

EAST CAROLINA UNIVERSITY

FACULTY SENATE

2000-2001 ANNUAL REPORT

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TABLE OF CONTENTS

Section I. Review of the 2000/2001 Faculty Senate Activities

Section II. Index of 2000/2001 Faculty Senate Resolutions

Section III. 2000/2001 Faculty Senate Committees' Review

Agenda Committee
Committee on Committees

Section IV. 2000/2001 Academic Committees' Review

Admissions and Recruitment Committee
Calendar Committee
Career Education Committee
Continuing Education Committee
Course Drop Appeals Committee
Credits Committee
Educational Policies and Planning Committee
Faculty Governance Committee
Faculty Information Technology Committee
Faculty Welfare Committee
General Education Committee
Honors Program Committee
Libraries Committee
Readmission Appeals Committee
Research/Creative Activity Grants Committee
Research/Creative Activity Policies Committee
Student Advising and Retention Committee
Student Scholarships, Fellowships, and Financial Aid Committee
Teaching Effectiveness Committee
Teaching Grants Committee
Unit Code Screening Committee
University Curriculum Committee
Writing Across the Curriculum Committee

Section V. 2000/2001 Appellate Committees' Review

Due Process Committee
Faculty Grievance Committee
Grievance Board
Hearing Committee
Reconsideration Committee

Section VI. Preview of the 2001/2002 Faculty Senate Activities

SECTION I. REVIEW OF THE 2000/2001 FACULTY SENATE

Committee restructuring

The Faculty Senate over time has developed 23 academic committees with a membership that includes about 220 faculty members and 75 administrators. Each Spring semester it had become more difficult to recruit volunteers to serve on these committees. In addition some colleagues had the perception the Faculty Senate was becoming less effective in its recommendations on university academic policy. The Committee on Committees undertook the task of examining the committee structure during the 1999-2000 academic year, and made recommendations for committee restructuring during the 2000-2001 academic year. The new committee restructuring passed the Faculty Senate and was approved by the Chancellor. The new committee structure includes 17 academic committees with a membership that requires about 150 faculty members. The template for the committee structure of most committees has 7 elected faculty members and as ex officio, the Chancellor or his/her designee, the Vice Chancellor for Academic Affairs or his/her designee, the Chair of the Faculty, a Faculty Senator, and a representative of the Student Government Association. Several committees were expanded beyond this basic template because of their workload, or the nature of their charge that requires additional ex officio members. The ex officio members have a vote, but don't count toward a quorum. Two committees the Honors Committee and the Writing Across the Curriculum Committee were designated to become administrative committees. Several of the committees were combined into new committees with broader charges. This new committee structure will provide improved support to the Faculty Senate in making more effective recommendations on academic policy, and in making more efficient use of faculty time.

Personnel issues

There appears to be continuing misunderstanding about ECU's two-track system for personnel recommendations. Some of the greatest conflict on personnel issues results from not following the ECU policy as it's outlined in Appendix D of the Faculty Manual. There is a need to make a clear presentation of Appendix D issues at the orientation of new administrators, and to provide reminders on a continuing basis. Much of the conflict on personnel issues might be avoided if the Faculty Manual were followed.

Other activities

Several of the committees have been participating in the SACS self-study. The Faculty Governance Committee revised Appendix D by removing the description of the PAD and placing it in part XII of the Faculty Manual. The Readmission Appeals formed an "Egroup" using threaded discussion and shared files to facilitate discussion of issues.

SECTION II. INDEX OF 2000/2001 FACULTY SENATE RESOLUTIONS

- 00-26 September 5, 2000
Commendation for Brenda Killingsworth, Past Chair of the Faculty.
- 00-27 October 10, 2000
School of Music's Unit Code of Operation.
- 00-28 November 14, 2000
Fall 2000 Graduation Roster.
- 00-29 November 14, 2000
Support for International Programs.
- 00-30 November 14, 2000
Policy on Requesting a Professional Leave of Absence.
- 00-31 November 14, 2000
Interpretation to ECU Faculty Manual, Appendix D.
- 00-32 November 14, 2000
Curriculum matters contained in the Committee minutes of 28 September 2000 and 12 October 2000.
- 00-33 December 5, 2000
2001-2002 Faculty Senate and Agenda Committee Meeting Dates.

- 01-1 January 30, 2001
Revised School of Business Code.
- 01-2 January 30, 2001
Revised General Guidelines for Writing and Revising a Unit Code of Operation.
- 01-3 January 30, 2001
Curriculum matters contained in the committee minutes of 9 November 2000.
- 01-4 January 30, 2001
Rescinded current Policy Statement on Evaluating Faculty Authored Computer Programs or Software.
- 01-5 January 30, 2001
University Policy on the World Wide Web.
- 01-6 January 30, 2001
Revisions to the Advisor Evaluations.
- 01-7 January 30, 2001
Curriculum matters contained in the committee minutes of 11 January 2001, with the exclusion of general education humanities credit for ENGL 2700, ENGL 2740 and ENGL 3750.
- 01-8 January 30, 2001
Resolution honoring Dr. James Hallock.
- 01-9 February 27, 2001
Revised Academic Committee Charges.
- 01-10 February 27, 2001
Summer 2002, Fall 2002, and Spring 2003 University Calendars.
- 01-11 February 27, 2001
Interpretation related to Appendix D and Unit Personnel Committees.
- 01-12 February 27, 2001
Interpretation related to Appendix L and new academic units.
- 01-13 February 27, 2001
Revision to the *2000-2001 University Undergraduate Catalog*.
- 01-14 February 27, 2001
Three English courses (ENGL 2700, ENGL 2740, ENGL 3750) to receive General Education Humanities credit.
- 01-15 February 27, 2001
Curriculum matters contained in the 8 February 2001, University Curriculum Committee minutes.
- 01-16 February 27, 2001
Support for the State Retirement Plan.
- 01-17 February 27, 2001
Support for the State Employee Health Plan.
- 01-18 March 20, 2001
Spring 2001 Graduation Roster.
- 01-19 March 20, 2001
Revisions to *ECU Faculty Manual*, Appendix D. and new Part XII.

- 01-20 March 20, 2001
Support for Career Counseling.
- 01-21 March 20, 2001
Curriculum matters contained in the 22 February 2001, and 8 March 2001, University Curriculum Committee minutes.
- 01-22 March 20, 2001
Commendation for Richard Ringeisen, Vice Chancellor for Academic Affairs.
- 01-23 April 24, 2001
Commendations for Dr. and Mrs. Richard R. Eakin.
- 01-24 April 24, 2001
Support for reasonable alternative revenue sources.
- 01-25 April 24, 2001
Health plan budget deficit.
- 01-26 April 24, 2001
Revised codes for Education and Social Work.
- 01-27 April 24, 2001
Cuts to the University libraries' periodical and book budget.
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SECTION III. 2000/2001 FACULTY SENATE COMMITTEES' REVIEW

Agenda Committee

Chair: Ralph Scott (Academic Library Services)

The Committee met prior to each Faculty Senate meeting to draft the agenda and also prepared the meeting dates for the upcoming 2001/2002 Agenda Committee and Faculty Senate. At this time, the Committee has no business carried over.

Committee on Committees

Chair: Henry Ferrell (History)

The Committee completed a final review of the Academic Committees. It presented the results to the Faculty Senate in a series of sessions and the Senate approved, for the most part, the results. The Committee also provided for the Senate a list of committee nominees for its consideration. At this time, the Committee has no business carried over.

SECTION IV. 2000/2001 ACADEMIC COMMITTEES' REVIEW

Admissions and Recruitment Committee

Chair: John Cope (Psychology)

The Committee presented a report to the Faculty Senate detailing their support for the International Program. This committee was dissolved in Spring 2001.

Calendar Committee

Chair: John Crammer (Mathematics)

The Committee modified the University Calendar to include a week break between Spring and Summer, changed dates for canceling schedules for students who have not paid fees, added a Memorial Day holiday for first summer session, used light exam day in place of Reading Day, and removed registration day. Next year, the Committee will 1) Update internal committee guidelines for calendars to incorporate changes such as schedule cancellation dates, changes in registration, 2) Exam schedule for courses delivered over the web, 3) Coordination of some aspects of the calendar with the Pitt County Schools (contact Brenda Jones at 830-4261), 4) Pursue return to a 14-week semester in consultation with our sister institutions, 5) Review Common Exam schedule and 6) 6. Changes to guidelines for scheduling classes, specifically 4 semester hour classes. Initiate discussion with the Academic Standards committee concerning the science

requirement and its effect on science courses (e.g., courses in BIOL, GEOL, and PHYS that do not have a lab).

Career Education Committee

Chair: Britton Theurer (Music)

The Committee prepared a SACS report related to career education, toured Career Services, and recommended that if the Career Education Committee was disbanded, that reports should be given to Faculty Senate annually about Career Services, Cooperative Education, and Counseling/Student Development to inform faculty of their services and activities. The Committee felt that this sharing of information would heighten faculty's awareness regarding career education. The Committee felt that the annual Career Fair could continue through departmental arrangements. This Committee was dissolved in Spring 2001.

Continuing Education Committee

Chair: Diane Kester (Education)

The Committee presented the Max Ray Joyner Award for Faculty Service Through Continuing Education to Professor J. Barry DuVall; provided discussion and input to the Committee on Committees for the formation of the new committee combining this committee with the Career Education Committee; provided advice to Division of Continuing Studies on revision of web pages, marketing strategies, online registration; served on various SACS Distance Learning and Educational Services sub-committees and participated in the Extension/DE Planning Retreat chaired by Dr. Darryl Davis. This Committee was dissolved in Spring 2001.

Course Drop Appeals Committee

Chair: John Childers (Psychology)

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. This Committee was dissolved in Spring 2001.

Credits Committee

Chair: Doug Schneider (Business)

The Committee processed numerous student appeals on grade replacements and other matters germane to the Committee; deliberated on the University's final exam policy as stated in the undergraduate catalog; deliberated on college credits earned while in high school counting towards an ECU student's GPA; and deliberated on the policy for grade replacements, particularly in regard to the deadline for filing the appropriate grade replacement form. This Committee was dissolved in Spring 2001.

Educational Policies and Planning Committee

Chair: George Bailey (Philosophy)

The Committee assisted Committee on Committees in revising the EEPC's charge and approved the following: Permission to plan a BS in Allied Health Sciences; Permission to establish the BS degrees in the School of Industry and Technology; Permission to plan a Ph.D. in Rehabilitation Counseling and Administration; and Permission to establish a Ph.D. in Nursing. At this time, the Committee has no business carried over.

Faculty Governance Committee

Chair: Henry Ferrell (History)

The Committee sent a letter to the Economics Department regarding interpretation of the Code; a letter to Allied Health Sciences relating to Unit Code; reaffirmed interpretation as to when the Springs semester ends; added 'voting faculty' to the index of Appendix D; denied that cumulative evaluations may serve as the final evaluation for tenure; recommended that faculty in each unit should democratically decide what constitutes a half teaching load; agreed that the FACULTY MANUAL interpretation #100-13 provided adequate guidelines on EPA voting with administrative appointment; accepted the report form for determining faculty load; and required that the letter of appointment determines the teaching load of administrators who are half time faculty. Next year, the Committee will determine the role of faculty in transfer of fixed term faculty to tenure track; review a proposed grievance handbook and invite a Board of Trustee member to discuss the faculty role in a dean selection.

Faculty Information Technology Committee

Chair: Richard Kerns (Business)

The Committee received reports on faculty computer program and commented. The Chair participated in selection of faculty computer packages. The Committee reviewed policy on evaluating faculty authored computer programs or software and recommended to the Faculty Senate that the policy be rescinded and that units be informed that the unit heads should speak to this issue. The Committee reviewed the World Wide Web policy and reported to the Senate that the Committee agreed with the policy as it stood at the time of the vote, but that it would likely be an ever changing

policy as the nature of the web and technology in general changes. The Committee received reports on University IT initiatives including the distance education funding, student computer lab refreshment, a student computer lab committee formation, new student computer fee, and a pilot wireless-networking infrastructure. The Committee made contact with two SACS accreditation committee chairs to offer assistance and reviewed the SACS technology and course delivery report. The Committee worked with an ad hoc committee considering a student computer requirement including how to provide for students unable to acquire their own computer without assistance. The Committee approved a policy maintaining e-mail accounts for retired faculty with a process to delete accounts if not used. Next year, the Committee will continue discussion with the Ad Hoc Committee on a Student Computer Requirement and review the SACS committee work and provide assistance as requested.

Faculty Welfare Committee

Chair: Beth Winstead (Health Sciences Library)

The Committee discussed email for retired faculty (to have retiree's accounts available as long as the password is changed periodically. A policy is in process that will address this issue.); Faculty Salary Survey (now available in Joyner Library and the Health Sciences Library during all hours the respective library is open. It is also available in the Faculty Senate office.); Spousal employment (not an issue that should be formalized at ECU, leaving it at the level of professional courtesy and noting that Human Resources will meet with spouses during campus visits to talk about opportunities and shared web-site information; On-campus day care (with a new committee to study the feasibility of day care, the Committee decided to end their involvement with the issue); Benefits for temporary full-time/fixed term faculty (waiting on a report from the Ad Hoc Committee on Fixed term appointments); Sick leave policy (decided that a formal policy would be of little help in dealing with the management issue of balancing the welfare of the faculty members and the welfare of the department); and Health Insurance premiums (drafted a resolution for Faculty Senate urging faculty members to contact North Carolina legislatures regarding the proposed increases in premiums and deductibles). At this time, the Committee has no business carried over.

General Education Committee

Chair: Michele Sharpe (English)

The Committee discussed the assessment of general education, the University's articulation agreements between community colleges, and the humanities definition in the *University Undergraduate Catalog* and its relation to ENGL 2700, 2740, and 3750 courses. This Committee was dissolved in Spring 2001.

Honors Program Committee

Chair: Dale Hutchinson (Foreign Languages and Literatures)

The Committee continued discussion on the plans for an Honors College, worked to increase Honors visibility by contacting department chairs regarding courses, worked to create Honor Cohorts, created a study area at the library for honors students, increased dormitory areas for honors students, participated in the Junior High School visits and TIP visits, solicited and evaluated honors seminar course proposals, and presented a workshop on creating honors courses. This Committee was dissolved in Spring 2001.

Libraries Committee

Chair: Allan Rosenberg (Medicine)

The Committee completed an extensive review of both library budgets. Next year, the Committee will discuss the Library's materials budget, formula for funding departments, Faculty Library survey recommendations, and arrange a library liaison meeting.

Readmission Appeals Committee

Chair: Thomas Durham (Psychology)

The Committee reviewed and made decisions on readmission appeals submitted by students (over 125 each Fall and Spring semesters). Maintained excellent attendance rate throughout the year and created an "Egroup" discussion area on the Internet with a calendar, threaded discussions, and shared files to allow committee discussions without scheduling conflicts. With this "egroups", the committee discussed the proposed reformation of the Student Academic Appellate Committee and provided feedback to Committee on Committees. The committee held two appeals meetings (an early and then a late appeals meeting) each semester on a trial basis as discussed by the committee the previous year. The committee will discuss the effectiveness of two appeals meetings for each semester in 2001. The committee will also discuss creating a feedback form for our records and possibly for the student as well. This Committee was dissolved in Spring 2001.

Research/Creative Activity Grants Committee

Chair: Randy Parker (Economics) and Bob Edwards (Sociology)

The Committee was split into two subcommittees for the purposes of evaluating the proposals and forwarding recommendations to the committee of the whole. The Committee was able to do a complete and expeditious evaluation and ranking of the proposals with minimum involvement of the Vice Chancellor for Research. At this time, the Committee has no business carried over.

Research/Creative Activity Policies Committee

Chair: Seodial Deena (English)

The Committee awarded two Lifetime and two Five year Awards in the same cycle; with awards being increased from two to four. It was recommended that a research day be set aside for a university-wide presentation from the award recipients. Committee members agreed that the present system for submission of proposals would need some fine-tuning. It was recommended that members of this committee hold Forums to inform and encourage submission of proposals.

The letters of references were changed from 5 to 3 required letters from external references outside the university. The Committee recommended the following faculty members for recipients of the Research/Creativity Activity Award for 2000-2001: Professor Tinsley Yarbrough (Political Science) and Charles W. Sullivan III (English) to receive the ECU Lifetime Achievement Research/Creativity Awards; with Professor John Whitehead (Economics) being recommended to receive honorable mention for contributions to his discipline. This Committee was dissolved in Spring 2001.

Student Advising and Retention Committee

Chair: Mike Brown (Psychology)

The Committee proposed a resolution to the Faculty Senate to combine advising information from several surveys into the Advisor Evaluation and a resolution on Career Counseling Services. This Committee was dissolved in Spring 2001.

Student Scholarships, Fellowships, and Financial Aid Committee

Chair: Philip Rothman (Economics)

The Committee directed the awarding of the Lillian Jenkins, Andrews, Eastern North Carolina Foundation and Chevrolet Scholarships and heard scholarship appeals. Next year, the Committee will continue the evaluation of the committee's charge, in respect to changes in responsibilities. With the new charge eliminating the need for the Committee to hear student appeals, the committee will monitor the remaining workload and examine whether the committee's remaining responsibilities warrant the continuation of the committee. The Committee will also continue to investigate how the committee can become involved in setting policy for allocating student scholarships.

Teaching Effectiveness Committee

Chair: Rose Allen (Allied Health Sciences) and Don Barnes (Medicine)

The Committee established subcommittees for the three Teaching Awards [Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Award, and Alumni Distinguished Professor for Teaching Award] and ensured that award finalists were selected in accordance with Faculty Senate procedures/criteria. The Committee discussed Peer Evaluation of Distance Learning, noting a need for a separate evaluation tool [i.e. versus traditional classroom instruction]. The Committee resolved the issue of SOIS for summer school by proposing a resolution to the Faculty Senate in March, 2001 (Faculty Senate rejected the resolution). The Committee proposed a new name for Alumni Distinguished Professor for Teaching Award (changing it to ECU Alumni Award for Outstanding Teaching). The Committee voted not to create a needs assessment survey for the Faculty Development Center. This Committee was dissolved in Spring 2001.

Teaching Grants Committee

Chair: Rick Niswander (Business)

The committee evaluated 30 proposals and recommended that 10 receive funding. Ten proposals were funded by the Vice Chancellor for Academic Affairs. The Committee met with the Vice Chancellor for Academic Affairs to discuss timing of expense money and summer salary money. The Vice Chancellor agreed that expense money would be made available in the Spring and Summer of the year in which the Summer stipend was received (so both the expense money and stipend money would be available in the same fiscal year). Funding for 00-01 was accomplished using this new method. Next year, the Committee will review progress reports for past funded proposals and evaluate on-line grant application feasibility and process.

Unit Code Screening Committee

Chair: Ralph Scott (Academic Library Services)

The Committee made a number of suggestions to the Faculty Governance Committee relative to Unit Codes. The Committee noted a lack of currency in a number of unit codes and communicated to the Chair of the Faculty, who in turn wrote a joint memo with the Chancellor to unit administrators regarding codes. The Committee also noted a lack of

compliance with the *ECU Faculty Manual*, Appendix L requirements, regarding unit quinquennial report statements on unit codes. The Chancellor addressed this issue in a memo to Deans and Chairs. The Committee also approved revised unit codes of operation for the School of Music, School of Business, School of Education, and the School of Social Work and Criminal Justice Studies. The Committee also revised the Guidelines for Unit Codes of Operation. Next year, the Committee will review the Department of Geography's Unit Code of Operations and discuss new procedures regarding code amendments.

University Curriculum Committee

Chair: Jim Smith (Business)

The Committee acted on proposed revisions to undergraduate curriculum courses and refined the electronic submission process and the forms for submission. The Committee also determined that the Committee would not consider 5000-level courses. Next year, the Committee will continue to update and revise submission process, investigate the use of web based submission forms [e.g. adobe], hold workshops for curriculum submission, and work to strengthen the relationship between student assessment and curriculum revisions.

Writing Across the Curriculum Committee

Chair: Patricia Clark (Theatre and Dance))

The Committee approved 14 writing intensive courses. This Committee was dissolved in Spring 2001.

SECTION V. 2000/2001 APPELLATE COMMITTEES' REVIEW

Due Process Committee

Chair: Ralph Scott (Academic Library Services)

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 (Business)

The Committee held one formal hearing during the year (May 2001), with a report of the committee's findings forwarded to the respective Vice Chancellor. Four additional grievances are pending in either Steps 1, 2, or 3 as defined in Appendix Y of the *ECU Faculty Manual*. Next year, the Committee will continue work on revising Appendix Y. of the *ECU Faculty Manual*.

Grievance Board

Chair: Bill Cobb (History)

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

Hearing Committee

Chair: Ulf Karlsson (Medicine)

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

Reconsideration Committee

Chair: Paul Gemperline (Chemistry)

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

SECTION VI. PREVIEW OF THE 2001/2002 FACULTY SENATE

Noted in the above review of committee accomplishments during 2000-2001, a number of tasks are planned for the 2001-2002 academic year. Among the issues likely to come before the Faculty Senate from various committees in 2001-2002 are the following:

Academic Standards Committee

This committee will review the final exam policy, and it will continue to examine community college articulation agreement as it relates to general education requirements. It will consider an instrument for teaching evaluation of distance learning, and study faculty development activities for teaching effectiveness.

Admission and Retention Policies Committee

The committee will look at marketing & promotion strategies west of I-95.

Calendar Committee

The committee will update internal committee guidelines for calendars to incorporate changes such as schedule cancellation dates, changes in registration, develop an exam schedule for courses delivered over the web, coordinate of some aspects of the calendar with the Pitt County Schools (contact Brenda Jones at 830-4261), pursue return to a 14-week semester in consultation with our sister institutions, review the Common Exam schedule, make changes to guidelines for scheduling classes, specifically 4 semester hour classes. The committee will initiate discussion with the Academic Standards committee concerning the science requirement and its effect on science courses (e.g., courses in BIOL, GEOL, and PHYS that do not have a lab).

Faculty Governance Committee

It will continue to work with the Faculty Grievance Committee to develop a grievance handbook to serve as a guide for appellate committees. It will meet with a representative of the Board of Trustees to discuss the faculty role in the selection of deans. And it will examine the role of faculty committees in the transfer of fixed-term faculty to tenure track.

Faculty Grievance Committee

The committee will continue examining Appendix Y in an effort to improve the grievance process.

Faculty Information Technology Committee

The committee will study a student computer requirement.

Libraries Committee

The committee will examine the materials budget and make recommendations on the formula for funding department acquisitions.

Student Scholarships, Fellowships, and Financial Aid

The committee will continue to investigate how the committee can become involved in setting policy for allocating student scholarships.

Teaching Grants

The committee will evaluate on-line application feasibility and process.

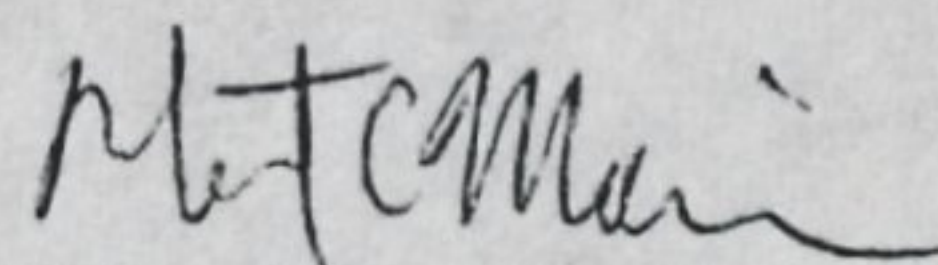
University Budget Committee

The committee will review university budget priorities.

University Curriculum Committee

The committee will continue to update and revise the submission process, investigate the use of web based submission forms [e.g. adobe], hold workshops for curriculum submission, and work to strengthen the relationship between student assessment and curriculum revision.

The new committee structure will enable us to address academic issues efficiently and effectively. The new University Budget Committee is already working as it examines budget-cutting recommendations. There is a need to establish a mechanism to better communicate the content of the Faculty Manual to unit administrators and Personnel Committees. The university could avoid many personnel grievances if the Faculty Manual were followed.



Robert C. Morrison
Chair of the Faculty
Department of Chemistry

Copies of this report forwarded to:

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