

PLEASE POST FOR ALL FACULTY TO READ!

EAST CAROLINA UNIVERSITY 1999-2000 FACULTY SENATE

FULL MINUTES OF 21 MARCH 2000

The seventh regular meeting of the 1999-2000 Faculty Senate was held on Tuesday, 21 March 2000, in the Mendenhall Student Center, Great Room.

Agenda Item I. Call to Order

Chair Brenda Killingsworth called the meeting to order at 2:10 p.m.

Agenda Item II. Approval of Minutes

The minutes of 21 February 2000, were approved as distributed.

Agenda Item III. Special Order of the Day

A. Roll Call

Senators absent were: Professors Joyner (Education), Bauer (English), Gares (Geography), Boswell (Health and Human Performance), Lyandres (History), Davis and Friend (Industry and Technology), Fiordalisi and Metzger (Medicine), Theurer (Music), Pozzuto (Social Work and Criminal Justice Studies), Clark (Theatre and Dance), Everett (Faculty Assembly Delegate), and Vice Chancellor Hallock (Health Sciences).

Alternates present were: Professors Jones for Taylor (English), Felts for Barnes (Health and Human Performance), Hanrahan for Gilliland (Medicine), and Reiser for Mooney (Sociology).

Following roll call, Brenda Killingsworth, Chair of the Faculty, asked for a moment of silence in memory of Dr. Lawrence E. Hough. She noted the many years of dedicated service and hard work Larry gave to the Faculty Senate, UNC Faculty Assembly, and various University committees.

Alfred (Psychology) spoke of the success of Faculty Scholar program and that there will eventually be a scholarship representing the ECU faculty.

B. Announcements

1. The Chancellor has approved the following resolutions from 22 February 2000, Faculty Senate meeting:
 - #00-7 Revision to the On-Line Advisor Evaluation, to include a section for student comments.
 - #00-8 Curriculum matters contained in the University Curriculum Committee minutes of 27 January 2000.
 - #00-9 Revised Fall 2000 University Calendar to reflect a October 21-24 Fall Break.
2. Earlier discussion on participating in the Parking Survey prompted faculty to inquire about how to access their individual PIN numbers. The procedures are as follows: First, go to the ECU home page and click on "Faculty and Staff". Then, near the bottom, left corner of the page, click on "PIN". Next, click on the green area that states "activate your personal identification number and gain access to your staff records". Follow the directions stated and the PIN number will be provided by e-mail.
3. A member of the Agenda Committee has recommended that the Faculty Senate office try to incorporate the University's email system into the monthly mailings of Faculty Senate agenda and minutes and various other materials distributed by campus mail to all faculty. This incorporation would provide faculty with quicker access to various Faculty Senate documents and greatly save on the office budgetary funds. Joe Norris (Director of Information Technology Consulting) has worked diligently to arrange this and provide us with a Faculty Listserv. Beginning this Fall 2000, all Faculty Senate materials will be distributed automatically via the Faculty Listserv. Faculty choosing to opt out of the Faculty Listserv will continue to be able to access the materials via the Faculty Senate website. Actual paper copies of the various documents will then only be available in the Faculty Senate office. We encourage you to share your thoughts on this with the Faculty Officers.
4. Tom Feldbush, Vice Chancellor for Research and Dean of the Graduate School, has been asked to consider adding the appointment of the Chair of the Faculty, or his/her designee, as an ex-officio member of the Graduate School Administrative Board without vote. This addition would provide a communication bridge between the graduate and undergraduate faculty serving in both the Graduate Assembly and Faculty Senate. Members of the Faculty Governance Committee discussed this request at their March 8th meeting.
5. Faculty interested in periodically receiving copies of "*The Chronicle of Higher Education*" are asked to call the Faculty Senate office and place their name on a list for distribution.

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6. Plans are now being made for the 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. on Wednesday, 3 May 2000 (Reading Day). Chancellor Eakin will host a reception immediately following the event. Formal invitations to all faculty will be mailed soon. Please make plans now to attend.
7. Committee chairs are reminded that all Academic Committee Annual Reports are due in the Faculty Senate office by Thursday, 4 May 2000.
8. The Libraries Committee has formulated a Faculty Library Survey that all faculty are being asked to complete. This survey is available via the Faculty Senate website at: <http://www.ecu.edu/fsonline/>. Please direct any questions to Allan Rosenberg, Chair of the Committee, at #816-3538.

C. Richard Eakin, Chancellor

Chancellor Eakin expressed thanks to the Faculty Senate for changing the break for Fall Semester 2000. The Chancellor spoke of the Merit Scholarship campaign and the Campaign for East Carolina Scholars. Irwin Belk of Charlotte will provide a gift of \$3.78 million spread over the next 30 years. ECU will have one \$10,000 scholarship each year for the next 20 years. The Campaign raised \$11 million in total funds for the campaign. The scholarships funded by Mr. Belk will be named after Carol Belk. The ECU Board of Trustees named the clock tower in honor of Mr. and Mrs. Fred Langford tower. ECU received a multi million dollar donation from the late Mr. Langford for Joyner library. The March 7 legislative visit to ECU highlighted the need to convince the General Assembly – in this legislative session - to fund capital needs projects for ECU and other University institutions. Schneider (Business) asked that the proper administrative officials inform faculty in a timely manner as to the addresses and names of the various legislative officials who may be influential in securing such funding. The Chancellor stated that this would be done in timely manner.

D. Vice Chancellor's Report

Richard Brown, Vice Chancellor for Administration and Finance, presented a presentation on the budget outlook for the immediate future. The budget outlook for 2000-2001 is poor, and the budget will remain tight for next two years. This is the case for several reasons: 1) because of tax cuts and spending commitments, such as teacher pay raises, Smart Start funding commitments, needed employee raises; 2) multiple court suits related to refunding of money to retired North Carolina employees; 3) natural disasters; 4) customer service budget requirements; and 5) a potential economic slowdown. Vice Chancellor Brown said that the University should prepare for a 1/2 percent budget cut for coming year. The University of North Carolina has requested \$30 million in the supplemental budget, in part to accommodate anticipated enrollment increases, including ECU's portion of the request. \$14 million is targeted for distance, and other funds have been requested for faculty salary adjustments. As for the current year, ECU is on target with the exception of money allocated for utilities, because of recent price hikes for fuel.

Vice Chancellor Ringeisen addressed the distance education and weekend university budget. He emphasized that distance education funds are earmarked specifically for distance education. It is an entirely separate line item, with close scrutiny given to what qualifies as distance education and what does not. The Vice Chancellor said that distance education courses are to be taught by faculty, which means distance education funds may be used to pay for a traditional course if someone teaches a distance education course. 50% of salaries for consultants' salaries is paid with distance education funds, and that Continuing Studies is also being run with distance education funds. Ferrell (Faculty Assembly) asked if any cost studies are being conducted on distance education. The Vice Chancellor said that General Administration is conducting such studies.

Dr. Ringeisen said that the Weekend University is up to 1600 hours credit, with 230 students, and is breaking even. The Vice Chancellor said that Associate Vice Chancellor Gary Lowe furnished the Senate with the requested budget information for the Office of International Affairs.

Bruce Flye, Director of Facility Planning, spoke about the campus master plan and campus needs for next 10 years, and the accompanying accommodations and constraints. For example, enrollment needs for 27,000 students will necessitate around need 3000 additional square feet. A planning district is being considered to study possible expansion needs. Mr. Flye said that the plan is to confine the academic core area to a relatively small space, but that it will be difficult. The plan is to extend the campus to Elm Street and create additional parking spaces around edges of campus outside core area. A conference performance center is also being planned, as are alternative plans for the area of 10th Street running in front of the campus. The DOT is not seriously considering closing 10th Street but may consider plans to make it more pedestrian friendly. Schneider (Business) asked if it is possible to alter Dickinson Avenue to provide a direct route from 264 to campus. Mr. Flye said that a project is on board to provide a more direct route from 264, and that this has the support of city government. Cali (Education) asked about the implication of expansion plans for a fraternity house and campus ministry building on 10th Street. Mr. Flye said that numerous ideas are being considered. Engel (Medicine) asked if community input was being considered when the planning district was laid out. The response was that community involvement was present up front, and that the University met with neighborhood association representatives. The planning district has been open about what the University wants from the

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beginning. Vice Chancellor Brown said that the 1992 plan incorporated the neighborhood currently being studied for expansion, and that there should have been no surprises to the residents in the affected neighborhood.

E. Brenda Killingsworth, SACS Self-Study Director

Professor Killingsworth (Business) reported that a meeting was scheduled for the next day to finalize committee work, and that a workshop on institutional effectiveness had been scheduled. Information pertaining to the SACS self-study is on the SACS self-study web page at: www.ecu.edu/pir/sacs.

F. Approval of Spring 2000 Graduation Roster, including honors program graduates

Jim Joyce (Physics) stated that there was a name of a person on this graduation roster who was very special to all of the faculty. From the day she joined the staff on East campus, she began taking her one free course each semester and continued with at least two courses each summer session without fail. After 10 years, she had now earned her undergraduate degree with a 3.89 G.P.A. He stated that he was not sure if this had ever been done exactly like this before. But he thought that it was very special to all faculty who value education so much. Professor Joyce therefore moved the approval of the Spring 2000 Graduation Roster and called upon the entire Faculty Senate to second the motion with a special commendation for the administrative assistant of the Faculty Senate, Mrs. Lori Lee, Bachelor of Science in Child Development and Family Relations (Family and Community Services). **RESOLUTION #00-10**

Agenda Item IV. Unfinished Business

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

Agenda Item V. Report of Committees

A. Credits Committee

Doug Schneider (Business), Chair of the Committee, presented the proposed revision to Section I.J. Grade Appeals of Part V. Academic Information of the *East Carolina University Faculty Manual*. The question addressed was how long faculty should be required to retain records, with respect to the appeal process? Currently, grade appeals must be made before drop date of next semester. Ferrell (Faculty Assembly) asked for clarification on the definition of course record. Professor Schneider stated that it might include exams, spreadsheet records, projects, or project contents, but at a minimum, some record of how the grade was assigned. Sexauer (Immediate Past Chair) asked if a grade book would be sufficient, but that the only thing in the grade book would be the grade. Professor Schneider stated that only records used to arrive at grade needed to be kept for a year, and that there was no intention of increasing the amount of material that faculty needed to keep.

Following discussion, the proposed revision to the *ECU Faculty Manual* was approved as presented. **RESOLUTION #00-11** Please refer to the list of resolutions at the end of this report for the full revision. (Following approval by the Chancellor, the revision will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at www.ecu.edu/fsonline/part5.htm.)

B. Educational Policies and Planning Committee

George Bailey (Philosophy), Chair of the Committee, presented an overview of the University budget issues. The University has created long-range budget team group; he read the draft charge for the group. The team will make decisions about what to prioritize over the long term, and it will include the EPPC chair. Professor Bailey talked about how the Vice Chancellor for Academic Affairs allocates continuing and additional funds to academic units for budgets. There are 4 general categories for making decisions: 1) the strategic plan; 2) the service and outreach activities of individual units; 3) the productivity index (which would negate the impact of using fte's as the sole or primary basis for budget allocations); and 4) the merits of budget proposals.

Martinez (Foreign Language) asked if different types of publications are taken into account, for example, books versus articles, or if differences in availability of funds are taken into account. (Natural and medical sciences may have more accessible funding opportunities than the humanities.) Vice Chancellor Ringeisen stated that the productivity index measures what comes out versus what comes in, and stated that some departments are more expensive to fund than others. The productivity index serves as a comparison index. Morrison (Vice Chair) asked if University committee service is taken into account. The response was affirmative. Chancellor Eakin spoke of the danger of getting into a mechanistic formulation, and that the process should remain somewhat subjective, but fair.

C. Faculty Governance Committee

Henry Ferrell (History), Chair of the Committee, presented first the proposed replacement for Section VI. Personnel/Evaluation Files of Appendix C. of the *East Carolina University Faculty Manual*. Rosenberg (Faculty Assembly) asked for clarification on materials restricted by state law. Pravica (Mathematics) asked if there were consequences attached to not informing a faculty member of changes in personnel file. Professor Ferrell stated that there would be negative consequences for those who did not make faculty aware of such changes. Chamberlain (Art) asked what "examining other files" meant. Sexauer (Immediate Past

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Chair) stated that faculty members may examine all personnel files in all locations, not just their primary personnel file. Miller (Philosophy) asked when must a faculty member be notified of changes. Ben Irons, University Attorney) stated that such notification must be made in a reasonable period of time.

Following discussion, the proposed replacement to the *ECU Faculty Manual* was approved as amended. Please refer to the list of resolutions at the end of this report for the full approved text. **RESOLUTION #00-12** (Following approval by the Chancellor and Board of Trustees, the replacement will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at www.ecu.edu/fsonline/appc.htm).

Professor Ferrell then presented the proposed addition to Part VI. General Personnel Policies ("Section VIII. Frequently Asked Questions About Faculty Personnel Records) of the *East Carolina University Faculty Manual*. Rosenberg (Faculty Assembly) asked about the parameters used to disallow looking at confidential medical records in one's own personnel file. Chamberlain (Art) asked about the definition of "personnel file". Martinez (Foreign Language) asked if faculty could submit further questions to Faculty Governance which had not been addressed. Professor Ferrell's reply was yes.

Following discussion, the proposed addition to the *ECU Faculty Manual* was approved as amended. **RESOLUTION #00-13** (Following approval by the Chancellor, the addition will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at www.ecu.edu/fsonline/part6.htm).

Professor Ferrell then presented a recommendation that the Chancellor initiate the development of training materials/workshops for administrative personnel covering proper stewardship of personnel files/records. Chancellor Eakin spoke in support of recommendation. Following discussion, the recommendation for Training Materials/Workshops was approved as amended. **RESOLUTION #00-14** Please refer to the list of resolutions at the end of this report for the full resolution.

D. Libraries Committee

Allan Rosenberg (Medicine), Chair of the Committee, presented a brief report on Joyner Library's new policy on the purchase of new books. Varner (Administrative Council) spoke about the report, and that the Library does not limit in any way the choice of books or access to books. Ferrell (Faculty Assembly) asked if a shortfall in funds could be made up elsewhere as has been done before. Morrison (Vice Chair) expressed concern about quality of books and the possible slant toward disciplines that demand inexpensive books. The response was that such factors will be taken into account, and that the rejection of requests is still low. Professor Rosenberg urged faculty to participate in a survey on library services.

E. Teaching Effectiveness Committee

Rose Allen (Allied Health Sciences), Chair of the Committee, presented the proposed Direct Peer Classroom Observation for On-Line and Distance Education Courses. Dot Clayton, Professional Development, presented the recommendation. Sexauer (Immediate Past Chair) and Muzzarelli (Allied Health) asked how it was possible to have peer observation in a virtual environment. Professor Clayton stated that the language in the recommendation comes from General Administration, and that units need to develop an observation method on their own. Following discussion, the proposed procedures for Direct Peer Classroom Observation for On-Line and Distance Education Courses failed to be approved by the Faculty Senate.

F. Unit Code Screening Committee

Ralph Scott (Academic Library Services), Chair of the Committee, presented the revised Academic Library Services' Unit Code of Operation. There was no discussion and the revised Academic Library Services' Unit Code of Operation was approved as presented. **Resolution #00-15**

G. University Curriculum Committee

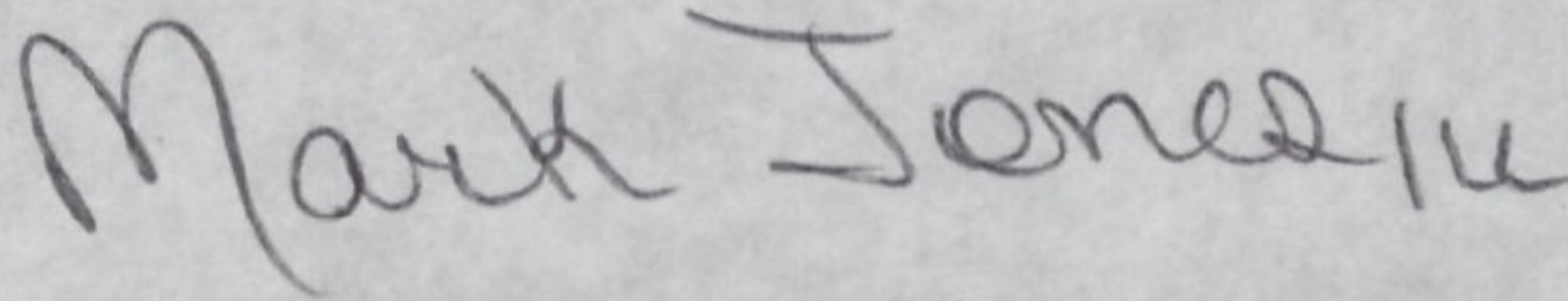
Jim Smith (Business), Chair of the Committee, presented the curriculum matters contained in the 10 February 2000, 24 February 2000, and 9 March 2000, meeting minutes. There was no discussion and the curriculum matters were approved as presented. **RESOLUTION #00-16** (Copies of these minutes have been distributed to all units and are available on the Faculty Senate website at www.ecu.edu/fsonline/cu.htm).

Agenda Item VI. New Business

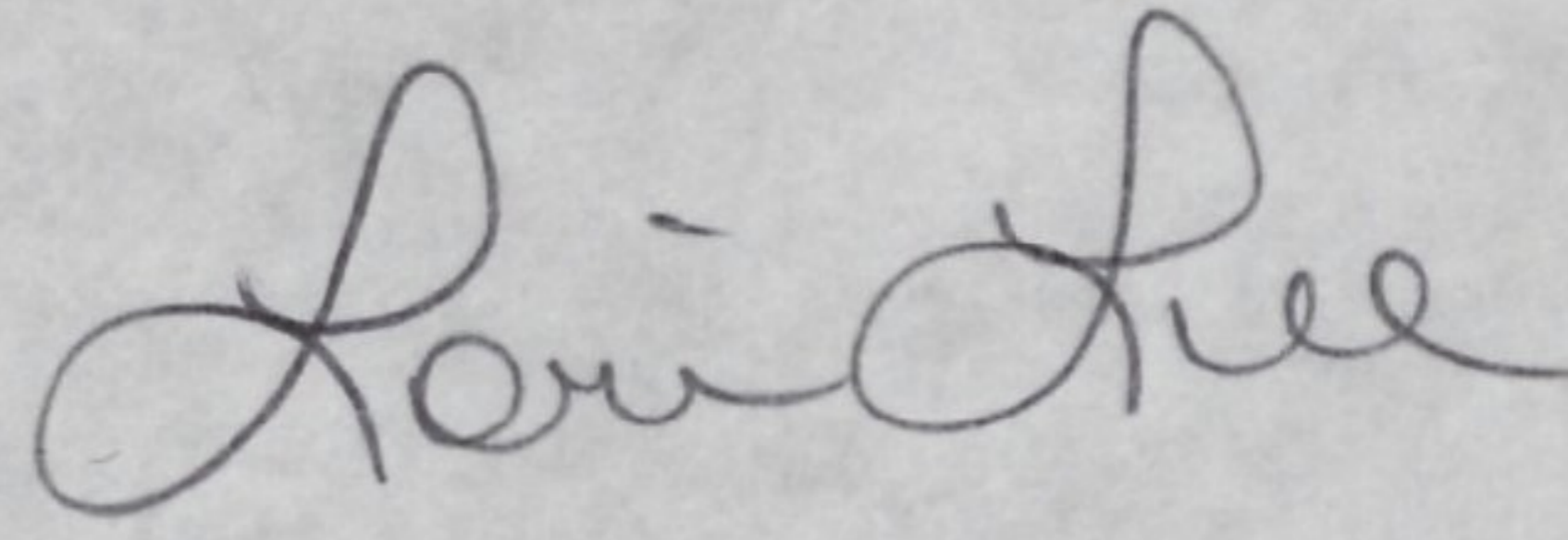
David Glascoff (Business), Chair of the Calendar Committee, presented a proposed revised Spring 2000 University Calendar to schedule Tuesday, May 2nd as a make-up class day for the January 25th class day lost due to snow and to make Wednesday, May 3rd as a make-up class day for the April 21st State holiday. This would eliminate a Reading Day for the Spring semester. Following discussion, the revised Spring 2000 University Calendar was approved as presented. **RESOLUTION #00-17**

There being no further business to come before the Faculty Senate at this time, the meeting adjourned at 4:45 p.m.

Respectfully submitted,



Mark Jones
School of Social Work and Criminal Justice Studies
Secretary of the Faculty



Lori Lee
Faculty Senate Office

RESOLUTIONS PASSED AT THE 21 MARCH 2000, FACULTY SENATE MEETING.

- #00-10 Spring 2000 Graduation Roster, including honors program graduates, subject to completion of degree requirements.
Disposition: Chancellor
- #00-11 Revision to Section I.J. Grade Appeals of Part V. Academic Information of the *East Carolina University Faculty Manual*, by inserting the following paragraph:
"Faculty are required to retain for one calendar year from the date a grade is posted all course records that substantiate the posted grade."
(Following approval by the Chancellor, the revision will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at www.ecu.edu/fsonline/part5.htm.
Disposition: Chancellor
- #00-12 Replacement for Section VI. Personnel/Evaluation Files of Appendix C. of the *East Carolina University Faculty Manual* to read as follows:
"VI. Faculty Personnel Files*
North Carolina law defines a personnel file as any information gathered by East Carolina University that relates to an individual's application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment, wherever located and in whatever form. A faculty member's primary personnel file shall reside in the code unit office under the supervision of the code unit administrator. The location and custodian of other files containing personnel records will be listed in the *Personnel File Checklist* attached to the inside cover of the primary personnel file. All evaluative documents will be contained in the primary personnel file. Official copies of Personnel Action Dossiers shall reside in the primary personnel file. Faculty members are encouraged to examine their primary personnel file often, subject to certain restrictions of state law. Faculty members may examine other files containing personnel records subject to the same restrictions. A faculty member may obtain copies of any materials that are not restricted by state law in the personnel file and may attach a concise statement in response to any item therein. This concise statement shall be submitted to the custodian for inclusion as an attachment to the specific document. A person designated by the faculty member may examine that employee's personnel file with the written authorization of the faculty member. No material obtained from an anonymous source shall be placed in the primary personnel file or any other file containing personnel records except for data from student opinion surveys. Data from student opinion surveys shall be used in the annual evaluation and shall be submitted by the authorized surveying agent to the faculty member and the unit administrator. Evaluative materials or summaries thereof prepared by peer committees as part of a regular evaluation system may be placed in the primary personnel file when signed by a representative of the committee. Faculty members must be made aware within a reasonable time of any change in their personnel file. The procedures of Article 7 of Chapter 126 of the General Statutes of North Carolina shall govern matters relating to personnel files.
* Please see Faculty Manual Part VI for further information on state statutes and ECU policy concerning faculty personnel files."
(Following approval by the Chancellor and Board of Trustees, the replacement will be made to the *ECU Faculty Manual*, located on the Faculty Senate website at www.ecu.edu/fsonline/appxc.htm.)
Disposition: Chancellor, Board of Trustees
- #00-13 Addition to Part VI. General Personnel Policies ("Section VIII. Frequently Asked Questions About Faculty Personnel Records) of the *East Carolina University Faculty Manual*.
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Disposition: Chancellor

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- #14 The committee recommends that the Chancellor initiate the development of training materials and annual workshops for administrative personnel covering proper stewardship of personnel files/records.

Disposition: Chancellor

- #00-15 Revised Academic Library Services' Unit Code of Operation.

Disposition: Chancellor

- #00-16 Curriculum matters contained in the 10 February 2000, 24 February 2000, and 9 March 2000, meeting minutes. (Copies of these minutes have been distributed to units and are available on the Faculty Senate website at www.ecu.edu/fsonline/cu.htm.)

Disposition: Chancellor

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Disposition: Chancellor

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EAST CAROLINA UNIVERSITY
1999-2000 FACULTY SENATE

EXECUTIVE MINUTES OF 21 MARCH 2000

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Senators absent were: Professors Joyner (Education), Bauer (English), Gares (Geography), Boswell (Health and Human Performance), Lyandres (History), Davis and Friend (Industry and Technology), Fiordalisi and Metzger (Medicine), Theurer (Music), Pozzuto (Social Work and Criminal Justice Studies), Clark (Theatre and Dance), Everett (Faculty Assembly Delegate), and Vice Chancellor Hallock (Health Sciences).

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1. The Chancellor has approved the following resolutions from 22 February 2000, Faculty Senate meeting:
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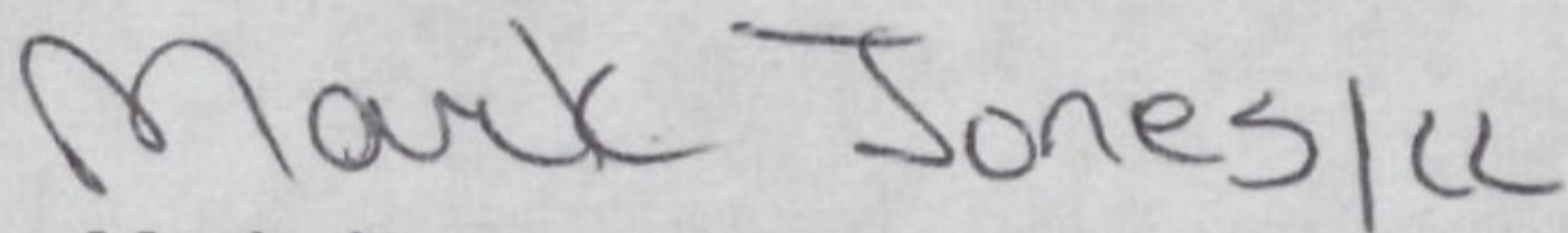
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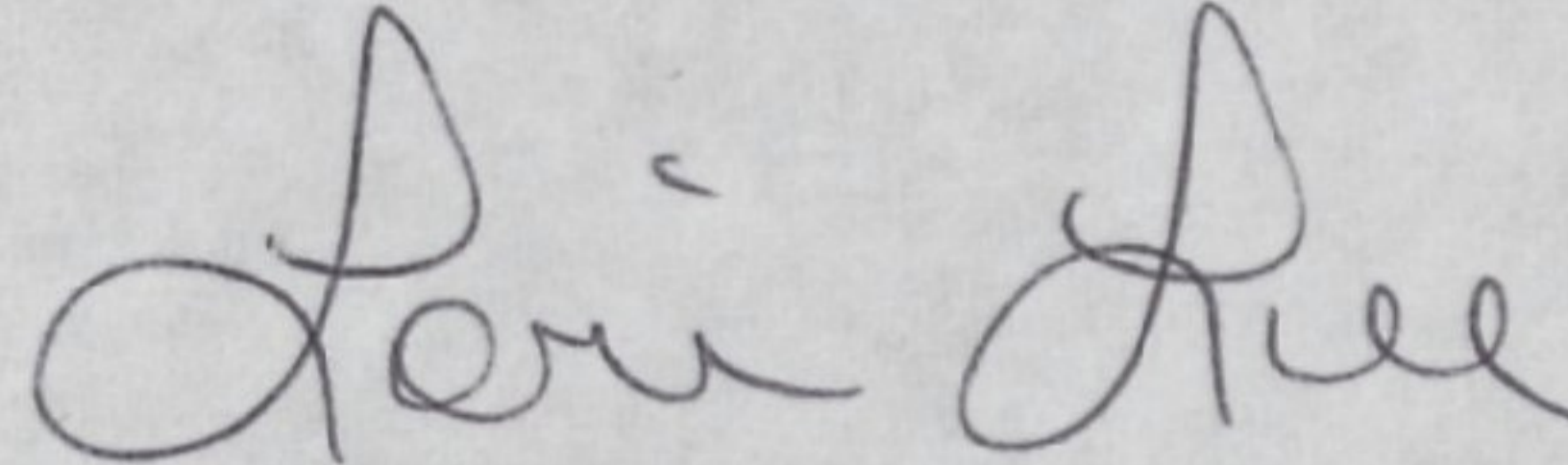
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- #00-14 The committee recommends that the Chancellor initiate the development of training materials and annual workshops for administrative personnel covering proper stewardship of personnel files/records.
Disposition: Chancellor
- #00-15 Revised Academic Library Services' Unit Code of Operation.
Disposition: Chancellor
- #00-16 Curriculum matters contained in the 10 February 2000, 24 February 2000, and 9 March 2000, meeting minutes. (Copies of these minutes have been distributed to units and are available on the Faculty Senate website at www.ecu.edu/fsonline/cu.htm.)
Disposition: Chancellor
- #00-17 Revised Spring 2000 University Calendar to set Tuesday, May 2nd as a make-up class day for the January 25th class day lost due to snow and to make Wednesday, May 3rd as a make-up class day for the April 21st State holiday. This would eliminate a Reading Day for the Spring semester.
Disposition: Chancellor



Faculty Senate

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COPY

23 March 2000

Chancellor Richard Eakin
East Carolina University
Spilman Building

Dear Dr. Eakin:

On 21 March 2000, the Faculty Senate adopted the following resolutions for your consideration:

- ✓ #00-10 Spring 2000 Graduation Roster, including honors program graduates, subject to completion of degree requirements.
- ✓ #00-11 Revision to Section I.J. Grade Appeals of Part V. Academic Information of the *East Carolina University Faculty Manual* (attachment 1).
- ✓ #00-12 Replacement for Section VI. Personnel/Evaluation Files of Appendix C. of the *East Carolina University Faculty Manual* (attachment 2).
- ✓ #00-13 Addition to Part VI. General Personnel Policies ("Section VIII. Frequently Asked Questions About Faculty Personnel Records) of the *East Carolina University Faculty Manual* (attachment 3).
- ✓ #00-14 Recommendation that the Chancellor initiate the development of training materials and annual workshops for administrative personnel covering proper stewardship of personnel files/records.
- ✓ #00-15 Revised Academic Library Services' Unit Code of Operation (attachment 4).
- ✓ #00-16 Curriculum matters contained in the 10 February 2000, 24 February 2000, and 9 March 2000, meeting minutes (attachment 5).
- ✓ #00-17 Revised Spring 2000 University Calendar to set Tuesday, May 2nd as a make-up class day for the January 25th class day lost due to snow and to make Wednesday, May 3rd as a make-up class day for the April 21st State holiday. This would eliminate a Reading Day for the Spring semester.

Thank you for your consideration of the above mentioned resolutions.

Sincerely,

Brenda L. Killingsworth
Chair of the Faculty

lal
attachments

c: Faculty Officers (excluding attachments 4 and 5)
Richard Ringeisen, Vice Chancellor for Academic Affairs (excluding attachment 4)
James Hallock, Vice Chancellor for Health Sciences (excluding attachment 4)
Tom Feldbush, Vice Chancellor for Research (excluding attachment 4)



Office of the Chancellor

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April 5, 2000

Professor Brenda Killingsworth
Chair
Faculty Senate
East Carolina University

Dear Professor Killingsworth:

Faculty Senate Resolutions #00-10 through #00-17 that were adopted by the Faculty Senate on March 21, 2000 are approved as submitted.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard R. Eakin'.

Richard R. Eakin
Chancellor

RRE/ra

cc: Richard Ringeisen
James Hallock
Tom Feldbush