

**EAST CAROLINA UNIVERSITY**

**FACULTY SENATE**

**1998-1999 ANNUAL REPORT**

*28 JULY 1999*

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## SECTION I. REVIEW OF THE 1998/1999 FACULTY SENATE

In 1998-1999, the Faculty Senate met eight times in regular session and once in organizational session. Resolutions approved by the Faculty Senate during the year are listed in Section II of this report.

Major accomplishments of the Faculty Senate during the 1998-1999 academic year include the approval of revisions to the following essential University policies described in the East Carolina University Faculty Manual: Appendices C, D, Y, and Part I; revision of the academic retention policies, revisions of privileges for retired faculty, return in the Joyner Library Loan Policy to the original one-year loaning period for faculty members; revision to the policy for the cumulative review of permanently tenured faculty; revision to the Admission and Recruitment Committee and Faculty Computer Committee charges; quality assurance standards for undergraduate courses offered via distance education as well as guidelines for the implementation of these standards; recommendations concerning the General Education Assessment; revisions to the guidelines for research grants; and revision to the Alumni Distinguished Professor for Teaching Awards selection procedures.

As noted in Sections III, IV, and V of this report, the Faculty Senate, Academic, and Appellate Committees were diligent in their pursuits on a variety of matters of major importance for East Carolina University.

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## SECTION II. INDEX OF 1998/1999 FACULTY SENATE RESOLUTIONS

- 98-23      September 8, 1998  
Revisions to the *ECU Faculty Manual*, Part VI. Privileges for Retired Faculty (section H.2, page VI-6).
- 98-24      September 8, 1998  
Recommendations concerning cross-listed courses.
- 98-25      October 6, 1998  
Revisions to the *ECU Faculty Manual*, Part VI. Privileges for Retired Faculty (section H.2, page VI-6).
- 98-26      November 10, 1998  
Approval of the Fall 1998 Graduation Roster, including honors program graduates, subject to completion of degree requirements.
- 98-27      November 10, 1998  
Endorsement of the request for authorization to establish a multidisciplinary minor.
- 98-28      November 10, 1998  
Revisions to the *ECU Faculty Manual*, Appendix L. Section D. and Section E.
- 98-29      November 10, 1998  
Revision to the Policy for the Cumulative Review of Permanently Tenured Faculty and the inclusion in the *ECU Faculty Manual*.
- 98-30      November 10, 1998  
Curriculum matters contained in the minutes of 24 September 1998, and 8 October 1998, committee meeting.
- 98-31      November 10, 1998  
Revised Course Proposal form
- 98-32      November 10, 1998  
New Course Banking/Unbanking/Deleting form
- 98-33      December 8, 1998  
Revised University Academic Retention Standards.
- 98-34      December 8, 1998  
1999-2000 Faculty Senate and Agenda Committee meeting dates.
- 98-35      December 8, 1998  
Statements of clarification for scheduling class contact minutes.

- 98-36 December 8, 1998  
B.S. program in Environmental Technology.
- 98-37 December 8, 1998  
Curriculum matters contained in the minutes of 12 November 1998, committee meeting.
- 99-1 February 23, 1999  
Resolution requesting a return in the Joyner Library Loan Policy to the original one-year loaning period for faculty members.
- 99-2 February 23, 1999  
Revised School of Music's Unit Code of Operations.
- 99-3 February 23, 1999  
Curriculum matters contained in the University Curriculum Committee minutes of 28 January 1999.
- 99-4 February 23, 1999  
Editorial revisions to Appendices D and Y of the *ECU Faculty Manual* regarding time limits on appeals pursuant to Section 501c(4) of the *UNC Code*.
- 99-5 March 30, 1999  
Spring 1999 Graduation Roster.
- 99-6 March 30, 1999  
Support for International Programs recommitted to Committee.
- 99-7 March 30, 1999  
Revision to *ECU Faculty Manual*, Appendix C.
- 99-8 March 30, 1999  
Revision to *ECU Faculty Manual*, Part I.
- 99-9 March 30, 1999  
Interpretation of the *ECU Faculty Manual*, Appendix D.
- 99-10 March 30, 1999  
Editorial change to the *ECU Faculty Manual*, Appendix D.
- 99-11 March 30, 1999  
University Research Award procedures recommitted to Committee.
- 99-12 March 30, 1999  
Curriculum matters contained in the minutes of 11 February 1999, and 25 February 1999 committee meetings.
- 99-13 April 27, 1999  
Epithet (by an official of East Carolina University).
- 99-14 April 27, 1999  
Revised Admissions and Recruitment Committee charge and Faculty Computer Committee charge.
- 99-15 April 27, 1999  
Summer 2001, Fall 2001, and Spring 2002 University Calendars.
- 99-16 April 27, 1999  
Quality Assurance Standards for Undergraduate Courses Offered via Distance Education at East Carolina University.

- 99-17 April 27, 1999  
Guidelines for the Implementation of the "Quality Assurance Standards for Undergraduate Courses Offered via Distance Education at ECU"
- 99-18 April 27, 1999  
Recommendations concerning the General Education Assessment.
- 99-19 April 27, 1999  
Revisions to the Guidelines for Research Grants to be awarded in 2000-2001.
- 99-20 April 27, 1999  
Revised Alumni Distinguished Professor for Teaching Awards Selection Procedures.
- 99-21 April 27, 1999  
Revised Unit Codes of Operation for the following units: Department of Foreign Language and Literatures, Department of Political Science, Department of Psychology, and the School of Health and Human Performance.
- 99-22 April 27, 1999  
Curriculum matters contained in the 11 March 1999, meeting minutes.
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### SECTION III. 1998/1999 FACULTY SENATE COMMITTEES' REVIEW

#### Agenda Committee

Chair: Linda Allred

The Committee met prior to each Faculty Senate meeting to draft the agenda and also prepared the meeting dates for the upcoming 1998/1999 Agenda Committee and Faculty Senate. At this time, the Committee has no business carried over.

#### Committee on Committees

Chair: Mark Taggart

The committee reviewed the Continuing Education Committee charge, considered a revision of the Teaching Grants Committee charge, in relation to a regular meeting day (without recommending changes), reviewed the Research/Creative Activity Policies Committee charge (without recommending changes), addressed the committee's responsibilities with research awards, reviewed the Student Advising and Retention Committee charge and provided more specific direction to the Committee regarding the expectations of its performance, and considered the lack of student representation on academic committees. The Committee alerted the Faculty Governance Committee regarding the issue of interpreting the *ECU Faculty Manual*. The Committee revised the Admissions and Recruitment Committee to include a representative of the Office of International Programs. The Committee considered but rejected a proposed change to the Libraries Committee's charge relating to the Committee's involvement with the ECU Friends of the Library. The Committee revised the Faculty Computer Committee charge and renamed it the Faculty Information Technology Committee. The Committee filled a slate of replacement candidates for Faculty Assembly delegates and alternates for 1999-2000 and completed its review of the 1999-2000 committee membership rosters. At this time, the Committee has no business carried over.

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### SECTION IV. 1998/1999 ACADEMIC COMMITTEES' REVIEW

#### Admissions and Recruitment Committee

Chair: John Cope

The Committee forwarded a letter to the Educational Policies and Planning Committee after reviewing admission policies in regards to issues relating to distance education and nontraditional formats. The Committee noted that initiatives involving distance education would not impact current admissions policies and that no changes were anticipated. A subcommittee was established to examine ways of increasing the recruiting of International students. The Committee on Committees was asked to revise the Committee's charge to include a representative from the Office of International Affairs. Next year, The committee will begin exploring ways to increase enrollment at ECU per the goal of 27K students by 2008 and will revise the proposed resolution relating to recruitment and admission of international students to determine cost factors and justification associated with a recommended increase in focus on International students. A revised resolution will then be resubmitted to the Faculty Senate by the end of Fall, 1999.

### **Calendar Committee**

Chair: David Glascoff

The Committee examined the guidelines for scheduling classes, evaluated current summer terms, and made changes to the examination schedule rotation. In addition, the Committee discussed the possible elimination of registration day as a non-class day; the possibility of a full week's Thanksgiving holiday; and the possibility of utilizing the School of Business's Marketing Research class to secure calendar-related opinion data. Next year, the Committee will review and consider revisions to the calendar format (e.g. MLK makeup day), prepare the 2002-2003 University calendar, including surveying departments using common exams, consider the role of the Calendar Committee regarding distance education, request a report from Registrar regarding adherence to the approved scheduling guidelines, and revisit, via the Marketing Research class, the possibility of a full week at Thanksgiving.

### **Career Education Committee**

Chair: Mark Friend

The Committee established the Career Education Forum in a new faculty/student friendlier format, began planning the Fall Career Education Forum in addition to a Spring one for the 1999/2000 school year, toured offices of Co-op Education, Placement, Student Counseling, tried to establish activities in the Student Union's Clue Book, and evaluated the forum with a follow-up survey. Next year, the Committee will host a Fall and Spring Career Education Forum.

### **Continuing Education Committee**

Chair: Nancy Spalding

The Committee's most important goal was the finalization and passing of the revised committee Charge. Representatives of the Committee met with the Committee on Committees, and Faculty Officers to clarify differences. The Committee participated in discussions concerning the question of funding sources for study abroad programs and supported its move to the Vice Chancellor's office, where the programs would receive adequate funding without drawing from the Summer School funds. The Committee also instituted a monthly report and discussion session of DEEAB activities and distance education problems and processes. Next year, the Committee will present a revised Committee charge to the Committee on Committees and provide more effective outreach information (hiring practices, summer school, policies and procedures relating to courses offered) to constituencies of the Division of Continuing Studies.

### **Course Drop Appeals Committee**

Chair: John Childers

The Committee met as an appellate body for students seeking to appeal a late drop denial by personnel of the office of Undergraduate Studies or Division of Continuing Studies. At this time, the Committee has no business carried over.

### **Credits Committee**

Chair: Tope Bello

The Committee forwarded written comments and concerns to the Educational Policies and Planning Committee concerning distance education, reviewed 6 student appeals of denied grade replacements, and worked with Planning and Institutional Research, Athletics Department, Financial Aid Office, Computing and Information Systems, Faculty Senate, and the Offices of the Registrar, Minority Affairs, and Undergraduate Studies among others to develop new University academic standards. Next year, the Committee will review the University Catalog's statements on effective dates for policies on Grade appeals and Change of Grade (p 47) and report to Faculty Senate and will make a recommendation to the Faculty Senate to stipulate the length of time for instructors to keep students' academic records.

### **Educational Policies and Planning Committee**

Chair: George Bailey

The Committee recommended approval of the establishment of a Multidisciplinary Minor in the College of Arts and Sciences, permission to plan a Masters of Public Health in the School of Medicine, a Ph.D. program in the School of Nursing, a major in Environmental Technology in the School of Industry and Technology, a Ph.D. in Engineering and Industrial Management in the School of Industry and Technology, a BS in Civil Engineering Technology in the School of Industry and Technology, a BS in Environmental Engineering Technology in the School of Industry and Technology, a BS in Electrical Engineering Technology in the School of Industry and Technology, and a new degree program track entitled MS in Occupational Therapy in the School of Allied Health Sciences. The Committee recommended approval of a request to establish MS in Criminal Justice in the School of Social Work and Criminal Justice Studies, a Ph.D. program in Bioenergetics and recommended approval of program reviews for the following programs: CAS in Counselor Education, MS in Chemistry, MA in Geography, MA and MA Ed. in Mathematics, MS in Physics and MS in Medical Physics, MA in Clinical Psychology, and a MS in Environmental Health. The Committee also recommended approval of the name change to Health Education and Promotion, recommended Quality Assurance Standards for Undergraduate Courses offered via Distance Education and Guidelines for Implementation of Quality

### **Educational Policies and Planning Committee** (continued)

Assurance Standards, presented a report on distance education issues to the Faculty Senate, recommended adoption of a new, focused approach for SACS new reaccreditation study to the Chancellor and agreed to create an EPPC Budget Sub-committee to meet during the Summer to discuss University budgetary needs. Next year, the Committee will review University budgetary issues and select a topic of focus for the upcoming SACS visit.

### **Faculty Computer Committee** (renamed Faculty Information Technology Committee, April 1999)

Chair: Wayne Godwin

The Committee supported the Faculty Microcomputer Program, requested a revision to the Committee's charge, and held informational sessions with: Grey Hall, Current Status of Faculty Microcomputer Program and Y2K and Faculty Program and Planning (Early Purchase), Dorothy Clayton, Information Technology Support Positions, Jeff Huskamp and Joe Norris, New Structures for CIS and University Web Committee, David Watkins, Virtual University, Joann Kollar, and Mary Thiesen, University Web Development, Joe Norris and Rob Hudson, NT Workstation Standards, and Ernie Marshburn, Strategic Initiatives Planning. Next year, the Committee will write a plan for faculty development in information technology, implement changes in the current faculty micro computing program, and develop a special consideration program for faculty computing.

### **Faculty Governance Committee**

Chair: Patricia Anderson

The Committee proposed revisions to the *ECU Faculty Manual*, Part I, and Appendices C, L, revised the Policy for the Cumulative Review of Permanently Tenured Faculty and made it a part of the *ECU Faculty Manual*, offered editorial revisions to the *ECU Faculty Manual*, Appendices D and Y, offered an interpretation of the *ECU Faculty Manual*, Appendix D, responded to the Unit Code Screening Committee regarding unit policies for Cumulative Review, and on declaring that associate/assistant deans and directors of programs do not have to be selected according to procedures in Appendix L, and responded to the School of Art's Personnel Committee regarding faculty appointment. Next year, the Committee will receive a report from the Committee's Subcommittee on possible revisions to Appendix C; will continue to exam the Faculty Workload policies on campus, along with the impact of the UNC-GA current study, consider possible revisions to Appendix D, evaluate the use of fixed-term faculty positions, and respond to a March 29, 1999, memorandum from VC Ringeisen regarding clarification for non-concurring recommendations.

### **Faculty Welfare Committee**

Chair: Kathryn Greene

The Committee recommended revisions to the *ECU Faculty Manual* regarding retired faculty privileges, confirmed that disability services for faculty members will be handled by the EEO office, discussed with Dennis Young the 5-yr. reallocation of the athletic stadium's seating plan and its impact on faculty football seating, discussed with Nancy Mize faculty (active and retired) access to the student recreation center, discussed the extension of benefits to significant others, discussed tuition costs for dependents, worked with Parking Services on an agreement to extend temporary parking permits for new faculty, discussed the possibility of earlier first paychecks with the benefits office for new faculty, discussed "spouse only" (rather than family) and non-maternity options for health coverage, discussed the accuracy of retirement benefits estimates, heard a report from Stewart Mixon (Associate Vice Chancellor for Human Resources) on the General Assembly's benefit review process, forwarded a letter to the Educational Policies and Planning Committee detailing potential welfare issues for distance education initiative, forwarded information to Academic Affairs to help clarify portions of the Phased Retirement letter sent to faculty, discussed with Garrie Moore the Department of Labor's audit and minority issues for faculty, forwarded a request to the State Benefits Committee to consider inclusion of real estate investment options for retirement and discussed with ML Antieau (Dean of Students office) problems of off-campus harassment of faculty by students. Next year, the Committee will discuss providing more daycare options on campus, the equity of unit informal leave policies, and the problem of full time faculty regularly employed semester to semester (without benefits). The Committee will also request formal notification from Garrie Moore/EEO office on how faculty disability issues will be addressed and assist him in publicizing this issue and work with ML Antieau, Stewart Mixon and Garrie Moore to publicize the University's policy/procedures for addressing harassment of faculty.

### **General Education Committee**

Chair: Charles Bland

The Committee discussed general education credit for cross-listed courses and considered catalog identification of courses carrying general education credit. Next year, the Committee will follow-up on the approved Faculty Senate resolution concerning General Education Assessment, review the policy concerning catalog identification of courses carrying general education credit, consider the role, if any, of the General Education Committee in matters relating to Distance learning and review articulation agreements with community colleges and the impact on the transfer

### **General Education Committee** (continued)

students with general education requirements, cognate courses, degree program requirements, surcharges, and advising responsibilities.

### **Honors Program Committee**

Chair: Doug McMillan

The Committee recommended December 1998 and May 1999 Honors Program Graduates to the Faculty Senate, approved one Honors Seminar proposal for Fall 1999 and two proposals for Spring 2000, held Fall and Spring Honors Recognition Ceremonies, reviewed the Honors Program curriculum, recommended that the Honors Program Director experiment with an Honors Freshman Seminar and recommended to the Honors Program Director that Honors seminars and courses be more fully described in future Course Registration Schedules and on the Honors Program web site. Next year the Committee will continue to explore the validity of the requirement that all Honors seminars be Writing Intensive, give high priority to the backlog of approved Honors seminars, assist program director in filling assistant director position, explore the possible development of an Honors College, and explore the possibility of adding 1 s.h. and 2 s.h. Honors courses (independent study).

### **Libraries Committee**

Chair: Allan Rosenberg

The Committee built a closer working relationship between the Health Sciences library, Joyner Library, and the Libraries Committee with significant discussions to the sharing of resources and allocation of budgeting to complete the libraries mission on east and west campus. The Committee met with Jeff Huskamp, Associate Vice Chancellor of Administration and Finance - Information Technology, regarding the role of CIS in support of systems at Joyner Library and the information technology infrastructure, and met with various library representatives from Circulation, Acquisitions, Cataloging, and Systems. Next year, the Committee will discuss library resources for distance education, informational technology support system in the library, electronic journal and electronic publishing, synchronization of library services campus wide (Joyner, Medical, Music) and the role of faculty in allocation off resources available from the ECU Friends of the Library. The Committee will also continue its on-going review of budget recommendations and allocations, request a briefing on the expanded Joyner Library hours as of Fall 99, examine how well the connection functions between ECU libraries and the unit library representatives and continue department reports from both libraries.

### **Readmission Appeals Committee**

Chair: Thomas Durham

The Committee reviewed and made decisions on readmission appeals submitted by students (approximately 50 in August and 50 in January), addressed attendance issues in our meetings and had a 75% attendance rate for meetings this year, and held a training session with new members to review form of data that is evaluated in order to make better decisions regarding data provided by the registrar's office. Next year, the Committee will attempt to understand and implement revisions in the University Retention Standards and continue to examine the efficiency of the Committee's review process.

### **Research/Creative Activity Grants Committee**

Chair: Catherine Rigsby

The committee recommended 30 proposals for funding with a total funding recommendation of \$300,052.80. The committee reevaluated the salary cap that was approved and put into place in a previous year. The Committee established a new review instrument, "Summary of Committee Evaluation Comments," with the written review becoming a part of the official notification returned to all applicants with proposal award or rejection letters. Next year, the Committee will address the problem of Committee members not turning in the summary evaluation reviews and consider whether to continue use of this instrument. The Committee will also develop an on-line grant form and procedure.

### **Research/Creative Activity Policies Committee**

Chair: Bodo Nischan

The Committee recommended two candidates for the Five Year Awards for Excellence in Research/Creative Activity, proposed revisions to the University Research Award procedures, and endorsed East Carolina University's Patent & Copyright Agreement. Next year, the Committee will continue its work on the proposed revisions to the University Research Award procedures and work toward a standardization of forms for the application/nomination process.



### **Student Advising and Retention Committee**

Chair: Mike Brown

The Committee forwarded recommendations relating to distance education and advising to the Educational Policies and Planning Committee, met with Virtual University Committee to provide input on advising practices for distance learning programs, and drafted a resolution to the Faculty Senate requesting endorsement of faculty advising. Next year, the Committee will provide input to Undergraduate Studies to develop novel ways to enhance the advising process at ECU, revise the resolution requesting Faculty Senate's endorsement of faculty advising, consider proposals to the Faculty Governance Committee on proposed changes to the *ECU Faculty Manual* as it relates to the role of advising and faculty expectations, consider and make recommendations regarding the role of career counseling in retention and advising, and consider ways to enhance advising for students who are undecided or reconsidering their major.

### **Student Scholarships, Fellowships, and Financial Aid Committee**

Chair: Philip Rothman

The Committee directed the awarding of the Lillian Jenkins, Andrews, Eastern North Carolina Foundation and Chevrolet Scholarships, heard scholarship appeals, followed-up on the completion of the Student Scholarship directory and its posting on the ECU Financial Aid Office's web site, received a clarification from the Chair of the Faculty on the need for a Committee quorum to rule on student financial aid and athletic scholarship appeals and met with the Chancellor, Vice Chancellor for Institutional Advancement and President of the ECU Foundation, and Director of Admissions, in separate meetings, to discuss the university's process of allocating merit-based scholarships and to explore how the faculty can be more involved in this process. Next year, the Committee will continue its evaluation of the Committee's charge and responsibilities, continue the awarding of scholarships and hearing of financial aid decision appeals and continue to investigate how the Committee, and the faculty in general, can become more involved in setting policy for allocating student scholarships.

### **Teaching Effectiveness Committee**

Chair: John Bort

The Committee revised the Alumni Teaching Awards procedures, evaluated the teaching effectiveness in distance education, discussed at length what constituted effective teaching, considered ways to promote effective teaching, developed internal forms to assist teaching awards subcommittees in the evaluation of the files of nominees for awards, and unified the deadlines for award nominations. Next year, the Committee will continued discussion on faculty development and the evaluation of teaching, discuss methods of enhancing faculty development, continue work on effective methods for the evaluation of distance education courses, develop a new survey instrument for the evaluation of distance education courses, and discuss the Educational Policies and Planning Committee's report on issues relating to distance education.

### **Teaching Grants Committee**

Chair: Sherry Ginn

The Committee evaluated 18 proposals with 10 receiving funding. The Committee created preliminary on-line application procedures, modified the granting policies and procedures for next year, and held a workshop for prospective 2000-2001 grantees. Next year, the Committee will revise the on-line grant applications, review progress reports for 1997-1998 and 1998-1999, require abstracts in addition to the progress reports, and examine whether a set meeting time should be established for 2000-2001 and thereafter.

### **Unit Code Screening Committee**

Chair: Bill Grossnickle

The Committee reviewed seven codes, forwarding four on to the Faculty Senate and Chancellor for final approval. At this time, the Committee has no business carried over.

### **University Curriculum Committee**

Chair: Jim Smith

The Committee acted on proposed revisions to undergraduate curriculum courses and began a new process of electronic submission for course revisions. Next year, the Committee will examine current submission forms for ease of use and submission, revise the Committee's web page for ease of use, hold a workshop on electronic filing of materials, and resolve issues of dual submissions of 5000 level courses.

### **Writing Across the Curriculum Committee**

Chair: Lynn Eudey

Approved 16 writing intensive courses and made the determination courses that are banked lose "writing intensive" designation. Next year, the Committee will continue to evaluate courses for "WI" designation.

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## SECTION V. 1998/1999 APPELLATE COMMITTEES' REVIEW

### Due Process Committee

Chair: Ralph Scott

Other than for the organizational meeting, the Committee did not have an occasion to meet during the academic year.

### Faculty Grievance Committee

Chair: Gene Hughes

The Committee held no hearings this year but has had four grievances proceed to Step 1 and three proceed to Steps 2 and 3, as defined in Appendix Y of the *ECU Faculty Manual*.

### Grievance Board

Chair: Martin Schwarz

Other than for the organizational meeting, the Committee did not have an occasion to meet during the academic year.

### Hearing Committee

Chair: Michael Bassman

The Committee held two appellate hearings during the year, with both final reports completed and forwarded to the Chancellor.

### Reconsideration Committee

Chair: Donald Neal

Other than for the organizational meeting, the Committee did not have an occasion to meet during the academic year.

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## SECTION VI. PREVIEW OF THE 1999/2000 FACULTY SENATE

Noted in the above review of committee accomplishments during 1998-1999, a number of tasks are planned for the 1999-2000 academic year. Among the issues likely to come before the Faculty Senate from various committees are the following:

### Admissions and Recruitment

Review of the 1998-2000 Long-Range Enrollment Projections and recommendations on how to maintain or improve quality standards given the expected increased enrollment at ECU by 2008.

### Credits Committee

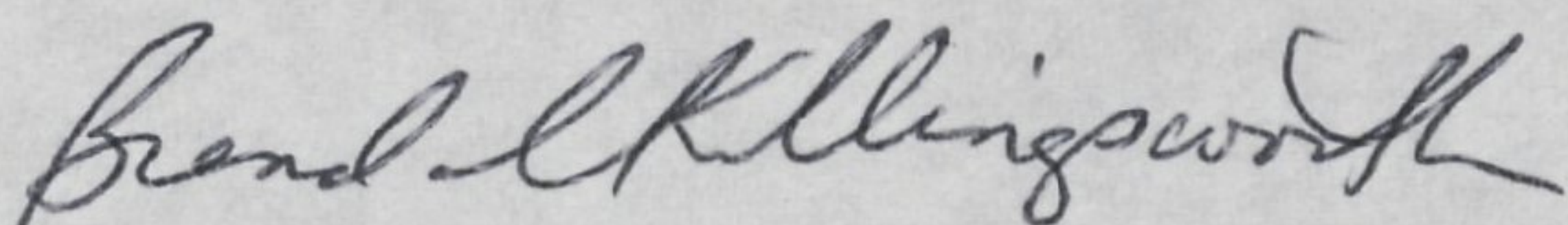
Review of University Undergraduate Catalog statements on effective dates for policies on Grade appeals and Change of Grade.

### Faculty Governance Committee

Revision of Appendix C

### Research/Creative Activity Grants Committee

Proposed Revisions to the Procedures for Awarding Research Awards



Brenda L. Killingsworth

Chair of the Faculty

School of Business

Copies of this report forwarded to:

- Faculty Senators/Alternates
- Chancellor
- Vice Chancellors for Academic Affairs, Health Sciences, Research, Student Life, Institutional Advancement
- Archives, Joyner Library
- Members of the Committee on Committees
- News Bureau
- Available on Faculty Senate website