

EAST CAROLINA UNIVERSITY

FACULTY SENATE

1999-2000 ANNUAL REPORT

31 July 2000

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SECTION I. REVIEW OF THE 1999/2000 FACULTY SENATE

In 1999-2000, 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 1999-2000 academic year include the approval of revisions and/or clarifications to the following essential University policies described in the East Carolina University Faculty Manual: Appendices A, C, D, L, and Part V and VI; revision to the on-line advisor evaluation; revision to the University Undergraduate Catalog; and a resolution on capital funding and faculty salaries.

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.

SECTION II. INDEX OF 1999/2000 FACULTY SENATE RESOLUTIONS

- 99-23 October 5, 1999
Revised Fall 1999 University Calendar.
- 99-24 October 5, 1999
Revised Department of Philosophy Code of Operation.
- 99-25 November 16, 1999
Fall 1999 Graduation Roster.
- 99-26 November 16, 1999
Curriculum matters contained in the 23 September 1999, and 14 October 1999, meeting minutes.
- 99-27 December 7, 1999
2000-2001 Faculty Senate and Agenda Committee meeting dates.
- 99-28 December 7, 1999
ECU Faculty Manual interpretation of Appendix D., Section IV.I.
- 99-29 December 7, 1999
Curriculum matters contained in the 28 October 1999, and 11 November 1999, meeting minutes.
- 00-1 February 1, 2000
Revisions to the *University Undergraduate Catalog*.
- 00-2 February 1, 2000
Revision to the *ECU Faculty Manual*, Part V, Academic Information, I. Academic Procedures and Policies, N. Posting Grades.
- 00-3 February 1, 2000
Interpretations of the *ECU Faculty Manual*, Appendix L.
- 00-4 February 1, 2000
Curriculum matters contained in the 9 December 1999, University Curriculum Committee meeting minutes.
- 00-5 February 1, 2000
Resolution on Capital Funding and Faculty Salaries.
- 00-6 February 22, 2000
Addendum to Appendix D - returned to Faculty Governance Committee.
- 00-7 February 22, 2000
Revision to On-Line Advisor Evaluation.
- 00-8 February 22, 2000
Curriculum matters contained in the University Curriculum Committee minutes of 27 January 2000.

- 00-9 February 22, 2000
Revised Fall 2000 University Calendar to reflect a October 21-24 Fall Break.
- 00-10 March 21, 2000
Spring 2000 Graduation Roster.
- 00-11 March 21, 2000
Revision to Section I.J. Grade Appeals of Part V.
Academic Information of the *East Carolina University Faculty Manual*.
- 00-12 March 21, 2000
Replacement for Section VI. Personnel/Evaluation Files
of Appendix C. of the *East Carolina University Faculty Manual*.
- 00-13 March 21, 2000
Addition to Part VI. General Personnel Policies ("Section
VIII. Frequently Asked Questions About Faculty Personnel Records)of the *East Carolina University Faculty
Manual*.
- 00-14 March 21, 2000
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 March 21, 2000
Revised Academic Library Services' Unit Code of Operation.
- 00-16 March 21, 2000
Curriculum matters contained in the 10 February 2000, 24 February 2000, and 9 March 2000, meeting
minutes.
- 00-17 March 21, 2000
Revised Spring 2000 University Calendar.
- 00-18 April 18, 2000
Request to establish a new professional school within the Division of Academic Affairs.
- 00-19 April 18, 2000
Revisions to the *ECU Faculty Manual*, Appendix A and By-Laws.
- 00-20 April 18, 2000
Revisions to the *ECU Faculty Manual*, Appendix L.
- 00-21 April 18, 2000
Interpretation to the *ECU Faculty Manual*, Appendix D,Section IV.
- 00-22 April 18, 2000
Revisions to the Guidelines for Research Grants to be awarded in 2001-2002.
- 00-23 April 18, 2000
Policy statement regarding commercial exploitation of classroom Materials.
- 00-24 April 18, 2000
Recommendations on the Undergraduate Distance Education-Student Opinion of Instruction Survey.
- 00-25 April 18, 2000
Revised Department of Biology and Department of Theatre and Dance Unit Codes of Operation.

SECTION III. 1999/2000 FACULTY SENATE COMMITTEES' REVIEW

Agenda Committee

Chair: Jim Joyce (Physics)

The Committee met prior to each Faculty Senate meeting to draft the agenda and also prepared the meeting dates for the upcoming 1999/2000 Agenda Committee and Faculty Senate. At this time, the Committee has no carry over business.

Committee on Committees

Chair: Henry Ferrell (History)

The Committee evaluated the effectiveness of each of the standing committees of the Faculty Senate and will make recommendations for their improvement/change next year. The Committee also made recommendations for Faculty Assembly representation and committee assignments. Next year, the Committee plans to continue their review of the standing committees and propose revisions to the committee charges.

SECTION IV. 1999/2000 ACADEMIC COMMITTEES' REVIEW

Admissions and Recruitment Committee

Chair: Louis Warren (Education)

The Committee identified obstacles to recruitment (need for additional scholarships, geographic location of ECU, and, for international students, need for additional financial aid and a foreign language program.), identified ways to increase enrollment (offering adequate scholarships, distance education programs, and finding ways to market our programs that are under-enrolled.), and identified the need for additional merit scholarships. Two faculty representatives from the committee participated in the Merit Scholarship selection process on Scholarship Weekend. The Committee also heard reports from Institutional Advancement and International Affairs representatives. Next year, the Committee will formulate a resolution relating to recruitment and admission of international students, continue to explore ways to deal with increasing the enrollment, and review the University's Nondegree Policy.

Calendar Committee

Chair: David Glascoff (Business)

The Committee discussed the possible elimination of registration day as a non-class day; the restoration of the week's break between Spring Semester and Summer School; the impact of the calendar on utilities use; and the possibility of a full week's Thanksgiving holiday. Next year, the Committee will complete the 2002-2003 calendar (working backward from Fall 2003).

Career Education Committee

Chair: Mark Friend (Industry and Technology)

The Committee established a Fall & Spring career focus fair. Then following the Fall career focus fair, the Committee decided that an annual fair was probably the optimum number to be held. It was therefore decided to wait until the 2000-01 year to hold the next one. The Committee continued its annual visits to the offices of career services, co-op, and counseling. The Committee also invited various school deans to committee meetings to discuss their school's activities (Music, Art, and Industry and Technology). Next year, the Committee will host a career focus fair during the academic year, establish a list of relevant websites and send it to the university community, continue to invite school deans to meetings and assess each school's career activities, make annual visits to the offices of career services, co-op, counseling, and discuss a proposed Virtual Career Forum.

Continuing Education Committee

Chair: Diane Kester (Education)

The Committee endorsed the "General Policy for DE Registration" submitted by the Division of Continuing Studies, discussed the Committee charge with the Committee on Committees and worked with the Chair of the Teaching Effectiveness Committee to discuss when the Max Ray Joyner Award should be presented. Next year, the Committee will continue their review of the Committee charge and finalize a Max Ray Joyner Award presentation venue.

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. At this time, the Committee has no business carried over.

Credits Committee

Chair: Doug Schneider (Business)

The Committee processed numerous student appeals on grade replacements and other matters germane to the committee. addressed questions concerning the 12-hour rule as it relates to full-time status from the Science Ed Dept., and conferred with the Dean of Students office, Undergraduate Studies and Student Health to resolve procedural differences related to student withdrawals. At this time, the Committee has no business carried over.

Educational Policies and Planning Committee

Chair: George Bailey (Philosophy)

The Committee discussed Distance Learning Guidelines and University budget issues and acted on requests for a Master of Arts in Teaching (M.A.T.) Program Leading to Initial Licensure in a Teaching Field, new undergraduate major in Occupational Safety, new minor in Occupational Safety and Health and the establishment of a new professional school with two departments, Communication and Broadcasting and Computer Science. Next year, the Committee will review of university budget priorities, review the distance education guidelines, and consider the Committee's role in the SACS visit.

Faculty Governance Committee

Chair: Henry Ferrell (History)

The Committee proposed revisions to the *ECU Faculty Manual*, Appendix C. The committee made numerous interpretations on Appendix D, for possible revision to that Appendix. Again this year, there was continuing discussion on faculty workload policies. A report on Fixed-Term faculty is still in the gestation stage. Interpretations of the *ECU Faculty Manual*, were made to the School of Art, the Department of English, the Department of Communications, and the Health Sciences Library. The Committee also endorsed a recommendation from Faculty Welfare Committee regarding Harassment Policies and Emergency Disaster Assistance. Next year, the Committee will report to the Faculty Senate on fixed-term faculty, continue discussion of faculty workload policies, and revise the annual faculty evaluation form to accommodate the designation of Exemplary, Satisfactory, and Deficient.

Faculty Information Technology Committee

Chair: Wayne Godwin (Art)

The Committee received reports on the progress of the faculty computer distribution program, status change for EastNet, and changes in the student computer lab fee distribution. The Committee also selected the top 10 issues for faculty information technology development. Next year, the Committee will develop software plans for the student computer lab program, implement a special consideration program for faculty computing, and develop an information technology plan for faculty development.

Faculty Welfare Committee

Chair: Beth Winstead (Health Sciences Library)

The Committee discussed Day Care Concerns with the issue to be addressed by a University study group in the context of the next 5-year planning process, so Committee action was deferred. The Committee discussed faculty disability issues and verified that the process for filing grievances under EEO does exist. The Governance Committee requested the Faculty Welfare committee endorse a procedure for requesting a leave of absence. The Faculty Welfare committee returned this to the Governance Committee with no action. It was discussed that the harassment of faculty by students is covered in the student *Code of Conduct*. The Committee discussed options for faculty affected by Hurricane Floyd and the flooding in relation to tenure and promotion and determined that the *ECU Faculty Manual* made provisions for such circumstances. Next year, the Committee will discuss E-mail for retired faculty (longer than one year), discuss the accessibility of a Faculty Salary Survey (possibly asking the Senate to pass a resolution requesting the Chancellor create an administrative policy on this topic), discuss University building conditions, discuss spousal employment, and continue discussion of day care issues and follow up with the University study group to ensure this issue is being addressed.

General Education Committee

Chair: Elliot Frank (Music)

The Committee considered ramifications of the articulation agreement. Next year, the Committee will examine basis for continued existence of this Committee and consider affects of articulation agreement on general education at ECU.

Honors Program Committee

Chair: Dale Hutchinson (Foreign Languages and Literatures)

The Committee contributed to two ceremonies for honors graduates in December and May, wrote and successfully passed six independent study courses, increased the number of honors sections of courses offered for spring 2000 and fall 2000, reduced the backlog of previously accepted honors courses, and discussed more support for advising for honors program students. Next year, the Committee will increase Honors Program Visibility, continue the support to hire an Assistant Director of Honors Program, establish an Honors College, and evaluate new honors course proposals.

Libraries Committee

Chair: Allan Rosenberg (Medicine)

The Committee reviewed both libraries' budgets, reviewed the plan used to acquire books/serials, developed, completed and placed on-line a Faculty Survey on Library Use, recommended and accomplished a biannual meeting of Library Representatives and Library Liaisons. Next year, the Committee will collect data from the initial on-line Faculty Survey on Library Use, repeat the survey and collect additional data for Fall 2000, review policy regarding decisions on budgeting for purchase of books/serials, and continue dialogue regarding collaborations between Joyner faculty and Health Sciences Library faculty.

Readmission Appeals Committee

Chair: Thomas Durham (Psychology)

The Committee reviewed and made decisions on readmission appeals submitted by students (approximately 50 in August and 50 in January), held training session with new members to review the forms of data used to evaluate the readmission appeals, discussed changes and revised the readmission processes on a trial basis for the August 2000 and January 2001 readmission appeals (holding two regular appeals meeting at the scheduled time at the beginning of each semester and will hold a second meeting on Registration Day to consider appeals that comes in after the published deadline. This strategy was implemented as we found the published deadlines created some difficulty for students to meet, particularly in December, and we were having an inordinate number of requests coming to the committee chairperson after the committee had met. We will reconsider this strategy in 2001 to review its effectiveness). Next year, the Committee will implement a trial revised readmission appeals process for August 2000 and January 2001 meetings, continue to examine the efficiency of the review processes with special attention to the new processes to be used on a trial basis, and examine student performance data for individuals readmitted early by the Committee.

Research/Creative Activity Grants Committee

Chair: Catherine Rigsby (Geology) / Randy Parker (Economics)

The Committee recommended 19 of the 32 proposals for funding with a total funding recommendation of \$250,000. At this time, the Committee has no business carried over.

Research/Creative Activity Policies Committee

Chair: Bodo Nischan (History)

The Committee recommended two candidates for the Lifetime Awards for Excellence in Research/Creative Activity and recommended two candidates for honorable mention for their outstanding accomplishments in the fields. The Committee continued to discuss the University research award procedures and ways to improve the process. 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 (Psychology)

The Committee presented a resolution on Advisor Evaluation to the Faculty Senate on 22 Feb 2000, which was approved. Next year, the Committee will present a resolution on Career Counseling Services to the Faculty Senate, better communicate to the Faculty Senate the results of the Advisor Evaluation and the Advising ratings on the Sophomore/Senior Surveys, and begin work to improve Faculty Senate support of Faculty Advising.

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 evaluation of the charge and responsibilities, continue the awarding of scholarships and the 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: Rose Allen (Allied Health Sciences)

The Committee created a survey for students to evaluate teachers of undergraduate distance education courses and tools needed for peer evaluation of teachers of distance education, established subcommittees for the three teaching awards and reviewed criteria for selection of winners of these awards, made recommendations to the Chair of the Faculty on ways to increase attendance at the teaching awards ceremony, and briefly discussed current faculty development activities for teaching. Next year, the Committee will determine current faculty development activities for teaching effectiveness at ECU and at other institutions, determine what might be done to improve development of teaching effectiveness, determine current practices in higher education institutions for evaluation of teaching effectiveness and assess practices at ECU in relation to those, and review criteria for the Alumni Distinguished Professor for Teaching Award and determine if criteria needs revision.

Teaching Grants Committee

Chair: Rick Niswander (Business)

The committee evaluated 36 proposals and recommended that 7 receive priority funding and that 4 receive funding if additional funds were available. Eight proposals were funded by the Vice-Chancellor for Academic Affairs. Next year, the Committee will review progress reports for funded proposals, discuss the timing of expense money and summer salary money to see if the funds can be expended in the same fiscal year rather than different years as is now the case, and evaluate the on-line application feasibility and process.

Unit Code Screening Committee

Chair: Ralph Scott (Academic Library Services)

The Committee reviewed six codes, forwarding four on to the Faculty Senate and Chancellor for final approval (Philosophy, Academic Library Services, Biology, and Theatre and Dance) and returning two to the units for further deliberation (Economics and Allied Health Sciences). Next year, the Committee will formulate a resolution to the Faculty Governance Committee regarding assignment of an annual check-up on unit code compliances to an unit code compliance officer or group and continue to follow unit codes returned last year for continued review (Economics and Allied Health Sciences).

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. Next year, the Committee will examine the current submission forms for ease of use and investigate web-based form, revise current web page for ease of use, hold a workshop on electronic submission, and consider changing the meeting time to 2:00 from 1:30 to accommodate those with 12:30 classes.

Writing Across the Curriculum Committee

Chair: Frank Farmer (English)

The Committee approved 11 writing intensive courses. Next year, the Committee will continue to evaluate courses for "WI" designation.

SECTION V. 1999/2000 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 two formal hearings during the year, with reports of the committee's findings forwarded to the Chancellor. Other grievances are pending, in either Steps 1, 2, or 3 as defined in Appendix Y of the *ECU Faculty Manual*.

Grievance Board

Chair: Martin Schwarz (Foreign Languages and Literatures)

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)

The Committee held no appellate hearings during the year. A review of the current hearing process was completed with recommendations forwarded to the Chair of the Faculty. Next year, the Committee will continue to work with the Faculty Senate to improve the hearing process.

Reconsideration Committee

Chair: Mark Friend (Industry and Technology)

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

SECTION VI. PREVIEW OF THE 2000/2001 FACULTY SENATE

Noted in the above review of committee accomplishments during 1999-2000, a number of tasks are planned for the 2000-2001 academic year. Among the issues likely to come before the Faculty Senate from various committees in 2000-2001 are the following:

Committee on Committees

Review of standing committees and propose revisions to committee charges.

Admissions and Recruitment Committee

Review of the Long-Range Enrollment Projections and recommendations on how to maintain or improve quality standards given the expected increased enrollment at ECU by 2008; review of the University's Nondegree Policy; and review of the recruitment and admission of international students.

Educational Policies and Planning Committee

Review of the university's distance education guidelines; review of the university budget priorities.

Faculty Governance Committee

Review of the use of fixed-term faculty; review of the faculty workload policies; review of the annual faculty evaluation form.

Faculty Information Technology Committee

Propose software plans for the student computer lab program; propose a special consideration program for faculty computing; and recommend an information technology plan for faculty development.

Faculty Welfare Committee

Review extending e-mail access for retired faculty; review the accessibility of the Faculty Salary Survey.

Libraries Committee

Review results of Faculty Survey on Library Use; Review policy regarding decisions on budgeting for purchase of books/serials.

Brenda L. Killingsworth
Chair of the Faculty
School of Business

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