EAST CAROLINA UNIVERSITY
2000-2001 FACULTY SENATE

The fifth regular meeting of the 2000/2001 Faculty Senate will be held on **Tuesday, 30 January 2001,** at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

I.   **Call to Order**

II.   **Approval of Minutes**

      5 December 2000

III. **Special Order of the Day**

      A.   Roll Call

      B.   Announcements

      C.   Richard Eakin, Chancellor
            Report on employment category of all faculty

      D.   Phil Dixon, Chairman of ECU Board of Trustees
            Activities of the Chancellor Search Committee

      E.   Vice Chancellor's Report

      F.   Brenda Killingsworth, SACS Self Study Director (Worth Worthington)

IV.   **Unfinished Business**

      A.   Educational Policies and Planning Committee, George Bailey
            This report is being presented to the Faculty Senate for information only.
            1.   Permission to Plan Three B.S. Engineering Technology Programs:
                  a.   Environmental and Pollution Control Technology/Technician
                  b.   Civil Engineering/Civil Technology/Technician
                  c.   Electronics Engineering Technology
            2.   Permission to Plan a B.S. in Allied Health Sciences

      B   Unit Code Screening Committee, Ralph Scott
            1.   Revised School of Business' Unit Code of Operation.
            2.   Revised General Guidelines for Writing and Revising a Unit Code of Operation (attachment   1).

      C.   University Curriculum Committee, James Smith
            Curriculum matters contained in the minutes of the 9 November 2000, Committee Meeting. (Copies of these minutes are available on the Faculty Senate web page.)

D. Committee on Committees, Henry Ferrell
1. First Reading of the following Academic Committee Charges:
   a. Educational Policies and Planning (attachment 2)
   b. Faculty Governance (attachment 3)
   c. Research/Creative Activity Grants (attachment 4)
   d. Teaching Grants (attachment 5)
   e. University Budget (attachment 6)

2. Second Reading of the following Academic Committee Charges:
   a. Libraries (attachment 7)
   b. Lifelong Learning (attachment 8)
   c. Student Academic Appellate (attachment 9)
   d. Student Scholarships, Fellowships, and Financial Aid (attachment 10)
   e. Unit Code Screening (attachment 11)

V. Report of Committees

A. Committee on Committees, Henry Ferrell
Nominees for two alternates to the UNC Faculty Assembly Delegation
(attachment 12).

B. Educational Policies and Planning Committee, George Bailey
(This report is being presented to the Faculty Senate for information only.)
Permission to Plan a Minor in Neuroscience (required 5000 level courses will be
offered at the 4000 level.)

C. Faculty Information Technology Committee, Richard Kerns
1. Current Policy Statement on Evaluating Faculty Authored Computer
   Programs or Software (attachment 13).
2. Current University World Wide Web Policy (attachment 14).

D. Student Advising and Retention Committee, Michael Brown
Proposed Revision to Advisor Evaluations (attachment 15).

E. University Curriculum Committee, Jim Smith
Curriculum matters contained in the minutes of the 11 January 2001, ~~and 25 January 2001~~, Committee
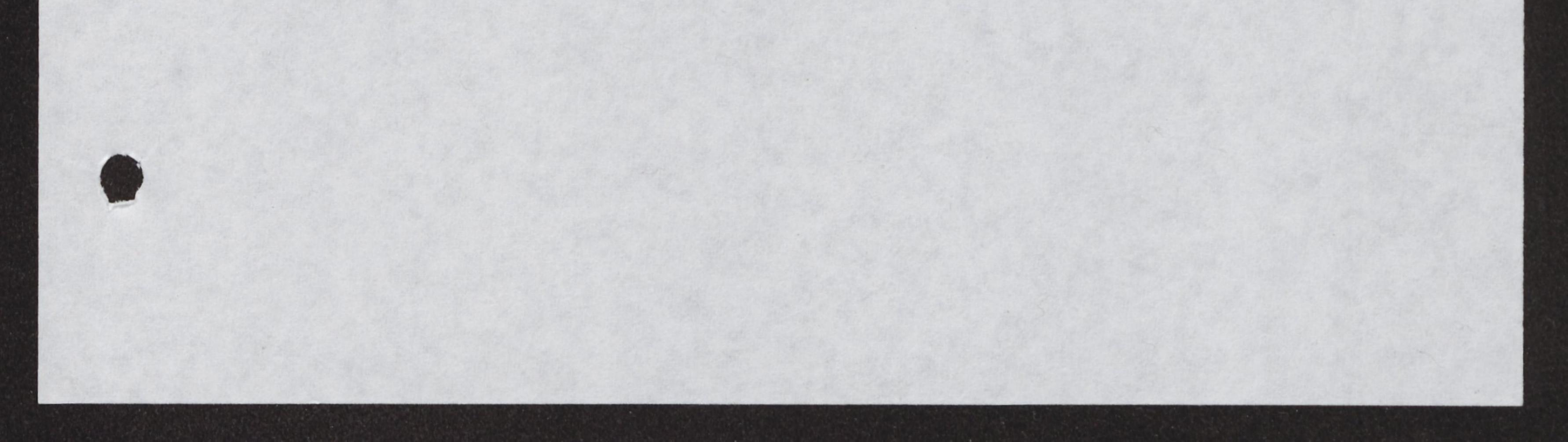Meeting. (Copies of these minutes will be available on the Faculty Senate web page.)

reference to English 2700 2740 3750 deleted from minutes.

VI. New Business

Resolution honoring Dr. James Hallock, Vice Chancellor for Health Sciences and Dean of the School of
Medicine (attachment 16).

UNIT CODE SCREENING COMMITTEE REPORT
Revised General Guidelines for Writing and Revising A Unit Code of Operation

---

EAST CAROLINA UNIVERSITY
UNIT CODE SCREENING COMMITTEE
GENERAL GUIDELINES FOR
WRITING AND REVISING A UNIT CODE OF OPERATION

Unit codes should be developed according to *ECU Faculty Manual,* Appendix L. East Carolina University Code. Units should include descriptions of procedures followed in the unit that are not covered in Appendix L and other Appendices of the *ECU Faculty Manual.* In addition:

1. Codes should be submitted on line numbered paper. All pages should include page number and date: e.g., new codes: 1:10/05/94; revised codes: 1: 10/10/94 rev.

2. Amendments must be made by following the amendment procedure of the current unit code. When submitting amendments, Unit Code Committees should briefly describe the reason for the change and indicate the line numbers affected, as well as provide copies of the affected pages in the current code with proposed changes underlined. They should also submit the revised amendments along with the original text. Amendments will be treated by the Faculty Senate Unit Code Screening Committee in isolation.

3. Comprehensive Code Review. Every seven (7) years, the Faculty Senate Unit Code Screening Committee will review a unit's entire code according to the following cycle: (latest current code in force approval date in parenthesis.):

    2002/03   **Geography (83), Chemistry (85), Physics (88), Industry & Tech (89)**
    2003/04   **Nursing (92), Economics (95), Art (96), Business (96)**
    2004/05   **Allied Health Sciences (96), Anthropology (97), English (97), Geology (97)**
    2005/06   **Human Environmental Sciences (97), Medicine (97), Sociology (97), Social Work (98)**
    2006/07   **Health Sciences Library (98), History (98), Philosophy (99), Political Science (99)**
    2007/08   **Foreign Languages (99), Psychology (99), Health & Human Performance (99), Education (00)**
    2008/09   **Music (00), Biology (00), Theatre and Dance (00), Academic Library Services (00)**

    One year prior to this date, code units will be asked by the Chair of the Faculty, to form a unit code committee to determine whether the current code still reflects current practice and is in compliance with university regulations, to propose changes (if any), to the tenured faculty of the unit. In the following year, representatives will be asked to meet with the Faculty Senate Unit Code Screening committee to discuss the current code and any amendments approved by the tenured faculty. All unit codes must comply with applicable portions of the Code of the University of North Carolina, the Code of East Carolina University, as well as relevant North Carolina and Federal Statutes.

4. Submit fourteen (14) copies of the code and amended code, if appropriate, to the Unit Code Screening Committee Chair. The new/amended code will be placed on the web at the Faculty Senate Unit Code Screening Committee site.

5. Codes should be submitted with a cover letter (see I. below)

6. Codes should be submitted with a cover page (see II. below)

UNIT CODE SCREENING COMMITTEE REPORT (continued)
Revised General Guidelines for Writing and Revising A Unit Code of Operation

I. Cover letter

The cover letter should state that the code was approved by majority of permanently tenured faculty members of the unit. See Appendix L, Sect C 1.

    A.   First Codes: Cover letter should state that it is the first code from the unit. Explain how the unit was established, for example by dividing one unit into two. See Appendix L, Sect D 2b "dividing a code into two or more code units."
        or

    B.   Amended Codes: Clearly indicate the changes that are being proposed and why. Amended codes should include copies of the current code and the proposed code with amended sections underlined. Units may ask to amend only sections of the code.

II. Cover page

The cover page should include the name of the unit, Unit's school or college, East Carolina University, and the signatures of the appropriate university officials and chairs with the effective date of the unit's code. See "Cover Page Example". Refer to Appendix L, Sect C 6.

Note: The Unit Code Screening Committee should be notified when a code status is changed, for example when a Department from the College of Arts and Sciences is transferred to the School of Education, the smaller unit's code is no longer in use. Refer to Appendix L, Sect D Code Unit Changes.

III. Checklist

This checklist will be used by the Unit Code Screening Committee to insure that codes comply with the appropriate *ECU Faculty Manual* Appendices. Refer to Appendix L, Sect C 3. New or amended unit codes being submitted to the Unit Code Screening Committee should:

___A. Include a cover letter and cover page.

___B. Define the unit's faculty, graduate faculty, voting faculty, and who votes on a given issue.

___C. Define the unit's administrative organization.

___D. Define the membership, terms and duties of standing committees, and state to whom committees report or make recommendations.

E. Include in the process of faculty evaluation:

___   1. procedures and criteria in the evaluation of faculty members annually and otherwise for all personnel actions, including recommendations for merit awards, reappointment, promotion, and the award of permanent tenure (see Appendices C, D, and L)
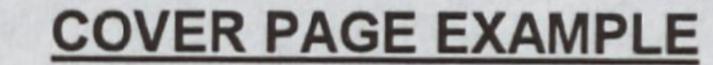
___   2. a statement regarding relative weights for teaching, creative activity/research, service, patient care/clinical and reassigned time to be used in the unit administrator's annual performance evaluation of faculty members.

___F.   Include procedures for holding meetings within the unit.

___G.   Define procedures for unit faculty members to indicate in a timely fashion and by vote their approval or disapproval of the unit's SACS report, major planning documents, and other assessments of unit operation prior to their submission to person(s) outside the unit.

___H.   Include procedures for discussing with its unit administrator the unit's annual budget request and annual report.

___I.   Include amendment procedure.

UNIT CODE SCREENING COMMITTEE REPORT (continued)
Revised General Guidelines for Writing and Revising A Unit Code of Operation

___J.   Be as specific as possible when explaining procedures, for example if "input" is received explain the process used.

___K.   State where recommendations are directed, to what person or body.

___L.   State, "Unit administrators should ensure that code procedures are followed".

(separate page)

<u>**COVER PAGE EXAMPLE**</u>

Effective date: ___   Latest Rev. date ___

UNIT CODE OF OPERATIONS
DEPARTMENT OF/UNIT NAME _____
SCHOOL/COLLEGE OF _____
EAST CAROLINA UNIVERSITY

<u>Initial Code Approval</u>

1. Approved by the tenured faculty of the Unit

   Chair, Unit Code Committee: _____ Date: _____

2. Submitted to Dean: _____ Date: _____

3. If changed, reapproved by tenured faculty:

   Chair, Unit Code Committee: _____ Date: _____

4. Reviewed/recommended by Faculty Senate Unit Code Screening Committee:

   Chair: _____ Date: _____
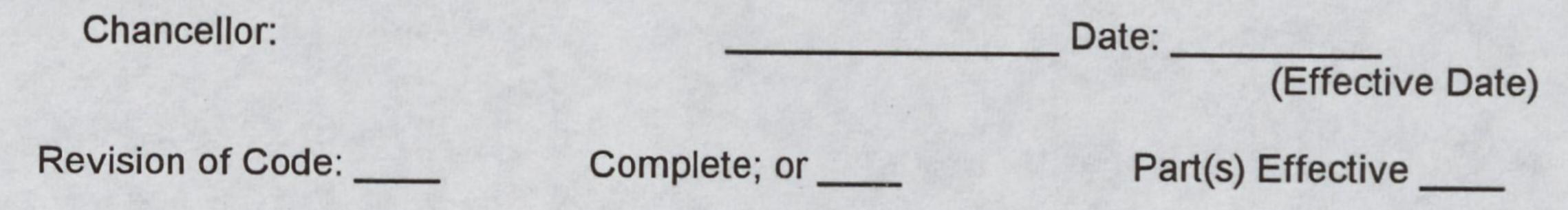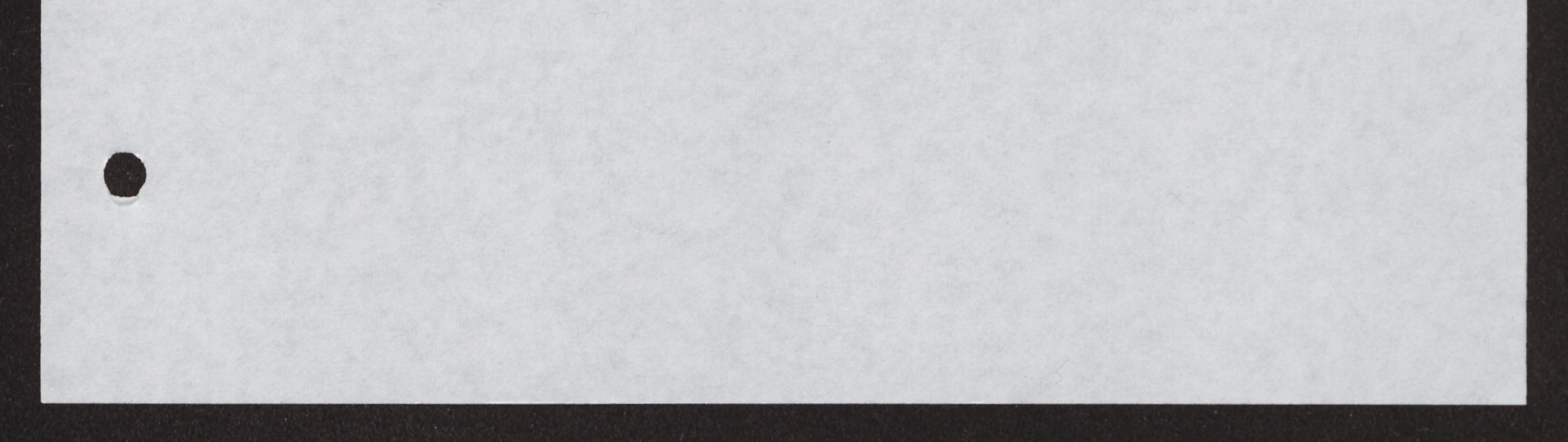
5. Approved by the East Carolina University Faculty Senate:

   Chair: _____ Date: _____

6. Approved by East Carolina University Chancellor/or designee:

   Chancellor: _____ Date: _____
                                                            (Effective Date)

Revision of Code: _____   Complete; or _____   Part(s) Effective _____

<u>CODE FORMAT</u>

Name of Unit

PREAMBLE

THIS CODE ALLOWS FOR FACULTY PARTICIPATION IN AND ESTABLISHES

PROCEDURE FOR THE UNIT'S INTERNAL AFFAIRS AND IS CONSISTENT

WITH ALL APPLICABLE APPENDICES OF THE *EAST CAROLINA*

UNIVERSITY FACULTY MANUAL.

Section I.   **Objectives/Mission**
Objectives/Mission may be stated here or reference made to another document.

Section II.   **Organization/Composition**
A. Definitions of voting faculty members.

> 1. Pertains to the unit's nominating committee for appointment of administrative officials, for making recommendations on code content to the permanently tenured unit faculty members, and for evaluations of the effectiveness of unit administrators. Refer to Appendix L, Sect A and Appendix D, Sect IV.

> 2. Pertains to making recommendations for appointments, reappointments, promotion, and the conferral of permanent tenure to faculty. Refer to Appendix D, Sect IV.

B. Administrative organization of the unit and its subdivisions. Give the titles and responsibilities of administrative officials, including coordinators and directors. Also, for administrative officers, include appointment procedures, terms of office and evaluation procedures. Refer to Appendix L, Sect B.

C. Unit administrator will discuss with faculty the unit's annual budget request and annual report. Refer to Appendix L, Sect C 3h

Section III.   **Standing Committees**
Include titles of committees, membership, method of selection, term of office duties/responsibilities/functions, where recommendations are forwarded. Committee membership should be included with each committee. Refer to Appendix L, Sect C 3d.

Section IV.   **Faculty Personnel Actions**
(Do not repeat the procedures outlined in Appendices C or D)

A. Selection and Appointment of New Faculty. Refer to Appendix C, Sect I.

B. Teaching Assignments and Reassigned Time. Refer to Appendix C, Sect II.

C. Faculty Evaluation

1. Establish criteria for conducting procedures outlined in Appendix L, Sects C 5, E, F, and G.

2. Include a statement regarding relative weights and how they are used to evaluate faculty. Refer to Appendix C, Sect III and Appendix L, Sect 3e.

D. Reappointment and Professional Advancement. Establish criteria for each faculty rank. Refer to Appendix C, Sect III an Appendix L, Sect C 3e.

E. Merit Award/Salary. Establish criteria for the evaluation of faculty for merit salary raises. Refer to Appendix C, Sect V and Appendix L, Sect C 3e.

F. Personnel/Evaluation Files. Refer to Appendix C, Sect VI.

G. Tenure and Promotion. Refer to Appendix D and Appendix L, Sect C 3e

Section V.   Meetings
Include requirements and procedures for calling meetings, and by whom, agenda requirements and reference to conduct by *Robert's Rules of Order, Newly Revised*. Refer to Appendix L, Sect C 1.

Section VI.   Evaluation of Unit, Unit Administrator(s) and University Administrators
Develop procedures for:

A. Faculty to indicate in a timely fashion and by vote their approval or disapproval of the unit's SACS report, major planning documents, and other assessments of unit operations, such as evaluations of administrative officials. Refer to Appendix L, Sect C 3g.

B. Program evaluation. Refer to Appendix L, Sect C 3e.

C. Unit administrators evaluations. Refer to Appendix L, Sect C 3f.

D. University administrators evaluations. Refer to Appendix L, Sect C 3g.
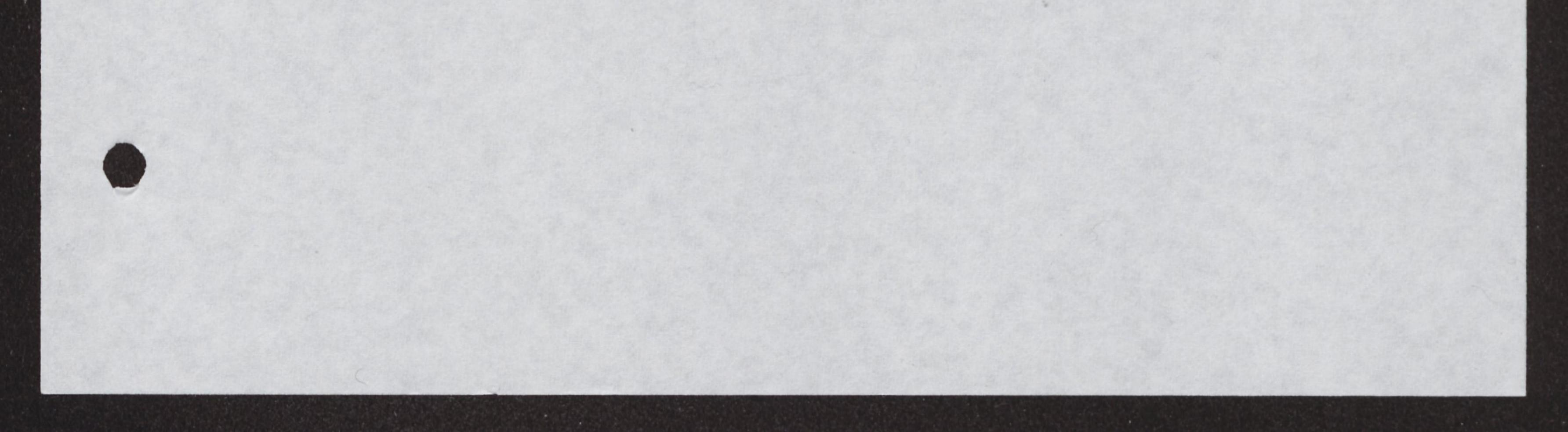
Section VII.   Other Policies and Documents
Include a list or summary of content and location of other governing policy documents used in the unit, if appropriate.
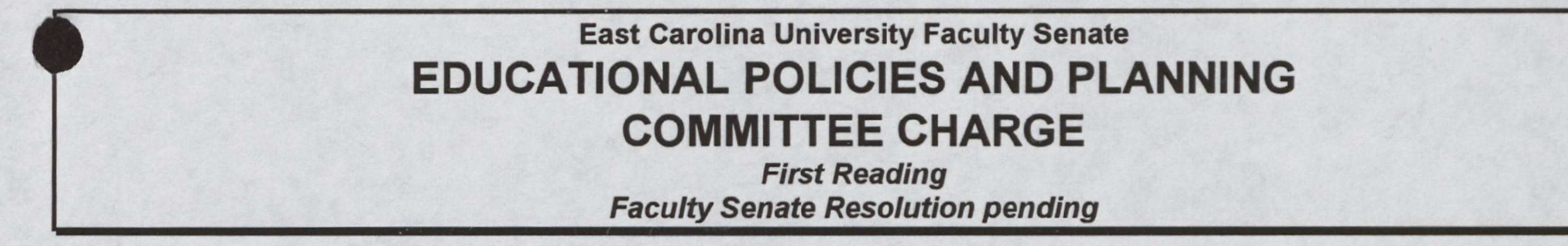
Section VIII.   Enabling
Upon the approval by a majority of the permanently tenured faculty members of the unit by secret ballot and after approval by the Faculty Senate and the Chancellor. Refer to Appendix L, Sect D 1.

Section IX.   Amendment of Code
Include procedures for amending code, how much prior notice is required, and what kind of vote is required (majority, 3/5, etc.). Refer to *Robert's Rules of Order, Newly Revised* "Bylaws," #55, Article IX. "This Code MUST be approved by a majority of the permanently tenured faculty members of the unit." (Appendix L. C. 1.)

East Carolina University Faculty Senate
EDUCATIONAL POLICIES AND PLANNING
COMMITTEE CHARGE
First Reading
Faculty Senate Resolution pending

1.   Name: Educational Policies and Planning Committee

2.   Membership:
7 faculty members
Ex-officio members (with vote):   The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair may appoint such subcommittees as they deem necessary.

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

4.   Committee Responsibilities:
A. The committee considers the adequacy, balance, and excellence of the University's undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.
B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.
C. The committee reviews information concerning proposals for new curricula, programs, and academic policies, or for revisions in existing policies, prior to the implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses the University academic standards as the basis for its reviews.
D. The committee acts upon requests for permission to plan and establish new degree programs and requests for permission to establish new minors. The committee shall use University academic standards as the basis for its review.
E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (*ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures).

5.   To Whom The Committee Reports:
The committee advises the Chancellor as described in 4.B. above. The committee reports to the Faculty Senate concerning its recommendations to the Chancellor and/or requests it has received from the Chancellor.

The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new minors. This report may be made by electronic means through the Faculty Senate office.
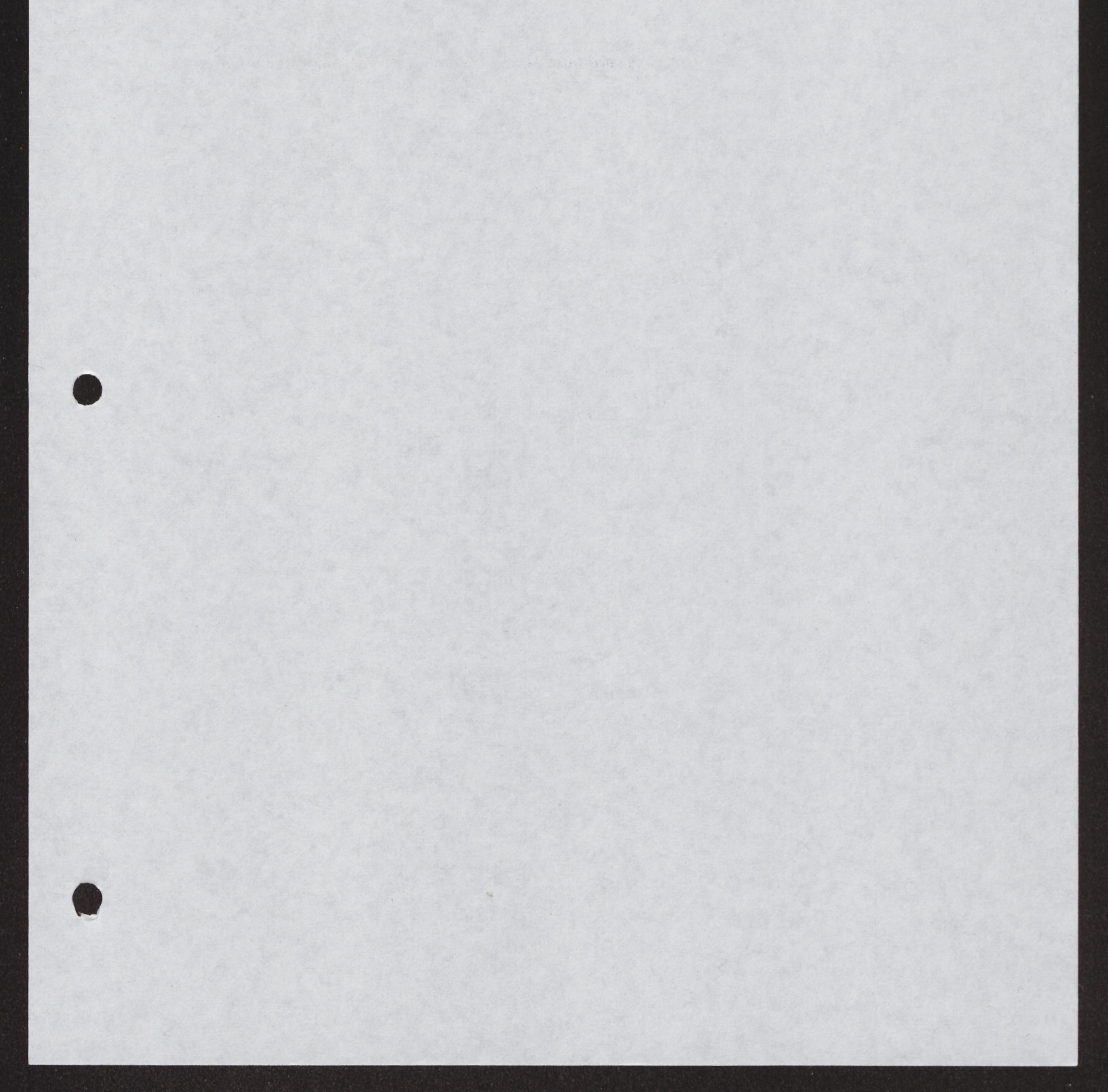
6.   How Often The Committee Reports:
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

Educational Policies and Planning Committee Charge (continued)

7.   Power Of The Committee To Act Without Faculty Senate Approval:
        The committee is empowered to advise the Chancellor as described in 4.A.2. above.

        Standard Meeting Time:
        The committee meeting time is scheduled for the second Friday of each month.

East Carolina University Faculty Senate
FACULTY GOVERNANCE COMMITTEE CHARGE
First Reading
Faculty Senate Resolution pending

1. Name: Faculty Governance Committee

2. Membership:
   7 faculty members

   Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, and one faculty senator selected by the Chair of the Faculty.

   The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4. Committee Responsibilities:
   A. The committee considers matters relating to Appendix A. Faculty Constitution and By-Laws, where there is no conflict with the functions of the Committee on Committees.
   B. The committee considers matters relating to Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University, Appendix L. East Carolina University Code, and other governance documents not specified in other committee charges.
   C. The committee considers policies and procedures related to initial faculty appointment, tenure, promotion in rank, merit, (see Appendix D. Tenure Policies and Regulations of East Carolina University), and other such matters as may pertain to the general well-being of the faculty, e.g. sexual harassment policy.
   D. The committee advises the Chair of the Faculty regarding the contents of the Faculty Manual.
   E. The committee considers matters relating to unit re-evaluations.

5. To Whom The Committee Reports:
   The committee recommends to the Faculty Senate revisions to Appendix A, Faculty Constitution and By-Laws, Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University, Appendix D. Tenure Policies and Regulations of East Carolina University, and Appendix L. East Carolina University Code. The committee makes recommendations concerning unit re-evaluations to the Faculty Senate. The committee makes its recommendations on policies concerning initial faculty appointment, tenure, promotion, and merit 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:
   The committee is empowered to advise the Chair of the Faculty regarding the contents of the *Faculty Manual*.

8. Standard Meeting Time:
   The committee meeting time is scheduled for the 2nd Wednesday of each month.

East Carolina University Faculty Senate
RESEARCH/CREATIVE ACTIVITY GRANTS
COMMITTEE CHARGE
First Reading
Faculty Senate Resolution pending

1.   Name: Research/Creative Activity Grants Committee

2.   Membership:
     14 elected faculty members
     Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

     The membership of the committee shall serve according to their disciplinary expertise. Ideally this would include seven members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and seven members from the Professional Schools and other academic units, with no more than one from each professional school. Each member shall have demonstrated accomplishment in scholarship, research, or creative activity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.

     The chair of the committee may invite resource persons as necessary to realize the committee charge.

3.   Quorum: 8 elected members exclusive of ex-officio.

4.   Committee Responsibilities:
     A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients.

     B. The committee recommends the funding of meritorious research/creative activity proposals. Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. That member of the committee shall not be present when his or her proposal is being considered by the committee.

5.   To Whom The Committee Reports:
     The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing research/creative activity proposals 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:
     The committee is empowered to make recommendations regarding the funding of research proposals.

8.   Standard Meeting Time:

     The committee does not have a standard meeting time.

East Carolina University Faculty Senate
TEACHING GRANTS COMMITTEE CHARGE
First Reading
Faculty Senate Resolution pending

---

1.   Name: Teaching Grants Committee

2.   Membership:
14 elected faculty members
Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The membership of the committee shall serve according to their disciplinary expertise. Ideally this would include seven members from the College of
Arts and Sciences, with at least two each from Humanities, Social Sciences, and
 the Sciences/Math, and seven members from the Professional Schools and other academic units, with no more than one from each professional school.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

3.   Quorum: 8 elected members exclusive of ex-officio.

   Committee Responsibilities:

   A.   The committee recommends policies and procedures governing the grant
        application process, criteria for the awarding of grants, guidelines for the
        use of teaching grant funds, and procedures for annual reporting by grant
        recipients.
   B.   The committee recommends teaching grant proposals to be funded, based on the
        merit of the proposals. Members of the committee are permitted to submit proposals
        for the committee's consideration. No member of the committee may vote on his or
        her own proposal, but no member is prohibited from voting on any other proposal
        before the committee. That member of the committee shall not be present when his
        or her proposal is being considered by the committee.

5.   To Whom The Committee Reports:

      The committee submits recommendations of proposals to be funded to the
      appropriate vice chancellor and reports the final list of funded proposals to
      the Faculty Senate. The committee makes recommendations concerning the
      policies and procedures governing teaching grant proposals 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:
      The committee is empowered to make recommendations regarding the funding of
      research proposals.

8.   Standard Meeting Time:

      The committee does not have a standard meeting time.

<table>
<tr><td></td></tr>
</table>

East Carolina University Faculty Senate
UNIVERSITY BUDGET
COMMITTEE CHARGE
First Reading
Faculty Senate Resolution pending
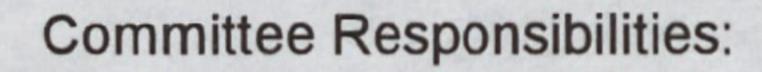
1.   Name: University Budget Committee

2.   Membership:

7 faculty members
Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research or an appointed representative, the Vice Chancellor for Administration and Finance or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may form subcommittees and may invite resource persons as necessary to realize the committee charge.

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

Committee Responsibilities:

A. The committee serves as a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
B. The committee receives information and advised the Chancellor regarding budgetary and reallocation decisions including the lapsed salary budget, the carryover budget, and the biennium budget requests.
C. The committee advises the Chancellor on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.

5.   To Whom The Committee Reports:
The committee advises the Chancellor. The committee reports to the Faculty Senate concerning its recommendations to the Chancellor.

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 advise the Chancellor as described in section 4.A.1 above.

8.   Standard Meeting Time:

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

East Carolina University Faculty Senate
LIBRARIES COMMITTEE CHARGE
Second Reading
Faculty Senate Resolution pending
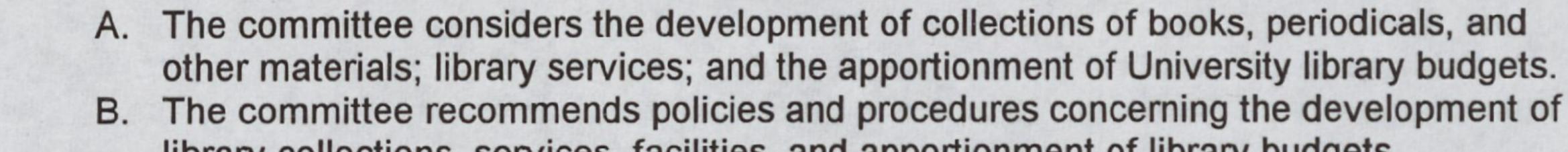
---

1.   Name: Libraries Committee

2.   Membership:

    7 faculty members

    Ex-officio members (with vote):   The Chancellor or an appointed representative, the Director of Academic Library Services, the Director of Health Sciences Library, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

    The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

4.   Committee Responsibilities:

    A. The committee considers the development of collections of books, periodicals, and other materials; library services; and the apportionment of University library budgets.
    B. The committee recommends policies and procedures concerning the development of library collections, services, facilities, and apportionment of library budgets.
    C. The committee interprets the problems and policies of both libraries to the faculty and conveys faculty opinion and needs to the library staff.

5.   To Whom The Committee Reports:

    The committee makes recommendations to the Faculty Senate concerning policies and procedures relating to the development of library collections and apportionment of library budgets. The committee makes recommendations to the Director of Academic Library Services and the Director of Health Sciences Library on matters relating to the services and facilities of the libraries and reports their 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:

    The committee is empowered to make recommendations concerning the policies and procedures relating to the development of library collections, services, facilities, and the apportionment of library budgets.

8.   Standard Meeting Time:

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

East Carolina University Faculty Senate
LIFELONG LEARNING
COMMITTEE CHARGE
Second Reading
Faculty Senate Resolution pending

1.   Name: Lifelong Learning Committee

2.   Membership:

7 faculty members

Ex-officio members (with vote):   The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

Committee Responsibilities:
   A. The committee reviews program quality, faculty, student services, support services, and policies and future directions relating to continuing education, distance education, summer school, weekend university, and lifelong learning.
   B. The committee examines and recommends policies relating to continuing education, distance education, and summer school teaching, including qualifications, number of hours, and compensation.
   C. The committee reviews career and cooperative education programs of the University.

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 Wednesday of each month.

This new committee replaces the Continuing Education and Career Education Committees.

East Carolina University Faculty Senate
STUDENT ACADEMIC APPELLATE
COMMITTEE CHARGE
Second Reading
Faculty Senate Resolution pending

---

1. Name: Student Academic Appellate Committee

2. Membership:
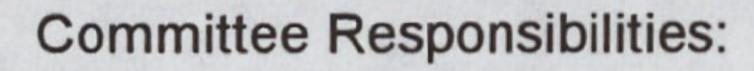
    7 faculty members

    Ex-officio members (with vote):   The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

    The chair of the committee may invite resource persons as necessary to realize the committee charge.

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

    Committee Responsibilities:

    A. The committee serves as an appeals board for entering students who do not meet admission requirements.

    B. The committee serves as an appeals board for students denied permission to drop a course.

    C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.

    D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.

    E. The committee serves as an appeals board for students appealing financial aid decisions.

5. To Whom The Committee Reports:

    The committee reports its appellate decisions to the appropriate administrative office.

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 make appellate decisions regarding students as outlined
        in its committee responsibilities.

8.   Standard Meeting Time:

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

This new committee replaces the appellate functions of the following committees: Admissions and Recruitment, Course Drop Appeals, Credits, Readmission Appeals, and Student Scholarships, Fellowships, and Financial Aid Committees.

East Carolina University Faculty Senate
STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID COMMITTEE CHARGE
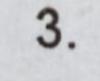*Second Reading*
Faculty Senate Resolution pending

1.   Name: Student Scholarships, Fellowships, and Financial Aid Committee

2.   Membership:

    7 faculty members

    Ex-officio members (with vote):   The Chancellor or an appointed representative, the Vice
    Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty,
    one faculty senator selected by the Chair of the Faculty, and one student member from
    the Student Government Association.

    The chair of the committee may invite resource persons as necessary to realize the
    committee charge.

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

    Committee Responsibilities:
    A. The committee recommends policy guidelines for granting scholarships,
        fellowships, and other financial aid programs.
    B. The committee recommends recipients of specified student financial aid
        scholarships.
    C. The committee keeps up-to-date information on scholarships and fellowships
        available to students.
    D. The committee reviews periodically the overall operation of the Student
        Financial Aid Office.

5.   To Whom The Committee Reports:

    The committee makes its recommendations concerning policies and procedures to the
    Faculty Senate. The committee recommends recipients of specified student
    financial aid scholarships to the Director of Financial Aid.

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 make recommendations regarding the granting of
    specified student financial aid scholarships.

    Standard Meeting Time:

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

East Carolina University Faculty Senate
UNIT CODE SCREENING
COMMITTEE CHARGE
Second Reading
Faculty Senate Resolution pending

1.   Name: Unit Code Screening Committee

2.   Membership:

      7 faculty members

      Ex-officio members (with vote):   The Chancellor or an appointed representative, the Vice
      Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health
      Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected
      by the Chair of the Faculty, and one student member from the Student Government Association.

      The chair of the committee may invite resource persons as necessary to realize the
      committee charge.

      Quorum: 4 elected members exclusive of ex-officio.

4.   Committee Responsibilities:

      A. The committee reviews academic unit codes and changes to existing academic unit
          codes to insure conformity with the East Carolina University Code and the Guidelines
          for Unit Codes established by the committee. The committee provides units the
          opportunity to ensure compliance with the ECU Code, the UNC Code, and other
          appropriate documents.

      B. The committee revises the Guidelines for Unit Codes when necessary.
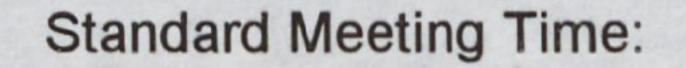
5.   To Whom The Committee Reports:

      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 does not have a standard meeting time.

COMMITTEE ON COMMITTEES REPORT

Nominations for 2001-2002 UNC Faculty Assembly Delegation

Two alternate vacancies

Dennis Chestnut	Department of Psychology
Mary Alice Glascoff	School of Health and Human Performance
Ulf Karlsson	School of Medicine
David Long	Department of History

Current UNC Faculty Assembly Delegation

Delegates

Bob Morrison	Chair of the Faculty*	2001 term
Henry Ferrell	History	2002 term
Linda Allred	Psychology	2002 term
Allan Rosenberg	Medicine	2003 term
Ralph Scott	Academic Library Svcs.	2003 term

*rotating one-year term, belonging to the elected Chair of the Faculty

Alternates

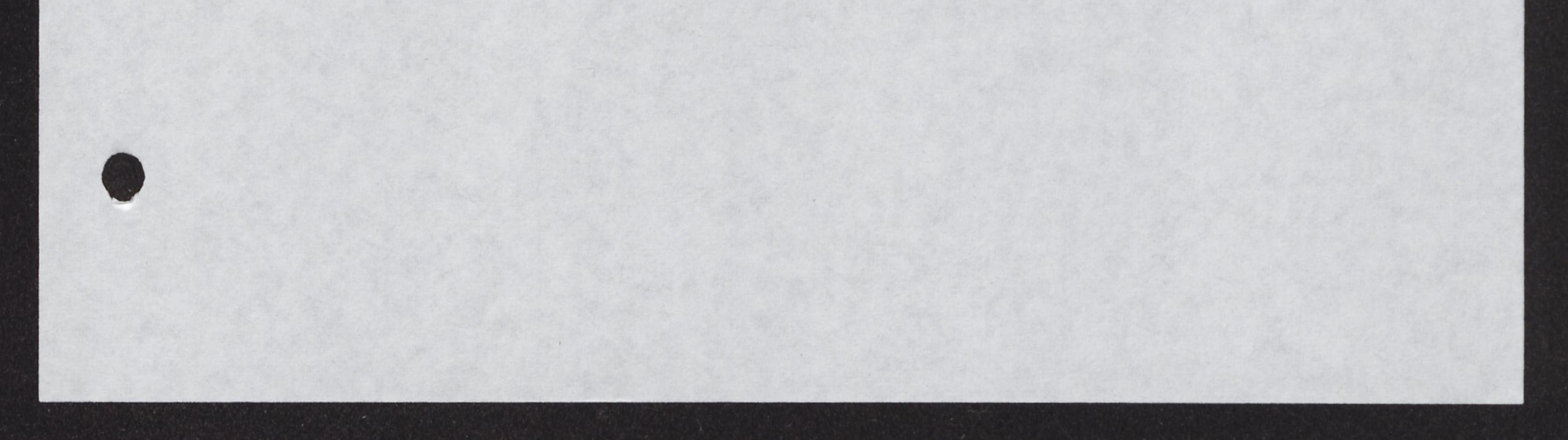|			
Jeanette Dolezal	Medicine	2001	term expiring
Ron Cortright	Health and Human Perf.	2001	term expiring
Mark Taggart	Music	2002	
Brian Harris	Foreign Languages	2002	
Lou Everett	Nursing	2003	

FACULTY INFORMATION TECHNOLOGY COMMITTEE REPORT

Current Policy Statement on Evaluating Faculty Authored Computer Programs or Software
(Resolution #92-11, March 31, 1992)

Computer programs or software should be evaluated and counted as are other intellectual products developed by faculty -- e.g., musical scores, works of art, poems, biographies, the identification of a chemical testing procedure etc.

A.   Computer programs or software may further knowledge in a discipline, enhance a faculty member's teaching, or provide a service. When evaluating a faculty member's computer program or software for the annual report, the same basic criteria should apply as when evaluating other intellectual products: does it make an important contribution to one's teaching, does it enhance one's professional development, does it further knowledge in one's discipline, is there some recourse to "standards" through a peer review process, does it enhance the university's level of service? Published software should be subject to a peer review process which would provide the same "tangible evidence" for its contribution to scholarly work or teaching that is provided by peer review of other published or juried works.

  1.   Teaching: If the faculty authored software is being applied to teaching, then the evaluation and credit should be under that category. (With East Carolina University's emphasis on incorporating computing and new technology into the instructional setting, there needs to be encouragement and reward for faculty who invest the time and training to do so.)

  2.   Research/Creative Activity: If the faculty authored software is a part or result of research or creative activity which is published, presented, or exhibited, then the evaluation and credit should be under that category. Published research incorporating faculty authored software should be treated as is other published research.

  3.   Service: If the faculty authored software is for use in professional service, then it should be evaluated under that category.

B.   From discipline to discipline the form taken by the candidate's contribution will vary. (Such discipline-specific standards already apply to the evaluation of the annual reports and of materials reviewed for tenure and promotion.)

FACULTY INFORMATION TECHNOLOGY COMMITTEE REPORT
Current East Carolina University Policy on the World Wide Web
(Effective Date: July 17, 2000)

Insofar as the university recognizes the value of the World Wide Web (WWW) as an effective information resource for all university constituents, including but not limited to current and prospective students, faculty, staff, alumni, and the general public for communication, education, research, and scholarship, it is further recognized that documents contained on it are a reflection on the creator(s) and the institution as a whole. Therefore, the content and appearance of documents and other subject matter contained on all web pages must comply with the following:
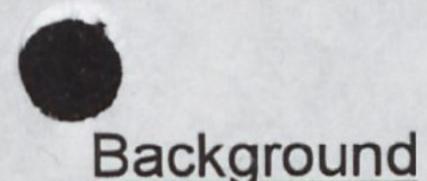
1. All web page development must comply with the following university policies and guidelines:
    1. Academic Computer Use Policy
    2. University Student and Employee Computer Use Policy
    3. Trademark and Logo Policy
    4. Publications: Guidelines for Using the East Carolina University Logo
    5. Patent and Copyright Policy
    6. Advertising Policy
    7. Policy Statement on commercial exploitation of classroom materials

2. To achieve consistency at all institutional and unit levels, the web pages for any unit listed on the University organizational chart must follow the design standards established by the University Web Committee for the primary web page. Units are also encouraged to follow these same design standards for all subsequent web pages.

3. All web pages must contain a date of last revision and clearly identify or be linked to a contact page that identifies the department, school, or individual responsible for the web site and identify the name, e-mail address, and postal address of the person to which questions and concerns on the web site should be directed.

4. Web pages containing content not related to conducting university business, must provide the following disclaimer or a similar disclaimer on the main web page and any subsequent pages: The content contained herein reflects the views of the author(s) and is not considered an endorsement by the university.

5. In compliance with applicable state and federal laws, including Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and university policies, university related, and university electronic publications must provide reasonable access to individuals with disabilities. Contact the Department for Disability Support Services for alternative methods in providing access to information contained on the site.

6. Oversight and review of university-associated web pages is the responsibility of the University Web Committee and the Web Development Team. Violations of the web policy will be made known to the responsible unit administrator for resolution. Noncompliance with University policies may result in removal of web pages and disciplinary action.

STUDENT ADVISING AND RETENTION COMMITTEE REPORT

Background

ECU is currently collecting advising information from students in three separate surveys: the Advising Survey, the Sophomore Survey, and the Graduating Senior Survey. The sophomore and senior surveys are sponsored by the UNC-General Administration and are conducted on all 16 campuses every other spring semester. ECU conducts the Graduating Senior Survey continuously as students apply for graduation. ECU will conduct the Sophomore Survey each Spring semester. The sophomore and senior surveys ask for the student's identification number so the results can be linked to information in the database concerning that student, including the identification of their advisor. The questions asked on the sophomore and senior surveys are similar to those on the Advising Survey. The Advisor Survey asks one additional question that is not on the sophomore and senior surveys – a question about the advisee's preparation for the advising session.

Issue

It is never good to ask the same information from the same people on two different surveys at the same time. It is particularly troublesome now that we have made the sophomore and senior surveys administrative requirements. The sophomore and advising surveys are conducted at exactly the same time during the spring semester. Students have indicated confusion and some annoyance that they are asked to complete two different surveys that ask similar questions. Also, some faculty have been concerned that the number of advising surveys returned has been small.

Recommendations

The Student Advising and Retention Committee proposes the following:
1. Remove seniors who have applied for graduation and second semester sophomores who have been asked to complete the sophomore survey from the population surveyed by the Advisor Survey.
2. Change the Advisor Survey questions to agree with the sophomore and senior surveys.
3. Change the Advisor Survey scale from a 5-point Likert scale to a 4-point Likert scale to agree with the sophomore and senior surveys.
4. Retain the additional question on the Advisor Survey and add that question to the sophomore and senior surveys.
5. Combine survey results for advisors who choose to participate in the advising survey. Combine the answers to the advising questions on the sophomore and senior surveys with the results of the advisor survey.
6. All other parameters of the Advisor Evaluation remain the same. Faculty can choose to participate or not participate in the evaluation, and choose whether to have results reported to their unit director. Any written comments will continue to be sent only to the participating faculty member.

Results

1. This will significantly increase the amount of data available for the advisor. The table (to be distributed at the meeting) demonstrates this proposal. This proposal, based on last year's survey, would yield 6,133 surveys compared to the 4,695 Advisor Surveys collected last year.
2. The aggregated scores on the combined surveys would provide very similar scores to those of the current Advisor Survey. The combination of Advisor Survey results from last year (re-based and excluding graduating seniors and second semester sophomores) with the graduating senior survey and sophomore survey results yields a mean score of 3.1 for the overall question compared to a (re-based) mean score of 3.2 for the overall question on the current Advisor Survey.

A table showing alternative measures of academic advising will be provided at the meeting. Please feel free to call the Faculty Senate office at ext. 6537 if you would like a copy of this table prior to the meeting.)

Student Advising and Retention Committee Report

ALTERNATIVE MEASURES OF ACADEMIC ADVISING

QUESTION	ADVISOR SURVEY		GRAD SENIOR SURVEY		SOPHMORE SURVEY		ADVISOR SURVEY EX. Senior & Soph.		COMBINED SURVEYS	
	Number	Average	Number	Average	Number	Average	Number	Average	Number	Average
1. My adviser's knowledge of degree requirements and academic regulations is	4638	3.2					3816	3.1		
Accurate information about degree requirements and course sequencing			1196	3.2	1079	2.9			6091	3.1
2 My adviser's knowledge of where to seek info that he/she does not have is	4467	3.1					3672	3.1		
Knowledge of campus policies and procedures			1195	3.1	1081	2.9			5948	3.1
3 My adviser's availability through posted office hours or appointments is	4606	3.0					3788	3		
Access to advisor			1197	3.3	1082	2.9			6067	3.0
4 My adviser's attitude toward helping me is	4698	3.2					3864	3.2		
Sufficient time with advisor			1196	3.2	1079	2.8			6139	3.1
5 My own preparation/prepardness for meeting with my advisor has been	4697	3.1					3847	3.1	3847	3.1
6 My overall rating of my advisor is	4695	3.2					3862	3.2		
Academic Advising Overall			1195	3.2	1076	2.9			6133	3.1

Exhibit
The exhibit shows a comparison of the alternative wording of the two surveys and the scores (rebased where necessary) for each item. The first column of the table shows the alternative wording of questions from the advising and from the sophomore and senior surveys. The second and third columns show the number of surveys and average score (re-based to a 4-point scale) from the Advisor Survey. The fourth and fifth columns show the same information from the Graduating Senior Survey. The sixth and seventh columns show the information collected in the Sophomore Survey. The eighth and ninth columns show the advisor survey results with the graduating senior and second semester sophomore results removed (the results of step 1 of the proposal above). The last two columns show the results of combining the Advisor Survey results from last year (re-based and excluding graduating seniors and second semester sophomores) with the graduating senior survey and sophomore survey results yields a mean score of 3.1 for the overall question compared to a (re-based) mean score of 3.2 for the overall question on the current Advisor Survey.