

2-2000

FS annual
report

At the beginning of the 1999-2000 academic year we requested that Academic committees take measures to streamline their work. At midyear we asked them to report how they were doing. Some committees are already implementing methods to streamline their work. Others still need to develop more efficient methods. Here are some of their responses.

Calendar Committee

Appointed subcommittees to help expedite the work.

Continuing Studies Committee

Developed a time-line to achieve committee goals by April.

Course Drop Appeals

We had already done that last year by using computers to communicate business rather than meaningless busywork meetings and setting a timeline for the committee to hear student appeals.

Credits Committee

The Credits Committee has taken the following steps, keyed to the numbers listed in Robert Morrison's email dated 11/29/99:

- Set a deadline for when each goal will be accomplished.
- Set time limits for agenda items, possibly by having time segments for each agenda item.
- The committee chair should review the agenda well in advance of each committee meeting and collect needed information before the meeting.
- Use ex-officio members or other resource people such as administrative staff for sources of information. Get as much of the information in writing as possible so it can be distributed to committee members before the committee meeting. Web pages and email may be helpful for some of this.
- Make early reports to the Faculty Senate. (Or at least report during the academic year instead of at the end of the year.)
- Use email for communication with committee members and to distribute the minutes.

Curriculum Committee

The major streamlining of the work was done with the electronic submission process which reduced the number of paper copies from 17 to two and now down to one and the fact that the units no longer are responsible for the distribution of items to the members.

Educational Policies and Planning Committee

The committee's work already is streamlined. No further streamlining is required.

Faculty Welfare Committee

The committee has been delegating duties to committee members.

Honors Committee

We always set meeting agendas for the next meeting, and always summarize where we are with our goals.

Libraries Committee

Used subcommittees and developed a time-line for implementing a library user satisfaction survey.

Readmission Appeals Committee

Because of the fixed nature of our task, changes in procedure aren't too feasible.

Research/Creative Activity Grants Committee

Those steps were taken several years ago. The committee runs smoothly and the work of the committee is done in the most efficient way possible -- subject, of course, to small-scale improvements every years (after the Spring meeting).

Research/Creative Activity Policy Committee

The goals and deadlines of the Research/Creative Activity Policies Committee are pretty much defined by the tasks and deadlines set by VC Feldbush. There is really very little that we can do to streamline our work.

Student Scholarship Committee

The committee holds hearings as needed.

Teaching Effectiveness Committee

- Subcommittees were formed for the distance education and teaching awards goals.
- Minutes have been passed from the secretary to the chair via E-mail for approval.
- Agendas are established at each committee meeting for the next meeting, and agendas are submitted to the faculty senate office well in advance of the deadline.
- Resource people have been utilized to assist in making recommendations to the committee. (Max Poole - Graduate School)
- Provided subcommittee recommendations in writing to the committee.
- Prior to meeting dates, information was available via E-mail / ECU home page (SOIS).
- Chair reviews meeting agenda and gathers information for committee members prior to meetings. (New guidelines for Teaching Awards)

Teaching Grants Committee

The Committee continuously reviews the policies and procedures by which teaching grant proposals are submitted and evaluated. The Committee believes the overall structure of the current process is efficient.

Unit Code Screening Committee

The Unit Code Screening Committee reviews Unit Codes as they are submitted after review by the appropriate Dean.

**MEETING OF FACULTY OFFICERS
WITH CHANCELLOR AND VICE CHANCELLORS**

Thursday, 10 February 2000

3:00 p.m. in Spilman, room#103

AGENDA

- A. Chancellor Richard Eakin's Remarks
- B. Vice Chancellor Richard Ringeisen's Remarks
- C. Vice Chancellor James Hallock's Remarks
- D. Vice Chancellor Thomas Feldbush's Remarks
- E. Faculty Officers' Remarks
 - 1. Teaching Awards Ceremony
 - a. Formal Invitations
 - b. Teaching Scholar Award
 - 2. Update on Versity.Com Issue
 - 3. Faculty Senate Resolution on Capital Funding and Faculty Salaries
 - 4. Progress on formation of a School of Information and Communication Sciences
 - 5. American Association for Higher Education Conference on Faculty Roles and Rewards
 - 6. Faculty service
- F. 22 February 2000, Faculty Senate Agenda
- G. Miscellaneous