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**EAST CAROLINA UNIVERSITY
2000-2001 FACULTY SENATE**

The second regular meeting of the 2000-2001 Faculty Senate will be held on **Tuesday, 10 October 2000**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. Call to Order**
- II. Approval of Minutes**
5 September 2000
- III. Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Richard Eakin, Chancellor
 - D. Vice Chancellor's Report
 - E. Phil Dixon, Chairman of ECU Board of Trustees
Activities of the Chancellor Search Committee
 - F. Ralph Scott, Faculty Assembly Delegate
Faculty Assembly Meeting of September 15, 2000
- IV. Unfinished Business**
- V. Report of Committees**
 - A. Committee on Committees, Henry Ferrell
 - 1. First Readings of the following Academic Committee Charges.
 - a. Academic Awards (attachment 1)
 - b. Admission and Retention Policies (attachment 2)
 - c. Calendar (attachment 3)
 - d. Faculty Information Technology (attachment 4)
 - e. University Curriculum (attachment 5)
 - 2. Nominations for the Appellate Due Process Committee (attachment 6)
 - B. Faculty Governance Committee, Henry Ferrell
Policy on Requesting a Leave of Absence (attachment 7)
 - C. Faculty Grievance Committee, Gene Hughes
Overview of 1999-2000 Committee Activities (attachment 8).
 - D. Unit Code Screening Committee, Ralph Scott
Approval of the following Unit Codes of Operation.
 - 1. School of Education
 - 2. School of Music(A copy of these codes are available for review in the Faculty Senate office.)
- VI. New Business**

East Carolina University Faculty Senate
ACADEMIC AWARDS COMMITTEE CHARGE
Faculty Senate Resolution pending

1. Name: Academic Awards Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor, the Chair of the Faculty, one ex-officio appointee selected by the Chancellor, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee recommends, when required, policies and procedures governing the granting of awards for meritorious teaching and advising, research, and service.

B. The committee recommends candidates for receipt of awards in the various categories to include, but not limited to, the Alumni Distinguished Professor for Teaching Awards, Research Awards, and the Max Ray Joyner Award.

5. To Whom The Committee Reports:

The committee recommends to the Faculty Senate policies and procedures governing awards in the various categories. The committee recommends candidates for awards to the appropriate issuing body.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to recommend candidates for awards.

8. Standard Meeting Time:

The committee meeting time is scheduled for the first Thursday of each month.

REVISED

This new committee would replace the award functions of the Research/Creative Activity Policies Committee and the Teaching Effectiveness Committee.

COMMITTEE ON COMMITTEES REPORT

First Reading of the ADMISSION AND RETENTION POLICIES COMMITTEE CHARGE

1. Name: Admission and Retention Policies Committee
2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor, the Chair of the Faculty, one ex-officio appointee selected by the Chancellor, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers matters related to undergraduate recruitment, admission, advising, and retention of students.
 - B. The committee recommends to the Faculty Senate policies and procedures governing undergraduate recruitment, admissions, advising, retention, and readmission.
 - C. The committee considers and proposes to the Faculty Senate policies and procedures pertaining to academic credits and standards. This includes, but is not limited to, auditing and repetition of courses, advanced placement credit, grading, course attendance, scholastic eligibility requirements, academic probation and suspension, degrees with distinction, honors listings (Honor Roll, Dean's List, Chancellor's List), schedule changes, withdrawal from the University, course-load limitation, residence requirements for graduation and other similar items.
5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.
6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:

None
8. Standard Meeting Time:

The committee meeting time is scheduled for the first Monday of each month.

This new committee replaces the non-appellate functions of the Admissions and Recruitment, Credits, Readmission Appeals, and Student Advising and Retention Committees.

COMMITTEE ON COMMITTEES REPORT

First Reading of the CALENDAR COMMITTEE CHARGE

1. Name: Calendar Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor, the Chair of the Faculty, one ex-officio appointee selected by the Chancellor, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee considers calendar matters for university units, except the School of Medicine.

B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.

C. The committee schedules examination, holiday, and vacation periods.

D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at the December meeting and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

None

8. Standard Meeting Time:

The committee meeting time is scheduled for the first Wednesday of each month.

COMMITTEE ON COMMITTEES REPORT

First Reading of the FACULTY INFORMATION TECHNOLOGY COMMITTEE CHARGE

1. Name: Faculty Information Technology Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor, the Chair of the Faculty, one ex-officio appointee selected by the Chancellor, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee recommends policy related to the academic use of information technology.
- B. The committee participates in the strategic planning for the academic usage of information resources.
- C. The committee reviews Information Resources Coordinating Council policy recommendations that affect academic usage of information technology.
- D. The committee represents faculty opinion on information technologies and related policies.
- E. The committee pursues new University technology initiatives, reviews funding priorities, and makes recommendations as appropriate.
- F. The committee reviews issues related to the academic use of information technology brought to it by faculty members.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

None

8. Standard Meeting Time:

The committee meeting time is scheduled for the second Monday of each month.

COMMITTEE ON COMMITTEES REPORT

First Reading of the UNIVERSITY CURRICULUM COMMITTEE CHARGE

1. Name: University Curriculum Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor, the Chair of the Faculty, one ex-officio appointee selected by the Chancellor, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings.
- B. The committee recommends policies and procedures governing the acceptability of programs and courses.
- C. The committee reviews requests for permission to establish new degree programs and requests to establish new minors.
- D. The committee reviews and acts on proposals for new courses and programs and modifications of existing programs, the banking and deletion of courses (and programs), and standards and requirements for admission to, and retention in, degree programs.
- E. The committee considers other items that affect the curriculum of undergraduate programs.
- F. The committee acts on recommendations from the Council of Teacher Education regarding proposed changes in teacher education requirements.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

8. Standard Meeting Time:

The committee meeting time is scheduled for the second and fourth Thursday of each month.

COMMITTEE ON COMMITTEES REPORT

Nominations for the Appellate Due Process Committee

Patricia Anderson, School of Education

Rick Taylor, Department of English

REGULAR MEMBERS:

<u>Name</u>	<u>Department/School</u>	<u>Term</u>
Linda Mooney	Sociology	2001
Greg Lapicki	Physics	2002
Alexandra Shlapentokh	Math	2002
Ralph Scott	Academic Library Svcs	2003
Dan Schisler	Business	2003

ALTERNATE MEMBERS:

<u>Name</u>	<u>Department/School</u>	<u>Term</u>
John Bradley	Business	2001
Martin Schultz	Sociology	2001
Angela Thompson	History	2002
Open		2003
Open		2003

FACULTY GOVERNANCE COMMITTEE REPORT

Policy on Requesting a Leave of Absence*

The faculty member should forward a written request for a leave of absence to the unit administrator. The request should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor.

*This does not include request for leave subject to the Family Medical Leave Act. For a copy of that procedure, contact the Department of Human Resources.

Following approval by the Chancellor, this policy would be added to the current Leaves of Absence policy stated in the ECU Faculty Manual, Part VI. General Personnel Policies, Section A. Employment Policies, subsection D. Leaves of Absence.

FACULTY GRIEVANCE COMMITTEE REPORT

FACULTY GRIEVANCE COMMITTEE REPORT

In reference to the *ECU Faculty Manual*, Appendix Y, Section IV. Annual Report:

1. *On grievances initiated during the last academic year (1999-2000), the Committee shall report to the Faculty Senate the following:*
 - a. How many grievants proceeded to STEP ONE (attention of committee chair)? Two
 - b. How many grievants proceeded to STEP TWO (faculty counselor involved)? Two
 - c. How many grievants proceeded to STEP THREE (administrative review or faculty mediation)? One
 - d. How many grievants proceeded to STEP FOUR (request for a hearing)? None
 - e. How many grievants proceeded to STEP FIVE (hearing conducted)? None
 - f. How many grievants proceeded to STEP SIX (written report following hearing)? None
 - g. Of this number, how many reports were subsequently submitted by the committee to the Chancellor? None
2. *On grievances initiated prior to the last academic year, the committee shall report annually to the Faculty Senate the following:*
 - a. How many are still in process, but have not proceeded to STEP SIX, and how long each has been in process?
One - Mediation successfully completed One - at Step Two - September 1996 (Fall 1999)
 - b. How many grievances proceeded to STEP SIX (that is, the hearing process was completed and the committee reported its findings to the appropriate administrator)? Two
 - c. Of this number, how many reports were subsequently submitted by the committee to the Chancellor? Two
3. *The committee shall report annually to the Faculty Senate the following information relative to the general category of each grievance initiated during that academic year:*
 - a. the number of grievances in each of a set of general categories or types: 2- evaluation
 - b. for grievances in each category, the following information:
 - 1) the number of Petition for Redress submitted (same as 1.c. above): One
 - 2) the number of requests for a hearing, the number of hearings granted (same as 1.e. above): None
 - 3) the disposition of each hearing (in process, report submitted by the committee to the appropriate administrator, report subsequently submitted by the committee to the Chancellor). None

Concurrently, the Chair of the Faculty shall inform the Faculty Senate of the following:

1. *On grievances initiated during the last academic year:*
 - a. How many decisions were appealed by the grievant to the Chancellor? None
 - b. How many decisions were appealed by the grievant to the Board of Trustees or beyond? None
 - c. How many appeals are still in progress? None
2. *On grievances initiated prior to the last academic year:*
 - a. How many decisions were appealed by the grievant to the Chancellor? One
 - b. How many decisions were appealed by the grievant to the Board of Trustees or beyond? One
 - c. How many appeals are still in progress? One
3. *The following information relative to the general category of each grievance initiated during that academic year:*
 - a. Decisions appealed by grievant to the Chancellor: None
 - b. Decisions appealed by grievant to Board of Trustees or beyond: None
 - c. Appeals still in progress: None