention plan signed by the adviser or departmental representative.

Continuing students who have served a portion of their suspension and who wish exemption from the remainder may submit a letter of appeal. This letter must be received according to the deadlines stated in the previous paragraph. The Readmission Appeals Committee normally will not approve appeals from ineligible students unless they are based on personal or family problems of an extreme nature or on evidence of substantial academic improvement.

In considering appeals for readmission for the fall semester, the committee normally expects students to attend summer school to demonstrate academic improvement.

**Readmission Following Suspension**

Following an initial suspension of one semester and readmission to the university on academic probation, the student who fails to meet the required GPA while on probation will be suspended from the university for two semesters unless he or she earns at least a 2.5 GPA on a minimum of 12 attempted hours in the current probationary semester or two summer terms, **has a total quality point deficit of 5 or fewer for the retention period and hours attempted**, or is readmitted by the Readmission Appeals Committee.

Following the second suspension and readmission to the university on academic probation, the student who fails to meet the required GPA will be suspended from the university for an indefinite period of time, not less than three academic years, unless he or she earns at least a cumulative GPA of 2.5 on a minimum of 12 attempted hours in the current probationary semester or two summer terms, **has a total quality point deficit of 5 or fewer for the retention period and hours attempted**, or is readmitted by the Readmission Appeals Committee.

A student may remove academic deficiencies only by attending East Carolina University. Quality points do not transfer.

**Faculty Senate Agenda  
8 December 1998  
Attachment 2.**

**AGENDA COMMITTEE REPORT**

**Proposed 1999-2000 Faculty Senate and Agenda Committee Meeting Dates**

**Fall 1999 University Calendar**

August 18	Classes Begin
September 6	State Holiday
October 16-19	Fall Break
November 8-12	Early Registration
November 24-28	Thanksgiving Break
December 8	Classes End
December 9	Reading Day
December 10-18	Exams

**Spring 2000 University Calendar**

January 10	Classes Begin
January 17	State Holiday
March 12-19	Spring Break
March 27-31	Early Registration
April 21	State Holiday
May 2	Classes End
May 3	Reading Day
May 4-11	Exams

**Agenda Committee will meet:**

August 24, 1999  
September 21, 1999  
October 26, 1999  
November 30, 1999  
January 11, 2000  
February 8, 2000  
March 7, 2000  
April 4, 2000

**Faculty Senate will meet:**

September 7, 1999  
October 5, 1999  
November 16, 1999  
December 7, 1999  
January 25, 2000  
February 22, 2000  
March 21, 2000  
April 18, 2000  
May 2, 2000, Organizational Meeting

## CALENDAR COMMITTEE REPORT

Proposed Statements of Clarification (Policy and Guidelines) for Scheduling Class  
Contact Minutes for Fall/Spring semester, Summer session, and Weekend University Courses

### BACKGROUND

In 1996 the UNC General Administration issued a policy about the number of days in the academic year. A direct effect of this policy was the identification of the number of contact minutes which lecture/discussion classes should have. The UNC policy became effective Fall 1997, but in Summer 1998 many ECU departments incorrectly scheduled classes using the 1997 (or earlier) summer calendars as guidelines. Some Summer 1998 classes were not scheduled to include enough contact minutes and other classes were scheduled in a manner that caused some logistical problems for students. These events led the Calendar Committee to examine ways to reduce such problems.

During our examination we realized the scope of potential scheduling problems and took the opportunity to articulate guidelines for scheduling classes not only in the Summer term but also in other terms. In making our recommendations we have endeavored to be attentive to the UNC General Administration policy as well as student and faculty needs.

### DOCUMENTS

Attached are three separate pages – each of which is designed to be a self-contained document. One will guide departments in scheduling Fall/Spring classes; one will guide departments in scheduling Summer classes; and one will guide departments in scheduling Weekend University classes. These documents also clarify for faculty and students which classes should have break minutes included in their scheduled times and the recommended number of such break minutes.

Each of the three documents makes operational, in terms of number of contact minutes, the UNC calendar policy as designated in a section labeled "Policy". Each document also has a section labeled "Recommended Guidelines" that was developed to assist the departments in coordinating their scheduling of three semester-hour lecture/discussion classes.

### CONCLUSION

The committee does not view these three documents as creating policy. Rather, the committee believes that it is acting within its charge that states that "The committee develops and presents guidelines to the Faculty Senate for its approval and makes recommendations based on these approved guidelines and other matters affecting the calendar". Timely approval by the Senate of this articulation of the UNC policy and the related guidelines should reduce confusion and facilitate coordination for the scheduling of Summer 1999 and subsequent terms.

**In order to assist departments in scheduling classes for Summer 1999 and subsequent terms, as well as to clearly identify governing policy, the Calendar Committee respectfully requests that the following three pages be approved by the Faculty Senate.**



Attachment 3.  
CALENDAR COMMITTEE REPORT (Continued)

**UNC SYSTEM POLICY GOVERNING ACADEMIC CALENDARS  
for Fall/Spring Semester Classes**

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the 15-week semester. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Academic contact hours per week	Total semester contact minutes	Number of meeting days per week, meetings per semester, and number of contact minutes per class meeting				
		1 day/wk	2 day/wk	3 day/wk	4 day/wk	5 day/wk
		15 meetings	30 meetings	45 meetings	60 meetings	75 meetings
1	750	50	--	--	--	--
2	1500	100	50	--	--	--
3	2250	150	75	50	--	--
4	3000	200	100	70*	50	--
5	3750	250	125	85*	65*	50

\*rounded

**RECOMMENDED GUIDELINES**  
**for Scheduling Lecture/Discussion Fall/Spring Semester Classes**

To facilitate timely matriculation of students it is important that class scheduling be coordinated. Having a scheduled gap between classes allows students time to move from one class to another. Lecture/discussion classes with more than 90 contact minutes per meeting should be lengthened in their scheduling to include one or more breaks of ten or fifteen minutes and are indicated in boldface in the preceding table.

Three semester-hour credit lecture/discussion classes meeting on a Monday, Wednesday, and Friday sequence should start on the hour and be scheduled for fifty minutes. Three semester-hour credit classes meeting on a Tuesday and Thursday sequence should start at 8:00, 9:30, 11:00, 12:30, 14:00, or 15:30 and be scheduled for seventy-five minutes. Three semester-hour credit classes meeting on Monday and Wednesday afternoons may start on the hour or half hour and should be scheduled for seventy-five minutes. Lecture/discussion classes that are not three semester-hour credit and meet for fifty minutes on Tuesday or Thursday should start at 8:00, 10:00, 11:00, 13:00, 14:00, or 16:00 so as not to overlap more than one of the three semester-hour time-slots.

Suggested times for three semester-hour courses

MWF 8:00 – 8:50	TTh 8:00 – 9:15	MW 14:00 – 15:15
MWF 9:00 – 9:50	TTh 9:30 – 10:45	MW 15:30 – 16:45
MWF 10:00 – 10:50	TTh 11:00 – 12:15	
MWF 11:00 – 11:50	TTh 12:30 – 13:45	
MWF 12:00 – 12:50	TTh 14:00 – 15:15	
MWF 13:00 – 13:50	TTh 15:30 – 16:45	
MWF 14:00 – 14:50		
MWF 15:00 – 15:50		
MWF 16:00 – 16:50		

Attachment 3.  
CALENDAR COMMITTEE REPORT (Continued)

**UNC SYSTEM POLICY GOVERNING ACADEMIC CALENDARS  
for Summer Session Classes**

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the 5-week term. In order to have the contact minutes during the Summer session be consistent with contact minutes during the Fall/Spring 15-week semesters, the following table indicates how long class meetings should last during the 5-week term. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Fall/Spring academic contact hours per week	Total semester contact minutes	Number of meeting days per week, meetings per semester, and number of contact minutes per class meeting			
		2 day/wk 10 meetings	3 day/wk 15 meetings	4 day/wk 20 meetings	5 day/wk 25 meetings
		1	750	75	50
2	1500	150	100	75	60
3	2250	225	150	110*	90
4	3000	--	200	150	120
5	3750	--	--	185*	150

\*rounded

**RECOMMENDED GUIDELINES**  
**for Scheduling Lecture/Discussion Summer Session Classes**

To facilitate timely matriculation of students it is important that class scheduling be coordinated. Having a scheduled gap between classes allows students time to move from one class to another. Lecture/discussion classes with more than 90 contact minutes per meeting should be lengthened in their scheduling to include one or more breaks of ten or fifteen minutes and are indicated in boldface in the preceding table.

Since most lecture/discussion classes carry three semester-hours credit, they should meet for either 90 minutes five days per week (morning) or 110 minutes (plus break minutes) four days per week (afternoon or evening). The following guidelines indicate recommended beginning and ending times for three semester-hour credit lecture/discussion classes. Other classes should either begin at one of these beginning times or end at one of these ending times. Classes that meet once a week during the Fall/Spring semesters (e.g. labs or night classes) could match their fifteen regular semester sessions by meeting three times per week during a Summer term for the same meeting length as during the Fall/Spring semesters.

MTWTHF	8:00 – 9:30
MTWTHF	9:40 – 11:10
MTWTHF	11:20 – 12:50
MTWTH	13:00 – 15:00 (includes 10 break minutes)
MTWTH	15:10 – 17:10 (includes 10 break minutes)
MTWTH	17:20 – 19:20 (includes 10 break minutes)
MTWTH	19:30 – 21:30 (includes 10 break minutes)

Attachment 3.  
CALENDAR COMMITTEE REPORT (Continued)

**UNC SYSTEM POLICY GOVERNING ACADEMIC CALENDARS  
for Weekend University Classes**

The academic contact hour for lecture/discussion classes is fifty minutes by custom and tradition. The following table indicates class meeting length according to the number of contact hours (50-minute periods) during the Weekend University terms. In order to have the contact minutes during the Weekend University terms be consistent with contact minutes during the Fall/Spring 15-week semesters, the following table indicates how long class meetings should last during the Weekend University terms. The number of minutes shown in the table is contact minutes only and does not include breaks from classroom activity.

Fall/Spring academic contact hours per week	Total semester contact minutes	Number of meeting days per week, meetings per semester, and number of contact minutes per class meeting	
		1 day/wk 14 meetings	1 day/wk 10 meetings
1	750	55*	75
2	1500	110*	150
3	2250	160	225
4	3000	215*	300
5	3750	--	--

rounded

**RECOMMENDED GUIDELINES**  
**for Scheduling Lecture/Discussion Weekend University Classes**

Since most lecture/discussion classes carry three semester-hours credit, they should meet for 160 minutes (plus break minutes) per class meeting during the Fall/Spring semesters or 225 minutes (plus break minutes) per class meeting during the Summer session. The following guidelines indicate recommended beginning and ending times for three semester-hour credit lecture/discussion classes; other classes should either begin at one of these beginning times or end at one of these ending times.

Fall/Spring Fri 18:30 – 21:40 (includes 30 break minutes)  
Sat 8:00 – 11:10 (includes 30 break minutes)  
Sat 11:25 – 14:35 (includes 30 break minutes)  
Sat 14:50 – 18:00 (includes 30 break minutes)

Summer Fri 18:00 – 22:20 (includes 35 break minutes)  
Sat 8:00 – 12:20 (includes 35 break minutes)  
Sat 13:00 – 17:20 (includes 35 break minutes)