

Highlights of Faculty Senate Academic Committee Activity for the 1998-1999 Academic Year February 23, 1999

Admissions & Recruitment Committee

- Emphasis on recruitment of international students. Presently international students at ECU represent 59 countries. There is a need to increase representation from other countries within Asia, Africa, Latin America.
- There will be greater representation at college fairs this year to interest students in attending ECU and to determine the competition for out-of-state students. Enrollment is about 2,800. Average SAT increased to 1019, weighted GPA increased to 3.245 for entering freshman students.
- Distance Education is being addressed by ECU: traditional classes in extension in a classroom away from campus, and distance education using the Internet. Current admission policy is that we do not consider DE students differently from other students applying to ECU.
- Enrollment of home-schooled students averages 3 to 4 students a year; however, this number is expected to grow.

Agenda

- Met prior to each Faculty Senate meeting to set agenda.
- Offered suggestions on Special Order of the Day such as speakers and topics.
- Offered comments to help prepare Committee Chairs reporting to the Senate for possible questions that could be raised at the Senate.

Calendar Committee

- Discussion are being held on the proposed 2001-2002 Calendar.
- The committee recommended that the Spring 1999 and Fall 1999 Marketing classes include a project assignment to gather data on faculty/student preferences to calendar issues that can be used to support future calendar decisions.
- Revisions were recommended for the "Guidelines for Scheduling" documents.

Career Education Committee

- Increased departmental (approximately 20) commitment to participation in career education forums.
- A subcommittee has been formed to research and recommend the best avenues for advertising forums.
- Working to increase student awareness of career options available to them.

Committee on Committees

- Discussion on revision of committee charges for: Continuing Education Committee, Faculty Computer Committee, Research/Creative Activity Policies Committee, Student Advising and Retention Committee, Teaching Grants Committee, and the Faculty Governance Committee.

Continuing Education Committee

- New charges to the Continuing Education Committee are being considered.
- Problems concerning the contract with Real Education (the current distance education contractor) are being worked on. One unresolved issue is that there are still no positions allocated for re-assigned time for those teaching a course with Real Education.
- Recognition that there is a need for an overseeing policy body for all distance education courses.
- Reviewed current procedures for balancing low enrollment classes against high enrollment classes within schools and departments (undergraduate minimum enrollment is 15, graduate minimum enrollment is 10). A subcommittee was appointed to develop a proposal for a University-sponsored Student Abroad program.
- Discussion on the best way to award the Max Ray Joyner Award: through a unit award or a Faculty Senate award. Considering requesting this award be included in the committee charge.

Course Drop Appeals Committee

- Set requirement that appeal information be available in a packet in the Faculty Senate office for Committee members at least 24 hours before the Committee meets.
- The committee met in closed session to discuss course drop appeals.

Credit Committee

- After much review and on-going discussion, the committee prepared proposed revisions to the Scholastic Eligibility Standards section of the ECU Catalog. The Faculty Senate approved the proposal.

Educational Policies and Planning Committee

- To provide EPP committee input on university budgetary matters the committee discussed how to structure such input. EPPC will submit budget comments in April, in general needs rather than dollar amounts.
- New programs that met with EPPC approval:
 - The new Multidisciplinary Minor
 - Permission to plan a masters of Public Health in the School of Medicine
 - Permission to plan Ph.D. degree in Rehabilitation Counseling and Administration.
 - Permission to plan a Ph.D. in Nursing
 - Request to plan a BS in Environmental Technology in the School of Industry and Technology.

Faculty Computer Committee

- Have proposed revision to the committee charge to strengthen role of committee in information technology planning on campus.
- Working on approaches to strengthen faculty input into information technology decisions.

Faculty Governance Committee

- Approved an interpretation on the use of search committees.

- Completed editorial changes in Appendices D and Y regarding the use of working days and calendar days.
- In the process of preparing a recommendation on the use of personnel and evaluation files.
- Addressed the process regarding requests for interpretations to the Faculty Manual.
- Recommended that the complete Policy for Cumulative Review of Permanently Tenured Faculty become a new appendix in the Faculty Manual.
- Revisions to Appendix L regarding the Five-Year Unit Program Evaluation were recommended to and approved by the Senate.

Faculty Welfare Committee (submitted by Kathryn Greene, Chair)

Accomplished

- Revision (and editorial change) of ECU faculty manual regarding retired privileges (adopted)
- Disability services for faculty members will be handled by EEO office
- Discussed with Nance Mize faculty (active and retired) access to the Student Recreation Center
- Discussed with Dennis Young the 5 year reallocation of seating plan and impact on faculty football seating
- Discussed benefits for significant others (referred to State committee; is statute limited)
- Discussed tuition costs for dependents (is statute limited)
- Parking services agreed to extend temporary permit for 2 additional weeks each Fall to allow faculty on semester to semester appointments to obtain first paycheck before they have to pay for the permit (they are not eligible for payroll deduction)
- Discussed the possibility of earlier first paychecks with benefits office, and this is not feasible without changing the employment start date; both ECU credit union and State Employees credit union offer signature loans.
- Discussed "spouse only" (rather than family) and non maternity options for health coverage (referred to State committee)
- Discussed with benefits office the accuracy to retirement benefits estimates
- Stuart Mixon reported on GA benefit review process
- Forwarded letter detailing potential welfare issues for Distance Education initiative
- Forwarded information to help clarify portions of the Phased Retirement letter sent to faculty
- Discussed with Garrie Moore the DOL audit and minority issues for faculty

In progress

- Subcommittee on daycare continues to meet and will submit a report in March
- Discussion of equity of informal leave policies (vary by unit) continues
- Discussion of off campus harassment of faculty by students continues
- Discussion of problem of full time faculty regularly employed semester to semester (without benefits)

General Education Committee

- Reviewing the feasibility of a coding system for general education courses listed in the catalog.
- Looking into instruments to evaluate the effectiveness of the GEC goals needed for the upcoming SACS report.

Honors Program Committee

- Assisted in the preparation of the December 1998 and May 1999 Honors Recognition Ceremony.
- Reviewed and amended a memorandum and proposal format for the call for Honors Seminar Proposals for the Spring 2000 semester.
- Will review Honors Seminar Proposals in March.
- Are reviewing the honors program curriculum.

Libraries Committee

- Reviewed the process of cataloging and technology support. Reviewed preliminary budget of Joyner Library.
- Considered circulation policy at Joyner. Recommended eliminating summer renewal and have only two recall dates for faculty and graduate students.
- Prepared report for EPPC regarding distance education and library resources.

Readmission Appeals Committee

- Reviewed, discussed, and made decisions to reject or accept student appeals received by the deadline.
- Provided input into the Credits Committee recommendation on the academic eligibility and retention standards.

Research/Creative Activities Grants Committee

- Recommended changes to the Research and Creative Activity Grants proposal – to be presented to the Senate for approval in March.
- Reviewed and recommended funding for research and creative activity grants.
- Is looking into on-line grant submission.

Research/Creative Activities Policies Committee

- Have proposed revisions to the "Procedures for Yearly Lifetime and Five-Year University Research Awards" to be presented to the Senate during the February meeting.
- Reviewed and endorsed the "Operational Procedures for Implementation of Faculty Manual, Part VII, Section II. Patent and Copyright Procedures." Presented this report to the Senate.

Student Advising and Retention Committee

- Preparing a report on the "Academic Advising Role in Distance Education."
- Exploring ways to advocate increased emphasis on advising in the faculty evaluation process.

Student Scholarship, Fellowships, and Financial Aid Committee

- Heard, discussed, and made decisions to reject or accept student scholarship appeals.
- Investigated the plans for funds raised by the Pepsi Pouring Rights agreement. Considering ways to become more involved in Chancellor's agenda of obtaining more scholarship funds.
- Approved increases for several scholarships and reviewed status of funds for 4 scholarships (Andrews, Chevrolet, Eastern NC Foundation, and Lillian Jenkins Scholarship)

Teaching Effectiveness Committee

- Is in the process of reviewing 23 portfolios submitted for the alumni teaching awards. Are also considering making recommendations to update and streamline the process.
- Has been reviewing reports on effectiveness of teaching comparing on and off campus sessions and also comparing distance learning and on-campus sessions.
- Reviewed progress reports on the Graduate Council's pilot student Opinion of Distance Learning Instruction study.

Teaching Grants Committee

- Reviewed and recommended funding for teaching grants.
- Requested the chair of the Faculty seek increased funds for teaching grants – funds were increased 38% above the previous year by Vice Chancellor Ringeisen.

Unit Code Screening Committee

- Reviewed, recommended changes, and approved the following unit codes: School of Music, and Department of Philosophy.
- Reviewed and recommended changes for the following unit codes: Department of Foreign Languages and Literatures, Department of Political Science, School of Human Environmental Science, and School of Health and Human Performance.
- Sent requests for interpretations to the Faculty Governance Committee regarding (1) Appendix L, (2) whether units could deviate from the minimum relative weight of 10% for teaching, research, and service under special circumstances, (3) whether personnel committees membership must be specified in the unit code; and (4) if the criteria for cumulative review of tenured faculty should become an addendum to unit codes.

University Curriculum Committee

- Recommended a new course proposal form and addressed issues related to electronic filing of requests.
- Approved 7 new courses; Unbanked 1 course; Banked 45 courses.
- Deleted 27 courses from the catalog.
- Reviewed and approved request to establish a multidisciplinary minor.
- Reviewed and approved revisions of the B.S. in Health Information Management., the French degree program, the School of Business' MIS concentration, the B.S. in Speech and Hearing Sciences, Theatre and Dance, School of Art, Anthropology, the COAS minor, and Special Education.

Writing Across the Curriculum Committee

- Reviewed and approved 11 courses as Writing Intensive.
- Reviewed Student Opinion of Instruction Survey – “Comparison of Writing-Intensive and Non-Writing Intensive Course Results.”
- Considering preparing a resolution requesting that the state the support of incentives for faculty who teach WI course.